

**CONSTITUTION  
OF THE  
ONTARIO REGION  
SPORTS COMMITTEE  
(ORSC)**



**Dated:** October 2019

Copy Distribution

**HEADQUARTERS**

CFMWS/CAF Senior Manager National Sports

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CFMWS/CAF National Sports Coordinator - HQ

CFMWS /CAF National Sports Coordinator – CFB Borden

**REGIONAL BASES**

CFB Borden / Manager F&S

CFB Kingston / Manager F&S

22 WG/CFB North Bay / Manager FS&R

Garrison Petawawa / Manager F&S

8 WG/CFB Trenton / Manager F&S

Garrison Toronto /South Western ON Manager FS&R

4th CDN DIV TC Meaford / FS&R Coordinator



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**CHAPTER 1**  
**ORGANIZATION**

**1.01 – GENERAL**

1. The name of the committee shall be the Ontario Region Sports Committee, hereafter referred to as the 'ORSC.'
2. The Ontario Region Sports Manager (RS Mgr.) shall be selected by CFMWS/DFit.
3. For the purpose of this constitution, the Ontario Region shall include all Bases within Ontario, (less the National Capital Region), CDLS Washington, Rome, NY and other locations within the geographical (North/South) of Ontario boundaries.

**\*NOTE:** CFSU (O) and NDHQ participate in the Quebec Region.

Unless specified otherwise, the principles embodied in this document apply equally to Servicemen and Servicewomen.

**1.02 – AUTHORITY**

1. The ORSC is established in accordance with the policies and guidelines from the PSP Policy Manual, A-PS-110-001/AG-002, DAOD 5045 and the CAF Sports Championship Operations Manual.

**1.03 - DEFINITIONS**

1. For the purpose of the constitution, the terms listed in the following shall be construed to mean:
  - a. Base – Base, Wing, Garrison or Area Support Unit (ASU);
  - b. Commanding Officer (CO) – from a Base, Wing, Garrison or ASU;
  - c. F&S/FS&R Mgr/Coord, or Unit Sports Officer;
  - d. He/His – He, She, His, Hers;
  - e. Region/Regional – the Ontario Region; and
  - f. National – the Canadian Armed Forces National.

**1.04 – FUNCTION OF THE ORSC**

1. The ORSC is established for the purpose of promoting CAF Regional and National competitions in as many sports activities as are practical under existing rules, regulations and conditions.

2. Since Regional Championships are the principal level of competition, the ORSC must plan, promote, support and administer a diversified calendar of events for the Ontario Region. Preference of sports for inclusion in the calendar must be based on the scope of activity prevalent to member Base's.

#### **1.05 – COMPOSITION OF THE ORSC**

1. The ORSC shall be comprised of the following members:
  - a. Chairman – Region Sports Manager (RS Mgr.);
  - b. Representatives – one member from each participating Base. The preferred order of priority for attending committee members is:
    - (1) Base F&S/FS&R Mgr./Coord,
    - (2) Acting Base F&S/FS&R Mgr./Coord
    - (3) Base Military Sports Coordinator
  - c. Administrative (Admin) Assistant – as provided by the conference host Base or as designated by the RSMgr.

#### **1.06 – DUTIES OF ORSC MEMBERS**

1. Chairman. As Chief Executive, he/she shall preside at all meetings and:
  - a. Conduct all meetings using parliamentary procedures;
  - b. Call special meetings when necessary;
  - c. In deciding a tie, cast the vote;
  - d. Maintain the Ontario Region Sports Fund through his/her Base Non Public Funds (NPF) Accounting Office;
  - e. Purchase, manage and issue authorized awards and apparel;
  - f. Maintain a Regional Register of champions; and
  - g. Be the Regional Liaison Officer for out-of-service grants by the Province and other agencies, which support sports and recreation in Ontario.
2. Representatives. Representatives shall liaise well in advance of meetings, with their CO's, support groups, officials, the RSMgr. and other Base F&S/FS&R Mgr./Coord regarding:
  - a. Their Base's contribution to the calendar of events in terms of hosting, participating, officiating and generally supporting the Region;

- b. Presentation of agenda items, comments, recommendations and solutions in writing, for discussion at ORSC meetings; and
  - c. As Travel Coordinators (Travel Xpert) coordinate all flight reservations for Ontario Region teams/individuals progressing to Nationals; and
  - d. Attendance during all ORSC conferences.
3. Admin Assistant: Shall record, prepare and forward the minutes from the ORSC meetings to the RSMgr for approval and circulation.

