

MAY 2023

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# PRESIDENT'S PACKAGE

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Program and Services Manual  
for Provincial Sport Organizations



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# Sport PEI

Sport PEI is a non-profit sport federation under the guidance of a volunteer board of directors and professional staff, representing more than 60 member sport organizations within Prince Edward Island.

Sport PEI was created in 1973, by government, to provide support and assistance to the provincial sport governing bodies. We do not govern sport, nor are we a funder of sport.

## Our Vision

We believe that all Islanders should have the opportunity to participate, compete and excel in sport.

## Our Mission

To provide support and leadership to the Island sport community through strategic partnerships and the delivery of programs and services.

## Sport PEI Priorities

To achieve this vision, Sport PEI has identified the following four priorities.

- To support athlete participation and excellence in sport.
- To enhance the experiences of Island athletes through quality coaching.
- To strengthen the capacity and leadership of our sport organizations.
- To raise awareness of the positive power of sport and its contribution to Island communities.

## Our Staff

Gemma Koughan - Executive Director

Lynn Boudreau - Sr. Sport Coordinator

John McIntosh - Sport Coordinator

Bruce MacDonald - Finance & Admin

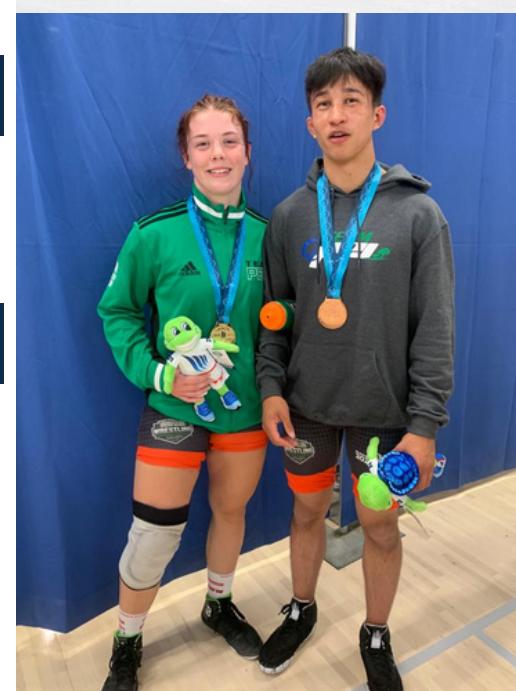
Victoria MacDonald - Admin Assistant

Terry Bernard - KidSport Coordinator

Jeff Perry, MacKenzie Fane, Craig MacDougall - PSO Coordinators

Dave Tompkins - Royalty Centre Manager

Gary Tremere, Pam Cook, Andrew Casford - Royalty Centre Maintenance Staff



## Annual Amateur Sport Awards

Each year, Sport PEI recognizes the many achievements within our sport community. Nominations can be received from provincial sport organizations, and the general public. The selection of all award winners to be recognized at the annual Sport PEI Awards will be made by the Board of Directors of Sport PEI.

- Volunteer administrator
- Coach
- Official
- Team
- Senior athlete (men's and women's)
- Junior athlete (men's and women's)
- Intercollegiate athlete (men's and women's)
- Masters (individual or team)
- Event
- True Sport

### Also presented:

- Lieutenant Governor's award (top overall athlete)
- President's Award (builder)
- Premier's Award (organization)
- Award of Honour (long-time success by an athlete at an international level)
- PCE (recognizing achievement at a national or international multi-sport games)

## Sport Achievement Program

Sport PEI, in partnership with Amalgamated Dairies Limited (ADL), offers member associations an opportunity to honour their athletes, coaches, administrators and officials. Awards of Achievement can be accessed by all active member and affiliate member groups of Sport PEI.

