ATLANTIC REGION



SPORTS CONSTITUTION

Updated June 2025

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CHAPTER 1 - ORGANIZATION

1.01 - GENERAL

1. The name of the committee shall be the Atlantic Region Sports Committee, hereafter referred to as the Committee.

2. The Fitness Sports and Recreation Manager (FSRM) of the Fleet Fitness and Sports Centre is appointed the Atlantic Region Sports Manager (RSM) by the National Office of CFMWS.

3. For the purpose of this Constitution, the Atlantic Region shall include all Bases, Stations, Units, and the Wing collectively.

1.02 - AUTHORITY

The Committee is established in accordance with DAOD 5045-1.

1.03 - DEFINITIONS

1. In the A/R Constitution the following definitions apply:

   a. Committee – means the Atlantic Region Sports Committee;

   b. Unit Representative – means a member appointed by the CO to represent the unit at Committee meetings;

   c. Region, Regional – means the Atlantic Region;

   d. National – means the Canadian Forces National Championship(s);

   e. Unit – means Base, Station, Wing collectively or Detachment having its own URS number; and

   f. RSM – Regional Sports Manager

1.04 - FUNCTION OF THE COMMITTEE

1. The Committee is established for the purpose of promoting Regional and National competition in as many sports activities as is practical under currently existing conditions. Supporting this premise, the Committee:

   a. provides a forum for joint planning and cooperation between participating units;

   b. decides which sports will be included as Regional competitions;

   c. recommends the type of equipment and facilities which will be used in the competition in accordance with CAF Sports Championship OPS Manual;

d. determines the financial assistance that the host unit may receive from the Regional Sports Fund;

e. establishes the responsibilities of the host unit and visiting teams;

f. determines the competition rules and regulations in accordance with CAF Sports Championship Manual;

g. recommends the selection of officials;

h. selects the competition dates and the host units;

i. recommends sports for inclusion at the Nationals; and

j. revises the Atlantic Region Sports Constitution as necessary.

1.05 - COMPOSITION OF THE COMMITTEE

1. The Committee shall be composed of the following:

a. Chairperson – RSM;

b. Members –minimum of one representative from each of the participating units **listed in Article 2.02a** with the exception that Detachments will normally be represented by their parent units;

c. Secretary – appointed by the Chairperson (non-voting); and

d. Treasurer – RSM.

1.06 - DUTIES OF THE COMMMITTEE MEMBERS

1. Chairperson. The RSM or higher representative will act as Chairperson and preside over all meetings of the Committee. The Chairperson shall:

a. enforce observations of parliamentary procedures at meetings and observance of the functions and procedures set forth in this constitution;

b. cast the deciding ballot in the event of a tie vote;

c. call special meetings when necessary;

d. prepare and distribute the agenda to all unit representatives prior to each meeting;

e. maintain minutes of meetings;

f. maintain a register of all statistics and records of region championships;

g. represent the Region at national RSM meetings; and

h. perform any other duties commensurate with the office of RSM.

i. register of Chief Officials and contacts

2. Unit Representative. The unit representative shall:

a. liaise with COs, Branch/section heads, team coaches, officials, the RSM and other unit representatives regarding;

(1) the unit contribution to hosting, competing, officiating and the general support of the region program, and

(2) competition rules and regulations; and

b. represent the unit at Regional meetings.

3. Secretary. Will be provided by the host base or if required all TD expenses for the secretary will be borne by the Atlantic Region Sports Fund.

4. Treasurer. Treasurer shall:

a. manage the region sports fund;

b. purchase, control and distribute Regional awards and clothing items; and

c. provide a financial recap of the Region Sports Fund at the A/R annual meeting.

1.07 - MEETINGS

1. The Committee shall normally meet once a year, in the spring, at a place and date agreed upon at the previous meeting. All voting members must share in the responsibility for hosting the annual meeting.

2. Special meetings may be called by the RSM at any time during the year. Microsoft Teams Meetings or email votes will be initiated as needed.

3. Notice of meeting and call for agenda items should be transmitted at least three weeks in advance of the meeting dates. Agenda items shall be forwarded to reach the RSM 30 days prior to each meeting and shall be in the following format:

a. item;

b. background; and

c. recommendation.

1.08 - ORDER OF BUSINESS

1. The following order of business shall govern all committee meetings:

    a. host unit welcome;

    b. Chairperson opening address;

    c. record attendance and verify voting members;

    d. review previous minutes;

    e. business arising from previous minutes;

    f. review of financial statement;

    g. report and evaluation of previous season's program;

    h. new business;

    i. plan forthcoming season's program; and

    j. determine location and date of next meeting.