#### **1.07 – MEETINGS**

1. The ORSC shall meet annually, normally in Fall, at a place and date agreed upon at the previous meeting. If necessary, a teleconference shall be held in Spring and any other special occasion as deemed necessary by the Chairman.
2. Unless otherwise specified by the Chairman, dress for members attending ORSC meetings shall be casual/respectful work attire.
3. The Chairman shall forward a notice of meeting and call for **agenda items** at least **six (6) weeks in advance**. Agenda items are to be submitted to the RSMgr. **three (3) weeks** prior to the meeting. The Agenda will be distributed **two weeks** before the meeting.
4. The following order of business shall be used at all ORSC meetings:
  - a. Introduction, record attendance and verify quorum;
  - b. Review previous minutes;
  - c. Discuss business arising from previous minutes;
  - d. Present financial statement;
  - e. Evaluate past season's program;
  - f. New business;
  - g. Plan forthcoming season's activities;
  - h. Open discussion; and
  - i. Set date and site for next meeting.
5. The Chairman and each representative shall have one (1) vote. However, the Chairman will only vote if a tie occurs.
6. The quorum shall consist of two-thirds of the members. In cases of financial or constitutional decisions, a two-thirds majority is required; otherwise, a simple majority shall prevail.

## CHAPTER 2

### ELIGIBILITY, TEAM COMPOSITION AND OFFICIALS

#### **2.01 – ELIGIBILITY**

1. Each Base in the Region may enter a team in a Regional championship. Large Bases's comprised of geographically separate elements may, at the discretion of the CO and with the concurrence of the RS Mgr., enter more than one team. Such elements wishing to enter Regional playdowns separately must make their wishes known prior to commencement of the upcoming season.
2. To be eligible to participate in CAF Regional and National Sports Championships, a participant must be:
  - a. A member of the CAF Regular Force, on strength at, or on an attached posting to a competing Base; and in the case of the latter (attached posting), the member must be on strength at the competing Base prior to the CAF Regional Sports Championship;
  - b. A member of the CAF Reserve Force currently on Class B or C Reserve Service who has **served one day** of the Class B or C contract;
  - c. Excerpt from CANFORGEN 165/15 CMP 073/15 111536Z SEP 15  
Class A Reservists are eligible to participate in all aspects of CAF Sports Program, including Intersection/Inter-Unit, Regional, National and International (CISM) Sporting competitions. Authorization for participation, including funding, must first be received in writing at the Unit level by the Commanding Officer (CO), and meet all other eligibility requirements.  
\*Unless stated otherwise, the Class A Reservist salary shall be the Unit responsibility.
  - d. A member of a foreign force who is attached to or on exchange duty with the CAF Regular Force Base (See Para 3 below);
  - e. A member of a foreign force who is serving with his or her unit at a CAF Base; or
  - f. Full-time staff of NPF or Contractors on a NPF service contract. Personnel under this category are eligible to participate as coaches, officials and athletic trainers only.
3. Where a Base entry is comprised of members of a foreign force, the following conditions apply:
  - a. Team Sports
    - Participation is in accordance with CAF Regional regulations; and



- To be eligible to participate in CAF National Sports Championships, a team is restricted to the following maximum number of members of a foreign force:

1. Teams of thirteen (13) players or more – three (3) per team, and
2. Teams of twelve (12) players or less – two (2) per team.

b. Individual Sports.

- To be eligible to participate in CAF National Sports Championships, a CAF Regional team is **restricted to a maximum of 20 percent** (rounded off to the next lowest whole number) of members from a foreign force.

4. Members on retirement leave or Regular Officer Training Plan (ROTP) students attending military colleges may be eligible to participate in CAF Regional and National Sports championships upon the approval from the Canadian Military College (CMC) Director of Athletics (DAth.), including being invited to participate for the purpose of making a CAF CISM team. Students on subsidized university training plans (i.e. civilian university) may be eligible if their application for exceptional status is approved by MCAF (through their University Liaison Officer and their RS Mgr.) prior to the beginning of the competition

\*The following individuals are **NOT** eligible to participate as athletes, in the CAF Sports Championships (Regional and National) Program.

Regular Officer Training Plan (ROTP) students attending military college or a civilian university that they are part of a RMCC Varsity program during the current Academic Year.

5. ROTP students attending military college who are ineligible to represent their college in intercollegiate competitions because their activity is not part of the RMCC Varsity program, or they have used up their eligibility years, can apply to participate in CAF Regional and National competitions to the MCAFS (through the Military College Athletic Director and RSMgr.

6. Where a member lives and works on or near a Base/Wing/Unit (B/W/U), other than the one at which the member is on strength, the member may forward an application to the RSMgr. for authority to compete for that Base.

7. A member being posted from one region to another who wishes to qualify for a CAF National Sports Championship may forward an application to MCAF National Sports Office, through the appropriate RSMgr. for authority to compete in a CAF Regional Sports Championship. The application must reach CFMWS six (6) weeks before the date of the CAF National Sports Championships. If a member is posted after the playoffs have commenced, the member is eligible to play for the new B/W/U effective on the member's change of strength (COS) date.

