

# 8 WING CFB TRENTON



## INTERSECTION SPORTS

## CONSTITUTION



**8 WING/CFB TRENTON**

**INTERSECTION SPORTS CONSTITUTION AND BY-LAWS**

**PREFACE**

1. The 8 Wing/CFB Trenton Intersection Sports Constitution is published under the authority of the Wing Commander, 8 Wing/CFB Trenton.
2. This published Constitution as dated below, revokes and supersedes all previous 8 Wing/CFB Trenton Intersection Sports Constitutions and By-Laws.

D.B Cochrane  
Colonel  
Wing Commander

Dated:

**DISTRIBUTION LIST**

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Fit & Sports Dir

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## **LEAGUE CONSTITUTION**

### **SECTION ONE - GENERAL**

#### **MISSION STATEMENT**

*“The Mission and the Challenge of the 8 Wing/CFB Trenton Sports Program is to develop interesting, challenging, and progressive sports programs to improve the quality of life in the military community and contribute to the operational effectiveness of the Canadian Forces”.*

#### **101. STATEMENT OF PRINCIPLE**

This Intersection Sports Constitution contains those regulations and statements that are unique to Intersection Sports at 8 Wing/CFB Trenton. Nothing in this Constitution is intended to over-ride, misconstrue or circumvent direction from higher authority. In those instances where confusion or doubt might arise, interpretation will be determined in accordance with promulgated orders and the direction of the Wing Commander.

#### **102. NAME**

The name of all Intersection Sport Leagues will be “The 8 Wing/CFB Trenton Intersection (applicable sport, i.e. hockey) League” hereinafter referred to as “The League.” For ease of understanding, reference to the League in this document means each specific sport unless otherwise indicated.

#### **103. AUTHORITY FOR ESTABLISHMENT AND OPERATION**

- a. The League is established under the authority of CFAO 50-3 (Sports).
- b. The League shall be operated in accordance with regulations and orders governing sports in the Canadian Forces, specifically, A-PS-110-001/AG-002, A-PS-110-001/AG-003, A-FN-105-001/AG-001 and the instructions contained in this Constitution.
- c. The League By-Laws are intended to amplify this Constitution and provide a means of publishing specific regulations and playing rules pertaining to each sport.

#### **104. PURPOSE**

The objective of 8 Wing/CFB Intersection Sports is to enhance unit cohesion, esprit de corps, and to develop individual attributes such as leadership, self-discipline, self-sacrifice, self-esteem, and physical fitness through the medium of Sports. The league is to give every possible consideration to allowing full participation by all members, and in particular those less skilled.

#### **105. AMENDMENTS**

The League may request an amendment of the Intersection Sports Constitution from the Wing Commander through the Fit & Sports Dir.

## **SECTION TWO – PLAYER ELIGIBILITY**

### **201. ELIGIBILITY**

- a. Intersection Sports are provided for members of the CF Regular Forces & Reserve Forces Class B or C Members will have first priority to participate at all time.
- b. DND indeterminate employees, NPF/PSP permanent full-time employees and Contract full-time employees may participate providing there is space available in the League and are authorized by their employer. A waiver at Annex “B” must be signed prior to civilian member’s participation.
- c. The League Executive Committee in consultation with the Fit & Sports Dir may make further recommendation to the Wing Commander for final approval on the eligibility of players (e.g. Family members).
- d. Teams shall be composed of members who agree to abide by and comply with this constitution and any playing rules laid down by the Executive. Participant registration and availability of sport facilities/fields will govern the number of teams in the League.

### **202. TEAM COMPOSITION**

Teams shall be composed of members who agree to abide by and comply with this Constitution and any playing rules laid down by the League Executive.

A League Executive may choose between three different types of team compositions. The three types of teams are as follows:

- a. Intersection Teams Intersection Teams represent a specific section or workgroup on the base. Players may only play for one section or workgroup where they are currently employed;
- b. Open Teams Open teams are simply teams that have been organized by one or several people and do not represent a section or a workgroup. In this type of arrangement, any player may play on a team; and
- c. Individual Registration with a Draft

In this arrangement, all players register individually to play in a league. After registration, League Executives then draft players into teams. The League Executive may ask the players to supply some information about their skill level and place of work at the time of registration.

