

CYPRESS COUNTY RECREATION BOARD POLICY **ATHLETE DEVELOPMENT**

POLICY STATEMENT

The Cypress County Recreation Board recognizes the valuable contribution made to the community by those individual groups and organizations who attain provincial, national and international recognition. The Recreation Board also recognizes the value of special events, celebrations and festivals and the contribution they make to a community.

PURPOSE

1. To recognize and acknowledge the effort necessary to attain excellence.
2. Encourage the positive use of leisure time for the betterment of the community.
3. Promote Cypress County and the communities therein.
4. Provide assistance to individuals, groups and individuals who attain provincial, national and international recognition.
5. Recognize and acknowledge effort necessary for planning and staging Special Event.

DEFINITIONS

Competition - an activity that gathers the representatives of the provinces, territories or regions in Canada, or various countries worldwide for the healthy, worthwhile, and amateur contest of skills.

Amateur - not for profit participation for the pure joy and celebration of the activity.

Provincial Competition - a province wide event sanctioned by a recognized provincial governing body that invites participation by representatives from zones, regions or other territorially designated sections of the province. Smaller region or zone events are not included in this policy.

National Competition - an event sanctioned by a recognized national governing body that invites participation by representatives from the provinces, territories or designated regions of Canada (this may include a Western Canadian competition).

International Competition - an event sanctioned by a recognized international governing body that invites participation by representatives from various countries worldwide.

Special Event - an activity, fair exhibition, demonstration or celebration that involves or impacts a large percentage of the local population in a positive, worthwhile and meaningful manner. The event should accentuate the spirit of our community. The event should make a major contribution to the celebration of life in Cypress County as well as add to our tourism, economic and community development.

RESPONSIBILITIES

1. Promote the policy to assure public awareness.
2. Provide applications to interested parties.
3. To review applications and determine amount of financial assistance to successful applicants.
4. To follow up with all applicants as to their success and failure of their application and provide rationale for same.

FUNDING SOURCES

Funds to implement this policy shall be provided from the Reserve established by Cypress County from the 1991 Southern Alberta Summer Games surplus. Should this program prove to be successful and upon depletion of the Reserve Account, the Recreation Board may approach the Cypress County Council to consider continuing the program.

PROCEDURES - COMPETITIONS

1. The Board may grant support to groups, organizations, or individuals who have achieved representative status at provincial, national or international competition in the following categories:
 - a) sports
 - b) the arts
 - c) scholastics
2. The Board may grant support to groups or organizations who are hosting a provincial, national or international competition in the following categories:
 - a) sports
 - b) the arts
 - c) scholastics
3. The criteria for receiving support are as follows:
 - a) the competitions as well as the participants must be of amateur status.
 - b) any support provided must be applied directly to activities specific to the competition, eg. travel, accommodations, advertising.
 - c) applicants must provide a brief financial statement of projected expenses and revenues as well as a final financial accounting statement.
 - d) where possible the use of local businesses for the supply of goods and services related to the competition is encouraged.
 - e) support may be provided to teams, organizations, groups, agencies or individuals. (Note: Support for “individuals” is intended for attendance at competitions)

- f) consideration will be given to location and duration of the competition, the number of people involved and any special needs.
- g) for provincial competition, financial support will be restricted to a maximum of \$200.00 for attending a competition and \$500.00 for hosting a competition.
- h) for national or international competitions, financial support will be restricted to a maximum of \$1,000.00 for attending a competition and a maximum of \$5,000.00 for hosting a competition.
- i) written authority from the specific provincial or national body sanctioning participation must be provided.

PROCEDURES - SPECIAL EVENTS

1. The Board may grant assistance to a special event that is demonstrated to achieve a major contribution to the community in terms of citizen involvement, tourist generation, economic benefit, positive recognition, and celebrating the joy of living in Cypress County.
2. The criteria for receiving municipal support are as follows:
 - a) the event must involve, either directly or indirectly, a large percentage of the municipal population.
 - b) any support provided must be applied directly to activities specific to the event.
 - c) applicants must provide a brief financial statement of projected expenses and revenues as well as a final financial accounting statement.
 - d) wherever possible the use of local businesses for the supply of goods and services related to the event is encouraged.
 - e) the applicant must be a member or represented by a registered not-for-profit group, organization or agency.
3. If an event is annual by nature, assistance will be applied for and subsequently reviewed on an annual basis. Special event funding is primarily a one-time assistance program. Organization self-sufficiency is encouraged.

PROCEDURES - GENERAL

1. To help ensure that seasonal groups can gain access to assistance, any budget allocated to this policy will be prorated in six month intervals.
2. Early application will be encouraged.
3. If funding is advanced for any event or competition that does not occur, or the individual, team or group does not attend, then under normal circumstances the money must be refunded.

4. Where possible, funds will be allocated after the event or competition has occurred and a completed financial statement has been received.
5. Cypress County reserves the right to limit or refuse assistance to any applicant.
6. In lieu of or in addition to financial support, the County may choose to offer assistance in the form of technical expertise, facility usage, equipment usage or other available in-kind service.
7. Financial contributions from the Board to any competition or special event in no way obligates the County to participate in the competition or special event beyond the terms set out in this policy.
8. Cypress County assumes no responsibility, legal or otherwise for any competition or special event, unless specifically outlined under separate agreement.

APPLICATION FOR ASSISTANCE

APPLICATION FOR: ATTENDING a Competition ___ HOSTING a Competition ___ Staging a SPECIAL EVENT ___

DATE OF APPLICATION: _____

NAME OF SPECIAL EVENT OR COMPETITION: _____

NAME OF GROUP/INDIVIDUAL: _____

Contact name for group if applicable: _____

ADDRESS: _____

POSTAL CODE: _____ **EMAIL ADDRESS** _____

TELEPHONE: (Bus or Cell) _____ (Res) _____ (Fax) _____

NATURE OF THE SPECIAL EVENT/COMPETITION (Detail activity and location)

NUMBER INVOLVED WITH YOUR GROUP FOR THIS SPECIAL EVENT/COMPETITION _____

PLEASE LIST THE NAME(S) OF THE PROVINCIAL, NATIONAL AND/OR INTERNATIONAL GOVERNING BODY THAT IS SANCTIONING THIS COMPETITION/EVENT (if applicable)

FOR COMPETITIONS:

You may be required to provide written confirmation from the organization, agency or association, that you or your organization has qualified and/or is authorized to represent your region, province or country OR is authorized to host the above noted competition. Please attach a copy to this application or indicate that a written confirmation is forthcoming.

ATTACHED _____

FORTHCOMING _____

AMOUNT OF REQUEST: _____

NOTE: A budget form has been provided on the reverse side of this page. You are required to complete it or provide a detailed copy of your own financial statement.

INDIVIDUAL'S / GROUPS SIGNATURE

PROJECTED EXPENSES AND REVENUES

EXPENSES

Travel Costs	_____
Accommodation	_____
Meals	_____
Fees (entry/hosting)	_____
Equipment Costs	_____
Facility Costs	_____
Other (list)	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES _____

REVENUES

Fees	_____
Fundraising	_____
Grants	_____
Other (list)	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL REVENUES _____

SURPLUS / (DEFICIT) _____