

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

Dated: **October 2010**

Copy Distribution

HEADQUARTERS

CFPFSS /National Sports Manager/Coordinator

CFPFSS /National Sports Coordinator – CFB Borden

REGIONAL BASES

CFB Borden / F&S Dir

CFB Kingston / FS&R Dir

22 WG/CFB North Bay / FS&R Dir

CFB/ASU Petawawa / F&S Dir

ASU Toronto / FS&R Coord

8 WG/CFB Trenton / F&S Dir

LFCA Trg Cntr Meaford / Deputy PSP Mgr

ASU London / Deputy PSP Mgr

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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 Director (ORSD) shall be selected by CFPFSS/DSRM.
3. For the purpose of this constitution, the Ontario Region shall include all Bases within Ontario, except NDHQ and CFSU Ottawa.

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 CFAO 50-3 and CFP 110.

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, or Area Support Unit (ASU);
 - b. Commanding Officer (CO) – from a Base, Wing or ASU;
 - c. F&S/FS&R Dir/Coord, or Unit Sports Officer;
 - d. He/His – He, She, His, Hers;
 - e. Region/Regional – the Ontario Region; and
 - f. National – the Canadian Forces National.

1.04 – FUNCTION OF THE ORSC

1. The ORSC is established for the purpose of promoting CF Regional and National competitions in as many sports activities as are practical under currently existing 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 – Ontario Region Sports Director;
 - b. Representatives – one member from each participating Base. The preferred order of priority for attending committee members is:
 - (1) Base F&S/FS&R Dir/Coord,
 - (2) Acting Base F&S/FS&R Dir/Coord
 - (3) Base Military Sports Coordinator
 - c. Administrative (Admin) Assistant – as provided by the conference host Base or as designated by the ORSD

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, control and issue authorized awards and apparel;
 - f. Maintain a Regional Register of champions;
 - g. Coordinate, distribute and monitor TAN's for all flight reservations for Ontario Region teams/individuals progressing to Nationals; and
 - h. 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 ORSD and other Base F&S/FS&R Dir/Coord regarding:

- a. Their Base's contribution to the calendar of events in terms of hosting, participating, officiating and generally supporting the Region; and
 - b. Presentation of agenda items, comments, recommendations and solutions in writing, for discussion at ORSC meetings.
 - c. Attendance at all semi-annual ORSC Conferences.
3. Admin Assistant: Shall record, prepare and forward the minutes from the Ontario Region Sports Directors Meetings to the ORSD for verification and circulation.

1.07 – MEETINGS

1. The ORSC shall meet semi-annually, normally in May & Sep, at a place and date agreed upon at the previous meeting, and on any special occasion as deemed necessary by the Chairman.
2. 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 ORSD **three weeks** prior to the meeting. The agenda will be distributed **two weeks** before the meeting.
3. 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.
4. The Chairman and each representative shall have one vote. However, the Chairman will only vote if a tie occurs.
5. 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. Proxy votes are not acceptable.

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 ORSD, 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 CF Regional and National Sports Championships, a participant must be:
 - a. A member of the CF 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 CF Regional Sports Championship;
 - b. A member of the CF Reserve Force currently on Class B or C Reserve Service who has **served one day** of the Class B or C contract;
 - c. A member of a foreign force who is attached to or on exchange duty with the CF Regular Force Base (See Para 3 below);
 - d. A member of a foreign force who is serving with his or her unit at a CF Base; or
 - e. A full-time civilian DND, or full-time CFPFSS employee or employee under an NPF service contract. Personnel under this category are eligible to participate as coaches, officials, and managers 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 CF Regional regulations; and
 - To be eligible to participate in CF National Sports Championships, a team is restricted to the following maximum number of members of a foreign force:
 1. Teams over twelve (12) players – three (3) per team, and
 2. Teams of twelve (12) players or less – two (2) per team.

d. Individual Sports.

- To be eligible to participate in CF National Sports Championships, a CF 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 are not eligible** to participate in CF Regional and National Sports championships unless invited to participate for the purpose of making a CF CISM team. The results of these individuals will not be part of the CF Regional and National Sports Championship and will be used only for selection for the CF CISM team. Students on subsidized university training plans (**UTPM's**) **may be eligible for exceptional status, upon the approval of the ORSD. Request for approvals are to be submitted as soon as the UTPM's intentions are known**

5. ROTP students attending military college, who are ineligible to represent their college in intercollegiate competitions because they have used up their eligibility, can apply to participate in CF Regional and National competitions to the RSD through the Athletic Director at the college. The number of Canadian Military College (CMC) Cadets shall not exceed twenty-five percent of any Base team.

