



**2013 Armed Forces Sports
Standard Operating Procedures**

2013 Armed Forces Sports Standard Operating Procedures
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2013 Armed Forces Sports Standard Operating Procedures Appendices

A. Sports Rules

Basketball	Men's Soccer
Beach Volleyball	Rugby
Bowling	Softball
Boxing	Tae Kwon Do
Cross Country	Triathlon
Golf	Volleyball (Indoor)
Marathon	Wrestling

B. Higher Advancement Form

CONUS

OCONUS

C. Code of Conduct

D. Ballot

E. Training Camp Checklist

F. Team Captain LOI

G. Team Captain Booklet

H. Chief of Mission LOI

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L. Anti-doping Education and Declaration Form

M. Anti-doping Information Brief



ARMED FORCES SPORTS COUNCIL
DEPARTMENT OF DEFENSE

**ARMED FORCES SPORTS
STANDARD OPERATING PROCEDURES**

1. REFERENCES.

- a. DOD Instruction 1330.4, Armed Forces Participation in National and International Sports Activities
- b. Department of Defense Foreign Clearance Manual
- c. Joint Federal Travel Regulations (JFTR); Joint Travel Regulations (JTR)
- d. Conseil International du Sport Militaire (CISM) Regulations

2. PURPOSE. This Standard Operating Procedure (SOP) provides procedures applicable to participation of military personnel in Armed Forces, National, and international sports competitions.

3. APPLICABILITY. This SOP applies to elements of Armed Forces Sports program (AFS) and covers the following programs: Armed Forces Championships; National Championships; Conseil International du Sport Militaire (CISM) Competitions; Pan American Games; Olympic Games; and other higher level international competitions. The approving authority of international competition is the Secretary of Defense, subject to the confirmation of the Secretary of State that the interest of the United States will be served by this participation.

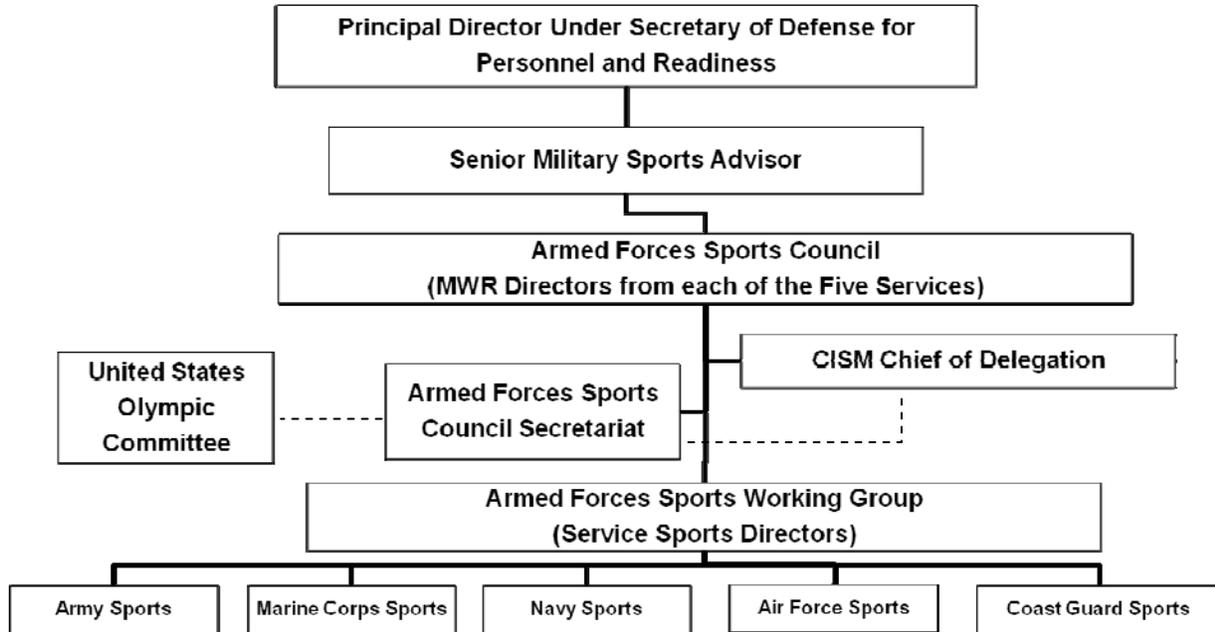
4. CONTENT AND MANAGEMENT. Content is based on actions of the Armed Forces Sports Council (AFSC) and subsequent approval by the Principal Director Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), as provided by DOD Instruction 1330.4 (reference a), which provides to the AFSC and AFSC Secretariat (AFSCS) overall policy guidance, assigns and defines responsibilities, and prescribes procedures for policy formulation and oversight of the management and participation of Armed Forces personnel in Armed Forces, amateur national and international sports competitions. The Principal Director for Military Community and Family Policy (PD(MCFP)) acts on behalf of PDUSD(P&R) for the approval of the AFSC quarterly minutes.

5. PROGRAM OBJECTIVES.

- a. Promote goodwill among the Armed Services through sports.
- b. Promote a positive image of the Armed Forces through sports.
- c. Provide the incentive and encourage physical fitness by promoting a highly competitive sports program.
- d. Provide a venue for military athletes to participate in national and international competitions.

- e. Engage in valuable military-to-military opportunities with CISM member nations through sport.

6. ARMED FORCES SPORTS ORGANIZATION.



7. RESPONSIBILITIES.

a. ARMED FORCES SPORTS COUNCIL (AFSC) SHALL:

(1) Comprise the MWR Directors of each of the five Services or their designated representatives. The Chair of the AFSC shall rotate ever two (2) years beginning on October 1, 2011 between the Services in the following order: Air Force, Marine Corps, Army, and Navy.

(2) Meet quarterly to review agenda items forwarded by the Armed Forces Sports Working Group (AFSWG) and vote on items as necessary.

(a) AFSC Meeting Attendees: Five Council Members (Coast Guard is Non-Voting); Armed Forces Sports Council Secretariat (AFSCS); AFSWG Chairperson; AFSC Legal Representative; Office of the Secretary of Defense (OSD) Representative; and invited guests (approved by the AFSC Chairperson).

(b) Voting: Each voting member of the AFSC receives one vote on all agenda items. Votes ending in a tie will result in the agenda remaining unchanged or "as-is". If the tie applies to new business, then the Senior Military Sports Advisor (SMSA) is the tiebreaker, or the AFSC may reserve the right to task the AFSWG to re-work the agenda.

(c) AFSC Meeting Minutes: The AFSCS shall provide minutes within five (5) working days to the council members for review. After council members review, the AFSC Chairperson signs the minutes and forwards the minutes for signature to the SMSA. The Council minutes are then forwarded to the PD(MCFP) for approval.

(3) Take necessary action to provide the most qualified Active Duty/DoD Civilians to serve as Conseil International Du Sports Militaire (CISM) Combined Sports Committee (CSC) Members, and fill other open CISM positions.

(4) Ensure the U. S. participates in annual CISM sports championships.

(5) Ensure the U.S. hosts at least one CISM event per year.

(6) Select the U.S. CISM Chief of Delegation and submit to SMSA for approval.

b. AFSC CHAIRPERSON SHALL:

(1) Recommend and finalize dates for AFSC meetings.

(2) Announce all prospective guests and purpose of attendance at AFSC meetings. Approve guests based on majority concurrence of the AFSC.

(3) Chair AFSC meetings.

(4) Approve and sign final draft of AFSC minutes.

(5) Liaise with the SMSA and AFSCS.

c. ARMED FORCES SPORTS WORKING GROUP (AFSWG) SHALL:

(1) Comprise the Sports Directors from the Army, Marine Corps, Navy, Air Force, and Coast Guard. AFSWG Chair coincides with the AFSC Chairperson schedule.

(2) AFSWG meets quarterly at AFS Championships prior to the scheduled AFSC meetings.

(a) AFSWG Meeting Attendees: Five Working Group Members (Coast Guard is Non-Voting); the AFSCS; AFSC Legal Representative; OSD Representative; and invited guests (approved by the AFSWG Chairperson).

(b) Voting: Voting AFSWG Members receive one vote on all agenda items. If a vote (at the meeting or through the e-mail process) ends in a tie, and cannot be resolved via a majority vote than issue remains status quo, unless all the AFSWG members agree that the item is brought to the AFSC.

(c) AFSWG Meeting Minutes: The AFSCS shall provide minutes within five (5) working days to the Working Group Members for review. Working Group Members shall review the minutes within five (5) working days. Upon review, the AFSWG Chairperson signs the minutes and forwards them to the AFSC through the AFSCS as agenda items for the AFSC Meeting.

(3) Submit meeting agenda items to AFSCS 21 days prior to the scheduled meetings.

(4) Attend AFSWG meetings ready to discuss and vote on all agenda items.

(5) Serve as liaison between the AFSWG and their council representative.

(6) Take necessary actions to solicit and nominate candidates to serve as: the U.S. CISM Chief of Delegation; on CISM Board of Directors, Commissions, and Sports Committees; and in U.S. National Governing Body (NGB) positions.

(7) Make necessary changes to individual sport rules, as delegated by AFSC (AFSC Meeting #266, 6 December 2006).

d. AFSWG CHAIRPERSON SHALL:

(1) Recommend and finalize dates for working group (WG) meetings.

(2) Announce all prospective guests and purpose of attendance for AFSWG meetings. Approve guests based on majority concurrence of the WG.

(3) Chair WG meetings.

(4) Approve and sign final draft of AFSWG minutes.

(5) Liaise with the AFSC Chairperson and AFSCS.

e. AFSCS OFFICE SHALL:

(1) Disseminate agenda items for AFSWG meeting approximately 14 days prior to the AFSWG meeting.

(2) Advise AFSWG on pressing issues.

(3) Serve as liaison between AFSWG and AFSCS.

(4) Serve as recorder for AFSWG meetings.

(5) Publish and distribute draft minutes of AFSWG actions within five (5) working days of meeting.

(6) Coordinate (approved as part of signed minutes) administrative changes to SOP with AFSWG Chair.

(7) Update AFS SOP and distribute to AFSWG members.

(8) Be the responsible agent to ensure that all rules at Armed Forces Championships are being followed and facilitate any issues/protests/concerns. If either the Secretariat or the deputy is present at the championship, the AFSCS will ensure that Host Service will identify the service representative responsible to carry out this function (Approved AFSC Meeting #264, 10 Mar 06).

(9) Be responsible for the payment of per diem, transportation (less local transportation), and associated fees for all sports officials at Armed Forces Championships.

(10) Provide higher level team selection charts to Armed Forces Championship host site project officers.

(11) Provide applicable reports to AFSC and AFSWG pertaining to CISM meetings and other pertinent national and international meetings.

(12) Serve as U.S. Delegate to CISM. In the absence of the Chief of Delegation, AFSCS shall serve as the acting Chief of Delegation at the CISM General Assembly and Continental Meetings unless otherwise directed by the AFSC.

(13) Serve as the responsible steward of the Annual Armed Forces Sports budget, upon approval of the AFSC.

(14) Notify CISM and other sports organizations of the Armed Forces intent to participate in respective higher-level competitions.

(15) Provide host Service and installations of the Armed Forces championships with national championship entry form and entry instructions for sports, as applicable.

(16) Secure country clearances for CISM related travel per reference (b).

(17) Obtain visas if required by host country.

(18) Serve as U.S. Liaison to CISM Headquarters and the North American CISM Office.

(19) Serve as the AFSC Liaison to the U.S. Olympic Committee when pertaining to Armed Forces Sports involving more than one Service.

(20) Serve as the Liaison on NGB's when positions become vacant or as determined by the AFSC.

(21) Provide CISM mementos for U.S. delegations.

8. PROCEDURES:

a. ARMED FORCES CHAMPIONSHIPS.

(1) An official Armed Forces Championship must be approved by the AFSC and meet the following criteria:

(a) Team Sports: A minimum of three (3) teams are entered. Composite teams may be authorized when a Service cannot field a team.

(b) Individual Sports: A minimum of three (3) service teams are entered with a minimum roster to qualify for the team championship in each applicable sport.

(c) Weight Class Sports: A minimum of two (2) individuals, from separate Services participate. If entries fall below the stated minimum, no team points will be awarded unless otherwise specified in the individual sport rules.

(2) All Armed Forces Championships are conducted IAW the recognized National Governing Body rules/regulations/by-laws of the respective sport as amended by the Armed Forces Sports Council (AFSC), if applicable. Operating procedures for each Armed Forces Sport are outlined in appendix (A) of this SOP.

(3) ELIGIBILITY.

(a) Only Active Duty, U.S. Armed Forces personnel, to include Reservists and National Guard on active duty orders are eligible to compete in Armed Forces Championships and any subsequent higher-level competition.

(b) Any individual in an Officer Accession Program (Academy, ROTC or OCS) is not eligible for Armed Forces Championships nor any subsequent higher-level competition.

(c) Service Members in retired status are not eligible to compete in Armed Forces Championships, nor any subsequent higher-level competition.

(d) Coast Guard personnel are authorized to participate with Navy teams in Armed Forces competitions. Navy and Marine Corps personnel may participate on the team of the Service where the athlete is assigned. This must be coordinated through Service Sports Offices.

(e) Service representatives will not be a participating coach, OIC, athlete, or trainer.

(4) SPECIAL ARMED FORCES CHAMPIONSHIP POLICIES.

(a) Ice-Breaker Social. Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Guests may attend with pre-coordination with the host site and Service representative. Final decision will be based on availability. Guests will assume costs associated with attending the ice breaker.

(b) Awards Ceremony. Service teams will wear Service warm-ups or competitive uniforms at the awards ceremony. Individual athletes who do not comply will not receive awards or be selected to the Armed Forces team. If the Awards ceremony is conducted as a separate function in conjunction with the Ice Breaker Social, then all Service Members must comply with paragraph 8.a.(4)(a).

(c) Dining Support. Host Service must identify available on-base dining facilities within the Championship Letter of Instruction.

(d) Alcohol Policy. There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

(e) Handling of Rule Violations. If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

(f) Protest Responsibilities and Procedures. The protest committee consisting of Service representatives and Chief of Officials will only accept protests when they are submitted in accordance with the specific sport playing rules. Protests must be resolved before a contest can continue.

(g) Officiating Problems. Incidents or issues related to an official at an event will be addressed with the head official immediately. If not addressed immediately, Services should inform the AFSCS about problems occurred with official(s) within 30 days after the conclusion of the championship.

(h) Opening Ceremonies. Opening ceremonies are optional. However, if colors are posted, they must include all Service flags to include the Coast Guard flag. If all Service flags are not available, then the American flag and host Service flag shall be displayed.

b. 2013 ARMED FORCES CHAMPIONSHIP HOSTING RESPONSIBILITIES.

(1) The Services shall host the following sports in 2013:

- (a) Boxing – Army
- (b) Men’s Basketball – Navy
- (c) Women's Basketball – Navy
- (d) Golf - USMC
- (e) Bowling – USMC
- (f) Volleyball - USAF

(2) The following sports shall rotate every two years beginning 1 January 2012:

- (a) Men’s Soccer – Marine Corps (will host Armed Forces Championship in 2014)
- (b) Softball – Army
- (c) Rugby – Air Force
- (d) Cross-Country: Air Force/Army shall rotate responsibilities every two years. Army assumes responsibility for 2012/2013

(3) The following sports shall be hosted on a permanent basis:

- (a) Triathlon – Navy
- (b) Marathon – Marine Corps.
- (c) Women’s Soccer – USAF

c. HIGHER-LEVEL COMPETITION.

(1) Athletes, coaches, and associated staff members shall represent the United States Armed Forces at National Championships, CISM World Military Championships, or other selected higher-level competitions as prescribed by the sport. The AFSC shall approve participation to all higher-level competitions within the Armed Forces Sports program on an annual basis. The U.S. reserves the right to withdraw if original dates of National Championships or CISM competitions are changed or present a conflict to Armed Forces or national events.

(2) All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form (appendix B) for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed

Forces Championship. Teams advancing to higher-level competitions shall not exceed the number of allocations specified for each sport per appendix (A).

(3) All delegation members of the U.S. Armed Forces Team advancing to higher level competition shall sign the Armed Forces Sports Code of Conduct (appendix C) prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

(4) During the Athlete Selection Process, Service representatives shall reserve the right to not select top quality candidates based on behavior, grooming standards, or availability. The host Service will not make any additions or deletions to the selected Armed Forces Team without coordinating with the Working Group Member of the other three Services.

(5) ATHLETE SELECTION PROCESS.

(a) All-Tournament and Armed Forces Team Selections from Armed Forces Championships (Team Sports).

(1) The AFSWG members, or designated representatives, at the site of the Armed Forces Championship are responsible for the selection of the All-Tournament Team and the U.S. Armed Forces Team for higher-level competition. The following guidelines shall be used:

(2) Selection meeting attendance is limited to the Service Representative, and the Head and Assistant Coaches. Each Service is limited to one spokesperson. The host Service Representative shall chair the selection meeting.

(3) The initial selection for the All-Tournament Team and the Armed Forces Team shall be conducted as a paper ballot (appendix D), both submitted simultaneously by each Service Representative to the selection meeting chair at the beginning of the selection meeting. Submitted ballots are final. Ties shall be resolved through discussion and vote.

(4) Participants selected to the All-Tournament Team shall automatically be selected to the Armed Forces Team unless unavailable. The most competent athletes, regardless of Service affiliation, shall be selected to complete the final Armed Forces Team roster.

(5) When higher-level competition does not immediately follow the Armed Forces championship, based on non-availability, Services may elect to send up to three (3) additional athletes to the Armed Forces training camp.

(b) Athlete Selections for all individual sports shall be in accordance with the respective SOP for that sport contained within appendix (A).

(c) Armed Forces Team Selections from Training Camps, special competitions, or qualifying events/criteria. (Non-Armed Forces Championships)

(1) Training Camps.

(a) The AFSC shall determine the proponent Service responsible for the conduct of the respective training camp.

(b) Athletes from all branches of Service shall apply for consideration to the U.S. Armed Forces Training Camp of the respective sport competed in.

(c) Coaches reserve the right to make appropriate cuts and final roster selection of the U.S. Armed Forces Team.

(2) Special Competitions.

(a) Special competitions, qualifiers, or invitational competitions may be conducted by a proponent Service in order to select a U.S. Armed Forces Team to compete in CISM Championships upon approval of the AFSC. Such competitions may include, but not limited to: Tae Kwon Do, Shooting, and Parachuting.

(b) Events hosted by unit elements, such as Parachuting - Golden Knights, may be conducted in coordination with the proponent Service upon approval by the AFSC. Funding for the competition shall be determined by the proponent Service in coordination with the responsible agencies. Other sports that this may apply to include, but not limited to: Skiing, biathlon, and shooting.

(3) Qualifying Events/Criteria.

(a) Sports such as, but not limited to Judo, Track and Field, Modern Pentathlon, and Cycling may conduct qualifying events or select team members through special qualifying factors to the U.S. Armed Forces Team competing in CISM Competitions.

(b) Proponent Services responsible for the respective sport are responsible for drafting selection criteria and procedures. AFSWG members shall approve all criteria and procedures for the selection of U.S. Armed Forces Team Members and any qualifying events.

(6) COACH SELECTION POLICY:

(a) Team Sports: The Head Coach for the Armed Forces Team shall be the winning Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). This coach shall select his/her Assistant Coach from the pool of coaches that participated in the championship (subject to review by the Service Representatives at the championship). If the winning Head

Coach is not available, then the second place team Head Coach shall be the Head Coach of the Armed Forces team. This individual shall also select his-her Assistant Coach from the pool of coaches who participated in their respective Armed Forces Championship (subject to review by the Service Representatives at the Championship). If neither the winning nor second place Head Coaches are available to advance to higher level competition, the AFSWG shall vote to select a Head Coach from the remaining pool of available coaches who participated in the championship. Priority shall be given to Head Coaches. If replacement coaches cannot be identified within 24 hours preceding the announcement of the team delegation, then the Armed Forces team shall not advance to higher level competition.

(b) Individual Sports: The Head Coach for the Armed Forces Team shall be the overall winning Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). The Assistant Coach of the Armed Forces Team shall be the overall second place Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). If the winning coach is not available, the second place team coach shall serve as the Head Coach of the Armed Forces Team. Service Reps shall vote on the Assistant Coach for both positions, if neither the first nor second place coaches are available.

(c) For sports not competed at Armed Forces Championship, such as Women's Soccer, the proponent Service shall select the coaching staff (subject to review and approval by the AFSWG).

(7) TEAM CAPTAIN APPOINTMENTS:

(a) Team Captains for higher level competition for all sports shall be nominated by the assigned proponent Service with the exception of the permanent sports. All Team Captain nominations are reviewed and approved by the AFSWG.

(1) The assigned proponent Service for the following sports is on a permanent basis:

- (a) Men's Basketball - USAF
- (b) Golf (M/W) – Navy
- (c) Judo - Army
- (d) Tae Kwon Do – Army
- (e) Women's Soccer - USAF

(2) The assigned proponent Service for the following combat sports are rotated between the Army and Marine Corps on a four-year cycle beginning 1 January 2012:

(a) Boxing - Army

(b) Wrestling - Marine Corps

(3) The Proponent Service schedule for the non-permanent sports shall be determined in paragraphs 7.b.1) to 3) of this SOP.

(b) Selection Process.

(1) Criteria for selection as Team Captain in order of importance:

(a) Department of Defense (DOD) Civilian staff member with experience coordinating logistical and administrative requirements of the position. Staff members at Service sports office are preferred.

(b) Technical knowledge/background in the sport (rules and bylaws, tournament structure, brackets and pool play, medal round.

(c) Previous Team Captain for a CISM sport (conducted OCONUS).

(d) Training as a Team Captain for a CISM event by attending a CISM sports champ (hosted OCONUS) as Observer and assisting primary Team Captain with duties.

(e) Previous Team Captain for a sport attending U.S. National championship.

(f) Host Project Officer for a CISM championship.

(g) Host Project Officer for an Armed Forces championship.

(h) Previous sports team member at a CISM event

(c) Requirements of Team Captain.

(1) Team Captains must be familiar with travel orders and booking airline flights.

(2) If the Armed Forces training camp is OCONUS, the Team Captain must be present for the entire training camp. If the Armed Forces training camp is held on a CONUS installation, the local sports director may assist with administrative needs until the team captain joins the team.

(3) An officer (or equivalent DOD civilian), or E-7 or above may be nominated as the Team Captain.

(4) Team Captains shall agree to sign the prescribed Team Captain Letter of Instruction (LOI) in appendix (F) and strictly adhere all duties outlined within the LOI.

(d) Duties of Team Captain are outline in appendix (G) of this SOP.

(8) CHIEF OF MISSION APPOINTMENT:

(a) Host Service is responsible for selecting the Chief of Mission (O-5/O-6 preferred).

(b) The host Service of the CISM sport and/or AFSCS briefs the Chief of Mission on all duties, functions, and responsibilities prior to the team departure for the CISM Championship.

(c) Selected Chiefs of Mission shall agree to sign the prescribed Chief of Mission Letter of Instruction (LOI) in appendix (H) and strictly adhere all duties outlined within the LOI.

(d) Duties of Chief of Mission are outlined in appendix (I)

(9) MEDICAL SUPPORT PERSONNEL SELECTION.

(a) The proponent service is responsible for obtaining appropriate medical support personnel, such as physicians and Certified Athletic Trainers for all U.S. Armed Forces Teams. All medical support personnel must possess the appropriate credentials (i.e. Certified Athletic Trainer) for the position they are assigned to. See appendix (A) for specific sport requirements.

(b) All Medical Support Personnel shall sign a code of conduct agreement and must strictly adhere to the conduct outlined in the form.

(10) HIGHER-LEVEL COMPETITION (CISM AND NATIONALS) RESPONSIBILITIES.

(a) Proponent Services are responsible for coordinating arrangements for the Armed Forces Team/Delegation for all training camps and follow-on higher-level competitions (CISM and Nationals). Responsibilities include:

(1) Billeting.

(2) Provide meals and incidental expenses per funding guidance listed in paragraph 9 of this SOP.

(3) Dining requirements at both military installations and/or civilian facilities.

(4) Transportation, to include:

(a) Local transportation at training camps.

- (b) Transportation to and from higher-level competition.
- (5) Securing scrimmage competitions and training facilities for all team sports.
- (6) Entry fees to higher level activities.
- (7) Purchase competitive uniforms (see paragraph (10) below).
- (8) Special requirements will be the responsibility of each service.
- (9) Providing host Service and installation of the Armed Forces championships with national championship entry form and entry instructions for sports, as applicable.

(10) Purchasing Competitive Uniforms.

(a) Host Service is responsible for purchase of all competitive uniforms. Uniforms for higher-level competition are purchased annually with athletes retaining all uniforms and issued items upon completion of each competition. Basketball is the exception where all competitive men's and women's uniforms will be returned to the designated POC.

(b) AFSCS will issue an authorization letter to the Service Representative and the Host Project Officer 90 days prior to the Armed Forces Championship. The team captain in coordination with the Service Representative and the Host Project Officer will issue the team issue items to the team delegation and will return all unused excess items.

(c) Armed Forces Teams advancing onto National Championships will use the Armed Forces Sports emblem on their competitive uniform and "USA" on their bags and warm-ups.

(11) HIGHER-LEVEL COMPETITION (CISM AND NATIONALS) TRAINING CAMP STRUCTURE.

(a) Length of training camp will comply as follows (time frame includes travel days):

(1) Women's Basketball: 10 days on site prior to Nationals/15 days on-site, if there is a CISM competition (extra days needed to get familiar with international rules).

(2) Men's Basketball: 15 days on-site prior to CISM or SHAPE.

(3) Indoor and Beach Volleyball (M/W): 10 days on-site prior to CISM

- (4) Soccer (M): 10 days on-site prior to CISM
- (5) Soccer (W): 18 days prior to CISM (Trial Camp if no Armed Forces Championship)
- (6) Boxing: 15 days prior to CISM
- (7) Wrestling: Eight (8) days prior to CISM
- (8) Tae Kwon Do: 15 days on-site prior to CISM
- (9) Judo: 15 days prior to CISM
- (10) Track and Field: Seven (7) days prior to CISM
- (11) Swimming: Seven (7) days prior to CISM
- (12) Triathlon: Five (5) days on-site prior to CISM
- (13) Softball: Five (5) days on-site prior to Nationals
- (14) Sailing: Seven (7) days prior to CISM
- (15) Other sports determined on a case-by-case basis as determined by the AFSWG.

(12) HIGHER-LEVEL COMPETITION SPECIAL POLICIES.

(a) Leave. Armed Forces team members are not permitted leave during camps and competition unless coordinated through Service sports offices. This includes coaches and Team Captain. The Team Captain and coaching staff must be the last individuals that depart upon completion of the event to ensure all athletes departure. No staff personnel should be granted early departure.

(b) Military Uniform: U.S. Military personnel must wear their Military uniforms to all official CISM functions (opening ceremony, banquet, etc.) as dictated by the host country invitation. CISM specifies uniform as summer or winter. Appendix (J) lists the breakout of for each U.S. Service uniform.

(c) Passports/VISA's/Orders: It is preferred Armed Forces participants going to international events have a passport. The Foreign Clearance Guide will dictate the requirements of VISA's, passports, and/or other required documents such as NATO travel orders. Requirements for country clearance are identified on the Armed Forces Sports Website.

(d) Contingency Funds: AFSCS provides necessary contingency funds to support the Armed Forces team by request of the proponent Service. Costs are to be

pro-rated equally among the Services. Contingency checks will not exceed \$1,500 and are to be used only for emergencies. The contingency checks for \$500 will still be standard. AFSCS will determine if \$1,500 needs to be issued, based on the country where the CISM Championship is hosted.

d. REQUIREMENTS TO HOST A CISM CHAMPIONSHIP.

(1) Hosting installations are authorized an initial \$200,000 for hosting a CISM championship (World or Continental). If the host site expects to exceed the budget of \$200,000, then the host Service shall seek AFSWG approval for additional funding prior to the championship. If approval is not granted, then additional expenses will be borne by the host Service.

(2) Host Service must submit a proposed budget to the Working Group NLT six months prior to the event.

(3) Host Service must be able to meet all CISM requirements for hosting World Championship in appendix (K)

e. ARMED FORCES AND CISM OFFICIALS.

(1) SELECTION PROCESS:

(a) Ninety (90) days prior to an Armed Forces championship, the AFSCS sends correspondence to the national chief of officials for the respective sport. The correspondence states minimum qualifications expected of the officials for a championship and request a list of qualified officials. Officials selected must be available to officiate for the duration of the Armed Forces Tournament.

(b) AFSCS forwards the list of officials to the AFSWG for their review. This list is accepted unless an AFSWG member can, in writing, state a justifiable reason for non-selection. The AFSWG then reviews the complaint and makes a ruling. If an official is deemed inappropriate, the AFSCS will request an alternate.

(c) AFSC notifies selected officials and provides them with information about travel arrangements, local transportation, billeting, dining, event schedule, fees, per diem, and local project officer.

(d) The selection of experienced/qualified support officials such as scorers, starters, timers, etc., is the responsibility of the host installation.

(e) Active Duty personnel are not to be used as Armed Forces Championship officials, unless concurrence is obtained from the AFSC.

(f) A chief or head of officials is named for each Armed Forces Championship. AFSCS will coordinate with the appropriate agent to select the U.S. officials for Armed Forces and CISM championships.

(2) OFFICIALS REQUIRED FOR ARMED FORCES CHAMPIONSHIPS:

(a) Basketball (Local NCAA Conference-Men/Women): 6 referees, 1 non-calling chief of officials and a statistician crew of four. Referees shall double if combined Armed Forces Championships.

(b) Boxing (USA Boxing): 8 (to include electronic scoring), 1 non-calling chief of officials.

(c) Rugby (USA Rugby): 6 referees, 1 non-calling chief of officials.

(d) Softball (ASA-Men/Women): 12 umpires, 2 non-calling chief of officials.

(e) Soccer (USSF): 8 officials, 1 non-calling chief of officials.

(f) Triathlon (USAT): 1 official.

(g) Indoor Volleyball (USAV-Men/Women): 6 officials, 1 non-calling chief of officials.

(h) Beach Volleyball (DCR-Men/Women): 6 officials, to include chief of officials.

(i) Wrestling (USA Wrestling): 8 referees, 1 non-calling chief of officials.

(3) OFFICIALS FEES, PER DIEM, EXPENSES AND STIPEND: AFSCS is responsible for payment of fees and meal per diem to officials. Officials will receive payment prior to departing Host Installation.

(a) Official Fees per sport are as followed:

(1) Basketball: \$1,500.00 for each floor officials per championship event. Experienced scorers, timers, experienced statistician (with appropriate software) and shot clock operators must be obtained through the local officials association. Local rates will be paid to these individuals and are the responsibility of the host Service and will not be pro-rated.

(2) Boxing: \$300.00 for each official per championship event.

(3) Cross Country: N/A.

(4) Golf: N/A.

(5) Marathon: N/A.

(6) Rugby: \$500.00 for each official per championship event.

(7) Soccer: \$400.00 for each official per championship event.

(8) Softball: \$270.00 for each official per championship event. Head officials receive \$295.00, but do not work games. Host base will provide experienced/qualified official scorers who have responsibility for distributing game statistics to coaches and Service Representatives. Local rates will be paid to these individuals and are the responsibility of the host Service and will not be pro-rated.

(9) Triathlon: \$100.00 for head official. Course monitors will be obtained through the local officials association. Local rates will be paid to these individuals and are the responsibility of the host Service and will not be pro-rated.

(10) Volleyball: \$1,000.00 for each official per championship event. Experienced line judges and experienced statistician (with appropriate software) will be obtained through the local officials association by the host site. Local rates will be paid to these individuals and are the responsibility of the host Service and will not be pro-rated.

(11) Wrestling: \$250.00 for each official per championship

(12) Note: Head officials who work games-matches receive an additional payment of \$25 per championship.

(b) Per Diem, Billeting, and Local Transportation: Officials for an Armed Forces Championship receive a meal per diem of \$30 per day (\$22.50 for each travel day); paid by AFSCS. In addition, lodging and rental vehicles are provided to the officials by the Host Installation.

(c) Travel and Baggage Fees: AFSCS is responsible for obtaining and securing transportation for officials to the competition site. Officials using a privately owned vehicle (POV) for travel will be paid mileage by the AFSCS IAW current JFTR rates as long as mileage does not exceed the cost of government round trip airfare. AFSCS will reimburse baggage fees if applicable.

(d) CISM Stipend and Support: Officials for a CISM championship receive transportation, lodging and meals paid for by the AFSCS (or CISM host country). They also receive a flat fee of \$350.00 for their services (pro-rated among the Services).

9. FUNDING ARMED FORCES SPORTS.

a. AFSCS prepares the annual operating budget for review by the AFSC, prior to submission to the Executive Agent.

b. The Army non-appropriated fund (NAF) provides payment of AFSCS budget expenditures. The Army NAF prorates budget expenditures to the four Services by line item semiannually.

c. The host and/or proponent Service of an Armed Forces Championship bills the other Services for the pro-rata share of expenses for follow-on higher-level championship training camps and competitions.

