

2018

Sport Partner Application

Executive Summary

Repsol Sport Centre's (RSC) Sport Partner criteria was created for the purpose of supporting clubs that share the same passion for training and competition along Canada's Long Term Athlete Development (LTAD) Model. The Sport Partner program is based on a rewards system that values the investment that all partners make in the development of their athletes.

Repsol Sport Centre has, in the past, asked its Sport Partners to deliver the highest quality sport service to their athletes so they can COMPETE, TRAIN and PLAY safely. To ensure that premise remains uncompromised, and to keep pace with those high standards, RSC is adjusting its Sport Partner application. While much of the application remains the same, we are introducing and embedding additional assurance criteria, to ensure that those groups competing at the highest levels can demonstrate that they are continuing to uphold the standards. The outcomes of the revised application include, but are not limited to:

- ▶ Improved regulation for those using RSC's facilities.
- ▶ Demonstration of adherence to Quality Sport and Club Excellence criteria.
- ▶ Fairness in determining if any priority will be applied to space allocation in RSC.
- ▶ Additional benefits for clubs that achieve COMPETE level.

Previous Sport Partner applications allowed applicants to self-select and communicate to RSC that they were meeting the required standard. RSC is enhancing its Sport Partner application process to ensure that there are checks and balances in place that enable RSC to assess and determine, through the provision of documentation, whether an application meets the desired criteria.

Club Excellence and Quality Sport have been leading the way in defining quality benchmarks that clubs and sports groups must meet. You will note that RSC has aligned the majority of the criteria within the questionnaire to Club Excellence Affiliate and Level 1 certification, and to Quality Sport guidelines. To that end, we would encourage you to retain your Club Excellence submissions on file, to help expedite this application process.

In addition to the changes to the application form, RSC is also changing the frequency with which our COMPETE and PLAY partners have to apply/re-apply. Going forward, and aligned to the principle for greater quality assurance, we will be asking COMPETE partners to apply **annually** for sport partner status. We believe that this approach was fair, in that those partners competing at the highest levels should be required to meet more stringent standards. Given that PLAY partners, generally fall into the category of gathering for recreational purposes, we are changing the frequency with which they will be required to apply for Sport Partner status, to every **quadrennial**.

One noticeable, and additional benefit, that COMPETE partners will be able to take advantage of, is the availability of non-peak aquatic space (Monday - Friday, 9am-2pm) at a rate of 75% of their normal COMPETE rate. This will apply to their athletes who are recognized by Sport Canada, and/or the Canadian Sport Institute, and who have represented Canada internationally at sanctioned events. We appreciate that pool time is at a premium and so would prefer that the space was available to our athletes, than it was not utilized at all.

Introduction

The Sport Partner Criteria has been created in alignment with RSC's Dual Mandate, Mission, Vision and Values. This document supersedes all previous Sport Partner applications, and outlines and explains:

- ▶ Our Dual Mandate.
- ▶ Repsol Sport Centre's Code of Conduct.
- ▶ The revised process for applications.
- ▶ Criteria Guiding Principles.
- ▶ Criteria benefits.
- ▶ Appendix: Sport Partner Application Questionnaire.

For the purpose of this document, the term 'Sport Group' will refer to any group or club or organization that applies under this process.

Dual Mandate

Repsol Sport Centre has a unique dual mandate that addresses the needs of a full spectrum of audiences, from high performance and developmental athletes to fitness enthusiasts to people just learning about the benefits of healthy lifestyles for the first time. Our dual mandate is:

- ▶ To provide training and competition facilities and services for the development of Calgary's high performance athletes in their respective dryland and aquatic sports.
- ▶ To provide facilities, programs and services for the wellness and recreational sporting needs of the citizens of Calgary.

Mission

Passionate about sport and people.

Vision

Repsol Sport Centre is a world class sport and fitness facility that inspires individuals and teams to achieve their goals and dreams through innovation, expertise and passion.

Values

1. **Safety** – Creating a safe environment is our number one priority. It is beyond compromise and we are responsible to ensure everyone is protected.
2. **Legendary Service** – The strength of our team, and respect we show for each other, empowers Repsol Sport Centre employees to continually exceed expectations of our customers and create meaningful and unique experiences, setting us apart from the competition.
3. **Excellence** – A journey of fulfillment of the organization's strategic goals, continually raising the bar in all respects of our business operations to create new competitive advantages.
4. **Innovation** – Bold thinking that challenges, changes, and enhances the organization.

Code of Conduct

The following section outlines clearly Repsol Sport Centre's Rules and regulations and the age restrictions imposed by the facility.

Rules and Regulations

- ▶ For your own protection and future use of our facility, DO NOT share your Access Card or barcode number. Sharing of ACCESS CARDS or BARCODES may result in immediate suspension of facility access.
- ▶ Repsol Sport Centre is not responsible for lost, damaged, or stolen property.
- ▶ Food is not permitted in the following spaces: track, pools, gyms, studios, High Performance Training spaces, and the Fitness Centre.

