

CF Community Recreation Club Handbook



**A Division of the Canadian Forces Personnel Support Agency
Une division de l'Agence de soutien du personnel des Forces canadiennes**

CF Community Recreation Club Handbook

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CF Community Recreation Club Handbook

Introduction

CF Community Recreation Clubs are self-governing, authorized recreation activities operating under the terms and conditions of a constitution approved by the base/wing/unit commander.

Purpose

The contribution that volunteers make within the CF community is invaluable. As club presidents and executive members these individuals contribute enormous numbers of hours to ensure that opportunities for recreational participation exist for others. Unfortunately, in some cases, the individuals who are willing to take on the responsibilities of being a member of a club executive are also individuals with little or no training in the administration of clubs. As the numbers of club operations increase, so increases the volume of work associated with the monitoring and mentoring of these clubs and volunteers.

This resource was compiled to serve two purposes. It is hoped that the Annexes will serve as useful, efficient resources for CF Community Recreation club executives. These pieces have been developed or adapted to help ensure consistency and to reduce the amount of time our volunteers need to spend developing constitutions and by-laws etc. These stand alone pieces will also help to ensure that there is consistent and accurate information available for each of the clubs making monitoring and reviewing club documents less cumbersome and time consuming. The intent is to provide club executives with tools that can then be adapted to serve each CF Community Recreation Club's unique environment and needs.

Authorizing Policy

CFAO 50-20

http://www.admfincs.forces.gc.ca/admfincs/subjects/cfao/050-20_e.asp

Supporting Policy

CFAO 50-2

http://www.admfincs.forces.gc.ca/admfincs/subjects/cfao/050-02_e.asp

Handbook Updates

It is intended that this resource be reviewed and updated, when required. A notice of any revisions made will be forwarded onto each base/wing/unit. Individuals who wish to

make suggestions or contribute resources which may be useful for others are invited to forward them to the PSP National Recreation and Youth Services office in Ottawa at any time electronically or by way of the Community Recreation Bulletin Board located at: <http://www.cfpsa.com/en/psp/Recreation/bb/index.asp>

Acknowledgements

The PSP National Recreation and Youth Services office wishes to thank Jean-François Caouette, Director – Centre plein air castor - Valcartier, Cheryl Taylor, Community Recreation Director - Edmonton, and Howie Woodruff at the CFPSA Training Centre for their contributions of existing resources in the creation of this resource. Additionally, we wish to thank those who provided feedback on the draft edition of this document.

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Club Meetings

CF Community Recreation Club Meetings are gatherings intended to provide the membership with opportunities to discuss all matters related to operation and to make decisions related to these matters in a democratic and inclusive manner.

Annual

CF Community Recreation Clubs must, according to by law and constitution requirements, hold at least one open meeting per year. This meeting has as a purpose the following: the formation of the club executive; the review of club activity in the past year; the ratification of changes; the preparation of an activity plan for the upcoming year and the discussion of all other pertinent club issues.

This meeting type is commonly referred to as a general meeting; otherwise said, it is an opportunity for club members to become informed, discuss and to adopt a definite position on questions related to the club and its operation.

Executive Committee

Regular meetings of the executive committee are also considered a type of general meeting. In all cases, meetings should be conducted according to acceptable rules of order (detailed on page 5), ensuring the legality is observed and best interest of the club and its membership are maintained.

Rules of order help to ensure good meeting flow and enable input from all members through debate and questions. Rules of order enable wise and well thought out decisions resulting from the exchange of ideas amongst members who are able to share their thoughts and opinions.

The rules of order are not intended to impede or prevent discussion. Rather, rules of order are in place to ensure everyone in attendance has the opportunity to be equally heard. Inherent to these rules are certain restrictions that are merely in place to prevent discussion on unrelated topics and personal attacks.

COMPONENTS OF A MEETING

There are three components to general meetings:

Purpose: The meeting of persons having common interests (for example: members of a recreation club, members of a union, company administrators).

Goal: A general meeting generally takes place to make decisions affecting the organization and to assure organizational objectives are attained.

Procedure: General meetings unfold according to a determined process (rules of order) explained in this resource.



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Procedure: General meetings unfold according to a determined process (rules of order) explained in this resource.

Types of meetings:

General meetings:

As a requirement of club by laws and constitutions, each club must hold an annual general meeting with all members invited to attend, to review the past year, to present reports (i.e. financial), to elect CF Community Recreation Club executive members and to develop operational objectives for the new year.

Special Meetings:

Conducted in the same manner as general meetings, special meetings are held to discuss urgent matters and to vote on motions pertaining to such matters (i.e. allocation of 'opportunity funds').

Executive Committee Meetings:

Executive committee meetings permit club executive members to look at the collaborative management of club affairs and day to day operations. These meetings typically take place on a monthly basis but may occur more, or less, frequently depending on the requirement.

The meeting process

In order for club members to come to a decision a number of steps must be undertaken: a motion must be moved, a debate must follow and a vote taken.

Types of Meetings

There are generally three types of meetings. They are:

1. General meetings – those regularly scheduled and attended by the entire membership
2. Special Meetings – where urgent matters and motions related to those matters are discussed and voted on
3. Executive Committee Meetings – regular meetings which are attended by members of the executive, intended to look at the day to day management of club affairs.

Movement of a motion:

In order to begin discussion on a particular item, a member must first put forth a motion seconded by another member on which discussion will take place (referred to as the mover and seconder).

Once a motion has been deemed acceptable (what is referred to as 'in order') by the Chair the motion is then able to be debated by the general membership. The debate, moderated by the chairperson, can only be held on the merits and consequences of the motion resulting in its adoption, defeat or amendment.

Once the membership has had sufficient opportunity to debate a particular motion it is then necessary to move to a vote. In most circumstances a majority (50% +1) is necessary to either adopt or defeat a motion.

Meeting Rules

The effective management of meetings is dependant on adherence to a number of rules related to governance. First, it is necessary to inform the membership that a general meeting is to be held. At such a time as the meeting occurs it is necessary to determine if the proceedings can legally proceed by determining whether there are an adequate number of members present. This is known as quorum. The number of people required to meet quorum should be outlined in each CF Community Recreation Club constitution. Unless otherwise outlined in the constitution this is generally the majority of members (i.e. 50%+1)

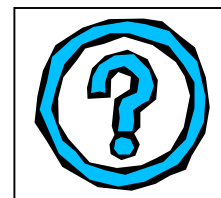
At this point it is a matter of applying the rules of order in order to facilitate the meeting process, finishing with the rules related to the closing of a meeting and related to meeting follow up.

Generally there are five types of meeting related rules:

- announcement of meeting rules
- quorum rules
- conduct of meeting rules
- meeting closure rules

What Rules Should Be Referenced When Preparing for and Conducting a Meeting?

1. Rules related to the announcement of a meeting.
2. Rules related to quorum requirements.
3. Rules related to the conduct of a meeting.
4. Rules related to the closure of a meeting.
5. Rules related to the follow up to a meeting.



meeting follow up rules

a. Pre-Meeting Rules:

Whether it be an executive committee meeting, special meeting or general meeting there is preparation required. A chairperson's report, financial report and special committee (i.e. fundraising) reports must all be complete. This advance preparation helps ensure time is not lost during the meeting.

The majority of pre-meeting preparation falls on the shoulders of the chairperson and the secretary, though individuals responsible for particular areas of club operations may also need to prepare documents/reports prior to meetings.

Pre-meeting activities include:

- 1) Preparation/circulation of an agenda
- 2) Circulation/posting of the meeting announcement
- 3) Gathering of pertinent information
- 4) Booking/securing of meeting space

Two of these activities hold particular importance. They are: the preparation of the agenda and the meeting announcement.

Meeting announcement

A meeting announcement is the process of advising members, executive members and invitees that a meeting is to take place and that they are invited to attend.

The process related to the announcement of a meeting should be outlined in the club's constitution with the task generally falling on the president or secretary for completion. The announcement should be circulated to the entire membership at their last recorded mailing or email address a minimum of ten days prior to the scheduled meeting time.

A notice of meeting should contain:

1. the date, time and location of the meeting;
2. the agenda;
3. the club's logo;



A Meeting Notice Should Include:

1. the date, time and location of the meeting;
2. the agenda;
3. the club's logo (if applicable); and
4. the signature of the chairperson or secretary of the club

4. the signature of the chairperson or secretary of the club.

It is important to recognize the requirement for a delay between the receipt of the notice of meeting and the meeting itself. The intent is to give members adequate notice which will better enable them to attend the meeting. It is also useful to consider selecting a back up date for the meeting.