8. Where a member of a team that has won a CAF Regional Sports Championship is posted prior to the CAF National Sports Championship, the losing Base is to:

- a. contact the gaining Bases' Manager Fitness & Sports/Recreation; and provide him/her with all the pertinent information concerning the player in question, including the member's Name, Rank, Service Number, gaining Unit/Section and the respective CO (approving authority),
- b. request that the gaining Bases' Manager Fitness & Sports/Recreation send a time-off memo to the gaining Units' CO (approving authority), requesting approval for player in question to participate at the respective CAF National Championships; and
- c. upon receiving approval from the individual's Unit CO (approving authority), the losing Bases' Manager Fitness & Sports/Recreation shall then staff the request to their RSMgr.; who then shall fwd same to the gaining RSMgr., seeking approval for the member's services. If approved, the member will be considered part of the original team's roster and MCAF National Sports Office shall be notified.

9. Where a question of eligibility is not specifically covered in the rules, it is the responsibility of the participating team or individual to submit the circumstances of the case to the appropriate RSMgr. through the local Manager Fitness & Sports/Recreation. The RSMgr. shall decide the case or, if appropriate, request a decision from MCAF National Sports Office.

10. The rules regarding team eligibility and composition apply only to those sports progressing to CAF National Sports Championships. For those sports in which there is no CAF National Sports Championship, RS Mgr. may, in consultation with the Bases within their region, establish rules to meet their special circumstances and which contribute to meeting the objectives as outlined in paragraphs 4, 5 and 6 of the CAF Sports Championship Operations Manual.

11. In reference to participation of members while on **Maternity or Parental Leave**, as outlined in DAOD 5001-2 (Maternity and Parental Benefits), participation in the CAF Sports Program **is not authorized**. Such a member is neither "on duty", nor authorized to "return to duty" when on Maternity or Parental Leave.

12. In reference to participation of members while on Leave, CANFORGEN 169/07 CMP 074/07 161941Z NOV 07 indicates that: The Canadian Forces Sports Program consists of Intersection/Intramural competitions at the Base level, Regional Championships, National Championships and Conseil International du Sport Militaire (CISM). It has been brought to my attention that CF members are sometimes encouraged to participate in the CF Sports Program while on leave. **The aim of this message is to confirm that CF members are on duty while participating in authorized sports activities.**

13. **The National Sports Program augmentee system is set up to give a Base team, that is representing a region at a National Championship, the opportunity to pick up other players from other Bases within their region. The numbers of augmentees authorized are as follows:**

- a. **Teams of thirteen (13) players or more – three (3) augmentees per team, and**
- b. **Teams of 12 players or less – two (2) augmentees per team.**

c. Women's Hockey & Soccer - maximum five (5) per team

14. Any cases that are considered to be unique or involve participation not leading to a National Championship shall be submitted to the RSMgr. for consideration.

**2.02 – TEAM COMPOSITION**

1. The CAF Sports Rule Book defines acceptable team composition. All teams/competitors must present an approved eligibility list prior to the start of the competition. Additions after this point shall not be entertained. Each competing Base/Unit's Manager Fitness & Sports/Recreation signature is required on all eligibility certificates as validation.
2. Teams using ineligible players, even by mutual consent, will forfeit all games in which the ineligible players participated. In individual events, the players will forfeit all games played.
3. In the event that a Base is unable to form a team, except those sports designated as having an individual component (i.e., badminton and squash), a "floater system" has been established to provide opportunity for players to compete with another Base at the Regional level.

Requests to supply floater/s must be staffed through the FS/FS&R Mgr. /Coord to the RSMgr. at least eight (8) working days prior to the beginning of the Regional competition. Except in extenuating circumstances, names shall not be accepted inside this 10-day limit. When entering your team into the draft for floaters, the current # of players is to be indicated. At the time of the draft, the team/s with the least amount of players will be assigned floaters. Costs related to the use of a floater/s are borne by the home Base. In the event that a team with floaters wins the Regional Championship; and is proceeding to the National event, the team may elect to keep these floaters as their augmentee's or select other players to a maximum IAW Article 2.01.13.

4. Ontario region activities, not designated as a specific gender sport, will be open to both male and female participants (Annex B)

**2.03 - OFFICIALS**

1. Officials shall be selected from within the Region as follows:
  - a. Military (CAF) and Full-time staff of NPF. Currently qualified and experienced at a level commensurate with the standard of play at the Regional level. They shall not be paid, but will receive a token of recognition and a letter from the host Base which will be sent to their respective CO/Division Head; and
  - b. Contracted Officials. Currently qualified and experienced at a level commensurate with the standard of play at the Regional level. They shall be paid the current rate for that specific sport; and costs borne from the ORSC Budget.

