



CANADIAN FORCES BASE WAINWRIGHT
RECREATION CLUB CONSTITUTION

A handwritten signature in blue ink, appearing to read 'D.C. MacLeod'.

D.C. MacLeod
Lieutenant-Colonel
Base Commander
CFB Wainwright

GENERAL

1. This order prescribes the policy and guidelines for the organization and administration of recreation clubs at CFB 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 CFB 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 CFB Wainwright clubs. All clubs must complete and adopt club specific by-laws that govern the club and explain how the club should operate.

17. By-laws shall be approved by the Deputy Commanding Officer (DCO) 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 subparagraphs (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 club members shall be PSP Plan members 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 always 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 base and surrounding 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 Mgr, FSR and Senior Manager PSP will recommend a pricing structure to the DCO 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. CFB Wainwright and PSP are committed to fostering an inclusive environment where everyone feels welcome, valued and respected. Community recreation clubs will celebrate and embrace the diverse backgrounds, perspectives, and experiences of members. All clubs will promote a culture of belonging through respectful dialogue, collaboration and feedback.

34. Recreation clubs shall comply with [DAOD 5014-0](#), Workplace Harassment and Violence Prevention. 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.

35. All recreation club members will agree to follow the Recreation Club Code of Conduct outlined at Annex C. Failure to do so may result in suspension or expulsion from the club.

SUSPENSIONS AND EXPULSIONS

36. The Club Executive or Mgr, FSR 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.

37. The BComd, through the Club President, 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 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.

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

RECREATION CLUB ADMINISTRATION

39. 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 Base 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.

40. 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 DCO);
- 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 DCO);

- 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 DCO).

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

42. 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 Recreation Club Assembly and the club members. All executive members will follow CAF, DND, CFMWS and PSP policies and procedures.

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

44. 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 DCO).

45. 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.

46. 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.

47. 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

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

49. 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.

50. While the roles and responsibilities of the executive may vary from club to club, the general duties of the executive are detailed in paras 51 through 54.

51. 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.

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

53. 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.

54. The 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

55. 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 CFB 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

56. 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.

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

WAIVERS

58. 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.

59. 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.

60. 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.

SUPPORTING RESOURCES

61. 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 Base 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

62. 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.

63. 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

64. 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.

65. 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.

66. 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.

67. 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.

68. 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.

69. 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.

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

71. 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.

72. 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.

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

74. 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 NPF SAC through the CRC. Special circumstances would include the club not having a credit card.

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

SPONSORSHIP, FUNDRAISING AND ADVERTISING

76. 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

77. 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.

78. 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.

79. 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.

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

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

82. 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.

- 83. Club members are required to wear proper dress and footwear when using DND facilities.
- 84. Facility availability may be withheld when improper usage is reported or when clubs fail to adhere to policies and procedures.
- 85. 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

- 86. 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.
- 87. 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.
- 88. 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.
- 89. All clubs must follow the NPP IM/IT Procurement Policy.
- 90. 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

- 91. 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.
- 92. 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

- 93. 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.
- 94. 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 Base;
- h. estimated time of arrival at locations;
- i. time of departure from locations; and
- j. estimated time of arrival returning to Base.

95. 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.

96. 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.

97. 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

98. 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.

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

100. 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).

101. 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.

102. 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.

103. 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

104. When an accident or incident happens during a recreation club activity (on or off Base) 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

105. 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 of the reference.

MANAGEMENT AND SUPERVISORY POSITION

106. 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

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

CLUB VERIFICATION AND COMPLIANCE

108. The CRC will conduct an Annual Club Verification Process (Annex A) to ensure compliance with established policies, enhance the quality of recreational programming, and recognize clubs that demonstrate excellence in their operations. A copy of this annual audit or inspection must be retained by the CRC and the club Secretary.

109. Clubs found to be non-compliant during the Annual Club Verification Process may face sanctions, including suspension of current sanctioning or refusal of sanctioning in the following year. Enforcement measures will be implemented in accordance with the club constitution, by-laws, PSP Policies or other relevant policies and guidelines. In extreme cases, where the safety of participants is in question, the Mgr, FSR may immediately suspend the activity.

110. CFB Wainwright is committed to upholding high standards of conduct, integrity, and professionalism among its club members and stakeholders. Non-compliance with organizational policies, practices, or programming requirements undermines the integrity and effectiveness of the clubs. As such, appropriate measures will be taken to address instances of non-compliance. The BComd is responsible for final approval and implementation of any sanctions, including, but not limited to, removal of executive members, suspension of activities, loss of privileges, freezing of funds, and closure of the club. Sanctions will be determined based on the frequency and severity of non-compliance.

