



**DEPARTMENT OF WAR**  
**U.S. ARMED FORCE SPORTS COUNCIL**  
**2405 GUNSHED ROAD**  
**FORT SAM HOUSTON, TEXAS 78234-1223**

AMIM-WRB-F

3 December 2025

**MEMORANDUM FOR Armed Forces Team Captains and Coaches**

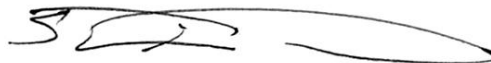
**SUBJECT: Team Captain and Coach Letter of Instruction (LOI)**

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 (Para. 8.d.(6)-(7)).
3. An Armed Forces team is a highly visible military representative to many civilians and other military organizations. All team members represent their Service and the Department of War 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 Service members must arrive at the Armed Forces training site on-time, with proper military 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, and players are maintained at or above military standards.
  - c. Team members are always on their best behavior and shall comply with the Armed Forces Sports Participant Code of Conduct.
  - 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. Always know the whereabouts of all team members and must maintain reasonable curfews. Curfew must be established to ensure a minimum of eight hours of rest. All coaches and players must be billet at the same location provided by the hosting agent unless the entire team relocated due to unsafe or unsanitary conditions.
  - f. Leave or liberty is not authorized for any athlete, coach or team captain participating in an Armed Forces training camp or higher-level competition (CISM, SHAPE or Nationals). Participants may only leave a training camp or higher-level competition for a Red Cross Emergency or an operational duty commitment (action coordinated through the host service project officer and respective service representative). Personnel traveling on NATO orders and ID cards are not authorized to leave the country identified on their orders unless they have a valid passport.

- g. Adding and/or cutting athletes shall comply with the Armed Forces Sports SOP.
  - h. Close monitoring of athletes in applicable sports to ensure competitive weight is maintained.
4. All coaching staff members must be present during all trial/training camps, 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. Athletes are not authorized 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 the delegation. It is mandatory for all team members to wear these items in a competition setting or to all official events. Delegation must wear khaki slacks and Armed Forces polo shirts to all informal banquets and functions. If traveling overseas, the team should wear khaki slacks and a polo shirt. Safety is key when traveling and travelers should practice sound OPSEC. 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 the entire delegation with designated attire. Prescribed military uniforms are required.
8. All delegation members must receive Anti-Terrorism Level 1 and SERE 100.2 Level A training prior to OCONUS travel. These training courses are offered at <http://jkodirect.jten.mil/> . For Anti-Terrorism Level 1, search the course number JS-US007. For SERE 100.2 Level A, search J3TA-US1329. In addition, ISOPREP is now required for most COCOM's. Visit: <https://prmsglobal.prms.af.mil/prmsconv/Profile/Survey/start.aspx> to complete this requirement. ISOPREP is normally valid for one year, but some COCOM's require it every six months. Always best to update when you are planning to travel OCONUS. Those with an established profile may need to contact their security officer to verify that all information is accurate.
9. Any non-compliance of the expected standards of conduct will result in corrective action as determined by the Armed Forces Sports Working Group per the Armed Forces Sports SOP. 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 War 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 War civilian employees are subjected to their respective Service human resource policies.

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

10. If any questions arise prior to you going, or once at the CISM Championship you can contact me at (210) 238-9919, or via e-mail at [steven.a.dinote.naf@army.mil](mailto:steven.a.dinote.naf@army.mil). You can also get more information about the program by logging on at [www.armedforcessports.defense.gov](http://www.armedforcessports.defense.gov). All required forms can be downloaded from this web site. As outlined in the Team Capt LOI, the team captain 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  
U.S. Chief of Delegation to CISM  
U.S. Armed Forces Sports Secretariat

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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, AMIM-WRB-F Memorandum for Armed Forces Coaches and Team Captains.

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Signature

Date

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Printed Name

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