The circulation of a meeting notice in advance does not have a member's physical presence at the meeting as its sole purpose. Rather, the meeting notice should also include information which will enable full member participation in discussion and debate. As such, the circulation of relevant documents to members prior to a meeting allows them to attend, fully prepared to participate.

An example of a Meeting Notice can be found at Annex A.

Agenda or Order of Business

In order to facilitate discussion in meetings there is generally a list of items which will be visited in order by the meeting chairperson. The compilation of these items form what is referred to as the agenda.

The agenda is normally circulated with the meeting notice but should also be made available at the beginning of the meeting.

Agenda Formulation:

Agenda items may have been determined at the last general meeting or come as the result of discussions at executive committee meetings. Items may also come as a result of club activities or developments since the last meeting. In this case the club president may decide to place a point on the agenda to ensure appropriate attention is given to the matter. Generally the agenda item 'other' would remain open during the conduct of an executive meeting whereas during a general meeting those issues falling into the 'other' item would be predetermined, either at the beginning of the meeting or if possible prior to and included in the agenda circulated to the membership.

An example of a meeting agenda can be found at Annex B.

Gathering and distribution of information related to agenda items

All documents (minutes, reports...) related to the agenda should be circulated to the membership either prior to (with the agenda and meeting notice) or at the meeting.

Meeting space

The physical layout of a meeting area may have a significant influence on the meeting. Attention should be given to ensure there is adequate space, room temperature and washroom facilities are appropriate, and all necessary tools (reports, pens, AV equipment) are present. Attention to these details will help ensure members are comfortable which will contribute to maximum membership participation.

Beginning a meeting

In order for a meeting to be 'official' and its decisions binding, certain requirements must be met. They are:

- 1) The determination that those present are entitled to be;
- 2) Quorum must be met; and
- 3) The meeting must be called to order

Right of presence

This consists simply of determining whether those present at the meeting effectively have the right to participate. In order to determine this, the method outlined in the club constitution should be followed. Should there be no specific reference in the constitution a club may choose to assign an executive member to the entrance of the meeting. This individual would be responsible for ensuring that those who are present are in fact members in good standing listed on the official membership list or have been specifically invited as guests to the meeting.

In the case of doubt over the legality of an individual's presence it is the members in attendance who must decide whether or not to accept this individual into the proceedings. This determination is achieved through a



Starting a Meeting

Before a meeting can be 'official' and its decisions binding certain requirements must be met. They are:

1. The determination that those who are present are entitled to be.
2. Verification of quorum.
3. Call to Order.

member vote. It should also be noted that an individual may be accepted into the proceeding as an invited member “ex-officio”. This individual would then be afforded speaking rights, but not that of a vote.

Verification of quorum

The quorum is the number of club members who must be present in order for the meeting to be constitutionally allowed to proceed. It is essential to determine that this constitutional requirement has been filled prior to the beginning of the proceedings. If at any point the chairperson recognizes that quorum has been lost during a meeting he/she must immediately suspend the proceedings. Unfinished business is then to be carried over to the next meeting.

Unless otherwise outlined in the club’s constitution quorum is generally recognized as a majority of members. That is to say, half of the membership plus one.

Call to Order

Having determined all attendees right to participate and verified that there are adequate numbers present to meet quorum requirements, the chair person is then able to call the meeting to order signifying the commencement of business.

Rules related to the conduct of meetings

The objective of club meetings is to determine direction on club related projects and to make operational decisions. As most members of club executives and meeting participants are volunteers, it is important to adhere to the rules of order to ensure the efficient and rapid conduct of meetings.

It is generally the club president who is responsible for acting as chairperson of meetings. However, in his/her absence these duties can be assumed by the vice-president or another member of the club executive provided the membership is in agreement.

It should be noted that for the purposes of this resource several key steps have been identified as essential to the effective management of meetings.



Call to Order

Having determined all attendees right to participate and verified that there are adequate numbers present to meet quorum requirements, the chair person is then able to call the meeting to order signifying the commencement of business.

Namely:

Reading and adoption of the agenda;
Reading and adoption of the minutes from the previous meeting; and
Adhesion to the rules of order

Reading and Adoption of the Agenda

The first tasks which must be undertaken once a meeting has been called to order are the reading and adoption of the agenda.

Initially the chairperson will read aloud the agenda as drafted by the secretary. Normally each member in attendance will also have a hard copy in hand.

After the agenda has been read, it must be adopted by the membership through a formal voting process, requiring a motion to adopt and a seconder for the motion. The agenda must be supported by the majority of members (i.e. 50% +1). The same percentage is required to make amendments to the agenda. There are two possible types of amendments They are:

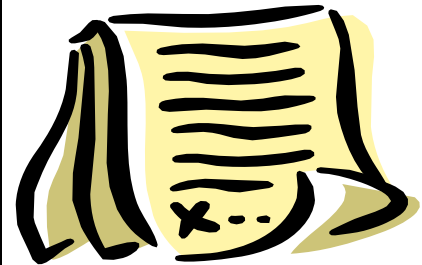
1. amendments to the order of agenda items; and
2. addition or deletion of agenda items.

The agenda should always include an item titled “other” which is left open and is able to be added to as required during the proceedings. Generally points added under the “other” agenda line are simply discussion points (i.e. congratulations, kudos or announcements).

Reading and adoption of the minutes from the previous meeting

Meeting minutes are important documents. Contained within are records of decisions made during meetings, facilitating the monitoring of club proceedings and providing important historical information on an organization. The minutes outline:

- 1) the date, time and location of the meeting;
- 2) the name of the organization, and the names of the individuals in attendance including their titles (where applicable); and



Meeting minutes are important documents – they provide an historical record of the club’s activities and decisions. Minutes should always include the following:

- 1. the date, time and location of the meeting;**
- 2. the name of the organization, and the names of the individuals in attendance including their titles; and**
- 3. a summary of the debates and outcomes, as well as, the names of those moving motions and those seconding the motions. Vote totals are also recorded.**

3) a summary of the debates and outcomes, as well as, the names of those members moving motions and those seconding the motions. Vote totals must also be recorded in the minutes.

The club secretary reads aloud the minutes of the previous meeting at which point the members decide whether they are an accurate reflection of what had transpired. The minutes must then be signed by the chairperson, who presided over the meeting in question. The adoption of minutes does not require a formal vote, rather, someone to move that the minutes be accepted and someone to second the motion.

The use of procedural guidelines in meetings

In the interest of meeting efficiency and the enjoyment of members, a certain number of procedural guidelines are **suggested**.

At the beginning of meetings it should be established that meeting participants must respect each other's right to speak and express opinions; and acknowledge that inappropriate language and conduct are not acceptable in meetings of any kind whether they be general, special or executive. Members are entitled to speak to an issue more than once on the condition that their commentary will advance the debate. To do this, members have only to raise their hand to ask the chairperson for the floor.

While participants may familiarize themselves with these guidelines for procedure, it is the chairperson that governs the implementation of the meeting rules. As such, it is important that the chair not abuse the power associated with these rules and respect the rights of all participants.

Meeting procedure is governed by several simple principals:

- 1) only one motion may be entertained at a time;
- 2) each motion is entitled to a free and complete debate;
- 3) all members, especially those in the minority, must have the opportunity to express their opinion;
- 4) fairness and courtesy must be extended to all;
- 5) majority rules in proceedings and their decisions are binding; and
- 6) the president must abide by the decisions of the

The 6 Principals That Make Meetings Work

- 1. Only one motion may be entertained at a time.**
- 2. Each motion is entitled to a free and complete debate.**
- 3. All members, especially those in the minority, must have the opportunity to express their opinion.**
- 4. Fairness and courtesy must be extended to all.**
- 5. Majority rules in proceedings and their decisions are binding.**
- 6. The President must abide by the decisions of the membership who elect him/her.**

membership who elect him/her.

Further, the following are a number of rules of order which serve to improve the efficiency with which meetings are conducted and consequently make the meeting process more 'friendly' and meaningful for the membership.

- 1) begin the meeting at the scheduled hour;
- 2) determine in advance the length of the meeting;
- 3) respect the agenda;
- 4) respect each members' right to speak;
- 5) ensure that first time attendees are extended a welcome and are made to feel comfortable;
- 6) ensure timely votes on motions to prevent perpetual debate which serves no end; and
- 7) ensure motions are accurately recorded in the minutes

Meeting Rules of Order

In the interest of allowing each member equal opportunity to express his/her opinion, it is essential to proceed in an orderly manner, following simple and clear rules of order, which will direct the debating process. These rules may, at times, appear rigid for the type of proceeding and may be adjusted to fit the needs of the club.

What remains important is that participants understand the process and procedures so that they are best equipped to participate to the fullest and fairest extent.

