

2025 ARMED FORCES SPORTS



STANDARD OPERATING PROCEDURES

2025 Armed Forces Sports Standard Operating Procedures

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ARMED FORCES SPORTS COUNCIL
DEPARTMENT OF DEFENSE

**2025 ARMED FORCES SPORTS
STANDARD OPERATING PROCEDURES**

1. REFERENCES.

- a. DOD Instruction 1330.04, Armed Forces Participation in National and International Sports Activities (July 20, 2022)
- b. Department of Defense Foreign Clearance Manual
- c. Joint Travel Regulations (JTR)
- d. Conseil International du Sport Militaire (CISM) Regulations
- e. DOD Instruction 1015.10, Military Morale, Welfare, and Recreation (MWR) Programs

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; and other designated higher level national and 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.

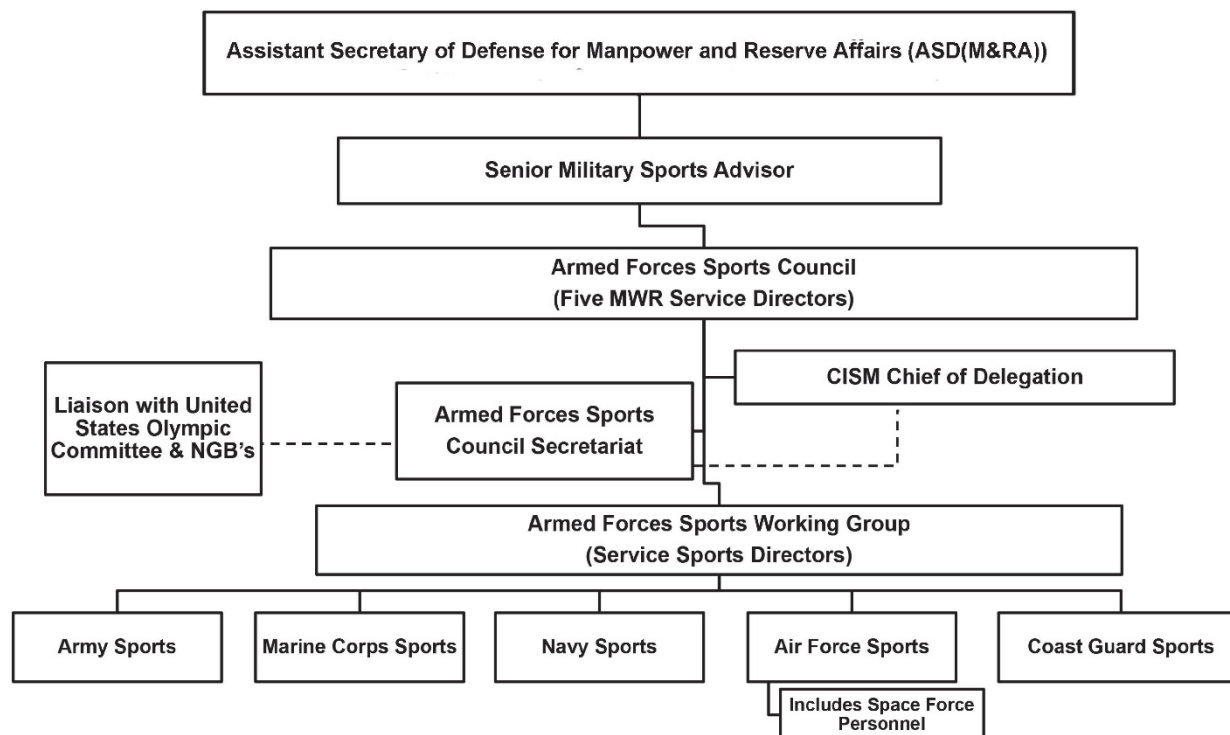
4. CONTENT AND MANAGEMENT. Content is based on actions of the Armed Forces Sports Council (AFSC) and subsequent approval by the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)) as provided by DOD Instruction 1330.04 (reference a), which provides to the AFSC and AFSC Secretariat (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.

5. PROGRAM OBJECTIVES.

- a. Promote goodwill among the Armed Forces 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 an avenue 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 from the Army, Marine Corps, Navy, Air Force, and Coast Guard, or their designated representatives. With the establishment of the U.S. Space Force on 20 December 2019 within the Department of the Air Force, Space Force personnel shall be represented by the U.S. Air Force Armed Forces Sports Council representative.
- 2) Act for the Department of Defense on matters pertaining to sports events involving more than one Service.
- 3) Meet quarterly to review agenda items forwarded by the Armed Forces Sports Working Group (AFSWG) and vote on items as necessary.
- 4) 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.

5) Approve the annual Armed Forces Sports calendar of events (including national, international and CISM championships).

6) Approve the annual Armed Forces Sports budget.

7) Ensure the U. S. participates in annual CISM sports championship as funding permits.

8) Ensure the U.S. hosts at least one CISM event per year as funding permits.

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

10) Determine the quadrennial apportionment among the Services for funding Service member participation in civilian national and international amateur sports competitions pursuant to Reference (a); advise the ASD(M&RA) of the apportionment and any changes to it.

11) Serve as the Appeals Committee on all administrative actions from code of conduct violations.

12) Determine the workload and provide oversight of the AFSCS office.

13) Approve Annual Performance Measures (appendix A).

b. AFSC CHAIRPERSON SHALL:

1) The Chair of the AFSC shall rotate every two (2) years beginning on October 1, 2021 between the Services in the following order: Marine Corps, Army, Navy, and Air Force.