**203. PLAYER PLACEMENT**

Should players wish to play on a team other than their own Section or workgroup, the gaining team representative must submit in writing to the League Committee, a release/waiver signed by the losing Unit's team. Failure to comply could result in the suspension of the released/waived player from further League play.

**204. REGISTRATION**

A registration fee may be levied against each team/members who participates in the League. The proceeds from registration will be used for payment of League Officials and any other expenses deemed necessary by the League Committee.

**SECTION THREE – LEAGUE COMMITTEES & RESPONSIBILITIES**

**301. DUTIES AND RESPONSIBILITIES OF THE FITNESS & SPORTS DIRECTOR**

The Fit & Sports Dir is designated Wing OPI for the organization and conduct of all Intersection Sports, and:

- a. is responsible to the Wing Commander through the chain of command for the operation of all Intersection Sports Leagues;
- b. is responsible for ensuring that all Leagues are operated in accordance with all applicable policies, directives, guidelines and regulations as published for the governance of Sports; and
- c. has final authority on all matters pertaining to policies concerning safety.

**302. DUTIES AND RESPONSIBILITIES OF THE MILITARY SPORTS COORDINATOR**

The Mil Sports Coord is responsible to the Fit & Sports Dir for the organization and conduct of all Intersection Sports and:

- a. acts as a liaison between the League and the Fit & Sports Dir.
- b. is an ex-officio member of the League Executive Committee; and
- c. is an ex-officio member of the Wing Sports Disciplinary Committee (WSDC).

**303. LEAGUE COMMITTEE**

Every League will form an Executive Committee to run their particular league and act as a liaison between the league participants and the Fitness and Sports Flight. A League President will be nominated by the Committee and approved by the Fit & Sports Dir. The Mil Sports Coord will act in an Ex-Officio capacity.

**304. FUNCTION OF THE LEAGUE EXECUTIVE**

The League Executive should meet at least three times per sport season. There should be a pre-season organizational meeting, a mid-season meeting, and a post-season evaluation meeting. Additional meetings will be held on an as-required basis.

The League Executive will be responsible for the legislation of the playing rules for their respective leagues. These may include rules regarding body contact, playoff formats, and automatic disciplinary measures. The league executive will also administer the league draft if necessary as per Art 202.

The League executive will also act as the primary board between the league and the Fitness & Sports Flight. The Executive should be kept up-to-date with all details of the League and should then pass on that information to the players in the league.

Election of the League Executives will take place at the pre-season meeting.

All decisions undertaken by any League Executive are subject to the approval of the Fit & Sports Dir through the Signing of the Meeting Minutes.

**305. LEAGUE EXECUTIVE COMMITTEE MEMBERS**

The League Executive Committee shall consist of members of the League Committee as follows:

- a. President – nominated by the League Committee, ratified by the Fit & Sports Dir;
- b. Vice-President – elected by the League Committee;
- c. Secretary – elected by the League Committee;
- d. Statistician - elected by League Committee or appointed by the Fitness & Sports Flight;
- e. Team Representatives – appointed from each registered team in the league;
- f. Mil Sports Coord – Ex officio Fitness and Sports Flight Representative; and,
- g. Chief Official – Ex officio (if applicable) – appointed by the Fit & Sports Dir.

**306. LEAGUE EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES**

It is the responsibility of elected or appointed League Executive Committee members to familiarize themselves with their duties and responsibilities as outlined in the League Constitution and By-Laws. The duties and responsibilities of the League Executive Committee members will be reviewed and discussed with the Mil Sports Coord and upon the formation of the Committee and prior to the start of the league.

**307. LEAGUE PRESIDENT**

The League President will be the primary point of contact for the Fitness and Sports Flight and is responsible to the Fit & Sports Dir thru the Mil Sports Coord for:

- a. the efficient administration, discipline and management of the League;
- b. ensuring that the League is operated in accordance with the League Constitution, and By-Laws and any other direction provided by the Fit & Sports Dir;
- c. convening and presiding over all League meetings;
- d. cast the deciding vote in case of a tie;
- e. the preparation of a League budget if required and forwarding it to the Mil Sports Coord for approval by higher authority;
- f. ensuring that League budgets are adhered to;
- g. chair the League Disciplinary Committee and presiding over all disciplinary hearings;
- h. ensuring League Executive Committee members carry out their duties; and
- i. represent the League on other occasions where representation is requested by the Fit & Sports Dir.

**308. LEAGUE VICE-PRESIDENT**

The Vice President is responsible to the President for:

- a. assisting the President in the performance of his/her duties;
- b. assuming the duties of the President during his/her absence;
- c. casting one vote at league meeting; and
- d. reviewing, commenting on and forwarding any disciplinary appeal to the Mil Sports Coord.

**309. LEAGUE SECRETARY**

The Secretary is responsible to the President for:

- a. the conduct of all League correspondence;
- b. preparing agendas, in concert with the President, for all League meetings;
- c. recording, preparing and distributing the minutes of all League meetings to the Fit & Sports Dir through the Mil Sports Coord within five days of the meeting;
- d. maintaining accurate rosters of all teams, team coaches/captains and players;
- e. casting one vote at league meeting;
- f. being a member of the League Disciplinary Committee; and
- g. performing other such duties as assigned by the President.

**310. LEAGUE STATISTICIAN**

The Statistician is responsible to the President for:

- a. maintaining League statistics for all League teams and players;
- b. casting one vote at league meetings;
- c. being a member of the League Disciplinary Committee; and
- d. other duties as assigned by the President.

**311. CHIEF OFFICIAL**

The Chief Official is responsible to the Fit & Sports Dir; and

- a. is appointed by the Fit & Sports Dir;
- b. is responsible for the quality and consistency of officiating IAW appropriate League Rules and direction of the Fit & Sports Dir;
- c. is responsible for the allocation of game Officials; and
- d. is an ex-officio member of the League Disciplinary Committee and Wing Sports Disciplinary Committee with no voting privileges.

## **SECTION FOUR – DISCIPLINE**

Maintaining an environment where fair play and sportsmanship are paramount is a high priority in the Wing Sports Program. However, from time to time there may be an incident that requires supplementary disciplinary action.

While a disciplinary procedure is in place, the Criminal Code and the policies of the Canadian Forces still apply while players are participating in the Wing Sports Program. Criminal or administrative procedures may be brought against any player, for any action undertaken during a Wing activity.

### **401. LEAGUE DISCIPLINARY COMMITTEE**

The League Disciplinary Committee will consist of the following:

- a. League President;
- b. Vice President;
- c. Secretary;
- d. Team Representative;
- e. Mil Sports Coord (ex-officio).
- f. League Chief Official (ex-officio).

### **402. LEAGUE DISCIPLINARY MEETING OR HEARING**

When a League participant's conduct is of such a manner as to bring discredit to the League, a disciplinary meeting or hearing shall be convened at the direction of the League President or the Mil Sports Coord.

- a. Disciplinary E-Mail or Phone Meeting shall be convened with the President and Mil Sports Coord when less than a 3 game suspension is to be awarded; and
- b. Disciplinary E-Mail Hearing shall be convened if 3 or more games are to be awarded to an individual for an offence. The player(s) who is under investigation shall have 2 working days to e-mail his write up of the incident to the Mil Sports Coord. Failure to do so means that he may not be represented at the League Disciplinary Committee or WSDC e-mail voting hearing.



**SECTION FIVE - CONDUCT AND MINUTES OF LEAGUE MEETINGS**

**501. ORDER OF BUSINESS**

The normal order of business for all League meetings shall be:

- a. call to order;
- b. record attendance;
- c. ratification of the minutes of the last meeting;
- d. financial statement or report;
- e. President's report;
- f. old business arising from the minutes;
- g. new business from the agenda;
- h. open discussion; and
- i. adjournment.

All remarks will be addressed to the Chair.

**502. VOTING**

All motions must be seconded prior to any discussion or vote. Decisions are decided by majority vote of the league members present. This is interpreted to mean more than half of the votes cast, disregarding those who abstain from voting. The voting is done by a show of hands. Members are encouraged to vote on all motions.

The President will not vote on motions; however, he/she may exercise his/her vote in the event of a tie.

**503. ATTENDANCE**

It is the duty of all League Committee Members to attend League Committee Meetings unless on duty, leave or excused by the League President.

**504. LEAGUE MEETING MINUTES**

The secretary shall prepare the minutes of all League meetings within five working days after the meeting. The minutes will be signed off as follows:

League Secretary		_____	
		Signature	
League President	Comments	Recommended/Not Recommended	
		_____	
		Signature	Date
Mil Sports Coord	Comments	Approved/Not Approved	
		_____	
		Signature	Date

League meeting minutes will be distributed as follows:

**Action**

League President  
League Vice President  
League Secretary  
League Statistician  
Team Representatives  
Mil Sports Coord

**Info**

Fit & Sports Dir  
Chief Official

## **SECTION SIX – LEAGUE GAMES**

### **601. GAME SCHEDULES**

The Mil Sports Coord upon consultation with the League Committee will schedule all games.

Due to the unique nature of military life, not all teams will be able to attend all games at all times. It is for this reason that teams are encouraged to look at their respective work and personal schedules before entering the league so that their schedule may reflect their unique demands. If a team cannot play on a certain day, or a certain time, they should indicate such at time of registration, and when the schedule is made, every effort will be made to accommodate their request. However, not all requests can be accommodated and some teams will have to play at times that they had requested to miss.

Over the course of the season, teams may not be able to attend games due to operational commitments or other outside factors. Should a team not be able to attend a scheduled game they must inform the Mil Sports Coord and the opposing team as soon as possible.

Should a team need to re-schedule a game (for non-operational reasons), this request must be made to the Mil Sports Coord no less than two (2) working days before the change (the League Executive may mandate a longer notice period). Unless due to operational commitments, giving less than two days notice will constitute a default.

League executives may define how many players a team requires in order to play a game.

From time-to-time, a team may wish to 'pick up' a player to fill out their roster for a specific game. Each league executive may design a policy on the 'picking up' of players. However, for pension purposes, all players must be registered with the Fitness and Sports Flight in that sport before playing.

## **BY-LAWS**

### **SECTION ONE – GENERAL**

#### **101. PURPOSE OF BY-LAWS**

Each sport will have By-Laws specific to their particular sport.

These By-Laws are authorized by the Intersection Sports Constitution and provides specific rules of play and governance applicable to each Intersection Sport League.

#### **102. AMENDMENT OF BY-LAWS**

Proposals to amend the League By-Laws shall be submitted in writing to the Mil Sports Coord for consideration by the League Committee at the first League Committee meeting prior to the commencement of League play.

#### **103. REVIEW & APPROVAL OF LEAGUE BY-LAWS**

At the first League Committee meeting held prior to the commencement of League play, all-existing By-Laws and special rules of play, including proposed amendments must be reviewed and voted upon. Upon approval of the League Committee meeting minutes by the Fit & Sports Dir, all special rules of play & governance will be included in the Intersection Sports Constitution as By-Laws under Section Two.

The Fit & Sports Dir will approve amendment to the By-Laws after commencement of the league out of necessity.

**The By-Laws for each specific sport are attached as Annexes to this Inter-Section Sports Constitution.**

**SECTION TWO – LEAGUE SPECIFIC RULES OF PLAY AND GOVERNANCE**

- 201. WING HOCKEY LEAGUE**
- 202. NOON HOUR HOCKEY LEAGUE**
- 203. Intersection FLOOR HOCKEY LEAGUE**
- 204. Intersection NOON HOUR VOLLEYBALL LEAGUE**
- 205. Intersection SLOW PITCH LEAGUE**
- 206. Intersection GOLF LEAGUE**
- 207. Intersection INDOOR SOCCER LEAGUE**
- 208. Intersection BALL HOCKEY LEAGUE**