- ▶ Treat all employees and other Repsol Sport Centre Sport Partners and members, including the Repsol Sport Centre facilities, with respect at all times.
- ▶ Inappropriate language or behavior will not be tolerated and will have serious consequences on your ability to continue using the facilities.
- ▶ The facility is under 24-hour video surveillance.
- ▶ Obtain permission prior to capturing any images within the facility.
- ▶ No solicitation.
- ▶ Cell phones and camera enabled devices are prohibited in locker rooms.
- ▶ Repsol Sport Centre does not permit outside personal trainers to be able to work within the facility for liability and legal purposes. If you wish to facilitate the service of a personal trainer, within the confines of the building, it must be with one of our highly qualified and certified trainers, pertaining to your own industry standards.
- ▶ Aquatic coaches are the only ones permitted to use the deck door access.

Age Restrictions

Facility

- ▶ Children aged 9 years of age and under must be accompanied at all times by an adult.
- ▶ Children over 6 years of age must use locker room that they identify with or the family change rooms.

Fitness Centre

- ▶ No children under 13 years of age are allowed in the Fitness Centre.
- ▶ Children under 13-15 must be accompanied by an adult. One adult may not supervise more than two children.

Pools

- ▶ Children 9 years of age and under must be accompanied by an adult within arm's reach.

Application Process

From 2018 onwards there will be a requirement for all current Sport Partners to apply for Sport Partner status, regardless of previous status. RSC will determine annually if it is feasible to open up applications to aspiring Sport Partners.

- ▶ **APPLICATIONS OPEN FEBRUARY 7, 2018**
- ▶ **APPLICATIONS CLOSE MARCH 30, 2018**
- ▶ **ADJUDICATION APRIL AND COMMUNICATION SENT OUT IN JUNE**
- ▶ **BENEFITS OR OTHER CHANGES, GO INTO EFFECT SEPTEMBER 1 OF EACH YEAR**

The significant changes will apply to groups currently holding Sport Partner status. Of note, and going forward, the application requirements will be:

STATUS	APPLICATION	SPACE ALLOCATION
COMPETE	Annually	Available up to 4 seasons if criteria are maintained or advanced.
TRAIN	Bi-Annual (2 years)	Available up to 2 seasons if criteria are maintained or advanced.
PLAY	Quadrennial (4 years)	Available for 1 season if criteria are maintained or advanced.

- ▶ Based on the level the Sport Group achieves, the timelines for reapplication may be annual, bi-annual or quadrennial.
- ▶ Sport Groups are responsible for submitting their reapplication within the published timelines in order to receive the benefits for the next cycle.
- ▶ The Application will be available at www.repsolsportcentre.com.
- ▶ Notifications will be sent out by RSC in November of each year to current Sport Groups that are required to reapply.
- ▶ The responsibility for application rests solely with the Sport Partner. RSC will not accept applications that are submitted after the communicated deadline. Partially completed applications will not be accepted. Hard copy applications will not be accepted.
- ▶ Renewals may entail a demonstration, via interview and/or presentation, that the sport group is continuing to maintain the standard.

Aspiring Sport Partners

For those groups that currently are not designated Sport Partners, but are looking to be considered as, and apply to become, a sport partner:

- ▶ Sport Groups are responsible for submitting their application within the timelines in order to receive the benefits for the next cycle.
- ▶ Sports groups are responsible for submitting completed applications on time. Partial applications will not be accepted. Hard copy applications will not be accepted.
- ▶ All requests must be approved by Repsol Sport Centre and the Lindsay Park Sport Society (LPSS) Board of Directors.
- ▶ Applicants who do not meet the Sport Partner Compete, Train or Play status levels will be placed into the Commercial category.
- ▶ Should an new applicant be successful at obtaining the Sport Partner Compete, Train or Play status, and there is no space available that suits their requirements, Repsol Sport Centre will keep the application on file and contact that Sport Group when space becomes available, and in accordance with their allocated sport partner status.
- ▶ New applications may be asked to demonstrate via a presentation that they have met the requirements and standards of the level for which they are applying.

Guiding Principles

The following table indicates the minimum requirements of each level. Compliance with the minimum requirements does not immediately convey that the Sport Group will be awarded a certain level. All supporting documentation will be reviewed by the Adjudication Committee and will influence final placement. The expectation will be that a Sport Group will provide clear demonstration of compliance with the standards for the level that is being applied for. Any submission by a Sport Group will be assessed for content, structure, and said content will also be assessed for plagiarism. The Adjudication Committee will ensure proper placement within each level is achieved.

