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ROLES & RESPONSIBILITIES



CHAPTER 2 - ROLES AND RESPONSIBILITIES

1. CAF SPORTS PATRONS

- 1.1. The CAF Sports Patron is appointed by the Chief of the Defence-Staff (CDS), for an indeterminate term.
- 1.2. The CAF Sports Patron is responsible for;
 - a. Fostering, promoting and developing “their” sport at all levels of the CAF Sports Program, including Regional, National and CISM level; and
 - b. Serving as the sport’s ombudsman; and by virtue of their rank, solicit and elicit change within their sport, to encourage participation, and to resolving issues on behalf of the athletes they represent.
- 1.3. A CAF Sports Patron recognizes the value of fitness and sports in the CAF and supports the objectives of the CAF Sports Program. Their involvement and commitment have proven to be invaluable at ensuring the recognition of sports as a highly valued activity in maintaining esprit de corps, positive morale and improved quality of life for our personnel in a changing Canadian Armed Forces.
- 1.4. A CAF Sports Patron will have many obligations in their regular duties, which demand their time. Nevertheless, Patrons are encouraged to attend the CAF National Championship for their sport whenever possible; as well as the CAF Sports Award Ceremonies held annually in Ottawa.

2. CANADIAN ARMED FORCES SPORTS OFFICE

- 2.1. The Canadian Armed Forces Sports Office (CAFSO) is responsible for;
 - a. Supervising the conduct of all CAF Sports Championships Program;
 - b. Tasking the Host Base to conduct CAF National Sports Championships;
 - c. Advising all RSMgr’s of travel arrangements;
 - d. Authorizing the selection of Officials, Athletic Trainers, and Jury of Appeal members for each CAF National Sports Championship;
 - e. Publishing and amending the CAF Sports Championships Operations Manual;
 - f. Appointing the Chairperson Jury of Appeal for each CAF National Sports Championship;
 - g. Providing medals, banners, commemorative items, and awards for all CAF National Sports Championships;
 - h. Maintaining records and reports of all CAF Regional and National Sports Championships;
 - i. Reviewing post championship reports and recommending amendments to the CAF Sports Championships Operations Manual, and the annual sports calendar at the annual RSMgr Meeting;
 - j. Managing the CAF Sports Suspension policy and procedures including issuing appropriate notifications and maintaining an up-to-date suspension registry;
 - k. Liaising with CFMWS/Communications Advisor or Public Affairs Officer for appropriate CAF National Sports Championship coverage;

- l. Liaising with CAF Sports Patrons regarding their role and participation at each respective sports event;
- m. Managing the High Performance, Out-Service and Extreme Sports program;
- n. Coordinate coaches, athletic trainers, and officials professional development opportunities;
- o. Provide funding for the Canadian Armed Forces Athletic Trainer Program (CAFATP); and
- p. Submit Regional and National financial Event Request up the chain of command.

3. REGIONAL SPORTS MANAGERS

- 3.1. The RSMgrs appointment term is normally five (5) years. At the end of five years the position will be advertised for interested qualified individuals. All Manager, Fitness, Sports (and Recreation) (Mgr, FS(&R)) may apply. For B/W/U that do not have a Mgr, FS(&R) position, Senior Manager of PSP and Deputy Senior Manager of PSP from that location may also apply for the RSMgr position.
- 3.2. Applications by all interested parties including the current RSMgr must be submitted to the CAFSO. The newly appointed RSMgr will begin their position on the first (1st) April of that year. If the RSMgr is not able to finish their term, they must provide a letter of resignation a minimum of sixty (60) days prior to the National RSMgr Meeting Scheduled for that year.
- 3.3. The RSMgr position rotates on a regular basis to ensure that there is no more than one new RSMgr at each year's National CAF Regional Sports Manager meeting.
- 3.4. Regional Sports Managers (RSMgrs) are responsible for:
 - a. Directing the Regional Sports Championship Program after consultation with B/W/U;
 - b. Obtaining and registering trophies and/or awards for Regional Championships;
 - c. Ensuring that CAF National Sports trophies are returned to CFB Borden or Host B/W/U no later than sixty (60) days prior to CAF National Sports Championships;
 - d. Coordinating the eligibility of all regional teams advancing to CAF National Sports Championships;
 - e. Serving as a member of the Jury of Appeal at a CAF National Sports Championship when appointed by CAFSO;
 - f. Advising the CAF Chief Official and CAFSO of qualified officials in their respective region;
 - g. Ensuring that all regional teams advancing to CAF National Sports Championships are in possession of joining instructions and any other correspondence required at least thirty (30) days prior to competition;
 - h. Attending National RSMgr meeting, providing annual regional reports as required and distributing minutes of National RSMgr meeting to respective B/W/U;
 - i. Rule on and make recommendations to the MCAFS on suspensions occurring from within their region;
 - j. Preside over all meetings of Regional Sports Committee, record and distribute minutes of Regional Sports Meetings;
 - k. Maintain, amend and enforce the Regional Sports Constitution;