(1) The expenses are billed as followed:

	Pro-rated Equally by Four Services	Each Service Assessed on Number of Participants
1. Mementos	X	
2. Contingency Funds	X	
3. Entry Fees	X	
4. Armed Forces Apparel	X	
5. Competitive Uniforms		X
6. Official's Stipend, Travel & Authorized Expenses	X	
7. CISM Events Hosted by U.S.	X	
8. Training Camp Expenses		X

d. Sponsorship:

(1) If host installation for Armed Forces or CISM Championship obtains cash sponsorship, 25% will apply to the cost of hosting the championship and 75% will remain at the installation MWR program.

(2) Sponsorship of U.S. Armed Forces Teams must go through Army Sponsorship via AFSCS. Individual sponsorship of teams or implied sponsorship is prohibited by local installations.

e. Training Camps and Travel to Higher-level competition.

(1) Per Diem Rates.

(a) Meals and Incidentals shall be provided by the hosting Service at the appropriate rate per the JFTR/JTR (Reference c). When hosting the training camp on the installation, the GSA on-base rate shall apply to cover the cost of the dining facilities.

(b) If meals are provided to the athletes, only the incidental rate shall be paid. CONUS incidental rate is \$5.00/day. OCONUS incidental rate is \$3.50/day.

(c) If dining facilities are not available for three meals/day, then the GSA proportional rate shall apply.

(d) Travel to and from competition from the training camp shall use the GSA rate for the temporary duty site per JFTR/JTR.

(2) Billeting. The Proponent Service shall coordinate billeting for their assigned teams. If billeting is not provided for free, the Proponent Service shall procure billeting at the GSA per diem rate.

(3) Airfare. All airfare shall be in conjunction with the JFTR/JTR.

10. NATIONAL GOVERNING BODY AND CISM POSITIONS.

a. AFSC will take necessary action to provide the most qualified Active Duty/DoD Civilians to serve on CISM sports Technical Committees, Commissions, or other open CISM positions, and as the overall Armed Forces Representative for National Governing Body (NGB) positions.

b. Candidates must submit resumes/bios through their respective Service Sports representative. These will be reviewed and voted on by the AFWG. AFWG will recommend the best candidate to the AFSC.

c. Per CISM regulations (reference d) individuals must be active duty with at least the rank of Major to be considered for President of a CISM Sports committee or commission, and be available to serve for a four year period.

d. Current incumbent CISM or NGB members are not to recommend any replacements to their respective positions to CISM or the NGB. The AFSCS will notify CISM or NGB of approved representatives.

e. Members of CISM Sports Committees, Commissions, other CISM Positions, and NGB representatives must provide trip reports and minutes within five days upon completion to AFSCS. (Does not apply to NGB's where each Service is represented, such as USA Volleyball).

11. MEDICAL AND SAFETY

a. Safety regulations.

(1) All Armed Forces Sports shall comply with the safety procedures prescribed by the National Governing Body of the sport competed in. AFSC shall apply additional procedures and/or requirements for sports in the interest of participant health and safety.

(2) Safety regulations for all sports competed at Armed Forces Championships are identified in appendix A of this SOP.

b. Anti-doping. All athletes are subject to Anti-doping Testing IAW the World Anti-Doping Agency at CISM Championships. Medical Staff shall ensure that athletes understand the anti-doping process and complete the required forms in appendix (L) of this SOP.

12. Point of Contact is the Armed Forces Sports Secretariat at 210-466-1321 or steven.dinote@us.army.mil. Users are invited to send comments and suggested improvements to the Secretariat, Armed Forces Sports.

OFFICIAL:

//signed//
EDEN MURRIE
Brigadier General, USAF
Chairperson, Armed Forces Sports Council

13 Enclosures

Appendixes

- A. Sports Rules
- B. Higher Advancement Form
- C. Code of Conduct
- D. Ballot
- E. Training Camp Checklist
- F. Team Captain LOI
- G. Team Captain Booklet
- H. Chief of Mission LOI
- I. Chief of Mission Booklet
- J. Military Uniforms
- K. CISM World Championships
- L. Anti-doping Education and Declaration Form
- M. Anti-doping Information Brief



2013 ARMED FORCES MEN'S AND WOMEN'S BASKETBALL CHAMPIONSHIP

1. COMPETITION RULES: Current NCAA Rules, as amended by the Armed Forces Sports Council (AFSC).
2. TOURNAMENT FORMAT: Double round-robin play for seeding. Top two teams play for the Championship Game. Third and fourth teams play the consolation game.
3. TYPE OF BALL: Men's (Spalding TF-1000-ZK); Women's (Wilson "Solution").
4. DRAW: As determined by established annual draw.
5. TIE-BREAKER POLICY: The following procedures, in order, will be used to break any ties at the conclusion of round-robin play:
 - a. Head-to-Head record.
 - b. Points for/against differential of the games played between the tied teams.
 - c. Points for/against differential of all games played by tied teams.
6. FACILITY AND PERSONNEL: IAW current NCAA Rules. Host Project Officer shall obtain experienced table officials (scorers, statistician, timers, and shot clock operators) through the local officials association. Local rates will be paid to these individuals.
7. SCHEDULE OF EVENTS: The Host installation will determine game-match times. Established times must be consistent each day, and must be set to draw maximum fan participation.
 - a. Day One Teams Arrive
 Team Practice Sessions (if teams are available)
 - b. Day Two Team Photos
 Organizational Meeting

 Opening Ceremony (Optional) - However, the National Anthem must be played prior to the opening game. All five Service flags must be displayed if flags are posted.

 Game 1 USAF vs. USMC
 Game 2 ARMY vs. NAVY
 - c. Day Three Game 3 NAVY vs. USAF
 Game 4 USMC vs. ARMY
 - d. Day Four Game 5 NAVY vs. USMC
 Game 6 ARMY vs. USAF

2013 ARMED FORCES MEN'S AND WOMEN'S BASKETBALL CHAMPIONSHIP

- | | | |
|--------------|---------|---------------|
| e. Day Five | Game 7 | USMC vs. USAF |
| | Game 8 | NAVY vs. ARMY |
| e. Day Six | Game 9 | USAF vs. NAVY |
| | Game 10 | ARMY vs. USMC |
| e. Day Seven | Game 11 | USMC vs. NAVY |
| | Game 12 | USAF vs. ARMY |

NOTE: Second game of each session starts 20 minutes after conclusion of first game. When Men's and Women's Championship is held together, men games will be played first in the first round and then the women will play first in the second round.

- f. Day Eight
- CONSOLATION MATCH – Seed 4 vs Seed 3
- CHAMPIONSHIP MATCH – Seed 2 vs Seed 1
- Selection Meeting (Time)

Awards Ceremony - Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Awards Ceremony.

- g. Day Nine
- Teams Depart

8. AWARDS:

a. Individual: Each member of the winning and runner-up teams (to include the coaches, team trainer and OIC) receive individual awards.

b. Team: No team trophy is presented.

c. All-Tournament: An "All-Tournament" team is selected of the best five players of the tournament. All-Tournament will have a minimum of two guards and two forwards. The fifth position will be determined based on best play. This team is announced prior to the announcement of the 12 players selected to advance to higher-level competition. The Host Project Officer will select and purchase a special "All-Tournament" memento to present to each member of the "All-Tournament" team.

9. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 16 individuals:

- 12 Players
- 1 Coach

2013 ARMED FORCES MEN'S AND WOMEN'S BASKETBALL CHAMPIONSHIP

- 1 Asst Coach
- 1 Certified Athletic Trainer
- 1 OIC

Note: Rosters must be submitted NLT four days prior to championship report date. Only the above personnel are authorized in the designated Service bench area.

10. SELECTION PROCESS - HIGHER LEVEL AND ALL-TOURNAMENT:

a. Athlete Selection Process.

(1) The AFSWG members, or designated representatives, at the site of the Armed Forces Championship are responsible for the selection of the All-Tournament Team and the U.S. Armed Forces Team for higher-level competition.

(2) Selection meeting attendance is limited to the Service Representative, and the Head and Assistant Coaches. Each Service is limited to one spokesperson. The host Service Representative shall chair the selection meeting.

(3) The initial selection for the All-Tournament Team and the Armed Forces Team shall be conducted as a paper ballot (appendix D), both submitted simultaneously by each Service Representative to the selection meeting chair at the beginning of the selection meeting. Submitted ballots are final. Ties shall be resolved through discussion and vote.

(4) Participants selected to the All-Tournament Team shall automatically be selected to the Armed Forces Team unless unavailable. The most competent athletes, regardless of Service affiliation, shall be selected to complete the final Armed Forces Team roster.

(5) When higher-level competition does not immediately follow the Armed Forces championship, based on non-availability, Services may elect to send up to three (3) additional athletes to the Armed Forces training camp.

b. Coach Selection Policy: The Head Coach for the Armed Forces Team shall be the winning Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). This coach shall select his/her Assistant Coach from the pool of coaches that participated in the championship (subject to review by the Service Representatives at the championship). If the winning Head Coach is not available, then the second place team Head Coach shall be the Head Coach of the Armed Forces team. This individual shall also select his/her Assistant Coach from the pool of coaches who participated in their respective Armed Forces Championship (subject to review by the Service Representatives at the Championship). If neither the winning nor second place Head Coaches are available to advance to higher level competition, the AFSWG shall vote to select a Head Coach from the remaining pool of available coaches who participated in the championship. Priority shall be given to Head Coaches. If replacement coaches cannot be identified within 24 hours preceding the announcement of the team delegation, then the Armed Forces team shall not advance to higher level competition.

c. During the Athlete Selection Process, Service representatives shall reserve the right to not select top quality candidates based on behavior, grooming standards, or availability. The host Service will not make any additions or deletions to the selected Armed Forces Team without coordinating with the Working Group Member of the other three Services.

2013 ARMED FORCES MEN'S AND WOMEN'S BASKETBALL CHAMPIONSHIP

11. TEAM COMPOSITION – CISM, SHAPE AND NATIONALS:

As follows, or as dictated by host country invitation:

12 Players

1 Coach

1 Asst Coach

1 Certified Athletic Trainer

1 Team Captain

1 Chief of Mission (CISM and SHAPE) – none for Nationals

1 Combined Sports Committee Member (CISM) – none for SHAPE and Nationals

2 FIBA Officials (CISM), 2 FIBA Official (SHAPE) – none for Nationals

TOTALS: CISM - 20; SHAPE – 19; Nationals – 16

Number of Officials to be taken depends on the request by Host Country in their official invite.

12. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

13. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

14. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.



2013 ARMED FORCES MEN'S AND WOMEN'S BEACH VOLLEYBALL CHAMPIONSHIP

1. **COMPETITION RULES:** Current USA Volleyball Domestic Competition Beach Regulations (previously known as USA Beach Volleyball Rules), as amended by the Armed Forces Sports Council (AFSC).

2. **TOURNAMENT FORMAT:**

a. Two pools in men's competition and two pools in women's competition playing a single round-robin within each pool. Top three teams from each pool will advance to bracket play with the number one team from each pool granted a bye. Team number two from pool A will play team number three from pool B.

b. Two of three set wins in a match constitute a win. A set is won by the team that first scores 21 points with a minimum lead of two points. In the case of a 1-1 tie, the deciding set is played to 15 points with a minimum lead of 2 points.

c. There are NO substitutes or replacement of players.

d. Each team is entitled to a maximum of one time-out per set.

e. In sets 1 and 2 one additional 30-second "technical" time out will be automatically allocated when the sum of points scored by each team equals 21 points.

f. Prior to the match, teams will share a 5 minute warm-up period on the court.

NOTE: Format subject to change based on the number of Service entries.

3. **SCORING AND SCOREKEEPING:** IAW current USA Beach Volleyball DCR Regulations.

4. **DRAW:** Open draw for pool positions will be conducted at the Organizational Meeting. Number one and number two Service teams will not be placed in the same pool. Example: If Army #1 draw Pool A, Army #2 will automatically be placed in Pool B.

5. **TIE- BREAKER POLICY:** Breaking a tie at the conclusion of match pool play for placement in a bracket, is determined by:

a. Two teams tied and two teams advance:

* Head-to-head results (based on matches won, NOT sets won).

b. Three teams tied and two teams advance (3-way-tie for 1st) in priority order:

(1) Overall set winning percentage.

(2) Overall point differential.

(3) Coin toss.

2013 ARMED FORCES MEN'S AND WOMEN'S BEACH VOLLEYBALL CHAMPIONSHIP

(4) Then the top seed advances automatically, while the two remaining teams play one 15 point set with the winner advancing.

c. Three teams tied and one team advances (3-way-tie for 2nd) in priority order.

(1) Overall set winning percentage.

(2) Overall point differential.

(3) Coin toss.

(4) There will be two 15 point tie-breakers sets. The second and third seeded teams play the first set. The winner then plays the top seeded team in the second tie-breaker. This winner then advance to bracket play as the two seed.

6. GAME BALL: FIVB specified for both men and women.

7. SCHEDULE OF EVENTS:

a. Day One Beach Personnel Arrive (Teams and Officials)

Beach Organizational Meeting*

*NOTE: Team entries (not names of team members) will be declared at the Indoor Organizational Meeting. See Indoor Volleyball Procedures. Schedule will be completed once teams are declared.

b. Day Two First Day of Beach Play

c. Day Three Second Day of Beach Play

d. Day Four Final Day of Beach Play and Awards Ceremony**

** Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Awards Ceremony.

e. Day Five Beach Personnel Depart

8. TEAM STANDINGS: Final team standings are determined by results of Semi-Final Bracket play. NOTE: All four Service Branches may not be represented in final four standings.

9. AWARDS:

a. Individual: Each member of the winning and runner-up teams (to include the entire team composition) receives individual awards.

2013 ARMED FORCES MEN'S AND WOMEN'S BEACH VOLLEYBALL CHAMPIONSHIP

b. Team: No team trophy is presented.

c. All-Tournament: No teams are selected

10. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Combined Men and Women Service Roster not to exceed 9 individuals:

Women's #1 Team: 2 players

Women's #2 Team: 2 players

Men's #1 Team: 2 players

Men's #2 Team: 2 players

*1 Coach (for all four teams)

*The coach may sit in the player's box; however, he/she cannot give signals, call plays, or even cheer. The coach can only talk to players in between sets. If both Service teams are playing, the coach must determine which player's box he/she will sit in.

11. ROSTERS: Rosters will be finalized at the Organizational Meeting.

12. UNIFORMS: Uniform tops should be numbered 1 and 2 for each team in accordance with FIVB Beach Volleyball Rules (www.fivb.org). Tops are mandatory for men's play.

13. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

14. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

15. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.



2013 ARMED FORCES MEN'S AND WOMEN'S BOWLING CHAMPIONSHIP

1. COMPETITION RULES: Current United States Bowling Congress (USBC) Rules for Men and Women as amended by the Armed Forces Sports Council (AFSC), if applicable.

2. TEAM COMPOSITION: Roster not to exceed 10 individuals:

4 Males

4 Females

1 Coach

1 OIC

10 Total*

*Note: Rosters must be submitted NLT four days prior to championship report date.

3. SCORING: Final standings for each event will be determined by total pin fall. The overall service championship is determined by total pin fall from all team bowlers and their twenty-four (24) games. Singles, doubles, mixed doubles and 6-game team challenge are conducted as a part of the overall Armed Forces Championship. Tie-breaking lines (games) are used only to break ties. Tie-breaking scores will not replace nor add to scoring in regulation tournament or in any of the championship events.

4. TOURNAMENT COMPETITIONS-SCHEDULE OF EVENTS:

Note: The Host installation will determine times for session and other activities. Established times must be consistent each day, and must be set to draw maximum fan participation.

a. Team Challenge (1st Session) 6 games, total pin fall of all team bowlers.

b. Doubles (2nd Session) 6 games, each branch of the service designates two men's teams and two women's teams (teams must be declared by conclusion of Tournament Organizing Meeting).

c. Mixed Doubles (3rd Session) 6 games, each branch of the service designates four mixed doubles teams (teams must be declared by conclusion of Tournament Organization Meeting)

d. Singles (4th Session 6 games), bowling will be on two different pairs of lanes for men and two different pairs of lanes for women.

e. Schedule

(1) Day One: Team Arrivals

(2) Day Two: Team Photos
Practice Session and Ball Weigh-In
Organizational Meeting
Informal Ice-Breaker**

**Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Additional

2013 ARMED FORCES MEN'S AND WOMEN'S BOWLING CHAMPIONSHIP

personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Ice Breaker.

(3) Day Three:

Opening Ceremony (Optional). However, the National Anthem must be played prior to the start of competition. If flags are posted, all five Service flags must be posted

Practice Session and Ball Weigh-In
Team Challenge Competition (1st Session - 6 games)

(4) Day Four Practice Session and Ball Weigh-In Doubles Competition (2nd Session - 6 games)

(5) Day Five Practice Session and Ball Weigh-In Mixed Doubles Competition (3rd Session – 6 games)

(6) Day Six Practice Session and Ball Weigh-In Singles Competition (4th Session – 6 games)

Awards Ceremony - (Immediately following the final game) Service teams are required to wear Service warm-ups or competitive uniforms at the awards ceremony. Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. If the Awards ceremony is conducted as a separate function in conjunction with the Ice- Breaker Social, then all Service Members must comply with Ice-Breaker Dress Policy.

(7) Day Seven Team Departures

5. TIE-BREAKING PROCEDURE:

A. Singles Competition: Participants involved in a tie for first, second, or third place will bowl complete lines (games) until the tie is broken.

B. Doubles Competition: Teams involved in a tie for first, second or third place will bowl complete lines (games) until the tie is broken.

C. Mixed Doubles: Teams involved in a tie for first, second or third place will bowl complete lines (games) until the tie is broken.

D. Team Challenge: For teams involved in a tie for first or second place at the completion of the six games competition, all four bowlers from each of the tied teams will bowl complete lines (games) until the tie is broken.

E. All Events: Individuals or teams tied for champion or runner-up after twenty-four (24) games will bowl complete lines (games) until the tie is broken.

2013 ARMED FORCES MEN'S AND WOMEN'S BOWLING CHAMPIONSHIP

6. BOWLING PINS: Pins specifications are outlined in the current USBC Rules (Chapter 7: Equipment Specification and Certifications).

7. PROTESTS: Protests on rules or eligibility are handled by the Tournament Committee (TC). The TC will be made up of on-site Service Representatives and the Tournament Director. Their ruling on all matters is made at the time of the protest and will be final.

8. AWARDS:

a. Host Installation Awards. The host installation will be responsible for purchasing awards for the following competitions:

(1) Singles Competition: Awards are given to the first, second and third place singles competitors in the men's and women's categories.

(2) Doubles Competition: Awards are given to the, first second and third place doubles teams in the men's and women's categories.

(3) Mixed Doubles Competition: Awards are given to the first second and third place teams.

(4) Team Challenge: Individuals awards are given to each member of the first and second place men's teams and to each member of the first and second place women's teams (to include the OIC/Coach).

b. AFSCS will provide the overall Team and Individual Awards based on total pin fall for all 24 games.

(1) Team Awards: Gold and Silver (5 each gender)

(2) Individual Awards: Gold, Silver, and Bronze (each gender)

9. DRESS CODE: Dress code must meet Professional Bowlers Association (PBA) and Ladies Professional Bowlers Association (LPBA) dress standards: Absolutely no cut-offs, denim, spandex, or warm-ups allowed. Penalty: Persons not properly attired will not be permitted to bowl until the discrepancy is corrected and will receive (0) for all frames missed.

10. OTHER TOURNAMENT PROCEDURES:

a. Starting times are provided to team captains and service representatives in the pre-tournament meeting and are posted in the bowling center. Bowlers must be ready to bowl at the stipulated starting time for each session or forfeit their participation in that day's six games. Bowlers are assigned lanes based on a draw. The draw takes place at the pre-tournament meeting. Rotation is after each two games to a different pair of lanes. Shadow bowling is allowed for five minutes prior to beginning bowling, and one ball on each lane when rotating at the third and fifth games.

b. Participant's bowling balls must be weighed and marked prior to the start of competition IAW USBC Rules (Chapter 7: Equipment Specification and Certifications).

2013 ARMED FORCES MEN'S AND WOMEN'S BOWLING CHAMPIONSHIP

12. FORMS AND ROSTERS: All rosters must be turned in to the Host Project Officer at the Organizational Meeting. Rosters for the Armed Forces Championship will be finalized at this time. Doubles and mixed doubles teams will also be declared at this time.

13. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

14. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

2013 ARMED FORCES BOXING CHAMPIONSHIP

1900 Bouts Commence
Box lunches will be provided to evening competitors.

- e. Day Five Rest Day
0700 Weigh-ins for all finalists
1730 Informal Ice -Breaker

Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Ice Breaker.

- f. Day Six 1900 Final Bouts Commence (Individual awards presented after each bout)*

- g. Day Seven Teams Depart

*NOTE: When weight classes are filled by four Services, boxers shall box in consolation bouts unless determined injured by ringside physician.

10. TEAM STANDINGS: The following point system will be used to determine team standings for men's bouts only:

- a. Winner of a finals bout – 2 points
- b. Winner of a semifinals bout – 1 point. One (1) point will be awarded regardless of the method of winning during semifinal bouts (Exception: Bye round winners will receive one (1) point only if the boxer wins the next bout).
- c. In the event of a point tie for the first place team position, the service having the greatest number of gold medalists, earned through competition in the ring, will be the winner. If a tie still exists, then the service with the greatest number of silver medalists will determine the position. No points will be awarded in a weight class where no bout is boxed.

11. AWARDS:

- a. Awards shall be given at the conclusion of each championship bout.
- b. Individual: Awards are given to the champion and runner-up of each weight class.
- c. Team Award: Individuals awards are given to each member of the first place and second place men's teams (to include the coaches, team trainer/doctor and OIC).

12. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 14 individuals:

- 10 Boxers
- 1 Coach
- 1 Asst Coach

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- 1 Certified Trainer/Doctor
- 1 OIC

Note: Rosters must be submitted NLT four days prior to championship report date.

13. TEAM COMPOSITION FOR CISM: As follows or as dictated by host country invitation:

- 10 Boxers
- 1 Coach
- 1 Asst Coach
- 1 Team Captain
- 1 Certified Team Trainer/Doctor
- 1 Chief of Mission
- 2 Combined Sports Committee Members
- 2 AIBA Referees
- TOTAL: 19

14. ATHLETE ADVANCEMENT TO HIGHER LEVEL: A gold medalist advances to higher level competition. If the gold medalist is not available, the silver medalist advances. If neither gold nor silver medalist is available, the weight class will not be filled unless the AFSWG votes on an exception to policy to allow another qualified athlete to substitute. All athletes advancing to higher level competition should have competed at the Armed Forces Championship, but can be considered if the gold or silver medalist is unavailable on a case by case basis. Any Service boxer awarded a Gold Medal without having boxed at the Armed Forces Championship, will be assessed at the Nationals, to ascertain his competitiveness for CISM.

15. COACH SELECTION POLICY: The Head Coach for the Armed Forces Team will be the overall winning Head Coach of the Armed Forces Championship (Subject to review by Service Representatives at the site of the Championship). The Assistant Coach of the Armed Forces Team will be the overall second place Head Coach of the Armed Forces Championship. If the winning coach is not available, the second place team coach will serve as the Head Coach of the Armed Forces Team. Service Reps will vote on the Assistant Coach or for both positions, if neither the first nor second place coaches are available.

16. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

17. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

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18. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

19. SAFETY, MEDICAL AND HOSTING GUIDELINES:

a. Medical Support:

(1) Ambulance onsite with Advanced Life Support (ALS) equipped paramedics unit. Basic Life Support (BLS) is NOT sufficient. A volunteer crew will suffice as long as they have all required ALS Equipment. The unit must be standing by at the facility no matter the proximity of the local medical facility. Ambulance must be in direct route to a hospital possessing a CT scanner and neurosurgical capabilities or Medivac contingencies in place to a hospital having neurosurgical capabilities.

(2) One (or more) medical doctors (MD or Doctor of Osteopathy) with certification by USA Boxing in Ringside Physician techniques who are capable of initiating life-saving procedures and administering restricted medications. Physician(s) must be in attendance and seated at ringside at all times during the competition, prepared to deal with any medical emergency which may arise. Two physicians are preferred, with both at ringside – one always ready and available to leave the ringside area to attend to any boxer requiring attention.

(3) One additional medical professional such as Certified Athletic Trainer (ATC), Emergency Medical Technician (EMT), Physician's Assistant (PA), Physical Therapist (PT), or physician.

b. Safety precautions and physicians:

(1) Boxers are limited to one bout per day. This restriction applies to military boxers competing in military, Golden Gloves, Nationals, CISM and all other boxing events.

(2) Physical examinations are mandatory for each competitor on the day they are scheduled to box. Any boxer complaining of headache symptoms will not be permitted to box in the subsequent event. Medical officers providing support must be familiar with and meet the requirements of the Physician's Ringside Manual. The minimum qualifications of these medical officers shall include current competency in the emerging treatment of head trauma; management of traumatic injury; certification in advanced cardio-pulmonary resuscitation; and experience in the transport of an unstable patient.

(3) A thorough pre-bout physical is required before the draw is conducted, to avoid the re-drawing of weight categories. Each boxer will also be examined on the day of competition at weigh-ins and after each bout. The purposes of the pre and post-bout physicals are to determine the athlete is fit to box on that day, and to determine that the athlete has not suffered specific injury in the bout. The pre and post-bout physicals are not to be construed as a "complete annual physical." The pre and post bout physicals are not meant to determine the presence of conditions which do not affect the athlete's ability to compete on the day of competition. Boxers are subject to disciplinary action should they refuse to be examined after a bout.

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(4) The physician, operating under the Good Samaritan Rule, shall determine if any injury warrants the match to be discontinued. Upon physician's decision, said physician shall advise the boxer and coach/assistant coach, in writing, of treatment for such injury. The physician is not personally obligated to perform such medical treatment, but must make the appropriate medical referral for such treatment.

(5) In addition to the normal physical examination for all boxers, female boxers shall be required to furnish, at the time of competition, the normal USA Boxing waiver forms in addition to the following:

(a) A signed explicit disclaimer that the female boxer has read Rule 101.9(4) of the USA Boxing Rules and her physical condition does not, to the best of her knowledge, indicate the circumstances listed therein. Should any of the circumstances listed in 101.9(4) exist, the boxer will not be permitted to box.

(b) A waiver that states that to the best of her knowledge, she is not pregnant, nor does she have surgical breast implants (exception: a female athlete may compete with breast implants if she has submitted a fully executed "Release to Compete with Breast Implants" form).

(c) At the time of the physical exam, the examining physician will take an appropriate history of menstruation, pregnancy, breast and gynecological surgery, according to the recommended sports medical guidelines.

(6) All personnel (competitors, coaches, referees and physicians) are required to attend at least one pre-competition meeting or clinic. The purpose is to review concepts contained in the USA Boxing Safety Awareness Manual and to explain procedures specific to the event. Additionally, at this meeting competitors who have little or no experience will be given basic instructions on the principles of self-defense and the rules of the sport.

(7) In the event of a significant injury or incident during the sanctioned boxing event, an Incident Report (See attached) shall be completed and forwarded to USA Boxing.

(8) In the event of an RSC(H) (Referee Stops Contest due to Head Injury), after following all USA Boxing protocol for rendering immediate care, all forms and Restrictions Affidavits will be completed and distributed in accordance with USA Boxing Rules.

(9) Restriction periods defined.

(a) A restricted boxer shall not be permitted to take part in sparring or competitive boxing for the duration of the medical restriction. All other training, for conditioning and maintaining of weight, shall be permitted.

(b) RSC- No restriction period applies. Examples are mismatching (one boxer clearly outclassed by the other or a boxer who receives excessive body blows) or an injury other than a head injury which does not require a restriction period.

(c) RSC(H) (30) – 30-day restriction period applies. Examples are: three standing-eight counts in one round or four in a bout due to head blows; a boxer who receives a stunning head blow and demonstrates a lack of normal response but has not been knocked down, and has no loss of consciousness; or a boxer who is knocked down from a head blow and

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immediately responds normally and assumes the upright, on-guard position, indicating intent to go on, however, the referee stops the contest.

(d) RSC(H) (90) – 90-day restriction period applies. Examples are: a boxer who has been knocked unconscious and is unresponsive to normal stimuli for less than two minutes. The ringside physician shall determine the boxer's unresponsive time by consulting with the official timekeeper.

(e) RSC(H) (180) – 180-day restriction period applies. Examples are: a boxer who has been knocked unconscious and is unresponsive to normal stimuli for at least two minutes. The ringside physician shall determine the boxer's unresponsive time by consulting with the official timekeeper.

(f) The same restriction periods as above shall apply to a boxer who has won on disqualification but was rendered unconscious by illegal blows to the head (head butts, slaps, elbows, etc.)

(g) RSC(H) (90) or RSC (H) (180) are not arbitrary calls by either the official or physician. RSC(H) (90) or RSC(H) (180) are defined by the length of time one is unresponsive or unconscious. The following restriction periods apply when a second RSCH occurs within 90 days after the completion of the restriction period.

(i) If a second RSC(H) occurs after the initial RSC(H) (30), a 90-day restriction period applies.

(ii) If an RSC(H) occurs after an RSC(H) (90), a 180-day restriction period applies.

(iii) If an RSC(H) occurs after another RSC(H) (180), a 365-day restriction period applies.

(h) The terminology KO, KO-H and/or knockout does not apply to amateur boxing.

(i) Before resuming boxing after any of the periods of restriction prescribed in the preceding paragraphs, a boxer must be given a special examination by the boxer's personal physician, who is a qualified doctor of medicine, and certified by the examining physician as fit to take part in competitive boxing.

(j) Before resuming boxing after any of the periods of restriction prescribed in the preceding sections, a boxer must, in addition to submitting to the special examination described above, also have an EEG and/or CT scan at the discretion of the examining physician.

(k) A boxer who loses a bout, which ends in RSC due to body blows, shall not be subject to a layoff as prescribed under the provision of this rule. However, any boxer suffering an injury from any cause may not train or compete against the advice of the ringside or attending physician.

c. Restrictions Affidavit:

(1) For a bout ending in an RSC(H), the injured boxer will be issued a Restrictions Affidavit with the restriction period as referenced in Section 107.1(13)(d) of the USA Boxing Rules. The following individuals must sign the Restrictions Affidavit:

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- (a) Holder of Sanction
- (b) Physician
- (c) Referee
- (d) Boxer's Coach
- (e) Boxer (optional)

(2) The coach who worked the boxer's corner will be held responsible for accompanying the boxer to his home or suitable accommodations. Upon their arrival, the coach will present the Restrictions Affidavit to a responsible adult and then explain its use clearly and thoroughly.

(3) If any of the following symptoms occur, contact a physician immediately.

- (a) Headache or dizziness lasting over two hours
- (b) Increasing drowsiness or loss of consciousness following the bout (arouse every two hours during the night following the bout)
- (c) Repeated vomiting
- (d) Blurred vision
- (e) Mental confusion or irrational behavior
- (f) Convulsive seizure
- (g) Inability to move a limb
- (h) Excessive restlessness
- (i) Oozing of blood or watery fluid from the ears or nose
- (j) Inability to control urine or feces

(4) The release or permission to return to competitive boxing shall be completed on the reverse side of the Restrictions Affidavit. When signed and approved by the boxer's personal physician, who is a qualified doctor of medicine, to return, the Restrictions Affidavit will be submitted to the LBC (LBC president or registration chairperson) and a copy will be forwarded to USA Boxing Headquarters immediately.

d. Organizer guidance:

(1) Boxing competitions are referred to as "Boxing Events" or "Boxing Show" rather than "Fights" or "Smoker". Advertising should promote the healthy spirit of an athletic competition in the vein of the Olympic status the sport of amateur boxing enjoys. The primary emphasis in every situation will focus on the safety of the competitors.

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(2) Organizers of events involving military boxers are required to retain and be familiar with the contents of current copies of the USA Boxing Rules and regulations, which is the national governing body for amateur boxing.

(3) Gloves worn will be either thumbless or thumb-attached of a design currently approved by USA Boxing. Glove weight is specified by USA Boxing. Headgear must also meet USA Boxing specifications and will be worn by boxers regardless if competition on base or in civilian venues and including all sparring sessions. Mouth pieces must be custom made and individually fitted. Groin protectors must meet USA Boxing specifications and must be worn at all times during competition and sparring. The breast protector (for women boxers) must be well fitted and not interfere with the boxer's ability to box.

(4) All Armed Forces Championships shall be properly sanctioned by USA Boxing.



2013 ARMED FORCES MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIP

1. COMPETITION RULES: Current IAAF Rules, as amended by the Armed Forces Sports Committee (AFSC), if applicable. The Armed Forces Championship is conducted in conjunction with the USA Track and Field (USATF) Winter National Cross Country Championship.

2. DIVISIONS AND COURSE DISTANCES: Armed Forces runners will compete in the Open Division. Distances are approximate, as finalized by host of the USATF sanctioned championship:

a. Men's Competition: 12K

b. Women's Competition: 8K

3. SCORING: Men and women team scores will be separated. The winning men and women team is determined by USA Track & Field's displacement scoring system. This system adds the place number finish of team's official scorers, with place numbers affixed through the Armed Forces event, not the overall national championship event (i.e. the first place Armed Forces finisher in the Men's 12K, who finishes 16th in the national championship, receives the number 1, not the number 16). The winning men's team is determined by adding the displacement finishers of the top five of the team's seven men participating in the Men's Long Course (12K), The winning women's team is determined by adding the displacement finishers of the top four of the team's six women participating in the Women's 8K.