In order to best assist in the conduct CF Community Recreation Club meetings the following outlines basic rules of order to facilitate the process:

- 1) motions
- 2) the right to speak to a motion
- 3) amendments of motions
- 4) voting on a motion
- 5) calling the question
- 6) tabling a motion
- 7) point of information
- 8) point of order
- 9) question of privilege

Friendly and Meaningful Meetings:

- Begin on time.
- Are scheduled for a predetermined period of time.
- Respect the agenda.
- Respect each member's right to speak.
- Are welcoming and comfortable.
- Ensure timely votes to prevent perpetual debate.
- Are accurately recorded in the minutes.

Motions

A motion is an idea or measure that one wishes to have implemented by the membership. Generally speaking, there can be no discussion or debate without having a motion on the table. A motion can be made by any member and must be seconded by another member. Once the motion has been tabled, it can be discussed, debated, amended, adopted, withdrawn or defeated.

The following is the process which should be followed when a member wishes to move a motion:

- 1) the member raises their hand, asking the Chairperson/President for the floor;
- 2) the Chairperson/President then grants the member speaking privileges;
- 3) the member presents his/her motion;
- 4) the chair person will ask if there is someone to second the motion;
- 5) another member seconds the motion;
- 6) the chairperson then reads the motion aloud;
- 7) the debate on the tabled motion is debated;
- 8) once debate on the motion has finished, the Chairperson calls for a vote;
- 9) members vote, usually by a show of hands; and
- 10) the Chairperson announces the result of the vote

It is important to remember that only a single motion can be discussed and debated at a time, and that should an amendment be proposed, the membership must entertain the proposed amendment before returning to the original motion. Finally, it may be useful to rewrite an amended motion so that the chairperson can then read it aloud. This helps to ensure that all present are aware of the motion to be voted on.

The Right to Speak to a Motion

Once a motion has been moved and seconded, members must then undergo a process to determine if they wish to accept or defeat the motion. The following outlines a number of rules related to facilitating debates:

- 1) the individual moving the motion presents his/her rationale for the motion;
- 2) each member wishing to speak to the motion does so by asking the Chairperson for the right to speak. This

What Needs to Happen After a Meeting????

- 1) Minutes must be prepared.
- 2) Minutes must be circulated to the membership.
- 3) Decisions made at the meeting must be actioned as per the minutes.

is achieved by raising his/her hand at which point their name is added to the list of those wishing to speak. The right to speak is granted to each person on the list in order;

- 3) the chairperson or membership may limit debate on an item in a number of ways:
 - a. by setting a time limit on each debate;
 - b. limiting the number of persons speaking to a motion by giving an equal number of people who are for, or against, the motion speaking privileges; and
 - c. by limiting each members right to speak to a predetermined number of times per motion.
- 4) at the end of the debate the individual who moved the motion should be given the right to once again state the reasons for proposing the motion. This statement is not followed by any other discussion.

Amendments to Motions

An amendment is a change or modification made to a motion. Amendments can be made to original motions or to previously amended motions.

An amendment can be made by adding, deleting, or replacing certain words within a motion. At no time will an amendment annul a motion, in fact amendments should be made to simplify or clarify a motion so long as the original spirit or intent is not changed.

An amendment may be proposed at any time during a debate as long as it is relevant to the motion (or already amended motion) and does not interrupt a speaker. When making an amendment the same process is followed as when moving a motion.

It should be noted that the membership must first deal with amendments made to already amended motions before visiting the amended motion or the main motion.

Voting on a motion

Once debates have finished, the chairperson then asks the membership if they are ready to move to a vote, inviting members to decide whether they are for, or against, a motion.

What is a MOTION?...and how do you move one?

A motion is an idea or measure that one wishes to have adopted by the membership.

To move a motion...

- 1) **the member raises their hand, asking the chair for the floor;**
- 2) **the Chairperson grants the member speaking privileges;**
- 3) **the member presents his/her motion;**
- 4) **the Chairperson will ask if there is someone to second the motion;**
- 5) **another member seconds the motion;**
- 6) **the chairperson then reads the motion aloud;**
- 7) **the debate on the tabled motion is initiated;**
- 8) **once debate on the motion has finished, the Chairperson calls for a vote the chairperson announces the result of the vote;**
- 9) **members vote by a show of hands; and**
- 10) **the Chairperson announces the results of the vote**

There are several different ways of voting though the most frequently used method is vote by a show of hands. The chairperson would call alternatively for a show of hands in favour of the motion and subsequently those against the motion. The chairperson will also ask for a show of hands from those wishing to abstain from the vote. The club constitution will generally prescribe the method to be used for voting though the membership can always ask to have voting take place by secret ballot. This method is applied when a group of members (normally set at five) makes the request to the chairperson.

The majority of votes typically decides the outcome of a motion. In the case of modifications to a club's constitution, changes must be ratified by the majority of the members present at a general meeting.

Typically, the chairperson/president does not cast a vote on motions though in the case of a tied vote he/she is called upon to cast the deciding vote unless the constitution specifically forbids it.

It should be noted that a motion which receives the support of the majority of members is then considered to be adopted. Conversely, a motion which does not receive a majority of votes in favour is then considered defeated, or dead.

Calling the Question

When a member decides that the debate on a particular motion has lasted an adequate amount of time and wishes to move the proceedings on to a vote they may do what is commonly referred to as 'calling the question'.

In order for an individual to "call the question" the following rules must be observed:

- 1) a member will raise his/her hand asking the chair for the right to speak;
- 2) once the speaking floor has been granted, the member will state 'question' at which point the chairperson will ask to have someone second the "call to question";
- 3) once someone has seconded the "call to question" a vote is held to see if the membership wishes to move directly to a vote on the motion;
- 4) if a majority of members are in favour of moving to a

Can a Chair limit debate on an item?

Yes, a chairperson can limit debate on an item in the following ways:

- by setting a time limit for each debate;
- by limiting the number of people speaking to a motion by giving an equal number of people on both sides of a debate speaking privileges; and
- by limiting each member's right to speak to predetermined number of times per motion.

vote the chairperson will re-read the motion in question and call for a show of hands vote; and
5) should a minority of members be in support of going straight to a vote the debate continues on the motion without a vote.

Tabling a motion

The tabling of a motion is a process by which a motion is temporarily put aside and will be revisited when deemed appropriate by the membership.

In order for a motion to be tabled it requires one member to move that it be tabled and another member to second. Once a motion is tabled it is non debatable and cannot be amended. To be adopted, a tabled motion requires a majority vote.

Point of Information

A point of information is a request made by a member seeking clarification on the motion or an element of the debate. The request can be made at any point during the proceedings by asking the chairperson for the speaking forum in the same manner as previously reviewed.

Point of Order

A point of order is the action by which one member attracts the attention of the chairperson on the basis that a member has disrespected the rules of order of a meeting.

It is appropriate to call a point of order and interrupt the speaker when:

- 1) the debate is no longer relevant to the motion at hand;
- 2) inappropriate language has been used;
- 3) an unrelated argument has been made; and
- 4) a procedural rule has been broken.

A point of order must be made clearly and concisely but does not require that it be seconded. It is the Chairperson of the meeting that decides to uphold the point of order.

Question of Privilege

A question of privilege may be raised when:

- 1) individual rights or those of the membership are attacked or placed in question;

**Can the
chairperson
vote?**

Typically, the chairperson/president does not cast a vote on motions though in the case of a tied vote he/she is called upon to cast the deciding vote; unless the constitution forbids it.

- 2) in the event it becomes necessary to restore order to an unruly debate;
- 3) in the event a member wishes to express dissatisfaction with the physical conditions of the meeting space; and
- 4) for all other anomalous situations.

A question of privilege takes precedent over all other matters being debated. Questions of privilege, along with points of order, are the only procedures which allow a speaker to be interrupted. As with points of order, it is the chairperson who decides if a question of privilege is meritorious or not.

If ruled to be in order, the chairperson will immediately call for a vote on the suggested sanction. There is no discussion or debate on a question of privilege nor does it require a second.

Rules related to adjournment of a meeting

Once all items related to the meeting agenda have been visited to the satisfaction of members, the chairperson may then entertain a motion to adjourn the meeting. This motion is non debatable and may not be amended. It must be seconded and voted on.

After the adjournment of a meeting

Once the meeting has come to a close there remain a number of tasks to be carried out. These tasks include:

- 1) the preparation of meeting minutes;
- 2) the circulation of meeting minutes to the membership; and
- 3) the implementation of decisions made at the meeting

The preparation of meeting minutes:

This task is the responsibility of the club secretary, who, grace of the notes they would have taken during the meeting, is able to recount the meeting process. The secretary may also rely on input from the chairperson to complete the minutes.

