

Category: Community Services

Designated Community Sport Group Policy

Policy Number: CMS-120
Approved by: Council Resolution # C089-2024 – May 15, 2024
Administered by: Recreation Division, Recreation Planning Unit
Effective Date: May 15, 2024

1. Background	2
2. Purpose	3
3. Application and Scope	4
4. Outcomes.....	4
5. Principles.....	4
6. Mandatory Requirements	5
7. Roles and Responsibilities	10
8. Monitoring and Compliance	10
9. Definitions.....	10
10. References and Resources.....	11
11. Revision History	12
12. Appendix A - Community Sport Group Designations and Benefits.....	13
13. Appendix B - Application for Community Sport Group Type Status	15

1. Background

The City of Brampton (herein referred to as the “City”) implemented a Community Sport Group Policy (“Policy”) for the purpose of defining benefits and services to Community Sport Groups in Brampton. This Policy replaces the Community Group Affiliation Policy (2010) solely for community organizations involved in the delivery of organized sport in Brampton.

Through the consultations and research, selected changes and notable points contained in this Policy are presented for consideration and are highlighted as follows:

- 1.1. Athlete Centred Policy** – There is agreement that all sport providers and the City should continue to focus on the needs of resident athletes with an emphasis on quality and safety. This Policy does not treat one Brampton resident differently than another but focuses on increasing participation in positive sport experiences. Certain providers suggested that the notion of “Affiliation” excluded some athletes from equitable treatment, allocation of facilities and inclusion in the Brampton Sport Alliance discussions and activities.
- 1.2. Tiered Supports** – This Policy includes all sport providers as part of a collective and provides supports based on the groups’ ability to provide well-rounded sport experiences to youth or adults. Sport groups are categorized under Community Sport Group Youth A, Youth B (Not-For-Profit or For-Profit), and Brampton-Based Adult (Not-For-Profit or For-Profit). Higher level of supports are provided for Community Sport Groups that are aligned with sport governing bodies, offer a continuum to the athlete from basic skill development/house league to competitive level play, and those that actively engage with the City as required by this Policy. Fewer supports and benefits are offered to Community Sport Groups that do not meet the complete criteria of a Community Sport Group Youth A.
- 1.3. Residency Requirements** – Many Community Sport Groups indicated that the historical residency requirement of 99% of participants was not achievable and not workable. This Policy speaks to an overall residency requirement of 80%. House league level of play requires a 90% residency rate and that non-residents will not displace a Brampton resident within a house league.
- 1.4. The Question of One Recognized Group Per Sport** – This Policy recognizes that in a growing community as large as Brampton, residents and sport groups may benefit from more than one group per sport type (youth or adult). This Policy permits a new sport group to form and apply under certain conditions (based upon membership numbers, sport continuum including basic skill development/house league level play, new players, sustainability, quality assurance, etc.). City Staff’s role is to complete a feasibility review addressing the capacity of the existing

community sport group(s) and the sport infrastructure to accommodate additional sports groups, members, and usage.

- 1.5. Working Better Together** – Discussions centred on collectively working with all community sport groups to build a stronger and more cohesive sport delivery system within the City. This Policy recommends that all community youth sport groups become active members of the Brampton Sport Alliance, a current requirement of affiliated youth sport groups. Participation would become a requirement in maintaining a community sport group’s status with the City under this Policy. Adult groups will be engaged throughout the year in various ways that may include written communications, in-person meetings, attendance at annual general meetings, or other appropriate means.
- 1.6. Including Marginalized and Low-Income Residents** – There is full agreement that all community sport groups should continue to include residents that are marginalized and/or have lower incomes. All groups provide support either directly or through third party subsidy programs for low-income residents. Encouragement and provision of sport opportunities for low-income or marginalized residents is now stated in this Policy.

2. Purpose

The City of Brampton believes in the benefits that a quality sport system brings to the athletes, families, sport teams, residents, and the community as a whole. The Community Services Department, by way of the Recreation Division, is responsible for implementing the City’s objectives of developing a sports system that enables all residents to be active throughout their lives. Participation in sport has many personal and community benefits, including healthy lifestyles, increased volunteerism, positive economic impacts, and community pride and cohesion. The Designated Community Sport Group Policy identifies the levels of support that the City will provide to youth and adult Community Sport Groups that support quality sport development for all residents in Brampton.

The purpose of this Policy is to:

- 2.1** Define the levels of support that are provided by the City of Brampton to each type of qualifying Community Sport Groups. This clarification will serve to assist in allocating staff and other resources toward a collective vision of “Sport for All – Sport for Life.”
- 2.2** Speak to working better together as one sport community in Brampton to maximize participation in quality sport endeavours and to leverage the power of a strong collective of sport enthusiasts.
- 2.3** Align with the principles of the Canadian Sport for Life model that identifies a sport continuum to ensure that residents can play at a level that they would

like to participate in, from an introductory level to a more competitive level of sport participation.

- 2.4 Speak to the inclusion of all sport participants and ensure equitable benefits to groups that embrace the principles of inclusion, diversity, and equity, as well as providing quality and safe experiences.

3. Application and Scope

This Policy applies to Brampton-based community sport groups that provide recreational opportunities to the community. This Policy also applies to the provision and identification of support by the City to Designated Community Sport Groups.

