

# CITY OF SASKATOON COUNCIL POLICY

<b>NUMBER</b>
C03-034

<b>POLICY TITLE</b> <i>Youth Sports Subsidy Program - Allocation Criteria and Special Events</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>January 1, 1992</i>
		<b>UPDATED TO</b> <i>March 21, 2016</i>
<b>ORIGIN/AUTHORITY</b> <i>Planning and Development Committee Report Nos. 29-1991; 31-1991; 6-1992 and 2-1993; City Commissioner's Report No. 26-1995; Planning and Operations Committee Report No. 19-1996; Administration and Finance Committee Report No. 14-2000; and Standing Policy Committee on Planning, Development and Community Services, Item 8.1.9 – March 21, 2016</i>	<b>CITY FILE NO.</b> <i>CK. 1720-3, 1720-3-3 and 1870-15</i>	<b>PAGE NUMBER</b> <i>1 of 9</i>

1. PURPOSE

To ensure the equitable and fair allocation of rental subsidies, established in the Youth Sports Subsidy Program, to all eligible Sport Organizations in providing programming and in hosting special events. The complementary objectives include:

- a) To ensure that program funding to Sport Organizations does not discourage the provision of leisure sport facilities by outside organizations;
- b) To encourage the youth of Saskatoon to participate in sport activities by reducing the rental cost of facilities to eligible Sport Organizations;
- c) To ensure rental subsidies provided to Sport Organizations take into account the relative costs of the facilities that are used by the various Sport groups; and,
- d) To ensure that access to the funding of the Youth Sports Subsidy Program reflects and maintains the unique inherent differences between the various sports organizations.

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## 2. DEFINITIONS

- 2.1 Schedule of Eligible Sport Organizations - a list of all Sport Organizations eligible to receive funding under the Youth Sport Subsidy Program. The list contains the name of the organization, the annual program hours per participant, participants per program hour, rental rates of the facilities they utilize, their membership, and their calculated subsidy points.
- 2.2 Sport Organization - an organization that delivers sport activity programs or services to youth age 18 or under living in Saskatoon.
- 2.3 Subsidy - is the difference between the cost of the facility rental and the amount paid by the Youth Sport Organizations.
- 2.4 Subsidy Points - the weighting factor assigned to an eligible Sport Organization obtained by applying the following formula:

$$\frac{\text{Membership} \times \text{No. of annual program hours per participant} \times \text{Rental rate per hour}}{\text{Participants per program hour}}$$

- a) Membership - the number of registered participants, 18 years and under, on December 31 of the year in which the subsidy is being calculated.
- b) Annual Program Hours Per Participant - reflects the yearly amount of "regular" time (i.e.: in relation to the participation standards which have been established for the sport or program) which is scheduled by the organization for a participant for competitions or for the instruction/ practice of the specific skills of the sport. Provincial, national, or international championship events do not qualify and will not be included in the specification of regular program time.

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- c) Participants per Program Hour - reflects the manner in which a particular sport utilizes a facility by how many people participate in the activity at the same time. It should be noted that this definition does not necessarily equate to the number of players per team or the ratio of athletes per coach.
- d) Rental Rate - represents the City's landlord costs or the market value (for those activity spaces which are not provided by the City) and must reflect the smallest "bookable" space that a sport will generally require in order to deliver the specific program or activity. The rental rate is expressed on an hourly basis. The "bookable" space will be for the primary training facility and will not include the secondary training facilities (i.e. Hockey will be subsidized for ice rentals and not for weight room rentals).

2.5 Youth Sports Subsidy Program - a program that provides subsidies to minor non-profit Sport Organizations to reduce the rental cost of facilities required to deliver their programs.

### 3. POLICY

Sport Organizations may receive financial assistance to reduce the rental cost of facilities required to deliver their programs, services, and events, provided they meet the criteria and requirements outlined in this policy.

#### 3.1 Subsidy Eligibility Criteria

The general criteria for determining groups eligible to receive funding under the Youth Sports Subsidy Program are as follows:

- a) The organization must be registered as a non-profit corporation or be a registered member of a Provincial sport-governing body which is recognized by Sask Sport.
- b) The organization must not be a public-sector agency.

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- c) The primary mandate of the organization must be the delivery or development of a "specific" sport activity to youth aged 18 years and under living in Saskatoon.
- d) The organization must be based in Saskatoon and must have been providing youth programming in the city for at least two consecutive years prior to applying for support under the Youth Sports Subsidy Program.
- e) The organization must maintain a non-restrictive membership to the sector(s) of the community and the age group that it serves and must make its programs and/or services available to all suburban areas within Saskatoon.
- f) The organization must adhere to the rules and regulations governing all developmental stages of the specific sport activity, ranging from the beginner and recreational levels through to the high performance (pursuit of excellence) categories.
- g) The eligible sport activity, which includes all the developmental stages as specified in 3.1 f), must have a clearly-defined and commonly-accepted set of rules (usually contained in a rule book).
- h) The program(s) must involve adults in teaching or coaching or in supervising participants to develop at least two of the following four skills:
  - i) Coordination;
  - ii) Strength;
  - iii) Stamina; and
  - iv) Concentration.

