



FINANCE & CORPORATE SERVICES

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CFAO 50-3 -- SPORTS

PURPOSE

1. This order prescribes the policy and regulating guidelines governing the organization and conduct of competitive sports programs for members of the Canadian Forces (CF).

DIVISION OF THE ORDER

2. This order is comprised of the following sections:

- a. Section 1 -- General;
- b. Section 2 -- Sport Programs;
- c. Section 3 -- Canadian Forces National and International Sports Competitions;
- d. Section 4 -- Logistic and Administrative Support; and
- e. Section 5 -- Resources

SECTION 1 -- GENERAL

3. Competitive sports are an integral part of the continuing training and development of members of the CF. The objectives established for the sports program are to be met through sport skills instruction, and the conduct of team and individual sports competitions. However, some competitive sports such as boxing and hang-gliding, which are not authorized by the CF, do not form part of this order.

4. Competitions involving motorized vehicles, such as car rallies, snowmobile races and motor racing, and social games such as darts, shuffle-board and billiards do not form part of this order, but may be organized as recreational activities in accordance with [50-2](#).

OBJECTIVES

5. Comprehensive sports programs, through the demands of training and competition, contribute to the overall effectiveness of the CF. The primary objectives of the program are:

- a. to develop unit cohesion, team work, morale, pride and identity;
- b. to instill a high degree of esprit de corps;
- c. to develop individual attributes such as leadership, self-discipline, self-sacrifice, self-esteem and aggressiveness;

and

d. to promote physical fitness.

6. Secondary objectives of the program are:

- a. to provide the opportunity for all members to develop their physical potential;
- b. to provide the opportunity for members to participate in highly skilled, competitive and organized athletics; and
- c. to encourage military athletes and teams to achieve higher standards of proficiency.

RESPONSIBILITY AND AUTHORITY

7. Commanding officers (COs) are responsible for establishing a comprehensive competitive sports program in which all members have the opportunity to compete.

8. The commander of a command may authorize competitions between units or individuals within the command.

9. Regional commanders are the approving authority for the organization and conduct of regional sports competitions within their Military Region. Regional Boundaries are described in Annex A.

10. The Director Physical Education, Recreation and Amenities (NDHQ/DPERA) is the approving authority for the organization and conduct of CF national sports championships, CF invitational sports competitions and international sports competition.

11. The Director General Personnel Services (DGPS) is the approving authority for the hosting of International Sports Competitions by the CF.

12. DGPS is the Chief of Delegation for the CF with respect to Conseil International du Sport Militaire (CISM).

13. The conditions and approving authorities for participation in, and hosting of, sports competitions are found in Annex B.

PENSION COVERAGE

14. A member who suffers a disability, or the surviving spouse of a deceased member, may be entitled to a pension under the Pension Act (R.S.C., 1985, C.P-6), if the member or his or her representative can clearly establish in accordance with Part IV of the said Act, that the disability or death is the result of an injury or disease, or the aggravation of an injury or disease, that arose out of or was directly connected with military service. Pursuant to subsections 21(2) and (3) of the Pension Act, an injury or disease, or aggravation thereof, resulting in the disability or death of a member is deemed to have arisen out of or to have been directly connected with military service if it was incurred in the course of

- (a) any physical training or any sports activity in which the member was participating that was authorized or organized by a military authority, or performed in the interests of the service although not authorized or organized by a military authority;
- (b) any activity incidental to or directly connected with an activity described in paragraph (a), including the transportation of the member by any means between the place the member normally performed his duties and the place of that activity;

Pursuant to paragraph (d) of [QR&O 21.47](#), the report of a summary investigation or the minutes of proceedings of a board of inquiry into an injury or death are required to contain a finding as to whether the injury or death was attributable to military service. In order to support the finding all available evidence of military control of, and the requirement to participate in, the activity, including copies of any appropriate written orders, shall be included. Members who prefer to participate in sports activities or physical training which are not conducted in accordance with this order are encouraged to review their disability and life insurance policies since disability or death which occurs as a result of such participation may not give rise to a pension entitlement under the Pension Act.

CASUALTY REPORTING

15. Reporting of injuries or death arising from programs conducted under the auspices of this order shall be in accordance with [21-9](#), [CFAO 24-1](#), [CFAO 24-2](#) and [24-6](#).

16. The Physical Education and Recreation (PE&R) staff shall maintain a register of all injuries incurred by members during participation in the CF sports program and, where applicable, a report shall be completed in accordance with [24-2](#).

SUSPENSIONS

17. Members involved in a rules infraction while participating in CF sports competitions may be subject to suspension from participation in CF sports for varying lengths of time or numbers of games. In some instances suspension from participation in all CF sports may be appropriate. Suspension action will be initiated by the league president or the Base Physical Education and Recreation Officer (BPERO) in accordance with the applicable rules of play and shall, if the severity of the infraction warrants, be referred to NDHQ/DPERA through the normal chain of command. Infractions of a minor nature that result in suspensions comprising a short period of time or a small number of games can be administered locally.

SECTION 2 -- SPORTS PROGRAMS

SPORTS TRAINING

18. Many members lack the skills necessary to permit their safe, effective and enjoyable participation in the sports program. Therefore, the development or improvement of skills required for playing, coaching and officiating sports shall be an important and fundamental part of the sports program. Priority shall be given to providing instruction at the basic or beginning skills levels.

INTRAMURAL

19. The primary CF level of sport competition for members is the intramural program. According to local conditions the intramural program may be defined as inter-section, inter-company or inter-mess. COs are to give every possible consideration to providing full opportunity for participation by all members especially the less expert performer. This level of sport activity shall be given first priority in use of resources.

