

Core Support Policy for Provincial Sport, Multi-Sport & Recreation Organizations

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Background

Recreation and sport provide critical foundations for our quality of life and wellbeing. The development and sustainability of a sound delivery system is critical to achieving recreation and sport's limitless potential.

The Government of New Brunswick endorses New Brunswick's Recreation and Sport Policy Framework and as such recognizes that the Government has far-reaching responsibility for recreation and sport. The Sport and Recreation Branch plays the lead role within Government for overall system development.

Government's objective to increase opportunity for recreation and sport is supported by the provision of core support to provincial sport, provincial multi-sport and provincial recreation organizations.

Core support is recognized as assistance that supports fundamental (core) organizational requirements that keep an organization functioning and sustainable over the long-term. Core support may include access to consultative services from Branch staff, or a combination of consultative services and financial support.

Provincial recreation and sport organizations have needs like private sector businesses and public sector agencies. Consideration and investments are required for staffing, financial systems, governance, research and evaluation, communications, technology, insurance, space, equipment, supplies, and resource generation. Assistance in addressing these types of needs can be essential for organizations providing quality programs and services while upholding good governance standards.

Purpose

This policy provides the Sport and Recreation Branch assurance that core support is provided in an equitable and sustainable manner to organizations that are strongly based, properly administered, dedicated to improvement and responsible to membership needs.

The policy sets out the requirements that provincial organizations must meet to be eligible for core support.

Application

This policy applies to provincial sport organizations, provincial multi-sport organizations and provincial recreation organizations.

This policy supersedes all previous policy related to the former funding models, the Staffing Assistance Program, the Professional Coaching Employment Program and financial reporting.

Conditions

Provincial Sport Organizations (PSO)

Eligibility Standard:

Provincial Sport Organizations (PSO) are non-governmental not-for-profit governing bodies responsible for the regulation of all aspects of an affirmed sport in New Brunswick, and must:

- be incorporated as a not-for-profit company (NB Companies Act/Canada Not-for-profit Corporations Act), or duly constituted as a not-for-profit organization.
- be a member of national sport organization.
- have by-laws approved by the membership.
- have held an annual general meeting within the past 12 months and produced minutes/reports for the membership (including financial statements)
- have held executive and board meetings during the past 12 months & produced minutes from these meetings.
- have affiliated clubs, leagues, associations (or comparable entities) and/or a critical mass of members that warrant provincial governance.

The Branch supports the concept of a single provincial organization for each sport to avoid duplication of structures and costs.

The amount of support available to an organization is dependent upon the competition for available resources and upon the degree of alignment the PSO has with the regulatory requirements of this policy.

Emerging PSOs - Emerging PSOs are organizations that are working towards meeting eligibility standards of this policy. Once these are met, an Emerging PSO may make a submission, via the formal core support review process of the Branch, which occurs once annually.

Requirements:

1. **Eligibility Standard** - Organizations must conform to the Eligibility Standard for a provincial sport organization before being considered an eligible organization and being accorded access to Branch services and support.

2. **Safe-Sport Compliant** - PSOs must have Board approved safe-sport policy that is publicly available on the organization's website and made available to all members. Policy/policies must address:
 - a. Conduct and ethics.
 - b. Discipline and complaints
 - c. Appeals
 - d. Dispute investigation and resolution
 - e. Participant protection
 - f. Social media
 - g. Screening

The ***Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)*** is Canada's foundational document that sets harmonized rules to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming, and safe sport experiences. PSO safe sport policy/policies must advance the principles of the UCCMS to receive core funding.

3. **Sound Leadership & Governance** – Organizations are expected to exhibit sound leadership and governance. This includes policy or procedure relating to Board recruitment and orientation; operations; human resource management; planning; communications with members and financial management.

Organizations must have:

- a. **Policy on Conflict of Interest** - PSOs must have a Board approved conflict of interest policy that is publicly available on the organization's website and made available to all members.
- b. **Linguistic Plan** - PSOs must have a Board approved policy concerning the provision of services to members in their official language of choice. PSOs must identify mechanisms that adequately respond to enquiries and provide information/services in both official languages. The PSO must publish contact information in both official languages.
- c. **Financial Statements** - PSOs must annually have a review engagement report or audit prepared by a chartered accounting firm, or an individual not connected to the organization that has an accounting designation acceptable for such work.

- d. A **development structure** for participants that is aligned with the sport's national Long-Term Development Framework (LTD) and supports the certification of coaches and officials through national programs.
- e. A **coach/instructor development structure** to support the development of coaches/instructors' pathways through an established National Coaching Certification Program (NCCP) or equivalent as approved by the NSO.
- f. An **official's development structure** to support the development of official's pathways through established officials' development program.
- g. **Organization Effectiveness Self-Assessment** – PSOs must complete an organizational self-assessment using the Organizational Self-Assessment Tool and meet with the Branch as requested to discuss outcomes and opportunities to address gaps.

4. Sport New Brunswick Membership – PSOs must be an Active Member of Sport New Brunswick.

Provincial Multi-sport Organizations (PMSO)

Eligibility Standard:

Provincial Multi-sport Organizations (PMSO) are non-governmental not-for-profit organizations with responsibility to represent provincial system partners and/or oversee the implementation of system supports or multi-sport events. PMSOs build and sustain the provincial recreation and sport delivery system, and must:

- be incorporated as a not-for-profit company (NB Companies Act/Canada Not-for-profit Corporations Act), or duly constituted as a not-for-profit organization.
- be a member of national sport organization where one exists.
- have by-laws approved by the membership.
- have held an annual general meeting within the past 12 months and produced minutes/reports for the membership (including financial statements)
- have held executive and board meetings during the past 12 months & produced minutes from these meetings.
- have a critical mass of members or a constituency that warrants provincial governance.