An example of meeting minutes can be found at Annex C.

Distribution of the meeting minutes to the members :
In order to permit members to accomplish the mandates

What is a point of information?

A point of information is a request made by a member seeking clarification on the motion or an element of the debate. The request can be made at any point during the proceedings by asking the chairperson for the speaking forum.

they have been given during the meeting, the members require confirmation of proceedings, which are contained in the minutes. As such, it is imperative that the distribution of the minutes be done in a timely manner. This is again a task which is the responsibility of the secretary.

Implementation of decisions made at the meeting:

If the goal is for the club to progress between meetings, it is important that once a decision has been made by the membership there be a determination of who will be responsible for, and in what amount of time, for it is to be implemented. There must also be a determination of what budget line, if applicable, the implementation will be applied to.

Election Guidelines

Elections hold particular importance in the operation of clubs. Membership votes related to the election of club officials are subject to rules which differ from the regular procedural rules. The following processes will be outlined:

- 1) the appointment of election chairperson and secretary
- 2) nomination
- 3) declaration of candidature
- 4) election
- 5) vote tabulation
- 6) proclamation of election results

Appointment of Election Chairperson and Secretary

The first step in an election process consists of the appointment of an election chairperson and secretary. It is generally preferable to name people to these positions who do not desire to seek nomination for a position for which the election is taking place. Should the named chairperson or secretary also be seeking nomination they are required to withdraw their candidacy or resign from the electoral position. Further, individuals holding the position of chairperson or secretary of an election forgo their right to vote in that election. This applies even if they are appointed to a position.

Nomination

The first task related to the nomination step in the election

When is it appropriate to call a point of order?

It is in appropriate to call a point of order and interrupt the speaker when:

- 1) **the debate is no longer relevant;**
- 2) **inappropriate language has been used; and**
- 3) **an unrelated argument has been made or a procedural rule has been broken.**

process consists of clarifying the number and nature of the positions for which the election is being held. There are two methods that can be used to elect club officials. The first method consists of the election of a number individuals at the same time for unspecified positions. After their election of these 'teams', the individuals will determine amongst themselves who will fill what position. The second, and preferred method is to determine which positions require filling and have an election for each of these positions. Club election processes are generally legislated in a club's constitution. For each of the aforementioned election methods, the nomination process is the same: the chairperson of the election determines which positions require filling and nominations are welcomed from the membership.

All members can be nominated if the nomination is supported by more than one person. A member can self-nominate but still requires a second supporter. Nominations are received by the election chairperson and proclaimed as they are received. At this point the election secretary makes official note of the nominations.

At the end of a specified period, the election chairperson will declare the nomination period closed.

Declaration of candidature

Once the nomination period has come to a close, the election chairperson will then take the complete list and beginning with the last name nominated confirm with each nominee their acceptance or declination of the nomination.

A member who is nominated is not required to explain their reason for accepting or declining, but may do so if desired. Should there be a desire to limit the number of individuals vying for a particular position a limit of one candidacy per member may be set. That is to say that one individual may only be a candidate for one position during an election.

Election

When proceeding to the vote, the election chairperson must verify the number of candidates in relation to the number of positions needing to be filled. At this point, whether a block election or a position by position election, three situations may present themselves:

The election process has six steps. They are:

- 1) the appointment of an election chairperson and secretary;**
- 2) nomination;**
- 3) declaration of candidature;**
- 4) election;**
- 5) vote tabulation; and**
- 6) proclamation of results.**

1. The number of candidates is inferior to the number of positions to be filled:
 - a. Block election – existing candidates are elected and the nomination process is revisited to fill vacant positions.
 - b. Position by position election – if the number of candidates is inferior to the number of positions to be filled. Those positions which have nominated candidates are declared elected after which time the nomination process begins again for the vacant positions.
2. The number of positions is equal to the number of candidates: In this case all candidates are declared elected.
3. The number of candidates is superior to the number of vacant positions:
 - a. block election – the election chairperson asks members to prepare to vote. In this case the membership will vote for a group of people as opposed to individuals.
 - b. position by position election – the election chairperson asks members to prepare to vote. In this case the membership will vote for one individual per available position.

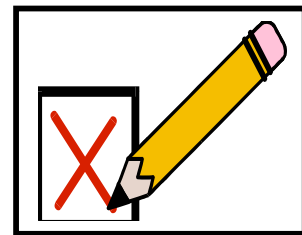
In the case of a secret ballot, scrutineers are responsible for:

- distributing ballots;
- collection of ballots after the voting period has been declared closed by the election chairperson;
- counting the votes; and
- reporting the vote count to the chairperson who then reads the results to the membership.

In the case of a “show of hands” vote, scrutineers are responsible for counting the number of raised hands in favour of each candidate, and then reporting the results to the election chairperson who declares the results to the membership. The election chairperson may ask

What are the responsibilities of the scrutineers in the case of a secret ballot?

- **distributing ballots;**
- **collection of ballots after the voting period has been declared closed by the election chairperson;**
- **counting the votes; and**
- **reporting the vote count to the chairperson who then reads the results to the membership.**



nominated individuals to withdraw from the meeting room as the election for their position is conducted.

Finally, it is important to remember that the election chairperson and secretary are not entitled to vote.

Vote Tabulation

In the case of election, the election chairperson and secretary (the scrutineers) are responsible for the tabulation of votes for each candidate.

Proclamation of Election Results

The election secretary announces the number of votes received by each candidate and, in the case of a position by position election, the election chairperson announces the names of the individuals elected to each position.

In the case of a block election, the elected block withdraws from the meeting space accompanied by the election chairperson and secretary. At this point the block determines who will fill each of the required positions as the secretary takes notes. After returning to the meeting space the election chairperson announces each block member and the portfolio they will fill.

At this point it is acceptable to allow each newly elected individual to address the membership.

It is also at this point that the mandate of the election president and secretary end and administrative powers are returned to the club president/chairperson.

Financial Administration

Definition and characteristics of a budget:

The budget is primarily a planning tool which contains forecasts for revenue and expenses during a given period of time. More precisely, the budget outlines the club's objectives in monetary terms. Budgets are adopted once per year before the beginning of a new fiscal year.

Budgets permit:

- the membership to see how financially stable or unstable the club is;
- clubs to assess their level of need related to grants and

Definition and characteristics of a budget:

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subsidies;

- the assessment of cash flow requirements on a monthly basis;
 - the evaluation of funding sources in hopes of augmenting current sources or researching others;
 - clubs to ensure that expenses correspond to the priorities and financial means of the organization;
 - the establishment of performance standards;
 - the identification of club financial constraints;
 - the evaluation of results related to the club objectives;
- and
- clubs to anticipate, plan for, and adjust to, difficult situations.

Budgets are therefore much more than simple documents which outline revenues and expenses. They are tools which assist in planning, implementation and evaluation.

Budget components:

Budgets contain two categories: revenues and expenses. They basically detail the funds available to your club. These revenues may come from a variety of sources: partners, registration fees, subsidies, fundraising, loans etc. The extent of expenses must be determined by the club business plan and the club's forecast for activities during the year.

A budget should always be developed in relation to the objectives and club activities for the year. The club objectives and activities must be clearly defined prior to budget development. Further, club financial objectives and activities must be realistic, allowing for some planning for unforeseen circumstances.

As a first step in the development of a budget, a club would be wise to refer to budgets and business plans from past years. Based on the information contained in these documents one should be able to establish budgetary numbers which fit current club activity especially related to ongoing or repeated activities.

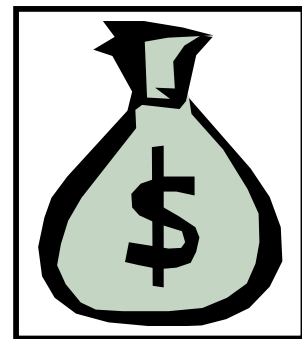
Next, a club must forecast monies expected to be raised over the course of the year. When projecting these revenues there are a number of items to consider:

- 1) Revenue forecasts should be based on actual revenues from previous years;

When projecting revenues there are a number of items to consider:

1) Revenue forecasts should be based on actual revenues from previous years.

2) Account only for secure revenues ensuring that forecasts are as realistic as possible. For example a club should not budget for a grant which has been applied for but not yet granted.



2) Account only for secure revenues, ensuring that forecasts are as realistic as possible. For example, a club should not budget for a grant which has been applied for, but not yet received.

Finally, a club must determine the costs associated with projected activities for the year. In doing so CF Community Recreation Club executives should consider:

- all expenses, notably those which the club is obligated to pay, such as accreditation fees; and
- the estimated expenses for the coming year based on real expenses from previous years and adding appropriate amounts for inflation.