Member organizations can identify eight categories for recognition and Sport PEI will provide awards to present to the recipients. Members may also request additional awards; however, the cost is to be covered by the member organization. Members wishing to access the Awards of Achievement must present them at a specific awards event, such as a banquet and an ADL representative will be invited to attend, speak and present at the event. Sport PEI will arrange for the attendance of a representative from ADL. It is expected that the recipients and ADL be recognized via social media/website.

The winner's names and nomination forms are to be forwarded two weeks in advance of the event. The member will pick up the ADL Achievement Banner prior to the event and ensure it is displayed prominently. The banner to be returned to Sport PEI following the event.



## Volunteer Recognition Program

Sport PEI, in partnership with Amalgamated Dairies Limited (ADL), offers member associations, and the public, an opportunity to nominate volunteers for their long-term contributions (25+ years).

A stand-up reception is held to honour these individuals and each are presented with a 25 year pin. Nominations can be sent to the Sport PEI office at any time.

## Scholarship Program

Sport PEI offers Sport Scholarship awards which recognizes excellence and achievement in sport, academics and community involvement. Four scholarships of \$1000.00 each will be awarded to Island student athletes. Thanks to Charlottetown Physiotherapy, AVIS, DALMAC and the Connolly Group for their support.

To be eligible, applicants must meet the following criteria:

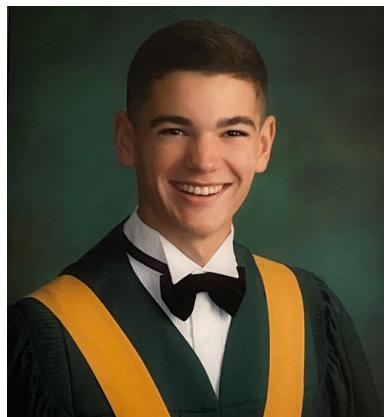
- Graduating from a Prince Edward Island high school;
- Have excelled in high school and or provincial sports during the current school year;
- Have demonstrated outstanding leadership qualities through volunteerism and sport
- Have maintained a strong academic standing during the current school year;
- Entering 1st year at post-secondary institution in the fall of the current year as a full-time student.

Selections occur in the month of May.

## External Sport Credit

The External Sport Credit Program (ESCP) gives students the opportunity to earn graduation credits for approved athletes in grades 10, 11 and 12. While described as a sport credit, it is an educational credit and therefore, learning is emphasized throughout the entire process of becoming a high performance athlete.

The Department of Education and Early Years is responsible for the External Credentials program and the Sport Credit Portion of this program is administered and monitored by Sport PEI. Only sports which are members of Sport PEI are eligible. Sport PEI will work with the provincial sport organization to determine the sport standards.





**COACH**

# Programs and Services

## Coaching PEI



Sport PEI coordinates the provision of National Coaching Certification Program coaching courses: Competition Introduction, Competition Development and Safe Sport. We also assist our member organizations in understanding the NCCP program pathway.

The vip program is designed to raise the bar for what it means to be a coach in Prince Edward Island. The vip program is for qualified coaches and aims to recognize the contribution of coaches at all levels in communities across the province.

This program is not a certification or requirement, but rather a proactive opportunity for coaches to continue to excel in ethical leadership and interact with other Island coaches. Coaches in the vip program will be leading the way in safe sport and providing environments that encourage positive growth and development in a sport setting.



### Why be a vip coach?

Upon meeting the criteria, a coach will be rewarded with the following:

- Clothing kit (worth over \$100)
- Connections with a variety of coaches across Prince Edward Island
- Professional development opportunities and resources for free
- Discount for the Atlantic Coaches Conference
- Bi-monthly newsletter and social gathering either online or in person
- 15% off discount card for Source for Sports - Charlottetown & Summerside

### What is required to be a vip?

To be part of the vip program, coaches must meet specific criteria:

- NCCP Trained or Certified coach in the sport indicated within the application
- Complete CAC Safe Sport Training
- Complete CAC Mental Health in Sport
- Complete NCCP Make Ethical Decisions either in class or online evaluation\*
- Complete NCCP Making Head Way
- Submit a Criminal Record Check or Vulnerable Sector Check that has been completed in the last 12 months
- Coaches under the age of 18 should contact Lynn at [lboudreau@sportpei.pe.ca](mailto:lboudreau@sportpei.pe.ca) for more details
- Must be a coach from PEI or currently coaching on PEI

\*The vip program will cover the cost of NCCP MED in class only

## Athlete Health and Performance

The Vision of the Athlete Health and Performance Program is a network of sports health and science professionals who support developing athletes and coaches in the Province of PEI.

