

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK (SFAF V: 2013-2017)

NATIONAL SPORT ORGANIZATIONS* ELIGIBILITY CRITERIA – SUMMER SPORTS ORGANIZATIONAL REQUIREMENTS

* National Sport Organizations (NSOs) refer to national governing bodies of any specific sport. For Multi-sport and Sport service Organizations (MSOs) please refer to the MSO Eligibility Criteria document.

TO ESTABLISH THE LIST OF NATIONAL SPORT ORGANIZATIONS ELIGIBLE FOR SPORT CANADA ASSESSMENT UNDER SFAF V

website address: www.pch.gc.ca/sportcanada
(electronic version of application package)

e-mail address: CFRS-SFAF@pch.gc.ca

(for general inquiry)

mailing address: Sport Canada
att: SFAF
16th floor
15 Eddy Street
Gatineau, QC K1A 0M5

Sport Canada, August 2011

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK (SFAF V) ELIGIBILITY CRITERIA Organizational Requirements

GOVERNANCE AND MANAGEMENT REQUIREMENTS

A1 - GENERAL

A1.1 Sport Organization

A1.1a The sport meets the criteria outlined in the Sport Canada "Definition of Sport" as found at <http://www.pch.gc.ca/pgm/sc/pgm/cfrs/index-eng.cfm> .

A1.1b The NSO is the single national governing body for all aspects of the sport in Canada, including its disciplines and events. Sport Canada will provide support to only one Canadian sport governing body as the National Sport Organization (NSO) responsible for all aspects of a particular sport. By applying for, and accepting Eligibility, NSOs are therefore expected to be the governing body for their sport for males and females, all age groups and levels, and all disciplines of the sport, including disciplines and events for athletes with a disability.

A1.2 NSO Sport Profile and Scope of involvement

A1.2a Membership Initiative

- The NSO maintains, or has access to, its membership demographics. Consistent with the Federal/Provincial Territorial (F/PT) initiative, a member is an individual athlete competitor, coach, official, or team, who is registered with the NSO directly, or with a Provincial or Territorial or Divisional sport organization affiliated to the NSO. Such membership must be associated with the payment of a fee, either directly to the NSO or through an affiliated provincial, territorial or divisional sport organization, or through a member club.

A1.2b For Sports on the Olympic or Paralympic Calendar

- The NSO is a sport currently on the Olympic (International Olympic Committee) and/or
- The NSO is a sport currently on the Paralympic (International Paralympic Committee) program
- For the sports on the Olympic and/or Paralympic Calendar, the International Federation (IF) or IPC constituent has adopted and implemented the World Anti-doping Code.

A1.2c For sports NOT on the Olympic or Paralympic Calendar

- The sport is established in a minimum of 8 Provinces/Territories. NSOs not funded by Sport Canada in 2010-11 must include a list of all affiliated and active Provincial/Territorial Organizations or equivalent Sections or Divisions that are members in good standing as per the By-laws of the NSO, with addresses, board members, website address, copy of most recent annual reports or any other relevant information substantiating the existence of active P/TOs.
- The sport has a minimum membership of 5,000.

A1.3 Incorporation status

A1.3a The National Sport Organization (NSO) is currently incorporated under Part II of the Canada Corporations Act (CCA-II).

A1.3b The NSO acknowledges it is aware the new Not-For-Profit Corporations Act (NPCA) is replacing the CCA-II.

A1.4 Constitution, by-laws and objects

A1.4a The NSO has a constitution, by-laws and objects that are written and available in both official languages.

A1.4b The NSO's constitution provides for a volunteer leadership structure that is democratically elected by the membership. An organization may have commercial or for-profit categories of members, but the majority of voting members at the Provincial/Territorial level (P/T), or equivalent Sectional level, and at the National level should be volunteer-based and not-for-profit groups or organizations.

A1.4c The NSO undertakes a regular review of its By-Laws and Policies. While it is up to each

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NSO to define 'regular', the suggestion would be at least once in each 4 to 6 year period. In this initial cycle, the NSO must minimally present a plan or schedule for the next review as evidence of commitment.

A1.5 Roles and responsibilities

- A1.5a The Roles and responsibilities for each senior staff position and standing committees are clear and included in the NSO's constitution, by-laws, policies, procedures or equivalent.
- A1.5b There are clear lines of authority for the delegation of decision-making that pertain to the Board of Directors and the senior staff, or management of the NSO. This requirement pertains to the relationship between the Board of the Directors and the senior staff leaders of the NSO (Chief Executive Officer/Director General and directors/managers, or perhaps 2-3 staff leaders in NSOs without a CEO or equivalent position).

A1.6 Board of Director Orientation and training

- A1.6a The NSO provides formal orientation and training for new Board members and is committed to Board of Director education on a regular basis. In this initial cycle, the NSO must minimally present a plan or process for the orientation.

A1.7 Voice of the athletes

- A1.7a The NSO demonstrates that athletes, national team in particular, have the opportunity to be informed and to provide input into matters affecting them, particularly in the area of national team programming. This input may be achieved through a variety of means, but opportunities must be planned and announced, not determined on an ad hoc basis.

A2 - POLICIES

A2.1 Canadian Policy Against Doping in Sport

- A2.1a NSO has formally endorsed the principles of the 2011 Canadian Policy Against Doping in Sport.
- A2.1b NSO has adopted the current Canadian Anti-Doping Program.

