



Canadian Heritage Patrimoine
Heritage canadien

Sport Canada

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK (SFAF III: 2005 - 2010)

NATIONAL SPORT ORGANIZATIONS* ELIGIBILITY CRITERIA

* National Sport Organizations (NSOs) refer to national governing bodies of any specific sport. For Multi-sport and Sport service Organizations (MSOs) please refer to the MSO Eligibility Criteria document.

- TO ESTABLISH THE LIST OF NATIONAL SPORT ORGANIZATIONS ELIGIBLE FOR SPORT CANADA ASSESSMENT UNDER SFAF III
- APPLICATION DEADLINE TO COMPLETE PROCESS FOR THE COMMENCEMENT OF THE 2005-2010 CYCLE: JUNE 25, 2004

website address: www.pch.gc.ca/sportcanada
(electronic version of application package)

e-mail address: monique_haspect@pch.gc.ca
(for general inquiry)

mailing address: Sport Canada
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16th floor
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Sport Canada, April 2004

INTRODUCTION

The Sport Funding and Accountability Framework (SFAF) is the process used by Canadian Heritage to identify which National Sport Organizations (NSOs) and Multi-sport and Service Organizations (MSOs) are eligible for Sport Canada contribution programs, in what areas, at what level and under what conditions. The current document addresses National Sport Organizations: the Canadian governing bodies of specific sports.

This is the third edition of SFAF (SFAF III) and applies to the funding cycle: April 01, 2005 to March 31, 2010. SFAF is a four-step process: Eligibility, Assessment, Funding and Accountability. Decisions to provide funding to an organization are made upon completion of this process.

The first step in the SFAF process is Eligibility. Eligibility uses a set of criteria to identify NSOs that have reached a requisite level of development and capacity enabling them to provide technically and ethically safe and sound sport programs and activities that are accessible to all Canadians. In addition to being the entry point to the SFAF process, Eligibility provides direction and information for new and developing NSOs on the type and nature of requirements they will need to achieve in order to apply for Eligibility.

Application for Eligibility is a voluntary process. All NSOs, whether previously funded or not, must complete and submit an Eligibility application to access the SFAF process and eventually qualify for Sport Canada funding support for the 2005-2010 funding cycle. Eligibility does not imply funding, but rather identifies which NSOs access the next step in the process.

Eligible NSOs access the second step: the Assessment, which evaluates their size, scope, performance and potential, and ranks them according to their contribution to the goals of the Canadian Sport Policy in the areas of Participation, Excellence, Capacity and Interaction. Funding levels are based on the Assessment scores and are linked to the achievement of National Accountability Standards and to compliance with contribution guidelines. Upon completion of the SFAF process, funding decisions are made by the Minister.

Eligibility Criteria:

There are 3 sections to the Eligibility Criteria:

- Section A: General Criteria
- Section B: National Scope
- Section C: International Scope

To achieve Eligibility, NSOs must meet all the criteria in Section A (General), plus all criteria in either Section B (National) or Section C (International). In Section C, NSOs should complete this section for both mainstream disciplines and disciplines for athletes with a disability, as applicable.

Special circumstances and additional information have been included as annexes to several criteria. Please read the annexes before answering the criteria.

NSOs are responsible for providing any supporting documentation that may be required.

Two authorized officers of the NSO must sign the Statement of Verification (p.6).

Each criterion will be assessed as: *accept/not accept*.

NSOs will normally be informed of their Eligibility status within 30 days following reception of their complete application and supporting documents. Appeals will be considered on the grounds of incorrect or misinterpreted information only.

Eligibility is an open process; applications can be received at any point during the upcoming funding cycle to qualify for funding.

Canadian Heritage reserves the right to modify or amend the Eligibility Criteria at any time during the funding cycle if needed to reflect changes in government priorities.

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK 2005-2010 ELIGIBILITY CRITERIA

(Name of National Sport Organization)

