



FINANCE & CORPORATE SERVICES

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CFAO 50-17 -- CANADIAN FORCES SPORTS AWARD PROGRAM

PURPOSE

1. The Canadian Forces Sports Award Program was established to recognize serving and former members of the Canadian Forces (CF) who brought fame to themselves and honour to the CF and Canada in the field of sport.
2. This order prescribes the policy and procedures governing the establishment, organization and administration of the Canadian Forces Sports Hall of Fame, the Canadian Forces Sports Honour Roll and the Canadian Forces Annual Sports Achievement Awards Program.

GOVERNING COMMITTEE

3. The Canadian Forces Sports Awards Program is under the jurisdiction of a governing committee at NDHQ, comprised as follows:
 - a. Chairman -- Assistant Deputy Minister (Personnel) (ADM(Per)),
 - b. Members -- Director General Personnel Careers Other ranks, (DPCOR),
 - c. Executive Secretary -- Director of Physical Education Recreation and Amenities (DPERA).

CATEGORIES

4. The Sports Awards Program comprises three categories:
 - a. the Sports Hall of Fame;
 - b. the Sports Honour Roll; and
 - c. the Annual Sports Achievement Awards that include --
 - (1) athlete of the year
 - (2) coach of the year
 - (3) official of the year
 - (4) team of the year.

ELIGIBILITY FOR ELECTION

5. Persons who have served or are serving in the CF may be nominated for election to the Sports Hall of Fame or the Sports Honour Roll if, during service in the CF, they brought fame to themselves and honour to the CF through athletic endeavors as competitors, coaches, officials or administrators in a military or civilian sports program or combination thereof.

6. Only members serving in the CF who are eligible to participate in the CF sports program may be nominated for the CF sports achievement awards.

BASIS OF SELECTION

7. Candidates are chosen on the basis of their demonstrated ability, personal character and contribution to sport in Canada and the CF.

8. Any team or individual who has served or who is serving in the CF and who has won a world championship or a gold medal in World, Olympic, British Commonwealth or Pan-American Games competition is eligible for automatic induction into the Hall of Fame subject to verification and approval by the governing as outlined in paragraph 16.

NOMINATION PROCEDURES FOR THE CF SPORTS HALL OF FAME AND CF SPORTS HONOUR ROLL

9. A nomination may be submitted by:

- a. a commander of a command;
- b. a base commander;
- c. a commanding officer (CO);
- d. a recognized Canadian sports governing body;
- e. a national officer of a veterans organization; or
- f. a member of the governing committee (see paragraph 3).

10. A person mentioned in paragraph 9 wishing to make a nomination shall do so in the format shown in Annex A. Nominations originating from within the CF shall be submitted through the normal chain of command. Nominations originated at paragraphs 9d and 9e shall be endorsed by the chief executive officer of the nominating organization. It should be noted that in accordance with paragraph 5, the achievements for which the individual is being nominated must have occurred during the member's term of service.

NOMINATION PROCEDURES FOR THE CF SPORTS ACHIEVEMENT AWARDS

11. The CF Sports Achievement Awards are a series of annual awards designed to recognize outstanding athletes, coaches, officials and teams who have excelled in sport, in either CF or CISM (Conseil international du sport militaire) competition or in provincial, national or international civilian competition. The achievement awards are awarded at three levels as follows:

- a. Unit: for all bases and stations;
- b. Command: for all bases or stations or units integral to a command, and for Director General Recruiting Education and Training (DGRET) and NDHQ; and
- c. CF: for all commands and NDHQ.

12. These awards sponsored by DGPS on behalf of the Personnel Support Program (PSP), are supplied by DPERA. They are provided to bases, stations and commands, to recognize award winners in each category.

13. Nominations for these Sports Achievement Awards should be forwarded to:

- a. Base/Station Unit awards: by section or unit commanders of a base or station, to the BPERO/Sr PERI for selection by a base/station commander designated committee;
- b. Command awards: to the CPERO for functional commands and to NDHQ/AU for NDHQ group principals, and to DGRET for RMC, CMR and RRMCM; for consideration by commander of command, NDHQ/AU or DGRET designated committee; and

Note -- Where a unit's parent command is other than the base parent command, the BPERO/Sr PERI shall staff the nomination to the unit's parent command. In such cases a base submission to the parent command would be deficient those category winners whose nominations were sent to a lodger units parent command.

- c. CF awards: to NDHQ/DPERA for consideration by the CF Sports Awards Program Governing Committee.

14. For individuals eligible for the Sports Achievement Awards who are attached to CANSUP units or DFL/Embassy staffs, nominations may be submitted by the unit CO through the chain of command to NDHQ/DPERA for consideration for CF level awards.