LEVEL	CRITERIA					
	Primary Purpose & LTAD stages	Recognized by Sport Canada	Recognized by the Olympic or Paralympic Games	Yearly Training Plan (YTP)	Integrated Support Team (IST)	Club Excellence (CE) Level
COMPETE	Skill refinement for Olympic Pathway Events LTAD 4, 5, 6. Additional recognition for sport groups who serve stages 2, 3 & 7.	Required	Required	Fully established, implemented and used for a minimum of 2 years, showing appropriate changes each year. YTP is aligned to NSO LTAD strategy.	Reflected in the YTP, fully established, implemented and used by the sport group for a minimum of 2 years.	CE Level 1 certified.
TRAIN	Athlete Development Training LTAD 3, 4, 5. Additional recognition for sport groups who serve stages 2 & 7.	Required	Required	Fully or partially established, implemented and used for a minimum of 2 years, showing appropriate changes each year. YTP is aligned to NSO LTAD strategy.	May be reflected in the YTP, fully or partially established and implemented by the sport group for a minimum of 2 years	CE Level 1 certified or CE Affiliate standard
PLAY	Group play/ recreational LTAD 1, 2, 3,7.	No, but must have an overarching governing body	Not a requirement	May be in place or may not be in place.	May be in place or may not be in place.	CE Affiliate standard

Benefits

Compete

Rates	<ul style="list-style-type: none">▶ Please see enclosed rate charts on page 9, which are subject to change.▶ 75% off non-peak aquatic space for national level athletes.
Application and Term	<ul style="list-style-type: none">▶ Annual application and compliance confirmation requirements.
Storage	<ul style="list-style-type: none">▶ Max 2 units.
Priority for New Space	<ul style="list-style-type: none">▶ After allocating space to RSC's programs, COMPETE partners will receive a level of prioritization over other sport partners, but not to the extent that TRAIN and PLAY partners are unreasonably appropriated space**.
Event application	<ul style="list-style-type: none">▶ If a conflict between two event requests exists, priority would follow our guidelines for the type of event, for example, international has priority, then COMPETE, then TRAIN, then PLAY and then external group.
Training during events	<ul style="list-style-type: none">▶ 1st priority given to RSC programs. COMPETE partners will receive training space allocation, subject to availability, on the provision that other partners' allocation is not unreasonably disadvantaged**.
3433 Services (Integrated Support Team)	<ul style="list-style-type: none">▶ All services available.
High Performance Sport Training (HPST)	<ul style="list-style-type: none">▶ 1st priority given to RSC's programs. COMPETE partners will receive a level of prioritization over other sport partners, but not to the extent that TRAIN and PLAY partners could not reasonably access HPST**.
Meeting Rooms	<ul style="list-style-type: none">▶ Free for one AGM. All other bookings at current rates.
Space Allocation	<ul style="list-style-type: none">▶ Preferred field of play location (e.g. lane location) will be met when possible.
Athlete Successes	<ul style="list-style-type: none">▶ Complementary promotion of athlete successes at competitions.
Aquatic Scoreboard Usage	<ul style="list-style-type: none">▶ Complementary use for three, 3-week promotional purposes (maximum 3 slides per promotion). Up to 6 weeks of complementary posting on the sign through approval (minimum 1 week posting).
Capital Upgrades	<ul style="list-style-type: none">▶ Groups with COMPETE status will have 1st priority for capital enhancements.

Train

Rates	▶ Please see enclosed rate charts on page 9, which are subject to change.
Application and Term	▶ Bi-annually (2 years).
Storage	▶ Max 1 unit.
Priority for New Space	▶ TRAIN partners will receive a level of prioritization, but not to the extent that PLAY partners are unreasonably appropriated space**.
Event application	▶ If a conflict between two event requests exists, priority would follow our guidelines for the type of event, for example, international has priority, then COMPETE, then TRAIN, then PLAY and then external group.
Training during events	▶ 1st priority given to RSC programs. TRAIN partners may receive training space allocation, subject to availability, on the provision that other partners' allocation is not unreasonably disadvantaged**.
3433 Services (Integrated Support Team)	▶ All services available
High Performance Sport Training (HPST)	▶ TRAIN status may convey with it a level of prioritization over other sport partners, but not to the extent that PLAY partners cannot reasonably access HPST**.
Meeting Rooms	▶ Current rates.
Space Allocation	▶ If a conflict between two event requests exists, priority would follow our guidelines for the type of event, for example, international has priority, then COMPETE, then TRAIN, then PLAY and then external group.
Athlete Successes	▶ Complementary promotion of athlete successes at competitions.
Aquatic Scoreboard Usage	▶ Complementary use for three, 3-week promotional purposes (maximum 3 slides per promotion).
Capital Upgrades	▶ 2nd priority to Compete groups.

Play

Rates	▶ Please see enclosed rate charts on page 9, which are subject to change.
Application and Term	▶ Quadrennial (4 years).
Storage	▶ If available.
Priority for New Space	▶ N/A
Event application	▶ If a conflict between two event requests exists, priority would follow our guidelines for the type of event, for example, international has priority, then COMPETE, then TRAIN, then PLAY and then external group.
Training during events	▶ 1st priority given to RSC. PLAY partners may receive training space allocation, subject to availability, on the proviso that other partners' allocation is not unreasonably disadvantaged**.
3433 Services (Integrated Support Team)	▶ All services available.
High Performance Sport Training (HPST)	▶ As available.
Meeting Rooms	▶ Current rates.
Space Allocation	▶ N/A
Athlete Successes	▶ Complementary promotion of athlete successes at competitions.
Aquatic Scoreboard Usage	▶ Complementary use for three, 3-week promotional purposes (maximum 3 slides per promotion).
Capital Upgrades	▶ 3rd priority to Compete/Train groups.

Notes:

1. All rates are subject to change at the discretion of RSC.
2. Athlete's Lounge available for all Sport Partner's athletes at permitted times.
3. Season is defined as September to August.
4. RSC Sport Services will determine what is deemed to be a reasonable allocation of space and services.

Facility Booking Rate Chart 2017–2018

Effective September 1, 2017 to August 31, 2018. Subject to change.

FACILITY AREA	COMPETE RATE	TRAIN RATE	PLAY RATE	COMMERCIAL RATE	EVENT RATE
25m Pool	\$91.25	\$96.50	\$100.50	\$184.75	\$147.25
1 Lane 25M	\$11.50	\$12.25	\$12.75	\$23.00	\$18.50
50m Pool (2 x 25m price)	\$182.75	\$193.00	\$201.00	\$369.50	\$294.25
1 lane 50M	\$22.75	\$24.25	\$25.25	\$46.25	\$37.00
Dive Tank	\$76.50	\$82.75	\$86.75	\$165.50	\$132.00
3/4 Dive Tank	\$57.50	\$62.25	\$65.25	\$124.00	N/A
1/2 Dive Tank	\$38.25	\$41.25	\$43.50	\$82.75	\$66.00
1/4 Dive Tank	\$19.25	\$20.75	\$21.75	N/A	N/A
1/4 Dive Tank (Synchro) *	\$10.00	\$10.50	\$11.50	\$21.00	N/A
Teach pool	\$70.00	\$65.50	\$68.50	\$131.00	\$90.25
1/2 Teach Pool	\$30.50	\$32.75	\$34.25	\$65.50	\$44.75
Gymnasium	\$68.50	\$74.00	\$78.25	\$133.00	\$113.25
1/2 Gymnasium	\$34.25	\$37.00	\$39.00	\$66.50	\$56.50
Track (4-lane)	\$71.50	\$77.75	\$81.75	\$143.50	\$118.25
1/2 Track (2-lane)	\$35.75	\$38.75	\$40.75	\$71.75	\$59.25

* 1/4 Dive Tank Syncho does require an agreement to be signed if the space is coshared with Diving.

AUXILIARY ROOMS	COMPETE RATE	TRAIN RATE	PLAY RATE	COMMERCIAL RATE	EVENT RATE
Cycling Studio*	\$43.50	\$46.75	\$48.75	\$68.00	\$68.00
HPST (Hourly)	\$57.75	\$61.00	\$64.00	\$121.75	\$91.25
HPST (Monthly)**	\$385.75	\$406.00	\$426.25	N/A	N/A
Multi-Purpose Studio (I or II)	\$46.75	\$49.50	\$51.75	\$76.25	\$76.25
Strength & Balance Studio*	\$56.25	\$59.50	\$62.00	\$91.25	\$91.25
Strength & Balance Studio - HOT YOGA*	\$111.75	\$121.75	\$132.00	\$152.25	\$152.25

* Will incur an additional cost for a Repsol Sport Centre instructor

** Monthly fee for Sport Partner to access both dryland and aquatic deck training zones

MEETING ROOMS	COMPETE/ TRAIN HOURLY RATE	COMPETE/ TRAIN DAILY RATE	PLAY/ COMMERCIAL HOURLY RATE	PLAY/ COMMERCIAL DAILY RATE
Learning Room	\$43.75	\$263.00	\$48.75	\$292.25
Athletes Lounge	\$43.75	\$263.00	\$48.75	\$292.25
Riverview Room	\$63.00	\$378.25	\$70.00	\$420.25
Parkview Room	\$43.75	\$263.00	\$48.75	\$292.25
Foundation Lounge	\$210.00	\$1,260.75	\$233.50	\$1,400.75

Compete, Train and Play Level Application

This is the application for adjudication for Sport Partner Status (COMPETE, TRAIN, PLAY). Content, supporting documentation and structure will be reviewed by the Adjudication Committee to ensure proper Level and Order placement is achieved. The wording of the questions may have changed from previous years' questions, as this document is continually reviewed and updated. Any material and information supplied to us as part of this application will be treated with the utmost confidence and security and will not be shared by RSC. **All information is confidential.**

Club Name: _____ Contact Number: _____

Email Address: _____ Submission Date: _____

Have you read all the supporting documentation in pages 1-9 of this document? Yes No

What Repsol Sport Partner Level Criteria are you applying for? Select one: Compete Train Play

Repsol Sport Centre Questions

1. The Sport Group satisfies local resident qualifications with more than 75% of its members residing within the City of Calgary (please attach supporting documentation)? Yes No

Comments:

2. The Sport Group is offering a program or service Repsol Sport Centre offers? Yes No

Comments:

3. Your programs and services are progressive and challenging, if applicable for a LTAD stage. Attach supporting documents.

Examples:

- Show how participants are learning new things and building upon their existing skills
- Show how the program has options to make an activity more or less challenging
- Showing how participants get to play different positions and/or try different events
- Coaches emphasize skill development over winning.

4. The Sport Group meets Repsol Sport Centre's Code of Conduct? Yes No

Comments:

5. Attach supporting documents that your coaches are NCCP certified, or equivalent certifications.

6. Is RSC the primary home for the Sport Group? Yes No

7. The coaching staff at RSC have attended the RSC Emergency Procedures Training? Yes No

8. The coaches who train/coach their athletes in RSC hold a CPR and First Aid Certificate: Yes No

Is the CPR and First Aid recertified annually? Yes No

If no, please list your clubs recertification date:

Primary Purpose and LTAD Stage Questions

9. The Sport Group's purpose is primarily recreational or primarily game play only? Yes No

If yes, go to question 19.

10. What stages of the LTAD framework is the Sport Group established for?

11. Attach supporting documents that the Sport Group is developing an awareness with parents, coaches and athletes, of the Long Term Athlete Development model. Examples may include: program descriptions (website screenshots, brochures, handbooks).

12. How many athletes training at Repsol Sport Centre are at each stage of the LTAD?

a. Stage 1: _____

b. Stage 2: _____

c. Stage 3: _____

d. Stage 4: _____

e. Stage 5: _____

f. Stage 6: _____

g. Stage 7: _____

13. Does your club have any athletes, who are representing Canada internationally, recognized by Sport Canada and/or CSI, that are training:

a. Full-time at Repsol Sport Centre? Yes No

If yes, please list the athletes and the number of hours per week spent at RSC

b. Part-time at Repsol Sport Centre? Yes No

If yes, please list the athletes and the number of hours per week spent at RSC

c. Please list the athletes training at Repsol Sport Centre who have been identified by the PSO and NSO as being on the performance trajectory.

14. Please provide the names of athletes, who are representing Canada internationally.

15. The Sport Group has a formal feeder system for progression, either internal or external to Repsol Sport Centre which highlights and is aligned with the Long Term Athlete Development Model? Yes No
Please attach supporting documentation.

16. Does the Sport Group currently have coaches that have been hired by the PSO /NSO? Yes No
If yes, please provide evidence, names and which organization is hiring them?

17. What is the highest level of sanctioned competition your athletes will participate in? And how many of your athletes will participate at that level? Please list their names and associated levels.

Recognized by Sport Canada

18. The Sport Group has a provincially recognized sport-governing body? Yes No
19. The Sport Group, and its programs, are part of a National Sport Organization quality sport program (see the following Sport for Life for details)? Yes No

Attach supporting documents, examples of which may include:

- Documentation (such as a letter or paid membership receipt) from the NSO and/or PSO Club included a list of members in good standing submitted by an associate member

If yes, please provide the name of the national and/or provincial sport governing body:

Comments:

20. Athletes are registered with their respective sport-governing body? Yes No
If yes, please supply supporting documentation e.g. registration cards

21. As part of each Sport Groups purpose they are vying for individual or team spots at a National Championship (or higher), as recognized by Sport Canada? Yes No

Recognized by the Olympic or Paralympic Games? Yes No

The Sport Group's Sport is part of the Olympics or Paralympics? Yes No

If no, is it a demonstration sport? Yes No

Yearly Training Plan (YTP)

22. The Sport Group has a formal Yearly Training Plan (YTP) aligned to respective NSO LTAD strategy, for your athletes and the coach follows the plan which has been in place and modified each year for a minimum of 2 years. Yes No
(If no, go to Question #36)

- Please attach the supporting documentation for each group training at Repsol Sport Centre including a monthly and weekly plan from your YTP, evidence of coach reflection logs that are aligned to the sample weekly/monthly plans submitted above, and evidence/ results of any test plans outlined in your YTP.

23. Is your yearly training plan periodized? Yes No

24. Demonstrate how the Yearly Training Plan identifies the competitive schedule and priorities, and how that schedule is aligned to the appropriate stages of the LTAD?

25. How has the Yearly Training Plan changed from the previous year's plan, and what are the reasons for the changes? Please attach the previous year's training plan for comparison.

26. Attach supporting documents that show how the Sport Groups Yearly Training Plans are flexible and adapted to age and ability of each group, and are aligned with the appropriate stages of the LTAD.

27. The Sport Group has established goals that are, where within their control, annually achieved. Please attach supporting documentation showing the Sport Group's athlete performance and business goals.

Examples: athlete retention, # of retiring/ transitioning athletes, # of athletes moving to Post Secondary Level

28. The competition plan for each group aligns with the appropriate stages of the LTAD? Yes No
Attach supporting documentation.

Integrated Support Team

29. Does the Sport Group have a formal Integrated Support Team (IST)? Yes No *(If no, go to Question #33)*

30. What services are included as part of the IST?

31. The Sport Groups Yearly Training Plans clearly identify the services of an IST? Yes No

32. The Sport Group's IST is customized to the age and needs of the training group and includes components of:

Injury prevention? Yes No

Injury Management plans (rehabilitation, return to play)? Yes No

Performance services (Mental training, massage therapy, rest and regeneration)? Yes No

Recovery plan? Yes No

Club Excellence

33. Does your sport group have Club Excellence Affiliate certification? Yes No

Does your sport group have Club Excellence Level 1 certification? Yes No

Attach a valid Club Excellence affiliation or Club Excellence Level 1 certification.

If you are applying for a TRAIN or PLAY status, we are giving you the following options:

1. Demonstrate, as per Question 33, that you have an active affiliate certificate and/or proof of renewal of your Club Excellence affiliate status.

2. Or you have the option, if you have not renewed your Club Excellence certificate, of answering the questions 34-42.

34. Attach supporting documentation that your Sport Group has available to its members/ participants either a mission, vision and values statement, or a True Sport declaration at www.truesport.ca.

35. Attach supporting documentation that your Sport Group has program descriptions available to participants.
36. Attach supporting documentation that your Sport Group is compliant with the Code of Safety of its sport governing body, or has equivalent rules and regulations.
37. Attach supporting documentation that your Sport Group has an affiliation in good standing with its sport governing body.
38. Attach supporting documentation that your Sport Group meets the minimum requirements of its sport governing body for the qualifications of its coaches/instructors.
39. Attach supporting documentation that your Sport Group has a screening program implemented for all individuals in a position of trust or authority consistent with its sport governing body's guidelines for police and vulnerable record checks or stated Sport Group policy.
40. Attach supporting documentation that the current Sport Group policies and procedures (including bylaws and constitution) have been distributed to the Sport Group Board of Directors (or equivalent for a for-profit Sport Group).
41. Attach supporting documentation that your Sport Group has a valid certificate of insurance for all participants, programs and activities, equipment, staff and volunteers, and that RSC is named on the insurance.
42. Attach supporting documentation that your Sport Group provides financial statements for approval at an Annual General Meeting (AGM). The statements are prepared by an approved method directed from the Sport Group membership. For for-profit organizations, the financial statements are prepared and approved by the owner or equivalent.

If you only have Affiliate status with Club Excellence, you have completed the questionnaire.

If you are applying for a TRAIN or COMPETE status, we are giving you the following options:

- 1. Demonstrate, as per Question 33, that you have an active Level 1 certificate with proof of renewal of your Club Excellence Level 1 status.**
- 2. Or you have the option, if you have not renewed your Club Excellence certificate, of answering the questions 44–61.**

44. Attach supporting documentation that the Sport Group consistently offers high quality sport programs as demonstrated through a statement of quality available to members.

Examples might include:

- A Board of Directors approved statement of quality (may be mission, vision or values statement)
- A Board of Directors approved handbook containing mission, vision or values statement

45. Attach supporting documentation that the Sport Group can demonstrate, through a motion and approval from the Board of Directors (or for for-profit organizations, an equivalent governance structure) that the board has reviewed and approved all elements of their safety system and practices. The elements include at a minimum that the following safety requirements are met, understood, and reviewed annually by the appropriate personnel in the club:

- Risk management protocol and risk assessment.
- The Sport Group stipulates its requirements for first aid and first responder.
- The Sport Group and/or facility emergency action plans.
- Policy or procedure for allowing athletes to return to play after injury.
- Minutes of the meeting confirming that above requirements are in place and have been updated for the current year.

46. Attach supporting documentation that the Sport Group has a plan to enable quality participation in sport.

Examples might include:

- Referral protocol for athletes with disabilities.
- Inclusion plan to address the request, or
- Inclusion policy if there is programming for all participants who are interested in the Sport Group's programs.