SECTION A: GENERAL CRITERIA (Please refer to the relevant annexes for additional instructions)	Yes/No
A1. The sport meets the criteria outlined in the Sport Canada "Definition of Sport". (Annex A1)	<input type="checkbox"/>
As the Governing Body for its sport in Canada:	
A2. The NSO is the single national governing body for all aspects of the sport in Canada, including its disciplines and events. (Annex A2)	<input type="checkbox"/>
A3. The NSO has a volunteer leadership structure that is democratically elected by the membership. (Annex A3)	<input type="checkbox"/>
A4. The NSO has a constitution, by-laws and objects that are written and available in both official languages.	<input type="checkbox"/>
A5. The NSO is incorporated under Part II of the Canada Corporations Act. (Annex A5)	<input type="checkbox"/>
A6. The NSO has independently audited financial statements for each of the last 4 fiscal years. (Annex A6)	<input type="checkbox"/>
As the National Governing Body for its sport in Canada, the NSO is responsible and accountable at the national level for providing its members with technically and ethically sound and safe sport programs and services that can be accessed by all Canadians. This commitment is demonstrated through its policies, programs, procedures and practices.	
A7* The NSO is committed to providing its members with technically and ethically sound and safe sport programs and content based on established Long Term Participant/Athlete Development Model principles. (Annex A7)	<input type="checkbox"/>
A8* The NSO has a multi-year plan, ratified by the Board of Directors. This plan should identify measurable outcomes across the full range of sport development and be based on the NSO's Long Term Participant/Athlete Development Model. (Annex A8)	<input type="checkbox"/>
A9*.The NSO is formally committed to the principle of technically and ethically sound coaching education and conduct. (Annex A9)	<input type="checkbox"/>
A10*.The NSO is formally committed to the principle of technically and ethically sound officiating education and conduct. (Annex A10)	<input type="checkbox"/>

<p>A11* The NSO has formally adopted the Canadian Policy on Doping in Sport.</p> <p>Once introduced, the NSO is expected to formally endorse the new Canadian Policy Against Doping in Sport and adopt the Canadian Anti-Doping Program.</p>	<input type="checkbox"/>
<p>A12* The NSO has a formal policy on Official Languages that complies with Sport Canada contribution guidelines on Official Languages. (Annex A12)</p>	<input type="checkbox"/>
<p>A13* The NSO has a formal policy or policies demonstrating commitment to equity and access, notably for women, persons with a disability and Aboriginal peoples as athletes, coaches, officials, volunteers and leaders. (Annex A13)</p>	<input type="checkbox"/>
<p>A14* The NSO has a formal policy on athlete centeredness and can demonstrate the direct involvement of high performance athletes in decision-making. (Annex A14)</p>	<input type="checkbox"/>
<p>A15* The NSO formally recognizes the fundamental role and importance of certified coaches through their involvement in athlete development programs and in the technical direction of national team programs.</p>	<input type="checkbox"/>
<p>A16* The NSO has a formal policy on harassment and abuse, including procedures for the reporting and for the investigation of complaints. (Annex A16)</p>	<input type="checkbox"/>
<p>A17* The NSO has a internal Appeal process consistent with established principles of due process and natural justice and containing a provision that allows disputes to be referred to the alternate dispute resolution services of the Sport Dispute Resolution Centre of Canada.</p>	<input type="checkbox"/>
<p>* A7 to A17*:</p> <p>Non-funded NSOs that do not currently have these plans and policies are required to develop and formally adopt these requirements. Eligibility, and subsequent assessment, will be conditional to Sport Canada approval of documentation substantiating compliance in all these areas. Please contact Sport Canada for additional information on timelines.</p>	

In addition to the general criteria in the preceding Section A, the NSO must be able to verify that it meets all the criteria in at least one of the following two Sections: Section B - National Scope Criteria, or Section C: International Scope Criteria.

SECTION B: NATIONAL SCOPE CRITERIA

NSOs that are national in scope, according to the criteria outlined below, have a significant number of active members and affiliated constituents across Canada. NSOs are actively engaged with their Provincial/Territorial constituents in aligning and harmonizing their strategic plans, programs and activities based on their Long Term Participant/Athlete Development Model to provide a technically and ethically sound and safe sport experience for more Canadians.

- | | |
|---|--------------------------|
| B1. The NSO has a minimum of 3,000 registered members. (Annex B1) | <input type="checkbox"/> |
| B2. The NSO has a minimum of 8 affiliated Provincial or Territorial Sport Organizations (P/TSOs). (Annex B2) | <input type="checkbox"/> |
| B3. The NSO has a National Championship in which a minimum of 6 P/TSOs compete regularly in at least one category. (Annex B3) | <input type="checkbox"/> |

SECTION C: INTERNATIONAL SCOPE

NSOs that have an international scope, according to the criteria outlined below, have access to a significant level of international competition. NSOs are actively involved, through their national team program(s), in the selection, long term development, coaching and support of Canadian athletes for the purpose of achieving podium performances at Olympic, Paralympic and World Championship (WC) levels and have a proven track record of success and/or a demonstrated potential for future success.

