

viaSport Policy	
Policy Type:	Operational Policy
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Reviewed:	Every 2 years
Policy Name:	Designation Program Policy

1) POLICY STATEMENT

- a) viaSport expects Designated Sport Organizations to fulfill certain responsibilities and expectations including meeting the obligations and commitments in their annual Agreement and the identified standards in viaSport's Sport Designation Program designed to promote accountability, integrity and transparency for its stakeholders including members, athletes, officials, coaches, volunteers, sponsors and the general public.

2) PURPOSE

- a) To outline the standards for obtaining and maintaining a viaSport Designation.

3) SCOPE

- a) This policy applies to sport organizations in British Columbia that currently hold a Designation with viaSport, including Affiliated, Recognized and Accredited, and those PSOs and/or DSOs that are seeking to obtain a Designation with viaSport.
- b) Only one provincial governing body per sport will be eligible for a Designation, unless the National Sport Organization for the sport endorses multiple provincial organizations.
- c) Decisions to approve or deny a Designation are made by viaSport with any funding allocations approved by the BC Ministry Tourism, Arts, Culture and Sport.

4) DEFINITIONS

- a) Agreement – referring to the Sport Designation Program Agreement, the written agreement between viaSport and the Designated Organization outlining the terms and conditions of their Designation.
- b) [BC Athletic Commissioner](#) – is the regulatory body responsible for overseeing the safety and integrity of combative sports in the Province. Refer to section 5.g.
 - i) Combat Sports –defined as a sport(s) where striking or grappling is officiated for points, technical knockout, or knockout.
- c) BC Games Zones – eight regions of the province, as defined by the BC Games Society (<https://bcgames.org/games/zones/>).
- d) Designated sport organizations – referring to the following Designations:
 - i) Accredited Multi-Sport Organization – a MSO identified by viaSport to deliver a specific service(s) to the sport community across the province or to a select region in BC.
 - ii) Accredited Provincial Sport Organization – a PSO or DSO that is the authoritative body for a sport as specified by their respective National Sport Organization, sports or group of sport disciplines in British Columbia, operating in five or more BC Games Zones, responsible for oversight, growth and development of the sport.

- iii) Affiliated Provincial Sport Organization – a PSO or DSO that is the authoritative body for a sport as specified by their National Sport Organization, whose ability to expand sport opportunities is uniquely limited by a region, sport infrastructure or sport specific constraint, that another organization cannot fulfill. For an organization to be eligible under this category the sport must be recognized by the International Olympic Committee or International Paralympic Committee.
- iv) Recognized Provincial Sport Organization – a PSO or DSO that is the authoritative body for a sport as specified by their National Sport Organization, operating in three or more BC Games Zones, with responsibility for oversight, growth and development of the sport.
- e) Financial fraud includes, but is not limited to, misappropriation of funds, authorizing or receiving compensation or reimbursement for goods not received or services not performed, falsification of employment records, or unauthorized alteration of financial records.
- f) Financial statements – refer to the combination of a balance sheet, income statement and statement of cash flow.
- g) Financial Engagements:
 - i) Audit – a qualified independent firm reviews the materials and internal controls behind the financial statements and prepares an audit report outlining a high level of assurance on whether the financial statements have been prepared in accordance with generally accepted accounting principles.
 - ii) Review – a qualified independent firm reviews the financial statements and prepares a review engagement report that states if, in their opinion, the financial statements have been prepared in accordance with generally accepted accounting principles.
 - iii) Compilation - a Chartered Professional Accountant assists in preparing the financial statements and a compilation report.
- h) National Coaching Certification Program (NCCP) – managed by the Coaching Association of Canada, the NCCP provides standardized sport education to coaches
- i) National Sport Organization (NSO) – are the governing bodies for a given sport(s) in Canada, as identified by their International Federation. For the purposes of this policy, NSOs may or may not be recognized by Sport Canada.
- j) Remedial actions:
 - i) Probation – a period of time an organization is given to comply with specific standards, as per section 6.a, and as a result of a warning.
 - ii) Reclassification – refers to the change of an organization's Designation.
 - iii) Removal – refers to the removal of an organization's Designation, as outlined in section 6.c.
 - iv) Suspension (of funding) – refers to the act of holding back an organization's funding while they are working to achieve compliance with specific standards, as per section 7.b.
 - v) Termination – refers to the dissolution of an organization's Agreement and any associated funding, as per section 7.d.
- k) Sport Organizations:

- i) Disability Sport Organization (DSO) –independent organizations with the same oversight and responsibilities as a PSO, but are delivering or supporting sport programming for persons with a disability.
- ii) Provincial Sport Organization (PSO) – independent organizations responsible for developing their respective sport(s) in the province, including but not limited to selecting provincial teams, recruiting and training coaches, officials and volunteers, conducting provincial championships and ensuring alignment to National Sport Organization rules.
- iii) Multi-Sport Organization (MSO) – independent organizations that deliver athlete, coach and sport services across the province.
- l) viaSport Designation Program Standards – required criteria for a sport organization to be eligible to obtain and/or maintain a Designation of either Accredited, Recognized or Affiliated.