1.09 - VOTING

1. The following voting procedures shall apply:

    a. no motions or votes may be made without a quorum being represented from the region; two-thirds of the Committee shall constitute a quorum;

    b. motions shall be approved based on a simple majority vote of attending members except for motions on financial matters which require a two-thirds majority;

    c. each unit representative has one vote; and

    d. the Chairperson shall cast the deciding vote in the event of a tie.

2. Members must be paid-up members in good standing to retain voting privileges.

CHAPTER 2- ADMINISTRATION

2.01 - GENERAL

This chapter provides direction concerning the administration of Regional Sports and related activities.

2.02 - COMPETITION LEVELS

1. Two levels of competition are normally held to declare the Regional representative which advances to the National championship. Deviations from this format need not necessarily result in constitutional changes. They can be incorporated under the authority of the Committee minutes as approved by the RSM. Unusual circumstances not covered in the terms of this constitution fall under the purview of the RSM for resolution:

a. **Small Unit Championships (units of 100 to 500 personnel). The following units are eligible to participate:**

CFS St John's
9 WG Gander
5 WG Goose Bay
5 CDSB Gagetown Det. Aldershot

Note: Under special circumstances, in order to facilitate the competition at this level the following have also been approved by CFMWS for inclusion in Small Unit championships as approved by the RSM and as R&Q permit by the host base (see also eligibility, Art 2.06, para 3):

i) Detachments under 100 personnel.

b. **Atlantic Region Large Base Championships. The following units are eligible to participate:**

CFB Halifax
5 CDSB Gagetown
14 WG Greenwood
12 WG Shearwater
Newfoundland

Small AR Units (with approval of RSM and committee)

2. One level of competition is held to declare the Servicewomen's Regional team, which will advance to the National Competition. The units are as indicated above in Article 2.02.

3. Service women personnel from 12 Wing Shearwater may combine with Service women personnel of CFB Halifax to form one CFB Halifax representative team.

2.03 - CRITERIA FOR CONDUCTING A CHAMPIONSHIP

1. For sports leading to a National, there must be an appropriate Regional championship OR (RDC). Regional Development Camp. For all other sports, the Committee will decide the conduct of each championship.

2. Regional competitions leading to a National will follow the National rules unless modified in the Regulation Annexes at Chapter 4.

2.04 - ELIGIBILITY

1. Players. To be eligible for a Regional competition, a team or an individual must meet the criteria outlined in DAOD 5045-0, chapter 5. The overall guiding principle in sports in the CAF and the Atlantic Region is that where you work geographically is where you play. The exceptions to this are those that are outlined in DAOD 5045-0, chap. 5, paragraphs 51-55. Further clarification is as follows:

   a. Paragraph 35(a) – Attached postings: A member of the CAF Regular Force, on strength of or on an attached posting to the competing base, wing or unit; and in the case of the latter, the member must be on strength prior to the CAF Regional Sports Championship

Questionable cases must be referred to the RSM for a ruling.

2. Eligibility Certificates will be completed in accordance with the format at Annex G and Annex H and are required before entering Regional/National sports championships. Eligibility Certificates must be presented at the Pre-tournament briefing. Reserve personnel on Class B or C callout are eligible to play after one day's service on their contract. For reserve personnel, a copy of their current contract must accompany the team Eligibility Certificate. Any challenge to an Eligibility certificate must be submitted in writing no later than 1600 hours on the day following the pre- tournament coach's briefing. Names may not be added or changed on the eligibility list after the start of play of the competition.

3. Challenged players may continue to play for their team at the discretion of the coach/team captain. Units using ineligible players will forfeit all games in which the ineligible players participated. Games scores shall be recorded IAW the pertinent sport rulebook.

4. Players of small units and detachments must play for the support base to which it belongs IAW CFOOs. However, players belonging to a Detachment may play for the Detachment in the Small Unit competition and for the Large Base provided the winner of the Small Unit competition does not advance to the Large Base competition. All requests to be referred to RSM for approval. Where the Small Unit champion advances to the Large Base competition or competes in the same championship, the player must advise by message to the RSM whether he/she will play for the Detachment or the Large Base prior to the commencement of competition.

5. Coaches, etc. All military personnel, DND and NPF employees are eligible to act as coaches, managers, JOA or officials at Regional or National competitions.

Civilians coaching military teams should be employed under an NPF Services Contract specifying the areas of responsibility with respect to liability, insurance, payment, etc.

6. Geographical area. Units may apply for geographical exemption IAW DAOD 5045-0
The deadline in the Atlantic Region to apply to play for a different Base/Wing/Unit other that the one to which a player is posted is:

a. summer sports: - 1 July; or

b. winter sports: - 31 December; or

c. 4 weeks prior to the start date of the tournament whichever comes first.