111. 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. Real Property Operations Unit (RPOU);
- b. Base Safety;
- c. Preventative Medicine; and
- d. Fire Safety.

TRAINING

112. 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.

113. 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.

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

Annexes:

Annex A – Annual Club Verification Process

Annex B – Incident Reporting Form

Annex C – Recreation Club Code of Conduct

Annual Club Verification Process and Gold Seal Awards Score	
1. FACILITY, HEALTH, SAFETY	SCORE
- Adequate lighting and signage in all areas, especially in high-traffic and club activity zones.	0
- Well-maintained and clearly marked emergency exits; accessible emergency evacuation plan.	0
- Properly functioning fire suppression systems (fire extinguishers, sprinklers).	0
- Cleanliness and sanitation of facilities, equipment, and common areas.	0
- Compliance with health regulations regarding food handling and preparation (if applicable).	0
- Adequate ventilation and air quality within indoor spaces.	0
Total	0
2. STAFF & VOLUNTEER QUALIFICATIONS AND TRAINING	SCORE
- Verification of staff certifications (e.g., National Lifeguard certification, First aid/CPR, Vulnerable Sector Screening, High Five®).	0
- Completion of mandatory training programs (e.g., harassment prevention, child safeguarding).	0
- Maintenance of accurate records of volunteer and staff hours, contact information.	0
Total	0
3. MEMBERSHIP	SCORE
- Maintenance of up-to-date membership lists through the PSP national software system.	0
- Confirmation that all club executive members hold a CFOne card.	0
- CFOne card membership has been offered and advertised to all club members.	0
- The proportion of associate members does not exceed 20 percent of the total membership.	0
- The combined total of ordinary and associate members does not exceed 50 percent of the total membership.	0
Total	0
4. PARTICIPANT SAFETY	SCORE
- Staffing or supervision protocols followed during operating hours, especially for activities involving children or vulnerable populations. (if applicable)	0
- Implementation of safety guidelines for each program or activity offered.	0
- Provision of and mandated use of safety equipment (e.g., helmets, life jackets) where necessary.	0
- Emergency action plans in place for various scenarios (e.g., medical emergencies, inclement weather).	0
- Incident reports and logbooks detailing any accidents, injuries, or incidents that occur on-site.	0
- Maintenance of accurate records related to participant registration, waivers, and emergency health and contact information.	0
Total	0
5. PROGRAM POLICIES AND PROCEDURES	SCORE
- Adherence to established rules and regulations for each program or activity.	0
- Clear communication of program expectations and guidelines to members, participants and staff.	0
- Procedures for handling incidents or accidents, including documentation and reporting protocols.	0
- Regular review and update of program policies to ensure alignment with current best practices and safety standards.	0
Total	0
6. INCLUSION AND ACCESSIBILITY	SCORE
- Accessibility features for individuals with disabilities or support needs, including ramps, elevators, and accessible restrooms.	0
- Accommodations for participants with support needs or medical conditions, if applicable.	0
- A statement of diversity, equity and inclusion is contained within club's mission or constitution.	0
- Inclusive program offering that caters to diverse demographics and interests within the community, whenever possible.	0
Total	0
7. EQUIPMENT AND MAINTENANCE	SCORE
- Regular inspection and maintenance schedules for all equipment and facilities, ensuring proper functioning and inspecting for wear or damage.	0
- Timely and regular replacement or repair of damaged or malfunctioning equipment.	0

- Safe storage practices to prevent tripping hazards, unauthorized access or misuse of equipment.	0
- Inventory list (DA) is up to date and verified.	0
Total	0
8. CLUB POLICIES, OVERSIGHT AND PSP RELATIONSHIP	SCORE
- Base Commander has approved club's organization, constitution and by-laws and all required documents for the current fiscal year.	0
- Ensuring that the Community Recreation office possesses updated copies of executive list with contact information	0
- Submission and approval of an annual calendar of activities by the MCR	0
- Rules and regulations have been established for acceptable behavior and use of club resources and all members have signed the code of conduct.	0
- Appointment of a representative to attend and act as a liaison between the Recreation Club Assembly and the club, with consistent attendance of the same representative at each meeting.	0
- Holding a minimum of one annual general meeting per year.	0
- Ensuring that the president is a serving CAF member and that all executives have signed volunteer forms, and the letter of expectation from Base Commander.	0
- Submission of club minutes for approval to the MCR no later than one month after meetings.	0
- Regular and up-to-date advertising of club: CFMWS website is up to date, appropriate use of social media, etc.	0
- Relationship between PSP and club executives promotes mutual respect.	0
Total	0
9. FINANCIAL	SCORE
- Review of the club's financial records (budgets, income statements, and balance sheets, etc) to ensure transparency and accountability in financial management.	0
- Verification of adherence to financial policies and procedures, including approval processes for expenditures, reimbursement protocols, and segregation of duties.	0
- Documentation of all financial transactions, receipts, and invoices, with proper record-keeping practices in place to facilitate audits and reviews.	0
- Implementation of internal controls to prevent fraud, misappropriation of funds, or other financial irregularities.	0
Total	0
Total Score	0