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## 3.2 Unexpended Youth Sports Subsidy Funds for Hosting Special Events

The following criteria shall be used for grants made from the unexpended funds remaining in the Youth Sports Subsidy Program to host special events in Saskatoon:

- a) Eligible applicants will be restricted to those organizations receiving funding under the Youth Sports Subsidy Program.
- b) Funding must be applied to provincial, national or international events that are non-recurring on an annual basis and lasting for a minimum of two (2) consecutive days, which provides a high profile and economic benefit for the city through the large number of estimated spectators and the expected extent of publicity generated.
- c) Groups applying for seed money to host recurring events for the first time would be eligible to apply on a one-time basis. Events that are now held on an annual basis would not be eligible for this funding.
- d) Funding must be used for the rental costs of facilities only.

### 3.2.1 Special Events Adjudication Committee

The Special Events Adjudication Committee will consist of five (5) member organizations receiving funding under the Youth Sports Subsidy Program and a representative from the Community Services Department. The Committee will adjudicate and approve special event funding requests from eligible applicants and report to City Council annually on approved applications.

### 3.2.2 Special Events Application Process

Applications for special event funding must be submitted by October 15 of each year for the next event season and shall include the following:

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- a) A copy of Certificate of Incorporation in the form of a Corporate Registry Profile Report;
- b) An estimated operating budget for the event, including total revenues and expenditures;
- c) A program of events;
- d) A description of economic impact to Saskatoon in hosting the event; and
- e) Projections of number of participants, spectators and volunteers expected to be involved in the event.

Applications received after the October 15 deadline will be considered by the Adjudication Committee based on available funding.

### 3.2.3 Type of Special Events Assistance

Assistance provided will be in the form of a grant.

### 3.2.4 Amount of Assistance for Special Events

The maximum grant payable shall not exceed 50% of the cost of the event.

### 3.2.5 Payment of Special Events Grant

Payment of the special event grant will be conditional upon successful completion of the special event and will be made after the event upon submission of a post event evaluation report to the Administration within 180 days following the event.

### 3.2.6 Special Events Post Event Evaluation Report

The applicant must submit the following within 180 days following the event:

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- a) Provision of financial statements for the event approved by the governing board, together with an account of how the assistance provided by the City was used; and
- b) An evaluation of the event, including statistics on the number of participants, spectators, volunteers, etc., and an assessment of the economic and social impact on the city.

### 3.2.7 Special Events Funding

Assistance provided for special events will be financed through a “Reserve for Unexpended Youth Sports Subsidy Funds” established under City Policy No. C03-003 on “Reserves for Future Expenditures”.

### 3.3 Youth Sports Subsidy Rate

The subsidy rate is 40 percent of the combined subsidy points, as determined per Section 2.4 of this Policy, for the organizations eligible for funding from the Youth Sports Subsidy Program.

### 3.4 Distribution of Youth Sports Subsidy Funds

- a) Subsidy points will be established and reviewed annually for each Sport Organization that is on the Schedule of Eligible Sport Organizations as defined in Section 2.1 of this policy.
- b) Each eligible sport organization, at the end of the year, will be eligible to receive funding in the following Youth Sports Subsidy Program year.
- c) The amount of financial assistance available to an eligible sport organization in each program year shall not exceed the organization's subsidy points assigned for that year multiplied by the Youth Sports Subsidy rate.

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## 3.5 Method of Payment

- a) All Sport Organizations who rent City owned facilities and are eligible to receive rental subsidies under the program will have the subsidy credited to their account based upon the organization's actual usage of the facility.
- b) All Sport Organizations who rent non-City owned facilities and are eligible to receive a rental subsidy under the program will be paid directly by the City based upon the organization's actual usage of the facility. The amount of the subsidy will be paid upon reviewing approved documentation that the facility rental has been paid by the eligible Sport Organization and the use of that facility was to provide eligible sport activities for youth.
- c) Rental invoices for all rentals occurring within the subsidy year (July 1 to June 30) must be submitted no later than July 21 to be considered eligible for subsidy funding.

## 3.6 Appeals

Eligible Sport Groups that do not agree with the subsidy points established by the Community Services Department for their organization may appeal to the Standing Policy Committee on Planning, Development and Community Services.

## 3.7 Administrative Authority

- a) The Administration shall have the authority to establish the format of application forms, the minimum documentation required to be submitted by the applicant, and application deadlines.
- b) The Community Services Department shall have the authority to authorize and pay subsidies according to the terms and conditions as outlined in this policy.



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## 4. RESPONSIBILITIES

### 4.1 Community Services Department

- a) Assist groups in making application for facility rental assistance under the Youth Sports Subsidy Program.
- b) Approve applications, received from groups and organizations, for facility rental assistance under the Youth Sport Subsidy Program.
- c) Annually review the Schedule of Eligible Sport Organizations to ensure all organizations on the schedule remain eligible for assistance.
- d) Review, update and prepare recommendations for changes to this policy.

### 4.2 City Council

- a) Approve the amount of funding available in the Youth Sports Subsidy Program.
- b) Approve any and all amendments to this policy, where appropriate.