An example of a CF Community Recreation Club budget can be found at Annex D.

Budgetary control

Once the budget has been established it is important to regularly compare it to the actual revenues and expenses. Once a month the treasurer should compare forecasted figures with actual figures. This measure of control allows the budget to be adapted if, through these comparisons, it is found that actual numbers are significantly off those forecasted.

If major differences are discovered, reasons for the discrepancy must be discovered and changes implemented in order to remedy the situation. This solidifies the requirement for documentation of revenues and expenses as they arise.

Treasurer's Responsibilities

In general terms the treasurer controls all of the financial transactions of the club: membership fees, donations, expenses, issuing of payments and receipts, and all banking operations. All transactions need to be carefully recorded in the club's bookkeeping documents. In short, the treasurer verifies and controls all financial transactions with precision, completing relevant paperwork at each step.

The treasurer ensures that:

- 1) The funds necessary to the well being and functioning of the club are collected regularly;

The Treasurer ensures that:

- 1) The funds necessary to the well being and function of the club are collected regularly;**
- 2) The funds collected are well used based on the identified goals and objectives of the club;**
- 3) The club is well advised on all immediate and future financial aspects prior to coming to a decision; and**
- 4) Financial bookkeeping is kept up to date.**

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- 3) The club is well advised on all immediate and future financial aspects prior to coming to a decision; and
- 4) Financial bookkeeping is kept up to date.

The treasurer must:

- 1) put into place, adjust or assimilate accounting systems as required based on club needs;
- 2) keep the club executive and membership informed as to the club's monthly financial status;
- 3) prepare and lead club fundraising activities;
- 4) action authorized financial operations; and
- 5) administer payroll when required.

Bookkeeping

There is no magic solution to bookkeeping. Rather, it entails the adherence to simple, related, 'golden rules':

- 1) deposits, cheques, invoices, receipts, and book entries should be completed in such a manner that, should a new person take responsibility for the portfolio during the year, they may do so without difficulty;
- 2) ALL monies received must be deposited into an NPF account by way of a deposit note or slip;
- 3) All account debits must be made individually by way of a cheque requisition, each signed by an authorized club member, ensuring all expenses are recorded individually;
- 4) All accounting paperwork must be kept on file, with receipts, invoices and cheques pre-numbered;
- 5) A financial statement, including all revenues and expenses should be generated on a monthly basis; and
- 6) One single person should not be solely responsible for club bookkeeping and issuing cheques.

Petty Cash

Petty cash is the term used to describe a sum of money which is 'liquid', that is to say on hand. Petty cash can be used to pay for small expenses that are deemed too small to be paid by cheque. Petty cash may be in the amount of \$25, \$50, \$100, or \$200 dollars. It is wise to have an amount equal to your monthly expenses on hand in cash.

Setting up a petty cash

What financial documents should be kept on hand?

While original copies of all financial documents must be held by the NPF accounting office, it is recommended that copies of all receipts and other financial documents be kept on file for auditing purposes with the club as well.

To obtain petty cash, the club requires written authorization by Base Fund, or its representative who is, in the case of clubs, the Community Recreation Director or equivalent. Further, the request must be accompanied by an excerpt of the minutes of an executive committee meeting justifying the request.

No dispersment of petty cash funds will be made in excess of \$200.00. All payments made through petty cash must be accounted for under the heading “expense”, with no goods or salaries being paid out of these funds. The petty cash is also subject to further restrictions imposed by Base Fund or Community Recreation as required. It is possible to increase the amount of petty cash should the need arise. This increase must be authorized by Base Fund or the community recreation office.

The process

The initial amount of petty cash is remitted to the club by NPF accounting in the form of a cheque. Smaller operating expenses, with some exceptions, are paid out of these funds, retaining original receipts and invoices to account for the funds used. At least one time per month receipts should be tabulated and a request for petty cash reimbursement made by the treasurer. The request is made to the NPF accounting office, from where a cheque for the amount requiring replenishing will be issued.

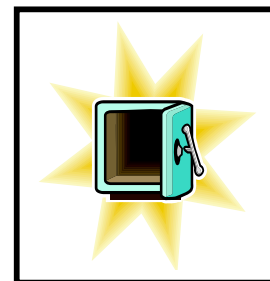
Note: Clubs should avoid waiting until such a time as the petty cash balance is \$0.00. This ensures that there are always funds available for expenses that arise.

All charges made against the petty cash must be done in accordance with the NPF accounting rules and regulations. In case of doubt, clubs should verify procedures with the local NPF accounting office and consult:

www.cfpsa.com/en/resources/Library/Manuals/AFN_105/index.asp for details. While original copies of all financial documents must be held by the NPF accounting office, it is recommended that copies of all receipts and other financial documents be kept on file with the club as well.

Period of retention

All signature specimen cards belonging to those who have ceased their responsibility as signing authorities are to be kept on file for the same period as the financial documents to which they were responsible.



Signing Authority

The aim of the signature specimen card is to assist the NPF accounting office in determining the person or persons officially delegated by the club to manage the financial affairs of the club.

The responsibility of determining who the signing authorities are falls on the members of the club.

Generally these responsibilities are placed on the President and Treasurer of the club. There must always be a minimum of two individuals within the club membership who have signing authority.

The verification of signatures on financial documents is accomplished through the use of a system comprising signature specimen cards. Signature specimen cards remain valid until the moment where signatories cease to be authorized by the club in matters related to financial management.

Signature specimen cards must be created for each authorized signatory. Completed cards must be forwarded to, and subsequently held by, the NPF accounting office.

The following persons must ensure that signature specimen cards are properly completed, duly witnessed and that the cards are returned to the NPF accounting office with the following supporting documents:

- 1) the signature specimen card belonging to the club president must be witnessed by the Community Recreation Director or equivalent;
- 2) a copy of the meeting minutes containing the excerpt which stipulates the change in signing authority; and
- 3) a copy of the resignation letter confirming the departure of the outgoing signatories

Note: “authentic” signifies the confirmation that the signature on the specimen card is that belonging to the designated person.

Completion of signature specimen cards

All information, with the exception of the signature, contained within the specimen card must be typed.

The Deposit Process

1) Money is to be counted and accounted for on the deposit form.

2) Tabulate amounts associated with all receipts, this amount should be equal to the amount of money counted.

3) Complete the remaining sections of the deposit form.

4) Depending on the status of your club, you may be required to separate out the tax when making a deposit. It is recommended that the treasurer consult with the NPF accounting office to verify the requirements and process.

Period of retention

All signature specimen cards belonging to those who have ceased their responsibility as signing authorities are to be kept on file for the same period as the financial documents to which they were responsible.

Temporary signing authority

Before granting someone signing authority, it is important to consider whether it is actually necessary based on the number of signatories already in place. Should either of these two not be available, the treasurer or president must:

- 1) designate in writing a signing authority indicating the position, powers, documents to be signed, period of responsibility, and transaction limits (if deemed necessary); and
- 2) ensure signature specimen cards are properly completed and forwarded to the NPF accounting office.

Payment of Invoices

In an accounting system, one must assign expenses in a precise and efficient manner to the appropriate account. In order to accomplish this, the treasurer requires the following: information on whether the transaction is a debit or a credit to a particular account, for what purpose the transaction was made, when the transaction took or will take place, the account number and the method of payment required. All invoices requiring payment will be paid in one of two ways:

Cheque requisition

A cheque requisition must be used for all invoices by a supplier. The original invoice(s) must accompany the request. A photocopy of all invoices should be kept on file for reference.

Community Recreation is a component of base/wing/unit fund and is a commercial entity under the law. As such, CF Community Recreation Clubs are obliged to pay both consumer taxes (the PST and GST). All businesses with whom the club conducts business must include their PST and GST registration numbers. Should a business ask that you pay one or both of the taxes but is unable to furnish these registration numbers you are not obligated to pay the tax. Do not hesitate to contact the NPF accounting office

If cheques make up a portion of your deposit ensure that:

- 1) **The account number the cheque is to be deposited to is clearly marked on the back of the cheque;**
- 2) **The cheque is properly dated;**
- 3) **The cheque is signed; and**
- 4) **Address information including phone number is written on the cheque or that a driver's license number is included.**

should more information be required with respect consumer taxes and regulation applicable to CF Community Recreation Clubs. While all CF Community Recreation Clubs are required to pay the taxes, depending on the status of each club, these fees may not be charged to your club when the payment is processed through the accounting office. (for example: your club pays \$50.00 for an item plus PST and GST in the amount of \$7.51 for a total of \$57.51. In this case only the \$50.00 would be charged to the club account).

