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Canada

# Personnel Support Programs

## POLICY MANUAL

CANADIAN FORCES MORALE AND WELFARE SERVICES (CFMWS)



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## **PREFACE**

### **Date of Issue**

12/July/2013

### **Date Last Amended**

27/June/2016

### **Application**

This Personnel Support Programmes Policy Manual (PSP PM) applies to employees of the Department of National Defence (DND), Staff of the Non-Public Funds (NPF) and Canadian Forces (CF) officers and non-commissioned members.

### **Approving Authority**

Director General Morale and Welfare Services (DGMWS) - Canadian Forces Morale and Welfare Services (CFMWS).

### **Administration**

Senior Vice-President Personnel Support Programs (Sr VP PSP) - Canadian Forces Morale and Welfare Services (CFMWS).

### **Unit Responsibility**

At the unit level the responsibility for PSP rests with the Base Commander (B Comd) which shall mean a Commanding Officer (CO) who, for the purpose of the PSP PM, shall mean the officer in command of a CF Base, Wing, Station, Ship, Unit, Garrison or Task Force and in the case of a Royal Military College the Commandant of the College. All other instances shall be specified accordingly.

### **Precedence**

Where a contradiction exists between this publication and any other PSP policy dealing with PSP, the policies contained in this publication shall take precedence. Further clarification shall be directed to Sr VP PSP.

### **Amendment**

Requests for amendment and special rulings to this policy shall be forwarded via the Chain of Command (CoC) to Sr VP PSP.

### **Guidance and Enquiries**

Senior Vice-President Personnel Support Programs (Sr VP PSP) - Canadian Forces Morale and Welfare Services (CFMWS).

## Source Reference

DAOD 5045-0, Canadian Forces Personnel Support Programs

## Supersession

The CF PSP PM supersedes:

- CFAO 27-1 Messes
- CFAO 27-6 Base and Station Funds – Regular Force
- CFAO 27-7 Unit Funds – Reserve Force
- CFAO 27-8 Branch, Regimental and Group Funds
- CFAO 27-9 Disposal of Non-Public Property
- CFAO 27-10 Artifacts and Memorabilia Non-Public Property
- CFAO 27-12 Provision, Serving and Consumption of Alcoholic Beverages
- CFAO 36-35 Spirit Issue
- CFAO 50-2 Recreation
- CFAO 50-3 Sports
- CFAO 50-7 Sport Parachuting
- CFAO 50-14 Gliding and Soaring
- CFAO 50-17 Canadian Forces Sports Award Programme
- CFAO 50-20 Recreation Clubs
- CFAO 50-21 Married Quarters Community Councils
- CFAO 210-20 Grants for Provision and Maintenance of Physical Fitness Equipment
- CFAO 210-24 Recreational Libraries
- Interim Aquatics and Water Safety Policy
- Interim CF Recreation SCUBA Club Policy
- Interim Rest and Recreation Policy
- CANFORGEN 150/09 CFAO 27-1 Amendment
- CANFORGEN 061/09 Changes to the CF Sports Programme
- CANFORGEN 001/08 Access to Recreation Programs for Spouses and Children of Deceased CF Personnel
- CANFORGEN 169/07 Participation in CF Sports Programme
- CANFORGEN 047/03 Interim CF Aquatics and Water Safety Policy
- CANFORGEN 039/91 CFAO 27-1 Amendment

## **PART 1            PSP GENERAL**

### **Chapter 1-1    Personnel Support Programs**

1. Personnel Support Programs (PSP) are administered by Senior Vice-President Personnel Support Programs (Sr VP PSP) using a combination of public and Non-Public Property (NPP) resources. This is done in accordance with Treasury Board (TB) minute 689194 which states:

“A reasonable level of goods, services and recreational facilities should be available to Canadian Forces (CF) members in their area of service. Where those levels are inadequate, the department’s responsibility as an employer to ensure their availability, where practicable and desirable, may be discharged through a system of NPP organizations.”

2. A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces, describes the levels of Morale and Welfare (MW) authority of public and NPP support that will be provided to PSP. It is imperative that this reference be referred to during the planning and application of PSP initiatives requiring public and NPP support.

3. Personnel Support Programs contribute to the operational readiness and effectiveness of the CF and contribute to the well being of CF members, their families and all beneficiaries that make up “One Community – One Million Strong”. As acknowledged by the Chief of the Defence Staff (CDS), the CF has a commitment to ensure that all beneficiaries have access to a reasonable level of PSP.

4. Effective PSP programs promote high standards of fitness and morale, encourage the retention of trained members, attract new recruits and elevate the morale and personal welfare of all beneficiaries wherever they may be located.

5. Access to PSP within the military community is provided by the A-PS-110-001/AG-002 to the authorized Canadian Forces Exchange System (CANEX) list of patrons listed below:

- a. members of the Regular Force and their families;
- b. former members in receipt of an annuity under the Canadian Forces Superannuation Act (CFSA), Defence Services Pension Continuance Act (DSPCA) or a pension under the Pension Act or War Veterans Allowance Act and their families and survivors;
- c. former members of the CF who served on active service in the Royal Canadian Navy (RCN), Canadian Army or Royal Canadian Air Force (RCAF) during time of war;
- d. members of the Reserve Force;

- e. families of Reserve Force members on Class B or C Reserve Service over 180 days;
- f. members of the Royal Canadian Mounted Police (RCMP) and their families
- g. Department of National Defence (DND) public service employees and their families, including casual employees and civilian employees under full time contract to DND who are resident or employed on a unit or other element of DND;
- h. former DND Public Service employees receiving a pension for DND service and their families;
- i. foreign military personnel on duty in Canada and their families;
- j. members of the Canadian Corps of Commissionaires or other security force when residing or employed on a unit and their families;
- k. Non-Public Fund (NPF Staff and their families;
- l. former NPF Staff receiving a pension for NPP service and their families; and
- m. Canadian/Military Family Resource Centre (C/MFRC) employees and their families.

## **PART 2            PSP OPERATIONS**

### **Chapter 2-1    Rest and Recreation**

#### **Purpose**

1. The purpose of Rest and Recreation (R&R) funding is to provide the Task Force Commander (TF Comd) of an international operation access to public funding to:
  - a. enhance the morale of members on operation;
  - b. improve the well being of individuals; and
  - c. add to the quality of life of deployed members.

#### **Authority**

2. The command ordered to mount an international operation may authorize in accordance with A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces, the expenditure of public funds for the provision of R&R to enhance the morale, well being and quality of life for members participating in the operation.

#### **Uses**

3. The R&R funding may be used to:
  - a. purchase Morale and Welfare (MW) products and services; and
  - b. offset expenses incurred by members at R&R locations approved by the TF Comd.

**Note:** The designated CTO location must be within the Area of Operation (AOR) or in close proximity to the AOR.

#### **Levels of Authority**

4. The following levels of authority apply:

##### **Command**

- a. approves expenditure of public funding to be used for R&R purposes. These funds are allocated to each TF Comd with a cost centre and internal order for expenditure purposes;

##### **Director General Morale and Welfare Services (DGMWS)**

- b. provides policy guidance;



**TF Comd**

- c. the authority for R&R expenditure in theatre is the TF Comd. It is the TF Comd's responsibility to ensure R&R funds are used in the most equitable manner possible to enhance the MW of all members of the operation;

**Chief Administration and Finance Officer**

- d. the Chief Administration and Finance Officer (CHAFO) is responsible for control of the funds. It is the CHAFOs responsibility to ensure that funds are:
  - (1) expended in accordance with existing public regulations;
  - (2) accounted for in accordance with public financial accounting procedures;
  - (3) not overspent; and

**Unit Welfare Officer**

- e. The designated unit Welfare Officer is responsible for the day-to-day management of the funds as authorized by the TF Comd.

**Allocation of Funds****Eligibility**

5. Approved funds will be provided to the TF Comd of the deployed operation on behalf of deployed members, in accordance with command tasking orders;
  - a. for use in the operational theatre for the length of the deployment; and
  - b. for ships from the time the ship departs homeport to the time the ship returns to homeport.

**Note:** Members on TD will not be included in the calculation of R&R funding.

**Calculation of Funds**

6. Funds authorized to the TF Comd for R&R will be calculated at:
  - a. \$60 per member per month; and
  - b. \$2 per member per day for part months.
7. The steps in calculating the monthly allocation are:
  - a. **Step One:** Determine the monthly operational deployed strength;
  - b. **Step Two:** Multiply the total monthly deployed strength by \$60 per member per month and \$2 per member per day for part months; and

- c. **Step Three:** Determine the length of the deployment for each member.

**Sample Deployment:**

8. Calculation for a sample deployment is at Table 2-2-1, Sample Calculation for Rest and Recreation Funding.

<b>Table 2-2-1</b>	
<b>Sample Calculation for Rest and Recreation Funding</b>	
<b>Deployment</b>	<b>Calculation for Funding</b>
Deployed operational strength = 500	$(500 \times \$60 \times 6 \text{ months}) + (500 \times \$2 \times 18 \text{ days}) =$ $\$180,000 + \$18,000 = \$198,000$
Allocation per month per member = \$60	
Allocation per day per member = \$2 (for part month only)	TF Comd approved R&R funding for a 500 member deployed force serving at an operation for 6 months and 18 days = $\$198,000$
Duration of deployment = 6 months + 18 days	

**Note:** It is recognized that not all members will be posted in/out of theatre at the same time. Therefore, calculations may vary according to deployment requirements.

**Recording Expenditures**

9. For CTO at an authorized R&R centre, members shall be reimbursed travel, accommodation, meal and other eligible R&R expenses, not exceeding the portion of R&R entitlement authorized by the TF Comd.
10. Reimbursement will be in accordance with the Treasury Board (TB) composite travel allowances.
11. Claims will be submitted on either an individual or bulk claim basis. Local procedures must be implemented to ensure that individuals are not directly reimbursed for expenses paid by public funds. Any transport, rations or quarters provided at public expense are not eligible for reimbursement to the member. Where the cost of group R&R travel arrangements exceeds the individual R&R entitlement, arrangements must be made, prior to commencement of travel, to ensure that the crown is reimbursed for the excess costs. This is normally administered with a signed Acquittance Roll (AR). If the amount paid at public expense for group travel does not exceed the authorized R&R entitlement, members may claim additional eligible expenses to the maximum of the individual R&R benefit.
12. The R&R funds shall not be used to subsidize the Family Related Travel (FRT), Leave Travel Assistance (LTA) or Home Leave Travel Assistance (HLTA) programs.

## Expenditure of Funds

13. It is recognized that each deployment is unique and that ships at sea may have different spending requirements to land based forces. As an operation becomes more established the requirement to expend funds may vary. Consequently the TF Comd has the authority to expend funds on products, services and CTO that will best meet the needs of deployed members within the AOR.

14. Funds are calculated on a monthly/daily basis, however the operational requirements in each theatre of operation will dictate the expenditure rates. For example, authorized CTO R&R will usually be minimal at the beginning of a deployment, it will peak in the middle of the deployment and then it will become minimal again at the end of a deployment. As a result, payment shall be in accordance with the cadence of actual expenditure requirements in lieu of a monthly payment schedule. The only requirement that must be met is that the total allocation for the duration of a rotation is not over expended.

## Use of Funds – Approved Expenditures

15. Funds are approved for:

- a. compensatory time off for accommodation, transportation, meals and other eligible expenses such as entrance fees to cultural, sport or entertainment activities or to pay for entrance fees to recreation areas;
- b. organized tours for transportation, entrance fees, meals and other eligible expenses;
- c. rental of recreation facilities for access to swimming pools, exercise facilities, golf courses, beaches or similar recreational facilities; and
- d. purchase of sport, fitness and recreation equipment for sport, fitness and recreation programs.

## Use of Funds – Restrictions

16. Funds will not be used to:

- a. provide cash prizes or direct cash payment, etc;
- b. purchase alcoholic beverages;
- c. purchase personal items such as CDs, ipads, gifts, clothing, souvenirs or end of tour gifts;
- d. subsidize FRT, LTA, HLTA, third location HLTA, or any other travel program that is not authorized as in theatre CTO R&R.

## **Inventory Control**

17. Inventory purchased with R&R funds shall be identified as public equipment. Equipment purchased shall be accounted for in accordance with existing public financial and supply orders relating to the administration and control of public items. Purchased items will not be recorded as Non-Public Property (NPP) as this does not apply to R&R publicly purchased equipment.

## **Mission Closure**

18. Upon closure of an operation, the theatre closeout team shall inspect R&R equipment. At that time the status of the R&R equipment will be assessed for return to Canada or disposal in theatre. Under no circumstances are units authorized to retain R&R equipment with the intention of returning it to the home unit along with other unit equipment. Equipment purchased for HMC Ships shall remain on the ship's DA until replaced or disposed of IAW normal supply accounting regulations and/or upon decommissioning of the ship.

## **MW Equipment - Small Operations**

19. Small operations do not have access to the same level of support normally afforded larger operations. For this reason the following MW equipment is authorized for small operations:

- a. portable DVD player with two or more deployed members at one location;
- b. television;
- c. DVD player;
- d. satellite TV service – local access;
- e. barbeque; and
- f. mini-stereo system.

## **PART 3            FITNESS**

### **Chapter 3-1    Physical Fitness Programs**

1.     The Chief of Military Personnel (CMP) is the controlling organization for Canadian Forces (CF) Physical Fitness Policy.
  
2.     The Canadian Forces Morale and Welfare Services (CFMWS) / Personnel Support Programs (PSP) division provides subject matter expertise for the CF and is responsible for the research, development and implementation of physical fitness standards, programs and training opportunities.
  
3.     For this reason it is imperative that all PSP managers, fitness subject matter experts and associated personnel become familiar with the DAOD 5023 series and DAOD 4007-4 as follows.
  - a.    DAOD 5023-0 Universality of Service;
  
  - b.    DAOD 5023-1 Minimum Operational Standard Related to Universality of Service;
  
  - c.    DAOD 5023-2 Physical Fitness Program; and
  
  - d.    DAOD 4007-4 Fire Fighter Physical Fitness Maintenance Program.
  
4.     Access to the DAOD 5023 series and DAOD 4007-4 are available through the Department of National Defence (DND) Defence Wide Area Network (DWAN) at the link below:

[http://admfincs.mil.ca/admfincs/subjects/daod/5023/intro\\_e.asp](http://admfincs.mil.ca/admfincs/subjects/daod/5023/intro_e.asp)

[http://admfincs.mil.ca/admfincs/subjects/daod/4007/4\\_e.asp](http://admfincs.mil.ca/admfincs/subjects/daod/4007/4_e.asp)

## **PART 4           HEALTH PROMOTION**

### **Chapter 4-1   Health Promotion**

1.     The Canadian Forces Health Services Group (CFHSG) is the controlling organization for Canadian Forces (CF) Health Promotion.
  
2.     The Canadian Forces Morale and Welfare Services (CFMWS) / Personnel Support Programs (PSP) division is the service provider for CF Health Promotion. The specific roles and responsibilities, delivery requirements, activity reporting and financial commitments are described within a Service Level Agreement between CFHSG and CFMWS.
  
3.     For this reason it is imperative that all PSP managers, Health Promotion personnel and associated staff become familiar with ADM(HR-Mil) Instruction 03/05, Health Promotion and ADM(HR-Mil) Instruction 04/05, HP Program Implementation, in the CF at the links below:

<http://cmp-cpm.forces.mil.ca/mpi-ipm/03-05-eng.asp>

<http://cmp-cpm.forces.mil.ca/mpi-ipm/04-05-eng.asp>

4.     In accordance with these policy directives, the CF Health Promotion model is based on nationally standardized policy and program development, implementation and evaluation. Canadian Forces Health Promotion offers four program areas as follows:
  - a.    addictions awareness and prevention;
  - b.    injury prevention and active living;
  - c.    nutritional wellness; and
  - d.    social wellness.
  
5.     Canadian Forces Health Promotion is designed for CF personnel. Where space and resources permit or where necessary to support the health of CF personnel, participation in certain aspects of the programming may be extended to adults who are immediate family members of CF personnel and other members of the Defence Team.

## **PART 5           SPORT**

### **Chapter 5-1   Sports**

#### **Purpose**

1. This order prescribes the policy and regulating guidelines governing the organization and conduct of competitive sports programs for members of the Canadian Forces (CF).

#### **SECTION 1 - GENERAL**

2. Competitive sports are an integral part of the continuing training and development of members of the CF. The objectives established for the sports programs are to be met through sport skills instruction and the conduct of team and individual sports competitions. Competitive sports such as boxing, mixed martial arts and hang-gliding, which are not authorized by the CF, do not form part of this order.

3. Competitions involving motorized vehicles, such as car rallies, snowmobile races and motor racing and social games such as darts, shuffle-board and billiards do not form part of this order, but may be organized as recreational activities in accordance with Chapter 6-1.

#### **Objectives**

4. Comprehensive sports programs through the demands of training and competition contribute to the overall effectiveness of the CF. The primary objectives of the program are:

- a. to develop unit cohesion, team work, morale, pride and identity;
- b. to instil a high degree of esprit de corps;
- c. to develop individual attributes such as leadership, self-discipline, self-sacrifice, self esteem and warrior spirit; and
- d. to promote physical fitness.

5. Secondary objectives of the program are:

- a. to provide the opportunity for all members to develop their physical potential;
- b. to provide the opportunity for members to participate in highly skilled, competitive and organized athletics; and
- c. to encourage military athletes and teams to achieve higher standards of proficiency.

## Responsibility and Authority

6. The Base Commander (B Comd) is responsible for establishing a comprehensive competitive sports program in which all members have the opportunity to compete.
7. The Commander of a Command may authorize competitions between units or individuals within the command.
8. The Director Deployment Support Recreation and Messes (DDSRM) is the approving authority for the organization and conduct of regional sports competitions within military regions. Regional sport boundaries are described in Table 5-1-1, Regional Sport Boundaries.

<b>Region</b>	<b>Territory</b>	<b>Regional Sports Director</b>
Pacific	British Columbia and Continental USA bordered by the Pacific Time Zone	Designated by DDSRM
Prairies	Alberta, Saskatchewan, Manitoba, Northwest Territories, Yukon and Continental USA bordered by the Mountain and Central Time Zones	Designated by DDSRM
Ontario	Ontario (less the National Capital Region) CFS Alert and Continental USA bordered by the Eastern Time Zone	Designated by DDSRM
Quebec	Quebec, the National Capital Region and Continental USA bordered by the Eastern Time Zone and provincial boundaries	Designated by DDSRM
Atlantic	New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador	Designated by DDSRM

9. The DDSRM is the approving authority for the organization and conduct of CF national sports championships, invitational sports competitions, international sports competition and regional sports championships.
10. The Director General Morale and Welfare Services (DGMWS) is the approving authority for hosting of international sports competitions by the CF and serves as the CF Chief of Delegation with the International Military Sports Council (CISM).
11. The conditions and approving authorities for participation in and hosting of sports competitions are found in Table 5-1-2, Participation in Sports Competitions, Conditions and Approving Authorities.



<b>Table 5-1-2</b>		
<b>Participation in Sports Competitions, Conditions and Approving Authorities</b>		
<b>Types of Competitions</b>	<b>Conditions</b>	<b>Approving Authority</b>
1. Members representing the CF within their respective regional boundaries in sports competitions, programs or events.	<ul style="list-style-type: none"> <li>a. The required financial, administrative and logistic support is available within base resources.</li> <li>b. Members do not form part of a civilian organization.</li> <li>c. The competition does not lead to a national championship.</li> </ul>	B Comd
2. Officer cadets representing their Canadian Military College (CMC) in inter-collegiate athletics.	<ul style="list-style-type: none"> <li>a. The required financial, administrative and logistic support is available within the resources of the CMC.</li> <li>b. Participation in the competition is part of the physical education and athletic program of the CMC.</li> </ul>	Commandant of the CMC

<p>3. Members representing the CF or civilian organizations in:</p> <ul style="list-style-type: none"> <li>a. civilian national competitions, programs or events;</li> <li>b. civilian competitions, programs or events leading to national championships; and</li> <li>c. invitational military or civilian competitions outside regional boundaries within Canada.</li> </ul>	<ul style="list-style-type: none"> <li>a. The required financial, administrative and logistic support is available within base resources;</li> <li>b. Participation is not higher than national level;</li> <li>c. Members were selected on the basis of participation in CF or civilian competitions, championships or in consultation with the appropriate civilian national sports governing organizations; and</li> <li>d. Application must be made in accordance with Table 5-1-2-1, Applications to Enter Sports Competitions, to the base Fitness and Sport Director (FSD) at least 30 days prior to the event.</li> </ul>	B Comd
<p>4. International military and civilian sports competitions, programs or events and CF sports competitions (all levels) outside Canada or outside USA for Canadian Defence Liaison Staff (Washington) (CDLS(W)).</p>	<ul style="list-style-type: none"> <li>a. Members were selected on the basis of participation in CF or civilian competitions or championships or in consultation with the appropriate civilian national sports governing organizations;</li> <li>b. When the member represents a civilian national organization the national organization, makes</li> </ul>	DDSRM

	<p>application to DDSRM and provides full details of the basis of selection and the responsibility for costs involved;</p> <p>c. The commander concerned shall advise and recommend to DDSRM the military implications of such a request; and</p> <p>d. Application must be made through the base FSD at least 30 days prior to the competition.</p>	
5. International military sports competition sponsored by CISM.	a. Members were selected on the basis of their success in CF or civilian competitions by the approved selection committee.	DDSRM
6. Cases not covered in serials 1 to 5 above.	a. Complete details are forwarded to DDSRM at least 30 days in advance of the event.	DDSRM

**Table 5-1-2-1**  
**Applications to Enter Sports Competitions**

<p>1. Applications to the B Comd or DDSRM for individuals or teams (as athletes or officials) to enter civilian provincial, civilian national, civilian international or military international competitions shall be submitted through proper channels and shall contain the following information:</p> <p>a. sport to be competed in;</p> <p>b. level of competition;</p> <p>c. indication of intent to continue onward to subsequent higher competition levels complete with the proposed dates and locations of the higher level competitions;</p> <p>d. location of competition;</p> <p>e. competition dates;</p>
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- f. name of conducting organization;
  - g. whether representing the CF or a civilian organization;
  - h. substantiation for participation to include:
    - (1) a letter from the recognized sport body confirming that the member has met all competition requirements needed to advance to the next higher level of competition and is eligible to compete accordingly (eg: won provincial to advance to national); and
    - (2) when applicable, a letter from the FSD confirming the member's participation in the CF sports program as part of the member's eligibility (eg: regional, national level participation);
  - i. service particulars of participants;
  - j. whether costs are to be met in whole or in part by the conducting organization (provide details);
  - k. estimated cost of temporary duty;
  - l. proposed method of travel and estimated costs;
  - m. other costs;
  - n. where applicable, what local funds are available to meet costs; and
  - o. the FSD acknowledgement that the aforementioned information has been reviewed and is correct.
2. The requesting individual is responsible for raising the request and providing all the required details in time to meet the deadlines prescribed in Table 5-1-2, Participation in Sports Competitions, Conditions and Approving Authorities. At times, when competitions do not allow for adequate lead time to make an application, all paper work including letters or substantiation less the latest competition results should be prepared in advance. Only in exceptional cases will applications not meeting the deadlines be considered.
  3. The FSD is responsible to ensure the information is accurate and that the individual has achieved the CF physical fitness standard prior to onward submission.
  4. Individuals receiving approval are required to submit a written report to DDSRM within 30 days of completion of the competition to include:
    - a. results;

- b. number of competitors; and
- c. a photo.

## Duty Status

12. Canadian Forces members are on duty while participating in authorized sports activities as described in Table 5-1-2, Participation in Sports Competitions, Conditions and Approving Authorities.

**Note:** Canadian Forces members are not authorized to participate in authorized sports activities while on leave.

## Pension Coverage

13. A member who suffers a disability, or the surviving spouse of a deceased member, may be entitled to a pension under the Pension Act (R.S.C., 1985, C.P-6), if the member or his or her representative can clearly establish in accordance with Part IV of the said Act, that the disability or death is the result of an injury or disease, or the aggravation of an injury or disease, that arose out of or was directly connected with military service. Pursuant to subsections 21(2) and (3) of the Pension Act, an injury or disease, or aggravation thereof, resulting in the disability or death of a member is deemed to have arisen out of or to have been directly connected with military service if it was incurred in the course of:

- a. any physical training or any sports activity in which the member was participating that was authorized or organized by a military authority, or performed in the interests of the service although not authorized or organized by a military authority; and
- b. any activity incidental to or directly connected with an activity described in sub-paragraph a, including the transportation of the member by any means between the place the member normally performed his duties and the place of that activity.

14. Pursuant to paragraph (d) of QR&O 21.47, Findings on Injury or Death, the report of a summary investigation or the minutes of proceedings of a board of inquiry into an injury or death are required to contain a finding as to whether the injury or death was attributable to military service. In order to support the finding all available evidence of military control of, and the requirement to participate in, the activity, including copies of any appropriate written orders, shall be included. Members who prefer to participate in sports activities or physical training which are not conducted in accordance with this order are encouraged to review their disability and life insurance policies since disability or death which occurs as a result of such participation may not give rise to a pension entitlement under the Pension Act.

## Casualty Reporting

15. Reporting of injuries or death arising from programs conducted under the auspices of this order shall be in accordance with:

- a. DAOD 7002-0, Boards of Inquiry and Summary Investigations;
- b. DAOD 7002-1, Boards of Inquiry;
- c. DAOD 7002-2, Summary Investigations;
- d. DAOD 7002-3, Investigative Matters and References;
- e. DAOD 7002-4, Examination of Witnesses;
- f. CFAO 24-1, Casualties Reporting and Administration;
- g. DAOD 5018-2, Report of Injuries and Exposure to Toxic Substances; and
- h. CFAO 24-6, Investigation of Injuries or Death

16. The base FSD shall maintain a register of all injuries incurred by members during participation in the CF sports program and, where applicable, a report shall be completed in accordance with DAOD 5018-2.

## Suspensions

17. Members involved in a rules infraction while participating in CF sports competitions may be subject to suspension from participation in CF sports for varying lengths of time or numbers of games. In some instances suspension from participation in all CF sports may be appropriate. Suspension action will be initiated by the league president or the base FSD in accordance with the applicable rules of play and shall, if the severity of the infraction warrants be referred to DDSRM. Infractions of a minor nature that result in suspensions comprising a short period of time or a small number of games may be administered locally.

## SECTION 2 - SPORTS PROGRAMMES

### Sports Training

18. Many members lack the skills necessary to permit their safe, effective and enjoyable participation in the sports program. Therefore, the development or improvement of skills required for playing, coaching and officiating sports shall be an important and fundamental part of the sports program. Priority shall be given to providing instruction at the basic or beginner skill levels.

## **Intramural**

19. The primary CF level of sport competition for members is the intramural program. According to local conditions the intramural program may be defined as inter-section, inter-company or inter-mess. Commanding Officers are to give every possible consideration to providing full opportunity for participation by all members especially the less expert performer. This level of sport activity shall be given first priority in use of resources.

20. Teams restricted to members of a mess or Military Occupational Code (MOC) may participate in intramural programs involving other such members and also in local competitions involving either civilian or military teams as part of the unit sports program. Participation by such teams requiring travel beyond an 80 km radius shall not be considered as part of the intramural sports program. Participation by such teams requiring travel beyond an 80 km radius must be considered as part of the extramural program.

## **Extramural**

21. The next level of competition is the extramural sports program. The ability of individuals and teams of better than average athletic calibre must be recognized. Such individuals are to be encouraged to develop their skills so they may advance to higher levels of competition. Extramural competition is a valuable extension of the intramural program and an important component in achieving the objectives of the CF sports program.

22. Extramural sports programs include:

- a. competitions against members or teams from other bases;
- b. participation against civilian teams or individuals;
- c. command competitions;
- d. Canadian Forces Regional Championships and invitationals;
- e. Canadian Forces National Championships; and
- f. participation at the elite level in national and international civilian or military sport competitions.

## **Regional Programs**

23. The CF is divided into five regions for sports competitions, which are organized and conducted under the authority of Regional Sports Directors (RSD) as described in Table 5-1-1, Regional Sport Boundaries.

24. Regional competitions provide frequent opportunity for activity in the widest variety, and must be conducted with the most economical use of resources. As an

approved extension of base level sports programs, regional competitions are to be conducted with public resources including the provision of rations, quarters and transportation.

25. Regional programs shall be arranged to ensure that:
  - a. competitions are organized in all sports where sufficient interest is shown by a majority of bases within the region;
  - b. equitable competition opportunities are available for all sizes of base; and
  - c. a fair and effective method is designed to select regional representatives for national championships.
  
26. The responsibilities of the RSD are to:
  - a. direct the regional sports championship program after consultation with bases;
  - b. arrange the conduct of national championships, including the establishment of internal administrative procedures and manpower requirements with host bases;
  - c. advise the regional team members advancing to the national championships of their travel arrangements;
  - d. approve a jury of appeal for each regional championship;
  - e. serve as a member of the jury appeal at a national championship when appointed by DDSRM;
  - f. register and arrange the accounting of trophies and awards for regional championships;
  - g. submit eligibility forms for all-star regional teams; and
  - h. ensure that reports of regional competitions are submitted to DDSRM within 30 days of the completion of the competition.

### **National Programs**

27. Sports competitions to be conducted as CF National Championships will be determined at the national RSD annual meeting based on the relative participation at the regional level. The RSDs, along with DDSRM, will set the rules for such championships, including eligibility and team composition. The responsibility to arrange support of a national championship will be assigned to the host base by DDSRM.



28. The responsibilities of the host base are to:
- a. provide facilities and equipment other than team equipment;
  - b. provide rations and quarters for visiting teams, officials and the jury of appeal for the time required;
  - c. publish and issue joining instructions, including the draw and schedule of play, to the RSDs, DDSRM and participating bases 14 days prior to commencement of the championship;
  - d. receive and dispatch visiting teams and officials;
  - e. provide local transportation as required;
  - f. provide transportation to/from arrival and departure points for all visiting teams and officials;
  - g. provide the necessary medical support for all competitions (ie: a qualified medical assistant, an athletic therapist and an ambulance is recommended for all body-contact sports);
  - h. brief officials and team captains before commencement of the competition;
  - i. provide programs;
  - j. issue official invitations;
  - k. accommodate spectators;
  - l. forward results at the conclusion of the championship to:
    - (1) DDSRM;
    - (2) RSDs; and
    - (3) home bases of the competing teams;
  - m. arrange publicity and news coverage;
  - n. within 30 days after completion of the competition forward a final report on all aspects of the championship to DDSRM and RSDs; and
  - o. within 30 days after completion of the competition provide DDSRM with photographs (including captions) and a short article (naming winning team, officials and individual winners) that will be posted on the CFMWS website.

## International Competitions

29. International competitions will be conducted as an extension of the CF national program.

30. Entry of individuals or teams into international military competitions shall be authorized as outlined in Table 5-1-2, Participation in Sports Competitions, Conditions and Approving Authorities.

31. Elite athletes may also be selected to attend CISM events on team or individual basis. The development of sports for CISM will come from normal training activities which have a military impact or form part of the ongoing CF sports program. Units are encouraged to support individual athlete development and maintain records of their achievements.

## CISM

32. The International Military Sports Council (CISM) is an international military sports organization founded at the end of World War II. Its aim is to encourage physical activity and military sport and to enhance friendly relations between armed forces of the member nations. The responsibilities for governing Canada's participation in CISM are described in paragraphs 33 and 34 below.

33. The DGMWS acts as the Chef de Delegation for the Canadian Delegation at CISM and is responsible for:

- a. representing Canada and the CF at the Annual CISM General Assembly Meeting;
- b. appointing CISM delegates;
- c. authorizing participation in CISM activities;
- d. appointing a high ranking officer as Chef de Mission for CF participation in each CISM competition;
- e. attending or appointing a representative to attend meetings of CISM Americas and the North American Liaison Office (NALO); and
- f. appointing CF representation to the CISM Academy as required.

34. The CF International Sports Office is DDSRM, who is responsible for:

- a. administering all CISM correspondence;
- b. issuing regulations pertaining to CF participation in CISM events;

- c. coordinating the selection of CF members for participation (ie: coaches, managers, athletes);
- d. recommending Chef de Mission appointments;
- e. coordinating international travel arrangements for CISM events;
- f. authorizing training;
- g. coordinating procurement of appropriate equipment and uniforms;
- h. publicizing information on CISM activities;
- i. acting as contact point for DND on questions pertaining to CISM;
- j. coordinating all requests for assistance from sports governing bodies;
- k. in conjunction with other CISM nations, approving funding for the payment of CISM participation fees for member nations that are unable to pay for their own participation fees; and
- l. controlling expenditure of all funds allocated in support of this program.

### **Team Selection**

35. Canadian Forces athletes interested in participating in CISM competition must be invited for selection by the respective CISM Team authorities. Final team and athlete selection will be made by the CF International Sports Office.

### **Selection of Coach**

36. The CISM team military coach will be selected from within the military by the CF International Sports Office.

37. Civilian technical expertise may be available through the particular national sports governing body. Requests for coaching assistance via this channel must be requested through the CF International Sports Office.

### **Team Composition**

38. The composition of teams participating in CISM events is defined in the CISM regulation for each sport.

### **Invitational Competition**

39. The CF invitational competitions involving individuals or teams from two or more units within the same region may be considered as part of the regional competitions for the purpose of authorizing travel and transportation.

40. Canadian Forces invitational competitions involving individuals or teams from more than one region require DDSRM approval and normally will be subject to the condition that the number of participants or teams per region must be limited. Applications will normally be staffed through the RSD and reviewed at the annual RSD meeting for inclusion in the CF National Sport Programme.

### **Civilian Competitions**

41. The entry of individuals into civilian competitions, including extreme sports and activities, shall be authorized when such participation may be expected to bring credit to the CF. The conditions and approving authorities for participation in civilian competitions are contained in Table 5-1-2, Participation in Sports Competitions, Conditions and Approving Authorities.

42. Application for approval shall be submitted in accordance with Table 5-1-2-1, Applications to Enter Sports Competitions. In no case will participation in civilian competitions take priority over the development of base programs or conflict with participation in CF regional or national championships. Additionally, applicants who wish to participate in extreme sports and activities are required to provide the following additional information:

- a. a detailed resume outlining the members experience, qualifications, certifications and preparedness relating to participation in the sports competition or activity identifying potential risks and steps taken to mitigate them;
- b. results of a valid CF Fitness evaluation completed within six months of the commencement of the sports competition or activity;
- c. for competitions or activities that contain any water related segment, the member must show proof of completing the CF basic military swim standard test within six months of the commencement of the sports competition or activity; and
- d. a statement describing how participation in the extreme sport or activity relates to service as a military member.

43. The following is a list of extreme sports and activities that are not covered by this policy:

- a. automobile, motorcycle, aircraft or speedboat racing;
- b. boxing;
- c. extreme combat activities such as:
  - (1) ultimate fighting; and

- (2) mixed martial arts;
- d. bungee jumping;
- e. humanitarian and charitable projects; and
- f. organized military marches, such as the Nijmegen Marches.

### **Command Competitions**

44. Command competitions provide opportunities for activity in the widest variety of sports and must be conducted with the most economical use of manpower and transportation resources. Command competitions will not take priority over the CF National Sport Programme.

