

# RECREATION POLICY

## 1 INTRODUCTION

The health of an individual is improved with physical activity and improved health leads to brighter futures and limitless possibilities. The Band Council of Shuswap Indian Band is committed to supporting and promoting the health and well-being of members by facilitating their participation in recreation, sporting, cultural and social opportunities.

## 2 PURPOSE

The purpose of the Recreation policy is to establish guidelines for Shuswap band members to access and obtain available funds for recreation, sporting, cultural and social activities through a fair and equitable process. The Recreation policy is available in the Band Administration office and online.

## 3 FUNDS AND LIMITATIONS

The Chief and Council shall allocate an annual budget based on availability of funds. The maximum individual financial support per fiscal year for all Shuswap Indian Band Members enrolled in Grades K-12, (post-secondary will be on a case by case basis) an will not exceed \$1,000.00.

Financial assistance is limited to registration fees; all other secondary costs associated with participation in an activity are the responsibility of the parent/participant (i.e., Uniform, costumes or equipment).

Financial assistance will be paid in Canadian currency and will not be adjusted for the exchange rate.

All applications are subject to availability of funding. The total amount requested will not necessarily be the amount approved.

Two or more events/activities may be applied for, but the subsidy will not exceed the individual's maximum.

Funding is not transferable from one child to another or from one individual to another.

Cheques will not be issued for reimbursement without proper proof of invoicing/receipts.

Any requests for coverage for groups or individuals not covered by this policy, or that are in excess of the individual amounts, or that are in excess of the annual budget will be forwarded to Chief and Council.

Requests made by an individual who owes money to the Band and has not set up a repayment plan will not be considered. NOTE: Children are exempt from this clause as they are not responsible for their parents' debts.

Band member children in care of a delegated agency are eligible for sponsorship only when funding is not provided by the delegated agency.

## 4 TYPES OF ACTIVITIES FUNDED

### 4.1. Recreation, Sports & Leisure Registration Subsidy

Assistance may be granted to individuals to participate in any organized recreational, sporting, social or administered locally by recognized organizations or schools such as: sports teams, arts and crafts IE; glass blowing or drawing lessons, local hockey club, dance school, martial arts, etc.

## 5 ELIGIBILITY CRITERIA:

Recreation activities must be provided through a registered league, business or organization and all receipts/invoices must contain official business letterhead/logo.

Funding is based on the age of the individual at the time of application. For example, the change from youth to adult funding occurs on the band member's 30<sup>th</sup> birthday, not at the beginning of the next fiscal year.

The person requesting funding must be a Shuswap Indian Band member or in the process of registration.

If successful, the approved amount will be provided in accordance with the Shuswap Indian Band's cheque processing procedures.

Applicants not approved for funding will be notified in writing within five business days of the decision, stating the reasons for declining the application.

## 6. APPLICATION PROCEDURES

### 6.1 Individuals:

At least three (3) weeks prior to the start of the activity or fee due date an applicant must complete the Shuswap Indian Band Recreation application form and submit it and the following attachments:

- a. Proof of registration, event and costs.
- b. Invoice from a recognized business establishment (quotes are not acceptable).

Late requests **or** incomplete applications may result in delayed payments.

Payments shall be made directly to the organization when this option is available.

## 7 DOCUMENTATION REQUIRED FOLLOWING THE EVENT

## 8 When applying for as travel or team sponsorship.

Upon completion of the event, the applicant will submit the following:

- 8.1 Travel expenses receipts (fuel, flight tickets)
- 8.2 Food and lodging costs for child and chaperone, if applicable.
- 8.3 Chaperone/coach/team contact information.
- 8.4 Signed letter from the Coach that the applicant attended the event.

Recipients of funding shall provide to Shuswap Indian Band a written summary of their experience in the funded activity or event. This may include pictures, video, etc. Subsequent applications may be denied until such time as outstanding summaries are submitted.

Failure to submit required receipts will affect further funding. The Band reserves the right to verify receipts and information provided.

## 9 WITHDRAWALS FROM ACTIVITIES

In the event that an applicant withdraws from the activity that they were subsidized to enter and they are entitled to full or partial refund, the applicant must notify the Band of the refund and return the refund to the Band or apply the refund towards registration in another activity.

If the refund is applied to another activity, the applicant must provide proof as in the initial claim for subsidy.

Failure to notify and return refunds will result in disqualification from future subsidies. Should an individual withdrawal due to injury suffered from event, there will no requirement to repay.

## 10. AMENDMENTS:

This policy shall be reviewed by the Chief and Council every three years or at the recommendation of the Director of Operations should any changes be required sooner.

## 11. POLICY EFFECTIVE DATE

This policy shall be in effect from the date approved by motion of Chief and Council and shall remain in effect until such time as it is revised or rescinded by motion of Chief and Council.

This Recreation Policy has been reviewed and adopted by Council at a duly convened meeting at the Shuswap Indian Band administration office, held on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Barb Cote  
Chief

\_\_\_\_\_  
Tim Eugene  
Councilor

\_\_\_\_\_  
Mark Thomas  
Councilor

# Application for Recreation

This application is for: Individual \_\_\_\_\_ Team/Group \_\_\_\_\_

## APPLICANT INFORMATION

Individual/ Team/ Group Name: \_\_\_\_\_  
(if a team/group, please attach a list of participants clearly identifying Shuswap Indian Band Members)

Main contact of team or group: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Event or Activity Funds are requested for: \_\_\_\_\_

Location of event/activities: \_\_\_\_\_

Date(s) of the event/activities: Start: \_\_\_\_\_ End: \_\_\_\_\_

## Funding Request:

Entrance Fee/Registration	\$ _____
Meals	\$ _____
Travel Costs	\$ _____
Accommodations	\$ _____
Equipment	\$ _____
Other	\$ _____
Total Cost:	\$ _____

**Applicant's Contribution:** \$ \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

If funding is approved, whom shall the cheque be made out to?

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

If approved for funding I agree to provide to the Band documentation and a written summary of the event/ activity as per the Recreation Policy.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent / Guardian (if applicant is under 18): \_\_\_\_\_

## FOR OFFICE USE

Date Approved: \_\_\_\_\_ Amount: \_\_\_\_\_

Not Approved: \_\_\_\_\_ Reason: \_\_\_\_\_

