

## APPROVAL PROCESS FOR OSC (OUT SERVICE COMPETITION)

References: A. CFAO 50-3 Annex B  
B. 5593-1 (N11-11 CPERO) 3 March 1997  
C. CBI - 209.015  
D. CANFORGEN 169/07 CMP 074/07, 161941Z NOV 07  
E. CF National Sports Rulebook  
F. CO approval to attend (email, memo or minute to the request)  
G. CANFORGEN 033/07 COS VCDS 003, 211322Z FEB 07  
H. CANFORGEN 061/09 CMP027/09, 061655Z APR 09

Updated 1 Oct 09

1. The CFAO 50-3 (Ref A) is quite old and many portions have been superseded. This document is issued to outline the current procedure for all applications to enter civilian Out Service Competitions.

### BACKGROUND

2. In accordance with Ref B, the approval authority for MARLANT and Formation Halifax personnel for attendance at a local, regional or national competition is the Formation Fitness and Sports Director, (FFSD). For international competitions, the FFSD reviews and if eligible, recommends and forwards to NDHQ (CMP). In order to recommend a member to attend (on behalf of the Commander JTFA), the FFSD will confirm that:

- the sport is an approved and eligible sport;
- the member has met the requirements to compete;
- the member has been approved to attend on duty/TD (as mandated by CMP, ref D). Approval cannot be provided without a letter/memo/email from the CO confirming that the member will be on duty/TD for the competition; and
- For international competitions only:
  - Team sports - submit a letter from the SGB (Sport Governing Body) or from a provincial or national team that the member has been selected to compete as part of that team;
  - Individual sports – a letter is also usually required indicating you have been selected to participate based on your performance in provincial, national or other international events (CMP will decide if this is necessary for approval).

3. If all of these conditions are met, the member would apply for Out Service Competition (OSC) approval through the FFSD. Applicants therefore need to complete the updated CFAO 50-3, Annex B, Appendix I form below, and submit up through the CO/Supervisor to FFSD. If approved, you are considered to be on duty in the event of a serious injury or death. You would then be eligible for the partial funding support through the FFSD:

- a. Local, National - up to \$250/person/year); or
- b. International – up to \$500/person/year.

Additional funding may be sought from unit funds. In the case of provincial, national or international competition, the provincial or national SGB and/or team sometimes provide support. Members may waive their entitlement to full or partial TD funding (i.e. from their unit) but are still eligible for funding by the FFSD.

4. Special Funding Note – Charitable Events: All normal TD expenses are eligible for reimbursement up to the per person limit except as outlined below. As initially explained and elaborated for the CF Army Run in Sep 08, the use of Public Funds in support of charities is considered a misappropriation of funds and not approved. Therefore, registration fees may not be reimbursed with Public Funds for any event which is conducted in support of a charitable organisation. The member is responsible for paying the registration fees.

5. Extreme Sports (extract from CANFORGEN - Ref H above): Quote: Additionally, applicants who wish to participate in extreme sports and activities are required to provide the following information:
- (a) A detailed resume outlining the members experience, qualifications certifications and preparedness relating to participation in the sports competition or activity identifying potential risks and steps taken to mitigate them;
  - (b) Results of a valid CF fitness evaluation completed within six months prior to the commencement of the sports competition or activity;
  - (c) For competitions or activities that contain any water-related segment, the member must show proof of completing the CF basic military swim standard test within six months of the commencement of the sports competition or activity; and
  - (d) A statement describing how participation in the extreme sport or activity relates to service as a military member. Unquote.

#### PROCESS FOR APPLICATION

6. To recap then, the applicant needs to:
- Where applicable, provide the selection letter from the provincial, national team or the SGB;
  - Complete CFAO 50-3, Ann B, App I (see form below);
  - Obtain CO approval to attend “on duty”; and
  - Submit documents to the FFSD.
5. Submission Deadlines: Deadlines for submissions are as follows:
- a) Local/national – receive documents minimum 14 days prior to competition dates;
  - b) International – receive documents minimum 45 days prior to competition dates; and
  - c) No applications will be approved after an event has already taken place.

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## ANNEX B, APPENDIX 1 -- APPLICATIONS TO ENTER SPORTS COMPETITIONS

1. Applications for individuals or teams (as athletes or officials) to enter civilian provincial, civilian national, civilian international or military international competitions shall be submitted to the local Fitness and Sports Director for approval through proper channels and shall contain the following information;

- a. sport to be competed in;
- b. level of competition;  

(local, provincial, national, international);
- c. Service particulars of participant(s) (name, rank, init, SN);
- d. location of competition;
- e. competition dates;
- f. name of conducting organization;
- g. estimated cost of temporary duty;
- h. where applicable, what local unit or civilian funds are available to meet costs;
- j. whether representing the CF or a civilian organization;
- k. substantiation for participation to include --

- 1) Confirmation (memo or email) from the Commanding Officer of each member that
  - i) The member is approved to compete;
  - ii) The member will not be on annual leave to compete (see CANFORGEN 169/07 CMP 074/07, 161941Z NOV 07); and
  - iii) The member has passed their EXPRES test within the last 12 months.

2) For international competition only: a letter from the recognized sport body, provincial or national team confirming that the member has been selected to compete as a member of the team. For individual sports member must have met the qualifying standards outlined in the CF Sports Rule Book, where applicable. In most cases, approval to compete internationally as a CF athlete will also require a VCR (Visit Clearance Request) in accordance with Ref H which is the member's responsibility to forward via the Chain of Command.

3) For Extreme Sports only, provide the following additional information:

- a) Outline of member's experience, qualifications & certifications;
- b) Outline preparation undertaken for activity;
- c) Identify potential risks and steps taken to mitigate them;
- d) CF EXPRES results (or environmental equivalent) and date completed (must be within

previous 6 months):

e) Is there a water related segment? Y or N

If Yes – include proof of completing the CF basic military swim standard test within six months with submission; and

f) Provide statement describing how the extreme sport or activity relates to service as a military member.

2. The requesting individual is responsible for raising the OSC request and providing all the required details in time to meet the deadlines prescribed in CFAO 50-3, Annex B. Although, at times, some competitions may not allow for adequate lead time, all paper work including letters or substantiation less the latest competition results should be prepared in advance. Only in exceptional cases will applications not meeting the deadlines be considered.