1. FACILITY, HEALTH, SAFETY	SCORE
- Adequate lighting and signage in all areas, especially in high-traffic and club activity zones. Any malfunctions have been reported to appropriate channels.	
- Well-maintained and clearly marked emergency exits; accessible emergency evacuation plan. Any malfunctions have been reported to appropriate channels.	
- Properly functioning fire suppression systems (fire extinguishers, sprinklers). Club members are aware of their locations and how to use them.	
- Cleanliness and sanitation of facilities, equipment, and common areas. Handwashing stations and hand sanitizer dispensers are available and functioning.	
- Compliance with health regulations regarding food handling and preparation (if applicable).	
- Adequate ventilation and air quality within indoor spaces. Malfunctions have been reported to the appropriate channels.	

2. STAFF & VOLUNTEER QUALIFICATIONS AND TRAINING	SCORE
- Verification of staff/volunteer certifications (e.g., National Lifeguard certification, First aid/CPR, Vulnerable Sector Screening, High Five). Refer to relevant checklist.	
- Completion of mandatory training programs (e.g., harassment prevention, child safety). Refer to relevant checklist.	
- Maintenance of accurate records of volunteer and staff hours, contact information.	

3. MEMBERSHIP	SCORE
- Maintenance of up-to-date membership lists through the PSP national software system.	
- Confirmation that all club executive members hold a CFOne card.	
- CFOne card membership has been offered and advertised to all club members.	
- The proportion of associate members does not exceed 20 percent of the total membership.	
- The combined total of ordinary and associate members does not exceed 50 percent of the total membership.	

4. PARTICIPANT SAFETY	SCORE
- Staffing or supervision protocols followed during operating hours, especially for activities involving children or vulnerable populations. (if applicable)	
- Implementation of safety guidelines for each program or activity offered.	
- Provision of and mandated use of safety equipment (e.g., helmets, life jackets) where necessary.	
- Emergency action plans in place for various scenarios (e.g., medical emergencies, inclement weather).	
- Incident reports and logbooks detailing any accidents, injuries, or incidents that occur on-site.	
- Maintenance of accurate records related to participant registration, waivers, and emergency health and contact information.	

5. PROGRAM POLICIES AND PROCEDURES	SCORE
- Adherence to established rules and regulations for each program or activity.	
- Clear communication of program expectations and guidelines to participants and staff.	
- Procedures for handling incidents or accidents, including documentation and reporting protocols.	
- Regular review and update of program policies to ensure alignment with current best practices and safety standards. High-risk clubs maintain expected standards.	

6. INCLUSION AND ACCESSIBILITY	SCORE
- Accessibility features for individuals with disabilities or support needs, including ramps, elevators, and accessible restrooms. Diligent efforts made to include accessibility features wherever possible. Any malfunctioning accessibility features have been reported to the appropriate channels.	
- Accommodations for participants with support needs or medical conditions, if applicable.	
- A statement of diversity, equity and inclusion is contained within club's mission or constitution.	
- Inclusive program offering that caters to diverse demographics and interests within the community, whenever possible.	

7. EQUIPMENT AND MAINTENANCE	SCORE
- Regular inspection and maintenance schedules for all equipment and facilities, ensuring proper functioning and inspecting for wear or damage.	
- Timely and regular replacement or repair of damaged or malfunctioning equipment.	
- Safe storage practices to prevent tripping hazards, unauthorized access or misuse of equipment.	
- Inventory list (DA) is up to date and verified.	

8. CLUB POLICIES, OVERSIGHT AND PSP RELATIONSHIP	SCORE
- Base Commander has approved club's organization, consitution and by-laws, submitted documents for the current fiscal year.	
- Ensuring that the Community Recreation office possesses updated copies of executive list with contact information	
- Submission and approval of an annual calendar of activities by the MCR	
- Rules and regulations have been established for acceptable behavior and use of club resources and all members have signed the code of conduct.	
- Appointment of a representative to attend and act as a liaison between the RCA and the club, with consistent attendance of the same representative at each meeting.	
- Holding a minimum of one annual general meeting per year.	