We will achieve this by attaining the following goals:

- Establish a network of sports health and science professionals in the province of PEI that recognizes credentials, fosters a desire to pursue credentials, and provides evidence based resources to coaches and athletes.
- Foster a culture of scientifically based athlete development within the PSO's, coaches, athletes and parents on PEI
- Act as a cooperative forum of sports and exercise medicine/science professionals to develop collaboration, education and research between the professionals.
- To be an evidence based information source for athletes and coaches on PEI in the field of sports medicine, rehabilitation, science, and training.
- To promote and facilitate safe guidelines to ensure safe and high quality sports medicine and science services for athletes on PEI.
- To work with professional organizations and stakeholders to foster and encourage development of sports medicine and science professionals on PEI.

### True Sport - Rooted in Values Program



Sport PEI is excited to introduce Rooted in Values, a new program in partnership with the province of Prince Edward Island and True Sport to promote value-based sports in our province through education and activation team workshops.

The “Rooted in Values” name refers to the importance of setting your values/roots intentionally to grow your team or sport to be strong and healthy. The oak tree is not only an iconic symbol of Prince Edward Island but also an ideal metaphor for value-based sport. The Northern Red Oak, also known as the Champion Oak, is a fast-growing, long-living tree with strong roots that continue to expand as the tree grows and a stout trunk that can support a canopy 20 times its size.

The “Rooted in Values” program is a two-part workshop for sports teams and athlete groups to help them better understand value-based sport and put their understanding into action.

The first workshop is focused on educating athletes and coaches on what value-based sport is, why it is important, and how it is characterized into the seven True Sport principles – Go For It, Play Fair, Respect Others, Keep It Fun, Stay Healthy, Include Everyone, and Give Back. The second workshop will be focused on brainstorming ways that the team may already activate True Sport, new ways they can activate True Sport during their season, and creating a plan to activate each of the seven principles during their season.

Following the workshops, teams will receive branded t-shirts and social media templates to promote each activation activity. Sport PEI will help promote the activation for each principle as well. There is no cost other than your time and effort to participate.



# Programs and Services

## KidSport™ Program

The KidSport Program is designed to assist families in reducing the financial barriers that prevent children and youth from participating in sport through the distribution of grants for registration and/or equipment. All members of Sport PEI are eligible sports. Children must be aged 18 years or younger to be eligible.

The fiscal year for KidSport is January to December. All requests for payment of fees must occur before December 31 of each year. If a child has been approved by KidSport and the funds are not requested by December 31 of the participation year, it is the expectation that the organization will not request payment from the family, providing they were previously approved by KidSport. Funds are distributed to the sport organizations or sporting good store on behalf of the child. Funds are issued when registration and cost has been confirmed by the sport organization.

Applications are reviewed for the following:

- Household information (marital status, number of children in family)
- Financial Information (GST Tax Credit form or Canada Child Tax Benefit)
- Net annual family income of \$60,000 or less
- Child Athlete Information (sport organization, date of birth)

A child cannot receive more than a \$600 grant in a calendar year, but it can be used for multiple sports. Grants are awarded for registration fees and required equipment costs only.

Confidentiality of all applicants and recipients must be protected.



## 2009 Canada Games Legacy fund

Sport PEI has the responsibility of managing the 2009 Canada Games Dreams and Champions Legacy fund which was established by the 2009 Canada Games Host Society with the surplus generated from hosting the 2009 Canada Games.

