

## **Criteria for Membership Categories – Sport PEI Inc. (February 2015)**

### **Active - Provincial Sport Organizations (PSOs)**

Membership fee: \$150

#### **Definition:**

- a) Provincial Sport Organizations (PSOs) refer to a single provincial governing body responsible of all aspects of a designated sport activity that is recognized by the government of Prince Edward Island.
- b) These organizations govern the circumstances of a particular sport activity and are the Provincial Authority (Provincial Sport Organization) recognized by their National Sport Governing Body (NSO) or Multi-Sport Organization (MSO).
- c) PSOs 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 PEI or Canada that have developed separately through historic precedence. If more than one organization applies as the PSO in the same sport, a determination of specific sports will be made.
- d) A recognized provincial sport organization is defined as: An officially constituted organization which is provincial in scope and is in agreement with the mandate that their organization is set up for the promotion, development, implementation and governance of the sport for all Islanders.

#### **Criteria**

The following criteria shall apply for these PSOs to meet and maintain:

- 1. Activity of the organization must substantially fulfill the Sport Canada definition of sport (see Appendix A).
- 2. The organization must be a member or be affiliated with a National Sport Organization or Multi-Sport Organization that is recognized by Sport Canada as the governing body for its sport/discipline (see Appendix B).
- 3. Must be incorporated under the Prince Edward Island Corporations Act as a not-for-profit organization (Part II Company) with bylaws providing for membership.
- 4. Must be a volunteer-based, amateur Provincial governing body, democratically governed by a duly elected Board of Directors.

5. Must have a mission and values in keeping with those of Sport PEI Inc.
6. Must have been active for at least one (1) year immediately preceding the date of membership application.
7. Must carry insurance which adequately protects the volunteers, employees and the organization in the following areas and amounts:
  - a) Comprehensive liability - third party coverage in the amount of at least two million dollars.
  - b) Participant's liability - second party coverage in the amount of at least two million dollars.
  - c) Directors and officers liability including wrongful dismissal in the amount of at least two million dollars.

The Board of Directors of Sport PEI Inc. negotiates a blanket policy to provide the required coverage for members to purchase. Provincial sport organizations may negotiate their own insurance coverage with their National Sport Organization or a private company; however, they will be required to produce evidence that their coverage is equal to, or better than the coverage provided under the Sport PEI Inc. blanket policy.

8. Active PSO Membership is open to only one recognized provincial sport organizations per sport. Organizations requesting membership whose sport is similar to that of any existing members will be referred to the existing member organization with the recommendation that the applicant consider amalgamating as an arm of such existing members.

Existing members and applicants shall co-operate in all respects with the aim and objective of consolidating like sporting activities. If the applicant or existing member feels that membership through that organization is not satisfactory it must prove that it is distinctly different.

9. All provincial sport organizations must commit to the principle of technically and ethically sound coaching education and conduct and the NSO must be participating in the National Coaching Certification Program, in a minimum of one of the three coaching streams.
10. All organizations shall be required to demonstrate that they have an officiating pathway with certified officials holding qualifications under a national or provincially recognized official's certification program.
11. Members must attend the Sport PEI Annual General Meeting. Any member, who without reasonable cause prior to the AGM, fails to attend the Annual General Meeting will be placed on one year probation.
12. Must have paid the current year's (April 1 - March 31) dues by June 1.

13. The PSO must hold an Annual General Meeting at which time a board/executive is democratically elected. Sport PEI must be notified at least 15 days in advance of the date of the AGM. The PSO must provide copies of all reports (including financial), and provide a list of names and contact information of their Board, to Sport PEI following the AGM.
14. Must have the following policies:
  - a) Harassment policy
  - b) Dispute Resolution Policy

### **Voting**

Active Members - Provincial Sport Organizations shall have two (2) votes at all general meetings of the Corporation.