- | | |
|--|--|
| C1. The NSO is affiliated with the International Federation (IF) for its sport and recognized by the International Federation as the governing body for its sport/discipline in Canada. (Annex C1) | <input type="checkbox"/> |
| C2. <u>For Olympic and WC-only sports:</u>
The International Federation has a minimum of 35 member countries and the IF has accepted, or set a date to accept, the IOC/WADA World Anti-Doping Code.
And/Or
<u>For Paralympic sports:</u>
The sport is on the competition program of the Paralympic Games and has accepted, or set a date to accept, the IPC/WADA World Anti-Doping Code.
(Annex C2 for non-Paralympic AWAD sports) | <input type="checkbox"/>
And/or
<input type="checkbox"/> |
| C3. <u>For Olympic and WC-only sports:</u>
A minimum of 20 countries must have competed in each of the past 4 senior world championships, including qualifying competitions.
And/Or
<u>For Paralympic and WC-only sports for athletes with a disability:</u>
Since 1996, a minimum of 8 countries must have competed in each of the past 4 world competitions (senior world championships and/or Paralympic games). | <input type="checkbox"/>
And/or
<input type="checkbox"/> |
| C4. The NSO has had at least one top 16 and top half finish in one event in 50% of all Olympic Games and Senior World Championships since January 1996. (Olympic sports)
And/Or
The NSO has had at least one top 8 and top half finish in one event in 50% of all Paralympic Games and World Championships since January 1996. (Paralympic and AWAD sports)
And/Or
The NSO has had at least one top 16 and top half finish in one event in 50% of all Senior World Championships since January 1996. (non-Olympic sports)

(Refer to Annex C4 for additional details, including if C1, C2 and C3 are met but not C4) | <input type="checkbox"/>
And/or
<input type="checkbox"/>
And/or
<input type="checkbox"/> |

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK 2005-2010 ELIGIBILITY CRITERIA

A1: Sport Definition Parameters

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 contest may be in the form of a game, match, race, or other form of event.

Sport is governed and sanctioned by a sport governing body (sport federation) that holds the responsibility for, notably, setting out the rules of play, either at the national level or at the world level, for awarding the organization of its championship(s), and designating the winner(s) of its championship(s). For the purpose of determining eligibility to its funding programs, Sport Canada has established that a sport should meet the following set of characteristics.

Its primary activity involves physical interaction between participants and/or between participants and the environment: air, water, ice, snow, ground, special surface or apparatus, with or without the use of a special conveyance (e.g., bicycle, canoe, horse, luge, parachute, sailboat, skate, ski, wheelchair).

It requires specialized neuromuscular skills - such as speed, strength, stamina, flexibility, balance, precision and coordination - that involve large muscle groups or those which the individual has the ability to utilize, and which can be taught, learned and improved.

It relies on recognized general principles of Long Term Participant/Athlete Development that are adapted to the specific sport and are designed to provide a technically and ethically safe and sound sport experience at all levels of the continuum from initiation to playing, to training and competing up to and including performing at the highest levels of the sport, under the guidance of qualified coaches.

It involves formal rules and procedures to ensure a safe and fair outcome for all participants.

It requires fair, ethical and effective tactics and strategies.

It requires a competitive format and structure, sanctioned by the recognized governing body for the sport, either at the national or world level, and open to all participants who meet the eligibility criteria outlined in the rules of the sport.

Its competitive events require the on site presence of officials sanctioned by the sport governing body to objectively, fairly and consistently apply the rules.

Limitations for funding purposes:

Certain categories of sports or competitive activities fall outside Sport Canada parameters for funding purposes and are therefore excluded:

- Sports in which the performance of a motorized vehicle is the primary determinant of the outcome of the competition (e.g., racing of automobiles, motorcycles, power boats, aircraft, snow machines, etc.).
- Games of skill such as billiards, darts, board games (chess, bridge, scrabble), and electronic games.
- The professional or commercial component of sports, owned and/or operated outside the jurisdiction of the sport's recognized National or International Sport Federation by private enterprises, promoters, major professional leagues, franchises or other professional associations.

ANNEX A2: Single National Governing Body

Sport Canada will normally recognize one organization per sport as the Eligible National Sport Organization (NSO). NSOs are expected to be the governing body for their sport, for both genders, all age groups and levels, and all disciplines of the sport, including disciplines and events for athletes with a disability. Exceptions may include established disciplines in Canada that have developed separately through historic precedence. If more than one organization applies as the NSO in the same sport, Sport Canada will make a determination. Other special circumstances may be determined on a case-by-case basis, including combined support to two or more sports.

ANNEX A3: Volunteer Leadership

Volunteers play a fundamental and essential role in the governance and leadership of sport and in the organization and delivery of sport activities, programs and services to Canadian youth. NSOs recognize and support the important role of volunteers by providing volunteer orientation, development and training, and conduct becoming a technically and ethically safe and sound sport environment.

