

Title: PSP Recreation – Sport Membership DSO 02-006

References: DSO 02-007 Disc Golf
DSO 02-005 Pickleball

Effective Date: 08 May 2025

OPI: Deputy Manager Personnel Support Programs

AIM

1. This order is to provide direction on the access and use of the 17 Wing Detachment Dundurn Recreation Sports Membership which includes pickleball, disc golf, and access to specific sporting equipment.
2. Specific direction for the Disc golf course and the Pickleball court can be found in the DSO's listed in the references.

SPORT MEMBERSHIP

3. The Sport membership is available to the following individuals at tiered rates:
 - a. Regular members: NPP beneficiaries (CAF members and their families)
 - b. Ordinary members: Veterans and Civilian base employees
 - c. Associate members: Local community
4. This is an annual membership that is valid for one year from the day the membership is purchased. This membership is an option for those that do not want to purchase a full gym membership.
5. The cost of the membership and parameters is as follows:

Table 1

Tier	Annual fee	Disc Golf	Pickleball	1 day rental	Weekend rental	Weekly rental (max 2 weeks)
Military	\$ 20	√	√	FREE	FREE	FREE
Base employees	\$ 25	√	√	\$ 15	\$ 45	\$ 100
Civilians	\$ 45	√	√	NA	NA	NA

6. A one-time drop-in option is available for \$ 5 to try the pickleball and disc golf. Waiver must still be signed.
7. If equipment is brought back with damages that exceed normal wear, a quote for repair will be provided and the cost of repair, if deemed negligent, will be at the expense of the member.
8. Late charges:
 - a. A 15\$ fee per day will be charged for all late returns; and

- b. If items are more than 10 days late, an invoice will be issued to the borrower, and a notification will be added to the membership holders' account stating the member may not borrow equipment until the late charge is paid.

OPERATING HOURS

9. Ref. DSO 02-007 and DSO-005 for disc golf and pickleball operating hours. The Sports Rentals will be available (✓):

Table 2

Dates	Days	Times	Appointment Only	Walk In
June 1 – Sept 1	Mon - Fri	0800 - 1500	✓	
Sept 1 – June 1	Mon - Thurs	0800 - 1230	✓	
	Mon - Thurs	1600 - 1900		✓
	Friday	0900 - 1230		✓
	Saturday	0900 - 1200		✓
	Sunday	Closed		
	Stat holidays	Closed		
31 Mar – 30 Apr (Inventory)	All days	Closed		

10. Please call 306-492-2135 ext. 4102 prior to pick up in the event of an un-forecasted closure. Please email pspdundurn@cfmws.com for questions and to reserve equipment.

LOAN/RENTAL PERIODS

11. The equipment can be borrowed for the following periods:
- 1 day (Monday-Thursday)
 - Monday – Thursdays only; Includes overnight usage;
 - Equipment must be returned by the end of the following business day;
 - Please allow for time to assist the facility clerk with inspecting the equipment for damages.
 - Weekend (Friday to Monday)
 - Equipment must be returned at the end of the day on Monday;
 - In the case of a Stat holiday on the Monday, the equipment shall be returned by the end of day on Tuesday.
 - Week (7 Day)
 - Equipment should be returned before the end of the last day.
 - 2 Weeks (14 Days) (Equipment loans are not to exceed 14 Days)
 - Equipment should be brought back before the end of the last business day;

- ii. Members wanting to extend past the 2-week window must return the equipment to PSP for inspection and re-issue. This can continue unless the item has been reserved by another individual.

RULES AND REGULATIONS

12. The following regulations must always be followed:

- a. Signed prior to borrowing or renting equipment:
 - i. PSP Sports Store waiver
 - ii. PSP Loan Card;
- b. Adult (aged 18+) are the only individuals authorized to sign for the equipment;
- c. Members who borrow/rent equipment are responsible for its safekeeping and security during the loan period;
- d. All equipment must be returned in the same condition it was when signed out;
- e. There will be a late fee of \$15/day for equipment returned after the loan period; and
- f. All equipment must be inspected prior to rental and after the item is returned by both the user and PSP staff.