- l. Prepare an annual budget for the Region Sports fund. Monitor, control and authorize expenditures from the Regional Sports fund in accordance with the Regional Constitution;
- m. Maintain a register and record of all sports championships within the region and prepare a summary for annual region meeting;
- n. Coordinate logistics, attendance, and travel for all participants from the region who are attending the Annual CAF Sports Awards Ceremony;
- o. Coordinate the selection and logistics of athletes, coaches and managers from individual sports that will be representing their region at CAF National Sports Championships;
- p. In accordance with the [PSP Policy Manual – Part 5: Sport](#), in matters of regional eligibility not covered by existing regulations, the RSMgr must decide or establish rules to ensure equitable competition and participation (i.e. participation for B/W/U other than the one to which the participant belongs);
- q. Coordinate selection and recommend athletes for attendance at CAF High Performance sports clinics and seminars;
- r. Act as subject matter expert and OPI for all units for CAF Regional/National Sports Program and liaise with CAFSO for interpretation and rulings on the [PSP Policy Manual – Part 5: Sport](#), the [CAF Sports Championships Operations Manual](#), other applicable publications; and
- s. Liaise with Provincial and National Sports Governing Bodies on behalf of all B/W/U in the region.

4. HOST BASE/WING/UNIT

- 4.1. The host B/W/U responsibilities in hosting a CAF Sports Championship (Regional and National) are:
 - a. Providing facilities and equipment other than team equipment;
 - b. Providing rations and quarters for visiting teams, Officials, Athletic Trainers, Patrons, Jury of Appeal members and CAFSO staff(s);
 - c. Publishing and issuing joining instructions (including the draw and schedule of play) to CAFSO, the RSMgrs, and participating B/W/U at least thirty (30) days prior to the commencement of the championship;
 - d. Receiving and dispatching visiting teams, athletic trainers, jury of appeal members and officials;
 - e. Providing local transport as required;
 - f. Select local Jury of Appeal members, and any other resource to assist the CAF Sports Championships such as minor officials and scorekeepers;
 - g. Initiate and confirm the request for medical support through the RSMgrs and CAFATP;
 - h. Briefing the Chief Official, Athletic Trainers, Jury of Appeal, and team captains before commencement of each CAF Sports Championship;
 - i. Arranging for spectators viewing;
 - j. Forwarding the results for each CAF Sports Championship to:
 - CAFSO – HQ;

- RSMgrs;
 - Home unit of the competing teams; and
 - Website/Social media.
- 4.2. Arranging local publicity, news coverage and photographers; and
- 4.3. Preparing and forwarding a final report on all aspects of Championship, within thirty (30) days after completion of the competition, to CAFSO - HQ, and RSMgrs. The final report should include the following items ([ref Chapter 3, para 12.2](#)).

5. EVENT CHAIRPERSON

- 5.1. The Event Chairperson is typically the host Base Mgr, FS(&R). Their responsibilities during a CAF National Championship are:
- a. Distributing B/W/U regulations to the CAFSO & RSMgrs;
 - b. Attending the coaches briefing and opening/closing ceremonies;
 - c. Liaising with the B/W/U Commander and the CAFSO;
 - d. Providing an annual report to the CAFSO to be discussed at the RSMgrs meeting;
 - e. Act as part of the Sports Disciplinary committee during the CAF National Championships;
 - f. Liaise with the B/W/U appropriate level of authority and CAFSO on disciplinary matters; and
 - g. Attend all disputes and render assistance as may be required by the Jury of Appeal Chairperson relative to the conduct of the game.

