



3RD CANADIAN DIVISION SUPPORT BASE EDMONTON

GARRISON WAINWRIGHT

RECREATION CLUB CONSTITUTION

R.D. Dove
Colonel
Commander

3rd Canadian Division Support Group

GENERAL

1. This order prescribes the policy and guidelines for the organization and administration of recreation clubs at 3rd Canadian Division Support Base Garrison Wainwright.
2. ([QR&O 4.61](#)) (1), Recreation programs, requires an officer in command of a base (BComd) or unit to ensure that suitable recreation programs are organized for Canadian Armed Forces (CAF) members, and their families.
3. ([QR&O 4.61](#)) (2) Authorizes the use of supporting resources to facilitate such programs.
4. The principles of recreation programs and the definitions detailed in the reference apply to the formation of 3 CDSB Garrison Wainwright recreation clubs to meet the needs and interests of the military community. One of the major principles is that an individual should not only be allowed to choose leisure activities but should also be afforded the opportunity to participate in the planning, organization, and operation of these activities. Special care must be taken that this principle is applied in the organization of recreation programs for military personnel, former members, and their families.
5. One effective method of applying these principles is through the formation of recreation clubs to meet the needs and interests of the military community.
6. A club that is in good standing is a club that meets the requirements of the policy below.

AUTHORITY FOR ORGANIZATION

7. The BComd may approve the organization of recreation clubs. The BComd also has the authority to dissolve a club. Personnel interested in the formation of a recreation club should contact the Community Recreation Coordinator (CRC) and Manager, Fitness Sports & Recreation (Mgr FSR).
8. Once approved, all recreation club operations fall under the responsibility of Personnel Support Programs (PSP). PSP recreation staff will work with their clubs to answer questions, clarify policies or procedures, discuss disciplinary actions, oversee financial transactions, oversee team travel, and arrange facility use.
9. Prior to submitting a request to form a recreation club, the interested parties will meet with the Mgr FSR or designate to discuss the proposed club and will review the following documents:
 - a. locally produced approval form as per example in reference, Table 6-2-1;
 - b. locally produced business plan or budget;
 - c. draft bylaws;
 - d. list of potential members, including an appointed spokesperson; and
 - e. list of club requirements (facilities, equipment and other resources).
10. In addition to the required documents, a new recreation club must submit a description of the civilian associations to which the club may wish to hold membership.

11. Newly formed recreation clubs will have a one-year probationary period in order to demonstrate their ability to:

- a. sustain participant interest and develop a solid and inclusive membership;
- b. develop a financially sound budget to sustain the club over their first two years; and
- c. develop a plan for membership management.

12. During this probationary period, the club may:

- a. request a grant from Base Fund;
- b. may be eligible for Capital Expenditures;
- c. have access to CAF facility time based on availability; and
- d. may be limited to travel within 80 kilometers.

13. New recreation clubs may use revenues to purchase equipment; however, equipment purchases must be approved and ordered through the Mgr FSR.

14. Before new recreation clubs are created, the Mgr FSR shall inform the Canadian Forces Morale and Welfare Services (CFMWS) Senior Manager Recreation Programs to ensure the activity meets approval of the Non-Public Property (NPP) Consolidated Insurance Program (CIP). The Senior Manager Recreation Programs may impose additional restrictions if required to ensure safety and risk management.

15. If approval is granted by CIP, the proposal will be put forward to the Base Fund Committee by the acting club President or spokesperson. The Base Fund Committee will make a recommendation on the formation of the new club to the BComd.

CONSTITUTION AND BYLAWS

16. This document will act as the constitution for all Wainwright clubs. All clubs must complete and adopt club specific by-laws that govern the club and explains how the club shall operate.

17. By-laws shall be approved by the Garrison Chief of Staff (COS) prior to commencing operation. By-laws shall be reviewed and updated at the annual general meeting for recommendation by the membership, prior to being submitted to the Mgr FSR or designate. Subsequent changes or additions to the constitution or by-laws also require similar approval.

OPERATIONAL ACTIVITIES

18. Recreation clubs will also operate activities in accordance with the reference. An annual calendar of activities must be submitted for approval by the Mgr FSR. Activities must operate in accordance with all applicable CAF, Department of National Defence (DND), CFMWS policy and must follow the industry standards for their activity.

19. Club members shall not use club assets for:

- a. actual or perceived support to member's private business or a commercial purpose; or
- b. gifts to private or public institutions or charitable organizations.

