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.

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.

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

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