6. JURY OF APPEAL

- 6.1. The Jury of Appeal shall act as the CAF Sports Chief Advisor/Representative during the duration of the championship, to rule on any dispute, appeal, or incident occurring at the Championship. It is empowered to prescribe the imposition of suspensions IAW the minimum suspension guidelines contained in [Chapter 5](#) of this manual, which may include suspension for the remainder of the championship.
- 6.2. Additionally, the Jury of Appeal may recommend increasing any suspension above the minimum guidelines, and where it is appropriate to propose a suspension for a period of time after the championship, in which a detailed report shall be referred to MCAFS with an appropriate recommendation regarding further action.
- 6.3. The Jury of Appeal appointed for a CAF Sports Championship shall:
- a. Ensure that the Championship is conducted in accordance with the CAF Sports Championships Operations Manual. In situations where the championship rules need to be amended or changed prior or at a CAF National Sport Championships, it must be approved by the MCAFS.
 - b. Following a CAF National Sport Championship, recommendations of any rule change are to be submitted to the CAFSO which will be considered by the MCAFS and the RSMgr's at their annual meeting. If endorsed, the rule change will be put into effect for the following CAF Sports Championship;
 - c. Handle all disputes involving player eligibility or rule interpretation;

- d. Act as a sports disciplinary body during the CAF Sports Championship, and impose any disciplinary measure, as per stated in [Chapter 5](#) of this manual;
 - e. Report and make recommendations to the MCAFS regarding suspensions above their authority, as per stated in [Chapter 5](#) of this manual;
 - f. Make adjustments to the schedule of play or type of competition if dictated by unforeseen circumstances;
 - g. Assist as a scorekeeper;
 - h. Select award recipients (Game MVP, Tournament MVP, and Sportsmanship Award); and
 - i. Rule on matters not covered in the rules.
- 6.4. The Jury of Appeal (JOA) will be comprised of the following:
- a. **JOA Chairperson:** Appointed by CAFSO (for Nationals) and the host base organizing committee (for Regional). The JOA Chairperson shall:
 - Preside over all meetings of the Jury of Appeal;
 - Review with the members of the Jury of Appeal the applicable regulations detailed in CAF orders and in the rules of the game being played;
 - Ensure members of the Jury of Appeal, to observe each contest; and
 - Act as Head of the sports disciplinary body as required.
 - b. **Members:** Two (2) members appointed by host B/W/U Manager and/or approved by CAFSO (the Host B/W/U may recommend the appointment of local personnel). The members of the Jury of Appeal shall:
 - Review with the JOA Chairperson the applicable regulations detailed in CAF orders and in the rules of the game being played;
 - Attend such contest(s) as detailed by the JOA Chairperson; and
 - When called by the JOA Chairperson, attend hearings and adjudicate disputes brought before the Jury of Appeal.
 - c. **Technical Advisor:** A member of the CAFSO. The technical adviser shall:
 - Attend all meetings, as technical advisor to the JOA Chairperson;
 - Render assistance as may be required by the JOA Chairperson relative to the conduct of the games; and
 - Have no voting privileges.
 - d. **Chief Official:** The Chief Official of the competition appointed by CAFSO. The Chief Official shall:
 - Attend all meetings, as adviser to the JOA Chairperson;
 - Render assistance as may be required by the JOA Chairperson relative to the conduct of the games; and
 - Have no voting privileges.
 - e. **Event Chairperson:** Host B/W Mgr, FS(&R). The Event Chairperson shall:
 - Attend all meetings; as advisor to the JOA Chairperson;
 - Render assistance as required by the JOA Chairperson relative to the conduct of the participants; and

- Have no voting privileges.

7. CHIEF OFFICIAL

- 7.1. The Chief Official appointment term is normally four (4) years (4 championships). At the end of the appointment, the position will be advertised. If a Chief Official wishes to step down from the position prior to the end of their fourth year, they must provide a letter of resignation no later than sixty (60) days prior to the National Championship.
- 7.2. The Chief Official is appointed by CAFSO and is responsible for:
 - a. Advising CAFSO, the jury of appeal, the host base, teams and competitors regarding the rules of play;
 - b. Advising CAFSO concerning the selection criteria for officials attending CAF National Sports Championships;
 - c. Maintaining a list of the Regional officials, including certification levels and their Referee-in-Chief;
 - d. Arranging for the training and/or upgrading of officials;
 - e. Coordinating vehicle requirements for officials while at the CAF National Championships based on the official's flight schedules. Authorization for vehicle rentals will be made by the CAFSO;
 - f. Briefing the team captains, jury of appeal, technical organizer and officials of rules specific to the conduct of the competition;
 - g. Reviewing the Championship schedule and make recommendations if required;
 - h. Scheduling officials for the conduct of matches. The Chief Official shall not schedule themselves as an active official at the National Championships (except for the following individual sports; badminton, golf, running, squash, swimming and triathlon). The Chief Official is, however, expected to be in attendance at all games/matches. In those instances where there are not enough internal officials (military or full-time staff of NPF) available for a given championship, the Chief Official is to inform the CAFSO for authorization to seek external officials (civilian or DND employees). In the rare case where, due to unforeseen circumstances (i.e. injury, etc.), extra officials are required in the middle of a championship, the Chief Official is to inform the tournament organizer, and arrangements will be made to bring in extra officials;
 - Civilians must be on a NPF contract produced by the CAFSO; and
 - DND employees must be on "leave" for the duration of the championship and on a NPF contract produced by the CAFSO.
 - i. Inspecting the playing facility before each day of play and address safety concerns and recommendations to the host B/W/U;
 - j. Supervising officials during the tournament and brief each official on their performance during the game or match. Maintain the appropriate standards of officials dress. (Chief Officials are not to officiate or interfere during a match or game);
 - k. Reviewing all game sheets and report all game infractions and suspension to the CAFSO immediately;
 - l. Attending all jury of appeal hearings on dispute or tournament conduct and provide technical advice on rule interpretations. (Chief Officials do not have voting powers on ruling or disputes);