MEMBERSHIP CATEGORIES TO RECREATION CLUBS

20. Recreation clubs and facility access membership shall have the following categories of membership as per the Canadian Forces Non-Public Property (NPP) Eligibility Matrix, Programs and Services and shall use the following definitions:

- a. Regular Members: The following are eligible for regular membership: CAF members and their families; former CAF and their families; and foreign military member serving with the CAF and their families. A special communication effort is required to effectively include reserve units CAF members and their families;
- b. Ordinary Members: The following are eligible for ordinary membership: Members of the extended security and Defence team and their families; pensioners (Former Staff of the Non-Public Funds, Canadian Forces receiving a pension, Former Royal Canadian Mounted Police Officers in receipt of a pension, Families of former Staff of the Non-Public Funds, Canadian Forces receiving a pension, Families of former Royal Canadian Mounted Police Officers in receipt of a pension); and
- c. Associate Members: Subject to the approval of the BComd, any person not specified in sub-paragraphs (a) or (b) may be invited to become an associate member. Associate membership shall be for one year with no guarantee of renewal for further terms.

21. The definition of families is as follows:

- a. the member's spouse or common-law partner who is normally residing with the member at the member's place of duty or who, if living separately, is doing so for work-related or military reasons;
- b. a relative by blood, marriage, common-law partnership, adoption legally or is normally resident with the member and for whom the member may claim a personal exemption under the *Income Tax Act*;
- c. a child who is normally resident with the member and for whom the member would have been eligible to claim a personal exemption under the *Income Tax Act* if the child were a relative by blood, marriage, common-law partnership, adoption legally or, in fact, for whom the member has accepted full financial responsibility and has commenced adoption proceedings;
- d. a child or legal ward of the spouse or common-law partners and the member, who is single and in full-time attendance at school or university and is under the age of 26; and
- e. a family member who is permanently residing with the member, but who is precluded from qualifying as a family member under the *Income tax Act* because the family member receives a pension.

22. All approved recreation clubs are responsible for maintaining up-to-date membership lists. All clubs members shall be members of the Community Recreation Association (CRA) or hold a One Club Membership.

23. Youth under age 13 will be accompanied by a responsible adult, unless enrolled in a program designed specifically to meet their developmental level.

MEMBERSHIP RESTRICTIONS

24. The membership of a club must at all times reflect the priority that must be maintained to ensure that military personnel, former members and their families are able to participate fully in the operation and activities of the club. Therefore:

- a. the proportion of Associate Members should not exceed 20 per cent of the total membership;
- b. the combined total of ordinary and associate members should not exceed 50 per cent of the total membership; and
- c. arrival at an acceptable ratio of Associate and Ordinary Members to Regular Members requires analysis of local factors such as extent of competition in the area and public relations. The overriding factor is that Regular Members get priority for membership and club resources. The BComd can modify above ratio to meet the needs of the unit and surrounding civilian's communities.

25. Priority in the provision of NPP support and in the allocation of facilities and space should be given to those clubs with a high percentage of Regular Members.

26. Priority in the allocation of club facilities and resources should be given to regular serving members. Rules for prioritization should be outlined in the club by-laws.

27. It is up to the club executive to recommend the cost of belonging to each category as defined at paragraph 20. The CRC and Senior Manager PSP will recommend a pricing structure to the Garrison COS for approval.

28. Members of the same category shall pay the same costs and categories shall not be tiered.

29. Regular membership cost shall be the lowest of the three categories.

30. Where the BComd has established a cost for different membership categories (ie, it is not free), the cost for an ordinary membership must be higher than the regular membership (suggested 30 percent higher than regular membership).

31. In determining the cost for the associate members, the market value for similar programs and services in the area shall be considered.

32. Prices, user fees, and charges should be structured to meet financial management goals for sustainment of a club and its operations, to cover capital requirements and overhead expenses, and to satisfy budget requirements.

MEMBER PROTECTION

33. Recreation clubs shall comply with the CFMWS Harassment Prevention and Resolution Policy. In addition, clubs shall establish rules and regulations for acceptable behaviour and use of club resources. The objective of these rules is to reduce conflict by setting clear expectations. New members must be informed of these regulations.