2.05 - FLOATERS

1. The Floater system described below will apply to both Men's and Women's Regional sports.

2. A unit not participating in the Regional Competition may submit names of talented athletes to host unit, inform RSM and all other competing units, when submitting their intent to enter message. This message will be sent out NLT 30 days before the start of the championship. Teams that require a floater will inform the host base and RSM NLT 14 days prior to the tournament. The host base will draw for floaters and place on teams based on requirements NLT 10 days prior to the beginning of the tournament. Extenuating circumstances must be approved by the RSM and will be evaluated on a case-by-case basis.

3. Teams are not permitted to obtain their own floaters. All floater appointments will be assigned by the host base and/or RSM.

2.06 - AUGMENTEES

1. Regional championship winning teams may augment in accordance with the CAF Sports Championships Operations Manual.

2. Small Unit winners may augment their team prior to attending the Large Base Competition. Small units that win the A/R championship are still bound by the CAF National Rule Book:

2.07 – OFFICIALS

1. All officials shall be currently qualified, actively engaged in officiating, and be recommended by the FSM, FSRM or FSR Coordinator.

2. A Regional Chief Official will be appointed by the RSM in the following sports: Soccer, Slo Pitch, Hockey, Ball Hockey, Basketball, Volleyball, Squash and Badminton. A Regional Chief Official will be appointed by the RSM based upon recommendations from the FSDs in the region. In sports where no Regional Chief Official exists, a local Chief Official will be appointed by the hosting committee with consideration given to

qualification, experience, maturity and potential. All Chief Officials will complete and forward to the RSM, a Referee's Report in the format attached at Annex D to this chapter. Terms of reference are provided at Annex E to this chapter.

2.08 – JURY OF APPEAL

1. A Jury of Appeal for each Regional championship shall be provided by the host unit.

2.09 – HOST UNIT RESPONSIBILITES

1. The host unit shall:

   a. 6 weeks (minimum) in advance of competition: send an advance warning message/email (Intent to Enter), in the form of the sample at Annex A:

   b. 4 weeks (minimum): forward to competing units, a joining instruction message/email in the form of the sample at Annex B:

   c. provide the following:

      (1) rations and quarters;

      (2) Jury of Appeal;

      (3) minor officials;

      (4) MSE support as applicable;

      (5) medical services as applicable and where possible;

   d. Abide by the Atlantic Region Hosting Protocol: and

   e. Forward post tournament report **within 10 working days** using the sample message/email format at Annex C.

   f. The host unit will provide the national office a digital picture within five days of completion of the championship or as soon as pictures are available from Imaging.

   g. Collect completed Behaviour and Conduct Expectations form from all athletes, trainers, coaches and officials, prior to the first game.

2. For individual Sports Championships (vice team), the host unit will assume the responsibility for organizing/coordinating the All Star Team proceeding to the Nationals. The individual's parent unit FSM/Sports Coord will confirm availability and arrange clearance. Host Base will assume all responsibilities outlined in the National Sport Joining Instruction and maintain liaison with the National host base. This responsibility may be assumed by another base FSM with a majority of players on the team if mutually agreed upon by both base FSMs.

2.10 – VISITING TEAM RESPONSIBILITIES

1. The visiting team shall:

    a. advise the host as indicated in the advance warning and joining instructions messages;

    b. make every effort to provide official(s) as requested;

    c. conduct themselves appropriately; being present for any official opening ceremonies and closing ceremonies;

    d. be in possession of a properly completed eligibility certificate and completed behaviour and conduct expectations form.

    e. upon receiving the joining instructions transfer player assessment fees to host base account ($12.00) per participant based on the number of eligible players for the sport vice actual players – see also Ch 3, Art 3.03; and

    f. pictures are to be taken of all teams and officials for forwarding back to the units and national host

2.11--WINNING TEAM RESPONSIBILITIES

1. The winning team's FSM/FSRM/FSC shall brief all their teams proceeding to the Nationals of the following points:

    a. joining instructions to team captain and players (provide copy);
    b. claims and signed Eligibility Certificates;
    c. dress codes and restrictions where specifically mentioned;
    d. brief on rules where/when there is a difference between Regional and National formats;
    e. Transportation arrangements at Nationals – flights, busses, scheduled events, etc.
    f. claims to be completed by parent unit Sports Coordinator

ANNEX A TO CHAPTER 2

ADVANCE INTENT TO ENTER MESSAGE

(NOTE: the information below may also be sent as an attachment to an email). In most cases an email will now be the preferred method of forwarding this information. All wings, bases, stations and units in the Atlantic Region shown in article 2.02, paragraph 1 (a) and (b) must be included in the distribution as small units may have floaters they wish to send.)

This message will be sent out at least six (6) weeks prior to the start of a particular championship.