4. TIE-BREAKER POLICY: Placement of first non-scorer for each team (Either the sixth male finisher or the fifth place finisher in the women's race).

5. SCHEDULE OF EVENTS: *Times and dates of events may change as determined by the competition organizers.*

- a. Day One Teams Arrive
 2000 - Organizational Meeting
- b. Day Two 0900-2000 Packet Pick-up
 1300-1700 Course Inspection
 1600-1730 - Informal Ice-Breaker**

**Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Ice Breaker.

1900 Technical Meeting

- c. Day Three Team Competitions

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Awards Ceremony - (Immediately following the final game) Service teams are required to wear Service warm-ups or competitive uniforms at the awards ceremony. Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. If the Awards ceremony is conducted as a separate function in conjunction with the Ice- Breaker Social, then all Service Members must comply with Ice-Breaker Dress Policy.

d. Day Four Teams Depart

6. AWARDS:

a. Individual: Awards are given to the top three finishers in the men's and women's competitions based on raw times.

b. Team Award: Individuals awards are given to each member of the first place and second place men's and women's teams (to include the team trainer and OIC).

7. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP: Rosters must be submitted NLT four days prior to championship report date. Team points and awards will only be awarded to official Service team members. Roster not to exceed 18 individuals:

- 7 Men
- 6 Females
- 1 Coach
- 1 Certified Athletic Trainer
- 1 OIC

8. TEAM COMPOSITION - CISM: As follows or as dictated by host country invitation:

- 8 Men (Long Course)
- 4 Men (Short Course)
- 5 Women
- 2 Coaches
- 1 Combined Sports Committee Member
- 1 Certified Athletic Trainer
- 1 Team Captain
- 1 Chief of Mission
- TOTAL: 23

9. SELECTION PROCESS - CISM:

a. Athlete Selection Process.

(1) Top five women shall advance to CISM. If unavailable for higher advancement, the next scoring female shall advance.

(2) The top 12 male athletes will be given the option to select whether they will compete in the CISM Long or Short Course. Priority shall be given in the order of finish. If unavailable, the next scoring male shall advance.

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b. Coaching Selection: Head Coach shall be the winning coach of each Men's/Women's Division. If there is only one coach from the Service who wins both divisions, or they are unavailable, then the Service Representative on site will determine who will be the primary coach and assistant coach.

10. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

11. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

12. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

13. SAFETY REQUIREMENTS: Service Branches are encouraged to bring their own medical personnel with them to the competition. All other medical support requirements will be provided by the competition organizer (USA Track and Field).



2013 ARMED FORCES MEN'S AND WOMEN'S GOLF CHAMPIONSHIP

1. COMPETITION RULES: Current USGA Rules, as amended by the Armed Forces Sports Council (AFSC). Course marshalling will be strictly enforced in accordance with current USGA Rules.
2. TOURNAMENT FORMAT: Seventy-two (72) holes medal play.
3. SCORING: Men and women team awards will be separated. Team scoring will be based on low 5 scores of 6 players each day for men and low 2 scores of 3 players each day for women. If a service shows up with 2 women both scores will count for team scoring.
4. TIE-BREAKER POLICY: In the event of a tie in individual final standings, there will be a one-hole sudden death playoff which will continue until the tie is broken. Team Championship ties to be determined by a sudden death playoff between the two tied teams (in foursomes made up of groups of two members of each tied Service). This playoff will start at a hole pre-determined by the host Project Officer and specified in the LOI/MOI. The Service Team Captain will select the four for the sudden death playoff.
5. EQUIPMENT: Golf carts are not authorized in the Armed Forces Golf Championship. Caddies are authorized at the golfer's expense.
6. SCHEDULE OF EVENTS: Golfers will play 18 holes per day for four (4) consecutive days. Both team and individual events are conducted. Should any round be postponed due to inclement weather prior to the last scheduled tournament day, the postponed round will be made up the next playing day. If play is postponed on the final day, the rounds played up to that point will constitute the Championship:

- | | |
|------------|---|
| a. Day One | Teams Arrive |
| b. Day Two | Team Practice
Organizational Meeting
Informal Ice-Breaker** |

** Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Ice Breaker.

- | | |
|--------------|---|
| c. Day Three | Team Photos
Opening Ceremony (Optional) – However, the National Anthem must be played prior to start of competition. All five Service flags must be displayed if flags are posted. |
|--------------|---|

Round One

2013 ARMED FORCES MEN'S AND WOMEN'S GOLF CHAMPIONSHIP

- d. Day Four Round Two
- e. Day Five Round Three
- f. Day Six Round Four

Awards Ceremony - (Immediately following the final game)
Service teams are required to wear Service warm-ups or competitive uniforms at the awards ceremony. Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. If the Awards ceremony is conducted as a separate function in conjunction with the Ice-Breaker Social, then all Service Members must comply with Ice-Breaker Dress Policy.

- g. Day Seven Teams Depart

7. TEAM STANDINGS: See paragraph 3.

8. AWARDS:

a. Individual: Awards are given to the top three places in each division.

b. Team Award: Individuals awards are given to each member of the first place and second place men's and women's teams (to include the OIC).

9. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 10 individuals:

6 Men's Open Division

3 Women's Open Division

1 OIC

Note: Rosters must be submitted NLT four days prior to championship report date.

10. TEAM COMPOSITION - CISM: As follows or as dictated by host country invitation:

6 Men' Open Division

2 Women's Division

1 Combined Sports Committee Member

1 Team Captain

1 Chief of Mission

TOTAL: 11

11. COURSE SET-UP: After consulting the host golf professional (or head of the host tournament committee), the Project officer makes final decision on course set-up to include pin placement, tee placement, and speed of green:

a. Pin Placement: The Project Officer selects and marks (with a dot of spray paint) the pin placement for the next day. Project Officer will consider the slope of the green, speed of the green, and overall difficulty. There should be no "Unfair" pin selection to "Trick up the Course". Every pin placement should give the good player a fair chance two-putting to hole. In general, a

relatively flat area of 5 feet or more should surround the cup, unless totally prevented by the shape and contour of the green. Each day's pin placements should feature 6 easy, 6 medium, and 6 difficult pin placements (course condition/weather permitting). A pin place sheet is prepared daily to show the placement of the pin in relation to the center of the green.

b. Tee Marker Placement: Tees are moved daily to provide for a variety of shots required for each hole throughout the tournament.

12. PLAYER INFORMATION:

a. The same course information will be provided to all players from each Service, including the daily sheets depicting pin locations, and a hole-by-hole graphic booklet.

b. Pairings or groupings shall not include all players from the same Service. When grouping by score, the next best scoring player shall be inserted. For example: If USAF has top three scorers and Navy player is ranked fourth, the top two USAF players and Navy player shall make up the threesome.

13. PRACTICE ROUNDS: Each Service team is allowed an equal number of practice rounds prior to the start of the tournament.

14. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

15. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

16. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.



2013 ARMED FORCES MEN'S AND WOMEN'S MARATHON CHAMPIONSHIP

1. COMPETITION RULES: Current IAAF Rules, as amended by the Armed Forces Sports Council (AFSC), if applicable. The Armed Forces Championship is conducted in conjunction with the Marine Corps Marathon.
2. COURSE DISTANCES: Olympic Distance: 26.2 miles
3. SCORING: Men and women team scores will be separated. The winning men and women team is determined by USA Track & Field's displacement scoring system. The winning men's team is determined by adding the displacement finishers of the top four of the team's six men. The winning women's team is determined by adding the displacement finishers of the top two of the team's four women. The lowest displacement score shall determine the winning teams.
4. TIE-BREAKER POLICY: Time of first non-scorer for each team (Either the fifth male or the third female).
5. SCHEDULE OF EVENTS: Events may change as determined by the competition organizers.

- a. Day One Teams Arrive
- b. Day Two Organizational Meeting
 Registration
 Course Review
- c. Day Three Team Photos
 Armed Forces Race Meeting
 Pasta Dinner

Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Ice Breaker.

- d. Day Four Competition Commences
 Awards Ceremony
 - e. Day Five Teams Depart
6. TEAM STANDINGS: See paragraph 3.
 7. AWARDS:
 - a. Individual: Awards are given to the top three finishers in the men's and women's divisions.

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b. Team: Individuals awards are given to each member of the first place and second place teams (to include the OIC).

8. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP: Roster not to exceed 11 individuals:

- 6 Men
- 4 Women
- 1 OIC

Note: Rosters must be submitted NLT four days prior to championship report date. Team points and awards will only be awarded to official Service team members.

9. TEAM COMPOSITION – CISM*: As follows or as dictated by host country invitation:

- 4 Men
 - 4 Women
 - 1 Coach
 - 1 Certified Athletic Trainer
 - 1 Team Captain
 - 1 Combined Sports Committee Member
 - 1 Chief of Mission
- TOTAL: 13

*NOTE: Due to the close proximity of the 2013 CISM World Marathon Championship and the Armed Forces Marathon Championship, the 2013 U.S. CISM team shall be determined by the results of the 2012 Armed Forces Championship and the availability of the runners.

10. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

11. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

12. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

2013 ARMED FORCES MEN'S AND WOMEN'S MARATHON CHAMPIONSHIP

13. SAFETY REQUIREMENTS: Service Branches are encouraged to bring their own medical personnel with them to the competition. All other medical support requirements will be provided by the competition organizer (U.S. Marine Corps).



2013 ARMED FORCES MEN'S RUGBY CHAMPIONSHIP

1. COMPETITION RULES: Current International Rugby Board (IRB) law book for seven-a-side play as amended by the Armed Forces Sports Committee (AFSC).
2. TOURNAMENT FORMAT: Single round robin, followed by consolation and championship matches.
3. DRAW: As determined by draw conducted at the 2012 Armed Forces Championship.
4. SCORING: IAW current IRB law book.
5. DURATION OF MATCHES AND TIE-BREAKER POLICY:
 - a. Round Robin Matches: Played in two, 7-minute halves with a two minute halftime break.
 - b. Tie Breaking procedures, in order, following Round-Robin Play: Head-to-head record of teams involved; margin of points for and against all teams; margin of converted tries; total points: total tries: coin toss.
 - c. Consolation and Championship Matches: Played in 10-minute halves, with a 2-minute halftime break.
 - d. Tie-Breaker for Consolation and Championship Matches: After a 1-minute interval, play 5-minute overtime periods with teams changing ends after each overtime period, without an interval until first score determines winner.
 - e. Drawn Matches: Drawn matches in the Round Robin competition shall be declared a tie.
6. GAME BALL AND EQUIPMENT: IAW current USA Rugby Rules. Ball must adhere to current USA Rugby Rules. Ball to be used is to be publicized by the host service 60 days prior to the Armed Forces Championship. All footwear (boots), including those with alloy safety studs, must be in compliance with current USA Rugby Rules.
7. SCHEDULE OF EVENTS:
 - a. Day One Teams Arrive
 Team Practice Sessions (if teams are available)
 - b. Days Two Team Practice Sessions
 Organizational Meeting
 Opening Ceremony Walk-Through (one rep from each team)
 Team Check-In

Note: Authorized team members must attend Organizational Meeting and Team Check-In in their Service polo shirt, coordinated slacks, and appropriate footwear.

 - c. Day Three Games Begin

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1200	Opening Ceremony
1220	Team Photos
1245	Match 1
1325	Match 2
1420	Match 3
1500	Match 4
1555	Match 5
1635	Match 6
1730	Match 7
1810	Match 8
1905	Match 9
1945	Match 10

d. Day Four

1030	Consolation Game
1130	Championship Game
1225	Team Awards Ceremony

All-Tournament Team selection meeting

Awards Ceremony - Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Awards Ceremony.

e. Day Five Teams Depart

8. AWARDS:

a. Individual: Each member of the winning and runner-up teams (to include the coaches, team trainer and OIC-Team Manager) receive individual awards.

b. Team: No team trophy is presented.

c. All-Tournament: An "All-Tournament" team is selected of the best 7 best players by position of the tournament. The Host Project Officer will select and purchase a special "All Star" memento to present to each member of the "All-Tournament" team.

9. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 16 individuals*

12 Players

1 Coach

1 Asst Coach

1 Certified Athletic Trainers

1 OIC-Team Manager

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Note: Rosters must be submitted NLT four days prior to championship report date. Only the above personnel are authorized in the designated Service bench area.

If a player is ejected, that player is ineligible for the remaining matches of the championship and the overall roster is reduced by one. This player is now a non-participant, and cannot be on the sidelines, and will not be considered for the All-Tournament Team.

10. SELECTION PROCESS - HIGHER LEVEL AND ALL-TOURNAMENT:

a. Athlete Selection Process.

(1) The AFSWG members, or designated representatives, at the site of the Armed Forces Championship are responsible for the selection of the All-Tournament Team and the U.S. Armed Forces Team for higher-level competition.

(2) Selection meeting attendance is limited to the Service Representative, and the Head and Assistant Coaches. Each Service is limited to one spokesperson. The host Service Representative shall chair the selection meeting.

(3) The initial selection for the All-Tournament Team and the Armed Forces Team shall be conducted as a paper ballot (appendix D), both submitted simultaneously by each Service Representative to the selection meeting chair at the beginning of the selection meeting. Submitted ballots are final. Ties shall be resolved through discussion and vote.

(4) Participants selected to the All-Tournament Team shall automatically be selected to the Armed Forces Team unless unavailable. The most competent athletes, regardless of Service affiliation, shall be selected to complete the final Armed Forces Team roster.

(5) When higher-level competition does not immediately follow the Armed Forces championship, based on non-availability, Services may elect to send up to three (3) additional athletes to the Armed Forces training camp.

b. Coach Selection Policy: The Head Coach for the Armed Forces Team shall be the winning Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). This coach shall select his/her Assistant Coach from the pool of coaches that participated in the championship (subject to review by the Service Representatives at the championship). If the winning Head Coach is not available, then the second place team Head Coach shall be the Head Coach of the Armed Forces team. This individual shall also select his/her Assistant Coach from the pool of coaches who participated in their respective Armed Forces Championship (subject to review by the Service Representatives at the Championship). If neither the winning nor second place Head Coaches are available to advance to higher level competition, the AFSWG shall vote to select a Head Coach from the remaining pool of available coaches who participated in the championship. Priority shall be given to Head Coaches. If replacement coaches cannot be identified within 24 hours preceding the announcement of the team delegation, then the Armed Forces team shall not advance to higher level competition.

c. During the Athlete Selection Process, Service representatives shall reserve the right to not select top quality candidates based on behavior, grooming standards, or availability. The

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host Service will not make any additions or deletions to the selected Armed Forces Team without coordinating with the Working Group Member of the other three Services.

11. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

12. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

13. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

14. SAFETY REQUIREMENTS: Service Branches are encouraged to bring their own medical personnel with them to the competition. An ambulance with Emergency Medical Technicians (EMT's) or Paramedics must be physically on site during all competition. Ambulances must be equipped with stretcher, spine board, and basic life support capabilities.



2013 ARMED FORCES MEN'S SOCCER CHAMPIONSHIP

1. COMPETITION RULES: Current Federation International De Football Association (FIFA) Rules, as amended by the Armed Forces Sports Council (AFSC).
2. TOURNAMENT FORMAT: Single round-robin. Top two teams advance to the championship game. Third and fourth place teams compete in the consolation game. All games must result in a winner. Games which end in a tie at the conclusion of regulation will be decided by two full overtime periods of 15 minutes each and, if the tie remains, followed by kicks from the mark in accordance with the Laws of the Game.
3. TEAM STANDINGS: Based on results of championship and consolation matches.
4. DRAW: As determined by established annual draw.
5. TIE-BREAKER POLICY: Breaking a tie at the conclusion of round-robin play is determined by the following in order listed:
 - a. Results of head-to-head matches between the tied teams.
 - b. Goal differential between the tied teams.
6. GAME BALL: IAW FIFA. Ball to be used is to be publicized by the host service 60 days prior to the Armed Forces Championship.
7. SUBSTITUTIONS: FIFA substitution rules will apply but with the following exceptions: (a) no more than three substitutions may be made in each half and (b) substitutions made at the halftime break in advance of the second half are not counted in the three substitutions per half rule. Overtime periods is a continuation of the second half.
8. FOULS AND MISCONDUCT:
 - A. Two "Yellow Cards" (accumulative for all games, including championship/consolation games) – Individual is out for the next scheduled game after the second yellow card.
 - B. Two "Yellow Cards" accumulative in the same game – Individual is out of the game being played plus the next scheduled game.
 - C. One "Red Card" – Individual is out of the game being played plus the next scheduled game. An individual suspended from a game is not authorized in the team bench area for that game.
9. UNIFORMS:
 - a. All players and substitutes (including the goalkeeper) on each team's roster must have a number between 1 and 26 on their jersey which matches the number on the roster. It is not necessary that the numbers for the team be sequential as long as they are within the permitted

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range. A player's or substitute's jersey number must remain the same throughout the tournament.

b. Home teams shall have priority to declare uniform colors. Both teams shall declare their uniform colors at the organizational meeting.

c. Uniforms for the Championship and Consolation Games will be determined by the higher seeded team from the round-robin having priority.

10. TEAM CAPTAINS (Players): Service teams will designate only one (1) team captain, who will wear a captain's band on the playing field.

11. MEDICAL SITUATION: The treatment of injuries will be in accordance with the FIFA Laws of the Game.

12. INCLEMENT WEATHER/GAME STOPPAGE: In the event of game stoppage (e.g. inclement weather), the game shall resume where it last left off. Ball position, players, time, and penalties shall be noted and carried over to the re-start of the game.

13. SCHEDULE OF EVENTS: The Host installation will determine game-match times. Established times must be consistent each day, and must be set to draw maximum fan participation.

a. Day One
Teams Arrive
Team Practice Sessions
Organizational Meeting

b. Day Two
Team Photos
Opening Ceremony (Optional). However, the National Anthem must be played prior to the start of competition. If flags are posted, all five Service flags must be posted.

Round Robin Match 1 USAF vs USMC
Round Robin Match 2 ARMY vs NAVY**

**Note: Second match each day will start 30 minutes after the conclusion of the first match.

Ice- Breaker Social**

**Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Ice Breaker.

c. Day three
Rest day

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- d. Day Four Round Robin Match 3 NAVY vs USAF
 Round Robin Match 4 USMC vs ARMY
- e. Day Five Rest Day
- f. Day Six Round Robin Match 5 NAVY vs USMC
 Round Robin Match 6 ARMY vs USAF
- g. Day Seven Rest Day
- h. Day Eight CONSOLATION MATCH – Seed 4 vs Seed 3

 CHAMPIONSHIP MATCH – Seed 2 vs Seed 1

 Awards Ceremony - (Immediately following the final game)
 Service teams are required to wear Service warm-ups or
 competitive uniforms at the awards ceremony. Individual athletes
 who do not comply will not receive awards and if, selected, will be
 removed from the Armed Forces team. If the Awards ceremony
 is conducted as a separate function in conjunction with the Ice-
 Breaker Social, then all Service Members must comply with Ice-
 Breaker Dress Policy.
- i. Day Nine Teams Depart

14. AWARDS:

a. Individual: Each member of the winning and runner-up teams (to include the coaches, team trainer and OIC) receive individual awards.

b. Team: No team trophy is presented.

c. All-Tournament: An 11-player "All-Tournament" team is selected for the tournament. A minimum of 2 forwards, 2 midfielders, 2 defensemen, and 1 goalie must be selected. The remaining players will be decided on best players. This team is announced prior to the announcement of the 18 players selected to advance to higher-level competition. The Host Project Officer will select and purchase a special "All- Tournament" memento to present to each member of the "All-Tournament" team.

15. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 22 individuals:

18 Players

1 Coach

1 Asst Coach

1 Certified Athletic Trainer

1 OIC

Note: Rosters must be submitted NLT four days prior to championship report date. Only the above personnel are authorized in the designated Service bench area.

16. SELECTION PROCESS - HIGHER LEVEL AND ALL-TOURNAMENT:

2013 ARMED FORCES MEN'S SOCCER CHAMPIONSHIP

a. Athlete Selection Process.

(1) The AFSWG members, or designated representatives, at the site of the Armed Forces Championship are responsible for the selection of the All-Tournament Team and the U.S. Armed Forces Team for higher-level competition.

(2) Selection meeting attendance is limited to the Service Representative, and the Head and Assistant Coaches. Each Service is limited to one spokesperson. The host Service Representative shall chair the selection meeting.

(3) The initial selection for the All-Tournament Team and the Armed Forces Team shall be conducted as a paper ballot (appendix D), both submitted simultaneously by each Service Representative to the selection meeting chair at the beginning of the selection meeting. Submitted ballots are final. Ties shall be resolved through discussion and vote.

(4) Participants selected to the All-Tournament Team shall automatically be selected to the Armed Forces Team unless unavailable. The most competent athletes, regardless of Service affiliation, shall be selected to complete the final Armed Forces Team roster.

(5) When higher-level competition does not immediately follow the Armed Forces championship, based on non-availability, Services may elect to send up to three (3) additional athletes to the Armed Forces training camp.

b. Coach Selection Policy: The Head Coach for the Armed Forces Team shall be the winning Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). This coach shall select his/her Assistant Coach from the pool of coaches that participated in the championship (subject to review by the Service Representatives at the championship). If the winning Head Coach is not available, then the second place team Head Coach shall be the Head Coach of the Armed Forces team. This individual shall also select his/her Assistant Coach from the pool of coaches who participated in their respective Armed Forces Championship (subject to review by the Service Representatives at the Championship). If neither the winning nor second place Head Coaches are available to advance to higher level competition, the AFSWG shall vote to select a Head Coach from the remaining pool of available coaches who participated in the championship. Priority shall be given to Head Coaches. If replacement coaches cannot be identified within 24 hours preceding the announcement of the team delegation, then the Armed Forces team shall not advance to higher level competition.

c. During the Athlete Selection Process, Service representatives shall reserve the right to not select top quality candidates based on behavior, grooming standards, or availability. The host Service will not make any additions or deletions to the selected Armed Forces Team without coordinating with the Working Group Member of the other three Services.

17. TEAM COMPOSITION – CISM Continental Men's:

As follows or as dictated by host country invitation:

18 Players

1 Coach

1 Asst Coach

1 Certified Athletic Trainer

1 Team Captain

1 Chief of Mission

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1 Technical Committee Member
1 Ad Libitum
1 Assistant FIFA Official
26 TOTAL

18. TEAM COMPOSITION – CISM Men and Women World Championship:

As follows or as dictated by host country invitation:

18 Players
1 Coach
1 Asst Coach
2 Certified Athletic Trainers
1 Team Captain
1 Chief of Mission
1 Combined Sports Committee Member
1 Match Delegate for CISM (Must be active duty)
1 FIFA Officials
1 Assistant FIFA Officials
28 TOTAL

19. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

20. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

21. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.



2013 ARMED FORCES MEN'S AND WOMEN'S SOFTBALL CHAMPIONSHIP

1. COMPETITION RULES:

a. Current ASA Rules, as amended by the Armed Forces Sports Council (AFSC).

b. When the player enters the playing area (actual field of play, not including dugout) with a non-approved bat (any bat not provided by host), the player shall be ejected from the game and all games remaining in tournament. Team bats may be used for infield prior to the game but must be removed from the field of play prior to the first pitch. ASA approved warm-up bats and devises will be provided by the host. All bats will remain on the field of play.

c. Home-Run Rule: The batter and any runners will NOT run the bases on home runs (over the fence). Penalty, first such occurrence, the batter shall be declared out and all runners will return to the bases occupied at the time of the pitch. Second team occurrence, the batter shall be declared out and all runners will return to the bases occupied at the time of the pitch, player is ejected for the remainder of the game.

2. TOURNAMENT FORMAT: Triple round robin.

3. SCORING: IAW current ASA Rules.

4. DRAW: As determined by established annual draw.

5. TIE-BREAKER POLICY: Breaking a tie for first or second place at the conclusion of round-robin play is determined by the following in order:

a. Head-to-Head record between the two tied teams.

b. If three teams are tied for either first or second places, the following tie-breaking policy applies:

(1) Coin toss to determine bye positioning (team with odd coin receives bye).

(2) Two teams play single elimination game, with the winner then immediately playing another single elimination game with team receiving bye.

6. FACILITY, EQUIPMENT AND PERSONNEL:

a. IAW current ASA Rules. Shoes with metal cleats are not allowed in Armed Forces Softball competition. Balls must adhere to ASA specifications (compression and CORE).

b. The host installation will announce specific ball to be used no later than 60 days prior to the championship.

c. A 3-person officiating system will be utilized.

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d. Bats must adhere to ASA specifications. Participants can bring and use their own bats if they pass the ASA bat test. The host Service must have an ASA bat tester on site. All bats will be inspected and tested by the UIC. If the bat passes, a tamper proof sticker will be placed on it. All bats passing the inspection and test will be collected and stored by the Host Service Tournament Director and only brought out for teams when they are scheduled to play. Officials reserve the right to retest any bat at any time during the tournament. At the conclusion of the game, the bats will be collected and secured until they are needed again.

7. SCHEDULE OF EVENTS:

a. Day One Teams Arrive (Travel Day)
 Team Practice Sessions (tournament bats visibly unpacked and readily available for each Service.)

1830 Organizational Meeting
 1930 Informal Ice Breaker*

*Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Guests may attend with pre-coordination with the host site and Service representative. Final decision will be based on availability. Guests will assume costs associated with attending the ice breaker.

b. Day Two 0830 Team Photos
 Opening Ceremony Rehearsal (Optional)
 0930 Opening Ceremony (Optional) – However, the National Anthem must be played prior the opening game played if a ceremony is not conducted. All five Service flags must be displayed if flags are posted.

(HOME TEAM ON THE RIGHT)

Game #1	1100	(M)	USAF	vs	USMC
Game #2	Post Game #1	(W)	USAF	vs	USMC
Game #3	1400	(M)	ARMY	vs	NAVY
Game #4	Post Game #3	(W)	ARMY	vs	NAVY
Game #5	1700	(M)	NAVY	vs	USAF
Game #6	Post Game #5	(W)	NAVY	vs	USAF
Game #7	0900	(W)	USMC	vs	ARMY
Game #8	Post Game #7	(M)	USMC	vs	ARMY

c. Day Three

Game #9	1200	(W)	NAVY	vs	USMC
Game #10	Post Game #9	(M)	NAVY	vs	USMC
Game #11	1500	(W)	ARMY	vs	USAF
Game #12	Post Game #11	(M)	ARMY	vs	USAF
Game #13	1800	(W)	USMC	vs	USAF
Game #14	Post Game #13	(M)	USMC	vs	USAF
Game #15	0900	(M)	NAVY	vs	ARMY
Game #16	Post Game #15	(W)	NAVY	vs	ARMY

d. Day Four

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Game #17	1200	(M)	USAF	vs	NAVY
Game #18	Post Game #17	(W)	USAF	vs	NAVY
Game #19	1500	(M)	ARMY	vs	USMC
Game #20	Post Game #19	(W)	ARMY	vs	USMC
Game #21	1800	(M)	USMC	vs	NAVY
Game #22	Post Game #21	(W)	USMC	vs	NAVY
Game #23	0900	(W)	USAF	vs	ARMY
Game #24	Post Game #23	(M)	USAF	vs	ARMY

e. Day Five

Game #25	1200	(W)	USAF	vs	USMC *
Game #26	Post Game #25	(M)	USAF	vs	USMC *
Game #27	1500	(W)	ARMY	vs	NAVY *
Game #28	Post Game #27	(M)	ARMY	vs	NAVY *
Game #29	1800	(W)	NAVY	vs	USAF *
Game #30	Post Game #29	(M)	NAVY	vs	USAF *
Game #31	1000	(M)	USMC	vs	ARMY *
Game #32	Post Game #31	(W)	USMC	vs	ARMY *

f. Day Six

0800	Women's Selection Meeting				
0900	Men's Selection Meeting				
Game #33	1000	(M)	NAVY	vs	USMC *
Game #34	Post Game #33	(W)	NAVY	vs	USMC *
Game #35	1300	(M)	ARMY	vs	USAF *
Game #36	Post Game #35	(W)	ARMY	vs	USAF *

* FLIP FOR HOME TEAM

Awards Ceremony - (Immediately following the final game) Service teams are required to wear Service warm-ups or competitive uniforms at the awards ceremony. Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. If the Awards ceremony is conducted as a separate function in conjunction with the Ice- Breaker Social, then all Service Members must comply with Ice-Breaker Dress Policy.

g. Day Seven Teams Depart

8. ADVERSE WEATHER SCHEDULE: The schedule may be adjusted as follows due to extreme hot climates at southern tier locations: 0800 first set of games; 1700 second set of games; third set of games 20 minutes after the conclusion of the second set. Saturday and Sunday will be used for make-up games in case of inclement weather.

9. AWARDS:

a. Individual: Each member of the winning and runner-up teams (to include the team trainer and OIC) receive individual awards.

b. Team: No team trophy is presented.

c. All-Tournament Team:

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- a. The All-tournament team is announced prior to the announcement of the 15 players selected to advance to higher-level competition. The Host Project Officer will select and purchase a special "All-Tournament" memento.
- b. See selection process in paragraph 11 for All-Tournament Team selection procedures.
- c. Women: The "All Tournament" team is selected of 4 infielders, 4 outfielders, 3 utility.
- d. Men: The "All Tournament" team is selected of 5 infielders, 3 outfielders, 3 utility.

10. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 19 individuals*:

15 Players

1 Coach

1 Asst Coach

1 Certified Athletic Trainer

1 OIC

*Note: Rosters must be submitted NLT four days prior to championship report date. Only the above personnel are authorized in the designated Service dugout area.

11. SELECTION PROCESS - HIGHER LEVEL AND ALL-TOURNAMENT:

a. Athlete Selection Process.

(1) The AFSWG members, or designated representatives, at the site of the Armed Forces Championship are responsible for the selection of the All-Tournament Team and the U.S. Armed Forces Team for higher-level competition.

(2) Selection meeting attendance is limited to the Service Representative, and the Head and Assistant Coaches. Each Service is limited to one spokesperson. The host Service Representative shall chair the selection meeting.

(3) The initial selection for the All-Tournament Team and the Armed Forces Team shall be conducted as a paper ballot (appendix D), both submitted simultaneously by each Service Representative to the selection meeting chair at the beginning of the selection meeting. Submitted ballots are final. Ties shall be resolved through discussion and vote.

(4) Participants selected to the All-Tournament Team shall automatically be selected to the Armed Forces Team unless unavailable. The most competent athletes, regardless of Service affiliation, shall be selected to complete the final Armed Forces Team roster.

(5) When higher-level competition does not immediately follow the Armed Forces championship, based on non-availability, Services may elect to send up to three (3) additional athletes to the Armed Forces training camp.

b. Coach Selection Policy: The Head Coach for the Armed Forces Team shall be the winning Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). This coach shall select his/her Assistant Coach from the pool of coaches that participated in the championship (subject to review by the Service Representatives at the championship). If the winning Head Coach is not available, then the

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second place team Head Coach shall be the Head Coach of the Armed Forces team. This individual shall also select his-her Assistant Coach from the pool of coaches who participated in their respective Armed Forces Championship (subject to review by the Service Representatives at the Championship). If neither the winning nor second place Head Coaches are available to advance to higher level competition, the AFSWG shall vote to select a Head Coach from the remaining pool of available coaches who participated in the championship. Priority shall be given to Head Coaches. If replacement coaches cannot be identified within 24 hours preceding the announcement of the team delegation, then the Armed Forces team shall not advance to higher level competition.

c. During the Athlete Selection Process, Service representatives shall reserve the right to not select top quality candidates based on behavior, grooming standards, or availability. The host Service will not make any additions or deletions to the selected Armed Forces Team without coordinating with the Working Group Member of the other three Services.

12. TEAM COMPOSITION – NATIONALS:

As follows or as dictated by host invitation:

15 Players

1 Coach

1 Asst Coach

1 Certified Athletic Trainer

1 Team Captain

TOTAL: 19

13. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

14. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

15. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.



2013 ARMED FORCES TAE KWON DO CHAMPIONSHIP/CISM QUALIFIER

1. COMPETITION RULES: Current World Taekwondo Federation (WTF) and USA Taekwondo (USAT) Rules, as amended by the Armed Forces Sports Council (AFSC) and/or the CISM Sport Committee (CSC) for Taekwondo. These rules only apply to competitions selecting a team for the World Military (CISM) Championship. Further instructions will be disseminated for competitions not involving team selection for CISM.

- a. Competition will be conducted in sparring (gyorooigi) only
- b. There will be no competition for forms (poomsae) or breaking.
- c. All athletes, coaches, and administrators shall observe the decorum code of USA Taekwondo.

2. ELIGIBILITY: All competitors must possess the following:

- a. Black belt certificate from the WTF (Kukkiwon)
- b. Membership in USA Taekwondo (USAT) for the year in which the competition is conducted (since the qualifier is a sanctioned event).
- c. Valid passport in their possession at the time of the qualifier.
- d. Citizen of the United States. Must provide proof of citizenship of the United States in the form of a US Passport or copy of a birth certificate. Proof of citizenship is required for the qualifying event since it is a sanctioned qualifier for the USAT National Championships which are part of the selection procedures to make US National Teams. Non-US Citizens may be considered for the CISM Team, but will not be permitted to participate in the sanctioned qualifier. Non-citizens will be considered on a case-by-case basis.