The level of support provided to an organization is dependent upon the competition for available resources and upon the degree of alignment the PMSO has with the regulatory requirements of this policy.

Requirements:

1. **Eligibility Standard** - Organizations must conform to the Eligibility Standard for a provincial multi-sport organization before being considered an eligible organization and being accorded access to Branch services and support.
2. **Sound Leadership & Governance** – Organizations are expected to exhibit sound leadership and governance. This includes policy or procedure relating to Board recruitment and orientation; operations; human resource management; planning; communications with members/constituents and financial management.

Organizations must have:

- a. **Policy on Conflict of Interest** - PMSOs must have a Board approved conflict of interest policy that is publicly available on the organization’s website and made available to all members or constituents.
 - b. **Linguistic Plan** - PMSOs must have a Board approved policy concerning the provision of services to members in their official language of choice. PMSOs must identify mechanisms that adequately respond to enquiries and provide information/services in both official languages. The PMSO must publish contact information in both official languages.
 - c. **Financial Statements** - PMSOs must annually have a review engagement report or audit prepared by a chartered accounting firm, or an individual not connected to the organization that has an accounting designation acceptable for such work.
 - d. **Organizational Effectiveness Self-Assessment** – PMSOs must complete an organizational self- assessment using the Organizational Self-Assessment Tool and meet with the Branch as requested to discuss outcomes and opportunities to address gaps.
3. **Safe-Sport/Recreation** - PMSOs that provide direct programming to children, youth or adults must have Board approved safe-sport/recreation policy that is publicly available on the organization’s website and made available to all members or constituents. As applicable, policy/policies must address:
 - a. Conduct and ethics.
 - b. Discipline and complaints
 - c. Appeals
 - d. Dispute investigation and resolution
 - e. Participant protection
 - f. Social media
 - g. Screening

The ***Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)*** is Canada's foundational document that sets harmonized rules to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming, and safe sport experiences. PMSO safe sport policy/policies must advance the principles of the UCCMS to receive core funding.

4. Sport New Brunswick Membership – PMSOs must be an Active Member of Sport New Brunswick.

Provincial Recreation Organizations (PRO)

Eligibility Standard:

Provincial Recreation Organizations (PRO) are non-governmental not-for-profit organizations with a mandate to provide leadership, services and skill-based training to recreation and sport system partners and stakeholders. PROs build and sustain the provincial recreation and sport delivery system, and must:

- be incorporated as a not-for-profit company (NB Companies Act/Canada Not-for-profit Corporations Act), or duly constituted as a not-for-profit organization.
- be a member of national organization where one exists.
- have by-laws approved by the membership.
- have held an annual general meeting within the past 12 months and produced minutes/reports for the membership (including financial statements)
- have held executive and board meetings during the past 12 months & produced minutes from these meetings
- have a critical mass of members or a constituency that warrants provincial governance.

The level of support provided to an organization is dependent upon the competition for available resources and upon the degree of alignment the PRO has with the regulatory requirements of this policy.

Requirements:

1. **Eligibility Standard** - Organizations must conform to the Eligibility Standard for a provincial recreation organization before being considered an eligible organization and being accorded access to Branch services and support.
2. **Sound Leadership & Governance** – Organizations are expected to exhibit sound leadership and governance. This includes policy or procedure relating to Board recruitment and orientation; operations; human resource management; planning; communications with members/constituents and financial management.

Organizations must have:

- a. **Policy on Conflict of Interest** - PROs must have a Board approved conflict of interest policy that is publicly available on the organization’s website and made available to all members or constituents.
 - b. **Linguistic Plan** - PROs must have a Board approved policy concerning the provision of services to members in their official language of choice. PROs must identify mechanisms that adequately respond to enquiries and provide information/services in both official languages. The PRO must publish contact information in both official languages.
 - c. **Financial Statements** - PROs must annually have a review engagement report or audit prepared by a chartered accounting firm, or an individual not connected to the organization that has an accounting designation acceptable for such work.
 - d. **Organizational Effectiveness Self-Assessment** – PROs must complete an organizational self- assessment using the Organizational Self-Assessment Tool and meet with the Branch as requested to discuss outcomes and opportunities to address gaps.
3. **Safe-Recreation** - PROs that provide direct programming to children, youth or adults must have Board approved safe-recreation policy that is publicly available on the organization’s website and made available to all members or constituents. As applicable, policy/policies should address:
 - a. Conduct and ethics.
 - b. Discipline and complaints
 - c. Screening

Administration

Assessment of Core Support Eligibility:

Provincial organizations can make request to the Branch for decisions on core support eligibility.

General Information

(506) 453-3115

Email: SR/SL@gnb.ca

Mailing Address

Marysville Place

20 McGloin Street

PO Box 6000

Fredericton, New Brunswick

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Eligibility status is determined by the Branch in accordance with this policy. Organizations are advised of their standing and informed of the type of support available to them.

Organizations deemed eligible for core support will remain eligible provided they continue to comply with the regulatory requirements of this policy.

Core Funding

Eligibility is a prerequisite for core funding.

Organizations are invited by the Branch to partake in an annual core funding assessment.

The Branch informs organizations that have previously received core funding of the annual reporting/assessment process.

Provincial organizations that receive core funding are required to report annually on core outcomes related to financial health, membership, development, programs, and services.

Where possible, the Branch will provide multi-year funding to better enable longer term planning and strategies.

Compliance

The Branch may withhold or terminate funding, or terminate any agreement(s) under which funding is provided if:

- a. An organization cannot demonstrate that it continues to meet the eligibility standard of this policy.
- b. An organization's expenditures in any given fiscal year do not exceed the funding provided through core support.

The Branch may require organizations to verify compliance with the regulatory requirements of this policy annually, or at any time where cause exists.