### **Soldier On**

45. The Soldier On program is a specifically designed publicly funded sport program to improve the quality of life of ill and injured military personnel through their active involvement in fitness and sporting activities.

## **SECTION 3 - CANADIAN FORCES NATIONAL AND INTERNATIONAL SPORTS COMPETITIONS**

46. Normally, CF sports competitions and championships shall be conducted in accordance with the accepted Canadian amateur sport principles and current rules of play of the appropriate sports governing body. As required, DDSRM will negotiate agreements with appropriate Canadian amateur sports governing bodies.

### **Eligibility**

47. To be eligible for competition a participant must be:
- a. a member of the CF Regular Force, on strength of or attached posted to the competing base and in the case of the latter, the member must be on strength prior to the regional competition;
  - b. a member of the CF Reserve Force currently on Class B or C Reserve Service who has completed, immediately prior to the event in question, a minimum of 1 day continuous service;
  - c. a member of a foreign force who is attached to or on exchange duty with the CF Regular Force; or
  - d. a member of a foreign force who is serving with their unit at a CF base.
48. Where a base entry is comprised of members of a foreign force, the following conditions apply:

a. Team Sports:

- (1) in accordance with regional regulations; and
- (2) to be eligible for national competition, a team is restricted to the following maximum number of members of a foreign force:
  - (1) teams over 12 players, three per team; and
  - (2) teams of 12 players or less, two per team.

b. Individual Sports:

- (1) To be eligible for national competition, a regional team is restricted to a maximum of 20 per cent (rounded off to the next lowest whole number) of members of a foreign force.

49. To be eligible for a CISM competition, the participant must conform to the current CISM eligibility rules. Participation in the CF CISM Sports Program is open to all CF regular, reserve force personnel and Cadet Instructor Cadre (CIC) officers.

50. Members on retirement leave or Regular Officer Training Plan (ROTP) students attending military colleges are not eligible to participate in CF national sports championships unless invited to participate for the purpose of making a CISM team. Students on subsidized university training plans may be eligible if their application for exceptional status is approved by DDSRM prior to the start of the sports season.

51. Where a member lives and works on or near a base other than the one of which the member is on strength, the member may make application to DDSRM through the appropriate RSD for authority to compete for that base. The application must be made before the start of the season's play.

52. A member being posted from one region to another who wishes to qualify for the national championship may make application to DDSRM, through normal channels, for authority to compete in the elimination of the region for which the member will be eligible at the time of the national championships. The application must reach DDSRM six weeks before the date of the national championships. If a member is posted after the playoffs have commenced, the member is eligible to play for the new base effective the member's Change of Strength (COS) date.

53. Where a member of a team that has won its regional play down is posted prior to the national championship, the losing unit, after obtaining concurrence from the individual and the gaining unit, may request approval from the RSD to participate in the national championship. If approved, the member will be considered as part of the original team's roster.

54. Where a question of eligibility is not specifically covered in the rules, it is the responsibility of the participating team or individual to submit the circumstances of the case to the RSD through the base FSD. The RSD shall decide the case or, if appropriate, request a decision from DDSRM.

55. The rules regarding team eligibility and composition apply only to those sports progressing to national championships. For those sports in which there is no CF National Championship, RSDs may, in consultation with the bases within their region, establish rules to meet their special circumstances and which contribute to meeting the objectives as outlined in paragraphs 4 and 5.

56. Eligibility certificates in accordance with Table 5-1-3, Submission Form - Eligibility Certificate CF National Sports Championship, are required before entering a CF national sports championship. They shall be completed and handed to the chairperson of the jury of appeal at the briefing prior to commencement of the championship.

<b>Table 5-1-3 Submission Form - Eligibility Certificate CF National Sports Championship</b>			
The following members are eligible to represent the <u>(Name of region)</u> <u>region at the CF National (Name of Championship)</u> Championship in accordance with the PSP Policy Manual Chapter 5 – Sports.			
<b>SN</b>	<b>Rank</b>	<b>Name</b>	<b>Initials</b>


57. Occasionally individuals not eligible for national championships may participate in a national championship that is being used for selection of a CISM team. Their results will not be part of the national competition and will be used only for selection for the CISM team.

### **Entry into Competition**

58. Normally each base and the east and west coast fleets may enter one team in the regional elimination competition. However, major bases composed of distinctly different elements or geographically separate units may, subject to the capabilities of the host base and with the concurrence of the RSD, enter more than one team.

59. Where a base enters more than one team in a regional competition, the players are eligible to play only for the team with which they commenced play in the regional competition.

60. To enter a regional competition a base must notify the RSD and the host base on or before the closing date set for entries.

61. To enter a national championship, a region should have held a regional championship at least 14 days before the commencement date of the national championship. If unable to comply with the 14 days provision, a request for extension may be submitted to DDSRM.

62. Occasionally, members in individual competitions, who are eligible to compete in national championships, but due to duty requirements are unable to qualify through normal channels, may be authorized by DDSRM to compete. Such extraordinary cases must be staffed through and recommended by the base FSD and the RSD.

63. In regional sports leading to a national championship, augmentation of team rosters with players from other bases is permitted in accordance with the augmentation rules for each sport as outlined in the CF National Sports Rule Book.

64. To be eligible to enter into extramural competition a member must have successfully met the minimum physical fitness requirements at DAOD 5023-2 – Physical Fitness Programme.



## Jury of Appeal

65. A jury of appeal for each CF National Championship will be appointed by DDSRM.

### Responsibilities

66. The jury of appeal appointed for a CF National Championship shall:
- a. ensure that the championship is conducted in accordance with current orders and procedures;
  - b. handle all disputes involving player eligibility or rule interpretation;
  - c. act as a sports disciplinary body during the tournament;
  - d. make adjustments to the schedule of play or type of competition if dictated by unforeseen circumstances; and
  - e. rule on matters not covered in the rules.

### Composition and Duties

67. The jury of appeal will be appointed by DDSRM and be composed of the following:

#### Chairperson

- a. A representative who will:
  - (1) preside over all meetings of the jury of appeal;
  - (2) review with the members of the jury of appeal, the applicable regulations detailed in CF orders and in the rules of the game being played;
  - (3) where practicable, detail a member of the jury of appeal to observe each contest; and
  - (4) act as president of the sports disciplinary body as required.

#### Members

- b. Two members appointed by DDSRM will:
  - (1) review with the Chairperson the regulations detailed in CF national sports rule book and in the rules of the game being played;
  - (2) attend such contest(s) as detailed by the Chairperson;

- (3) when called by the Chairperson, attend hearings to decide a dispute brought before the jury of appeal; and
- (4) with the Chairperson, hear and rule on disputes placed before them.

#### Technical Adviser

c. The technical adviser shall:

- (1) attend all hearings on disputes, as technical adviser to the Chairperson;
- (2) render such other assistance as may be required by the Chairperson relative to the conduct of the games; and
- (3) note the vote regarding rulings on disputes.

#### **Disputes**

68. The jury of appeal shall hear and rule on disputes presented by team managers and games officials only.

69. Decisions on disputes shall be confined to:

- a. eligibility of a player, competitor or team that is not in accordance with CF national sports rule book; and
- b. interpretation of rules.

70. There shall be no dispute on an official's judgement call.

71. Disputes must be presented to the jury of appeal in the form shown in Table 5-1-5, Submission Form - Registration of Dispute.

<b>Table 5-1-5 Submission Form - Registration of Dispute</b>	
<b>Part One - Dispute</b>	
<b>Date</b>	
<b>Time</b>	
<b>Name of Championship</b>	
<b>Game Number</b>	
<b>Location</b>	
<b>Description of Basis for Dispute:</b> (To include rule or rules allegedly violated or	

misinterpreted)	          
<b>Part Two - Decision of Jury of Appeal</b>	
<b>Decision</b> (Circle Decision)	 Allowed      Disallowed    

72. When a player, competitor or team wishes to present a dispute, play shall be stopped and the dispute lodged in accordance with the rules of the game being played. Play shall not resume until all details of the dispute have been recorded and, if possible, a decision on such disputes will be rendered at the time by the jury of appeal.

73. Failing the above, the jury of appeal shall meet as soon as practicable after the registering of a dispute and render a decision.

74. The Chairperson of the jury of appeal shall notify only the parties concerned of the decision.

**Sports Disciplinary Body**

75. The jury of appeal shall act as a sports disciplinary body during the period of the championships.

76. It is empowered to prescribe the imposition of suspensions which may include suspension for the remainder of the championships.

77. Where it is appropriate to impose a suspension for a period of time after the championships, the case shall be referred to DDSRM for further action.

### **Final Authority**

78. The decision of the jury of appeal is final.

### **Dress**

79. Members attending a formal banquet or official function in conjunction with a national or international military sporting event shall wear the designated military uniform or civilian dress as stated in the joining instructions.

## **SECTION 4 - LOGISTIC AND ADMINISTRATIVE SUPPORT**

### **Travel and Transportation**

80. Canadian Forces championships at the regional and national levels are an extension of the base sports program. Therefore travel and transportation shall be authorized for individuals or teams concerned. Travel and temporary duty costs are charged to the parent unit for regional championships. Temporary duty costs are charged to the parent unit for national championships, however travel is funded by DDSRM.

81. The use of motor transport in support of the CF sports training program could be authorized in accordance with orders relating to the use of motor transport for all other military training. The use of motor transport in support of sports programs, competitions and championships must not:

- a. prejudice military training or operations;
- b. prejudice higher priority administrative functions;
- c. be combined with any recreational use;
- d. cause undue depreciation to vehicles or equipment; or
- e. result in excessive driver overtime.

82. Travel and temporary duty is authorized from local public funds under this order for the following CISM activities:

- a. CISM General Assembly Meeting;
- b. CISM Regional Meetings;

- c. CISM World Competitions;
- d. CISM Regional Competitions and tournaments;
- e. CISM Academy Meetings;
- f. CF Training Camps and courses; and
- g. Out-Service Training Schools and Clinics.

### **Logistic Support**

83. The CISM competitions are held in various locations throughout the world. On occasion, logistic support for CF CISM teams will be required from CF units located in close proximity or enroute to these competition sites. Tasking for Rations and Quarters (R&Q), transport, supplies, etc. will be made through DDSRM by the appropriate sponsoring command.

### **Trophies and Awards**

84. The CF National Sports Rule Book details the individual and team awards.

85. Trophies and awards for national championships will be procured and administered by DDSRM, who will maintain property records in accordance with CF Non-Public Property (NPP) accounting instructions.

86. The DDSRM is responsible for:

- a. care and maintenance of perpetual trophies; and
- b. delivering the trophy to the host base of a national, 30 days prior to commencement of the national championship.

87. Perpetual trophies and individual awards provided for regional and national championships shall be obtained from NPP sources or private donations. They shall not be accepted from commercial organizations or other sources seeking to advertise for personal gain. Perpetual trophies shall be accounted for in accordance with the CF accounting instructions applicable to the holder.

### **Finances**

88. The funds required purchasing trophies and awards and to help defray entertainment and other special costs incurred by the host base shall be provided from NPP resources.

89. For national or CISM championships funds may be obtained from an annual grant from the CF Central Fund which is administered by DDSRM or from fees assessed against competing units or a combination of both. The entry fees for national championships will be determined by DDSRM in consultation with RSDs.

90. Funds for regional championships may be obtained from entry fees or from per capita assessment of units within the region. The amount of assessment or entry fees for regional competitions shall be determined by RSDs in consultation with bases in the region.

### **Specialty Interest Facilities**

91. Canadian Forces units may use Specialty Interest Facilities in support of the CF sports program. The NPP entity concerned will provide proper invoicing to the base FSD for payment through the NPF accounting office.

### **Grants**

92. Details covering grants provided under QR&O 210.37, Provision and Maintenance of Physical Fitness Equipment – Regular Force and 210.375, Provision and Maintenance of Physical Fitness Equipment – Reserve Force, for the provision and maintenance of physical fitness and sports equipment are contained in Chapter 10-6. These grants must be expended on equipment which is for the benefit and use of the majority of members and which is complementary to that included in authorized scales of issue.

93. Funds are allocated for CF participation in the CISM program. The CF National Office for CISM is DDSRM, the controlling agency for these funds.

94. Non-public funds may also be used for the procurement of necessary sports equipment in support of sports programs conducted in accordance with this order.

### **Channels of Communication and Promulgation of Information**

95. Direct communication on all matters pertaining to the conduct of a championship is authorized:

- a. between bases and the RSD;
- b. between RSDs and DDSRM; and
- c. between a base hosting a national championship and all RSDs, all bases participating in the championship and DDSRM.

96. The DDSRM is authorized as the Point of Contact (POC) for communication on all matters pertaining to CISM competitions and may deal directly with the CISM Secretary General, CISM Academy, hosting nations and CISM liaison offices;

97. Annually, DDSRM will publish a calendar of approved CF national sports championships and the host base for each championship, along with CF CISM activities.

98. RSDs shall forward particulars of their planned regional championships and playoffs for national championships to DDSRM, other RSDs and to bases within their region.

99. Copies of minutes of regional meetings, reports of competitions, calendars of activities, and any policy letters or instructions shall be sent to DDSRM and to all RSDs.

## **Publicity**

100. Publicizing individual and group achievement at all levels of sport within the CF sport program is an important and integral element of conducting and participating in approved CF sports competitions. Efforts should be made to utilize all available media resources within the CF to highlight individuals and teams involved in CF sports.

## **SECTION 5 – RESOURCES**

### **Equipment**

101. Primary equipment required for the conduct of the CF sports program is authorized.

102. Teams and/or individuals representing Canada at CISM championships will receive equipment and uniform support from public resources along with instruction concerning the care and custody of any such equipment or uniforms provided.

103. Civilian walking out attire for CISM competition is the responsibility of the competitor.

### **Rental of Facilities**

104. A unit which lacks adequate facilities to conduct its sports program should refer to A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces, concerning the guidelines to rent sports facilities.

### **Out-Service Training**

105. All members of the CF are eligible for selection to attend clinics, courses, workshops or seminars conducted by recognized civilian sports agencies to stay abreast of developments in the field and/or obtain qualifications in officiating, coaching or managing sports activities.

106. The B Comd may approve an application containing information listed in Table 5-1-6, Out–Service Sports Training Application where:

- a. a local CF training requirement is identified and verified by the base FSD;
- b. training at the required level is not available within the CF;
- c. funds have been allocated within unit resources for this purpose;

- d. the training does not exceed seven training days or 60 hours of instruction;
- e. the training is held at a clinic, course, workshop, institute or seminar; and
- f. the amount of funds required does not exceed \$1,000.



**Table 5-1-6**  
**Out Service Sports Training Application**

1. Where applicable, the application shall contain the following details:
  - a. service particulars of members, including MOC;
  - b. member's present or intended involvement in the unit sport program;
  - c. name of the conducting organization;
  - d. type of training program;
  - e. qualification obtainable;
  - f. location of training;
  - g. period of training and dates;
  - h. substantiation of requirement for attendance, detailing when applicable, how the member's new skills will be used in promoting the unit sports program;
  - i. estimated cost of tuition;
  - j. estimated cost of accommodation and meals;
  - k. method of travel and estimated costs, and if other than the most economical method is used, a full explanation of reasons;
  - l. other estimated costs not elsewhere provided for in this table; and
  - m. estimated total cost of training (as applicable, indicate the costs borne by the public and/or NPP).

107. Requests for out-service training that exceeds the limitations of sub-paragraphs 106d and/or 105f require the approval of the B Comd. Applications, containing the information described in Table 5-1-6, Out Service Sports Training Application, shall be submitted to the B Comd (thru the FSD), info DDSRM, at least 30 days prior to the commencement of the desired training.

108. When out-service training is undertaken in accordance with paragraphs 105 or 106, a report shall be prepared containing the information described in Table 5-1-7, Out Service Sports Training Report. The report shall be forwarded within 20 working days of completion of the training to the B Comd (thru the FSD), info DDSRM.

**Table 5-1-7**  
**Out Service Sports Training Report**

1. Where applicable, the application shall contain the following details:
  - a. Service particulars of members, including MOC;
  - b. member's present or proposed involvement in the unit sport program;
  - c. name of the conducting organization;
  - d. type of training program;
  - e. qualification obtained;
  - f. location of training;
  - g. period of training and dates;
  - h. cost of tuition;
  - i. cost of accommodation and meals;
  - j. method of travel and estimated costs;
  - k. other costs; and
  - l. total cost of training (as applicable, indicate the costs borne by the public and/or NPP).
2. As appropriate, provide a brief statement on the quality of the training, including any conclusions and/or recommendations.

109. To supplement this leadership development supported by public funds, sports activities may allocate a portion of their annual NPP budget to support or subsidize individuals attending local leadership training.

## Chapter 5-2 Canadian Forces Sports Award Programme

### Purpose

1. The Canadian Forces (CF) Sports Award Programme was established to recognize serving and former members of the CF who brought fame to themselves and honour to the CF and Canada in the field of sport.
2. This order outlines the policy and procedures governing the establishment, organization and administration of the CF Sports Hall of Fame, the CF Sports Honour Roll and the CF Annual Sports Achievement Awards Programme.

### Governing Committee

3. The CF Sports Awards Programme is under the jurisdiction of a Governing Committee at National Defence Headquarters (NDHQ), comprised of:
  - a. **Chairperson** – Director General Morale and Welfare Services (DGMWS);
  - b. **Members:**
    - (1) CFMWS CWO;
    - (2) CF CWO;
    - (3) Senior Vice-President Personnel Support Programs (Sr VP PSP);
    - (4) PSP Senior Manager Sports; and
    - (5) PSP National and International Sports Managers;
  - c. **Executive Secretary** – Director Deployment Support Recreation and Messes (DDSRM).

### Categories

4. The Sports Awards Programme comprises three categories:
  - a. the Sports Hall of Fame;
  - b. the Sports Honour Roll; and
  - c. the Annual Sports Achievement Awards that include:
    - (1) athlete of the year (male and female);
    - (2) coach of the year;

- (3) official of the year; and
- (4) team of the year (individual and team sports).

### Eligibility for Election

5. Persons who have served or are serving in the CF may be nominated for election to the Sports Hall of Fame or the Sports Honour Roll if, during service in the CF, they brought fame to themselves and honour to the CF through athletic endeavours as competitors, coaches, officials or administrators in a military or civilian sports program or combination thereof.
6. Only members serving in the CF who are eligible to participate in the CF sports program may be nominated for the CF sports achievement awards.
7. Table 5-2-1, Selection Criteria Sports Hall Of Fame, details the eligibility criteria to be elected to the Sports Hall of Fame.

<b>Table 5-2-1 Selection Criteria Sports Hall Of Fame</b>
<ol style="list-style-type: none"> <li>1. The CF Sports Hall of Fame was established to recognize serving and former members of the CF who brought fame to themselves and honour to Canada and the CF through their participation in sports.</li> <li>2. The selection criteria for induction to the Sports Hall of Fame are as follows:               <ol style="list-style-type: none"> <li>a. participation as an individual competitor or as a member of a Canadian National Sports Team in World Championships, Olympic Games, Commonwealth Games or Pan-American Games;</li> <li>b. participation as an individual competitor or as a member of a team winning a Canadian National civilian sports championship. Participation at this level of competition should be ranked as a significant achievement;</li> <li>c. participation as an individual competitor or as a member of a team winning a Provincial civilian sports championship;</li> <li>d. outstanding accomplishments throughout ones military career in the International Military Sports Council (CISM) or CF sports competitions at both the National and Regional levels;</li> <li>e. meritorious achievement over an extended military career that may include sports awards, community involvement and military decorations; and</li> <li>f. total sport involvement as a competitor, coach, official or sports administrator.</li> </ol> </li> </ol>

3. Normally, nominees who have competed and won medals at World or Olympic level competitions are considered automatic inductees.

8. Table 5-2-2, Selection Criteria Sports Honour Roll, details the eligibility criteria to be elected to the Sports Honour Roll.

<b>Table 5-2-2 Selection Criteria Sports Honour Roll</b>
<p>1. The CF Sports Honour Roll was initiated in 1987 to recognize the outstanding performance or the long term contributions of a member to the CF sports program. The standards established for selection to the Sports Honour Roll are not as stringent as those instituted for induction to the Hall of Fame.</p> <p>2. The selection criteria for election to the Sports Honour Roll are as follows:</p> <ul style="list-style-type: none"> <li>a. participation as an individual competitor or as a member of a championship team at Canadian national or Provincial civilian competitions;</li> <li>b. outstanding achievement as an individual competitor or as a member of a championship team in CISM events or at CF National and Regional competitions;</li> <li>c. meritorious achievement over an extended military career that may include sports awards, community involvement and military decorations;</li> <li>d. total sport involvement as a competitor, coach, official or sports administrator; and</li> <li>e. the member has retired or is within three years of retirement.</li> </ul>

### **Basis of Selection**

9. Candidates are chosen on the basis of their demonstrated ability, personal character and contribution to sport in Canada and the CF.

10. Any team or individual who has served or who is serving in the CF and who has won a world championship or a gold medal in World, Olympic, British Commonwealth or Pan American Games competition is eligible for automatic induction into the Hall of Fame subject to verification and approval by the Governing Committee as outlined in paragraph 18.

### **Nomination Procedures for the CF Sports Hall of Fame and CF Sports Honour Roll**

11. A nomination may be submitted by:
- a. a Commander of a Command;

- b. a Base Commander (B Comd);
  - c. a Commanding Officer (CO);
  - d. a recognized Canadian sports governing body;
  - e. a national officer of a veterans organization; or
  - f. a member of the Governing Committee (see paragraph 3).
12. A person mentioned in paragraph 11 wishing to make a nomination shall do so in the format shown in Table 5-2-3, Canadian Forces Sports Hall of Fame and Sports Honour Roll Nomination Form.

<b>Table 5-2-3 Canadian Forces Sports Hall of Fame and Sports Honour Roll Nomination Form</b>		
<b>Service Particulars of Nominated Person</b>		
<b>SN:</b>	<b>Rank:</b>	
<b>Surname:</b>	<b>First Name:</b>	<b>Initials:</b>
<b>Unit:</b>	<b>MOC:</b>	
<b>Record of Service (Enlarge space as necessary)</b>		
<b>Category (See paragraph 4)</b>		
<b>Record of Achievement (Enlarge space as necessary)</b>		
<b>Narrative (In support of nomination - enlarge space as necessary)</b>		
<b>Sponsor</b>		
<b>Name:</b>	<b>Appointment / Position:</b>	
<b>Unit/Organization:</b>	<b>Date:</b>	
<b>Signature:</b>		

13. Nominations originating from within the CF shall be submitted through the normal Chain of Command (CoC). Nominations originated at sub-paragraphs 11d and 11e shall be endorsed by the chief executive officer of the nominating organization. It should be noted that in accordance with paragraph 5, the achievements for which the individual is being nominated must have occurred during the member's term of service.

### **Nomination Procedures for the CF Sports Achievement Awards**

14. The CF Sports Achievement Awards are a series of annual awards designed to recognize outstanding athletes, coaches, officials and teams who have excelled in sport, in either CF or CISM competition or in provincial, national or international civilian competition. The achievement awards are awarded at three levels as follows:

- a. Bases;
- b. Command elements as follows:
  - (1) Vice-Chief of the Defence Staff (VCDS);
  - (2) Royal Canadian Navy (RCN);
  - (3) Canadian Army (CA);
  - (4) Royal Canadian Air Force (RCAF);
  - (5) Chief of Military Personnel (CMP); and
- c. CF overall for command elements listed in paragraph 14.b.

15. Awards sponsored by CFMWS on behalf of PSP are supplied by DDSRM. They are provided to bases, stations and commands, to recognize award winners in each category.

16. Nominations for these Sports Achievement Awards should be forwarded to:

- a. Base/Station Unit awards by section or unit commanders of a base or station, to the Fitness and Sports Director (FSD) for selection by a base/station commander designated committee;
- b. Command awards as per sub-paragraph 14.b; and

**Note:** Where a unit's parent command is other than the base parent command, the PSP staff shall forward the nomination to the unit's parent command. In such cases a base submission to the parent command would be deficient those category winners whose nominations were sent to a lodger units parent command.



- c. CF overall awards to DDSRM for consideration by the CF Sports Awards Programme Governing Committee.

17. Nominations for any of the Sports Achievement Awards shall be submitted in the format detailed in Table 5-2-4, Canadian Forces Sports Achievement Awards Nomination Form. At any stage in the nomination process only one nomination may be forwarded for each category of the awards program.

<b>Table 5-2-4 Canadian Forces Sports Achievement Awards Nomination Form</b>		
<b>Service Particulars of Nominated Person</b>		
<b>SN:</b>	<b>Rank:</b>	
<b>Surname:</b>	<b>First Name:</b>	<b>Initials:</b>
<b>Unit:</b>	<b>MOC:</b>	
<b>Nominated as:</b>		
<input type="checkbox"/> Male Athlete of the Year <input type="checkbox"/> Female Athlete of the Year <input type="checkbox"/> Coach Athlete of the Year		<input type="checkbox"/> Official of the Year <input type="checkbox"/> Team of the Year
<b>Record of Service (Enlarge space as necessary)</b>		
<b>Record of Achievement (Enlarge space as necessary)</b>		
<b>Narrative (In support of nomination - enlarge space as necessary)</b>		

<b>Sponsor</b>	
<b>Name:</b>	<b>Appointment / Position:</b>
<b>Unit/Organization:</b>	<b>Date:</b>
<b>Signature:</b>	

### **CF Sports Hall of Fame or CF Sports Honour Roll**

18. The Governing Committee will meet once annually on or after 1 May, to consider the nominations for each category received prior to 1 Apr.

19. The executive secretary will verify the application and supporting documentation as to the achievement, contribution and character of the nominee. Nominations that are not submitted in accordance with paragraph 11 will be returned to the sponsor for corrective action. The executive secretary on review of the nomination may re-categorize a nomination based on the relative sporting achievement of the nominee.

20. The executive secretary will, at least fifteen days prior to the date of the annual meeting, forward to each member of the committee a book containing copies of nominations to the Sports Awards Programme for the current year.

21. Nominations for the Sports Hall of Fame and Sports Honour Roll will remain on the active consideration list for a maximum of three years. Sponsors of nominees not selected in their first or second years will be asked to review their nomination and to provide additional substantiation if such substantiation is available. After the third consideration, unsuccessful Hall of Fame nominees will automatically be considered for selection to the Sports Honour Roll. The awards committee may elect to consider a Hall of Fame nominee for selection to the Honour Roll prior to the third year if, in the opinion of the committee, that individual would not be likely to improve their chances of selection because of discontinued participation in their particular athletic endeavour or their release from the CF.

22. Nominations submitted specifically for the CF Sports Honour Roll will be considered for induction and the executive secretary will advise the sponsor as to the committee decisions.

23. When a nomination to the Hall of Fame or Honour Roll is not accepted, the committee may wish to recommend that an alternate award be considered (eg: CF overall awards or command awards). If such is the case the nominee's file will be transferred to the appropriate awards committee for consideration.

24. Any team or individual who has served or who is serving in the CF and who won a world championship or a gold medal in World, Olympic, British Commonwealth or Pan-American Games competition is eligible for automatic induction into the Hall of Fame subject to the verification outlined in paragraph 16.

25. In any year the committee may elect for any award, in addition to any automatic inductee, not more than five candidates.

### **Selection Procedures for the CF Annual Sports Achievement Awards**

26. The Governing Committee will select one candidate for each of the awards of male and female athlete of the year, coach, official and team of the year based on the nominations received prior to 1 Apr. Nominations are to be based on the candidate's athletic performance or activity during the previous calendar year ending 31 Dec. Nominations that are not submitted in accordance with paragraph 14 will be returned to the sponsor for corrective action.

**Note:** Command submissions are to include an electronic portrait.

27. Nominations should be based on the nominee's performance in international civilian, national civilian, provincial civilian, local civilian, CISM, CF National or CF Regional sports competitions. Nominations should take into account the athlete's skill and Fitness level.

28. Suggested selection criteria for Athlete of the Year are in Table 5-2-5, Selection Criteria for Athlete of the Year.

<b>Table 5-2-5 Selection Criteria for Athlete of the Year</b>
<p>1. Selection is based on an athlete's previous year's performance. Committee deliberations should be based on a locally developed descending point system using the following achievements:</p> <ul style="list-style-type: none"> <li>a. International civilian competitions;</li> <li>b. National civilian competitions;</li> <li>c. CISM competitions;</li> <li>d. Provincial civilian competitions;</li> <li>e. CF National competitions;</li> <li>f. CF Regional competitions;</li> <li>g. Unit/Local/Regional level participation;</li> <li>h. outside activities (eg: coaching, officiating);</li> <li>i. community activities; and</li> </ul>

j. service record.

2. Additional factors that may be considered include:

- a. contributions of an athlete to a team may include team captain, team spokesman, administrator and contributions to the team effectiveness (eg: esprit de corps);
- b. participation in individual versus team sports;
- c. participation in single sport versus multi-sport athlete;
- d. contributions to the development of the sport(s) at the unit level and the effect on unit morale through their sports contribution;
- e. contributions to the sport in the area of coaching, officiating or administration;
- f. demands of the sport (eg: physical or mental requisites); and
- g. EXPRES results.

29. Suggested selection criteria for Coach, Official and Team of the Year are in Table 5-2-6, Selection Criteria for Coach, Official and Team of the Year.

**Table 5-2-6**  
**Selection Criteria for Coach, Official and Team of the Year**

1. Selection is based on a candidate's previous year's performance. Committee deliberations should be based on a locally developed descending point system using the following achievements:
  - a. International civilian competitions;
  - b. National civilian competitions;
  - c. CISM competitions;
  - d. Provincial civilian competitions;
  - e. CF National competitions;
  - f. CF Regional competitions;
  - g. Unit/Local/Regional level participation;
  - h. outside activities (eg: coaching, officiating etc in local community program or associations);

- i. community/base involvement; and
  - j. service record.
2. Additional factors for nomination of coach or official of the year include:
- a. contributions to the development of the sport(s) at the unit level and the effect on unit morale through their sports contribution;
  - b. demands of the sport (eg: physical or mental requisites);
  - c. professional upgrading (eg: levels or clinics attained);
  - d. conduct of clinics or general sports development for unit or community programs;
  - e. effectiveness as coach or official in development of esprit de corps or game control; and
  - f. meritorious achievement.
3. Additional factors for nomination of team of the year include:
- a. won/loss record in CF Regional/National sports;
  - b. overcoming the odds to win;
  - c. sportsmanship;
  - d. conduct of clinics or general sports development for unit or community programs; and
  - e. participation in local/provincial non-military leagues or competitions.

## **Awards**

30. Each person who has been elected to the CF Sports Hall of Fame or named to the CF Sports Honour Roll will receive a parchment scroll commemorating their selection. Individuals elected to the Sports Hall of Fame will also receive a poster pictorially depicting their achievements.

31. Each person selected as an award recipient under the auspices of the CF Sports Achievement Awards program will receive a plaque or a parchment scroll commemorating their selection as a base/station, command or CF athlete, coach, official or team of the year.

**Location of the Sports Hall of Fame Display and Memorabilia**

32. The CF Sports Hall of Fame, consisting of poster exhibits for Hall of Fame and Honour Roll inductees, and the Sports Achievement Awards program is located at CFMWS HQ. Copies of the posters that summarize the achievements of the CF Sports Hall of Fame and Sports Honour Roll inductees will be provided to command headquarters, bases, stations and military museums.

## PART 6 RECREATION

### Chapter 6-1 Recreation

#### Definitions

1. In this order:

**Authorized Recreation Activity** means an activity which has been authorized as part of the total military community recreation program, either by the Base Commander (B Comd) or by a delegated authority such as the recreation council, community council, or the base Recreation Director (RD);

**Leisure** means the free or discretionary time remaining to an individual over and above that required for job requirements, family and social obligations;

**Military Community** means all military personnel for whom the B Comd is responsible, their dependants and all civilian residents of Residential Housing Units (RHU) resident in a specific location, having a common bond, by virtue of sharing a common profession and way of life and that are an entity wherein they, and the organization to which they belong, share similar values and are supportive of one another;

**Non-Military Organization** means an activity group or club concerned with recreation that has not been authorized as an "authorized recreation activity", as defined above;

**Recreation** means a free choice of participation in leisure activity which is satisfying and enjoyable and which contributes to the purposeful fulfilment of the individual;

**Recreation Activity** means an individual component of a program such as casual swimming, pee-wee hockey, art club, ceramics, bowling, scouts and guides;

**Recreation Club** means a self-governing, authorized recreation activity operating under the terms and conditions of a constitution approved by the B Comd;

**Recreation Programme** means a sub-group (eg: aquatics, physical recreation, arts and crafts) of the total program provided at a given location; and

**Total Fitness** means a state of well-being which includes the physical, emotional, intellectual, social and spiritual health of the individual.

#### Purpose

2. This order amplifies reference (QR&O 4.61), Recreation Programs, by prescribing the policy and guidelines for recreation activities in the Canadian Forces (CF).

## SECTION 1 – INTRODUCTION

### General

3. QR&O 4.61 (1) requires an officer in command of a base or unit to ensure that suitable recreation programs are organized for military personnel and, where practicable, for their dependants and for civilians residing in quarters on the base or unit.
4. QR&O 4.6 (12) authorizes the use of supporting resources to facilitate such programs.
5. The manner in which an individual makes use of leisure time is of prime concern in the military community. Suitable recreation programming provides one means for the creation of an orderly and stable environment, thus reducing management and delinquency problems.
6. Recreation programming also has special value for military personnel functioning in a technically oriented force. A well balanced program helps to maintain total fitness and at the same time reduces mental fatigue tensions and frustrations which develop from everyday work. Besides the physical health benefits, a balanced recreation program including opportunities for participation in arts, crafts, hobbies, and cultural and special interest activities aid in maintaining high morale and work efficiency.
7. The well-being of dependants is a major factor in the morale of members of the CF. Because of military requirements many dependants must live in detached or remote military centres. Frequently these centres lack the support available in civilian communities, such as service clubs, varied commercial recreation outlets, and municipally supported recreation facilities and programs. Further, as a result of such factors as education, diversified employment and travel, the interests of military personnel and their dependants tend to be more varied and cosmopolitan than those which exist in civilian communities of comparable size. The military community recreation program must reflect the needs of the family, be developed through a cooperative process in which both the CF and family are directly concerned and be supported by base or station resources.
8. The primary responsibility of the CF is to ensure that a reasonable level of recreation facilities, programs and services are available to members of the military community. Once these needs have been met, A-PS-110-001/AG-002, Morale and Welfare Programs in the CF, details the conditions and priorities whereby the opportunity to participate may be extended to authorized Canadian Forces Exchange System (CANEX) patrons and other residents of the local civilian community.
9. While Chapter 6-2, Recreation Clubs, specifies the categories and conditions of membership as they apply to the operation of recreation clubs, a similar approach may be used to allow participation in other activities such as instructional classes or special programs. The intent of this provision is to foster a mutually beneficial expansion of



recreation opportunities in a given area rather than to generate competition with existing local programs.

10. The importance of individual responsibility and accountability within the military community recreation program cannot be overstressed. Because the CF 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 environment and existing CF 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 recreational needs of all members of the military community.