3. WEIGHT CLASSES:

a. MEN:

- FIN – < 54 kg or not exceeding 118.8 pounds
- FLY – < 58 kg or not exceeding 127.6 pounds
- BANTAM – <63 kg or not exceeding 138.9 pounds
- FEATHER – < 68 kg or not exceeding 149.9 pounds
- LIGHT – < 74 kg or not exceeding 163.1 pounds
- WELTER – < 80 kg or not exceeding 176.4 pounds
- MIDDLE – < 87 kg or not exceeding 191.8 pounds
- HEAVY – + 87 kg or over 191.8 pounds

b. WOMEN:

- FIN – < 46 kg or not exceeding 101.4 pounds
- FLY – < 49 kg or not exceeding 108.0 pounds
- BANTAM – < 53 kg or not exceeding 116.9 pounds
- FEATHER – < 57 kg or not exceeding 125.7 pounds
- LIGHT – < 62 kg or not exceeding 136.7 pounds

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WELTER – < 67 kg or not exceeding 147.7 pounds

MIDDLE – < 73 kg or not exceeding 160.9 pounds

HEAVY - + 73 kg or over 161.0 pounds

“Not Exceeding”

c. The weight limit is defined by the criterion of two decimal places away from the stated (in hundredths). For example, “not exceeding 50kg goes up to 50.009kg, with 50.01kg being over the limit. “Over” 50.01kg is considered over the 50kg mark. 49.99 is considered insufficient.

4. TOURNAMENT FORMAT: As a qualifier for the USAT National Championships as well as the CISM Championship, the event will be sanctioned by USA Taekwondo. Round Robin competition amongst all entrants per weight class will be the preferred format. If entry numbers are prohibitive, a blind draw will be conducted to place athletes in a single elimination bracket. There will be no “seeding”.

a. Participants Matches and Awards:

(1) Two participants Match – one match will be fought. Medal - One Gold medal will be awarded.

(2) Three participants Matches - The participants will compete in a round robin. Medals - One Gold and One Silver Medal will be awarded.

(3) Four participants Matches - The participants will compete in a round robin. Medals - One Gold and One Silver medal will be awarded. The two losing semi finalists will compete for a single Bronze medal.

(4) When only one Armed Forces competitor is entered for a weight class, qualified local athletes, if available, may provide exhibition competition to better establish qualifications of the Armed Forces personnel. Other exhibition between adjoining weight classes may be scheduled upon the agreement of coaches and service representatives present.

5. SCORING: Scoring procedures to be implemented at the “follow-on” competition will be followed if possible.

6. DRAW PROCEDURES: A blind draw is used. No competitors will be present at the draw. Service Representative and/or team OIC or coach(s) must be present for the draw.

7. SCHEDULED WEIGH-INS AND PHYSICALS: Weigh-ins are to be conducted in the afternoon or evening of the day prior to competition and will be supervised by the Tournament Director. Women’s division weigh-ins shall be conducted in an area separate and divided from the men’s weigh-in area. A female administrator shall supervise women’s weigh-ins.

a. The weigh-in, for both male and female competitors, shall be taken in the official V-neck uniform only. However, if a competitor wishes, weigh-in may be done in underpants (men) or underpants and brassier (women). Under no circumstances may an athlete weigh-in in the nude in the United States.

b. So as not to be disqualified during the official weigh-in, a scale, identical to the official scale, shall be provided at the athletes’ lodging area or training area for pre-weigh-ins.

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c. Any competitor shall be permitted a maximum of two attempts to weigh-in. If he/she is not within the permitted weight range for the weight class on the first attempt, he/she has the remainder of the one-hour weigh-in period to make weight. One additional weigh-in is permitted. If the athlete does not make weight on the second attempt, he/she is disqualified.

8. TIE BREAKER PROCEDURES: IAW current USA Taekwondo Rules.

9. EQUIPMENT:

a. All participants are responsible for furnishing their own WTF approved competitive gear including uniform (dobok), chest protector (hogu), forearm and shin guards, groin protector, protective head gear, gloves, and mouth guard. If electronic body protector scoring is utilized, athletes will be responsible to furnish their own "socks" compatible with the system used.

b. All gear must meet the specifications of WTF.

10. TEAM COMPOSITION - ARMED FORCES QUALIFIER: To maximize participation in the qualifier, each service will be authorized to enter a maximum of 3 athletes per weight class; up to a total team composition (including men, women, coaches, trainer) of 15. Additional entries will be considered as space allows. They may incur additional lodging expenses.

11. TEAM COMPOSITION FOR CISM: As follows or as dictated by host country invitation:

8 Male Competitors
8 Female Competitors
1 Coach
1 Asst Coach
1 Team Captain
1 Certified Team Trainer/Doctor
1 Chief of Mission
1 Technical Committee Member
2 WTF Certified International Referees
TOTAL: 24

12. COACH SELECTION POLICY: The Head Coach for the Armed Forces Team will be the overall winning Head Coach of the Armed Forces Championship. The Assistant Coach of the Armed Forces Team will be the overall second place Head Coach of the Armed Forces Championship.

13. ATHLETE ADVANCEMENT TO HIGHER LEVEL: A gold medalist advances to higher level competition. If the gold medalist is not available, the silver medalist advances. If neither gold nor silver medalist is available, or the weight class was unfilled, the weight class will not be filled unless the AFSWG (or coaches/service reps in attendance) vote on an exception to policy to allow another qualified athlete to substitute into that weight class.

a. All athletes advancing to higher-level competition should have competed at the Armed Forces Qualifier, but can be considered if the gold or silver medalist is unavailable on a case-by-case basis.

b. All available means will be used to assess competitiveness for CISM for any competitor who wins a Gold Medal uncontested (without having fought) at the Armed Forces qualifier.

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These means will include, but are not limited to, exhibition against another weight class, assessment during training camp, and previous known performance. c. Due to the combative nature of the sport of taekwondo, all athletes will be evaluated by the coaches and service representatives in attendance prior to selection to the CISM team to ensure the safety of all participants.

14. FORMS AND ROSTERS:

a. Service Team Rosters must be submitted to the Host Project Officer by established deadlines – normally 7-10 days prior to competition. Weight classes for participation must be declared upon submission.

b. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

c. Copies of all necessary forms (kukkiwon, passport, membership cards) will be verified at the organizational meeting. Competitors without appropriate and complete documentation will not be permitted to participate.

d. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

15. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

16. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

17. SAFETY REQUIREMENTS:

a. Service Branches are highly encouraged to bring their own medical personnel to the competition.

b. The host Service shall have a physician, Certified Athletic Trainer (ATC), or physician assistant who are familiar with Tae Kwon Do and related injuries present at all matches. A head physician shall be designated at the host site.

c. Ambulance shall be on site during all competition.



2013 ARMED FORCES MEN'S AND WOMEN'S TRIATHLON CHAMPIONSHIP

1. COMPETITION RULES: Current International Triathlon Union (ITU) Rules, as amended by the Armed Forces Sports Council (AFSC), if applicable. Drafting is Legal.

2. COURSE DISTANCES: Olympic Distance: 1500M swim; 40K bike; and 10k run.

3. SCORING: Men and women team scores will be separated. The winning men and women team is determined by the displacement scoring system. This system adds the place number finish of team's official scorers. The winning men's team is determined by adding the displacement finishers of the top seven (7) of the team's 10 Men's Open participants. The winning women's team is determined by adding the displacement finishers of the top four (4) of the team's six (6) Women's Open participants.

4. TIE-BREAKER POLICY: Placement of first non-scorer for each team (Either the eighth Men's Open finisher or the fifth place Women's Open finisher).

5. UNIFORMS: Advertising is not allowed on service competition uniforms.

6. SCHEDULE OF EVENTS: (Times subject to change by host site)

a. Day One Teams Arrive

b. Day Two 1200 Team Photo
 1400 Course Review/Rules Meeting
 1730 Informal Ice-Breaker*

*Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Ice Breaker.

c. Day Three 1000-1200 Bike Repair/Assistance

d. Day Four 0800 Opening Ceremony (Optional) – However, the National Anthem must be played prior to the start of competition. All five Service flags must be displayed if flags are posted.

 0900 Transition Area Open

 1030 Competition Commences
 1330 Awards Ceremony

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Awards Ceremony - (Immediately following the final game)
Service teams are required to wear Service warm-ups or competitive uniforms at the awards ceremony. Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. If the Awards ceremony is conducted as a separate function in conjunction with the Ice-Breaker Social, then all Service Members must comply with Ice-Breaker Dress Policy.

e. Day Five Teams Depart

7. TEAM STANDINGS: See paragraph 3.

8. AWARDS:

- a. Individual: Awards are given to the top three finishers in the men's and women's open divisions.
- b. Team Award: Individuals awards are given to each member of the first place and second place men's and women's open teams (to include the OIC).

9. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP: Team points and awards will only be awarded to official Service Team members. Roster not to exceed 18 individuals:

10 Men
6 Women
1 OIC
1 Coach

a. Note: The Host project Officer is authorized to open the Armed Forces Triathlon Championship to other military members (as course conditions allow).

b. Rosters must be submitted NLT four days prior to championship report date.

10. TEAM COMPOSITION - CISM: As follows or as dictated by host country invitation:

6 Men Competitors (Open)
6 Women Competitors (Open)
1 Certified Athletic Trainer
1 International referee
1 Combined Sports Committee Member
1 Team Captain
1 Chief of Mission
TOTAL: 17

11. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code

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of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

12. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

13. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

14. SAFTEY REQUIREMENTS: Service Branches are encouraged to bring their own medical personnel with them to the competition. An ambulance with Emergency Medical Technicians (EMT's) or Paramedics must be physically on site during competition. Certified Life Saving Personnel must physically physical patrol the course during swimming competition. Medics-Corpsmen (with communication devices and bicycles) must be positions at the 10K, 20K and 30K marks (at a minimum or as course plan dictates) on the bike course, and at the 4K and 8K marks (at a minimum) on the running course. A "Sweep Vehicle" must trail the last competitor on the bike and running courses.



2013 ARMED FORCES MEN'S AND WOMEN'S INDOOR VOLLEYBALL CHAMPIONSHIP

1. COMPETITION RULES: Current USA Volleyball Domestic Competition Regulations, dependent upon whether the Armed Forces teams are advancing to CISM or National competition, as amended by the Armed Forces Sports Council (AFSC).
2. TOURNAMENT FORMAT:
 - a. Double round-robin. Each team will play three matches within the first two days of play. Matches are played in match sets of two, with the second match starting one half hour after the end of the previous match. Three of five set wins in a match constitute a win.
 - b. One-minute "technical" time outs at 13 points of each set, regardless of whether either team has already used a "regular" time out. The 13 points "technical" time out will only be used in the first through fourth sets, since the fifth set is only 15 points long.
 - c. Warm-up protocol will consist of ten minutes of shared court time (each team peppers on its own side), followed by a five-and-five minute format (first serving team first).
3. SCORING AND SCOREKEEPING: IAW current USA Volleyball DCR.
4. DRAW: As determined by established annual draw.
5. TIE- BREAKER POLICY: Breaking a tie for gold or silver medals at the conclusion of round-robin play is determined in the following order:
 - a. Head-to-Head competition between the two teams during tournament play (based on matches won, NOT sets won).
 - b. If still tied, teams will play a one-set to 30 points to determine the medal winner.
 - c. If more than two teams are tied for a medal position, a coin toss will determine bye and sequence of play. Women's tie-breaker matches will be played prior to the men's tie breaker matches.
6. GAME BALL: As determined by the higher level competition.
7. SCHEDULE OF EVENTS:
 - a. Day One
 - Indoor Personnel Arrive (Teams and Officials)
 - Team Practice Sessions (Based on Arrivals)
 - Organizational Meeting
 - Photo Sessions and Opening Ceremony Rehearsal (Optional)
 - b. Day Two
 - Opening Ceremony (Optional) - However, the National must be played prior to the opening match. All five Service flags be displayed if flags are posted.

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* 0800 (W) USAF vs USMC
 (M) USAF vs USMC
 *1300 (W) ARMY vs NAVY
 (M) ARMY vs NAVY
 *1900 (W) NAVY vs USAF
 (M) NAVY vs USAF

*If Opening Ceremony is conducted matches will start at 0830, 1330 and 1930 respectively.

c. Day Three 0800 (M) USMC vs ARMY
 (W) USMC vs ARMY
 1300 (M) NAVY vs USMC
 (W) NAVY vs USMC
 1900 (M) ARMY vs USAF
 (W) ARMY vs USAF

d. Day Four 1200 (W) USMC vs USAF
 (M) USMC vs USAF
 1830 (W) NAVY vs ARMY
 (M) NAVY vs ARMY

e. Day Five 1200 (M) USAF vs NAVY
 (W) USAF vs NAVY
 1830 (M) ARMY vs USMC
 (W) ARMY vs USMC

f. Day Six 0900 (W) USMC vs NAVY
 (M) USMC vs NAVY
 1400 (W) USAF vs ARMY
 (M) USAF vs ARMY

Team Selection Meetings
 (Women followed by Men)

1900 Awards Ceremony

Note: Authorized team members must attend the event in their Service polo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependant on host site letter of instruction). Individual athletes who do not comply will not receive awards and if, selected, will be removed from the Armed Forces team. Additional personnel or guests may only attend if pre-coordinated in advance with the host site through the Service Representative. Final decision will be based on availability. Additional personnel and/or guests will assume responsibility of costs to attend the Awards Ceremony.

g. Day Seven Personnel Depart (Teams and Officials)

8. **TEAM STANDINGS:** Final team standings are determined by each team's match win record. Matches are also played in the afternoon and evening to maximize spectator opportunity.

9. AWARDS:

a. Individual: Each member of the winning and runner-up teams (to include the entire team composition) receives individual awards.

b. Team: No team trophy is presented.

c. All-Tournament: A six player "All-Tournament" Team will be selected. The team will include at least 1 setter, 1 middle, and 1 defense specialist. The remaining three will be determined based on best players. This team is announced prior to the announcement of the 12 players, 2 coaches, trainer, and Team Captain selected to advance to higher-level competition. The Host Project Officer will select and purchase a special "All-Tournament" memento to present to each member of the "All-Tournament" Team.

10. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 16 individuals:

12 Players (The designated "libero" is one of the 12 players)

1 Coach

1 Asst Coach

1 Certified Athletic Trainer

1 OIC

Note: Rosters must be submitted NLT four days prior to championship report date. Only the above personnel are authorized in the designated Service bench area.

11. SELECTION PROCESS - HIGHER LEVEL AND ALL-TOURNAMENT:

a. Athlete Selection Process.

(1) The AFSWG members, or designated representatives, at the site of the Armed Forces Championship are responsible for the selection of the All-Tournament Team and the U.S. Armed Forces Team for higher-level competition.

(2) Selection meeting attendance is limited to the Service Representative, and the Head and Assistant Coaches. Each Service is limited to one spokesperson. The host Service Representative shall chair the selection meeting.

(3) The initial selection for the All-Tournament Team and the Armed Forces Team shall be conducted as a paper ballot (appendix D), both submitted simultaneously by each Service Representative to the selection meeting chair at the beginning of the selection meeting. Submitted ballots are final. Ties shall be resolved through discussion and vote.

(4) Participants selected to the All-Tournament Team shall automatically be selected to the Armed Forces Team unless unavailable. The most competent athletes, regardless of Service affiliation, shall be selected to complete the final Armed Forces Team roster.

(5) When higher-level competition does not immediately follow the Armed Forces championship, based on non-availability, Services may elect to send up to three (3) additional athletes to the Armed Forces training camp.

b. Coach Selection Policy: The Head Coach for the Armed Forces Team shall be the winning Head Coach of the Armed Forces Championship (subject to review by the Service

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Representatives at the Championship). This coach shall select his/her Assistant Coach from the pool of coaches that participated in the championship (subject to review by the Service Representatives at the championship). If the winning Head Coach is not available, then the second place team Head Coach shall be the Head Coach of the Armed Forces team. This individual shall also select his/her Assistant Coach from the pool of coaches who participated in their respective Armed Forces Championship (subject to review by the Service Representatives at the Championship). If neither the winning nor second place Head Coaches are available to advance to higher level competition, the AFSWG shall vote to select a Head Coach from the remaining pool of available coaches who participated in the championship. Priority shall be given to Head Coaches. If replacement coaches cannot be identified within 24 hours preceding the announcement of the team delegation, then the Armed Forces team shall not advance to higher level competition.

c. During the Athlete Selection Process, Service representatives shall reserve the right to not select top quality candidates based on behavior, grooming standards, or availability. The host Service will not make any additions or deletions to the selected Armed Forces Team without coordinating with the Working Group Member of the other three Services.

12. TEAM COMPOSITION – CISM: As follows or as dictated by host invitation:

- 24 Players – 12 Men/12Women
- 2 Coaches - 1 Men/1 Women
- 2 Asst Coaches - 1 Men/1 Women
- 2 Certified Athletic Trainer
- 2 Referees (Number depends on request by Host Country)
- 1 Combined Sports Committee Member
- 2 Team Captains
- 1 Chief of Mission

13. TEAM COMPOSITION – USA VOLLEYBALL NATIONALS: As follows or as dictated by invitation:

- 24 Players - 12 Men/12 Women
- 2 Coaches – 1 Men/1 Women
- 2 Asst Coaches – 1 Men/1 Women
- 2 Certified Athletic Trainer
- 2 Team Captains
- TOTAL: 32

14. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

15. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

16. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.



2013 ARMED FORCES WRESTLING CHAMPIONSHIP

1. COMPETITION RULES: Current FILA Wrestling Rules, as amended by the Armed Forces Sports Council (AFSC).
2. TOURNAMENT FORMAT: Dual Meet – World Cup Points.
3. WEIGHT CLASSES: 121lbs (55kg); 132lbs (60kg); 145.2lbs (66kg); 162.8lbs (74kg); 184.8lbs (84(kg)); 211.2lbs (96kg); 264lbs (120kg). Up to two wrestlers per weight class (total of two wrestlers for Greco-Roman and freestyle) may weigh-in at the weigh-in conducted on day two, and final roster must be submitted to the Project Officer NLT 2000 the night before each event.
4. SCORING: The World Cup Scoring System is employed. Each individual bout (weight) will earn team points under the FILA formula of point scoring, with points awarded as follows:

<u>Individual Scoring</u>	<u>Winner</u>	<u>Loser</u>
Victory by Fall	5	0
Technical Superiority (6 point difference)		
-Loser has technical points	4	1
-Loser has no technical points	4	0
Injury Default	5	0
Forfeit	5	0
Decision (1-5 margin)		
-Loser has technical points	3	1
-Loser has no technical points	3	0
Double Disqualification	0	0

5. DRAW PROCEDURES: First place team prior year competes against fourth place team from prior year for first match, while second place team from prior year opens against third place team from prior year. The winning teams of the first two meets face the opposite losing teams, with the final meets being between the two opening winners and the two opening losing teams. The upper seeded teams in all matches wear red.
6. SCHEDULED WEIGH-INS AND MEDICAL CHECKS: Combined Weigh-ins and medical checks are conducted IAW current USA Wrestling Rules, and supervised by the Tournament Director. Weigh-ins and medical checks are limited to one hour. The host site will provide a medical doctor. All Service representatives must be in attendance. Teams will weigh-in as a team, based upon finish (lowest to highest) from previous year.
7. TIE-BREAKER PROCEDURES: If there is a tie in team points between any teams, the result of the team score of their dual meet against each other will determine the placing. If two or more teams have equal points at the end of all bouts in the competition, the winner is determined by adding dual meet points accumulated during the entire competition. If points scored in all dual meets are the same for two teams, then the higher finish will be determined by assessing the following: the most fall; most victories by superiority (6 point difference); the most victories of periods of superiority; then the addition of all technical points of each team's wrestlers. The team with the highest number of technical points will have the highest placing.

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- a. For each dual meet win: 2 points
- b. For each dual meet tie: 1 point

- c. For each dual meet loss: 0 point

11. AWARDS:

a. Individual: Awards are given to the champion and runner-up for each weight class in each style.

b. Team Award: Individual awards are given to each member of the overall first place team and second place team (to include the coaches, team trainer and OIC) based upon the team standings previously outlined in Para 10.

12. TEAM COMPOSITION - ARMED FORCES CHAMPIONSHIP:

Roster not to exceed 18 individuals:

7 Greco-Roman Wrestlers (one per weight class)

7 Freestyle Wrestlers (one per weight class)

1 Coach

1 Asst Coach

1 Certified Trainer/Doctor

1 OIC

Note: Rosters must be submitted NLT four days prior to championship report date.

13. TEAM COMPOSITION FOR CISM: As follows or as dictated by host country invitation:

7 Greco-Roman Wrestlers (one per weight class)

7 Freestyle Wrestlers (one per weight class)

1 Coach

1 Asst Coach

1 Certified Team Trainer/Doctor

1 Team Captain

1 Chief of Mission

1 Combined Sports Committee Member

2 FILA Referees

TOTAL: 22

Number of Officials to be taken depends on the request by Host Country in their official invite.

14. Coach Selection Policy: The Head Coach for the Armed Forces Team shall be the overall winning Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). The Assistant Coach of the Armed Forces Team shall be the overall second place Head Coach of the Armed Forces Championship (subject to review by the Service Representatives at the Championship). If the winning coach is not available, the second place team coach shall serve as the Head Coach of the Armed Forces Team. Service Reps shall vote on the Assistant Coach for both positions, if neither the first nor second place coaches are available.

15. ATHLETE ADVANCEMENT TO HIGHER LEVEL: A gold medalist advances to higher level competition. If the gold medalist is not available, the silver medalist advances. If neither gold nor silver medalist is available, the weight class will not be filled unless the AFSWG votes on an exception to policy to allow another qualified athlete to substitute. All athletes advancing

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to higher level competition should have competed at the Armed Forces Championship, but can be considered if the gold or silver medalist is unavailable on a case by case basis.

16. DUAL GOLD MEDALIST: Any wrestler winning both the Greco Roman and Free Style events at the Armed Forces Championship must declare which style he will wrestle in at CISM. This declaration will be made prior to the conclusion of the Armed forces Championship. The silver medalist, in the style that the gold medalist does NOT select, will be eligible to advance to CISM.

17. FORMS AND ROSTERS:

a. All athletes and coaches shall complete and sign the Armed Forces Sports Higher Advancement Form for consideration of selection to the Armed Forces Team. All Higher Advancement Forms must be submitted by the Officer in Charge of the respective Service at or before the organizational meeting at the Armed Forces Championship.

b. All delegation members of the U.S. Armed Forces Team advancing must sign the Armed Forces Sports Code of Conduct prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Team Captains shall hold the signed code of conduct forms until the conclusion of the championship, or until all related actions of the championship are finalized.

18. ALCOHOL POLICY: There will be no alcohol consumption at the sports venue by personnel involved in the Armed Forces Sports competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. More restrictive installation policies in regards to alcohol will take precedence.

19. HANDLING OF RULE VIOLATIONS: If there is a violation of the SOP or specific sport rule, the AFS Representative or in their absence, the project officer, will address the respective Service Representative to resolve the issue. Service Representative will resolve the violation before the Service competes in the next game.

20. SAFETY REQUIREMENTS:

a. Service Branches are highly encouraged to bring their own medical personnel to the competition.

b. The host Service shall have a physician, Certified Athletic Trainer (ATC), or physician assistant who are familiar with wrestling and wrestling related injuries present at all matches. A head physician shall be designated at the host site. At weigh-ins, two to three medical professionals to include one physician are required to inspect each competitor for infectious skin problems. The Head Physician shall make the final decision on whether participants can wrestle if they have an infectious skin condition.



ADVANCEMENT FORM FOR HIGHER-LEVEL - INTERNATIONAL COMPETITION

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

The Foreign Clearance Guide will dictate the requirements of VISA's, passports, and/or other required documents such as NATO travel orders. Requirements for country clearance are identified on the Armed Forces Sports Website. It is preferred Armed Forces participants going to all international events have a passport. Armed Forces participants must report to the Armed Forces Championship with required travel documentation and proper military uniform in their possession when a CISM Championship immediately follows an Armed Forces event. Participants must attest to their availability for the advanced competition by completing and turning in this Advancement Form prior to the Armed Forces Championship Organization Meeting. This will allow the Armed Forces Team Selection Panel a complete list of fully available candidates prior to the scheduled Armed Forces Team Selection Meeting. Failure to submit this form will disqualify participants from advancing to higher level competition.

PLEASE CLEARLY PRINT INFORMATION

NAME _____ **RANK** _____

SERVICE/INSTALLATION LOCATION _____

WORK PHONE _____ **E-MAIL** _____

Are you authorized and committed to advance to higher-level competition, if selected? Yes ___ No ___

If you answered "Yes", complete all entries on the form, sign it, and turn it into your respective Service Representative; if you are not available for higher-level competition, simply sign it and return form to your respective Service Representative.

The following information is needed for VISA purposes:

Are you a U.S. Citizen? Yes ___ No ___

If you answered "No", from what country are you a citizen? _____

Sizing Requirements: Warm-up (Unisex) _____ Competition Uniform _____

T-shirt (Unisex) _____ Polo (M) _____ (F) _____ Shorts (M) _____ Shorts (F) _____

I have in my on-site possession the following items required for this international competition (does not apply if CISM event does not immediately follow Armed Forces Championship or training camp):

- ✓ Passport (If required, per Foreign Clearance Guide; not expiring within 6 months of travel date) Yes ___ No ___
- ✓ Proper Military Uniform (for CISM events) Yes ___ No ___
- ✓ Military ID Card Yes ___ No ___

IMPORTANT COMMITMENT NOTE: If, after being selected, you opt not to advance with the team for reasons other than a verifiable military or personal emergency, you will become ineligible for Armed Forces higher-level competition the following year.

Signature _____ **Date** _____

FOR COMBAT SPORTS ONLY (Wrestling, Boxing, Judo & Taekwondo)

Certified Weight on Final Day of Training Camp _____

NOTE: Competitor must be within 7% (or less) of their respective competition weight. Weight requirements more restrictive than the 7% may be established by the Head Coach.

Signature of Certifying Medical Official (Print Name and Sign)

_____ Date _____

Signature of Team Captain (Print Name and Sign)

_____ Date _____



ADVANCEMENT FORM FOR HIGHER-LEVEL CONUS COMPETITION

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

Participants must attest to their availability for the advanced competition by completing and turning in this Advancement Form prior to the Armed Forces Championship Organization Meeting. This will allow the Armed Forces Team Selection Panel a complete list of fully available candidates prior to the scheduled Armed Forces Team Selection Meeting. Participants competing in CISM Championships hosted in the United States must have in their possession, proper military uniforms. Failure to submit this form will disqualify participants in advancing to higher level competition.

PLEASE CLEARLY PRINT INFORMATION

NAME _____ RANK _____

SERVICE/INSTALLATION LOCATION _____

WORK PHONE _____ E-MAIL _____

Are you authorized and committed to advance to higher-level competition if selected?

Yes _____ No _____

If you answered "Yes", complete all entries on the form, sign, and turn into respective Service Representative; if you are not available for higher-level competition, simply sign and turn into respective Service Representative.

Sizing Requirements: Warm-up (Unisex) _____ Competition Uniform _____

T-shirt (Unisex) _____ Polo (M) _____ (F) _____ Shorts (M) _____ Shorts (F) _____

I currently HAVE/DO NOT HAVE the following items in my possession for CISM competition:

- ✓ Proper Military Uniform (for CISM) Yes _____ No _____
- ✓ Military ID Card Yes _____ No _____

IMPORTANT COMMITMENT NOTE: If after being selected, you opt not to stay or advance with the team for reasons other than a military or personal emergency, you will not be considered for Armed Forces higher-level competition the following year.

Signature _____ Date _____

FOR COMBAT SPORTS ONLY (Wrestling, Boxing, Judo & Taekwondo)

Certified Weight on Final Day of Training Camp _____

NOTE: Competitor must be within 7% (or less) of their respective competition weight. Weight requirements more restrictive than the 7% will be established by the Head Coach.

Signature of Certifying Medical Official (Print Name and Sign)

_____ Date _____

Signature of Team Captain (Print Name and Sign)

_____ Date _____



United States Military Athlete Code of Conduct

Membership on a United States Military Sports team is an honor and privilege - a distinction few achieve. The responsibilities include obligations to do my best for my branch of the Service, the United States Department of Defense, my country, the international military sports family, and myself.

To this end, I pledge to uphold the spirit of this Code of Conduct, which offers a general guide to my conduct as a member of the team. I recognize that this Code does not establish a complete set of rules nor prescribe every aspect of appropriate behavior.

By signing this Code of Conduct, in its unaltered form, (1) I am available for higher-level competition and accept nomination to the team; (2) agree to abide by this Code and the instructions of those appointed over me; (3) understand that the Uniform Code of Military Justice shall apply as I am on official Department of Defense Travel Orders, and (4) acknowledge that the Code applies immediately upon my signing this document.

As a Member of the Team, I Pledge to:

- arrive at the Armed Forces training site on-time, with proper uniforms, current passports, and necessary paperwork for overseas travel.
- act in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct.
- maintain military standards of bearing, behavior and grooming throughout the period of my assignment to this program to include, but not limited to, times of travel training camps, and championships.
- maintain a level of fitness and competitive readiness which will permit my performance to be at the maximum of my abilities, failure to make or maintain competitive weight in applicable sports by closing date of training camp will result in removal from Armed Forces roster and immediate return to duty station, with any items of issue immediately returned to the team captain.
- avoid criminal behavior.
- not use any medication, supplement, or product containing ingredients listed within the World Anti-doping Agency (WADA) prohibitive substance list. For more information or questions, please see your team medical staff or visit the WADA website at: <http://www.wada-ama.org>
- refrain from the use of, or the providing of alcohol or drugs in violation of local or national law or military regulations.
- respect the property of others whether personal, public or government.
- respect members of my team, other teams, spectators and officials, and engage in no form of verbal, physical or sexual harassment or abuse.
- follow my team rules, regarding curfew and required attendance at team meetings or functions, and any other rules established by the coach, team captain, and/or Chief of Mission.
- wear designated military, team and civilian apparel at official functions such as the opening ceremonies, closing ceremonies, press conferences, and other occasions as directed by those appointed over me;
- refrain from obligating the U.S. Government for any purpose, financial or otherwise.
- act in a way that will bring respect and honor to the team, the U.S. Department of Defense, the United States and this championship.
- acknowledge that if I leave for any reason other than a family emergency, call back, or verifiable injury, I face consequences as stated in my affirmation.
- remember that at all times I am an ambassador for my sport, my country and the international military sports program.

Relations with the Media and Event, Team and Program Sponsors

The Armed Forces Sports Program benefits significantly from the support of the general public, corporations and the media. Recognizing that my primary responsibility is my competitive readiness, I nevertheless understand that it is in my personal interest, as well as that of my sport and the U.S. Military, to cooperate with the media and with event, team, and program sponsors. When requested by the Mission Chief of the Team, or his designee, I will participate in media and sponsor-related activities.

Anti-Terrorism Briefing

I acknowledge that I have received the Level 1 Anti-Terrorism Briefing (OCONUS travel). As a follow-up I have gone to the web site <https://atlevel1.dtic.mil/at/> to receive my refresher training that I need each year before traveling OCONUS.



United States Military Athlete Code of Conduct

United States Military Athlete Code of Conduct Affirmation:

I have read and accept this Code of Conduct and guide to media relations. I agree to the rules and guidelines stated in these documents as a condition of being named and remaining a member of the U.S. Military Team. I understand that I am on official Department of Defense travel orders, subjected to the Uniform Code of Military Justice and that non-compliance of the expected standards of conduct by anyone representing the Armed Forces during higher-level trial camp or competition will result in corrective action as determined by the Armed Forces Sports Council Working Group or my Chain of Command. Actions by the Armed Forces Sports Council/Working Group may include but are not limited to: written reprimand, removal from official roster for that event, removal from the Armed Forces Sports program for one (1) year, and/or being permanently prohibited from participating in the Armed Forces Sports program. In addition, my command will be notified of the actions taken by the Armed Forces Sports Council/Working Group and I may be subject to further action by my command to include disciplinary action under the Uniform Code of Military Justice.

Signature

Date

Printed Name

Date



ARMED FORCES SPORTS TRAINING CAMP CHECKLIST

1. Project Officers shall ensure the following items are provided and completed:

a. Billeting is arranged at host installation during training camp. For non-CISM events, project officer is responsible for arranging billeting at the competition site, unless otherwise directed by the Armed Forces Sports Office or the Host Service Athletic Director. If billeting is not provided for free, billeting shall be arranged at the GSA per diem rate.

b. Provide meals and incidental expenses per funding guidance listed in paragraph 9 of the Armed Forces Sports SOP. Rates shall be per the following guidance:

(1) Meals and Incidentals shall be provided by the hosting Service at the appropriate rate per the JFTR/JTR (Reference c). When hosting the training camp on the installation, the GSA on-base rate shall apply to cover the cost of the dining facilities.