- Ensuring that the president is a serving CAF member and that all executives have signed volunteer forms, and the letter of expectation from Base Commander.	
- Submission of club minutes for approval to the MCR no later than one month after meetings.	
- Regular and up-to-date advertising of club: CFMWS website is up to date, appropriate use of social media, etc.	
- Relationship between PSP and club executives promotes mutual respect. Club submits requested documents in a timely manner. Club maintains open and transparent communication. Club respects PSP Policy Manual.	

9. FINANCIAL	SCORE
- Review of the club's financial records (budgets, income statements, and balance sheets, etc) to ensure transparency and accountability in financial management.	
- Verification of adherence to financial policies and procedures, including approval processes for expenditures, reimbursement protocols, and segregation of duties. E.g. club makes purchases after minutes have been approved.	
- Documentation of all financial transactions, receipts, and invoices, with proper record-keeping practices in place to facilitate audits and reviews.	
- Implementation of internal controls to prevent fraud, misappropriation of funds, or other financial irregularities.	

SCORING METHOD	
5 points	Exceeds all requirements.
4 points	Meets all requirements
3 points	Will meet all requirements in the next 30 days with a validated action plan.
2 points	Will meet all requirements in the next 60 days with a validated action plan.
1 point	Does not meet all requirements but has cooperated with the verification process.
0 points	Does not meet requirement needs and refuses to cooperate with the verification process.

SCORE FINAL	
Excellent (90 % and above):	Club will be awarded the Gold Seal, signifying its exceptional performance and adherence to policies and standards. Clubs in excellent standing are recognized for their commitment to excellence and will be eligible to apply for grant opportunities.
Good Standing (75-89%):	Club will be required to maintain their current practices to sustain their status. While not eligible for the Gold Seal, these clubs have demonstrated satisfactory performance and compliance with policies and standards.
Needs improvement (41%-74%):	Club will be required to develop and implement action plans to address identified deficiencies and improve their operations. PSP support and resources will be provided to assist clubs in achieving compliance and improving their performance.
Probation (40 % et below):	Club will be subject to more stringent measures, including the development of action plans with consequences for non-compliance. Failure to address deficiencies and meet the requirements outlined in the action plan may result in further sanctions by PSP management or Base Commanders.

INCIDENT REPORTING FORM

Complete this form for any incidents that occur in or on NPF property. Completed forms are to be submitted to your immediate Manager/Supervisor as soon as possible.

THIS IS DOCUMENTING A/AN:

- ☐ Incident
☐ First Aid/Injury
☐ Equipment/Facility issue
☐ Observation/Information only

DETAILS OF PERSON INJURED OR INVOLVED

Person completing report: _____ Date: _____

Person(s) involved: _____

DETAILS OF EVENT

Date of incident: _____ Location: _____

Time of incident: _____

DETAILS OF INCIDENT/DESCRIPTION OF EVENTS

If more spaces are required please use the back of this form

TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID REQUIRED

Status of injured: ☐ NPF Employee ☐ Military member ☐ Other

If other, specify: _____

FOR MANAGER/SUPERVISOR USE ONLY

Additional supporting documentation required: ☐ Yes ☐ No

Recommendation: ☐ Action ☐ Information

Notes: _____

Manager/Supervisor Name: _____ Date: _____

Signature: _____

This form can be completed as an informational document or in conjunction with the NPF OHS incident report form, a Hazardous Occurrence Incident Report Form, or, for the Military and DND personnel, in conjunction with form DND 633 & CF 98.

CFB WAINWRIGHT RECREATION CLUB CODE OF CONDUCT

As a member of a recreation club at CFB Wainwright, I pledge to uphold the following Code of Conduct as a fundamental guide to my behaviour and interactions within the club community:

RESPECT AND INCLUSIVITY

1. I will treat all club members with dignity, respect, and kindness, regardless of their background, identity, or beliefs.
2. I will not engage in any form of harassment, discrimination, or intimidation towards fellow club members based on race, ethnicity, gender, sexual orientation, religion, disability, or any other protected characteristic.
3. I will actively work to create an inclusive and welcoming environment where everyone feels valued and respected.
4. I will listen attentively to the experiences and concerns of marginalized or underrepresented members and take proactive steps to address any issues of inequity or exclusion.
5. I will educate myself about diversity, inclusion, and cultural competency to better understand and support the diverse perspectives within our club community.
6. I will speak up against discriminatory behavior or language and support efforts to promote diversity and equity within the club.
7. I will respect individuals' boundaries and consent, and I will not engage in any behavior that makes others feel uncomfortable or unsafe.
8. I will uphold the club's policies and procedures related to harassment and discrimination, and I will report any instances of misconduct to the appropriate club authorities.
9. I recognize the importance of fostering a culture of respect and acceptance within our club and will actively contribute to creating such an environment.
10. I commit to embracing diversity, promoting inclusion, and fostering an environment where all club members can thrive.

