

Designation Application Form: Required information and Documents

Before you begin, ensure you have the following information ready to input or upload/attach in a digital format for each of the three sections.

1. Eligibility Confirmation information:

- Organization Name
- Contact Information
- Website link
- Letter from the National Sport Organization for your sport confirming your organization is recognized as the provincial organization representing your sport in BC.
- If you are a combative sport:
 - Evidence to upload from the BC Athletic Commissioner confirming your sport organization falls under the [BC Athletic Commissioner Act](#) and your rules have been reviewed and approved
 - Link or appropriate documentation to upload indicating the organization is recognized by the International Olympic Committee or the International Paralympic Committee

2. Governance Confirmation:

- Societies Act Certificate of Good Standing or certified copy of annual filing with BC Registries (file upload)
- AGM minutes (link to your website)
- Constitution & Bylaws (link to your website)
- Strategic plan (link to your website)
- Financial statements (link to your website)
- Policy documents (link to your website)
- Certificate of Insurance (file upload)

3. Program Details:

- Membership data: complete and upload this [Membership Submission Form](#)
- Document to upload of your Long Term Athlete Development model and description of programming occurring in BC relative to the stages of development
- Document containing or link to information of the National Coaching Certification Program (NCCP) for your sport, or a document outlining your equivalent coach training that includes "NCCP Plan a Practice" and "NCCP Make Ethical Decisions"