### **Programme Principles**

11. An effective recreation program should:
- a. provide creative, novel and diversified recreation opportunities for all;
  - b. be related to the physical, mental, emotional and social characteristics, interests and skill level of each sex and age level;
  - c. operate continuously throughout the year, making maximum use of available resources including professional and voluntary leadership;
  - d. provide opportunities for leadership training and development;
  - e. provide opportunities for individual and group acceptance of responsibility, accountability and leadership in the planning and operation of activities;
  - f. use standards developed by recognized recreation agencies with modifications as required to meet local conditions; and
  - g. incorporate long-range planning as a prerequisite to organization and provision of finances.

## **SECTION 2 - ORGANIZATION**

### **CF Recreation Council**

12. The Base Commander (B Comd) shall establish a CF Recreation Council, which shall be responsible for:
- a. developing and recommending policies to ensure that equal opportunities are provided for personnel to participate in activities of their choice at suitable skill and performance levels;
  - b. generally coordinating and evaluating all recreation opportunities;

- c. recommending long-term plans for the development of recreation facilities and related resources, including those required in whole or in part to meet RHU requirements;
  - d. examining all proposed budgets submitted by member activity groups and committees and submitting the recommended annual operating budget for the total recreation program to the Base Fund committee for approval;
  - e. making recommendations to the Base Fund committee regarding capital expense items requested for recreation activities;
  - f. making recommendations regarding the equitable allocation of entitled public resources such as transport, facilities and surplus equipment in support of authorized recreation activities;
  - g. evaluating results of base recreation surveys, including those conducted in conjunction with the RHU community councils, and recommending appropriate action; and
  - h. acting as a means of communication between individual participants, activity groups and clubs, base administration and the base population at large.
13. The recreation council shall be composed of:
- a. a Chairperson appointed by the B Comd;
  - b. members representative of various broad areas of interest within the recreation program;
  - c. the RD as the Executive Director (ED); and
  - d. other members as considered necessary to ensure adequate representation of all recreation interests and groups.

**Note 1:** Normally, the Chairperson of the recreation council should be a senior officer. In exceptional circumstances the B Comd may appoint the RD to fulfil both the functions of Chairperson and ED of the council.

**Note 2:** The coordination of recreation activities in RHU is normally performed by a community council organized in accordance with Chapter 7-1, Residential Housing Units Community Councils. At some small locations it may be desirable and more effective for the CF recreation council to assume responsibility for the total military community recreation program. In such circumstances care must be taken to ensure adequate representation from all segments of the military community.

## Role of the Recreation Director

14. The duties and responsibilities of the RD shall be performed and controlled through the Chain of Command (CoC). As ED of the recreation council, the RD is responsible to the recreation council for:

- a. provision of administrative services to the council;
- b. provision of budgetary guidelines for activity leaders;
- c. staffing of the operating budget in accordance with input from activity leaders;
- d. reviewing the minutes of meetings from activity groups;
- e. preparing agendas for council meetings; and
- f. ensuring that minutes of council meetings are prepared and distributed.

## Operation of Recreation Activities

15. The following are the most common types of recreation activities:

- a. **Casual Activities:** These include scheduled opportunities for casual participation in a variety of activities such as casual swimming, skating, shooting and woodworking;
- b. **Commercial Services:** Examples are bowling alleys and theatres;
- c. **Instructional Classes:** Classes are organized and conducted in response to an identified need (eg: swimming, sewing, ceramics);
- d. **Sponsoring Groups:** Activities are conducted for a segment of the military community by a steering group in accordance with provincial or national programs. Examples are boy scouts, girl guides, competitive swimming and minor sports; and
- e. **Recreation Clubs:** Self-governing activities are operated for and by specific interest groups under the terms and conditions of a constitution approved by the base or station commander. Examples are badminton, model craft and collectors. These activities may be affiliated with provincial or national organizations. The policy for the operation and organization of these clubs is contained in Chapter 6-2, Recreation Clubs.

## Non-Military Organizations

16. It is in the interest of the CF that all recreation activities in a military community be organized under the auspices of the base recreation council so that effective control of facilities, equipment and financial support can be exercised by military authorities in accordance with A-PS-110-001/AG-002.

17. When an activity cannot be organized under the auspices of the base recreation council and the activity involves a non-military organization to operate on DND property, the request regarding the non-military organization should be forwarded to the base Construction Engineering (CE) Properties Officer for action.

18. Organizing an activity that involves a non-military organization should be used as the exception rather than the rule. Table 6-1-1, Comparison of Supporting Resources Available to Non-Military Organizations on DND Property versus Authorized Recreation Activities, gives guidance regarding the level of support provided to each.

<b>Table 6-1-1 Comparison of Supporting Resources Available to Non-Military Organizations on DND Property versus Authorized Recreation Activities</b>	
<b>Non-Military Organization</b>	<b>Authorized Recreation Activity</b>
1. Temporary use of facilities authorized by the local base subject to charges identified by the CE Properties Officer for use of the facility	Authorized in accordance with paragraph 3 and A-PS-110-001/AG-002, Table 5-6-1
2. Pay for costs incurred subject to charges identified by the CE Properties Officer for use of the facility	Resources authorized in accordance with paragraph 4 and A-PS-110-001/AG-002, Table 5-6-1
3. Profits accrue to private club. Rental monies and other charges accrue to Receiver General	Profits accrue to Base Fund. No rental or other charges apply
4. Pay for installation, and use and repair of safety, operating and activity equipment	Authorized in accordance with A-PS-110-001/AG-002, Table 5-6-1
5. No entitlement to furniture, furnishing or materials which are temporarily surplus to DND requirements	Authorized in accordance with A-PS-110-001/AG-002, Table 5-6-1
6. No entitlement of DND transport	Transportation authorized in accordance with A-PS-110-001/AG-002, Table 5-6-1
7. No entitlement to telephone facilities	Authorized in accordance with A-PS-110-001/AG-002, Table 5-6-1
8. No entitlement to casual use of CF personnel for program labour	Authorized in accordance with A-PS-110-001/AG-002, Table 5-6-1
9. No automatic or permanent entitlement to access to DND property	Authorized in accordance A-PS-110-001/AG-002
10. No coverage under the Non-Public Property (NPP) Consolidated Insurance Programme (CIP) or third-party liability insurance	In accordance with A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property Accounting, all approved community recreation programs activities and facilities are covered under CIP
11. No entitlement to CANEX mark-	Entitled to buy at cost plus nominal

downs	charge for expenses
12. Not covered under base liquor licence	Covered
13. No controls on hours of operation, patrons or prices	Controlled by B Comd
14. Not eligible for any financial assistance from Base Fund	Eligible for support including temporary deficit operation, and interest-free loans for major purchases or improvements
15. Items on public inventory and items procurable with physical fitness grant may not be used	Full entitlement to public equipment use of physical fitness equipment
16. Not eligible for CF sponsorship in liaison with sports governing bodies	Eligible
17. Not eligible for in-service or out-service training courses	Eligible
18. No entitlement to benefits deriving from grants paid in lieu of taxes by DND	Entitled
19. No entitlement to infer CF connotation.	Entitled
20. No membership restrictions; any proportion can be civilian. Civilians may serve on board of directors	Normally, a maximum of 20% associate members is permitted (Chapter 6-2). Arrival at an acceptable ratio of associate and ordinary members to regular members requires analysis of local factors such as extent of competition in area and public relations. Overriding factor is that regular members get priority for membership
21. Audit by private accountants	Serviced by NPP accounting
22. Must borrow from banks at current loan rates	Borrow from CFCF through Base or Station Fund at prevailing low interest rates
23. Don't pay 1 1/2% of bar sales to CFCF	Pay 1 1/2% of bar sales to CFCF
24. Club books and operations are the concern only of club members. B Comd has no direct input	All operations under scrutiny of B Comd through Base Fund, RHU or Recreation Council and ED
25. No preferential treatment, such as reduced membership for military personnel	Normally organized for the benefit of residents of the military community
26. Possibilities of applying for provincial grants, providing facilities are open to the public	Entitled to provincial grants
27. Activities cannot be authorized where such use would put DND in	Activities can be authorized where requirements exists in a military

position of competing with civilian organizations	community
28. In Accordance With CFAO 55-6, Authorization For Civil Aircraft To Use DND Aerodromes, The B Comd Responsible for a Specific DND Aerodrome is the approving authority for any request for the use of that aerodrome by civil aircraft. Insurance for such use shall be provided in accordance with CFAO 55-6	In accordance with CFAO 55-6 the B Comd can authorize use of aerodrome facilities and services for aircraft owned by CF personnel or NPP flying clubs for use by CF personnel. Insurance for such use shall be provided in accordance with CFAO 55-6

### Division of Responsibility

19. Table 6-1-2, Division of Responsibility between Recreation Staff, Councils and Activity Managers, provides guidelines for the division of responsibility between the ED, community or recreation councils and activity managers. In view of the unique situation at each location, it is recommended that specific interpretations and applications be determined locally and appended to the council's constitution.

<b>Table 6-1-2 Division of Responsibility between Recreation Staff, Councils and Activity Managers</b>			
<b>Area Of Responsibility</b>	<b>Recreation Director</b>	<b>Council</b>	<b>Activity Manager</b>
1. Programme Development	<ul style="list-style-type: none"> <li>• Evaluate existing program</li> <li>• Determine program potential</li> <li>• Generate alternatives</li> <li>• Promote involvement as life value</li> </ul>	<ul style="list-style-type: none"> <li>• Determine operating policy</li> <li>• Determine overall program direction</li> <li>• Approve new activities</li> </ul>	<ul style="list-style-type: none"> <li>• Develop activity and means of incorporating policy and direction into method of operation</li> </ul>
2. Activity Operation	<ul style="list-style-type: none"> <li>• Technical advice.</li> <li>• Programme assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Inter-activity coordination.</li> <li>• Monitor equality of support</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct of activity</li> </ul>
3. Resource Management			
A. Leadership	<ul style="list-style-type: none"> <li>• Recruit.</li> <li>• Maintain inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Personal contact and follow-up</li> <li>• Recruit</li> </ul>	<ul style="list-style-type: none"> <li>• Personal contact</li> <li>• Recruit</li> <li>• Select</li> </ul>

	<ul style="list-style-type: none"> <li>• Organize and conduct clinics</li> <li>• Publicize and arrange in/out-service development</li> <li>• Follow up on training</li> <li>• Source of guidance</li> <li>• Advice on recreation program</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate long range development program</li> <li>• Develop and administer recreation program</li> </ul>	<p>candidates</p> <ul style="list-style-type: none"> <li>• Follow up and supervise</li> <li>• Submit names of individuals meriting recognition</li> </ul>
B. Finance	<ul style="list-style-type: none"> <li>• Coordinate and compile budget</li> <li>• Verify estimates of expenses, revenue and participation</li> <li>• Overall expenditure control</li> <li>• Status reports and summary</li> <li>• Monitor actual revenue with budget projections</li> </ul>	<ul style="list-style-type: none"> <li>• Approval or return for revision</li> <li>• Submission to Base Fund committee</li> <li>• Budget amendments</li> <li>• Evaluation</li> <li>• Determine overall policy for activity operation and support</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare forecast of proposed program</li> <li>• Control expense and revenue</li> <li>• All financial transactions to be conducted through NPF accounting in accordance with A-FN-105-001/AG-001</li> </ul>
C. Equipment	<ul style="list-style-type: none"> <li>• Procure public equipment as authorized in CFP A-PS-110-001/AG-002</li> <li>• Procure NPP equipment</li> <li>• Ensure that duties and tasks of property inventory holder are carried out</li> <li>• Advise RHU Council on equipment selection and purchase</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend approval of loan</li> <li>• Allocate funds</li> <li>• Develop common policies to support equipment needs</li> </ul>	<ul style="list-style-type: none"> <li>• Request temporary use of surplus equipment</li> <li>• Advise seasonal needs</li> <li>• Accountable for use and holdings</li> <li>• Perform or arrange for specialized maintenance or repair</li> </ul>

	<ul style="list-style-type: none"> <li>• Equipment storage and control</li> <li>• Minor repairs and maintenance</li> <li>• Arrange major repairs</li> </ul>		
D. Facilities	<ul style="list-style-type: none"> <li>• Advise on design</li> <li>• Prepare justification for each Authorization for Project (A for P) and Programme Change Proposal (PCP)</li> <li>• Administer maintenance program</li> <li>• Allocate and supervise use, safety and security</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate facility improvement</li> <li>• Recommend long-range development priorities</li> <li>• Submit long-range development budget</li> <li>• Recommend time priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Advise needs and requirements</li> <li>• Self-help labour</li> <li>• Advise maintenance needs</li> <li>• Supervise specific activity</li> <li>• Area security</li> <li>• Area safety</li> </ul>

**Note:** This table gives a general indication of areas of primary responsibility. While other positions or groups may also be involved in the performance of a function, their involvement will normally be to a lesser degree.

## SECTION 3 - SUPPORTING RESOURCES

### General

20. QR&O 4.61(2) authorizes the employment of personnel and the use of available equipment, works and buildings to facilitate the provision of suitable recreation programs.

21. The division of responsibility for support from NPP and public resources is detailed in A-PS-110-001/AG-002, Table 5-6-1.

22. Any NPP support required shall be provided in accordance with Chapter 10-2, Base Funds – Regular Force, and may include assessments against individuals participating in or attending a base activity administered through the Base Fund.



## Personnel

23. Employment of NPF personnel to provide the functional and support services required beyond these guidelines shall be in accordance with the personnel policies contained in A-PS-110-001/AG-002, Table 5-6-1.

## Mobile Support Equipment

24. The B Comd may authorize the use of mobile support equipment to transport personnel and activity equipment in support of authorized recreational activities and clubs approved by the base recreation council provided that:

- a. transport operators and technicians are available, and their use for this purpose;
  - (1) does not prejudice or interfere with operations or training; and
  - (2) does not result in excessive operator overtime; and
- b. the proportion of participants carried conforms to the membership guidelines outlined in paragraph 8 of Chapter 6-2, Recreation Clubs, regardless of whether the activity is operated as a recreation club, instructional class, sponsoring group or casual activity.

25. Use of mobile support equipment for distances over an 80km radius of the base must be authorized personally by the B Comd, who shall satisfy himself that such journeys are necessary and in the best interests of the CF and the public.

## Transportation of Personnel

26. The transportation of military personnel for activities forming part of the CF recreation programs shall be in accordance with the provisions of A-PS-110-001/AG-002.

## Leadership Development

27. All members of the CF and recreation activity leaders are eligible for selection to attend clinics, courses, workshops or seminars conducted by recognized civilian recreation agencies to stay abreast of developments in the field and/or obtain qualifications as supervisors, directors, instructors, leaders, officials or club executives.

28. The B Comd may approve an application, submitted in accordance with Table 6-1-3, Out Service Recreation Training Application below, for the training specified in paragraph 27 where:

- a. a local CF requirement is identified and verified by the RD;
- b. training at the required level is not available within the CF;

- c. funds have been allocated within unit resources for this purpose;
- d. the training does not exceed seven training days or 60 hours of instruction;
- e. the training is held at a clinic, course, workshop, institute or seminar; and
- f. the amount of funds expended does not exceed \$1,000.00.

29. Requests for out-service training that exceeds the limitation of sub-paragraph 28d and/or 28f require the approval of DDSRM.

30. Applications containing the information at Table 6-1-3, Out Service Recreation Training Application, shall be submitted by email to DDSRM at least 30 days prior to the commencement of the desired training.

<b>Table 6-1-3 Out Service Recreation Training Application</b>		
<b>Provide:</b>		
1. Service particulars of member (if military):		
<b>SN</b>	<b>Rank</b>	<b>Name/Initials</b>
2. Particulars of participant (if civilian):		
<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>
3. Present or intended involvement in the unit recreation program		
4. Name of the conducting organization		
5. Type of training program		
6. Qualification obtainable		
7. Location of training		
8. Period of training and dates		
9. Substantiation of requirement for attendance including benefits to be derived by the CF		
10. Estimated cost of tuition		
11. Estimated cost of accommodation and meals		
12. Method of travel and estimated costs and if other than the most economical method is used, a full explanation why		
13. Other estimated costs not elsewhere provided for in this table		
14. Estimated total cost of training (as applicable, indicate the costs borne by the public and/or NPP)		

31. When out-service training is undertaken in accordance with paragraph 27 or 28, a report shall be prepared in accordance with the format at Table 6-1-4, Out-Service Training Report to DDSRM. The report shall be forwarded by email within 20 working days of completion of the training to DDSRM.

**Table 6-1-4  
Out-Service Training Report to DDSRM**

<b>Provide:</b>		
1. Service particulars of member (if military):		
SN	Rank	Name/Initials
2. Particulars of participant (if civilian):		
First Name	Initial	Last Name
3. Present or proposed involvement in the unit recreation program		
4. Name of the conducting organization		
5. Type of training program		
6. Qualification obtained		
7. Location of training		
8. Period of training and dates		
9. Cost of tuition		
10. Cost of accommodation and meals		
11. Method of travel and costs		
12. Other costs not elsewhere provided for in this Annex		
13. Total cost of training (as applicable, indicate the costs borne by the public and/or NPP)		
14. Provide a brief statement on the quality of the training, including any conclusions and/or recommendations		

32. To supplement this leadership development supported by public funds, recreation activities may allocate a portion of their annual NPP budget to support or subsidize individuals attending local leadership training events.

## Chapter 6-2 Recreation Clubs

### Purpose

1. This order prescribes the policy and guidelines for the organization and administration of recreation clubs at military locations.

### SECTION 1 - INTRODUCTION

2. (QR&O 4.61) (1), Recreation Programs, requires an officer in command of a base or unit to ensure that suitable recreation programs are organized for military personnel and, where practicable, for their dependants and for civilians residing in quarters on the base or unit.

3. (QR&O 4.61) (2) authorizes the use of supporting resources to facilitate such programs.

4. The principles of recreational programming and the definitions detailed in Chapter 6-1 apply to the formation of Canadian Forces (CF) 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 and their dependants because of their frequent moves.

5. One effective method of applying these principles is through the formation of recreation clubs to meet the needs and interests of each military community.

### SECTION 2 – ORGANIZATION

#### Authority for Organization

6. A Base Commander (B Comd) may approve the organization of recreation clubs. A B Comd also has the authority to dissolve a club. Personnel interested in the formation of a recreation club should contact the base Recreation Director (RD).

#### Constitution and Bylaws

7. Each club must have a constitution and bylaws approved by the B Comd prior to commencing operation. Subsequent changes or additions to the constitution or bylaws also require similar approval. Guidance regarding formulation of a constitution and bylaws is available from the RD.

#### Membership

8. Subject to paragraph 17, recreation clubs may have the following categories of membership:

- a. **Regular Members:** The following are eligible for regular membership;
- (1) members of the Regular Force and their dependants;
  - (2) members of the Reserve Force while on Class B or C service and their dependants;
  - (3) civilians living in Residential Housing Units (RHU) on the base or unit and their dependants; and
  - (4) foreign military personnel on duty with the CF and their dependants;

**Note:** The spouse and children of CF personnel, who were engaged in community and recreation programs at the time of the death of the service member, while on full time service, may retain their existing membership status. If their membership should lapse or should they move away from the base, and at some point in the future they wish to rejoin a CF recreation club or activity, they may do so as ordinary members.

- b. **Ordinary Members:** Subject to the approval of the B Comd and excluding personnel in sub-paragraph a, all Canadian Forces Exchange System (CANEX) patrons listed in A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces, and authorized by local procedure may be invited to become ordinary members. Ordinary membership shall be for a one year with no guarantee of renewal for further one-year terms; and
- c. **Associate Members:** Subject to the approval of the B Comd, 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 one year terms.

## Membership Restrictions

9. The membership of a club must at all times reflect the priority that must be maintained to ensure that military personnel and their dependants 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; and
- b. the combined total of ordinary and associate members should not exceed 50 per cent of the total membership.

10. Priority in the provision of Non-Public Property (NPP) support and in the allocation of facilities and space should be given to those clubs with a high percentage of regular members.

## Club Administration

11. Subject to paragraph 17, a club shall be administered by an executive committee composed as follows:

- a. a president shall be appointed by the B Comd or elected at a general meeting of club members and approved by the B Comd. The president shall be a regular member;
- b. vice-presidents, as necessary, a secretary and a treasurer shall be elected at a general meeting of club members and approved by the B Comd. Persons filling these offices shall be regular members; and
- c. additional members, as necessary, to fulfill special functions, shall be elected at a general meeting of club members. Such members may be either regular or ordinary members.

12. Associate members are not eligible to serve on the executive committee.

## Recreation Organization

13. Subject to paragraph 17, the activities of recreation clubs that are sponsored by a Base Fund form a part of the overall base recreation program and shall be administered in accordance with Chapter 6-1, Recreation. Club executives are accountable to the base recreation authorities, as well as to the club's membership, for the overall operation of their clubs.

## SECTION 3 - SPECIAL PROVISIONS

### High Risk Activities

14. Due to the inherent risks involved with Sport Parachuting, SCUBA Sports Diving, and Gliding and Soaring the following chapters also apply to these activities:

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

15. In Canada, flying clubs are independent non-military organizations that shall not be authorized as part of a base recreation program due to the inherent expense, potential liability, and desirability of operating under independent charter. Outside Canada, the provisions of this chapter apply.

## Service Associations

16. 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.

17. A B Comd may authorize the inclusion of a military rifle association as a base club within the base recreation program under the following conditions.

- a. The election of the rifle association Chairperson shall be approved by the B Comd;
- b. The property of the rifle association, other than public property on loan, is considered to be base NPP property and vests in the B Comd and ultimately the Chief of the Defence Staff (CDS);
- c. The NPP property 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 order, 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.

18. Rifle associations which are authorized as part of the base recreation program are covered by the NPP Consolidated Insurance Programme (CIP) to the extent described in A-FN-105-001/AG-001. Rifle associations operating independently of the base 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.

## Civilian Employee Associations

19. Civilian Employees Associations or clubs organized to provide social or recreational opportunities for civilian employees of Department of National Defence (DND) are not subject to the provisions of this order. A B Comd may authorize the establishment of such clubs or associations and shall approve the initial constitution and by-laws and any subsequent amendments. Such organizations may use public or NPP facilities on the base on a part-time or temporary basis under the conditions detailed for specialty interest activities in A-PS-110-001/AG-002. Allocation of facilities to these organizations on a permanent or exclusive use basis shall be accomplished through application to Director Deployment Support Recreation and Messes (DDSRM) for

approval to treat the civilian employees association as a specialty interest activity for the purpose of applying public support policy.

### **Small Arms and Small Arms Ammunition**

20. 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.

## **SECTION 4 - SUPPORTING RESOURCES**

### **General**

21. Policy regarding the use of resources in support of authorized recreation clubs is contained in A-PS-110-001/AG-002 and Chapter 7-1. For activities which choose to operate independently of the base recreation program, Table 6-1-1 of Chapter 6-1 provides a comparison of the level of support available to authorized recreation activities and to those non-military organizations on DND property.

### **Finance**

22. Recreation clubs may, subject to approval of their operating budget by the Base Fund committee, charge fees to provide all or part of the funds required for operation of the club. The annual or semi-annual budget for each club, including the details of all membership charges and fees, shall be submitted as part of the base recreation budget or where the B Comd directs, shall be submitted to the Base Fund committee in conjunction with the base recreation budget. The rank of an individual shall not be used to determine the amount of membership or other fee charged.

### **Facilities**

23. Where a club has use of DND facilities or use of facilities constructed using general base or Central Fund NPF, provision shall be made for casual use of the facilities by personnel who are eligible for regular membership. This does not preclude the club from levying suitable charges, as provided for in paragraph 22, or establishing conditions of use.

### **Equipment**

24. 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.

### **Leadership Operating Staff**

25. Where it is necessary to hire personnel for specific leadership functions or the operation of facilities the provisions of A-PS-110-001/AG-002 shall apply. Terms and



conditions of employment must be approved by the PSP manager prior to employment of such staff. Prior to entering into a contract for the provision of professional services the B Comd shall ensure that the legal liabilities for workmen's compensation, federal and provincial deductions, and the provisions of the Canada Labour Code are specified and satisfied.

## **Chapter 6-3 Canadian Forces Recreation SCUBA Club Policy**

### **Purpose**

1. This policy prescribes the regulating guidelines for the operations of Canadian Forces (CF) recreational Self-Contained Underwater Breathing Apparatus (SCUBA) club programs and activities.

### **General**

2. Recreational SCUBA diving activities may be included as a recreation program under the conditions prescribed in this policy.
3. The risks inherent in SCUBA diving and the degree of knowledge, competence and physical fitness required demand that activities be adequately controlled.

## **SECTION 1 – RECREATIONAL SCUBA**

### **Definition**

4. For the purpose of this policy, recreational SCUBA diving shall mean that:
  - a. dives shall be restricted to the maximum depth as outlined by an individual's certifying agency or shallower and appropriate to the level of training and experience of the divers involved;
  - b. dives shall be planned and conducted as no-decompression dives; and
  - c. the use of enriched air is authorized under the conditions described at paragraphs 26 and 27.
5. Technical SCUBA diving is not an authorized activity for CF recreation SCUBA diving clubs. Technical diving is defined as the utilization of procedures or techniques beyond recreational diving limits.

### **CF Recognized SCUBA Certification Agencies**

6. The American and Canadian Underwater Certifications Inc. (ACUC), the National Association of Underwater Instructors (NAUI) and the Professional Association of Diving Instructors (PADI) are the major SCUBA Certification Agencies recognized by the CF. Divers associated with certification agencies who are members of the Recreational SCUBA Training Council of Canada are also recognized by the CF for the purpose of membership and instruction in CF Recreation SCUBA clubs. The CF Recreation SCUBA Clubs outside Canada may recognize certification agencies that are members of the World Recreational SCUBA Training Council.

## Participation

7. To participate in CF recreation SCUBA club activities each new club member shall:
- a. provide a valid certification from a CF recognized SCUBA certification agency as defined in paragraph 6;
  - b. complete a medical history form obtained from a CF recognized certifying agency or the Recreational SCUBA Training Council of Canada (medical to be carried out if contraindications are indicated);
  - c. provide a logbook to show proof of experience. At the discretion of the Chief Instructor new members may be required to attend a refresher course before they are allowed to participate in CF recreation SCUBA club dives; and
  - d. CF personnel holding a military sub-specialty diving qualification are considered qualified sports divers by ACUC. To qualify for certification the above personnel shall follow the ACUC crossover training procedures for military divers.
8. Members renewing their CF recreation SCUBA club membership shall have their medical history form updated annually indicating any changes occurring in the past year. It is the responsibility of the club member to immediately inform the CF recreation SCUBA club executive of any medical condition that is a contraindication to diving.

## Training

9. Training for CF recreation SCUBA clubs shall be conducted only by instructors currently accredited by a Certification Agency recognized by the CF. All CF recreation SCUBA club instructors shall conduct training in accordance with the standards prescribed by their agency only. Copies of instructor certifications shall be held on file with the base Recreation Director (RD) and CF recreation SCUBA Club.
10. To participate in CF recreation SCUBA club sponsored courses each new student shall:
- a. meet all prerequisites in accordance with the certifying agency's standards; and
  - b. provide a medical certification in accordance with the certifying agency for the course to be taken.

## SECTION 2 – CF RECREATION SCUBA CLUBS

### Recreation SCUBA Clubs

11. CF recreation SCUBA clubs shall be organized as part of the Base Recreation Programme under the direction of the Recreation Council and operated as follows:

- a. the CF recreation SCUBA club organization and operation must meet the requirements of recreation clubs in accordance with Chapter 6-2, Recreation Clubs;
- b. the CF recreation SCUBA club executive shall appoint a technical committee chaired by a chief instructor and composed of currently accredited and CF recognized instructors, assistant instructors, Divemasters and a club equipment manager;
- c. appointment of a chief instructor must be recommended by the club technical committee. The CF recreation SCUBA club executive will endorse the appointment and forward the nomination for approval by the Base Commander (B Comd) via club meeting minutes. (The chief instructor should be the most experienced and currently active instructor who is a club member);
- d. CF recreation SCUBA club by-laws must include specific operating procedures for the safety regulations prescribed in Table 6-3-1, Safety Regulations; and

**Table 6-3-1  
Safety Regulations**

1. CF recreation SCUBA clubs shall ensure that safety regulations are enforced at all times and shall issue safety orders containing specific detail concerning:
  - a. locally recognized diving areas and their restrictions;
  - b. diving prerequisites such as boat or floatation devices and flags to be issued;
  - c. the criteria by which the club chooses suitable charter vessels for club activities including safety equipment, emergency access plans, communications, operator qualifications and services to be provided;
  - d. all aspects of air supply, including approved sources of air and care and maintenance of the club's air compressor (if applicable) to ensure the highest standards of purity of air;
  - e. the equipment manager's duties for the care and maintenance of SCUBA equipment including the following safety measures:
    - (1) annual visual inspection (by a certified inspector) of air cylinders for deterioration, corrosion, contamination or damage;
    - (2) hydrostatic testing of air cylinders every five years by a certified inspector or more frequently if considered necessary as a result of the annual visual

- inspections;
- (3) frequent visual external inspections of regulators and air reserve valves for deterioration, corrosion, contamination or damage;
  - (4) normal post-dive maintenance routines;
  - (5) annual or more frequent overhaul of regulators and air reserve valves by a certified technician; and
  - (6) use of a log book to record the servicing and maintenance of club equipment;
- f. "supervisor" and "safety" diver duties and responsibilities;
  - g. minimum equipment requirements; and
  - h. any safety regulations over and above those required by the authorized CF Certifying Agencies.
2. Club members must read and sign the safety orders before they are eligible to participate in the CF recreation SCUBA club activities.

- e. where possible each CF recreation SCUBA club in Canada should affiliate with its respective provincial underwater council.

12. Prior to participation in CF recreation SCUBA club activities members must meet the prerequisites prescribed at paragraphs 7 and 8 or attend a course and qualify to the minimum standard established by a CF approved certifying agency. The course instructor must be a currently accredited instructor of an organization recognized by the CF.

13. Where special local or operational conditions preclude a CF recreation SCUBA club from operating in accordance with this policy the club shall submit in writing, through the B Comd to Senior Vice-President Personnel Support Programs (Sr VP PSP) nature of the problem, the proposed solution and a request to be exempt from certain regulations contained in this policy.

### **CF Recreation SCUBA Club Activities**

14. CF recreation SCUBA club divers who have qualified in accordance with paragraphs 7 and 8 may participate in sanctioned CF recreation SCUBA club activities under the following conditions:

- a. sanctioned CF recreation SCUBA club dives are defined as dives organized by the executive committee and supervised by a club member or charter operator certified as a Divemaster or above by a CF recognized certification agency;

- b. the dive supervisor shall hold a current Oxygen Provider Certification when an O<sub>2</sub> unit is available on site;
- c. when a CF recreation SCUBA club activity involves more than three buddy teams diving at the same time one buddy team should remain on the surface to be available for an emergency or as a minimum a safety diver must be on stand-by and suited up while members are in the water;
- d. all CF recreation SCUBA club equipment used in sanctioned club dives must be certified as serviceable;
- e. all sanctioned CF recreation SCUBA club dives must be recorded in an appropriate club dive log;
- f. sanctioned CF recreation SCUBA club dives must take place in areas recognized by the club as being safe and shall be classified by a member of the technical committee as appropriate to the skill level of the participating divers; and
- g. sanctioned CF recreation SCUBA club dives must be planned so that a minimum of two divers are under the water at any one time within direct proximity to each other (the “buddy” system);

**Note:** Only in the case of emergency where loss of life might otherwise occur, may a lone descent be undertaken.

### **CF Pool Supervision**

15. In accordance with Chapter 8-1, CF Aquatics and Water Safety Policy, the following aquatic supervision guidelines must be adhered to for club activities:

- a. when a CF pool is in use for a CF recreation SCUBA club non-instructional activity and general non-club aquatic activities, a qualified lifeguard is required on deck and a Designated Operator (DO) is required within call as per the CF Aquatics and Water Safety Policy;
- b. When a CF pool is in use for a non-instructional CF recreation SCUBA club activity with all participants using SCUBA equipment a qualified lifeguard, a qualified SCUBA instructor or a certified Rescue Diver is required on deck and a second within call as the DO. A minimum of two divers must be under the water at any one time and all divers must utilize the “buddy” system;
- c. lifeguards are not required for CF recreation SCUBA club instructional sessions provided a certified SCUBA instructor provides direct on-deck/in water supervision. Instructors are to supervise students in strict accordance with their respective association supervision ratios and standards; and

- d. during instructional sessions a DO must be within call. The DO shall be NLS certified, as per Chapter 8-1, CF Aquatics and Water Safety Policy, a certified SCUBA instructor or a certified Rescue Diver.

## **Equipment**

16. Each CF recreation SCUBA club is responsible for providing its own equipment. CF recreation SCUBA clubs approved in accordance with this policy are not entitled to the diving equipment provided in CF scales of issue for military diving operations. Military diving equipment on permanent issue may only be used for CF recreation SCUBA club diving by members of the Regular Forces who are qualified as military divers, with the specific approval of their Commanding Officer (CO) and subject to such policies, procedures and limitations as may be promulgated to govern its use. Closed or semi-closed circuit re-breathing apparatus shall not be used for CF recreation SCUBA club diving. The selection and purchase of club equipment must be approved by the Technical Committee or Chief Instructor to ensure that safety standards are met.

17. It is highly recommended that CF recreation SCUBA clubs purchase and maintain an emergency oxygen unit. The unit should be designated in club by-laws as mandatory equipment for sanctioned CF recreation SCUBA club dives and open water dives for instructional courses. Club members authorized to use the oxygen unit must hold an Oxygen First Aid certification from a certification agency recognized by a CF SCUBA agency.

18. Certified divers who are members of a club may utilize club equipment for personal dives.

## **Insurance**

19. The CF recreation SCUBA clubs established and operating in accordance with this policy are sponsored recreation activities and therefore are included for coverage under the Non-Public Property (NPP) Consolidated Insurance Programme (CIP) as described in A-FN-105-001/AG-001, Policy and Procedures for Non-Public Fund Accounting, Chapter 11. This insurance policy provides for protection against loss and damage of Non-Public Property (NPP) and for public liability of the B Comd as the person responsible for the operation of Base Fund sponsored activities. There is no coverage provided for participants against dangers inherent in the activity. To ensure participants are aware of and accept responsibility for, the inherent dangers of the activity, all participants and/or club members must sign a release of liability/waiver prior to participation.

20. Participants in CF recreation SCUBA club activities should be made aware of the limitations of the NPP CIP and of the need to review personal accident and life insurance coverage to ensure that there is no exclusion for SCUBA activities and that benefits are realistic. The responsibility for arranging and paying for such coverage rests with the individual.

21. CF recreation SCUBA club members or contractors who assist, instruct or certify students for the club must hold a current certification with a CF recognized SCUBA agency as well as professional liability insurance. The NPP CIP does not cover claims for instructor negligence.

22. CF recreation SCUBA clubs are considered the sponsor of all CF recreation SCUBA activities and courses. When club equipment or Department of National Defence (DND) facilities (reserved by the CF Recreation SCUBA club) are used for CF recreation SCUBA club activities or courses the Club is liable and as such must operate in accordance with the directives of paragraph 19.

23. Non-CF recreation SCUBA activities are not to be affiliated with CF recreation SCUBA clubs and accordingly must follow the procedure of making a request to the base for approval to use base facilities subject to review by the CE Properties Officer.

