

City of Kitchener

COMMUNITY SERVICES

SUBJECT: MINOR SPORT AFFILIATION POLICY

PURPOSE: This Policy outlines criteria which minor sport groups must meet in order to be affiliated. In addition it outlines responsibilities of the minor sport and the City of Kitchener.

BACKGROUND: This policy was first approved by City Council in 1992. A policy outlining parameters for all parties is important to ensure a common understanding by all associations. An extensive review of the policy was undertaken in 2001 including affiliated associations, non affiliated associations, other communities, and various staff within the Community Services Department. This review resulted in several changes, additions, and improvements to the policy including the provision of specific services to non affiliated associations.

POLICY:

A) CRITERIA

To be recognized as an Affiliated Organization with Kitchener Community Services, a minor sport organization, must meet all of the following criteria.

1. The group must service Kitchener or Kitchener-Waterloo residents. Support will only be provided for the portion of an association's programming that has as their primary objective the provision of sport services to residents 18 years of age and under. This could include instructional, intramural, recreational or inter-city (competitive) programs.
2. (i) The group must be non-profit and operate under the authority of a volunteer Board of Directors or Executive committee that is elected by and from the membership. This Board will operate on democratic principles and follow the operating procedures as indicated by a written constitution.

Newly formed groups will have until the start of their second fiscal year to meet the above criteria. Failure to meet the criteria as stated in 2.(i) by the start of the second fiscal year may result in the loss of Affiliated Organization privileges.

(ii) The Board of Directors or Executive Committee of Kitchener Groups should be comprised of at least 50% Kitchener residents and Kitchener-Waterloo groups of at least 50% K-W residents.

3. The group must show that it will be capable of carrying out its objectives and meeting its financial obligations as outlined in the attached Responsibilities for Affiliated Minor Sport Organizations.
4. The group must meet the following conditions of membership:
 - (a) Membership in the group must be open to all residents or rate payers in Kitchener (or K-W for K-W groups). Limiting factors such as geographical location, skill level, facility limitations, age, etc. will be considered. Membership cannot be restricted by race, colour, gender, creed or economic circumstances.
 - (b) Membership in the group must be based on a first-come first-served basis. Membership cannot be closed due to the limiting factors in 4a) if non-residents make up any portion of the membership.
 - (c) The residency requirements for all Affiliated Minor Sport Organizations must be:
 - i) Kitchener groups have a membership comprised of one hundred (100%) percent Kitchener residents for instructional and intramural or recreational programs.
 - ii) K-W groups have a membership comprised of one hundred percent (100%) Kitchener-Waterloo residents for instructional and intramural or recreational programs.

Membership in the above programs by non K-W residents is permitted if it does not displace Kitchener or K-W members respectively.

Non-residents (people not living in Kitchener or Waterloo) will not be considered as part of the organization's membership when minor sport grants are considered and allocated.

Membership lists must be made available to Athletics' Staff upon request.

- iii) Residency requirements may be modified for inter-city (competitive) programs in accordance with Provincial Sport Governing Body regulations, and program constraints on approval from Kitchener Community Services Department.

- 5. The group does not duplicate the services of an existing Affiliated Minor Sport Group.

B) RESPONSIBILITIES OF AFFILIATED MINOR SPORT ORGANIZATIONS

- 1. Work co-operatively with the City of Kitchener Community Services Department (CSD) – Athletics’ Staff in the provision of a minor sport program for the community.
- 2. The Organization shall:
 - a) Operate on democratic principles and processes, which involve and are accountable to the members and to public inquiry.
 - b) Maintain monthly and annual financial reports, record accurate meeting minutes, and forward copies of each to Athletics’ Staff after all meetings.
 - c) Provide programmes and services that promote lifelong participation, that are inclusive and accessible to all potential participants at the lowest possible cost and in the most efficient manner.
 - d) Prepare a program information brochure for distribution within the community.
 - e) Advertise and promote the association to encourage the maximum number of participants.
 - f) Develop and utilize an effective volunteer management process including recruitment, screening, selection, training, evaluation and recognition of all volunteers.
 - g) Develop and utilise codes of conduct (including discipline) for players, coaches and spectators that promote fair play and positive behaviour. Make a copy available to Athletics’ Staff

- h) Utilise organisation development and management including strategic planning and business planning to ensure the effectiveness and sustainability of the organisation.
- i) Notify Athletics' Staff about dates of all executive, general, special and annual meetings.
- j) Provide Athletics' Staff with an up-to-date list of Directors or Executive committee members including name, address, phone number and email addresses. Notify Athletics' Staff immediately of any changes to the list.
- k) Provide Athletics' Staff with a list of programs and participation numbers.
- l) Provide Athletics' Staff with a copy of the group's Letter's Patent, constitution and bylaws, operating policies, procedures and any amendments as they are approved.

C) SERVICES TO AFFILIATED MINOR SPORT ORGANIZATIONS

The following services are available to Affiliated Kitchener and Kitchener-Waterloo minor sport organizations.

1. ADVERTISING

Athletics' Staff will assist the group with the development of appropriate advertising and will place group program pamphlets and information in City facilities and communications where and when appropriate.

2. FACILITIES

Priority access to City facilities will be given to the association within guidelines established for the use of these facilities.

Meeting rooms can be reserved at no charge for one executive meeting per month, one annual and one general meeting per year. Coaches and program meetings are subject to the regular rental rates established for City of Kitchener facilities.

3. GRANTS

- a) Grants may be available to eligible minor sport organizations on the basis of identified needs as mutually agreed upon by Athletics staff and the group.

- b) These grants must be applied for annually through the normal CSD – Athletics' budget process.

New applications for funding must be submitted to the City of Kitchener Community Services Committee for approval.

4. LIABILITY INSURANCE COVERAGE

The City of Kitchener provides a liability insurance program for minor sport executives, their volunteers and employees at no charge to the association. City Council must approve the addition of the association to the policy.

5. REGISTRATION

Affiliated groups may participate in the semi-annual mass registrations organized each spring and fall. The Athletics' Staff co-ordinates the organization and operation of this event in conjunction with the affiliated associations. The associations are responsible for advertising, printing, and other associated costs.

6. STAFF SERVICES

The City, subject to Athletics Staff availability will:

- a) Assist with group development, organisation, function and sustainability.
- b) Attend executive, special, general or annual meetings as required.
- c) Interpret policy and guidelines of CSD and the City.
- d) Assist with preparing presentations to City Council and committees.
- e) Assist with fundraising, sponsorship proposals and special events.
- f) Assist with the identification of new equipment and the development of new facilities.
- g) Provide identification of and access to various resources that assist the group's effectiveness in all organizational areas.
- h) Provide assistance for the creation and maintenance of an effective volunteer management process, including providing information on volunteer recognition.

- i) Create and maintain an affiliated minor sports contact list.

D) SERVICES TO NON-AFFILIATED SPORTS ASSOCIATIONS

Non-Affiliated Sports Associations, subject to Athletics Staff availability, will receive the following services:

- a) Access to facilities scheduled by the City of Kitchener.
- b) Provide resource information as required.
- c) Provide contact information to the general public.
- d) Athletics' Staff attend meetings as required.

E) ATHLETIC AWARDS AND VOLUNTEER PINS

- a) Affiliated and Non-Affiliated groups will be provided with information regarding the City's Athletic Awards program.
- b) Affiliated and Non-Affiliated groups will be provided with City of Kitchener Volunteer pins as supplies allow.)

Original Policy: 1992

Amended: Approval by Council July2, 2002.