



Through support from the City of Kelowna, PacificSport Okanagan, and Valley First (a division of First West Credit Union), the Community Sport Delivery Program (CSDP) has been created to support the staffing needs (i.e. Head Coach, Administrator) of Local Sport Organizations and assist in the delivery of local sport participation and performance initiatives. These paid positions will ensure the provision of a wide range of programs and services to athletes, coaches and volunteers from the grassroots to competitive levels that align with the Canadian Sport For Life (CS4L) Model (see Appendix A).

This program has provided funds to Local Sport Organizations through a two-year funding cycle since 2015. The intent of these funds is to provide seed money for new staff positions in order to build capacity within the local sport system. The Community Sport Delivery Program will be administered by PacificSport Okanagan, on behalf of the City of Kelowna (see Appendix B).

CRITERIA

Selection of deserving local sport organizations will be based on the following criteria:

1. Applicants must be a local not-for-profit sport organization (charitable status not required) based and operating in Kelowna.
2. Applicants must be fully endorsed/supported by their provincial sport organization.
3. Grant funds must be at least equally matched (in cash) and are only to be used for the approved paid position within the sport organization.
4. Program funds must be used for new paid positions (not for existing paid positions).
5. Applicants must be able to demonstrate the organizational need and capacity to support the position.
6. Applicants must be able to lever the CSDP contribution with cash and/or in-kind support (above and beyond the matching component) to be directed towards the paid position.
7. Applicants must not be in a deficit financial situation or have an outstanding receivable with the City of Kelowna.
8. Priority will be given to: sports that participate in BC Games, Canada Games, Olympic and Paralympic Games; and, to sport organizations that have a plan to provide programs and services that align with the Canadian Sport for Life model and show evidence of a pathway from participation to performance.

FUNDING LEVELS

Funding levels will adhere to the following guidelines:

- ▶ The maximum funding allocation to any one local sport organization will be \$10,000.00 over the two year funding cycle (\$5,000.00 per year).
- ▶ Grant funds must be at least equally matched (in cash) and are only to be used for the approved paid position within the sport organization.
- ▶ Approved local sport organizations will be eligible to receive the CSDP funds for a two year funding cycle upon completion of the contribution agreement and reporting requirements.

APPLICATION PROCESS

1. Based on funding cycles, a call for applications will be made every two years.
2. Shortlisted applicants will be required to submit a sport development plan before final approval.
3. Applications should be submitted to PacificSport Okanagan, c/o Sport Kelowna Centre, 645 Dodd Road, Kelowna, BC, V1X 5H1.

APPROVAL PROCESS

1. Applications will be reviewed by the Community Sport Delivery Program (CSDP) Review Team, with representation from the City of Kelowna and PacificSport Okanagan.
2. The CSDP Review Team will evaluate the applications, make shortlist recommendations, and notify the applicant within thirty (30) days of the review period.
3. Shortlisted applicants will be required to submit further information (sport development plan) before a final decision can be made.
4. The CSDP Review Team will review the sport development plans and make the final selection decision. The decisions of the CSDP Review Team will be final.
5. A PacificSport representative (CSDP liaison) will be assigned to work with the successful applicant in order to provide program accountability and support.
6. Successful applicants will be required to sign a contribution agreement that will clearly outline the terms and conditions of the CSDP grant.
7. Upon receipt of the signed contribution agreement, the CSDP grant funding for the year will be released.
8. Successful applicants will be required to complete a program report annually

CANADIAN SPORT FOR LIFE (CS4L) - APPENDIX A

Children, youth, and adults need to do the right things at the right time to develop in their sport or activity - whether they want to be hockey players, dancers, figure skaters, or gymnasts. Long-Term Athlete Development (LTAD) describes the things athletes need to be doing at specific ages and stages.