20. Teams restricted to members of a mess, or military occupation (MOC) may participate in intramural programs involving other such members and also in local competitions involving either civilian or military teams, as part of the unit sports program. Participation by such teams requiring travel beyond an 80 km radius shall not be considered as part of the intramural sports program. Participation by such teams requiring travel beyond an 80 km radius must be considered as part of the extramural program.

EXTRAMURAL

21. The next level of competition is the extramural sports program. The ability of individuals and teams of better than average athletic calibre must be recognized -- such individuals are to be encouraged to develop their skills so they may advance to higher levels of competition. Extramural competition is a valuable extension of the intramural program and an important component in achieving the objectives of the CF sports program.

22. Extramural sports programs include:
- a. competitions against members or teams from other bases, stations or units;
 - b. participation against civilian teams or individuals;
 - c. command competitions;
 - d. CF regional championships and invitationals;
 - e. CF national championships; and
 - f. participation at the elite level in national and international civilian or military sport competitions.

REGIONAL PROGRAMS

23. The CF is divided into six regions for sports competitions, which are organized and conducted under the authority of responsible formations as described in Annex A.

24. Regional competitions provide frequent opportunity for activity in the widest variety, and must be conducted with the most economical use of resources. As an approved extension of base level sports programs, regional competitions are to be conducted with public resources including the provision of rations, quarters and transportation.

25. Regional programs shall be arranged to ensure that:
- a. competitions are organized in all sports where sufficient interest is shown by a majority of bases and stations within the region;
 - b. equitable competition opportunities are available for all sizes of bases, stations and units; and
 - c. a fair and effective method is designed to select regional representatives for national championships.

26. The responsibilities of the Regional Sports Director (RSD) are described in Annex C.

NATIONAL PROGRAMS

27. Sports competitions to be conducted as CF national championships will be determined at the national RSD annual meeting based on the relative participation at the regional level. The RSDs, along with NDHQ/DPERA, will set the rules for such championships, including eligibility and team composition. The responsibility for arrangements in support of a national championship will be assigned to a selected base by NDHQ in conjunction with the base's parent command headquarters (CHQ). The responsibilities of the host base are described in Annex D.

INTERNATIONAL COMPETITIONS

28. International competitions will be conducted as an extension of the CF national program:

- a. Entry of individuals or teams into international military competitions shall be authorized as outlined in Annex B.
- b. The CISM is an international military sports organization founded at the end of World War II. Its aim is to encourage physical activity and military sport and to enhance friendly relations between armed forces of the member nations. The responsibilities for governing Canada's participation in CISM are described in Annex J. Members will be permitted to train for, attend, and participate in activities sponsored by CISM. Elite athletes may also be selected to attend CISM events on an individual basis. The development of sports for CISM will come from normal training activities which have a military impact or form part of the ongoing CF sports program. Units are to support individual athlete development and maintain records of their achievements.

INVITATIONAL COMPETITION

29. CF invitational competitions involving individuals or teams from two or more units within the same region may be considered as part of the regional activity for the purpose of authorizing travel and transportation. Whenever practicable, such events should be planned in conjunction with the region's semiannual program of activities.

30. CF invitational competitions involving individuals or teams from more than one region require NDHQ/DGPS approval, and normally will be subject to the condition that the number of participants or teams per region must be limited. Applications will normally be staffed through the RSD and reviewed at the annual RSD meeting for inclusion in the CF National Sport Program.

CIVILIAN COMPETITIONS

31. Superseded by [CANFORGEN 061/09](#).

COMMAND COMPETITIONS

32. The CF is divided into Commands. Command competitions provide opportunities for activity in the widest variety of sports, and must be conducted with the most economical use of manpower and transportation resources. Command competitions will not take priority over the CF National Sport Program.

BRANCH AND MILITARY OCCUPATION COMPETITIONS

33. The CF is divided into branches and military occupations. Competitions within branches and military occupations provide the opportunity for activity in the widest variety of sports, and must be conducted with the most economical use of manpower and transportation resources. These competitions must not take priority over the CF National Sport Program. Application for approval must be submitted with Branch Advisors Recommendation to ADM(Per) (Assistant Deputy Minister (Personnel)) through DGPS.

SECTION 3 -- CANADIAN FORCES NATIONAL AND INTERNATIONAL SPORTS COMPETITIONS

34. Normally, CF sports competitions and championships shall be conducted in accordance with the accepted Canadian amateur sport principles and current rules of play of the appropriate sports governing body. As required, NDHQ will negotiate agreements with appropriate Canadian amateur sports governing bodies.

ELIGIBILITY

35. To be eligible for competition, a participant must be:
- a. a member of the CF Regular Force, on strength of or attached posted to the competing base, station or unit and in the case of the latter, the member must be on strength at least 90 days prior to the regional competition;
 - b. a member of the CF Reserve Force currently on Class "B" or Class "C" Reserve Service who has completed, immediately prior to the event in question, a minimum of 90 days continuous service;
 - c. a member of a foreign force who is attached to or on exchange duty with the CF Regular Force; or

- d. a member of a foreign force who is serving with his or her unit at a CF base.

36. Where a base, station or unit entry is comprised of members of a foreign force, the following conditions apply:

a. Team Sports

- (1) in accordance with regional regulations; and
- (2) to be eligible for national competition, a team is restricted to the following maximum number of members of a foreign force --
 - (a) teams over 12 players -- three per team, and
 - (b) teams of 12 players or less -- two per team.

