



CHAPTER 4 – RESPONSIBILITIES

ROLE OF THE CF SPORTS PATRON

1. The role of a CF Sports Patron is to foster, promote and develop “their” sport at the Regional and National level within the Canadian Forces. A Patron recognizes the value of fitness and sports in the CF and supports the objectives of the CF Sports Program.
2. As the sport’s ombudsman, and by virtue of their rank, CF Sports Patrons are in a unique position to solicit and elicit change within their sport, to encourage participation, and to resolve issues on behalf of the athletes they represent.
3. A Sports Patron will have many commitments in their regular duties, which demand their time. Nevertheless, Patrons are encouraged to attend the CF National Championship for their sport whenever possible, as well as the CF Sports Award Ceremonies held annually in Ottawa.
4. Patrons’ involvement and commitment have proven to be invaluable in ensuring the recognition of sport as a highly valued activity in maintaining esprit de corps, positive morale and an improved quality of life for our personnel in a changing Canadian Forces.



NATIONAL SPORTS MANAGER

1. The National Sports Manager is responsible for:
 - a. supervising the conduct of all CF National Sports Championships;
 - b. tasking the “permanent” Host Base to conduct CF National Sports Championships;
 - c. providing the RSDs with TANs to book flights for all athletes, officials, and athletic trainers;
 - d. advising all RSDs of travel arrangements;
 - e. authorizing officials, athletic trainers and jury of appeal members for each CF National Sports Championship;
 - f. publishing and amending the CF National Sports Rule Book;
 - g. appointing the Chairperson Jury of Appeal for each CF National Sports Championship;
 - h. providing medals, pins, banners and awards for all CF National Sports Championships;
 - i. maintaining records and reports of all CF National Sports Championships;
 - j. reviewing post championship reports and recommending amendments to the CF National Sports Rule Book or the Annual Sports Calendar, at the annual RSD Meeting;
 - k. managing the CF Sports Suspension policy and procedures; including issuing appropriate notifications and maintaining an up-to-date suspension registry;
 - l. liaising with CFPFSS/Media Relations Coordinator or Public Affairs Officer for appropriate CF National Sports Championship coverage; and
 - m. liaising with CF Sports Patrons regarding their role and participation at each respective sports event.



REGIONAL SPORTS DIRECTOR

1. Regional Sports Directors (RSDs) are responsible for:
 - a. directing the Regional Sports Championship Program after consultation with units and bases;
 - b. serving as Chairperson of jury of appeal as required;
 - c. obtaining and registering trophies and awards for Regional Championships;
 - d. ensuring that CF National Sports trophies are returned to CFB Borden or Host Unit/Base no later than 30 days prior to CF National Sports Championships;
 - e. coordinating the eligibility of all regional teams advancing to CF National Sports Championships;
 - f. serving as a member of the jury of appeal at a CF National Sports Championship when appointed by CFPFSS/National Sports Manager (CFPFSS/NSM);
 - g. advising the CF Chief Official and CFPFSS/NSM of qualified officials in their respective region;
 - h. ensuring that all regional teams advancing to CF National Sports Championships are in possession of joining instructions and any other correspondence required at least 30 days prior to competition;
 - i. attending National RSD meeting, providing annual regional reports as required and distributing minutes of National RSD meeting to respective units;
 - j. rule on and make recommendations to the CFPFSS/NSM on suspensions coming from their region;
 - k. preside over all meetings of Regional Sports Committee, record and distribute minutes of Regional Sports Meetings;
 - l. maintain, amend and enforce the Regional Sports Constitution;
 - m. prepare annual budget for the Region Sports fund. Monitor, control and authorize expenditures from the Regional Sports Fund in accordance with the Regional Constitution;



- n. maintain a register and record of all sports championships within the region and prepare an annual summary for annual region meeting;
- o. coordinate logistics, attendance, and travel for all athletes from the region who are attending the Annual CF Sports Awards Ceremony.
- p. coordinate the selection and logistics of athletes, coaches and managers of winning team in individual sports representing the region at CF National Sports Championships;
- q. in accordance with CFAO 50-3, in matters of regional eligibility not covered by existing regulations, the RSD must decide or establish rules to ensure equitable competition and participation (i.e. participation for bases other than the one to which the participant belongs);
- r. nominate candidates for CF Sports Patrons to CFPFSS/NSM;
- s. coordinate selection and recommend athletes for attendance at CF High Performance sports clinics and seminars;
- t. act as subject matter expert and OPI for all units for CF Regional/National Sports Program and liaise with CFPFSS/NSM for interpretation and rulings on CFAO 50-3, National Sports Rulebook and other publications; and
- u. liaise with Provincial and National Sports Governing Bodies on behalf of all units in the region.

