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Sport Canada

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK (SFAF IV: 2009 - 2013)

NATIONAL SPORT ORGANIZATIONS* ELIGIBILITY CRITERIA – SUMMER SPORTS

* National Sport Organizations (NSOs) refer to national governing bodies of specific sports.

TO ESTABLISH THE LIST OF NATIONAL SPORT
ORGANIZATIONS ELIGIBLE FOR SPORT CANADA
ASSESSMENT UNDER SFAF IV

APPLICATION DEADLINE TO COMPLETE
THE PROCESS FOR THE COMMENCEMENT
OF THE 2009-2013 CYCLE:
NOVEMBER 30, 2007

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

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

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15 Eddy Street; 15-16-C
Gatineau, QC K1A 0M5

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Sport Canada, July 2007

INTRODUCTION

The Sport Funding and Accountability Framework (SFAF) is the process used by Canadian Heritage to identify which National Sport Organizations (NSOs) 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 fourth edition of SFAF (SFAF IV) and applies to the funding cycle: April 01, 2009 to March 31, 2013. 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 2009-2013 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.

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.13).

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

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 2009-2013 ELIGIBILITY CRITERIA

(Name of National Sport Organization)

SECTION A: GENERAL CRITERIA (Please refer to the relevant annexes for additional instructions)	Met / Not met
A1. The sport meets the criteria outlined in the Sport Canada "Definition of Sport". (Annex A1)	
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)	
A3. The NSO has a volunteer leadership structure that is democratically elected by the membership. (Annex A3)	
A4. The NSO has a constitution, by-laws and objects that are written and available in both official languages.	
A5. The NSO is incorporated under Part II of the Canada Corporations Act. (Annex A5)	
A6. The NSO has independently audited financial statements for each of the last 4 fiscal years. (Annex A6)	
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 athlete development principles. (Annex A7)	
A8* The NSO has a multi-year plan, ratified by its Board of Directors. This plan should address the full range of sport development from initiation to high performance, inclusive of measurable objectives and based on the long term athlete development principles. (Annex A8)	
A9*. The NSO is formally committed to the principle of technically and ethically sound coaching education and conduct. (Annex A9)	
A10*. The NSO is formally committed to the principle of technically and ethically sound officiating education and conduct. (Annex A10)	

A11*	The NSO has formally adopted the 2004 Canadian Policy Against Doping in Sport and the related Canadian Anti-Doping Program. (Annex A11)	
A12*	The NSO has a formal policy on Official Languages, or equivalent, that complies with Sport Canada contribution guidelines on Official Languages. (Annex A12)	
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 participants, athletes, coaches, officials, and leaders. (Annex A13)	
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)	
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. (Annex A15)	
A16*	The NSO has a formal policy on harassment and abuse, including procedures for the reporting and for the investigation of complaints.	
A17*	The NSO has an 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>* 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 on 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 long term athlete development principles 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)	
B2.	The NSO has a minimum of 8 affiliated and active Provincial and/or Territorial Sport Organizations (P/TSOs). (Annex B2)	

B3.	The NSO has an annual National Championship in which a minimum of 6 P/TSOs compete regularly in the same category. (Annex B3)	
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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 (regular calendar of competition) sanctioned by an International Federation that complies with the World Anti-Doping Code. 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/or 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 IF as the governing body for its sport/discipline in Canada. (Annex C1)	
C2.	<u>For Olympic and WC-only sports:</u> The IF has adopted and implemented the World Anti-Doping Code. (Annex C2) And/Or	
	<u>For Paralympic sports:</u> The IF or its IPC constituent has adopted and implemented the World Anti-Doping Code. (Annex C2)	
C3.	<u>For Olympic and WC-only sports:</u> The IF has a minimum of 35 member countries of which a minimum of 20 countries must have competed in each of the past 4 Senior World Championships, including qualifying competitions. (Annex C3a) And/Or	
	<u>For Paralympic and WC-only sports for athletes with a disability:</u> The sport is on the official competition program of the 2008 Paralympic Games and since 2000, a minimum of 8 countries must have competed in each of the past 4 world competitions (Senior World Championships and/or Paralympic games). (Annex C3b)	
C4.	<u>For Olympic sports:</u> The NSO has had at least one top 16 and top half finish in one Olympic event in 50% of all Olympic Games and Senior World Championships since January 2000. Or	
	<u>For non-Olympic sports:</u> 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 2000. And/Or	
	<u>For Paralympic sports</u> The NSO has had at least one top 8 and top half finish in one Paralympic event in 50% of all Paralympic Games and World Championships since January 2000. Or	
	<u>For non-Paralympic sports for athletes with a disability:</u> The NSO has had at least one top 8 and top half finish in one event in 50% of all World Championships since January 2000.	
(Refer to Annex C4 for additional details, including if C1, C2 and C3 are met but not C4)		

SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK 2009-2013 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 competitive 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 and cardio-vascular 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 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.

