



Royal Canadian Legion – PEI Provincial Command
Command Policy Manual

INTRODUCTION

This Policy Manual has been designed and it is being made available to personnel at Branch, Zone and Command levels in an effort to familiarize the members, as well as personnel employed at each level, of the procedures to follow in carrying out established Legion policies as well as assisting in the formation of new ones or changes in established ones.

For the Branch Secretaries, especially those who are appointed or elected, this manual should be of great assistance in directing inquiries or suggestions to Command.

For convenience, the format of this manual has been divided into sections as follows:

- 100 - ADMINISTRATION**
- 200 - PROVINCIAL COMMAND**
- 300 - PROVINCIAL ZONES**
- 400 - BRANCHES**
- 500 - MEETINGS AND CONVENTIONS**
- 600 - FINANCES**
- 700 - DISCRIMINATION AND HARASSMENT**
- 800 - SPORTS**
- Appendix “A” - Amendments to Branch By-law form**

All Policy statements will fit under those headings and will be assigned a number. The Table of Contents will list the subject matter of the policy by number.

AMENDED MAY 2022
and reviewed/approved at the PEI Command Provincial Convention.

Edited for format and content July 18, 2022



Royal Canadian Legion – PEI Provincial Command
Command Policy Manual

Table of Contents

ADMINISTRATION (100)	5
101 - COMMAND AFFAIRS	5
102 - PAST PROVINCIAL PRESIDENTS' COUNCIL	5
103 - AMENDMENTS TO BRANCH BY-LAWS	5
104 - COUNCIL MINUTES	5
105 - BURSARIES	5
106 - LIQUOR CONTROL COMMISSION	6
107 - P.E.I. COMMAND TRACK AND FIELD REGULATIONS	7
107.1 - COACH'S/COACHES' RESPONSIBILITIES	7
107.2 - FINANCIAL SUPPORT	8
107.3 - P.E.I. PROVINCIAL COMMAND THE ROYAL CANADIAN LEGION	8
108 - THE ROYAL CANADIAN LEGION CADET MEDAL OF EXCELLENCE	9
109 - PILGRIMAGE OF REMEMBRANCE	10
201 - SPONSORSHIP OF MEMBERS TO CONVENTION	11
202 - PROJECTS	11
203 - LEGION PROMOTING	11
204 – PROVINCIAL OFFICE	11
205 – BRANCH RESOLUTIONS	15
207 – DOMINION CONVENTION PROXY	16
208 - COMMITTEE CHAIR DUTIES	16
208.1- VETERANS SERVICE & SENIORS	16
208.2 - MEMBERSHIP	17
208.3 - SPORTS	17
208.4.1 - PLANNING & ADMINISTRATION	18
208.5 - RITUAL & AWARDS	23
208.6 – CONSTITUTION & LAWS	23
208.7 - FINANCE	24
208.8 - FUNDRAISING COMMITTEE	26



Royal Canadian Legion – PEI Provincial Command
Command Policy Manual

208.9 - LEADERSHIP & DEVELOPMENT	26
208.10 - PUBLIC RELATIONS	27
208.11 - LIASON	27
PROVINCIAL ZONES (300)	27
301 - ZONE REIMBURSEMENTS	27
BRANCHES (400)	28
401 - THE BRANCH	28
402 - THE ACT	28
403 - THE SEAL	28
404 - LEGAL DOCUMENTS	29
405 - BRANCH MEMBERSHIPS	29
406 - CORRESPONDENCE	29
407 - HONOURS & AWARDS	29
408 - RESOLUTIONS	29
409 - REMEMBRANCE	29
410 - OUTLAW MOTORCYCLE CLUB COLOURS	30
411 - BRANCH CHARTER	30
MEETINGS & CONVENTIONS (500)	30
501 – CONVENTION REPORTS	30
502 – OPENING CEREMONIES	30
503 - REPORTS DISTRIBUTION	30
FINANCE (600)	31
601 - EARNINGS ON CAPITAL INVESTMENT	31
602 - INVESTMENT OF CAPITAL FUNDS	31
603 - COMMAND EXPENSES REIMBURSEMENT	31
604 - BUDGET FORECAST	31
605 - EXPENSE ALLOWANCES	31
606 – MEMORIAL FUND	32
LADIES’ AUXILIARY (700)	33
701 - Ladies Auxiliaries are governed by Article VIII of the General By-Laws, and charters to such auxiliaries may be granted by Dominion Command	33
702 - DISCRIMINATION AND HARASSMENT	33
SPORTS (800)	34



Royal Canadian Legion – PEI Provincial Command
Command Policy Manual

801 - GENERAL	34
802 - TEAMS AND ELIGIBILITY	34
803 - REGISTRATION FEES	35
804 - RESPONSIBILITY OF SPORTS CHAIRS	35
804.1 Provincial Sports Chair	35
804.2 Zone Sports Chair	36
804.3 Branch Sports Chair	37
805 -PROVINCIAL CRIBBAGE	37
806 - NATIONAL CRIBBAGE	38
807 - PROVINCIAL DARTS	39
808 - NATIONAL DARTS	40
809 - SENIOR DARTS	41
810 - POOL	42
811 - SHUFFLEBOARD	43
812 – WASHER TOSS	46

Appendix “A” - Amendments to Branch By-law form



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

ADMINISTRATION (100)

101 - COMMAND AFFAIRS

The affairs of the Command shall be directed by a convention, administered by a Provincial Executive Council and a Sub-Executive Committee.

102 - PAST PROVINCIAL PRESIDENTS' COUNCIL

There shall be a council of Past Provincial Presidents whose advice and guidance the Provincial President may call for in specific matters requiring their expertise. This Council shall comprise of the last six surviving Provincial Presidents and the Immediate Past President shall be the chairman.

103 - AMENDMENTS TO BRANCH BY-LAWS

Branches submitting new By-laws or amendments to By-laws shall be required to submit the following:

1. A typewritten copy of the proposed By-laws or amendments thereto.
2. A copy of the Minutes of the General Meeting where the “Notice of Motion” was given.
3. A copy of the Minute of the General Meeting where the motion to adopt was moved, seconded and approved.

The proposed Amendments or new By-laws will be submitted on a form attached as Appendix “A” to this Policy Book.

104 - COUNCIL MINUTES

P.E.I. Command is to circulate the minutes of all meetings of the Provincial Executive Council. These minutes are for information to the Branches and should be highlighted at a Branch meeting and placed on the Branch notice board for the information of all members.

These minutes shall be distributed to all parties within 30 days of the meeting.

105 - BURSARIES

P.E.I. Command supports a bursary program for eligible students within the Command.

The criteria for Command Bursaries are as follows:



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

1. The Provincial Command of The Royal Canadian Legion has established a bursary program which will make available annually five separate bursary awards in the amount of \$500.00 each, to be awarded to select worthy applicants.
2. These bursaries are awarded to assist young men and women in acquiring post-secondary education.
3. Post-secondary education is defined as any type of education beyond Grade 12 including academic, vocational, and technical forms of training that normally require Grade 12 standard as a pre-requisite. In certain types of vocational and technical training the Grade 12 requirement might be waived at the discretion of the selection committee.
4. These bursaries shall be open to all worthy applicants residing within P.E.I. Command. The Royal Canadian Legion, who are children, grandchildren or great-grandchildren of veterans or ex-service personnel. These bursaries are only open to students attending their first year of post-secondary education.
5. In the selection of successful candidates, need shall be a primary consideration. Academic attainment and natural mechanical or artistic aptitude will be important considerations.
6. Administration of the Bursary shall be under the Leadership and Development Committee.
7. The L & D Committee shall meet annually in the month of May to review all applications received and to select the five successful candidates.
8. The bursary recipients will be announced in the month of June during graduation exercises where possible.
9. The bursaries will be awarded conditionally, in that, the successful candidate must attend a post-secondary institution. The bursary award funds will be forwarded to the education institution of the candidate's choice, in the candidate's name during the month of August. Candidates not attending a post-secondary institution, forfeit the bursary.

106 - LIQUOR CONTROL COMMISSION

1. PEI Command will co-operate fully with the PEI Liquor Control Commission in the enforcement of Regulations respecting the operation and control of Liquor licensed premises. All Branches are committed to ensure that all rules and regulations that are



Royal Canadian Legion – PEI Provincial Command **Command Policy Manual**

enacted by the PEI Liquor Control Commission and the PEI Cannabis Corp are enforced.