### **Search and Rescue**

24. CF recreation SCUBA diving clubs shall not volunteer to be part of an organized Search and Rescue Operation.

## **SECTION 3 – RECREATION SCUBA CLUB RESTRICTIONS**

### **Depth Restrictions**

25. Under normal circumstances CF recreation SCUBA club divers shall plan their dives within no decompression limits and to the maximum depths authorized by a CF recognized SCUBA agency and qualification level. Decompression dives shall only be undertaken in emergency situations. It is recommended that novice divers (newly certified divers with less than 15 logged dives) limit their depth to 20 meters.

### **NITROX Diving**

26. Recreational NITROX (A mixture of oxygen and nitrogen used as a breathing gas by divers, especially a mixture containing a lower proportion of nitrogen than is normally present in air, to reduce the risk of decompression sickness) diving is authorized for CF recreation SCUBA Club diving members under the following conditions:

- a. divers must hold a recreational NITROX certification (level 1) from a recognized CF Certification Agency;
- b. divers shall conduct their NITROX dives in accordance with the parameters of their certification. They shall be solely responsible for planning and conducting their NITROX dives and accept full responsibility for the added risk that NITROX diving entails; and
- c. NITROX dives conducted beyond the scope of the introductory level are classified as technical dives and are not considered a recreational activity.



27. CF recreation SCUBA diving club equipment shall not be modified or used for NITROX diving. CF recreation SCUBA diving clubs are not authorized to operate NITROX air fill stations.

### Air Quality Assurance Programme

28. CF recreation SCUBA clubs shall forward a representative sample of the compressed air used by the club bi-annually to an Accredited Laboratory by the Standards Council of Canada for the analysis of Compressed Breathing Air to the requirements of the CSA Standard. Procedures and covering information shall be in accordance with Table 6-3-2, CF Recreation SCUBA Clubs Air Quality Assurance Programme.

<b>Table 6-3-2 CF Recreation SCUBA Clubs Air Quality Assurance Programme</b>	
<b>General</b>	
1.	Every six months, or prior to putting a compressor back in service after extended storage or maintenance, each CF recreation SCUBA club shall forward a representative sample of the compressed air used for diving purposes to a nationally accredited laboratory (RPC or Maxxam) for analysis:
	<ul style="list-style-type: none"> <li>a. RPC Science and Engineering 921 College Hill Road Fredericton, New Brunswick E3B 6Z9 Telephone: 506-460-5659 Email: <a href="mailto:diane.botelho@rpc.ca">diane.botelho@rpc.ca</a></li> <li>b. Maxxam Analytics Inc. 6740 Tempobello road Mississauga, Ontario L5N 2L8 Telephone: 905-817-5777 Email: <a href="mailto:air@maxxamalytics.com">air@maxxamalytics.com</a></li> </ul>
<b>Note:</b> In special circumstances, the time period for testing may be extended to eight months with the approval of Director Deployment Support, Recreation and Messes. However, CF recreation SCUBA clubs using air supplied by an authorized CF source, such as a Fleet Diving Unit, from which samples are regularly sent to an accredited laboratory, are exempt from submitting samples; they are required only to indicate their source of air.	
2.	The samples will be analysed for trace contamination, oxygen, water vapour and oil content to determine conformity with the most up to date standards required by CAN/CSA Standard Z275.2. When analysis indicates that the sample failed to meet these standards, the compressor shall be quarantined until corrective action has been taken and confirming test results are received from the nationally accredited laboratory.

3. Each recreational SCUBA club shall forward copies of all analytical results, toxicological implications and recommendations to:
  - a. Director Deployment Support, Recreation and Messes;
  - b. The Base/Wing Surgeon;
  - c. The applicable Base/Wing Repair & Maintenance shop; and
  - d. The applicable RD to which the CF recreation SCUBA club is affiliated, who shall be the authority to suspend club operations if the air sample does not meet the CSA standard.

### **Shipping**

4. User units shall request shipment of a high-pressure sampling assembly from one of the two nationally accredited testing laboratories (RPC or Maxxam). Substitute cylinders shall not be used.
5. User units shall return sampling assembly to the company.
6. Air samples shall be transported at public expense. The sample assembly shall be transported to and from the company in para 4 by Immediate Operating Requirement (IOR) through the Base Central Material and Traffic Terminal section, prepaid by the sending unit.

29. When CF recreation SCUBA clubs rent tanks, a statement of understanding should be completed at least once by each renter to confirm that air fills will be obtained at a dive shop with CSA standard approved air sources. The completed statements should be retained until each tank has passed its next visual test. It is the responsibility of the CF recreation SCUBA club members to confirm a commercial air source has a current air quality certification before filling club tanks.

### **Financial Liability**

30. All costs incurred for CF recreation SCUBA club training or operations are the responsibility of the individual member or the club. This does not preclude requests for out-service instructor training for CF members and activity leaders or requests to bases for capital asset grants.

## **SECTION 4 – CF SCUBA CLUB ACCIDENT MANAGEMENT**

### **Accidents and Unusual Incidents**

31. Considerable importance is attached to the study of accidents and unusual incidents experienced by SCUBA divers in all types of SCUBA accidents. The analysis of accurate data recorded shortly after an actual or simulated dive in which injury has occurred, or could have occurred owing to failure of equipment or procedure, is an important factor in the future safety of divers.

32. In the event of a SCUBA accident or an unusual incident the diving supervisor (the chief instructor or most experienced club member, on site) shall immediately take charge of the situation and direct those available in rescue, recovery, first aid and notification of the appropriate local authorities. The dive supervisor shall record pertinent information, including the names and addresses of witnesses for future reference. The affected diver's equipment shall be quarantined for possible investigation by local authorities or DRDC (T) if requested. On scene control may be relinquished to local authorities upon their arrival. The captain of a vessel involved in a diving incident will be in charge of emergency operations.

33. In the case of a serious accident occurring in Canada, the services of DRDC (T) are available to advise on decompression treatment or to correlate previous dive history with respect to decompression treatment. Request for the above services should be made by telephone or message as follows:

- a. Duty CDHM pager (24 hrs): 1-(416)-246-3155;
- b. CDHM (not 24 hrs) telephone: 1-(416) 635-2014 or 2159;
- c. email: [diveincident@drdc-rddc.gc.ca](mailto:diveincident@drdc-rddc.gc.ca); and
- d. priority message to DRDC (T) EDUG.

34. Divers Alert Network (DAN) is a not-for-profit organization that maintains a worldwide list of recompression chambers and a 24-hour phone service as follows;

- a. 1 (919) 684-9111            emergency hotline; and
- b. 1 (800) 446-2671           non-emergency medical questions.

35. The 24-Hour emergency hotline as well as the non-emergency medical questions information line can provide valuable information in the case of an emergency or questions regarding diving contraindications. The CF recreation SCUBA clubs are encouraged to utilize this resource in addition to DRDC (T).

## **Reporting of Decompression Sickness and All SCUBA Diving Accidents and Incidents**

36. All CF recreation SCUBA club accidents and incidents must be reported using the SCUBA Club Accident/Incident Report at Table 6-3-3, Canadian Forces Recreation SCUBA Club Accident/Incident Report.

<p><b>Table 6-3-3</b>  <b>Canadian Forces Recreation SCUBA Club Accident/Incident Report</b>          (Check boxes as appropriate)</p>
--

<b>Name</b>		<b>Dive Club</b>	
Membership Status	<input type="checkbox"/> Regular	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Associate
Dive Classification	<input type="checkbox"/> Sanctioned Club Dive		<input type="checkbox"/> Individual Dive
Club Equipment Used	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Course (type)		<b>Certifying Agency</b>	
Instructor's Name			
<b>Personal Information</b>			
Number Of Divers Involved		<b>Diver's Age</b>	
Diver Certification Level	<input type="checkbox"/> In training <input type="checkbox"/> Divemaster	<input type="checkbox"/> Basic Open Water <input type="checkbox"/> Instructor	<input type="checkbox"/> Advanced <input type="checkbox"/> Other
Number Of Years Diving		<b>Number of dives made this year</b>	
Certifying Agency	<input type="checkbox"/> ACUC <input type="checkbox"/> Other	<input type="checkbox"/> NAUI	<input type="checkbox"/> PADI
<b>Accident/Incident Classification</b>			
Type of Dive	<input type="checkbox"/> Skin	<input type="checkbox"/> SCUBA	<input type="checkbox"/> Pool
Frequency	<input type="checkbox"/> Single <input type="checkbox"/> Repetitive		
Was the accident/incident	<input type="checkbox"/> Fatal <input type="checkbox"/> Non-fatal		
Did any physical injury result?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If Yes describe:		
Location of accident/incident		<b>Province</b>	
Date		<b>Depth</b>	
Time		<b>Type</b>	<input type="checkbox"/> Lighting <input type="checkbox"/> Shore Dive <input type="checkbox"/> Boat Dive
<b>Water</b>			
<input type="checkbox"/> Fresh	Temperature	Visibility	

<input type="checkbox"/> Salt		
<b>Atmosphere</b>		
Temperature	Visibility	Sea State
Dive Involved	<input type="checkbox"/> Recreation <input type="checkbox"/> Night <input type="checkbox"/> Photography <input type="checkbox"/> Nitrox <input type="checkbox"/> Under Instruction	<input type="checkbox"/> Wreck <input type="checkbox"/> Ice <input type="checkbox"/> Providing Instruction
		<input type="checkbox"/> Cave <input type="checkbox"/> Drift
<b>The Accident/Incident</b>		
When was the accident/incident detected?	<input type="checkbox"/> Preparation <input type="checkbox"/> During dive <input type="checkbox"/> Following exit	<input type="checkbox"/> Entry <input type="checkbox"/> Ascent <input type="checkbox"/> Descent <input type="checkbox"/> Exit
How long into the dive did the problem occur?	_____ (Respond in minutes)	
Following factors that may have contributed to the accident/incident	<input type="checkbox"/> Anxiety about the dive <input type="checkbox"/> Haste <input type="checkbox"/> Poor communication <input type="checkbox"/> No pre-dive safety check <input type="checkbox"/> Poor maintenance of equipment <input type="checkbox"/> Poor dive planning <input type="checkbox"/> sickness/illness <input type="checkbox"/> Inadequate supervision <input type="checkbox"/> Insufficient training/experience <input type="checkbox"/> Failure to understand equipment <input type="checkbox"/> Not familiar with dive site conditions <input type="checkbox"/> Failure to understand dive instructions/tables	<input type="checkbox"/> Lack of buddy check <input type="checkbox"/> Error in judgement <input type="checkbox"/> Poor physical fitness <input type="checkbox"/> Weather conditions <input type="checkbox"/> Inattentive during dive <input type="checkbox"/> Sea <input type="checkbox"/> No medical clearance
Equipment used on dive	<input type="checkbox"/> Depth gauge device/watch <input type="checkbox"/> Buoyancy compensator <input type="checkbox"/> Pressure gauge <input type="checkbox"/> BC inflator hose <input type="checkbox"/> Secondary air source <input type="checkbox"/> Weight belt	<input type="checkbox"/> Timing <input type="checkbox"/> Computer <input type="checkbox"/> Dry suit <input type="checkbox"/> Dive knife <input type="checkbox"/> Snorkel (Indicate weight in lbs)
Equipment Malfunction	<input type="checkbox"/> Regulator <input type="checkbox"/> Dry suit <input type="checkbox"/> Tank	<input type="checkbox"/> BC <input type="checkbox"/> Computer <input type="checkbox"/> Pressure gauge <input type="checkbox"/> Weight belt <input type="checkbox"/> Inflator hose <input type="checkbox"/> Depth gauge
Buoyancy Problem	<input type="checkbox"/> No <input type="checkbox"/> Air used frequently to maintain buoyancy	<input type="checkbox"/> Overweighted <input type="checkbox"/> Underweighted
Air Consumption	<input type="checkbox"/> No problem <input type="checkbox"/> Buddy breathing	<input type="checkbox"/> Ran low <input type="checkbox"/> Octopus used <input type="checkbox"/> Out of air <input type="checkbox"/> Contaminated air
<b>Recovery/First Aid</b>		
administered	<input type="checkbox"/> Artificial respiration <input type="checkbox"/> CPR	<input type="checkbox"/> O2

<p>Describe emergency treatment given</p>	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>																				
<p>Detailed description of the accident/incident.</p> <p>Relate only information that is factual.</p>	<table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>																				

37. These reports provide data for analyzing the safety of decompression tables and the effectiveness of treatment procedures. They also provide valuable information on a variety of other diving hazards. Analysis of the reports is important in the continuous effort to improve diving practices and to increase diving safety in general.
38. An accident/incident report shall be initiated by the diving supervisor for all cases of SCUBA diving accidents involving a CF recreation SCUBA club activity. Reporting of the following types of accidents or incidents is mandatory:
- a. any death or life threatening diving related injury;
  - b. convulsions or serious impairment of consciousness during or after a dive;
  - c. decompression sickness (bends);
  - d. air embolism; or
  - e. any significant mishap even though the diver escapes actual injury or a series of incidents that render suspect any equipment or procedure.
39. To be of value the facts must be established with care and recorded immediately after the accident or incident. The report should include all details, however remote, that might have a bearing on the case.
40. The CF recreation SCUBA Club Accident/Incident Report at Table 6-3-3 must be completed and forwarded to the following personnel:
- a. DDSRM (through the RD);
  - b. Dive supervisor's Certification Agency;
  - c. Accident victim's Certification Agency; and
  - d. DAN.
41. The DDSRM will be responsible to disseminate critical findings or information to CF recreation SCUBA clubs as soon as possible following an incident.

## **Investigation of Equipment after a Diving Accident or Incident**

### **Non-Fatal Accidents or Incidents**

42. Upon recovery of the diver, the dive supervisor shall close the cylinder valve and record the number of turns required to complete this closure. The position of the emergency reserve valve (J value), if present, shall also be noted and recorded. Both the regulator and the cylinders shall be inspected by the most experienced diver available. An air sample of any air remaining in the cylinder must be sent for analysis if

the incident so dictates. The supervisor should also note the securing arrangements and condition of the SCUBA system before they are removed from the diver. The supervisor should also secure the victim's dive computer if used for possible extraction of dive profile information.

### **Fatal Accidents**

43. Upon recovery of the diver, the dive supervisor shall close the valve and record the number of turns required to complete this closure. The position of the emergency reserve valve (J valve) if present, shall also be noted and recorded. Special care shall be taken to secure the victim's dive computer if used for possible extraction of dive profile information. All equipment shall then be quarantined and forwarded to the proper authorities for analysis.

44. In both cases referred to in paragraphs 42 and 43 local authorities will have jurisdiction unless the accident occurs on DND property.



## Chapter 6-4 Gliding and Soaring

### General

1. This order applies to gliding and soaring activities that are conducted as part of a unit recreation program.
2. The purpose of this order is to describe the policy governing:
  - a. authorized participation in gliding and soaring by members of the Canadian Forces (CF); and
  - b. operation and control of authorized CF gliding and soaring clubs.
3. The risks inherent in gliding and soaring demand that participation by members of the CF in gliding and soaring as part of the authorized recreation program is strictly controlled.

### Participation

4. It is stressed that unless it can be clearly demonstrated that the event is specifically authorized, organized or performed in the best interest of the CF or organized and conducted as a sports competition in accordance with the conditions prescribed in Chapter 6-1, gliding and soaring will be considered a recreational activity participated in for the members' own benefit. The insurance and pension implications of this position are set out in paragraphs 15 and 16 of this order.
5. Gliding and soaring may be included as part of an authorized recreation program for members of the CF in accordance with Chapter 6-1, Recreation of this manual however:
  - a. the event or activity must be part of the program of an approved CF gliding and soaring club, or where a CF club is not established the individual must be authorized by the Commanding Officer (CO) to participate as a member of a gliding and soaring club registered with the Soaring Association of Canada (SAC), or if outside Canada a club registered with the Federation Aeronautique Internationale; and
  - b. individual membership with the SAC is required prior to taking part in gliding and soaring activities with a civilian gliding and soaring club.

### CF Gliding and Soaring Clubs

6. If a CF gliding and soaring club is organized as part of a unit recreation program referred to in Chapter 6-1, Recreation, it shall be operated as follows:

- a. the club organization and operation must meet the requirements of Chapter 6-2, Recreation Clubs;
- b. the president of the club shall be appointed or approved by the Base Commander (B Comd);
- c. written terms of reference shall be maintained for all members of the club executive;
- d. it is recommended that the club register at the time it is formed with the SAC and that it maintain such registration; and
- e. Director General Morale and Welfare Services (CFMWS) shall be advised when a CF club is either formed or disbanded.

### **Control**

7. In Canada clubs shall operate in accordance with the Aeronautics Act, Air Regulations, and Air Navigation Orders issued by the Transport Canada (Air Transportation).
8. Outside Canada gliding and soaring clubs may be authorized to operate as part of the base recreation program subject to any limitations by the host country.
9. A CF club established at a Department of National Defence (DND) aerodrome within or outside Canada shall, in addition to complying with the civil air regulations of the country concerned, comply with any local orders issued by the B Comd.
10. Gliding and soaring activities of club members shall be in conformity with the rules and regulations of Transport Canada.
11. All participating members must pass the Transport Canada approved medical examination as described in Air Regulations, Part IV.
12. The operation and training program shall be based on:
  - a. the SAC Instructor's Manual; or
  - b. the following Royal Canadian Air Cadet Instruction Manuals:
    - (1) ACR CCP 242 PT 005, Training Manual – Air Cadet Gliding Programme Manual;
    - (2) C12380000 AM 000, Canadian Forces Support to the Air Cadet Gliding Programme – Gliders, Tow Aircraft and Gliding Support Equipment; and

- (3) C22102002 MF001 Survival Kit Aircraft -Basic- Tow Aircraft, Air Cadet Gliding Program NSN 1680-21-886-0289 and 1688-20-002-5386.

### **Equipment and Accommodation**

13. Each club is responsible for providing its own equipment and for hiring aircraft. Military aircraft and equipment shall not be used for club gliding and soaring activities. This restriction may be waived on the authority of National Defence Headquarters (NDHQ) for special events such as international military competitions or armed forces displays.

14. A B Comd may provide building space to a club if such space is available and there is no additional cost to the public. Additional details governing the division of public and Non-Public Property (NPP) support is prescribed in A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces.

### **Insurance and Pension Limitations**

15. A CF gliding and soaring club established and operated in accordance with this order, Chapter 6-1, Recreation and Chapter 6-2, Recreation Clubs is a Base Fund sponsored activity and is thus included in limited coverage under the NPP Consolidated Insurance Programme (CIP) as described in A-FN-105-001/AG-001, Policy and Procedures for Non-Public Fund Accounting, Chapter 11, Non-Public Funds Consolidated Insurance Programme. This policy does not provide for protection against loss or damage to NPP gliders or for the public liability of the CO as the person responsible for the operation of a Base Fund sponsored gliding and soaring club. There is also no coverage provided for as pilot or passenger participants because of the dangers inherent in the activity. However, coverage is provided for ground equipment and vehicles associated with such activities. Clubs are therefore responsible for obtaining full coverage for gliders and tow planes and for public liability against any physical or property damage that may be caused by gliders or associated aircraft.

16. The CF Members participating in gliding and soaring activities should be made aware that the provisions of the Pension Act may not apply to injuries or deaths which occur during gliding and soaring activities, particularly where such activities are not carried out in the performance of duty, and that there is no form of group insurance coverage. There is also no liability coverage provided for participants under the NPP CIP. Participants should be encouraged to review their personal accident and life insurance coverage to ensure that there is no exclusion clause for gliding and soaring or high risk activities and that the benefits they may accrue are realistic. The responsibility for arranging and paying for such coverage rests with the individual.

### **Publications**

17. Publications concerning administrative matters between the SAC and individual member clubs as well as the SAC Instructor's Manual referred to in paragraph 12 are supplied free of charge by the SAC when an individual club joins the Association. Such publications shall not be procured at public expense.

**Liaison with SAC**

18. The Director Deployment Support Recreation and Messes (DDSRM) is the OPI for gliding and soaring activities organized and conducted in accordance with this order and for matters concerning CF gliding and soaring policy. The DDSRM is the liaison between DND and SAC. On matters of routine administration individual CF clubs may liaise directly with the SAC.

## Chapter 6-5 Sport Parachuting

### General

1. This order applies to sport parachuting activities that are conducted as part of a unit recreation program.
2. The purpose of this order is to describe the policy governing:
  - a. authorized participation in sport parachuting by members of the Canadian Forces (CF); and
  - b. operation and control of authorized CF sport parachuting clubs.
3. The risks inherent in sport parachuting demand that participation by members of the CF in sport parachuting, as part of the authorized recreation program, be strictly controlled.

### Participation

4. It is stressed that unless it can be clearly demonstrated that the event or activity was specifically authorized, organized or performed in the best interests of the CF, sport parachuting will be considered a recreational activity participated in for the members' own pleasure. The implications of this position are set out in paragraphs 14 and 15 of this order.
5. Sport parachuting may be included as part of an authorized recreation program referred to in Chapter 6-1, Recreation, for members of the CF but:
  - a. all participating members must achieve and maintain the required standards of physical performance prescribed in DAOD 5023-2, Physical Fitness Programme;
  - b. the event or activity must be part of the program of an approved CF sport parachuting club or:
    - (1) where a CF club is not established, the individual must be authorized by their Commanding Officer (CO) to participate as a member of a sport parachuting club or centre registered and affiliated with the Canadian Sports Parachuting Association (CSPA); or
    - (2) if outside Canada, the individual must be authorized by their Commanding Officer (CO) to participate in a club/centre registered with the Federation Aeronautique Internationale, the Rhine Army Parachuting Association or the United States Sport Parachute Association.

- c. individual membership with the CSPA is required prior to taking part in sport parachuting activities with an approved sport parachuting club.

### **CF Sport Parachuting Clubs**

6. A CF sport parachuting club may be organized as part of a unit recreation program referred to in Chapter 6-1, Recreation, and shall be operated as follows:
  - a. the club organization and operation must meet the requirements of Chapter 7-2, Recreation Clubs;
  - b. the president of the club shall be appointed or approved by the Base Commander (B Comd);
  - c. the club executive must include a technical committee comprising a safety officer, club instructors and if available a CSPA qualified rigger;
  - d. written terms of reference shall be maintained for all members of the club executive including members of the technical committee;
  - e. on formation the club shall register with the CSPA and maintain such registration; and
  - f. Director Deployment Support Recreation and Messes (DDSRM) shall be advised when a club is either formed or disbanded.

### **Control**

7. All club activities shall conform to the rules and regulations of the CSPA.
8. Control shall be maintained by:
  - a. the operation of a club training program based on current CSPA operation, training and safety publications;
  - b. compliance with current "Basic Safety Regulations" issued by the CSPA; and
  - c. the establishment of any additional regulations the B Comd deems necessary.

### **Use of Civilian Clubs or Centres in Canada**

9. In Canada occasions may arise when an individual member of the CF or an authorized CF Sport parachuting club wishes to participate with or at a civilian parachuting club or centre. In this case, the procedure to be followed by the individual or club and the CO is as follows:

- a. the individual(s) or club shall complete Table 6-5-1, Information Request – Civilian Sport Parachuting Club or Centre, and submit it to the CO;

<b>Table 6-5-1</b>			
<b>Information Request – Civilian Sport Parachuting Club or Centre</b>			
<b>CF Unit and Address</b>			<b>Name and Address of Civilian Club/Centre</b>
			<b>Name of Club Proprietor and/or Civilian Instructor</b>
<b>Applicants Details</b>			<b>Sport Parachute Experience (Circle Experience Held)</b>
<b>SN</b>	<b>Rank</b>	<b>Name/Initials</b>	CSPA Licence CF -----
			None
<b>When on Behalf of a Club Insert Club Name Only</b>			MFP A / B / C / D / E /
			Instructor

- b. the CO will complete Table 6-5-2, To Be Completed by Commanding Officer, and forward the form to the CSPA;

<b>Table 6-5-2</b>				
<b>To Be Completed by Commanding Officer</b>				
The CSPA is requested to complete Table 6-5-3, Civilian Sport Parachuting Association Review and Recommendation, of this form in regard to the club/centre named at Table 6-5-1, Information Request – Civilian Sport Parachuting Club or Centre, above and advise as to its suitability for use by the military personnel or club listed above.				
<b>Date</b>	<b>Rank</b>	<b>Name</b>	<b>Initials</b>	<b>Signature</b>

- c. the CSPA will conduct an investigation, determine if the club or centre is registered with the CSPA and complete Table 6-5-3, Civilian Sport Parachuting Association Review and Recommendation; and

<b>Table 6-5-3 Civilian Sport Parachuting Association Review and Recommendation</b>		
<b>Name of Club/Centre</b>		
(Circle Response)		
The Club/Centre is registered with CSPA		
The Club/Centre is not registered with CSPA		
Does the club/centre employ adequate CSPA rated instructors to cope for the needs of those military personnel or club listed at Table 6-5-1, Information Request – Civilian Sport Parachuting Club or Centre?	(Circle Response)	
	Yes	No
Does the club/centre abide by the CSPA Basic Safety Regulations in all respects?	(Circle Response)	
	Yes	No
General Comments		
CSPA suggested alternative if the club/centre named above is considered unsuitable.		
CSPA Recommendation	(Circle Response)	
	Approved	Not approved
<b>To Be Signed by CSPA Representative</b>		
Date	Name	Signature



- d. the completed form will then be returned to the CO by the CSPA indicating whether the civilian club or centre is suitable for use by members of the unit.

10. Under no circumstances should a CO authorize as part of a CF sport parachuting club program, use of a civilian sport parachuting club or centre not approved by the CSPA.

## **Equipment**

11. Each club is responsible for providing its own equipment and for the hire of aircraft. Military aircraft and parachute equipment shall not be used for sport parachuting. This restriction may be waived on the authority of National Defence Headquarters (NDHQ) for special events such as international military competitions or armed forces displays.

12. All repairs and modifications to club equipment and the periodic repacking of reserve parachutes shall only be carried out by a CSPA qualified rigger holding the appropriate CSPA rigging license.

13. Subject to paragraph 12, equipment safety regulations are contained in current operating, training and safety publications of the CSPA.

## **Insurance Limitations**

14. A military sport parachuting club established and operating in accordance with this order, Chapter 6-1, Recreation and Chapter 6-2, Recreation Clubs is a Base Fund sponsored activity and thus is included for coverage under Non-Public Property (NPP) Consolidated Insurance Programme (CIP) as described in Chapter 11 to A-FN-105-001/AG-001, Policy and Procedures for Non-Public Fund Accounting. This policy provides for protection against loss and damage on NPP and for public liability of the CO as the person responsible for the operation of Base Fund sponsored activities. It does not provide protection for participants because of the dangers inherent in the activity.

15. Members participating in sport parachuting activities should be made aware that they may not be covered under the provisions of the Pension Act and that there is no form of group insurance coverage. There is also no liability coverage provided for participants under the NPP CIP. Participants should be encouraged to review their personal accident and life insurance coverage to ensure that there is no exclusion clause for sport parachuting or high risk activities and that the benefits they may accrue are realistic. The responsibility for arranging and paying for such coverage rests with the individual.

## **Publications**

16. Publications concerning administration matters between the CSPA and individual member clubs and the publications referred to in paragraph 8 are supplied free of

charge by the CSPA when an individual club joins the Association. Such publications shall not be procured at public expense.

### **Liaison Officer to CSPA**

17. The Department of National Defence Liaison Officer (DND LO) with the CSPA is the CO or designate from the Canadian Forces Land Advance Warfare Centre (CFLAWC), normally for a term of office of two years. On behalf of Canadian Forces Morale and Welfare Services (CFMWS) the DND LO for sport parachuting activities organized and conducted in accordance with this chapter has authority for direct liaison between CFMWS and the CSPA on matters concerning CF sport parachuting. Where necessary and particularly in matters of safety the DND LO with the approval of CFMWS and the applicable command may liaise directly between the CSPA and the CO of a unit having a CF sport parachuting club. Matters concerning CF sport parachuting policy shall be channelled through DCFMWS in accordance with normal staffing procedures.

## Chapter 6-6 Canadian Forces Newspapers (CFNs)

### Definitions

1. In this order:
  - a. Advertising is defined as any message (the content of which is controlled directly or indirectly by the advertiser) expressed in any language and communicated in any medium to Canadians with the intent to influence their choice, opinion or behaviour. Typically advertising is performed for compensation. (Advertising Standards Canada, Canadian Code of Advertising Standards);
  - b. Advertorial is paid advertisement promoting the interests or opinions of an advertiser, often presented in such a way as to resemble an editorial written in the style of news item or feature;
  - c. Advertiser is the person or entity that benefits from the change in opinion or behaviour resulting from the advertisement due to the exchange of funds or services;
  - d. CFN is a morale and welfare Non Public Property (NPP) program operating under the NPP Accountability Framework. An unofficial service newspaper , commonly known and henceforth referred to as "CFNs," is a news publication, either electronic and/or hard copy, other than an official Department of National Defence (DND) /Canadian Armed Forces (CAF) publication, and is published under the authority of a Commanding Officer (CO) or Base/Wing/Unit (Local) Commander;
  - e. Circulation is the total number of copies of a publication distributed to subscribers and vendors in one publication cycle;
  - f. Conflict of Interest (COI) is defined as a situation in which CAF members, DND or NPF employees have private interests that could improperly influence the performance of their official duties and responsibilities or in which the members or employees use their position for personal gain. A real conflict of interest exists at the present time, an apparent conflict of interest could be perceived by a reasonable observer to exist, whether or not it is the case, and a potential conflict of interest could reasonably be foreseen to exist in the future;
  - g. Copy is written material for publication;

- h. Classified ads are small paid messages grouped under a specific heading (classification) such as automobiles, employment, or real estate, in a dedicated and designated location in a newspaper;
- i. Editorial is:
  - (1) an article written by, or on behalf of, an editor, giving the news organization's opinion on an issue; or
  - (2) an adjective describing issues relating to news content as opposed to advertising or other non-news aspects of a newspaper or magazine;
- j. Graphic is an illustration in a newspaper, magazine or web page explaining part of a story in a visual way, e.g. troop movements in a battle or a calendar of a sequence of events;
- k. Media kit is;
  - (1) a set of materials provided to journalists by an organisation to define and promote their products or services. It may contain written documents, photographs, charts, schedules and other information the organization wants journalists to focus on; or
  - (2) information on advertising specifications and service costs made available by media companies to potential advertisers;
- l. Military Community consists of CAF members, foreign military serving with CAF and Veterans of the CAF and their families and personnel from various related entities as per the Canadian Forces Non-Public Property - Programs and Services Eligibility Matrix;
- m. Language of work means the official language, and, in the case of bilingual units, the official languages in which members of a unit normally conduct their professional activities; and
- n. Reader means the target audience of the CFN.

## **SECTION 1 - OVERVIEW AND APPROVAL**

### **Overview**

2. The CFN is an important and integral component of Military Community morale and welfare programs. It is intended to provide information required by the Military Community to enhance their quality of life. CFNs shall provide news of particular interest to the Military Community that is not readily available from other sources as well

as information related to CAF rules, regulations and activities that is relevant to the Military Community.

3. As outlined in DAOD 2008-0, there is a requirement for the CAF to have both internal and external communications. The CAF is responsible to ensure that the Canadian public is well informed and aware of the role, mandate, operations and contributions of DND and the CAF. There is also the responsibility to inform CAF members and DND employees of policies, programs and services that have a broad impact on DND and the CAF. As a component of a Base/Wing Commander's Public Affairs planning and program delivery, CFNs can be an important communications tool. It is within the authority of the Base/Wing Commander to approve the allocation of public resources to support CFNs as an integral part of the Commander's Operational Public Affairs Plan.

### **Approval**

4. Publication of a CFN requires the approval of the environmental Chief of Staff, through the appropriate chain of command. In the case of deployed missions, the Canada Joint Operations Command would be the approving authority for any CFNs produced overseas in support of CAF deployments. Requests for approval shall include:

- a. proposed publication name;
- b. frequency of publication;
- c. circulation figures;
- d. method(s) of distribution; and
- e. business plan (including Non Public Property vs. Public salary and non-salary costs, projected revenues, target audience).

5. When a CFN is authorized for concession or if the CFN ceases its NPP operations, the approving authority shall inform DGMWS (as the Managing Director of NPP). This notification shall reference the name of the paper, circulation figures, frequency of publication and rationale for the cessation. In addition, NDHQ/ADM PA shall also be advised.

### **Masthead, Publishers Box and Page Numbering**

6. Each issue of a CFN shall include:

- a. the CFN's name;
- b. statement that the CFN is authorized by the CO, with specific reference to the CO's name and appointment;
- c. postal address;

- d. e-mail address;
- e. circulation figures;
- f. date of publication;
- g. frequency of publication;
- h. a statement that the views and opinions expressed therein are not necessarily those of the Canadian Forces Morale and Welfare Services (CFMWS)/Staff of the Non Public Funds, Canadian Forces, the DND or the CAF;
- i. a statement that the editor reserves the right to reject any editorial or advertising material;
- j. any additional information desired by the CO; and
- k. the CFN's ISSN (International Standard Serial Numbers).

### **Copyrighted Material and Credits**

7. Reprint permission shall be obtained before publication of copyrighted material. Material obtained from DND Information Services or from other than local sources shall be given appropriate credit.

### **Trademarks and Government Symbols**

8. The Yellow "Support Our Troops" Ribbon image is a registered trademark of the Minister of National Defence administered by CFMWS on behalf of the members of the CAF. As such it is a protected image that may only be used with the explicit permission of CFMWS and used in accordance with CFMWS Corporate Identity Policy, Intellectual Property Policy and Graphic Standards Manual.

9. As a trademarked image, the use of other unofficial forms of the yellow ribbon is strictly prohibited. The official Yellow Ribbon Image is available to CFNs, to use for the generation of content, excluding advertising. The Yellow Ribbon Image is not to be made available to any third party advertisers without the authorization of the CFMWS. Advertisers may not provide their own advertisement that contains a yellow ribbon without having received prior authorization for the use of the symbol.

10. The official symbols of the Government of Canada, including the Canada Wordmark, the Arms of Canada, and the flag symbol may not be reproduced, whether for commercial or non-commercial purposes, without prior written authorization.

11. The words “Canadian Forces”, “Canadian Armed Forces” or the name of any component, unit or other element of the CAF or any uniform, mark badge or insignia of the CAF may not be used in any advertising without written permission.

12. Advertisers must seek approval in writing from Public Works and Government Services Canada (PWGSC) before using any Canadian Armed Forces (CAF) photos in advertisement. CFNs shall inform the advertiser that this authorization is required before running an ad that uses CAF imagery.

### **Official Language Policy**

13. CFNs shall be published in compliance with CFAO 2-15 – Official Languages which reads: “newspapers shall be printed in the language of work of the unit. Bilingual content is encouraged when resources are available.

## **SECTION 2 - ADMINISTRATION AND EDITORIAL**

### **The Canadian Forces Newspaper Association (CFNA)**

14. The CFNA is a national Personnel Support Programs (PSP) initiative, under the umbrella of CFMWS. The CFNA will follow applicable DND, CAF, and CFMWS policies and directives. The scope of the CFNA is as follows:

- a. act as advisors and make recommendations to national policies and programs that would affect two or more newspapers;
- b. manage the National Advertising Sales program; and
- c. increase the communication, fellowship and sharing of best practices between CFN managers and operations.

