

# FUNDING SUSPENSION AND TERMINATION POLICY

## 1.0 DEFINITIONS

- 1.1 Annual Core Contribution Funding – funding for Provincial Sport Organizations, Disability Sport Organizations that achieve minimum criteria for accredited status.
- 1.2 Agreement – The written agreement between viaSport and the Recipient outlining the terms and conditions of receiving Annual Core Contribution funding.
- 1.3 Recipient – An organization which receives Annual Core Contribution funding from viaSport
- 1.4 BC Games Zone – geographical boundaries as defined by the BC Games Society.

## 2.0 PURPOSE

- 2.1 viaSport is committed to maintaining high standards of accountability, integrity and transparency in its financial activities and funding initiatives. Part of this commitment is ensuring that all recipients of annual funding from viaSport are committed to similar standards of accountability, integrity and transparency. The purpose of this policy is to set out the circumstances under which Annual Core Contribution funding can be suspended and reinstated, or terminated.

## 3.0 APPLICATION

- 3.1 This policy applies to all Recipients of Annual Core Contribution funding distributed by viaSport.

## 4.0 CAUSE FOR SUSPENSION OF PAYMENTS

- 4.1 In addition to the terms of suspension and termination in the Agreement, viaSport may suspend Annual Core Contribution payments to Recipients at any time during the term of the Agreement should any of the following occur:
  - 4.2 The Recipient fails to meet the minimum requirements for being an accredited organization and eligible to receive Annual Core Contribution funding as outlined below:
    - 4.2.1 Provincial Sport Organizations must be:
      - i. A duly registered Society in good standing with the BC Societies Act
      - ii. In good standing with their respective National Sport Organization
      - iii. Verify an annual membership of at least 1,000 members
      - iv. Verify a base membership in at least 5 BC Games zones
      - v. Able to demonstrate integration of the Canadian Sport 4 Life Model

- vi. Able to implement NCCP coaching pathway

4.2.2. Disability Sport Organizations must be:

- i. A duly registered Society in good standing with the BC Societies Act
- ii. In good standing with their respective National Sport Organization
- iii. Verify an annual membership of at least 100 members
- iv. Verify a base membership in at least 3 BC Games zones
- v. Able to demonstrate integration of the Canadian Sport 4 Life Model
- vi. Able to implement NCCP coaching pathway

4.2.3 Multi-Sport Organizations must be:

- i. A duly registered Society in good standing with the BC Societies Act

4.3 The Recipient fails to meet the terms and conditions of their Agreement, including, but not limited to:

- i. Failure to comply and adhere to the Personal Information Protection Act (PIPA).
- ii. Failure to obtain Commercial General Liability insurance in an amount no less than \$2,000,000.
- iii. Failure to comply with requirements and regulations of the BC Criminal Records Review Act.
- iv. Failure to submit reporting deliverables within 15 days of the reporting deadline described in the Agreement.
- v. Failure to follow recognition guidelines as referred to in the Annual Contribution Agreement.

4.4 The Recipient receives, or is the subject of, allegations of poor financial management, breaching Generally Acceptable Accounting Practices (GAAP) or financial fraud. Financial fraud includes, but is not limited to, misappropriation of funds, authorizing or receiving compensation or reimbursement for goods not received or services not performed, falsification of employment records, or unauthorized alteration of financial records. If the Recipient becomes aware of any such allegations they must be reported promptly to viaSport and a failure to promptly report is itself a breach sanctionable by the suspension or termination of funding.

4.5 The Recipient does not have a discipline and appeals policy that has been approved by viaSport. Allegations or reports of these policies not being appropriately followed are also grounds for suspension or termination of funding.

## 5.0 PROBATION, SUSPENSION, TERMINATION OR REINSTATEMENT

5.1 If the Recipient fails to provide documentation or is found by viaSport to not be in compliance with the terms of the Agreement or this policy, then the Recipient will be moved to probationary status. In such case, written notice will be provided to the Recipient specifying the non-compliance or breach and if the Recipient does not rectify the non-compliance or breach within the period established by viaSport, at its sole discretion, then funding may be suspended.

5.2 Once funding has been suspending, in order for funding to be reinstated the Recipient must, within the timelines stipulated by viaSport, be able to verify that they have rectified the matter which gave rise to the suspension to the satisfaction of viaSport and can demonstrate that:

- i. All the requirements of being accredited have been met;
- ii. All the requirements outlined in this policy and their Agreement have been met;
- iii. Appropriate financial documents, including but not limited to Audited Financial Statements, have been completed; and
- iv. The organization is in compliance with their policies and procedures.

5.3 In the event that the Recipient does not rectify the required deficiencies within the timelines defined by viaSport in accordance with Section 5.2 during the suspension period, the Recipient's Agreement and funding will be terminated.

## 6.0 APPEALS

6.1 A decision by viaSport to place a Recipient on probation may not be appealed but a decision to suspend or terminate funding may be appealed in accordance with the viaSport Appeal policy.