107 - P.E.I. COMMAND TRACK AND FIELD REGULATIONS

Reviewed Provincial Convention 2019

1. Athletics PEI will select a head coach who is a fully certified National Coaching Certification Program (NCCP) performance coach for the Provincial Command Track and Field team. The name of the head coach will be provided to the Provincial Sports Committee by mid-March in the year of the national meet. All other team coaches require NCCP club coach certification.
2. Athletics PEI will set selection procedures for the team. A review of the performance standards and competitions where the team will be selected will be done each year. Those reviews are to be sent to PEI Command Sports Committee no later than June of the following year.
3. Junior and Senior High School physical education teachers and athletic contacts will be approached through the mail and telephone or person to person by Athletics PEI to identify prospective athletes.
4. Athletics P.E.I., in co-operation with the Provincial Command Sports Committee will ensure that each athlete receives training information and information regarding selection process, competitions and training sessions.
5. Athletics P.E.I., in conjunction with Provincial Command will ensure that the National Youth Track & Field meet forms are completed and returned to Provincial Command.
6. Provincial team coverage will extend to a maximum of 14 personnel with ratios as follows:
 - a) Maximum of 10 athletes.
 - b) Maximum of one chaperone for any or less than 10 single gender athletes.
 - c) Maximum of two coaches including the head coach

107.1 - COACH'S/COACHES' RESPONSIBILITIES

The coach/coaches will select the team. The coach/coaches reserve the right to factor other than performance standards into consideration such as: age, potential for development, participation in meets and training sessions, personal attitudes, as well as team composition needs.

1. Co-ordinate team training, competition and other team activities.



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

3. Follow all rules pertaining to coaches while attending the Dominion Command sponsored Track & Field meet.
4. Communicate with local Legion representatives through the Provincial Command Sports Committee Chairman.

107.2 - FINANCIAL SUPPORT

P.E.I. Command Support - up to 30% of the total cost (subject to approval of Provincial Command Executive Council) for the support of the track and field entry of minor athletes in the annual Dominion Command sponsored Track and Field Meet.

P.E.I. Track & Field - The P.E.I. Track & Field Association will be required to contribute, as their share, \$500.00, which will be applied against the cost of purchasing P.E.I. Command team T-shirts and other camp expenses.

107.3 - P.E.I. PROVINCIAL COMMAND THE ROYAL CANADIAN LEGION

1. Will determine the number of athletes that will compete in the National Youth Track & Field meets in cooperation with Athletics PEI.
2. Will be responsible for all arrangements for athletes, coaches, and chaperones. These arrangements will include the purchase of transportation tickets to and from the site of the National Youth Track & Field.
3. Arrange for the purchase of uniforms and such other equipment as might be deemed necessary for the smooth operation of the team. The coach/coaches will be consulted in these matters.
4. Will be responsible for all liaison with Dominion Command regarding any matter which has a bearing on the National Youth Track & Field.
5. Will arrange a meeting of all concerned parties (athletes, coaches, chaperones, Athletics PEI, Command Sports Chairman) no later than 2 weeks prior to the National Youth Track & Field meet.
6. Will follow all guidelines pertaining to athletes, coaches and volunteers as outlined on the Dominion Legion website under “Youth, Leadership & Sports” for the National Track & Field meet.
7. Follow all guidelines per National Track & Field for competition registration.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

108 - THE ROYAL CANADIAN LEGION CADET MEDAL OF EXCELLENCE

TERMS OF REFERENCE AND SELECTION CRITERIA

1. The Royal Canadian Legion Cadet Medal of Excellence is awarded annually to the cadet having shown a high degree of participation and leadership in citizenship and in meeting and enhancing the aims and objectives of the cadet organization.
2. The presentation and wearing of this medal, sponsored by The Royal Canadian Legion, is authorized by the Chief of Defense Staff, and is based solely on there being a suitably worthy cadet candidate within the corps. It is not to be considered a mandatory yearly selection.
3. The award of the Medal of Excellence and the criterion for selection is based on recognized national standards, thus ensuring the prestige and significance of the medal are maintained and identified throughout Canada.
4. Each unit in the Canadian Cadet organization is eligible to award one medal per training year, with the award being made only once to an individual cadet.
5. The Command Officers of cadet corps are encouraged to seek the participation of the Royal Canadian Legion in the selection process, where possible, to emphasize the citizenship aspect of the award. The Commanding Officer of the cadet corps, in consultation with the corps officers and the sponsor committee, is the approving authority of the medal.
6. As an alternative to the selection process outlined above, local organizations up to the Region Cadet level may, with the agreement of all parties concerned with the process, form a centralized representative Selection Committee to consider recommendations of Corps/Squadron Commanding Officers. For example, this centralized selection group might be established at the Region Cadet Detachment level. This alternative process must be economically and administratively feasible.
7. The criteria for selection of individual cadets require that they have fulfilled the following conditions through three years of cadet training:
 - a. Have fulfilled all requirements of the corps local headquarters annual mandatory training program and participated in 75% of the optional training.
 - b. Have participated in at least three community service events, in addition to the corps supported programs.
 - c. must be seen by peers and superiors to exemplify the model cadet and enhance his/her corps status by:
 - i. co-operation with peers and superiors.
 - ii. comradeship.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

- iii. promotion of goodwill and morale within the corps.
 - iv. supporting and assisting corps members; and
 - v. enhancing the image of Cadets in the local community.
8. The Corps Commanding Officers should seek the confirmation and recommendations of the various community organizations to which the cadet has provided volunteer time and assistance, in assessing his/her worthiness for the award. A cadet's scholastic record and extra-curricular activities at school should also be considered.
 9. When a Corps Commanding Officer has determined that a Medal of Excellence will be awarded, the Area Cadet Office (ACO) must be notified. The ACO will then make the appropriate arrangements for procurement and presentation through the Provincial Command of The Royal Canadian Legion. The Corps Commanding Officer must maintain liaison with the ACO and the local Branch of The Royal Canadian Legion with respect to the time and method of presentation.

Alternatively, at the discretion of The Royal Canadian Legion Provincial Command and the ACO, when Commanding Officers (or Selection Committee) have determined that the RCL Cadet Medal of Excellence is to be awarded to a cadet, the local Legion Branch may be contacted to obtain the medal through the normal Legion supply process, by ordering the required medal from Provincial Command Office.

10. The Royal Canadian Legion Provincial Command will inform each corps when a Cadet Medal of Excellence is approved for presentation.
11. Applications reaching Area Cadet Office after the approved deadline will not be considered for the purpose of medal presentation.

109 - PILGRIMAGE OF REMEMBRANCE

The following is the criteria for selection of a candidate for the Pilgrimage of Remembrance as set by Dominion Command:

1. AGE - the age of majority and possess a valid passport.
2. LEGION MEMBER - must be a member of The Royal Canadian Legion and possess Legion dress while on the pilgrimage; must be active in a Legion Branch, youth, or other community activities.
3. Willing and able to pass on the experience gained to other groups and organizations and on occasion to the media, as required by their Branch and Provincial Command.
4. The selection committee under Leadership & Development shall hold interviews for all candidates for the Pilgrimage of Remembrance.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

PROVINCIAL COMMAND (200)

201 - SPONSORSHIP OF MEMBERS TO CONVENTION

Provincial Command sponsorship of Council members attending convention of Dominion Command shall be limited to not more than three (3) members and the Executive Director who shall be a member of the Credentials Committee. The First Vice President shall be a delegate to Dominion Convention. The remaining two (2) delegates, who shall be sub-executive members, shall be elected by the full council at the Council Meeting held in December of the year prior to the Convention.

Provincial Command financial support for these delegates shall be \$1500.00 each for the Sub-executive members and \$1500.00 for the Executive Director. Travel Arrangement shall be the responsibility of each delegate.

202 - PROJECTS

It is the policy of P.E.I. Command that when P.E.I. Command undertakes a project, it is to receive the whole-hearted support of all Branches within the Command.

203 - LEGION PROMOTING

The promotion of The Royal Canadian Legion within P.E.I. Command is the obligation of Provincial Command and all Branches within the Command.

204 – PROVINCIAL OFFICE

It is the policy of P.E.I. Command that the Provincial Office is set up to co-ordinate Legion work, carry out Council directives and assist Branches where required.

204(a) – Staff (Refer to the PEI Employment Standards Act)

1. **Hours of Operation** (Refer to new PEI By-law 303.a, b, and c.)

Normal hours of operation of PEI Provincial Command shall be Monday through Friday operating from 10:00 until 14:00 hours.

Where employees cannot attend due to illness and other arrangements cannot be made, Officers of the Command Executive may fill in to keep the office operational.

2. **Leave** (Refer to Section 11 of the PEI Employment Standards Act)

Vacation time for Command staff will be entitled to 2 weeks paid per calendar year *Compassionate leave* for employees – immediate family will be with the approval of the Command President.



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

Bereavement Leave for immediate family – 3 days maximum.

3. Statutory Holidays

- a. New Year's Day, Islander Day, Good Friday, Canada Day, Labour Day, Remembrance Day, Christmas Day, and any other day prescribed as a paid holiday in the regulations. (Refer to Section 6 – 9 in the Employment Standards Act.
- b. Christmas and New Year's Leave

Office staff shall take the same block of leave during Christmas – New Years break as Dominion Command.

4. Sick Leave

3 days per year. (Refer to Section 22.2 Employment Standards Act of PEI)

5. Salary Increment

Salary increments for staff is directed by the annual amount set by the Federal Government annual cost of living figure and/or based on staff performance evaluation. Staff may refuse an increment if so desired.

6. Convention work

The Executive Director will be paid regular wages for work during provincial convention, plus mileage and per diem. Staff must be always available during the working hours of the convention.

7. Confidentiality

An agreement of confidentiality letter shall be signed by all employees of PEI Command. Failure to abide by this agreement would result in disciplinary action and/or dismissal.

8. Staff performance of duties on non-working days “Overtime”

When a staff member is required to perform Command duties on a non-working day, said staff member will either receive:

- (a) Time in lieu, to be taken within (12) months (calendar year) which cannot be carried over from year to year, or,
- (b) Be paid per diem plus mileage – but not both options

9. Storm Days

The Command Executive Director will be responsible to make determinations regarding office openings and closings due to inclement weather (snow), after consultation with a senior Command Officer. It is our policy that when schools are cancelled due to inclement weather the Command office may also be closed. (It may also occur from time to time that the mall is closed which includes the Command office.)

10. Training and Development



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

It is imperative that Command support the ongoing learning and development of its employees. All training must be approved by the executive Council and a Training Agreement Form is to be signed by both parties. If an employee attends training subsidized by PEI Command and fails the course or fails to attend the course, the employee will be liable to pay associated course fees.

11. Staff Grievance Procedures

1. The grievance procedures should be read in conjunction with the PEI Command Harassment Policy. Any member of Council having grievances with a member of the PEI Command staff is as follows:
 - a. If the grievance is with the Command Executive Director, the member is to speak to the Command Planning and Administration chairman.
 - b. If a staff member has a grievance with a Command Officer, the staff member is to speak to the Command President. If not corrected, then meet jointly with the member and the President.
 - c. First speak with the staff member in question. If not resolved, bring the matter to the attention of and meet with the Command President.
 - d. If not resolved, write a letter to the chair of the Command Planning and Administration who will note the grievance and speak with the staff member.
 - e. If the situation is not corrected, the Member of the Council is to write a letter to the Command President with a copy to the member.

12. Command Executive Job Description

- Responsible to the President of the Command Executive Council
- Computer skills and knowledge of Simply Accounting
- Subject to Police/RCMP criminal records check
- Responsible for:
 - ✓ Handling of incoming correspondence and distribution to the President and respective committee chairperson as required.
 - ✓ Maintain Office security.
 - ✓ Handling of outgoing correspondence on the direction of the President and respective committee chairperson of the Executive Council.
 - ✓ Attendance at all sub-executive and full executive council meetings, to take and compile the minutes of these meetings.
 - ✓ Secretary for Command Committees as needed or designated by the President.
 - ✓ Assistant to Command Committee Chairperson as required.
 - ✓ Registration of delegates to Provincial and Dominion conventions and Command workshops.
 - ✓ Maintain up to date files in Command office for President and Committee Chairs.
 - ✓ Maintain an updated list and contact information of:



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

Provincial Command Council Members
Branch Officers
Branch Managers

- ✓ Keep an updated record of all financial transactions (Simply Accounting) and make them available to Council as requested.
- ✓ Compilation of monthly financial statements.
- ✓ Assistance to the financial committee in compiling budget projections.
- ✓ Deposit of Command funds to designated financial institution as directed by the Executive Council.
- ✓ Signing of Command cheques.
- ✓ Telephone/e-mail liaison with Dominion Command, provincial command officers and branch secretaries and branch managers.
- ✓ Assist in compilation of Veteran's Recognition Booklet.
- ✓ Liaison with Fenety Marketing re financial and distribution of booklet.
- ✓ Co-ordinate with Veterans Affairs re booth and displays for Teachers Convention.
- ✓ Assist in organizing and preparation for Provincial Convention.
- ✓ Attendance at Provincial and Dominion Convention.

13. Command Service Officer Job Description (Refer to Services Officer Manual)

The Command Services Officer are available to all PEI Legion Branches. The Command Service Officer actively devotes most of their time to arranging appointments and interviewing Veterans and preparing their disability claims.

1. Advocacy

- a. Conduct interview with Veterans seeking a pension or an award for a disability. Advocate for increased benefits and health care services for individuals in accordance with VAC benefits' grids and coordinate benevolent applications among different agencies.
- b. Counsel Veterans, including serving CF and RCMP members, Veterans, and their spouses.
- c. Submit disability claims to VAC.
- d. Present or assist at Veterans Review and Appeal (VRAB) panels.
- e. Assist Veterans in dealing with outside agencies such as Health and Welfare Canada and Department of National Defence.

2. Training

- a. Attend regular Dominion Command training.
- b. Conduct seminars for Branch Service Officers
- c. Be current with updates on regulations, policies, and business processes.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

3. Administration

- a. Maintain records and statistics on all individual activities relevant to the Command Service Bureau.
- b. Perform other related duties of a comparable level as assigned by the Command Executive Director.
- c. Coordinate with the Chairman of the Veterans and Senior Services committee.
- d. Reporting structure:
 - a. Director of Dominion Command Service Officer.
 - b. Command Executive Director
 - c. Provincial Command President
 - d. Chairman of Veterans and Senior Services
- e. Maintain Mileage and time forms
- f. Meet Veteran clients at Summerside Legion branch once per month.
- g. Arrange to meet Veteran clients, who are incapable of attending the Provincial Command office, in their home or their local Legion
- h. Respond to phone calls and maintain notes for the Executive Director when answering the phone in their absence.
- i. Place orders for printer paper and inks with the Executive Director.
- j. Contact VAC regarding issues with access and running of CSDN.
- k. Duties as outlined are subject to change.

205 – BRANCH RESOLUTIONS

It is the policy of P.E.I. Command that resolutions arising at Branches and directed to non-Legion bodies, be submitted to Provincial Command for approval before being forwarded to the intended destination.

206 – COMMAND Sergeant-at-Arms

The position of Command Sergeant-at-Arms will be filled by a Legion member selected from any PEI Legion. This individual can be nominated/voted for at the first council meeting after Command elections. The Sergeant-at-Arms will perform duties as directed by the Command President, these may include:

1. Accompanying the President on Official visits.
2. Attending parades as directed by the President.
3. Performing Sergeant-at-Arms duties at Provincial Conventions.



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

4. The Sergeant-at-Arms will compile a list of all Branch Sergeant-at-Arms and ensure all have knowledge of the policy on ceremony and parades. Branches should forward their Sergeant-at-Arms particulars to Command after their AGM.
5. Training sessions can be arranged and held in conjunction with leadership workshops.

207 – DOMINION CONVENTION PROXY

Proxy votes for Dominion Convention shall be distributed at the discretion of the Provincial Command Council. Refer to the General By-Laws Voting and Proxies – Article 900.

208 - COMMITTEE CHAIR DUTIES

The chair of each committee is appointed by the Command President following a Provincial convention. Chairs are responsible to find members at large to sit on their respective committee.

208.1- VETERANS SERVICE & SENIORS

1. Examines and monitors the policies and programs of Veterans Affairs Canada and its associated agencies.
2. Provides a forum for veterans in order that those who are Legion members and those who are not, are heard by Veterans Affairs Canada.
3. Prepare reports on the activities of the Committee for all Full Council meetings as well as conventions. Submit an annual report to Dominion Command as requested by year end.
4. Studies and follows up on any concern affecting veterans within the Command as well as services that dependents and other service persons may be entitled to receive.
 - a. Encourages Legion branches to promote programs either independently or in cooperation with other voluntary organizations to establish:
 - b. Community projects to improve housing for seniors and veterans;
 - c. Programs such as meals-on-wheels, transportation services, recreational events and the like for seniors and veterans.
5. Maintain liaison with any provincial body or organization involved with the promotion of care for seniors and/or veterans.
6. Make seniors and veterans aware of available programs by any means deemed appropriate.



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

7. Seek advice and direction from any area deemed to have expertise in the field.
8. Promote workshops and training as deemed necessary to ensure that all are well informed.

208.2 - MEMBERSHIP

1. Maintain an accurate month by month account of membership in the Command.
2. Ensure that each Branch within the Command submits materials to Dominion Command on schedule.
3. Ensure each Branch reviews and updates their Branch rates on the membership “Portal” thus allowing members to renew online.
4. Maintain contact with each Branch Membership chair on a regular basis.
5. Organize seminars and workshops as required to ensure that Branches have a complete understanding of membership from both the recruitment as well as the statistical information.
6. There are two membership processing methods. The paper method which was the original practice of processing members and the “Portal” or online process. Maintain a membership presentation to explain both processing methods and make it available to be used at a workshop or seminar.
7. Ensure problems encountered at the Branch level are corrected on a timely fashion. Forward difficult cases on to Dominion Command for consultation and solution.
8. Keep Command and the Branches up to date regarding additions and amendments to the Membership Manual.
9. Complete a diary of membership activities to report to Command at regular Provincial Council meetings.

