

2 CMBG/CFB/ASU PETAWAWA MILITARY SPORTS CONSTITUTION

OPI: 2 CMBG G3 Tasks

Effective Date: May 2004

References: A. CFAO 50-3 (Sports)
B. LFCO 24-2 (Physical Fitness)
C. CFAO 50-1 (Physical Fitness Training)

DEFINITIONS

1. The name of the committee shall be the Military Sports Committee, hereafter referred to as the Committee.
2. The Executive is that part of the Committee appointed by the Commander 2 CMBG and Commander CFB/ASU Petawawa, empowered to administer the affairs of the Committee. Committee members will consist of the Executive, unit representatives as appointed by unit Commanding Officers, and league presidents as appointed by Comd 2 CMBG and/or Comd CFB/ASU Petawawa.

AUTHORITY

3. The Committee is established under the authority of the Comd 2 CMBG and Comd CFB/ASU Petawawa.

FUNCTION OF THE COMMITTEE

4. The Committee will plan and co-ordinate all sports activities above unit level involving military personnel in support of physical fitness objectives, to include Base representative teams.

RESPONSIBILITY

5. The Committee will be responsible directly to the Comd 2 CMBG and Comd CFB/ASU Petawawa for the execution of sports policy.

ORGANIZATION

6. The Committee will generally consist of:
 - a. an Executive comprised and appointed as follows:
 - (1) Chairman – G3 2 CMBG,
 - (2) Co-Chairman – DCO ASU Petawawa,
 - (3) 2 CMBG Sports Officer – G3 Tasks,
 - (4) Executive Director – PSP Fitness and Sports Director, and
 - (5) Technical expertise as may be required;

- b. The Committee members will be appointed as follows:
 - (1) Unit representatives as appointed by unit Commanding Officers, and
 - (2) Presidents of sports leagues; and
- c. Sub-committees will be formed as necessary to deal with special events as described by the Chairman.

DUTIES

- 7. Executive. The Executive is responsible for:
 - a. the organization of military sports leagues (see Annex B), 2 CMBG sports competitions and CFB/ASU Petawawa representative teams;
 - b. selection of nominees for Canadian Forces Sports Awards;
 - c. the allocation of sports facilities;
 - d. changes to this Constitution; and
- 8. Chairman. The Chairman is the G3 2 CMBG. His/her responsibilities are:
 - a. the efficient operation of the Committee; and
 - b. the allocation of sports facilities in CFB Petawawa, including the allocation for community activities as well as the military sports programme in accordance with the direction of the Comd 2 CMBG/CFB/ASU Petawawa.
- 9. Co-chairman. The Co-chairman is the DCO of ASU Petawawa. His/her responsibilities are:
 - a. the efficient operation of the Committee in the absence of the Chairman;
 - b. representing CFB Petawawa interests regarding the allocation of sports facilities in CFB Petawawa, including the allocation for community activities as well as the military sports programme in accordance with the direction of the Comd 2 CMBG/Comd CFB/ASU Petawawa
 - c. providing representation for CFB Petawawa on the Executive.
- 10. 2 CMBG Sports Officer. The 2 CMBG Sports Officer is the G3 Tasks at HQ 2 CMBG. He/she will act as an assistant to the Chairman of the Military Sports Committee. He/she will co-ordinate sports activity in conjunction with 2 CMBG training and exercises.
- 11. Executive Director. The Executive Director is the PSP Fitness and Sports Director. He/she shall be responsible to the Chairman for all financial matters. He/she will ensure that all financial regulations, including the CFB Petawawa Base Fund Constitution and By-Laws are met. The Executive Director will maintain a Minute Book, which will contain:
 - a. current Terms of Reference;

- b. Minutes of Executive meetings, including financial statements (if required); and
- c. Minutes of general meetings.

12. The Executive Director will act as advisor to the Chairman of the Committee and all other members of the Executive. The Executive Director will additionally be responsible for:

- a. assisting Unit COs in maintaining a high standard of physical fitness;
- b. the co-ordination of Fitness and Recreation staff;
- c. the day-to-day supervision of all sports facilities;
- d. the accounting and distribution of all sports stores;
- e. technical assistance, as required, for inter-unit sports leagues and special competitions;
- f. the organization, supervision and running of all 2 CMBG/CFB/ASU Petawawa representative sports;
- g. the accounting for and maintenance of the quality and quantity of sports equipment;
- h. conduct of Regional/National competitions as ordered, and
- i. other duties as designated by the Executive or the Committee.

13. Committee Members. The Committee members will be appointed as follows:

- a. Unit Representatives – appointed by unit COs; and
- b. Sports League Presidents – appointed by Comd 2 CMBG/Comd CFB/ASU Petawawa.

14. Secretary. The Secretary will take the minutes of each meeting and forward them in the proper format to the Chairman and Co-chairman for onward transmission to Committee Members and Commanders. A PSP Representative will normally fill this position; however, the 2 CMBG Sports Officer may assume this duty.

MEETINGS

15. The Chairman, or, in his/her absence, the 2 CMBG Sports Officer, will call a general meeting of the Executive and Committee members twice a year. These meetings will occur prior to the start of each sports season (Summer and Winter) and at other times as necessary.

Annexes:

- Annex A 2 CMBG/CFB/ASU Petawawa Inter-Unit Sports League
- Annex B 2 CMBG/CFB/ASU Petawawa Extramural Sports Programme