15. Nominations for any of the Sports Achievement Awards shall be submitted in the format detailed in Annex B. At any stage, a maximum of one nomination may be forwarded for each category of the awards program.

CF SPORTS HALL OF FAME OR CF SPORTS HONOUR ROLL

16. The governing committee will meet once annually on or after 1 May, to consider the nominations for each category received prior to 1 Apr.

17. The executive secretary will verify the application and supporting documentation as to the achievement, contribution and character of the nominee. Nominations that are not submitted in accordance with paragraph 9 will be returned to the sponsor for corrective action. The executive secretary on review of the nomination may recategorize a nomination based on the relative sporting achievement of the nominee.

18. The executive secretary will, at least fifteen days prior to the date of the annual meeting, forward to each member of the committee a book containing copies of nominations to the Sports Awards Program for the current year.

19. Nominations for the Sports Hall of Fame and Sports Honour Roll will remain on the active consideration list for a maximum of three years. Sponsors of nominees not selected in their first or second years will be asked to review their nomination and to provide additional substantiation if such substantiation is available. After the third consideration, unsuccessful Hall of Fame nominees will automatically be considered for selection to the Sports Honour Roll. The awards committee may elect to consider a Hall of Fame nominee for selection to the Honour Roll prior to the third year if, in the opinion of the committee, that individual would not be likely to improve his or her chances of selection because of discontinued participation in their particular athletic endeavour or their release from the CF.

20. Nominations submitted specifically for the CF Sports Honour Roll will be considered for induction, and the executive secretary will advise the sponsor as to the committee decisions.

21. When a nomination to the Hall of Fame or Honour Roll is not accepted, the committee may wish to recommend that an alternate award be considered (eg, NDHQ group principle awards or command awards). If such is the case, the nominee's file will be transferred to the appropriate awards committee for consideration.

22. Any team or individual who has served or who is serving in the CF and who won a world championship or a gold medal in World, Olympic, British Commonwealth or Pan-American Games competition is eligible for automatic induction into the Hall of Fame subject to the verification outlined in paragraph 13.

23. In any year the committee may elect for any award, in addition to any automatic inductee, not more than five candidates.

SELECTION PROCEDURES FOR THE CF ANNUAL SPORTS ACHIEVEMENT AWARDS

24. The governing committee will select one candidate for each of the awards of male and female athlete of the year, coach, official and team of the year, based on the nominations received prior to 1 Apr. Nominations are to be based on the candidates athletic performance or activity during the previous calendar year ending 31 Dec. Nominations that are not submitted in accordance with paragraph 11 will be returned to the sponsor for corrective action.

Note -- Command submissions are to include studio quality portrait and action 8 X 10 colour photographs and 35mm colour slides.

25. Nominations should be based on the nominee's performance in international civilian, national civilian, provincial civilian, local civilian, CISM, CF National or CF Regional sports competitions. Nominations should take into account the athlete's skill and fitness level. Suggested selection criteria for each of the awards are detailed in Appendices 1 and 2 to Annex B.

26. Nominations will be considered only for the year for which they were submitted.

AWARDS

27. Each person who has been elected to the CF Sports Hall of Fame or named to the CF Sports Honour Roll will receive a parchment scroll commemorating their selection. Individuals elected to the Sports Hall of Fame will also receive a poster pictorially depicting their achievements.

28. Each person selected as an award recipient under the auspices of the CF Sports Achievement Awards program will receive a plaque or a parchment scroll commemorating their selection as a base/station, command or CF athlete, coach, official or team of the year.

LOCATION OF THE SPORTS HALL OF FAME DISPLAY AND MEMORABILIA

29. The CF Sports Hall of Fame, consisting of poster exhibits for Hall of Fame and Honour Roll inductees, and the Sports Achievement Awards program is located at NDHQ.

30. Copies of the posters that summarize the achievements of the CF Sports Hall of Fame and Sports Honour Roll inductees will be provided to command headquarters, bases, stations and military museums.

(C)

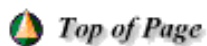
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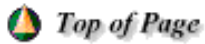


ANNEX A -- CANADIAN FORCES SPORTS HALL OF FAME AND SPORTS HONOUR ROLL NOMINATION FORM

Reference: [50-17](#)

1. SERVICE PARTICULARS OF NOMINATED PERSON:
 - a. SN _____ b. Rank _____
 - c. Surname, First Name and Initials _____
 - d. MOC/MOT _____
 - e. Unit _____ f. Command _____
2. RECORD OF SERVICE (enlarge space as necessary):
3. CATEGORY (see paragraph 4 of the order):
4. RECORD OF ACHIEVEMENT (enlarge space as necessary):
5. NARRATIVE (in support of nomination -- enlarge space as necessary):
6. SPONSOR:
 - a. Name _____
 - b. Appointment/Position _____
 - c. Unit/Organization _____
 - d. Date _____

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ANNEX A, APPENDIX 1 -- SELECTION CRITERIA SPORTS HALL OF FAME

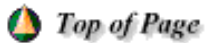
1. The CF Sports Hall of Fame was established to recognize serving and former members of the CF who brought fame to themselves and honour to Canada and the CF through their participation in sports.