208.3 - SPORTS

1. Organize and implement provincial championships in all sports authorized by Provincial Command.
2. Ensure rules and regulations for each championship are in place, current and are enforced.
3. Monitor and administer the Track & Field and organize, in conjunction with Athletic P.E.I., the annual track team as well as arrangements to attend the Dominion Track & Field meet.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

3. Ensure that Prince Edward Island Command Policy Book on sports is current, up to date, and distributed to all Branches.

4. Ensure that sports policy enacted between conventions is presented for ratification at the next Convention.

208.4.1 - PLANNING & ADMINISTRATION

1. Recommend plans on a variety of management issues as directed by Executive Council.

2. Develop and recommend administrative policies to Executive Council.

3. Assess proposals for Legion and recommend procedures for implementation of approved proposals.

4. Maintain an overview of the organization and recommend changes as required.

5. Organize biennial conventions.

6. Co-ordinate Provincial programs to actively perpetuate the tradition of Remembrance.

7. Liaise with other Provincial and Dominion staff whenever possible.

208.4.2: Poppy Tasks:

a.

1. Provide policy direction in all issues concerning Remembrance and the annual Poppy campaign.

2. Ensure accurate records are kept of Poppy campaign Promotional Material and supplies.

3. In January complete a forecast of Promotional Material that will be required for the Poppy campaign. Dominion Command will request this forecast sometime in February.

4. Destroy outdated Poppy campaign forms and replace with up-to-date copies.

5. Maintain proper and orderly control over all Poppy promotional material supplies.

b. March:

1. Dominion Command may adjust the cost of Poppy materials each year.

2. The Poppy Chair and Executive Director (or Council) will set the public and Branch price list for Wreaths and Promotional supplies in May of each year.

3. Prices cover the cost of our administration and handling, cost of shipping and HST.

4. Note: that all promotional items beginning with 2008_ are no cost to us or the Branches.

c. August/September:



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

1. In August or early September, organize seminar or workshops to explain the Poppy campaign, amendments in the poppy manual and all processing activities. This may be held at any Branch willing to host the event and supply a lunch for all participants.
 2. In September send an all-branch mail to inform them of the upcoming Poppy seminar.
 3. Mail all Branches stating a deadline of Sept.14th to order poppy and wreaths supplies and Promotional Materials. Wreath Orders after this date may not be delivered to Branches in time for the start of the Poppy campaign.
 4. Complete the Branch Promotional orders as they come into the Command Office and notify the Branch when their order is completed.
 5. Branch Wreath orders are to be date stamped and either faxed or emailed to Dominion Command Supply department on the date they are received.
 6. Back orders of some popular supplies may be required. Orders may be emailed or faxed to Dominion Command supply department. The turn-around time is often less than a week.
 7. In early September contact the Lt. Governors office to set a date for pinning the first Poppy on the Lt. Governor of PEI at least one week prior to the opening of the Poppy Campaign.
- d. October: (Record Keeping (Promotional and wreath orders))**
1. Keep accurate records of all supplies ordered by the Branches as each Branch will be billed by Command for payment of these supplies.
 2. Dominion Command will invoice us for the cost of all materials sent to us and we must recoup this cost from each Branch. (Including HST).
 3. Charge Branches HST on all Promotional Materials plus shipping costs *if applicable*.
 4. Invoices to each branch can be created once Dominion Command has sent all the Poppy & Wreath invoices to our Command.
 5. Issue a receipt for each branch as cheques come in for payment of Poppy supplies. Each cheque is entered into the Poppy Trust Fund Deposit book noting which branch the cheque came from and recorded in Simply Accounting. *Deposit the cheques promptly.*



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

6. As cheques arrive from the branches, they are deposited in the Poppy Account. Final Payment is made to Dominion Command supply department from this account. Payments can be made to Dominion Command as funds are accumulated. (Monies are transferred to the General Account first and then payment is issued from there.) *Some branches will be late in paying these amounts and must be called or emailed as a reminder.*

e. October - November: (Record Keeping (Poppy Trust Fund))

1. The Branches deadline for submission to Provincial Command is Oct. 31st. Reminders will have to sent to each Branch prior to the 31st as most branches tend to forget that this report is due.
2. Complete an audit on each Branch Status Report Poppy Trust Form as they are received at Command.
3. Often there are errors on these reports which must be corrected. Inform the branch of any error and adjust their form accordingly.
4. When all branches have reported their Branch Status Report Poppy Trust Form and figures have been verified, prepare a newspaper notice, (letter to the editor is cheapest), to inform the public of the status of the Poppy fund and how the funds were used. Refer to previous reports.
5. We receive a cheque with each Branch Poppy Trust Fund report which amounts to a 10% charge. Issue a receipt to each Branch for the amount paid. This amount is deposited into the Poppy Trust fund and is used among other things to pay for our Service Officers salary, or part thereof.
6. As per the Poppy Manual article 612.b. Provincial Commands are required to submit a Poppy Trust Fund Status Report summarizing the fund activity of the branches within their jurisdiction. This report is due each year and covers the period January 1st to Dec. 31st each year.
7. Use '**Poppy Trust Fund Compilation.xlsx**' to track and consolidate all Trust form reports. When all Trust fund report records are completed, the Dominion Command report for the Provincial can then be completed and sent by Jan. 31st. This is a roll up of all data from the Branch Poppy Trust Fund reports.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

8. Branch Special Use forms are presented at a regular Council meeting for approval of said Poppy funds. A signed and dated copy of these forms is then either emailed or mailed back to the originating Branch with Commands approval/disapproval

f. November: (Command Executive Remembrance Day requirements)

1. Some branches will require the attendance of a Provincial Command Executive member to attend their Remembrance Day service and/or banquet. These requests will come into the Command office and the President will request a selected member to attend if and lay a wreath on behalf of Command they are available to do so. Wreaths are provided by the local branch.
2. Provincial Command Executive members are also asked to attend Remembrance Day services held at Nursing homes in their local areas if possible.
3. The Command President may attend any Remembrance Day service to lay a wreath on behalf of Command. A wreath is to be provided by the local branch. (Double check this as it has happened that they did not supply a wreath).

g. December – January: (Record Keeping)

1. Branches will forward their winners of the Poppy and Essay contest to Command for judging.
2. Arrange to have several people to judge the Posters using the judging guidelines provided by Dominion Command.
3. Also arrange to have several people to judge the Essays and poems using the same guidelines provided.

h. January or early February

1. Judging should be completed by the end of January as the senior winners must be received at Dominion Command by their due date set in February.
2. Complete the appropriate certificates once judging is complete and cut the cheques for the appropriate prize levels to accompany the certificates. Inform the Branches that this has been completed and ready for delivery or pickup.
3. A list of winners is created and forwarded to each Branch by email and added to the Command Web site.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

i. Annual Stocktaking: (January or early February):

1. When all Poppy related work has been completed, take stock of remaining supplies using the **'Promotional Material compilation.xlsx'** spreadsheet in preparation of ordering next years supplies. (Also take stock of all other supplies in the storeroom which becomes part of the stock taking required for the accountant's command audit.)
2. Destroy outdated Poppy campaign forms and replace with up-to-date copies.

j. *Bursaries:*

1. Bursaries letters are sent to each school and signed by the Poppy Chairman. Previous letter templates can be found on file. Any Bursary applications received are forwarded to the Bursary Committee for review and selection. (Falls under the Leadership and Development chair.)

k. PEI Convention: Prepare a Poppy report for the convention booklet, refer to last booklet for details. It should contain a budget for the Poppy account.

l. Council Meetings: Prepare a Poppy report as part of the Planning and Administration report at our regular Council meetings.

m. Budget: Starting in 2019 a poppy budget should be prepared in consultation with the Finance Chair.

208.4.3 – Provide policy direction concerning poster and essay contests. Dates for Submissions:

1. Submitted to the branches no later than November 25th.
2. Submitted to Command no later than December 15th.
3. Submissions to Dominion Command are normally mid February however new direction is sent every year.
4. Late entries are not accepted.
5. Branches are to submit fully completed forms with all entries.
 - 1) Missing information will disqualify the entry. Student and parent signatures are required.
 - 2) No exceptions.
 - 3) Ensure the Legion Branch information is completed. This avoids confusion as to which branch the school belongs to.



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

- 4) The entries submitted are from each Legion branch not each school. Forms will be available on our website for your convenience.
- 5) The top three (3) entries from each category may be submitted to command with the winner of each category being forwarded to Dominion for Nation competition. If a branch feels strongly about and entry an Honorable mention can be added.
- 6) Ensure the entry forms are securely attached to the submissions. Forms are available on our Command website and /or from our Command office. This ensures we do not mix up entries.
- 7) Command will retain all entries for pick up by branches after the judging is completed for 60 days. However, we cannot guarantee all will be returned.