The Trust was established as a permanent endowment for the following priorities:

- the support of programs that enhance the development of emerging and high-performance athletes in Prince Edward Island;
- providing support to programs that contribute to the sustainability of any facility constructed for the 2009 Canada Games in Prince Edward Island; and
- providing support through training to increase leadership capacity and increasing support to athletes by promoting the growth and development of coaching, administration, sport official credentials in Prince Edward Island.



The granting year operates from January to December 31 each year. Applications can be found at <http://www.2009legacytrust.ca/>

# Programs and Services

## Future Elites - Next Wave

Future Elites is a legacy performance program for athletes on PEI aspiring to compete at the college, university, or national team level.

For developing athletes in their sport, this program aims to educate and inform the next wave of potential provincial athletes.

We host a day long session for these athletes that will feature discussions and presentations on nutrition and hydration, how to physically train and develop properly at different development phases, injury management, drug testing, the importance of rest and sleep, how to train physically to begin to compete, the building blocks of mental performance, and how to deal with stress and anxiety of competition.

National level athletes from PEI will act as role models for these young future competitors.



## She's Good

She's Good is all about sharing our love of sport, physical activity and the goal of keeping girls active throughout their teen years and for the rest of their lives. This gives them leadership skills and a foundation to be healthy and active for the rest of their lives. Through goal setting, activities and chats with other female athletes, the girls have a fun-filled day.



## She Leads

She Leads is a great platform for women to connect with each other and share ideas, have meaningful conversations and feel validated in their work in sport. The event is targeted at those women who are in, or aspire to be in, leadership roles as a volunteer, coach or athlete.



## Administrative Services

### Printing and Postage

Sport PEI will support the printing, mailing and faxing of materials on behalf of member provincial sport governing bodies as a service to the member provincial sport governing bodies, consistent with the procedures outlined below.

Sport PEI will subsidize the administrative services budgets (i.e., printing, postage & fax) of member associations to a combined total as follows:

- \$0.01 - \$500 - subsidized 100%
- \$500.01 - \$650 - subsidized 75%
- \$650.01 - \$800 - subsidized 50%
- \$800.01 - \$950 - subsidized 25%
- \$950.01 & beyond - total user pay.

Printing and photocopying will be available through the in-house printer at a cost specified by the Board of Directors each fiscal year. All mailing must be sent to the Sport PEI office for processing at the current postal rates, based on weight and size.

### Payroll

Sport PEI will agree to act as a paying agency for salaries payable to any personnel employed by member sport organizations. Member sport organizations must have their own CRA business number and payroll account, as well as a Worker's Compensation account. They must submit their own T4's and Record of Employment. The annual fee is \$175.00 + HST. The monthly direct deposit fee is \$9.00 + HST per staff person.

### Insurance

It is a condition of membership that all active members of Sport PEI have liability and accident insurance coverage. Sport PEI provides its member organizations access to a comprehensive and affordable accident and liability insurance package through B.F. Lorenzetti.

## PEI Amateur Sport Trust Fund

The PEI Amateur Sport Fund (Sport Fund) is a recognized fund that is licensed through Sport PEI for charitable status as a provincial chapter of the Canadian Council of Provincial/Territorial Sport Federations' National Sport Trust Fund. The Sport Fund has been established to assist and promote the development of athlete-centred amateur sport in Prince Edward Island by enabling sport organizations to raise funds and permits eligible donors to receive official tax receipts for their contributions.



## Hosting

Hosting events is an important aspect for sport. SCORE! Charlottetown provides support to PSOs in their bid submissions to host events in Charlottetown. Their expertise and support are great resources. If hosting events in Summerside, reach out to Sport Event Tourism Summerside (SETS).