In cases where a business will not furnish the good or service prior to receiving payment, the cheque requisition should be completed in the name of the individual who is doing the purchasing, completing the second portion of the form (advance) . The NPF accounting office will hold on file a copy of the requisition for a maximum of 14 days after the cheque has been issued to the individual. Once the purchase has been made, all receipts, bills etc. as well as all unspent funds must be remitted to the NPF accounting office as justification. This process, aims to ensure the transparency of all financial transactions and to help prevent fraudulent acts. Any individual in default of these guidelines will then be subject to NPF recovery processes.

Requesting a Transfer of Funds

Electronic fund transfers must be used for all payment requirements for NPF services.

An example of a request for transfer of NPF funds is available at Annex E.

Deposits

Funds amassed by the club must be managed in a transparent manner. For each payment collected by the club, for whatever reason, a receipt must be issued and the funds deposited immediately into the club account. Clubs are prohibited from using collected funds for the purchase of goods or services. These transaction must be made by way of a cheque requisition or transfer of funds.

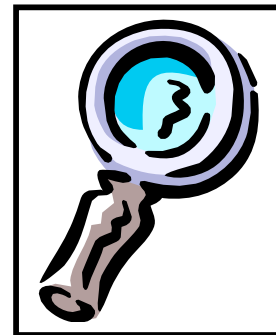
Should a club lend the perception that there is, or has been, a mishandling or misuse of funds, Community Recreation or PSP management may initiate a summary

What is the NPF inventory section responsible for?

-purchasing and acquisition

-verification

-transfer of goods and write off procedures



inquiry. As such, it is wise to always be in a position to justify all transactions of funds coming into the club and being paid out.

It is important that a receipt (CF 602 - available through local NPF accounting offices) be issued to all persons contributing NPF funds. The total recorded on the yellow copies of the receipts must total the amount of the deposit. In the event that a payment is made with a post dated cheque, the correct procedure for issuing receipts should be verified with the local NPF accounting office.

The Deposit process:

- 1.) money is to be counted and accounted for on the deposit form;
- 2.) tabulate amounts associated with all receipts, this amount should be equal to the amount of money counted;
- 3.) complete the remaining sections of the deposit form; and
- 4.) depending on the status of your club, you may be required to separate out the tax when making a deposit. It is recommended that the treasurer consult with the NPF accounting office to verify the requirements and process.

If cheques make up a portion of your deposit ensure that:

- 1) the account number of the cheque is clearly marked on the back of the cheque;
- 2) The cheque is properly dated;
- 3) The cheque is signed; and
- 4) Address information including phone number is written on the cheque or that a driver's license number is included.

An example of a deposit form can be found at Annex F.

NPF furniture and property

This section of the resource provides an overview of the inventory and control methods related to the purchase and writing off of NPF furniture and property. In the case of items valued in excess of \$1000.00 consult with the Community Recreation office as a request for capital

Borrowed or rented equipment

For borrowed or rented equipment the individual(s) responsible must submit the following to the NPF inventory section

1) A copy of the lending agreement signed by both parties

2) A written description of the articles, including serial numbers and return date

3) The value of the articles

4) For rental items, a copy of the rental agreement

expenditure is required and must be approved by the chain of command in accordance with local procedures. In accordance with local procedures, one individual is responsible for keeping an up to date inventory of all NPF furniture and effects attached to each club which falls under Community Recreation. This individual is responsible for the purchasing, sale and write off process which affect clubs. The master NPF inventory list at each location is considered to be the document of reference in matters pertaining to the NPF consolidated insurance policy and any claims made in relation to it.

All clubs must maintain communication with the individual responsible for the NPF inventory ensuring they are kept up to date of changes to each club's inventory. This individual is responsible for the following areas:

- purchasing and acquisition;
- verification; and
- transfer of goods and write off procedures.

Purchasing and Acquisition

A cheque requisition, with supporting invoice attached must be submitted to the responsible party for NPF inventory to initiate the purchase. A copy of the meeting minutes stipulating the need for the purchase must also be attached to the requisition. An inventory control number will then be attributed to the item to be purchased and the requisition forwarded to the NPF accounting office for processing. All invoices forwarded directly to the NPF accounting office or submissions made without the proper supporting documentation could be denied, resulting in unnecessary delays.

For any expenses exceeding \$1000.00, a club must submit a written request to the Community Recreation office for approval, if the expense was not included in the annual budget.

Donations of furniture any property

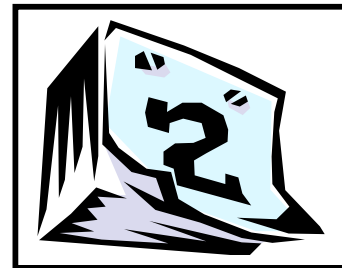
In the case of furniture and property received as donation it is recommended that the person responsible for the entity obtain the following from the donor:

- 1) a written declaration that the item(s) are a donation given without fee or obligation;

How often does an inventory verification take place?

All distribution accounts are to be subject of a detailed verification once per year, normally conducted by the NPF inventory section.

This process is a requirement of the NPF consolidated insurance policy and covers PSP and the CFPSA in the event of loss/damage.



- 2) a written description of the article (with serial number if applicable); and
- 3) the estimated value of the item.

Articles susceptible to an appreciation in value or are valued in excess of \$1000.00, must be professionally appraised and accounted for within the guidelines of NPF policy.

Value of furniture and property

Some furniture and equipment can have real value. It is therefore recommended that clubs have equipment appraised should they feel that the 'book value' is not indicative of the real value of the item. In all cases of external appraisal, a copy of the appraisal must be sent to the individual responsible for NPF inventory who will then adjust the recorded values for insurance purposes. Responsibility for fees associated with appraisals are assumed in accordance with local rules.

Rental or borrowed items

For rental or borrowed items, the individual responsible for club equipment must submit the following to the individual responsible for NPF inventory:

- 1) A copy of the lending agreement signed by both the CF Community Recreation Club and the owner of the property;
- 2) A written description of the articles, including serial numbers and return date;
- 3) The value of the articles; and
- 4) For rental items, a copy of the rental agreement.

The local NPF offices keep records related to all materials on loan or rented, detailing the value of the articles.

Verification /Control

One person is responsible for holding the club's NPF goods inventory. In the case where the Club's inventory contains both public and non-public items, the two inventory accounts must be held by the same person and verified at the same time.

Frequency of verification

With the exception of sporting equipment, which is verified twice per year, all distribution accounts are to be subject of a detailed verification once per year, normally



**Goods worth
\$1000.00 or more?**

Articles susceptible to an appreciation in value or are valued in excess of \$1000.00, must be professionally appraise and accounted for with the inventory section of NPF.

conducted by the NPF inventory section. This process is a requirement of the NPF consolidated insurance policy and covers PSP and the CFPSA in the event of loss/damage.

An example of a NPF inventory verification form can be found at Annex G.

Write off process

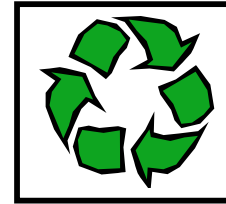
The goal of the write off process is to rid the club of responsibility for articles that have disappeared, that are no longer filling a need within the club or which are, as a result of breakage or over use, are no longer cost effective to maintain. That said, what is no longer of use to one club may have real value to another. In the interest of optimizing the use of NPF property, and to avoid the uncontrolled sale of NPF property, clubs are forbidden to discard, destroy, sell, donate or transfer any property included in their inventory without the approval of the head of the NPF base/wing/unit fund or the NPF inventory section. The NPF inventory section is the only organization sanctioned by the NPF base/wing/unit fund to execute the sale, disposal or transfer of NPF property.

The club individual responsible for the NPF club property inventory is also responsible for submitting a write off request. The item in question must be detailed in the club's meeting minutes and must have been approved for write off by the membership. This request must be submitted to the Community Recreation office for approval prior to being actioned by the NPF inventory section.

Fundraising and solicitation

Many organizations plan and organize fundraising events over the course of a year to help support their activities. Fundraising may include: bottle drives, bake sales and many others.

It should be noted that a solicitation permit is required if fundraising is to take place on base/wing/unit property including in housing areas. In the case of solicitation within a military housing area, Canadian Forces Housing Authority (CFHA) must authorize these activities. All fundraising and solicitation should be done in accordance with local policies.



What is a Write Off Process?

The goal of the write off process is to rid the club of responsibility for articles that have disappeared, are no longer filling a need within the club, or which are, as a result of breakage or overuse, no longer cost effective to maintain.



