

JUNE 2021



PRESIDENT'S PACKAGE

for Provincial Sport Organizations





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 program and services.

our Values

INCLUSIVENESS: We believe that all Islanders should have the opportunity to participate in amateur sport.

PARTICIPATION: We believe that all Islanders will enjoy greater personal and community health and well-being through increased participation in amateur sport.

EXCELLENCE: We believe that all Islanders should have opportunities to pursue and achieve excellence in amateur sport.

FUN: We believe that all Islanders should have the opportunity to have fun as part of their overall experience and enjoy participating in amateur sport.

SAFETY, INTEGRITY AND ETHICS: We believe that the sport system and its leaders have a responsibility to protect the integrity and ethics in sport and the safety of all participants on and off the field.

COLLABORATION: We believe in partnerships with member sport organizations and other stakeholders within the Canadian sport delivery system to advance and facilitate development of sport in PEI.



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.

Programs and Services

Annual Amateur Sport Awards

Each year, Sport PEI recognizes the many achievements within our sport community. Nominations begin in November with a deadline in December. Award categories for public nominations are:

- Volunteer administrator
- Coach
- Official
- Team
- Senior athlete (male and female)
- Junior athlete (male and female)
- Intercollegiate athlete (male and female)
- Masters (individual or team)
- Event

Also presented:

- Lieutenant Governor's award (top overall athlete)
- President's award (builder)
- Premiers Award (organization)
- Inspiration
- 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.

Member organizations can identify eight (8) categories for recognition and Sport PEI will provide awards to present to the recipients. An ADL representative will be invited to attend and present at the awards ceremony.

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.

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 Sport Centre Physiotherapy, AVIS, KKP and the Connolly Group.

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.



Coaching

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.

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.

The administrative costs for operating the program are supported by D.P. Murphy Hotels and Resorts and 3 Points Aviation. As a result, 100% of the funds raised for the program go directly to the kids.

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.



Administration

Sport PEI is pleased to offer a variety of administrative services to our members. Examples of services include:

- Consultation and assistance in preparation of material for reproduction
- Assistance in assembly of material in appropriate format for reproduction
- features available - print, copy, scan and fax; maximum output of 11x17; full colour; booklet making capacity, 3 hole punching; stapling
- Mail/Courier Services- mail is delivered daily and sorted into individual mailboxes
- Assistance with Press Releases and communications is available
- Payroll and remittance for employees

Royalty Centre (House of Sport)

The Royalty Centre is the home of Sport PEI and several sport organizations and clubs.

There are also meeting rooms available to members at no cost. They are available:

Monday to Thursday – 7:30 am-9:45 pm

Friday – 7:30 am-5:45 pm

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

Insurance

It is mandatory that all full 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.

50/50 Fundraiser

Sport organizations, clubs and team can join the 50/50 campaign to raise dollars for their activities.



Athlete Health and Performance

The Athlete Health and Performance works to connect athletes to certified service providers, from dietitians to physiotherapists and strength and conditioning coaches.

Future Elites

Future Elites is a Legacy Performance Event for athletes on PEI aspiring to be at College, University, or National Team level.

Athletes, aged 13 to 17, striving to compete at the next level in their respective sport can apply to be part of the "Future Elites" Legacy Performance Event. The event looks to join athletes together with common interests for training, testing and personal development.

She's Good and She Leads

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, activity and chats with other female athletes, the girls have a fun-filled day.

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.



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.

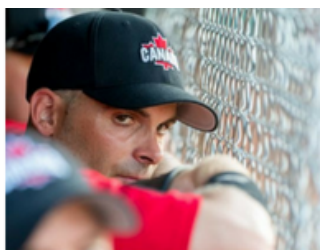
Hosting

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).

Sport PEI is 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.



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.



Sport, Recreation and Physical Activity Division

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, Parasport 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 Health and Wellness is the major funder of Sport PEI and Coaching PEI.

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 Health and Wellness - Sport, Recreation and Physical Activity Division

Minister - Hon. Ernie Hudson
Deputy Minister - Mark Spidel

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.

Canadian Sport for Life is a movement to increase sport's contribution in Canadian society recognizing sport as an important part of everyone's life by promoting each child's healthy and logical development in a sport or physical activity.

On the Canadian Sport for Life website, you'll find information explaining the importance of sport for all ages and stages by giving children the skills that they need to develop Physical Literacy for both healthy life long enjoyment and for sporting success. Whether you're a parent, a teacher, an athlete or coach you'll find details which will help you deliver quality programs.



National Sport Organizations (NSOs)

The sport system in Canada is made up of a number of organizations that provide sport programming and services at the national, provincial/territorial and municipal level. These groups serve either individual sports (single sport organizations), or cater to numerous sports sharing common needs (multisport service organization). Basketball Canada would be an example of the former, while the Coaching Association of Canada or the Canadian Wheelchair Sport Association are examples of the latter. These organizations receive financial support from governments, according to the scope of their programs and services.

For example, a local amateur swim club may be funded by the municipality and participant fees, whereas the organization responsible for the national swim team competing internationally would be eligible to receive federal government funding. National sport organizations also obtain corporate financing through sponsorship agreements and generate revenue themselves through other sources including fund-raising and membership fees.

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.

National Games Organizations, such as the Canadian Olympic Association, belong to international games organizations like the International Olympic Committee, which are the franchise holders for major games.



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

Areas of Responsibility

5 key areas of responsibility

1. Vision & Planning
2. Finance
3. Human Resources
4. Operations
5. Community/Club/Member Relations

Role of the Board

Non-profit organizations are created in order to provide programs and/or services that address specific needs in the community.