As well, Meeting and Conventions PEI can act as your trusted advisor as you plan your next meeting on Prince Edward Island. Their team consists of experienced meeting planners, industry professionals, and marketing experts who can help you find the perfect space to accommodate your special business event.

Sport PEI is also pleased to have partnered with the Canadian Sport Tourism Alliance (CSTA) to provide complimentary CSTA memberships to all of PEI's provincial sport organizations and sport delivery partners.

As a result of this partnership, your organization is able to receive the following membership benefits on a complimentary basis:

- Access to all of CSTA's tools and templates, including the Sport Tourism Economic Assessment Model (STEAM).
- Web conference workshops/training & education sessions
- Directories of national and multi-sport organizations and international sport federations
- Access to industry-related domestic and international market research and academic research
- Networking opportunities among members, with industry-related organizations and within the sport community
- Preferred rates to CSTA's annual conference, Sport Events Congress
- Participation in Sport Events Exchange, a business-to-business marketplace held in conjunction with Sport Events Congress each year
- Sport photo library
- Regular news alerts and electronic news blasts
- Access to co-operative marketing programs
- Opportunity to participate on CSTA planning committees and task forces.

## Vehicle Rentals

Through our partnership with AVIS, members are part of their corporate program. It is designed to meet our member needs, with an extensive fleet of cars and commercial trucks for your logistic requirements, as well as a pricing strategy to meet your budget.



## Royalty Centre (House of Sport)

Royalty Centre (House of Sport) is a partnership between the Province of PEI and Sport PEI. The sport community has benefited from this partnership since 2000. The Royalty Centre is the home of Sport PEI and several sport organizations and clubs.



### Hours of Operation:

Monday to Thursday – 7:30 am-9:45 pm

Friday – 7:30 am-5:45 pm

Saturday – 9:00 am-4:45 pm (closed July and August)

### Rental fees:

(Monday to Saturday, September - June):

**Member Organizations and Tenants:** No cost (Member organizations and tenants cannot book for outside organizations.)

**Non-Profit Organizations and Groups:** \$25.00 for 1-3 hours; \$10.00 for every hour after the first 3 hours.

**Others:** \$45.00 for 1-3 hours; \$10 for every hour after the first 3 hours.

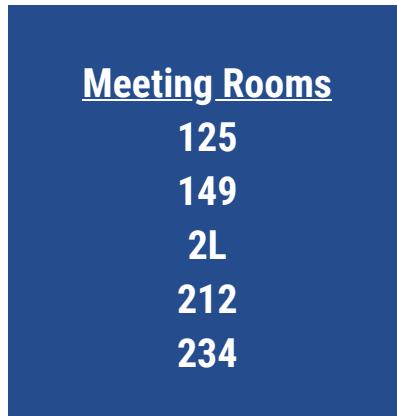
Rentals outside of regular building hours (Friday evenings or Sunday or Saturday, July-August): \$25.00/hour + HST.

Facility Manager - Dave Tompkins

902-620-3448 or [houseofsport@sportpei.pe.ca](mailto:houseofsport@sportpei.pe.ca)

### SPORT ORGANIZATIONS & CLUBS

- Sport PEI
- 55+ Games Society
- Baseball PEI
- Basketball PEI
- Charlottetown Bluephins
- Curl PEI
- Cycling PEI
- Football PEI
- Hockey PEI
- Island Gymnastics Academy
- Island Horse Council
- Karate - Charlottetown Martial Arts
- KO-ED Boxing Club
- Life Saving Society
- ParaSport and Recreation PEI
- PEI Soccer Association
- PEI Table Tennis Association
- PEI TaeKwonDo
- Recreation PEI
- Rikidokan Judo Club
- Ringette PEI
- Skate Canada PEI
- Softball PEI
- Special Olympics PEI
- Swim PEI
- Tennis PEI
- Volleyball PEI



# Sport, Recreation and Physical Activity Division

The Province of PEI recognizes the valuable contribution that sport plays in the health and wellness of all Islanders, not only as a vital contributor to helping Islanders get active but also to help and support Islanders to achieve excellence. The Government body responsible for supporting this recognition is the Division of Sport, Recreation and Physical Activity, a division with the Department of Health and Wellness. The Division's mission is to provide leadership, policies, and programs to advance PEI's plan's relating to the Canadian Sport Policy, support the pillars of the National Recreation Framework and the Physical Activity Framework " Let's get Moving " document which is a common vision for increasing physical activity and reducing Sedentary Living in Canada.