- b. Individual Sports. To be eligible for national competition, a regional team is restricted to a maximum of 20 per cent (rounded off to the next lowest whole number) of members of a foreign force.

37. To be eligible for a CISM competition, the participant must conform to the current CISM eligibility rules.

38. Members on retirement leave or Regular Officer Training Plan (ROTP) students attending military colleges are not eligible to participate in CF national sports championships unless invited to participate for the purpose of making a CISM team. Students on subsidized university training plans may be eligible if their application for exceptional status is approved by NDHQ/DPERA on the recommendation of Director Professional Education and Development (DPED) prior to the start of the sports season.

39. Where a member lives and works on or near a base other than the one of which the member is on strength, the member may make application to NDHQ through the appropriate RSD for authority to compete for that base. The application must be made before the start of the season's play.

40. A member being posted from one region to another who wishes to qualify for the national championship may make application to NDHQ/DPERA, through normal channels, for authority to compete in the elimination of the region for which the member will be eligible at the time of the national championships. The application must reach NDHQ six weeks before the date of the national championships. If a member is posted after the playoffs have commenced, the member is eligible to play for the new base effective the member's change of strength (COS) date.

41. Where a member of a team that has won its regional playdown is posted prior to the national championship, the losing unit, after obtaining

concurrence from the individual and the gaining unit, may request approval from NDHQ/DPERA for the member's services through the losing unit's RSD. If approved the member will be considered as part of the original team's roster.

42. Where a question of eligibility is not specifically covered in the rules, it is the responsibility of the participating team or individual to submit the circumstances of the case to the RSD through the local BPERO. The RSD shall decide the case or, if appropriate, request a decision from NDHQ/DPERA.

43. The rules regarding team eligibility and composition apply only to those sports progressing to national championships. For those sports in which there is no CF national championship, RSDs may, in consultation with the bases within their region, establish rules to meet their special circumstances and which contribute to meeting the objectives as outlined in paragraphs 5 and 6.

44. Eligibility certificates in accordance with the format in Appendix 1 to Annex E are required before entering a CF national sports championship. They shall be completed and handed to the chairperson of the jury of appeal at the briefing prior to commencement of the championship.

45. From time to time individuals not eligible for national championships (paragraph 38), may participate in a national championship that is being used for selection of a CISM team. Their results will not be part of the national competition and will be used only for selection for the CISM team.

ENTRY INTO COMPETITION

46. Normally each base and the east and west coast fleets, may enter one team in the regional elimination competition. However, major bases composed of distinctly different elements or geographically separate units may, subject to the capabilities of the host base and with the concurrence of the RSD, enter more than one team.

47. Where a base enters more than one team in a regional competition, the players are eligible to play only for the team with which they commenced play in the regional competition.

48. To enter a regional competition, a base must notify the RSD and the host base on or before the closing date set for entries.

49. To enter a national championship, a region should have held a regional championship at least 14 days before the commencement date of the national championship. If unable to comply with the 14 days provision, a request for

extension may be submitted to NDHQ/DPERA.

50. From time to time individuals, in individual competitions, who are eligible to compete in national championships, but due to duty requirements are unable to qualify through normal channels, may be authorized by NDHQ/DPERA to compete. Such extraordinary cases must be staffed through and recommended by the unit's BPERO and the RSD.

51. In regional sports leading to a national championship, augmentation of team rosters with players from other bases, stations or units is permitted in accordance with the augmentation rules for each sport as outlined in the CF National Sports Championship Rule Book, E-PD-007-008/JD-001.

52. To be eligible to enter into extramural competition a member must have successfully met the minimum physical fitness requirements of [50-1](#).

JURY OF APPEAL

53. A jury of appeal for each CF national championship will be appointed by NDHQ/DPERA. Duties and responsibilities of the jury are outlined in Annex E.

DRESS

54. Members attending a formal banquet or official function in conjunction with a national or international military sporting event shall wear appropriate military uniform.

SECTION 4 -- LOGISTIC AND ADMINISTRATIVE SUPPORT

TRAVEL AND TRANSPORTATION

55. CF championships at the command, regional and national levels are an extension of the base sports program, therefore travel and transportation shall be authorized. All travel and temporary duty costs are chargeable to the parent unit of the individual or team concerned. All participants must travel in military uniform when on Service flights. Priority 2 travel on Service aircraft is authorized for participation in regional, national, international and NDHQ approved CF invitational command, branch/trade or civilian championships.

56. The use of motor transport in support of the CF sports training program could be authorized in accordance with orders relating to the use

of motor transport for all other military training.

57. The use of motor transport in support of sports programs, competitions and championships must not:

- a. prejudice military training or operations;
- b. prejudice higher priority administrative functions;
- c. be combined with any recreational use;
- d. cause undue depreciation to vehicles or equipment; or
- e. result in excessive driver overtime.

58. Travel and temporary duty is authorized from present unit funds under this order for the following CISM activities:

- a. CISM General Assembly Meeting;
- b. CISM Regional Meetings;
- c. CISM World Competitions;
- d. CISM Regional Competitions and tournaments;
- e. CISM Academy Meetings;
- f. CF Training Camps and courses; and
- g. Out-Service Training Schools and Clinics.

LOGISTIC SUPPORT

59. CISM competitions are held in various locations throughout the world. On occasion, logistic support for CF CISM teams will be required from CF units located in close proximity or en route to these competition sites. Tasking for rations and quarters (R&O), transport, supplies, etc. will be made through NDHQ by the appropriate sponsoring command.