2. The selection criteria for induction to the Sports Hall of Fame are as follows:

- a. participation as an individual competitor or as a member of a Canadian National sports team in World Championships, Olympic Games, Commonwealth Games or Pan-American Games;
- b. participation as an individual competitor or as a member of a team winning a Canadian National civilian sports championship. Participation at this level of competition should be ranked as a significant achievement;
- c. participation as an individual competitor or as a member of a team winning a Provincial civilian sports championship;
- d. outstanding accomplishments throughout ones military career in CISM, or CF sports competitions at both the National and Regional levels;
- e. meritorious achievement(s) over an extended military career; achievements may include sports awards, community involvement and military decorations; and
- f. total sport involvement as a competitor, coach, official or sports administrator.

3. Normally, nominees who have competed and won medals at World or Olympic level competitions are considered automatic inductees.

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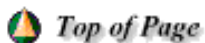
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ANNEX A, APPENDIX 2 -- SELECTION CRITERIA SPORTS HONOUR ROLL

1. The CF Sports Honour Roll was initiated in 1987, to recognize the outstanding performance or the long term contributions of a member to the CF sports program. The standards established for selection to the Sports Honour Roll, are not as stringent as those instituted for induction to the Hall of Fame.

2. The selection criteria for election to the Sports Honour Roll are as follows:
 - a. participation as an individual competitor or as a member of a championship team at Canadian national or Provincial civilian competitions;
 - b. outstanding achievement as an individual competitor or as a member of a championship team in CISM events or at CF National and Regional competitions;
 - c. meritorious achievement(s) over an extended military career; achievements may include sports awards, community involvement and military decorations;
 - d. total sport involvement as a competitor, coach, official or sports administrator; and
 - e. the member has retired or is within three (3) years of retirement.

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ANNEX B -- CANADIAN FORCES SPORTS ACHIEVEMENT AWARDS NOMINATION FORM

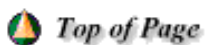
Reference: [50-17](#)

- c. CISM competitions;
- d. Provincial civilian competitions;
- e. CF National competitions;
- f. CF Regional competitions;
- g. Unit/Local/Regional level participation;
- h. outside activities (eg, coaching, officiating);
- j. community activities; and
- k. service record.

2. Additional factors that may be considered include:

- a. contributions of an athlete to a team: may include team captain, team spokesman, administrator, and contributions to the team effectiveness (eg, esprit de corps);
- b. participation in individual versus team sports;
- c. participation in single sport versus multi-sport athlete;
- d. contributions to the development of the sport(s) at the unit level and the effect on unit morale through his or her sports contribution;
- e. contributions to the sport in the area of coaching, officiating or administration;
- f. demands of the sport (eg, physical or mental requisites); and
- g. EXPRES results.

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ANNEX B, APPENDIX 2 -- SELECTION CRITERIA COACH, OFFICIAL, TEAM OF THE YEAR

1. Selection is based on a candidate's previous year's performance. Committee deliberations should be based on a locally developed descending point system using the following achievements:

- a. International civilian competitions;
- b. National civilian competitions;
- c. CISM competitions;
- d. Provincial civilian competitions;
- e. CF National competitions;
- f. CF Regional competitions;
- g. Unit/Local/Regional level participation;
- h. outside activities (eg, coaching, officiating, etc, in local community program or associations);
- j. community/base involvement; and
- k. service record.

2. Additional factors for nomination of coach or official of the year include:

- a. contributions to the development of the sport(s) at the unit level and the effect on unit morale through his or her sports contribution;
- b. demands of the sport (eg, physical or mental requisites);
- c. professional upgrading (ie, levels or clinics attained);
- d. conduct of clinics or general sports development for unit or community programs;
- e. effectiveness as coach or official in development of esprit de corps or game control; and
- f. meritorious achievement.

3. Additional factors for nomination of team of the year include:

- a. won/loss record in CF Regional/National sports;
- b. overcoming the odds to win;

- c. sportsmanship;
- d. conduct of clinics or general sports development for unit or community programs; and
- e. participation in local/provincial non-military leagues or competitions.

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