2) Recommend and finalize dates for AFSC meetings.

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

4) Chair AFSC meetings.

5) Approve and sign final draft of AFSC minutes.

6) Liaise with the SMSA and AFSCS.

7) Direct the workload of the AFSCS office as determined by the AFSC.

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. Air Force AFSWG member shall represent Space Force personnel.

2) Meet quarterly at AFS Championships prior to the scheduled AFSC meetings.

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).

8) Review all code of conduct violations and take the appropriate administrative actions.

9) Develop and track annual performance measures and benchmarks (appendix A).

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) Report directly to the AFSC on all matters who provide direction in the discharge of AFSC responsibilities, primarily as executive officer, staff administrator and coordinator.

2) Serve as a contact point for the Department of Defense and its components on matters pertaining to the Armed Forces Sports Program.

3) Serve as liaison between AFSWG and AFSC. Liaise directly with SMSA on behalf of AFSC unless otherwise directed.

4) Advise AFSWG and AFSC on pressing issues and serve as recorder for AFSWG and AFSC meetings.

5) Disseminate agenda items approximately 14 days prior to scheduled AFSWG and AFSC meetings.

6) Publish and distribute draft minutes of AFSWG and AFSC actions within seven (7) working days of meeting.

7) Transmit AFSC minutes to the SMSA for review to ensure compliance with DoD policy before submission to the ASD(M&RA).

8) Refer AFSC matters requiring OSD coordination through the SMSA to the ASD(M&RA) when necessary.

9) Submit, through the SMSA to the ASD(M&RA), comments on legislative matters affecting military sports activities that are of interest to the Department of Defense.

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

11) Update AFS SOP and distribute to AFSWG members.

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

13) Ensure annual calendar and directory are updated.

14) Ensure AFS website and approved social media sites are maintained and updated.

15) Attend and be the responsible neutral agent to ensure that all rules at Armed Forces Championships are followed and facilitate any issues/protests/concerns. If Armed Forces Sports Office representatives are not present at the championship due to conflicting events, the AFSCS will identify the senior Service representative responsible to carry out this function.

16) Liaise with National Governing Body referee/officials' association to secure referees/officials for Armed Forces and/or CISM Championships 45-days prior to the start of the event. Be responsible for the payment of per diem, transportation (less local

transportation), and associated fees for all sports officials at Armed Forces Championships.

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

18) Publicize Service member participation in programs, including the Olympic Games, by providing informational material to the ASD (PA) and the respective Services.

19) Serve as U.S. Delegate to CISM. In the absence or vacancy of the Chief of Delegation, AFSCS shall serve as the acting Chief of Delegation to CISM unless otherwise directed by the AFSC.

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

21) Receive and process requests from foreign CISM Chiefs of Delegation for U.S. military coaching assistance.

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

23) Process travel clearances through the Aircraft and Personnel Automated Clearance System to obtain country, theater, and special area clearances for Service members participating in CISM events per reference (b).

24) Approve Travel Tracker/Individual Anti-Terrorism Plan when required per reference (b). When approving authority requires higher than GS-15 level, AFSC Chair shall approve if they are GO/FO or SES.

25) Coordinate with the Department of State (DoS) and other governmental agencies and national sports organizations regarding sports tours and clinics in foreign countries that involve Service member participation.

26) Assist Service branches in obtaining visas if required by host nation. Service members are required to obtain their own official passport and visa.

27) Advise proponent Services on country clearance requirements, generation of NATO orders when necessary and other travel related issues.

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

29) Provide CISM mementos for U.S. delegations.

30) Serve as the Liaison on National Governing Bodies (NGB) when positions

become vacant or as determined by the AFSC.

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

32) Prepare code of conduct violation cases to AFSWG for review/action.

33) Receive performance measure data from AFSWG, collect assigned data and generate annual report (appendix A).

f. U.S. CHIEF OF DELEGATION TO CISM SHALL:

1) Serves at the pleasure of the AFSC.

2) Represents the AFSC and U.S. Delegation on all matters dealing with International Military Sports at CISM.

3) Represents the interests of the AFSC at the annual CISM General Assembly and empowered to vote at the General Assembly, representing the national position of the U.S. Armed Forces Sports program.

4) Interfaces with the Armed Forces Sports Council Secretariat (AFSCS) who coordinates with the CISM Headquarters in Brussels, Belgium on any items that the COD needs to act upon and signs necessary correspondences.

5) Attend (if available) the annual CISM Continental Meeting of the Americas, Military World Games, and U.S. hosted CISM World Championships and events.

6) Recommend participation of U.S. missions at CISM events to the AFSC.

7) Sign preliminary and final agreements of official CISM Invitations for all U.S. - invited events. Only authorized to commit the U.S. Delegation to events approved by the AFSC.

8) Sign official invitations for U.S. hosted events, as approved by the AFSC. Will not commit the U.S. Delegation to host events without first obtaining approval by the AFSC.

9) Submit official nomination letters to CISM, with AFSC endorsement, for CISM appointed positions including Board of Director members; Commission Members; Presidents of CISM Sport Committees (PCSC); and CISM Sport Committee (CSC) Members.

