

P.E.I. PROVINCIAL 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:

**ADMINISTRATION
PROVINCIAL COMMAND
PROVINCIAL ZONES
BRANCHES
MEETINGS AND CONVENTIONS
FINANCES
LADIES' AUXILIARY
SPORTS
MISCELLANEOUS**

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 particular policy by number.

AMENDED MAY, 2017

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ADMINISTRATION (100)

POLICY 101 COMMAND AFFAIRS

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

ADOPTED: 1993 CONVENTION

POLICY 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.

ADOPTED: 1993 CONVENTION

POLICY 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 Minute 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.

POLICY 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.

POLICY 105 BURSARIES

P.E.I. Command supports a bursary program for eligible students within the Command. The criteria for Command Bursaries is as follows:

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 selected 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

3. 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 a Selection Committee appointed by the Executive of Provincial Command.
7. The Selection 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.

POLICY 106 LIQUOR CONTROL COMMISSION

P.E.I. Command will co-operate fully with the P.E.I. Liquor Control Commission in the enforcement of regulations respecting the operations and control of Legion licensed premises. All Branches are committed to ensure that all rules and regulations that are enacted by the P.E.I. Liquor Control Commission are enforced.

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

Adopted January 19, 1994

PRINCE EDWARD ISLAND TRACK AND FIELD ASSOCIATION

1. Athletics PEI will select a head coach/coaches for the Provincial Command Track and Field team. The name/names of the head coach/ coaches will be provided to the Provincial Sports Committee by mid-March in the year of the camp.

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.
3. Junior and Senior High School physical education teachers and athletic contacts will be approached through the mail and telephone or person to person 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 Legion camp forms are completed and returned to Provincial Command.
6. Provincial team coverage will extend to a maximum of 44 personnel with ratios as follows:
 - a) Maximum of 40 athletes;
 - b) Maximum of one chaperone for the initial 10 single gender or two chaperones (male and female) for initial 10 mixed gender to an overall maximum of 4 chaperones equaling one chaperone for each 10 athletes;
 - c) Maximum of two coaches.

COACH'S/COACHES' RESPONSIBILITIES

1. 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.
2. Co-ordinate team training, competition and other team activities.
3. Follow all rules pertaining to coaches while attending the national camp.
4. Communicate with local Legion representatives through the Provincial Command Sports Committee Chairman.

FINANCIAL SUPPORT

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.

PROVINCIAL COMMAND THE ROYAL CANADIAN LEGION

1. Will determine the number of athletes that will compete in the Legion camp each summer.
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 camp.
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 in regard to any matter which has a bearing on the camp.

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 the area of 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 criteria 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, in order 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 requires 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;
 - 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.
10. 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.

11. The Royal Canadian Legion Provincial Command will inform each corps when a Cadet Medal of Excellence is approved for presentation.
12. 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.
2. LEGION MEMBER - must a member of The Royal Canadian Legion and possess Legion dress while on the pilgrimage; must be active as a leader of youth groups and youth programs, e.g. teacher, cadet leader etc.
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 shall hold interviews for all candidates for the Pilgrimage of Remembrance.

PROVINCIAL COMMAND (200)

POLICY 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 Secretary-Treasurer 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 shall be elected by ballot vote, from the sub-executive members, at a Council Meeting held in December of the year previous to the Convention.

Per diem rate shall not exceed that applicable to officers of Dominion Command. Travel arrangements, by the most economical means shall be the responsibility of the Provincial Sub-Executive.

ADOPTED: 1993 Convention

POLICY 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.

POLICY 203

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

POLICY 204

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.

POLICY 205

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.

POLICY 206

Provincial Command should have its own Sergeant-at-Arms.

ADOPTED: 1967 Convention.

POLICY 207

Proxy votes for Dominion Convention shall be distributed at the discretion of the Provincial Command Council.

