

Sport Recognition Policy

# APPLICATION FORM and GUIDELINES

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# INTRODUCTION

## Overview

The Sport Recognition Policy is important because it lays the foundation for the relationship between the Government of Ontario and Provincial Sport Organizations (PSOs) and Multi-Sport Organizations (MSOs).

Ontarians look to their government to ensure that sport activities within Ontario are offered by organizations that operate in a safe and effective manner, follow national standards and provide high quality programming. The Sport Recognition Policy assists the Ministry in identifying and recognizing sport organizations that will meet these requirements and who can partner with the government to develop a high functioning and effective sport system.

The government wanted to update the policy to ensure it continues to be relevant and effective and to ensure that PSO/MSOs are continuing to meet the high standards in the areas of governance, administration and programming as the governing body for a sport in the province.

The Sport Recognition Policy sets out mandatory requirements that all PSO/MSOs must meet in order to be recognized by the province of Ontario. All organizations interested in being recognized as a PSO/MSO in the province of Ontario will need to apply for recognition under the **2016 Sport Recognition Policy**.



# Applicant Contact Information for Sport Recognition

**Return completed Application to:**  
 Ministry of Tourism, Culture and Sport  
 Sport and Recreation Unit  
 Sport, Recreation & Community Programs Division  
 777 Bay Street, 18th Floor  
 Toronto ON M7A 1S5  
 c/o

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Insert your Sport and Recreation Consultant's name above

Personal information on this form is collected under the authority of the *Ministry of Tourism and Recreation Act*, R.S.O. 1990, c.M.35, s.4, as amended and will be used to assist the Ministry in assessing this application under the Provincial Sport Recognition. For further information, please contact the Administrative Assistant, Sport and Recreation Unit, Sport, Recreation & Community Programs Division, 18th Floor, 777 Bay Street, Toronto ON M7A 1S5, 416-314-5390.

**Application Information (Complete all parts)**

Sport Organization Name

PSO/MSO Office Address			
Unit No.	Street No.	Street Name	
City/Town		Province	Postal Code
Telephone No.		Fax No.	
E-Mail Address		Website URL	Year end Date <small>(yyyy/mm/dd)</small>
Date of Incorporation <small>(yyyy/mm/dd)</small>	Corporation No.	Date of Last AGM	Date of Next AGM

In addition, please indicate below two PSO/MSO contacts. The primary contact for the organization is the President (or equivalent) of the PSO/MSO. The secondary contact is either a staff member or another member of the Board of Directors, e.g. Treasurer.

**PSO/MSO President (or equivalent) Information**

Last Name		First Name	
Position/Title			
Mailing Address			
Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code
Home Telephone No.	Business Telephone No.	Fax No.	
E-Mail Address			

**PSO/MSO Secondary Contact Information (Board or Staff Member)**

Last Name		First Name	
Position/Title			
Mailing Address <input type="checkbox"/> Check here if same address as the Office Address above. If not same, complete the Mailing Address below.			
Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code
Home Telephone No.	Business Telephone No.	Fax No.	
E-Mail Address			

# RECOGNITION CRITERIA

To be recognized by the Ministry as the governing body for its sport, a PSO/MSO must meet all of the requirements below.

## General

### 1. Sport Definition

The ministry will only recognize PSO/MSOs for sports that meet the following definition:

Sport is a regulated form of physical activity organized as a contest between two or more participants for the purpose of determining a winner by fair and ethical means. Such contests may be in the form of a game, match, race or other form of event.

A sport has the following characteristics:

- a)** It involves, where repetition of standardized or required movements or forms are included in competition, a high degree of difficulty, risk or effort in such reproduction;
- b)** It involves two or more participants in its competitive mode, engaging for the purpose of competitively evaluating their personal performance;
- c)** It involves formal rules and procedures to ensure a safe and fair outcome for all participants;
- d)** It requires fair, ethical and effective tactics or strategies;
- e)** It requires specialized neuromuscular and cardiovascular skills (such as speed, strength, stamina, flexibility, balance, precision and coordination) that include significant involvement of large muscle groups, and that can be taught, learned and improved;
- f)** It requires the development of coaching personnel trained in both general subjects such as bio-mechanics, sport psychology, nutrition, group dynamics, physiology, etc., and in the specific skills of the sport;
- g)** It is, or has been, traditionally regarded as a sport in its competitive mode; and
- h)** Its primary activity involves interaction between the participant and the environment (air, water, ground, floor or special apparatus). No activity in which the performance of a motorized vehicle is the primary determinant of the outcome of the competition is eligible in this policy (e.g. racing automobiles, powerboats, aircraft or snow machines).

Does your sport meet the Sport Canada definition?    YES    NO

## **2. Endorsement by a National Sport Organization**

All PSO/MSOs must submit an annual letter of endorsement from a National Sport Organization (NSO) funded by Sport Canada.

(see [Appendix A](#) for template letter) (Combative sports see page 11)

## **Administration / Governance**

### **3. Registered as a Not-For-Profit Organization**

All PSO/MSOs must be registered as a not-for-profit organization under *Ontario's Corporations Act* or the *Not-for-Profit Corporation Act, 2010*. (Please provide a copy of your registration form)

### **4. Board of Directors**

The organization must have Board of Directors who are residents of Ontario and are elected by its members. (Please provide a copy of the list of Board of Directors, their addresses and when they were elected and length of their term)

### **5. Governance**

The organization must have effective governance structures in place and demonstrate that it has the organizational capacity to provide programs and services to its members province-wide. This includes the following Board approved documentation:

#### **a) By-laws and Operational & Financial Policies**

The organization must have and implement policies and procedures which outline the organization's democratic governing structure and operational procedures. This should include policies on conflict of interest, human resources and/or a policy dedicated to emergency management (including, but not limited to, processes related to the retention of emergency contact information).

