



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

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## **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 2019**  
**and reviewed/approved at the PEI Command Provincial Convention.**

Edited for format and content July 30, 2019



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## **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:



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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



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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.



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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 meet 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.





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### 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 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;



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- 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.

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.



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### **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 \$1000.00 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 also 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.

#### **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 SGT-AT-ARMS**

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



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#### **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.
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.



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



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

#### **208.4 - 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. Organize and execute 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.
9. Liaise with other Provincial and Dominion staff whenever possible.

#### **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.



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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.
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.

#### **208.8 - FUNDRAISING COMMITTEE**

##### **OBJECTIVES:**

1. Advise the council on any fundraising matter.



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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
  - ii. The Cadet Medal of Excellence and Shooting wards;
  - 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.





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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](http://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 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-



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## **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**

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



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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 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



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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.

### **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.



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#### **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 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.

#### **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)



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### 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](http://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.



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### 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



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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.





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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.



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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.



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**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.



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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.



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### **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.



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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



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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.



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### 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.





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**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).



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- (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.



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- (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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place finishers.



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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.

**APPENDIX "A"**  
**AMENDMENT(S) TO BRANCH BY-LAWS FORM**

1. \_\_\_\_\_  
NAME OF BRANCH (print)

2. \_\_\_\_\_  
ADDRESS (print)

3. \_\_\_\_\_ 4. \_\_\_\_\_  
NAME OF CONTACT PERSON (print) PREFERRED TIME FOR CONTACT

4. \_\_\_\_\_  
SECTION(S) OF/OR BY-LAW(S) BEING AMENDED

5. \_\_\_\_\_  
SECTION NO. OF NEW BY-LAW(S)

6. \_\_\_\_\_  
DATE OF "NOTICE OF MOTION" TO BRANCH MEMBERS

7. \_\_\_\_\_  
DATE OF MOTION TO AMEND BY-LAWS (meeting date)

8. AMENDMENT(S) (Submit a copy of Notice of Motion and Motion to Amend)

9. DECLARATION,  
I \_\_\_\_\_ of \_\_\_\_\_  
Print name Branch name & No.

do hereby declare that the information contained herein, is true in every respect and reflects a correct version of the information contained in the record of this Branch.

10. \_\_\_\_\_  
Signature

11. Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

12. DATE FORWARDED TO P.E.I. COMMAND \_\_\_\_\_

13. DATE RECEIVED AT P.E.I. COMMAND \_\_\_\_\_

14. DATE APPROVED BY C & L COMMITTEE \_\_\_\_\_

15. DATE APPROVED BY COUNCIL \_\_\_\_\_

16. LETTER OF APPROVAL TO BRANCH \_\_\_\_\_