19 WING COMOX

RECREATION CLUB CONSTITUTION

RIVARD, CLAUDE 680

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Approved by
Col C.M. Shapka
Wing Commander
19 Wing Comox
20 March 2025

Reference: PSP Policy Manual

GENERAL

1. This order prescribes the policy and guidelines for the organization and administration of the recreation clubs at 19 Wing Comox.

2. (QR&O 4.61) (1), Recreation programs, requires an officer in command of a Wing (WComd) 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 19 Wing Comox 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.

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 WComd may approve the organization of recreation clubs. The WComd also has the authority to dissolve a club. Personnel interested in the formation of recreation club should contact the Recreation Coordinator 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 and 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 receive information on the process and documents required to form a club.

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

    a. sustain participant interest and develop a solid and inclusive membership;

    b. develop a financially sound budget to sustain the club year over year;

    c. develop strong risk management and safety plans.

11. During the 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 based on availability; and

    d. may be limited to travel within local geographical area.

12. New recreation clubs may use revenues to purchase equipment; however, equipment purchases must be approved through the Recreation Coordinator.

13. 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). Additional restrictions may be imposed to ensure safety and risk management.

14. If approval is granted by Mgr FSR, the proposal will be presented to the WComd for final approval of the club formation.

CONSTITUTION AND BY-LAWS

15. This document will act as the constitution for all the 19 Wing Clubs. All clubs must complete and adopt club specific by-laws that govern the club and explain how the club shall operate.

16. By-laws shall be reviewed and updated each year for approval by the membership at the AGM. Any proposed changes to the by-laws must be disseminated to all club members a minimum of thirty (30) days prior to the AGM. WComd has the final approval of any changes to club by-laws.

OPERATIONAL ACTIVITIES

17. Recreation clubs will operate activities in accordance to the PSP policy manual 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.

18. 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 individuals or institutions;

    c. activities not approved by the club.

MEMBERSHIP CATEGORIES

19. Recreation clubs shall have the following categories of membership as per Canadian Forces Non-Public Property (NPP) Eligibility Matrix.

    a. Regular Members: CAF members and their families, former CAF and their families and foreign military members serving with the CAF and their families.

    b. Ordinary Members: Members of the extended Security and Defence Team and their families, serving or retired (Staff of NPF, Royal Canadian Mounted Police, DND).

    c. Associate Members: subject to the approval of the executive, 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.

20. Recreation clubs are responsible for maintaining up-to-date membership lists. Memberships lists should be included with quarterly executive meetings minutes.

MEMBERSHIP RESTRICTIONS

21. The membership of a club must maintain the below proportions to ensure that military personnel, former members and their families are able to participate fully in the operation and activities of the club. herefore:

    a. The total of Associate Members should not exceed 20 percent of the total membership;

b. The combined total of ordinary and associate members should not exceed 50 percent of the total membership.

22. The club executive will recommend the cost of memberships for each category as defined in paragraph 19 at the annual general meeting for approval by the membership.

23. Regular members shall not pay more than ordinary or associate in membership fees.

MEMBER PROTECTION

24. Recreation clubs shall comply with the CFMWS Harassment Prevention and Resolution Policy. In addition, clubs shall establish rules and regulations for acceptable behavior 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.

25. Recreation clubs work to create an environment as diverse and inclusive as 19 Wing, where every member feels valued, safe and supported.

SUSPENSION AND EXPULSIONS

26. The club executive, working through the Mgr FSR, will recommend to the WComd the suspension or expulsion of a person from membership of any club if there are reasonable grounds to believe the individuals:

    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 policies and procedures of the club;

    c. is engaged in activities that compromise the safety of the other members.

    d. has intentionally misused club assets; or

    e. has misappropriated funds.

27. The Club President will provide in writing the reasons for the suspension or expulsion to the Mgr FSR. The person involved will receive seven days to respond. Both documents will be sent to WComd for final decision.