- m. Attending (if requested) post tournament meeting with team captains and the organizing committee;
- n. Preparing a post tournament report for CAFSO no later than fourteen (14) days after completion of the CAF National Sports Championship;
- o. Providing CAFSO with a final list of selected officials thirty (30) days prior to the commencement of CAF National Championship. Officials that have participated at the regional level that have been recommended in the regional report (unless for operational reasons) will be given preference when considered for National Championships; and
- p. Liaising directly with the CFMWS/CAFSO on all matters regarding transportation for officials to and from the Championship site.

8. OFFICIALS

- 8.1. Officials are selected by the Chief Official (for Nationals) or by the host base organizing committee as outlined in their regional constitution (for Regionals) and are responsible for:
 - a. Maintain their officiating status with their civilian sport governing body (Provincial, National or International);
 - b. Applying rules and regulations of “their” sport;
 - c. Inspecting the playing facility and equipment prior to each game;
 - d. Documenting all suspensions and/or rule infractions;
 - e. Performing scorekeeper duties (as required);
 - f. Performing timekeeper duties (as required);
 - g. Acting as a line / goal judge (as required);
 - h. Maintaining an appropriate level of dress; and
 - i. Maintaining open lines of communication between the Chief Official, Athletic Trainers and the Organizing committee.

9. CAF ATHLETIC TRAINERS PROGRAM (CAFATP) CHIEF TRAINER

- 9.1. The Chief Trainer is appointed by **Health Services and** CFMWS/MCAFS. The responsibilities of the Chief Trainer include:
 - a. Supervising and overseeing the CAFATP program;
 - b. Managing the CAFATP supply requirements;
 - c. Providing annual reports to the CAF Sports office and CISM Sports Managers;
 - d. Maintaining of core CAFATP documents (Code of conduct, mission, SOP’s, etc.); and
 - e. Delivering CAFATP courses.

10. CAFATP TRAINING COORDINATOR

- 10.1. The Training Coordinator is appointed by CFMWS/MCAFS and the Chief Trainer. The responsibilities of the Training Coordinator include:
 - a. Coordinating CAFATP courses;

- b. Managing and developing CAFATP curriculum;
- c. Supervising and overseeing the Regional Head Trainers (RHT);
- d. Reviewing and modifying course content;
- e. Delivering CAFATP courses;
- f. Evaluating CAF trainers on a regular basis; and
- g. Liaising with respective health and fitness associations and organizations.

11. CAFATP OPERATIONS COORDINATOR

11.1. The Operations Coordinator is appointed by CFMWS/MCAFS and the Chief Trainer. The responsibilities of the Operations Coordinator include:

- a. Coordinating CAFATP trainers for sporting event coverage;
- b. Supervising and overseeing the Regional Head Trainers (RHT);
- c. Maintaining track of trainer event coverage;
- d. Assigning of trainers for CISM teams and sporting events;
- e. Evaluating of CAFATP trainers;
- f. Providing regular review and modification of event coverage SOP's; and
- g. Delivering CAFATP courses.

12. CAFATP REGIONAL HEAD TRAINERS (RHT)

12.1. The Regional Head Trainers are appointed by the Chief Trainer. The responsibilities of the Regional Head Trainers includes:

- a. Acting as the main point of contact for CAFATP trainers;
- b. Promoting CAFATP within their region and enforces the CAFATP Code of Conduct;
- c. Organizing and instructing courses within their region;
- d. Maintaining a trainers list for sporting event coverage;
- e. Providing recommendations for Regional and National sporting event coverage;
- f. Attending Regional and National sporting events as EHT to monitor/evaluate both program and trainers;
- g. Managing and resupplying regional trainers kits and coordinate it's transportation to/from regional events;
- h. Promoting good physical habits amongst CAF athletes; and
- i. Acting as a mentor and recommend trainer for the next level of course/certifications.