### **Active - Sport Governing Body (SGB)**

Membership fee: \$125

The following criteria shall apply for these associations to meet and maintain Active - Sport Governing body status:

1. Activity of the body must substantially fulfill the Sport Canada definition of sport (see Appendix A).
2. The body must be a member or be affiliated with a National Sport body that has at least (4) other provinces/territories affiliated or as members.
3. The association's mandate is for the promotion, development, implementation and governance of the sport for all Islanders.
4. Must be incorporated under the Prince Edward Island Corporations Act as a not-for-profit organization (Part II Company) with bylaws providing for membership.
5. Must be a volunteer-based, amateur governing body, democratically governed by a duly elected Board of Directors.
6. Must have a mission and values in keeping with those of Sport PEI Inc.
7. Must have been active for at least one (1) year immediately preceding the date of membership application.
8. Must carry insurance which adequately protects the volunteers, employees and the organization in the following areas and amounts:
  - d) Comprehensive liability - third party coverage in the amount of at least two million

- dollars.
- e) Participant's liability - second party coverage in the amount of at least two million dollars.
- f) Directors and officers liability including wrongful dismissal in the amount of at least two million dollars.

The Board of Directors of Sport PEI Inc. negotiates a blanket policy to provide the required coverage for members to purchase. Provincial sport organizations may negotiate their own insurance coverage with their National Sport Organization or a private company; however, they will be required to produce evidence that their coverage is equal to, or better than the coverage provided under the Sport PEI Inc. blanket policy.

9. Membership is open to only one recognized SGB per sport/discipline. Organizations requesting membership whose sport is similar to that of any existing members will be referred to the existing member organization with the recommendation that the applicant consider amalgamating as an arm of such existing members.

Existing members and applicants shall co-operate in all respects with the aim and objective of consolidating like sporting activities. If the applicant or existing member feels that membership through association is not satisfactory it must prove that it is distinctly different.

10. All sport governing bodies must commit to the principle of technically and ethically sound coaching education and conduct and must be participating in a training/certification program.
11. All bodies shall be required to demonstrate that they have an officiating pathway with certified officials holding qualifications under a national or provincially recognized official's certification program.
12. Members must attend the Sport PEI Annual General Meeting. Any member, who without reasonable cause prior to the AGM, fails to attend the Annual General Meeting will be placed on one year probation.
13. Must have paid the current year's (April 1 - March 31) dues by June 1.
14. The SGB must hold an Annual General Meeting at which time a board/executive is democratically elected. Sport PEI must be notified at least 15 days in advance of the date of the AGM. The PSO must provide copies of all reports (including financial), and provide a list of names and contact information of their Board, to Sport PEI following the AGM.
15. Must have the following policies:
  - a) Harassment policy
  - b) Dispute Resolution policy

## **Voting**

Sport Governing Bodies shall have one (1) vote at all general meetings of the Corporation.

## **Affiliate Members**

Membership fee: \$75

### **Definition:**

Those publically recognized credible organizations which are actively involved in coordinating and/or regulating sport opportunities for Islanders. Organizations must demonstrate consistent and direct involvement with amateur sport.

The following criteria shall apply to meet and maintain affiliate membership status:

1. Must be incorporated under the Prince Edward Island Corporations Act as a not-for-profit organization (Part II Company) or affiliated with an educational institution.
2. Must have been active for at least one (1) year immediately preceding the date of membership application.
3. Members must attend the Sport PEI Annual General Meeting. Any member, who without reasonable cause prior to the AGM, fails to attend the Annual General Meeting will be placed on one year probation.
4. Must have paid the current year's (April 1 - March 31) dues by June 1st.

### **Additional Benefits**

For those Affiliate members who would like to purchase full benefits of membership, they may do so for an additional \$75 annually.

## **Voting**

Affiliate members shall have one (1) vote at all general meetings of members of the Corporation.

## **Associate Member**

Membership fee: \$50

### **Definition:**

Those organizations who wish to contribute to or be associated with amateur sport but do not directly conduct or regulate sport activities.

1. Any legally registered association that is not recognized or eligible in the active or affiliate membership category, but who contributes to amateur sport.

2. Must have paid the current year's (April 1 - March 31) dues by June 1st.

### **Additional Benefits**

For those Associate members who would like to purchase full benefits of membership may do so for an additional \$75.

### **Voting**

Associate members shall have one (1) vote at all general meetings of the Corporation.

### **Alumni Membership**

Membership fee: \$20

#### **Definition:**

Alumni membership is open to former Sport PEI Board Members or provincial sport organization board members who support the mission and values of Sport PEI.

Benefits of Alumni membership:

- Access to all promotions, functions and publications

Alumni members are non-voting.

### **Honourary Member**

Membership fee: \$0

#### **Definition:**

Honourary membership shall be granted to individuals, organizations, or businesses for their long-standing contributions to Sport PEI as nominated and unanimously approved by its Board of Directors.

Honourary members are non-voting.

### **Maintaining Membership**

In order to maintain membership status with Sport PEI, organizations must adhere to the following requirements. If the requirements are not met, Sport PEI has the authority to determine any sanctions it may apply to the members, which could range from probation, suspension of services to removal of membership.

1. Provide a copy of your organization's updated constitution and bylaws (with any amendments) every 2 years.
2. Notify Sport PEI of the date and location of your organization's AGM, at least 14 days prior. As well, provide all AGM reports, including the annual financial statement, for your organization within 14 days

of the AGM.

3. Provide payment of annual membership fee before or at Sport PEI's AGM. Note: Invoices will be provided approximately 20 days prior to AGM.
4. Attend all general meetings of the membership, e.g. Annual General meeting, Special Meeting.
5. Provide proof of Accident and Liability insurance.
6. Provide an updated list of your organization's board members and their contact information (e.g. mailing address, email and phone number) within 14 days your organization's AGM. Note: Sport PEI will follow its policy regarding personal information.

## **Benefits of Membership**

### **Active Provincial Sport Organizations and Sport Governing Bodies**

PSO members may access these administrative services at no cost or at a subsidized rate.

#### **Administration**

- Secretarial
- Mailing/Postage
- Data entry
- Desktop Publishing
- Bookkeeping
- Payroll administration
- Printing and finishing
- Meeting facilities
- AV equipment
- Financial management support
- Office space
- Internet

#### **Programs**

- KidSport
- Rodd Accommodations Program
- SCORE! Athlete of the Month
- ADL Volunteer Recognition Program
- ADL Athlete Achievement Program
- Active Start Program
- Sport Scholarships
- External Sport Credit
- Sport Fair/Sport Fest
- Sport PEI Awards
- Sport Leadership Conference and workshops
- PEI Amateur Sport Trust Fund
- Sport Insurance
- Coaching Development consultations
- Sport Development consultations
- Governance consultations

### **Affiliate and Associate**

Affiliate and Associate members are eligible to access administrative services at a prescribed rate, but are not eligible for program support.



## Appendix A – Sport Canada Definition of Sport

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 (national sport organization) 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.

- a) 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).
- b) 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.
- c) 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.
- d) It involves formal rules and procedures to ensure a safe and fair outcome for all participants.
- e) It requires fair, ethical and effective tactics and strategies.
- f) 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.
- g) Its competitive events require the on-site presence of officials sanctioned by the sport governing body to objectively, fairly and consistently apply the rules.
- h) 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).

- i) Consistent with Sport Canada's policy for persons with a disability 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.

## **Appendix B**

### **Sport Canada NSOs**

Archery  
Athletics  
Badminton  
Baseball  
Basketball  
Basketball - Wheelchair  
Biathlon  
Bobsleigh  
Boccia  
Boxing  
Bowling - 5 Pin  
Bowling - Tenpin  
Bowls Canada Boulingrin  
Broomball  
Canadian Blind Sports Association  
Canoe  
Canadian Cricket Association  
Canadian Wheelchair Sports Association  
Curling  
Cycling  
Diving  
Equestrian  
Fencing  
Figure Skating  
Football  
Goalball  
Golf  
Gymnastics  
Hockey - Field  
Hockey - Ice  
Judo

Karate  
Lacrosse  
Luge  
Racquetball  
Ringette  
Rowing  
Rugby Canada  
Sport Parachuting  
Shooting  
Skeleton  
Skiing - Cross Country  
Skiing - Downhill  
Skiing - Freestyle  
Snowboard  
Soccer  
Softball  
Speed Skating  
Squash  
Swimming  
Swimming - Synchro  
Table Tennis  
Taekwondo  
Tennis  
Triathlon  
Volleyball  
Water Polo  
Water Ski and Wakeboard Canada  
Weightlifting  
Wrestling  
Yachting

### **Sport Canada - MSOS**

Athletes CAN  
Canada Games Council  
Canadian Association for the Advancement of  
    Women and Sport and Physical Activity  
Canadian Deaf Sports Association  
Canadian Centre for Ethics in Sports  
Canadian Colleges Athletic Association  
Canadian Interuniversity Sport  
Canadian Olympic Committee  
Canadian Paralympic Committee  
Canadian Tire Jumpstart Program  
Coaches of Canada

Coaching Association of Canada  
Commonwealth Games Canada  
  
Motivate Canada  
ParticipACTION  
Physical and Health Education Canada  
Special Olympics Canada  
Sport Dispute Resolution Centre of Canada  
Sport Information Resource Centre (SIRC)  
Sports Officials Canada  
True Sport Foundation

## As per Draft Membership Criteria – February 2015

Active Member - Provincial Sport Organizations

-definition of Sport, as defined by Sport Canada

- member of NSO recognized by Sport Canada

Athletics PEI

PEI Badminton Association Inc.

Baseball PEI Inc.

PEI Amateur Basketball Association

Biathlon PEI

PEI Amateur Boxing Association Inc.

Canoe/Kayak PEI

Cross Country Ski PEI

PEI Curling Association Inc.

Cycling Prince Edward Island Inc.

PEI Horse Council Inc.

PEI Fencing Association

PEI Field Hockey Association

Skate Canada PEI

PEI Five Pin Bowlers' Association Inc.

PEI Amateur Football Assn. Inc.

PEI Golf Association

Gymnastics PEI Inc.

Hockey PEI Inc.

Judo PEI Inc.

PEI Karate Association

PEI Lawn Bowling Association Ltd.

Racquetball PEI

Ringette PEI Inc.

ParaSport and Recreation PEI

PEI Rugby Union

PEI Sailing Association

PEI Alpine Ski Association Inc.

Cross Country Ski PEI Inc.

PEI Snowboard Association

PEI Soccer Association Inc.

The PEI Softball Association Inc.

Special Olympics PEI

Speed Skating PEI Inc.

Squash PEI Inc.

PEI Section, Swim Natation Canada

PEI Synchronized Swimming Association

PEI Table Tennis Association

Tae Kwon Do Association of PEI  
Tennis PEI  
Triathlon PEI  
Volleyball PEI  
Wrestling PEI

**Active Member – Sport Governing Bodies**

- definition of Sport, as defined by Sport Canada
- member of or affiliated with NSO
- single sport organizations only

Ultimate Frisbee PEI  
PEI Powerlifting Association  
Kickboxing PEI Inc.

**Affiliate Member**

- may be single or multi-sport
- publically recognized, credible organizations
- consistent, direct involvement with amateur sport

Aboriginal Sports Circle  
Des Jeux de l'Acadie de l'I.P.E.  
PEI School Athletic Association  
PEI Roadrunners Club  
Provincial 55+ Games Association  
UPEI - Athletics Department  
Holland College Athletics  
Canadian Sport Centre Atlantic

**Associate Member**

- wishes contribute to and be associated with sport but do not directly conduct or regulate sport activities

Canadian Red Cross, PEI Division  
Healthy Eating Alliance  
Life Saving Society, PEI Branch  
Recreation PEI  
Eastern Region Sport and Recreation Council  
Central Region Sport and Recreation Council  
Western Region Sport and Recreation Council  
Eastern Kings Sport Alliance  
PEI Sports Hall of Fame