Organizations must also have a comprehensive financial management policy in place outlining processes and procedures that must be met in order to protect the financial integrity of the organization. This policy should address issues such as signing authority, regular financial reporting, annual budgets, travel expenses and fees for services. The Board of Directors must review the organization's financial position regularly and ensure effective financial controls are in place. All of these policies must have been reviewed and approved by the Board within the last three years.

**b) Multi-Year Strategic Plan**

The organization must develop a Board approved Strategic Plan for a minimum of three years, with annual Operational Plans to guide operations and align resources with the identified priorities. PSO/MSOs will be required to submit an Operational Plan for the current year when submitting their application and subsequently submit Operational Plans at the start of each future year of their Multi-Year Strategic Plan. The Multi-Year Strategic Plan should include a vision statement/mandate, strategic directions, overview of current and future programs and activities, and risks and mitigation strategies. The yearly Operational Plans should include performance measures and a financial budget including staffing requirements.

**c) Budget and Financial Review Engagement Reports / Audits**

Organizations must submit a detailed budget for their current and previous fiscal years (projected and actual amounts). They must also submit a financial review engagement report or audit prepared by a chartered accountant for their last fiscal year.

**d) Insurance**

The organization must carry a minimum of \$2,000,000 in insurance, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property and meets current industry standards for the sport.

**e) Annual General Meetings**

The organization must hold an Annual General Meeting (AGM) in accordance with their By-Laws and be transparent and accountable to stakeholders and members about the outcomes and results of its operations. Organizations must post a copy of the notice of the AGM meeting, the agenda, minutes and all attachments on their website.



## Policy

These policies must be approved by the Board of Directors, posted on the organization's website and made available to all members and affiliated clubs. The Ministry at its discretion may in the future provide a template for policies including minimum requirements as an appendix to this policy.

### **6. Code of Conduct**

Organizations must have separate codes of conduct for their Board of Directors, coaches, officials and athletes. The codes of conduct should outline individual roles and responsibilities, conflict of interest guidelines and practices promoting high standards and ethical behavior. *(Please provide a copy of the code of conducts for each group listed above)*

### **7. Discipline**

Organizations must have a discipline policy that outlines how they will deal with matters that may arise during the course of all sport activities. The policy should identify the type and definition of misconduct and suggested minimum penalties and fair play code or references to code of conduct policies. *(Please provide a copy of the discipline policy)*

### **8. Dispute Resolution**

Provides direction as to how individuals or organizations that have a dispute with the decisions of the PSO/MSO are afforded due process in the resolution of these disputes. The policy should outline the appeal process including purpose, definitions, representation, confidentiality, grounds for appeal and resolution. *(Please provide a copy of the dispute resolution policy)*

### **9. Harassment**

A harassment policy which illustrates that the PSO/MSO is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion and creed, age, gender, sexual orientation, marital status, family status, disability, being in receipt of public assistance, or pardoned conviction. The policy should outline the complaint procedures, including hearings, sanctions and appeals. *(Please provide a copy of the harassment policy)*

### **10. Concussion Management and Return to Play**

Outlines procedures to identify and manage concussions based on the *International Concussion Consensus Guidelines (Zurich 2012)*. The policy should include an emergency medical plan, removal from physical activity, notification of all affected parties (e.g. parents, coaches, officials) medical examination, as well as a medically supervised and individualized plan to return to play. *(Please provide a copy of the concussion management and return to play policy)*

## 11. Membership

Membership policies for clubs and each paying member category (Board of Directors, athletes, coaches, and officials). The policy should outline policies/requirements/rules for clubs and paying member categories including member obligations, fees and the terms/conditions of membership. *(Please provide a copy of the membership policy)*

## 12. Selection Policy

All policies that are used for the selection of athletes, coaches, managers, officials, team chaperones, etc., (e.g. for provincial teams) must have clear criteria and use a timely, transparent, published process detailing the criteria and approvals process. *(Please provide copies of all selection policies)*

## 13. Privacy

The policy informs parents, athletes and stakeholders how personal information is collected, used, disclosed and protected. The policy should meet the requirements with respect to personal information under applicable Canadian privacy legislation. *(Please provide a copy of the privacy policy)*

## 14. Accessibility

Organizations should have an accessibility policy to accommodate the different needs of their members. The policy should cover such issues as communication, assistive devices, support persons and service animals. The [Accessibility for Ontarians with Disabilities Act](#) website provides tips for developing accessibility policies. *(Please provide a copy of the accessibility policy)*

## 15. Inclusion

To support participation and the pursuit of excellence in sport, organizations should have policies and programs in place which support inclusion, particularly for the under-represented populations of Ontario, including women and girls, children in low income families, Indigenous people, people with disabilities, older Ontarians, newcomers to Canada and members of the LGBTQ community.

Inclusion policies should ensure equal and fair opportunities for women and girls to participate in sport and have equal access to governance, programming, training and coaching.

