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.

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.

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.

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

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