TROPHIES AND AWARDS

60. The CF National Sports Championship Rule Book E-PD-007-008/JD-001 details the individual and team awards.

61. Trophies and awards for national championships will be procured and administered by NDHQ/DPERA, who will maintain property records in

accordance with CF non-public fund (NPF) accounting instructions.

62. NDHQ/DPERA is responsible for:

- a. care and maintenance of perpetual trophies; and
- b. dispatch of the trophy to arrive at NDHQ/DPERA or host base of a national, 30 days prior to commencement of the national championship.

63. Perpetual trophies and individual awards provided for command, regional, and national championships shall be obtained from NPF sources or private donations. They shall not be accepted from commercial organizations or other sources seeking to advertise for personal gain. Perpetual trophies shall be accounted for in accordance with the CF accounting instructions applicable to the holder.

FINANCES

64. The funds required to purchase trophies and awards and to help defray entertainment and other special costs incurred by the host base shall be provided from NPF resources.

65. For national or CISM championships, funds may be obtained from an annual grant from the CF Central Fund which is administered by NDHQ/DGPS, or from fees assessed against competing units, or a combination of both. The entry fees for national championships will be determined by NDHQ/DPERA in consultation with RSDs.

66. Funds for regional championships may be obtained from entry fees or from per capita assessment of units within the region. The amount of assessment or entry fees for regional competitions shall be determined by RSDs in consultation with bases and stations in the region.

SPECIALTY INTEREST FACILITIES -- OUT OF POCKET EXPENSES

67. The following procedure will be used to obtain public funds for out of pocket expenses incurred in support of authorized sports championships. A CF 52 General Allowance Claim shall be prepared and submitted by the NPF entity concerned, quoting this CFAO and the applicable NDHQ message authorizing the competition as the authority, supported by appropriate receipts or other documentation verifying the entitlement, to the NPFAO. The NPFAO will take action in accordance with paragraph 5 of A-FN-105-001/A6-000 Chapter 49 and pass the claim to the accounting officer for settlement in accordance with instruction issued by NDHQ/DPS. The host

unit is responsible for budgeting public funds to support this entitlement for any reasonable costs.

GRANTS

68. Details covering grants provided under [OR&O 210.37](#) and [210.375](#) for the provision and maintenance of physical fitness and sports equipment are contained in [210-20](#). These grants must be expended on equipment which is for the benefit and use of the majority of members, and which is complementary to that included in authorized scales of issue.

69. Funds are allocated for CF participation in the CISM program. The CF National Office for CISM NDHQ/ DPERA is the controlling agency for these funds.

70. Non-public funds may also be used for the procurement of necessary sports equipment in support of sports programs conducted in accordance with this order.

CHANNELS OF COMMUNICATION AND PROMULGATION OF INFORMATION

71. Direct communications on all matters pertaining to the conduct of championship is authorized:

- a. between bases and the applicable RSDs;
- b. between RSDs and NDHQ/DPERA; and
- c. between a base hosting a national championship and all RSDs, all bases participating in the championship and NDHQ.

72. Communications on all matters pertaining to CISM competitions is authorized as follows:

- a. DGPS/DPERA is the only authorized agency that may deal directly with the CISM Secretary General, CISM Academy, hosting nations, and CISM liaison offices;
- b. commands may deal directly with bases and stations in other commands when coordinating team training matters; and
- c. training sites must communicate through their commands unless otherwise authorized.

73. A calendar of approved CF national sports championships and the host

base for each will be published annually in CFSOs.

74. RSDs shall forward particulars of their planned regional championships and playoffs for national championships to NDHQ, other RSDs, each CHQ, and to bases within their region.

75. Copies of minutes of regional meetings, reports of competitions, calendars of activities, and any policy letters or instructions shall be sent to NDHQ/DPERA and to all RSDs.

PUBLICITY

76. Publicizing individual and group achievement at all levels of sport within the CF is an important and integral element of conducting a sports competition. Individuals approved for competition and event organizers as stated in Annexes B, D, G and J are to incorporate the various public affairs and media tools described in A-AD-292-001/AG-001. Assistance may also be obtained from regional information officers or through NDHQ/DG IFO.

SECTION 5 -- RESOURCES

EQUIPMENT

77. Primary equipment required for the conduct of the CF sports program is authorized for issue in Canadian Forces Scales, Volume 2 (CFS-2).

78. CFS-2 has Forces-wide applications, but is not intended to preclude COs from recommending the provision of additional equipment on supplementary scales to meet special training requirements.

79. Teams and/or individuals representing Canada at CISM championships will receive equipment and uniform support from public resources along with instruction concerning the care and custody of any such equipment or uniforms provided.

80. Civilian walking-out attire for CISM competition is the responsibility of the competitor.

RENTAL OF FACILITIES

81. A unit which lacks adequate sports facilities may make application to NDHQ/DPERA to rent non-DND owned accommodations at public expense. Facilities rented under the auspices of this order from public funds shall be used solely for the sports programs of serving members. Rental of authorized facilities listed in Chapter 5 of A-PS-110-001/AG-002 shall be restricted to physical education, recreation, and community services

facilities such as cross-country ski trails, outdoor skating rinks, outdoor swimming pools, outdoor tennis courts, squash courts and racquetball courts for approved sports programs, and also apply to all three categories of facilities when they are required for the selection and preparation of participants for Regional and National Sports Championships and CISM competitions, as well as for the staging of such events.

82. The use of public funds to pay for the rental of facilities for recreational use is not authorized under this order.

83. A fee for an individual or group membership shall not normally be included in, or form part of, rental paid for training accommodation.