208.5 - RITUAL & AWARDS

Review all applications for honours and awards and make recommendations to Executive council.

1. Prepare and update as required, all protocol within Command in a written form.
2. Act as/or cause a Command Sergeant-at-Arms to be present at selected Command functions.
3. Promote appropriate training for Branch colour parties as well as Branch Sergeants-at-arms.
4. Advise Council in all matters concerning honours, awards, protocol, and official functions.
5. Follow and remain current on all Ritual, Awards and Protocol as per manual.

208.6 – CONSTITUTION & LAWS

1. Review and update Command by-laws on an ongoing basis.
2. Ensure that changes which take place in Dominion By-laws are reflected in Command By-laws.
3. Ensure that all policy except for sports, is continually reviewed and updated to reflect the decisions taken by Command.
4. Ensure that all current Branch By-laws are on file at Command.
5. Ensure that all changes to Branch By-laws are reviewed and presented to Command for approval and adoption.
6. From time to time, review Branch By-laws to ensure that they conform to both the General By-laws and Provincial Command By-laws.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

7. Provide rationale to Dominion Command on General By-laws which is felt to no longer serve the purposes of Provincial Command.

208.7 - FINANCE

1. Ensure that all monies received by Command are deposited in accounts authorized by *Command*.
2. Ensure that all expenses incurred by Command are proper and provide payment by cheque in all instances.
3. Be empowered to establish a “petty cash account” for Command incidentals. This account to be replenished when receipts cover all monies spent from this account.
4. Prepare budgets for all Conventions.
5. Ensure all committees of Command prepare budgets for expenditure in each area. Should additional spending be required in any Committee area, authorization by sub-executive/executive will be required.
6. Ensure that all fundraising ventures undertaken by Command are properly instituted and properly administered.
7. Examine the financial standing of the Command and make recommendations to Convention on ways to keep the Command financially viable.
8. Recommend the appointment of auditor for Provincial Command.

208.7.a - Command Office Operations

1. Inventory Control
 - a. The Planning and Administration chair along with the Executive Director and President, will be responsible to carry out a yearly physical inventory of Command property and to ensure that stock inventory is to be recorded.
2. Shipping, Handling
 - a. That a nominal fee for shipping and handling be applied to supply orders being sent to the branches through the postal system, effective June 1, 2022. The fee will correspond to the current postal rates.
 - b. Any Branch overpayments will be kept as a credit to be applied to future orders unless a branch requests otherwise.
3. Travel – Command
 - a. The mileage rate will be determined yearly as authorized by Provincial Command for any member of PEI Command while travelling on Command duties while using their own vehicle. If possible, Command officers are to share rides to cut down on travel expenses.
 - i. The rates of travel within the province will be determined by the Executive and in no case shall exceed Dominion Command Rates.
 - b. The Command per diem will be determined yearly as authorized by Command.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

- c. The Command Executive Director may, at the discretion of the Command President, attend other provincial conventions at the expense of Command. The Command Executive Director will be paid per diem plus mileage (if applicable) for the time away from the office.
- d. Command executive travelling on related Command duties must submit their mileage upon return to Command for reimbursement.
- e. Any member of Command traveling over 300 km. on Command duties **MAY** be paid one extra day per diem, **IF**, lodging is required the night before the meeting or the last day of the meeting. A fee of \$25.00 shall be paid the last day of travel.

Examples of when extra days per diem NOT paid:

1. Meeting over by 1:00 p.m.
2. Meeting starts after 01:00 pm. (first night lodging not required)
3. Member does not require lodging for the night.

That all travel expenses and per diems related to the Command President be charged to the Command Presidents account, including all committee meetings, etc. except for Provincial and Dominion Conventions.

4. Command Officers attending branch functions.

When the PEI Command President is invited to attend a branch function, all expenses for the President, or if he/she is unable to attend, his assigned representative, are paid for by PEI Command.

All other Command Officer's expenses when invited to a branch function are the responsibility of the Branch or Zone.

Command will not pay these costs under any circumstances other than the instance where the Officer is standing in for the President at his request.

5. Donations – RCEL Fund

PEI Command may donate to the R.C.E.L. fund at conventions.

6. Requests for Command Expenditures

That any requests which would involve Command finance expenditures should be in writing to the Finance committee to see if appropriate and for their recommendations.

7. Command Budget

The Finance Committee shall meet in December of each year to formulate a budget for the next year. Every attempt should be made to bring forward a balanced budget which shall be presented to the Executive Council for approval.

8. Branch Financial Reports

- a. Branch Treasurers are to present a monthly financial statement at each General meeting which shall include an opening balance, all revenue, and all expenditures and a closing balance on all accounts.
- b. Branches are required to submit financial statements (either electronic or hard copies) to Command headquarters as per PEI Command By-Law 601 (by the 30th of April each year).



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

- c. When exceptional circumstances occur that severely affect all Branches, such as the Covid-19 pandemic, Branches are required to submit a monthly financial statement to Provincial Command.

208.8 - FUNDRAISING COMMITTEE

OBJECTIVES:

1. Advise the council on any fundraising matter.
2. Develop the fundraising strategy for Command.
3. Implements, monitors, and evaluates the fundraising strategy once it is adopted.
4. Identify and maintain a list of existing and potential sponsors and funders.
5. Assume the lead for certain fundraising activities.
6. Assist Command in managing interactions with sponsors/funders: obtaining funds or in-kind services, thanking sponsors/funders in writing.
7. The Committee will report regularly to the Provincial Executive Council at the quarterly PEC meetings.

208.9 - LEADERSHIP & DEVELOPMENT

1. Promote a continuous leadership program throughout the Legion with the goal of increasing the number of potential leaders.
2. Review and maintain all leadership manuals to ensure that Command is in line with policy established by Dominion Command and Convention.
3. Recommend procedures to be used for the introduction of approved projects to various executive committees.
4. Develop leadership training programs for all Legion members to increase the quality of leadership within the Command. Encourage Branches to maintain present programs and assist them with the introduction of new programs.
5. Promote methods to overcome resistance to positive change.
6. Encourage Zones and Branches to implement progressive planning.
7. Monitor and administer all youth programs authorized by Command. Appropriate recommendations should be provided to Executive Council in relation to the following:
 - i. The Pilgrimage of Remembrance



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

- ii. The Cadet Medal of Excellence and Shooting awards.
- iii. The Bursary Program.
- iv. All other youth programs that are authorized from time to time.

208.10 - PUBLIC RELATIONS

Promote Provincial Command in general in all avenues deemed advisable.

1. Promote various public programs which Provincial Command initiates.
2. Assure that material for Legion Magazine is collected from the Branches and forwarded to the Magazine for publication.
3. Organize and cause to have printed all manuals which promote the Command. This includes the Convention booklet.
4. Organize training sessions so that more expertise in this area is made available to all Branches within the Command.
5. The Public Relations Training Booklet provides an overview and recommended approaches to public relations, including tips on media relations, dealing with problems, emergencies, and crises, plus worksheets to assist with strategic PR planning.
This is a great resource for both Command and Branch PROs or anyone from the Legion that deals with media.
The booklet is available at www.legion.ca under “Marketing and Public Relations”

208.11 - LIASON

1. Monitor all significant issues which may impact on the image or structure or operation of the Legion as a whole and recommend appropriate policy action to Executive Council, this also includes social media.
2. Ensure that there is an effective and meaningful liaison between Provincial Command, Zones, and Branches with the aim of expediting the efficient operation of the Legion.

PROVINCIAL ZONES (300)

301 - ZONE REIMBURSEMENTS

The Zone Commander, Deputy Zone Commander, Zone Officers, and other persons authorized by the Zone executive, may be entitled to reimbursement of expenses incurred



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

while attending Zone business. Requests for reimbursements must be supported by a signed invoice showing date of travel, point of departure and destination, number of kilometers traveled and purpose of travel. Rates of travel shall be determined yearly by the Zone executive. In no case shall they exceed Provincial Command rates. Travel expenses shall not apply to attending Zone meetings-

BRANCHES (400)

401 - THE BRANCH

1. The primary unit of the Legion is the Branch. Each Branch should exercise autonomy regarding its affairs and shall have the power to approve by-laws and regulations to govern its activities so long as they are consistent with The Act of Incorporation and all regulations and by-laws under its authority.
2. Branch by-law with the proper paperwork, Appendix A, must be submitted to Provincial Command for approval.

402 - THE ACT

An Act to Incorporate the Prince Edward Island Command of The Royal Canadian Legion was assented to May 19, 1967.

1. The Prince Edward Island Command of The Royal Canadian Legion within Prince Edward Island may hold, possess, or acquire by purchase, lease, exchange, donation, devise, bequest, endowment or otherwise any real property necessary or useful for the carrying out of their respective purpose and objects; and subject to subsection (2) may hypothecate, mortgage, pledge, lease, sell, convey and otherwise dispose of such property in any manner.
2. No Branch may, without the consent in writing of The Prince Edward Island Command of The Royal Canadian Legion hypothecate, mortgage, pledge, lease, sell or convey or otherwise dispose of its real or personal property except in the ordinary and usual course of its activities.

403 - THE SEAL



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

Every Command and Branch operating within Prince Edward Island must have an official seal, designed as may be determined by The Dominion Command of The Royal Canadian Legion.

404 - LEGAL DOCUMENTS

All deeds, bonds, mortgages, transfers, assurances, conveyances, contracts, and other instruments with respect to the real property must be executed under the seal of the Command or duly constituted Branch, attested by the signature of the President and Secretary for the time being, of the Command or Branch.

405 - BRANCH MEMBERSHIPS

Branches of Prince Edward Island Command, unless otherwise directed, may accept members according to their qualifications in all types of membership permitted by the General By-laws of the Legion. Article 11

406 - CORRESPONDENCE

All Legion correspondence, both Dominion and Provincial that is forwarded to Branch Secretaries, shall be brought to the attention of the Branch President. The Branch President, after due consultation with the majority of the executive members, shall decide the cause of action that should be followed in regard to the correspondence. Correspondence to Provincial Command must go through proper channels and must be received from the Branch and not an individual member.

407 - HONOURS & AWARDS

Applications for awards must be in the Command Office sixteen (16) days prior to Council meetings. Council meetings are held the fourth Sunday in March and June, the last Sunday in September and the first Sunday in December of each year.

408 - RESOLUTIONS

Resolutions from Branches shall go directly to Provincial Command, and a copy of such resolution be forwarded to Zone Secretaries.

409 - REMEMBRANCE

Promoting Remembrance is part of the Royal Canadian Legion's mission and has been one of our principal objectives since our inception. The legion inspires Canadians to remember those who have made the ultimate sacrifice for our country and to honour those



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

who served and continue to serve today. Remembrance is a yearlong commitment, and we endeavor to promote it through a number of programs, services and resources.

410 - OUTLAW MOTORCYCLE CLUB COLOURS

Outlaw motorcycle club colours, Outlaw Motorcycle Club or street gang colours are not permitted at Legion events and premises. It is important to acknowledge that motorcycle club members – such as the Legion Riders – do a lot of supportive work for the Legion and in communities across the country. All motorcycle riders are still welcome at Legion branches and events, but the new policy means outlaw motorcycle members would need to remove their colours first.

411 - BRANCH CHARTER

Upon dissolution of a Branch, Dominion Command is to be notified accordingly and the charter of the Branch and if applicable, its auxiliary will be surrendered to Dominion Command or retained by Provincial Command for action, (per 108e) of the General Bylaws.

MEETINGS & CONVENTIONS (500)

501 – CONVENTION REPORTS

Reports to Convention are to be forwarded to Branches at least two weeks prior to Convention.

502 – OPENING CEREMONIES

At the Opening Ceremonies of Provincial Conventions that mention is made of any Command Officer or Command employee who has passed on since last Convention.

503 - REPORTS DISTRIBUTION

Reports to Convention are forwarded to all Past Provincial Presidents in good standing, to coincide with the dispatch of these reports to Branches, at least two weeks prior to the opening of Convention.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

FINANCE (600)

601 - EARNINGS ON CAPITAL INVESTMENT

Applications of earnings on Command Capital Investments shall be as directed by Convention. In the event of no direction being given by Convention, the earnings shall be reinvested and shall become part of the Command Capital Investments.

602 - INVESTMENT OF CAPITAL FUNDS

Investment and reinvestment of Command Capital funds and uncommitted earnings thereon, shall be the responsibility of the Finance Committee of which the Finance Chairman shall be Chairman. Investments shall be limited to those investments which qualify for the investment of trust funds. In no case shall investments be made which are speculative, subject to depreciation or loss.

603 - COMMAND EXPENSES REIMBURSEMENT

Members of the Executive, employees of Command and other persons, when duly authorized, shall be entitled to reimbursement of expenses incurred when attending Conventions, or otherwise engaged upon the business of the Legion. In general, when traveling on authorized Command business outside of the province, the rates applicable to Provincial Command shall apply. Rates of travel within the province shall be determined by the Executive, but in no case shall they exceed the Dominion Command rates.

604 - BUDGET FORECAST

Any Committee which may require funds must prepare a detailed forecast of their requirements and submit it to the Finance Committee in adequate time **for the annual budget forecast**. This will facilitate the Finance Committee's task and make the budget forecast more meaningful and realistic.

605 - EXPENSE ALLOWANCES

The maximum allowance expenses, including travel, accommodation and meals for Council Officers attending Conventions of Commands (other than Dominion Command) shall not exceed three thousand (3,000.00) dollars from P.E.I. Provincial Convention to P.E.I. Provincial Convention.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

606 – MEMORIAL FUND

The rent rebate as per lease agreement will be applied to the Veterans' Memorial and Charity Fund. (Resolution from the Finance Committee PEI Command Convention 2019)

607 – PER CAPITA TAX

One dollar (\$1.00) per Capita Tax to be deposited to Veteran's Memorial Charity Fund (VMC).

608 – Poppy Account

All Branch Poppy Accounts shall be paid in full by December 31st of each year, to con-inside with the fiscal year.

609 – Service Officer's Salary.

The budgeted amount of the Service Officer's salary shall be transferred from the Poppy Fund to the General Fund in January of each year.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

LADIES' AUXILIARY (700)

701 - Ladies Auxiliaries are governed by Article VIII of the General By-Laws, and charters to such auxiliaries may be granted by Dominion Command.

A ladies' auxiliary to a branch shall be under the jurisdiction of the branch.
Membership in and the activities of an auxiliary shall be governed by By-Laws passed by the auxiliary
For disciplinary measures, Ladies Auxiliaries are governed by Article III of the General By-Laws.

702 - DISCRIMINATION AND HARASSMENT

Branches within the Legions of Prince Edward Island Command are committed to maintaining a work environment free of discrimination, sexual harassment, harassment and bullying. All employees and employers are expected to conduct themselves accordingly.

Definitions.

Discriminatory harassment may take the form of verbal or physical conduct, including statements or written or displayed materials directed against any person on the basis of that person's race, colour, religion, ancestry, place of origin, marital status, family status, physical or mental disability, physical characteristics, sex, sexual orientation, age or conviction for a criminal or summary conviction offence that is unrelated to employment.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Branches within the Legions of PEI Command will not tolerate harassment of its employees by supervisors, co-workers or others. All workers will be treated in a fair and respectful manner. Additional resources and an explanation of legal duties can be found on the PEI Government website www.gov.pe.ca/humanrights

Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It also applies to situations in which incidents occur between an employee and a Legion member. It also applies to interpersonal and electronic communications, such as email and Facebook.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

SPORTS (800)

801 - GENERAL

The sports budget is derived from the Command revenue of one dollar (\$1.00) per capita tax, registration fees and donations.

Provincial Command involvement in sports must come within the limits of these budgetary considerations. Any revenue in the sports budget which is not used in the current year shall be carried over for sports in the ensuing years.

Provincial Command Sports Committee shall conduct playoffs at the provincial level for the following sports: Cribbage, Darts, Shuffleboard, and Pool (8-ball).

The Provincial Command Sports Committee may appoint chairmen and sub-committees for the promotion and conduct of each sport. The Provincial Command Sports Committee Chairman shall ensure that budgetary limitations are observed.

Teams from the same Zone do not play each other in provincial sports.

For National Cribbage, National Darts and National 8 Ball, PEI Command will provide \$500.00 per sport towards the cost of accommodations, and general expenses. Teams are encouraged to fundraise or ask assistance from their Branch or Zone.

PEI Command will pay Branches hosting events \$6.50 plus HST per meal for participant, Provincial Command Sports Committee and the Branch Sports Chair.

802 - TEAMS AND ELIGIBILITY

All members of any team must belong to the same Branch and must have been members of that Branch as of December 31 of the previous year. Such members must have their dues paid for the year in which the championship is held and be in possession of the membership card, including the yearly sticker, for the previous year.

AS PER THE 2005 CONVENTION, ALLOWS NEW ORDINARY, ASSOCIATE AND AFFILIATE VOTING MEMBERS TO IMMEDIATELY PARTICIPATE AT ALL LEVELS OF COMPETITION - BRANCH, ZONE, DISTRICT, PROVINCIAL AND DOMINION.

The top team(s) in the Zone competitions shall be considered as Zone Representatives in Provincial playoffs and no substitution of team members will be permitted except in extenuating circumstances, and then only with the prior consent and approval of the Zone

Sports Chair or Zone Commander. Substitutions then must come from the next teams in succession of standing for each instance only. If the team involved proceeds further in



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

competition, the player substituted for may return to his/her team; if not the above procedure will remain in place. Team composition for all sports is clearly laid down and no spares will be allowed.

Further, if any team shows up for a Provincial playoff shorthanded, they may be allowed to pay. However, they will forfeit all turns that would have fallen to the missing player.

Members and teams who do not inform the Zone or Provincial Sports Chairperson 48 hours prior to the competition, that they are unable to attend, will be declared ineligible to compete the following year.

Any person or persons attending Zone or Provincial tournament(s) that leave the tournament without just cause or advising the sports Chairperson shall be suspended for no less than one year.

Once the winners have been announced at any Zone or Provincial sport tournaments the decision is final.

803 - REGISTRATION FEES

All registration fees must be forwarded to P.E.I. Command, payable by cheque.

All fees for Branches participating in Provincial sports are payable through Zone Commands to P.E.I. Command.

NO REGISTRATION FEE OR FEES WILL BE ACCEPTED AT THE PROVINCIAL SPORTS EVENT. NON-PAYMENT WILL VOID YOUR PARTICIPATION.

804 - RESPONSIBILITY OF SPORTS CHAIRS

804.1 Provincial Sports Chair

1. Shortly after appointment, select a committee consisting of the four Zone Sports Chair and others as considered necessary.
2. Hold a workshop for all Zone and Branch Sports Chair during the month of September of each Year.
3. Prepare a letter to all Zones and Branches advising them of the playoff dates for Provincial sports and request invitations from Branches to host each sport.
4. Host Branches for each sport will be selected at a seminar held in the fall of all Zones and Branches sport chair or their representative. The decision of the meeting shall be final and binding.
5. Shall visit Host Branches, if required, prior to provincial sports playoffs being held to check facilities and ensure that they are aware of their responsibilities.



Royal Canadian Legion – PEI Provincial Command

Command Policy Manual

6. Shall attend and supervise all provincial sports playoffs or ensure that a representative is there to represent him/her.
7. Shall purchase the necessary trophies for all sports at the beginning of the sports season.
8. Dominion Command shall arrange travel arrangements for all winning teams attending Dominion National playoffs.
9. Dominion Command and host Branch of the personnel and particulars of the winning provincial teams going to National playoffs.
10. Ensure all participants meet the membership requirements as per Dominion Command Sports Guide and Provincial Sports Policy (800).
11. Assist the Dominion Sports Committee at any Sports events held within P.E.I. Command.
12. Ensure there are proper motel accommodations for participants in Maritime Sports events held within P.E.I. Command.

804.2 Zone Sports Chair

All Zone Sports events are under the chairmanship of the Zone Sports Officer or his designated assistant. It is the responsibility of the Zone Sports Chairperson to:

1. Ensure the participants are eligible according to the requirements as set forth by P.E.I. Command, (i.e. membership).
2. Set the dates for sporting events in his/her Zone and send notification of said dates to each Branch within their Zone.
3. Assist the Provincial Officer at any functions being held in their Zone.
4. Deal with any problems that may arise in a diplomatic manner.
5. Provide leadership to Branch Sports Chair.
6. Attend Provincial Sports Meetings.
7. Ensure that the winning team or teams are attending Provincial sports, and make sure that he/she will find a replacement team or teams if unable to attend.
8. Each Zone sports chair is to ensure that the two winning team or teams from Provincial cribbage can attend Maritime cribbage.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

9. Names are to be forwarded to Provincial Command.

804.3 Branch Sports Chair

Branch Sports is the sole responsibility of the Branch Sports Officer, and his/her committee. The Sports Officer should be chosen with care and should be someone who is interested in sports and also have good knowledge of Legion affairs, (i.e. have full knowledge of the membership requirements for a member to participate at all levels, Branch, Zone, Provincial and Dominion Sports competitions.

It is the responsibility of the Branch Sports Officer to:

1. Organize and oversee sporting events within the Branch and choose dates for his/her events so that they do not clash with any other Branch activities.
2. Know what member qualifies to go on to Zone Sports level by keeping a record if a member becomes ill or for some reason cannot participate there will be a record of which member is next in line to fill the vacant spot.
3. Assist Zone and Provincial Officers with all Sports events held in his/her Branch.

The Branch Sports Officer has perhaps the most difficult of all Sports jobs as they have to ensure that the representatives of their Branch are properly registered for Zone, Provincial and Dominion levels of Sports, and the registration is on time, not the day of the event. This makes it easier for Zone and Provincial Officers to make up their respective draws. Be sure to enclose the proper information that is required on respective Registration forms.

4. Each Branch sports Chair is to ensure that all winning teams will attend Zone sports. Names are to be forwarded to Zone sports chair.

805 -PROVINCIAL CRIBBAGE

Registration fee: \$20.00 per person

Command Revenue: Registration fees 24 X \$20 = \$480

The Host Branch is responsible for:

- a) Providing a lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing playing equipment as required.
- c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary

Team Composition: Two members per team, three teams per Zone. (24).

Scoring: As per the Royal Canadian Legion Sports Guide, Chapter 5.

Scorekeeping:

1. Counting in rotation beginning on the dealer's left.
2. Each team shall have their scoreboard signed by a member of the opposing team upon completion of the game.
3. Individual scorecards will be handed to the tournament chair at the completion of the play of each game.
4. High total points will be declared the winners.
 5. In the case of a tie, a sudden death game will be played.
 6. The number of games to be played will be determined from the number of teams competing and will be laid down by the cribbage chair before the playoffs commence.

Disputes: In the case of a dispute the cribbage chair's decision will be final.

Dates: Provincial Command playoffs will be set at the Sports Seminar.

“Winners move on to play in Maritime Cribbage”

Provincial Command will contribute \$300 for meals and \$100 for trophies towards Maritime Cribbage.

Ten two member teams per Province as follows:

1. Two teams from Council and two teams from each Zone. (20).
2. The four Zone teams are represented by those who won at Provincial Cribbage playoff.
3. Those representing Command will receive \$25 each

806 - NATIONAL CRIBBAGE

Registration fee: \$20 per person

Command Revenue: Registration fees 32 X \$20 = \$640

The Host Branch is responsible for:

- a) Providing a lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing playing equipment as required.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

- c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary

Team Composition: Four members per team, two teams per Zone.

Note:

The four-member team participating in Zone National Cribbage trials must be from the same Branch.

For further information on rules governing National Cribbage refer to Dominion Command Memo Ref* 42-2 dated December 14, 1988.

Scorekeeping: As per The Royal Canadian Legion Sports Guide, Chapter 5.

Disputes: In case of a dispute, the decision of the Cribbage Chair's will be final.

Dates: Provincial Command playoff dates will be set at the Sports Seminar.

“Winners move on to the National Level”

Command Support: Two teams – Up to \$500.00 **total** for competition at National Level.

807 - PROVINCIAL DARTS

Registration fee: \$20 per participant

Command Revenue: Registration fees 32 X \$20 = \$640

The Host Branch is responsible for:

- a) Providing a lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing regulation playing equipment in good condition;
- c. Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary

Team Composition: Four members per team, two teams per Zone.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

Scoring:

Teams will play a round robin format, except teams from the same Zone do not play each other.

Five games per leg, double in and double out, start 701.

The bullseye is double 25 and may be used to start or finish a game.

One point per game for the winners.

Highest number of points will decide the winners.

In case of a tie, a best of three will be played.

The number of games to be played will be determined from the number of teams competing and will be laid down by the Dart Chairman before the playoffs commence.

Dart rules will apply.

Disputes: In case of disputes, the Dart Chair's decision will be final.

Dates: Provincial Command playoff dates will be set at the Sports Seminar.

“Only carried out at Provincial level”.

808 - NATIONAL DARTS

Registration fee: \$20 per participant

Command Revenue: Registration fees 32 X \$20 = \$640

The Host Branch is responsible for:

- a) Providing lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing regulation playing equipment in good condition;
- c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary

Team Composition: Four members per team, two teams per Zone.

Scoring:

Teams will play round robin format, except teams from the same Zone do not play each other. Three games per leg, double in double out, start 701.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

The bullseye is a double 25 and may be used to start or finish a game.
One point per game is allotted for the winners. Highest number of points will decide the winners.

In case of a tie, a best of three will be played. The number of games to be played will be determined from the number of teams competing and will be laid down by the Darts Chairman before playoffs commence. Dart rules will apply.

The winning team will qualify to enter the National Competition.

Disputes: In case of a dispute, the decision of the Dart Chair will be final.

Dates: Provincial Command playoffs will be set at the Sports Seminar.

“Winners move on to play at National level”.

Command support: 1 team of 4 – Up to \$500.00 total for participation at National level.

809 - SENIOR DARTS

Registration: \$20 per participant

Command Revenue: Registration fees 16 X \$20 = \$320

The Host Branch is responsible for:

- a) Providing a lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing regulation playing equipment in good condition;
- c) Submitting accounts for payment to Provincial Command within twenty (20) days of play
off.

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies Auxiliary over **45** years of age.

Team Composition: Four members per team, two teams per Zone.

Scoring: Teams will play round robin **format, except teams from the same Zone do not play each other.** Five games per leg, open start, double out, start 701.

