



CANADIAN FORCES BASE KINGSTON
NON-PUBLIC PROPERTY (NPP) SPORTS PROGRAM
CONSTITUTION



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**CANADIAN FORCES BASE KINGSTON
NON-PUBLIC PROPERTY (NPP) SPORTS PROGRAM CONSTITUTION**

CHAPTER 1 - ORGANIZATION

1.01 AUTHORITY

This Constitution is established in accordance with the below references:

- a. DAOD 5045-0;
- b. Personnel Support Programs Policy Manual (PSP PM);
- c. Canadian Forces National Sports Rulebook;
- d. Canadian Forces Health & Physical Fitness Strategy (email dated 15 April 2014);
- e. DGMWS Memorandum 5594-1 (DSRM) 07 February 2013 - Eligibility to participate in CF Sports Program; and
- f. CANFORGEN 165/15 – Class A Reservist Eligibility for CAF Sports Program.

With regard to the league function and operation, the Base Commander or their Representative, shall approve all policies.

1.02 PURPOSE

1. To provide the opportunity for personnel to participate in sport at a level commensurate with their ability.
2. To promote interest, fitness, individual skills and unit morale, through sport at Canadian Forces Base (CFB) Kingston.

1.03 LEAGUE COMMITTEE

The League Committee of the CFB Kingston NPP Sports Program shall consist of the following:

Position	Personnel
Military Sports personnel	Military Sports Coordinator
Chief Official	Selected prior to respective season
Team Representatives	Provided by participating Units
Executive Members	President, Vice-President and Statistician

1.04 LEAGUE COMMITTEE DUTIES

1. Military Sports Coordinator shall:
 - a. maintain copies of applicable references for each sport;
 - b. chair first two league meeting to establish interest and executive members;

- c. book all facilities for league games, practices and playoffs;
 - d. record and maintain minutes of all general and league meetings;
 - e. provide support to the league as required;
 - f. plan, control, and record the budget of each sports league;
 - g. prepare, distribute, and approve all league schedules;
 - h. update respective By-Laws as recommended by governing body;
 - i. maintain records of all team nominal rolls;
 - j. track suspensions/expulsions from the league and;
 - k. recommend amendments to the CFB Kingston NPP Sports Program Constitution as required.
2. The Chief Official shall:
- a. act in an advisory capacity on League and Discipline Committees;
 - b. schedule officials for league games;
 - c. ensure a high standard of officiating for the league; and
 - d. inform officials of rule and By-Law amendments.
3. The Team Representatives shall:
- a. manage all team affairs and act as spokesman on behalf of their team at league meetings;
 - b. update and retain a current copy of their team nominal roll;
 - c. familiarize themselves with the applicable league By-Laws/rules, and
 - d. maintain copies of the game sheets, minutes and schedules.
4. The President shall:
- a. chair all league committee meetings after the second meeting;
 - b. recommend to the Manager Fitness & Sport, suspensions or expulsions to players or teams IAW infringements to the rules or By-Laws for the appropriate league;
 - c. action appeals which result from protest hearings;
 - e. entertain special cases (i.e. eligibility of players / waivers), and
 - f. arrange for medals and trophy presentations upon completion of league activities.
5. The Vice President shall:
- a. assume the duties of the President in his/her absence; and
 - b. perform duties and responsibilities assigned by the President.
6. The Statistician shall:
- a. record, maintain and distribute all league stats;
 - b. maintain current team lists and player registration;
 - c. publish all team standings throughout the season, and
 - d. act in an advisory capacity on the league committee.

7. Submission of Minutes - minutes of all meetings will be distributed by Military Sports Coordinator to the Team Representatives within ten (10) working days.
8. Discipline and General Conduct - all discipline and general conduct will be IAW authorized policies and By-Laws.

1.05 **DISCIPLINE COMMITTEE**

1. The Discipline Committee of CFB Kingston NPP Sports Program shall consist of the following:

Position	Personnel
Chairperson	Base Chief Warrant Officer
Member	Manager Fitness & Sports
Member	President of League
Official	Chief Official (non-voting)

2. All decisions rendered by this committee may be appealed in writing via a memorandum/letter to the Chairperson within 24 hours of receiving the decision of the Discipline Committee. During the appeal period, the member(s) involved will continue to serve the suspension until the appeal is addressed by the BComd.

CHAPTER 2 - MEETINGS

2.01 **MEETINGS**

1. Military Sports will hold a General Meeting prior to the start of the summer and winter programs to establish league structure for each sport.
2. League Committee meetings shall adhere to the following conditions:
 - a. league meetings will be called as deemed necessary by Military Sports;
 - b. two-thirds (2/3) of the total voting membership shall constitute a quorum;
 - c. if the number of committee members attending a meeting constitutes a quorum, the Chairperson may declare that a quorum exists and open the meeting. Attendance shall be recorded in the minutes; and
 - d. a quorum is required for resolution of all league matters.

2.02 **ORDER OF BUSINESS**

The following order of business shall be used at all league meetings:

Item	Action
Introduction, record attendance and verify quorum	All
Review previous minutes	Military Sports personnel
Discuss business arising from previous minutes	All
New business	All

Open discussion	All
Adjournment	Military Sports personnel

2.03 **VOTING**

1. The following voting procedures shall apply:
 - a. one (1) Team Representative from each team of the League Committee shall have one (1) vote for all league related issues;
 - b. in the event of a tie, the Military Sports Coordinator will cast the deciding vote; and
 - c. all decisions are subject to the approval of the Manager Fitness & Sports.