84. Although control of funds for facilities is delegated to unit level under command arrangements, Deputy Minister approval is required before funds may be expended for rental of sports training facilities under this order. No commitment shall be made to any facility owner before receipt of NDHQ approval.

85. Application for facility rental shall be submitted to CHQ on the form shown in Annex F. CHQ shall review all requests and submit a consolidated return to reach NDHQ/DPERA not later than 15 Feb each year.

86. Upon receipt of NDHQ approval, agreement forms or rental documentation provided by the owner shall be signed by the CO on behalf of DND.

87. Payment for the rental of sports accommodation shall be arranged locally through the appropriate officer of the Department of Supply and Services.

OUT-SERVICE TRAINING

88. All members of the CF are eligible for selection to attend clinics, courses, workshops or seminars conducted by recognized civilian sports agencies to stay abreast of developments in the field and/or obtain qualifications in officiating, coaching or managing sports activities. The out-service training provisions of this order shall not be used in support of educational upgrading described in [9-2](#).

89. The CO of a unit may approve an application containing information listed in Annex G for training specified in paragraph 88 where:

- a. a local CF training requirement is identified and verified by the BPERO or senior member of the physical education and recreation staff;
- b. training at the required level is not available within the CF;
- c. funds have been allocated within unit resources for this purpose;
- d. the training does not exceed seven training days or 60 hours of instruction;
- e. the training is held at a clinic, course, workshop, institute or seminar; and

f. the amount of funds required does not exceed \$1,000.

90. Requests for out-service training that exceeds the limitations of subparagraphs 89d and/or 89f require the approval of CHQ. Applications, containing the information described in Annex G, shall be submitted by message to CHQ, info NDHQ/DPERA, at least 30 days prior to the commencement of the desired training.

91. When out-service training is undertaken in accordance with paragraphs 88 or 89, a report shall be prepared containing the information described in Annex H. The report shall be forwarded by message within 20 working days of completion of the training to command headquarters, info NDHQ/DPERA.

92. To supplement this leadership development supported by public funds, sports activities may allocate a portion of their annual non-public funds budget to support or subsidize individuals attending local leadership training.

OUT-SERVICE RESOURCES

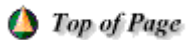
93. A wide range of services, including reference material, consultant services, special programs, leadership training and financial assistance is available to military communities through various municipal and provincial agencies. In most instances, the initiative for developing and maintaining direct liaison must come from the BPERO or a senior member of the physical education and recreation staff.

(C) 1605-50-3 (DPERA)

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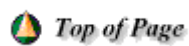


ANNEX A -- REGIONAL BOUNDARIES -- COMMAND AND CONTROL

| Region | Territory | Responsible Formation | Responsible Sports Director |
|---------|-------------------------------------------------------------------|-------------------------|---------------------------------------------------------|
| Pacific | British Columbia and Continental USA bordered by the Pacific Time | Maritime Forces Pacific | Base Physical Education and Recreation Officer (BPERO), |

| Zone | | | CFB Esquimalt |
|----------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------|
| Prairies | Alberta, Saskatchewan, Manitoba, Northwest Territories, Yukon and Continental USA bordered by the Mountain and Central Time Zones | Air Command | Command Physical Education and Recreation Officer (CPERO), Air Command Headquarters |
| Ontario | Ontario (less the National Capital Region) CFS Alert and Continental USA bordered by the Eastern Time Zone | CF Training System | Command Physical Education and Recreation Officer (CPERO) for Training System Headquarters |
| Quebec | Quebec, the National Capital Region and Continental USA bordered by the Eastern Time Zone and provincial boundaries | Mobile Command | Command Physical Education and Recreation Officer (CPERO), Mobile Command Headquarters |
| Atlantic | New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador | Maritime Command | Command Physical Education and Recreation Officer (CPERO), Maritime Command Headquarters |
| Europe | Continental Europe, Great Britain, Middle East and Cyprus | Canadian Forces Europe | Command Physical Education and Recreation Officer (CPERO), HQCFE Lahr |

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ANNEX B -- PARTICIPATION IN SPORTS COMPETITIONS TYPES, CONDITIONS AND APPROVING AUTHORITIES

| Types of Competition Authority | Conditions | Approving |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. Members representing the Forces within their respective regional boundaries in sports competitions, programs or events (for CFE, applies to Continental Europe, including the British Isles, Cyprus and Middle East). | <ul style="list-style-type: none"> a. The required financial, administrative and logistic support is available within base resources. b. Members do not form part of a civilian organization. c. The competition does not lead to national championship. | Base Commander |
| 2. Officer cadets representing their Canadian Military College (CMC) in inter-collegiate athletics. | <ul style="list-style-type: none"> a. The required financial, administrative and logistic support is available within the resources of the CMC. b. Participation in the competition | Commandant of the CMC |

is part of the physical education and athletic program of the CMC.