FROM: ***HOST UNIT***

TO: ATLANTIC REGION

INFO: RSM

SUBJ: ATLANTIC REGION _____ CHAMPIONSHIP

REFS: A. ATLANTIC REGION SPORTS CONSTITUTION

B. ANNUAL ATL REG RSD MEETING DATE

1. THIS UNIT WILL HOST SUBJ COMPETITION FROM DATE (Include team captain's pre- tournament briefing date and last date of competition)

2. DEADLINE FOR INTENT TO ENTER _____ DATE

3. ADVISE ON AVAILABLE OFFICIALS.

4. ADVISE ON FLOATERS.

5. JOINING INSTRUCTIONS TO FOL

6. ADVISE ON FIN CODE

ANNEX B TO CHAPTER 2

JOINING INSTRUCTIONS

MESSAGE FORMAT

(NOTE: the information below will be sent as an attachment to an email **within 5 working days**. All Wings, bases, stations and units in the Atlantic Region shown in article 2.02, paragraph 1 (a) and (b) must be included in the distribution.)

This message will be sent out at least four (4) weeks prior to the start of a particular championship

FROM: ***HOST UNIT***

TO: ALL UNITS HAVING SIGNIFIED INTENT TO ENTER

INFO: RSM

SUBJ: JOINING INSTRUCTIONS - ATLANTIC REGION _____ CHAMPIONSHIP _____(DATE)_____

REF: (ADVANCE INTENT TO ENTER MESSAGE)

1. FURTHER TO REF, FOL INFO PROVIDED:

   A. R AND Q ARRANGEMENTS (OR CIVILIAN ACCOMODATION): GIVE DETAILS

   B. REPORTING PROCEDURES (LOCATION, BLDG #, ROOM #, TIMES)

   C. MEET AND GREET INFO: (DRESS CODE IF ANY)

   D. PRE-TOURNAMENT BRIEFING AND OFFICIALS MEETING INFO

   E. EQUIPMENT TO BE USED (TYPE OF BALL, ETC)

   F. SECURITY INFO ON LOCKERS, VALUABLES, ETC

   G. FEES TO BE CHARGED (IE: GREEN FEES FOR PRACTICE ROUNDS, ETC)

   H. PRACTICE TIME AVAILABILITY (IF APPLICABLE)

2. PARTICIPATING BASES/UNITS TO PROVIDE THE FOL BY _____DATE____

   A. NATIONAL SPORTS ELIGIBILITY CERTIFICATE (NATIONAL ANNEX C)

   B. NATIONAL TRAVEL INFORMATION FORM (NATIONAL ANNEX D)

   C. SIGNED BEHAVIOUR AND CONDUCT EXPECTATION FORM

   D. ADVISE ON MOT, ETA, ETD

   E. ADVISE ON PRACTICE TIMES REQUESTED (IF OFFERED IN PARA 1 ABOVE)

   F. $12 PER PLAYER HOSPITALITY FEE TO GL XXXX-XXXX-XXXX-XXX-XXXXX

ANNEX C TO CHAPTER 2

POST TOURNAMENT MESSAGE

(NOTE: the information below will be sent as an attachment to an email **within 5 working days**. All Wings, bases, stations and units in the Atlantic Region shown in article 2.02, paragraph 1 (a) and (b) must be included in the distribution.)

This report will be sent out NLT five days (5) days after the conclusion of a particular championship

FROM: ***HOST UNIT***

TO: PARTICIPATING BASES

INFO: RSM

BORDEN FSM

SUBJ: (NAME OF CHAMPIONSHIP) POST TOURNAMENT REPORT

REF: A. JOINING INSTRUCTIONS DATED _____

1. SUBJECT TOURNAMENT WAS CONDUCTED (WHEN AND WHERE)

2. TOURNAMENT FORMAT WAS

3. THE FOLLOWING UNITS COMPETED

4. THE TOURNAMENT CHAMPION WAS

5. THE TEAM AND INDIVIDUAL FINAL RESULTS ARE AS FOLLOWS (INCLUDE ALL TEAM/INDIVIDUAL FINAL POSITIONS AND RECORDS (IF APPLICABLE)

6. THE FOLLOWING TEAM MEMBERS AND ALTERNATE(S) LISTED WILL REPRESENT THE REGION AT THE NATIONALS

7. FINANCIAL STATEMENT IS AS FOL:

A. REVENUES (INCLUDE AMENITY ASSESSMENTS, CFPSA GRANTS AND OTHER FEES COLLECTED)

B. EXPENSES

C. BASES/RSM ARE TO SEND A CHEQUE IN THE AMOUNT OF ____$____ MADE PAYABLE TO (HOST BASE), ACCOUNT NUMBER _____

OR

CFB _____ WILL ABSORB TOURNAMENT COST.