2. When both categories of officials are used (a & b above), the Chief Official or Tournament Organizer must ensure that priority is given to official's from category a, to officiate a greater number of matches. Since payment of contracted officials is pro-rated, costs shall be kept to a minimum.
3. Officials must also be prepared to assist with 'minor' officiating duties (i.e. scorekeeping, goal judge, etc), when not involved as a major official. The Chief Official or Tournament Organizer shall be responsible for assigning these minor officiating duties.
4. Deserving officials shall be recommended to officiate at CAF National Championships by the Chief Official, Tournament Organizer and/or the RS Mgr.

#### **2.04 – DUTIES OF CHIEF OFFICIAL**

1. Where practical, and whenever possible, the Chief Official for Regional championships shall be selected on the basis of being current and active in that respective sport.
2. The following outlines the duties and responsibilities of the Chief Official:
  - (1) Acceptance of his/her nomination as Chief Official well in advance of the competition,
  - (2) Assist in the selection and recruitment of major and minor officials,
  - (3) Schedule all major & minor officials, including themselves when required.
  - (4) Where practical, attend all games;
  - (5) Brief all officials on ground rules, minor and major rule changes, dress and deportment,
  - (6) Run a minimum of one-hour practical session for all officials to standardize their calls,
  - (7) Brief coaches and managers,
  - (8) Have all major officials assessed,
  - (9) Be technical advisor to the Jury of Appeal,
  - (10) Prepare a Post-Tournament report, and
  - (11) Recommend officials in order of priority for National competitions.

## **CHAPTER 3**

### **FINANCIAL**

#### **3.01 – ONTARIO REGION SPORTS FUND**

Refs: A-PS-110-001/AG-002, Chapter 5, Section 3, Table 5-3-1.

1. A Non-Public Fund Trust account, containing the Ontario Region Sports Fund, shall be administered from the Base at which the RSMgr. is employed.
2. The purpose of the fund is to provide a source of revenue for financially supporting activities sanctioned by the ORSC.
3. Revenues are generated by assessing each Base/Unit/Garrison an annual fee, set by the ORSC; and reviewed each year during the Regional Conference. The assessment fee is calculated by using the \*average number of participants, who have historically attended any/all of the fifteen (15) annual CAF Regional competitions and multiplying by the per/participant fee. Assessments shall be deposited into the Ontario Region Sports Fund prior to **01 May** of each fiscal year.
  - The per/participant fee for **FY 2019/20** has been set at **\$15.00**
4. Bases/Units/Garrisons are categorized as either large, medium or small:
  - a. Large: Petawawa, Borden, Trenton & Kingston. (\*200 each),
  - b. Medium: North Bay (\*75),
  - c. Small: Toronto/London (\*40), & Meaford (\*12)

#### **3.02 - AMENITIES**

1. Financial assistance, in the form of grants, shall be provided from the Ontario Region Sports Fund to each Base hosting a sanctioned event. The rates, which are provided, shall be reviewed annually during ORSC meetings. Attached as Annex A, are the approved rates for **FY 19/20**.
2. To ensure standardization of awards for Officials, Trainers and Jury of Appeal at all Regional Championships, the type of award to be procured will be reviewed annually; and the selection included in the ORSC meeting minutes.

#### **3.03 - EQUIPMENT AND FEES**

1. Should it be necessary, costs incurred for expendable items of equipment such as shuttlecocks, balls, pucks, etc. may be charged to the Ontario Region Sports Fund and is to be included in final reports from host Base. Equipment is to be purchased well in advance of a Regional competition.
2. The following are the official Base team colours. Each participating Base is to ensure that both home and away uniforms are available at the regional competition.
  - a. North Bay: blue and white;

- b. Borden: black, gold and white;
- c. Toronto/London: red and white;
- d. Trenton: blue, red and white;
- e. Kingston: blue, gold and white;
- f. Petawawa: red, white and black; and
- g. Meaford: black & white.

\* HOME team- WHITE jerseys, VISITING team DARK

3. Rental Charges for use of civilian sports facilities used to host sports competitions or practice times may be claimed for using a Public General Allowance Claim and local authority.

4. When a Base, hosting a Regional competition, is charged rental fees for use of its own NPF facilities such as golf and curling, each participating Base is responsible for offsetting these charges. Authority for use of Public Funds (PF) to claim rental fees exists at the Base level.

### **3.04 – OFFICIALS**

1. Military (CAF) and Full-time staff of NPF officials are not paid for officiating at CAF Regional competitions. If neither of the aforementioned categories of officials is available, local civilian officials may be contracted at current rates of pay.

### **3.05 – AWARDS**

1. Awards for team championships, individual winners, runners-up and officials will be standardized in accordance with Annex B. Purchase, control and issue of these awards shall be the responsibility of the RSMgr. The ORSC will review the type of awards issued periodically.

2. An Ontario Region Banner will be awarded to each Base winning an Ontario Region Team Championship.

### **3.06 – REIMBURSEMENTS**

1. Reimbursements for expenses incurred in hosting a Regional competition shall be included in the post-event reports are to include:

- (1) Amenities,
- (2) Expendable Equipment (Article 3.03.1)
- (3) Officials/JOA/Trainers awards,

(4) Fees (greens, rentals, etc), and

(5) Civilian contracted officials

## **CHAPTER 4**

### **CHAMPIONSHIPS AND ACTIVITIES**

#### **4.01 – CALENDAR OF EVENTS**

1. The calendar of events shall be decided during the ORSC Conferences.
2. Whenever possible, championship host sites/dates for the entire competition year shall be selected at the Spring Conference. When necessary, revisions to host sites and/or dates may occur at anytime throughout the year and confirmed by teleconference.  
\* Regional competition dates must respect National Championship calendar.

#### **4.02 - CRITERIA FOR CONDUCTING REGIONAL CHAMPIONSHIPS**

1. To enter a team in a Regional competition, a Base, whenever possible, should attempt to have the team practicing on a regular basis, participating in their intersection program and if permissible, competing in local leagues and competitions.
2. Regional Competitions, not leading to a National, requires a minimum of three (3) participating Base's in order to take place.
3. Where Regional competitions lead to a National events, a competition must be held, if there are two (2) or more Base's with teams. The ORSC shall determine the type of competition used to determine the Regional Champion.
4. On rare occasions, when there is only one (1) Base team participating on a regular basis (note Para 1 above), they may make a request to the RSMgr. to compete at a National Championship as the Ontario Region representative.

#### **4.03 - ONTARIO REGION SPORTS COMPETITIONS GUIDELINES**

1. These guidelines govern the competitions to be conducted and the regulations under which the championships shall be played. They will be reviewed regularly and updated to meet Regional requirements.
2. The competition guidelines are attached at Annex G.

## CHAPTER 5

### ADMINISTRATION

#### **5.01 HOST BASE/UNIT RESPONSIBILITIES**

1. The host Base shall:
  - a. Send joining instructions to all member units **at least four (4) weeks** in advance of a competition. Nil returns are required. Joining Instructions shall be in the form of the sample attached at Annex B
  - b. Ensure sufficient officials are present, first by soliciting from member Base's, then by contracting civilian officials;
  - c. Conduct the competition in accordance with the applicable guidelines;
  - d. Distribute and collect critique forms (sample at Annex D)
  - e. Send letters of appreciation to officials;
  - f. Send a post-tournament report, using the format at Annex E within **two (2) weeks** after completion of the tournament;
  - g. Not permit members of the Jury of Appeal to participate in the competition;
  - h. **When required**, Chief Official is to assist with officiating at the championship; and
  - i. Provide photos of the winning team, including names of players, to the National Championship host site.

#### **5.02 – VISITING BASE/UNIT RESPONSIBILITIES**

1. Each visiting Base shall:
  - a. Advise the host of their intent to participate prior to the deadline set by the host Base;
  - b. **Two (2) weeks** prior to the event, provide to the host Base, their team list including full SN, rank, name, initials, and classification of participant, age (if competition is age restrictive), ETA, MOT, ETD, R&Q requirements, and any other information requested in the Joining Instructions.
  - c. **The Eligibility Certificate as per the sample at Annex D** must be used; and have the team coach/captain submit to the host organizer;



- d. Conduct themselves in a professional manner throughout the event, including being present for the opening ceremonies, attendance at all games and remaining for the presentation of awards; and
- e. Complete the Post-Tournament Critique attached at Annex D and return it to the organizing committee.

### **5.03 – JURY OF APPEAL**

1. A Jury of Appeal shall be formed for each Regional championship and consist of a Chairman and two (2) members. Whenever possible, the RSMgr. or his delegate will act as the Chairman. The Chairman may call upon the referee-in-chief to act as a technical advisor.
2. Jury of Appeal members shall attend all games. If not practicable to have all members present, at least one (1) must attend, with others readily available.
3. All irregularities and handling by the Jury of Appeal shall be included in the Post-Tournament Report.

### **5.04 - TRANSPORTATION**

1. For Regional activities, transportation for competitors, officials, trainers, and ORSC representatives shall be the sole responsibility of the attending Base.
2. Players selected to augment a Regional team at a National championship must have permission from their Base CO. Their Base is responsible to arrange transportation to and from the host Base.
3. Officials selected to officiate at the CAF National championships will be advised by CFMWS/CAF National Sports Manager of their travel itinerary and Airline reservations (when required). The participating Unit shall arrange local transportation to and from the host site/airport.