2.04 **BY-LAW AMENDMENTS**

1. Amendments can be made to all league By-Laws, subject to two-thirds (2/3) majority vote by the League Committee and recommended by Military Sports Coordinator for final approval of the Manager Fitness & Sports; and
2. Military Sports staff will make necessary amendments to By-Laws as required by National/Provincial sports organizations, CAF policies and local policies. These amendments are not subject to League Committee vote.

2.05 **PROTESTS**

1. In the case of disputes between teams, or between teams and officials, a protest must be presented in writing NLT 1200 hrs of the next working day. Protests must be made known during games as per applicable sport rulebook; and
2. Protests shall be dealt with by the Discipline Committee and the Chief Official of the applicable league. The decision of this Committee shall be final.

2.06 **AWARDS**

1. Awards will be presented, as deemed necessary, by League Executive and Military Sports.

CHAPTER 3 – ELIGIBILITY/RULES/SCHEDULES

3.01 **ELIGIBILITY**

1. To be eligible to participate in the CFB Kingston NPP Sports Program, a participant must be:
 - a. a member of the CAF Regular Force, on strength or on Attached Posting to CFB Kingston;

- b. a member of a Foreign Force attached to or on exchange duty with CFB Kingston;
 - c. a member of the CAF Reserve Force currently on Class B or Class C contract;
 - d. a member of the CAF Reserve Force on Class A duty provided they have authorization to participate in writing at the Unit level by the CO;
 - e. a military student on course at CFB Kingston, with approval of their CO, (provided they will be on strength for the entire season in question);
 - f. University Training Plan Non-Commissioned Member (UTPNCM) or Military Post-Graduate (Mil PG) student posted to the Royal Military College of Canada (RMCC); and
 - g. part-time and full-time DND or NPF Civilian employees who are in a permanent established positions or those on a fixed term contract for the duration of the NPP Sports Program season, with written approval of unit CO's. All civilian employees or Class A Reservists not "on duty" must be in receipt of a Community Recreation Pass (Base Gym Membership) or must purchase a NPP Sports Program Pass at a cost of \$25.00/year. Civilian employees participating in NPP Sports Program must participate outside regular working hours or have a signed leave pass to cover their time away from work. All civilian employees must sign a NPP Waiver Form prior to participating in any league.
2. RMCC Regular Officer Training Plan (ROTP) or Reserve Entry Training Plan (RETP) students are not eligible to participate in Intersection Sports, unless they are part of Holding Platoon. Members within Holding Platoon are no longer considered RMCC Officer-Cadets and are no longer eligible for Intramural and Varsity sports. The individuals must obtain approval from the Staff Officers Careers prior to participating.
 3. Personnel who have missed league games due to injury or military commitments may be eligible to participate in play-offs with written approval from the governing body of the applicable league.
 4. Military members within the NPP Sports Program are eligible to participate with Base Teams IAW DAOD 5045-0, PSP PM, the Constitution of the Ontario Region Sports Committee, and the CAF National Sports Rulebook.
 5. If requested, a player who is a member of a Base Team shall be eligible to play in an upper division in a respective NPP Sports Program league, if one exists.
 6. Any personnel not covered in these instructions may apply to the Manager Fitness & Sports for approval to participate.

3.02 **TEAMS/TEAM COMPOSITION**

1. In order for an NPP Sports League to commence, there must be a minimum of four (4) teams that register. The league format will be decided based on the number of team submissions and available facility space (Note: some leagues are capped with

a maximum number of teams (i.e. golf and hockey). Teams are to be comprised primarily of military members, augmented by civilian personnel. Team representatives will be a military member. If there are less than four (4) teams that register, the league will not commence. If Community Recreation offers the same sport, participants will be referred to their drop-in program.

3.03 **RULES**

1. The CFB Kingston NPP Sports Program shall be conducted IAW DAOD 5045-0, PSP PM, applicable financial policies, and local CFB Kingston policies.
2. The CFB Kingston NPP Sports Program will abide by the respective sport association rules (National, Provincial, Zone, etc.).
3. League specific By-Laws will be applied where necessary, to promote the objectives of the PSP Policy Manual, Part 5 – Sports and general safety for all participants. Any player who displays unsportsmanlike behaviour, makes a mockery of the game, endangers the safety of another individual may be suspended for a period of time determined by the Disciplinary Committee.
4. There will be zero tolerance for fighting within the NPP Sports Program. Upon any fighting incident, the BCWO will be notified and the member expelled from the NPP Sport in which they received the suspension for a full calendar year.

3.04 **SCHEDULES**

1. All league schedules will be the responsibility of Military Sports.

3.05 **GAME CANCELLATIONS**

1. A Team Representative shall notify the Military Sports Coordinator and the opposing Team Representative(s), at least 48 hours before the game time to cancel/postpone a game. A forfeit will result unless cancellation is the result of a military commitment.

3.06 **FORFEIT/NO SHOWS**

1. If a team/unit fails to notify (within the designated time frame) all parties required as identified in their respective intersectional sport bylaws– the offending unit/team will be subject to the following:
 - **1st Offense-** Warning from League Executive/Sports Coordinator
 - **2nd Offense-** Memorandum Sent to Unit CO
 - **3rd Offense-** Suspension from League for the entirety of season. Those players wishing to still play will be distributed to remaining teams via a league draft or by means agreed upon by league executive.

3.07 **CONSUMPTION OF ALCOHOLIC BEVERAGES**

1. NPP Sports participants shall not consume or possess any alcoholic beverage (i.e. beer, liquor, wine) while participating in any NPP Sport.

Recommended / Not Recommended:

Steve Ruttan
Manager
Fitness & Sports
CFB Kingston

Dated:

Authorized / Not Authorized:

K.A. Gallinger
Colonel
Base Commander
CFB Kingston

Dated: