

Indoor Rock Climbing Club By-Laws, CFB Petawawa

1.Purpose:

To provide operational guidelines for the Indoor Rock Climbing Club under the auspices of the Canadian Forces Base Petawawa Recreation Club & Activity Constitution as set out by the Recreation Council.

2.Definitions:

- 2.1 The Indoor Rock Climbing Club, hereinafter referred to as the IRCC.
- 2.2 The wall or climbing wall shall mean the Petawawa Indoor Rock Climbing Wall located at the Recreation Complex hereinafter referred to as the RecPlex and/or the climbing wall located in the field house at Dundonald Hall (DDH).
- 2.3 Access shall mean unsupervised use of the wall, ropes and slings at times other than the regular club nights.

3.Responsibilities

The IRCC shall be responsible for the following

- 3.1 Develop policies to ensure a safe environment for indoor rock climbing.
- 3.2 Instruct new climbers how to:
 - Put on harness;
 - Tie in;
 - Belay (if appropriate); and
 - Climb safely indoors
- 3.3 To encourage individual, family member usage of the wall

4.Authority

The IRCC is established under the authority of the Base Commander, CFB Petawawa in accordance with CFAO 50-20.

5.Constitution and By-Laws

- 5.1 General
 - 5.1.1 The Constitution and By-Laws shall come into force and effect when approved by the Base Commander and passed at a general IRCC meeting. It shall repeal all previous Constitutions, By-Laws, rules, regulations and amendments in effect at the date of approval.

- 5.1.2 These rules of management and conditions of membership in the IRCC shall be known as the Constitution and By-Laws of the IRCC.
- 5.1.3 The Constitution and By-Laws of the IRCC are to be submitted annually for approval by the Base Commander
- 5.1.4 To facilitate the day-to-day operations of the IRCC, the President shall be empowered to set specific rules as specific needs arise.

5.2 Application for Membership

- 5.2.1 Applications for membership may be purchased at RecPlex main counter.
- 5.2.2 Membership as per Application Form (Annex A).
- 5.2.3 Upon application for membership, the following must be submitted:
 - Completed application form (Annex A); and
 - Annual Membership Fee. Cheques are to be made payable to Base Fund, CFB Petawawa. A receipt will be issued.
 - Membership Informed Consent Agreement Form (Annex C)

6. Composition of the Executive Committee

6.1 The Executive Committee shall be composed of:

- President;
- Vice-President;
- Treasurer;
- Secretary;
- Safety/Equipment Manager;
- Groups Coordinator;
- Group Coordinator Assistant;
- Training Coordinator;

6.2 Duties of the Executive Committee

6.2.1 The President is responsible for:

- For all matters of policy related to the operation of the club;
- To ensure members of the executive carry out their duties as outlined by the constitution;
- To arrange for the Vice-President to act in his/her absence;
- To preside over committee, general or special meetings;
- To supervise and monitor financial aspects of the club/activity; and
- To submit a club budget each year.

6.2.2 The Vice-President is responsible:

- To assist the President; and
- To act as President in his/her absence.

6.2.3 The Secretary is responsible:

- To record the proceedings of all meetings and forward minutes to the Community Recreation Director;
- For all club correspondence; and
- To maintain all club files.

6.2.4 The Treasurer is responsible:

- For the handling and safekeeping of all money for deposit to the club account;
- To record all financial transactions of the club;
- To advise club members and the executive of all matters pertaining to the club finances;
- To maintain up-to-date financial records of club/activity operation; and
- To assist in the yearly preparation of budget.

Note: all financial transactions to be conducted through NPF accounts in accordance with CFP 105.

6.2.5 The Safety/Equipment Manager is responsible to:

- Inspect and clean all ropes as needed;
- Ensure holds on the wall are secure and free from injurious defects;
- Replace all slings yearly;
- Inspect IRCC harnesses regularly for damage or retire accordingly;
- Submit recommendations for equipment purchases;
- Order and pay for all club supplies or equipment;
- To maintain an up-to-date club inventory system;
- Maintain records of equipment usage including date installed;
- Ensure routes are set with safety in mind.

6.2.6 Groups Coordinator

- Act as the club contact for groups between the public and the RecPlex
- Arrange for member volunteers to belay non-member group participants
- Arrange facility access times for non-member group activities as coordinated through the RecPlex

6.2.7 Groups Coordinator Assistant

- To assist the Groups Coordinator in his/her duties
- To act in the Group Coordinators place in the event of his/her absence.

6.2.8 Training coordinator

- To ensure all training methods are standardized and current with accepted indoor rock climbing standards
- To advise club members and the executive of all matters pertaining to training

- To maintain records of attendance at training seminars

7.Role of the Supervising Officer

The Policy for appointment of supervising officers for all clubs and activities is contained in DFBP AO 37.5.