8. REPORT ON INJURIES (INCLUDE # OF INJURIES, TYPE OF INJURY, WHO, AND WHETHER THEY OCCURRED DURING GAME OR PRACTICE.

9. COMMENTS AND RECOMMENDATIONS ARE ….

D. BASES/RSD ARE TO SEND A CHEQUE IN THE AMOUNT OF ____$____ MADE PAYABLE TO (HOST BASE) , ACCOUNT NUMBER _____

OR

CFB _____ WILL ABSORB TOURNAMENT COSTS

10. COMMENTS AND RECOMMENDATIONS ARE

ANNEX D TO CHAPTER 2

CHIEF OFFICIAL'S REPORT

This report will be sent out NLT five days (5) days after the conclusion of a particular championship

ATLANTIC REGION _____ CHAMPIONSHIP

HOST UNIT DATES

GENERAL

1. _____ was appointed as Chief Official for the Atlantic Region _____ Championship held at _____ over the period _____ _____. The following personnel were named to the Officials' list for the tournament.

	OFFICIAL	HOME UNIT
a.		
b.		
c.		

RESPONSIBILITIES

2. Pre-tournament Briefing. A pre-tournament briefing was held to clarify the following game details:

a. Officials' Dress (example). All officials were completely outfitted with their own civilian association approved referee uniform. Provincial badges were worn by all holders. The standard of dress was high;

b. Game Coverage (example). The Diagonal System of Control was used, i.e., three officials, one referee and two linesmen. Clarification of duties and game appointments were discussed at the pre-tournament briefing and during the competition; and

c. Rules Interpretations (example). The following game regulations were discussed:

(1) tournament regulations re substitutes, method of breaking a tie; and

(2) extensive discussion of playing rules took place in order to clear up and standardize interpretations of the laws. No problems were encountered.

GAME ASSIGNMENTS

3. Date Teams Referee Linesmen

Note: (if applicable).

ASSESSMENT OF OFFICIALS

4. The officials of the tournament were rated as follows (example):

Name	Registered *with board*	Certification *held*	*Rating*	*Remarks*
			A	*EXCELLENT Official*
			B+	VERY GOOD Official (Ready for A rating)
			B	VERY GOOD Official
			C	First year officiating . Did very well
			Example	Holding no qualifications and little or no experience, Smith was used almost exclusively as a linesmen. The one game he refereed indicated that he required more experience in order to be considered for nationals.

(example)

N.B. It should be recognized that the rating given is based on the performance shown in this tournament and in some cases on one game as refereed. The ratings shown reflect a very critical assessment. I consider all officials listed to be worthy of consideration for future competitions, provided prerequisites are met. In the case of Smith, he is well motivated, keen and provided he gains experience and is certified, he also would be an asset to future championships.

RECOMMENDATIONS

5. As Chief Official, the following recommendations are offered for future championships with respect to all aspects of officiating at the Regional Championships:

a. (Example) it would assist the Chief Official in the performance of his/her duties if he/she could be informed, prior to arrival, the names of all officials and their qualifications.

CONCLUSION (example)

6. The standard of officiating was of high calibre. All officials conducted themselves in a professional manner, both on and off the field.

7. The caliber of play by all teams was high and generally sportsmanlike in their play

and conduct. Only two cautions (of a minor nature) were issued throughout the tournament.

8. Overall, this was a well organized tournament.

(Signature)

Dist List

Host base
Regional Sports Manager
National Sports Manager (for dist to CAF Chief Official)

ANNEX E TO CHAPTER 2 - TERMS OF REFERENCE

CHIEF OFFICIAL

1. The Chief Official's duties are summarized as follows:

   a. brief all assigned officials, coaches and managers on ground rules, minor and major rule changes;

   b. clarify rule interpretation;

   c. assign and assess officials;

   d. technical advisor to host and Jury of Appeal;

   e. prepare and submit Chief Official's Report **within 5 working days**; and

   f. recommend to the RSM, in order of priority, officials for national competitions immediately following the conclusion of the competition.

ANNEX F TO CHAPTER 2

HOSTING PROTOCOL – ATLANTIC REGION SPORTS

The following will be used as the hosting protocol concerning the hosting requirements to ensure a consistency across the region. These items are considered to be the minimum core requirements for hosting all Atlantic Region Sports competitions:

a. Meet and Greet: - All units to provide athletes with a Meet and Greet as a function with the date and time to be decided by the Host Unit. Food will be provided during the Meet and Greet: either a light snack (finger food) or food in lieu of the evening meal. Where the meal was a replacement meal this is to be clearly identified in the Joining instructions and competitors briefed prior to departure by Sports Coords;

b. Refreshments: - During Games (between periods) host will provide water and/or nutritional drinks ;

c. Awards: - Regional Medals, Trophys and MVP Plaques will be provided;

d. Package: - All hosts to provide an info package with the level to be decided by the Host Unit;

e. Opening Ceremonies: - This continues to be an important part of the Championship. It is mandatory that the Opening Ceremonies take place prior to the first game of competition at the discretion of the host base. All teams must attend, and the National Anthem will be played with any VIPs in attendance. It was also suggested that the teams wear their team sweaters, if applicable, at the Opening Ceremonies;

f. Closing Ceremonies – VIPs should be in attendance where possible. Photos may be taken by either the Photo Section or by the PSP Staff. A digital camera is recommended if available so host can send the photos to the Units by disk or Email; and

g. Accommodations – Host base to advise teams if the Quarters are sub standard in advance. If possible, it is also a good idea to provide a room/area for drying and storing of equipment where the sport requires this (i.e. Hockey) if teams cannot leave their equipment at the facility.