## 16. Screening Policy

Due to the positions of trust that are inherent in the provision of sport activities, organizations must have risk based screening policies and procedures in place to ensure the protection of children participating in sport.

## 17. Confidentiality

A policy requesting that all employees and directors maintain confidentiality with respect to information pertaining to its operation including: financial, human resources, and program delivery and current employees and community members affected by such.

## 18. Social Media

Guidelines on appropriate items to post, good sportsmanship and representing the sport.

## 19. Anti-Doping

The policy should include an overarching statement outlining the organization's commitment to fair play and transparency as it relates to doping, as well as stipulating that the PSO adheres to all NSO standards as applicable.

## 20. Code of Conduct for Parents

The organization should have a code of conduct for parents, which outlines their roles, responsibilities and practices to promote high standards and ethical behavior.

### PSO/MSO Websites

All organizations must post the following material on their website:

- The organization's elected Board of Directors
- By-laws, Operational and Financial Policies
- Insurance Certificate
- Minutes or summaries of their Annual General Meeting
- The following policies:
  - Separate Codes of Conduct for the Board of Directors, Coaches, Officials and Athletes;
  - Discipline Policy
  - Dispute Resolution Policy
  - Harassment Policy
  - Concussion Management and Return to Play Policy
  - Membership Policy
  - Selection to Provincial Teams Policy
  - Privacy Policy
  - Accessibility Policy

## Technical And Safety Standards

To be a recognized PSO/MSO, the organization must agree and adhere to the technical and safety standards in place to govern the sport and protect the safety of its members.

### 21. Alignment with NSO Rules

The organization must adopt and comply with the rules and regulations of its NSO that outline: rules of play; requirements for athletes, coaches, officials and referees; the field of play; equipment; scoring; and competition. Organizations must also meet any additional standards set by the province that exceed those set by the NSO.

Please provide an attestation signed by the Chair of the Board of Directors and the Executive Director (or alternate) of your organization confirming that the organization complies with the rules and regulations of the sport outlined by the NSO.

*(See [Appendix B](#) for template for Attestation Template)*

## Programming

Recognized PSO/MSOs must provide the following programs and services to support the development of their members:

### 22. Programming for Athletes

The organization must use sport-specific development models that are based on sound science and principles of long-term athlete development. The Canadian Sport for Life (CS4L) model is used by many organizations in Ontario.

*(Please provide a copy of the current NSO approved LTAD model for the sport or equivalent).*

### 23. Certification of Coaches

The organization must certify its coaches through a formal sport-specific certification program that is either conducted through the National Coaching Certification Program (NCCP) or a program that is of the equivalent standard to NCCP, as determined by the Ministry, and is endorsed by the NSO.

*Please provide a copy of a one-page flow chart that indicates how coaches progress through your sport system. It should include the following:*

- each level/context of certification for coaches (coaching contexts or Competency Based Education and Training equivalency under the new NCCP or a program that is of the equivalent standard to NCCP – as determined by the Ministry).

## 24. Certification of Officials

The organization must certify its officials through a formal sport-specific certification program that is to a standard acceptable to the Ministry and endorsed by the NSO.

Please submit a one page flow chart which indicates the following:

- levels of certification for each type of official in your program (e.g. basketball – referees, scorers and timers)
- minimum standards for each level of official – include age, mandatory course requirements, practical experience
- list the mandatory minimum standard for each level of official for each level of competition (e.g. provincial championships officials must be fully certified level 2)
- other

Please provide an attestation signed by the Chair of the Board of Directors and the Executive Director of your organization confirming that this programming is in place.

*(See Appendix C for Attestation Template).*

## 25. Para Sport Programming

A key priority of the Ministry is to increase programming and support for para-athlete participation. The Ministry encourages all PSO/MSOs who are part of the Paralympic program to ensure that they provide structured programming for their para-athletes.

**The following section of the application applies only to combative sport PSO/MSOs. If you are not a combative sport, please skip to page 14 to complete the application.**

# COMBATIVE SPORTS

## 26. Definitions

**COMBATIVE SPORT:** A sport that features a contest where participants use striking with fists, hands, feet or any other part of the body, throwing, grappling, wrestling, immobilization or submission techniques, or any combination of these techniques.

**CONTEST:** Means a competitive event or exhibition where:

- Spectators are admitted, expressly or by implication, for a fee or for free; or
- Athletes are required to directly or indirectly pay a fee to participate; or
- The event is recorded for commercial broadcast; or
- Any other circumstance prescribed by the ministry.

Does your sport meet the Combative Sport Definition?    YES    NO

## 27. Endorsement by a National Sport Organization

All amateur combative sport PSOs must submit an annual letter of endorsement from a National Sport Organization (NSO) funded by Sport Canada (*see Appendix A for template letter*). In the absence of a national sport organization funded by Sport Canada, the PSO must provide a letter of endorsement from a NSO or the International Federation (IF) generally regarded as the governing body for the amateur version of the sport in Canada. (*Please provide a copy of the endorsement letter*)

The ministry will consider the following factors in determining if the NSO or IF is generally regarded as the governing body for the sport in Canada:

- Whether the NSO or IF has a formal working relationship with Sport Canada;
- The IF is a commonly recognized governing body for the amateur version of the sport internationally (e.g. recognized by the International Olympic Committee as an IF or is a member of the SportAccord);
- The NSO or IF has formal affiliations with PSOs in multiple provinces and territories that would demonstrate that the organization is national in scope;
- The NSO or IF sanction/conduct national championships that feature participants from other provinces and territories that are used to determine qualification for international events sanctioned/ conducted by the IF (e.g. world championships);

- The NSO is a not-for-profit organization that has been active at the national level for more than three years; and
- Such other factors as the Ministry considers necessary and appropriate.