10) Have oversight of the U.S. CISM appointees.

a) Submit preliminary and final agreements to host nations including CISM appointees as required.

b) Receive after action reports from CISM appointees after CISM events.

c) Recommend to AFSC the removal of CISM appointees who fail to meet their obligations to their CISM roles or violate CISM rules or the Armed Forces Sports code of conduct.

d) Authorized to immediately temporarily suspend U.S. CISM appointees, Chiefs of Mission, and Team Captains due to gross safety negligence and/or violation of the Code of Conduct.

11) Be responsible for all U.S. missions participating at CISM events, ensuring that the missions adhere to the Armed Forces Sports and CISM codes of conduct.

12) Assists in the solicitation of DoD support for funding of U.S. participation in the Military World Games and other CISM activities.

13) Actively promotes the ideals of CISM with senior leadership throughout DOD and serves as an “ambassador” for the U.S. Armed Forces by holding the highest ideals for goodwill and friendship in dealing with other nations.

8. PROCEDURES.

a. MEETINGS.

1) Armed Forces Sports Council Meetings.

a) Occur quarterly following AFSWG meetings.

b) 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).

c) Agenda items are provided by AFSCS approximately 14 days prior to the AFSC meeting. AFSC members may submit agenda items at any time to include during the AFSC meeting. U.S. Coast Guard may submit agenda items and have an active voice in discussions but cannot vote.

d) 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 AFSC may elect to send the agenda to the Senior Military Sports Advisor (SMSA) as the tiebreaker, or the AFSC may reserve the right to task the AFSWG to re-work the agenda.

1) For time sensitive agenda items occurring between AFSC meetings, votes by email are authorized. AFSCS shall prepare the agenda item to all AFSC

members for review and shall record the vote accordingly. The final decision shall be taken for action.

e) AFSC Meeting Minutes. The AFSCS shall provide minutes within seven (7) 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 ASD(M&RA) for approval.

f) Meetings are generally held in observation of the Robert's Rules of Order as modified by the AFSC.

2) Armed Forces Sports Working Group Meetings.

a) Occur quarterly preceding AFSC meetings chaired by AFSCS.

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

c) Agenda items are provided by AFSCS approximately 14 days prior to the AFSWG meeting. AFSWG members may submit agenda items at any time to include during the AFSWG meeting. U.S. Coast Guard may submit agenda items and have an active voice in discussions but cannot vote.

d) 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, then the agenda remains status quo, unless all the AFSWG members agree to forward the agenda to the AFSC.

1) For time sensitive agenda items occurring between AFSWG meetings, votes by email are authorized. AFSCS shall prepare the agenda item to all AFSG members for review and shall record the vote accordingly. All recommendations that require AFSC approval shall be sent to the AFSC by the AFSCS.

2) Changes to Sport Rules are only authorized by the AFSWG and must occur prior to the championship organization meeting. Service representatives at Armed Forces Championships are not authorized to change rules unless all primary members of the AFSWG are in attendance.

e) 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 seven (7) working days. Upon review, the AFSCS prepares the minutes as agenda items for the next AFSC Meeting.

f) Meetings are generally held in observation of the Robert's Rules of Order as modified by the AFSWG.

3) Athlete and Coach Selection Meetings. See page (11) under section d. "Higher-Level Competition".

b. ARMED FORCES CHAMPIONSHIPS.

1) All Armed Forces Championships 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 one or more Services cannot field a team. In such cases, three teams are still required to conduct an Armed Forces Championship.

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) Governance.

a) All Armed Forces Championships are conducted IAW the recognized National Governing Body rules/regulations/by-laws of the respective sport as amended by the AFSC, when applicable.

b) National Governing Bodies are defined per reference (a) as those amateur sports organizations recognized by the U.S. Olympic and Paralympic Committee (USOPC) and authorized to govern a particular sport.

c) Operating procedures for each Armed Forces Sport are outlined in appendix (B) of this SOP.

3) Eligibility.

a) Only Active Duty, U.S. Armed Forces personnel, to include Reservists and National Guard on orders are eligible to compete in Armed Forces Championships and any subsequent higher-level competition. Armed Forces is defined as Army, Marine Corps, Navy, Air Force, Space Force, and Coast Guard.

b) Service Academy Cadets and Midshipmen are only eligible to participate in Armed Forces or CISM Championships if approved by their respective Academy Superintendent and if authorized by their Service Sports/MWR policy. Individuals in an Officer Accession Program with the rank of Cadet or Midshipman within the Reserve Officer Training Corps are 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 when they are unable to field their own Service team.

e) Navy and Marine Corps personnel may participate on the team of the Service where the athlete is assigned. These agreements are coordinated through the respective Service Sports Offices.

f) Space Force personnel are authorized to participate with Air Force teams in Armed Forces competitions.

g) Other Services may combine on a case-by-case basis when Services are unable to field a complete team. The combining Services shall notify the other participating Services.

h) Service representatives should not be a participating coach, OIC, athlete, or trainer. Service representative responsibilities are identified in appendix (xx).

i) Questions regarding Service member status or other personal identifying information shall be verified through the DEERS system of record.

4) Special Armed Forces Championship Policies.

a) Ice-Breaker Social.

1) Ice-breaker social shall be conducted at all Armed Forces Championships. Food/beverages are optional depending on the availability of funding/authorizations. If the event is conducted outside of a military installation, then the ice-breaker social shall be optional.

2) Authorized team members must attend the event in their Service polo or logo shirt, coordinated slacks, and appropriate footwear (exceptions may be made dependent 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.