h. Pre-Tournament Briefing

   i. Virtual Meeting 1 week prior – must have Chief Official, Head Athletic Trainer, review Accommodations, check-in, rules etc.

   j. In-Person Meeting – prior to opening ceremonies – review any changes to logistics, review Chp 5 and Eligibility lists.

CHAPTER 3 - FINANCES

3.01 - GENERAL

1. A trust account, number **1060-0061-2230-000-06375** and referred to as the Atlantic Region Sports Fund, is maintained by the NPF Accounts Supervisor (NPFAS) at **CFB Halifax**.

2. The Atlantic Region Sports Fund is administered by the RSM.

3. The purpose of the fund is to provide a source of revenue to support activities sanctioned by the Committee.

4. Revenue is generated by assessing each unit a per capita fee. The fee is paid once annually and is based on the current REMAR strength as of 1 April. Assessments are to be forwarded by the 30th of June annually, to the RSM, for deposit in the Atlantic Region Sports Fund. Regional assessment is eighty cents ($0.80) per capita. See also Art 1.09 para 2.

5. RSM will forward an annual message each spring calling for assessment payment.

6. Assessment rates are reviewed as required. Reimbursement of official's fees, hosting allowance, etc will not be repaid until the annual assessment fees are paid in full.

3.02 - QUARTERS - RECIPROCITY

1. In accordance with DAOD 5045-0, chap. 5 and this constitution, all bases and stations in the Atlantic Region participate in a comprehensive sports program. This program is essential to providing our more talented athletes an opportunity to test their skills and compete against the best military individuals and teams in the Atlantic Region and ultimately the CAF. As outlined at ref B, these sports help develop teamwork, unit cohesion, self-discipline, self-esteem, and physical fitness. It is, in addition, an excellent vehicle for building high morale in the CAF.

2. The cost of providing R and Q to visiting teams is not unrecognized. Each participating base within the Atlantic region sports program will provide a fin code to the respective host to cover the **cost of rations only**. The cost of quarters will fall under reciprocal agreement between the respective Atlantic Region bases participating in the Atlantic Region.

3.03 - DISBURSEMENTS

1. Disbursements from the Atlantic Region Sports Fund are approved as follows:

    a. payment for trophys, medals, golf shirts or T-shirts (for all star teams), and related engraving charges for medals and trophys (see 3.05, para 2);
    b. payment for entry fees and/or associated costs to CAF Nationals on behalf of Region all-star teams, if applicable;
    c. payment for civilian officials required in the hosting of a regional competition;
    d. for other expenses as directed by the Committee.
    e. Payment for general maintenance of regional trophy's. Repair from misuse is the responsibility of the offending base

2. Further to paragraph 1 above, expenditures on specific items are as follows:

    a. Individual Sports: (Badminton, Squash, Golf, Running, Swimming, Triathlon)
    Shirts and applicable equipment (if necess.) with Atlantic Region logo will be purchased by the RSM and provided for individuals advancing to the Nationals. These items will be retained by the individuals.

    b. Team sports:
    Team uniforms are to be provided by the team's home unit including augmentees;

    c. Officials: Gift Certificates will be provided for military officials, military trainers and volunteers. Copies of paid invoices to be forwarded to the RSM or the amount indicated in the post tournament report and identified for reimbursement by RSM. Reimbursement will be to a maximum of $50.00 per position.

3.04 - BILLING PROCEDURES

1. Associated costs as detailed in the following sub-paragraphs shall be handled in the matter indicated:

a. Officials. Costs not covered by the RSM and costs incurred by the host unit to hire civilian officials shall be included on the post tournament message and reimbursed from the participating units that did not send an official;

b. Fees. Green fees are billed to participating units.

Amenity Assessment. Each participating Large Base is to transfer the amount of $12.00 per player based on the maximum number of eligible players for the particular sport and each participating Small Base is to transfer the amount of $12.00 per player. These funds are to be transferred at the pre-tournament briefing, or prior to the competition. These funds are used to help host bases

offset the costs related to the provision of amenities for the visiting teams. It is not to be used for officials, equipment, facility rental, etc.

c. Facility Rental: All facility rental costs will be paid by the host using public funding.

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3.05 - AWARDS

1. Awards for team championships and individual winners are standardized. The Committee will review the type, design, and quantity of awards periodically. The number of awards per activity is detailed at Annex A to this chapter.

