

CF SPORTS PROGRAM

OUT SERVICE SPORTS REQUESTS

GUIDE FOR BASE/WING/UNIT PSP STAFF

Dated: 8 January 2010

Out Service Sport Requests

References:

- A. CFAO 50-3
- B. CANFORGEN 061/09 CMP 027/09

Background.

1. Ref A outlines the policy for entry into civilian competitions (also known as out service competitions). Ref B updated that information in order to include “extreme sports and activities”. Further to these policy statements Ref A, Annex B, outlines the approving authorities and process for the various levels of activity. Due to the fact that this annex is no longer current, with respect to position titles, levels of approval, etc, the purpose of this guide is to provide clear direction on the process of approval for out service competitions and extreme sport activities.

Overall Process.

2. From the base/wing/unit level, the following steps are required to ensure out service requests are handled properly:

- a. Local PSP staff receives request from individual;
- b. Review of file to determine all requirements are in place;
- c. File is forwarded to the appropriate authority for recommendation/final approval as required; and
- d. Individual is advised of final decision/funding, and is assisted in completion of travel requirements and claim as required.

Annex A provides a checklist format that follows this process.

Specific Requirements.

3. For sports that are more traditional in nature and have a sport governing body, the following requirements shall be met:

- a. CFAO 50-3 Annex B Appendix 1 – Application To Enter Sports Competitions;
- b. Letter of qualification/selection as part of civilian team;
- c. CO’s recommendation/approval (letter/memo/email), confirming member will be on duty for event; and
- d. Base Comd’s recommendation/approval; and
- e. PSP/DGPFSS approval (dependant on level of activity/event).

4. For extreme sports:

- a. CFAO 50-3 Annex B Appendix 1 – Application To Enter Sports Competitions;

- b. CO's recommendation/approval (letter/memo/email), confirming member will be on duty for event;
- c. Detailed Resume outlining members experience, qualifications/certifications and preparedness relating to participation in the sports competition or activity, identifying potential risks and steps taken to mitigate them (should include contact information while attending the activity);
- d. Valid CF Fitness Evaluation within six months of the start of sport competition or activity;
- e. Valid BMSS within six months for competitions or activities that contain any water-related segment;
- f. A statement describing how participation in the extreme sport or activity relates to service as a military member;
- g. Base Comd's recommendation/approval; and
- h. PSP/DGPFSS recommendation/approval (dependant on level of activity/event).

Approving Authorities.

5. The final approval authority for the various levels of competition/activity are:

<u>Activity Level</u>	<u>Recommended</u>	<u>Approval</u>
Local	CO and FSD	BComd
Provincial/Regional	CO and FSD	BComd
National	CO and FSD	BComd
International	CO, FSD and BComd	DGPFSS (DSRM)

Time Lines.

6. Submission deadlines for application are as follows:

Local – National	Documents should be received by local PSP nlt 30 days prior to the event/competition (to allow for approval process).
International	Documents received by DGPFSS/DSRM nlt 30 days prior to the event/competition.

Financial Support.

7. As a component of the CF Sports Program, public funds may be used to support the request for out service sports. Depending on the level of activity, funding may be available from the various levels of support, specifically:

Local – National	Unit, Base, Local PSP
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International Unit, Base, Local PSP, DGPFS/DSRM

Non-approved Activities.

8. The following is a list of extreme sports and activities that are not covered:
- a. Motorized sporting activities such as rally, motor racing and ultralight flying;
 - b. Boxing (including styles of kickboxing);
 - c. Extreme combat activities such as ultimate fighting, mixed martial arts;
 - d. Humanitarian and charitable projects;
 - e. Organized military marches, such as the Nijmegen Marches; and
 - f. Bungee jumping.

Annex B provides a matrix with some sports that may or may not have been considered as part of this policy and the appropriate category/authority for these activities.

Annex A

Checklist

<u>Requirement</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
<u>Date of Request:</u>	X	X	X
<u>Date Received:</u>	X	X	X
<u>CFAO 50-3 Annex B Appendix 1</u>			
<u>CO's Recommendation (Time Off Approval)</u>			
<u>Letter of Qualification/Selection</u>			
<u>Resume (for Extreme Sports)</u> includes: experience qualifications/certifications preparation identification of risks and steps to mitigate statement on how activity relates to service			
<u>CF EXPRES (within 6 months)</u>			
<u>BMSS (within 6 months)</u>			
<u>Base Comd's Recommendation/Approval</u>			
<u>DGPFSS Approval (for international requests only)</u>			
<u>Funding</u> (indicate amount as applicable) Unit Base Local PSP DGPFSS (for international requests only)			

Note:

International travel should include Visit Clearance Request, Medical and Security Briefings depending on the location visited. These steps should be covered by the individual when preparing for travel. All other travel considerations (passport and visa) should also be researched and completed.

