

APPENDIX A

AFFILIATION POLICY

1. Introduction

1.1. Purpose

- 1.1.1. The Affiliation Policy ("Policy") provides a framework for prioritizing use of aquatics, arena, and outdoor sport facilities based on public benefit, safety, equity, and inclusion.
- 1.1.2. Affiliation connects taxpayer investment in facilities to User Groups that deliver the most public good.

1.2. Scope

- 1.2.1 The Policy applies to permitted aquatics, arena, and outdoor sport facilities operated under the jurisdiction of the Vancouver Board of Parks and Recreation ("Park Board").
- 1.2.2 The Policy does not apply to facilities operated by other organizations or agreements separate from the Park Board's Joint Operating Agreement, such as for arena and pool facilities at Britannia Community Centre.

1.3. Definitions

- 1.3.1. *Affiliation* is the prioritization of access to aquatics, arena, and outdoor sport facilities for User Groups that demonstrate public benefit, safety, equity, and compliance with Park Board policy and sport governance.
- 1.3.2. *Allocation* is the process for determining how a limited number of permitted facilities are strategically, consistently, and equitably distributed among User Groups.
- 1.3.3. *Entitlement* is the product of a User Group's Allocation, constituting a season's bookings of facilities.
- 1.3.4. *Booking* is the permitted use of a Facility for a specific time by a User Group, received in their Allocation Entitlement.
- 1.3.5. *Facility* is space within a pool, arena, or park under the jurisdiction of the Park Board that is made available for booking by a User Group through Allocation.
- 1.3.6. *User Group* is a sport organization requesting bookings of facilities through Allocation and includes groups provided space through Park Board delivered and supported programming.

2. Affiliation

2.1. Affiliation Criteria

- 2.1.1. 70% of participants of aquatics and outdoor sport facility User Groups are residents of the city of Vancouver and 80% for arena User Groups (scaling up to 80% for all User Groups in 2029);
- 2.1.2. demonstrates commitment to SafeSport through policy and practices to ensure safe, respectful, and supportive training and competition environments;
- 2.1.3. registered non-profit status;

- 2.1.4. member in good standing with a Provincial Sport Organization and the Park Board;
- 2.1.5. in compliance with Park Board and City of Vancouver policies, including Safe access for everyone policy;
- 2.1.6. provides a mechanism that allows those who wish to participate but face financial barriers to be included.

2.2. Not-for-Profit Status

- 2.2.1. Not-for-profit status for a charitable organization is defined by the Income Tax Act and for a society is defined in the Societies Act.

2.3. Good Standing

- 2.3.1. A User Group is in *good standing* with the Park Board when it:
 - 2.3.1.1.1. meets all terms and conditions of permit contract;
 - 2.3.1.1.2. does not have a history of permit infractions;
 - 2.3.1.1.3. submits information and required documentation within established timelines;
 - 2.3.1.1.4. makes all required payments on time;
 - 2.3.1.1.5. behaves in a respectful manner when interacting with staff, participants and other User Groups, and the general public;
 - 2.3.1.1.6. is not currently in legal dispute with the Park Board.

2.4. SafeSport

- 2.4.1. SafeSport guidelines were developed through engagement with viaSport. As Affiliated User Groups require PSO good standing in most cases, and viaSport designates PSOs based on SafeSport compliance, adherence to Park Board's SafeSport criteria serves as a secondary layer of accountability for safe and inclusive provision of sports programming.
- 2.4.2. User Groups are expected to require all staff and/or volunteers to complete background screening, training about safe environments, have a code of conduct and safety policies, provide emergency action plans to all coaches, and ensure there is a documented process for addressing complaints.
- 2.4.3. Coaches must demonstrate safety training and certification through their Provincial Sport Organization or viaSport, with User Groups promoting ongoing coach and official education and mentorship aligned to the age and stages of athletes being coached.
- 2.4.4. Programming must be provided in response to community needs, with inclusive language and adaptive accommodation, and including efforts to engage underrepresented groups and marginalized communities.
- 2.4.5. To reinforce accountability, User Groups may be subject to random audit.

2.5. Reducing Financial Barriers

- 2.5.1. Requiring a mechanism for ensuring access to sport is available to participants facing financial barriers is aligned with Park Board's [Leisure Access Program](#) but may take several forms, to be demonstrated by the User Group, including grants, subsidies, and other opportunities.

2.6. Affiliation Process

- 2.6.1. All User Groups interested in facility bookings are invited to complete an Affiliation and Allocation Application Form online, requiring submission of information to determine Affiliation and assigned category for the User Group.
- 2.6.2. Park Board may require supplementary data from User Groups for application review.
- 2.6.3. The application will provide an opportunity to assess whether a User Group meets Affiliation exemption requirements.
- 2.6.4. At the close of the application period, Park Board staff will review applications and inform applicants of their assigned User Group category, including for Affiliated where granted.
- 2.6.5. Throughout the Affiliation term, User Groups may be subject to audit of their membership, registration, and documentation, with Park Board acknowledging the privacy of personal information. If determined that a User Group no longer meets Affiliation criteria, Park Board reserves the right to revoke Affiliation status.
- 2.6.6. Affiliation provides the benefit of priority allocation for a User Group's primary seasons of play as set by their PSO and for facilities suitable for their sport as determined by the Park Board (e.g. an Affiliated hockey club does not get priority booking for a sport field, and a summer swim club does not get priority for winter bookings).

2.7. Term for Affiliation

- 2.7.1. Affiliated status will apply for a two-year term starting from the conclusion of intake process. Before the expiration of term, User Groups will be required to resubmit up to date application materials.

3. Exemptions

3.1. Residency

- 3.1.1. Exemption of the residency requirement of Affiliation may be granted for User Groups that are regional rather than local in scope (as defined by their governing body or through substantiated request), and/or can justify a regional catchment of participants as an equity-deserving User Group or for providing unique services with demonstrable public benefit.
- 3.1.2. User Groups operating both youth and adult programs may achieve Affiliation for one and not the other, allowing for user groups to affiliate resident-oriented youth programs while also maintaining specialized adult programs requiring a larger regional user base without negatively impacting access privileges for their core youth services.

3.2. Provincial Sport Organization

- 3.2.1. If a User Group is not covered by a Provincial Sport Organization, application for Affiliation may be made with consideration for another governing body meeting similar role in sport oversight and regulation.

3.3. Review and Decision

- 3.3.1. All submitted requests for exemptions are reviewed by staff on a case-by-case basis at the time of Affiliation intake. Late submitted requests for exemption may result in review of request being deferred to the following season.
- 3.3.2. The availability of another Affiliated User Group delivering similar services for the same demographic of users may be considered when making decisions for granting Affiliation exemption.
- 3.3.3. Where an exemption applies for an aspect of service delivery that could be changed or improved over time to satisfy Affiliation criteria, the User Group should seek to meet that criteria for future intake, and staff may remove an exemption if progress is not made.
- 3.3.4. The number of exemptions required to meet Affiliation will be considered during review, with a greater number of required exemptions reducing likelihood of successful Affiliation.