3.06 – CAFSO GRANTS

1. A DSRM grant (this is a centrally-funded account which is provided by DSRM for use by all RSM's) is received annually for assisting with and improving the conduct and caliber of sports, promote development of players and officials, and offset operating costs within the Host respective regions. Not all sports listed below may be played in the Atlantic Region.

2. All Atlantic Region sports championships are to be held using new balls, pucks, birds, etc. The following amounts will be transferred by the RSM to the respective host units to help defray hosting costs for new game equipment (balls, pucks, etc). Amounts will be forwarded once after-action reports are received by the RSM for sports hosted in the current sports calendar, RSM has discretion to increase amount based on available approved budget.

Sport	**Amount**	**Game Items**	**Practice items to be provided**
Basketball	$300.00	Balls (game)	Teams
Golf	$200.00	Tees, markers, balls	Host
Hockey (M)	$165.00	Pucks	Host
Hockey (Senior)	$165.00	Pucks	Host
Hockey (W)	$165.00	Pucks	Host
Slo-Pitch (M)	$150.00	Balls	Host
Slo-Pitch (W)	$150.00	Balls	Host
Soccer (M)	$300.00	Balls (game)	Teams
Soccer (W)	$300.00	Balls (game)	Teams
Volleyball (M)	$200.00	Balls	Teams
Volleyball (W)	$200.00	Balls	Teams

3. The following amounts will be provided to host units from the RSM Grant to assist in hosting officials' clinics for new officials. These amounts to reimburse host units for clinics for current officials or past officials whose qualifications have expired:

a. Basketball $100.00
b. Volleyball $100.00
c. Soccer $100.00
d. Slo Pitch $125.00
e. Ball Hockey $100.00
f. Other (with A/R approval)

4. Any balance remaining is to be used in promotion regional development of sport in the Atlantic Region.

ANNEX A –Table of Rewards

SERIAL	*SPORT*	*TROPHY*	*MEDALS*	*OFFICIALS* ***MAXIMUM***
1	BADMINTON	1 LARGE UNIT	10 (TEAM) + 10 INDIVIDUAL MEDALS TO WINNERS AND RUNNERS UP: OPEN SINGLES - MENS (2), WOMENS (2) OPEN DOUBLES - MENS (4), WOMEN (4) SENIOR SINGLES – MENS (2) SENIOR DOUBLES – MENS (4) MASTER SINGLES – MENS (2) MASTER DOUBLES – MENS (4) MIXED DOUBLES (4) COMBINED EVENT /48	1
2	BOWLING	1 LARGE UNIT	6 + 6 2 HIGH AVERAGE 2 HIGH SINGLE 2 HIGH TRIPLE /18 EACH /36	1
3	BASKETBALL	1 LARGE UNIT	13 + 13 /26	4
4	BALL HOCKEY	1 LARGE UNIT	21 + 21 /42	7
5	CURLING	1 LARGE UNIT	5 + 5 /10	1
6	GOLF	1 LARGE UNIT (M) 1 LARGE UNIT (W) (SMALL UNITS ALSO ELIGIBLE – SEE CH 4)	9+9 MENS OPEN (2) MENS SENIOR (2) WOMENS OPEN (2) /22	1
7	HOCKEY	1 SMALL UNIT 1 LARGE UNIT(M) 1 LARGE UNIT(W)	21 + 21 21 + 21 21 + 21 /126	7
8	OT HOCKEY	1 LARGE UNIT	21 + 21 /42	7

SERIAL	*SPORT*	*TROPHY*	*MEDALS*	*OFFICIALS* ***MAXIMUM***
9	SLO PITCH	1 LARGE UNIT (M) 1 LARGE UNIT (W)	16 + 16 16 + 16 /64	4
10	SOCCER	1 LARGE UNIT (M) 1 LARGE UNIT (W)	19+19 19+19 /76	7
11	SQUASH	1 LARGE UNIT	9 (TEAM) + 9 MENS - UNDER 30 (2) - OPEN (2) - SENIOR (2) - MASTER (2) WOMEN - OPEN (2) /28	**1**
12	VOLLEYBALL	1 LARGE UNIT (M) 1 LARGE UNIT (W)	12+12 12+12 /48	4 4
		TOTAL LARGE UNIT MENS 11	TOTAL GOLD 263	
		TOTAL LARGE UNIT WOMENS 4	TOTAL SILVER 263	
		SMALL 1		

CHAPTER 4 - CHAMPIONSHIP RULES AND REGULATIONS

4.01 – GENERAL

The proper planning and conduct of sports championships can only be achieved if each unit is fully aware of its hosting or participant responsibilities, capabilities and limitations prior to regional meetings. (see also Chap 2.09).

4.02 – CALENDAR OF EVENTS

A calendar of events, as approved by the Committee, will be distributed with the minutes of each meeting and updated and redistributed by the RSM if there are changes.