POLICY 208

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.
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.
5. Encourages Legion branches to promote programs either independently or in co-operation with other voluntary organizations to establish:
 - a. Community projects to improve housing for seniors and veterans;
 - b. Programs such as meals-on-wheels, transportation services, recreational events and the like for seniors and veterans.
6. Maintain liaison with any provincial body or organization involved with the promotion of care for seniors and/or veterans.
7. Make seniors and veterans aware of available programs by any means deemed appropriate.
8. Seek advice and direction from any area deemed to have expertise in the field.
9. Promote workshops and training as deemed necessary to ensure that all are well informed.

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. 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.
4. In consultation with Branch and Zone membership chairmen, offer incentives for the Command to excel in areas such as: early bird, retention and recruitment.

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. Organize, in conjunction with Athletics P.E.I., the annual track team as well as

- arrangements to attend the Dominion Camp.
4. Ensure that Prince Edward Island Command Policy Book on sports is current, up to date, and distributed to all Branches.
 5. Ensure that sports policy enacted between conventions is presented for ratification at the next Convention.

Planning and 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. Provide policy direction in all issues concerning Remembrance and the annual Poppy campaign.
7. Provide policy direction concerning the Legion poster and essay contests.
8. Co-ordinate Provincial programs to actively perpetuate the tradition of Remembrance.

Ritual and Awards

1. Review all applications for honours and awards and make recommendations to executive council.
2. Prepare and update as required, all protocol within Command in a written form.
3. Act as/or cause a Command Sergeant-at-Arms to be present at selected Command functions.
4. Promote appropriate training for Branch colour parties as well as Branch Sergeants-at-Arms.
5. Advise Council in all matters concerning honours, awards, protocol and official functions.

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 with the exception of 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 with both the General By-laws and Provincial Command By-laws.
7. Provide rationale to Dominion Command on General By-laws which are felt to no longer serve the purposes of Provincial Command.
8. Ensure that all Command property is maintained in good condition. This will include maintenance on all Command property.

9. Offer advice and direction to both Zones and Branches which concern property.

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 particular 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.

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.
5. Encourage Branches to maintain present programs and assist them with the introduction of new programs.
6. Promote methods to overcome resistance to positive change.
7. Encourage Zones and Branches to implement progressive planning.
8. 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
 - ii The Terry Fox Encounters with Canada Program;
 - iii The Cadet Medal of Excellence and Shooting Awards;
 - iv. Bursary Program;
 - v. All other youth programs that are authorized from time to time.

Public Relations

1. Promote Provincial Command in general in all avenues deemed advisable.

2. Promote various public programs which Provincial Command initiates;
3. Assure that all material for Legion Magazine is collected and forwarded to the Magazine for publication.
4. Organize and promote the “Call to Remembrance” program within the Command.
5. Organize and cause to have printed all manuals which promote the Command. This includes the Convention booklet.
6. Organize training sessions so that more expertise in this area is made available to all Branches within the Command.

Liaison

1. Monitor all issues and developments concerning Canadian Unity so that the Legion may exert its influence to ensure that there is better understanding of people within Prince Edward Island Command of the legitimate need for Canada to stay united.
2. 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.
3. 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.
4. Organize workshops, from time to time, in co-operation with Provincial Executive to ensure that Branches and Zones have a thorough and complete understanding of how the Legion structure operates.

PROVINCIAL ZONES (300)

POLICY 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 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.

ADOPTED: 1993 Convention

BRANCHES (400)

POLICY 401 THE BRANCH

The primary unit of the Legion is the Branch. Each Branch should exercise autonomy with regard to 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.

POLICY 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.

POLICY 403 THE SEAL

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.

POLICY 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.

POLICY 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.

ADOPTED: 1993 Convention.

POLICY 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.

POLICY 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.

POLICY 408 RESOLUTIONS

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

POLICY 409

Father's Day and/or Mother's Day are to be set aside to decorate the graves of Veterans and Ex-Service personnel.

ADOPTED: 1967 Convention and 1970 Convention.