15. The CFNA terms of reference are found at Table 6-6-1, below:

<b>Table 6-6-1 Canadian Forces Newspaper Association (CFNA) Terms of Reference</b>	
<b>Purpose</b>	
1. The CFNA will work towards improving the overall operation of the Canadian Forces Newspapers, through financially sustainable practices, modern approaches to journalism with a view to continuing to be the best source for military news for the military community.	
<b>Scope</b>	
2. The scope of the CFNA is as follows:	
<ol style="list-style-type: none"> <li>a. Act as advisors and make recommendations to national policies and programs that affect newspapers;</li> </ol>	

<p>b. Manage the National Advertising Sales program; and</p> <p>c. Increase the communications, fellowship and sharing of best practices between CFN managers.</p> <p>3. The annual mandate of the CFNA will be determined by the Senior Vice President Personnel Support Programs (Sr VP PSP).</p>
<p><b>Membership</b></p>
<p>4. The CFNA is comprised of CFN managers from all NPP operated newspapers including those who have contracted production. Newspapers operating through the Public Accountability framework will be invited to participate as guests, as well as other stakeholders such as PSP managers or Public Affairs staff as required.</p> <p>5. The CFNA will be chaired by 2 Co-Chairperson Presidents: one shall be appointed by the Sr VP PSP. The Association will elect a Co-Chairperson President, a Secretary and a Treasurer to serve a two-year term. In the event of a vacancy, an Interim Co-Chairperson will be elected for the remainder of the term. Elections are to take place at the CFNA Annual General Meeting which may be done through a secret online ballot. The Co-Chairpersons will determine the sub-committee structure each term for a one-year term.</p>
<p><b>(CFNA) Procedures</b></p>
<p>6. Members will commit themselves to functioning in an environment that creates and promotes learning, engagement and mutual respect.</p> <p>7. The CFNA will seek to:</p> <ul style="list-style-type: none"> <li>a. Support, engage, canvass and represent all NPP operated newspapers;</li> <li>b. Disseminate information to members in an efficient and timely manner; and</li> <li>c. Ensure two way consultation and communication between members and the military and NPP chain of command.</li> </ul> <p>8. Decisions will be made by vote. All recommendations passed by the CFNA are to be signed off by the Director Deployment Support, Recreation and Messes and approved by the Senior Vice President PSP.</p> <p>9. Minutes and Agendas: Minutes will be taken and distributed by the secretary. Agendas will be compiled in consultation with members and in consultation with the Co-Chairpersons. Agendas and minutes will be distributed one week prior to the meeting. Minutes will be distributed within one week of the meeting.</p> <p>10. Absences and Concerns: If a member is absent for three consecutive</p>



meetings without notice or justifiable reason, the CFMWS Co-Chairs will discuss with the respective PSP manager separate from the association's responsibility. If there is a concern with the lack of participation or failure to adhere to the nationally established operating procedures, CFNA Co-Chairs will discuss with their PSP manager separate from the association's responsibility. The CFNA does not have delegated authority for HR issues.

11. Sub committees: The CFNA may establish ad hoc sub committees as required. Its membership may be extended as required. The CFNA when establishing sub committees will:

- a. determine membership;
- b. establish aims; and
- c. clearly define a process for decision making

### **Meetings**

12. Monthly Meetings will be held in accordance with the needs of the membership and conducted remotely through teleconferencing. An Annual General Meeting will be conducted in conjunction with an annual training session if approved by Senior Vice President PSP.

### **Methods of Operation**

16. The operations of CFNs will be determined locally taking into account community need and fiscal responsibility. They may operate as an NPP entity with both a printed/published newspaper and/or a digital online edition. CFNs may also be outsourced as a concession to third party service providers in accordance with the NPP Contracting Policy.

17. CFN managers will select the print production format and design. A cost-benefit analysis should drive the decision making process.

18. Within the limits of this policy, CFNs will follow ethical standards generally accepted by the Canadian print media industry and the journalism rules.

### **Administration, Editorial and Content**

19. CFNs are produced under the supervision of a CFN manager either hired as a member of the Staff of the Non-Public Funds, Canadian Forces or appointed by the Base/Wing Commander. To ensure the integrity of the editorial content and the credibility of the CFNs, and in keeping with industry practice, editorial and advertising issues will be managed separately. The CFN Manager, through the Editor (if one exists), is responsible for determining content of the paper and, through his/her sales staff (if it exists) for securing and placing advertising. The CFN manager shall ensure that:

- a. a high standard is maintained in consistent tone, layout, quality of articles, and readability;
  - b. editorials prepared by or submitted to the CFN, reflect the CAF's policies;
  - c. content is directed to the welfare and interests of the Military Community, and is confined to the editorial column;
  - d. CFNs shall not publish classified military information; and
  - e. CFNs do not use the term "official publication" or imply that the CFNs are official publications.
20. CFN managers may reserve the right to refuse local, national and/or regional content which they deem controversial or inappropriate.
21. CFNs are published under the authority of the local Base/Wing Commander. At the Base/Wing level, the Public Affairs Officer (PAO) is a staff officer on the Commander's personal staff who advises the Commander on how to conduct the Public Affairs function. At the Base/Wing level, the PAO may be appointed by the Commander to act as an editorial advisor and review the newspaper content prior to publication. Content for third party consigned newspapers shall be provided by the Base/Wing and similarly subjected to the Commander's oversight by the local CAF PAO.
22. CFNs shall ensure accuracy of the content. Content shall be appropriate to its subject and nature, must be well sourced, based on sound evidence, thoroughly tested and presented in clear and precise language.
23. Where appropriate to the publication, CFNs should:
- a. gather material using first hand sources wherever possible;
  - b. check and cross check facts;
  - c. validate the authenticity of documentary evidence and digital material; and
  - d. corroborate claims and allegations made by contributors wherever possible.
24. Material supplied by third parties needs to be treated with appropriate caution, taking into consideration the reputation of the source. CFNs should only use other material supplied by credible and reliable third parties. Links from CFN websites to third party websites should normally lead to sites that are factually accurate. CFNs should not endorse the messages, information, advertisements or promotions found on third party sites.

25. When children/youth appear as a part of content (written or photography), parental consents should be obtained as appropriate to the circumstances of the child/young person and the nature of the contribution and publication. When adults appear as part of content (written or photograph), consent should be obtained as well.

### **D-News Network**

26. The D-News Network was created so that providers of Military Community news could access valuable production resources. DND's Corporate Internal Communications group will grant access to CFNs through formal request originating from the CFN manager.

### **Submissions**

27. Both print and imagery submissions are welcomed at any time. Submissions, solicited or not, broaden the scope of CFNs content but also provide Military Community contributors the opportunity to participate in, and support, local communications efforts.

28. Not all submissions may be appropriate for publication. CFN managers may reserve the right to edit submissions for style, content, grammar and length. CFN managers may also reject submissions, and when appropriate inform the submitter as to the reason. At times, CFNs may publish submissions electronically rather than in printed form. Consequently, electronic and print versions of the same publication may well differ in their content.

29. When CFN managers are considering publication of articles or advertisements that may be controversial, they shall advise their local Commander who shall exercise judgment to strike the most appropriate balance between meeting the information needs of the Military Community and the potential impact on DND and the CAF. During such occasions, or as a resource, the CFN manager may consult with the local PAO.

### **Conflict of Interest**

30. External activities of individuals working for the CFNs must not undermine the public's perception of the impartiality, integrity, independence and objectivity of the CFNs. Nor should they bring the CFNs into disrepute. There must never be any suggestion that commercial, financial or other interests have influenced CFNs' editorial judgements. Those involved in the production of CFN content must have no significant connection with products, businesses or other organizations featured in that content.

31. Conflict of interest information can be found in the Staff of the Non-Public Fund, Canadian Forces (NPF) Values and Ethics Policy.

### **Archiving**

32. CFNs hold part of the CAF history and heritage in their pages. In order to ensure the permanent preservation of each issue for present and future generations, the CFNs will:

- a. keep in a secure location one copy of each printed issue. Once a year, these issues should be bound in a hard cover book for archiving; and
- b. archive on a redundant server the electronic version of each issue along with the electronic material used to build the newspaper.

### **SECTION 3 – ADVERTISING, ACCOUNTING AND NATIONAL PROGRAMS**

33. Publication of advertising is distinct from publication of content. Any organization or person wishing to use a CFN to convey a message or information, in a specified size and form, without exercise of the CFN manager's discretionary authority (cannot edit text, select image, etc.), shall pay the space required at the advertising rates in effect. All third-party advertising, including advertorial, in CFNs shall be paid for by the advertiser. Fees assigned for the advertising of programs internal to the CAF (including those of CFMWS) are to be set at the discretion of the CFN manager as per the CFN annual budget.

34. As an internal communications tool, the CFN may receive advertorial from DND, CAF or NPP organizations. At the discretion of the CFN manager and in consultation with the local PAO, the internal advertorial may be published at a reduced rate or at no cost. In this situation, it will be treated as content and the policy guiding submission may apply.

35. DND, CAF, or NPP organizations soliciting sponsorship cannot promise or use CFN resources as a deliverable or benefit without prior approval of the CFN manager. Names and logos of sponsorship and commercial partners shall not be mentioned in editorial content unless they are pertinent to the story or message.

36. NPP operating entities including CFNs shall not compete with each other for advertisements, discounts or sponsorship support. They will coordinate and collaborate to share resources and advertising leads.

37. CFNs will sell advertising using the standard industry principles set forth in the Advertising Standards Canada Code (ASCC) and guidelines set forth in this policy. As advertising is a contracted service between an NPP entity and a third party, advertisers, representatives of the third party must substantiate their advertised claims and follow the ethical guidelines set out in the ASCC.

38. All advertising contracted must:

- a. be in accordance with ethical, legal and financial guidelines contained in this policy;

- b. be with organizations which are reputable and have business practices that are truthful, non-deceptive and fair;
  - c. meet the approval of the Base/Wing/Unit Commander or their designate;
  - d. be able to stand the test of public scrutiny;
  - e. be well documented to demonstrate transparency and honesty;
  - f. be free of any expectation or perception of preferential treatment from DND, the CAF or NPP regarding the advertisement involved, or in present or future dealings;
  - g. be visible to, and subject to review by, higher authority to ensure objectivity and openness and such that they do not imply the Government of Canada, DND, CAF or NPP endorsement of any product, service or political entity; and
  - h. be such that it does not influence editorial content of publications advertised in or advertising policies.
39. CFNs shall not advertise for representatives of political parties during time of elections.
40. All persons entering into contracts for advertising for or on behalf of NPP organizations, activities and events may be subject to applicable Treasury Board, DND/CAF and Staff of the Non-Public Funds, Canadian Forces Conflict of Interest policies.

### **NPP Financial Administration**

41. Wherever possible, CFNs should seek to become fiscally self-sustaining and financially viable. CFNs can seek sources of revenues other than those derived from advertising, such as the production of other local publications. The definition of CFN solvency lies within the authority of the local Commander.
42. CFNs should submit an annual business plan to their PSP Manager, which includes forecasted revenues and expenses.
43. All advertising revenues shall be receipted. Where a cash register system is not utilized, form CF602 will be issued. All advertising revenues will be assigned a source code for national accounting purposes, locally each Base/Wing may account for revenues through their GL codes.
44. Hastening of Accounts receivable up to 185 days will be the responsibility of the CFN. Overdue accounts (186 days and up) will be administered/hastened by the National Accounts Receivables Office.

45. Invoices are to be submitted to the local NPF Accounting manager to be processed. Invoices must be approved as per the CDS Delegation of Authorities for Financial Administration of NPP and include the proper coding.

46. A new customer account must be opened for all new advertisers within the NPF Accounts Payable and Receivables system. A contract/formal written agreement must be completed for all new advertising campaigns. CFNs may use locally designed contracting formats. All contracts must include the following information:

- a. date of agreement;
  - b. name, address, fax, email address, and phone number of company purchasing the advertising;
  - c. company representative name and email; and/or billing contact name, email and address;
  - d. ad campaign information, including campaign start and end date;
  - e. positioning (as applicable);
  - f. total cost of ad campaign;
  - g. terms and conditions, including Right to Reject Advertisement; and Cancellation Policy;
  - h. payment/invoicing information;
  - i. terms of payment;
  - j. agreement of the terms;
  - k. company representative title and signature; and
- l. disclaimer that states: I have read the above terms and conditions and agree to them, and have authority to sign for the above named firm and advertising campaign.

### **Tax Implications and Support (Public and NPP)**

47. As per A-FN-105-001/AG-001 Chapter 8 (Sales Tax), internally purchased advertisement transactions that occur between NPP activities of the same unit (i.e. Base/Station/Unit) or between NPP activities of different units, are considered internal transactions and thus not subject to GST/HST/QST (QST rules mirror GST/HST rules). While transactions with the Public (DND) are still considered internal transactions, it is more practical to charge GST/HST/QST. Accordingly, the Public will be treated as an outside organization and will pay GST/HST/QST.

48. Government departments and agencies including NPP, are exempt from paying general provincial sales tax on the purchase of goods or services in all provinces (with the exception of Quebec (QST) as per above paragraph), thus PST/RST shall not be charged to NPP activities, or to the Public. Externally sold advertisements are subject to all applicable federal and provincial sales taxes.
49. Images and photographs taken by unit photographic staff may be made available for publication in CFNs at no charge to NPP for time or photographic materials consumed.
50. CFNs shall be distributed at public expense to reserve units, unit members serving abroad, and other CAF units or government organizations requesting copies.
51. APS-110-001/AG-002 provides policies for the organization, control and administration of Morale and Welfare programs within the CAF that are administered by CFMWS. It details the authority for public funding of Morale and Welfare programs including CFNs. As outlined in A-PS-110-001/AG-002, Table 5-6-1 CFNs receive the same level of public support as Community Recreation programs receive.
52. Senior Vice President PSP will conduct an annual review of CFNs based on financial analysis and reports provided by the Chief Financial Officer (CFO). In addition, Compliance and Assurance reviews will be performed as part of the Base/Wing visits.

### **Nationally Mandated Newspaper Programs**

53. CFNs will support nationally mandated programs developed following consultation with the CFNA designed for the promotion, protection and quality assurance of the newspaper.

### **Affiliations to Civilian Organizations**

54. CFNs may participate as members in nationally endorsed organizations.

### **Procurement**

55. CFNs shall use nationally determined NPP procurement solutions, developed following consultation with the CFNA, to enhance management.

### **Program Review and Market Survey**

56. Reader feedback is welcomed and valued. For CFNs, participants are invited to give written feedback using the national program evaluation tool (market survey) to comment on their experience and their level of satisfaction. The results of these evaluations should be tabulated into a report.
57. Market research is an organized effort to gather information about target markets or customers. It is a very important component of business strategy, specifically for the selling of advertising. Market research is for discovering what people want, need, or

believe. It can also involve discovering how they act. Once that research is completed, it can be used to determine how to market the CFN to potential advertisers. A market survey will be managed by Sr VP PSP and completed by CFNs once every five years.

## **SECTION 4 – COMMUNICATION**

### **Channels of Communication**

58. The CFN manager shall work with local PAO on all content and editorial/newspaper issues. On matters of administration, they are responsive to the PSP manager.

59. The CFN manager will communicate with CFMWS HQ through the elected chair of the CFNA on matters of CFNs.

### **Distribution to Higher Authority**

60. One copy(or 2 as indicated) of each CFN shall be forwarded on the day of publication to:

- a. ADM PA – (Assistant Deputy Minister Public Affairs);
- b. DHH – (Director History and Heritage);
- c. DGMWS – (Director General Morale and Welfare Services);
- d. CFMWS National Manager, Strategic Communications
- e. Sr VP PSP (2) – (Senior Vice President Personnel Support Programs/DDSRM);
- f. Base/Wing/Unit Public Affairs Officer;
- g. Base Library; and
- h. Commanding Officer.

### **References:**

- A. CF Appreciation Program Policy
- B. NPF Conflict of Interest Policy
- C. CFMWS Contracting Policy
- D. CFMWS Intellectual Property Policy
- E. NPF Values and Ethics Policy
- F. CFAO 2-15 – Official Languages
- G. DAOD 2008-1– Accountability and Responsibility for Public Affairs
- H. DAOD 2008-4– Public Affairs, Military Doctrine and Canadian Forces



- I. DAOD 2008-5– Public Affairs Planning and Program Delivery
- J. DAOD 5045-0– Canadian Forces Personnel Support Programs

## Chapter 6-7 Recreational Libraries

### SECTION 1 – INTRODUCTION

#### Definition

1. In this policy:

**Isolated Unit** means a Regular Force unit where the severity of isolation is deemed sufficient to warrant the establishment of a recreational library as an essential to morale and welfare of the Canadian Armed Forces (CAF) members.

**Recreational Libraries** may offer paper, online/digital and audio books, periodicals and magazines, video films, and board and video games to CAF members.

#### Purpose

2. This policy amplifies Queens Regulations & Orders (QR&O) 210.35 Grants to Recreational Libraries.

#### Approving Authority

3. The Chief of Defence Staff (CDS) is the approving authority for the establishment of a recreational library.

#### Expenditure and Unexpended Balances

4. The library grants shall be expended only for the purpose for which they were intended and, wherever possible, during the applicable fiscal year. Subject to paragraph 8, unexpended balances shall not be carried over from one fiscal year to the next.

### SECTION 2 – CLAIMS FOR INITIAL AND MAINTENANCE GRANTS

#### Initial Grant

5. The initial grant to establish an Environmental Chief of Staff (ECS) pool library or a recreational library in a ship or at an isolated unit shall be claimed by the the ECS or the commanding officer (CO), as applicable, on form CF 52, General Allowance Claim, which shall:
  - a. state the authorized establishment of the ship or isolated unit;
  - b. be supported by a copy of National Defence Headquarters (NDHQ) authority to establish the recreational library;

- c. payment of the initial grant shall be made on receipt of the approval to establish the library in accordance with the amount in table 6-7-1; and
- d. be forwarded to the Base Comptroller officer for verification and payment and will be deposited with Non-Public Property (NPP) and spent in the NPP accountability framework.

### Annual Maintenance Grant and Accounting Procedures

- 6. The annual maintenance grant shall be paid:
  - a. for the fiscal year in which a recreational library is established;
  - b. one -twelfth of the amount prescribed in table 6-7-1; and
  - c. will be accounted for in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non-Public Accounting Chapter 10 Loans and Grants.

<b>Table 6-7-1 Recreational Libraries Grants</b>		
<b>Recreational Libraries</b>	<b>Amount of Initial Grant</b>	<b>Amount of Annual Maintenance Grant</b>
Ship or isolated unit with authorized establishment of over 600	\$7,142	\$2,285
Ship or isolated unit with authorized establishment of 301-600	\$5,357	\$1,714
Ship or isolated unit with authorized establishment of 151-300	\$3,571	\$1,142
Ship or isolated unit with authorized establishment of 75-150	\$1,785	\$571
ECS Pool library	\$5,357	\$1,714
<i>Note: This table is based on QR&amp;O 210.315 Table to article 210.315. Amounts are not set in this policy.</i>		

- 7. The officer commanding an ECS, in the case of an ECS pool library, and the CO, in the case of a ship or isolated unit, is authorized to approve the annual maintenance grant on behalf of the CDS.
- 8. Claims for the annual maintenance grant which are payable in advance on or after 1 April each year, shall be prepared on form CF 52, General Allowance Claim, showing the name of the base or unit concerned, this policy and QR&O 210-315

authority for the grant. In determining the amount to be approved, the approving authority shall:

- a. ascertain the uncommitted balance remaining as of 31 Mar of the previous year; and
  - b. ensure that the amount of the claim when added to the uncommitted balance in the grant remaining from the previous fiscal year not exceed the maximum annual maintenance grant allowable under table 6-7-1.
9. After the claim has been verified in accordance with above paragraph 8, the approving authority shall:
- a. certify the claim as to the unexpected and uncommitted balances in the grant as at 31 Mar of the previous fiscal year and the amount claimed is necessary to maintain the library; and
  - b. approve the claim.

### **SECTION 3 – ESTABLISHMENT AND ADMINISTRATION OF SHIP OR ISOLATED UNIT RECREATIONAL LIBRARIES**

#### **Authority to Establish a Recreational Library**

10. A request for authority to establish a recreational library at an isolated unit or in a ship shall be submitted to NDHQ Canadian Forces Morale and Welfare Services (CFMWS) through ECS.

#### **Appointment and Duties of Recreational Library Officer**

11. A CO shall appoint an officer to be responsible for the administration of a recreational library. The officer shall:
- a. maintain a record of the acquisition, loan and return of library items for loan;
  - b. arrange for procurement of new library items for loan; and payment of invoices through NPF accounting section ; and
  - c. ensure that a satisfactory system of library items for loan; exchanges is maintained with the appropriate ECS pool library.

#### **Verification of Library Items for Loan**

12. ECS will provide instructions governing the verification of library items for loan.

## **Paying Off or Disbandment**

13. When a ship pays off, all library items for loan; in the recreational library shall be delivered into the custody of the officer in charge of the ECS pool library.
14. When a unit disbands, all library items for loan; in the recreational library shall be disposed of in accordance with instructions issued by CFMWS.
15. When a unit is disbanded or a ship pays off, the unexpended balance of the grant in the recreational library NPP account shall be refunded to the Receiver General for Canada.

## **Recommissioning or Reactivation**

16. When authority has been granted to establish a recreational library in a ship which has been recommissioned after less than one year of being paid off, or a unit which has been reactivated after less than one year of disbandment:
  - a. the initial grant is not payable;
  - b. a sufficient number of library items for loan; shall be provided from ECS resources to re-equip the recreational library; and
  - c. the proportionate amount of the annual maintenance grant for each complete month remaining in the fiscal year in which recommissioning or reactivation occurs may be claimed.

## **SECTION 4 – ESTABLISHMENT AND ADMINISTRATION OF ECS POOL LIBRARIES**

### **Establishment of ECS Libraries**

17. An ECS pool library may be established with the approval of CFMWS.

### **Purpose of ECS Pool Libraries**

18. The purpose of an ECS pool library is to provide:
  - a. circulating libraries for small ships and isolated units that are not entitled to recreational library grant under the table 6-7-1;
  - b. assistance to officers in charge of recreational library in the operation of libraries;
  - c. purchasing new library items for loan from annual maintenance grant received; and
  - d. a library items for loan exchange and circulation system for ships or isolated units.

## **Appointment and Duties of ECS Pool Library Officer**

19. The ECS shall designate an officer preferably one associated with educational duties as the ECS pool library officer, who shall be responsible for the administration and operation of the pool library.
20. The ECS pool library officer shall:
  - a. purchase new library items for loan for the pool library;
  - b. maintain a record of acquisition, loan and return of library items for loan;
  - c. maintain an equitable system of library items for loan exchanges between ships or isolated units and the ECS pool library;
  - d. assist recreational library officers in library matters; and
  - e. ensure that ECS pool library items on loan to ships or isolated units that are paying off or disbanded are returned to the ECS pool.

## **PART 7            RESIDENTIAL HOUSING UNITS COMMUNITY COUNCILS**

### **Chapter 7-1    Residential Housing Units Community Councils**

#### **Purpose**

1.     This order prescribes the policy and regulating guidelines for Residential Housing Units (RHU) community councils.

#### **Establishment**

2.     A Base Commander (B Comd) may establish a RHU community council where RHU are located on the base or where a trailer park is located on Department of National Defence (DND) property and the numbers justify a RHU community council or representation on the nearest base RHU community council.

#### **Functions**

3.     A RHU community council is a representative body that works for the general betterment of life in the area it serves. It brings together all segments of RHU community interests and provides a medium for cooperative study, planning and action to enhance the life of the RHU community. In general the functions of a RHU community council are similar to those of a community association in a civilian community.

4.     The specific responsibilities of a RHU community council should be designed to reflect the needs and circumstances at a particular location. Normally, the RHU community council should:

- a. identify and study community needs and co-ordinate and plan programs and projects to meet these needs;
- b. sponsor and promote new committees, clubs and interest groups as the need arises; and
- c. plan for the effective and equitable use of existing facilities and services and for improvements and extensions to facilities where required.

#### **Administration and Organization**

5.     The administration and organization of the council shall be detailed in a constitution approved by the B Comd.

6. The constitution shall define the size, composition, method of formation and specific responsibilities of the RHU community council and shall be prepared by taking into consideration the circumstances at the unit and by applying the following principles:

- a. it should be representative of the main segments of interests, such as social, physical, cultural and welfare;
- b. it should provide for representation of the physical areas making up the community;
- c. it should provide a forum for the points of view of men, women and youth;
- d. it should provide opportunity for council members to be elected by the RHU residents; and
- e. it should provide for council members to be appointed by the B Comd.

7. The chief officer of the RHU community council shall be designated as president. The president may be appointed by the B Comd or may be elected by eligible voters from a list of candidates previously approved by the B Comd.

8. Other members of the RHU community council may:

- a. be elected by eligible voters from candidates nominated by RHU residents;
- b. when authorized by the constitution of the RHU community council, be named to the council as representatives of existing organizations or homogeneous groups of organizations; or
- c. be appointed by the B Comd.

9. All RHU residents 18 years of age and over are eligible to vote and serve on the RHU community council.

10. Ex-officio members may be appointed when authorized by the constitution of the RHU community council, council directive or the B Comd and should normally include the Recreation Director (RD), Base Administrative Officer (BAdmO) and the unit chaplains. Voting rights of ex-officio members shall be in accordance with the constitution of the RHU council.

11. The RHU community council should have representation on the following base committees:

- a. Recreation;
- b. Base Fund; and



- c. other committees at the discretion of the B Comd.

## **Finances**

12. Funds raised by a RHU community council are Non-Public Property (NPP) and subject to A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property Accounting.
13. The constitution or terms of reference shall include the requirement for a RHU community council to establish a finance committee which is responsible for raising and administering the funds required for the work of the council. Such funds may be derived from:
  - a. RHU residents on a voluntary basis;
  - b. contribution from the unit fund;
  - c. activity user fees; or
  - d. operation of special fundraiser activities.
14. The funds of a RHU community council shall be controlled through separate ledger accounts maintained by the Base Fund. This is intended to be for banking and auditing service only. All revenue derived from council activities shall be credited to this account and all expenditures made by the council shall be charged to it. The council may make such expenditures from the account as are voted by the council and recorded in the council's minutes.
15. To assist the council in handling their funds the NPP accounting manager shall:
  - a. deposit council funds in the appropriate NPP bank account;
  - b. disburse council funds by approved methods;
  - c. control the revenue derived from council operations by issuing serially numbered tickets to the council for specific activities; and
  - d. maintain and periodically update Distribution Account Records of the accountable items purchased by the council in the same manner as for any other NPP in accordance with A-FN-105-001/AG-001.
16. The services provided by the NPP accounting manager do not relieve the treasurer (or secretary treasurer) of the RHU community council from keeping a detailed set of accounts and preparing financial statements for the use of the council. The records kept by the NPP accounting manager are subject to normal messes and institutes audit in conjunction with the audit of the Base Fund accounts.

17. The RHU community council should prepare an annual or semi-annual budget to ensure that equitable and effective use is made of available resources.

### **Public Support - Services and Facilities**

18. RHU council activities shall be provided with public support in accordance with:
- a. QR&O 4.61 - Recreation Programs;
  - b. DAOD, 5060-0 – Leave;
  - c. Chapter 6-1 - Recreation ;
  - d. A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces;
  - e. CFP 120, Chapter 10, Annex E -Scales of Accommodation;
  - f. CFP 120, Chapter 33 - Responsibility for Maintenance; and
  - g. A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property Accounting.

## PART 8 AQUATICS

### Chapter 8-1 Aquatics and Water Safety

#### Purpose

1. This policy provides guidelines for the operation of Canadian Forces (CF) aquatic sport and water safety programs and facilities.

#### General

2. The CF policy for aquatics and water safety was formulated in consultation with nationally recognised civilian organizations and professional agencies and is designed to meet specific military requirements and conditions.

### SECTION 1 - MILITARY AQUATIC PROGRAMME

#### Scope

3. The components of the CF Military Aquatic and Water Safety program are:
- a. **Military Water Safety Programme.** This program is designed to provide CF members with the skills required to function effectively and safely in, on, under and around the water;
  - b. **Military Physical Education, Sport and Recreational Aquatic Activities.** This program is designed to provide CF members with an effective means of developing and maintaining physical fitness and provide healthy leisure-time activities for members; and
  - c. **Military Leadership Development Programme.** This program is designed to train CF instructional and supervisory personnel responsible for conducting military aquatic programs.

#### Military Water Safety Programme

4. To ensure that CF members can function effectively and safely in, on, under and around the water, all members must pass the basic military swimming standard test in Table 8-1-1, Basic Military Swimming Standard Test.

<b>Table 8-1-1 Basic Military Swimming Standard Test Water Safety Knowledge</b>
1. Be aware of the hazards in, on, under and around the water and know how to react when in trouble.
2. Be aware of safe rescue measures and be able to perform reaching assists and rescue breathing (direct method of artificial respiration).

**3. Be able to perform Cardiopulmonary Resuscitation (CPR) techniques.****"Abandon Ship" Emergencies**

1. Dressed in trousers and shirt or military uniform and wearing a life jacket:
  - a. jump feet first into deep water from a three metre diving board;
  - b. surface; and
  - c. swim using any style of propulsion, a distance not less than 50 meters (no time limit).

**Rudimentary Swimming Skills**

2. Dressed in trousers and shirt or military uniform:
  - a. execute a forward roll entry into the water from the side of the pool;
  - b. surface;
  - c. remain afloat for at least two minutes using any combination of floatation skills such as:
    - (1) treading water;
    - (2) motionless float;
    - (3) swimming in place; or
    - (4) drown proofing; and
  - d. swim a distance of at least 20 metres using any style of propulsion without aids.

5. New entry officers and recruits shall complete the basic military swimming standard during basic training. A member who is unable to attain the qualification during basic training must complete it during:

- a. Trade Qualification 3 (TQ3) training for a Non-Commissioned Member (NCM); and
- b. initial classification training for an officer.

6. If a member is unable to achieve the swimming qualification for medical reasons, the case shall be referred to the Canadian Forces Recruiting Centre (CFRG) for decision and Director of Fitness (DFit) for information.

7. Regular screening and instruction should be provided for all CF members to ensure that they maintain the physical skills and knowledge for Military Water Safety.
8. Instruction in swimming and water safety skills for CF members should follow the methods presented in the knowledge and skill programs of the Red Cross (RC) and the Lifesaving Society (LSS), Canada. If the instruction and examination conform to standards established by the RC or LSS then awards and qualification badges of these organizations may be awarded if the instructors and examiners have the authority to do so and there is no cost to the public.

### **Operational Aquatic Skills**

9. Certain operational tasks require CF members to possess special aquatic skills enabling them to protect their own lives, avoid endangering the lives of others and to carry out their military duties effectively in a water environment. Commanding Officers (CO) whose members face such hazards shall investigate ways of providing instruction to members so they can deal with these types of circumstances and the inherent risks that are associated with them.
10. Personnel engaging in high-risk aquatic activities must do so under the direct supervision of a 'buddy', employing prudent due diligence.
11. Instruction in the CF water safety program for CF members shall be conducted by:
  - a. Personnel Support Programme (PSP) Fitness & Sports Instructors and/or Aquatics Instructors/Lifeguards who hold a current lifeguard qualification in accordance with paragraph 43; and
  - b. members who hold a current RC and/or LSS water safety instructor qualification; or
  - c. members who:
    - (1) hold a current lifeguard qualification in accordance with paragraph 43;
    - (2) are appointed by the Fitness Sport and/ or Recreation Director (FS/RD) or the Fitness Sport and/or Recreation Coordinator (FS/RC); and
    - (3) are capable of instructing the specific skills listed in Table 8-1-1, Basic Military Swimming Standard Test.

### **Military Aquatic Physical Education, Sport and Recreational Activities**

12. Competitive swimming, distance swimming, diving, aqua aerobics and water polo are highly rated methods of physical conditioning and should be actively encouraged as an important part of the unit physical education program wherever facilities permit.

13. In addition to the criteria noted in paragraph 11, any member conducting and/or coaching specialized aquatic activities must possess the following qualifications:
- a. Aqua Aerobic instructors must hold a current Canadian Aquafit Leaders Alliance (CALA) certificate or a WaterART Fundamental Instructor certificate, or a Young Men's Christian Association (YMCA) Water Fitness Leader certificate, or a provincially recognized Aquacise instructor certification ;
  - b. swimming coaches must possess a fundamental or skill level certificate through the Coaching Association of Canada (CAC) and/or possess the Skills Coach Course through the Canadian Swimming Coaches and Teachers Association (CSCTA), and/or be a member of Swim Canada or La Fédération Internationale de Natation (FINA);
  - c. diving coaches must possess a competition or development certificate through the CAC and/or be a member of Diving Canada or FINA; and
  - d. water polo coaches must possess a community or competition certificate through the CAC and/or be a member of Water polo Canada or FINA.

14. The physical and psychological demands of Self-Contained Underwater Breathing Apparatus (SCUBA) sports diving make it imperative that the conduct of this activity together with the formation of SCUBA sports diving clubs, be in strict accordance with the provisions of Chapter 6-3, Canadian Forces Recreation Club Policy.

15. Other aquatic activities are subject to the applicable safety and control arrangements contained in this policy and to the rules and regulations issued by federal and provincial authorities.

### **Military Aquatic Leadership Development Programme**

16. While the emphasis should be on activities to provide all CF members with basic water safety skills, it is necessary to have a planned leadership development program which will ensure that adequate trained leadership are available at all times.

17. This program should include instruction to the higher levels of RC and LSS qualifications which provide prerequisites for instructor and lifeguard training and qualification, as well as arrangements for regular courses to qualify members to the LSS Bronze Cross, National Lifeguard Service (NLS) certification and to the RC water safety and LSS lifesaving instructor levels.

18. In addition, full advantage shall be taken of courses for officials and coaches offered in various aspects of the aquatic program by the local PSP and by provincial government departments and sports governing bodies.

## **Military Aquatic Programme Organization and Management**

19. The Fitness, Sport and Recreation Director (FSRD), or equivalent, is responsible for the military aquatic and water safety programs on the base. Key personnel in the organization, management and conduct of these programs are:

- a. RC and LSS water safety instructors and lifesaving supervisors;
- b. examiners (LSS) and/or Instructor Trainer (RC, LSS);
- c. instructors (RC, LSS); and
- d. members of the Canadian Swimming Coaches and Teachers Association (CSCTA).

20. The FSRD, or equivalent, should ensure that all staff responsible for aquatic and water safety programs are appropriately qualified, oriented and trained. Each time the pool is in use there should be at least one senior lifeguard with a minimum of three months experience on duty.

## **SECTION 2 - CIVILIAN AQUATIC AGENCIES**

### **General**

21. There are a number of civilian aquatic agencies in Canada that offer activity programs, instruction, award systems and resource material. The FSRD, or equivalent, should become familiar with these programs in order to meet the needs of the base and to deal directly with local or provincial representative of the respective agency to acquire the available resources.

### **Canadian Red Cross and the Lifesaving Society**

22. Two of the major agencies are the RC and LSS. The RC program includes learn to swim, water safety and leadership training. The LSS offers programs and awards for artificial respiration, life saving skills and knowledge and leadership training. In addition, the LSS is responsible for the NLS program of qualifying lifeguards. Both the RC and LSS are organised on a provincial basis with national headquarters. The Canadian Forces Morale and Welfare Services (CFMWS) maintains a formal affiliation agreement with the national headquarters of both societies with the primary objective of ensuring that programs and services are available at all locations.