ELIGIBLE EQUIPMENT

13. The following equipment is a part of the 17 Wing Det Dundurn Sports Store Loan/Rental program:

Equipment that requires a fee: (See para 5 table 1)

- a. 2 burner propane stoves (fuel not provided);
- b. Baseball Equipment (Bases, Bats, and Balls);
- c. BBQ (propane not provided)
- d. Broomball equipment;
- e. Canoe;
- f. Coleman Cooler (70 qt);
- g. Cross Country Skis sets (includes boots and poles);
- h. Fat bikes;
- i. Fold Up shelters and screen house;
- j. Golf clubs;
- k. Hockey equipment;
- l. Inflatable Paddle Board;
- m. Kayak – Double, single, or inflatable;
- n. Mountain Bikes;
- o. Outdoor bikes - Mountain Bikes and Fat Bikes;
- p. Paddleboard pump;
- q. Snowshoes - Children and adult;
- r. Spike Ball;
- s. Tennis racquet; and

- t. Tent (2 and 6 pers).

Equipment Accessories (free)

- a. 55L Dry Bag;
- b. Bike Lock;
- c. Cross Net;
- d. Disc golf sets; charges will apply if taken off site
- e. Double person hammock;
- f. Helmet;
- g. Life jacket;
- h. Marine Safety Kit;
- i. Paddles (canoe/ kayak);
- j. Pickleball racquets; charges will apply if taken off site
- k. Ratchet Straps;
- l. Roof rack for SUP's and Kayaks;
- m. Slackline;
- n. Sleeping pad;
- o. Solar lantern;
- p. Tarps; and
- q. Zero gravity chairs.

Title: Disc Golf Course DSO 02-007

References: DSO 02-006 Recreation Sport Membership

Effective Date: 08 May 2025

OPI: Deputy Manager Personnel Support Programs

AIM

1. This order is to provide direction on the access and use of the 17 Wing Detachment Dundurn 18- hole Disc Golf Course.

OPERATING HOURS

2. The 17 Wing Detachment Dundurn Disc Golf Course will be available:
- a. For all Military (Regular) and base employees (Ordinary) with valid PSP Recreation Sport Membership;
 - b. For all Associate (community) members with a valid PSP Recreation Sport Membership to coincide with seasonal gym hours only. Please check with PSP.
 - c. The course will be open year- round but the trail is not maintained in the winter months;
 - d. The course will be available to military members and DND Civilians after hours. If members would like to borrow discs when the facility is closed, prior arrangements must be made with PSP; and
 - e. The course will be closed for associate members when the facility is closed. Users are asked to check ahead of time for facility closures.
 - f. Associate members must provide ID at the gate and specify they will be using the disc golf course.

RULES AND REGULATIONS

3. For the safety of all members, the following regulations must be always obeyed:
- a. Before using the course, everyone must:
 - i. Pay the Recreation Sport Membership annual fee;
 - ii. Sign-in at the PSP office during business hours;
 - iii. Sign a PSP general liability waiver; and
 - iv. Read and understand this document prior to using the course.
 - b. Children who are aged 17 and below must be supervised by an adult (18+);
 - c. Members must stay within the course boundaries;

- d. Leave no garbage or belongings on the course;
- e. Only one group at a time per hole;
- f. The use of motorized vehicles or bikes is prohibited;
- g. Due to the location, there is a possibility that wildlife will be on the course. Users should always use extreme caution and please do not feed any wildlife. User must notify PSP immediately;
- h. Noise levels are to be kept to a minimum to allow enjoyment of all users. Music genre and language should be respectful for everyone;
- i. Be advised that you are using these facilities at your own risk and PSP and 17 Wing Detachment Dundurn will not be held responsible for any injuries that may occur;
- j. 17 Wing Det. Dundurn and PSP are not responsible for any lost or stolen articles; and
- k. Drugs and alcohol are prohibited on the course at all times.