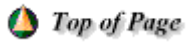
| Types of Competition | Conditions | Approving Authority |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <p>3. Members representing the Forces or civilian organizations in:</p> <p>a. civilian national competitions, programs or events;</p> <p>b. civilian competitions, programs or events leading to national championships; and</p> <p>c. invitational military or civilian competitions outside regional boundaries within Canada.</p> | <p>a. The required financial, administrative and logistic support is available within base or command resources.</p> <p>b. Participation is not higher than national level.</p> <p>c. Members were selected on the basis of participation in CF or civilian competitions/ championships or in consultation with the appropriate civilian national sports governing organizations.</p> <p>d. Application must be made in accordance with Appendix 1, Annex B, to reach CHQ at least 14 days prior to the event.</p> | <p>Commander of the Command</p> |
| <p>4. International military and civilian sports competitions, programs or events and CF sports competitions (all levels) outside Canada or outside CFE boundaries (for CFE) or outside USA for Canadian Defence Liaison Staff (Washington) (CDLS(W)).</p> | <p>a. Members were selected on the basis of participation in CF or civilian competitions/ championships or in consultation with the appropriate civilian national sports governing organizations.</p> <p>b. When the member represents a civilian national organization, the national organization makes application to NDHQ and provides full details of the basis of selection and the responsibility for costs involved.</p> <p>c. The commander concerned shall advise and recommend to NDHQ the military implications of such a request.</p> <p>d. Application must be made through CHQ in accordance with NDHQ at least 30 days prior to the competition.</p> | <p>NDHQ/DGPS</p> |
| <p>5. International military sports</p> | <p>a. Members were selected on</p> | <p>NDHQ/DGPS</p> |

competition sponsored by the Conseil International du Sport Militaire (CISM).

the basis of their successes in CF or civilian competitions by the approved selection committee.

6. Cases not covered in serials 1 to 5 above.
- a. Complete details are forwarded to NDHQ through CHQ at least 30 days in advance of the event.
- NDHQ/DGPS

Issued 1989-04-14



ANNEX B, APPENDIX 1 -- APPLICATIONS TO ENTER SPORTS COMPETITIONS

1. Applications to base commander, CHQ or NDHQ for individuals or teams (as athletes or officials) to enter civilian provincial, civilian national, civilian international or military international competitions shall be submitted through proper channels and shall contain the following information;

- a. sport to be competed in;
- b. level of competition;
- c. indication of intent to continue onward to subsequent higher competition levels complete with the proposed dates and locations of the higher level competitions;
- d. location of competition;
- e. competition dates;
- f. name of conducting organization;
- g. whether representing the CF or a civilian organization;
- h. substantiation for participation to include --
 - (1) a letter from the recognized sport body confirming that the member has met all competition requirements needed to advance to the next higher level of competition and is eligible to compete accordingly (eg, won provincial to advance to national) and
 - (2) when applicable, a letter from the BPERO or Senior Physical Education and Recreation Instructor (Sr PERI) confirming the member's participation in the CF sports program as part of the member's eligibility (eg, regional, national level participation)
- j. Service particulars of participants;

- k. whether costs are to be met in whole or in part by the conducting organization;
- m. estimated cost of temporary duty allowance;
- n. proposed method of travel and estimated costs;
- p. other costs;
- q. where applicable, what local or command funds are available to meet costs;
- r. PERO acknowledgement that the aforementioned information has been reviewed and is correct; and
- s. command recommendations when applicable.

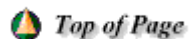
2. The requesting individual is responsible for raising the request and providing all the required details in time to meet the deadlines prescribed in Annex B. Although, at times, some competitions may not allow for adequate lead time, all paper work including letters or substantiation less the latest competition results should be prepared in advance. Only in exceptional cases will applications not meeting the deadlines be considered.

3. The appropriate BPERO is responsible to ensure the information is accurate and that the individual has achieved the CF physical fitness standard prior to onward submission.

4. Individuals receiving approval are required to submit a written report to NDHQ/DPERA within 30 days of completion of the competition to include:

- a. results,
- b. number of competitors,
- c. a photo,
- d. a short bilingual write-up for inclusion in the CF Sports periodical.

Issued 1989-04-14



ANNEX B, APPENDIX 2 -- APPLICATION TO HOST SPORTS COMPETITION

Types of Competition

Conditions

Approving Authority

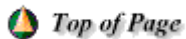
- International military sports competitions hosted by the CF.
- a. The commander concerned shall advise and recommend to NDHQ the military implications of such a request.
- b. Applications must be made through CHQ and staffed to NDHQ with sufficient lead time (minimum 2 years) to process the request.
- NDHQ/CDS

Issued 1989-04-14

ANNEX C -- REGIONAL SPORTS DIRECTOR -- RESPONSIBILITIES

1. The Regional Sports Director (RSD) is responsible for:
- a. directing the regional sports championship program after consultation with bases;
 - b. arranging the conduct of national championships, including the establishment of internal administrative procedures and manpower requirements with host bases;
 - c. advising the regional team members advancing to the national championships of their travel arrangements;
 - d. approving a jury of appeal for each regional championship;
 - e. serving as a member of the jury appeal at a national championship when appointed by NDHQ;
 - f. obtaining, registering and arranging for the accounting of trophies and awards for regional championships;
 - g. submitting eligibility forms for all-star regional teams; and
 - h. ensuring that reports of regional competitions are submitted to NDHQ/DPERA within 30 days of the completion of the competition.