23. Bases in Canada wishing to conduct RC or LSS programs or obtain materials shall contact the provincial office of the society concerned. Resources and services available include promotional material such as posters, booklets and instructional aids, training and re-qualifying courses for instructors and arrangement for examiners. Cost of materials or services are a Non-Public Property (NPP) responsibility, except as provided on approved out-service courses or military courses conducted by CFMWS. Locations unable to obtain the required services should forward a request to DDSRM with the requirements.

24. Bases outside Canada requiring aquatic services and resources shall make a request to DDSRM to contact the national office concerned to make the necessary arrangements.

25. The RC water safety instructor and LSS leadership qualifications are controlled and issued by the provincial office of each society. However, all provinces have agreed to accept qualifications obtained in another province. To ensure that there is no delay in acceptance of aquatic qualifications when moving from one province to another, the lifeguard/instructor should:

- a. notify the current provincial office to ensure that records are transferred to the new provincial office; and
- b. notify the new provincial office so any special procedures and policies in that province may be communicated.

### **SECTION 3 - MILITARY COMMUNITY AQUATIC PROGRAMMES**

#### **Scope**

26. The primary components of the military community recreation aquatic and water safety programs for military families are:

- a. **Learn to Swim Programme.** This program is designed to provide the aquatic and water safety skills required to function effectively and safely in, on, under or around the water;
- b. **Aquatic Leadership Programme.** This program provides water safety, fitness and lifesaving instruction for persons eight years and older. Using the LSS aquatic leadership continuum, this program serves as the training mechanism for lifeguards and instructors; and
- c. **Recreation Aquatic Activities.** This program is designed to provide aquatic leisure activities, including but not limited to, open/family swims, length swimming, club activities and specialized aquatic programming.

#### **Learn to Swim Programme**

27. Where possible, the learn to swim program shall follow the RC Swim Pre-School, Swim Kids and Swim for Adults and Teens programs. Locations subscribing to the RC learn to swim program will be required to obtain and annually renew the Training Partner Agreement with their provincial RC office. The cost to do this is a NPP responsibility as stated in paragraph 23.

28. Learn to swim programs may be offered in a group or private format. The recommended number of students per class in the group format is detailed in Table 8-1-2, Instructional Ratios.



<b>Table 8-1-2 Instructional Ratios</b>	
<b>Red Cross Programme</b>	<b>Ratio (Instructor to student)</b>
Aqua Squirts	1:12 (Parented)
Swim Kids 1-4	1:4
Swim Kids 5-7	5:7
Swim Kids 8-9	8:10
AquaQuest 10-12	1:12
Adult and Teens	1:10

29. The FSRD, or equivalent, shall maintain records on the number of participants engaging in the learn to swim program, the status of each participant's completion of the aquatic skills and information on the details of each course (eg: instructor name, location, date, time and pass/fail ratio). These records shall be maintained on location for a minimum of three years.

30. Instruction for the learn to swim program shall be conducted by instructors hired by PSP who:

- a. are minimum 16 years of age;
- b. hold a current lifeguard or assistant lifeguard qualification as defined in paragraph 43 and 44, or follow Table 8-1-3, Lifeguard Requirements, which outlines the number of supervisory lifeguards required during instructional periods; and
- c. hold a current RC Water Safety Instructor qualification.

### **Aquatic Leadership Programme**

31. The purpose of the aquatic leadership program is to develop the fitness, lifesaving and leadership skills of persons eight years and older. Where possible, the aquatic leadership program shall follow the LSS leadership continuum (Rookie Patrol to Lifesaving Instructor Trainer). Where applicable, aquatic leadership courses must be examined by a qualified LSS examiner. The FSRD, or equivalent, should contact the local LSS area committee for resources and examiner contacts.

32. The FSRD, or equivalent, shall maintain records on the number of participants engaging in the leadership program, the status of each participant's completion at each level, and information on the details of each course (eg: instructor name, location, date, time, participant's personal information and pass/fail ratio). These records shall be maintained on location for a minimum of three years.

33. Instruction for the military community aquatic leadership program shall be conducted by instructors hired by PSP who:

- a. are minimum 16 years of age;
- b. hold a current lifeguard qualification (LSS NLS);
- c. hold a current Lifesaving Instructor qualification; and
- d. hold the appropriate qualification for the level taught (eg: NLS Instructor, Lifesaving Instructor Trainer).

## **Recreation Aquatic Activities**

34. The recreational aquatic activities program provides recreational opportunities for military families to engage in leisure, specialized, fitness and club aquatic activities. Fitness swimming, family aquatic leisure activities (i.e. open swims), diving, aqua aerobics, synchronized swimming, water-polo, and various other aquatic sports are essential components of a comprehensive aquatic program and should be offered as part of the ongoing aquatic programming where interest and facilities exist.

35. The FSRD, or equivalent, shall ensure that coaches and instructors of aquatic recreational activities shall be appropriately qualified. In addition to the lifeguard, assistant lifeguard, specialized aquatic and coaching qualifications noted in paragraph 13, 43 and 44, personnel conducting and/or coaching specialized aquatic activities for children must submit a criminal reliability check to the FSRD, or equivalent.

36. The high-risk aquatic activity, SCUBA diving, shall be conducted in strict accordance with the provisions of Chapter 6-3, Canadian Forces Recreation SCUBA Club Policy. Where possible the FSRD, or equivalent, should ensure that a Designated Operator (DO), as defined in paragraph 41, is within call during indoor SCUBA diving activities.

37. Other aquatic activities are subject to the applicable safety and control arrangements contained in this policy and to the rules and regulations issued by federal and provincial authorities. For all activities conducted under the auspices of the military community section of this policy, provincial and federal policy must take precedence in cases where new or unforeseen civilian regulations and standards exceed the standards and direction laid out in this policy.

## **SECTION 4 - AQUATIC OPERATION AND SUPERVISION**

### **General**

38. The B Comd shall ensure that swimming pools and waterfront areas owned or used by the Department of National Defence (DND) are operated in a safe manner. Indoor, outdoor and waterfront aquatic facilities shall be operated, controlled, maintained and regularly inspected according to the governing federal, provincial and local regulations and to the arrangements contained in this policy and other applicable orders.

## Sanitary Control

39. Orders covering sanitary control requirements are contained in CFAO 34-38, Sanitary Control of Indoor and Outdoor Pools and Swimming Areas.

## Engineering Instructions

40. Orders covering the engineering aspects of the operation, control and maintenance of swimming pools are contained in C98-013-002/MG002 Comprehensive Maintenance Manual Operation and Maintenance of Swimming Pools.

## Lifeguards

41. At all times when a swimming pool is in operation there must be a DO, holding at a minimum the current NLS qualification, within call. The DO must be available by voice or pre-arranged alarm system. The on-deck lifeguard must not leave the pool enclosure to summon the DO.

42. When a Forces swimming pool is in use or when a waterfront area is being used for organized activities the B Comd shall ensure that sufficient lifeguards are on duty to meet the minimum requirements set out in Table 8-1-3, Lifeguard Requirements.

<b>Table 8-1-3 Lifeguard Requirements</b>			
The minimum requirements for lifeguards for CF pools or waterfront areas are below. Notwithstanding, where the applicable provincial laws so require, additional lifeguards shall be provided. Where these lifeguard qualifications exceed provincial regulations, at a minimum, the provincial regulations must be met, with the lifeguard qualifications noted in paragraph 43 preferred. A DO must be within call at all times when the pool or waterfront area is in use.			
<b>Minimum Number of Lifeguards when Pool Is Used For Other Than Aquatic Instruction (Pool surface 500 square metres or less)</b>			
Number of Bathers in Pool Enclosure	Minimum number of Lifeguards (where all lifeguards are NLS certified)	Number of Bathers in Pool Enclosure	Minimum number of Lifeguards and Assistant Lifeguards *
1 to 30	1	0 to 30	1
31 to 125	2	31 to 100	2
126 to 250	3	101 to 200	3
251 to 400	4	201 to 300	4
greater than 400	one additional lifeguard for each 150 bathers.	Greater than 300	one additional lifeguard for each 100 bathers.
*The number of assistant lifeguards cannot be greater than the number of lifeguards. <b>Note:</b> For pools surfaces greater than 500 square metres, add 1 to the minimum number of lifeguards and assistant lifeguards.			

<b>Minimum Number of Lifeguards, in Addition to Aquatic Instructors, When Pool Is Used for Instruction Only</b>		
Number of Pupils	Lifeguards or Assistant Lifeguards required* (where instructors are lifeguard or assistant lifeguard certified)	Lifeguards or Assistant Lifeguards required* (where instructors are not lifeguard or assistant lifeguard certified)
1 to 25	0	1
26 to 60	1	2
Over 60	2	3
* The number of assistant lifeguards cannot be greater than the number of lifeguards.		
<b>Minimum Number of Lifeguards for a Supervised Waterfront Area</b>		
Number of Bathers	Lifeguards or Assistants Lifeguards required*	
1 to 50	2	
51 to 150	3	
151 to 300	4	
Over 300	5	
* The number of assistant lifeguards cannot be greater than the number of lifeguards.		

43. Lifeguards may be either military or civilian personnel who:
- a. must be 16 years of age;
  - b. hold the following qualifications, obtained or renewed within the previous two years:
    - (1) NLS Certification; and
    - (2) current St. John's or RC Standard First Aid certificate or LSS Aquatic Emergency Care.
44. Assistant Lifeguards may be either CF members or civilian personnel who:
- a. must be 16 years of age;
  - b. hold the following qualifications, obtained or renewed within the previous two years:
    - (1) LSS Bronze Cross or higher award; and
    - (2) current St. John's or RC Standard First Aid certificate or LSS Aquatic Emergency Care qualification.

**Note:** Where the lifeguard, assistant-lifeguard and instructor's qualifications exceed provincial regulations, at a minimum, the provincial regulations must be met with this

policy noted lifeguard, assistant-lifeguard and instructor's qualifications at paragraphs 30, 33, 43 and 44 preferred.

45. Lifeguards and assistant lifeguards shall have no duties requiring their absence from the pool deck or waterfront area when bathers are present. However, when more than one person is on guard duty a second lifeguard may absent himself/herself briefly from the pool deck or waterfront area to attend to other duties necessary for the operation or administration of the pool or area. During this absence:

- a. the lifeguard must be within call;
- b. the lifeguard must be in continuous surveillance of the pool or area or surveillance maintained by other lifeguards not so absent; and
- c. there must be sufficient lifeguards/assistants lifeguards on deck to meet the minimum requirements as set out in Table 8-1-3, Lifeguard Requirements.

46. Lifeguards and assistant lifeguards shall wear the appropriate clothing identified by the FSRD, or equivalent. The clothing must be readily identifiable and display the word "LIFEGUARD" in broad letters.

47. When a lifeguard or assistant lifeguard considers that a safety hazard exists because of excessive turbidity (a 150mm black disc at a depth of at least 0.6m is not visible) or the presence of undesirable or dangerous material in the water or on the pool deck or waterfront area or because of any other dangerous circumstances, the lifeguard shall close the pool or ensure that swimming ceases, and notify the FSRD, or equivalent.

48. Lifeguards, assistant lifeguards, aquatic instructors and coaches shall attend orientation training prior to commencing active on-deck duty and shall attend aquatic training every three months. The purpose of the orientation and on-going training is to test the fitness, lifeguarding and aquatic abilities of aquatic staff and volunteers. The orientation and ongoing training shall be conducted by the FSRD, or equivalent, on the following minimum skills:

- a. removal of a 9kg. weight from the deepest area of the pool;
- b. 25m continuous swim in 17.5 seconds or less;
- c. removal of a submerged (minimum 3m depth), unconscious, non breathing victim;
- d. 20m approach swim and 5m carry of a conscious swimmer;
- e. deep water spinal turnover and 10m carry;

- f. a sequence of rescue breathing and obstructed airway and/or CPR; and
- g. lifeguard scanning, rotation and supervision zone protocols.

## Notices

49. The following notices must be posted in at least two places at the pool:
- a. no person having a communicable disease or open sores on their body shall enter the pool;
  - b. no person shall bring a glass container onto the deck or into the pool;
  - c. no person shall pollute the water in the pool in any manner and that spitting, spouting of water and blowing the nose in the pool or on the deck are prohibited;
  - d. no person shall engage in boisterous play in or about the pool;
  - e. the maximum number of bathers permitted on the deck and in the pool at any time; and
  - f. the location of a telephone that is available for emergency use;
50. The words DEEP AREA and SHALLOW AREA must be written at the appropriate locations. The letters and depth markings must be:
- a. clear; and
  - b. at least 100 millimetres (4 inches) high.
51. CAUTION – AVOID DEEP DIVES or SHALLOW WATER – NO DIVING must be posted:
- a. at the pool where the maximum depth is 2.5 meters (8 feet) or less; and
  - b. In a conspicuous place in letters at least 150 millimetres (6 inches) high.
52. CAUTION – NO DIVING must be posted:
- a. at a pool which has one or more ramps;
  - b. in a conspicuous location on each wall or fence enclosing the pool; and
  - c. in letters at least 30 millimetre (6 inches high).

53. Signs must state that each bather take a shower with warm water and soap before entering the pool and they must be posted:

- a. at the entrance to each shower area; and
- b. at every entrance to the deck used by bathers.

54. A notice must be posted at the emergency telephone identifying it as the emergency telephone and the notice must also include.

- a. names, telephone numbers and addresses of resuscitation, medical aid and fire services; or
- b. service to which the phone is connected.

**Note:** Pool staff must be trained on the emergency procedures for the specific emergency response team.

55. If there is a permanent spectator gallery next to the deck, there must be a notice stating that spectators cannot walk on the deck, within 1.8 metres (6 feet) or the edge of the pool.

56. Depth must be marked on the pool deck showing:

- a. deep points;
- b. breaks between shallow and deep points; and
- c. breaks between gentle and steep bottom slopes.

57. The CPR procedures must be posted on a wall in a location that is visible by all.

## **Safety Equipment**

58. At each swimming pool an emergency telephone shall be provided, as per paragraph 54 and 68, which is easily accessible from the pool deck and which may be either a direct line to emergency service or an individual line for the one location. The telephone shall be tested on each occasion the pool is opened to ensure that the system is operating.

## **Lifeguards stations**

59. There must be at least:

- a. 1 lifeguard station where the pool area is greater than 150 square metres but less than 230 square metres; and
- b. 2 lifeguards stations where the pool area is greater the 230 square metres.

60. Lifeguards stations must be an elevated platform or chair:
  - a. not less than 1.8 metres (6 feet) above the water surface;
  - b. securely positioned while in use;
  - c. located at the side of the pool so as to permit an unobstructed view of the pool bottom; and
  - d. used only by lifeguards and assistant lifeguards.
61. For modified pools, lifeguard stations must be located:
  - a. along the edge of the water; and
  - b. at intervals not greater than 60 metres (66 yards).

### **Lifesaving Equipment**

62. Each swimming pool must place lifesaving equipment in convenient locations for emergencies. A clock shall be affixed within the pool enclosure in a readily visible location.
63. Pools must have:
  - a. a reaching pole;
  - b. 2 buoyant throwing aids and lines;
  - c. a spine board, or other equipment for moving a person who has a spinal injury; and
  - d. a first aid kit.
64. A reaching pole must be:
  - a. at least 3.65 metres (12 feet) long; and
  - b. electrically insulated or non-conducting.
65. Throwing aids must be:
  - a. securely attached to a 6 millimetre (.25 inch) diameter rope; and



- b. on a rope that is one-half the width of the pool plus 3 metres (10 feet), or longer.
66. The first aid kit must contain at least:
- a. a current copy of the St-John Ambulance or the RC First Aid Manual;
  - b. 12 safety pins;
  - c. 24 adhesive dressings individually wrapped;
  - d. 12 sterile gauze pads, each 75 millimetres (3 inches) square;
  - e. 4 rolls of 50 millimetre gauze (2 inches) bandage;
  - f. 4 rolls of 100 metres (110 yards) gauze bandage;
  - g. 4 sterile surgical pads suitable for pressure dressings individually wrapped;
  - h. 6 triangular bandages;
  - i. 2 rolls of splint padding; and
  - j. 1 roll-up splint.
67. Safety equipment requirements for waterfront areas vary with the particular area. The following are considered to be minimum requirements:
- a. elevated control stations;
  - b. ring buoys and lines;
  - c. paddle boards;
  - d. first-aid kit;
  - e. loud hailer; and
  - f. appropriate transportation whenever the waterfront is being used for organised activities.
68. An emergency telephone, directly connected to base emergency services or the local telephone utility shall be clearly marked either by the color of the phone (i.e. red) or by a distinguished marking (red 2" border surrounding the phone). The telephone must be available on-deck within a staff area adjoining the deck/waterfront or within an

accessible distance of a waterfront area. In addition, a clearly visible sign (as per paragraph 53) must be posted that designates the telephone as an emergency phone.

## **Inspection**

69. All safety equipment, emergency telephones and communication systems, security devices, exits, entrances, pool/waterfront areas, water clarity and sanitation and dressing rooms shall be inspected immediately before opening the pool/waterfront to bathers and immediately before closing. All inspections shall be recorded in a daily log book.

70. Pool chemistry shall be tested and recorded in accordance with paragraph 39.

71. Pool fittings, including main drain covers, outlets, vacuum line connector fittings and equalizer fittings, shall be inspected monthly and results recorded and retained for a period of three years.

## **Standing Orders**

72. Standing orders shall be established and recorded for each pool or waterfront area and shall include:

- a. comprehensive actions to be taken in the event of an emergency or incident, including the method of contacting medical, fire and police agencies;
- b. usage of protective equipment, such as protective gloves and pocket masks;
- c. systems of control, including warning signals, whistles, alarms and search and rescue methods and procedures;
- d. procedures following a death;
- e. user prerequisites, including requirements in swimming ability and age limitations;
- f. specific prohibitions, including details of reserved or restricted areas;
- g. control of the number of persons using the facility at any one time;
- h. procedures for dealing with facility closures or emergencies / incidents;
- i. physical security arrangements, including hours of operation;
- j. management procedures, including delegated authorities;
- k. mandatory types of swimming apparel;
- l. instructions regarding special, common and biological hazards;

- m. instructions on the administration of medication, oxygen and defibrillators; and
- n. terms of reference for each management, supervisory, maintenance and custodial position, including the individual responsibilities for emergency and security procedures.

73. All persons employed in the pool/waterfront area, whether as part of their normal duties, as paid employees or as volunteers, shall initial as having read the standing orders on appointment to the position and thereafter at intervals not greater than three months.

## Reports

74. A daily log for each swimming area shall be maintained to record usage figures, safety equipment inspections, test results for chlorine (free available and total chlorine) and pH, make-up water readings, details of injuries or accidents, and safety equipment deficiencies. This type of log must be kept by the FSRD, or equivalent, and retained for a period of three years.

75. The FSRD must retain a photocopy of a validated original copy of the aquatic qualifications of all personnel and volunteers working in the aquatic environment.

## Safety and Control of Swimming While On Exercises or Operations

76. During exercises or on operations, units may be operating in areas where there are no swimming pools or supervised waterfront areas. In such circumstances swimming may be permitted in available water areas but only if:

- a. the swimming areas available are examined for sanitary considerations and hazardous conditions and only the most suitable areas are selected and defined;
- b. all personnel are briefed on water safety procedures and special dangers of the area;
- c. surveillance patrols are established using qualified personnel where practicable;
- d. reaching, throwing and towing aids are available or improvised;
- e. a boat patrol is established for deep water swimming;
- f. the buddy system is used with checks at not less than 15-minute intervals; and
- g. an emergency communication system and transportation shall be available on-site.

## **Amusement Devices**

1. Aquatic facilities housing a water slide shall ensure the following:
  - a. the construction and maintenance of a water slide is in accordance with federal and provincial regulations;
  - b. at the entrance of every slide signage shall be posted that conveys operational rules and regulations as determined by federal and provincial standards;
  - c. the top area of the slide shall be supervised by a lifeguard or assistant lifeguard who is responsible for the safe and orderly flow of usage, with the splash pool area of every slide supervised by a different lifeguard or assistant lifeguard;
  - d. every water slide shall be equipped with an electronic voice communication system that links the two supervising lifeguards; and
  - e. daily inspections shall be conducted and recorded on the interior and splash pool areas of the slide.
  
2. Aquatic facilities housing hot tubs, wading pools and splash pads shall ensure operational, maintenance and supervision rules and regulations are in accordance with provincial and federal regulations. Appropriate signage and lifeguard requirements shall be adopted according to the governing federal and provincial authorities.

## **PART 9            MESSSES**

### **Chapter 9-1    Messes**

#### **Purpose**

1. Pursuant to QR&O 27.01, Establishment or Closure, this order prescribes the policy governing the establishment and administration of messes in the Regular Force and Primary Reserve.

#### **General**

2. The term "mess" means an Officer's Mess, an Officer Cadet's Mess, a Warrant Officer's and Sergeant's Mess, a Junior Rank's Mess or any combination thereof.

3. The term "mess" is used interchangeably to mean:

- a. the organization, whose membership is related to an identifiable and specified rank structure formed for the purpose of building "esprit de corps" and comradeship; or
- b. the facility or facilities which provide space in which to carry out the functions of the organization and may include a wardroom or dining room, bar or anteroom, lounge, games room and other common rooms.

#### **Establishment**

4. A Commanding Officer (CO) designated by the relevant Canadian Forces Organization Order (CFOO) is responsible for messes and institutes at a location and therefore may, with the approval of the authority specified in paragraph 6, establish the following categories of messes:

- a. an Officer's Mess;
- b. an Officer Cadet's Mess, when the number of officer cadets so warrants;
- c. a Warrant Officer's and Sergeant's Mess;
- d. a Junior Rank's Mess; and
- e. a combined mess, when the number of persons is insufficient to justify separate messes.

5. Normally, only one mess facility and one mess organization will be authorized at each base for each category. However, a CO may with the approval of the authority specified in paragraph 6, establish a separate organization and/or facility for an identifiable and homogenous group within a mess category where:

- a. it is required by limitations of the physical plant, geographical location or other unique circumstances; and
  - b. the additional organization and/or facility can be supported within existing scales for accommodation, personnel, equipment and furniture.
6. The approving authority for the establishment, suspension or closing of a mess is:
- a. for a Regular Force Mess, the officer commanding the parent command of the CO specified in paragraph 4; and
  - b. for a Primary Reserve Mess, the area or equivalent commander of the CO specified in paragraph 4.
7. When more than one organization and/or facility has been authorized within a mess category, the CO shall establish appropriate accounting and administrative procedures to ensure that expenses and resources are allocated equitably.

## Resources

8. The policy for the division of responsibility between the public and Non-Public Property (NPP) for the provision of resources in support of messes is contained in A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces.

## Memberships

9. Every member shall belong to a mess appropriate to their rank. When for valid reasons the individual wishes to belong to a mess appropriate to their rank that is other than the one established to serve the member's unit, the member may do so with the approval of the CO concerned.
10. The membership of a mess consists of ordinary, associate and honorary members.

## Ordinary Members

11. The following persons are ordinary members of the mess appropriate to their rank designated to serve their unit:
- a. members of the Regular Force and Primary Reserve;
  - b. members of the armed forces of other countries who are on exchange with or on loan to the Canadian Forces (CF) and who are employed at a base, station, unit or ship served by the mess;
  - c. members of the Reserve Force when performing Class B or C Reserve Service at a Regular Force establishment; and

- d. officers of the Cadet Instructors Cadre (CIC) of directly sponsored cadet units who share the same facilities, upon application.

### **Associate Members**

12. Subject to paragraph 14 the following persons may, with the approval of the CO, be associate members of a mess appropriate to their rank or status:

- a. **Retired.** This category comprises, except in a ship's mess, persons who;
  - (1) were honourably released from the Regular Force and entitled to an immediate or deferred service annuity, or deferred service annuity; or
  - (2) were honourably released from the Primary Reserve and have accumulated 12 or more years of service;
- b. **Working.** This category comprises;
  - (1) Department of National Defence (DND) civilian employees who are employed at the unit or other element for which the mess is established;
  - (2) teachers, supervisors, inspectors and administrators employed in schools sponsored by DND;
  - (3) other civilians similarly employed at or in connection with the unit or other element served by the mess;
  - (4) members of the Supplementary List, CIC or Canadian Rangers; and
  - (5) members of the regular armed forces of other countries serving in the vicinity of the unit or other element served by the mess.
- c. **Officer Cadets.** This category comprises officer cadets of the Regular Officer Training Plan (ROTP) attending university during their academic year if a mess is not established at their institution; and
- d. **Social.** This category comprises, except in a ship's mess, personnel other than those mentioned in sub-paragraphs a, b and c, who may be admitted to membership for a term not exceeding one year (without prejudice to renewal thereof for further one year terms), upon the recommendation of the mess committee, the majority vote of those present at a general mess meeting and the approval of the CO.

**Note:** Associate membership under sub-paragraph 12d shall be reviewed at the same date each year. Temporary membership may be granted until the next general mess meeting upon approval of the CO.

13. Priority for associate membership should be given in the order that the categories are listed in paragraph 12.
14. Associate membership is not transferable from one mess to another. However, a person may have associate membership in more than one mess but shall pay dues in each mess.
15. Associate membership is subject to suspension or cancellation for cause. A person who is eligible under sub-paragraph 12b (1), (2) or (3) but who fails to join the mess and is not an honorary member, shall not be permitted to use the facilities of a mess. A person who is otherwise eligible but who refuses or is refused associate membership in a mess may be permitted to use only the dining facilities when no other suitable facilities exist.
16. An associate member shall be accorded the privileges of the mess but may not serve on the mess committee. An associate member may assist the mess committee or subcommittee but by doing so assumes no responsibility.

### **Honorary Members**

17. Members of the Canadian Regular Force or Primary Reserve are honorary members of every mess appropriate to their rank, except in the mess in which they are ordinary or associate members and in seagoing ships.
18. Any distinguished person may be invited to become an honorary member of a mess for a term not exceeding one year, without prejudice to renewal of membership for further one year terms, upon recommendation of the mess committee, majority vote of those present at a general mess meeting and approval of the CO.
19. An honorary lifetime membership that was granted to former RCAF personnel in accordance with former RCAF policy is valid only in messes that were RCAF prior to 1 Feb 68. Such memberships shall not be rescinded without National Defence Headquarters (NDHQ) concurrence.

**Note:** There were no similar provisions in the Navy or Army.

20. Subject to paragraph 19, individual messes may honour a retiring or retired member by granting an honorary lifetime membership, valid only in the mess granting the membership. However, such memberships shall be honoured in other messes, except messes in ships, on an infrequent and casual basis. If the holder of an honorary lifetime membership wishes to become an associate member of any mess appropriate to their former rank, they may apply to do so through the mess committee to the CO.
21. An honorary member shall be accorded the privileges of the mess but shall not pay mess subscriptions nor serve the mess in any capacity. An honorary member may be assessed a proportionate share of expenses associated with any mess function or



entertainment attended. Except as provided in CFAO 19-8, Canvassing Defence Establishments, an honorary member may not enter DND property, buildings or messes for the purpose of soliciting or transacting business. Membership may be cancelled by the CO for cause, except as provided in paragraph 19.

22. Honorary membership of all types is intended to recognize an individual's position or contribution to the nation or to the military by providing opportunities for the occasional use of messes. However, when an honorary member, including an ordinary member of another mess, wishes to use the facilities of a mess on a frequent basis the honorary member should apply for associate membership.

### **Temporary or Attached Duty**

23. When a CF member proceeds on temporary or attached posting to another unit for a period in excess of 14 days, the mess subscription and special assessments commonly referred to as mess dues, shall be suspended at the parent unit and instituted at the gaining unit. However, in the case where no mess exists such as in a theatre of operations or in the US or Europe, mess subscription and special assessments shall be suspended for periods in excess of 14 days. Mess subscription and special assessments shall be re-instituted immediately upon return. Mess subscription and special assessments shall be ceased for all types of Leave Without Pay (LWOP) eg: maternity/parental leave for pers who will not frequent the mess while on LWOP. It is the individual's responsibility to clear-in/out of the mess. This does not preclude an individual from attending a private function at the mess that is not subsidized by the mess, such as a wedding. However, if a member continues or recommences participating in mess functions while on LWOP, they shall pay mess dues.

### **Visits to Messes**

24. A member of a mess, except in the course of duty, shall not enter another mess inappropriate to their rank or attend social functions at such messes without a proper invitation sanctioned by the CO. Such invitations are normally limited to official and traditional visits such as visits by officers at a New Year's Eve levee in a Junior Rank's Mess.

25. In a marriage between members of different ranks, the member holding the higher rank may attend social functions at the mess of the member of lower rank, if the member holding the higher rank is invited by the President of the Mess Committee (PMC) of the other member's mess.

26. For the purpose of visits to messes, civilian spouses of military members shall be accorded the same treatment as civilians with no military affiliations.

## Chapter 9-2 Provision, Serving and Consumption of Alcoholic Beverages

### Purpose

1. This order amplifies QR&O 19.04, Intoxicants, and prescribes the policy governing the provision, serving and consumption of alcoholic beverages within the Canadian Forces (CF).

### Application

2. This order applies to all CF facilities and functions including but not restricted to, messes, CANEX lounges and restaurants, specialty interest clubs and facilities, social centres, Department of National Defence (DND) armouries, unit dances, section parties, farewells, and other ad hoc occasions whether held on DND property or elsewhere.

### Policy

3. The Commanding Officer (CO) shall establish and promulgate orders governing the times, locations and conditions for the introduction, serving and consumption of alcohol at facilities and functions of the unit. The objective of these orders shall be to:

- a. promote responsible attitudes and practices in order to avoid or reduce domestic or social problems and the adverse effects on health and work performance associated with immoderate use of alcohol; and
- b. ensure that all reasonable steps are taken to avoid contributing to injury or death resulting from the consumption of alcohol served at CF facilities or CF sponsored functions.

4. While the orders may take into consideration the special nature, circumstances and roles of individual units, as far as is practical having regard to the exigencies of the service, they shall include provisions which ensure that:

- a. there is no doubt that the orders apply to all unit facilities and functions where alcohol is served or consumed;
- b. the standards of care for the serving and consumption of alcoholic beverages conform with those established by provincial and municipal laws;
- c. the sale of alcoholic beverages is not subsidized or discounted. Provisions should therefore include:
  - (1) a prohibition on the operation of bars except on a profit-making or break-even basis, and
  - (2) a prohibition on "Happy Hour" or "two for one", etc. specials;

**Note:** This does not preclude subsidization at hosted functions held at the discretion of the Base Commander (B Comd).

- d. non-alcoholic beverages, attractive in price and presentation, are available at all outlets where alcohol is served;
- e. contests, competitions or stunts based on immoderate drinking of alcoholic beverages are prohibited (eg: "chug-a-lug" beer-drinking contests, etc);
- f. provision to or consumption of alcoholic beverages by, military or civilian personnel who are under the legal drinking age in the province in which the unit is located is prohibited;
- g. honour bars and vending machines that dispense alcoholic beverages are controlled to prevent their use by ineligible personnel;
- h. persons in an intoxicated or apparently intoxicated condition shall not be served alcohol at CF controlled facilities or functions;
- i. individual members of the CF are made aware that:
  - (1) the primary responsibility for the wise and moderate consumption of alcohol and related behaviour rests with the consumer; and
  - (2) there is a potential for personal liability when serving alcohol at their home or other locations; and
- j. a training and awareness program on the responsible service of alcoholic beverages is implemented for all personnel involved with the sale and/or serving of alcoholic beverages.

## Legal Implications

1. For some time Canadian courts have recognized a responsibility on the part of facilities and individuals to refrain from serving alcohol to individuals who are intoxicated or apparently intoxicated. In numerous cases where an intoxicated individual has become involved in an accident, the facility that continued to serve alcohol to an individual who was visibly intoxicated has been found partially liable for resulting damages. Depending upon the particular circumstances, such damages may run into hundreds of thousands of dollars.

2. Besides the potential liability on the part of the facility, there is the obvious danger of liability on the part of the intoxicated individual for damages that may be caused. Furthermore, individuals who, in an intoxicated condition, drive motor vehicles are subject to criminal prosecution which could result in serious consequences, (eg: fine, period of incarceration, suspension of driver's licence, criminal record, etc).

## Chapter 9-3 Spirit Issue

### Purpose

1. This order prescribes the policy and regulating guidelines governing the issue of spirits in the Canadian Forces (CF).

### Authorization

2. With the approval of the senior officer present, the Commanding Officer (CO) of a ship or submarine may authorize an issue of spirits when exceptional circumstances justify the issue.

3. With the approval of the Commander (Comd) of the command, the CO of a fleet diving unit may authorize an issue of spirits to those personnel specifically and directly employed in a diving operation.

4. With the approval of the Comd of the command, an officer who is the CO of the base or an officer of or above the rank of major who the is CO of a unit or other element, may authorize an issue of spirits to personnel:

- a. who are performing their duties under unusual and difficult conditions that are sufficiently adverse to warrant the issue as a morale booster; and
- b. serving at a location remote from the permanent facilities normally occupied by that base, unit or other element.

5. When an issue of spirits is authorized under paragraph 2, 3 or 4, the issue:

- a. shall not be repeated in any 24-hour period;
- b. should be made only at the conclusion of the day or activity when personnel have returned to shelter and are not likely to be called out for duty for at least eight hours; and
- c. shall not exceed 70 ml (2 fl oz) per person per day.

6. When the order "Splice the Main Brace" is given in a ship, every member is entitled to receive a special issue of 87.5 ml (2.5 fl oz) of spirits.

7. The order "Splice the Main Brace" may only be given by:

- a. a member of the Royal Family;
- b. the Governor General of Canada; or
- c. the Chief of the Defence Staff (CDS).

8. A medical officer may authorize a special issue of spirits to personnel who require it for medical reasons.
9. Spirits shall not be issued in any circumstances other than those specified in this order without the approval of Director General Morale and Welfare Services (DGMWS).
10. Public issue spirits shall not be for resale.

## **PART 10        RESOURCES**

### **Chapter 10-1   Public Support to Personnel Support Programs**

1.        For authority and direction regarding Public support to Personnel Support Programs (PSP) refer to:
2.        A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces.
3.        This is a Vice Chief of the Defence Staff (VCDS) policy document that will identify the level and breakdown of Public and Non-Public Property (NPP) support provided to PSP for programs that will contribute to the operational readiness and effectiveness of CF members and their families.
4.        The support is provided both centrally and locally. For Deployed Operations it is provided centrally in accordance with orders, instructions or directives applicable to the respective Commands.

## Chapter 10-2 Base Funds - Regular Force

### SECTION 1 - GENERAL

#### Aim

1. This order prescribes the policy and procedures for the establishment and operation of base funds in the Regular Force.

#### Terminology

2. In this order:

**Acquisition of Real Property** means the addition of real property to the Non-Public Property (NPP) inventory by purchase, lease, exchange, or gift.

**Base Commander (B Comd)** shall mean a Commanding Officer (CO) who, for the purpose of the Personnel Support Programs Policy Manual (PSP PM), shall mean the officer in command of a CF Base, Wing, Station, Ship, Unit or Task Force and in the case of a Royal Military Colleges the Commandant of the College. All other instances shall be specified accordingly.

