

POLICY NUMBER CMS-2004-02

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THE CORPORATION OF THE COUNTY OF BRANT

Being a policy to regulate and assist community groups and organizations to provide a background and rationale for service delivery for recreational services.



COUNTY OF BRANT
Parks and Recreation

AFFILIATION PACKAGE

AS APPROVED BY COUNTY COUNCIL 11/02/04

1) **Definition of an Affiliate:**

In recognition of the many recreational and cultural non-profit groups that offer a variety of activities, program and sports within our community to residents Parks and Recreation has developed a policy to assist these groups with their organizational growth and development through resources, services and support.

2) **Goal:**

To assist community groups and organizations with developing, planning organizing and implementation of recreational sports, activities and special events within the County of Brant.

The County of Brant Parks and Recreation affiliation policy will help provide a background and rationale for service delivery while ensuring that customer service is being met in the most effective and customer friendly way possible. The affiliation policy also addresses that the County of Brant Parks and Recreation is committed to community growth within the area of recreation.

3) **Criteria for Affiliation:**

- a. Affiliation groups must be of a recreational nature with the goals and objectives compatible with those of the County of Brant Parks and Recreation.

Community Services Mission:

*The County of Brant Community Services Division, through its dedicated professional team of volunteers and staff in its cemeteries, fire, **parks and recreation divisions**, is committed to protecting our heritage and environment, encouraging community partnerships and providing effective public services.*

- b. The affiliation group's objective must be the provision of recreational cultural, sports, activities, and programs to residents of the County of Brant.
- c. Affiliation groups must be a non-profit organization and operate under the authority of a Volunteer Board or Executive Committee.
- d. The affiliation group must show that it will be capable of meeting all of its financial objectives and commitments for the program season.
- e. The affiliation group must support the shared responsibility between the affiliate group and the County of Brant Parks and Recreation and support effective decision making related to the future recreational growth within the community.

- f. Affiliation groups must provide County of Brant staff with ongoing direction and guidance related to the needs of the group.
- g. Affiliation groups must be made up of county residents.
- h. Affiliate groups are required to offer financial assistance to participants who would not be able to participate because of financial limitations. The affiliate groups can use the County of Brant “Can We Help?” Financial Assistance program as a guideline.

4) Special Services Available to all Approved Affiliate Groups:

- a) Affiliate Groups may advertise in the County of Brant Parks and Recreation Guides (three publications). More information is available from the Marketing Assistant.
- b) Affiliated groups will have the opportunity to include their contact information on the corporate web page.
(Upon approval from Corporate Services)
- c) Affiliated groups through the Joint Use of Facilities Agreement between the Grand Erie District School Board and the County of Brant may make use of designated schools for programs.
- d) For all meeting rooms that are operated by community services staff, and upon availability, can be made available at no charge to executives for their monthly meetings.
- e) That organizations are aware that County staff are here to act as a resource for the recreation groups.

Obligations/Responsibilities of Affiliated Groups:

1. Groups must demonstrate total responsibility for their own programs, activities and participants.
2. Groups must demonstrate financial responsibility and independence.
3. Groups should be involved in training of its members and participant, in order to insure continued growth and development of the individuals and group.
4. Publicize the group’s activities to the general public in order to make their programs accessible. Groups should provide Parks and Recreation with all promotional material that they distribute to the community.

5. Groups should hold regular board/executive meetings and provide Parks and Recreation with minutes of their annual meeting.
6. Groups should assume responsibility for their own liability insurance coverage for all the group's activities and provide annually a copy of the liability insurance coverage to County of Brant Parks and Recreation.
7. All groups working with children, youth, special needs and seniors must implement a volunteer screening program, which includes a criminal records check. Groups may refer to the County of Brant practices as a guideline.
8. Groups must renew their Affiliation on an **annual basis**, on the date of their annual general meeting. A listing of County of Brant Affiliate Groups will be submitted to the Grand Erie District School Board by August 31st of each year.
9. Affiliated groups applying for use of facility space, must have their fees and services up to date.

Procedure to become affiliated:

1. Review the Affiliation Package and request any additional information from Parks and Recreation staff.
2. Present the Affiliation Package to their executive and receive their approval in becoming affiliated. Parks and Recreation staff can provide guidance where necessary.
3. Complete the attached application form in full and enclose all additional documents.

Check List for Application:

- Is the application form filled out completely?
- Has the application form been signed by a signing officer?
- Have you attached a financial statement?
- Do you have enclosed a copy of your current Liability Insurance?
- Have you enclosed any promotional materials?

(B) TERM OF OFFICE FOR EXECUTIVE MEMBERS? _____

3. Date of Annual Meeting? _____

4. Please attach a listing of members who would be requesting the use of schools through the Joint Use of Facilities Agreement.

5. NAME OF SIGNING OFFICER(S)
(Please Print)

POSITION/TITLE

SIGNATURE OF SIGNING OFFICER(S)

DATE

***** PLEASE ATTACH A COPY OF YOUR CURRENT LIABILITY INSURANCE ***