7.1 Supervising officers should be familiar with and advise on:

- Long term planning;
- Budgets;
- Capital expense items;
- Entitlement to public resources (QR&O 4.6(2) & CFAO 50-20); and
- All orders and regulations pertaining to clubs and activities.

7.2 Supervising officers should also:

- Attend all general meetings where practical;
- Review agenda items prior to all general meetings
- Review minutes of all meetings; and
- Review all changes or additions to constitution and by-laws.

7.3 The supervising officer will be the contact between the club or activity and HQ CFB Petawawa. The supervising officer will be responsible to the personnel Support Programs Manager for the Efficient Operation of the club or activity.

8.Meetings

8.1 General meetings – to be held at least twice yearly. (i.e., fall elections)

8.2 Executive meetings –to be held monthly.

9.Rules and Regulations

9.1 IRCC membership will be in accordance with CFAO 50-20, paras 9 and 10, and all other applicable regulations and orders that may be promulgated under the authority of the Base Commander, CFB Petawawa.

9.2 Members:

9.2.1 Must have a current Community Access Card (CAC) or be subject to applicable fees; and

9.2.3 Must have a current IRCC card; and

9.2.4 If under 16 years old, must be accompanied by an adult; and

9.2.5 Should assist in setting up and taking down equipment on club nights; and

9.2.6 Should be courteous and remember to share the wall with others waiting

- 9.2.7 Prior to belaying must be at least 16 years of age, display aptitude at belaying and be subject to confirmation of aptitude by an Executive member or instructor, which is then recorded on the Membership Informed Consent Agreement Form (Annex C) by an Executive member.
- 9.3 Green tag holders are those members who have agreed to instruct new members according to the responsibilities outlined in Section 3.2, and have been approved as an access list member as per Section 14.

10.Discipline

The club executive shall be responsible to establish and maintain discipline at the club facility. Members shall be responsible for the conduct of any guest they bring into the activity. All members are required to report disciplinary or vandalistic violators to the executive.

11.Membership Fees

As determined by the Executive Committee and approved by Base authorities. See Application Form (Annex A)

12.Revoking Memberships

- 12.1 The Executive Committee shall have the power and authority to cancel or suspend any member for just cause. No cancelation or suspension of membership shall be made without the member having:
- Been notified in writing of the reason for such action being taken; and
 - Been given the opportunity to be heard by the Executive Committee at a meeting called for that purpose.
- 12.2 Membership fees, once paid, shall not be returned to the member regardless of the circumstances, unless covered specifically in the by-laws or minutes.

13.Group Rates and Non-Members Fees

As determined by the Executive Committee and approved by the Base Authorities. See Rate Schedule From (Annex B).

14.Climbing Wall Access

- 14.1 Access is available to members at times other than regular club nights, under the following conditions:
- Must be an IRCC member in good standing;
 - Must be over 18 years old;
 - Are responsible to sign out and return any club equipment used;
 - Are responsible for the conduct of any guest brought to the Wall. Guests may not belay without immediate supervision.

- Must sign in at the front desk to sign out IRCC equipment and pay applicable CAC and club fees for guests prior to climbing;
- An access list will be supplied each year to the RecPlex and DDH. This list will be updated each new membership year at a minimum. Only the current list is advocated for use by the RecPlex/DDH.
- Access list members are required to have completed the Access List Commitment Form (Annex D)

14.2 Access to the facility during RecPlex hours and the building outside RecPlex hours is subject to approval by RecPlex authorities.

14.3 Access may be denied or revoked at the discretion of an Executive Member for:

- Failure to follow safety standards as set out by the Executive; or
- Failure to act in a responsible manner.
- Failure to comply with the responsibilities agreed to on the Access List Commitment Form (Annex D)

15. Hours of Operation

15.1 Regular Club Night – Wednesday 7:00 – 9:00 p.m. at the RecPlex
(Belay instruction and confirmation available to new members)

15.2 Members Night – Monday 7:00 – 9:30 p.m. at Dundonald Hall

15.4 Military and Civilian Groups. See Rate Schedule (Annex B).

The climbing wall may be accessed Monday through Saturday during regular RecPlex hours by IRCC members listed on the current access list. To gain access to the wall these members should call ahead to determine wall availability.

The climbing wall may be further accessed on the Weekends and Holidays (i.e., outside regular RecPlex hours) when accompanied by an Executive Member.

16. Approval Signatures

Recommended / Not Recommended

 2011 June 06
IRCC Vice President

Approved / Not Approved

 2011 June 6
IRCC President