

AMATEUR SPORTS FUND COMMITTEE

Terms of Reference

Purpose

The purpose of the Amateur Sports Fund Committee is to disperse funds for the promotion and improvement of New Westminster amateur sports.

Mandate

The role of the Amateur Sports Fund Committee is to encourage:

- increased participation in amateur sports for youth,
- provision of a wide variety of sport activities for local youth,
- youth to become involved and exposed to new sporting activities,
- skill development,
- competition, and
- Volunteer participation and development.

Eligible Organizations, Teams or Individuals:

General Grant

Eligible New Westminster youth amateur sport organizations shall meet the following requirements:

- i. Must be an active, voluntary, not for profit organization primarily serving New Westminster youth in amateur sport,
- ii. Must have a constitution and Board of Directors who are elected at an annual general meeting that is open to the public, and
- iii. Must open its membership and programs to any youth in New Westminster wishing to participate.

Travel Grant

New Westminster youth amateur sport teams and individuals may apply for travel assistance to national and international competitions.

Eligibility Criteria, Process and Restrictions:

General Grant

- a) Applicants must demonstrate the proposed amateur sporting initiative will benefit New Westminster's community and/or athletes,
- b) Priority will be given to projects that improve and/or increase the number of sporting opportunities, participation levels or skill development,
- c) Priority will be given to new or additional services or projects within the organization, and
- d) While funding is intended for one-time projects, consideration will be given to renewing a grant for a second year,
- e) The activity or project must be completed within the calendar year for which the funding is approved
- f) Funding will be remitted upon project completion and receipt of an acceptable report, evaluation and verification of payments and expenses,
- g) Acknowledgement of the City of New Westminster's financial support must be prominently displayed in the organizations/athletes promotional literature and mediums (i.e. website, brochures, advertisements, etc.),
- h) All eligible organizations may apply to receive a fixed administrative grant of \$200.00 each year.

General Grant Exclusions – Funding is not available:

- to cover the complete cost of any single project
- for awards
- for expenses related to the rental of City facilities where the fees charged are already subsidized for amateur sport
- for expenses related to participating in tournaments outside of New Westminster

Travel Grant

Funding is available for eligible teams and individuals for travel to national and international competitions. Under special circumstances, assistance will be considered for travel to provincial competitions.

Types of Eligible Projects:

- Clinics, seminars, workshops **
- Hosting tournaments within New Westminster (in cases where a suitable local venue is not available, consideration will be given to supporting a portion of the costs associated with hosting a tournament outside of the City)
- Equipment (uniforms are only considered where a new program is being developed)
- New programs
- Travel assistance

** Funds awarded for development purposes must have a component targeted for the development of volunteer coaches and not be used solely for the hiring of paid coaches and/or professional player development coaches.

Application Information

- Applications will be distributed to eligible organizations on an annual basis and accepted by the Committee each December.
- Should funds remain available after the initial grant awards, additional applications may be considered in June.
- Funding approval will usually be announced by January of each calendar year.
- Grants are awarded by City Council on recommendation from the Committee.
- Travel grant applications are available from the New Westminster Parks, Culture & Recreation Department office. Travel grant applications are reviewed and awarded throughout the year.
- All applications are to be submitted to:

c/o New Westminster Parks, Culture & Recreation
600 Eighth Street
New Westminister, BC, V3M 3S2
Telephone: 604-527-4567
pcr@newwestcity.ca

Remittance of Grants

General Grant

- a) Grants are paid upon receipt of validation that expenditures have been made relating to the approved project (i.e. receipts, registration confirmation and cancelled cheques).
- b) Receipts can be submitted for reimbursement at any time throughout the year.
- c) The final deadline for submission of receipts is December 31 of each year. Claims submitted after this date will not be considered.

Travel Grant

Grants are paid upon award and do not require receipts. Complete application forms are required.

Voting Members

The committee shall consist of three voting members. Each member will be New Westminister residents who apply for this committee through the annual City committee recruitment process and be appointed by City Council. All members shall serve without remuneration.

Staff Advisor

The Director of Parks, Culture & Recreation, or a designate, will provide staff support to the committee. The staff advisor must be present at all committee meetings.

Term

The term for all voting members, as appointed by Council, will be for two-years from February 1 of the year appointed.

Attendance

The staff advisor will arrange the meeting schedule with the Chair so that all members are available for scheduled meetings.

Quorum

A quorum shall consist of all three voting members.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the chair shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Rules of Procedure

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided, as revised from time to time.

Amateur Sports Fund Travel Grant Guidelines

Applications will be accepted for New Westminster teams or individual New Westminster residents only.

Applications must be for travel to participate in National or International Amateur Sport competitions held outside of the Province of B.C. and sanctioned by recognized amateur sports organizations.

Eligible New Westminster youth amateur sport organizations shall meet the following requirements:

- Must be an active, voluntary, not for profit organization primarily serving New Westminster youth in amateur sport,
- Must have a constitution and Board of Directors who are elected at an annual general meeting that is open to the public, and
- Must open its membership and programs to any youth in New Westminster wishing to participate.

Funding Guidelines

Individuals:

- Travel outside the province but within North America \$200
- Travel outside North America \$300

Team: (Team Size – a minimum of 3 players and a coach)

- Travel outside the province but within North America \$ 800
- Travel outside North America \$1,000

*** Special consideration may be given for travel to remote or difficult travel destinations..