ANNEX A5: Incorporation

NSOs not funded by Sport Canada in 2003-2004 must provide a copy of their letters patent or articles of incorporation including the following information:

Incorporation Name: _____
Incorporation Date: _____
Incorporation Number: _____

Upon receipt of this information, Sport Canada will verify proof and active status of incorporation.

ANNEX A6: Financial Statements for the last 4 years

NSOs not funded by Sport Canada in 2003-2004 must demonstrate their financial viability by meeting the following requirements:

- Demonstrate annual revenues of no less than \$50,000 in each of the last 4 fiscal years and, if there is an accumulated deficit, that it be no greater than 20% of the annual operating budget.
- Provide Board-approved independently audited financial statements for each of the last 4 fiscal years or at a minimum have Board-approved independently audited financial statements for the most recent completed fiscal year and an auditor's letter covering the previous 3 fiscal years.

NSOs that are the result of a recent (less than 4 years) merger of 2 or more organizations must provide financial information for the past 4 years from the merging organizations. Such cases will be evaluated on a case-by-case basis by Sport Canada in consultation with the NSO.

ANNEX A7:

NSOs are expected to have a sport-specific Long Term Participant/Athlete Development Model (LTP/ADM). Such model should be based on recognized LTP/ADM principles and be adopted and used by the NSO and its Provincial, Territorial or Sectional constituents to promote a greater integration and harmonization of NSO/PSO programs and competition structures.

ANNEX A8: Multi-Year Plan

NSOs not funded by Sport Canada in 2003-2004 must include with their application: a copy of their current multi-year plan, or copies of their annual reports for the past four years, or a summary of activities and actions of the past four years.

ANNEX A9: Coaching Education and Conduct

Formal commitment to be demonstrated by having adopted the Coaching Association of Canada's National Coaching Certification Program, including the transition to CBET. If the NSO does not have NCCP accreditation, it must apply for NCCP accreditation.

NSO is expected to have a Coach's Code of Conduct.

NSOs having programs for athletes with a disability will be expected to demonstrate progress in developing their coaching programs and/or modules for athletes with a disability.

ANNEX A10: Officiating Education and Conduct

Sport officials play a fundamental and essential role in ensuring the fair and ethical conduct of sport on the playing field. Formal commitment to Officiating Education and Conduct is demonstrated by having implemented a formal training and certification program for officials, including having classifiers in sports for athletes with a disability.

ANNEX A12: Official Languages

A policy on Official Languages should include how the organization commits to promoting Canada's two official languages within its operations. This policy should extend to the delivery of services in both French and English to athletes within the sport system and to communications with the public. Refer to the 2004-2005 Sport Canada Contribution Guidelines 9.2 (p.39) for detail on communications with and services to the public.

NSOs not funded in 2003-2004 must submit a copy of their policies or procedures demonstrating compliance with guidelines.

ANNEX A13: Equity and Access - Gender

A formal policy on women and sport is not required for NSOs, which exceed 40% female participation or representation in all areas (athletes, coaches, officials, volunteers and leaders).

Non-funded NSOs must submit copy of their policies or procedures demonstrating compliance with A13.

ANNEX A14: Athlete Centeredness

Involvement in decision-making is intended to mean decisions concerning national team athletes. NSOs must ensure that opportunities and mechanisms exist for national team athletes to be informed and to provide input on matters affecting them. NSOs must also provide national team athletes with access to due process.

ANNEX A16: Harassment and Abuse

NSOs not funded in 2003-2004 must submit copy of their policy and procedures on Harassment and Abuse.

ANNEX B1: Membership

A member is an individual athlete competitor, coach, official, or team, who is registered with the NSO directly, or with a Provincial or Territorial or Divisional sport organization affiliated to the NSO. Such membership must be associated with the payment of a fee, either directly to the NSO or through an affiliated provincial, territorial or divisional sport organization, or through a member club. Membership information must be verifiable from the organization's records and database. If teams are affiliated as members, a standard team-size will be used for each team sport. NSOs not funded by Sport Canada in 2003-2004 must fill out the attached membership report.

ANNEX B2: Provincial/Territorial Associations

Non-funded NSOs must include official list of Provincial/Territorial Associations or Sections or Divisions, with addresses, board members, website address, copy of most recent annual reports or any other relevant information substantiating the existence of activity in each province or territory. NSOs that have Sections or Divisions that may comprise two or more provinces or territories must be able to demonstrate an equivalent level of activity in the requisite number of 8 provinces and/or territories.