(2) If meals are provided to the athletes, only the incidental rate shall be paid. CONUS incidental rate is \$5.00/day. OCONUS incidental rate is \$3.50/day.

(3) If dining facilities are not available for three meals per day, then the GSA proportional rate shall apply. If dining facilities are utilized, arrangements must be made to authorize civilian staff members (coaches, trainers, etc.) to use facilities.

(4) Travel to and from competition from the training camp shall use the GSA rate for the temporary duty site per JFTR/JTR.

(5) Sample calculation for the following scenario:

(a) The Armed Forces Men's Soccer team (roster of 22 personnel) is training for 10 days at NAS Mayport, FL and will compete at the CISM Championship in Rio de Janeiro, Brazil for seven days (including travel to/from). At NAS Mayport, lodging is available at \$35/night per athlete and messing is available and directed at the installation's dining facility. At CISM, the host nation is providing all meals at no cost to the delegations. The following shall be used for determining expenses:

(i) Lodging: $22 \text{ people} \times \$35/\text{night} \times 9 \text{ nights} = \$6,930.00$

(ii) Meals and Incidentals (M&IE):

(a) Training Camp: $22 \text{ people} \times 10 \text{ days} \times \$16.55/\text{day} \text{ (on-base per diem rate)} = \$3,641 \text{ } (\$165.50/\text{person})$

(b) CISM (7 days including 2 travel days):

(i) Travel day M&IE is 75% of full rate to/from Rio de Janeiro = $\$123.00 \times 75\% = \$92.25/\text{day} \times 2 \text{ days} = \$184.50/\text{person}$

(ii) TDY/TAD rate is \$3.50/day, the standard OCONUS incidental rate. Meals are provided. $\$3.50 \times 5 \text{ days} = \$17.50/\text{person}$.

(iii) Total calculation: $22 \text{ people} \times (\$184.50 \text{ travel M\&IE} + \$17.50 \text{ TDY/TAD Incidental rate}) = \$4,444.00 \text{ } (\$202.00/\text{person})$.



ARMED FORCES SPORTS TRAINING CAMP CHECKLIST

(c) Total M&IE for training camp and CISM = \$8,081.00 (\$367.50/person)

(6) Per Diem rates can be found at the following link:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

c. Arrange transportation to include:

(1) Local transportation at training camps.

(2) Transportation to and from higher-level competition.

(3) Travel rates can be found at: <http://www.fedtravel.com/>

d. Securing scrimmage competitions and training facilities for all team sports.

e. Entry fees to higher level activities.

f. Purchase competitive uniforms (see paragraph (10) of Armed Forces SOP).

(a) Host Service is responsible for purchase of all competitive uniforms. Uniforms for higher-level competition are purchased annually with athletes retaining all uniforms and issued items upon completion of each competition. Basketball is the exception where all competitive men's and women's uniforms will be returned to the designated POC. Armed Forces Sports will provide you the maximum allowable expense for competitive uniforms.

(b) AFSCS will issue an authorization letter to the Service Representative and the Host Project Officer 90 days prior to the Armed Forces Championship. The team captain in coordination with the Service Representative and the Host Project Officer will issue the team issue items to the team delegation and will return all unused excess items.

(c) Armed Forces Teams advancing onto National Championships will use the Armed Forces Sports emblem on their competitive uniform and "USA" on their bags and warm-ups.

g. Project officer shall ensure Team Captain is issued Code of Conduct Forms (appendix A), Team Captain LOI (appendix B), Team Captain Booklet (appendix C), Chief of Mission LOI (appendix H), Chief of Mission Booklet (appendix I), Military Uniforms (appendix J), and Anti-Doping Information (appendix L).

2. For further information, please contact the Armed Forces Sports Office at 210-466-1335 steven.dinote@us.army.mil or 210-466-1336 kenneth.j.polk@us.army.mil.



ARMED FORCES SPORTS COUNCIL
DEPARTMENT OF DEFENSE

6 November 2012

IMWR-AFS

MEMORANDUM FOR Armed Forces Team Captains and Coaches

SUBJECT: Team Captain and Coach Letter of Instruction (LOI)

1. This LOI outlines the responsibilities of coaches and team captains of Armed Forces Sports teams, summarizing standards of conduct and emphasizing expectations of these leadership positions. Anything less than full compliance may result in removal from the position.
2. The Armed Forces Standard Operating Procedure (SOP) dictates procedures for selection of Armed Forces team captains and coaches.
3. An Armed Forces team is a highly visible military representative to many civilian and other military organizations. All team members represent their service and the Department of Defense and are expected to enhance the prestige of the armed forces and its traditions. Team leaders are expected to ensure the following:
 - a. To be eligible for advancement to CISM, all team members must arrive at the Armed Forces training site on-time, with proper uniforms, current passports, and necessary paperwork for overseas travel. Any athlete, coach or team captain failing to comply will be removed from the official roster and returned to their home duty station.
 - b. Grooming standards for active duty coaches, trainers, players are maintained at or above military standards
 - c. Team members are on their best behavior at all times.
 - d. Show complete impartiality to all team members regardless of original service. For coaches, the best players and team must be put forward. The opportunity to coach the Armed Forces team must not be abused, or used to develop allegiance from players selected from the coach's respective service. There will be no double standards for any team members.
 - e. They know the whereabouts of all team members at all times and must maintain reasonable curfews. Curfews must be established to ensure a minimum of eight hours of rest. All coaches and players must billet at the same location provided by the hosting agent unless the entire team relocated due to unsafe or unsanitary conditions.
 - f. No granting of leave or liberty to any athlete participating in an Armed Forces training camp or higher level competition (CISM, SHAPE or Nationals). An athlete may only leave a training camp or higher level competition for a Certified Red Cross Emergency or a Certified Operational Duty Commitment (action coordinated through the host service project officer and respective service representative).
 - g. No additions or deletions to the selected Armed Forces Team will be made without coordinating with the Working Group Member of the other three Services.

Subj: Team Captain and Coach Letter of Instruction (LOI)

h. Close monitoring of athletes in applicable sports to ensure competitive weight is maintained.

4. All coaching staff must be present during all trial/training camp, scrimmages, and competitions. The coaching staff and team captain must travel with the team to all games and functions. The team captain must be at the training camp and the competition if the team is not located on a U.S. Military Installation. If on a U.S. military installation and if all Services agree, the local sports director may assist with administrative needs until the team captain joins the team

5. The team captain must work with the coach to ensure all athletes have checked out of the billets/hotel, paid any personal obligations incurred during stay, and ensure all vehicles are returned. No athletes should ever be allowed to remain at a championship once the team has departed (unless the individual has official documentation authorizing leave in the local area), even if their travel order dates take them through the completion of the event. The coach and team captain must be the last to depart a competition.

6. The Armed Forces Sports Office issues clothing for all members of a delegation. It is mandatory for all team members to wear these items in a competition setting or to all official events. Competitive basketball uniforms must be returned to the team captain. Delegation must wear khaki slacks and Armed Forces polo shirt to all informal banquets and functions. If traveling overseas, the team should wear the khaki slacks and the designated polo when initially arriving. The coaches and team captain must enforce this standard.

7. CISM championships require the U.S. team to act as an ambassador while in the host country. The U.S. team must strive to uphold the CISM motto "friendship through sport." All official functions require mandatory attendance by entire delegation with all in designated attire. Prescribed military uniforms are required.

8. All delegation members must receive level I Anti-Terrorism briefing OCONUS travel. As a follow-up, all delegation members have gone to the web site <https://atlevel1.dtic.mil/at/> to receive refresher training that they need each year before traveling OCONUS.

9. Any non-compliance of the expected standards of conduct will result in corrective action as determined by the Armed Forces Sports Working Group. Actions may include, written reprimand, removal from official roster for that event, removal from the Armed Forces Sports program for one (1) year, or permanently prohibited from participating in the Armed Forces Sports program. In addition, the participant's command will be notified of any disciplinary action.

10. Any non-compliance of the expected standards of conduct will result in corrective action as determined by the Armed Forces Sports Working Group. Actions may include, written reprimand, removal from official roster for that event, removal from the Armed Forces Sports program for one (1) year, or permanently prohibited from participating in the Armed Forces Sports program. In addition, the participant's command will be notified of any disciplinary action. Please be reminded that all Service members and civilians are on official Department of Defense orders and their official place of duty is their assignment to the Armed Forces Team. The Uniform Code of Military Justice shall apply to all uniformed personnel. Department of Defense civilian employees are subjected to their respective Service human resource policies.

10. Point of Contact is the undersigned at 210-466-1335 or steven.dinote@us.army.mil.

Subj: Team Captain and Coach Letter of Instruction (LOI)

///signed///
STEVEN A. DINOTE
Armed Forces Sports Secretariat

Affirmation:

I have read and fully understand my duties and responsibilities as a team captain or team coach as outlined in this Letter of Instruction, IMWR-AFS Memorandum For Armed Forces Coaches and Team Captains.

Signature

Date

Printed Name

Sport



**ARMED FORCES SPORTS COUNCIL
DEPARTMENT OF DEFENSE**

6 November 2012

IMWR-AFS

MEMORANDUM FOR Armed Forces Team Captain

SUBJECT: Team Captain Booklet for Higher Level Competition

1. On behalf of the Armed Forces Sports Council (AFSC), congratulations on being selected as an Armed Forces team captain. Being a team captain can be very rewarding, but there are numerous responsibilities and duties you must fulfill. Please review this information booklet carefully. Most of this information is for Team Captains going to the International Military Sports Championships (known as CISM) but it also has applicable information for Team Captains taking Armed Forces Teams to National competitions within the U.S.

2. The role of the Armed Forces team captain (TC) is to act as the team administrator and action officer. You are responsible for the overall transportation, billeting, safety, and well being of the team. This role is crucial to the success of the team. You are expected to be able to juggle many separate requests and tasks concurrently. Your confidence and ability to handle any obstacle will serve invaluable to ensure that the U.S. Armed Forces Team is successful not only in competition, but in maintaining the highest values of the United States Armed Forces.

3. Some important duties as TC include:

- a. Coordinate travel of team members.
- b. Ensure team members have all necessary military uniforms
- c. Ensure all members of the U.S. Delegation attend all competitions and ceremonies
- d. Ensure athletes are informed of dress requirements
- e. Ensure the athletes represent the Armed Forces and U.S. in a positive manner
- f. Handle all athlete requests and coordinate with the host nation organizing committee for any actions
- g. Coordinate payment of travel day per diem/incidentals to team members with the exception of referees
- h. Verifies weight standards for combat sports.
- i. Coordinate any problem with your Chief of Mission (COM). The Armed Forces Sports Council has authorized each COM to send an athlete back to his/her units for misconduct or not making weight for a combat sport. All the applicable information is included in the COM's information booklet. Make contact with your COM preferably via phone prior to departure for the CISM championship.

4. One area that is often overlooked is the role of publicist and public affairs. This role tells the entire Department of Defense and sports community the story of your team. It is imperative that

Subj: Team Captain Booklet for Higher Level Competition

you take the time to submit an event wrap-up within 3 working days after the competition to ensure we get accurate and timely results to national press, websites, and other information sources. Some of the key things to include are:

- a. Number of countries competing in the CISM Championship
- b. Overall finish of our team (with times when applicable)
- c. Put names of any individuals separately when they have done something noteworthy i.e win a medal, named to the all star team, or any other individual honor bestowed. Need complete name, rank, service, and duty station
- d. An overall synopsis of the results of the championship
- e. Remember – you are the eyes and ears of the Armed Forces Sports Office – no one can tell the story better than you!

5. Please send your report to Mr. Ken Polk, Media Relations, Armed Forces Sports Office via e-mail to kenneth.j.polk@us.army.mil or contact him at 210-466-1336. Please attach action pictures (jpeg, tif, etc) as part of your submission with cut lines identifying our athletes by name, rank, service, and duty station. If you do not have a computer, or scanner available, you can mail the pictures to the Armed Forces Sports Office. If someone other than you took the pictures, ensure that you have their permission to release them. Please ensure that these are action shots (high resolution).

6. If any questions arise prior to you going, or once at the CISM Championship you can contact me at (210) 466-1335, or my cell at (210) 238-9919, or via e-mail at steven.dinote@us.army.mil You can also get more information about the program by logging on at www.armedforcessports.com. All required forms can be all downloaded from this web site. As outlined in the Team Capt LOI, you must be the last one to depart a CISM or National Championship, while ensuring that team members have been squared away concerning their departures. Thank you for your support of the Armed Forces Sports program.

///SIGNED///
STEVEN A. DINOTE
Armed Forces Sports Secretariat

CISM INFORMATION

Brief History of CISM:

Despite the French name, the Conseil International du Sport Militaire (CISM) is in reality based upon an American idea. At the end of World War II, the American Commander in Chief, General Joseph McNarney was searching for a means to bridge the language and cultural barriers, and bring together the widely diverse allied forces in Europe into a cohesive and cooperative force. He recalled the highly successful Allied Forces Sports Council (AFSC), which General Joseph Pershing created at the end of World War I, when faced with a similar problem. General McNarney revived the concept and it was an instant success. Allied Forces from Western and Eastern Europe competed against each other on the playing field in perfect harmony.

In 1947 political storm clouds appeared on the horizon. Russia and other eastern countries withdrew. Then England and America withdrew. Thereafter, the AFSC rapidly disintegrated. Only a handful of nations, who had clearly seen the potential of sport bringing together the Armed Forces of the world refused to let the idea perish.

The French Armed Forces organized a meeting, February 16-18, 1948, in the city of Nice and invited all countries interested in forming a permanent military sports association to attend. Belgium, Denmark, Luxembourg, and the Netherlands participated. By the end of the meeting, statutes and regulations for a worldwide organization were drawn up and ratified. From those five "founder nations" CISM has grown into an organization of 130 nations today. This makes it the world's biggest military organization and the second biggest sports organization next to the International Olympic Committee. There are currently 131 CISM member nations.

Aims and Objectives:

The aim of CISM, while setting a good example in each member country, is the encouragement of military sports and the development of friendly relations between the Armed Forces of the various fields related to sport and physical fitness.

CISM:

- Establishes permanent relations between Armed Forces for the exchange of ideas and encourage research in various fields related to sport and fitness.
- Entrusts the member nations with the organization of the numerous sport championships and meeting organized under its auspices.
- Encourages and supports all measures designed to establish and reinforce friendly relations between military participants and promote activities designed to increase understanding, mutual respect, and friendship between nations.

CISM Motto:

This quote from the famous French writer, Jean Giraudox, once himself a famous military athlete, has been adopted by CISM as its official motto:

SPORT means peace
SPORT is the opposite of war

SPORT is the cure for war
SPORT is international
SPORT brings nations closer

In summary, CISM is endeavoring to substitute the playing field for the battlefield. In the 1990's CISM shortened the CISM motto to "Friendship Through Sport."

CISM Sports Calendar:

Like the Olympic games, CISM holds a Military World Games competition every four years (the year prior to the summer Olympics). The first games were held in 1995 (Rome, Italy); the 2nd games in Zagreb, Croatia (1999); the 3rd games in Catania, Italy (December 2003); The 4th games in Hyderabad, India (October 2007); and the 5th Games will be held in Rio de Janerio, Brazil in 2011. CISM also conducts World Military Championships in 24 different sports annually. The U.S. usually participates in the following CISM Championships, and hosts 1 to 2 World Championships each year:

Military Sports

Parachuting
Shooting

Individual Sports

Cycling
Marathon
Cross Country
Sailing
Triathlon
Golf

Combat Sport

Taekwondo
Wrestling
Boxing
Judo

Team Sports

Basketball (M & W)
Volleyball (M & W)
Soccer (M &W)

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Official Language:

CISM official business is conducted in English and French, the two official languages, to include presentations, publications, and meetings. Arabic and Spanish is also used at meetings if the need arises.

Flags and Music:

CISM has its own flag, march and anthem. The flag is white with a blue border. The CISM logo is prominently centered on the flag. Mrs. Carla Foniutti of Italy composed the anthem and the march by Lt. Commander L.S. Lawton (U.S. Navy). The march is played at all championships when the CISM flag is carried on the field. The anthem is played while the flags of participating nations are raised and lowered and all other ceremonies. It is CISM protocol for all to stand at attention during the playing of the CISM anthem and other foreign anthems. Personnel shall only salute the U.S. Flag.

CISM Headquarters:

The Secretary General is located at the headquarters in Brussels, Belgium. Secretary General is Col Alexandre Morisod (Switzerland) conducts the day-to-day activities with his staff.

CISM Leadership:

The member countries have elected their leadership from among the highest-ranking military officers throughout the world. The United States CISM Chief of Delegation is Brigadier General Eden Murrie (USAF), who is also the Chairperson for the Armed Forces Sports Council.

CISM Sports Committee (CSC):

Each CISM sport has an established CSC. The CSC is responsible for all technical aspects of the specific sport to include rules of play, competition safety, course (competition) layout, etc. At each competition the CSC President and respective committee will ensure fair and proper competition.

TEAM CAPTAIN INFORMATION

1. Appointment of Team Captains: For higher-level competition (CISM, SHAPE Men's Basketball or Nationals), a team captain is appointed. This person is an officer or civilian equivalent. The team captain remains in the Armed Forces training camp with the Armed Forces team, or travels with the team if the training camp is not located on a U.S. military installation. If the Armed Forces training camp is held on an installation, the local sports director may assist with administrative needs until the team captain joins the team. Each team captain, coaches and athletes sign the appropriate forms for higher-level competition. They agree to strictly adhere to all the rules outlined.

2. Code of conduct and Higher Level Availability Forms: All applicable forms for athletes, coaches and team captains that must be signed can be downloaded from our web site. It is your responsibility to download all the forms at www.armedforcenessports.com. All the forms need to be signed prior to going to the Armed Forces training camp, or if no training camp, prior to going to the CISM Championship. It is the responsibility of the team captain to keep these forms for everyone that is on the Armed Forces Team through the respective higher-level competition. If for some reason the web site is down please call the Armed Forces Sports at 210-466-1335 steven.dinote@us.army.mil or 210-466-1336 kenneth.j.polk@us.army.mil and forms will be forwarded via e-mail to you.

3. Ensure everyone on the team receives and completes a United States military sports athlete code of conduct form. The team captain keeps all completed forms in a folder until the end of the championship. Along with the Chief of Mission (if available) conduct a briefing highlighting the major points of the code of conduct to the team members, so that all are aware of their individual responsibility to the team, the Armed Forces Sports program, the Department of Defense and to the United States of America.

4. CISM Representative:

a. A CISM Board of Director member or a member of the CISM Staff is appointed to represent CISM officially at each of the events scheduled on the calendar. If, at the last moment, the Official CISM Representative (OCR) appointed to represent CISM in an event is unable to attend the event, the highest ranking Chief of Mission or in his absence, a delegate present of the nations invited will take over the representation. Be prepared to inform the Chief of Mission of this responsibility in the event they are asked to represent CISM. Ensure they are experienced in CISM.

b. If there are any problems at the Championship you and the COM must try to work it out with the liaison assigned to your team. This person will speak English and will try to resolve the problem. If the problem cannot be resolved at this level then go to the Head of the Organizing Committee, and then finally if still not resolved, you have the authority to get the CISM rep involved. If this procedure is not followed, further action cannot be taken against host country by CISM. If a problem does not get resolved by the CISM rep, document your action and send me an e-mail after you get back.

5. Responsible Authorities. The following authorities are responsible for the direction of a CISM competition:

a. Official CISM Representative,

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b. Competition Organizing Committee,

c. Technical jury

d. Jury of Appeal.

e. Their functions are described in detail in the technical regulations governing each competition. However, for the jury of appeal, if three (3) CISM delegates from different countries are absent, the CISM delegates present completes it.

6. Regulations Governing Competition. Unless special authorization is granted by the General Assembly, all competitions are governed by the Special Regulations established by CISM.

7. Opening Ceremony. Any military ceremony prescribed by the protocol of the host country will be adhered to. The CISM flag is solemnly hoisted near the flags of the participating countries. The CISM anthem is played at the moment the CISM flag is hoisted. While the teams file by, the CISM march is being played. Depending on the protocol of the host country, opening of the competition is declared by either a high military or civilian official of the country or by the official CISM representative.

8. Closing Ceremony/Awards. According to the circumstances, the closing of a competition may either be accompanied by a military ceremony similar to the opening ceremony, or may be coupled with the distribution of awards during the closing dinner.

a. CISM gold, silver, and bronze medals are presented to the athletes. If a Team trophy is won by the U.S. then you make the decision with the COM on where it will be displayed back home, and inform the AFSCS. Please do not send to Armed Forces Sports (AFS). If U.S. team wins a rotating team trophy (e.g. Modern Pent) please have country contact the AFS office. Do not agree to any shipping, since we have had problems in this area.

9. Uniform. Appropriate Military uniform (winter or summer) as dictated by host country in their invitation, is always worn at opening ceremonies and normally at the closing banquet. Since Closing Ceremonies are done right after the competition, warm-ups are usually worn; otherwise it will be the military uniform. The military uniform must be worn at any official event. Civilian clothes (issued polo shirt with khaki pants or shorts) may be worn for cultural initiatives sponsored by the host nation.

10. Delegation Security. The host country is responsible for the safety of all delegations in attendance. In the past, no serious problems have occurred. All athletes traveling to a CISM event must complete Level 1 anti-terrorism briefing, which is offered through their base security office, or the link is available at www.armedforcespsports.com. In addition specific country information can be found at www.travel.state.gov/travel Click on the Consular Information Sheets to get all the info about the country where the championship is being hosted. AFS office will take care of travel clearances to the host country, and provide a copy with any approvals to the TC. AFS will take care of Country Clearances and take care of VISA needs if it is required for entry to a particular country. The host nation is responsible for all security measures.

11. Travel Uniform of Delegation. It is highly recommended that all team members wear CISM issued gear (polo shirt and appropriate pants or warm-up) during travel to host nation. Each delegation member brings their own khaki pants. This provides a professional image of the U.S. Team. For purposes of operation security, COM and Team Captains are authorized to approve

civilian dress to reduce targets of opportunity. Dress must be consistent and all team members must adhere. Civilian attire in these circumstances shall still be professional in image, such as khaki pants, polo shirt, dress shirt, etc... Jeans are not authorized.

12. Program. Upon arrival, the delegations normally receive the following information material: a guide containing all necessary information for the duration of their stay, local currency info and conversion places (ATMs are normally accessible), time and place of church services. Also meal schedules, operating hours of the Information desk, available means of transportation and schedule, and so on. Also, an envelope containing the technical program, contest schedules, composition of juries, time and place for training, and so on.

13. Housing/Food.

a. The delegations will be housed under the best conditions possible, whereby the capability of the country and the rank of the guests will be considered. Normally Chiefs of Missions and Referees are housed separately from the Team Captain and athletes.

b. The food provided normally meets standards, but at times lacks in variety depending on host nation.

c. All countries will do their best job possible to provide adequate lodging and food but sometimes this does not measure up to American standards. Try to make the best of the situation for the short duration of your visit to this country.

14. Medical

a. Any medical issues should be worked through your Team Trainer who will coordinate with host organizing committee POC.

b. Milder medical cases are treated in the dispensary.

c. Severe cases are treated in a hospital equipped for complete examinations.

d. A massage and general conditioning room for the athletes is normally offered.

e. Host country will not provide treatment for anyone for an existing medical condition, but they are responsible for providing daily sick call.

15. Local Travel. The host delegation makes available all necessary transportation for delegation's travel during the championship. However, it is not obligated to assume responsibility for private travel.

16. Arrival/Departure. Any delegation that participates in a championship must strictly adhere to the arrival and departure dates. An exception may be made due to an act of God, or where an understanding with the host delegation has been reached and, if necessary, with the Host Organizing Committee. As a rule, the arrival time is fixed 24 to 48 hours prior to the beginning of the contests and the departure time is 24 to 48 hours following the conclusion of the championship. If there are radical changes made by the host country, be sure to notify the Armed Forces Secretariat.

17. Drug Information Form: Each athlete must be briefed regarding banned substances and sign a form attesting to the understanding of the policies. The forms are available on the AFS website. As the team captain, you must be aware of these substances and ensure each athlete is properly briefed on these prohibited substances and signs the form. There is random drug testing done at CISM Championships. If in doubt, the athlete should not take the substance (or stop taking it) and contact the Armed Forces Sports Office. The web site at www.usantidoping.org also provides the latest information. In 2011, a U.S. athlete tested positive for a stimulant found in an energy drink that was legally purchased over-the-counter at a national retail outlet.

18. Mementos: Mementos are an important part of any CISM competition. They provide an icebreaker to build "Friendship Through Sport". Mementos include (CISM Only):

- a. Lapel pins (each person will receive approx 20 pins)
- b. Team captain mementos to exchange with other Team Captains and support staff of host nation)
- c. Memento for host country (to be presented by COM at formal event scheduled by host nation)
- d. Chief of Mission (COM) mementos (to be exchanged with other COMs)
- e. If you are with a team sport or combat sport that has a pre-event exchange with opponent/s you will be provided appropriate number of items for exchange
- f. NOTE: Please ensure that mementos are packed with carryon baggage.
- g. Please inform team members not to give out everything in the first or second day. These mementos are to be used for exchanging throughout the competition. Same holds true of the COM mementos and team captains' mementos (various items). The COM's are to exchange them with other COM's as reciprocation, and not simply give them away. Team Captains can reciprocate with other team captains or use them as thanks to certain members of the organizing committee who deserve the honor. Please tell all Athletes not to trade their Warm-ups until the completion of the Closing Ceremonies. Warm-Ups are also worn for all medal ceremonies.

19. Flags and National Anthem Cassette:

Each delegation receives 1-2 flags depending on the sport and a CD with the United States national anthem, only if the host country requests us to bring them in the invitation. Flag is used for the opening and medal ceremony. Please provide the flag and anthem to your host nation liaison upon arrival, but make sure that you get them back. Please get these items back as you will have the responsibility to return them to AFSCS within 10 – 15 days after you return to the U.S. Ensure that under no circumstances does the American Flag touch the ground or dip to another nation's flag or official.

20. Officials: The Armed Forces Sports Secretariat works with each sport's Chief, National Governing Bodies to nominate an U.S. official for respective CISM championships. They also receive a stipend for their services (prorated among the services). The Armed Forces Sports Office pays the stipend, makes all travel arrangements and cuts their orders for travel. We will usually try to connect them with the team's arrival to make it more convenient for the host

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country. All information on the officials will be provided to the team captain and he/she should meet/greet the officials and include them in all team activities based on their schedules at the championship.

21. Dress Code For CISM:

a. It is recommended that all U.S. delegation members wear Khaki pants with the CISM Polo Shirt, or warm up unless informed of a different dress code. Each delegation member is responsible for bringing their own khaki pants.

b. The appropriate military uniforms (summer or winter) will be worn at Opening Ceremonies and the Formal Banquet. Type of uniform is dictated by the host country in their invite. The warm up is normally worn at closing/medal ceremonies. However, sometimes it is the military uniform. Civilians on the team should take appropriate business attire (i.e men sport jacket and tie, women dress/skirt or pant suit). This would be worn when military wear their uniforms. Khaki pants or Khaki shorts (depending on the weather conditions) and the Armed Forces Polo Shirt will be worn for Cultural Day, or any other designated function.

c. Military Service members will adhere to service specific regulations in regards to earrings, grooming standards and attire.

d. The USA issued gear is considered the duty uniform.

22. Passports: It is the team captain's responsibility to ensure each athlete has a current passport (Most countries will not accept a passport that is going to expire within 90 days of travel). Lack of a passport will render an individual ineligible for higher-level competition. Athletes must come to Armed Forces competitions with their passport for any sport that leads to CISM or SHAPE. Each service is responsible for ensuring that their respective athletes have valid up to date passports. If Visas are required then AFSCS will obtain them.

23. Toiletries: To avoid unnecessary expenses, make sure all delegation members bring a bath towel (or two), bar of soap, and a padlock as well as personal toiletries, over the counter medications, and adequate supply of prescription medications.

24. Uniforms Purchase & Apparel Issue:

a. The team captain will receive a letter from the Armed Force Sports authorizing purchase of competitive uniforms for the team. The Team Capt will provide sizing information on the team (with exception of referees) to AFSCS NLT 12 Working Days prior to the higher level competition. Along with the issue items, the team captain will receive a shipping document of all issue items that he/she needs to sign and return to Armed Forces Supply at Ft Indiantown Gap, PA. Exchange of items due to sizing problems can be worked with POC at Fort Indiantown Gap. Do not wait until the last minute to do this. It is the Responsibility of the Team Capt to ensure that all excess items are returned to the Gap prior to leaving for the CISM Championship. You do not have the authority to issue excess items to staff or keep anything without prior approval from AFSCS.

b. It is the team captain's responsibility to ensure all team members have their competitive uniforms and equipment (excluding firearms, bikes, etc) in their carry-on bag. Lost luggage should not hinder an athlete from participating in a running race, e.g. their shoes, shorts and

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singlet should be with them as carry-on. It is always good to pack at least two days worth of change of clothing and undergarments in carryon luggage.

25. **Incidental Expenses and Lodging:** Delegation members attending CISM receive \$3.50 per day, the OCONUS incidental rate, as lodging, meals, and transportation are provided. The delegation will not move out of lodging provided by host country; instead the U.S. Chief of Mission will work problems with host nation's organizing committee and official representative from CISM. Payment for travel days are authorized the rates of the TDY/TAD site in accordance with the JFTR/JTR. Training Camp rates will be \$16.55 per day if training camp is on a military installation with a dining facility. If training camp is not at a military facility then GSA rates shall apply. Host Service for Armed Forces Championship would be responsible for paying all applicable rates and coordinate pro-rata with other Services

Enclosures:

Planning Checklist (Encl 1):

Enclosure 1 is a checklist of duties assigned to the team captain. Please use this as a guide to ensure the team is prepared for overseas travel. If you have any questions on the checklist, please contact the Armed Forces Secretariat at 210-466-1335 or 210-238-9919.

Contingency Funds (Encl 2):

A \$500 check is issued to each team captain upon request. This is only for emergency situations. Such emergencies might include; bottled water (if not provided by host nation), transportation to or from the competition (if stranded at the airport), and replacement of lost airline tickets. This check is not authorized for team dinners/drinks, buying personal athletic equipment, or paying for sightseeing tours. The check should be converted to traveler's checks prior to leaving the U.S. It would also be beneficial for you to convert some of the money into the currency of the country you are traveling to. All paperwork and receipts with a memo explaining the expenses will be sent to AFSCS within 3 Working days after the team captain returns to the U.S. Check for the remaining balance will be made out to the Army MWR Fund. The exception to all of this is when the U.S. is hosting a CISM Championship. The team captain will go to the Host Project Officer for any emergency funding, who would include it as part of the host expenses.

After Action Report (Encl 3):

The team captain is responsible for completing and submitting an after action reports following a championship. A report should be completed within NLT 30 days after the championship.

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ENCLOSURE 1 – PLANNING CHECKLIST

UNITED STATES CISM SUGGESTED CHECKLIST

All items may not be applicable to your mission. If there are any items that are not clear, please contact the AFS Office

1. Planning Factors - (prior to departure)

- TDY/TAD Orders (proper endorsements from all services).
*Include the statement "Excess Baggage Authorized"
- Immunization Records (Only if required for host nation).
- Cash Cont Check prior to departure
- AFSCS fax or e-mail for disseminating results.
- CISM Mementos.
- U.S Flag and Anthem
- Copy of the host nation invitation
- Coordination of travel info with all team members
- Participant notification of Anti-Doping Regulations and signature on form
- Level I Anti-Terrorism briefing
- Appropriate military uniforms and khaki slacks (all of the delegation).
- Supplies for team trainer.
- Visa/Passport requirements.
- Compile a list of departure times from host nation to be turned into liaison at championship

2. Meeting With Team Prior to Departure:

- Pass out CISM mementos and athletic apparel to athletes.
- Brief on conduct and appearance.
- Wearing of proper attire.
- Signature of all applicable higher level forms (Team Capt retains all forms for the duration of the championship)
- Safeguard of orders, valuables and issue items (these things are stolen if individuals don't keep a close eye on them).
- Ensures that each member of the delegation has Padlock or combination lock.
- Bring towels, soap, and basic toiletries.
- Safety briefing on Host Country
- Ensure that Flag Bearer for opening ceremonies is selected by the team.

3. Arrival at Destination

- Call AFSCS to confirm team arrival 210-466-1335, 210-238-9919 or e-mail steven.dinote@us.army.mil
- Familiarize yourself with lodging, dining hall, training facilities, etc.

4. During the Championship

- Physical check on status of team on a daily basis
- Attend daily Team Capt meetings and relay info to delegation as needed.
- Ensure that team is at proper locations and dressed as mandated by host nation.
- Maintain contact with COM and referees.

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5. Preparation for Departure from Host Nation

- _____ Ensure that everyone has flight itineraries
- _____ Collect Flag and anthem from host nation POC
- _____ All are aware of billet clearing procedures and departure times and pick up points provided by host nation

6 . Return to CONUS

- _____ **Final recap with action pics to AFSCS within 3 working days after championship**
- _____ Complete After action report to AFSCS within 30 days and can coordinate with COM if joint AAR.

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Enclosure 2 – Contingency Funds

NONAPPROPRIATED CONTINGENCY FUNDS

\$ 500.00 NAF Check has been forwarded to:_____.