SUSPENSIONS AND EXPULSIONS

34. The Club Executive or CRC via the Senior Manager PSP will recommend to the BComd the suspension or expulsion of a person from membership of any club if there are reasonable grounds to believe that the individual:

- a. is engaged in activities that may bring the club into disrepute;
- b. is engaged in activities that may be illegal or in conflict with the code of conduct of the club;
- c. is engaged in activities that compromise the safety of other members;
- d. has intentionally misused club assets; or
- e. has misappropriated funds.

35. The Club President (BComd) will provide in writing, the reasons for the suspension or expulsion and provide the person seven days to respond before rendering a final decision regarding the suspension or expulsion. The President (BComd), in consultation with the Senior Manager PSP, will review the response received and issue a final decision regarding the suspension or expulsion within ten days of receiving the individual's response.

36. Membership or activity fees shall not normally be reimbursed or prorated for suspended or expelled members.

RECREATION CLUB ADMINISTRATION

37. The importance of individual responsibility and accountability within the military community recreation program cannot be overstressed. Because the CAF environment is authoritarian through necessity, it is essential that citizens of the military community have the opportunity to initiate, organize and control their own recreation activities within the limitations imposed by environmental and existing CAF and Garrison administrative policy. Acceptance of such responsibility is an evolving process which can and should be fostered as individuals serve on committees, hold offices and work together with their colleagues in meeting the recreation needs of all members of the military community.

38. A club shall be administered by an executive committee composed as follows and their roles are explained in the reference, at Table 6-2-3:

- a. President elected at a general meeting of club members and approved by the BComd. The President shall be a serving CAF member (exception may be approved by BComd or the Garrison COS);
- b. Vice-President elected at a general meeting of club members. The Vice President shall be a regular member (exception may be approved by BComd or the Garrison COS);
- c. Secretary elected at a general meeting. The persons filling this office can be regular, Ordinary or Associate Member; and
- d. Treasurer elected at a general meeting. The Treasurer shall be a serving CAF member (exception may be approved by BComd or the Garrison COS).

39. Units should support the CAF member's participation in the executive of a club or RCA and should grant the same allowances they would to a President of Mess Committee or Military Family Resource Centre Board Chair.

40. The outgoing President will oversee the elections of the future club officers. All executive members will volunteer their time and expect no monetary compensation. All executive members will serve as liaisons between PSP, the RCA and the club members. All executive members will follow CAF, DND, CFMWS and PSP policies and procedures.

41. The activities of recreation clubs are part of the overall Garrison recreation program and shall be administered in accordance with the reference, Chapter 6-2. Club executive members are accountable to the CRC, as well as to the club's membership, for the overall operation of their clubs.

42. PSP staff or family members of PSP staff will not be executives of recreation clubs due to potential conflict of interest (exception may be authorized by the BComd or the Garrison COS).

43. Volunteers may be eligible for reimbursement of incidental expenses related to club operations such as mileage or postage incurred as a result of providing voluntary services as per approved budgets.

44. The executive committee must meet for the conduct of club business not less than four times per year. The President, or at least 50 percent of the executive members, may at any time convene a meeting of the executive.

45. The club must hold at minimum one annual general meeting per year. Usually, at a general meeting 51% members present in person constitute a quorum. This may not be suitable for all clubs; therefore the quorum will be indicated in the club by-laws.

ROLE OF THE CLUB EXECUTIVES

46. The President is the principal leader of the organization and has overall responsibility for the club's administration.

47. The President will prepare the overall annual executive agenda (consistent with the views of the members), help the executive prioritize their goals and then try to keep the executive on track by working with the overall framework of this policy.

48. While the roles and responsibilities of the executive may vary from club to club, the general duties of the executive are detailed in paras 55 through 58.

49. The President is required to:

- a. be well informed of all club activities;
- b. be aware of the future directions and plans of members;
- c. have a good working knowledge of the constitution, by-laws, rules, and the duties of all executive members and sub-committees;
- d. manage executive and/or executive meetings;
- e. manage the annual general meeting;

- f. represent the club at local, regional, provincial, and national levels;
- g. be a supportive leader for all club members;
- h. act as a facilitator for club activities;
- i. ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members;
- j. keep and control the club's assets and inventory; and
- k. recommend the annual budget for approval.