2. The RSD's appointment term is normally for 5 years. At the end of five years the position will be put out for interested, experienced, and qualified Fitness and Sports Directors/Coordinators on any of the bases in that region. In the case where there are no interested new applicants, and the outgoing RSD has submitted his/her application, the outgoing RSD can be considered to hold the position for subsequent terms. Nominations are usually accepted in early February, and the newly appointed RSD will begin his/her position 1 April of that year. If an RSD is not able to finish his/her term, he/she must provide a letter of resignation a minimum of 40 days prior to the National RSD Meeting Scheduled for that year.

3. The RSD position rotates on a regular basis to ensure that there are no more than one new RSD at each year's National Regional Sports Director meeting in the May/June timeframe.



HOST BASE

1. CFB Borden is the permanent host site for the CF National Sports Championships. A Memorandum of Understanding to define the support relationship between the CFPFSS and CFB Borden has been signed and will be reviewed annually.
2. The host base's responsibilities in hosting a CF National Sports Championship are:
 - a. providing facilities and equipment other than team equipment;
 - b. providing rations and quarters for visiting teams, officials, athletic trainers and jury of appeal for the time required;
 - c. publishing and issuing joining instructions (including the draw and schedule of play) to CFPFSS/DSRM, the RSDs, and participating bases at least 30 days prior to the commencement of the championship;
 - d. receiving and dispatching visiting teams and officials;
 - e. providing local transport as required;
 - f. providing the necessary medical support for all competitions (keeping in mind the availability and role of the athletic trainer);
 - g. briefing officials and team captains before commencement of each CF National Sports Championship;
 - h. providing minor officials to assist in the conduct of CF National Sports Championships;
 - i. providing a hosting booklet to each participant;
 - j. issuing official invitations;
 - k. arranging for spectators viewing;
 - l. forwarding the results for each CF National Sports Championship to:
 - i. CFPFSS/NSM,
 - ii. CFPFSS/Media Relations Coordinator,
 - iii. RSDs,
 - iv. home unit of the competing teams,
 - v. Sports Patron;



- m. arranging local publicity and news coverage; and
- n. preparing and forwarding a final report on all aspects of each CF National Sports Championship, within 30 days after completion of the competition, to CFPFSS/DSRM, and RSDs.



JURY OF APPEAL

1. The Jury of Appeal appointed for a CF National Sports Championship shall:
 - a. ensure that the championship is conducted in accordance with the CF National Sports Rule Book (Rules are not to be amended or changed at CF National Sports Championships. Any proposed changes will be actioned by CFPFSS/DSRM and the RSDs at their annual meeting and put into effect at the following CF National Sports Championship);
 - b. handle all disputes involving player eligibility or rule interpretation;
 - c. act as a sports disciplinary body during the CF National Sports Championship;
 - 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 CFPFSS/DSRM and be composed of the following:
 - a. Chairperson: CFPFSS/National Sports Manager or delegated representative;
 - b. Members: Two members approved or appointed by CFPFSS/DSRM (the host unit may recommend the appointment of local personnel). Note: Coaches and veterans of the CF National Sports Championship Program may be asked to attend as a member of the Jury of Appeal;
 - c. Technical Advisor: The F&S Director from host site or delegated representative; and
 - d. Chief Official: The Chief Official of the competition appointed by CFPFSS/DSRM.