The AFSC has directed that this amount cannot be exceeded. \$500.00 is for contingency/emergency use. This includes medical supplies, transportation in country (if not provided by the host country), laundry, and other items that, in your judgment, are required for the needs and benefit of the team during the trip. After completing the attached accounting form, the reimbursement of residual funds should be made by your personal check (DO NOT send cash or cashier's check).

Make payment to:

Army Morale, Welfare, and Recreation (MWR) Fund

Send to:

Armed Forces Sports Office
Attn: Steven A. Dinote – Bldg 2266, CR
2455 Reynolds Road
Fort Sam Houston, TX 78234

Please cut and return signed bottom portion

I _____ acknowledge receipt of the contingency fund check and it authorized use for CISM Championships.

Signature (Team Capt)

Date

Please return this portion to:

Armed Forces Sports Office
Attn: Steven A. Dinote – Bldg 2266, CR
2455 Reynolds Road
Fort Sam Houston, TX 78234

Or email steven.dinote@us.army.mil

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Enclosure 3 – After Action Report

**CISM/National Championship
After Action Report**

Event Name:

Date:

Host Site:

Team Captain:

Phone:

- Attach roster of Armed Forces Team (full name, rank, service, duty station)
- Schedule of events
- Scores of all competitions
- Final team and/or individual standings
- Event Summary (Bullets) – Covering such areas as:
 - Total Attendance
 - VIPs attending
 - Problems Encountered
 - Suggestions or recommendations

It is the responsibility of the team captain to ensure that the after action reports is completed in a thorough fashion and forwarded to the AFSCS within 30 days.

Forward after action report to AFSCS:

steven.dinote@us.army.mil



ARMED FORCES SPORTS COUNCIL
DEPARTMENT OF DEFENSE

6 November 2012

IMWR-AFS

MEMORANDUM FOR Armed Forces Team Chiefs of Mission

SUBJECT: Chief of Mission Letter of Instruction (LOI)

1. This LOI outlines the responsibilities of the Chief of Mission of Armed Forces Sports teams, summarizing standards of conduct and emphasizing expectations of this important leadership position. Anything less than full compliance may shed a negative light on the United States Delegation and possible removal from the position.
2. The Armed Forces Standard Operating Procedure (SOP) dictates procedures for the selection of Chiefs of Mission.
3. An Armed Forces team is a highly visible military representative to many civilian and other military organizations. All team members represent their service and the Department of Defense and are expected to enhance the prestige of the armed forces and its traditions. Team leaders are expected to ensure the following:
 - a. To be eligible for advancement to CISM, all team members must arrive at the Armed Forces training site on-time, with proper uniforms, current passports, and necessary paperwork for overseas travel. Any athlete, coach or team captain failing to comply will be removed from the official roster and returned to their home duty station.
 - b. Grooming standards for active duty coaches, trainers, players are maintained at or above military standards
 - c. Team members are on their best behavior at all times.
 - d. Show complete impartiality to all team members regardless of original service.
 - e. Team Captains and Coaches shall know the whereabouts of all team members at all times and must maintain reasonable curfews. Curfews must be established to ensure a minimum of eight hours of rest. All coaches and players must billet at the same location provided by the hosting agent unless the entire team relocated due to unsafe or unsanitary conditions.
 - f. Granting of leave or liberty to any athlete participating in an Armed Forces training camp or higher level competition (CISM, SHAPE or Nationals) is not authorized. An athlete may only leave a training camp or higher level competition for a Certified Red Cross Emergency or a Certified Operational Duty Commitment (action coordinated through the host service project officer and respective service representative).
 - g. Close monitoring of athletes in applicable sports to ensure competitive weight is maintained.

Subj: Chief of Mission Letter of Instruction (LOI)

h. Are present throughout the entire championship, accept the lodging provided by the host site, and attend all official functions as prescribed in the event agenda.

i. The entire delegation is aware of all of the aforementioned rules and regulations pertaining to the host site and CISM.

5. The team captain must work with the coach to ensure all athletes have checked out of the billets/hotel, paid any personal obligations incurred during stay, and ensure all vehicles are returned. No athletes should ever be allowed to remain at a championship once the team has departed (unless the individual has official documentation authorizing leave in the local area), even if their travel order dates take them through the completion of the event. The Chief of Mission, coach and team captain must be the last to depart a competition.

6. The Armed Forces Sports Office issues clothing for all members of a delegation. It is mandatory for all team members to wear these items in a competition setting or to all official events. Competitive basketball uniforms must be returned to the team captain. Delegation must wear khaki slacks and Armed Forces polo shirt to all informal banquets and functions. If traveling overseas, the team should wear the khaki slacks and the designated polo when initially arriving. The coaches and team captain must enforce this standard.

7. CISM championships require the U.S. team to act as an ambassador while in the host country. The U.S. team must strive to uphold the CISM motto "friendship through sport." All official functions require mandatory attendance by entire delegation with all in designated attire. Prescribed military uniforms are required.

8. All delegation members must receive level I Anti-Terrorism briefing OCONUS travel. As a follow-up, all delegation members have gone to the web site <https://atlevel1.dtic.mil/at/> to receive refresher training that they need each year before traveling OCONUS.

9. Any non-compliance of the expected standards of conduct will result in corrective action as determined by the Armed Forces Sports Working Group. Actions may include, written reprimand, removal from official roster for that event, removal from the Armed Forces Sports program for one (1) year, or permanently prohibited from participating in the Armed Forces Sports program. In addition, the participant's command will be notified of any disciplinary action. As Chief of Mission, you are expected to review any infractions that occur on site and make the determination whether it is in the best interest of the delegation to send the athlete, coach, or Team Captain back to their duty station. Forms for such action shall be found in the Chief of Mission Booklet. **Keep in mind, all participants are on official duty and subjected to the Uniform Code of Military Justice.**

10. Chiefs of Mission are authorized to bring their spouses only if authorized in the Host Invitation. Travel for spouses is at the expense of the Chief of Mission and not the government. If you elect to bring your spouse, you are still expected to travel with the delegation regardless of whether or not your spouse can be accommodated on the same flight. More information can be found within the Chief of Mission Booklet.

11. Chiefs of Mission are the face of the United States Armed Forces and leave a lasting impression with other nations. As a leader, you are the example for your delegation and other nations to follow. Serve honorably and make us proud.

Subj: Chief of Mission Letter of Instruction (LOI)

12. If any questions arise prior to you going, or once at the CISM Championship you can contact me at (210) 466-1335, or my cell at (210) 238-9919, or via e-mail at steven.dinote@us.army.mil You can also get more information about the program by logging on at www.armedforcessports.com. All required forms can be all downloaded from this web site. As outlined in the Team Capt LOI, you must be the last one to depart a CISM or National Championship, while ensuring that team members have been squared away concerning their departures. Thank you for your support of the Armed Forces Sports program.

///SIGNED///
STEVEN A. DINOTE
Armed Forces Sports Secretariat

Affirmation

I have read and fully understand my duties and responsibilities as the Chief of Mission as outlined in this Letter of Instruction.

Signature

Date

Printed Name

Sport



**ARMED FORCES SPORTS COUNCIL
DEPARTMENT OF DEFENSE**

6 November 2012

IMWR-AFS

MEMORANDUM FOR Chief of Mission

SUBJECT: Chief of Mission Booklet for Higher Level Competition

1. On behalf of the Armed Forces Sports Council (AFSC), congratulations on your selection as Chief of Mission (COM). This booklet further enhances your efforts in leading the United States Delegation. The role of the U.S. Delegation Chief of Mission is to represent the United States and U.S. Armed Forces Team to the rest of the countries at the championship. This prestigious role is very important and can have a lasting impression on many foreign military officers and dignitaries. As the COM, you must stay for the entire championship, and accept the lodging provided you by the host country. No deviations can be made from this, unless first checking with the undersigned. It is advisable to address the team to know what you expect of them as COM (discipline, any curfews, etc).

2. As a representative of the U.S. Armed Forces and the United States, you are required to wear appropriate military uniforms (summer or winter) as dictated in the host invitation. Uniforms are normally worn at opening ceremonies and the closing banquet. Follow host country protocol for all official qualifications that you and team are required to attend.

3. As the Chief of Mission, you are allowed to bring your spouse to the championship if authorized in the host invitation. You are responsible to pay for your spouse's travel expenses. No other members of the delegation are authorized to bring a spouse or guest. Your spouse is considered part of the official delegation and will be extended all the courtesies afforded you. You may have to pay for lodging out of pocket for spousal expenses depending on the host country. The host country will take care of food, lodging and local transportation for all official delegation members during the championship. Please be aware that you must travel with the delegation, so if you elect to bring your spouse, you are not authorized to travel separately in the event your spouse is unable to book the same flight. If differently, you can coordinate with the host site to arrange a separate pick-up time for your spouse. We must reiterate that you must remain at the championship throughout its entirety with the delegation. Early departures are not authorized.

4. All countries will do their best to provide adequate lodging and food but sometimes this does not measure up to American standards. Brief the team to make the best of the situation for the short duration of their visit to this country. Communicate with the other COMs to determine if the problems are universal. If so, try to work out the issues with host nation as a group and approach the Official CISM Representative.

5 The appointed team captain (TC) is your action officer. That person manages all aspects of the team to include travel, ensures all athletes attend required events and competitions, and coordinates with the host country POC in case of problems. In the event that the team captain is unable to resolve an issue, he/she may come to you for assistance. The team captain is typically a seasoned sports professional, who has attended numerous CISM events, so please rely and consult with this person when you need to. The two of you will be an invaluable team. Please contact the TC prior to departure and preferably via phone if you are not at the same base.

6. The Chief of Mission is responsible for the conduct of delegation members. Some important areas to monitor are to ensure all members of the U.S. delegation attend all scheduled events during the championship and all members are dressed appropriately. You also have the authority (with input from the team captain and coaches) to set guidelines for team curfews and alcohol consumption. Most countries have a legal drinking age of 18. If an athlete or coach is deemed to have a disciplinary problem or is not fit for competition (i.e. does not make weight), the athlete or coach is to be sent home immediately and will be barred from participation in the Armed Forces Sports program for one year. Further guidance on this matter is found in Sec 8 of the Chief of Mission Information below.

7. A few areas of note: 1) The TC has some mementos for you. Memento exchange is spelled out in detail in this booklet. 2) It is common for dignitaries from other countries to ask you to host CISM Championships in the U.S. As the Chief of Mission, you do not have the authority to authorize CISM events in the United States, as there is a significant expense to hosting a world championship, and prior commitments for other sports might have already been made by the U.S. Please tell the requesting official to contact the Armed Forces Sports Secretariat and United States Delegate, Mr. Steven Dinote, at 210-466-1335 or steven.dinote@us.army.mil. Be sure to include the request as part of your after-action report.

8. It is very important that you or the TC call or e-mail me once the Delegation gets to the host country to ensure that everyone has arrived. The host country will allow you to make official calls. Also daily e-mail updates would be very beneficial if it can be done, since we post this on our web site. Most host countries will have an internet area set up.

9. If any questions arise prior to you going, or once at the CISM Championships you can contact me at (210) 466-1335, or my cell at (210) 238-9919, or via e-mail at steven.dinote@us.army.mil. Information on our program can be obtained by visiting www.armedforcessports.com We appreciate your time and effort and wish the best for your delegation.

///SIGNED///
STEVEN A. DINOTE
Armed Forces Sports Secretariat

CISM INFORMATION

Brief History of CISM:

Despite the French name, the Conseil International du Sport Militaire (CISM) is in reality based upon an American idea. At the end of World War II, the American Commander in Chief, General Joseph McNarney was searching for a means to bridge the language and cultural barriers, and bring together the widely diverse allied forces in Europe into a cohesive and cooperative force. He recalled the highly successful Allied Forces Sports Council (AFSC), which General Joseph Pershing created at the end of World War I, when faced with a similar problem. General McNarney revived the concept and it was an instant success. Allied Forces from Western and Eastern Europe competed against each other on the playing field in perfect harmony.

In 1947 political storm clouds appeared on the horizon. Russia and other eastern countries withdrew. Then England and America withdrew. Thereafter, the AFSC rapidly disintegrated. Only a handful of nations, who had clearly seen the potential of sport bringing together the Armed Forces of the world refused to let the idea perish.

The French Armed Forces organized a meeting, February 16-18, 1948, in the city of Nice and invited all countries interested in forming a permanent military sports association to attend. Belgium, Denmark, Luxembourg, and the Netherlands participated. By the end of the meeting, statutes and regulations for a worldwide organization were drawn up and ratified. From those five "founder nations" CISM has grown into an organization of 130 nations today. This makes it the world's biggest military organization and the second biggest sports organization next to the International Olympic Committee. There are currently 131 CISM member nations.

Aims and Objectives:

The aim of CISM, while setting a good example in each member country, is the encouragement of military sports and the development of friendly relations between the Armed Forces of the various fields related to sport and physical fitness.

CISM:

- Establishes permanent relations between Armed Forces for the exchange of ideas and encourage research in various fields related to sport and fitness.
- Entrusts the member nations with the organization of the numerous sport championships and meeting organized under its auspices.
- Encourages and supports all measures designed to establish and reinforce friendly relations between military participants and promote activities designed to increase understanding, mutual respect, and friendship between nations.

CISM Motto:

This quote from the famous French writer, Jean Giraudox, once himself a famous military athlete, has been adopted by CISM as its official motto:

SPORT means peace
SPORT is the opposite of war

SPORT is the cure for war
SPORT is international
SPORT brings nations closer

In summary, CISM is endeavoring to substitute the playing field for the battlefield. In the 1990's CISM shortened the CISM motto to "Friendship Through Sport."

CISM Sports Calendar:

Like the Olympic games, CISM holds a Military World Games competition every four years (the year prior to the summer Olympics). The first games were held in Rome, Italy (1995); the 2nd games in Zagreb, Croatia (1999); the 3rd games in Catania, Italy (2003); the 4th games in Hyderabad, India (2007); the 5th games in Rio de Janeiro, Brazil (2011); and the 6th Games will be held in Mungyeong, South Korea in 2015. CISM also conducts World Military Championships in 26 different sports. The U.S. usually participates in the following CISM Championships, and hosts 1 to 2 World Championships each year:

Military Sports

Parachuting
Shooting

Individual Sports

Cycling
Marathon
Cross Country
Sailing
Triathlon
Golf

Combat Sport

Taekwondo
Wrestling
Boxing
Judo

Team Sports

Basketball (M & W)
Volleyball (M & W)
Soccer (M &W)

Official Language:

CISM official business is conducted in English and French, the two official languages, to include presentations, publications, and meetings. Arabic and Spanish is also used at meetings if the need arises.

Flags and Music:

CISM has its own flag, march and anthem. The flag is white with a blue border. The CISM logo is prominently centered on the flag. Mrs. Carla Foniutti of Italy composed the anthem and the march by Lt. Commander L.S. Lawton (U.S. Navy). The march is played at all championships when the CISM flag is carried on the field. The anthem is played while the flags of participating nations are raised and lowered and all other ceremonies. It is CISM protocol for all to stand at attention during the playing of the CISM anthem and other foreign anthems. Personnel shall only salute the U.S. Flag.

CISM Headquarters:

The Secretary General is located at the headquarters in Brussels, Belgium. Secretary General is Col Alexandre Morisod (Switzerland) conducts the day-to-day activities with his staff.

CISM Leadership:

The member countries have elected their leadership from among the highest-ranking military officers throughout the world. The United States CISM Chief of Delegation is Brigadier General Eden Murrie (USAF), who is also the Chairperson for the Armed Forces Sports Council.

CISM Sports Committee (CSC):

Each CISM sport has an established CSC. The CSC is responsible for all technical aspects of the specific sport to include rules of play, competition safety, course (competition) layout, etc. At each competition the CSC President and respective committee will ensure fair and proper competition.

CHIEF OF MISSION INFORMATION

1. Introduction: Many of the officers selected to be Chief of Mission of the US Armed Forces teams competing in CISM competitions are new to the CISM organization. Consequently, there are many questions about items such as; conditions of their stay in the host country, correct protocol, opening ceremonies, etc. Enclosed are pertinent portions CISM Administrative Regulations, to assist Chiefs of Mission in the efficient execution of their duties.

2. CISM Representative:

a. A CISM Board of Director member or a member of the CISM Staff is appointed to represent CISM officially at each of the events scheduled on the calendar. If, at the last moment, the Official CISM Representative (OCR) appointed to represent CISM in an event is unable to attend the event, the highest ranking Chief of Mission or in his absence, a delegate present of the nations invited will take over the representation. Be prepared to inform the Chief of Mission of this responsibility in the event they are asked to represent CISM. Ensure they are experienced in CISM.

b. If there are any problems at the Championship you and the COM must try to work it out with the liaison assigned to your team. This person will speak English and will try to resolve the problem. If the problem cannot be resolved at this level then go to the Head of the Organizing Committee, and then finally if still not resolved, you have the authority to get the CISM rep involved. If this procedure is not followed, further action cannot be taken against host country by CISM. If a problem does not get resolved by the CISM rep, document your action and send me an e-mail after you get back.

3. Responsible Authorities. The following authorities are responsible for the direction of a CISM competition:

- a. Official CISM Representative,
- b. Competition Organizing Committee,
- c. Technical jury
- d. Jury of Appeal.

e. Their functions are described in detail in the technical regulations governing each competition. However, for the jury of appeal, if three (3) CISM delegates from different countries are absent, the CISM delegates present completes it.

4. Regulations Governing Competition. Unless special authorization is granted by the General Assembly, all competitions are governed by the Special Regulations established by CISM.

5. Umpire/Referee. No umpire or referee may officiate in a CISM competition unless he is carried on the register of the International Sports Association concerned, except as permitted in the Special Regulation of the sport in question. The referee or umpire should be neutral whenever possible. The U.S sends certified internationally sanctioned referees to most CISM Championships and is lauded as some of the best.

6. Opening Ceremony. Any military ceremony prescribed by the protocol of the host country will be adhered to. The CISM flag is solemnly hoisted near the flags of the participating countries. The CISM anthem is played at the moment the CISM flag is hoisted. While the teams file by, the CISM march is being played. Depending on the protocol of the host country, opening of the competition is declared by either a high military or civilian official of the country or by the official CISM representative.

7. Closing Ceremony/Awards. According to the circumstances, the closing of a competition may either be accompanied by a military ceremony similar to the opening ceremony, or may be coupled with the distribution of awards during the closing dinner.

a. CISM gold, silver, and bronze medals are presented to the athletes. If a Team trophy is won by the U.S. then you make the decision with the COM on where it will be displayed back home, and inform the AFSCS. Please do not send to Armed Forces Sports (AFS). If U.S. team wins a rotating team trophy (e.g. Modern Pent) please have country contact the AFS office. Do not agree to any shipping, since we have had problems in this area.

8. Protocol/Discipline.

a. The Chiefs of Mission is responsible for team discipline. During the contests, all athletes present at the sport venue are considered as equal by the referees and committees and are equal among themselves. No one may use their rank to impose their opinion in a sporting matter. The Armed Forces Sports Council approved the memos in Encl (1) of this booklet, where you as the Chief of Mission have the authority to send any U.S. participant back to their respective units. The first memo is for "Misconduct" and the second memo is for a "Combat Sport" (boxing, wrestling, taekwondo and judo) where the athlete does not meet competitive weight prior to competition.

b. Please make it a point to address the team prior to leaving for the CISM Championship, as far as what you expect out of them, as well as to be prepared for anti U.S. sentiments depending on the country where the CISM Championship is being hosted. Their behavior and conduct at all times should be beyond reproach since they are representing DOD, the U.S Armed Forces and their Service. Any violation that embarrasses or reflects negatively upon the United States should result in the Chief of Mission sending the individuals back to their Units as soon as possible. Please follow input and recommendations provided by Team Captains and/or call Armed Forces Sports Secretariat for further input or guidance, if needed.

c. Please ensure that you and the team follow all host country and CISM protocol in the functions and abide the motto of "Friendship through Sport". It is highly advisable to attend the daily meetings.

9. Uniform. Appropriate Military uniform (winter or summer) as dictated by host country in their invitation, is always worn at opening ceremonies and normally at the closing banquet. Since Closing Ceremonies are done right after the competition, warm-ups are usually worn; otherwise it will be the military uniform. The military uniform must be worn at any official event. Civilian clothes (issued polo shirt with khaki pants or shorts) may be worn for cultural initiatives sponsored by the host nation.

10. Delegation Security. The host country is responsible for the safety of all delegations in attendance. In the past, no serious problems have occurred. All athletes traveling to a CISM event must complete Level 1 anti-terrorism briefing, which is offered through their base security

office, or the link is available at www.armedforcespsports.com. In addition specific country information can be found at www.travel.state.gov/travel Click on the Consular Information Sheets to get all the info about the country where the championship is being hosted. AFS office will take care of travel clearances to the host country, and provide a copy with any approvals to the TC. AFS will take care of Country Clearances and take care of VISA needs if it is required for entry to a particular country. The host nation is responsible for all security measures.

11. Travel Uniform of Delegation. It is recommended that all team members wear CISM issued gear (polo shirt and appropriate pants or warm-up) during travel to host nation. Each delegation member brings their own khaki pants. This provides a professional image of the U.S. Team. For purposes of operation security, COM and Team Captains are authorized to approve civilian dress to reduce targets of opportunity. Dress must be consistent and all team members must adhere. Civilian attire in these circumstances shall still be professional in image, such as khaki pants, polo shirt, dress shirt, etc... Jeans are not authorized.

12. Mementos. Your TC has been issued Mementos. You will present the large memento at the appropriate ceremony (scheduled by the host country) to the Head of the host Organizing Committee. Present the issued mementos to your counterparts at the Chief of Mission Luncheon or other appropriate gathering. Exchanges are normally a one-on-one reciprocation with other countries' COMs, and not a mass handout. Any extra mementos can be given out at the end to the key members of the Organizing Committee who you or the TC feel, went out of their way to assist the U.S. delegation. The TC has other smaller items such as pins, key chains and other items. The delegation members, to include you, have been issued extra clothing items to use for exchanging. Clothing items are the most popular items to exchange, along with the pins. Just make sure that athletes do not exchange their warm-up until the closing ceremony has concluded. Warm-ups are worn at all medal ceremonies, and sometimes for closing ceremonies.

13. Program. Upon arrival, the delegations normally receive the following information material: a guide containing all necessary information for the duration of their stay, local currency info and conversion places (ATMs are normally accessible), time and place of church services. Also meal schedules, operating hours of the Information desk, available means of transportation and schedule, and so on. Also, an envelope containing the technical program, contest schedules, composition of juries, time and place for training, and so on.

14. Housing/Food.

a. The delegations will be housed under the best conditions possible, whereby the capability of the country and the rank of the guests will be considered. Normally Chiefs of Missions and Referees are housed separately from the Team Captain and athletes.

b. The food provided normally meets standards, but at times lacks in variety depending on host nation.

c. All countries will do their best job possible to provide adequate lodging and food but sometimes this does not measure up to American standards. Try to make the best of the situation for the short duration of your visit to this country.

15. Medical

a. Any medical issues should be worked through your Team Trainer who will coordinate with host organizing committee POC.

b. Milder medical cases are treated in the dispensary.

c. Severe cases are treated in a hospital equipped for complete examinations.

d. A massage and general conditioning room for the athletes is normally offered.

e. Host country will not provide treatment for anyone for an existing medical condition, but they are responsible for providing daily sick call.

16. Local Travel. The host delegation makes available all necessary transportation for delegation's travel during the championship. However, it is not obligated to assume responsibility for private travel.

17. Arrival/Departure. Any delegation that participates in a championship must strictly adhere to the arrival and departure dates. An exception may be made due to an act of God, or where an understanding with the host delegation has been reached and, if necessary, with the Host Organizing Committee. As a rule, the arrival time is fixed 24 to 48 hours prior to the beginning of the contests and the departure time is 24 to 48 hours following the conclusion of the championship. If there are radical changes made by the host country, be sure to notify the Armed Forces Secretariat.

18. Drug Testing. CISM does arbitrary drug testing on athletes similar to the Olympics. They follow the same strict guidelines as the International Olympic Committee, through the World Anti-Doping Agency (WADA). Your TC has further information regarding the testing procedures. Ensure all athletes are aware that anything consumed, to include simple herbal teas and energy drinks, may include ingredients listed on the WADA Prohibitive Substance List. In 2011, a U.S. athlete tested positive for a stimulant found in an energy drink that was legally purchased over-the-counter at a national retail outlet.

19. Additional Information:

a. Contingency Check. The team captain is provided a \$500.00 contingency check upon request through the AFSCS. This is to be used only in emergencies. Such cases might include bottled water (if none provided by host), transportation to competition site if stranded at the airport, re-placement of lost airline ticket, etc. Unauthorized expenses include: team dinners/or drinks, buying personal athletic equipment, pay for sight seeing expeditions, purchasing additional mementos for the team.

b. Expenses. Each member of an Armed Forces team participating in a CISM Championship overseas receives \$3.50 per day for incidental expenses, and the appropriate JFTR/JTR destination rate on travel days. The host country provides lodging, food, and transportation.

c. After Action Reports.

Chief of Mission Booklet for Higher Level Competition

a. It is requirement for a Chief of Mission to compose an after action report NLT 30 days after a CISM Championship and send it to the Armed Forces Sports Secretariat. This can be combined as one report with the TC or separate reports can be submitted. The report should outline your experience, any problems encountered, and a synopsis of the championship. They can be sent via e-mail to the Armed Forces Sports Secretariat with all the pertinent information. The Armed Forces Sports Secretariat will ensure that it will be disseminated to all interested parties, to include the U.S. Chief of Delegation, and highlight items in the report that warrant his attention.

b. It is very important that the Team Capt send the Armed Forces Sports Secretariat the full details of the championship (a story), and any action photos with cut lines identifying our athletes (by name, rank and service) that can forwarded to Public Affairs and service sports officers within 2 or 3 working days after getting back home.

Enclosures:

Armed Forces Sports Council Memos (Encl 1)

Duties Checklist (Encl 2):

The checklist is a tool the team captain uses to ensure all important duties are completed. A copy is furnished for your information.

After Action Report (Encl 3):

The team captain is responsible for completing and submitting an after action reports following a championship. A report should be completed within NLT 30 days after the championship.

Enclosure 1 - Memos

MEMORANDUM FOR-----
(Participant's Commander)

SUBJECT: Misconduct of Participant at International Military Sports Championship.

1. During the ----- CISM-----in -----,
(year) (name of championship) (location of championship)
(participant's name, rank and service) engaged in inappropriate activities **(details outlined in the attached page).**

2. After carefully reviewing the facts with the Coaches and Team Captain, I determined that a breach of duty to uphold good order and discipline occurred. As a result of this breach, the decision was made to remove (him/her) from further participation in this championship.

-----departed on ----- to return to duty station.
(participant's name) (Date)

3. In accordance with the Armed Forces Sports Council rules, -----
(participant's name)
will be barred from participating in the Armed Forces Sports program for one year. Individual service may impose a more harsh punishment.

4. It is disappointing that -----failed to conduct (himself/herself) in an
(participant's name)
appropriate manner. In addition to letting down the team, and all the individuals who worked hard in support of this athlete's attendance at the championship, it also caused an unnecessary expenditure of funds, and reflected poorly upon the Armed Forces and the United States.

5. For more information on this incident please contact the undersigned at -----
----- .
(phone and e-mail)

Chief of Mission Name, Rank & Service
(Print, Sign and Date)

Signed Acknowledgement of receipt of memo from Participant **(Print, Sign and Date)**

Fax copy of memo to AFSCS at 210-466-1288

Enclosure 1 - Memos

MEMORANDUM FOR _____
(Athlete's Commander)

SUBJECT: Early Return of Athlete from International Military Sports Championship.

1. During the _____ CISM _____ in _____,
(year) (name of championship) (location of championship)

(athlete's name, rank and service) did not meet competitive weight in a combat sport (boxing, wrestling, taekwondo, judo) prior to competition. It was verified by the Team Trainer that failing to make weight was **not** due to any medical reasons.

2. After carefully reviewing the facts with the Coaches, Team Captain, and Team Trainer the athlete is to return to duty station, and barred from participating in the Armed Forces Sports program for one year, in accordance with Armed Forces Sports Council rules. Individual service may impose a more harsh punishment.

_____ departed on _____ to return to duty station.
(athlete's name) (Date)

3. It is disappointing that _____ failed to meet the competitive weight
(athlete's name)
standard, that (he/she) knew of well in advance. In addition to letting down the team, and all the individuals who worked hard in support of this athlete's attendance at the championship, it also caused an unnecessary expenditure of funds, and reflected poorly upon the Armed Forces and the United States.

4. For more information on this incident please contact the undersigned at _____.
(phone and e-mail)

Chief of Mission Name, Rank & Service
(Print, Sign and Date)

Signed Acknowledgement of receipt of memo from Participant (Print, Sign and Date)

Fax copy of memo to AFSCS at 210-466-1288

ENCLOSURE 2 – PLANNING CHECKLIST

UNITED STATES CISM SUGGESTED CHECKLIST

All items may not be applicable to your mission. If there are any items that are not clear, please contact the AFS Office

1. Planning Factors - (prior to departure)

- TDY/TAD Orders (proper endorsements from all services).
*Include the statement “Excess Baggage Authorized”
- Immunization Records (Only if required for host nation).
- Cash Cont Check prior to departure
- AFSCS fax or e-mail for disseminating results.
- CISM Mementos.
- U.S Flag and Anthem
- Copy of the host nation invitation
- Coordination of travel info with all team members
- Participant notification of Anti-Doping Regulations and signature on form
- Level I Anti-Terrorism briefing
- Appropriate military uniforms and khaki slacks (all of the delegation).
- Supplies for team trainer.
- Visa/Passport requirements.
- Compile a list of departure times from host nation to be turned into liaison at championship

2. Meeting With Team Prior to Departure:

- Pass out CISM mementos and athletic apparel to athletes.
- Brief on conduct and appearance.
- Wearing of proper attire.
- Signature of all applicable higher level forms (Team Capt retains all forms for the duration of the championship)
- Safeguard of orders, valuables and issue items (these things are stolen if individuals don't keep a close eye on them).
- Ensures that each member of the delegation has Padlock or combination lock.
- Bring towels, soap, and basic toiletries.
- Safety briefing on Host Country
- Ensure that Flag Bearer for opening ceremonies is selected by the team.

3. Arrival at Destination

- Call AFSCS to confirm team arrival 210-466-1335, 210-238-9919 or e-mail steven.dinote@us.army.mil
- Familiarize yourself with lodging, dining hall, training facilities, etc.

4. During the Championship

- Physical check on status of team on a daily basis
- Attend daily Team Capt meetings and relay info to delegation as needed.
- Ensure that team is at proper locations and dressed as mandated by host nation.
- Maintain contact with COM and referees.

5. Preparation for Departure from Host Nation

- _____ Ensure that everyone has flight itineraries
- _____ Collect Flag and anthem from host nation POC
- _____ All are aware of billet clearing procedures and departure times and pick up points provided by host nation

6 . Return to CONUS

- _____ **Final recap with action pics to AFSCS within 3 working days after championship**
- _____ Complete After action report to AFSCS within 30 days and can coordinate with COM if joint AAR.

Chief of Mission Booklet for Higher Level Competition

ENCLOSURE 3 – AFTER ACTION REPORT

**CISM/National Championship
After Action Report**

Event Name:

Date:

Host Site:

Team Captain:

Phone:

- Attach roster of Armed Forces Team (full name, rank, service, duty station)
- Schedule of events
- Scores of all competitions
- Final team and/or individual standings
- Event Summary (Bullets) – Covering such areas as:
 - Total Attendance
 - VIPs attending
 - Problems Encountered
 - Suggestions or recommendations

It is the responsibility of the team captain to ensure that the after action reports is completed in a thorough fashion and forwarded to the AFSCS within 30 days.

Forward after action report to AFSCS:

steven.dinote@us.army.mil



SERVICE UNIFORMS FOR CISM COMPETITION

<u>SERVICE</u>	<u>SUMMER</u>	<u>WINTER</u>
Army	Class B w/ Shorts Sleeves	Class A
Marine Corps	Service C: Green Trousers w/short sleeve	Service A: Green Trousers with long sleeve blouse (tan), tie/tab coat, ribbons & shooting badges
Navy	Officers and CPO's Summer Whites w/short sleeves, E1-6, Crackerjacks	Service Dress Blues or Summer Whites (depending on date)
Air Force	Blue Service Uniform (Class B - w/short sleeves, ribbons and functional badges optional)	Service Dress (Class A)
Coast Guard	Tropical Blue Long w/short sleeves	Service Dress Blue (Bravo)

NOTE: Female personnel may wear skirt or pants.

INTERNATIONAL MILITARY SPORTS COUNCIL

C I S M



Organizers Guidance

Guidelines to the optimal preparation and running of a
CISM World Military Championship

CISM General Secretariat – Edition 2008.