This process ensures that the various fundraising activities on the Base are not taking place all at once reducing the impact for all.

Risk Management

First Aid and CPR ‘C’ requirements

It is highly recommended that during ALL club related activities there be a minimum of one member present who holds a current and valid first aid and CPR ‘C’ certification (the individual must be certified to a minimum of emergency first aid and CPR ‘C’).

All clubs must have on-site a complete first aid kit during ALL club activities. Kits should be checked at regular intervals (every three months) and should include all items at Annex H. Additional information on kit contents can be accessed through local branches of St. John Ambulance or the Canadian Red Cross.

Transportation

All club associated travel done in a private vehicle is done at the sole risk and responsibility of the owner and passengers. Private owners are responsible for their own insurance on their vehicles. Usage of B/W/U transport is common practice and in these cases, shifts the liability from an individual onto the Crown.

Underage members

All individuals under the age of majority require signed parental consent prior to becoming members of any club.

Injury/Accident reporting

ALL injuries sustained during club activities must be properly documented, using the appropriate DND/CF form and forwarded to the Community Recreation Director (or equivalent) within 24 hours of the incident.

A Hazardous Occurrence Investigation Report is available at Annex I.

CFPSA HR Policy Section 13 (Annex C)

Emergency Procedures

Can a club have underage members?

Yes....

All individuals under the age of majority require signed parental consent, waiver and liability forms prior to membership.



Club members engaged in club activities are required to familiarize themselves with and follow the emergency procedures posted in all CF/NPF facilities. Club executives should review these procedures on an annual basis with the membership.

Facility and Equipment inspection

All facilities and equipment used in support of Base/Wing/Unit recreation clubs should be inspected regularly by the club executive. Any deficiencies or damage must be reported to the Community Recreation Director (or equivalent) within 24 hours for immediate action.

References:

Robert, Henry M (1876), *The Scott, Foresman Robert's Rules of Order Newly Revised 1990 Edition*. A new and enlarged version by Sarah Corbin Robert.

Jean-François Caouette (2001), *PSP Guide du Benevole*.

CFPSA Training Centre, *Recreation Activity Leader Handbook*

Annex A

Notice of Meeting

Annual General Meeting of _____

Location :

Date :

Time :

Members of the _____ club are all invited to attend to attend the annual general meeting of the _____ club . At the time of the meeting the executive committee will review the club's yearly activity and formulate an activity plan and budget for the coming year. For additional detail please consult the the attached meeting agenda.

In addition to planning for the upcoming year, the meeting will also serve as the venue for the election of a new executive committee.

Your attendance is welcomed and encouraged. Your comments and suggestions to the exective committe help to guide the club's operations and help to improve the service to our members.

On behalf of the executive committee, we look forward to your attendance.

President

Enclosed : Annual General Meeting Agenda

ANNEX C

FILE NUMBER (Club Name)

DATE – Day Month Year

Distribution List

MINUTES OF CLUB COMMITTEE MEETING
HELD where ON when DAY MONTH YEAR

Chairperson: The chairperson is listed first by Name, Rank, Position.

Members: List the name of all club members in attendance who have voting privileges by Rank, Initial, Name, Position and home phone number. Those of equal rank are listed alphabetically. Civilian members are listed alphabetically by last name.

Absent: List the Name of all club members who were absent by Rank, Initial, Name, Position and home phone number.

Secretary: Name of the Meeting secretary.

Non-Participants: List all Associate club members here

INTRODUCTORY REMARKS

1. The first paragraph of the minutes should be an introduction describing the purpose of the meeting and the time it was called to order. The right side of this document is to be used as an action column to indicate who or what organization is designated the responsibility of carrying out the action required

Chairperson

REVIEW OF PREVIOUS MINUTES

2. A statement about reviewing the previous meeting minutes is to be written here. All members should be asked to state any changes to what is written and/or suggest amendments.

All members

3. Once this is completed, a motion that the minutes be adopted as read must be motioned, seconded, passed and documented in this paragraph.

All members

OLD BUSINESS

4. Any old business arising from the reading of the previous minute or as indicated on the agenda should be written here. No motions are to be made this paragraph. It is simply a “tying up the loose ends” of old topic sections.

Secretary

NEW BUSINESS

5. Topic of Discussion. Keeping to the agenda of the meeting, each topic of discussion should be titled, underlined and then followed by a brief outline of the background of the topic. Record discussions clearly, concisely, accurately and impartially. Give an accurate statement of decisions reached via motions passed and show the assigned responsibility for the action needed to carry out these decisions. Name of Person who must action motion
6. Recording Discussion. In recording discussions the secretary should select the significant factors to produce an intelligible narrative leading logically to the conclusion. Conversations should be recorded in indirect speech but do not have to be a verbatim record of the proceeding. Secretary
7. Motions. Motions are to be made for all decisions. They should be recorded accurately and in complete detail naming the person motion, the seconder and whether or not it was passed. A statement of MOTION PASSED or NOT PASSED should be stated. Secretary
8. Tabling a Discussion or Decision. There may be times during a meeting when the club members feel that there is not sufficient information to make a decision about a topic of discussion and they may choose to delay making a decision or even discuss the topic until more information is available. This is called "TABLING" the topic and should be indicated as such in the minutes if it arises. Secretary
- ## OPEN DISCUSSION
9. Other Items. Items not listed on the agenda should be discussed and recorded in this section. Again a detailed record of all topics of discussion is required here. All
10. Agenda. It is important for the club members to note that this section does not lessen the importance of contributing to the meeting agenda by the deadline date. Open discussion should be reserved for last minutes business that became evident after the agenda deadline passed. All
11. Minutes Signing Authority. Minutes are normally approved by the chairperson or his/her representative prior to being submitted to the Community & Recreation Office for approval. The signing authority distribution indicated in this minute example is the current chain of submission required. Please be advised the minutes must be submitted and approved before any financial decisions made within the minutes can be actioned through NPF. President Or His/Her Representative

12. Distribution of Minutes. Once all of the authorizing signatures have been obtained the minutes of the meeting will be returned to the CRA Office. The CRA Office will in turn take a copy of the minutes and place them on the applicable club file. The original minutes will then be forwarded to the appropriate club for their distribution

CRA Office

ADJOURNMENT

13. A statement as to the time that the meeting was adjourned is to be made in this paragraph. The date, place and time for the next meeting, if known, should be mentioned here.

Secretary
Name
Home/Work Phone Number

Date

Recommended/Not Recommended

President
Name/Rank
Home/Work Phone Number

Date

Recommended/Not Recommended

Comm & Rec Director

Date

Recommended/Not Recommended

PSP Mgr

Date

Approved/Not Approved

CO Base/Wing/Unit

ANNEX

Annex A – Annexes to the minutes should be labelled alphabetically in the order that they are mentioned in the minutes of the meeting. They are then listed here after the signature distribution list in order by their title.

DISTRIBUTION LIST

Listed here should be the names of the individuals, offices, clubs etc... that should obtain a copy of the signed minutes

ANNEX D

CLUB:

B/W/U:

REVENUES	Estimated 20XX	Actual 20XX
Registration		
Children	\$8,700.00	
Adults	\$3,781.50	
Affiliation	\$900.00	
Taekwondo championship	\$2,500.00	
Funding		
Spaghetti dinner	\$850.00	
Scratch lottery	\$1,111.00	
Meritas Gala	\$800.00	
Registration for competitions		
Children	\$1,500.00	
Adults	\$900.00	
Awarding of belts		
Coloured belts	\$1,500.00	
Black belts	\$300.00	
Revenue total	\$22,842.50	\$0.00
EXPENSES		
Head coach's salary	\$6,825.00	
Assistant coach's salary	\$1,260.00	
Salary costs	\$1,212.75	
Affiliations	\$675.00	
Funding		
Spaghetti dinner	\$531.25	
Scratch lottery	\$0.00	
Meritas Gala	\$713.75	
Registration for competitions		
Children	\$1,500.00	
Adults	\$900.00	
Awarding of belts		
Couloured belts	\$1,200.00	
Black belts	\$260.00	
Equipment purchase	\$3,000.00	
Stationery	\$1,000.00	
Advertising	\$2,000.00	
T-shirts for volunteers	\$160.00	
Support for belt selection	\$1,000.00	
Expense total	\$22,237.75	\$0.00
Surplus revenue after expenses	\$604.75	\$0.00

ANNEX E

NON-PUBLIC FUND TRANSFER REQUEST

For:

Insert name of your entity.

ACCOUNT NUMBER	ACCOUNT NAME	Reasons	DEBIT	CREDIT
			Insert amount to be withdrawn in order to pay an invoice.	Insert amount to be deposited (identical to amount debited).