MEETINGS & CONVENTIONS (500)

POLICY 501

Reports to Convention be forwarded to Branches at least two weeks prior to Convention.
ADOPTED: 1967 Convention

POLICY 502

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

POLICY 503

Reports to Convention be 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.

FINANCES (600)

POLICY 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.

ADOPTED: 1993 Convention.

POLICY 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.

ADOPTED: 1993 Convention

POLICY 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 Dominion 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.

ADOPTED: 1993 Convention

POLICY 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.

AMENDED: 2017 Convention.

POLICY 605 ENTERTAINMENT ALLOWANCE

When the Provincial President or his deputy attends a Convention of Dominion Command, an entertainment allowance on behalf of the P.E.I. delegation, up to two thousand (2000) dollars shall be allowed. Branches will be requested to supplement this allowance.

POLICY 606 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.

POLICY 607

A per capita tax of one dollar (\$1.00) be applied to the Veterans' Memorial and Charity Fund along with the rent rebate.

LADIES' AUXILIARY (700)

POLICY 701 EXPENSE ALLOWANCES

The maximum expense allowance, including travel, accommodations and meals for Ladies' Auxiliary Provincial Command Officers attending conventions of Commands other than P.E.I. Provincial Convention, shall not exceed a total of eight hundred (800) dollars in any fiscal year.

SPORTS (800)

POLICY 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.

POLICY 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 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 Chairman 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 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 play. 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.

POLICY 803 REGISTRATION FEES

All registration fees must be forwarded to P.E.I. Command, payable by cheque. **NO REGISTRATION FEE OR FEES WILL BE ACCEPTED AT THE PROVINCIAL SPORTS EVENT. NON PAYMENT WILL VOID YOUR PARTICIPATION.**

POLICY 804 RESPONSIBILITY OF CHAIRMAN

Provincial Sports Chairman

1. Shortly after appointment, select a committee consisting of the four Zone Sports Chairmen and others as considered necessary.
2. Hold a workshop for all Zone and Branch Sports Chairmen 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. Select Host Branches from replies received to the invitations to host, keeping in mind that the winning Branch from the previous year shall have preference if it can provide the necessary facilities. The decision of the Chairman shall be final and binding.
5. Shall visit Host Branches prior to provincial sports playoffs being held to check facilities and ensure that they are aware of their responsibilities.
6. Shall attend and supervise all provincial sports playoffs or ensure that a representative is there to represent him.
7. Shall purchase the necessary trophies for all sports at the beginning of the sports season.
8. Shall arrange travel arrangements for all winning teams attending Dominion Convention National playoffs.
9. Advise 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.

Zone Sports Chairman

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 Officers.
6. Attend Provincial Sports Meetings.

Branch Sports Chairman

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.

POLICY 805 PROVINCIAL CRIBBAGE

Registration fee: \$30.00 per team

Command Support: Up to \$200.00

The Host Branch is responsible for:

- a) Providing entertainment and a lunch;
- b) Providing playing equipment if it is not provided;
- c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;
- d) Any expenditure in excess of those agreed and arranged with the Provincial Sports Chairman prior to the playoffs.

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

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

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

Score-keeping: Counting in rotation beginning on the dealer's left. Each team shall have their scoreboard signed by a member of the opposing team upon completion of the game. Individual scorecards will be handed to the tournament chairman at the completion of the play of each game. High total points will be declared the winners. In the case of a tie, a sudden death game 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 cribbage chairman before the playoffs commence.

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

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

POLICY 806 NATIONAL CRIBBAGE

Registration fee: \$60.00 per team of four (4)

Command Support: Up to \$500.00 for competition at National level.

The Host Branch is responsible for:

- a) Providing entertainment and a lunch;
- b) Providing playing equipment if it is not provided;
- c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;
- d) Any expenditure in excess of those agreed and arranged with the Provincial Sports Chairman prior to the playoffs;

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.

Score-keeping: As per The Royal Canadian Legion Sports Guide, Chapter 5.