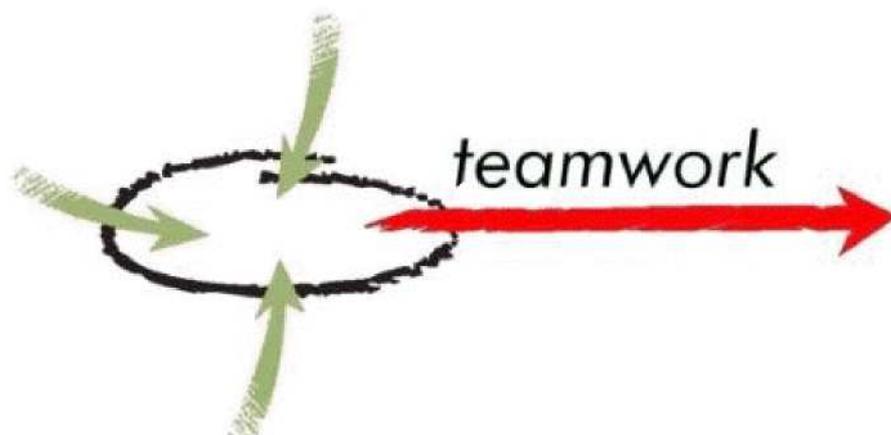


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APPENDICES.

Appendix I – Application Form to organize a CISM WMC

Appendix II – Template of invitation file

Appendix III – Checklist Anti Doping Controls CISM WMC.

Appendix IV – Joint Report

1. FOREWORD

a. The objectives of this guidance are:

- Help and advise the organizers on the preparation and follow-up of the CISM World Military Championships, as well as Continental and Regional Championships when applicable;
- Improve the quality of the CISM WMC;
- Exchange and share experiences acquired over the years in CISM events.

b. Some abbreviations used hereafter:

Abbreviations	The name in full
BoD	Board of Directors
CISM HQ's	CISM General Secretariat Brussels
CISM WMC	World Military Championship of International Military Sport Council
CISM S Sec	CISM Sport Section
CSC	CISM Sport Committee
GA	General Assembly
IF	International Federation
JA	Jury of Appeal
OC	Organizing Committee
OCR	Official CISM Representative
PCSC	President of CISM Sport Committee
SG	CISM Secretary General
TJ	Technical Jury

c. Useful Info.

You can find and download all CISM Regulations, forms and Guideline on CISM Website:

www.cism-milспорт.org

- 1) GENERAL REGULATIONS AND GUIDELINES: CLICK "DOCUMENTATION"
- 2) SPORTS REGULATIONS AND CHECK-LISTS: CLICK "SPORTS"

2. HOW TO BE CANDIDATE FOR A CISM WORLD MILITARY CHAMPIONSHIP

a. Eligibility and procedures

Only active CISM member nations may organize CISM WMC;

The candidacy may be done at any time during the year, particularly during the General Assembly;

Before presenting their candidacy, the Delegations must consult the concerned PCSC to check the status of the sport in the concerned year.

After consulting the PCSC, the Chief of Delegation shall notify the SG by official document (letter or fax) its candidacy to host the event (with copy to the concerned PCSC). The application file duly filled (see Appendix I) shall accompany this document. You must present the candidature by the end of the GA two years before the year of the Championship.

In case of facing any problem to fulfil the compromise of the organization of the CISM WMC, the Delegation shall inform the SG immediately. A Delegation may be subject to disciplinary action if withdrawing from the organization after having sent out the invitation.

b. Calendars

The PCSC supervises the drawing up of the calendar 5 years in advance. So, take note of this before presenting the candidature;

For practical reasons, the host Delegation has to define the exact dates (arrival, opening ceremony, competitions days, closing ceremony and departure) and inform the CISM HQ's till General Assembly of the year before of the CISM WMC;

Then the CISM S Sec will send a letter (no invitation file) to the concerned International Federation. On this letter, we will request the IF to insert the WMC in their official calendar and to delegate a representative to attend the event. Once this formal procedure completed, in principle, none changes will be allowed.

CALENDAR SCHEDULE:

Year	Action
Y – 2	The organizer must present the candidature (letter/fax + application file) by the end of the GA.
Y – 1	The organizer has to define the exact dates (arrival, opening ceremony, competition days, closing ceremony and departure) and inform the CISM Headquarters till General Assembly.
Y	Organization of the Championship.

3. INVITATION FILE

The invitation file is the first impression on the quality of a championship and the first idea on the professionalism of the Organizing Committee. It is therefore important to pay attention both to the content and to the “cosmetics” of the invitation file. The points detailed hereafter will help you to have a good invitation file

a. Preparation Schedule

TIME (*)	ACTIONS
1 year	Do not forget that you are not the first one in organizing a WMC so, we suggest you to request the CISM S Sec to send you a model of the previous invitations on the concerned sport. See a general template on Appendix II
9 months	Send a electronic draft of the invitation file to the CISM S Sec
ASAP	The CISM S Sec will send you the remarks and advice after discussing with the concerned PCSC.
6 months	Send back to CISM S Sec the final electronic version of the invitation file signed by the Chief of Delegation or other high authority of your country. It will be put immediately on the CISM website; Be aware!!! You have to send by normal post to the follow people: <ul style="list-style-type: none"> ➤ the CISM President; ➤ the Official CISM representative ➤ the Continental Vice-President; ➤ the Secretary General; ➤ the Chief of Liaison Office; ➤ the concerned President and the members of the CISM Sport Committee; ➤ representative of CISM partners and sponsors.

(*) previous to the WMC

b. Guidance for preparing an invitation file (See Appendix II)

1) Cover Page and preliminaries

A beautiful cover page displaying the CISM logo and the logo of the Championship is suggested. Besides the logos, the cover page will show the name of the championship, the dates and the place(s) of the event.

The world championships are called “(NUMBER) WORLD MILITARY (SPORT) CHAMPIONSHIP”.

Immediately after the cover page comes a letter of invitation signed by a high authority of the Organizing Delegation and/or by the Chief of Delegation himself.

2) Content of the text

These items are mandatory:

- Distribution list (CISM member nations and authorities)
- General Schedule
- Composition of the Mission
- Access to the location of the competition
- Condition of stay
- Regulation of the championship

- Anti-doping procedures during the championship
- Uniform/dress/flag/anthem
- Custom and visa requirements
- Whether conditions
- Registration for deadlines
- Correspondence and contact points of the O C

3) Registration Forms.

The only possibilities for an OC to get the information about the nations/athletes who will participate in its WMC are the registration forms. It is therefore important that when you prepare these forms, you foresee any possible problem. The following official registration forms are mandatory:

- Preliminary agreement
- Final entry + Composition of the mission + Commitment of the Chief of Mission

4) Some aspects to be considered

Discuss the technical aspects with the concerned PCSC in advance.

Be careful with the preliminary agreement and final entry deadlines. If the deadlines are fixed too shortly before the start of the competitions, it leaves you very little time to react in case of problem. On the other hand, if it is fixed too long in advance, it is not realistic as some countries might not have finished their national qualification contests yet. In general, the deadline for the preliminary agreement should be fixed 8-6 weeks before the start of the event and for the final entry 4-3 weeks before. However, be aware on the fact that each sport has its specificities.

When you intend to invite non-member nations in accordance with Art. 3.18, letter B. of the Policy Manual, be aware of the fact that they may only participate in CISM events where no elimination is foreseen.

Send the final version of the invitation file (main text) to CISM S Sec in “PDF” format signed by the Chief of Delegation or other high authority. The forms (Preliminary Agreement and Final Entries) you should send in “word” format in order to allow the participants fill them out by computer.

Ask your guests a telephone/fax number and e-mail address for contact. Put this request on the preliminary agreement and final entry forms.

5) Information to be sent to CISM S Sec

a) Preliminary agreement:

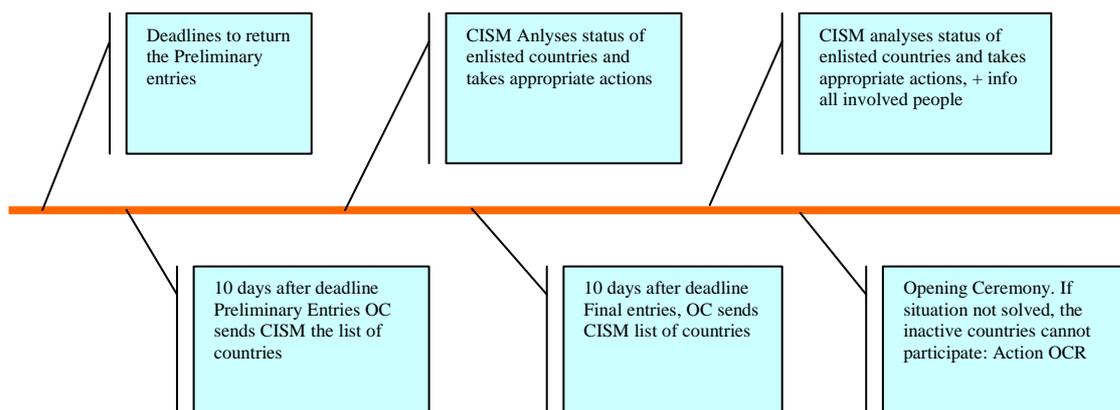
10 days after the deadline, the OC will send the list of participating nations to the CISM S Sec (fax or e-mail).

b) Final entry

10 day after the deadline the OC will send the list of participating nations to the CISM S Sec (fax or e-mail).

c) Note

The participants do not send a copy of these forms to the General Secretariat any longer, so the information above is the only way to take actions when an inactive country intends to take part in WMC.



4. ARRIVAL AND DEPARTURE

a. Guidance about arrival and departure of the participants

Confirm the Arrival data by calling or e-mailing your guests.

Make a transport planning to pick up the people on the arrival point (Airports or train/bus stations). Take into account the number of incoming people and the luggage;

Set a helpdesk on the Airport to the Arrival and Departure days;

We advise you to confirm the departure data immediately upon arrival of the participants, while they are at the airport.

As soon as the missions arrive you shall delivery them a Booklet containing:

- General information about the host city (transport, map, etc.);
- Detailed program (date, time, activities, dress, etc.);
- Condition of Stay;
- Technical information about the event (ground description, type of the balls, etc.)
- Other useful information (banking facilities, postal office, etc.)

b. Problems you may face in this occasion

You have to be prepared to face the following situations:

SITUATION		ACTIONS
Arrival of expected delegations	Early arrival	Take a look on the Article 3.4. till 3.7. (Procedures Manual)
	Late arrival (3 situations)	
Arrival of unexpected delegations	Before the preliminary meeting	
	After the preliminary meeting	
Absence without notification	After receiving the agreements	
Departure	Early departure	
	Late departure	

5. BOARD AND LODGING

a. Accommodation

Participants are accommodated either in hotels or barracks, in groups or individually according to the facilities at your disposal. The CISM Procedures Manual (Article 3.19.) establishes the conditions for accommodations. Anyway, uses your sense to plan the accommodation. Your guests must preferably be accommodated in at least two categories:

- The OCR, the PCSC and CSC members, Chief of Missions and attending dignitaries, referees/judges, representatives of IF and Representatives of Partner Firms (at own expense);
- Team captains and teams (whether officers, NCO’s, coaches, etc.)

b. Meals and drinks

The following points should be taken into consideration:

- particularities to races and religion (indicate the type of meat for all dishes);
- medical requirements and prescriptions;
- schedule of events;
- non alcoholic drinks shall be provided free of charge during meals and water during the competition;
- tradition requires the Closing Banquet.

c. CISM Club– Meeting point

As one of the major CISM aims is to promote relations among military athletes of all nations, the OC should endeavour to make available a place where the athletes can meet and exchange information. It might include:

- an information centre;
- a postal office;
- a news stand (photo, magazines, etc.);

- a notice board (results, useful info, etc.);
- Internet point (very recommended).

6. OFFICIAL MEETINGS

a. Preliminary Meeting

The various official meetings held in the frame of a CISM championship are essential to conduct the competition. The most important for you, organizer, is the Preliminary Meeting. You must provide a suitable room with enough number of places and equipment for presentations (screen, Bema, Mic, etc.). This meeting is compulsory for the following individuals:

- Official CISM Representative;
- Chairman of the Organizing Committee;
- President and members of the CISM Sport Committees;
- Chiefs of Mission of the participating nations or their representatives;
- The team captains/coaches (if necessary);
- Referees/judges.

The following general agenda is suggested:

- Welcome
- Introduction of the OCR, PCSC and members, the Chairman of OC, other authorities
- Briefing on the general organization of the competition
- Program overview of training provisions, competitions, ceremonies, meetings, etc.
- Appointment of the Technical Jury, Jury of Appeal and Anti-doping Commission
- Information on anti-doping regulations
- Final entry of competitors' names and verification of their military status
- Drawing of lots, elaboration of starting lists
- Miscellaneous

b. Others Meetings

You also have to provide the necessary facilities (room, supplies ...) for those meetings (when it is required):

- Technical Committee;
- Technical Jury;
- Jury of Appeal;
- Anti-Doping Commission.

7. CEREMONIES

a. Generalities

All CISM events shall bear a military character and include ceremonies which enhance their prestige. The ceremonies must respect the CISM and the Host country protocols. All militaries participants have to be in uniform.

In order to lend CISM events a more official character and to encourage friendly relations between the governments of member nations, it is highly recommended that diplomatic representatives from all participating nations be invited.

b. Opening Ceremony

The sequence of the Opening Ceremony is as follows:

- 1) The missions, led by their team captains, assemble according to French alphabetical order;
- 2) The ceremony is followed by the entrance in the stadium and the parade of the teams to the CISM march. The team of the host nation is the last to enter the stadium;
- 3) The flags of the participating nations are already hoisted in the same order (or they are carried by anyone leading each team);
- 4) After the entrance of the missions, the CISM flag is hoisted to the sounds of the CISM anthem;
- 5) The welcome address is pronounced either by the OCR or by a dignitary of the host nation;
- 6) The championship will be opened with the traditional phrase: "I declare the ... (event) ... of the International Military Sports Council open". It is usually declared by the highest present Authority of the Organizing Country.

c. Closing Ceremony

The Closing Ceremony is performed in the same practical manner as the Opening Ceremony, but it includes the distribution of medal and awards (if not already done). As a rule, the national anthem is played and the national flag is hoisted only when the award concerns a team victory.

The Closing Ceremony ends with the traditional phrase: "I declare the ... (event) ... of the International Military Sports Council closed", by the highest local present authority.

d. Others Ceremonies

You may also schedule a commemorative ceremony at a national monument.

During the Closing Banquet a short ceremony is prepared when the OCR takes the floor on behalf of CISM and all Chiefs of Missions present to thank the OC. At that time he presents the traditional CISM gift to the Chairman of the OC. At that time is also taken the opportunity of changing gifts among the missions (teams).

The ceremony to the presentation of awards takes place during the closing ceremony. Exceptions may occur, in which case it takes place during the championship or the closing banquet, but whenever possible it should be done in public and therefore be planned

during the closing ceremony. The authorities who will hand the awards over should be choose and informed previous to the beginning of the ceremony.

8. CULTURAL / SOCIAL ACTIVITIES

One of the main CISM sporting events goal is to bring soldier together to achieve the motto: “FRIENDSHIP THROUGH SPORT”.

The traditional Cultural Day is conducted by the organizers to promote and to allow the following:

- A relaxed moment to the participants;
- A break on the competition giving a necessary rest time due to physiological reasons;
- To show the culture and traditions of the organizing country.

It is often scheduled in between of the competition days or in the last day. Consult the concerned PSCS to know what would be the right day to plan so.

Do not be long and bored. It is suggested that you schedule something in the morning finishing with a traditional food for the lunch. The afternoon will be free.

9. TECHNICAL ISSUES

a. Key Point

As you know, we have a CISM Sport Committee President in each CISM category 1 sport. This PCSC is an expert and experienced adviser. Ask him the Check List on his/her sport, and then, open a communication channel to discuss all technical aspects. Invite him for a pre-visit site. He should advice you about the sport venue requirement, refereeing, results management software (if any), doping tests, etc.

b. Doping test

The conduct of doping tests is mandatory at all WMC. The mandatory minimal number of tests to be carried out is fixed in the CISM Sport Regulations ruling over each sport as follows:

Sport		Test at least
Aeronautical Pentathlon		5
Basketball		12
Boxing		12
Cross-country		8
Cycling	Cycling	5
	Cyclo-cross	4
	Mountain Bike	4
Equestrian	Humans (1 per discipline)	4
	Horses (2 per discipline)	8
Fencing		8
Football		12
Golf		2
Handball		5
Judo		8
Military Pentathlon		24
Modern Pentathlon		6
Naval Pentathlon		5
Orienteering		5
Parachuting		6
Sailing		4
Shooting		32
Skiing		8
Swimming	Swimming	8
	Water Polo	4
	Diving	2
	Lifesaving	
Taekwondo		8
Track & Field		18
Triathlon		8
Volleyball		10
Wrestling	Free-Style	3
	Greco-Roman	3

An Anti Doping Commission is appointed and is responsible for the organization and proper conduct of tests during the championship. This Commission is always composed by:

- The OCR, who is the President;
- The PCSC, who acts as technical adviser to the OCR;
- The representative of the OC who may be seconded by the authority responsible for the tests

All procedures related to the conduct of tests and the management of the collected samples strictly follows the provision set in the WADA International Standard for Testing. CISM developed a similar document called “anti doping check list” which takes into account the CISM specificities

The OC covers all costs related to the doping control. The tests shall be carried out in a WADA accredited laboratory and the results should preferably be available before the end of the championship. The list of accredited WADA laboratory (ies) can be downloaded from the WADA website: <http://www.wada-ama.org>

The SG is responsible for the entire results managements so the labs shall send the results directly to the General Secretariat as early as possible.

c. Referees/judges

Depending on the Sport Regulation, each participating nation shall bring one or more referees/judges. In case a nation is not able to provide the required of qualified referees/judges, it may request assistance from another nation or pay to the organizing nation the cost of that. This sum may be fixed in the concerned Sports Regulation. The OC or the PCSC may request that the relevant IF designates a “chief of referee”, who shall not come from one of the participating nations.

Each delegation is responsible for paying its referees/judges. Missions that do not comply with the prescribed procedures may be refused the participation in the championship.

d. Composition and Responsibilities of the Juries

1) Technical Jury

The PCSC appoints the President and members of the TJ during the preliminary meeting from the technicians with a special knowledge of the sport, except anyone belongs to the OC. The tasks given to this body can vary with each sport.

The TJ ensures that the technical regulations are properly followed during the competition and it rules as a first resort on all protests received.

Procedures for handling protests:

- Any protest shall be submitted to the President of TJ in writing and signed by the Chief of Mission of Team Captain according to the timing specified in the concerned Sport Regulation;
- Each protest shall refer to the articles of these rules on which is based;
- Each protest requires a deposit if USD 100. If the protest is refused by the

TJ and no appeal is made, this amount of money is forfeited and paid to the CISM General Secretariat;

- Decisions are reported in writing to the OC and the OCR.

2) Jury of Appeal

It is composed by the President, who is the OCR, and three members chosen among the delegates of the participating missions, with a maximum of one per nation. If there are no 3 CISM delegates from different nations, the OCR may invite Chief of Missions. The members of OC, the PCSC and members of TJ may not serve the JA. The PCSC attends the JA meeting as a counsellor but without being entitled to vote.

The JA intervenes in the following cases:

- as a result of a written protest made by a nation dissatisfied with the decision reached by the TJ;
- when summoned by the OCR;
- upon request of the Chairman of OC, PCSC or Chief of Host nation.

Procedures for handling protests:

- When the mission considers that the TJ decision has not rendered justice to his protest, he can submit a protest against this decision in writing to the JA. This appeal shall be submitted to the President of JA within 2 hours after the written notification of the rejection by the technical jury;
- The JA rules as last resort and its decision does not depend on any precedent as is final. The decisions are transmitted in writing to the OC for dispatch and to SG for information;
- If no prior deposit has been made to the TJ, then a deposit of USD 100 shall be made to the JA. If the protest is denied by the JA, the deposit will be forfeited and paid to the GS.

e. Final Results

The final results of a WMC are one of the most important documents. Most of the individual sports have specific software to make the results easier. The PCSC may help you by recommending or providing you with the most up-to-date version. Do not forget to type the correct rank and name of the athletes on the List of Results.

10. COMMUNICATION

Every year CISM organizes more than twenty world sport championships and many other important events. Several of those events are taken place simultaneously and in different continents. Unfortunately it will not be possible to send from the CISM Communication Section personnel to each event.

The Communication and Marketing Section has the intention to give each of the organizers appropriate media coverage both on our website and in our official CISM sports magazine.

Therefore, I invite you to support the communication section.

We must ensure that we are able:

- To pay tribute to the organizers;
- To produce CISM's website and Sport International Magazine, in taking into consideration a matter of quality and deadline.

Together, to achieve our common goals and benefits, we have to keep in mind and respect three very important guidelines:

- Prior to the competition – announcement, introduction and information;
- During the competition – regular and precise reporting, intermediate results and highlights, background information;
- After the competition – final report (including pictures and articles) and overall result to be forwarded to us as soon as possible, appreciation of the organization, friendship through sport (CISM values).

More into details, it is vital for us to receive the material in a good standard quality, so that it can be used for forthcoming publications:

- Invitations, articles and reports must be sent in electronic version;
- Paper or digital photos must be accompanied with their description (who, what, when, where);
- Digital photos must reach a 300 DPI definition in order to be exploitable afterwards.

We are particularly interested in receiving photos from diverse participating countries or athletes, especially on their first appearance and not only the winners.

It will be easily done by your team. Nevertheless, it is important for use to have the material in a quality that can be used for further publications. For that, electronic versions of results, articles and pictures (with subtitles) are important for us. A broadly diversified reporting with pictures of all participating nations is particularly important. The speeches of the high authorities and personalities during the opening and closing ceremony are just as important for us.

Please send your daily pictures and articles to info@cism-milспорт.com during the competition

11. GENERAL ISSUES

a. Organizing Committee

The host nation should establish an Organizing Committee to conduct all events held in the framework of a CISM WMC. The OC comprises generally the following sections and tasks:

Section	Tasks
Technical	<ul style="list-style-type: none"> - organization of the technical secretariat, - organization of the technical facilities and equipment (stands, sound, equipment, poles and flags, buffet, sanitation, anti-doping control, health care,), - the appointment and the mission of the technical personnel (electricians, controllers,), - facilities for the jury and for the competitors (one tent per nation,....), - scoring board (specific, general, individual and team results), - issue of competitor's starting numbers, - the printing and dispatching of results, - if the competition in question includes several events, there may be several competition sub-sections.
Public Relation	<ul style="list-style-type: none"> - general protocol, - organization of the opening and closing ceremonies, - music, - tourist brochures, maps, guidebooks, miscellaneous, - press coverage, before, during and after the competition, - release of results to the press, contacts with reporters, - information and communication, - organization of tourist activities, cultural day, - organization of the closing banquet, - information centre (including exhibitions of awards, posters, photos, news-stand, souvenirs, banking facilities, mail slots...), - presentation of awards and gifts, - compiling souvenir-album or video tape for the Chiefs of Mission and the General Secretariat.
Financial	<ul style="list-style-type: none"> - drawing up the budget, - assignment of funds, - management of funds, - payment of bills
Logistical	<ul style="list-style-type: none"> - organization of local transportation and supervision of traffic, staff cars, fuel, parking, - security, - reception and welcoming of officials and missions, - housing and meals for officials, Chiefs of Mission, teams, additional members of the organizing committee, - organization of first aid and medical services (mobile and stationary units).

b. Main Authorities of a WMC

Authority	Mission
Official CISM Representative	The OCR represents CISM as its highest authority on the WMC. He takes the precedence over all CISM officials, except the President of CISM. See its missions and responsibilities on the Article 2.15. and 2.16. Policy Manual.
President of CISM Sport Committee	The PCSC is an expert in each of CISM sport. See its missions and responsibilities on the Article 2.19. Policy Manual.
Chairman of the Organizing Committee	The Chairman of the OC has under its responsibility all organization of the event. He is the key point of contact to resolve any administrative and technical problems. He has to be in close contact with the OCR and the PCSC before and during the event.

The competitions may be placed under the patronage of a high authority or a patronage committee if the organizing nation wishes so. It consists generally of governmental, military and sports authorities of the host nation.

c. Recomendations for Medical Care

1) Generalities

The following is a list of items, to consider the provisions of effective sports medicine coverage for a CISM event. The recommendations are general in nature as it would be impossible to cover every potential individual problem that could occur in the wide variety of events that CISM hosts all over the world.

2) Event physician

The host country should appoint a physician, preferably with sports medicine experience, to ensure that the appropriate medical preparations are made with respect to the athletes' safe participation in the event. Ideally this person should be a member of the event's organizing committee;

3) Medical preparations

The event physician should be familiar with the relevant sport and its potential hazards. Using this information, the event physician must decide what medical emergencies his or her staff should prepare to handle arising problems, to have the necessary supplies, equipment, and personnel. This could include such problems as spinal injury, hypothermia, heat exhaustion, heat stroke, dehydration, myocardial infarction, limb fractures, joint dislocations, drowning, lacerations and head injuries;

4) Inform medical support staff

Ensure that the staff of the hospital/clinic to which you will send injured athletes is aware of the event you are hosting and the date of the competition. This will avoid any surprises and will allow the hospital/clinic to make in time any necessary preparations;

- 5) **On-site medical coverage**

As a minimum, all events should have a physician on-site during the competition. Ideally, there should be also present an appropriate number of medical orderlies and other medical support personnel. These experts should have the skills and equipment necessary to handle the potential sport-related emergencies that can occur in a given event. In events such as triathlon, marathon, cycling, biathlon and cross country running, the athletes often compete on courses which take them considerable distances from the start and finish areas. In such events it is important that medical personnel is stationed along the course to identify and assist athletes having problems;
- 6) **Medical treatment area**

There should be a centrally located, easily accessible and readily identifiable medical treatment area at the competition site. In many cases it should be most appropriately located at the finish line;
- 7) **Injury evacuation capability**

An ambulance or appropriate vehicle should be available on-site to evacuate athletes who sustain serious injuries. There should also be an ambulance on stand-by in case the on-site ambulance is in action. The organizers should have an evacuation plan which outlines the facility to which injured athletes will be taken and by what route;
- 8) **Communication network**

The medical team covering the event should have a communication system such as those athletes who are injured can be rapidly located, evacuated and treated. The technical system will vary depending on the complexity of the event and the distances over which it is held. Radios and cellular phones are two options to consider;
- 9) **Medical team identification**

The medical team covering an event should be readily identifiable. One option: to wear commonly recognized medical symbols such as the red cross or crescent;
- 10) **Medical coverage briefing**

A briefing outlining the medical coverage of the event should be provided at the team captains meeting. This would allow each country to become familiar with the available medical coverage and gives them the opportunity to identify and resolve potential problem areas or concerns prior to the competition;
- 11) **Course design**

The medical safety of the athletes is a critical factor that should always be considered by the event organizers when they design the course for a competition. For example, in an extremely hot environment, it makes more sense to have the cross country runners perform multiple short loops rather than one large loop. With multiple loops, the athletes can be observed more closely to ensure that they are not getting into trouble with heat-related

injuries. In addition, on a multiple loop course, it takes less time to locate and evacuate injured athletes;

12) Liquids and nutrition

Sufficient volumes of liquids and energy replacement food should be readily available at the competition site. The provision of liquids is an especially important issue in competitions conducted in warm environments. During endurance events, particularly those conducted in hot weather, water and sponging stations should be available on the course at intervals as specified in the international rules governing the conduct of such events. Failing to make these simple provisions could put some competitors at unnecessary risk of serious and potentially fatal injury;

13) Safety regulations

The organizers should know and enforce the safety regulations that exist for the event they are hosting. For example, in cycling events, the competitors should be required to wear helmets. Enforcing these rules can substantially reduce the incidence of serious athletic injuries;

14) Venue inspection

Prior to the competition, the venue at which the event is being held should be carefully inspected in order to identify potential safety hazards. Damaged equipment, holes in the turf, loose twigs, etc. are examples of common problems that can lead to injury. Any problem that could represent a danger to the competitors, should be corrected before the competition. If the problems are extensive and the necessary repairs are expensive, consideration should be given to select a new competition site;

15) Insurance coverage

In some countries, government policy does not extend medical coverage to athletes from foreign nations who require medical attention in civilian facilities. Event organizers should determine their country's policy in this matter and if such protection is not available, insurance coverage should be purchased for the duration of the event to ensure that this coverage is obtainable;

16) Sports medicine lecture

Whenever possible, the event organiser should arrange an educational presentation on some aspects of sports medicine for the coaches, team captains, chiefs of mission and the athletes (study day). These presentations should last approximately one hour and the topic should be of practical interest to the audience. Topics in the past have dealt with issues such as running-related injuries, the importance of hydration and sport nutrition.

17) Note

This check list is by no means all inclusive. Event organisers and physicians should tailor their medical coverage plan to their specific circumstances in their relevant sport.

d. Joint Report

The Joint Report is the most useful document to the CISM General Secretariat. All necessary information comes from this document (statistics, disciplinary actions, evaluation and development of each sport, improvement of the quality of the CISM events, etc).

It consists of 3 parts and each one of that under the responsibility of:

- 1st Part – Chief of Organizing Committee / Chief of Delegation;
- 2nd Part – Official CISM Representative;
- 3rd Part – President CISM Sport Committee.

The authority responsible for the collection of all the information and the forwarding to the CISM General Secretariat is the Official CISM Representative. This report must be filled in by the 3 involved authorities separately. The information will be carefully analyzed, and any of the involved above signed authorities will be kept informed on any further possible action.

Before sending this report and the foreseen attachments, we recommend you to use the following Checklist to make sure that all the information which must be sent to the General Secretariat are included:

CISM Joint Report Content – CHECKLIST.	
Participants	<ul style="list-style-type: none"> ➤ Complete list of participants in electronic version ➤ Preliminary Agreement and Final Entry of the nations which did not respect their commitments
Sport	<ul style="list-style-type: none"> ➤ Complete book of results ➤ Request for the ratification of a CISM Record (when necessary) ➤ Reports on a protest + decision of the Technical / Appeal Jury (+ money when necessary)
Anti Doping Information	<ul style="list-style-type: none"> ➤ Record sheets of Each athlete tested ➤ Copies of the medical certificates presented by the athletes (when occurred) ➤ Complete address of the Laboratory (IOC/WADA Accredited) and name of the responsible doctor.
Miscellaneous	<ul style="list-style-type: none"> ➤ CD-Rom with pictures and Press files

INTERNATIONAL MILITARY SPORTS COUNCIL



WORLD MILITARY CHAMPIONSHIP / WORLD LEVEL EVENT

CANDIDATURE DOSSIER - APPLICATION FORM

Member Nation :

Chief of Delegation :

Address of contact person :

.....

Telephone :

Fax :

E-mail :

We herewith submit our application to organise the CISM Military World Championship:

Sport:

Place:

Dates:

We declare that we have read, and that we have fully understood the rules given in the CISM Procedures and Policy Manuals, and the concerned CISM Sports Regulations, and that we will conduct the events in full compliance with these rules

Date :

Rank, name and sign of the Chief of Delegation:



**International Military Sports Council
Country Delegation**

**Your Crest
(in color)**

INVITATION FILE

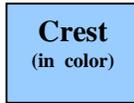
Xth World Military SPORT Championship
(Eg.: 2nd World Military SPORT Championship
Observe the same procedure in Header Configuration)

**Championship Logo or
Mascot (in color)**

Date, Place

CISM

Friendship through Sport.



The address of your CISM Delegation

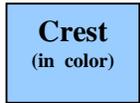
To: See Distribution List.
Subject: XTH WORLD MILITARY SPORT CHAMPIONSHIP YEAR
Date: DD/MM/AAAA

Indicate a formal text inviting all the participants.

Electronic signature of the Chief of Delegation and/or other High Authority

ENCLOSED:

- Distribution List
- Program
- General Information
- Annex 1 - Preliminary Agreement
- Annex 2a - Final Entry
- Annex 2b - Composition of Mission
- Annex 2c - Commitment by the Chief of Mission



1. Distribution List

CISM governing bodies

- ***President of CISM***
- ***Official CISM Representative***
- ***The concerned Continental Vice-President***
- ***CISM Secretary General***
- ***The concerned Chief(s) of Liaison Office(s)***
- ***President and Members of CISM Sport Committee***
- ***Representatives of the CISM Partners and Sponsors***

To the Chiefs of Delegations of

Here, you must list All CISM member nations, including inactive member. One for those sports in which the number of participants is limited by the sports regulations, the concerned PCSC will provide you with the list of qualification in due time, and only these countries will be invited (mentioned here).



2. General Program of the Championship

DATE	ACTIVITY
D	-Arrival of the Participants
D + 1	- Preliminary Meeting - Training - Opening Ceremony
D + 2	- Competitions
D + X	- Competitions last day - Closing Ceremony and Banquet
D + X + 1	- Cultural day
D + X + 2	- Departures of all participants.

Note:

This program should not go into details because it was prepared too long in advance. The detailed program shall be delivered to all participants upon arrival.

3. Composition of the Mission

- List the composition of the mission according to the latest version of the concerned Sports Regulations.
- You may also mention that only military personnel in active duty may participate in the competitions (see CISM Policy Manual, art. 3.19)

4. Access to the Location of the Competition.

- The cost of travel to and from the host country will be the responsibility of the participating country.
- The organizer will ensure the transportation from the place of arrival in the host country to the place of stay and also the transport during the competitions.
- List the point of arrival and departure by plane (nearest airport), by bus/train (stations), by car (the roads).
- If you may provide an access map, put it as an annex to the Invitation file.
- Make sure that International flights arrive/leave from the airport you have chosen.