5) STANDARDS

- a) Provincial Sport Organizations and Disability Sport Organizations are eligible to obtain viaSport Accredited, Affiliated, or Recognized Designation status.
- b) Multi-Sport Organizations are appointed by viaSport as Accredited.
- c) All Designated organizations are required to meet and uphold the following governance standards:
 - i) Registered not-for-profit: organizations must be registered and in good standing with BC Societies.
 - ii) Constitution and Bylaws: organizations must have a constitution and bylaws that define the organization's governance structure and at a minimum address the following:
 - (a) Organizational purpose
 - (b) Size and composition of the board
 - (c) Procedures for election of directors and corresponding terms
 - (d) Roles and duties of directors and officers
 - (e) Procedures for meetings of directors and meetings of the members
 - (f) Membership Categories and voting rights
 - (g) Financial Management
 - iii) Strategic Plan: organizations must have an approved multi-year strategic plan that includes objectives, actions and performance measures.
 - iv) Budgets and financial: organizations must have annual approved operating budgets and prepare financial statements each fiscal year based on the following:
 - (1) Organizations with over \$1 million in annual revenue must have their financial statements audited (have an audit engagement performed).
 - (2) Organizations between \$100,001 and \$1 million in annual revenue must have their financial statements reviewed (have a review engagement performed). unless their own governing documents or those of their direct governing body require them to have an audit.
 - (3) Organizations between \$10,000-\$100,000 in annual revenue must have their financial statements compiled (have a compilation engagement performed).

- (4) Organizations under \$10,000 in annual revenue must produce a full set of financial statements, including balance sheet, statement of cash flow and income statement.
- (5) Organizations that have been incorporated as a society for less than 3 years must complete a compilation engagement.
- v) Insurance: organizations must carry a minimum of \$2,000,000 in general liability insurance.
- vi) Policy Requirements: organizations must maintain the following board approved policies:

Policy	Required for	Notes
Code of Conduct	Accredited Recognized Affiliated	Must reference and adopts the language of the BC Universal Code of Conduct (BC UCC) or UCCMS.
Discipline & Complaints	Accredited Recognized Affiliated	<p>Outlines the process for reporting and responding to complaints of violations of the Code of Conduct; including disciplinary procedures.</p> <p>Organizations must either have a dispute resolution policy for responding to other forms or complaints (eg – breaches of rules, policies, governance issues, etc), or it must be covered within this policy.</p>
Dispute Resolution & Appeals	Accredited Recognized Affiliated	Outlines fair process for individuals that disagree with an organizational decision and can bring forward their concerns. This must include an appeal process.
Criminal Record Check & Screening	Accredited Recognized Affiliated	Must outline procedures that uphold the Criminal Record Review Act, including requirements for employees and volunteers to obtain Criminal Record Checks.
Conflict of Interest	Accredited Recognized Affiliated	Could be embedded in board and Human Resource policies, as well as bylaws
Diversity, Equity, Inclusion, and Access	Accredited Recognized Affiliated	<p>This policy may have previously been referred to as an Equity and Access Policy.</p> <p>Organizations must have policies to support inclusion of underrepresented groups, including but not limited to women and girls, Indigenous peoples, persons with disabilities, newcomers to Canada and members of the 2SLGBTQ+ community.</p>
Employee or Human Resources	Accredited	Applicable to all organizations with paid staff. Must abide by legislation and Work Safe BC requirements.

Privacy	Accredited	Must inform participants how personal information is collected, used, disclosed and protected. The policy must meet the requirements of BC's Personal Information Protection Act (PIPA).
Fair Play & Anti-Doping	Accredited PSO specific	These policy statements must outline the organization's commitment to fair play and anti-doping. These statements may be embedded within other applicable policies.
Provincial Team Selection	Accredited PSO specific	Clear policies must be in place for the selection of athletes, coaches, team managers, etc., outlining transparent criteria and process

- d) All Designated organizations must have a publicly available website that contains a minimum of the following information that is easily accessible:
 - i) Organization name and purpose.
 - ii) Listing of the Organization's current Board of Directors.
 - iii) Organization's Bylaws, approved Policies and Rules and Regulations.
 - iv) Minutes or Annual Report from the most recent Annual General Meeting.
 - v) Most recent Financial statements that meet the requirements outlined in section 5.c.iv.
 - vi) Dedicated Safe sport page which includes all applicable policies (Code of Conduct, Screening, Discipline & Complaints, etc.) and highlights how to report concerns.

- e) Designated Provincial or Disability Sport Organizations are also required to meet and uphold the following:
 - i) Endorsement from a National Sport Organization: P/DSOs must have an annual letter of endorsement from their National Sport Organization outlining that their Organization is in good standing with the NSO.
 - ii) Provincial reach: the organization has an annual verifiable registered participant base:
 - (a) Accredited PSOs – minimum 1,000 annually registered participants, across at least 5 BC Games Zones
 - (b) Accredited DSOs – minimum 100 annually registered participants, across at least 3 BC Games Zones
 - (c) Recognized PSOs – minimum of 700 annually registered participants, across at least 3 BC Games Zones
 - (d) Affiliated Organizations – minimum of 50 annually registered participants, ability to demonstrate provincial scope
 - iii) Programming: the organization must provide, or have within its membership structure, developmentally appropriate programming for all genders and various stages of the Long-Term Athlete Development Model throughout the Province.
 - iv) Coach training: the organization must train and certify coaches through a formal sport-specific program that is either an approved NCCP coaching

- pathway or an equivalent standard that includes at a minimum NCCP Plan a Practice and NCCP Make Ethical Decisions.
- v) Officials training: the organization must train and certify officials through a formal sport-specific program that is endorsed by the NSO.
- f) Accredited Multi-Sport Organizations are also required to carry out activities that fill a specific gap in programming or leadership across the province or within a specific region, as defined in their Agreement, such as:
- i) high performance;
 - ii) sport science, sport medicine;
 - iii) sport recognition;
 - iv) physical literacy;
 - v) community sport development.
- g) Combat sports organizations are also required to receive approval from the BC Athletic Commissioner in order to apply for a Designation with viaSport.
- i) Organizations falling under the [Athletic Commissioner Act](#) must have rules that are aligned to their International Federation and recognized by the International Olympic Committee and/or the International Paralympic Committee. Those rules and any rule modifications must be approved by the BC Athletic Commissioner.
- h) Once an organization receives a Designation, Board members and identified staff will be required to complete safe sport training as defined by viaSport.
- i) All Designated organizations will be required to sign an Annual Agreement, accepting their responsibility to uphold the standards.
- j) viaSport will require Designated organizations to verify that they continue to meet the criteria and obligations through:
- i) Completion of annual reporting;
 - ii) Participation in an organizational evaluation as determined by viaSport.

6) DESIGNATION STATUS

- a) A Designated organization may be placed on probation any time during the term of their Agreement under any of the following circumstances:
- i) Organization fails to comply with the terms of their Agreement, including but not limited to submitting reporting deliverables within 15 days of the outlined reporting deadline.
 - ii) Organization fails to demonstrate that it meets the standards for being a Designated organization as outlined in Section 5 of this policy.
 - iii) Organization fails to follow recognition guidelines as referred to in their Agreement.
- b) In the case of probation, the Designated organization is notified in writing which will outline the requirements to remedy the situation within a specific timeline.
- i) An organization's probationary status will be lifted should they comply to the requirements within the timelines outlined.

- ii) Organizations who are unable to comply with requirements stipulated in the letter to the satisfaction of viaSport, may be subject to further actions under section 6.c and/or section 7.
- c) The reclassification and/or removal of an organization's Designation will be reviewed under the following circumstances:
 - i) Organizations not able to comply with the governance standards outlined in section 5.c and 5.d following a probationary period.
 - ii) Provincial Sport Organizations and Disability Sport Organizations not able to uphold the standards within section 5.e.
 - iii) Multi-Sport Organizations not able to comply with section 5.f.
 - iv) Combative sports not able to comply with section 5.g.
 - v) The organization does not sign and accept the terms of their Agreement as per section 5.j.
 - vi) The organization chooses to not participate in an organizational evaluation as per section 5.j.ii.
 - vii) Organizations with reoccurring instances of non-compliance.
- d) Removal of an organization's Designation will automatically result in termination of funding, if applicable.
- e) In the event that the removal of the Designation has occurred, in order for it to be reinstated, the organization must follow a re-application process that demonstrates they are able to uphold Designation standards.

7) FUNDING

- a) Only Accredited Organizations are eligible for annual funding which is subject to availability of government funding and approval of distribution.
- b) Suspension of funding to Accredited Organizations may occur at any time during the term of their Agreement under any of the following circumstances as determined by viaSport:
 - i) The Accredited Organization that is on probation does not rectify the required deficiencies within the timelines defined by viaSport in accordance with Section 6.2.
 - ii) The Accredited Organization is found by an independent party to have breached generally acceptable accounting practices or conducted financial fraud.
 - iii) The Accredited Organization does not have required policies outlined in section 5.c.vi, or has been found by an independent party to have not followed their policies.
- c) When a suspension of funding is applied, the organization will be notified in writing outlining requirements to remedy the situation within a specific timeline.
 - i) In order for funding to be reinstated, the organization must comply to the stipulations in the letter to the satisfaction of viaSport.

- ii) Organizations who are unable to comply with the requirements stipulated in the letter to the satisfaction of viaSport, are subject to termination of their funding.

- d) An organization's funding will be reviewed for termination in the current year and/or future years under the following circumstances:
 - i) Failure to meet requirements related to a suspension.
 - ii) Reoccurring instances of non-compliance for the period of the Agreement.
 - iii) Reclassification and/or removal of an organization's Designation.

8) APPEALS

- a) The following decisions cannot be appealed:
 - i) Amount of annual funding provided though the Agreement.
 - ii) Any reclassifications, probation or suspension.

- b) The decision related to the removal of a Designation may be eligible for appeal in accordance with viaSport's Appeal Policy.

9) Applicable Operational Procedures

- a) Applications for a Designation are available through viaSport's website.

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