3) The Ice-Breaker Social is an official function and shall be conducted in accordance with local installation policies and all participants are expected to conduct themselves in the highest professional manner. Informal activities such as skits, hazing and other activities that include offensive language/behavior are not authorized.

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). Footwear shall be at the discretion of the attending Service Representatives.

c) Dining Support. Host Service must identify available dining facilities on the installation 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, higher level competition and CISM competition, including sports staff, until all competition for the day has been completed to include the award ceremony on the final day if the awards banquet immediately follows the event. The venue is defined as the playing area, venue parking lot, and the assigned eating/spectator area. This policy will not apply if the awards banquet or ceremony is conducted as a separate event. However, more restrictive installation policies regarding alcohol will take precedence. Violation of this policy shall result in immediate suspension from the remaining championship/event, disqualification from higher-level competition and selection to the All-Tournament Team and shall be subject to further administrative actions by the AFSWG.

e) Tobacco Policy. All competitors and staff shall refrain from the use of tobacco related products, to include cigarettes, vaping, chewing tobacco, and other smokeless forms at the competition site. Use of these products shall comply with local installation policies and shall only occur in designated areas.

f) Handling of Rule Violations.

1) If there is a violation of the SOP, code of conduct 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.

2) Code of conduct violations occurring during a championship/event, shall be handled by the Service representatives on site. The AFS representative shall prepare the case for review. Actions are limited to the suspension of specific game(s), the rest of the tournament, and/or removal from consideration for higher level competition. Final actions are determined by majority vote of the attending Service representatives of the participating teams. When the vote is tied, the AFS representative on site shall break the tie.

3) Code of conduct violation cases occurring after the event has concluded shall be prepared by the AFSCS and presented to the AFSWG for review and action. After AFSWG decision and AFSC Legal Counsel review, AFSCS shall prepare a memorandum to the Service AFSWG Member of the participant at fault. Each individual Service is responsible for notifying their respective Service member either through direct contact or through participant's chain of command. AFSC shall serve as the appeals committee on any ruling challenged by those involved. Individual Services may impose more strict sanctions on their respective Service members if they deem necessary. AFSCS shall maintain all records of actions/rulings.

g) 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.

h) 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.

i) Opening Ceremonies. Opening ceremonies are optional. However, all Service flags to include the Space Force and Coast Guard flags shall be displayed or posted with colors. If all Service flags are not available, then only the American flag and host Service flag shall be displayed. If hosted on a military installation, the National Anthem shall be played prior to the first competition of the championship even if an opening ceremony does not occur. Armed Forces Flag and Marching Protocol is in appendix (O) of this SOP.

j) Organization Meeting. All Armed Forces Championship shall have an organization meeting prior to the start of competition. Unless otherwise specified, only Service representatives, coaches, OIC's, medical personnel, public affairs, and referees/officials shall attend. Athletes shall only attend when stated in the letter of instruction. The organization meeting shall be the official deadline for all required forms as stated in the championship letter of instruction, as well as any rule and/or event format changes upon approval by the AFSWG.

k) Forms and Rosters. All final rosters and code of conduct forms are due by the end of the organization meeting and shall be submitted electronically. Failure to provide rosters will result in the Service disqualified from participating in the Armed Forces Championship. Failure to provide Code of Conduct form will disqualify athletes from advancing to higher level competition. Athletes advancing to higher level competition must complete the appropriate forms as identified in the individual sport rules (appendix B). Forms shall be submitted electronically. Navy teams shall annotate Coast Guard personnel and Air Force teams shall annotate Space Force personnel on rosters with combined teams.

l) Letters of Instruction (LOI). Host Service shall provide draft of LOI 90-days prior to Armed Forces Championship to AFSCS. Once reviewed, Host Service shall publish the LOI no later than 60-days prior to the Armed Forces Championship.

m) Cancellation Policy. All Armed Forces Sports Championships shall have a 60-day deadline for cancellation. AFSWG will conduct an emergency meeting followed by an emergency AFSC vote when circumstances do not allow for the 60-day notice.

n) Hospitality Area. During Armed Forces Championships, the host site shall provide a designated hospitality area for officials, Service representatives, and VIP's. Water, sport drinks/juice, light snacks/finger foods shall be included at a minimum.

5) New Armed Forces Championships/Sports. The procedures for the introduction of new Armed Forces Championships/Sports are as followed:

a) AFSWG members may introduce new sports based on the following criteria:

1) Sports officially recognized by the U.S. Olympic Committee as an official National Governing Body or "Recognized Sport Organization"; or Sports offered by the Conseil International du Sport Militaire (CISM).

2) Additional requirements include proof of a strong grass-roots program within the military bases throughout the Department of Defense. This must be demonstrated through inclusion of the program such as in intramural or varsity-level programs offered by the installation.

b) AFSWG members must present a detailed plan of action and milestones for the implementation of the program. Additionally, the plan must include financial, staffing, referee/officials, format, and higher-level considerations.

c) The AFSC is the final approving authority for the adoption of new Armed Forces Championships/Sports.

c. 2025 ARMED FORCES CHAMPIONSHIP HOSTING RESPONSIBILITIES.

1) The Services shall host the following sports in 2025:

a) Men's and Women's Basketball – USMC

b) Bowling – Navy

c) Cross-Country – Navy

d) Golf – USMC

e) Men's Rugby – USAF; Women's Rugby – Army

f) Men's Soccer – Army

g) Men's and Women's Softball – USAF

h) Men's and Women's Volleyball – Navy

i) Esports – Navy

j) Wrestling – Army

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

- a) Triathlon – Navy
- b) Marathon – USMC
- c) Women's Soccer Trial Camp – USAF
- d) Men's and Women's Rugby Trial Camp – Army*

* When higher level competition does not follow the Armed Forces Championship.