5. Conditions of Stay

- Board and lodging will be at the expenses of the organizers
- Extra expenses (telephone, drinks, laundry, etc...) must be paid by the participants
- Any cost before the foreseen arrival date and/or after the departure date must be covered by the participants.



- Additional person will not be accepted without official written permission of the Organizers.
- The medical assistance provided by the organizers, and the one not provided.

6. Regulations of the Championship.

- Indicate the edition of the technical regulations used for the championship (CISM and concerned International Federation, if any).
- For team sports championships specify the type of balls used during the championship.
- Indicate the schedule of game play (pools, qualification rounds, etc.)

7. Anti-doping

- Anti Doping tests will be organized in accordance with the CISM anti-doping regulations – Policy Manual – Chapter IV.
- The number of tests shall be determined by the CISM Anti Doping Commission established during the Preliminary meeting, according to the CISM Regulations.
- The tests will be performed according to the latest WADA Anti Doping Code and Procedures.

8. Uniforms.

- Uniforms are mandatory. Specify which type of uniform will be used (summer dress, combat dress...)
- Remind the participants that the uniforms are mandatory for the opening and closing ceremonies.
- Request 1 flag and 1 national anthem (on CD)

9. Customs and Visa Procedures.

- Recommend the participants to contact the Host country Embassy in their own country.
- If the championship requires that the participants to bring weapons and ammunitions, indicate clearly the procedures to be met in order to import these goods in your territory.

10. Weather Conditions

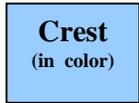
- Indicate the average temperatures for the period of the championship

11. Registration Forms Deadlines.

- Set the deadlines to return the preliminary agreements and the final entries.
- On the final entry form, the participating mission shall indicate a valid and operated phone and fax number as well as an email address in case the organizing committee needs to contact them.

12. Correspondence.

- Give the complete and detailed info to the participants so that they may reach you (Address, phone, fax, email, website.)



PRELIMINARY AGREEMENT

To be returned before day/month/year:

Address + contacts of the Organizing Committee

NATION :

TOTAL NUMBER OF PARTICIPANTS:

	Officials	Athletes	CSC members	Referees	Total
Men					
Women					
Total					

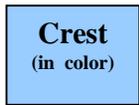
MEANS OF TRANSPORT : _____

DATE: _____ : _____

SIGNATURE OF CHIEF OF DELEGATION

RANK/NAME: _____

Your Contact	Rank/Name	
	Phone	
	Fax	
	E-Mail	



FINAL ENTRY

To be returned before day/month/year:

Address + contacts of the Organizing Committee

NATION :

	<i>PLACE</i>	<i>DATE</i>	<i>FLIGHT Nr</i> <i>TRAIN Nr</i> <i>BUS Nr</i>	<i>TIME</i>
<i>ARRIVAL</i>				
<i>DEPARTURE</i>				

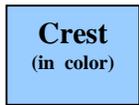
MEANS OF TRANSPORT : _____

DATE: _____ : _____

SIGNATURE OF CHIEF OF DELEGATION

RANK/NAME: _____

Your Contact	Rank/Name	
	Phone	
	Fax	
	E-Mail	



FINAL ENTRY - COMPOSITION OF THE MISSION

To be returned before day/month/year:

Address + contacts of the Organizing Committee

NATION :

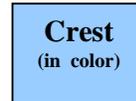
#	Function	Rank	Name and Surname
1.	Chief of Mission		
2.	Coach		
3.	Trainer		
4.	Referee		
5.	Male athlete		
6.			
7.			
8.			
9.	Female athlete		
10.			
11.			
12.			
13.	CSC Member		
14.			
15.	Referee		
16.	Ad Libitum		

In strict compliance with applicable CISM Regulations (CISM Policy Manual, Ch.III, art: 3.19), I, the undersigned Chief of Delegation, hereby officially confirm that all athletes representing my nation in the CISM event are on active duty in my nation's Armed Forces. I understand that sanctions may be imposed against my nation, my mission, my team, individual athletes, or myself for violation of this provision (CISM Policy Manual Ch1, Art: 1.11).

DATE: _____

: _____
SIGNATURE OF CHIEF OF DELEGATION

RANK/NAME: _____



FINAL ENTRY - COMMITMENT BY THE CHIEF OF MISSION

NATION :

The undersigned, Chief of Mission declare that he has read the Article 3.28. of the CISM Policy Manual and moreover understood the following prescriptions:

A. Chief of Mission

1. Chiefs of Mission shall be familiar with CISM regulations.
2. Missions must not only participate or be present at sports events, they are also required to participate in information conferences on CISM, study days, commemorative and cultural events and ceremonies organized by the host nation.

B. Conduct of a mission

1. The Chief of Mission is responsible for the behavior of his team in sports and general discipline. He shall ensure that members of his mission respect the rules and directives prescribed by CISM and organizers of the championship. The respect of schedules is particularly important as they form the basis for the effective conduct of competitions and ceremonies. Instances of indiscipline or poor sportsmanship will be handled by Championship officials and may result in the disqualification of individual athletes or teams.
2. The Chief of Mission shall also enforce the rules concerning behavior and dress during the ceremonies. He plays an important role in promoting the CISM spirit among his mission, a spirit represented by friendly attitude towards other missions, courtesy towards organizers and fair-play in competition. The mission, who does not wear military uniforms during the opening ceremony of a Championship, will not be authorised to take part in the Championship. The Official CISM Representative will communicate this decision.
3. In conformity with the Statutes and traditions of CISM, any political or religious action during a CISM event, in particular the dissemination of propaganda documents, pictures, brochures, reviews, etc, is strictly forbidden. Any contravention shall result in the exclusion of the mission from further competition.

DATE: _____

: _____
SIGNATURE OF CHIEF OF MISSION

RANK/NAME: _____

CHECK LIST ANTI DOPING CONTROLS

1. GENERAL

CISM adheres to the WADA Code and is an active part of the worldwide fight against Doping. Anti Doping Controls are mandatory at all CISM competitions on World level. The testing procedures must be in conformity with the International standard for testing. The correct testing has to be ensured by the CISM Anti Doping Commission.

The composition of the Anti Doping Commission is:

- Official CISM Representative (President)
- PCSC
- Representative of the Organizing Committee of the championship who may be seconded by the authority responsible for the tests. (accredited Anti Doping officer) (Representative appointed by the Chief of organizing committee)

Proper testing is the results of the co-operation of the Anti Doping Commission and the Organizing Committee, that means of a team in which each member must precisely know what role he has to play. This document tries to remind the precise duties of each member. In this sense, it must be read in conjunction with the Anti Doping Regulations of CISM.

In case of need, every authority can, at any moment, contact with the **Director Sports** of the General Secretariat and/or the President Sports Commission Medicine.

After the championship the Secretary General informs the Anti Doping Commission on the results of the Anti Doping controls and possible consequences .

2. ROLE OF THE CHIEF OC

a. Before the Championship

1) Contacts the President CSC

- Desired number of tests
- Specific requirements
- Necessary information on the specific sport

2) Might contact the Director Sports of the General Secretariat and/of the President Sports Medicine Commission.

- General doping control information
- CISM anti doping control regulations
- Accredited laboratories (www.wada-ama.org)

3) Sets up the organization of Sample collection Session

- Appointment of the representative of the OC
- Appointment of personnel
- Preparation of the facilities and the system
- Reserves a budget for at least the minimum number of controls foreseen in the

- sports regulations Anti doping controls
- Makes an agreement with WADA accredited laboratory (www.wada-ama.org)

4) Announces Anti Doping Controls in the invitation

- General remark that Anti Doping Controls will be organized
- The applicable Anti Doping Control Regulations

b. During the Championship

1) Fully supports the Anti Doping Commission

2) Drafts the Joint report part I and hands it over to the Official CISM Representative before leaving

3) Ensures that the Representative of the OC in the Anti Doping Commission hands over to the Official CISM Representative the original Anti Doping Records

c. After the Championship

1) Ensures:

- The liaison with the laboratory
- The sending of the original laboratory results documents to the CISM Secretary General in a sealed envelope marked confidential

3. ROLE OF THE REPRESENTATIVE OF THE OC

This person is appointed by the Organizing Committee to take care of the practical execution of all doping procedures during the course of the championship. The representative of the organizing Committee could be an accredited Anti Doping Officer from WADA (recommended). His main task is the execution and supervision of the Anti Doping tests in full accordance with the WADA Standard for Testing.

a. Before the Championship

1) Supplies himself with:

- Knowledge of CISM Anti Doping Control regulations and procedures
- Knowledge of International Federation Anti Doping Control regulations and procedures

2) Ensures that the conditions for testing are in conformity with the International Standard for Testing (WADA)

b. During the Championship

1) Acts as a member of the Anti Doping Commission

2) Fully supports the other members of the Anti Doping Commission

3) Manages the Anti Doping Controls

4) Information on the procedure towards the Missions

- Balloting of controls
- Testing
- Sampling system

- Administration
- Implementation of the Doping Controls
- Mailing the samples to the laboratory

5) Supplies the Official CISM Representative with originals of the Doping Control Official Records

6) Immediately informs the Official CISM Representative when obtaining results during the Championship

c. After the Championship

1) When obtaining results:

- Sends the original results documents from the laboratory to the CISM Secretary General. (marked: Urgent, confidential).
- Keeps a copy

4. ROLE OF THE OFFICIAL CISM REPRESENTATIVE

a. Before the Championship

1) Informs himself about the functioning of Anti Doping Control procedures in CISM (see Policy Manual Chapter IV)

2) Supplies himself with the necessary regulations:

- CISM Anti Doping Regulations
- CISM Anti Doping Control check list
- Anti Doping regulations of the International Federation concerned
- The World Anti Doping Code
- CISM Regulations (Policy Manual and Procedures)
- CISM sport regulations regarding that sport

3) Contacts the PCSC

- Number of necessary controls
- Preferable dates and time of controls
- Should be informed by the President TC about the provisional number of controls fixed

4) Contacts the organizer

- Name of and information on Representative in the Commission
- Name and place of the contracted laboratory (www.wada-ama.org)
- Possible CISM assistance in case organizational difficulties occur

b. During the Championship

1) On arrival convenes the Anti Doping Commission

- To make sure that all necessary preparations have been made

2) Informs the Chiefs of Mission

- During the preliminary meeting concerning the procedures
- Reminds of the obligation to announce the use of medicine submitted to restriction

- Announces where, when and how to bring the medical certificates (therapeutic use Exemption, TUE)
 - Ensures correct development of balloting athletes
- 3) Supervises the testing**
- Receives administrative documents
 - Originals of the Doping Control Official records
- 4) Implements anti doping regulations in case of receiving results from the organizer during the Championship**
- Gives information to relevant Chiefs of Mission
 - Applies sanctions when necessary
 - Provides general information to involved missions
 - Coordinates with the PCSC the necessary adaptation of rankings and qualifications
- 5) Checks the existence of cases of contest**
- 6) Requests the organizer to obtain the results as soon as possible**
- 7) Drafts the Joint Report part III**
- Includes all data in the Joint Report of the Championship
 - Sends the Joint Report (Form 151.5/e) and the enclosed documents with the originals of the Doping Control Official records to the Secretary General.
 - Sends the original results documents from the laboratory to the Secretary General CISM, when receiving during the championship. (marked: Urgent, confidential)

5. ROLE OF THE PRESIDENT CISM SPORT COMMITTEE

a. Before the Championship

- 1) Gets maximal informed on the procedure of functioning of Anti Doping Controls within CISM**
- 2) Supplies himself with the necessary regulations:**
- CISM Anti Doping Regulations
 - CISM Anti Doping Control check list
 - Anti Doping regulations of the International Federation concerned
 - The World Anti Doping Code
 - CISM Regulations (Policy Manual and Procedures)
 - International Federation (if any) Doping and sport regulations.
- 3) Contacts the organizer**
- Evaluates technical and financial possibilities
 - Ensures that Anti Doping Controls are announced in the invitation
 - Defines the necessary number of Anti Doping Controls and ensures with the OC that at least the minimum of tests is budgeted
- 4) Contacts the Official CISM Representative**
- Immediately after appointment
 - Informs him on what has been done so far
 - Informs on required number of Anti Doping Controls

- Offers all experience and assistance

b. During the Championship

1) Acts as member of the Anti Doping Commission

2) Supports the Official CISM Representative

- Advises concerning the consequences on ranking and qualification when positive cases occur
- Drafts the Joint Report part II and hands it over to the Official CISM Representative before leaving

3) Fills in the Request for Ratification of a CISM record (Form 151.6/e) and sends this document to the Secretary General



**International Military Sports Council
Conseil International du Sport Militaire
Consejo Internacional del Deporte Militar**

الجمعية الدولية للرياضة
العسكرية

Report on a World Military Championship

Distribution List:

- CISM President
- CISM Secretary General
- CISM Vice-Presidents
- President of Planning Commission
- President of Sports Commission
- President of Sports Medicine Commission
- President of Women in CISM Commission
- Concerned PCSC

(number) World Military (name of the sport) Championship

Date:
City / place:
Organizing nation:

The undersigned authorities confirm the accuracy of their own part of this report.

Chief of Organizing Committee / Chief of Delegation

PART 1

Rank, surname and given name:

Signature:

President of CISM Sport Committee

PART 2

Rank, surname and given name:

Signature:

Official CISM Representative

PART 3

Rank, surname and given name:

Signature:

Foreword:

This document is intended to provide the CISM General Secretariat with informative and valuable information on most aspects of the Championship.

The authority responsible for the collection of all the information and the forwarding to the CISM General Secretariat is the **Official CISM Representative**. This report must be filled in by the 3 involved authorities separately. The information will be carefully analyzed, and any of the involved above signed authorities will be kept informed on any further possible action.

Before sending this report and the foreseen attachments, we recommend you to use the following Checklist to make sure that all the information which must be sent to the General Secretariat are included:

A. Participants:

- Complete list of participants in electronic version.
- Preliminary Agreement and Final Entry of the nations which did not respect their commitments.

B. Sport

- Complete book of results.
- Request for the ratification of a CISM World Record (when necessary).
- Reports on a protest + decision of the Technical / Appeal Jury (+ money when necessary).

C. Anti Doping Information

- Record sheets of each athlete tested.
- Copies of the medical certificates presented by the athletes (when occurred).
- Complete address of the Laboratory (IOC/WADA Accredited) and name of the responsible doctor.

D. Miscellaneous

- CD-Rom with pictures and press files.

PART 1: ORGANIZING COMMITTEE

1. Organizational Information

1.1. List of participating nations

1.1.1. Nations with number of officials, athletes and referees

#	Nation		Officials		Athletes		Referees	
	Abbreviation	Complete Name	Men	Women	Men	Women	Men	Women
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

24								
#	Nation		Officials		Athletes		Referees	
	Abbreviation	Complete Name	Men	Women	Men	Women	Men	Women
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								
46								
47								
48								
49								
50								

1.1.2. Observer nations

1.....2.....3.....4.....5.....6.....

1.1.3. Complete list of participants

In appendix: complete list of participants, in electronic version and per nation (mission)

1.2. List of military and civilian authorities responsible for the championship

-
-
-
-
-
-
-
-
-

1.3. Communication, Public relation, Media coverage

In appendix: CR-ROM with pictures and Press files.

Internet site: yes o no o

Complete address:

Cyber corner: yes o no o

Press conference: yes o no o

Number of participants:

Information session: yes o no o

Video/DVD tape yes o no o

1.3.1. Special requirements after the competition

It is mandatory that CISM to be supported as soon as possible with:

- Press file article in electronic version;

- Appreciation of the organization and friendship through sport activities (CISM values);

- Photos in electronic version (must be accompanied with their description: what, who, when and where);

- The speeches of the high authorities and personalities during the opening and closing ceremony;

- Media coverage (list of national/local press organizations present during the events):

1.4. Disciplinary problems and respect of the CISM procedures

Please specify the nation, the dates, and **enclose copies of documents related to the reported infraction.**

1.4.1. Respect of the commitments set in the preliminary and final agreements

- Late withdrawal from participation:
.....
- Arrival before the planned date:
.....
- Late arrival of an expected mission:
.....
- Arrival of an unexpected mission:
.....
- Absence of a mission without notification:
.....
- Early departure:
.....
- Late departure:
.....

2. Sport Information

2.1. Final results

In appendix: complete book of results in electronic version.

3. Doping Information

3.1. General

- Were anti Doping tests carried out? YES NO

- Total number of tests made per Male :

per Female :

Total :

- Laboratory in charge of the analysis of the samples (must be WADA/IOC accredited)

- Address:

- Contact person:

3.2. Information attached to this report

It is reminded that it is mandatory to attach these information to the report

- Notification for a Doping Control (1 per athlete) YES NO

- Record Sheets for a doping control (1 per athlete) YES NO

- Medical certificates YES NO

Number of certificates handed over to the doctor in charge of the controls:

- Final results YES NO

4. Conclusions

5. Suggestions for the future

1. Sport information

1.1. World Records

In **appendix:** requests for ratification of a CISM World Record.

1.2. Respect of the sports regulations (Fair-play)

1.2.1. Officials and athletes attitude

.....
.....
.....

1.2.2. General fair-play

.....
.....
.....

1.2.3. Fair-play award

.....
.....

1.3. Incidents (protests and others)

1.3.1. Composition of the Technical Jury

-
-
-

2. CISM Sport Committee

2.1. CSC members present at the championship

-
-
-
-

2.2. CSC members absent with notification

-
-
-

2.3. CSC Members absent without notification

-
-
-

2.4. New candidates for membership in the CSC

-
-
-
-
-

3. Sports Regulations

3.1. Latest edition of the sports regulations in force

- Year:

- Languages: English French Spanish Arabic

- Do these regulations comply with the texts applied by the International Federations?

YES NO

3.2. Foreseen changes of the regulations

In **appendix**, enclose the modified regulations

- Are there foreseen modifications?

YES NO

- When will the new regulations come into force?

- Which language will prevail?

English French Spanish Arabic

4. Conclusions

5. Suggestions for the future

- Material degradations caused by athletes and/or officials in the accommodation places

- Lack of respect of the military standards (uniforms, etc.)

3. Respect of the CISM Regulations

3.1. Conditions of accommodation for the officials and athletes

3.2. Conditions of sport venues

4. Jury of Appeal

4.1. Composition

-
-
-
-
-

4.2. Protests and Final Decisions

In **appendix**, attach all the reports and written protests as well as the written decision of the Technical/Appeal Jury. The money arising from protest must be sent to the General Secretariat. Indicate hereafter the nation protesting and the decision.

- NO	received 100 USD	YES
- NO	received 100 USD	YES
- NO	received 100 USD	YES
- NO	received 100 USD	YES
- NO	received 100 USD	YES
- NO	received 100 USD	YES

Total amount received :

5. Doping

- Composition of the Anti Doping Commission

-
-
-
-
-

6. Other Remarks

7. Conclusions

8. Suggestions for the future

Updated March 2008



ATHLETE ANTI-DOPING EDUCATION AND DECLARATION FORM

1. Doping controls will be conducted at the Conseil International du Sport Militaire (CISM) Military World Championships in accordance with WADA (World Anti-Doping Association) International Standards. Doping is defined as the use of prohibited substances or prohibited methods designed to enhance sporting performance, and can be intentional or unintentional. All medalists and several random participants in each sport will be testing during the MWG. This is the same testing that is conducted at the Olympic Games and other international championships. Many of our national and world class athletes are already familiar with WADA and the list of prohibited substances and methods. Details can be found at the following websites: WADA, www.wada-ama.org or the U.S. Anti-Doping Agency (USADA), www.usantidoping.org. USADA provides anti-doping information, education and assistance to all athletes and generously supports U.S. Armed Forces Sports.

2. A positive doping test, even if accidental, comes with serious consequences. A positive test will result in a sanction, to include possible automatic disqualification from the competition, a return of medals won (including team sport medals), a ban from CISM competition for at least 2 years, probable suspension from the athlete's International Sport Federation, and even fines. Each athlete is responsible for what is put into his or her body, and is responsible for ensuring that he or she is not taking any prohibited substances.

3. What are Prohibited Substances?

a. Prohibited substances are those considered to have performing enhancing capacity. These are listed in their entirety on the WADA 2011 Prohibited List, on the USADA and WADA websites.

b. Classes of prohibited substances include anabolic steroids; diuretics; IV fluids; hormones (other than birth control); and beta-2 agonists for asthma (except albuterol and salmeterol as above). Substances prohibited only in-competition include corticosteroids taken orally, rectally or by injection; stimulants (such as those used for Attention Deficit Hyperactivity Disorder); narcotics (strong pain relievers like Percocet); marijuana and alcohol; and beta-blockers.

c. Prohibited substances may be used for legitimate medical purposes only after obtaining a Therapeutic Use Exemption through USADA (see below for more details).

4. How do I determine if my prescription or over the counter medications are prohibited?

a. Go to the Global Drug Reference Online (DRO) <http://www.globaldro.com>. This interactive search tool tells athletes if their medications are prohibited or permitted. It is anonymous; simply select your sport and list your medication. You will get an immediate response along with a reference number documenting the encounter. Write this number down and keep it for future reference.

b. Note: supplements/herbals/energy drinks are not included in the DRO as these are "take at your own risk" substances. See below for more information on supplements.

c. Call the USADA Drug Reference Line during business hours at 800-233-0393 or 719-785-2020. You can also send an e-mail to drugreference@usantidoping.org.

5. What is a Therapeutic Use Exemption (TUE)? A TUE is a waiver which gives an athlete permission to use a prohibited medication in order to treat a legitimate medical condition. It

must be obtained prior to competition and can take 1-2 months to obtain. A TUE is good for a specified period of time (max 4 years) and must be brought to competitions and presented at the time of drug testing. All military athletes taking a prohibited substance must have an approved TUE prior to the CISM Event. Contact the Drug Reference Online if you are uncertain if you need a TUE.

6. How do I get a TUE? Download forms and instructions from USADA, www.usada.org/tue/. Start this process immediately in order to ensure approval before the CISM Event. Athletes requiring a TUE must inform their Team Captains of this requirement as they submit their application. Team Captains: Please notify the team medical officer or the Armed Forces Sports Secretariat, Mr. Steven Dinote at 210-466-1335, steven.dinote@us.army.mil for application procedures.

7. What substances are permitted? Many standard prescription and over the counter medications are permitted. This includes anti-inflammatory medications (such as Aspirin, Motrin, Tylenol, Naprosyn), antihistamines (such as Benadryl, Allegra, Zyrtec, Claritin), birth control pills, and antibiotics. Acid reflux and ulcer medications (such as Prevacid, Zantac, etc.), muscle relaxants (such as Flexeril), and most anti-depressant medications (such as Paxil and Zoloft) are also permitted. For asthma, inhaled albuterol and salmeterol and inhaled corticosteroids are permitted, but albuterol has urine concentration limits. Phenylephrine, phenylpropanolamine, and pseudoephedrine (decongestants found in many cold preparations) are now permitted—but pseudoephedrine also has urine concentration limits. Topical corticosteroids, including nasal allergy preparations (Nasonex or Flonase), eye or ear drops, or creams, are permitted. See the Global Drug Reference Online (DRO) to check your medication.

8. What about Supplements, Amino Acids, Herbals, Energy Drinks, and Vitamins?

a. If you take these products it is **AT YOUR OWN RISK** of a positive test and a doping violation. Many of these products contain prohibited substances. These products are **NOT** regulated by the Food and Drug Administration, so there is no guarantee that the list of ingredients on the label is accurate, or that their claims of performance are substantiated. Many of these products have dangerous side effects, which are compounded if taken at more than the recommended dosage or in combination with other similar products.

b. Even if there do not appear to be any prohibited substances listed on the label, the product may contain additional ingredients or contaminants that may be prohibited and result in a positive test. There is currently no guarantee that any particular supplement, including vitamins, amino acids or herbal preparations, is free from prohibited substances. Please see <http://www.supplementsafetynow.com> for additional supplement information.

c. Understand that even if you legally purchase a product at a recognized national store, such as GNC, products/supplements used for working out are not necessarily designed for competitions subject to WADA. Many products openly state that their product will result in a failed doping test if consumed. It is your responsibility to know what ingredients are ingested in your own body. This also applies to energy drinks. When in doubt, consult your team medical staff or the Armed Forces Sports Office.

d. To make certain you understand the notes above, at the World Military Games in Rio de Janeiro, Brazil, a U.S. Athlete tested positive for a stimulant on the WADA Prohibitive Substance List. The athlete ingested an energy drink purchased at a national outlet store. The athlete failed to read the ingredients or alert the medical staff because the athlete assumed that the drink was safe because it was purchased over the counter and the athlete did not consider energy drinks a supplement. Keep in mind that any product consumed that is designed to

provide any advantage, whether it is additional energy, muscle recovery, or any other affect, is considered a supplement and must be reported to the medical team before the CISM Championship.

References:

1. 2012 WADA List of Prohibited Substances and Methods
2. WADA: www.wada-ama.org
3. The U.S. Anti-Doping Agency (USADA): www.usantidoping.org/
4. Global Drug Reference Online: www.globaldro.com.
6. TUE instructions and form: www.usada.org/tue/



Affirmation:

By signing below I acknowledge that I have read the above the Athlete Anti-Doping Education and Declaration Form. I understand that I will be subjected to doping controls at the CISM Championship, and that any medications/supplements I may be taking I do so at my own risk. If I require the use of prohibited substances to treat medical conditions, I understand the requirement to obtain an approved TUE in advance of the competition. I must bring any TUE with me to the CISM Championship and will be required to present it at the time of testing. If I fail to alert the medical staff of any products consumed and fail a doping test, I will be subject to sanctions from international competition, action by the Armed Forces Sports Council/Working Group, and action by my command through the Uniform Code of Military Justice.

Printed Name

Sport

Signature

Date



Anti-Doping

Information for Athletes, Coaches
And Team Captains



Background

- The World Anti-Doping Agency (WADA) was established in 1999 and its code was developed to harmonize anti-doping rules and sanctions on a worldwide basis.
- The United States Anti-Doping Agency (USADA) began operations in 2000 following the recommendation by the United States Olympic Committee's (USOC) Select Task Force on Externalization that an independent agency be created to uphold the Olympic ideal of true sport on behalf of the nation's Olympic and Paralympic movement.
- Armed Forces Athletes are subject to anti-doping testing per the WADA code when competing at Conseil International du Sport Militaire (CISM) Championships.



Definition of Doping:

- **Doping, as defined by the Code, is the occurrence of one or more of the following anti-doping rule violations:**
 - Presence of a *Prohibited Substance or its Metabolites or Markers in an Athlete's Sample.*
 - *Use or Attempted Use by an Athlete of a Prohibited Substance or a Prohibited Method.*
 - Refusing or failing without compelling justification to submit to *Sample collection* after notification as authorized in applicable anti-doping rules, or otherwise evading *Sample collection.*
 - Violation of applicable requirements regarding *Athlete availability for Out-of-Competition Testing including failure to file required whereabouts information* and missed tests which are declared based on rules which comply with the *International Standard for Testing. Any combination of three missed tests and/or filing failures* within an eighteen-month period as determined by Anti-Doping Organizations with jurisdiction over the *Athlete shall constitute an anti-doping rule violation.*



Definition of Doping – cont'd

- *Tampering or Attempted Tampering with any part of Doping Control.*
- *Possession of Prohibited Substances and Prohibited Methods.*
- *Trafficking or Attempted Trafficking in any Prohibited Substance or Prohibited Method.*
- *Administration or Attempted administration to any Athlete In-Competition of any Prohibited Method or Prohibited Substance, or administration or Attempted administration to any Athlete Out-of-Competition of any Prohibited Method or any Prohibited Substance that is prohibited Out-of-Competition, or assisting, encouraging, aiding, abetting, covering up or any other type of complicity involving an anti-doping rule violation or any Attempted anti-doping rule violation.*



Responsibility

- ***Due to the principle of strict liability, an athlete is personally responsible for any prohibited substance found in his/her system, regardless of how the substance got there.***
 - ***Not being aware that a product contained a prohibitive substance is no excuse. Athletes must understand that all products consumed may contain prohibitive substances. Athletes must research the products they consume or ask their medical professional for assistance.***



Case Study

- At the 2011 CISM Military World Games in Rio de Janeiro, Brazil, a member of the USA team sport delegation tested positive for a prohibitive substance. The athlete consumed a popular energy drink, which was purchased from a retail nutritional store on the installation. The product contained the ingredient Methylhexanamine, which was added to the WADA prohibitive substance list in 2010.
- The athlete read and signed the anti-doping declaration forms provided to him by the medical staff prior to departing to the CISM Military World Games. In addition, he did not disclose any supplements he was taking. The athlete claimed that he was not aware that energy drinks or multi-vitamins were considered supplements. Moreover, he was not aware that the product contained any banned substances.



Case Study – cont'd

- Had the athlete indicated that he was taking the product to the medical staff or visited the product's website, he would have known that the product did not comply with the WADA code. The product's website clearly states that if an athlete is competing at an event and subject to WADA or NCAA anti-doping testing, they will fail. In addition, the Medical staff would have immediately known that Methylhexanamine was on the prohibitive substance list.
- Methylhexanamine, also known as dimethylamylamine (DMAA), is a dietary supplement and simple aliphatic amine used as a nasal decongestant. It is a stimulant and often used with caffeine to gain energy. Please visit <http://hprc-online.org/nutritio/nutrition-resources> for a complete list of products that contain DMAA



Case Study – cont'd

- The athlete's failure to research the product was no excuse per the WADA code. All athletes are responsible for every product they consume, regardless if they were aware or not of the product's ingredients. Many supplements are not monitored by the Food and Drug Administration (FDA), and are not required to fully list the complete ingredients. When in doubt, ask your medical professional.
- The athlete assumed that products sold at retail stores would not contain ingredients that were banned on the WADA prohibitive substance list. This assumption led to a positive doping violation.
- Keep in mind, supplements purchased at retail stores are completely legal and pose no threat to ones health when used as directed. However, many of the products contained ingredients on the WADA prohibitive substance list. Most responsible products have warnings on the label or their website describing whether or not the product complies with NCAA or WADA anti-doping rules.



Case Study – Results

- The result of the athlete's error in judgment and lack of knowledge:
 - The athlete fully admitted to consuming the product to the CISM Discipline Commission, acknowledging that his lack of awareness was no excuse and he assumed all responsibility and the ruling determined by the Discipline Commission. In addition, the athlete has been actively educating other athletes of the incident.
 - The letter submitted by the athlete and his full cooperation and acceptance of responsibility of the incident sent a positive message to the Discipline Commission. Therefore, the CISM Discipline Commission issued the following sanction:
 - 1-year ban from CISM competition per the WADA Code. The WADA Code also prohibits any athlete from training and competing with his club or other sport. In other words, the athlete was banned for one-year in competing with the U.S. Armed Forces team of any sport as well as competing at the Armed Forces Championship of any sport.



Prohibitive Substances

- ***How does a substance or method get placed on the Prohibited List?***
 - Typically, a substance or method is considered for the WADA Prohibited List if the substance or method meets any two of the following three criteria:
 - It has the potential to enhance or enhances sport performance
 - It represents an actual or potential health risk to the athlete
 - It violates the spirit of sport
 - None of the three criteria alone is sufficient to add a substance or method to the List.
- ***NOTE: This Prohibited List is updated annually and is subject to change.***
 - *For the most up-to-date information, visit www.usada.org/prohibited-list.*



Stimulants

- *The primary medical use of these compounds is to treat conditions such as Attention Deficit Disorders, asthma, narcolepsy, and obesity.*
- **What are some potential side effects and health risks of stimulants?**
- Insomnia
- Anxiety
- Weight loss
- Dependence and addiction
- Dehydration
- Tremors
- Increased heart rate and blood pressure
- Increased risk of stroke, heart attack, and cardiac arrhythmia
- **What about over-the-counter products containing stimulants?**
- Prohibited stimulants are often present in over-the-counter products such as nasal sprays, diet aids, and headache/cold remedies. The prohibited substance pseudoephedrine is commonly found in cold and flu medications. Athletes should ensure they do not take medications with pseudoephedrine during or immediately prior to competition. Dietary supplements, which can be purchased over-the-counter can contain prohibited stimulants like methylhexanamine and oxilofrine also known as methylsynephrine). *Be sure to check Global Drug Reference Online www.GlobalDRO.com, the Wallet Card, or call Athlete Express (719) 785-2000 or Toll-Free (866) 601-2632 or email athleteexpress@usada.org for more information.*



What to do if you are on medication?

- *See Therapeutic Use Exemption (TUE) policies pertaining to the use of prohibited medications at www.usada.org/tue.*
- *Your medical professional can assist you. There are many cases where athletes are prescribed medications that contained prohibitive substances. You can only obtain the TUE if you fully disclose all products you are consuming. **Supplements will never meet the requirements!!***



Resources

- USADA
 - <http://www.usada.org/resources>
 - <http://hprc-online.org/nutrition/nutrition-resources>
- WADA
 - <http://www.wada-ama.org/>
- Armed Forces Sports Office
 - www.armedforcessports.com
 - 210-466-1335 or 210-466-1336