The main form of the sport may comprise two or more competitive sub-forms called events or disciplines that share the main characteristics of the sport with variations according to various parameters: different distances, styles, apparatus, weight categories, gender, etc. An event is a specific competition (specific distance, technique, gender) that is contested for the purpose of designating a winner or champion for a specific geographic region (country, continent, world) and for a specific period of time (year, Olympiad). Men's 100m sprint, women's Giant Slalom and men's 8s in rowing are examples of events (also designated as medal events). Events that are similar in nature or share common traits may be grouped under the heading of a "discipline". Men's freestyle wrestling, men's Greco-roman wrestling and women's freestyle wrestling are three disciplines within wrestling, each

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comprising various weight categories that make up the sport's medal events. Similarly, road, track and mountain bike are three cycling disciplines.

Consistent with Sport Canada's Policy for Persons with a Disability and in support of inclusion, forms or adaptations of sports that have been developed specifically for athletes with a disability are considered distinct disciplines within the mainstream sport and its governing body.

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 athletes directly use and control motorized propulsion as a component of 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.
- Related forms, variations or adaptations of existing sports, disciplines and/or events will generally be considered as disciplines within the original sport and not be considered as a distinct sport for eligibility purposes, regardless of the fact that such related forms, variations or adaptations may be organized independently from or outside existing NSOs.
- Competitions (multi-event or multi-sport) and competitive activities developed as a variation, adaptation, combination or dimension of other non-sport or sport activities will not be eligible (e.g., police, firefighter, military games, life-saving competitions, ski patrol competitions, etc...)

These limitations are based on 2 principles:

- A. Sport Canada is committed to providing support at the highest level of international competition, this means supporting the sport's most competitive events at the international level (i.e., Olympic, Paralympic and World Championship events) as well as their relevant developmental counterparts domestically as per each NSO's Long Term Athlete Development.
- B. Given limited funding resources, it is not feasible to provide support to all sports, let alone all events.

Sport Canada reserves the right to determine whether an application falls outside its sport definition parameters.

ANNEX A2: Single National Governing Body

For purposes of Eligibility, Sport Canada will acknowledge a single Canadian sport governing body as the National Sport Organization (NSO) responsible for all aspects of a designated sport. This principle has been established in order to avoid unnecessary and inefficient duplication of structures and costs and to promote an integrated and coherent approach to sport development. By applying for, and accepting Eligibility, NSOs are therefore 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.

In applying for eligibility, the NSO assumes overall liaison responsibility, on behalf of all its disciplines, in any relation with Sport Canada. Applications representing events or disciplines that may be forms, variations or adaptations of a sport for which there already exists an eligible NSO will not be considered for eligibility and will be encouraged to work with and within the existing NSO. New or emerging disciplines that have not already done so are also encouraged to associate with a parent NSO, where applicable, to benefit from its organizational experience and expertise.

Sports that are modified or adapted to special populations are eligible for funding through the able-bodied NSO. Sports for athletes with a disability that have no able-bodied equivalent will be considered on a case-by-case basis.

NSO Eligibility is further determined in terms of the sport's national scope and/or international scope.

In terms of national scope, eligibility is based on the NSO's sport development and participation across Canada, as delimited by the criteria in Section B. Should an organization with more than one discipline/event meet the national scope eligibility, the actual discipline(s)/event(s) that would qualify for funding will be identified through the Assessment process.

In terms of international scope, eligibility is based on NSO involvement in the disciplines and events that are competed at the highest international level and satisfy the criteria outlined in Section C. For Olympic/Paralympic sports, International Eligibility is limited to Olympic/Paralympic disciplines and events. For non-Olympic sports, International Eligibility is limited to discipline(s) and event(s) that represent the highest level of international competition, as verified and determined by Sport Canada in consultation with the NSO.

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 demonstrate conduct becoming a technically and ethically safe and sound sport environment.

The organization's membership usually consists of one or more of the following: incorporated, not for profit, Provincial/Territorial Member Associations; clubs, leagues or other associations; and/or individual members. An organization may have commercial or for-profit categories of members, but the majority of voting members at the Provincial/Territorial level, or equivalent Sectional level, and at the National level

should be volunteer-based and not for profit. The NSO is expected to have a governance structure and conflict of interest policy that ensure a fair democratic process.

ANNEX A5: Incorporation

NSOs not currently funded by Sport Canada 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 currently funded by Sport Canada 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: Long Term Athlete Development

The NSO is committed to providing its members with technically and ethically sound and safe sport programs and content based on long term athlete development principles. Such principles should promote a greater integration and harmonization of NSO and their P/TSO programs and competitive structures. NSOs not currently funded by Sport Canada will need to demonstrate this through the inclusion of elements of *Canadian Sport for Life* or *No Accidental Champions* in their strategic/operational plans, while those funded by Sport Canada in 2006-2007 must demonstrate progress against their LTAD objectives.

ANNEX A8: Multi-Year Plan

NSOs not currently funded by Sport Canada must include 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 with their application. These should address the full range of sport development from initiation to high performance, inclusive of measurable objectives and based on the long term athlete development principles.