## **SPORT PROGRAM SUPPORT:**

The Amateur Sport Funding Program (ASFP) provides funding to provincial sport organizations for activities that support the objectives of the Division of Sport, Recreation and Physical Activity. Three components of the program include Core Funding, Participation Project Funding and Performance Plan Funding.

### **Elite Athlete Assistance Program**

The Elite Athlete Assistance Program provides funding to Prince Edward Island athletes who have achieved success at the national and/or international level of competition; or have been identified by a national sport organization to participate on their national team program at the national and/or international level.

### **Sport Hosting Program**

The sport hosting program provides grants to organizations hosting international, national, and inter-provincial /territorial sports events as well as select signature sport events that advance the vision and priorities of the Department of Health and Wellness and enhance the profile of the province.

### **Small Grants Program**

The Small Grants Program encourages and supports organizations to look at new initiatives that will encourage greater sport participation and leadership in under-represented and marginalized populations.

### **Multi-Sport Organization Support**

The Division provides core support and funding to a variety of multi-sport organizations to assist them with achieving their goal and the Province's mission. Organizations include Special Olympics, Paraspot and Recreation PEI, Aboriginal Sport Circle, 55 Plus Games, Regional Sport and Recreation Councils, Acadian Games and Team PEI Canada Games.

### **Sport PEI**

The Department of Fisheries, Tourism, Sport and Culture is the major funder of Sport PEI and Coaching PEI.



# Sport, Recreation and Physical Activity Division

## RECREATION AND PHYSICAL ACTIVITY:

### Community Recreation Support Program

The Community Recreation Support Program provides leadership support to Regional Sport and Recreation Councils, and rural municipalities. The program also provides arena support to rural arenas across the Province.

### Recreation PEI and go!PEI

The Department is the major funder for Recreation PEI and go!PEI programs. Program examples include After School Programming in rural PEI, Seniors Fitness, Learn to Run, walking and hiking programs and a variety of other physical activity programs.

### Department of Fisheries, Tourism, Sport and Culture

**Minister** - Hon. Cory Deagle

Deputy Minister - Michele Koughan

#### Staff

Director - John Morrison

Central Region Coordinator - Francois Caron

Western Region Coordinator - Jo-anne Wallace

Administrative Assistant - Margie Misener



## Sport Canada

Sport Canada works to help Canadians participate and excel in sport. Sport Canada strengthens the unique contribution that sport makes to Canadian identity, culture and society. Sport Canada works with many partners, including provincial-territorial governments, National Sport Organizations (NSOs), Multisport Service Organizations (MSOs), Canadian Sport Centres (CSCs).

Sport Canada strives to enhance opportunities for all Canadians to participate and excel in sport. This is achieved by enhancing the capacity and coordination of the Canadian sport system, encouraging participation in sport and enabling Canadians with talents and dedication to achieve excellence in international sport.

Sport Canada's funding programs enhance our sport development system, advance the goals of the Canadian Sport Policy, and help Canadian organizations and organizing committees to host international sport events and the Canada Games. Sport Canada also has a number of special initiatives to advance the goals of the Canadian Sport Policy.

## Office of the Sport Integrity Commissioner (OSIC)

The Office of the Sport Integrity Commissioner (OSIC) is responsible to administer the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#) using trauma-informed processes that are compassionate, efficient and provide fairness, respect and equity to all parties involved.