SECURITY AND DAMAGE TO THE COURSE

- 4. To keep the course safe and enjoyable for everyone, the following precautions must be obeyed:
 - a. Any damage done to the course must be reported to PSP staff;
 - b. Any unreported damage will be investigated and may result in people losing access to the course;
 - c. Any members caught bringing unauthorized people to use the course may lose their privileges to the course indefinitely. Anyone using the course should pay at minimum, the one-time drop in fee; and
 - d. On the west side of the course, there is a creek. No course users will cross the creek under any circumstances. If someone loses a disc on the other side of the creek, they will advise PSP who will look into getting the disc back.
- 5. The course shall not be used for any tournaments or competitions unless authorized by PSP Dundurn or 17 Wing Det. Dundurn. This course is strictly for drop- in, recreational use.
- 6. The course is not maintained in the winter. Users should exhibit caution while accessing during the winter.
- 7. Users must always have valid government issued ID with them.

8. Users can utilize the Udisc app for smartphones for a course map. The course name on the app is "CFD Dundurn Disc Golf Course".

17 Wing Det. Dundurn
Standing Order

Title: Pickleball Memberships DSO 02-005

References: DSO 02-006 Recreation Sport Membership

Effective Date: 08 May 2025

OPI: Deputy Manager Personnel Support Programs

ACCESS AND SECURITY

1. The purpose of this order is to provide direction on the use of the 17 Wing Detachment Dundurn Pickleball membership which is a part of the Sport membership.
2. The user is required to purchase the annual membership stated in DSO 02-006 and will be valid for one year from the purchase date.
3. Pickleball will be played at the PSP Gym (building 39) and may also use the outdoor courts in Shields townsite. The purpose of the partnership is to allow an all-year-round experience for members.

OPERATING HOURS

4. The Pickleball court can be used during the following times by Recreation Sport membership holders:

Group	Business hours	After hours	Scheduled event	Non-scheduled event
Regular	√	√	√	√
Ordinary	√	NO	√	√
Associate	√	NO	√	√

- a. Drop- in pickleball hours will be determined depending on the demand and feedback from members from season to season.
- b. Military operations will always take priority over recreation events and may arise at any given time;
- c. Pickleball is not to interfere with previously scheduled gym bookings;
- d. With this membership, members can also enjoy the outdoor courts at the village of Shields when weather permits.

RULES AND REGULATIONS

5. For the safety of all members, the following regulations must be always obeyed:
 - a. Before using the pickleball facilities, everyone must:
 - (1) Purchase a Recreation Sport Membership
 - (2) Sign-in at the PSP office during the facility hours;
 - (3) Sign a PSP general liability waiver; and
 - (4) Sign a CSEP Get Active Questionnaire
 - b. Children who are aged 17 and below must be supervised by an adult (18+);
 - c. Users must also follow the rules and regulations in DSO 02 -005;
 - d. Noise levels are to be kept to a minimum to allow enjoyment of all users. Music genre and language should be respectful for everyone;
 - e. PSP Dundurn has formed a partnership with the Resort Village of Shields. Tournaments held by both parties will contribute to registrations for each tournament to benefit both parties and will be agreed upon when planning the event;

EQUIPMENT

6. With the purchase of the Sport Membership, PSP will supply the following equipment for membership holders to use onsite only. If equipment is to be taken off site, fees may apply. Ref. DSO 02-006:
 - a. Nets
 - b. Balls
 - c. Rackets
7. Members are encouraged to bring their own equipment for use.

SECURITY AND DAMAGE TO THE EQUIPMENT

8. To keep the drop in experience safe and enjoyable for everyone, the following precautions must be obeyed:
 - a. PSP will be responsible for the general maintenance and upgrades to all pickleball equipment. This will cover any wear and tear to the equipment;
 - b. If a member deliberately damages the equipment (ie, smashes a paddle on the ground), the member will be responsible for replacing that piece of equipment.