Annex B

Sport/Activity Matrix

<u>Activity</u>	<u>CFAO 50-3</u>	<u>Extreme</u>	<u>Recreational Activity</u>	<u>Not Approved</u>
Olympic Weight Lifting	Yes (as there is a sport governing body)			
Karate	Yes (sport governing body)			
Mountaineering		Yes		
Bike Trek		Yes (depending on details)		
MMA				Yes
BMX Biking	Yes (as it is part of the Canadian Cycling Association)			
Swim Across Lake Ontario		Yes		
Dance Sport Competition			Yes	
1 Day of Rock Climbing			Yes	

Annex C

Example of Complete File



Canadian Forces Support Unit Ottawa

Personnel Support Programs
MGen G.R. Pearkes Building, 5 CBS
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

0000-0 (PSP Mgr)

Friday, September 25, 2009

To: Cmdt CFSU(O) (Through Sr Admin O)

PTE J.S. SMITH – A12 345 678
REQUEST FOR OUT SERVICE SPORTS COMPETITION – KARATE

Reference(s) A. CFAO 50-3
B. 1111-1-1 (FSRD) 24 Sep 09
C. 2222-2 (CO) 23 Sep 09
D. 678 (Pers) 21 Sep 09
E. Letter from Joe's Martial Arts & Fitness Centers 18 Sep 09

1. I am forwarding subject request for your consideration and formal support.
2. The request to be placed on military duty while competing at the World Karate & Kickboxing Council 1st World Championship (Dublin, Ireland from the 30 Oct to 4 Nov 09) requires the support of Cmdt CFSU Ottawa prior to being sent for approval by DGPFS International Sports Manager.
3. Pte Smith has competed at local and national elite events to qualify for the World Championship and it is felt that his participation will benefit and reflect positively on the CF (fit individual, performance, public visibility, etc.).
4. I recommend that Pte Smith be placed on military duty while competing at this event. In addition, I recommend the allocation of a \$200.00 grant from the CFSU Ottawa NPF sports allocation in support of elite athletes so as to assist Pte Smith in meeting all championship related expenses which will undoubtedly accumulate rapidly.

Submitted for your consideration

Personnel Support Programs Manager
Canadian Forces Support Unit Ottawa

Mark Brown

Tel: 613-999-9999
E-mail: brown.m@forces.gc.ca

SUPPORTED NOT SUPPORTED

R. Jones
Capt (N)
Commandant
CFSU Ottawa

1111-1-1 (FSRD)

24 Sep 09

CFSU(O) Commandant (through PSP Mgr)

REQUEST TO COMPETE – OUT SVC SPORTS COMPETITION

Ref: A. CFAO 50-3

B. 2222-2 (CO) 23 Sep 09 (encl)

C. 678 (Pers) 21 Sep 09 (encl)

D. Letter from Joe's Martial Arts & Fitness Centers 18 Sep 09 (encl)

1. Please find enclosed a request by Pte Smith to compete at the 1st World Karate & Kickboxing Council World Championship. This competition will be held in Dublin, Ireland from 30 Oct to 4 Nov 2009.
2. As per reference B, Pte Smith has received supervisor's approval.
3. Pte Smith is requesting some financial support and to be on military duty during this event from 29 Oct to 6 Nov 09, including travel dates. I recommend his participation to this world championship. Furthermore, I recommend the allocation of \$200.00 to assist and support Pte Smith for this event. Nevertheless, Pte Smith requires the CFSU(O) Commandant's support to participate as per reference A. Upon support by the Commandant, this request will be forwarded to the DGPFS International Sports Manager for his approval and additional funding.
4. For your support.

Robert Sharpe
Fitness, Sports & Recreation Director
999-2222

PROTECTED A



National Defence
Canadian Forces Station Leitrim

3545 Leitrim Road
Ottawa, Ontario, Canada
K1A 0K4



Défense nationale
Station des Forces canadiennes Leitrim

3545, chemin Leitrim
Ottawa (Ontario) Canada
K1A 0K4

2222-2 (CO)
A12 345 678

23 September 2009

Distribution List

A12 345 678 PRIVATE J.S. SMITH
1ST WORLD KARATE AND KICKBOXING COUNCIL WORLD CHAMPIONSHIP

References: A. CFS Leitrim 678 (Pers) 21 Aug 09 (enclosed)
B. CFAO 50-3 (Sports)
C. Letter from Joe's Martial Art & Fitness Centers 18 September 2009 (enclosed)

1. Private J.S. Smith has requested to participate in the subject championship (reference A). As such, the following information is provided in accordance with Appendix 1 to Annex B of reference B.

