

# TOWNSHIP OF GUELPH/ERAMOSIA

## GROUP AFFILIATION POLICY

Adopted by Council May 26<sup>th</sup>, 2004

### A) **PURPOSE OF POLICY:**

The purpose of the policy is to provide principles and guidelines in determining the eligibility of non-profit volunteer Guelph/Eramosa Township organizations for priority use of Township facilities at subsidized cost.

### B) **GOALS OF THE POLICY:**

1. To ensure that opportunities exist for Township residents to participate in recreation and leisure activities at Township Facilities.
2. To ensure that non-profit organizations providing services within the Township of Guelph/Eramosa for the residents of Guelph/Eramosa have access to Township facilities to provide said services.
3. To ensure that appropriate levels of transparency, support and accountability are built into the Guelph/Eramosa Minor Sports System.

### C) **DEFINITIONS**

1. Applicant: An organization applying for affiliated group status.
2. Manager: The Manager of Property and Leisure Services for the Township of Guelph/Eramosa.
3. Affiliated Group: An organization, club, team etc. approved by the Township of Guelph/Eramosa for affiliation status.

### D) **GUIDING PRINCIPLES:**

1. Minor sport and other community service organizations in Guelph/Eramosa are best served when operated and coordinated by volunteers operating within self-contained non-profit organizations.
2. Executives of Guelph/Eramosa sports and other community minded organizations must ensure transparency and accountability to their memberships
3. Subsidies may be made available to organizations that are prepared to

meet the guidelines of the policy. Non-compliance with guidelines negates subsidy and possibly, operation within Township operated facilities.

4. In consideration of annual budgets and registration dates, all user fee increases will come into effect January first of a given year and the Township shall give 6 months advance notice of any user fee increases to the to the organization.

**E) CRITERIA FOR AFFILIATION:**

In order to be deemed an affiliated group the following criteria must be entrenched in organizational constitutions and by-laws and adhered to on an ongoing basis:

1. The applicant will be Guelph/Eramosa based organization, whose mandate is to serve Guelph/Eramosa residents.
2. 75% of the applicant's membership/participants must be residents of the Township of Guelph/Eramosa.
3. The applicant supports the Goals and Principles of the Township of Guelph/Eramosa Affiliation Policy.
4. The applicant acknowledges the role of the Township of Guelph/Eramosa to coordinate recreation and leisure, and therefore agrees to submit to the Manager on an annual basis the following:
  - a) financial statements
  - b) summary of registration numbers including the number of registrants by age group and the percentage of Township residency for the full organization .
  - c) copy of the following for information purposes:
    - minutes of annual meetings
    - current constitution and by-laws
    - contact list of executive members including names, addresses, telephone numbers and e-mail addresses

and understands that the Manager will maintain the privacy of this information in consideration of its sensitivity in nature.

Note: The Manager may audit the affiliated organization's membership list at any time he/she has reasonable cause to believe that the organization's membership does not meet the 75% resident criteria. The Manager shall provide the request in writing, stating the reason for said request.. An audit

will consist of the Manager physical reviewing the membership list in the presence of an organization representative.

5. The Minor Sports Organizations will ensure all players are registered for insurance purposes, to a minimum level established by the governing body of the sport, and subject to the approval of the Township of Guelph/Eramosa.
6. All affiliated groups shall agree to and implement the Police screening of volunteers.
7. The Township of Guelph/Eramosa shall retain the right at all times to alter facility schedules, but agrees to advise all groups of any changes as early as possible. No financial compensation or substitute time shall be guaranteed; nonetheless, the Township will make reasonable effort to advise of changes, make available compensating time or contract other facilities to minimize any such impact.
8. The Manager shall, in conjunction with the affiliated groups, annually review the needs of the groups, in regards to expansion, quality, modifications, etc. of facilities and shall include this review in the future planning of the Property and Leisure Services Department.

**F) BENEFITS OF AFFILIATION:**

1. Affiliated groups shall have priority access to the use of Guelph/Eramosa facilities. Non-affiliated organizations will be given access to facilities only after requirements of all affiliated groups have been accommodated, or, as determined by the Township in adhering to principles of equity of access.
2. Affiliated groups will be charged the subsidized rates for use of Township facilities. Non-affiliated organizations will pay the rate as approved by the Township of Guelph/Eramosa acting reasonably.
3. Affiliated groups may be subsidized as follows:
  - a) 75% child /youth/senior based Membership - 30% discount on user fees
  - b) less than 75% child /youth based membership - 20% discount on user fees

Child/youth Definition: 18 years old or less as of Dec 31<sup>st</sup> of the year in question

Senior Definition: 65 years old as of Jan 1<sup>st</sup> of the year in question.

**G) APPLICATION PROCESS:**

1. Applicants may pick-up a copy of the Affiliation Policy at the Township offices or download it from our web site: [www.get.on.ca](http://www.get.on.ca)
2. An applicant wishing to apply for affiliation shall submit a letter requesting affiliated group status to the Manager. A duly authorized official of the applicant shall sign the letter.
3. The letter of application shall be accompanied with the necessary documentation to support that the organization has met the criteria listed in Section E of the policy.
4. The Manager shall review the application and if the affiliation criteria have been met, advise the applicant in writing that they have been accepted as an affiliated group.
5. In the event that the applicant has not met the criteria, the Manager shall;
  - advise the applicant in writing of such, including recommendations as to what is required to meet the criteria,

Or

  - submit a written report to Council with the recommendation that the applicant be approved for affiliation with the necessary criteria exemptions.
6. An applicant may appeal a decision to Council.

**H) Policy Review Process**

The terms and conditions of the affiliation status will be subject to annual review.