50. The Vice President shall act in the President's place when the President is absent.

51. The Treasurer is required to:

- a. ensure that adequate accounts and records exist regarding the club's financial transactions, including accurate and up-to-date records of all incomes and expenditures by a regular liaison with NPP accounting;
- b. coordinate the preparation of a budget and monitor it carefully;
- c. issue receipts and promptly deposit all monies received with NPF;
- d. make all approved payments and invoice groups/members promptly;
- e. act as the signatory to the club's accounts;
- f. manage the club's cash flow and be accountable for the club's petty cash;
- g. prepare and present regular financial reports to the executive at meetings;
- h. provide NPF accounting section with timely information as required; and
- i. prepare an annual financial report.

52. The club Secretary's roles and responsibilities may vary greatly from club to club. The Secretary will:

- a. prepare the agenda for club meetings in consultation with the President;
- b. make arrangements including venue, date, times and hospitality for club meetings;
- c. send adequate notice of the meetings;
- d. collect and collate reports from executive members;
- e. call for and receive nominations for executives and other positions for the club/group annual general meeting;

- f. take the minutes of meetings;
- g. write the minutes as soon as possible after the meeting;
- h. read, reply, and file correspondence promptly;
- i. collate and arrange for the printing of the annual report;
- j. maintain registers of members; and
- k. maintain files such as membership forms, legal documents such as by-laws.

AFFILIATE ORGANIZATIONS

53. Recreation clubs wishing to be involved with National/Provincial/Municipal agencies will make a request to the CRC. The CRC will forward to the agency a list of the clubs executive who are authorized to communicate on behalf of 3 CDSB Garrison Wainwright. Partnership decisions and contracts will be approved in accordance with the Chief of Defense Staff Delegation of Authorities for Financial Administration of NPP. Records of discussion for all meetings with National/Provincial/Municipal agencies will be sent to the CRC as a part of the normal approval process.

HIGH RISK ACTIVITIES

54. Due to the inherent risks involved with High Risk Activities the following chapters of the reference also apply to these activities:

- a. Chapter 6-3: Self-Contained Underwater Breathing Apparatus (SCUBA) Sports Diving;
- b. Chapter 6-4: Gliding and Soaring;
- c. Chapter 6-5: Sport Parachuting; and
- d. Chapter 6-6: Rock Climbing.

55. In Canada flying clubs are independent non-military organizations that shall not be authorized as part of the 3 CDSB Garrison Wainwright recreation program due to the inherent expense, potential liability, and desirability of operating under independent charter.

WAIVERS

56. Participants in NPP community recreation high risk activities and activities where protective gear is required shall sign a Waiver of Liability, Assumption of Risks, and Indemnification Agreement. The NPP high risk activities are;

- a. auto hobby club;
- b. ATV, motorcycle, motocross, karting and snowmobile;
- c. boating, sailing, canoeing, kayaking, yacht and marine;

- d. hockey and ringette;
- e. horseback riding and saddle club;
- f. hunting, archery, skeet shooting, shooting, airsoft, paintball (indoor and outdoor);
- g. martial arts;
- h. parachuting and skydiving;
- i. rock climbing (indoor and outdoor);
- j. soaring and gliding;
- k. SCUBA diving;
- l. skateboarding; and
- m. skiing.

57. Waiver Retention Periods: Original copies of signed waiver documents are to be retained for storage periods, by age and province, as follows:

- a. adult: 4 years; and
- b. for minor children: 4 years beginning after the child reaches 18 years of age.

58. Waivers do not reduce the responsibility for risk management. Managers and club executives are responsible for the safety of their programs, facilities and participants as well as ensuring industry standards for their activities are met.

SERVICES ASSOCIATIONS

59. Military rifle associations are approved service associations in accordance with the *National Defence Act (NDA)* Section 48. Specific provisions regarding memberships, public support and method of administration were established at the time of approval of this association by the Governor in Council as detailed in [CFAO 50-11](#), Rifle Associations.

60. The BComd may authorize the inclusion of a military rifle association at 3 CDSB Garrison Wainwright within the recreation program under the following conditions:

- a. the election of the rifle association chairman shall be approved by the BComd;
- b. the property of the rifle association, other than public property on loan, is considered to be NPP property and vested in the BComd and ultimately the Chief of the Defence Staff (CDS);
- c. the NPP and operations of the association are controlled and accounted for in accordance with the provisions of A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property (NPP) Accounting; and
- d. where there is conflict between the policy regarding formation, organization, eligibility for membership and executive positions described in [CFAO 50-11](#) and the provisions contained in this Constitution, the provisions contained in CFAO [50-11](#) shall prevail. Commanding

Officers (CO) of lodger units may continue to form military rifle associations with the approval of the commander of the respective command as permitted by CFAO [50-11](#).