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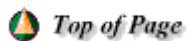


ANNEX D -- HOST BASE RESPONSIBILITIES -- NATIONAL CHAMPIONSHIPS

1. The base hosting a national championship is responsible for:
- a. providing facilities and equipment other than team equipment;

- b. providing rations and quarters' or visiting teams, officials and the jury of appeal for the time required;
- c. publishing and issuing joining instructions (including the draw and schedule of play) to the RSDs, NDHQ/DPERA and participating bases 14 days prior to commencement of the championship;
- d. receiving and dispatching visiting teams and officials;
- e. providing local transport as required;
- f. providing transport from, and back to the nearest air movements unit (AMU) for all visiting teams and officials;
- g. providing the necessary medical support for all competitions (a qualified medical assistant, an athletic therapist and an ambulance is recommended for all body-contact sports);
- h. briefing officials and team captains before commencement of the competition;
- j. providing programs;
- k. issuing official invitations;
- m. arranging for spectators;
- n. forwarding results at the conclusion of the championship to --
 - (1) NDHQ/DPERA,
 - (2) NDHQ/DIS,
 - (3) RSDs,
 - (4) each CHQ, and
 - (5) home bases of the competing teams;
- p. arranging publicity and news coverage;
- q. preparing and forwarding a final report on all aspects of the championship, within one month after completion of the competition, to NDHQ/DPERA, each CHQ, and RSDs; and
- r. forwarding pictures and a short article for inclusion in the CF Sports periodical, including winning team, officials and individual winners, and captions, with names.

Issued 1989-04-14



ANNEX E -- JURY OF APPEAL -- CANADIAN FORCES NATIONAL CHAMPIONSHIPS**RESPONSIBILITIES**

1. The jury of appeal appointed for a CF national championship shall:
 - a. ensure that the championship is conducted in accordance with current orders and procedures;
 - b. handle all disputes involving player eligibility or rule interpretation;
 - c. act as a sports disciplinary body during the tournament;
 - d. make adjustments to the schedule of play or type of competition if dictated by unforeseen circumstances; and
 - e. rule on matters not covered in the rules.

COMPOSITION

2. The jury of appeal will be appointed by NDHQ/DPERA and be composed of the following:
 - a. Chairman. An officer of the rank of captain or above of the Physical Education and Recreation Branch;
 - b. Members. Two members appointed by NDHQ/DPERA;
 - c. Technical Adviser. The chief official of the competition.

DUTIES

3. Chairman. The chairman of the jury appeal shall:
 - a. preside over all meetings of the jury of appeal;
 - b. review with the members of the jury of appeal the applicable regulations detailed in CF orders and in the rules of the game being played;
 - c. where practicable, detail a member of the jury of appeal to observe each contest; and
 - d. act as president of the sports disciplinary body as required (see paragraph 13 of this annex).
4. Members. The members of the jury of appeal shall:
 - a. review with the chairman the applicable regulations detailed in

CF orders and in the rules of the game being played;

- b. attend such contest(s) as detailed by the chairman;
- c. when called by the chairman, attend hearings to decide a dispute brought before the jury of appeal; and
- d. with the chairman, hear and rule on disputes placed before them.

5. Technical Adviser. The technical adviser shall:

- a. attend all hearings on disputes, as technical adviser to the chairman;
- b. render such other assistance as may be required by the chairman relative to the conduct of the games; and
- c. not vote on rulings on disputes.

DISPUTES

6. The jury of appeal shall hear and rule on disputes presented by team managers and games officials only.

7. Decisions on disputes shall be confined to:

- a. eligibility of a player, competitor or team that is not in accordance with CF orders; and
- b. interpretation of rules.

8. There shall be no dispute on an official's judgement call.

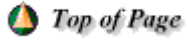
9. Disputes must be presented to the jury of appeal in the form shown in Appendix 2, Annex E.

10. When a player, competitor or team wishes to present a dispute, play shall be stopped and the dispute lodged in accordance with the rules of the game being played. Play shall not resume until all details of the dispute have been recorded and, if possible, a decision on such disputes will be rendered at the time by the jury of appeal.

11. Failing the above, the jury of appeal shall meet as soon as practicable after the registering of a dispute and render a decision.

12. The chairman of the jury of appeal shall notify only the parties concerned of the decision.

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ANNEX E, APPENDIX 2 -- REGISTRATION OF DISPUTE

PART 1 -- DISPUTE

DATE:

TIME:

NAME OF CHAMPIONSHIP:

GAME NUMBER:

LOCATION:

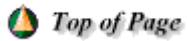
DESCRIPTION OF BASIS FOR DISPUTE: (To include rule or rules allegedly violated or misinterpreted).

.....
(Signature of Manager/Official)

PART 2 -- DECISION OF JURY OF APPEAL (Insert either "Allowed" or "Disallowed")

.....
(Signature of Chairman)

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ANNEX F -- SPORTS TRAINING -- REQUEST FOR FACILITY RENTAL

PART 1 -- FOR BASE/STATION USE

- 1. CFB/CFS 2. Command 3. Total base/station military strength
- 4. Accommodation, name and owner
- 5. Accommodation required from to

(Date) (Date)

6. Hourly rate 7. Total hours requested

8. Total cost this request

9. Total military personnel usage Total cost per man

10. List of DND facilities presently available for sports training:

11. Scope of sports training program conducted under item 10 above:

12. Scope of program proposed to be conducted in the rented facility:
(Enclose additional sheets as necessary).

.....
(Date) (Base/Station Physical Education 81 Recreation Officer)

13. Provision for expenditure of the amount referred to in this request was considered when
compiling annual estimates for fiscal year

.....
(Date) (Base/Station Comptroller)

14. This request is considered essential in order to meet the sports training requirements
of this base/station. The facility requested will be used solely for training of military
personnel. DND facilities are not available or are inadequate.