ANNEX A9: Coaching Education and Conduct

Formal commitment must be demonstrated by having adopted the Coaching Association of Canada's National Coaching Certification Program (NCCP), including the transition to the new NCCP model. If the NSO does not have NCCP accreditation, it must apply for NCCP accreditation. NSOs not currently funded by Sport Canada will need to demonstrate this through the inclusion of coaching education in their strategic/operational plans, while those currently funded by Sport Canada must demonstrate progress against their CAC transition tracker or CAC approved objectives.

NSOs must have a Coaches 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 A11: Anti-doping

The Canadian Centre for Ethics in Sport will verify compliance to the adoption of the Program.

ANNEX A12: Official Languages

A policy, or equivalent, 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 2005-2009 Sport Canada Contribution Guidelines 3.1.2 for detail on communications with and services to the public.

ANNEX A13: Equity and Access

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

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 A15: Coaches involvement in programming

NSOs must be able to demonstrate compliance with A15 either through policies, job descriptions, committee terms of reference, organizational charts etc.

ANNEX B1: Membership

A member is an individual athlete competitor, coach or official 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.

All NSOs must fill out the attached membership form (Form B1)

ANNEX B2: Provincial/Territorial Associations

NSOs not currently funded by Sport Canada must include a list of all affiliated and active Provincial/Territorial Associations or equivalent Sections or Divisions that are members in good standing as per the By-laws of the NSO, with addresses, board members, website address, copy of most recent annual reports or any other relevant information substantiating the existence of active P/TSOs. 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.

Additionally, in order to document any eventual changes to Sport Canada's provincial championship data collection, all NSOs are required to submit a copy of their provincial championship results for the most recent season.

ANNEX B3: National Championships

NSOs must submit National Championships results in the appropriate age category for three of the last four years. Age categories should fit with the Training to Compete and Training to Win LTAD stages. The results of qualification events would also need to be submitted if the field at the National Championships is restricted to less than 6 Provincial/Territorial Organizations. Qualification events must be an actual competition and not a paper ranking or similar process.

Additionally, in order to document any eventual changes to Sport Canada's national championship data collection, all NSOs are also required to submit a complete copy of their national championship results for the most recent season.

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: World Anti-Doping Code

Code acceptance and implementation will be verified and confirmed through the World Anti-Doping Association's Code Acceptance status report.

ANNEX C3a: Participation in IF and World Championships

Member nations must have full IF membership or equivalent status entitling participation in World Championships and voting rights at IF Annual General Meetings.

ANNEX C3b 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, C2 and C4

ANNEX C4: Performance criteria

For Olympic and Paralympic sports, only results from events that are on the Olympic or Paralympic program of the current cycle (2000-2008) will be considered. For new events added to the 2008 Olympic/Paralympic Games, World Championship results starting 3 years prior to the Olympic or Paralympic debut will be considered (i.e., as of 2005).

Eligible World Championship events for Non-Olympic and non-Paralympic sports will be determined by Sport Canada in consultation with the NSO, based on those events that meet performance criteria and are the most competitive in the sport – these events would be the ones the IF would propose for Olympic/Paralympic inclusion. There must also be demonstrated existence of a sustained and ongoing national team program and regular international calendar of competition to substantiate Canada's participation in the World Championships.

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

For Olympic and non-Olympic sports, a top 16 and top half finish only counts from an event where entries represent at least 12 countries. For Paralympic and non-Paralympic sports, a top 8 and top half finish only counts from an event where entries represent at least 8 countries. These results however, do not necessarily have to be from the same event at each Championship or Games.

NSOs not currently funded by Sport Canada must submit complete IF copies of all Senior World Championship event results since January 2000.

**SPORT FUNDING AND ACCOUNTABILITY FRAMEWORK
2009-2013 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: required annexes

All NSOs must include the following documents with their application:

- Copy of constitution/by-laws in both official languages (A4)
- Copy of training and certification program for officials (A10)
- Copy of Official Languages policy or equivalent (A12)
- Copy of Equity and Access policy or procedures (A13)
- Copy of Harassment and Abuse policy or procedures (A16)
- Copy of Appeal Process (A17)
- Official membership figures from most recent annual report (B1 and Form B1)
- Official national championships results in the appropriate age category for three of the last four years (B3)

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

- Incorporation information (A5)
- Audited financial statements (A6)
- Current multi-year and operational plans (A8)
- Official list of Provincial/Territorial affiliates and documentation that substantiates active and effective activity, e.g., provincial championship results for last two years, website, annual reports, board members, etc. (B2)
- Official National Championships results from last four years (B3)
- Official Senior World Championship results since 2000 (C4)

All NSOs are required to provide the following to document any eventual changes to Sport Canada's data collection:

- Official Provincial Championships results from most recent year (e.g., 2006-2007) (B2)
- Official National Championships results from most recent year (e.g., 2006-2007) (B3)

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

Province/Territory	Athlete Competitors²		Coaches³		Officials³		Other: Club/League/ Recreational Members⁴		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/territorial 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/territorial or national level.