## **28. Sanctioning**

Each combative sport PSO must have posted to its website and apply a sanctioning policy that includes at a minimum:

- Who is eligible to apply for sanctioning;
- Categories of sanctioned contests (e.g. club show, tournaments, championships), if applicable;
- The application process, form and applicable fees;
- Evaluation criteria and process, including written letter of decision;
- An appeals process, which includes timelines, required information and the decision making process;
- Reference to the technical and safety standards that must be adhered to ; and
- A process for monitoring compliance with technical and safety standards  
*(Please provide a copy of the Board approved sanctioning policy)*

Combative sport PSOs must provide the ministry notice of a sanctioned contest at least 30 days in advance, and submit an annual sanctioning report in a format determined by the ministry.

## **29. Certified Officials**

Combative sport PSOs must ensure that all contest officials are certified through a formal sport-specific program that is to a standard acceptable to the ministry and endorsed by the NSO and/or IF.

## **30. Medical Personnel**

Combative sport PSOs must ensure that medical personnel consistent with the industry standard for each sport are in attendance at all amateur combative sport contests.

## **31. Emergency Medical Response**

Combative sport PSOs must have policies and procedures that outline emergency medical response protocol that will be followed at all competitions.

*(Please provide a copy of the emergency medical response policy)*

## **32. Age Appropriate Activities**

Combative sport PSOs must ensure contestants are only permitted to engage in age appropriate activities, to promote safety and mitigate the risk of injury.

### 33. Safe Weight Management

All combative sport PSOs must have a policy that promotes safe weight management practices among athletes. *(Please provide a copy of the safe weight management policy)*

### 34. Identifying PSO Sanctioned Combative Sport Events

Combative Sport PSOs must identify all sanctioned contests by including the Ontario logo in any promotional activity or publications related to the event, as well as this phrase:

*This contest is sanctioned by an organization officially recognized by the Province of Ontario.*

For criteria 30 through 34, please provide an attestation signed by the Chair of the Board of Directors and the Executive Director of your organization confirming that these policies and procedures are in place. *(See [Appendix D - Part 1 for Attestation Template](#))*

## Contests in Sport with Strikes to the Head

In combative sports that permit full contact strikes with any part of the body to the head of an opponent (i.e. a full contact strike to the head is not considered a foul), PSOs must also meet the criteria below.

For this purpose:

- **Full contact** means the use of purposeful physical force that may result or is intended to result in physical harm to the opponent, including any contact that does not meet the definition of light contact or noncontact;
- **Light contact** means the use of controlled techniques whereby no contact to the face is permitted and no contact is permitted which may result or is intended to result in physical harm to the opponent; and
- **Non-contact** means that no contact occurs between contestants.

### 35. Headgear

All amateur combative sport contestants under the age of 18, participating in a contest that permits full contact strikes to the head, must wear sport appropriate protective headgear. Contestants age 18 and over, in a contest that permits full contact strikes to the head, may compete without sport appropriate protective headgear only where it is consistent with the technical and safety standards of the NSO and/or IF.

### 36. Annual Medicals

All amateur combative sport contestants participating in a contest that permits full contact strikes to the head, must annually submit medical examination forms to the PSO for their respective sport, signed by a physician indicating they are fit to compete. Out-of-province contestants may be permitted to submit a letter from a physician, indicating they are fit to compete for a specific event. *(Please provide a copy of the medical examination form)*



### **37. Physicians**

For all amateur combative sport contests involving the use of full contact strikes to the head, a licensed physician must be present and in close proximity of each contest at all times.

### **38. Pre and Post Contest Medicals**

In amateur combative sports involving full contact strikes to the head, all athletes must be available for a pre and post contest medical examination.

### **39. Passport Control System**

In all amateur combative sports involving full contact strikes to the head, PSOs must establish and implement a passport control system to document each athlete's photo identification, membership/registration information, emergency contact information, medical data, contest results and suspensions. *(Please provide a copy of a sample passport)*

For criteria 35 through 39, please provide an attestation signed by the Chair of the Board of Directors and the Executive Director of your organization confirming that these policies and procedures are in place. *(See [Appendix E - Part 2 for Attestation Template](#))*

## **Assessment of Applications**

The Ministry will assess applications against the outlined recognition requirements, review all submitted documentation and determine whether the application meets the terms outlined in the Sport Recognition Policy. Sport Consultants may contact you with follow-up questions.

The Ministry will contact organizations to advise them of the status of their applications.

**Full Recognition:** The organization will be recognized as the Provincial Sport/ Multi-Sport Organization (PSO/MSO) for the sport in the province. With full recognition organizations will be eligible to apply for Ministry funding programs.

**Conditional Recognition:** The organization will receive "conditional recognition" as the Provincial Sport/Multi-Sport Organization for the sport in the province. Conditional recognition means that the organization is not fully compliant with the mandatory requirements of the Sport Recognition Policy, but will take steps to become fully compliant by March 31, 2017. Organizations with "conditional recognition" will be eligible to apply for Ministry funding programs, but they will not receive funding until they are fully compliant.