47. Attach supporting documentation that the Sport Group has a process in place that has been approved by the club's Board of Directors (or an equivalent governance structure) and/or most senior staff person, to ensure that coaches:
- Coaches have taken or are registered for National Coaching Certification Program (NCCP) training for the teams that they are coaching.
 - Coaches have access to training within the season when they become involved in a coaching role.
48. Attach supporting documentation that the Sport Group head coach is part of ongoing education.
- Examples might include:*
- Coach Certifications, Physical Literacy Instructor Course, HIGH FIVE ® registrations for future education events, evidence of being mentored by other coaches).
49. Attach supporting documentation that the Sport Group has ensured that all coaches (assistant/coach/head) in the club have completed the module or evaluation for the NCCP's "Make Ethical Decisions" module in the appropriate context.
- An example may include training record for coaches indicating the training has been completed (certificates, ID numbers).*
50. Attach supporting documentation that the Sport Group is following safety requirements and they are understood and reviewed at the start of each season by all the club's coaching team:
- Risk management protocol.
 - Club and/or facility emergency action plans; and
 - Policy or procedure for allowing athletes to return to play after injury.
- Example may include: Training records for all the club's coaches in relation to the required safety requirements specified above.*
51. Attach supporting documentation that the Sport Group has a screening policy which is a fully implemented procedure that requires a police record check and/or a vulnerable sector check for all coaches (employee or volunteer). The frequency of police check and/or vulnerable sector check for coaches must meet the club's policy and can be no less than renewal every 3 years after the initial police/vulnerable sector check.
- Examples:*
- Applicable screening policy/procedure including scope of policy within the volunteer and paid positions within the club.
 - Overall tracking system.
 - Examples of redacted police record check reports.
52. Attach supporting documentation that the Sport Group's Management has the following elements in place to ensure the clarity of roles and responsibilities within the Sport Group:
- The Sport Group completes an approved job description for all paid staff positions if applicable, and Board of Director positions.
 - All paid employees/staff, if applicable, (including team/coaching staff) who are offered a paid position are given a signed contract that outlines the terms of employment, and roles and responsibilities.
- Examples:*
- Job descriptions for all paid staff and Board of Director positions.
 - Contract template typically used for paid staff and/or coaches.
 - Club-signed contracts for all paid positions.
- * Note – Clubs do not need to meet the above requirements for volunteer positions (even if the volunteer receives an honorarium)
53. Attach supporting documentation that the Sport Group Management hires staff, the Board of Directors (or equivalent governance structure) and they are accountable in the following ways:
- The Board of Directors (or an equivalent governance structure) is accountable for the recruitment and selection of the most senior employees (i.e., CEO, Executive Director, Technical Director, and Head Coach) in the club.
 - The head coach (or equivalent) of the Sport Group provides regular reports to the Board of Directors/Governors.

- The most senior staff person, in consultation with the Board of Directors (or equivalent governance structure), sets and reports annual performance objectives.

Example:

- Relevant Board of Directors (or equivalent governance structure) policies and/or processes regarding recruitment, hiring practices, and hiring committees.
- Board minutes (or equivalent governance structure) including reports from the head coach (or equivalent).
- Board minutes (or equivalent governance structure) pertaining to the annual performance objectives reporting.

54. Attach supporting documentation that the Sport Group manages the recruitment of staff including:

- A staff recruitment process is documented and managed by the Board of Directors (or an equivalent governance structure), its delegate(s) or the most senior staff person.
- The Sport Group has a recruitment process for all staff and coaching positions.

Examples: Documentation outlining the Board of Directors (or equivalent) involvement in the selection processes.

55. Attach supporting documentation that all the Sport Group's new Board members (or equivalent) understand their legal and fiduciary responsibilities, exercise due diligence consistent with their duty of care, are familiar with the Sport Group's activities and fully informed of the financial status of the club.

Examples:

- Policies and procedures, employment agreements, financial statements, budgets, annual meeting minutes, liability insurance information.
- Board of Directors (or equivalent for an alternate governance structure) meeting minutes discussing relevant requirements and/or copy of most recent orientation agenda with list of participants Signed volunteer and/or employment contracts.
- Orientation materials provided to the Board of Directors (or equivalent for an alternate governance structure).

56. Attach supporting documentation that the Sport Group can demonstrate an annual performance assessment is formally conducted with each employee.

Examples: Employee evaluation documents (do not share completed evaluations unless names and positions are hidden); Employee tracking system.

57. Attach supporting documentation that the Sport Group has a Board of Directors (or equivalent governance structure):

- Holds at least four meetings per year (not including the annual general meeting) at which the agenda is not restricted to a specific issue or issues (e.g. appointment of officers).
- Keeps proper minutes of board meetings, general meetings and record of policies that are made available to members.
- Lists the names of its Board of Directors on the club's website and in other public documents.
- The club has established policies and procedures relevant to the nomination and election of directors (or equivalent), that includes: Terms of reference; Terms of office; Composition of the Board of Directors, if applicable, which is recommended to be no less than three (but preferably five or more) directors, a majority of whom should be at arm's length to each other, to the most senior staff person and/or other management staff; Where the majority are not coaches within the club; and No employees should serve as a member of the Board of Directors with voting rights.

