



FINANCE & CORPORATE SERVICES

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CFAO 50-20 -- RECREATION CLUBS

PURPOSE

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

DEFINITIONS

2. In this order:
- a. "flying club" means any organization licensed by the Federal Government Air Transport Committee for the purpose of providing flying training and recreational flying for its members; and
 - b. the definitions listed in [50-2](#), Recreation, apply equally to this order.

DIVISION OF THE ORDER

3. This order contains four sections as follows:

- Section 1 -Introduction
- Section 2 -Organization
- Section 3 -Special Provisions
- Section 4 -Supporting Resources

SECTION 1 -- INTRODUCTION

GENERAL

4. [QR&O 4.61](#)(1) requires an officer in command of a base or unit to ensure that suitable recreation programs are organized for military personnel and, where practical, for their dependants and for civilians residing in quarters on the base or unit, [QR&O 4.61](#)(2) authorizes the use of supporting resources to facilitate such programs.

5. The principles of recreational programming are detailed in Section 1 of [50-2](#). One of the major principles is that an individual should not only be allowed to choose his leisure activities, but also should be afforded the opportunity to participate in the planning, organization and operation of these activities. Special care must be taken that this principle is applied in the organization of recreation programs for military personnel and their dependants because of their frequent moves.

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

SECTION 2 -- ORGANIZATION

AUTHORITY FOR ORGANIZATION

7. A base or station commander may approve the organization of recreation clubs; he also has the authority to dissolve a club. Personnel interested in the formation of a recreation club should contact the base physical education and recreation officer or the senior member of the physical education and recreation staff.

CONSTITUTION AND BYLAWS

8. Each club must have a constitution and bylaws approved by the base or station commander prior to commencing operation. Subsequent changes or additions to the constitution or bylaws also require similar approval. Guidance regarding formulation of a constitution and bylaws is available from the physical education and recreation staff. Details and examples are contained in A-AD-292-001/AG-001, Administration and Operation of Physical Education and Recreation Program.

MEMBERSHIP

9. Subject to paragraph 20, recreation clubs may have the following categories of membership:
- a. Regular Members. The following persons are eligible for regular membership -
 - (1) members of the Regular Force and their dependants;
 - (2) members of the Reserve Force while on Class "B" or "C" Reserve Service and their dependants,
 - (3) civilians living in quarters on the base or unit and their dependants, and
 - (4) foreign military personnel on duty with the Canadian Forces (CF) and their dependants.
 - b. Ordinary Members. Subject to the approval of the base or station commander and excluding personnel in subparagraph a, all CANEX patrons listed in Chapter 6 of A-PS-110-001/AG-001, Policy Governing Operation of Personnel Support Programs in the CF, and authorized by local procedure may be invited to become ordinary members. Ordinary membership shall be for a one year, with no guarantee of renewal for further one-year terms.
 - c. Associate Members. Subject to the approval of the base or station commander, any person not specified in subparagraphs a or b may be invited to become an associate member. Associate membership shall be for one year with no guarantee of renewal for further one-year terms.

MEMBERSHIP RESTRICTIONS

10. The membership of a club must at all times reflect the priority that must be maintained to ensure that military personnel and their dependants are able to participate fully in the operation and activities of the club, hence:

- a. the proportion of associate members should not exceed 20 per cent of the total membership, and
- b. the combined total of ordinary and associate members should not exceed 50 per cent of the total membership.

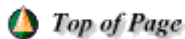
11. Priority in the provision of non-public funds support and in the allocation of facilities and space should be given to those clubs with a high percentage of regular members.

CLUB ADMINISTRATION

12. Subject to paragraph 20, a club shall be administered by an executive committee composed as follows:

- a. A president shall be appointed by the base or station commander, or elected at a general meeting of club members and approved by the base or station commander. The president shall be a regular member.
- b. Vice-presidents (as considered necessary), a secretary and a treasurer shall be elected at a general meeting of club members and approved by the base or station commander. Persons filling these offices shall be regular members.
- c. Additional members, as required to fulfil special functions, shall be elected at a general meeting of club members. Such members may be either regular members or ordinary members.

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

**BASE/STATION RECREATION ORGANIZATION**

14. Subject to paragraph 20, the activities of recreation clubs that are sponsored by a Base or Station Fund form a part of the overall base or station recreation program and shall be administered in accordance with [50-2](#). Consequently, club executives are accountable to the base or station recreation authorities, as well as to the club's membership, for the overall operation of their clubs.

SECTION 3 -- SPECIAL PROVISIONS**HIGH RISK ACTIVITIES**

15. Because of their nature and the inherent risks involved, Sport Parachuting, Scuba Sports Diving, and Gliding and Soaring are, in addition to the provisions of this order, subject to the requirements of the following CFAOs:

- a. [50-7](#) Sport Parachuting
- b. [50-10](#) SCUBA Sports Diving
- c. [50-14](#) Gliding and Soaring

FLYING CLUBS

16. In Canada, flying clubs shall not be authorized as part of a base recreation program because the special organizational, financial and liability requirements can be better met by their organization as an independent non-military activity. However, flying clubs may apply to use military facilities under a leave and license agreement. Where the activities of a flying club are partly for the benefit of or partly in

support of DND or the CF, the flying club may request a reduction of the fees and charges in accordance with [QR&O 36.40](#). No organization that provides civilian aircraft for the use of its members for recreational flying, whether such aircraft are owned by the organization or otherwise, shall be authorized to use military facilities unless that organization qualifies as a flying club as defined in paragraph 2.