### **5.05 - TD COSTS**

1. All TD costs involved for travel referred to in Article 5.04.2 shall be borne by the 'gaining' Base.
2. Officials selected to attend a CAF National championships shall have their costs borne by the CFMWS/National Sports Office. Financial codes will be provided.

### **5.06 – ALCOHOL & CANNABIS POLICY**

1. In keeping with the objective of health and athletic excellence, alcoholic beverages or cannabis shall not be consumed by Competitors/Officials/Trainers or Jury of Appeal members until following last scheduled game of the day, nor will alcoholic beverages or cannabis be subsidized using the amenities grant.

ANNEX A  
TO ONTARIO REGION  
SPORTS CONSTITUTION

**APPROVED ORSC GRANT ALLOWANCES**

Regional Hosting Grant	\$300.00
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**TEAM COMPOSITION - REGIONAL AWARDS**

<b>Sports</b>	<b>Auth Team</b>	<b>Team Medals</b>	<b>Total Individual Medals</b>	<b>Officials</b>	<b>Total Medals</b>	<b>Pennant/Flash</b>
Badminton	4 Open (any age) 2 Seniors (35+) 2 Masters (45+) 2 Females (open age)	N/A	Open Singles – Winner & Runner-up Senior Singles – Winner & Runner-up Master Singles – Winner & Runner-up Women’s Singles – Winner & Runner-up	2	2 2 2 <u>2</u> <b>8</b>	N/A
Basketball (Non-gender)	12 Players	<b>12 Winner</b> <b>12 R-Up</b>	N/A	4	<b>24</b>	1
Curling (Non-gender)	5 Players	<b>5 Winner</b> <b>5 R-Up</b>	N/A	1	<b>10</b>	1
Hockey (Men)	20 Players	<b>20 Winner</b> <b>20 R-Up</b>	N/A	10	<b>40</b>	1
Hockey (Old-Timers – Non-Gender)	20 Players	<b>20 Winner</b> <b>20 R-Up</b>	N/A	10	<b>40</b>	1
Hockey (Women)	20 Players	<b>20 Winner</b> <b>20 R-Up</b>	N/A	10	<b>40</b>	1

<b>Sports</b>	<b>Auth. Team</b>	<b>Team Medals</b>	<b>Total Individual Medals</b>	<b>Officials</b>	<b>Total Medals</b>	<b>Pennant/Flash</b>
Squash	1 - Under 30 4 - Open (any age) 1 - 40+ 1 - 45+ 2 - Open (Women)	<b>N/A</b>	Men's U-30 Winner & Runner-up Men's Open Winner & Runner-up Men's 40+ Winner & Runner-up Men's 45+ Winner & Runner-up Women's Winner & Runner-up	<b>1</b>	<b>10</b>	<b>N/A</b>
Volleyball (Men)	11 Players	<b>11 Winner</b> <b>11 R-Up</b>	N/A	6	<b>22</b>	1
Volleyball (Women)	11 Players	<b>11 Winner</b> <b>11 R-Up</b>	N/A	6	<b>22</b>	1
Ball Hockey (Non-Gender)	20 Players	<b>20 Winner</b> <b>20 R-Up</b>	N/A	10	<b>40</b>	1
Golf	6 Open Male 3 Female	<b>9 Winner</b> <b>9 R-Up</b>	+ Low Gross Male + Low Gross Female	1	<b>20</b>	1
Soccer (Men)	18 Players	<b>18 Winner</b> <b>18 R-Up</b>	N/A	7	<b>36</b>	1
Soccer (Women)	18 Players	<b>18 Winner</b> <b>18 R-Up</b>	N/A	7	<b>36</b>	1
Slow Pitch (Men)	15 Players	<b>15 Winner</b> <b>15 R-Up</b>	N/A	8	<b>30</b>	1
Slow Pitch (Women)	15 Players	<b>15 Winner</b> <b>15 R-Up</b>	N/A	8	<b>30</b>	1

ANNEX C  
TO ONTARIO REGION  
SPORTS CONSTITUTION

JOINING INSTRUCTIONS

FROM: CFB \_\_\_\_\_

TO: FS/FS&R MGR./COORD  
MILITARY SPORTS COORDINATORS

INFO: ORSM

SUBJ: ONTARIO REGION \_\_\_\_\_ CHAMPIONSHIPS  
JOINING INSTRUCTIONS

REF: ONTARIO REGION SPORTS CONSTITUTION

1. THIS BASE WILL HOST SUBJ CHAMP FROM \_\_\_\_\_
2. DEADLINE FOR ENTRIES \_\_\_\_\_
3. ADVISE ON AVAILABLE OFFICIALS AND TRAINERS
4. RATIONS AND QUARTERS COST (LEVEL OF ACCOMMODATIONS)
5. RECEPTION
6. EQUIPMENT
7. PRE-TOURNAMENT BRIEFING
8. ENTRY FEE (IF APPLICABLE)
9. MISCELLANEOUS (THIS PORTION TO INCLUDE ALL CURRENT RULES,  
TEAM SELECTION OR ANY POSSIBLE POINTS OF CONTENTION, ETC.  
(KEEP IT BRIEF)



SAMPLE FORMAT FOR  
POST TOURNAMENT REPORT

FROM: CFB HOST BASE

TO: RS Mgr.  
FS/FS&R MGR/COORD  
MILITARY SPORTS COORDINATORS

INFO: CFMWS NATIONAL SPORTS MANAGER & COORDINATOR - OTTAWA  
NATIONAL SPORTS COORD- BORDEN  
CHIEF OFFICIAL (sport specific)

SUBJ: ONTARIO REGION \_\_\_\_\_ CHAMPIONSHIP  
POST TOURNAMENT REPORT

REFS: A. PSP POLICY MANUAL

B. ONTARIO REGION SPORTS CONSTITUTION

C. CAF SPORTS CHAMPIONSHIP OPERATIONS MANUAL

1. SUBJECT TOURNAMENT WAS CONDUCTED BETWEEN INSERT DATES  
AT CFB/WING HOST BASE

2. THE TOURNAMENT FORMAT WAS \_\_\_\_\_

3. THE FOLLOWING BASES/WINGS COMPETED WITH THE FOLLOWING  
NUMBER OF PARTICIPANTS:

- |    |           |     |
|----|-----------|-----|
| a. | CFB _____ | (#) |
| b. | CFB _____ | (#) |
| c. | CFB _____ | (#) |
| d. | CFB _____ | (#) |
| e. | CFB _____ | (#) |
| f. | CFB _____ | (#) |
| g. | TOTAL     | (#) |

4. THE ONTARIO REGION CHAMPION WAS CFB \_\_\_\_\_  
WHO DEFEATED CFB \_\_\_\_\_ BY SCORE (S) OF  
\_\_\_\_\_ IN THE FINAL GAME/MATCH
5. INDIVIDUAL AWARDS WERE PRESENTED AS FOLLOWS:
6. THE OVERALL TEAM AND INDIVIDUAL FINAL RESULTS ARE AS  
FOLLOWS:
7. THE FOLLOWING ARE MEMBERS OF THE WINNING TEAM AND WILL  
REPRESENT THE ONTARIO REGION AT THE CAF NATIONAL  
\_\_\_\_\_ CHAMPIONSHIP
8. THE FOLLOWING IS A LIST OF OFFICIAL'S FROM THIS  
CHAMPIONSHIP THAT ARE RECOMMENDED TO ATTEND THE CAF  
NATIONAL EVENT. INFORMATION TO INCLUDE: OFFICIALS RANK,  
FULL NAMES, LOCATION (Base/Unit) AND SUPERVISOR
9. THE FINANCIAL STATEMENT IS AS FOLLOWS:
  - a. REVENUES (list all grants)
  - b. EXPENSES
  - c. COST TO ORSC BUDGET
  - d. IT IS REQUESTED THE ORSM TRANSFER \$ \_\_\_\_\_  
TO CFB \_\_\_\_\_ BASE FUND,  
ACCOUNT NUMBER \_\_\_\_\_.
  - e. COST TO PARTICIPATING BASES
10. COMMENTS AND RECOMMENDATIONS ARE AS FOLLOWS:



## **SPORTS COMPETITION - GUIDELINES**

### **GENERAL**

1. The objectives of the Ontario Region Sports Program are:
  - a. To organize competitions in all sports where sufficient interest is shown by a majority of Bases within the region;
  - b. To provide equitable competition for all Bases;
  - c. To provide a fair and effective method to select Regional representatives for National Championships.
2. In scheduling and conducting O/R Sports Championships, every effort shall be made by the host Base to:
  - a. Minimize participants time away from their home Bases;
  - b. Minimize R&Q requirements by the host Base;
  - c. Maximize efficient use of available sport facilities;
  - d. Limit undue delays caused by the administration and conduct of the competition; and
  - e. Organize the competition using a format, which is in keeping with the guidelines in sub-paras 2a-d.

### **CONDUCT OF COMPETITIONS**

3. CAF Regional events that lead to a CAF National Championship, shall be Conducted IAW the guidelines contained within the CAF Sports Rule Book. Those events that do not lead to a National are to be conducted as per the rules approved by the Ontario Region Sports Committee.