- a. Karate;
- b. International;
- c. Not applicable;
- d. Dublin, Ireland;
- e. 30 October to 4 November 2009;
- f. World Karate and Kickboxing Council;
- g. Representing Canada through World Karate and Kickboxing Council Canada;
- h. See reference C;
- j. A12 345 678 Private J.S. Smith;
- k. Cost will not be met in whole or in part by the conducting organization;
- m. \$3,500;
- n. Commercial Airlines, \$1,600;
- p. (1) Team Canada track suit and uniform – \$282.50;
(2) Championships Entry Fee – \$95
(3) Accommodation - \$1,026;
- q. Not applicable;
- r. Yes; and
- s. Not applicable

1/2

PROTECTED A

10/14

PROTECTED A

2. Private J.S. Smith's request has my full support.
3. For your consideration. Should you require additional information on this matter, you may contact Major T.J. Fitzgerald at 613-999-4444.

M.J. Jackson
Lieutenant-Colonel
Commanding Officer

Enclosed: 3

Distribution List

Action

DGPFSS Ottawa DSRM

Information

CFIOG HQ Ottawa/Comd
CFS Leitrim/Member (through Officer Commanding 1 Squadron)

2/2

PROTECTED A

11/14

PROTECTED A

Memorandum

678 (Pers)

21 Aug 09

CFSU(O) (thru CO)

A12 345 678 PTE SMITH J.S.
REQ APPROVAL TO COMPETE

Refs: A. CFAO 50-3

B. Letter from World Karate & Kickboxing Council President (encl)

1. IAW Ref A, I req auth to compete in the first World Karate Council competition to be held in Dublin, Ireland 30 Oct to 4 Nov 09.
2. All competition and supporting details are contained within the encl attachments, IAW Appendix 1 to Ref A. Also encl an email I received from Joe Grey (PSP Military Sports Coord) outlining the proper procedures to follow.
3. Although the competition is scheduled for 30 Oct to 4 Nov 09 as outlined in Ref B, I require TD to cover 29 Oct to 6 Nov 09 to allow for travel time.
4. For your approval

Smith J.S.
Pte
Elint Supervisor
1111

Encl Competition and Supporting details

PROTECTED A

Competition & Support Details

- a. Sport to be competed in: Karate
- b. Level of competition: Elite
- c. N/A
- d. Location of Competition: Dublin, Ireland
- e. Competition Dates: 30 Oct to 4 Nov 09
- f. Name of conducting organization: World Karate Council
- g. Whether representing the CF or a civilian organization: I will be representing Canada through a civilian organization, the WKC Canada
- h. Substantiation for participation: Letter from the President of WKC Canada
- j. Service particulars: Pte Smith J.S. A12 345 678
- k. Whether costs are to be met in whole or in part by the conducting organization: No costs are covered by the conducting organization
- m. Estimated costs of temporary duty allowance: \$3,500
- n. Proposed method of travel and estimated costs: Travelling by Civilian Air, cost \$1,600
- p. Other Costs:
 - 1. Team Canada track suit and uniform: \$282.50
 - 2. Entry fee 60 euros – \$95
 - 3. City West Hotel Dublin: \$171 CA/night x 6 nights: \$1026
- q. where applicable, what local or command funds are available to meet costs:
- r. N/A
- s. command recommendations when applicable.



Joe's

Martial Arts & Fitness Centers



September 18, 2009

To: Maj Fitzgerald

Re: Mr James Scott Smith

We are please to confirm that Mr. James Smith has been chosen to represent Canada at the 1st WKC (World Karate & Kickboxing Council) World Championships, to be held in Dublin, Ireland from 30th Oct – 4th November 2009. The first step on the road to the World Karate Championship in Ireland was the provincial Karate tournament in London, Ont. where James came in 2nd place earning him a silver medal and advancing him to the National tryouts in Ottawa. At the National Karate competition from 15th of May - 17 May 2009 James came in 5th place. Although we only take the top three to the World Karate Championship two qualifiers dropped out putting James in the third seat to participate in the worlds. James' hard work, dedication and his drive to achieve a gold medal are inspiring. I hope he can participate at this prestigious event as the World Karate Championship is the Olympics of Karate.

To clarify, the title WKC is World Karate and Kickboxing Council. This title is actually two separate entities, one is Karate and the other is Kickboxing. James only studies Karate and will only be participating in Karate.

Sincerely,

Joe MacDonald
President – WKC Canada