REMARKS:

Justification for fund transfer request.

Person overseeing account receivable:

Name and tel.
Position

Person overseeing account payable:

Name and tel.
Position

Date:

17/04/2007

ANNEX G

Control of Public and NPF Property. The distribution account and Fixed Asset (FA) holder shall be a regular member. Once a new account holder is appointed, he/she shall meet with the previous holder, bring the DA and FA up-to-date and report to the B/W/U Sup/Customer Accounts (Public DA) and the NPF Accounts (NPF FA). The DA's and FA's shall be verified on a six-month basis by the holder and addition, deletion or losses shall be reported to the B Sup/Customer Accounts or NPF Accounting Supervisor

Procedures for Write-off of NPF Equipment. The B/W/U Comd shall appoint a board to check the inventory of PE&R consumable property and recommend disposal of all unserviceable items. Discrepancies noted during the check shall be identified and a listing of discrepancies and unserviceable items shall be presented to the Base Fund Committee for approval. Upon approval of the recommendations, the board shall witness the disposal of unserviceable items, complete a certificate of disposal and pass the listings to the NPF Accounting Supervisor for inventory and adjustment action. Details are covered in CFP 105 (Policy and Procedures for Non-Public Fund Accounting); and

Signing Authorities. The President shall ensure that the NPF Accounting Supervisor is provided with a current list of Executive Committee members authorized to spend club funds (normally the President, Vice-President and Treasurer).

ANNEX H

First Aid supplies:

Cleansing Wipes
Various Adhesive Bandages
Knuckle Bandages
Fingertip Bandages
Non-adherent Pads
Cleansing Wipes
Various sized Gauze Bandages
Various sized Gauze Pads
Trauma Dressing with Elastic Bandage
First Aid Pocket Guide
Vinyl Gloves
Safety Pins
Note Pad
Pencil
Roll of Adhesive Tape
Pair of Tweezers
Face Shield
Triangular Bandages
Pair of Scissors

hazardous occurrences they must report by telephone or telex (s. 15.5) or par written report (s. 15.8).

2. Administrative Data

These boxes are reserved for Labour Program use only.

3. Basic Information

Give all information required, including weather if appropriate.

4. Description of What Happened

The description should be as precise as possible. It should answer the basic questions "who?, what?, when?, where? and why?" and give an accurate picture of the events leading up to the hazardous occurrence. It should attempt to objectively determine, without trying to blame anyone, each of the factors involved in the hazardous occurrence.

5. Information About the Injured Employee

This section provides information about the injured employee and the nature of the injury.

The investigation should pinpoint the distinction between the direct cause of the injury and the direct causes of the hazardous occurrence (covered by the following section). Take, for example, the case of an eye injury caused by a flying piece of metal: The injury happened because the piece of metal flew into the employee's eye. However, the occurrence as such, that is, the fact that a piece of metal flew out, came about as a result of various other factors which together produced the hazardous occurrence. The direct cause of the injury and the direct causes of the hazardous occurrence are not necessarily the same. Finally, it is important to determine whether the injured employee had received any training on performing his duties safely, and if not, why not?

6. Direct Causes of Hazardous Occurrence

This section should indicate all factors identified in the investigation as being direct causes of the hazardous occurrence. A thorough investigation will demonstrate that:

- 1) Hazardous occurrences never occur as a result of one factor only, but of several;
- 2) These factors are closely linked; and
- 3) These factors generally originate outside the employee himself, and stem instead mainly from the work environment, the equipment, the organization or the task.

7. Corrective Measures and Date Employer Will Implement

Corrective measures will be effective if they prevent a hazardous occurrence from recurring, that is, if they eliminate each of its direct causes. This demonstrates the importance of conducting a conclusive investigation that will obtain an accurate description of the hazardous occurrence and reveal a precise knowledge of its exact causes. Furthermore, it is essential to know the date the corrective measures will become effective and equally important to know why the employer has decided not to take any corrective measures, contrary to the requirements of Part II of the Code and paragraph 15.4(1)(c) of the COHSR. Finally, the employer can also take additional measures as part of a more general accident prevention program.

8. Information About the Investigation

The person making the investigation prints his name and title, then signs the form. He must also give the date of the investigation to show whether it was carried out (and the report sent) by the fourteen days' deadline indicated in subsection 15.8(2) of the COHSR.

9. Safety and Health Committee's or Representative's Comments

The work place committee or health and safety representative, who participates in the investigation by virtue of the authority vested in him under paragraph(s) 135(7)(e) or, 136(5)(g) of Part II, records his comments on the hazardous occurrence, investigation, corrective measures or other related

10. Circulation of the Report

The employer sends copies 1 and 2 of the report to the health and safety officer of the district in which the work place is located within fourteen days of the hazardous occurrence, sends copy 3 to the work place committee or health and safety representative, and keeps copy 4.

(RCSST) définit dans quelles situations l'employeur doit présenter un rapport téléphone ou télex (art. 15.5) et par écrit (art. 15.8).

2. Données administratives

Ces cases sont réservées à l'usage exclusif du Programme du travail.

3. Renseignements de base

Consigner tous les renseignements demandés, y compris, s'il y a lieu, les conditions météorologiques.

4. Description des circonstances

Cette description sera la plus exacte possible. Elle permettra de répondre aux questions de base «qui?, quoi?, quand?, où? et comment?» et donnera un portrait fidèle des événements qui ont conduit à la situation. Enfin, elle visera à identifier objectivement, sans chercher à trouver un «coupable», chacun des facteurs qui ont joué un rôle dans le déroulement de la situation comportant des risques.

5. Renseignements sur l'employé blessé

Ces données renseignent sur l'employé blessé et la nature de la

L'enquête doit faire ressortir la distinction entre la cause directe de la blessure les causes directes de la situation comportant des risques (demandées à la section suivante). Prenons, par exemple, le cas d'une blessure à un provoquée par la projection d'un éclat de métal : la blessure est causée par de métal qui est projeté dans l'oeil. Cependant, la situation elle-même, c'est-à-dire le fait qu'un éclat de métal soit projeté, découle d'un ensemble d'autres facteurs qui, s'ils sont réunis, vont quand même donner lieu à une situation des risques. La cause directe de la blessure et les causes directes comportant des risques ne sont donc pas nécessairement les

Enfin, il est important de savoir si l'employé blessé avait reçu une formation sur l'exécution sécuritaire de ses fonctions ou, sinon, pourquoi?

6. Causes directes de la situation comportant des risques

On retrouvera ici tous les facteurs que l'enquête a identifiés comme directes de la situation comportant des risques. Une bonne enquête fera que :

- 1) les situations comportant des risques ne découlent jamais d'un seul facteur, mais de plusieurs,
- 2) ces facteurs sont étroitement liés, et
- 3) ces facteurs sont en grande partie extérieurs à l'employé lui-même et tiennent plutôt au milieu de travail, à l'équipement, à l'organisation tâche.

7. Mesures correctives et date de leur mise en oeuvre

Les mesures correctives seront efficaces si elles permettent d'éviter qu'une situation comportant des risques ne se reproduise, c'est-à-dire d'en éliminer toutes les causes directes. D'où l'importance de procéder à l'enquête obtenir une description fidèle de la situation et une connaissance causes directes de cette situation. Par ailleurs, il est essentiel, d'une part, de connaître la date d'entrée en vigueur des mesures correctives et, savoir pourquoi aucune mesure n'est prise, contrairement aux exigences de la Partie II et de l'alinéa 15.4(1)(c) du RCSST. Enfin, l'employeur peut aussi adopter des mesures supplémentaires dans un programme plus général de prévention des accidents.

8. Renseignements sur l'enquête

La personne qui a procédé à l'enquête inscrit son nom et son titre en lettres moulées, puis elle signe le formulaire. Elle doit également inscrire l'enquête, ce qui permettra au Ministère de savoir si elle a mené l'enquête (et envoyé le rapport) dans le délai de quatorze jours prescrit par le 15.8(2) du RCSST.

9. Observations du comité de sécurité et de santé ou du représentant

Le comité local ou le représentant, qui participe à l'enquête en vertu pouvoirs que lui confère le paragraphe 135(7)(e) ou, 136(5)(g) de la Partie II, consigne s'il y a lieu ses observations sur la situation, l'enquête, les mesures correctives ou d'autres faits connexes. Puis, il signe et date le rapport.

10. Diffusion du rapport

L'employeur envoie, dans les quatorze jours suivant la situation comportant des risques, les copies 1 et 2 du rapport à un agent de santé et de sécurité du district où se trouve le lieu de travail, il remet la copie 3 au comité local ou au représentant du lieu de travail et il garde la copie 4.