17. Leave and license agreements shall be carefully drafted to identify clearly the independent, non-military nature of flying clubs. Any flying club authorized through leave and license agreement to use military facilities should be designated in such a way as to avoid confusion, association or involvement of the CF in the operation or organization of such a club. The name designation or description of the club shall not make reference to or use the terms "Canadian Forces", "CF" or "CFB".

18. Outside Canada, flying clubs may be authorized to operate as part of the base recreation program subject to:

- a. approval for the initial organization by DGPS (Director General Personnel Services);
- b. any limitation imposed by the host country; and
- c. maintenance of liability insurance at locally controlled non-public fund expense at a level to be determined by DGPS.

SERVICE ASSOCIATIONS

19. The Canadian Forces Sailing Association (CFSA) and military rifle associations are approved Service associations in accordance with Section 45 of the National Defence Act. Specific provisions regarding memberships, public support and method of administration were established at the time of approval of these associations by the Governor in Council and are detailed in [50-5](#) -The Canadian Forces Sailing Association and [CFAO 50-11](#) - Rifle Associations.

20. A base commander may authorize the inclusion of a CFSA squadron or a military rifle association as a base club within the base recreation program under the following conditions.

- a. The election of the squadron commodore or rifle association chairman shall be approved by the base commander.
- b. The property of the squadron or rifle association, other than public property on loan, is considered to be base non-public fund property and vests in the base commander and ultimately the CDS.
- c. The non-public fund property and operations of the squadron or association are controlled, and accounted for in accordance with the provisions of A-FN-105-001/AG-001 Policy and Procedures for Non-Public Fund Accounting.
- d. Where there is conflict between the policy regarding formation, organization, eligibility for membership and executive positions described in [50-5](#) and [CFAO 50-11](#) and the provisions contained in this order, the provisions contained in [50-5](#) and [50-11](#) shall prevail. Commanding officers of lodger units may continue to form military rifle associations with the approval of the commander of the respective command as permitted

by [50-11](#).

21. CFSA squadrons or rifle associations which are authorized as part of the base recreation program are covered by the Non-Public Fund Consolidated Insurance Plan to the extent described in A-FN-105-001/AG-001. CFSA squadrons and rifle associations operating independently of the base recreation program and those sponsored by a reserve unit are not covered by the Non-Public Fund Consolidated Insurance Plan and shall make individual arrangements for the insurance required by their governing CFAO.

CIVILIAN EMPLOYEE ASSOCIATIONS

22. Civilian Employees Associations or clubs organized to provide social or recreational opportunities for civilian employees of DND are not subject to the provisions of this order. A base commander may authorize the establishment of such clubs or associations and shall approve the initial constitution and by-laws and any subsequent amendments. Such organizations may use public or non-public fund facilities on the base on a part-time or temporary basis under the conditions detailed for specialty interest activities in A-PS-110-001/AG-001, Chapter 5. Allocation of facilities to these organizations on a permanent or exclusive use basis shall be accomplished either through a leave and license agreement or by application to NDHQ for approval to treat the civilian employees association as a specialty interest activity for the purpose of applying public support policy.

SMALL ARMS AND SMALL ARMS AMMUNITION

23. Rifle clubs, rod and gun clubs, skeet clubs, and other organizations which utilize small arms and small arms ammunition shall adhere to storage procedures contained in A-SJ-100-001/AS-000. Possession, transport, and handling of weapons by club members shall be in accordance with pertinent sections of the Criminal Code.

SECTION 4 -- SUPPORTING RESOURCES

GENERAL

24. Policy regarding the use of resources in support of authorized recreation clubs is contained in Chapter 5 of the A-PS-110-001/AG-001 and in [50-2](#). For activities which choose to operate independently of the base or station recreation program, Annex B to [50-2](#) provides a comparison of the level of support available to authorized recreation activities and to those non-military organizations on DND property.

FINANCE

25. Recreation clubs may, subject to approval of their operating budget by the Base or Station Fund committee, charge fees to provide all or part of the funds required for operation of the club. The annual or semi-annual budget for each club, including the details of all membership charges and fees, shall be submitted as part of the base or station recreation budget, or, where the base or station commander so directs, shall be submitted to the Base or Station Fund committee in conjunction with the base or station recreation budget.

26. The rank of an individual shall not be used to determine the amount of membership or other fee charged.

FACILITIES

27. Where a club has use of DND facilities, or use of facilities constructed using general base or Central Fund non-public funds, provision shall be made for casual use of the facilities by personnel who are eligible for regular membership. This does not preclude the club from levying suitable charges, as provided for in paragraph 25, or establishing conditions of use.

EQUIPMENT

28. Supplies and equipment provided from public resources shall be accounted for in accordance with supply accounting procedures. Supplies and equipment purchased from non-public funds remain the property of the Base or Station Fund and shall be accounted for in accordance with non-public funds accounting procedures.

LEADERSHIP OPERATING STAFF

29. Where it is necessary to hire personnel for specific leadership functions or the operation of facilities, the provisions of A-PS-110-001/AG-001, Chapter 10 apply. Terms and conditions of employment must be approved by the base or station administrative officer prior to employment of such staff. Further, prior to entering into a contract for the provision of professional services, the base or station commander shall ensure that the legal liabilities for workmen's compensation, federal and provincial deductions, and the provisions of the Canada Labour Code are specified and satisfied.

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