.....
(Date) (Base Commander/Commanding Officer)

PART 2 -- FOR COMMAND USE

15. Command comments:

Recommended/Not Recommended

.....
(Date) (Commander)

PART 3 -- FOR NDHQ USE

16. DPERA comments:

.....
(Date)

.....
(Director Physical Education, Recreation and Amenities)

17. D Prop comments:

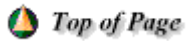
Recommended/Not Recommended

.....
(Date)

.....
(Director Properties)

18. Deputy Minister approval:

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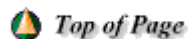
ANNEX G -- OUT-SERVICE SPORTS TRAINING -- APPLICATION

1. The application required by paragraph 89 or 90 of this order shall, where applicable, contain the following details:

- a. Service particulars of members, including MOC;
- b. member's present or intended involvement in the unit sport program;
- c. name of the conducting organization;
- d. type of training program;
- e. qualification obtainable;
- f. location of training;
- g. period of training and dates;
- h. substantiation of requirement for attendance, detailing when applicable, how the member's new skills will be used in promoting the unit sports program;
- j. estimated cost of tuition;

- k. estimated cost of accommodation and meals;
- m. method of travel and estimated costs, and if other than the most economical method is used, a full explanation of reasons;
- n. other estimated costs not elsewhere provided for in this Annex; and
- p. estimated total cost of training (as applicable, indicate the costs borne by the public and/or NPF).

Issued 1989-04-14



ANNEX H -- OUT-SERVICE SPORTS TRAINING -- MESSAGE REPORT

1. The report required by paragraph 91 of this order shall, where applicable, contain the following details:

- a. Service particulars of members, including MOC;
- b. member's present or proposed involvement in the unit sport program;
- c. name of the conducting organization;
- d. type of training program;
- e. qualification obtained;
- f. location of training;
- g. period of training and dates;
- h. cost of tuition;
- j. cost of accommodation and meals;
- k. method of travel and estimated costs;
- m. other costs not elsewhere provided for in this annex; and
- n. total cost of training (as applicable, indicate the costs borne by the public and/or NPF).

2. As appropriate, provide a brief statement on the quality of the training, including any conclusions and/or recommendations.

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ANNEX J -- CONSEIL INTERNATIONAL DU SPORT MILITAIRE (CISM)**RESPONSIBILITIES**

1. The organization of the Canadian Delegation for the International Military Sports Council (CISM) and its responsibilities are as follows:
 - a. The Canadian Chef de Delegation is DGPS who is responsible for:
 - (1) representing Canada and the CF at the Annual CISM General Assembly Meeting;
 - (2) appointing CISM delegates;
 - (3) authorizing participation in CISM activities;
 - (4) appointing a high ranking officer as Chef de Mission for CF participation in each CISM competition;
 - (5) attending or appointing a representative to attend meetings of the North American CISM liaison office; and
 - (6) appointing CF representation to the CISM Academy as required.
 - b. The CF National Office for CISM is DPERA, who is responsible for:
 - (1) administering all CISM correspondence;
 - (2) issuing regulations pertaining to CF participation in CISM events;
 - (3) coordinating the selection of CF members for participation (coaches; managers, athletes);
 - (4) recommending Chef de Mission appointments;
 - (5) coordinating international travel arrangements for CISM events;
 - (6) authorizing training;
 - (7) coordinating procurement of appropriate equipment and uniforms;
 - (8) publicizing information on CISM activities;
 - (9) acting as contact point for DND on questions pertaining to CISM;
 - (10) coordinating all requests for assistance from sports governing bodies; and

- (11) controlling expenditure of all funds allocated in support of this program.

SPONSORSHIP

2. In order to achieve the CF objectives, commands are encouraged to support and sponsor selected sport activities, sponsorship will entail the following responsibilities:

- a. selecting the training site;
- b. coordinating the team selection with the national office;
- c. ensuring the team coach and managers' responsibilities are carried out;
- d. recommending procurement of necessary equipment and uniforms;
- e. arranging team travel to training sites within Canada;
- f. controlling funds as allocated by the national office; and
- g. staffing all necessary reports and returns.

3. Further, to facilitate the development and management of CISM sports, training centres (TC) shall normally be established.

TRAINING CENTRES

4. The role of the TC is to develop the capability of the CF to participate in the sport, carry out sponsor tasks as directed by CHQ, and generally upgrade the level of competitiveness of CF personnel in the activity. In order to accomplish its role, the responsibilities of the TC are as follows:

- a. to organize and conduct the applicable annual CF sport competition;
- b. to organize and conduct the applicable sport coaches clinics and training clinics;
- c. to provide support staff such as managers, coaches, and trainers for the sports team;
- d. to co-ordinate the team selection;
- e. to ensure the team coach and managers' responsibilities are carried out;

- f. to recommend procurement of necessary equipment and uniforms and co-ordinate purchase of same;
- g. to prepare the annual budget for the operation of the training centre and to administer allocated funds;
- h. to staff all necessary reports and returns; and
- j. to provide the necessary training assistance to the CF team members to ensure maximum performance for CISM competitions.

TEAM SELECTION

5. CF team or individual selection for entry in a CISM competition will take place at the annual CF national championship, or at the command championship, should no CF national championship be held. In addition, consideration of Canadian civilian national championships military results and approved times/ results recorded by individuals unable to attend major competitions will be taken into consideration when selecting the team. Final team selection will be recommended by the team coach and approval of the final selection will be made by the CF CISM National Office.

SELECTION OF COACH

6. The CISM team military coach will be selected, from within the military, by the national office on recommendation of commands.

7. Civilian technical expertise may be available through the particular national sports governing body. Requests for coaching assistance via this channel must be requested through the national office.

TEAM COMPOSITION

8. The composition of teams participating in CISM events is defined in the CISM regulation for each sport. Sponsors shall recommend to the national office CF representation as is appropriate.

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