# COMPLIANCE

Decisions to grant or deny recognition status are made by the Ministry in accordance with this policy. Once granted, recognition status is ongoing provided that the recognized PSO/MSO continues to fulfil all of the criteria and obligations of the policy. Recognition status is a prerequisite to apply for funding under applicable Ministry funding programs.

The Ministry will only recognize one provincial governing body to be responsible for all aspects of a designated sport, unless the National Sport Organization for the sport endorses multiple provincial organizations. This principle has been established in order to avoid unnecessary and inefficient duplication of structures and costs.

The Ministry will encourage any new sports looking to be recognized to amalgamate into existing PSO/MSOs with similar activities, when appropriate.

On an annual basis, the Ministry will require currently recognized PSO/MSOs to verify that they continue to meet the recognition criteria and obligations. If a recognized PSO/MSO cannot demonstrate that it meets all of the Recognition Criteria and Recognition Obligations of this policy to the Ministry's satisfaction, the Ministry may take one or more of the following actions, at its discretion:

- a)** Attach such conditions to the PSO/MSOs recognition as the Ministry considers appropriate, and the PSO/MSO shall abide by such conditions. Before attaching conditions, the Ministry will give the PSO/MSO:
  - Written notice of the deficiencies; and
  - An opportunity to correct the deficiencies to the Ministry's satisfaction, by a date to be determined by the Ministry;
- b)** Provisionally and immediately, suspend the PSO/MSOs recognition, if the Ministry, in its judgement, considers that the deficiencies give rise to serious health and safety or capacity concerns. In such situations, the Ministry will give the PSO/MSO:
  - Prompt written notice of the provisional suspension of the organization's recognition and the reasons therefore; and
  - An opportunity to correct the deficiencies, to the Ministry's satisfaction, by a date to be determined by the Ministry.

If the PSO/MSO fails to correct the deficiencies to the Ministry's satisfaction, within the allotted time, the Ministry may revoke the organization's recognition.

- c) Withhold or terminate any funding that the Ministry provides to the PSO/MSO and /or terminate any agreement(s) under which such funding is paid, in accordance with the terms of any funding agreement(s) between the Ministry and the PSO/MSO.
- d) Revoke the PSO/MSOs recognition. Before revoking such recognition, the Ministry will give the PSO/MSO:
  - Written notice of the Ministry's intent to revoke such recognition, and the reasons therefore; and an opportunity to correct the deficiencies, to the Ministry's satisfaction, by a date to be determined by the Ministry.
  - If the PSO/MSO fails to correct the deficiencies, to the Ministry's satisfaction within the allotted time, the Ministry may revoke the organization's recognition.

## Submission Requirements

The deadline for organizations to submit applications under the 2016 Sport Recognition Policy is October 31, 2016.

Please ensure that you have attached all required documentation with your application. Organizations should submit application material in both hard copy and electronic format. The hard copy should be in binder format, with a table of contents that aligns with this application. Electronic copies of the material should be submitted using an USB labelled with the PSO name.

If you have any questions about the application form, please contact:

Tel: (416) 314-5390

Email: [SportRecognition@ontario.ca](mailto:SportRecognition@ontario.ca)

## Sport Recognition Appeals Process

Organizations that have not been recognized as a Provincial Sport / Multi-Sport Organization (PSO/MSO) will be allowed to appeal that decision by filing a "Notice of Appeal" with MTCS. Appeals will be heard by an Appeals Committee comprised of third party representatives from the sport sector with no ties to an existing PSO/MSO as selected by the MTCS.

Please note that before an organization can file a Notice of Appeal, they must contact their sport consultant to confirm exactly why recognition was not granted. If these consultations are not successful in resolving the outstanding matter, the organization may choose to submit a written appeal.

A Notice of Appeal will only be accepted from the organization on the MTCS-provided template (found below) through email, regular post, registered mail, courier or delivered in person. Once MTCS receives the Notice of Appeal it will provide those materials to the Appeals Committee. During its review of the appeals, the Appeals Committee reserves the right to request additional information from the Ministry or the organization.

Once the Appeals Committee has reached its decision, it will contact the organization in writing to communicate its decision and the reasons therefore.

An organization which has had their appeal denied is not permitted to submit a second appeal to the Appeals Committee on the same or different grounds.



## **Application Checklist**

### **GENERAL**

- |           |                                                                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <input type="checkbox"/> Meets the requirement under Sport Definition                                                     |
| <b>2.</b> | <input type="checkbox"/> Endorsement Letter from a National Sport Organization funded by Sport Canada or Sport Definition |

### **ADMINISTRATION**

- |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3.</b> | <input type="checkbox"/> Registration form showing that your organization is registered as a not-for-profit organization under <u>Ontario's Corporation Act</u> or the <u>Not-for-Profit Corporations Act, 2010</u>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>4.</b> | <input type="checkbox"/> List of your Board of Directors, their addresses and their term on the Board                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>5.</b> | Governance Requirements: <ul style="list-style-type: none"><li><input type="checkbox"/> All Board approved By-laws and Operational Policies</li><li><input type="checkbox"/> Multi-year Strategic Plan with an operation plan for the first year</li><li><input type="checkbox"/> Budget (current and previous fiscal year)</li><li><input type="checkbox"/> Financial Engagement Report and/or Audit prepared by a Chartered Accountant</li><li><input type="checkbox"/> Insurance Certificate</li><li><input type="checkbox"/> Annual General Meetings held in accordance with By-laws</li></ul> |