BEHAVIOUR AND CONDUCT

10. I expect all members to behave responsibly, respectfully, and courteously toward each other, the club's staff and property, and the surrounding community.
11. I do not tolerate any form of physical or verbal aggression, inappropriate or offensive behaviour, or the use of drugs or alcohol while participating in club activities.
12. I will not engage in activities that seek personal financial gain through club resources, facilities, or programs.
13. I will not misuse club assets for personal benefit, including equipment, supplies, or funds allocated for club activities.

Annex C – CFB Wainright Recreation Club Code of Conduct

14. I will not operate businesses or solicit business ventures within club programs, events, or facilities for personal profit.

15. I will not use club-sponsored activities or events as a platform for personal promotion, advertising, or solicitation without proper authorization from club executives or management.

16. I will not accept monetary or material incentives from external parties in exchange for promoting their products, services, or interests within the club community.

17. I will not engage in financial transactions or agreements on behalf of the club without proper authorization from club executives or management.

CONFLICT RESOLUTION

18. I will address conflicts with fellow club members respectfully and constructively.

19. I will engage in open dialogue to resolve conflicts directly or seek mediation with club staff when necessary.

20. I will listen actively and considerately to the perspectives of others involved in the conflict.

21. I will refrain from engaging in any form of retaliation or retribution against members who report conflicts or seek resolution.

22. I will uphold the principles of mutual respect and support within the club community.

23. I will work collaboratively towards finding mutually agreeable solutions to conflicts.

24. I understand that maintaining a positive and inclusive club environment is a shared responsibility.

25. I will abide by the decisions made through conflict resolution processes facilitated by the club staff.

CONFIDENTIALITY AND PRIVACY

26. I will respect the confidentiality and privacy of my members and do not share any personal or sensitive information without their explicit consent.

27. I will not allow any unauthorized access or disclosure of club or member information, whether physical or digital.

COMPLIANCE WITH LAWS AND REGULATIONS

28. I will comply with all applicable laws, regulations and policies that govern the club's operations and activities, including safety, health, and environmental protection.

29. I will not engage in illegal or unethical activities that could harm the club, its members or the community.

SAFETY

Annex C – CFB Wainright Recreation Club Code of Conduct

- 30. I will prioritize the safety of my members and adhere to all safety protocols and guidelines established by the club.
- 31. I do not engage in any activities that could compromise the safety of others or myself.
- 32. I immediately report any safety hazards, incidents or accidents to the club's staff.
- 33. I comply with all safety regulations, including using personal protective equipment where necessary.

COMMUNICATION

- 34. I maintain open and honest communication with my fellow members and club staff, informing them of any changes, updates or concerns.
- 35. I communicate respectfully and constructively, avoiding aggressive or confrontational language or behaviour.
- 36. I respect the opinions and perspectives of others, even if I disagree with them.
- 37. I will respect the privacy and confidentiality of club members, refrain from disclosing personal information without consent and maintain discretion in all communications.

PARTICIPATION AND ENGAGEMENT

- 38. I actively participate in the club's activities and events, contributing to the overall success of the club.
- 39. I engage with my fellow members, building positive relationships and fostering community and camaraderie.
- 40. I encourage new members to participate and feel welcome, helping them to integrate into the club's culture and activities.
- 41. I will work collaboratively with club leaders, volunteers, and fellow members to achieve common goals, contribute positively to club activities, and resolve conflicts constructively.

PERSONAL RESPONSIBILITY

- 42. I take personal responsibility for my actions and behaviour, recognizing the impact they may have on others and the club.
- 43. I take responsibility for my physical and mental health, ensuring I am fit and healthy to participate in club activities.
- 44. I do not engage in any activities that could compromise the safety, health or well-being of others or myself.

CONTINUOUS IMPROVEMENT

Annex C – CFB Wainright Recreation Club Code of Conduct

45. I strive for continuous improvement, seeking to learn and develop new skills and knowledge to enhance my experience and contribution to the club.

46. I provide feedback and suggestions to the club's staff and management to improve its operations and activities.

47. I support the club's efforts to implement best practices and industry standards to enhance the overall quality of the club's offerings.

I affirm my commitment to creating a safe, respectful, and inclusive club environment for all members by adhering to this Code of Conduct. Violations of this Code may result in disciplinary action, including suspension or expulsion from the club.