Examples: Relevant documentation for meeting minutes, agendas, and/or communication materials promoting meetings. Relevant roles and responsibilities for the person responsible for chairing, finances, completing minutes and agendas. Web links and other relevant public documents, publishing Board of Governor members (or equivalent). Relevant terms of reference for the Board of Directors (or equivalent), and committees. List of board (or equivalent), roles and descriptions. Relevant policy on board voting and those with rights to vote.

58. Attach supporting documentation that the Sport Group is in compliance with its by-laws and that the Board of Directors (or equivalent) has approved/adopted and regularly reviewed policies and documentation:

- Code of ethics/conduct which all directors, staff, coaches and volunteers are familiar with and to which they adhere, including disciplinary provisions;
- Conflict of interest policy that:
 - Applies to Board of Directors (or equivalent), staff, coaches, officials, and volunteers.
 - Provides for disclosure, review and decision on actual or perceived conflicts of interest.
 - Describes situations where Board members or their companies may be reasonably compensated for services provided to the club, other than in their capacity as a director (all legal requirements and conflict of interest obligations must be met if the club wishes to allow for this situation); and
 - Harassment and abuse policy for the Board of Directors (or equivalent), volunteers, staff, officials, coaches, athletes, parents and members/participants.
- Communication and privacy policy that includes:
 - A process for dealing with complaints that is readily accessible to the membership.
 - A process for the management and usage of member images or videos for marketing and/or fundraising purposes.
 - If applicable, a description of how the club uses websites and social media, including the type of information shared, responsibility and the frequency that information is reviewed.
 - Guidelines for the management of all personal information provided by athletes and participants including who has access to the information, when it is submitted, and when and how it will be disposed of.
- Conflict resolution policy and a process through which decisions can be reviewed or appealed to a higher governing body (such as the district association, provincial sport organization, national sport organization, or the Sport Dispute Resolution Centre of Canada).
- The club is registered as a society under a provincial society act or is incorporated at the provincial or federal level as either a not-for-profit corporation or for-profit corporation.
- The club has a constitution, by-laws and/or operational policies and procedures.
- The club has a certificate of insurance in the club's name for all members, programs, and activities including the following minimum coverages: \$2 million Commercial General Liability and \$1 million Directors and Officers liability coverage and meets any PSO/NSO insurance requirements. The certificate should specify the activities covered off, for example 'all sanctioned by the club or association.

Examples:

- Relevant documents such as policies and procedures.
- Detail how all documents are communicated to staff, parents, coaches, athletes and volunteers.
- Proof of participation in risk management programs such as True Sport Risk Management.
- Conflict of interest declarations and list of individuals who have completed it. and/or meeting minutes that demonstrates the Board is aware of, and effectively managing, conflicts of interest.
- Codes of conduct reflect the True Sport Values and Principles.
- Proof of registration or incorporation and registration number.
- Constitution/by-laws.
- Certificate of insurance for the applicable scope of coverage or completed insurance template from club representative.

59. Attach supporting documentation that the Sport Group has an annual operating budget approved by the Board and/or approved and presented at the annual general meeting (or other annual meeting for clubs that may have an alternate governance structure). The Board (or alternate governance structure) reviews actual revenues and expenses versus budget annually.

Examples: Relevant annual general meeting or Board/committee meeting minutes.

60. Attach supporting documentation , that the Sport Group Non-profit club's most recent fiscal year-end financial statements have undergone a financial review or financial audit by an independent, qualified 3rd party (where 'independent third party' means not affiliated with the club as an employee or director and 'qualified' means appropriate accounting designation from a post-secondary institution) and signed by two members of the Board of Directors. The review or audit and approval of the financial statements meets club by-laws, policies, governing legislation and/or funder requirements. The review or audit report is available to members. For for-profit organizations, the financial statements are prepared and approved by the owner or equivalent.

Examples:

- Relevant governing legislation and financial policy.
- Previous year financial statements signed by two Board members or equivalent.
- Relevant minutes from the annual general meeting showing approval of the previous year financial statements.

61. Attach supporting documentation that the Sport Group has all statutory remittances are made and that the Board or a Board Committee receives from management assurance that all statutory remittances have been made in accordance with applicable legislation.

Examples: Board of Directors' minutes demonstrating the Board's knowledge that the club is following legal requirements with respect to provincial and federal sales tax requirements and employee or contractor source deductions.

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Thank you for completing the application, and for upholding the high standards to which we all aspire to keep our athletes safe, ensure quality sport is delivered across COMPETE, TRAIN and PLAY, and also to ensure that sport continues to be an enjoyable and fun experience for all.
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