### **POLICY**

- |            |                                                                                                                |
|------------|----------------------------------------------------------------------------------------------------------------|
| <b>6.</b>  | <input type="checkbox"/> Separate Codes of Conduct for the Board of Directors, Coaches, Officials and Athletes |
| <b>7.</b>  | <input type="checkbox"/> Discipline Policy                                                                     |
| <b>8.</b>  | <input type="checkbox"/> Dispute Resolution Policy                                                             |
| <b>9.</b>  | <input type="checkbox"/> Harassment Policy                                                                     |
| <b>10.</b> | <input type="checkbox"/> Concussion Management and Return to Play Policy                                       |
| <b>11.</b> | <input type="checkbox"/> Membership Policy                                                                     |
| <b>12.</b> | <input type="checkbox"/> Selection Policy                                                                      |
| <b>13.</b> | <input type="checkbox"/> Privacy Policy                                                                        |
| <b>14.</b> | <input type="checkbox"/> Accessibility Policy                                                                  |

## Application Checklist

### **POLICIES WITH AN EFFECTIVE DATE OF APRIL 1, 2018**

- |            |                                                      |
|------------|------------------------------------------------------|
| <b>15.</b> | <input type="checkbox"/> Inclusion Policy            |
| <b>16.</b> | <input type="checkbox"/> Screening Policy            |
| <b>17.</b> | <input type="checkbox"/> Confidentiality Policy      |
| <b>18.</b> | <input type="checkbox"/> Social Media Policy         |
| <b>19.</b> | <input type="checkbox"/> Anti-Doping Policy          |
| <b>20.</b> | <input type="checkbox"/> Code of Conduct for Parents |

### **TECHNICAL AND SAFETY STANDARDS**

- |            |                                                                                                                                                                                                                                                                                                                                                                        |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>21.</b> | <input type="checkbox"/> Alignment with NSO rules - Attestation Form (signed by the Chair of the Board and Executive Director) confirming that your organization has adopted and complies with the rules and regulations of the NSO outlining the rules of play, requirements for athletes, coaches, officials and referees; the field of play, equipment and scoring. |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **PROGRAMMING**

- |            |                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------|
| <b>22.</b> | <input type="checkbox"/> Athletes - copy of the NSO approved LTAD model or the sport or equivalent |
| <b>23.</b> | <input type="checkbox"/> Coaches – copy of one page flow chart                                     |
| <b>24.</b> | <input type="checkbox"/> Officials – copy of one-page flow chart                                   |
| <b>25.</b> | <input type="checkbox"/> Para Sport Programming                                                    |

### **COMBATIVE SPORT**

- |            |                                                                                  |
|------------|----------------------------------------------------------------------------------|
| <b>26.</b> | <input type="checkbox"/> Comply with the definition of Combative Sport           |
| <b>27.</b> | <input type="checkbox"/> Affiliation with a National or International Federation |
| <b>28.</b> | <input type="checkbox"/> Sanctioning policy                                      |

Attestation Form (signed by the Chair of the Board and the Executive Director) that the organization has adopted and complied with the following organizational standards for:

## **Application Checklist**

<b>29.</b>	<input type="checkbox"/> Certified Officials
<b>30.</b>	<input type="checkbox"/> Medical Personnel
<b>31.</b>	<input type="checkbox"/> Emergency Medical Response
<b>32.</b>	<input type="checkbox"/> Age Appropriate Activities
<b>33.</b>	<input type="checkbox"/> Safe Weight Management
<b>34.</b>	<input type="checkbox"/> Acknowledgement of Recognition Status
<b>CONTESTS IN SPORTS WITH STRIKES TO THE HEAD</b>	
Attestation Form (signed by the Chair of the Board and the Executive Director) that the organization has adopted and complied with the following organizational standards for:	
<b>35.</b>	<input type="checkbox"/> Headgear
<b>36.</b>	<input type="checkbox"/> Annual Medicals
<b>37.</b>	<input type="checkbox"/> Physicians
<b>38.</b>	<input type="checkbox"/> Pre and Post Contest Medicals
<b>39.</b>	<input type="checkbox"/> Passport Control System



# SPORT RECOGNITION RESOURCE GUIDE

## Introduction

The following document provides resources and links that PSO's may want to refer to while they are developing their own policies for their respective organization. These links will provide information, guidance, and templates for creating required PSO policies as outlined in the Sport Recognition Policy. In addition to this resource document, PSO's may want to consult with their respective NSO's to ensure that their policies are in congruence with their respective national organizations. As a starting point, PSO's may want to refer to the HR Council [toolkit](#) for foundational information on steps that should be taken when developing policy and procedure.

## Quick facts on some of the key resources:

The HR Council for the Nonprofit Sector acts as a knowledge and information hub to aid not-for-profit organizations on their knowledge of the non-profit labour force and increase HR management capacity of small non-profit organizations. HR Council offers resources and templates for a wide range of policies such as diversity, harassment, discipline, risk management, and selection and recruitment.