13. EVENT HEAD TRAINER (EHT)

13.1. The Event Head Trainer is appointed by CAFATP Operations Coordinator. The responsibilities of the Event Head Trainer (EHT) at CAF Sport Championships include:

- a. Ensuring that training bags are fully stocked according to the standardized lists at the beginning and end of each championship;

- b. Attending the pre-championship briefing and provide the local event coordinator, team captains, coaches and Jury of Appeal chairperson(s) of the services offered/medical brief;
- c. Scheduling athletic trainers for the duration of the Championship including availability before and after competition;
- d. Providing supervision and mentorship to other athletic trainers during the championship;
- e. Providing after action reports with injury logs and supplies used (scanned) via email to the CAFATP Ops Coordinator and CAFSO (for National Championships) and to the Regional Head Trainer and Host Base OPI (for Regional Championships) no later than fourteen (14) days after the Championship;
- f. Developing and reviewing the Emergency Action Plan (EAP);
- g. Maintaining appropriate standard of dress (footwear, medical vests, etc.);
- h. Recording injuries in injury log;
- i. Log and confirm athletic trainer hours (in trainer tracker);
- j. Maintaining control and track use of supplies (tape, etc.);
- k. Preparing a post championship report no later than (14) days after completion of the Championship; and
- l. The duties of the Athletic Trainers below ([para 14](#));

14. ATHLETIC TRAINERS

14.1. The Athletic Trainers are appointed by CAFSO, the CAFATP Operations Coordinator (for National Championships) or the CAFATP Regional Head Trainer (for Regional Championships). The responsibilities of the CAF Athletic Trainers at the CAF Sport Championships to include:

- a. Providing immediate skilled care to the injured player, employing first aid technique, training techniques, and recommending proper follow-up care;
- b. Promoting injury prevention of all participants at CAF Regional/National Championships by:
 - Proper use and maintenance of protective equipment;
 - Identifying potential disabilities, or health problems restricting play when health will suffer or injury will result;
 - Establishing and maintaining open communication with players, coaches, and officials;
 - Providing additional protective support when required;
 - Maintaining efficient control in an emergency; and
 - Recognizing serious underlying injuries and directing the individual to appropriate medical care.
- c. Maintaining proper and sufficient emergency care and first aid supplies;
- d. Working at all times with the players, coaches, officials and medical authorities to ensure the safety and health of the players, during the competition and beyond;

- e. Keeping up-to-date on the progress of the player's condition so as to ensure timely return to play and when full recovery has been achieved;
- f. Keeping qualified on procedures, techniques and first aid (including CPR/AED) by attendance at seminars, courses and programs as they are available;
- g. Liaising with local medical authorities to provide a good professional working relationship at the game sites. Ascertain what assistance can/will be provided. Provide for the interface between the team officials and the medical authorities;
- h. To be familiar with emergency medical services that are available at the sports venue and to know where they are located;
- i. Log all injuries in forms provided in the Athletic Trainers kit;
- j. Complete all necessary paperwork, to include but not limited to, providing statements for CF98s; and
- k. Refer athletes to medical professionals when required.

15. COACHES

15.1. Coaches are selected by each Fitness & Sport Manager and/or Base Military Sports Coordinator. The selection will be based upon past experience, qualifications and other aspects deemed important by selection committee.

15.2. CAF Coaches are responsible for:

- a. Maintaining minimum certifications as listed on the official CAF Sports [website](#);
- b. Building exceptional planning skills;
- c. Creating engaging activities for participants;
- d. Helping others stay fit while remaining active themselves;
- e. Teaching important physical skills;
- f. Promoting safety in sport;
- g. Promoting diversity and inclusion;
- h. Modeling respectful behaviour and problem-solving;
- i. Modeling community-building behaviour;
- j. Helping others improve their performance and build their confidence; and
- k. Learning effective ways to persuade, offer constructive criticism and provide advice.

16. ALL PARTICIPANTS & SUPPORT STAFF

16.1. The responsibilities of teams attending CAF Sports Championship are as follows:

- a. All personnel participating in a CAF Championships are on duty. Therefore, dress, appearance and deportment shall be of a high standard. Dress instructions shall be detailed in the Championship Joining Instructions;
- b. Demonstrate good sportsmanship, ethical play, and appropriate behavior on and off the playing facility; and

- c. Failure to comply with this “standard” of participation at any time during the championship may result in suspension and/or disciplinary measures being taken against the person(s) responsible (reference [chapter 5](#)).