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

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

POLICY 807 MARITIME CRIBBAGE

Registration fee:	As set by the Maritime Cribbage Committee. All Zones are required to pay registration fees in advance to Provincial Command.
Command Support:	\$25.00 per member for two teams from Council.
Eligibility:	Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary
Rules:	As laid down by Maritime Cribbage Committee.
Teams:	Ten two member teams per Province as follows: two teams from Council and two teams from each Zone.

POLICY 808 PROVINCIAL DARTS

Registration fee: \$60.00 per team

Command Support: Up to \$200.00

The Host Branch is responsible for

- a) Providing entertainment and a lunch;
- b) Providing regulation playing equipment in good condition;
- c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;
- d) Any expenditure in excess of those agreed and arranged with the Provincial Sports Chairman prior to the playdowns.

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

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

Scoring: Teams will play a round robin. 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 Chairman's decision will be final.

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

POLICY 809 NATIONAL DARTS

- Registration fee: \$60.00 per team
- Command Support: Up to \$500.00 for competition at the National level
- The Host Branch is responsible for:
- a) Providing entertainment and lunch;
 - b) Providing regulation playing equipment in good condition;
 - c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;
 - d) Any expenditure in excess of those agreed and arranged with the Provincial Sports Chairman prior to the playdowns.
- Eligibility: Life, Ordinary, Associate, Affiliate and Ladies' Auxiliary
- Team Composition: Four members per team, two teams per Zone.
- Scoring: Teams will play round robin, three games per leg, double in double out, start 701. The bullseye is a 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 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 Chairman will be final.
- Dates: Provincial Command playoffs will be set at the Sports Seminar.

POLICY 810 MARITIME SENIOR DARTS

- Registration fee: As set by Maritime Senior Darts Committee
- Command Support: Up to \$25.00 per member for two five (5) member teams.
- Eligibility: Life, Ordinary, Associate and Affiliate members over 45 years of age.
- Rules: As laid down by Maritime Senior Darts Committee
- Teams: Two five member teams per Province

POLICY 811 POOL

Registration: \$25.00 per team

Command Support: Up to \$200.00

The Host Branch is responsible for:

- a) Providing entertainment and a lunch;
- b) Providing regulation playing equipment in good condition;
- c) Submitting accounts for payment to Command within twenty (20) days after playdowns;
- d) Any expenditure in excess of those agreed and arranged with the Provincial Sports Chairman prior to the playdowns.

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, 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 team competing and will be laid down by the Chairman before the playoffs commence.

Disputes: In the case of a dispute, the decision of the Pool Chairman 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.

POLICY 812 SHUFFLEBOARD

Registration fee \$30.00 per team

Command Support: Up to \$200.00

The Host Branch is responsible for:

- a) Providing entertainment and a lunch;
- b) Providing regulation equipment in good condition;
- c) Submitting accounts for payment to Command within twenty (20) days after playdowns;
- d) Any expenditure in excess of those agreed and arranged with the Provincial Sports Chairman prior to playdowns.

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. 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 Chairman before playdowns 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.

Disputes: In case of a dispute, the decision of the Shuffleboard Chairman 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.

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 format.

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.
2. **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.
3. **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.

4. 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.
- © 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).
- (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:
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.**
- (h) 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.
- (i) Fifteen (15) points make a winning game in doubles.

5. 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.
- © 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.

- (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 unplayed 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.

POLICY 813 SENIOR DARTS

Registration fee: \$60.00 per four member team

Command Support: Up to \$200.00

The Host Branch is responsible for:

- (a) Providing entertainment and a lunch;
- (b) Providing regulation playing equipment in good condition;
- (c) Submitting accounts for payment to Provincial Command within twenty (20) days of playoff;
- (d) Any expenditures in excess of those agreed and arranged with the Provincial Sports Chairman prior to the playdowns.

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, five games per leg, open start, double out, start 701. The bulls eye is a double 25 and may be used to 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 by the number of teams competing and will be laid down by the Darts Chairman before the playoffs commence. Dart rules will apply.

Dispute: In case of dispute, the Dart Chairman's decision will be final.

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