Sports Law and Strategy Group offer expert legal and strategic services for sport organizations around the country to achieve success. Sports Law also provides publically available resources for sport specific policies pertaining to accessibility, social media, and codes of conduct.

Corporate Compliance Insight is an online discussion and analysis tool that provides information on corporate governance, risk assessment, and ethics. Although this webpage is geared to corporations, there are key documents and resources from reputable individuals and organizations that can be applied to a PSO.

## 1. Code of Conduct

A code of conduct communicates your organization's values and principles, and summarizes the most significant rules and policies that impact your organization's culture. [Corporate Compliance Insight](#) provides more information on creating a code of conduct. [Ontario Basketball](#) has a code of conduct that can be used for further reference.

## 2. Discipline

Discipline policies should clearly outline the types of behaviour that lead to specific punishment and explain punishments. The policy should also outline procedures for making complaints, the complaints process, and the appeals process. For more information, refer to the HR Council [discipline](#) link, and use the [Field Hockey Ontario](#) discipline policy for reference.

## 3. Dispute Resolution

Dispute resolution policy outlines the steps taken when there is a conflict within the organization. Dispute resolution policies typically advocate for internal resolution processes, or the use of Alternative Dispute Resolution and mediation techniques. When creating dispute resolution policy, clearly define the individuals who are subject to the policy, the purpose of the policy, and the desired steps for resolution. Access the HR Council [conflict resolution](#) page for detailed information on conflict resolution, and see the [Synchro Swim Ontario dispute resolution policy](#). There is also a document from the [Sport Dispute Resolution Centre of Canada](#) that outlines some prevention strategies for disputes that can be reviewed.

## 4. Harassment

When creating harassment policy, be sure to include conduct that is covered by existing legislation and laws such as the *Criminal Code* and the *Ontario Human Rights Code*. The policy does not have to be limited to harassment; it can include issues of discrimination as well. When creating harassment policies, it is recommended that organizational values and principles are adequately captured. HR Council provides great information on harassment policy, and [Squash Ontario](#) has a succinct harassment policy for reference.

## 5. Screening

Screening policies for volunteers, coaches, and officials, should follow the Volunteer Canada Safe Steps Screening Program. The [Screening Handbook](#) provides in-depth information about the 10 steps that should be taken when an organization is engaging in screening processes.

## 6. Concussion Management and Return To Play

Concussion prevention, identification, and management are key components for sport organizations to ensure the safety of their athletes, coaches, and officials. [Play Safe](#) has a policy guideline and a [policy checklist](#) that can be referred to for information on what to include in concussion management policies. Ophea has a [concussion training webinar](#) that can be used as a training tool as well as a guide for concussion policy development. A [Consensus Statement](#) from the 4th International Conference on Concussion in Sport provides key information and recommendations for prevention, identification, and return to play protocol. [Parachute Canada](#) has a webpage with different resources that PSO's may want to view for more information on concussion education and management for coaches, athletes, and parents.

## 7. Membership

Membership policies should clearly outline who can become a member, what privileges, status, and responsibilities come with the membership, and how much each specific membership costs. [Row Ontario](#) has a membership and registration policy that may be used for reference when developing a membership policy.

## 8. Privacy

Privacy policies should outline how personal information of athletes, coaches, board members, and stakeholders is collected, disclosed, and retained. Privacy policies should be in line with current laws and privacy legislation such as the *Personal Information Protection and Electronic Documents Act* (PIPEDA). PIPEDA requires Canadian not-for-profits to adhere to 10 privacy principles to ensure transparency in information they are collecting from members, why they are collecting it, and how members will consent to the use of their personal information by the organization. PSO's can find a concise definition of the 10 principles from PIPEDA outlined by [Wires Law](#).

## 9. Inclusion

Much of the information in inclusion policies are stated in the code of conduct for member behaviour and organizational values and principles. Inclusion policies must be created in accordance with existing human rights legislation. Inclusion should also champion True Sport's Guidelines for Communities, where the policy and organization removes barriers, encourages participation of all, and make it possible for everyone to get involved and stay involved in sport. [HR Council](#) has a diversity section that can be used for more information on inclusion policy, [Archery Canada](#) has an Equity and Inclusion policy, and [Ontario Volleyball](#) has a Homophobia and Transphobia specific policy that can be used as a reference. The [Canadian Association for the Advancement of Women and Sport's \*Actively Engaging Women and Girls: Addressing the Psycho-Social Factors\*](#) resource can be used as a guide to address gender equity in inclusion policies.

## 10. Accessibility

With the *Accessibility for Ontarians with Disabilities Act (AODA)* as law in Ontario, PSO's must comply with the Customer Service Standards that are outlined in the Act. Sport Law has outlined steps that PSO's should take in order to be compliant with the Act, and the AODA website provides an accessibility policy template that can be used by PSO's in the creation of their own policies. Spark Ontario and AODA, in conjunction with the Toronto PanAm Legacy, have made public an online accessibility training module for volunteers that can be useful for PSO's to ensure that their volunteers have proper training in accessible customer service standards. Freestyle Skiing Ontario has an accessible policy that can be viewed for reference.

## 11. Selection to Provincial Team

When developing selection policies, it is recommended that the PSO begin with a preface of what participation with the PSO means as a representative of the province. Eligibility requirements should be stated, selection criteria should be outlined, and the selection process should be made transparent. Rugby Ontario has a selection policy and criteria document that can be used for reference and the PEI Canada Summer Games Committee has an athlete selection report that provides a sample policy for team selection.