28. Memberships or activity fees shall not normally be reimbursed or prorated for suspended or expelled members.

RECREATION CLUB ASSEMBLY

29. The purpose of the Recreation Club Assembly (RCA) is to promote, develop, and assist the clubs. The RCA is a training ground for leadership and organization development for the club executive. The assembly meetings are to facilitate collaboration amongst the clubs.

30. RCA meetings are comprised of the Club President or an appointed member of the executive committee.

RECREATION CLUB ADMINISTRATION

31. A club shall be administered by an executive committee composed as follows:

    a. President elected at a general meeting of club members and approved by the WComd. The President shall be a serving CAF member (exception may be approved by WComd);

    b. Vice-President elected at a general meeting of club members. The Vice-President shall be a regular member (exception may be approved by WComd);

    c. Secretary elected at a general meeting;

    d. Treasurer elected at a general meeting. The Treasurer shall be a serving CAF member (exception may be approved by WComd); and

    e. Clubs may choose to have additional executive positions within the executive committee.

32. 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.

33. 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 follow CAF, DND, CFMWS and PSP policies and procedures.

34. The executive committee must hold a formal meeting not less than four times per year.

35. The club must hold a minimum one annual general meeting per year. Quorum guidelines will be outlined in the individual club by-laws.

36. Club executive and general meeting minutes must be submitted to Recreation Coordinator no later than 2 weeks after the meeting.

37. At all times, clubs must ensure that the Recreation Coordinator has updated copies of the following:

    a. Club by-laws;

    b. Executive list with contact information;

    c. Yearly calendar of programs and events;

    d. Membership list; and

    e. Club safety plans.

WAIVERS

38. Members are required to sign a Waiver of Liability, Assumption of Risk and Indemnification Agreement and Code of Conduct each year to participate in club activities.

39. Waivers are to be retained for 2 years.

40. Waivers do not reduce the responsibility for risk management. Club executives are responsible for the safety of their program, facilities and participants as well as ensuring industry standards for their activities are met.

FINANCE

41. It is the responsibility of the club executive to maintain clear and organized records of their financial operations. The WComd completes the CDS Delegation of Authorities for Financial Administration of NPP Annex A for all the clubs.

42. The Club President will have signing authority on the club account. Both the President and Treasurer must complete the NPP Financial Delegated Authority and Contracting Course within 60 days of their appointment. Recreation Coordinator and Mgr FSR will also have signing authority for clubs.

43. Each recreation club must be financially sustainable and are not permitted to operate a negative bank balance. Revenues must cover all expenses including saving for Capital Expenditures.

44. Budget is submitted for Base Fund approval annually.

45. Clubs must operate in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property accounting.

FACILITIES

46. Each club that remains in good standing has the privilege of using facilities for club practices, competitions, meetings, and programs. Facility request should be given to the Facilities Coordinator. Recreation Coordinator will send out information each season with dates that request is due.

47. Control and management of hazardous waste and other controlled materials will in accordance with DND/CAF safety and waste management policies.

48. Clubs are responsible for setting up a key access list procedure.

49. Clubs will not be charged for use of DND facilities unless they are paying for a service associated with the usage (ie: lifeguard supervision during pool usage).

50. Club executive with support of PSP staff must follow any direction given from inspections done by:

    a. RP Ops;

    b. Preventative medicine;

    c. Wing Environment; and

    d. Fire Hall.

CLUB TRAVEL

51. Recreation clubs may be approved to travel to activities and events outside the geographical area. Travel must be approved at the appropriate level based on geographical area and risk of activity.

52. Prior to travel Club Presidents must submit a comprehensive travel plan for approval.

53. Clubs may be eligible for CAF transportation support if resources available.

ACCIDENT/INCIDENT REPORTING

54. When an accident or incident happens during a recreation club activity, an accident/incident report form must be completed immediately. This form must be submitted to the Recreation Coordinator within 24 hours.