

RCL Branch 594 Policies and Procedures

Sports Officer & Sports Committee (Tab 14)

General

1. For all Branches in Ontario, there are two major areas where Legion sports occurs: Branches competing at Zone, District, Provincial and National levels; and independent Branch sports for groups that plan activities within the Branch for members and patrons. This Policy and Procedure will cover both aspects and how the Branch Sports Chair represents both entities.

Appointment of Sport Chair for Legion Branch 594

2. The President will recommend a Sports Officer to the Executive. With Executive support the recommendation will be brought to the Membership for their approval:

- a. The Sports Officer can be a member of the Branch Executive; or
- b. The Sports Officer can be a member of the Branch.

Tasks for Legion Competitions at Zone, District, Provincial and National:

3. These are the tasks that the Branch Sports Officer must perform:

- a. This position is mainly to coordinate official Legion Sports that has Branches compete at Zone, District, Provincial & National levels.
- b. The most current Royal Canadian Legion Ontario Command Sports Manual must be adhered to. This manual is found on the Ontario Command Website.
- c. Job requires attendance at:
 - (1) 2 district meetings every year, Spring and Fall; and
 - (2) Provincial meeting held on the 4th Saturday in September is optional.
- c. District meetings are to discuss upcoming schedule and open discussion regarding sports related issues.
- d. A report for Zone meetings is required and is to be sent to the Zone Sports officer with a copy to the Branch President.
- e. Zone schedules are developed with Hosts being determined by winners the prior year in most cases.
- f. Once Zone schedule is completed it is posted at the Branch with Tournament Details & Registration sheets as soon as they are available. Note the branch deadline is to be approx. 1 week prior to the Zone deadline.
- g. Registration sheets, once complete, are to be verified and signed any two of: Branch Membership Chair or Secretary Branch President. A cheque is to be submitted to "Zone A1 Sports" in the amount required based on number of entrants and prices shown on the Zone.
- h. Note that registration & entry fees are submitted to our Zone Sports Officer for all levels of play. (note: there have been times that payment will be made to District, Provincial or Dominion).

- i. The Zone Sports Officer usually submits all registrations and a cheque to cover entry fees to The District Sports Officer.
- j. At Provincial level, the Registration& Fees go from Zone to District to Provincial.
- k. For Dominion, the same process is followed with the Provincial Sports Officer submitting registration& fees to Dominion.
- l. All this passing of info takes time (be sure to make the deadlines) and appears to be redundant but this way each Zone, District & Province know who the Branch representative will be.

Funding for Coverage of these Sports Events:

4. As decided at a Branch meeting on Jan 22, 2013: "Member's participation in Legion Zone, District Provincial and Dominion Sports will be entitled to the following.

- a. Entry Fees will be paid by the branch.
- b. If a competitor is required to spend overnight during the competition, he/she will be provided with accommodations and travel.
- c. Travel reimbursement will be for fuel. The executive may approve a per kilometer rate.
- d. A per diem of up to fifty dollars (\$50.00) will be allowed per person.
- e. Receipts for accommodations and travel must be submitted for reimbursement.
- f. If a major expense is expected, the branch may advance monies.
- g. A branch expense report must be completed within two weeks."

5. As decided at a Branch meeting on Nov 22, 2017: Members cost share for entry level events with registration over \$10.00 per person, per event. (For golf this includes carts). These were also further clarifications:

- a. Those who sign up for Zone competitions must play or advise Sports Chair a minimum of one week in advance as we are committing Branch member attendance to the Zone Sports chair.
- b. Members who qualify for next level competition (District, Provincial or Dominion) must bring the paperwork received at the event to Branch Sports Officer within 48 hours of the event.
- c. Members must confirm in writing (email acceptable) that they will participate. Deadline for confirmation is one week after the event where they qualified. No shows can cause the Branch to lose the privilege of participating in ALL future competitions!
- d. Overnight travel the day before the event may be considered if travel, by car, takes over 2 hours.
- e. Travel expense (fuel) is based on travelling in groups if there is more than one qualified participant.
- f. Accommodations are for shared rooms if there is more than one qualified participant.
- g. Room sharing will not be mandatory for men and women unless married to each other.
- h. Accommodations are to be at preselected hotels/motels as recommended by the host Branch.
- i. Reservations will be made by the Sports officer but are to be paid by participant.

Tasks for Branch Sports

6. Branch sports (pool, darts, cards...) are done independently but you are their contact with the Branch. These are the tasks that the Branch Sports Chair must perform for Branch level sports:

- a. Schedule a meeting with representatives of the Leagues to Find out who are the main contacts of each league and keep in contact to hear issues and resolve them. Resolution may / will require approval of the Branch Executive and maybe membership too.
- b. COVID-19 rules as directed by the Windsor Essex County Health Unit MUST BE FOLLOWED.
- c. Specific rules are to be developed and agreed to by participants to enjoy the privilege of using our Legion.
- d. There must be a single point of contact, in attendance, for each league.
- e. Signed agreement by all participants is required and will be kept at the bar.

7. Report Sports related information monthly at Executive & Membership Meetings and to the Newsletter Editor.

8. Reporting of Sporting events to Website administrator should be done as soon as possible. Do not wait until month end.

Committee

9. The Sports Officer/Chair for Branch and Legion Level sports may wish to form a committee with representatives of both Legion and Branch level sports to conduct some planning and scheduling. This is also another opportunity to review things like:

- a. Overall scheduling.
- b. Set up of Leagues.
- c. Bar steward support.
- d. Annual fees if any.

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