3) The following units serve as the lead proponent for select sports:

- a) Parachuting – U.S. Army Parachuting Team (Golden Knights)
- b) Skiing/Winter Sports – U.S. Army Vermont National Guard

1) Includes, but not limited to: Biathlon; Cross Country Skiing; Patrol Race; and Ski Mountaineering.

d. 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 (with AFSC approval) if original dates of National Championships, international 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 C) electronically 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 (B).

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 D) prior to the start of training camp or departure to higher level competition if a training camp is not conducted. Host Service 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

disciplinary reasons. The host Service will not make any additions or deletions to the selected Armed Forces Team without coordination and concurrence of the Working Group Members 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 Service 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) The host Service shall ensure all Higher Advancement forms (appendix c) have been completed and signed electronically to the Armed Forces Sports Office at the conclusion of the organization meeting. The host Service will provide Service representatives with a list of participants unavailable to advance to higher-level competition.

3) Service representatives and coaches are required to assess all athletes regardless of Service affiliation and select the most qualified athletes for the All-Tournament and U.S. Armed Forces Teams. Service representatives must ensure that all appropriate player positions are selected.

4) Service representatives are required to submit the All-Tournament Team and U.S. Armed Forces Team ballots electronically to the Armed Forces Sports representative on site (appendix E) the evening prior to the selection meeting, or as determined by the Armed Forces Sports representative.

5) Athletes 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. Applicable exception is addressed in paragraph 8.d.(4).

6) The Armed Forces Sports Representative shall chair the selection meeting. If the Armed Forces Sports Representative is not in attendance, then the host Service shall chair the selection meeting.

7) The Armed Forces Sports Representative will compile the results of the ballots and present the results to the Service representatives at the start of the selection meeting. In the event of ties, the Armed Forces Sports Representative shall lead the Service representatives through objective discussions and conduct two re-votes on the tied individuals. The Armed Forces Sports Representative shall break the remaining tie(s).

8) Selection meeting attendance is limited to the Service Representative and the Service Head Coach. Each Service is authorized one spokesperson during the meeting.

9) All discussions within the meeting shall remain confidential. Selections of athletes shall be released at the designated awards ceremony.

10) When higher-level team sports competition does not immediately follow the Armed Forces championship and athletes withdraw from higher competition, the head coach may nominate replacement players of the specific positions vacated with AFSWG concurrence. Replacement players must have played at the Armed Forces Championship, have completed the Higher Advancement Form (appendix C), have necessary trainings completed for country/theater clearance, and have the required travel documents (passport/visa when applicable).

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

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. All participants must be approved, sanctioned, and be placed on orders by their respective service Sports Office.

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, Parachuting, and Skiing/Winter Sports.

b) Events hosted by unit elements, such as Parachuting - Golden Knights and the Vermont National Guard, may be conducted in coordination with Armed Forces Sports upon approval by the AFSC. Funding for the competition shall be determined by the proponent unit and/or Service in coordination with the responsible agencies.

3) Qualifying Events/Criteria.

a) Sports such as, but not limited to Judo, Track and Field, Modern Pentathlon, Parachuting, Skiing/Winter Sports, and Cycling may conduct qualifying

events or select team members through special qualifying factors (such as resume) 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 the 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.

1) For Marathon, Cross Country, Triathlon, and Golf where there is the possibility that separate Services may win the championship either in the men's or women's division, the following shall apply: The proponent Service for higher level competition shall select the coach from the pool of coaches among the participating Services (subject to review and approval by the AFSWG).

c) For sports not competed at Armed Forces Championship, such as Women's Soccer, the following applies:

1) The AFSC shall select the proponent Service as approved within this SOP.

2) The proponent Service is responsible for leading the coaching selection process. The coach selection process shall include soliciting applications from among qualified candidates from the Service branches.

3) The proponent Service shall outline application deadlines, criteria, and selection timelines. Service sport directors are required to comply with all deadlines for coach consideration.

4) The proponent Service shall select the coaching staff with ratification 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 except for the permanent sports listed below. 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) Marathon – USMC
- b) Parachuting – Army Golden Knights
- c) Rugby – Army
- d) Sailing – Navy
- e) Skiing – Army Vermont National Guard
- f) Soccer (Women) – USAF
- g) Tae Kwon Do – Army
- h) Triathlon – Navy
- i) Wrestling – Army

2) The Proponent Service schedule for the non-permanent sports shall be determined in paragraphs 8.c.(1) to (2) of this SOP.

3) The following CISM-only sports shall be assigned to a Service for the CISM Military World Games, contingent on funding, manpower, qualified participants, and if the Service branch can meet the roles and responsibilities listed in Appendix (P).

- a) Archery – Army
- b) Cycling – USAF
- c) Judo – Navy
- d) Modern Pentathlon – Army
- e) Orienteering – Army
- f) Shooting – Army
- g) Swimming and Lifesaving
- h) Track and Field – USAF

b) Selection Process.

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

- a) Staff members at Service sports office are preferred first.
- b) Department of Defense (DOD) Civilian staff member with experience coordinating logistical and administrative requirements of the position.
- c) Technical knowledge/background in the sport (rules and bylaws, tournament structure, brackets and pool play, medal round).
- d) Previous Team Captain for a CISM sport (conducted OCONUS).
- e) Training as a Team Captain for a CISM event by attending a CISM sports camp (hosted OCONUS) as Observer and assisting primary Team Captain with duties.
- f) Previous Team Captain for a sport attending U.S. National championship.
- g) Host Project Officer for a CISM championship.
- h) Host Project Officer for an Armed Forces championship.
- i) 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) Service representative, 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 (G) and strictly adhere all duties outlined within the LOI.

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

8) CISM CHIEF OF MISSION APPOINTMENT.

a) Proponent Service is responsible for selecting the CISM Chief of Mission (O-5/O-6 preferred). By request, the U.S. Chief of Delegation may select the Chief of Mission if the proponent Service is unable to find a suitable Chief of Mission or they will travel with the U.S. delegation to the CISM competition.

b) The proponent 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 (I) and strictly adhere to all duties outlined within the LOI.

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

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. See appendix (B) 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.

c) If the proponent Service is unable to locate the appropriate medical coverage for the U.S. Armed Forces Team, the AFS Sports Medicine Advisory Team shall be tasked by the AFSCS to recommend the most appropriate medical provider.

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) Special requirements will be the responsibility of each service.
- 8) Providing installation of the Armed Forces championships with national championship entry form and entry instructions for sports, as applicable.
- 9) Purchasing Competitive Uniforms.
 - a) Proponent 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.
 - b) 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 as applicable.
 - c) Funding limits for Armed Forces Team competitive uniforms are set in appendix (N).
- b) During situations when two or more Services co-host an event, training camp, and/or team; then the Services will draft an agreement identifying responsibilities and roles of all parties prior to the championship.

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

a) Length of training camps shall not exceed the following (time frame includes travel days):

- 1) Women's Basketball: 10 days on-site prior to CISM or SHAPE.
- 2) Men's Basketball: 10 days on-site prior to CISM or SHAPE.
- 3) Volleyball (M/W): 10 days on-site prior to CISM
- 4) Soccer (M): 10 days on-site prior to CISM. If no Armed Forces event 18 days prior to CISM.
- 5) Soccer (W): 18 days prior to CISM (Trial Camp if no Armed Forces Championship)
- 6) Wrestling: Eight (8) days prior to CISM
- 9) Track and Field: Seven (7) days prior to CISM
- 10) Swimming: Seven (7) days prior to CISM
- 11) Triathlon: Five (5) days on-site prior to CISM
- 12) Softball: Five (5) days on-site prior to Nationals
- 13) Sailing: Seven (7) days prior to CISM
- 14) Other sports determined on a case-by-case basis as determined by the AFSWG.
- 15) During CISM Military World Games, AFSWG shall have the flexibility to modify the length of camp to adjust for the World Games schedule.

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 and the proponent Service. Leave in conjunction after the competition will fall under the logistical management of the participants' respective sports office. This includes coaches and Team Captain. The Team Captain and coaching staff are last to depart upon completion of an event to ensure all athletes departure. Barring an emergency, 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 (K) lists the breakout for each U.S. Service uniform.

c) Passports/Visas/Orders. The Foreign Clearance Guide will dictate the requirements of visas, passports, and/or other required documents such as NATO travel orders. AFSCS shall provide all necessary country clearance requirements to the proponent Service. The proponent Service is responsible for ensuring all participants meet the necessary clearance training requirements and ensure that all participants have the necessary information to obtain official Service passports and visas if required by the host nation.

d) Contingency Funds. Proponent Service shall provide 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.

e) Training Requirements. At a minimum, all personnel are required to complete Anti-Terrorism Training/Level One. SERE and ISOPREP may be required depending on the nation/theater traveled to. AFSCS shall provide AFSWG with all training requirements.

f) Country/Theater Clearances. AFSCS shall submit the required entry clearance for country, theater, and special area. AFSCS shall provide the required training requirements for the country, as well as the necessary information required for the submission of the APACS request. Failure to comply or submit required information will result in participant(s) from advancing to higher-level competitions.

g) Travel/Scrimmages. All scrimmage and leisure related travel must be approved by the proponent Service at both the training camp site and competition site. While OCONUS, all scrimmage and leisure related travel occurring outside the nation hosting the competition must be coordinated with the proponent Service and approved by the Armed Forces Sports Office. The Armed Forces Sports Office will only grant approved travel after coordination with the appropriate U.S. State Department agencies (U.S. Embassy/Consulate).

e. REQUIREMENTS TO HOST A CISM CHAMPIONSHIP.

1) Hosting installations are authorized an initial \$250,000 for hosting a CISM championship. If the host site expects to exceed the budget of \$250,000, 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 be able to meet all CISM requirements for hosting World Championship in reference (d).

f. 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 notifies selected officials and provides them with information about travel arrangements, local transportation, billeting, dining, event schedule, fees, per diem, and the contact information for the local project officer. AFSCS arranges travel and pays the officials the approved stipend and per diem per the fee structure listed in paragraph 8,f,(3),(a).

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

d) Active-Duty personnel are not to be used as Armed Forces Championship officials unless concurrence is obtained from the AFSC. This does not apply to support officials, such as line judges, scorekeepers, and timekeepers.

e) 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 (NCAA - Men/Women): 6 referees, 1 non-calling chief of officials. Referees crew shall double if combined Men and Women's Armed Forces Championships, which would include a second non-calling chief of officials.

b) Rugby (USA Rugby): 6 referees, 1 non-calling chief of officials. Only applies to events not held in conjunction with established tournaments.

c) Softball (USA Softball - Men/Women): 6 umpires, 1 non-calling umpire-in-charge. Umpire crew shall double if combined Men and Women's Armed Forces Championships, which would include a second non-calling umpire-in-charge.

