

Designation Program Eligibility Requirements

A Provincial or Disability Sport Organization must meet all of these criteria in order to apply for, or maintain, a Designation. They must:

Be registered and good standing with the BC Societies Act

Be verified and in good standing with the National Sport Organization

Have a minimum annual verifiable registered participant base of:

- 1,000 registered participants, across 5 BC Games Zones for Provincial Sport Organizations to obtain or maintain Accredited Designation
- 100 registered participants, across 3 BC Games Zones for Disability Sport Organizations to obtain or maintain Accredited Designation
- 700 registered participants, across 3 BC Games Zones for Provincial Sport Organizations to obtain or maintain Recognized Designation
- Minimum of 50 registered participants, ability to demonstrate provincial scope for Sport Organizations to obtain or maintain Affiliated Designation

Have a public website containing the following content:

- Organization name and purpose
- Current Board of Directors
- Organization Bylaws, approved Policies and Rules and Regulations
- Minutes or Annual Report from the most recent Annual General Meeting
- Most recent annual Financial statements (meeting financial assurance requirements)
- Dedicated Safety in Sport page, with all applicable policies (Code of Conduct, Screening, Discipline & Complaints, etc.), including how to report concerns

Have a Constitution and Bylaws available on the website that define the organizations governance structure, addressing the following:

- Organizational purpose
- Size and composition of the board
- Procedures for election of directors and corresponding terms
- Roles and duties of directors and officers
- Procedures for meetings of directors and meetings of the members
- Membership Categories and voting rights
- Financial Management

Have a multi-year strategic plan, including objectives, actions & performance measures

Have a formal, sport-specific, NCCP coaching pathway or an equivalent standard that includes NCCP Plan a Practice & NCCP Make Ethical Decisions, at a minimum

Have a formal, sport specific, program to train and certify officials, endorsed by the National Sport Organization

Offer programming, throughout BC, that is developmentally appropriate and aligned to the Long-Term Athlete Development Model

Have an annual, board approved, operating budget and an annual financial statement, based on the following:

- Organizations with over \$1 million in annual revenue must have their financial statements audited by an independent licensed public accountant
- Organizations between \$100,001 and \$1 million in annual revenue must have a review engagement unless their own governing documents or those of their direct governing body require them to have an audit
- Organizations between \$10,000-\$100,000 in annual revenue must complete a compilation engagement
- 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.
- Organizations that have been incorporated as a society for less than 3 years may complete a compilation engagement.

Carry a minimum of \$2,000,000 in general liability insurance

Maintain the following board approved Policies:

- Code of Conduct – must adopt the language of the [BC Universal Code of Conduct or UCCMS](#)
- Discipline & Complaints
- Dispute Resolutions & Appeals
- Criminal Record Check & Screening – must uphold the Criminal Record Review Act, including requirements for employees and volunteers
- Conflict of Interest
- Diversity, Equity, Inclusion & Access
- Privacy – must uphold BC's Personal Information Protection Act (PIPA)
- Fair Play and Anti-Doping

Accredited organizations are required to have the following additional board approved Policies:

- Employee or Human Resources
- Provincial Team Selection