
Subject: Provincial Organization Eligibility Criteria – Funding Model II
Effective: April 1, 2004
Revisions: November 17, 2009

1.0 Purpose

The Sport and Recreation Branch supports not-for-profit provincial organizations that assist it in the attainment of its goals.

This policy addresses the need to ensure that public funding is only provided to provincial organizations that are strongly based, properly administered, dedicated to improvement and responsive to membership needs.

The Sport and Recreation Branch support may be available in the form of funding, programs and/or consulting services. The level of support provided will be dependent upon the competition for available resources and a provincial organization’s contribution towards Branch goals.

2.0 Application

This policy relates to all sport, recreation and physical activity organizations with a province wide mandate.

3.0 Definitions

Sport: is a physical activity involving large muscle groups requiring mental preparation and strategic methods whose outcome is determined by skill, not chance. It occurs in an amateur, organized, structured and competitive environment in which a winner is declared. Its primary activity involves interaction of the participant and the environment (air, water, ground, floor or apparatus). Therefore, competitions in which the performance of motorized vehicles determine the outcome, are ineligible.

Recreation: is an activity that a person or group chooses to do to make their leisure time more interesting, enjoyable and personally satisfying. The Branch’s primary focus is on physical recreation.

Physical Activity: is all leisure and non-leisure body movement produced by the skeletal muscles and resulting in an increase in energy expenditure.

4.0 Legal Authority

The Youth Assistance Act

5.0 Goals / Principles

The Sport and Recreation Branch wishes to maintain an open policy with respect to identifying and supporting new provincial organizations. The Branch will consider support for sport, recreation and physical activity provincial organizations that can support the attainment of its goals in a cost effective manner with appropriate levels of accountability.

6.0 Requirements / Standards

6.1 Not for Profit

- 6.1.1 Be registered as a not-for-profit organization under the New Brunswick or Federal Companies Act, or constituted as a not-for-profit organization.

6.2 Provincial Leader

- 6.2.1 Be the provincial leader in its business. The Sport and Recreation Branch supports the concept of a single umbrella organization in each sport or activity, providing services to all disciplines.
- 6.2.2 Be a member of its national association where one exists.
- 6.2.3 Have a constitution/by-laws that has been approved by the general membership and on file with the Branch.

6.3 Accountability

- 6.3.1 Have held an annual general meeting within the past 12 months and produced appropriate minutes and reports for its membership. Copies of the minutes to be provided to the Branch.
- 6.3.2 Have had an appropriate financial statement formerly approved by the membership within the past twelve months. Copies of such to be provided.
- 6.3.3 Have an executive/board which, through its constitution, supports the appropriate representation of all members.
- 6.3.4 Provide a list of board members with contact information.
- 6.3.5 Have held a minimum of two executive/board meetings during the past 12 months and produced appropriate minutes from these meetings. Copies of the minutes to be provided to the Branch.
- 6.3.6 Have membership from a minimum of three (3) of the Department's established eight (8) regions of the province.*
- 6.3.7 *Provincial organizations that do not meet the criteria due to a lack of facilities, man-made or natural, may be deemed eligible for support.

6.4 Language

- 6.4.1 Adopt the statement “ ‘Provincial Organization’ will strive to provide equitable services to members in their official language of choice.”
- 6.4.2 Identify a bilingual contact person to answer enquiries, provide information and basic services in either official language.
- 6.4.3 Publish basic contact information in both official languages.
- 6.4.4 Provincial Organizations that have the approval of the Sport and Recreation Branch to operate as a unilingual association (L’association des travailleur et travailleuses en loisir du Nouveau Brunswick, Recreation and Parks Association of New Brunswick and Les Jeux de L’Acadie) are exempt from Language policy (6.41 to 6.4.3 inclusive)

7.0 Guidelines / Recommendations

A Consultant will assess a provincial organization’s eligibility for services and support based on the response of the provincial organization to the above criteria and following consultation with regional staff. The provincial organization will be advised of its standing. Eligible provincial organizations will be informed of the services and support available and invited to make application.

The SRB will determine the degree to which each individual provincial organization (ineligible and eligible) will receive consulting services.

8.0 Contact for More Information: Jeff LeBlanc (506) 457-4842

Sign-Off Roger Duval, November 17, 2009