## 12. Social Media

The creation of a social media policy is becoming a very important component for PSO's as athletes, coaches, officials, and board members all have access and utilize different social media platforms. Ensuring that a PSO has a specific social media policy in place can help reduce the risk of improper use of social media by all members. Sport Law provides a resource for social media policy, Rugby Ontario provides a social media policy that is focused towards team specific social media accounts, and Canada Basketball provides a social media policy that is focused towards individual use of social media.

## 13. Governance

Implementing a strong governance framework can enable boards of PSO's to work effectively, be accountable for its actions, increase transparency, and deliver on its purpose and mission. Certain aspects of not-for-profit governance ensure that the organization can adequately conduct its business with proper management and leadership. Chartered Professional Accounts Canada has a guide for good governance that is downloadable from their website that sets out steps in developing and revising governance frameworks within not-for-profit organizations. The Australian Institute of Company Directors has a guide to good governance that outlines 10 principles for development and review of governance. There is also a short PowerPoint presentation that outlines key governance principles required for sport organizations in Canada that was prepared by Alan Zimmerman from Sport Canada that may be used as a reference. The presentation can be found under related downloads.

# APPENDIX A

## Template

### Endorsement Letter from National Sport Organization

Must be on NSO Letterhead

Date

Ministry of Tourism, Culture and Sport  
Sport, Recreation and Community Programs Branch  
777 Bay Street, 18th Floor  
Toronto, Ontario  
M7A 1S5

To Whom It May Concern:

This letter is to confirm that insert name of National Sport Organization endorses and works with insert name of Provincial Sport Organization as the governing body for insert name of sport in the province of Ontario.

---

Name of Executive Director/CEO  
National Sport Organization (*Please print*)

---

Signed by the Executive Director / CEO  
National Sport Organization

## APPENDIX B

### **Template for Attestation Form Technical and Safety Standards**

We attest that *insert name of PSO/MSO* have adopted and at a minimum comply with the rules and regulations of *insert name of the National Sport Organization* outlining rules of play, requirements for athletes, coaches, officials and referees, the field of play, equipment, scoring and competition for the sport of *insert name of sport*.

\_\_\_\_\_  
Name of Chairperson *(Please print)*

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Name of Executive Director *(Please print)*

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
*Date*

## APPENDIX C

### Template for Attestation Form Programming

We attest that insert name of PSO/MSO provides the following programming:

1. **Programming for Athletes** – based on insert name of the National Sport Organization approved Long-Term Athlete Development (LTAD) model or equivalent.
2. **Certification of Coaches** - a sport specific certification program for coaches that is either conducted through the National Coaching Certification Program (NCCP) or an equivalent program which is endorsed by insert name of the National Sport Organization.
3. **Certification of Officials** – a sport specific certification program for officials that is endorsed by the insert name of the National Sport Organization.

\_\_\_\_\_  
Name of Chairperson (Please print)

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Executive Director (Please print)

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

## APPENDIX D

### Template for Attestation Form - Part 1 Combative Sports

We attest that *insert name of PSO/MSO* has the following policies and procedures in place and ensures that they are followed at all times:

1. **Certified Officials** – all contest officials are certified through a formal sport-specific program that is to a standard acceptable to the ministry and endorsed by the NSO and/or IF.
2. **Medical Personnel** – medical personnel consistent with the industry standard for *insert name of sport* are in attendance at all contests.
3. **Emergency Medical Response** – an emergency medical response policy that will be followed at all competitions.
4. **Age Appropriate Activities** – contestants are only permitted to engage in age appropriate activities.
5. **Safe Weight Management** – a policy that promotes safe weight management practices among young athletes.
6. **Acknowledgement of Recognition Status** – all contests sanctioned by combative sport PSOs acknowledge their recognition status, including the use of the Ontario wordmark in any promotional activity or publications related to a sanctioned contest.

\_\_\_\_\_  
Name of Chairperson *(Please print)*

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Name of Executive Director *(Please print)*

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
*Date*



# APPENDIX E

## Template for Attestation Form - Part 2 Combative Sports

We attest that *insert name of PSO/MSO* has the following policies and procedures in place and ensures that they are followed at all times:

1. **Headgear** – all contestants under the age of 18 wear sport appropriate protective headgear. Contestants age 18 and over compete without sport appropriate protective headgear only where it is consistent with the technical and safety standards of the *insert name of NSO or IF*.
2. **Annual Medicals** – all contestants annually submit medical examination forms to the PSO for their respective sport, signed by a physician indicating they are fit to compete. Out-of-province contestants submit a letter from a physician, indicating they are fit to compete for a specific event.
3. **Physicians** – a licensed physician is present and in close proximity at each contest at all times.
4. **Pre and Post Contest Medicals** – all athletes submit to a pre and post contest medical examination.
5. **Passport Control System** – a passport control system is in place to document each athlete’s photo identification, membership/registration information, emergency contact information, medical data, contest results and suspensions.

\_\_\_\_\_  
Name of Chairperson *(Please print)*

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Name of Executive Director *(Please print)*

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
*Date*

**Ministry of Tourism, Culture and Sport**  
[www.mtc.gov.on.ca](http://www.mtc.gov.on.ca)