6. Where a member lives and works on or near a Base, other than the one of which the member is on strength, the member may forward an application to CFPFSS /DSRM, through the appropriate RSD, for authority to compete for that Base

7. A member being posted from one region to another who wishes to qualify for a CF National Sports Championship may forward an application to CFPFSS /DSRM, through the appropriate RSD, for authority to compete in a CF Regional Sports Championship. The **application must reach CFPFSS /DSRM six weeks before the date of the CF National Sports Championships**. If a member is posted after the playoffs have commenced, the member is eligible to play for the new Base effective on the member's change of strength (COS) date.

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

- a. contact the gaining Bases' Fitness & Sports Director; 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' Fitness & Sports Director send a time-off memo to the gaining Units' CO (approving authority), requesting approval for player in question to participate at the respective CF National Championships;
- c. upon receiving approval from the individual's Unit CO (approving authority), the losing Bases' Fitness & Sports Director shall then staff the request to their RSD; who then shall fwd same to the gaining RSD, seeking approval for the member's services. **If approved, the member will be considered part of the original team's roster and CFPFSS /DSRM 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 RSD through the local Fitness and Sports Director. The RSD shall decide the case or, if appropriate, request a decision from CFPFSS /DSRM.

10. The rules regarding team eligibility and composition apply only to those sports progressing to CF National Sports Championships. For those sports in which there is no CF National Sports Championship, RSDs 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 5 and 6 of the CF National Rule Book.

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 CF 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 over 12 players – 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 ORSD for consideration.

2.02 – TEAM COMPOSITION

1. Team lists must be submitted to the host organizer prior to commencement of the first contest. Additions after this point will not be entertained.

2. CFAO 50-3 defines acceptable team composition. All teams/competitors must present an approved eligibility list prior to the start of the competition. Each competing Base/Unit’s FS/FS&R Dir/Coord’s signature is required on all eligibility certificates as validation.

3. 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.

4. 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 Dir/Coord to the ORSD at least 10 working days prior to the beginning of the Regional competition. No names will be accepted inside this 10-day limit. Based on the interest received, the ORSD will announce which Base’s (if any) are requesting floaters and to what extent. Base’s wanting floaters will enter into a draw to determine who selects first, second, third etc.

Names of floaters are then drawn and assigned to the Base as per the priority previously determined. Base’s requesting more than one floater, must wait until all Bases’ have received their initial floater before selecting the second/third. Costs related to the use of a floater must be borne by the losing 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.**

5. 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/CFPFSS/DND. 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 each officiates an equal number of matches. Since payment of contracted officials is pro-rated, costs shall be kept to a minimum.

3. Deserving officials shall be recommended to officiate at National Championships by the Chief Official, Tournament Organizer and/or the ORSD.

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) Not officiate unless absolutely necessary, and
 - (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) Schedule all major officials,
 - (9) Have all major officials assessed,
 - (10) Be technical advisor to the Jury of Appeal,
 - (11) Prepare a Post-Tournament report, and
 - (12) Recommend officials in order of priority for National competitions.

CHAPTER 3

FINANCIAL

3.01 – ONTARIO REGION SPORTS FUND

Refs: CFP 110, 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 ORSD is employed.

2. The purpose of the fund is to provide a source of revenue for financially supporting activities sanctioned by the ORSC.
3. Revenue will be generated by assessing each unit a per capita fee, based on their current strength as claimed on their PFMG. The fee of **\$1.25** per capita is set by the ORSC and is reviewed at the regional meetings. Assessments shall be forwarded to the ORSD for deposit into the Ontario Region Sports Fund prior to **01 May** each year.

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 periodically at the ORSC meetings.
2. The amount of financial assistance shall be determined by multiplying the number of competitors, officials and Jury of Appeal members by an approved rate. Attached as Annex A, are the approved rates.

3.03 - EQUIPMENT AND FEES

1. All costs incurred for expendable items of equipment such as shuttlecocks, balls, pucks, etc. are the responsibility of the host Base and shall be budgeted for and 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: green, white and gold
 - c. Toronto: red and white;
 - d. Trenton: blue, red and white;
 - e. Kingston: blue, gold and white;
 - f. London: purple, teal and white;
 - g. Petawawa: red, white and black; and
 - h. Meaford: red & white.
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. CFAO 50-3 refers.