ANNEX B3: National Championships

The NSO has a National Championship in which a minimum of 6¹ Provincial/Territorial Organizations compete regularly² in at least one category.³

¹ Including qualification events if the field at Nationals is restricted to less than 6 P/TSOs.

² In at least 3 of the past 4 years.

³ In at least one category or age group or stream.

Sport Canada will allow for special circumstances that may affect participation in a given year (e.g. bad weather, travel cost, etc.) and will consider as a substitute year either the championships from 5 years ago or the upcoming (e.g., 2004-2005) championships as a replacement.

ANNEX C1: Affiliation to the International Federation (IF)

If there are 2 or more Canadian NSOs, each responsible for specific disciplines governed under the same IF, there must exist a formal mechanism allowing each NSO to represent its discipline at the IF.

ANNEX C2: Non-Paralympic Sports for Athletes with a Disability

Sports for athlete with a disability that are not on the Paralympic program will be considered on a case by case basis, provided they meet criteria C1, C3 and C4 and their International body has accepted the WADA World Anti-Doping Code.

ANNEX C4: Performance criteria

Since January 01, 1996, the NSO has had at least one top 16^a and top half^b finish in one event at 50% of all Olympic Games^c and Senior World Championships^d; or at 50% of all Paralympic Games and AWAD World Championships; or at 50% of all Senior World Championships (non-Olympic sports).

^a If the field is restricted through a qualification competition, an adjusted field size that includes the qualification entries will be calculated by Sport Canada.

^b Top half in a field with entries representing at least 12 countries (8 for Paralympic sports).

^c For sports on the Olympic or Paralympic Games program: only results from events that are on the Olympic or Paralympic program will be considered (either at Games or World Championships).

^d For non-Olympic, non-Paralympic sports, eligible World Championships events will be determined by Sport Canada in consultation with the NSO.

Olympic or Paralympic NSOs that fail to meet C4 but meet C1, C2, C3 and all of Section A, operate a national team program and have competed in 50% of Olympic or Paralympic Games and/or Senior World Championships since January 01, 1996 could access the Assessment phase and be assessed for future podium potential.

Non-funded NSOs must submit complete IF copies of all Senior World Championship event results since Jan '96.

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK 2005-2010 ELIGIBILITY CRITERIA

STATEMENT OF VERIFICATION

We the undersigned, as duly authorized officers of _____ verify that the information provided herein is accurate as of (date): _____. We understand that this information may be subject to audit or further verification. Portions of the data provided may be used by Sport Canada for research and study purposes, the results of which may be published. We further understand that Eligibility for Assessment is provisional and conditional to the full compliance with all relevant criteria.

Signature of NSO Officer

Name (please print)

Date: _____

Title (please print)

Signature of NSO Officer

Name (please print)

Date: _____

Title (please print)

Reminder: review all annexes

NSOs not currently funded by Sport Canada must include the following documents with their application:

- Copy of constitution, by-laws and objects in both official languages;
- Incorporation information (Annex A5);
- Audited financial statements (Annex A6);
- Policy and planning documents substantiating criteria A7 to A17.
- Official membership figures from most recent annual report (Annex B1 and Form B1);
- Official list of Provincial/Territorial affiliates and documentation that substantiates effective activity, e.g., provincial championship results, website, annual reports, etc. (Annex B2);
- Official National Championships results from last four years (Annex B3);
- Official Senior World Championship results since 1996 (Annex C4);

Please enter NSO Name:	Reference year: _____ (most recent complete year)
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FORM B1: Membership ¹

Province/Territory	Athlete Competitors ²		Coaches ³		Officials ³		Other: Club/League/ Recreational Members ⁴		Total		
	M	F	M	F	M	F	M	F	M	F	TOTAL
British Columbia											
Alberta											
Saskatchewan											
Manitoba											
Ontario											
Quebec											
Nova Scotia											
New Brunswick											
Prince Edward Island											
Newfoundland											
Yukon											
North West Territories											
Nunavut											
TOTAL											

1) Definition of "membership": A member is an athlete competitor, coach or official or recreational/club-league participant who receives and/or provides services directly related to the mission and core objectives of a national sport organization. Such membership is traceable by the payment of a fee, either directly to a national sport organization, an affiliated provincial sport federation or an affiliated club. Member information must be verifiable from the NSO's records.

- 2) Athlete competitors are individuals who actively compete beyond their local club or local league.
- 3) Registered coaches and officials may be included in count even if no fee is applicable.
- 4) Numbers must be verifiable through official club/league registrations at local, provincial or national level.