The OSIC operates as an independent division of the [Sport Dispute Resolution Centre of Canada \(SDRCC\)](#). The SDRCC was created by the Physical Activity and Sport Act (S.C. 2003, c.2) (the "Act") with the mandate to provide to the sport community: a) a national alternative dispute resolution service for sport disputes; and, b) expertise and assistance regarding alternative dispute resolution. [The SDRCC was also mandated by the Government of Canada, on July 6, 2021, to establish an independent safe sport mechanism to implement the UCCMS at the national level.](#)

As a new functionally independent division of the SDRCC, the OSIC contributes to the advancement of the UCCMS by: (i) overseeing a complaint intake process; (ii) conducting preliminary assessments and investigations; (iii) maintaining a database of imposed sanctions; and (iv) monitoring compliance by sporting organizations and issuing reports as required.



**abuse-free sport**  
Office of the Sport  
Integrity Commissioner

## National Sport Organizations (NSOs)

National Sport Organizations (NSOs) - sometimes referred to as National Sport Federations (NSFs) - are the national governing bodies for given sport in Canada. These organizations serve many important functions, including:

- governing all aspects of a sport within Canada;
- managing their high performance programs;
- selecting and managing their national teams;
- implementing national initiatives to develop and promote their sport;
- sanctioning national level competitions and tournaments;
- providing professional development for coaches and officials in their sport; and,
- proposing and supporting bids for international competitions in Canada.

National Sport Organizations (NSOs) are members of International Federations (IFs) that establish the rules of the sport and, among other things, determine where their respective international competitions will be held.

## Provincial Sport Organizations (PSOs)

### Role of a PSO

- Regulates all areas of sport within the province
- Is a member of and acts as a liaison with the NSO
- Provides professional development opportunities and certification for coaches and officials
- Provides resources for clubs and members
- Sanctions competitions and/or tournaments within the province (usually in partnership with the NSO)
- Hosts clinics and courses for its members
- Provides insurance coverage to full members of the organization (this may be done through the NSO or facilitated through the PSO)
- Selects and manages any provincial team/Canada Games, including coaches

### Role of a President

- To provide leadership to the organization, the Board and the membership
- To represent the organization, in a variety of ways
- To support the organization and its policies internally and externally
- To exercise the governing authority of the Board of Directors when advised to do so by the Board
- Plan and chair Board and general meetings, including meeting agenda preparation, in consultation with the executive director (if applicable)
- To act as the main liaison between the Board and the executive director
- To enforce adherence to the organization's Constitution and Bylaws and assure the integrity of the Board process
- To initiate and lead the Board's process of annual performance review of the Executive Director
- To review financial reports, and to advise the Board of these reports and any necessary actions by the Board (in consultation with the Treasurer)
- To communicate with the membership on a regular basis such as by way of visits, or meetings.

### Functions of Board Members of Provincial Sport Organizations

- Establish the overall mission or purpose of the organization
- Determine direction (planning)
- Monitor operations and evaluate results
- Manage human resources (staff and volunteers)
- Develop policies to guide the organization and its management
- Secure and monitor effective management of the organization's financial resources
- Provide continuity for the ongoing governance and management of the organization
- Fulfill the basic legal and ethical responsibilities of a Board

# Acronyms

**Acronyms are used frequently in the sport world. Here are a few that may help navigate the system.**

## International

IOC – International Olympic Committee  
IPC – International Paralympic Committee  
WADA – World Anti-Doping Agency

CSI - Canadian Sport Institute

USport – Canadian University Sport

CCAA – Canadian College Athletic Association

CPRA – Canadian Parks and Recreation Association

CRFC – Canadian Recreation Facilities Council

NCCP – National Coaching Certification Program

ACD - Advanced Coaching Diploma (NCCP)

MED - Making Ethical Decisions (NCCP)