The bullseye is a double 25 and may be used to finish a game.

One point per game is given for the winners. Highest number of points will decide the winners. In case of a tie, a best of three will be played. The number of games to be played



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

will be determined by the number of teams competing and will be laid down by the Darts Chair before playoffs commence. Dart rules will apply.

Dispute: In case of a dispute, the decision of the Dart Chair will be final.

Dates: Provincial Command playoff dates will be set at the Sports Seminar.

810 - POOL

Registration: \$20 per participant

Command Revenue: Registration fees 16 X \$20 = \$320

The Host Branch is responsible for:

- a) Providing a lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing regulation playing equipment in good condition;
- c) Submitting accounts for payment to Command within twenty (20) days after play downs;

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary

Team Composition: Two (2) members per team, two (2) teams per Zone.

Scoring: Teams will play round robin **format, except teams from the same Zone do not play each other.**

One point per ball down with the winner getting eight (8) points for the win. Number of games to be played will be determined by the number of teams competing and will be laid down by the Chair before the playoffs commence.

Dispute: In the case of a dispute, the decision of the Pool Chair will be final.
In the case of a tie, a best of three will be played.

Dates: Provincial Command playoff dates will be set at the Sports Seminar.

“Winners move on to play at National level”

Command Support: Two teams – Up to \$500.00 total for participation at National level.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

811 - SHUFFLEBOARD

Registration fee: \$20.00 per participant

Command Revenue: Registration fees 16 X \$20 = \$320

The Host Branch is responsible for:

- a) Providing lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing regulation equipment in good condition;
- c) Submitting accounts for payment to Command within twenty (20) days after play downs;

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary.

Team Composition: Two (2) members per team, two teams per Zone.

Scoring:

Teams will play round robin **format, except teams from the same Zone do not play each other.**

Winner will get 15 points; loser gets what points they have when game is declared.

Number of games to be played will be determined by the number of team competing and will be laid down by the Shuffleboard Chair before play downs commence.

A weight must have stopped before opposing weight is shot.

Two Hanger Rule:

In case of two hangers of different colours, the deepest hanger will count.

This is in keeping with the general scoring principles of shuffleboard. In case of a tie, a sudden death game will be played.

Dispute: In case of a dispute, the decision of the Shuffleboard Chair will be final.

Dates: Provincial Command playoff dates will be set at the Sports Seminar.

TECHNICAL RULES FOR SHUFFLEBOARD - STANDARD TERMS

DEAD - a weight delivered upside down. A weight which has left the playing surface and re-entered. A weight not delivered beyond the foul line.

DELIVERED - A weight which has been released with intent toward the opposite end of the board.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

DETRIMENTAL - Unacceptable conduct such as verbal abuse of an official, player or spectator, physical violence or threat of same.

FOUL LINE - Line across the board at the center of the playing surface.

HANGER - A delivered weight which protrudes over the end of the playing surface, without falling.

ONE LINE - Line across the board 760 mm (30") from ends of the playing surface.

TWO LINE - Line across the board 300 mm (12") from ends of the playing surface.

THREE LINE - Line across the board 150 mm (6") from ends of the playing surface.

MATCH - A predetermined series of games, i.e. single robin, double round robin, best of three formats.

NEUTRAL ZONE - Area between the foul line and the 30" line furthest from the player.

STANDARD RULES

1. **Number of Players:** (Four players - two to a team). Partners station themselves at opposite ends of the board and remain in such position for the duration of the game.

Colour Selections: The starting player shall be determined by the chance method, i.e. flipping a coin. The winner shall choose either the "red" weights and shoot first or the "green/blue" weights and shoot last, except where the schedule may determine the start. Players shall retain the same coloured weights throughout the game or match.

2. **Order of Play:** The player with the "red" weights shall commence the game or match. The winner of the frame shoots first in the following frame. In the event of there being no scoring weights, the player who delivered the last weight shoots first.

Scoring: Only the sum total points for all leading weights of one colour are scored in each frame. (Section c, d, e and f are subject to this section).

- (a) A weight in the neutral zone is in play but does not score.
- (b) Score One (1) point if the weight is in the One Zone but not touching the 760 mm (30") line.
- (c) Score Two (2) points if the weight is in the Two Zone but not touching the Two Line. (If touching the Two line, score One (1) point).



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

- (d) Score Three (3) points if the weight is in the Three Zone but not touching the Three line. (If touching the Three Line, score Two (2) points).
- (e) Any part of the weight which protrudes over the end of the playing surface is a Hanger and scores Four (4) points.
- (f) Whether or not a weight is resting on or touching a line must be determined by looking down directly over the top of the weight preferably from the end of the board.
- (g) In case of doubt as to whether a weight is a hanger or not, the following method shall be used:
 - (h) Take a regular weight and place the playing surface (bottom) against the end of plank under the weight in question. Move the measuring weight upward until it has passed the playing surface far enough to determine whether contact can be made. **IF THE WEIGHT BEING TESTED IS MOVED IN ANY WAY, IT IS A HANGER AND SCORES AS SUCH.**
 - (i) A DEAD weight must be removed from the playing surface immediately after it comes to rest. If the dead weight has changed the position of any previously played weight(s), such weight(s) shall be replaced in their original positions before further play. Weights in the side gutters may be moved to the end gutter by a partner in doubles. All weights not actually in play must be left in the gutter. Any contravention constitutes a foul.

Penalty: Warning for the first offence and loss of TWO (2) points for each succeeding offence in the same game or Match.

- (j) Fifteen (15) points make a winning game in doubles.

3. GENERAL RULES, FOULS & PENALTIES

- (a) A player shall not walk past the FOUL LINE of the table or it constitutes a foul. PENALTY: Warning for the first offence and a loss of one (1) point for each succeeding offence in the same game or match.
- (b) Players shall remove any wearing apparel such as neckties, cuffs or cuff links, bracelets and coat sleeves that come in contact with the playing surface. In addition, at no time during the game shall a player allow their hand or fingers to touch the playing surface. PENALTY: Warning for the first offence and the loss of two (2) points for each succeeding offence in the game or match.
- (c) While delivering a weight, the lower half of the player's body shall not exceed beyond the end of the shuffleboard table, (i.e. placing one leg around the corner to extend the reach). PENALTY: No free warning, the delivered weight is declared dead.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

- (d) When putting their stance for delivery, a player may move the weight over playing surface.
- (e) If any weight falls from the playing surface for any other reason than being knocked off by another properly delivered weight, the said weight shall be returned to its original position before further play.
- (f) If a player accidentally delivers an opponent's weight, it shall be exchanged for one of the deliverer's remaining un-played weights without penalty.
- (g) A player who delivers out of order shall finish the frame in such rotation.
- (h) Coaching only by partners during play is permitted and only when their turn for deliver.
- (i) The entire playing surface shall be cleaned and re-waxed at the conclusion of every game.
- (j) While a player is in position to deliver a weight, other players shall remain behind and clear of delivering player. **PENALTY:** Warning for the first offence and loss of one (1) point for each succeeding offence in the same game or match.
- (k) In a non-scoring frame, the order of play shall be reversed in the following frame.
- (l) If a delivered weight does not completely cross the FOUL line, it shall be declared DEAD and removed from the playing surface.

812 – WASHER TOSS

Registration fee: \$20.00 per participant

Command Revenue: Registration fees xx X \$20 = \$xxx

The Host Branch is responsible for:

- a) Providing lunch for participants, Provincial and Branch sports chairpersons.
- b) Providing regulation equipment in good condition;
- c) Submitting accounts for payment to Command within twenty (20) days after play downs;

Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary.

Team Composition: Two (2) members per team, two teams per Zone. Open pairs.

Scoring:

Teams will play round robin **format, except teams from the same Zone do not play each other.** The team that reaches a score of 21 or more first wins the game.

Playoffs are recommended with 1st, 2nd and 3rd place finishers.



Royal Canadian Legion – PEI Provincial Command Command Policy Manual

The score is determined by:

- a) 3 points for landing in the middle cup.
- b) 2 points for landing in the box.
- c) 2 points for washers landing on top of the box.
- d) **Washers completely outside the pit are ineligible for scoring.**
- e) Washers cancel each other out and only 1 team can score after an end.

Set up Rules:

The inside measurements of the Washer toss boxes should be 12” x 12” and 5” deep with a center pipe 5” high and 4.5” in diameter level with the top of the box.

Washers should be 2.5” in diameter with a 1” hole in the middle. The washers may be identified by color or by an extra small hole in the washer.

Boxes should be 20 feet apart measured from the front of the boxes.

Playing Rules:

1. Players toss a coin to begin play with the winner of the toss selecting the washers of choice and who begins play.
2. One player from each team will be designated to toss from each end of the pitch.
3. The player’s front foot must be behind the front of the box.
4. Each Player will toss 3 washers in succession.
5. The winner of each round will toss first in the next round.