Duties

3. Chairperson: The Chairperson of the Jury of 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. detail a member of the Jury of Appeal to observe each contest; and
 - d. act as president of the sports disciplinary body as required.
4. Members. The members of the Jury of Appeal shall:
 - a. review with the Chairperson 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 Chairperson; and
 - c. when called by the Chairperson, attend hearings and adjudicate disputes brought before the Jury of Appeal.
5. Technical Advisor. The technical adviser shall:
 - a. attend all meetings, as technical advisor to the Chairperson;
 - b. render assistance as may be required by the Chairperson relative to the conduct of the games; and
 - c. have no voting privileges.
6. Chief Official. The Chief Official shall:
 - a. attend all meetings, as adviser to the Chairperson;
 - b. render assistance as may be required by the Chairperson relative to the conduct of the games; and
 - c. have no voting privileges.

Disputes

7. The Jury of Appeal shall hear and rule on disputes presented by team managers and game officials only.



8. Decisions on disputes shall be confined to:
 - a. competitor or team eligibility, that is not in accordance with CF orders; and
 - b. interpretation or application of the rules.
9. Official's judgement calls are non-disputable.
10. Disputes must be presented to the Jury of Appeal in the form shown in Chapter 4, page 10/16.
11. When a competitor or team coach or captain wishes to register a dispute, play shall be stopped and the dispute shall be lodged in accordance with the rules of the game being played. Play shall not resume until all details of the dispute have been recorded. The Jury of Appeal shall (if possible) render a judgement on the dispute prior to the resumption of play.
12. Failing the above, the Jury of Appeal shall meet as soon as possible after the registering of the dispute and render a decision.
13. The Chairperson of the Jury of Appeal shall notify only the parties concerned of the decision when disputes are registered between games or matches. In the situation where an appeal has been made in the middle of a game or match, the Chairperson will inform that game's officials of the final decision. These officials will then inform the parties concerned of the decision.

Sports Disciplinary Body

14. The Jury of Appeal shall act as a sports disciplinary body during the duration of the championship, to rule on any dispute, appeal, or incident occurring at the Championship. It is empowered to prescribe the imposition of suspensions IAW the minimum suspension guidelines contained in the appropriate chapter of the CF National Sports Rulebook, which may include suspension for the remainder of the championship. The Jury of Appeal shall have the power to increase any suspension above the minimum guidelines, and where it is appropriate to impose a suspension for a period of time after the championship, in which a detailed report shall be referred to CFPFSS/DSRM with an appropriate recommendation regarding further action.

Final Authority

15. The decision of the Jury of Appeal is final.



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 Coach/Official)

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

.....
Signature of Chairperson



CHIEF OFFICIAL

1. The Chief Official is appointed by CFPFSS/DSRM and is responsible for:
 - a. advising CFPFSS/DSRM, the jury of appeal, the host base, teams and competitors regarding the rules of play;
 - b. advising CFPFSS/DSRM concerning the selection criteria for officials attending CF National Sports Championships; and
 - c. acting as the Chief Official at the designated CF National Sport Championship to include:
 - i. arranging for the training and/or upgrading of officials immediately prior to/or during the competition;
 - ii. coordinating vehicle requirements for officials while at the CF National Sport Championships based on the official's flight schedules. Authorization for vehicle rentals will be made by the NSM.
 - iii. briefing the team captains, jury of appeal, technical organizer and officials of rules specific to the conduct of the competition;
 - iv. scheduling officials for the conduct of matches. The Chief Official shall not schedule himself/herself as an active official at the National Championships. The Chief Official is, however, expected to be in attendance at all games/matches. In those instances when there are not enough internal officials (military, CFPFSS/DND employees) available for a given championship, the Chief Official is to inform the NSM for authorization to book external officials. In the rare case where, due to unforeseen circumstances (i.e. injury, etc.), extra officials are required in the middle of a championship, the Chief Official is to inform the tournament organizer, and arrangements will be made to bring in extra officials.
 - v. supervising officials during the tournament and brief each official on his or her performance during the game or match. Maintain the appropriate standards of officials dress. (Chief Officials are not to officiate or interfere during a match or game);



- vi. attending all jury of appeal hearings on dispute or tournament conduct and provide technical advice on rule interpretations. (Chief Officials do not have voting powers on ruling or disputes);
- vii. attending (if requested) post tournament meeting with team captains and the organizing committee;
- viii. preparing a post tournament report for CFPFSS/NSM no later than 30 days after completion of CF National Sports Championships;
- ix. providing CFPFSS/NSM with a final list of selected officials 30 days prior to the commencement of CF National Sports Championships; and
- x. liaising directly with the CFPFSS/NSM on all matters regarding transportation for officials to and from the Championship site.