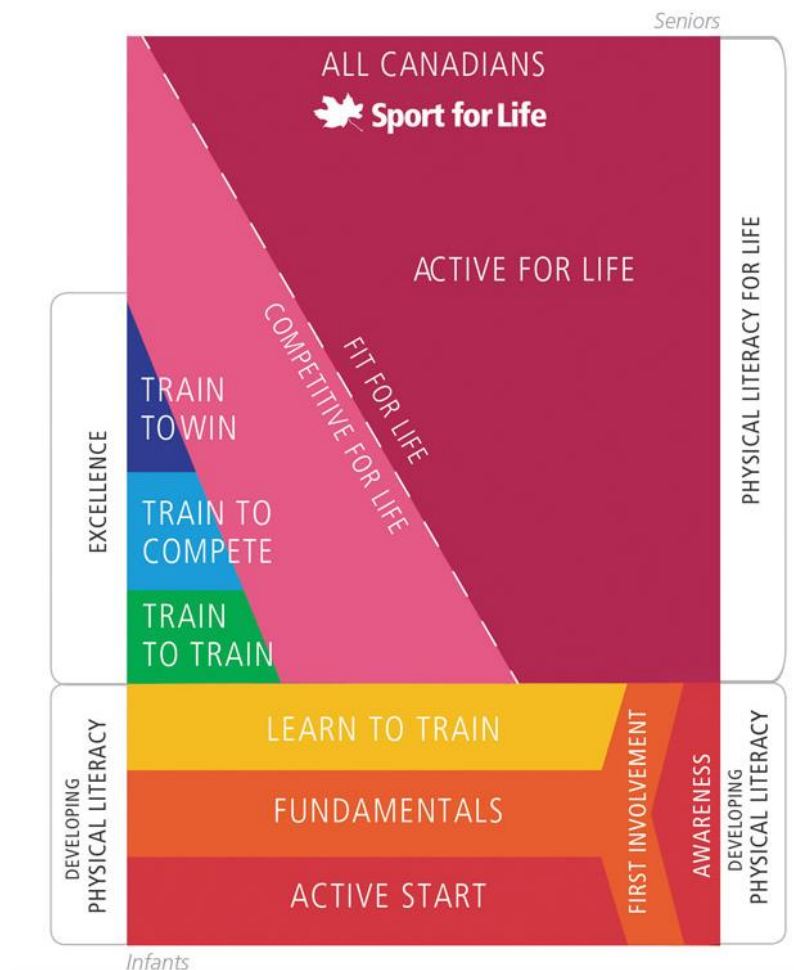
Science, research, and decades of experience all point to the same thing: kids and adults will get active, stay active, and even reach the greatest heights of sport achievement if they do the right things at the right times. This is the logic behind the Long-Term Athlete Development Framework (LTAD).

Awareness and First Involvement stages engage individual in sport and physical activity, they must be aware of what opportunities exist, and when they try an activity for the first time, it is critical that the experience is positive.

Active Start, FUNdamentals, and Learn to Train stages develop physical literacy before puberty so children have the basic skills to be active for life. Physical literacy also provides the foundation for those who choose to pursue elite training in one sport or activity after age 12.

Train to Train, Train to Compete, and Train to Win stages provide elite training for those who want to specialize in one sport and compete at the highest level, maximizing the physical, mental, and emotional development of each athlete.

Active for Life stage is about staying Active for Life through lifelong participation in competitive or recreational sport or physical activity.



SPORT KELOWNA - APPENDIX B

Who We Are

City of Kelowna: The City of Kelowna's Active Living & Culture Division delivers a broad spectrum of activities, programs, and support to the residents of Kelowna. Within this department, the sport development team provides services and support to local sport groups with a focus on facility and organizational needs. The team works closely with other City departments and associations to ensure local sport organizations are properly equipped with suitable facilities and provided with support to enhance organizational viability and sustainability.

PacificSport Okanagan: As part of the provincial network of Regional Sport Centres, PacificSport Okanagan is a not-for-profit society that works collaboratively as a partner in the promotion, education and program alignment of the national Canadian Sport for Life (CS4L) movement to improve the quality of sport and physical activity in Canada. The Okanagan Regional Sport Centre (based in Kelowna) has developed a variety of sport development programs, services and events to support increased sport participation and improved sport performance throughout the region.

What We Do

This strategic partnership helps to facilitate and provide leadership to the following community sport initiatives:

- **Sport Education:** A variety of innovative, current and interactive workshops, certification courses and conferences that provide athletes, coaches, officials, administrators and volunteers with practical information they can readily implement.
- **Sport Participation:** Grassroots initiatives that ensure all youth have the opportunity to participate in sport and be inspired to lead a healthy, active lifestyle.
- **Athlete Development:** Programs designed to enhance the motor skills and physical fitness of young athletes and provide foundational movement skills for future athletic development.
- **Sport Resources & Support:** Resources to ensure comprehensive sport information and expert insight on community sport initiatives; and, specialized sport equipment, technology innovations and grants to support sport development.
- **Sport Networking:** Local community events and opportunities designed to foster relationship building, collaboration and recognition within the sport community.
- **Facility Allocation/Maintenance:** Facility scheduling that ensures the fair allocation and ongoing maintenance of City-owned recreation facilities.
- **Bid Development:** Bid preparation support including letters of endorsement, production of bid documents in printed and/or electronic format, and access to photography of the destination and event venue for use on website and pre-event promotions
- **Event Support:** Event hosting support that includes assistance with site inspections, accommodation/venue selections, welcome packages, activity options, promotional tools and the on-site logistics required to run a successful sporting event.
- **Administrative Services:** Comprehensive registration and promotion services to assist sport organizations with their front-line administrative requirements.
- **Organization Development:** Advocacy and Liaison services to support club development that aligns with sporting and demographic trends and is sustainable for current and future generations.

For further information on PacificSport Okanagan services, please contact 250-469-8854. For Sport Kelowna services and support, please contact 250-469-8504.