### **TEAM COMPOSITION**

4. The number of eligible participants shall be IAW the CAF Sports Rule Book.

### **AUGMENTATION**

5. Augmentation between Bases is not authorized unless approved by RS Mgr.

## ELIGIBILITY TO COMPETE AND/OR REQUEST FLOATERS (TEAM SPORT)

6. The following are the required # of athletes' p/team in order to participate @ Regional Championships and/or request Floaters:

- a. Volleyball eight (8)
- b. Basketball eight (8)
- c. Slo-Pitch twelve (12)
- d. Soccer thirteen (13)
- e. Hockey's fifteen (15)

## STANDARDIZED HOSTING SCHEDULE

7 The following Standardized Hosting Schedule is to be used as a guideline for O/R Sports Championships, subject to change based on the number of participating teams

- a. Ball Hockey, Basketball, Soccer & Men's & Old-Timers Hockey – **Five (5) days**
- b. Women's Hockey Slo-Pitch, & Golf – **Four (4) days**
- c. Volleyball, Squash, Curling, & Badminton - **Three (3) days**

## CHAMPIONSHIP ELIMINATION FORMATS

8. Following Round Robin play, the following Championship **Elimination Formats** are to be used:

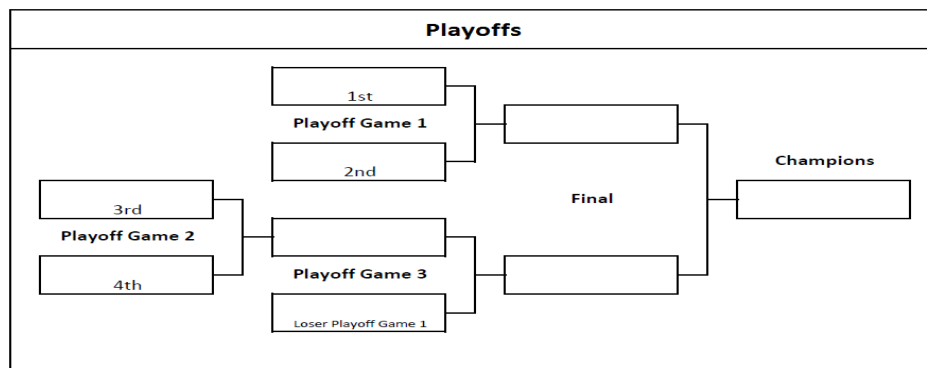
- a. Where a championship consists of **Six (6) or more teams** - the tournament format shall consist of two pools, where teams play a round robin within their respective pools. Following round-robin play, the 1<sup>st</sup> place team in each pool receives a bye to the semi-finals; while the 2<sup>nd</sup> & 3<sup>rd</sup> place teams play a cross over to determine the remaining two (2) semi-finalists:
  - 2<sup>nd</sup> place in Pool A vs 3<sup>rd</sup> place in Pool B (2A vs 3B)
  - 2<sup>nd</sup> place in Pool B vs 3<sup>rd</sup> Place in Pool A (2B vs 3A)\* All other teams are eliminated

**Semi-finals** shall consist of:

- Semi Final #1: 1<sup>st</sup> place Pool A vs winner 2B vs 3A
- Semi Final #2: 1<sup>st</sup> place Pool B vs winner of 2A vs 3B

**Finals:** shall consist of the winners from each semi-final.

- b. Where a championship consists of **Five (5) or more teams** - two (2) semi-finals will be played with the winners from each semi playing off in the final.
- c. Where a championship consists of **Four (4) teams**, a 'Page' Format is to be considered.



- d. Where a championship consists of **Three (3) teams**, following round-robin play, the 1<sup>st</sup> place team will receive a bye to the final; while the 2<sup>nd</sup> & 3<sup>rd</sup> place teams will compete in one (1) semi-final, in order to determine the other finalist.
- e. Where a Regional championship leading to a National only has two (2) teams participating, the championship format to be used shall be a best two out of three series to decide who will represent the Ontario Region at the National Championship. In the event that the third game is to be played a flip of the coin will determine the home team for the final game.
- f. In rare circumstances where there is only one (1) team available to participate in a Regional event; they may make a request to the RS Mgr. to compete at a National Championship as the Ontario Regions representative.

### **ADMINISTRATION DEADLINES**

9. The following O/R Sports Championships – Administration deadlines are to be respected:

- Intent to Enter – Six (6) Weeks in advance of the Competition
- Joining Instructions – Four (4) weeks in advance of the Competition
- Team Lists, Nominal Roles, etc – Two (2) Weeks in advance of the Competition
- Floaters – 8 working days in advance
- Post Tournament Report – Two (2) Weeks following the Competition

### **AWARDS**

10. Awards will only be given to team and individual winners and runners-up (where applicable) in categories identified in Annex B