2. The Chief Official appointment term is normally 4 years (4 championships). At the end of four years the position will be put out for interested and qualified officials. If at that time there are no other suitably qualified officials who have applied, and the outgoing Chief Official has submitted his/her application, the outgoing Chief Official can be considered to hold the position for another term. If a Chief Official wishes to step down from the position prior to the end of their fourth National Championship, they must provide a letter of resignation no later than 40 days prior to the National Championship.



ATHLETIC TRAINERS

1. The Chief Athletic Trainer is appointed by CFPFSS/DSRM and is responsible for:
 - a. advising CFPFSS/DSRM concerning the selection criteria for athletic trainers attending CF National Sports Championships;
 - b. providing an updated list of all athletic trainers across the country prior to each National Championship season; and
 - c. acting as the Chief Athletic Trainer at the each CF National Sport Championship to include:
 - i. arranging for the training and/or upgrading of athletic trainers' qualifications;
 - ii. ensuring that training supplies are fully stocked for the beginning of each championship;
 - iii. briefing the tournament organizers (including NSM) the services that will be available at each competition;
 - iv. scheduling athletic trainers for the duration of the National Championship;
 - v. supervising the athletic trainers during the tournament and brief each athletic trainer on his or her performance at the event. Maintain the appropriate standards of dress;
 - vi. attending (if requested) post tournament meeting with team captains and the organizing committee;
 - vii. preparing a post tournament report for CFPFSS/NSM no later than 30 days after completion of CF National Sports Championships;
 - viii. providing CFPFSS/NSM with a final list of selected athletic trainers 30 days prior to the commencement of CF National Sports Championships; and
 - ix. liaising directly with the CFPFSS/NSM on all matters regarding transportation for athletic trainers to and from the Championship site.



2. The Athletic Trainers are responsible for:
 - a. providing immediate skilled care to the injured player, employing first aid technique, training techniques, and recommending proper follow-up care;
 - b. promoting injury prevention of all participants at CF National Sports Championships by:
 - i. ensuring proper physical conditioning;
 - ii. proper use and maintenance of protective equipment;
 - iii. identifying potential disabilities, or health problems restricting play when health will suffer or injury will result;
 - iv. establishing and maintaining open communication with players and team officials;
 - v. ensuring proper and conscientious injury rehabilitation;
 - vi. providing additional protective support when required;
 - vii. maintaining efficient control in an emergency; and
 - viii. recognizing serious underlying injuries and directing the individual to appropriate medical care.
 - c. maintaining proper and sufficient emergency care and first aid supplies;
 - d. working at all times with the players, coaches and medical authorities to ensure the safety and health of the players, during the competition and beyond;
 - e. implementing rehabilitative techniques (depending upon qualifications) and/or keeping up-to-date on the progress of the player's condition so as to ensure timely return to play and when full recovery has been achieved;
 - f. keeping qualified on procedures, techniques and first aid (including CPR) by attendance at seminars, courses and programs as they are available;
 - g. promoting good nutrition and health standards with all teams;



- h. liaising with local medical authorities to provide a good professional working relationship at the game sites. Ascertain what assistance can/will be provided. Provide for the interface between the team officials and the medical authorities;
- i. preparing a post championship report no later than 30 days after completion of CF National Sports Championships; and
- j. to be familiar with emergency medical services that are available at the sports venue and to know where they are located.



TEAMS

1. The responsibilities of teams attending CF National Sports Championships are as follows:
 - a. All personnel participating in a CF National Sports Championship are on duty. Therefore, dress, appearance and deportment shall be of a high standard in accordance with CFP 265. Civilian participants shall wear equivalent civilian dress and are expected to maintain a comparable standard of appearance and deportment as their military counterparts. Dress instructions shall be detailed in the CF National Sports Championship Joining Instructions. The standard of dress at the Meet & Greet must remain respectable (golf/casual shirt, dress/casual slacks and suitable footwear). Blue jeans and running shoes are not acceptable;
 - b. Demonstrate good sportsmanship and ethical play; and
 - c. All teams attending the CF National Sports Championship are in possession of joining instructions and all pertinent information well in advance of the event.