4. When a Base, hosting a Regional competition, is charged rental fees for use of its own NPF facilities such as bowling, 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/ CFPFSS /DND officials are not paid for officiating at 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 ORSD. 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 – ORSC MEETINGS

Unless otherwise specified by the Chairman, dress for members attending ORSC meetings shall be casual work attire. No blue jeans please.

3.07 – REIMBURSEMENTS

1. Reimbursements for expenses incurred in hosting a Regional competition shall be included in the post-event reports. Itemized reports and/or requests for cheque/transfer payments shall include:

a. Revenues

(1) Number of Participants X amenity grant,

(2) Number of Officials X amenity grant,

(3) Number of Jury of Appeal (JOA) members (**max 3**) X amenity grant,

(4) Number of Trainers X amenity grant

(5) Rental revenues from competing Base

- b. Expenses:
- (1) Amenities,
 - (2) Officials/JOA/Trainers awards,
 - (3) Fees (greens, rentals, etc), and
 - (4) Civilian contracted officials

CHAPTER 4

CHAMPIONSHIPS AND ACTIVITIES

4.01 – CALENDAR OF EVENTS

1. The calendar of events shall normally be decided during the ORSC Spring and Fall Conferences.
2. Whenever possible, hosts for the spring/summer sports shall be determined at the Fall Conference, while hosts for the fall/winter sports are sought after during the Spring Conference.

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 (if permissible), and competing in local leagues and competitions.
2. Regional Competitions, not leading to a National, in team sports with **12 or more players**, requires a **minimum of three (3) participating** Base's in order to take place. In team sports with **less than twelve (12) players**, a Regional Competition, not leading to a National, requires a **minimum of four (4) participating** Base's in order to take place.
3. In cases where a Regional competition **leads** to a National event, 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 ORSD to compete at a National Championship as Ontario Regions 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. These 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. Distribute Dedication to CF Sports Award nomination forms to participants. Returned forms to be sent to National Sports Office.
 - f. Send letters of appreciation to officials;
 - g. Send a post-tournament report, using the format at Annex E within **one (1) week** after completion of the tournament;
 - h. Not permit any members of the Jury of Appeal to participate in the competition;
 - j. Except under extreme circumstances, not allow the Chief Official to officiate any game during the championship; and
 - k. 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. Complete the Eligibility Certificate as per the sample at Annex C; and have the team coach/captain submit to the host organizer;
- d. Conduct themselves as expected while on duty, 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 ORSD 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 the others readily available.
3. All irregularities and handling by the jury shall be attached to the ORSD's copy of the Post-Tournament Report.

5.04 - TRANSPORTATION

1. For Regional activities, transportation for competitors, officials, clinic candidates 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 National championships will be advised by CFPFSS/National Sports Manager of their travel itinerary and S/A bookings (if required). The sending unit will arrange local transportation to and from the host site.

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 officiate in the National championships shall have their TD costs charged to a CFPFSS /National Sports financial code, as advised.

5.06 – ALCOHOL POLICY

1. In keeping with the objective of health and athletic excellence, under no circumstance, shall alcoholic beverages be consumed by competitors/officials/jury members during regional play or will alcoholic beverages be subsidized using the amenities grant for after-game refreshments.

APPROVED ORSC GRANT ALLOWANCES

PARTICIPANTS (Includes Players, Officials, Trainers & JOA members)	\$10.00 - p/participant
OFFICIALS & TRAINERS	\$20.00 – p/official & trainer
JURY OF APPEAL	\$15.00 – p/member

TEAM COMPOSITION - REGIONAL AWARDS

Sports	Auth Team	Team Medals	Total Individual Medals	Officials	Total Medals	Pennant/Flash
Badminton	4 Open (34 & under) 2 Seniors (35-34) 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	1	8	N/A
Basketball (Non-gender)	12 Players + 1 Coach	13 Winner 13 R-Up	N/A	4	26	1
Bowling (Non-gender)	5 Players	5 Winner 5 R-Up	High Single 1 High Triple 1 High Average 1	1	13	1
Curling (Non-gender)	5 Players	5 Winner 5 R-Up	N/A	1	10	1
Hockey (Men)	20 Players + 1 Coach	21 Winner 21 R-Up	N/A	10	42	1
Hockey (Old-Timers)	20 Players + 1 Coach	21 Winner 21 R-Up	N/A	10	42	1
Hockey (Women)	20 Players + 1 Coach	21 Winner 21 R-Up	N/A	10	42	1