61. Rifle associations which are authorized as part of the Garrison recreation program are covered by the NPP CIP to the extent described in A-FN-105-001/AG-001 Chapter 10. Rifle associations operating independently of the Garrison recreation program and those sponsored by a reserve unit are not covered by the NPP CIP and shall make individual arrangements for the insurance required by CFAO [50-11](#).

SMALL ARMS AND SMALL ARMS AMMUNITION

62. Rifle clubs, rod and gun clubs, skeet clubs, and other organizations which utilize small arms and small arms ammunition shall adhere to storage procedures contained in A-SJ-100-001/AS-000, Security Orders For The Department Of National Defence and The Canadian Forces - Volume 1 - General. Possession, transport, and handling of weapons by club members shall be in accordance with pertinent sections of the Criminal Code of Canada.

SUPPORTING RESOURCES

63. Policy regarding the use of public resources in support of authorized recreation clubs is contained in A-PS-110-001/AG-002 Chapter 5 table 5-6-1. For activities which choose to operate independently of the Garrison recreation program, Table 6-1-2 of the reference provides a comparison of the level of support available to authorized recreation activities and to those non-military organizations on DND property.

ADMINISTRATION

64. Club minutes must be submitted for approval to the CRC no later than one month after the meeting. The CRC will be responsible to forward to Chain of Command items that require higher approval authority such as constitutional changes or as locally determined by the Chain of Command. The minutes template and signature block will be provided by the CRC.

65. At all times, clubs must ensure that the CRC has updated copies of the following:

- a. club by-laws;
- b. executive list with contact information;
- c. membership list;
- d. inventory list;
- e. budget; and
- f. resource or facility allocation.

FINANCE

66. It is the responsibility of the club executive to maintain clear and organized records of their financial operations. The spending limit of the recreation clubs is set by the BComd as per Annex A of the CDS Delegation of Authorities for Financial Administration of NPP. The limit cannot be greater than set out in Annex A of that policy. CDS Delegation of Authorities for Financial Administration of NPP Annex A will be

completed for each club.

67. Each recreation club is responsible for the generation and spending of its own funds in accordance with applicable NPP policy. Each club must accurately budget expenses and ensure that funds are available to satisfy the costs that will accrue throughout the year. A budget must be submitted each year to ensure adequate funding is available for the club. Recreation clubs' budgets normally fall under the budget of the recreation program and must be recommended by the Mgr FSR prior to submission to the BComd or approval authority.

68. Club executive members must complete and submit club budget proposals by the published deadline. Budget proposals will generally be due at the beginning of February. Failing to submit a budget proposal is also grounds for probation and no spending authority.

69. Monthly, all clubs budgets must be reviewed to ensure that they are in line with the forecast. Budget adjustments may be requested at any time as per local delegation of authorities for financial administration of NPP.

70. A recreation club must be financially sustainable in nature, but should not be maintained for the purpose of making a large profit. Recreation clubs are not permitted to run a deficit. Recreation clubs may receive grants and loans from the Base Fund.

71. All recreation clubs must bank with NPP accounting, and all revenues must be deposited in a timely manner with NPP accounting. Clubs must operate in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non Public Property accounting.

72. Ultimately, the club executive is responsible and accountable to its membership for all club financial matters.

73. The club must designate the president (or their delegate) and treasurer to be the signing authority on the club account. These individuals must complete the NPP Financial Delegated Authorities and Contracting Course. CRC and Mgr FSR will also have signing authority for all clubs.

74. If an individual with signing authority requires reimbursement for approved purchases or expenditures, the other person with signing privileges must authorize the request. One person cannot approve their own expenditures.

75. At year end, out-going club executive members must ensure that the signing authority is handed over to incoming members.

76. Only members holding the NPP Financial Delegated Authorities and Contracting Course are permitted to expend funds. The following methods can be used for club purchases:

- a. Credit Card: Each club should be in possession of an NPF Credit Card as this is the preferred method of payment for all club expenditures;
- b. Request for Cheque: A cheque request is only required when an invoice cannot be paid with an NPF Credit Card. Purchases must be within budgetary guidelines; or
- c. Pre-paid Credit Card: If circumstances allow, a pre-paid credit card may be requested through the local NPFSA through the CRC. Special circumstances would include the club not having a credit card.