**Base Funds** consists of all NPP, exclusive of unit fund operations independent of Base Fund, CANEX, messes, and Museums which have been entrusted to the Commanding Officer pursuant to Sections 38 to 41 of the *National Defence Act*.

**Base Fund in respect to a wing** shall mean wing fund, in respect to a station shall mean station fund, in respect to a ship shall mean ship's fund, in respect to a unit shall mean unit fund and in respect to a task force shall mean task force fund.

**Disposal of NPP** means the sale, trade-in, barter, consumption of NPP by a NPP activity for its own use or deletion from NPP records as a result of fair wear and tear.

**Net Book Value** means the acquisition cost less accrued depreciation charges; **Non-Public Property (NPP)** - is as defined in The *National Defence Act* (NDA) and means:

- a. All money and property, other than issues of material, received for or administered by or through messes, institutes or canteens of the Canadian Forces;
- b. All money and property contributed to or by officers, non-commissioned members, units or other elements of the Canadian Forces for the collective benefit and welfare of those officers, non-commissioned members, units or other elements;
- c. By-products and refuse and the proceeds of the sale thereof to the extent prescribed under subsection 39(2) of the *National Defence Act*; and
- d. All money and property derived from, purchased out of the proceeds of the sale of, or received in exchange for, money and property.

**Real Property** means land, works, and buildings.

**Unit Fund** - see paragraphs 27, 28 and 29 of this order.

**Write-Off** means the authority to adjust accounting records to reflect the deletion or changed monetary value of an asset or liability arising from an occurrence not supported by a normal market transaction. Examples of situations in which write-off action is appropriate are devaluation (write-down), fraud, arson, damage, destruction, theft, loss, fire, disappearance, and deletion of bad debts.

## Policy

3. Base Funds have been established at every B/W/S and other self-accounting units as an extension of the overall NPP accountability framework and to provide the oversight and structure of operating a wide variety of local NPP Morale and Welfare programs and activities. Unless the contrary intention appears, words in the singular include the plural, and words in the plural include the singular, and unless the context requires otherwise words importing male persons includes female persons and words importing female persons include male persons.

## Sources of Income

4. Base Fund income is derived from:

- a. Revenue from the NPP Funding distribution to B/W/Small units;
- b. Assessments against gross bar sales in messes (see paragraph 5), clubs, and other facilities;
- c. Assessments against individuals participating in or attending a base activity for which funds are administered through the Base Fund;
- d. Assessments against base activities to recover funds advanced by the Base Fund for facility development or capital purchase;
- e. Public fund grants and allowances, such as, physical fitness maintenance grants, band grants;
- f. Money contributed to a base for the collective benefit of all officers and Non-Commissioned Members (NCM) of the base; and
- g. Any other NPP revenue or contribution received by a base.

5. The B Comd may direct that up to seven per cent of the gross sales of the bar operation of a mess or facility established in accordance with Chapter 9-1, *Messes*, be



transferred to the Base Fund. In making such direction the B Comd should take into consideration any outstanding obligation requiring repayment of loans from the Canadian Forces Central Fund (CFCF).

## **SECTION 2 - BASE FUND COMMITTEE**

### **Administration**

6. Administration of the Base Fund is the responsibility of the B Comd. To advise and assist in the management and supervision of the assets of the Base Fund the B Comd shall establish a Base Fund committee.

### **Composition**

7. The Base Fund committee shall consist of the following:

- a. A chairperson, who shall be the B Comd or his representative;
- b. A secretary, appointed by the B Comd who shall be a non-voting member;
- c. The head of each branch or his representative;
- d. The CO or his representative, of each unit at the base, including lodger and assigned units;
- e. The PSP Manager who shall serve in an ex officio capacity;
- f. The NPP Accounting Manager (Regional Manager when applicable) who shall serve in an ex officio capacity;
- g. The CANEX Manager who shall serve in an ex officio capacity;
- h. The SISIP FS Branch manager who shall serve in an ex officio capacity;
- i. The Comptroler who shall serve in an ex officio capacity;
- j. A representative from such other committees established by the B Comd for the supervision of NPP activities can be invited as guest and shall be a non-voting members; and
- k. Members required at the discretion of the B Comd.

### **Terms of Reference**

8. The B Comd shall issue detailed terms of reference which shall include:

- a. Duties and responsibilities of committee members; and
- b. Procedures for:

- (1) Expenditure of funds on their behalf;
- (2) Administration and control of all Base Fund NPP;
- (3) Control of property when similar items are held on both public and NPP distribution accounts in the same facility;
- (4) Maintenance of the minutes by the secretary to record the proceedings of all committee meetings;
- (5) Submission of the minutes of each committee meeting for his approval; and
- (6) Conduct of correspondence.

9. Base Fund committee meetings shall be held at least quarterly to consider business related to the Base Fund.

## **Budget**

10. The budget year shall coincide with the NPP fiscal year. Annual budgets (Capital and Operating) must be prepared and resources must be allocated for projects and purposes in a manner that provides maximum benefits.

## **SECTION 3 - EXPENDITURES**

### **General**

11. All money received by the base fund shall be used for the benefit of NPP beneficiaries, except as specified in paragraphs 13 and 14.

### **Representational Expenses**

12. A B Comd may authorize the use of Base Funds to meet obligations to represent the department, the command or the base provided that:

- a. The expenditure is such that it does not qualify for reimbursement from public funds;
- b. It is not an expenditure listed in paragraph 14, except that items of a symbolic or commemorative nature may be presented to honoured guests on occasions of special significance; and
- c. The cumulative amount does not exceed the maximum for a NPP fiscal year determined by the NPP Board of Directors.

(1) Allowable expenses examples are:

- (1) Costs associated with infrequent/impromptu meetings/visits with/of Municipal, Provincial and Federal representatives in regard to Morale and Welfare programs;
  - (2) Support/enhancement to change of Command ceremonies when public support is not provided;
  - (3) Expenditure to respect tradition and protocol or change of command of individuals who do not meet the rank eligibility for public hospitality support;
  - (4) Support for ceremonies associated with the appointment/end of tenure of Honorary Colonels ( does not include travel costs);
  - (5) Costs associated with hosting foreign forces not covered by the public;
  - (6) Hospitality including the provision of mementoes of a minor nature to respect traditions and protocol;
  - (7) Costs associated with hosting visitors not covered by public hospitality; and
  - (8) Attendance by Senior Base representatives at local community events.
- (2)Not allowable expenses examples are:
- (1) Costs associated with Branch heads meetings and luncheons;
  - (2) Support normally covered by the Public hospitality; and
  - (3) Provision of in Memoriam gifts, flowers to hospitalized members, or retirement or departure gift unless equitable criteria have been established for all members of the base.

### **Funds Provided For a Specific Purpose**

13. Funds received by the Base Fund for a specific purpose shall be used only for that purpose as per below:

- a. Public fund grants, such as physical fitness maintenance grant, band grant; and
- b. Donations received for a specific purpose.

### **Restrictions on Expenditures (Alienation of NPP)**

14. The NPP of the Base Fund or any of its components, including CANEX, shall not be alienated:

By gifts or donations to private or Public institutions;

- a. To relieve an officer or non-commissioned member of his personal responsibility for loss or damage to NPP;
- b. For testimonials or gifts;
- d. For national appeals for financial assistance; or
- e. For the provision of anything connected with religious services.

15. A grant or transfer of Base Funds to a charitable or other organization that is not specifically part of base NPP is prohibited. This does not preclude the establishment of a separate trust account to administer funds donated by individuals for a specific purpose or obtained from fund raising events or activities held for that purpose.

### **Capital Expenditures**

16. Approving authorities for expenditures for a capital or non-recurring purpose are contained in the Chief of the Defence Staff (CDS) Delegation of Authorities For Financial Administration of NPP.

### **Acquisition of Real Property**

17. NPP organizations may also purchase or lease property that is not Federal Real Property (FRP). Title to such property is registered as "Her Majesty the Queen in right of Canada as represented by the CDS (or B Comd) acting in his NPP capacity."

18. The expenditure of NPF to acquire real property must be authorized in advance and in accordance with the requirements of the NPP accountability framework. Real property acquired through the expenditure of NPF must be used for the operation of NPP programs and activities or, as an investment, to generate NPF income.

19. NPP real property is not "federal property" for the purpose of the *Federal Real Property and Federal Immovables Act* (FRPFIA). Whether or not NPP organizations are legally required to make payments in lieu of taxes to local municipalities, which issue continues to be explored, it is CAF policy to make equivalent payments.

## **SECTION 4 - DISPOSAL OF NPP**

### **Definitions**

20. The definitions in paragraph 2 are essential to the application of this section of the order.

## **Approval Authorities**

21. Except as otherwise specifically authorized by the CDS, the authority required for the disposal of NPP, other than real property (paragraph 21 refers) or money, shall be in accordance with the Chief of the Defence Staff (CDS) Delegation of Authorities For Financial Administration of NPP.

## **Disposal of Non-Public Real Property**

22. The disposal of non-publicly owned real property requires approval as per the Chief of the Defence Staff (CDS) Delegation of Authorities For Financial Administration of NPP regardless of the net book value of the property.

## **Artifacts and Memorabilia**

23. The control and disposal of artefacts and memorabilia is governed by Chapter 11-1, Artifacts and Memorabilia.

## **Disposal of NPP on Disbandment and Altered Circumstances**

24. The disposal of the NPP of a unit on disbandment or in altered circumstances is governed by Chapter 10-5, Disposal of NPP.

## **Loss or Damage**

25. A loss or damage to NPP shall be reported and investigated in accordance with:

- a. QR&O 21.72, Loss of or Damage to Non-Public Property; and
- b. QR&O 21.73, Investigation into Loss, Overage or Damage Due to a Service or Criminal Offence.

## **Write-Off**

26. The write-off of a loss of NPP shall not prejudice disciplinary or other action against any person.

27. The write-off of a loss of NPP may be approved in accordance with the Chief of the Defence Staff (CDS) Delegation of Authorities For Financial Administration of NPP.

## **SECTION 5 - LODGER, INTEGRAL AND SATELLITE UNITS**

### **Unit Funds**

28. While all NPP of a base vests in the B Comd, a B Comd may authorize the CO of a lodger, satellite or integral unit to establish a unit fund where:

- a. The unit is located in an area so remote from its support base that it is impractical to share base amenities; or

b. In other circumstances where the B Comd considers it practical and advantageous to do so.

29. Where a unit is authorized to operate a unit fund, the B Comd may authorise a grant to the unit fund from the Base Fund. A unit fund, to the extent practicable, shall be administered by the CO of the unit in the same manner as if it were a Base Fund.

30. If a unit or other element is not authorized to operate its own fund, but the B Comd is of the opinion that there is a requirement for the unit to have funds available for the specific benefit of members of the unit or element, the B Comd may authorize a specific amount from within the Base Fund to be used for that purpose.

### **Support during Temporary Moves**

31. When a unit moves temporarily from one base to another, it is the responsibility of the B Comd at the new location to provide for the requirements of the visiting unit. Where resources at the temporary location are inadequate, the B Comd of the home base may arrange for a loan of equipment and provide funds to support, in part, the cost of social and other activities required by the unit.

33. When a unit moves temporarily from a support base to an area remote from a base from which NPP support can be obtained, the support base B Comd may authorize a grant from the Base Fund to the unit to provide recreational facilities and other NPP assistance normally supplied through a Base Fund. On these occasions the provision of recreation and sports equipment is also the responsibility of the support Base Fund.

## Chapter 10-3 Unit Funds – Reserve Force

### Aim

1. This order prescribes the policy and procedures for the establishment and administration of unit funds in the Reserve Force.

### Purpose

2. The purpose of a unit fund is to provide a medium whereby the Commanding Officer (CO) can administer all Non-Public Property (NPP) vested in the CO except NPP administered through a mess.

### Establishment

3. The CO, with the approval of the district commander or equivalent, may establish a unit fund at the unit.

### Administration

4. The administration of the unit fund is the responsibility of the CO. To advise and assist the CO in the management and supervision of assets of the unit fund, the CO shall establish a unit fund committee.

5. The unit fund committee shall consist of military members as follows:

- a. a chairperson who shall be the CO or the CO's representative;
- b. a secretary; and
- c. other members as appointed by the CO or elected by unit members.

6. Subcommittees for the supervision of specific NPP activities may be appointed or elected at the discretion of the CO. Such subcommittees shall be subordinate to the unit fund committee and should be represented at unit fund committee meetings.

7. The CO shall issue detailed terms of reference which shall include:

- a. duties and responsibilities of committee members; and
- b. procedures for:
  - (1) expenditure of funds on the CO's behalf;
  - (2) administration and control of all unit fund NPP;

- (3) control of property when similar items are held on both public and non-public distribution accounts in the same facility;
  - (4) maintenance of a minute book to record the proceedings of all committee meetings;
  - (5) submission of the minutes of each committee meeting for the CO's approval; and
  - (6) conduct of correspondence.
8. Unit fund committee meetings shall be held at least quarterly to consider business related to the administration of the unit fund.
9. In addition to any other business that may be considered at a committee meeting, the following matters must be considered:
- a. expenditures which come within the committee's authority;
  - b. unit fund financial statements; and
  - c. recommendations to the CO for other expenditures.

### **Sources of Income**

10. Unit fund income is derived from:
- a. contributions from the unit Officer's Mess, Warrant Officers and Sergeant's Mess, and Junior Rank's Mess or canteens;
  - b. money contributed for the collective benefit and welfare of all members of the unit;
  - c. public fund grants and allowances such as library grants, physical fitness grants, band grants, etc;
  - d. assessments against individuals participating in or attending a unit activity which is administered through the unit fund; and
  - e. any other NPP contribution or revenue received by the unit.
11. The CO may direct that up to seven per cent of the gross sales of the bar operation of a mess or facility established in accordance with Chapter 9-1, Messes, be transferred to the Unit Fund. In making such direction it should take into consideration any outstanding obligation requiring repayment of loans from the Canadian Forces Central Fund (CFCF).



## Expenditure of Unit Funds

12. All money received by a unit fund shall be used for the benefit of members of the unit except:

- a. donations received for a specific purpose;
- b. funds administered for a specific activity; and
- c. public fund grants provided for a specific purpose such as library grants, physical fitness grants, band grants.

13. Grants and allowances received under QR&O Chapter 210, Miscellaneous Entitlements and Grants, must always be accountable for and can only be expended as authorized by applicable regulations. As the unexpended balances in such grant or allowance accounts must be refunded to the Crown when a unit is disbanded or reduced to nil strength, funds sufficient to cover these balances must then be retained in the bank account at all times.

14. The Area Commander or the Garrison Commander if authorized by the Area Commander may direct that 1/2 per cent of gross sales in messes and canteens be remitted to a garrison fund. The Area Commander may also direct that all Regular and Reserve units remit to an area fund, 1/2 percent of gross sales in messes and canteens during area sponsored deployments and training camps.

## Representational Expenses

15. Subject to the conditions outlined in paragraph 13 of Chapter 10-2, Base Funds – Regular Force, an Area Commander may authorize the use of area funds to meet obligations to represent the department, the command or the area.

## Restrictions of Expenditures

16. Unless approved by the Area Commander on the recommendation of the district or equivalent commander expenditure of NPF for a capital or non-recurring purpose shall be in accordance with 7331-1 (DGPFS/CFO) Non-Public Property Financial and Human Resources Delegation of Authorities.

## Budget

17. A budget shall be prepared and resources shall be allocated for projects and purposes that will provide maximum benefit. This budget period shall coincide with the NPP fiscal year as established by the appropriate Command Headquarters.

## Loss or Damage

18. A loss of or damage to NPP shall be reported and investigated in accordance with:

- a. QR&O 21.72, Loss of or Damage to Non-Public Property; and

- b. QR&O 21.73, Investigation into Loss, Overage or Damage Due to a Service or Criminal Offence.

### **Write-Off**

19. For the purposes of paragraphs 20 and 21, "write-off" means the authority to adjust accounting records to reflect the deletion or changed monetary value of an asset or liability arising from an extraordinary occurrence such as fraud, arson, damage, destruction, theft, fire, disappearance and deletion of bad debts that are not supported by a normal market transaction.

20. The write-off of a loss of NPP shall not prejudice disciplinary or other action against any person.

21. The write-off of a loss of NPP may be approved in accordance with the 7331-1 (DGPFS/CFO) Non-Public Property Financial and Human Resources Delegation of Authorities.

### **Furniture and Equipment**

22. A record of non-publicly owned furniture and equipment shall be maintained. Any non-public furniture or equipment that is no longer required shall be disposed of in the manner considered most beneficial to the unit, by:

- a. trade-in on a new or replacement item;
- b. sale to another NPP activity; or
- c. sale to the highest bidder through advertising or auction.

23. On reduction to nil strength, disbandment, amalgamation, move, etc, NPP shall not be disposed of without National Defence Headquarters (NDHQ) approval in accordance with the National Defence Act (NDA) Section 38(1).

24. Memorabilia or artefacts shall not be disposed of without NDHQ approval.

### **Federal and Provincial Regulations**

25. The CO shall ensure that:

- a. an employer's responsibilities under federal and provincial laws regarding income tax, Canada or Quebec pension plan, workmen's compensation and unemployment insurance are complied with;
- b. provincial laws regarding collection and remittance of taxes on retail sales are followed; and

- c. in those provinces where they are in effect, the federal/provincial tax agreements, whereby the purchase of goods and services for exclusive use by the institute itself and not for resale are exempt from provincial sales tax, are complied with.

## **Insurance**

26. Because Reserve Force units are not eligible for insurance under the Regular Force Non-Public Property (NPP) Consolidated Insurance Programme (CIP), the CO of a Reserve Force unit shall obtain adequate insurance at NPF expense to protect the unit against:

- a. fire or burglary which results in a loss of or damage to non-public owned merchandise, furniture or equipment; and
- b. claims in respect of the death, injury or illness of an NPF employee arising from the negligence of a person responsible for the operations or management of the NPP activity.

27. Insurance premiums for the portion of the furniture and equipment purchased by the contingency grant may be paid for by the contingency grant payable to the unit pursuant to QR&O 210.42, Contingency Grant – Primary Reserve Units.

28. Units not operating messes or a canteen do not require third person liability insurance.

## **Accounting Records**

29. The CO is responsible to appoint or hire bookkeepers and ensure that complete double entry accounting records are kept for each mess, canteen or facility operated by the unit. Accounting records shall be kept according to generally accepted accounting principles. The system described in A-FN-105-001/AG-001, Policy and Procedures for Non-Public Fund Accounting, Chapters 60 and 61, shall be followed. Where a bookkeeper is hired to maintain the unit fund accounting records, a proportionate charge for accounting of public funds may be made against the contingency allowance.

## **Financial Statements**

30. Financial statements shall be prepared annually at fiscal year end for each NPP activity or more frequently at the direction of the CO.

## **Audit**

31. The CO is responsible to appoint or hire auditors to review the financial operations of each NPP activity. The CO shall forward the original of the audited annual financial statements, the auditor's comments and the CO's replies to the area or equivalent commander no later than 90 days after the end of the fiscal year. Where an auditor is hired an equitable amount may be charged against the contingency allowance.

## **Chapter 10-4 Branch, Regimental and Group Funds**

### **SECTION 1 - GENERAL**

#### **Aim**

1. This order prescribes the policy and procedures for the establishment and operation of branch, regimental and group funds.

#### **Application**

2. This order applies to the Regular Force and Primary Reserve. In this order term regiment is used in the historical infantry sense and does not mean or include a regiment that is a formed unit such as the Royal Canadian Dragoons (RCD) or the Royal Canadian Horse Artillery (RCHA).

#### **Purpose of Fund**

3. The purpose of a branch, regimental or group fund shall be to:
- a. further the aims of the branch, regiment or group as a whole;
  - b. benefit individuals serving with the branch, regiment or group, in such a manner as to directly or indirectly benefit the branch, regiment or group; and
  - c. assist in the preservation of the traditions, memorabilia and customs of the branch, regiment or group.

#### **Status**

4. Branch, regimental and group funds are Non-Public Property (NPP) activities whose operations and activities are governed by policies and orders promulgated by the Chief of the Defence Staff (CDS) in accordance with the National Defence Act (NDA) Sections 38 to 41.

### **SECTION 2 - ADMINISTRATION**

#### **Approval**

5. Branches, as listed in CFAO 2-10, Personnel Branches within the Canadian Forces, and regiments or a rank or other group within a branch or regiment may apply to establish a fund. A request for approval shall be forwarded to Director General Morale and Welfare Services (DGMWS) and shall include:

- a. the name of the branch, regiment or group;
- b. the name of the fund;

- c. a copy of the constitution and by-laws, including the duties, responsibilities and method of selection of executives and proposed first incumbents; and
  - d. the method of raising funds (membership fee, donations and kit shop operations).
6. Corps, regimental and similar funds, existing on 1 Jan 73, when this order was first promulgated, may continue under their original terms of reference or if the membership so desires, may arrange for the incorporation of the membership and funds in an appropriate branch, regiment or group fund. If a fund chooses to perpetuate itself, it need not be reauthorized, but shall be guided in its operation by this order.

## Membership

7. Membership in a fund shall be voluntary and is restricted to active or retired members of the branch, regiment or group concerned.
8. Membership fees for Canadian Forces (CF) members must be voluntarily subscribed and annual dues shall not exceed:
- a. for officers (excluding subordinate officers) \$36.00;
  - b. for Non-Commissioned Members (NCM) of the rank of sergeant and above \$24.00; and
  - c. for NCM of the rank of corporal and below \$12.00.
9. The limitations in paragraph 8 are not applicable to gifts, donations or legacies.

## Expenditures

10. The executive committee of a fund may authorize expenditure:
- a. for a specific purpose, within the terms of reference of subscriptions or voluntary contributions raised for that purpose; and
  - b. subject to sub-paragraph a:
    - (1) for loans or grants to institutes of participating units; and
    - (2) for other purposes that the executive committee considers to be beneficial to the branch, regiment or group as a whole.
11. The executive of a fund may authorize an expenditure of funds not exceeding \$30,000 for any one project or item if assets are available and borrowing is not required. In all other cases, prior approval of the CDS is required.

12. Where it is not practicable or desirable to expend funds or use other assets for the specific or general purpose for which they were originally raised by subscription, an application for CDS authority for expenditure or use of some other purpose may be made through DGMWS and shall include:

- a. the amount and source of funds involved;
- b. the purpose for which the funds were originally raised;
- c. special circumstances of the proposed change;
- d. the recommended expenditure or use; and
- e. other relevant information.

## **SECTION 3 - KIT SHOPS**

### **General**

13. Branch, regimental, and group funds may establish kit shops to offer specialized merchandise, unique to the branch, regiment or group. These kit shops can play a vital role in the maintenance of branch, regiment or group traditions and through their profits support branch, regimental or group activities.

### **Authorized Merchandise**

14. As a general rule, items offered for sale in a kit shop should be prominently marked with the branch, regimental or group crest or other device or should depict branch, regimental or group themes. Kit shops should liaise with base Canadian Forces Exchange System (CANEX) authorities or the President of CANEX concerning sources of supply.

15. Branch, regimental or group kit shops are not to offer merchandise of a general nature or otherwise enter into competition with CANEX.

### **Public Support**

16. Branch, regiment or group kit shops are considered to be part of the CF Personnel Support Programme and may be permitted use of available accommodation and personnel as outlined in A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces.

### **Command Orders and Instructions**

17. If a command finds it necessary to issue additional policy or procedures governing the operation of kit shops, these must conform with current regulations regarding NPP operations contained in CFAOs, A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property Accounting, A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces and A-PS-191-001/FP-001, Policy Governing

the Operation of the Canadian Forces Exchange System, unless specific approval has been obtained from DGMWS for an exception.

## **SECTION 4 - ACCOUNTING AND CONTROL**

### **Accounting**

18. The accounting for branch, regimental and group funds and property including kit shops shall be in accordance with the procedures in A-FN-105-001/AG-001 and other NPP directives.

19. Kit shop operations shall adhere to provincial regulations, including the collection and remittance of provincial sales tax.

### **Artifacts and Memorabilia**

20. Certain non-public items having a historical significance such as flags, guidons, trophies, war prizes and museum pieces may be classified as artifacts and memorabilia. Care and disposal of such items is governed by Chapter 11-1, Artifacts and Memorabilia.

### **Discontinued Funds**

21. Should it be desirable to close out a fund, the provisions of the National Defence Act (NDA) Sections 38-41 will apply. To permit the CDS to exercise his responsibilities, fund officials shall forward to DGMWS their proposals for winding up the affairs of the fund. The submission shall be accompanied by separate inventories, one for artifacts and memorabilia and the other for any other NPP the fund may own and shall include the recommended disposal of each item.

### **Audits**

22. Corps, regimental and similar funds, including the Royal Military Colleges Club of Canada, which existed on 1 January 1973, are NPP activities. However, they may continue under their original terms of reference, which may include maintaining accounts that are separate from the CFCF framework.

23. If the membership so desires, a corps, regimental or similar fund which existed on 1 January 1973, may arrange for the incorporation of the membership and funds in an appropriate branch, regimental or group fund as described. If a fund chooses to perpetuate itself, it need not be reauthorized. All such funds must submit a copy of their audited financial statements to DGMWS within six months of the end of its fiscal year.

## Chapter 10-5 Disposal of Non-Public Property

### SECTION 1 - GENERAL

#### Purpose

1. This order prescribes the policy and procedures governing the disposal of Non-Public Property (NPP) when a unit or other element of the Canadian Forces (CF) is disbanded or when its circumstances are altered.

#### Application

2. This order applies to units of the Regular Force and Reserve Force as appropriate.

#### Terminology

3. In this order:

**Disbandment** includes paying off a ship.

**Non-Public Property** has the meaning ascribed to it in QR&O 1.02, Non-Public Property.

**Officer Commanding a Command (OCC)** includes, in respect of a unit of the Reserve Force, the appropriate "Area Commander".

#### Responsibility

4. Director General Morale and Welfare Services (DGMWS) is responsible for the policy and administration governing the disposal of NPP.

#### Safeguarding of Property

5. When a unit is notified that it will be disbanded or that its circumstances will be altered as outlined in paragraph 7, NPP shall not be disposed of or alienated in any manner until the direction of the Chief of the Defence Staff (CDS) is obtained.

#### Disbandment

6. When a unit or other element of the CF is disbanded, the NPP which is vested in the officer in command of that disbanded unit or other disbanded element shall pass to and vest in the CDS in accordance with the National Defence Act (NDA) Section 38(2).

#### Units in Altered Circumstances

7. Where, by reason of a substantial reduction in the number of officers and men serving in a unit or other element of the CF or by reason of a change in the location or other conditions of service of a unit or other element, the CDS considers it desirable to do so, may direct that the NPP or any part thereof that is vested in the officer in



command of that unit or other element shall pass to and be vested in the CDS pursuant to the National Defence Act (NDA) Section 38(3). Prior to issuing such direction the CDS may request the OCC to make recommendations. Guidelines to be used by the OCC in making such recommendations are set out in Table 11-5-1, Guidelines for Disposal Recommendations.

<b>Table 10-5-1 Guidelines for Disposal Recommendations</b>
The following guidelines are provided to assist the OCC in making recommendations to the CDS for the disposal of NPP
<ol style="list-style-type: none"> <li>1. If the unit is disbanded, reduced to nil strength or is moved to another location where it can use the facilities of established messes and other NPP facilities and is being replaced at the present location by an incoming unit of comparable requirements, the normal recommendation would be that the incoming unit should acquire the assets of the outgoing unit and assume its liabilities.</li> <li>2. If the circumstances are similar to those in paragraph 2, except that the replacing unit will have substantially less NPP requirements than the outgoing unit, the normal recommendation would contain an outline of the assets which it is considered the incoming unit should acquire.</li> <li>3. If the circumstances are similar to those in paragraph 2, except that the replacing unit will have substantially greater NPP requirements than the outgoing unit, the normal recommendation would be that the incoming unit should acquire the assets of the outgoing unit and assume its liabilities. In addition, recommendations could be made concerning additional needs of the incoming unit.</li> <li>4. If the circumstances are similar to those in paragraph 2, except that there is no replacement unit, the normal recommendation should be that all NPP be vested in the CDS for ultimate disposal.</li> <li>5. If the unit is being moved to another location in Canada where it will not be able to use the facilities of established messes or other NPP facilities and there is no incoming unit, the normal recommendation would be that there be no break in the mess or other NPP administration of the unit and that the NPP and books of account be transferred to the new location.</li> <li>6. If the unit is to be moved from a location in Canada to a location outside Canada where it is not able to use the facilities of established messes or other NPP facilities and there is no incoming unit, the recommendation for disposal of the unit's NPP should list the assets which the outgoing unit will require at the new location to establish NPP facilities.</li> <li>7. If the unit is being moved to a location where it will not be able to use the facilities of established messes and other NPP facilities and is being replaced at the present location by an incoming unit of comparable requirements, the recommendation for</li> </ol>

disposal of the NPP should normally be based on an equitable distribution of the assets between the incoming and outgoing units.

8. If the unit is being substantially reduced in strength but is remaining at the same location, the OCC should recommend whether any disposal of assets is necessary.
9. Where movement of a unit is involved, the content of QR&O 210.90, Movement and Storage of Non-Public Property, must be considered when making disposal recommendations.

## Method of Disposal

8. The NPP which passes to and becomes vested in the CDS shall normally be disposed of as detailed below:
  - a. **Funds.** Funds shall be transferred to the Canadian Forces Central Fund (CFCF) unless otherwise directed by the CDS;
  - b. **Installed Equipment.** Direction may be issued that installed equipment is not to be removed so that the location may be disposed of by Crown Assets Disposal Corporation as a complete entity. In such cases A-PS-110-001/AG-002, Morale and Welfare Programs in the Canadian Forces applies. If such direction is not received, installed equipment shall be disposed of along with other equipment and furniture as detailed in sub-paragraph c below;
  - c. **Equipment and Furniture.** Items shall be disposed of by one or more of the following methods, normally in the following order of priority:
    - (1) transfer to NPP activities at newly established units;
    - (2) sale or transfer to NPP activities at established units;
    - (3) sale by auction, to serving members for their personal use; or
    - (4) sale under local arrangements by the OCC for the best prices attainable.
  - d. **Memorabilia.** Items of traditional, historical, symbolic or sentimental value such as artifacts, guidons, colours and trophies of ships, corps or regiments shall be disposed of by:
    - (1) transfer to an appropriate continuing unit; or
    - (2) transfer to a regimental, branch or corps fund for care and custody.

## SECTION 2 – PROCEDURES

### Officer Commanding a Command Responsibilities

9. Immediately upon notification that a unit or other element is to be disbanded or is to undergo a change in circumstances as outlined in paragraph 7, the OCC shall:

- a. notify the CO of the affected unit of his responsibility for safeguarding NPP;
- b. call for itemized schedules of the NPP assets of the affected unit; and
- c. bring the contents of the following manuals that apply to disposal of NPP to the attention of the CO of the affected unit;
  - (1) C-08-005-120/AG-000, Canadian Forces Construction Engineering Manual (Chapter 50, Section 7); and
  - (2) A-PS-110-001/AG-002.

### Unit Commanding Officer Responsibilities

10. The CO of a unit or other element who receives notification from the OCC as outlined in paragraph 9 shall:

- a. if the unit is disbanded or reduced to nil strength, immediately refund the unexpended balance of public fund grants or allowances at the date of change of status, after all legitimate charges against each grant or allowance have been paid, to the Receiver General for Canada through the base comptroller;
- b. except as prescribed in paragraph 11, ensure that expenditures for social functions are limited to current revenues and that mess and club subscriptions, bar prices, exchange prices and the basis of other sources of revenue are not reduced;
- c. have inventory documents brought up to date, checked and adjusted before personnel leave the unit;
- d. appoint interim inventory holders pending disposal of hand-over of the property;
- e. obtain instructions from the owners for the disposal of property on loan;
- f. ensure that accounts receivable are collected;
- g. ensure that all liabilities are cleared and that advance public notice of the disbandment or change in circumstances is given suitable advertisement in

local newspapers, requiring creditors to file their claims against messes, etc, by a specified date;

**Note:** Advertising in local newspapers, etc, may be undertaken only where it will not involve a breach of security or lead to a premature announcement of the intention to disband or change the circumstances of a unit or other element.

- h. have stocks of merchandise kept to a minimum requirements to avoid loss on disposal;
- i. ensure that suitable personnel are designated or included in the rear party to maintain the books of account and protect the NPP until disposed of;
- j. prepare a schedule of assets in the format shown at Table 10-5-2, Format for Schedule of NPP Assets, and make recommendations for disposal when forwarding the schedule to command headquarters; and



- k. make specific proposals to the OCC (including full descriptive details and substantiation of the proposed method of disposal) for the distribution or other disposal of guidons, colours, flags, trophies or other items having a traditional or sentimental value and for donations received for a specific purpose.

**Note:** Items subject to special disposal direction, as outlined in sub-paragraph k, including valuable plate and paintings, shall be placed in suitable storage for protection against theft, fire and deterioration pending CDS disposal direction.

## **Social Functions**

11. In cases of disbandment, reduction to nil strength or transfer of units, where disposal of NPP is to take place under this order, a unit may hold appropriate social or other functions to mark the occasion and, the unit CO may request authority to spend a nominal amount from surplus mess or Base Funds for such functions from the OCC who shall, if in agreement, recommend approval of the request to DGMWS. In adjudicating such requests, the OCC shall take into consideration the size of the affected unit, its financial position, and the manner in which funds have been administered.

## **Disposal Action**

12. On receipt of the schedule of assets and the recommendations of the CO, the OCC shall notify DGMWS, all command headquarters and service units in the locality, of the assets available for sale, asking for bids and pointing out that purchases will be responsible for any transportation arrangements and costs.

13. On receipt of the bids mentioned in paragraph 12, the OCC shall forward a copy of the schedule of assets and his recommendations for disposal to DGMWS for CDS approval.

14. The CDS will review the disposal recommendations of the OCC and issue instructions regarding disposal of the non-property which vests in the CDS under the National Defence Act (NDA) Section 38(2) or which the CDS directs shall vest in the CDS under the National Defence Act (NDA) Section 38(3). The disposal instructions will include direction regarding items listed in the schedule of assets which the CDS wishes to allocate and the items which the CDS wishes the OCC to dispose of.

15. On receipt of CDS disposal directions, the OCC shall:

- a. issue disposal instructions to the CO of the affected unit in accordance with the directions of the CDS;
- b. direct that the items in the schedule of assets which are to be disposed of by the unit be appraised. Normally, the appraisal value shall be obtained from a

non-military source. Items shall then be offered for cash sale to military personnel in the area by advertising closed auctions under the supervision of the CO. Reserve bids shall be entered at two-thirds of the appraised value;

- c. direct that items remaining after the auction to military personnel be offered for public sale under local arrangement, as authorized by the OCC, for the best prices attainable; and
- d. direct the CO to advise of any remaining items and to recommend the best disposal arrangements that can be made for them. The OCC shall then issue final disposal instructions for these items.

16. Cash balances not acquired by an incoming unit or distributed otherwise by the direction of the CDS shall be remitted immediately to the CFCF. Any legitimate claim against funds remitted to the CFCF shall be forwarded, together with an explanation of the circumstances and a recommendation for payment, to the DGMWS Chief Financial Officer (CFO).