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

e) Triathlon (USAT): 2 officials.

f) Volleyball (USAV - Men/Women): 6 referees, 1 non-calling chief of officials. Referees crew shall double if combined Men and Women's Armed Forces Championships.

1) Host Project Officer shall obtain experienced table officials that include the following:

a) Four (4) USA Volleyball Certified Regional Officials to serve and rotate as line judges and libero tracker.

b) One (1) scoreboard operator.

c) One (1) statistician to track at a minimum: Aces, blocks, kills, assists, digs, and errors.

g) Wrestling (USA Wrestling): 8 referees, 2 non-calling chief of officials and 1 pairings master when competing on two mats. 4 referees, 1 non-calling chief of officials and 1 pairings master when competing on one mat if only three teams participate.

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) Armed Forces Championship Official Fees per sport are as followed:

1) Basketball: \$350.00/game for each floor and head official per championship event.

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

3) Soccer: \$170.00/day for each official per championship event. When US Soccer Federation representative attends, host Service shall provide lodging.

4) Softball: \$360.00 for each official per championship event. Head officials receive \$385.00, but do not work games. Host installation 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.

5) Triathlon: \$150.00 per 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.

6) Volleyball: \$1,000.00 for each USA official per championship event. Host project officer shall provide USA Volleyball Regional Certified referees (line judges/libero tracker), scoreboard operator, and statistician. Local rates will be paid to these individuals by the host Service and are not pro-rated.

7) Wrestling: \$300.00/day for each official per championship. When USA Wrestling representative attends, host Service shall provide lodging.

8) 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; paid by AFSCS. In addition, lodging and rental vehicles are provided to the officials by the Host Installation.

c) Travel and Baggage Fees: Proponent Service 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 or IAW current JTR rates as long as mileage does not exceed the cost of government round trip airfare. AFSCS will reimburse baggage fees and parking 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). Official fees per sport are as followed:

1) Basketball: \$150.00/day for each floor and head official per championship event. SHAPE competitions as well.

2) Soccer: \$200.00/day for each official per championship event.

3) Triathlon: \$500.00 for each official per championship event.

4) Volleyball: \$200.00/day for each floor and head official per championship event.

5) Wrestling: \$300.00/day for each official per championship.

6) Other: Sports not listed above shall receive a stipend of \$150.00/day for each official per championship event.

7) Stipends issued on a daily rate are capped based on the tournament schedule. Officials wishing to attend outside the tournament schedule are not entitled to additional stipends unless specified by AFSCS.

9. FUNDING ARMED FORCES SPORTS.

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

b. The Army Nonappropriated fund (NAF) provides payment of AFSCS operating budget expenditures. The Army NAF prorates operating budget expenditures to the four Services, by line item, semiannually. AFSCS shall provide receipts upon request.

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. If the proponent Service purchases standard issue items on behalf of AFS, then AFS shall directly reimburse that Service.

1) The expenses are billed as followed:

	Pro-rated Equally by Four Services	Each Service Assessed on Number of Participants
1. Awards/Mementos/Banners/Promotional Materials	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
9. Travel of CISM Sports Committee Members		X
10. Travel of CISM Mandated Positions (PCSCs/BoD)	X	

2) Host and/or proponent Service shall bill the other Services within 75 days upon the completion of the higher-level event. Failure to appropriately bill the Service branches within 75 days will result in the host and/or proponent Service to incur all associated costs.

3) Services shall submit payment to host and/or proponent Service bills within 45 days. Services shall not be permitted to participate in higher-level competition of the respective sport from bills that remain unpaid. Outstanding bills must be reported to AFSCS for AFSCS to notify the Service of unpaid debt. Services have up to the date of the organization meeting of the respective sport to clear unpaid bills for reinstatement of higher-level competitions.

d. Sponsorship/Gifts.

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 the proponent Sponsorship office via AFSCS. Individual sponsorship of teams or implied sponsorship is prohibited by local installations.

3) Gifts/Donations offered to the U.S. Armed Forces Teams shall go through the Army Gift Office via AFSCS.

4) Sponsorship logos on Service team uniforms are authorized (IAW NGB Rules). All team uniforms must be consistent. Individual sponsorship logos are not authorized.

5) All sponsorship and gift/donations shall comply with reference (e) of this document.

e. Armed Forces Championships.

1) Awards.

a) AFSCS purchases individual and team medals. Medals are prorated equally among the Services and are billed per paragraph 9.b.

b) All-Tournament awards and special competition medals are the responsibility of the host Service. All-Tournament awards are not equally prorated among the Service branches.

2) Officials.

a) Officiating stipends, per diem and travel are arranged by AFSCS and are prorated equally among the Services and are billed per paragraph 9.b.

b) Local scorekeepers, judges, starters and timers as mentioned in paragraph 8.f.1)c) are the responsibility of the host Service and is not prorated equally among the Services.