77. Recreation clubs that are non-compliant may have accounts frozen and/or assets seized by Sr

Manager PSP.

SPONSORSHIP, FUNDRAISING AND ADVERTISING

78. Recreation clubs interested in sponsorship, fundraising and advertising must contact the Mgr FSR prior to solicitation for guidance and must follow CFMWS sponsorship, fundraising and advertising policies.

FACILITIES

79. Each club that remains in good standing has the privilege of using facilities for club practices, competitions, meetings, and programs. To utilize these facilities, the club must work directly with the facility manager or designate to reserve facilities well in advance. The facility manager or designate will try to meet the needs of each club but clubs use surplus capacity of DND buildings.

80. The allotment of facility time for recreation clubs is based on the criteria listed below:

- a. size of club membership and capacity of the assigned facility;
- b. ratio of participants to the facility/equipment capacity;
- c. demand on the required/requested facility; and
- d. club standing.

81. Control and management of hazardous waste and other controlled materials will be in accordance with DND/CAF safety and waste management policies and locally prescribed procedures.

82. Operating hours will respond to market demand as determined by community needs assessments.

83. In conjunction with the CRC, club executives will establish a facility key management system.

84. Clubs are responsible for set-up and clean-up of all facility sites. Each club will be financially responsible for damages that occur or if the facility has not been left in clean and suitable condition during use of any facility.

85. Club members are required to wear proper dress and footwear when using DND facilities.

86. Facility availability may be withheld when improper usage is reported or when clubs fail to adhere to policies and procedures.

87. Occasional use of DND facilities may be authorized for recreation clubs. The clubs will not be charged for the use of DND facility surplus capacity. They may pay for services such supervision (lifeguards in the pool).

EQUIPMENT

88. Supplies and equipment provided from public resources shall be accounted for in accordance with supply accounting procedures. Supplies and equipment purchased from NPP remain the property of the Base Fund and shall be accounted for in accordance with NPP accounting procedures. When a recreation club folds, the NPP assets will be transferred to the Base Fund in accordance with the reference, Part 10, Chapter 10-2, Disposal of NPP.

89. All recreation clubs shall maintain an up-to-date NPP property inventory list and log in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non Public Property accounting, chapter 28 Fixed Assets.

90. All equipment purchases must be clearly documented and included in the Property Inventory Accounts (or NPP fixed assets) at the time of purchase. Club inventory records must be updated when purchases or disposal of equipment occurs. Clubs may not purchase or dispose of equipment without the approval of the appropriate Delegated Authority. The CRC shall ensure that a Property Inventory Account of each club's assets is completed at a minimum every other year.

91. All clubs must follow the NPP IM/IT Procurement Policy.

92. Clubs should not store member's personal property. When it is required, proof of insurance and registration documents are required.

CLUB WEBSITES AND SOCIAL MEDIA

93. All clubs should maintain a website on the approved NPP content management system. Approval for club external websites and purchase Uniform Resource Locators (URLs) must be submitted to CFMWS headquarters through the CRC.

94. Clubs may use social media to promote their clubs and activities in accordance with the CFMWS Social Media policy. It is mandatory to register any social media feeds and new pages created by sending the information to the CFMWS National Manager Strategic Communications through the CRC.

CLUB TRAVEL

95. Recreation clubs may be approved to travel to activities and events outside of the community in which they operate. All club travel must be recommended in advance by Mgr FSR or delegate, whether or not the club intends to use club funds to travel.

96. Travel requests must include the following information:

- a. purpose and destination of trip;
- b. name and phone number of contacts;
- c. hotel information (if appropriate);
- d. names of club members traveling and emergency contact (name/phone number) for each;
- e. name of each driver (at least 2 per vehicle when traveling more than six hours);
- f. passengers traveling in each vehicle;
- g. time of departure from Garrison;
- h. estimated time of arrival at locations;
- i. time of departure from locations; and

- j. estimated time of arrival returning to Garrison.

97. Clubs must adhere to the travel itinerary submitted to, and reviewed by, the Mgr FSR. Changes to the itinerary enroute must be communicated to PSP staff prior to departure.

98. Clubs may be eligible for CAF transportation support or may use club funds for vehicle rentals. NPP vehicle rentals are covered by CIP. Club executives are not permitted to organize car pools using personal vehicles between members.