### **SECTION 3 – ACCOUNTING**

17. When the NPP of a unit or other element is disposed of in accordance with this order the following accounting action is required:

- a. when the CDS directs that the assets of an outgoing unit be transferred to an incoming unit, the incoming unit shall operate from the date of handover, collecting outstanding accounts and settling liabilities incurred prior to that date;
- b. adjustments in accounts arising from the disposal of surplus assets which are not acquired by an incoming unit are disposed of in accordance with CDS direction shall be made in the records of the incoming unit;
- c. when the disposal action is such that there will be no transfer of NPP to an incoming unit, the rear party of the outgoing unit shall normally continue to operate the accounts until all assets have been disposed of, liabilities settled and records closed. Where this is not feasible, the OCC may authorize the rear party to close its books of account and remit the cash balances to the CFCF. The OCC shall then assume or appoint another unit to assume, responsibility for completing disposal of assets and to establish the outstanding liabilities for settlement by the CFCF; and
- d. when the CDS directs that an outgoing unit is to retain a portion of its NPP and an incoming unit is to acquire a portion of it, the OCC shall issue instructions regarding the accounting action required by the outgoing and incoming units.

18. When the NPP of the affected unit is to be distributed or disposed of, the OCC shall appoint an audit staff from the OCC headquarters, or a unit in the vicinity of the affected unit, to complete a final audit of the accounting records of the affected unit after all transactions have been completed in accordance with CDS direction.



## Chapter 10-6 Grants for Provision and Maintenance of Physical Fitness Equipment

### Purpose

1. This order amplifies QR&O 210.37, Provision and Maintenance of Physical Fitness Equipment – Regular Force and 210.375, Provision and Maintenance of Physical Fitness Equipment – Reserve Force.

### General

2. The Physical Fitness Maintenance Grant (PFMG) funding provided under QR&O 210.37 and 210.375 shall be used only for the provision and maintenance of physical fitness equipment.

3. The funds shall not be used for:

- a. rental of training accommodation or equipment;
- b. fees, memberships, shares or admissions related to activities;
- c. games room equipment (eg: darts, ping pong, shuffle board, billiards);
- d. furniture, furnishings or entertainment appliances, (eg: television sets, stereos, lockers);
- e. prizes, awards, trophies, crests, gifts or payments-in-lieu;
- f. wearing apparel;
- g. provision of facilities, (eg: sauna baths, squash courts, movable facilities, including renovations and maintenance);
- h. provision of installed equipment, (eg: arena time clock, shower facilities); or
- i. items provided for by scales of issue.

4. Only in exceptional circumstances and at the discretion of the local PSP manager may PFMG funding be used for the procurement of physical fitness equipment such as treadmills, spin bikes, elliptical trainers or fitness activity equipment such as sports equipment or uniforms for sports teams.

5. Title to equipment procured or maintained with PFMG is vested in the Base Commander (B Comd) and the equipment shall be accounted for as Non-Public Property (NPP) in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property Accounting, Chapters 19 and 49.

## Annual Review

6. The Director of Fitness (DFit) will conduct an annual review of the PFMG rates that may be provided under this order and in accordance with A-FN-105-001/AG-001, Chapter 10, based on:
- a. percent variances of the Consumer Price Index (CPI) during the previous year;
  - b. calculation of eligible funding based on the rates pursuant to QR&O 210.37 and 210.375; and
  - c. calculation of funding for each unit on a per capita basis, utilizing departmental personnel statistics provided by PeopleSoft.

## Regular Force

### Entitlement

7. Pursuant to QR&O 210.37, the entitlement of public funds for the PFMG is payable as a grant.

### Availability

8. Grants available under QR&O 210.37 shall:
- a. be payable quarterly beginning 1 April of each new fiscal year;
  - b. include officers and Non-Commissioned Members (NCM) of the Regular Force and officers and NCM of a force other than the Canadian Forces (CF) on strength of the base or other unit or element;
  - c. be calculated on the base strength as reported in PeopleSoft; and
  - d. include the actual number of officers posted to the base for training between academic years.

## Notification and Provision for Funding

9. At the beginning of each new Fiscal Year (FY), DFit will notify applicable units what the approved PFMG funding rates will be for that FY. In accordance with A-FN-105-001/AG-001, Chapter 10, funding will be provided:
- a. in quarterly instalments;
  - b. automatically to bases in Canada and to CFSU (E), CFSU (C) and CDLS (W) outside Canada; and
  - c. with the amount of the annual grant being reduced by the unexpended balance in the trust fund at the previous year-end.

**Accounting**

10. The grant shall be accounted for through the NPP accounting records of the Base Fund as a separate liability account.

11. Equipment shall be:

- a. procured, maintained and accounted for in accordance with the NPP framework;
- b. apportioned equitably between units;
  - (1) commensurate with their entitlement; and
  - (2) by advising the COs concerned.

12. Supplier's invoices and receipts for payments are required in support of any expenditure made against the grant.

**Unexpended Grants - Inactivation or Disbandment**

13. When a base or other unit or element is inactivated or disbanded, the unexpended portion of the grant shall be refunded to the Canadian Forces Central Fund (CFCF).

**Reserve Force****Entitlement**

14. Pursuant to QR&O 210.375, the entitlement of public funds for the PFMG is payable as a grant.

**Availability - Initial and Supplementary Grants**

15. Grants available under QR&O 210.375 shall:

- a. be payable quarterly beginning 1 April of each new fiscal year;
- b. include officers and NCM of the established unit;

16. Application for an initial grant may be made by each newly established unit to DFit through the respective command. The application shall state the authority for the new establishment, the authorized date of formation and the total number of unrestricted positions for members contained in the establishment. Applications may be made only by self-contained units not forming part of a larger unit for which a grant is payable. Units or elements that are renamed or brought together to form a new unit are not eligible for an initial grant.

17. A supplementary grant is payable when the unit is increased by 100 or more members. Smaller increases to the establishment, which over a period of time reach a total of 100 or more members, shall not be taken into account.

### **Provision for Funding**

18. To obtain payment of an initial or supplementary grant, the CO shall prepare form CF 52, General Allowance Claim, in triplicate, showing:

- a. for the initial grant, the authorized strength of the base or other unit or element and the DFit authority for the grant; or
- b. for a supplementary grant, the authority which increased the establishment by 100 or more, the supplementary grant shall be approved by the respective command.

19. The original and duplicate copy of the approved claim shall be passed to the unit orderly room for settlement in accordance with Assistant Deputy Minister (Finance and Corporate Services), ADM(Fin CS) instructions.

### **Reimbursement of Expenditures for Maintenance of Physical Equipment**

20. Claims shall be submitted for each calendar quarter. At the end of the calendar quarter the CO shall:

- a. prepare form CF 52 in triplicate, showing:
  - (1) the period covered by the claim;
  - (2) by month, for the period covered by the claim, the effective unit strength (from the appropriate attendance records) as the last day of each month;
  - (3) the average effective monthly strength for the period (based on sub-paragraph (2) above) and the amount of the entitlement computed at one quarter of the annual rate or where the period is less than a complete quarter, one-twelfth of the annual rate for each complete month;
  - (4) where applicable, the unclaimed amount carried forward from the previous quarter in the same fiscal year (see paragraph 16);
  - (5) the gross amount of entitlement for the period covered by the claim, ie sub-paragraph (3) plus (4);
  - (6) the amount claimed for the period covered by the claim (see paragraph 16); and
  - (7) the net amount unclaimed at the end of the quarter covered by the claim, ie: sub-paragraph (5) minus sub-paragraph (6);

- b. attach to the claim the original invoices, receipted by the supplier as to payment covering the expenditures claimed or, if receipted invoices are not available, ensure that the original invoices show the number, date and the amount of the cheque(s) issued in payment of the account; and
- c. certify the claim as follows:

"I certify that the expenditures claimed were incurred for the maintenance of physical fitness equipment, that the attached invoices have been paid from Non-Public Funds (NPF), and the invoices have not been submitted in support of any previous claim"; and

- d. pass the original, with supporting invoices attached, and the duplicate of the claim to the unit orderly room for settlement in accordance with ADM(Fin CS) instructions.

21. The amount claimed for the quarter shall not exceed the entitlement for that quarter plus any unclaimed amount carried forward from the previous quarters in the same fiscal year. Any entitlement not claimed at the end of the fiscal year shall lapse.

#### **Entitlement to Maintenance Grant for Fractional Periods**

22. For new units or other elements the entitlement to the maintenance grant shall commence on the first day of the month following the month in which the unit or other element was organized or reorganized. For the first fiscal year the entitlement prescribed in QR&O 210.375(3) shall not exceed the entitlement for the number of complete months the unit or other element existed in that year. Form CF 52 shall be prepared, certified and disposed of in accordance with paragraph 16 and shall show the authority for and the effective date of organization or reorganization.

23. For inactivated or disbanded units and other elements the entitlement prescribed in QR&O 210.375(3) to the maintenance grant ceases effective the last day of the month preceding the date of being inactivated or disbanded. The total amount to be claimed for the year shall not exceed the gross entitlement for the number of complete months that the unit or other element existed in that fiscal year. See also paragraphs 24 and 25.

#### **Unexpended Grants - Inactivation or Disbandment**

24. When a base or unit is inactivated or disbanded the unexpended portion of the grant shall be refunded to the Receiver General for Canada.

#### **Change in Status of A Unit**

25. Subsequent to the official notification of a change in status of a unit or other element, ie: inactivated or disbanded, no further commitment or liability of funds for the provision or maintenance of physical fitness equipment shall be incurred except that, where the CO considers it necessary in the continued operation of the unit or other

element, a commitment or liability may be authorized, during the period up to the effective date of the change in status, by the Area Commander.

26. Expenditures from these funds in respect of a commitment or liability incurred prior to the date of official notification of the change in status may be made in the normal manner.

27. Equipment purchased from these funds shall be disposed of in accordance with appropriate instructions issued for the disposal of NPP assets.

## PART 11 ARTIFACTS AND MEMORABILIA

### Chapter 11-1 Artifacts and Memorabilia Non-Public Property

#### Purpose

1. This order prescribes the policy and procedures for the care and custody of artifacts and memorabilia.

#### Definition

2. **Artifacts and Memorabilia** means items of Non-Public Property (NPP) that have a symbolic, historical, traditional or sentimental value. These must not be confused with Crown-owned artifacts, relics and trophies that through tradition and regulations continue to be controlled and accounted for through National Defence Headquarters (NDHQ) in accordance with A-LM-182-001/JS-001, Standard Supply Instructions.

#### Ownership

3. Pursuant to the National Defence Act (NDA) Section 38, the ownership of NPP, such as artifacts and memorabilia, vests in:

- a. the officer from time to time in command of the unit or other element in the case of artifacts and memorabilia of a unit; or
- b. the Chief of the Defence Staff (CDS) in the case of artifacts and memorabilia:
  - (1) of a unit that has been disbanded;
  - (2) of a unit in altered circumstances if the CDS so directs in accordance the NDA Section 38(3); or
  - (3) that are acquired by contribution but not contributed to any specific unit or element of the Canadian Forces (CF).

4. The CDS may direct that property vested in the CDS be transferred for care and custody to a branch, regimental or group fund established in accordance with Chapter 10- 4, Branch, Regimental and Group Funds. Such property, however, remains vested in the CDS and, except as provided in paragraph 8, shall not be disposed of or otherwise alienated without the express approval of the CDS.

#### Classification as Artifacts and Memorabilia

5. Items of NPP may be classified as artifacts and memorabilia by:

- a. the CDS;
- b. the CO of a unit or other element of the CF; or

- c. the president of a branch, regimental or group fund (see Chapter 10-4, Branch, Regimental and Group Funds).

## **Control**

6. Items of NPP classified as artifacts and memorabilia shall be listed on a distribution account separate from other NPP.
7. A CO may authorize artifacts and memorabilia vested in the CO to be loaned to:
  - a. a CF museum of historical collection, as defined in CFAO 27-5, Canadian Forces Museums, at the CO's base;
  - b. a mess at the CO's base; and
  - c. a lodger, integral or satellite unit at the CO's base.
8. The president of a Branch, Regimental or Group Fund may authorize the loan of artifacts and memorabilia that have been transferred to the president's fund for care and custody, as outlined in paragraph 4, to:
  - a. the CO of a unit;
  - b. a mess;
  - c. a CF museum or historical collection, as defined in CFAO 27-5; or
  - d. a federal or provincial museum.
9. Any disposal or alienation of artifacts and memorabilia, other than as provided for in paragraphs 7 and 8, requires the specific approval of the CDS (see Chapter 10-5, Disposal of Non-Public Property).
10. The CDS will consider applications to loan artifacts and memorabilia for display purposes to:
  - a. a regimental association or other similar military organization;
  - b. a federal or provincial museum;
  - c. a CF museum (see CFAO 27-5); or
  - d. a civilian museum.
11. An application made pursuant to paragraph 10 shall be forwarded to Director General Morale and Welfare Services (DGMWS) for CDS approval.



12. Where artifacts or memorabilia are loaned, a suitable loan agreement shall be completed in triplicate. An example of such an agreement is in Table 11-1-1, Example of a Custodial Agreement.

<b>Table 11-1-1 Example of a Custodial Agreement</b>	
THIS AGREEMENT made this _____ day of _____, 20____, between _____ (hereinafter called the owner) and _____ (hereinafter called the custodian).	
<p>1. The owner, by mutual agreement with the custodian, places in the custody of the custodian the property itemized under the following terms and conditions:</p> <ul style="list-style-type: none"> <li>a. that the property remains vested in the owner and that the custodian will not attempt to remove or permit the removal of any part of the property from the premises of the custodian without the written consent of the owner;</li> <li>b. the custodian undertakes not to damage any of the property and agrees to maintain it in as good condition as it now is, subject to ordinary wear and tear;</li> <li>c. the custodian agrees not to attempt to sell or encumber the property or otherwise interfere with the rights of the owner with respect to it;</li> <li>d. the custodian shall ensure that the property is insured under the insurance provided by the Canadian Forces Central Fund (CFCF) or, if the property cannot be insured under that fund, the custodian shall obtain, at the custodian's expense, insurance coverage equivalent to that provided by the NPP Consolidated Insurance Programme (CIP);</li> <li>e. the custodian shall cause an inventory of the property to be taken at least once annually and shall advise the owner of any deficiencies in the property as soon as they become known; and</li> <li>f. in the event that there is any change in the circumstances of the custodian which would bear on the continued custody of the property or on the terms and conditions of such custody contained herein the custodian shall immediately notify the owner.</li> </ul>	
THIS AGREEMENT shall ensure to the benefit of and be enforceable by the parties herein and their executors, administrators, successors and assignees respectively.	
Signature of Witness	Signature and Title of Owner
Signature of Witness	Signature and Title of Custodian
<b>To this agreement attach an itemized list of items loaned.</b>	

13. The loan agreement shall be distributed to the borrower, to CFMWS Personnel Support Programs (PSP) Division and to the lender. Loans may be made for a period of one year and extensions for an additional year may be authorized by the approving authority.

14. The physical check of all equipment on each distribution account and each custodial agreement shall be made at least once in each financial year.

### **Storage of Small Arms**

15. Unless rendered inoperable, small arms, classified as artifacts and memorabilia, shall be stored and handled in accordance with the requirements contained in A-SJ-100-001/AS-000, Security Orders For The Department Of National Defence and The Canadian Forces - Volume 1 – General.

### **Insurance**

16. Artifacts and memorabilia of a Regular Force unit are insured under the CIP in accordance with A-FN-105-001/AG-001, Policy and Procedures for Non-Public Property Accounting, Chapter 20. It is the responsibility of each Reserve Force unit to obtain its own insurance coverage for artifacts and memorabilia.

## PART 12 REFERENCES, ACRONYMS AND TERMS AND DEFINITIONS

### Chapter 12-1 References

7331-1 (DGPFS/CFO) 21 December 2012	Non-Public Property (NPP) Financial and Human Resources (HR) Delegation of Authorities
A-AD-262-000/AG-000	Mess Administration
A-AE-219-003/AG-001	Organization, Establishment Staffing Criteria, Book 9, Public Support for NPF activities
A-CR-CCP-242/PT-005 A-FN-105-001/AG-001	Training Manual – Air Cadet Gliding Program Manual Policy and Procedures for Non-Public Property Accounting
A-FN-110-001/AG-E01 A-LM-182-001/JS-001 A-PS-110-001/AG-002	The Naval Non-Public Funds Manual Standard Supply Instructions Morale and Welfare Programs in the Canadian Forces
A-PS-191-001/FP-001	Policy Governing the Operation of the Canadian Forces Exchange System
A-SJ-100-001/AS-000	Security Orders For The Department Of National Defence and The Canadian Forces - Volume 1 – General
C-08-005-120/AG-000	Canadian Forces Construction Engineering Manual (CFCEM)
C12380000 AM 000	Canadian Forces Support to the Air Cadet Gliding Programme – Gliders, Tow Aircraft and Gliding Support Equipment
C22102002 MF001	Survival Kit Aircraft -Basic- Tow Aircraft, Air Cadet Gliding Program NSN 1680-21-886-0289 and 1688-20-002-5386
C98-013-002/MG002	Comprehensive Maintenance Manual Operation and Maintenance of Swimming Pools
Canadian Forces EXPRES Canadian Forces Scales	Operations Manual Volume 2 (CFS-2)
CDS Direction - 19 Jan 98	Unregulated Activities and Internal Competition on Bases and Wings
CDS Direction - 15 Dec 04	Canadian Forces Personnel Support Agency

CDS Guidance - 26 Jan 04	Canadian Forces Morale and Welfare Programs
CFAO 2-10	Personnel Branches Within the Canadian Forces
CFAO 19-8	Canvassing Defence Establishments
CFAO 24-1	Casualties - Reporting and Administration
CFAO 24-6	Investigation of Injuries or Death
CFAO 27-5	Canadian Forces Museums
CFAO 34-38	Sanitary Control of Indoor and Outdoor Pools and Swimming Areas
CFAO 50-11	Rifle Associations
CFAO 55-6	Authorization For Civil Aircraft To Use DND Aerodromes
CFAO 210-20	Grants For Provision And Maintenance Of Physical Fitness Equipment
CFP 120	Scales of Accommodation
CFTO D87-003-000/SG-001	Purity of Compressed Breathing Air and Gases for Divers and Canadian Standards Association Standard SCA Z180-1
Deployed Ops Service Level Agreement (SLA)	Between CEO Canadian Forces Personnel Support Agency (CFPSA) and Commander Canadian Expeditionary Force Command (CEFCOM)
DAOD 1000-0	Corporate Administrative Direction
DAOD 5018-2	Report of Injuries and Exposure to Toxic Substances
DAOD 5023-1	Minimum Operational Standards Related to Universality of Service
DAOD 5023-2	Physical Fitness Programme
DAOD 5045-0	Canadian Forces Personnel Support Programs
DAOD 5060-0	Leave
DAOD 7002-0	Boards of Inquiry and Summary Investigations
DAOD 7002-1	Boards of Inquiry
DAOD 7002-2	Summary Investigations
DAOD 7002-3	Investigative Matters and References
DAOD 7002-4	Examination of Witnesses
DAOD 9003-1	Non-Public Property Governance Framework, Chief of Military Personnel and the Non-Public Property Board
E-PD-007-008/JD-001	CF National Sports Championship Rule Book

Financial Administration Manual Chapter 1019-8	Reporting and Recovery of Public Support to Shared Activities of Personnel Support Programs
Human Resources Policy	Staff of the Non-Public Funds, Canadian Forces Human Resources Policies
NDA Sections 38-41	Non-Public Property
Pension Act QR&O 4.61 QR&O 19.04 QR&O 21.47	(R.S.C., 1985, C.P-6), Recreation Programs Intoxicants Findings on Injury or Death
QR&O 21.72	Loss of or Damage to Non-Public Property
QR&O 21.73	Investigation into Loss, Overage or Damage Due to a Service or Criminal Offence
QR&O 27.01	Establishment or Closure
QR&O 210.37	Provision and Maintenance Of Physical Fitness Equipment – Regular Force
QR&O 210.375	Provision and Maintenance of Physical Fitness Equipment – Reserve Force
QR&O 210.42 QR&O 210.90 Treasury Board Minute VCDS Instruction 3/96	Contingency Grant – Primary Reserve Units Movement and Storage of Non–Public Property Number 689194 (TB minute 689194), 20 Jun 69 18 Jul 96

## Chapter 12-2 Acronyms

A for P	Authorization for Project
ACUC	American and Canadian Underwater Certifications Inc.
ADM(Fin CS)	Assistant Deputy Minister (Finance and Corporate Services)
ADM(IE)	Assistant Deputy Minister (Infrastructure and Environment)
ADM(Mat)	Assistant Deputy Minister (Materiel)
ADM(PA)	Assistant Deputy Minister (Public Affairs)
AMS	Air Movements Squadron
AOR	Area of Operation
AR	Acquittance Roll
ASC	Advertising Standards Canada
ASCC	Advertising Standards Canada Code
AU	Administrative Unit
BAdmO	Base Administrative Officer
B Comd	Base Commander
B Comd Rep	Base Commander's Representative
BOD	Board of Directors
CA	Canadian Army
CAC	Coaching Association of Canada
CAF	Canadian Armed Forces
CALA	Canadian Aquafit Leaders Alliance
CANEX	Canadian Forces Exchange System
CCO	Community Coordinator Organization
CDLS(W)	Canadian Defence Liaison Staff (Washington)
CDS	Chief of the Defence Staff
CE	Construction Engineering
CEO	Chief Executive Officer
CF	Canadian Forces
CFAO	Canadian Forces Administrative Orders
CFB	Canadian Forces Base
RAMM	Realty Asset Management Manual
CFCF	Canadian Forces Central Fund
CFHSG	CF Health Services Group
CFLAWC	Canadian Forces Land Advance Warfare Centre
CFN	Canadian Forces Newspapers
CFNA	Canadian Forces Newspaper Association
CFO	Chief Financial Officer
CFOO	Canadian Forces Organization Order
CFP	Canadian Forces Publication
CFPSA	Canadian Forces Personnel Support Agency
CFRG	Canadian Forces Recruiting Group
CFS	Canadian Forces station
CFSA	Canadian Forces Superannuation Act

CFSD	Canadian Forces Supply Depot
CFMWS	Canadian Forces Morale and Welfare Services
CG	Charitable Goods
CHAFO	Chief Administration and Finance Officer
Chap Gen	Chaplain General
CHQ	Command Headquarters
CIC	Cadet Instructor Cadre
CIDA	Canadian International Development Agency
CIP	Consolidated Insurance Programme
CISM	International Military Sports Council
CMP	Chief of Military Personnel
CO	Commanding Officer
CoC	Chain of Command
COI	Conflict of interest
Comd	Commander
CPI	Consumer Price Index
CRS	Chief Review Services
CSCTA	Canadian Swimming Coaches and Teachers Association
CSPA	Canadian Sport Parachuting Association
CTO	Compensatory Time Off
DAN	Divers Alert Network
DAOD	Defence Administrative Orders and Directives
DDSRM	Director Deployment Support, Recreation and Messes
DFit	Director of Fitness
DGHS	Director General Health Services
DGMWS	Director General Morale and Welfare Services
DHH	Director History and Heritage
DND	Department of National Defence
DND LO	Department of National Defence Liaison Officer
DPS	Director Pay Services
DRDC (T)	Defence Research Development Canada (Toronto)
DSPCA	Defence Services Pension Continuation Act
DWAN	Defence Wide Area Network
FAA	Financial Administration Act
FAM	Financial Administration Manual
FINA	La Fédération Internationale de Natation
FRT	Family Related Travel
FSC	Fitness and Sport Co-ordinator
FSD	Fitness and Sport Director
FS/RC	Fitness Sport and/or Recreation Coordinator
FSRD	Fitness, Sport and Recreation Director
GL	General Ledger
HLTA	Home Leave Travel Assistance
HR	Human Resources
LTA	Leave Travel Assistance
LWOP	Leave Without Pay

Mil OPI	Military Officer of Primary Interest
MND	Minister of National Defence
MOC	Military Occupation
MOU	Memorandum of Understanding
MW	Morale and Welfare
NALO	North American Liaison Office
NAUI	National Association of Underwater Instructors
NCM	Non-Commissioned Member
NDA	National Defence Act
NDHQ	National Defence Headquarters
NGO	Non-Government Organization
NPF	Non-public funds
NPP	Non-Public Property
OCC	Officer Commanding a Command
OPI	Office of Primary Interest
PADI	Professional Association of Diving Instructors
PAO	Public Affairs Officer
PCP	Programme Change Proposal
PFMG	Physical Fitness Maintenance Grant
PMC	President of the Mess Committee
POC	Point of Contact
PSP	Personnel Support Programs
PSP PM	Personnel Support Programs Policy Manual
PWGSC	Public Works and Government Services Canada
QR&O	Queen's Regulations and Orders
RAMM	Realty Asset Management Manual
R&R	Rest and Recreation
R&Q	Rations and Quarters
RC	Red Cross
RCAF	Royal Canadian Air Force
RCD	Royal Canadian Dragoons
RCHA	Royal Canadian Horse Artillery
RCMP	Royal Canadian Mounted Police
RCN	Royal Canadian Navy
RHU	Residential Housing Units
ROTP	Regular Officer Training Plan
RSD	Regional Sports Director
SAC	Soaring Association of Canada
SCUBA	Self-Contained Underwater Breathing Apparatus
SLA	Service Level Agreement
SR VP PSP	Senior Vice-President Personnel Support Programs
TB	Treasury Board
TF	Task Force
TF Comd	Task Force Commander
VCDS	Vice Chief of the Defence Staff
YMCA	Young Men's Christian Association



## Chapter 12-3 Terms and Definitions

Acquisition of Real Property	Means the addition of real property to the Non-Public Property (NPP) inventory by purchase, lease, exchange or gift
Activity Equipment	Equipment and consumables needed for participation in specific Morale and Welfare (MW) activities
Artifacts and Memorabilia	Means items of NPP that have a symbolic, historical, traditional or sentimental value. These must not be confused with Crown-owned artifacts, relics and trophies that through tradition and regulations continue to be controlled and accounted for through National Defence Headquarters (NDHQ) in accordance with A-LM-182-001/JS-001, Standard Supply Instructions
Authorized Recreation Activity	Means an activity which has been authorized as part of the total military community recreation program, either by the Base Commander (B Comd) or by a delegated authority such as the recreation council, community council or the base Recreation Director (RD)
Base	Means a unit designated as such by or under the authority of the Minister, the function of which is to provide such accommodation and support services for assigned units as may be directed by the Chief of the Defence Staff (CDS). The term includes wing, station, ship or unit unless otherwise stated
Base Commander	The B Comd shall mean a Commanding Officer (CO) who, for the purpose of the Personnel Support Programs Policy Manual (PSP PM), shall mean the officer in command of a Canadian Forces (CF) Base, Wing, Station, Ship, Unit or Task Force and in the case of a Royal Military College the Commandant of the College. For the authority and accountability of NPP at CFSU(E), the National Military Representative (NMR)-Europe is designated Superior Commander with the power and jurisdiction of the Formation Commanding Officer. All other instances of Command shall be specified accordingly.
Base Fund	In respect to a wing shall mean wing fund, in respect to a station shall mean station fund, in respect to a ship shall mean ship's fund, in respect to a unit shall mean unit fund and in respect to a task force shall mean task force fund

## CANEX Patrons

Mean:

- a. members of the Regular Force and their families;
- b. former members in receipt of an annuity under the *Canadian Forces Superannuation Act* (CFSA), *Defence Services Pension Continuance Act* (DSPCA), or a pension under the *Pension Act* or *War Veterans Allowance Act* and their families and survivors;
- c. former members of the CF who served on active service in the naval, army or air forces raised in Canada during time of war;
- d. members of the Reserve Force;
- e. families of Reserve Force members on Class C service or Class B service over 180 days;
- f. members of the Royal Canadian Mounted Police (RCMP) and their families;
- g. The Department of National Defence (DND) Public Service employees and their families, including casual employees and civilian employees under full time contract to DND, who are resident or employed on a unit or other element of DND;
- h. former DND Public Service employees receiving a pension for DND service and their families
- i. foreign military personnel on duty in Canada and their families
- j. members of the Canadian Corps of Commissionaires or other security force when residing or employed on a unit and their families;
- k. The Non-Public Fund (NPF) Staff and their families
- l. former NPF Staff receiving a pension for NPP service and their families; and
- m. The Canadian Military Family Resource Centre (CMFRC) employees and their families

## Commanding Officer

Except when the CDS otherwise directs, shall mean an officer in command of a base, wing, garrison, station, support unit, or other element of the CF

Any other officer designated as a commanding officer by or under the authority of the CDS

Community Recreation Programs

The MW programs providing leisure activities that play an important role in developing and maintaining military ethos essential for an effective and cohesive military force

Dependant

For the purpose of this policy manual dependant means in respect of an officer or non-commissioned member:

- a. the member's spouse or common-law partner, who is normally resident with the member at the member's place of duty or who, if living separately, is doing so for military reasons;
- b. a relative by blood, marriage or common-law partnership or adoption legally or in fact who 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 or common-law partnership or adoption legally or in fact and 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 partner or the member, or of the spouse or common-law partner and the member, or an individual adopted legally or in fact by the spouse or common-law partner or the member, or by the spouse or common-law partner and the member, who cannot be claimed as a personal exemption by the member under the Income Tax Act but who is single and in full-time attendance at school or university, if it would be equitable and consistent with the purpose of this section that such a person be a dependant; or
- e. a family member who is permanently residing with the member, but who is precluded from qualifying as a dependant under the Income Tax Act because the family member receives a pension

Disbandment	<p>When a unit or other element of the CF is disbanded, the NPP which is vested in the officer in command of that disbanded unit or other disbanded element shall pass to and vest in the CDS in accordance with the National Defence Act (NDA) Section 38(2).</p> <p>Disbandment includes paying off a ship</p>
Disposal of NPP	<p>Means the sale, trade-in, barter, consumption of NPP by a NPP activity for its own use or deletion from NPP records as a result of fair wear and tear</p>
Flying Club	<p>Means any organization licensed by the Federal Government Air Transport Committee for the purpose of providing flying training and recreational flying for its members</p>
Health Promotion Programme	<p>A program that enables CF members to increase control over and improve their health by providing tools and information to enhance health and reduce high-risk behaviours</p>
Installed Equipment	<p>Equipment built into a facility or connected by plumbing or heavy-duty electric wiring and not readily removable</p>
International Military Sports Council	<p>The International Military Sports Council (CISM) is an international military sports organization founded at the end of World War II. Its aim is to encourage physical activity and military sport and to enhance friendly relations between armed forces of the member nations</p>
Kit Shop	<p>A Branch, regimental or group fund kit shop established to offer specialized merchandise, unique to the branch, regiment or group, which can play a vital role in the maintenance of branch, regiment or group traditions, and, through their profits, support branch, regiment or group activities. These kit shops are not to offer merchandise of a general nature or otherwise enter into competition with the Canadian Forces Exchange System (CANEX) operation</p>
Leisure	<p>Means the free or discretionary time remaining to an individual over and above that required for job requirements, family and social obligations</p>
Mess	<p>The organization whose membership is related to an identifiable rank, formed for the purpose of building esprit</p>

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	de corps and comradeship; or the facility or facilities, which provide space in which to carry out the functions of the organization and may include a wardroom or dining room, bar or anteroom, lounge, games room and other common rooms
Mess Committee	A group of members elected or appointed to direct the activities of a mess in accordance with the wishes of the membership and the direction of the CO
Mess Furnishings	The standard quality furniture and accessories needed to make a mess liveable
Mess Manager	Person who plans, organizes, staffs, directs and controls all mess activities under the overall direction of the mess committee
Military Community	Means all military personnel for whom the B Comd is responsible, their dependants and all civilian residents of Residential Housing Units (RHU) resident in a specific location, having a common bond, by virtue of sharing a common profession and way of life and that are an entity wherein they and the organization to which they belong, share similar values and are supportive of one another
Military Fitness and Sports Programme	A MW program to ensure members are physically fit to meet military operational requirements and to provide sports activities for CF members to enhance physical skills, build characters and promote team building
Morale and Welfare Programs	Programs administered exclusively by Canadian Forces Morale and Welfare Services (CFMWS), with Public and NPP resources, in support of the Chain of Command (CoC), to enhance the well-being of CF members and their families, thus contributing to the operational readiness and effectiveness of the CF
Museums	Collections of memorabilia and artefacts that preserve and interpret Canadian military heritage to increase a sense of identity and esprit de corps within the CF
Net Book Value	Means the acquisition cost less accrued depreciation charges
NITROX	A mixture of oxygen and nitrogen used as a breathing gas by divers, especially a mixture containing a lower

	proportion of nitrogen than is normally present in air, to reduce the risk of decompression sickness
Non-Military Organization	Means an activity group or club concerned with recreation that has not been authorized as an "authorized recreation activity"
Non-Public Funds	The money component of NPP
Non-Public Property	Has the meaning ascribed to it in Queen's Regulations and Orders (QR&O) 1.02
NPP MW Programs	The MW programs that may have a Public component and receive a specified level of Public support less than 100%. All MW programs that are not Public MW programs as identified in this policy are NPP MW Programs
Occasional Use	Facilities normally used for a Public purpose, but are used on an "as required" basis for NPP MW activities
Official Mess Functions	Public MW activities such as mess dinners or military ceremonial events, which fulfil a Public responsibility, contribute to the effective functioning of the CF, enhance unit cohesion or mark an event of military or national significance
Officer Commanding a Command (OCC)	Includes, in respect of a unit of the Reserve Force, the appropriate "Area Commander".
Public Funds	Funds controlled by the Financial Administration Act (FAA). For the purpose of this manual, the funds appropriated for DND
Public Support	Support funded through departmental appropriation
Publicly Reimbursed Position	The MW positions filled by NPF Staff paid by and subject to the NPP accountability framework and whose salaries and overhead costs are reimbursed by the Public
Real Property	Means land, works and buildings
Recreation	Means a free choice of participation in leisure activity which is satisfying and enjoyable and which contributes to the purposeful fulfilment of the individual

Recreation Activity	Means an individual component of a program (eg: Casual Swimming Pee-Wee Hockey; Art Club; Ceramics; Bowling; Scouts; Guides).
Recreation Club	Means a self-governing, authorized recreation activity operating under the terms and conditions of a constitution approved by the B Comd
Recreation Programme	Means a sub-grouping (eg: Aquatics, Physical Recreation; Arts and Crafts) or the total program provided at a given location
Safety Equipment	Equipment to meet safety regulations
Service Club	A place for CF members to socialize where the consumption of alcohol is not the primary activity
Specialty Interest Activities	Activities, such as curling and golf, which complement community recreation programs
Total Fitness	Means a state of well-being which includes the physical, emotional, intellectual, social and spiritual health of the individual
Unit	Means an individual body of the CF that is organized as such pursuant to section 17 of the NDA, with the personnel and material thereof
Unit Fund	See Chapter 10-3 paragraphs 27, 28 and 29
Write-off	Means the authority to adjust accounting records to reflect the deletion or changed monetary value of an asset or liability arising from an extraordinary occurrence(s) such as are fraud, arson, damage, destruction, theft, fire, disappearance and deletion of bad debts that are not supported by a normal market transaction