MCD - Master Coach Developer

LF – Learning Facilitator

CD - Coach Developer

YTP - Yearly Training Plan

## National

COC – Canadian Olympic Committee  
CPC – Canadian Paralympic Committee  
CAC – Coaching Association of Canada  
CCPTSF – Canadian Council of Provincial and Territorial Sport Federations  
NSO – National Sport Organization  
MSO – Multi Sport Organization  
CGC – Canada Games Council  
SDRCC – Sport Dispute Resolution Centre of Canada  
UCCMS - Universal Code of Conduct to Prevent and Address Maltreatment in Sport  
OSIC - Office of the Sport Integrity Commissioner  
CCES – Canadian Centre for Ethics in Sport  
CSTA – Canadian Sport Tourism Alliance  
SIRC – Sport Information Research Centre  
SFAF – Sport Funding and Accountability Framework  
AAP – Athlete Assistance Program  
SSP – Sport Support Program  
CS4L – Canadian Sport for Life  
LTAD – Long Term Athlete Development

## Regional

CSIA- Canadian Sport Institute-Atlantic

AUS – Atlantic University Sport

ACAA – Atlantic Colleges Athletic Association

ACD - Advanced Coaching Diploma

## Provincial

PSO – Provincial Sport Organization

ED - Executive Director

TD – Technical Director

SCORE! - City of Charlottetown Event Hosting

SERF – Special Events Reserve Fund

SETS - Sport Entertainment Tourism Summerside

PEISAA – Prince Edward Island School Athletic Association

# Frequently Asked Questions

## **How is Sport PEI funded?**

Sport PEI's major source of funding comes from the Province of PEI, Department of Fisheries, Tourism, Sport and Culture. We also have several corporate sponsors which are also sources of revenue.

## **How does the Sport, Recreation and Physical Activity Division support a PSO?**

The Sport, Recreation and Physical Activity Division provide funding to Sport PEI member. They also develop policy for sport and recreation on PEI which determines the priorities for the development of programs and funding. The Division is also responsible for PEI's participation in the Canada Games.

## **How can I get my sport activity sanctioned by Sport PEI?**

Sport PEI does not sanction the activities of a PSO. The board of directors of a PSO determines their activities based on the mandate given to them by their NSO. As such, the PSO's activities are sanctioned internally or by the NSO.

## **As a new President of a PSO, what should be one of my first tasks?**

You should meet with a staff member of Sport PEI and/or Government's Sport, Recreation and Physical Activity office to become familiar with each group and the support they offer.

## **How does KidSport provide funding to sport organization on behalf of the child?**

Once an application is approved, the sport organization can contact our office to arrange for payment. All requests for payment of fees must occur before December 31 of each year. If a child has been approved by KidSport and the funds are not requested by December 31 of the participation year, it is the expectation that the organization will not request payment from the family, providing they were previously approved by KidSport. Funds are distributed to the sport organizations on behalf of the child. Funds are issued when registration and cost has been confirmed by the sport organization.

## **Does Sport PEI provide any policy templates to PSOs?**

Sport PEI offers several policy templates along with other informative documents. All members of Sport PEI have access to these documents and can be found in the member section of our website. To gain access to this section, visit <https://sportpei.pe.ca/request-login-access/>, to sign-up to receive a username and password that will let you access our templates. Templates include, but are not limited to:

- Conflict of Interest
- Discipline and Complaints
- Screening Policy
- Team Selection

## **How do I book a meeting room?**

Meeting rooms can be booked any time by calling 902-368-4110 or by e-mailing [sports@sportpei.pe.ca](mailto:sports@sportpei.pe.ca). Our website hosts a booking calendar that can be accessed to check availability. In order to book any of our spaces, you must contact Sport PEI and we will confirm the booking.



MAY 2023

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# President's Package

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for Provincial Sport Organizations

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40 Enman Crescent  
Charlottetown, PEI C1E 1E6

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902-368-4110

[sports@sportpei.pe.ca](mailto:sports@sportpei.pe.ca)

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