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

1) Per Diem Rates.

a) Meals and Incidentals shall be provided by the host Service at the appropriate rate per the JTR (Reference c). When hosting the training camp on a U.S. military 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. The OCONUS incidental rate of \$3.50 applies when participants are housed on a U.S. military installation or lodging and messing is provided by the CISM host nation. JTR authorizes the use of the \$3.50/day if the Authorizing/Order-Issuing Official (AO) determines that a reduced rate for incidental expenses is adequate. The reduced incidental expense rate must be stated in the traveler's orders (reference c, para 020304, E.3 on page 2-36). Reduced incidental expense rates do not apply to the days traveled by the participant.

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

d) Travel to and from competition from the training camp shall use the GSA rate for the temporary duty site per 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. Airfare shall be in conjunction with the JTR. The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs (reference c, para 020206,M,2 on page 2-13).

4) Entry Fees. Any entry fees for higher level competition shall be purchased by the proponent Service branch and are billed (prorated) equally to the other Services.

5) Team Uniforms.

a) Team issued apparel such as polo shirts and warm-ups are purchased by AFSCS and are prorated equally among the Services and are billed per paragraph 9.b.

b) Team competitive uniforms such as basketball jerseys and running singlets are purchased by the host Service. The host Service shall bill the competitive uniform expenses to each Service branch based on the number of their respective participants (e.g. Navy has five participants, they are billed for five competitive uniforms).

c) Host Services purchasing additional gear outside of the scope of competitive uniforms outlined in appendix (N) of this SOP, are not authorized and Services failing to comply shall not bill the other Service branches.

g. Travel for CISM mandated positions, as approved by the AFSC, shall be borne AFSCS and prorated equally among the Services. CISM mandated positions include CISM President; CISM Vice Presidents; CISM Secretary General; CISM Board of Directors; Presidents of CISM Sports Committees; and Presidents of CISM Commissions.

h. CISM Sport Committee Member travel shall be arranged and borne by the proponent Service branch and billed to the member's Service Sports office when traveling with the U.S. delegation. When the CISM Sports Committee Members travel separately from the U.S. team, the member's respective Service branch shall make and fund the appropriate travel arrangements.

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.

b. Armed Forces Representatives for National Governing Body (NGB) positions shall be Active Duty or DoD Civilians. Non-DoD Civilians may be considered only when other candidates are not available and/or it is determined to be in the best interest of the Armed Forces Sports program. Non-DoD Civilian candidates must have a previous affiliation with the Armed Forces Sports program and is considered a subject matter expert of the sport within the respective National Governing Body.

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

d. Per CISM regulations (reference d) individuals must be an active duty commissioned officer to be considered for President of a CISM Sports committee or commission and be available to serve for a four-year period. Should a Service member retire from the military, they may be authorized by the U.S. Chief of Delegation to complete their role if their four-year mandate is expiring within 12 months. This exception shall be on a case-by-case basis.

e. 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.

f. Members of CISM Sports Committees, Commissions, other CISM Positions, or NGB representatives must provide trip reports and minutes within five days upon completion to AFSCS.

g. Incumbent CISM members serving mandated positions are authorized for re-election unless otherwise withdrawn by the member, or the AFSC.

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 (B) of this SOP.

b. Anti-doping.

1) Armed Forces Sports complies with the National Governing Bodies' rules/regulations/by-laws pertaining to anti-doping when conducted under the purview of the U.S. Anti-Doping Agency (USADA).

2) USADA is a signatory of the World Anti-Doping Agency (WADA) and shall be used as the sole agency to conduct anti-doping tests at Armed Forces and U.S. hosted CISM World Military Championships.

3) All athletes are subject to Anti-doping Testing IAW the WADA at CISM Championships. Medical Staff shall ensure that athletes understand the anti-doping process and complete the required forms in appendix (L) and review the anti-doping brief in appendix (M) of this SOP.

4) Sanctions imposed by WADA and/or USADA shall be strictly enforced by the Armed Forces Sports program.

c. Sports Medicine Advisory Team.

1) Advise the Armed Forces Sports Council Working Group (AFSCWG) and the Armed Forces Sports Council (AFSC) on matters pertaining to the overall health and wellbeing of our AFS participants. Providers shall include at a minimum: Lead Physician, Orthopedic Surgeon, and Certified Athletic Trainer.

2) Review individual sport rules/regulations, safety procedures, anti-doping education, medical forms, and the selection process of providers for Armed Forces Championships and higher-level competitions.

3) Develop educational material for athletes, coaches, and staff. Compile list of available providers screened by the SMAT to serve as medical support for AFS teams competing in CISM and other higher-level competitions. Database shall be maintained by the AFSCS office.

4) Providers within the database shall review the annual calendar and list their availability. SMAT will assign providers to the AFS teams based on level of risk of competition; experience of provider; and rotation of providers from each Service.

5) Members of the SMAT shall be available to attend special symposiums on Sports Medicine issues and serve as advisors to CISM upon request regarding the overall conduct of safety, anti-doping, and health management at athletic championships; as well as review CISM regulations to ensure safety procedures are adequate.

6) Serve as advisors for each Service Sports office. Be available or nominate subject matter experts to serve on safety advisory boards or safety investigation boards when necessary.

12. Point of Contact is the Armed Forces Sports Council Secretariat at 520-674-1333 or steven.a.dinote.naf@army.mil. Users are invited to send comments and suggested improvements to the Secretariat, Armed Forces Sports.

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OFFICIAL:

JOSHUA P. GWINN
SES, U.S. Army
Chair, Armed Forces Sports Council

Enclosures (15):

Appendix A – Performance Measures
Appendix B – Sport Rules
Appendix C – Higher Level Advancement Forms
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