4.03 – ATLANTIC REGION SPORTS RULES

1. For all sports the rules outlined in the CAF Sports Championship Operations Manual will be followed and are therefore not repeated here. Where there is a requirement for clarification or exception due to unique regional circumstances, those exceptions are listed under the appropriate sport at Annex A to this chapter.

2. The Rules governing the conduct of all remaining A/R Championships will be governed by the Atlantic Region Sports Constitution and unpublished / draft rules sent by CAF National Sport. They are provided as a guide to the host. Deviations from the rules shall not occur without prior consultation with the RSM and where applicable, with the competing units.

3. Teams are required to have home and away sweaters. Declared colours are:

- CFB Gagetown - Maroon, white, black or gold accent
- CFB Halifax - Navy blue, white, gold and black accent
- 5 Wing Goose Bay - Blue, green, white
- 9 Wing Gander - Black, red/white accent
- 12 Wing Shearwater - Air Force blue, white, grey or gold accent
- 14 Wing Greenwood - Air Force blue, white, red
- CFS St John's - Royal Blue, white

4.04 – TOURNAMENT FORMATS AND DRAW

1. The following formats have been approved by the Committee and are to be followed by host units unless options are indicated or the format is dictated by the rules of the sport. A single round robin format will be used for all tournaments:

    a. Two Team – best out of 3

    b. Three teams – single round robin -The first place team after the round robin will advance to the final. The second and third place team will play in a semi-final match l, with the winner advancing to the final championship game;

    c. Four teams – Follow CAF National Sports Format with the exception of the bronze medal game (removed).

    d. Five or six teams – single round robin – Two semi-final games shall be played between the first and fourth place teams and the second and third place teams. The winners of the semi-final will advance to the final championship game.

    e. Six, eight or ten teams – Olympic crossover or standard two division round robin with top four teams advancing to the semi-finals regardless of the division. Winners of semi-finals advance to a single final game;

    f. Seven or nine teams – scattered draw format should be used with a semi-final and final. Full round robin may be considered for Curling; and

    g. Double round robin formats are authorized for both male and female for a 3 team competition where facilities, staff, officials and time permit.

2. Pre-Tournament Draws will be conducted a minimum of at least one week prior to the event, using a random generator, by the host base.

4.05 - DEFAULTS

1. If a team is disqualified during a championship, all games involving the disqualified team will be excluded from the overall scoring for the remaining teams. Any individual or team disqualified from a championship will lose their points/results from previous games.

ANNEX A TO CHAPTER 4

RULES GOVERNING ATLANTIC REGION SPORTS CHAMPIONSHIPS

GENERAL

1. As the sports listed below have a National Championship, play shall be in accordance with the current rules in the CAF National Sports Rulebook and the rules of the particular Canadian Sport Association referred to in the National rulebook except as noted below. When hosting a regional sports championship, the host base will include a copy of the rules to each team prior to the start of the competition. The most recent CAF National Sports rules for each sports can be found at:

cfmws.ca

2. Awards will be presented IAW Annex A to Chap 3.

EXCEPTIONS OR CLARIFICATIONS

3. The following specific rules shall be applied to the conduct of the particular sport listed below. For all individual sports, units unable to field complete teams may still compete for the individual championships. In the case of a conflict with the National Rulebook, the RSM should be consulted for a decision:

   a. Golf- men's handicap must be at least 18 or under. Women's is 40 or under. Blue markers will be used. No caddies or special devices permitted.

RULES GOVERNING ATLANTIC REGION SMALL BASE HOCKEY CHAMPIONSHIP

GENERAL

1. Play shall be in accordance with the rules of the current Hockey Canada rule book, except as outlined below. Only units listed in this Constitution at Art 2.02 paragraph 1(a) are eligible to play.

RULES AND REGULATIONS

2. The following special regulations will apply to all Atlantic Region Small Base Hockey competitions. CHA Rules govern the Small Base Hockey championship. CAF National format rules, where applicable, does override CHA Rules.

a. 2 X 20 minute stop time periods will be played;

b. Only one 30 second time out will be permitted per team per game;

c. Only one goaltender will be required to be dressed for a game.

d. Slap shots will be allowed

TEAM COMPOSITION & DRESS

2. A team shall be composed of a maximum of twenty competitors, all of whom may play and one of whom must be designated as Coach and/or Captain. Full time civilian DND employees, full time CFMWS employees and personnel under a Volunteer Service Contract are eligible to participate as coaches, or managers. They must be included in the 20-player maximum but may not play.

3. All competitors must wear approved CSA protective equipment and the approved team colors with home and away jerseys. Failure to wear protective equipment will result in removal from the ice until the correct equipment is obtained. Such players will be permitted to return to the ice at the next stoppage of play.