A2.2 Official Languages

- A2.2a The NSO has a formal policy on Official Languages, or equivalent, which complies with Sport Canada contribution guidelines on Official Languages. These policies or equivalent instruments should demonstrate how the organization commits to promoting Canada's two official languages within its operations. These policies or equivalent should extend to the delivery of services in both French and English to members within the sport system and to communications with the public.

A2.3 Equity and Access

- A2.3a The NSO has a formal policy or policies, or equivalent, demonstrating commitment to equity and access, notably for women and girls, persons with a disability and Aboriginal peoples as participants, athletes, coaches, officials, and leaders. Equity and access can also be described as having a commitment to "diversity" and may include a focus on additional groups such as new Canadians, visible minorities, youth at risk, etc. A formal policy on women and girls and sport is not required for NSOs which exceed 40% female representation in all areas of Forms C and D: Membership.

A2.4 Discrimination, Harassment and Abuse

- A2.4a The NSO has a formal policy on discrimination, harassment and abuse, including procedures for the reporting and investigation of complaints. NSOs must demonstrate their formal commitment to an environment free of harassment, abuse and discrimination through their policies. Their policy should apply to staff or other individuals acting on their behalf with respect to their dealings with each other, its membership or

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between its own or other coaches, athletes, or other athlete support personnel. The policy should also explain the formal process to report and investigate such complaints. This policy may be part of a larger policy / document (such as dispute resolution or Code of Conduct).

A2.5 Dispute Resolution

A2.5a The NSO has an internal dispute resolution process consistent with established principles of due process and natural justice that contains a provision allowing its athletes and national team coaches to refer to the alternate dispute resolution services of the Sport Dispute Resolution Centre of Canada.

A2.6 Code of conduct

A2.6a The NSO has adopted a code of conduct applicable to all members, which it implements in partnership with its Provincial and Territorial Sport organizations (P/TSOs) or equivalent.

A2.7 Conflict of interest

A2.7a The NSO has developed a conflict of interest policy for the members of the NSO's Board of Directors to ensure a fair decision-making process, and that the Board of Directors can operate in a manner that removes bias.

A3 - PLANNING AND FINANCIAL MANAGEMENT

A3.1 Multi year plan, tied to a budget

A3.1a The NSO has a comprehensive multi-year plan tied to a budget, comprising both a long term strategic vision and complemented by a detailed annual business or operational plan, ratified by the Board of Directors. This plan includes measurable objectives for officiating, coaching, Long Term Athlete Development (LTAD) implementation and athlete programming, from initiation to high performance and based on the long term athlete development principles. The NSO budget is to have a link to the all of the areas listed above.

A3.2 Audited financial statements

A3.2a The NSO has independently audited financial statements for each of the last 4 fiscal years.

A3.2b If **not** previously funded by Sport Canada, the organization may present:

- Board-approved independently audited financial statements for each of the last 4 fiscal years or have Board-approved independently audited financial statements for the most recent completed fiscal year and an auditor's letter covering the previous 3 fiscal years.
- These statements must demonstrate annual revenues of no less than \$50,000 in each of the last 4 fiscal years.
- Any accumulated deficit can be no greater than 20% of the annual expenses of the organization.

A3.3 Financial oversight

A3.3a The NSO has a Board-appointed Finance and/or Audit Committee, **OR** equivalent responsibility group with the necessary competencies.

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B. PROGRAMS AND SERVICES REQUIREMENTS

B1 - COACHING

- B1.1 The NSO has an active Coaching certification program, which is supported by the Coaching Association of Canada (CAC).
- B1.2 Coaching programs to include section for coaching athletes with a disability for any NSO that would like to access core funding for Athletes with a disability.

B2 - OFFICIATING

- B2.1 The NSO has an active officiating program for all levels of competition.

B3 - CLASSIFYING

- B3.1 The NSO offers opportunities for classification in the instances where the NSO's IF has a classification system. This is applicable to any NSO that would like to access core funding for athletes with a disability.

B4 - LONG-TERM ATHLETE DEVELOPMENT (LTAD)

- B4.1 The NSO is implementing its LTAD plan or
- B4.2 For sports not previously funded, the NSO demonstrates the athlete development system is based on principles of long-term athlete development.

Please note that the following Section (B5 – HIGH PERFORMANCE) is not required for any discipline which received funding from Sport Canada via OTP recommendations in 2011 - 2012.

B5 – HIGH PERFORMANCE (HP) (Train to Win) NSO Lead Programming

B5.1 *Coach Selection Process*

- B5.1a The NSO selects qualified head coaches, head discipline or head event coaches based on an approved hiring process.

B5.2 *Team Selection Process*

- B5.2a The NSO selects teams based on criteria that has been developed and been verified by an appropriate representative of the NSO. Criteria are made available to the NSO's membership

B5.3 *HP Athlete Training Plans*

- B5.3a The HP technical leaders of the NSO oversee the development of yearly training plans for athletes and/or teams.
- B5.3b The plans include strategic and tactical considerations, sport science, Integrated Support Team (IST), performance objectives, fitness testing and objectives.
- B5.3c Plans are based on principles that are in line with the appropriate LTAD stage for the athlete.

B5.4 *Athlete Monitoring*

- B5.4a The NSO HP technical leaders monitor the progress of the athletes, their adherence to the training plan, achievement of benchmarks and objectives, and suggest changes to their training programs, competitions, etc. as appropriate.

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B5.5 ***Competition Plans***

B5.5a The NSO identifies which competitions athletes will attend and sets performance objectives for competitions and for the overall program.

B5.6 ***Annual Evaluation***

B5.6a The NSO does an annual evaluation and review on an individual and program basis for both athletes and coaches.