The organization's mandate is established through its incorporating documents: the constitution and bylaws. These documents specify what the organization can do, and how the organization does its work. The board is the governing authority of the organization, and is responsible for directing, influencing and monitoring the organization's business. Governance is the way in which the board exercises its authority, control and direction over the organization.

The board carries out its governance role by developing and monitoring policies, and it organizes its work through committees.

The authority for governance always rests with the board. The board sets the tone for the organization, and directs the organization's future by developing policy and strategic direction.



Provincial Sport Organizations

The board is responsible for the highest level of decision-making and legal authority in an organization. By law, it is ultimately accountable for and has authority over, the organization's resources and activities. Board role and responsibilities can be based on three different activities of the organization:

1. **Governance** - The policies developed by the board give the overall direction to the organization.
2. **Management** - The board takes actions and decisions to ensure there are sufficient and appropriate human and financial resources for the organization to accomplish its work, ensuring the financial health of the organization, and providing direction to an Executive Director (if applicable).
3. **Operations** - These are the activities, services or programs of the organization. Many boards see this work as being the responsibility of the staff, such as an Executive Director. However, other boards choose to actively participate in the operations because of its philosophy or lack of resources.

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

Responsibilities for Board Members

- Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
- Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
- Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.



Provincial Sport Organizations (PSO)

- Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
- Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place
- Build a competent board. All boards have responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
- Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.
- Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Roles of the Board 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.

Annual General Meeting

The AGM is an occasion for electing new board members and reporting to the membership about the organization's finances, programs and services, as well as actions taken by the board on behalf of the membership over the past year. The AGM is an opportunity for the board to get feedback and support from the membership about proposed bylaw changes, and positions on issues and legislation that affect the organization.



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

National

COC – Canadian Olympic Committee
CPC – Canadian Paralympic Committee
CAC – Coaching Association of Canada
NSO – National Sport Organization
MSO – Multi Sport Organization
CGC – Canada Games Council
SDRCC – Sport Dispute Resolution Centre of Canada
CAAWS – Canadian Association for the Advancement of Women and Sport and Physical Activity
CCES – Canadian Centre for Ethics in Sport
CFLRI – Canadian Fitness and Lifestyle Research Institute
CSTA – Canadian Sport Tourism Alliance
SIRC – Sport Information Research Centre
CS4L – Canadian Sport for Life
SFAF – Sport Funding and Accountability Framework
AAP – Athlete Assistance Program
SSP – Sport Support Program

LTAD – Long Term Athlete Development
A4L - Active for Life
L2T - Learn to Train (LTAD)
T2T – Training to Train (LTAD)
T2C - Training to Compete (LTAD)
T2W – Training to Win (LTAD)

CSI - Canadian Sport Institute
USport – Canadian University Sport
CCAA – Canadian College Athletic Association
CCPTSF – Canadian Council of Provincial and Territorial Sport Federations
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

Regional

CSC-A – Canadian Sport Centre-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 Health and Wellness. We also have several corporate sponsors which are also sources of revenue.

What does the Sport, Recreation and Physical Activity Division do for Sport PEI or a PSO?

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

How do I become a member of Sport PEI?

An organization which wants to become a member of Sport PEI must make application and meet particular criteria such as, the organization must have a board of directors, must be incorporated, must hold an advertised Annual General Meeting, must have accident and liability insurance, must have properly prepared financial statements, must be the recognized provincial governing body by their National Sport Organization, etc.

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.

How did the Royalty Centre become the location for Sport PEI & PSO's?

The board of Sport PEI and officials with the Provincial government were working together to find a facility for Sport PEI, PSOs, and sport clubs. Around that time, Holland College was phasing out its Royalty Centre location. It became the perfect opportunity for a partnership between the Province and Sport PEI. Sport PEI took over the management of the Royalty Centre in 2000, with the Province maintaining ownership. It's been a great partnership and a great opportunity for the sport community.

Is there free parking at the Royalty Centre?

Yes, there are over 50 parking spaces in the front of the building and more at the back of the building.



Frequently Asked Questions

How often should the Board of a PSO meet?

The board needs to meet as frequently as outlined in their bylaws. This will vary among PSOs. The bylaws usually outline the minimum number of meetings required. A board can meet as often as they feel appropriate to do the business of the organization.

I'm interested in becoming a coach. How do I go about this?

PSOs are always looking for coaches. If you have an interest in coaching, it would be advantageous to get coaching certification. Each sport has a coaching certification program that will provide excellent training. Also, many PSOs or clubs have minimum standards to coach in their programs. You can contact the Sport PEI office and we will direct you appropriately.

Does Sport PEI offer travel assistance? Is there any way for clubs/teams to get assistance? Would they have to go through their PSO?

Sport PEI does not offer travel assistance. PSOs can apply, on behalf of their teams, for travel assistance to regional or national championships through the Sport, Recreation and Healthy Living Division.

If I wanted to access funding for athletes/teams, coaches/officials, LTAD, NCCP and/or special projects, what would be the appropriate steps?

For any funding, you would have to contact the Sport, Recreation and Healthy Living Division under the Department of Health and Wellness. You can reach them on their website at www.gov.pe.ca and select Sport, Recreation and Healthy Living Division or by calling them at (902) 368-4789.

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.



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40 Enman Crescent
Charlottetown, PEI C1E 1E6
902-368-4110
sports@sportpei.pe.ca