Sports	Auth Team	Team Medals	Total Individual Medals		Officials	Total Medals	Pennant/Flash
Squash	1 Junior (under 30) 4 Open Players 1 Senior (40-44) 1 Masters 45+ 2 Open Ladies	9 Winner 9 R-Up	Men's Junior Men's Open Men's Senior Men's Master Women's	Winner & Runner-up Winner & Runner-up Winner & Runner-up Winner & Runner-up Winner & Runner-up	1	28	1 Note* May not always apply
Volleyball (Men)	11 Players + 1 Coach	12 Winner 12 R-Up	N/A		6	24	1
Volleyball (Women)	11 Players + 1 Coach	12 Winner 12 R-Up	N/A		6	24	1
Ball Hockey (Non-Gender)	20 Players + 1 Coach	21 Winner 21 R-Up	N/A		10	42	1
Golf	5 Open Male 2 Female	7 Winner 7 R-Up	Low Gross Male Low Gross Female		1	16	1
Soccer (Men)	18 Players + 1 Coach	19 Winner 19 R-Up	N/A		7	38	1
Soccer (Women)	18 Players + 1 Coach	19 Winner 19 R-Up	N/A		7	38	1
Slow Pitch (Men)	15 Players + 1 Coach	16 Winner 16 R-Up	N/A		8	32	1
Slow Pitch (Women)	15 Players + 1 Coach	16 Winner 16 R-Up	N/A		8	32	1

ANNEX C
TO ONTARIO REGION
SPORTS CONSTITUTION
OCTOBER 2010

JOINING INSTRUCTIONS

FROM: CFB _____

TO: FS/FS&R DIR/COORD
MILITARY SPORTS COORDINATORS

INFO: ORSD

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 (WHERE QUATERED, WHERE DINING)
5. RECEPTION
6. EQUIPMENT
7. PRE-TOURNAMENT BRIEFING
8. ENTRY FEE (IF APPLICABLE)
9. MISCELLANEOUS (THIS PORTION TO INCLUDE ALL RECENT CHANGES IN RULES, TEAM SELECTION OR ANY POSSIBLE POINTS OF CONTENTION, ETC. KEEP IT BRIEF)

ANNEX F
TO ONTARIO REGION
SPORTS CONSTITUTION
OCTOBER 2010

SAMPLE FORMAT FOR
POST TOURNAMENT REPORT

FROM: CFB HOST BASE

TO: ORSD
FS/FS&R DIR/COORD
MILITARY SPORTS COORDINATORS

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

SUBJ: ONTARIO REGION _____ CHAMPIONSHIP
POST TOURNAMENT REPORT

REFS: A. CFAO 50-3

B. ONTARIO REGION SPORTS CONSTITUTION

C. CF NATIONAL SPORTS RULE BOOK

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

2. THE TOURNAMENT FORMAT WAS _____

3. THE FOLLOWING BASES/WING 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 CF NATIONAL
_____ CHAMPIONSHIP
8. THE FOLLOWING IS A LIST OF OFFICIAL'S FROM THIS
CHAMPIONSHIP THAT ARE RECOMMENDED TO ATTEND THE CF
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 RSD
 - D. IT IS REQUESTED THE ORSD 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. CF Regional events that lead to a CF National Championship, shall be conducted IAW the guidelines contained within the CF National 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 CF National Sports Rule Book except where stated in Annex B

AUGMENTATION

5. Augmentation between Bases is not authorized unless approved by ORSD.

STANDARDIZED HOSTING SCHEDULE

6 The following Standardized Hosting Schedule is to be used as a **guideline** for O/R Sports Championships:

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

CHAMPIONSHIP ELIMINATION FORMATS

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

- a. 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.
- b. Where a championship consists of **Four (4) teams**, should one team go through the round robin, **winning all their games**... they would receive a bye to the finals and the 1st and 2nd place teams would play in one (1) semi final. Should no team go through undefeated, there would be two (2) semi-finals and then a final between the winners of each semi.
- c. Where a championship consists of **Three (3) teams**, following round-robin play, the 1st place team will receive a bye to the final; while the 2nd & 3rd place teams will compete in one (1) semi-final, in order to determine the other finalist.
- d. 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.
- e. In rare circumstances where there is **only one (1) team** available to participate in a Regional event; they may make a request to the ORSD to compete at a National Championship as Ontario Regions representative.

ADMINISTRATION DEADLINES

8. 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 – **10 working days** in advance
- Post Tournament Report – **One (1) Week** following the Competition

AWARDS

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