99. All drivers using CAF transportation must have a current DND 404 license and provide a copy to the PSP staff. Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, alert, etc.). Additionally, the driver is expected to:

- a. inspect the tires (winter tires are required during winter) and adjust the seat and mirrors before starting the vehicle;
- b. ensure that the vehicle is not driven if there is a mechanical problem;
- c. ensure luggage is packed so that the driver's view is not obstructed;
- d. make sure that he/she is comfortable with the size of the vehicle;
- e. ensure that all passengers are in their seat belts prior to departure; and
- f. obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets.

SAFETY

100. Recreation clubs must have current and documented safety standards and rules which incorporate relevant standard rules, practices and procedures specific to the activity of the club. Adherence to these rules is the responsibility of the President. The standards and rules must be reviewed annually, distributed to all members and submitted to the CRC at the start of each season.

101. The recreation club should identify which members have current first aid certification, one of which should be available during all club's activities.

102. Clubs are not permitted to have or drink alcohol in their facilities (exceptions can be approved by BComd for beer and wine making clubs and special functions).

103. Clubs that include high risk activities must enforce a buddy system or hire facility attendants to ensure members are not participating or using the facility alone.

104. During the activities of recreation clubs that are deemed high risk there must be one member who has current first aid certification on site and is considered a safety officer (SO). The SO is responsible for the member adherence to club safety policies, emergency actions, the delivery of first aid, and safety checks prior to the start of an activity.

105. The club President is responsible for developing an Emergency Action Plan (EAP) for all activities and communicating it to all members. A copy should be placed in view and in files. An EAP is unique to each recreation club, but must include the following information per facility:

- a. contact information for medical responders;
- b. facility address;
- c. site address of nearest hospital to your location;
- d. note emergency exits to your venue(s);
- e. access to first aid supplies;
- f. access to an emergency phone;
- g. access to emergency phone numbers;
- h. action plan if a member is injured; and
- i. completed participant medical forms must be on-site.

ACCIDENT/INCIDENT REPORTING

106. When an accident or incident happens during a recreation club activity (on or off Garrison) the President must complete an incident report form immediately. The incident form can be found at Annex B. The incident report form must be submitted to the CRC as soon as possible and no later than within 24 hours.

CHILD SAFE ENVIRONMENTS

107. All recreation clubs who deliver activities for children must adhere to HIGH FIVE directives as per Table 6-1-5 of the reference and Chapter 1-2 Vulnerable Sector Police Record Check.

MANAGEMENT AND SUPERVISORY POSITION

108. Where it is necessary to hire personnel for community recreation management and supervisory positions, the provisions of A-PS-110-001/AG-002 shall apply. Terms and conditions of employment must be approved by the Sr Manager PSP prior to employment of such staff or by the Headquarter PSP Director. Contractors may be hired as per NPP Contracting Policy.

INSTRUCTOR CERTIFICATIONS

109. Recreation clubs wishing to use club money to obtain recognized certification for member(s) must request approval from the Mgr FSR.

CLUB AUDITS AND INSPECTIONS

110. The CRC will conduct an audit or inspection of each recreation club throughout the year to assess and monitor activity as per Annex A. Adherence to recreation club policies, the effectiveness of facility use, participation level, and the nature of group activities will comprise a significant part of this review. A copy of this annual audit or inspection must be retained by the CRC and the club Secretary.

111. Recreation clubs that do not meet criteria set forth in this policy and have an unsatisfactory audit or inspection may be refused sanctioning in the following year, or may have their current sanctioning suspended.

In extreme cases, where the safety of participants is in question, the CRC may immediately suspend the activity.

112. In addition to the audit or inspection, community recreation staff will manage the inspections conducted at club facilities by other entities. These inspections will be in accordance with CAF/DND policy and will be done by (but not limited to) the following:

- a. construction engineering;
- b. garrison safety;
- c. preventative medicine; and
- d. fire safety.

TRAINING

113. PSP community recreation is responsible for the training and development of the recreation club executives. All training dates, topics and participants should be recorded. Club executives should be given opportunities to provide evaluation of the training in order to ensure it meets their needs.

114. All recreation club executives shall attend a local orientation session. The orientation provides information that will help new executives learn about the organization and what they need to know about being a volunteer within it. Once the main orientation has been completed, the CRC will check-in with new members to see if further support is needed.

115. Orientation and training can be done in groups and/or on an individual basis to provide information.

Annexes:

Annex A – Sample Audit and Inspection Form

Annex B – Incident Reporting Form