3.1 Exceptions

- 3.1.1 This Policy does not apply to non-Brampton-based sport groups unless otherwise indicated.

4. Outcomes

- 4.1 Clarify roles and responsibilities of Community Sport Groups and the City in jointly supporting sport development and sport excellence in Brampton.
- 4.2 Build capacity within the sport delivery system to provide a variety of sports to residents of all ages.
- 4.3 Build sustainability in Brampton's sport delivery system through continued dialogue and cooperation.
- 4.4 Identify supports provided to Community Sport Groups in order to strengthen sport opportunities.
- 4.5 Work collectively with the sport community to enable a sport system that provides safe and quality driven experiences for all athletes.
- 4.6 Encourage barrier-free access to sport for Brampton residents including persons that come from low-income or other marginalized backgrounds.

5. Principles

- 5.1 **Transparency** – The application and administration of support requests for use of City assets and services should be conducted in a structured and open manner for all stakeholders.
- 5.2 **Equity** – Decision-making and provision of services and benefits to community sport groups should be conducted in a fair, balanced, and equitable manner for all stakeholders.

5.3 Accountability – All stakeholders should uphold their obligations and implement practices in a responsible matter following procedures, protocols, and processes.

6. Mandatory Requirements

6.1 Community Sport Group Governance

6.1.1 The City recognizes that the Community Sport Groups have their own governance structures. The City shall not be responsible for settling issues or disputes within groups and is not accountable for decisions or actions taken by any designated group.

6.2 Community Sport Group Designation Application Criteria

6.2.1 In order to be considered for a Community Sport Group Designation, a Community Sport Group must satisfy criteria in accordance with Appendix A of this Policy including being in good financial and legal standing with the City for an application to be considered. Application requirements are detailed in Appendix B.

6.2.2 The goals of all Community Sport Groups must be aligned with the guiding principles of the Canadian Sport for Life – Long-Term Athlete Development program and be consistent with the City’s objectives regarding sport development, sport sustainability, and community diversity and inclusion. The City shall have the final decision as to which classification each community sport group will be placed within.

6.2.3 The minimum and maximum age restrictions as of December 31st of the current year for a Community Sport Group serving children and youth shall be in accordance with the following:

Type of Programming	Minimum Age	Maximum Age
Instructional/Introductory Experiences	Four (4)	Twenty One (21)
Non-instructional/introductory Experiences	Six (6)	Twenty One (21)

6.2.4 Exceptions to the minimum age requirements for a Community Sport Group serving children and youth may be made where the National and/or Provincial Sport Governing body recommends children start at a younger age. Exceptions to the maximum age may be made where the National and/or Provincial Sport Governing body defines an age grouping that is more than 21 years but includes 21-year-olds; these groups may receive different benefits, rates and allocation for their youth and adult participants.

- 6.2.5 Excepted age requirements shall be considered by the City at the time of application and must include a written submission outlining the rationale for the exception.
- 6.2.6 The minimum age group for a Community Sport Group serving adults is over 19 years as of December 31st of the current year. Groups wishing to serve families of all ages shall be considered an adult group under this Policy.
- 6.2.7 Community Sport Groups that serve both youth and adult participants should apply under the designation that represents the majority of its participants. Requests for exceptions should be submitted in accordance with deviations listed in ss. 6.9.
- a) Approved groups will receive different benefits, rates and allocation for their youth and adult participants in accordance with Appendix A.
 - b) Should the majority of members in an age division of a youth group be twenty 21 years of age or older, then the applicable “community” rate for the facility rental shall be applied.
- 6.2.8 Designated Community Sport Groups that wish to change their designation status (e.g., from a Youth B to a Youth A designated group) must submit an application in writing to their City liaison before the end of the current season for consideration in the next season. The City shall evaluate requests on a case-by-case basis in accordance with criteria such as the City’s capacity to support the changed designation.
- a) Requests for a change in designation are at the discretion of the City and not guaranteed.
- 6.2.9 All Community Sport Groups must complete an application package for consideration of a designation every 3 years prior to the start of each respective season. See Appendix B for application details.
- 6.2.10 New Community Sport Groups wishing to receive the respective benefits outlined in this Policy must demonstrate in their initial application that resident members have an interest in joining a new organization and are not coming from existing Community Sport Groups.
- a) A statement that the participants do not knowingly come from existing Community Sport Groups must accompany the application provided to the City.
 - b) The City reserves the right to conduct a feasibility study including a capacity and infrastructure assessment for any new Community Sport Group applying for designation.
 - c) The City as per its discretion may impose a waiting period requirement for a new group to demonstrate successful operations for

a period of up to 3 years to determine its sustainability before approval is granted.

6.3 Community Sport Group Designation – Residency Requirements

6.3.1 All Community Sport Groups must demonstrate that their overall registration/player base includes a minimum of 80% residents and/or ratepayers of the City of Brampton. The residency requirement for House Leagues shall be 90%.

6.3.2 Requests for an increased percentage of non-residents must be submitted in writing to the City and shall be evaluated on a case-by-case basis in special circumstances only, such as a specialized program/sport (e.g. Special Olympics) that requires a larger geographic area to support the sport or other temporary considerations.

6.3.3 The City will review the resident percentages and number of participants annually to ensure that all Brampton residents can participate in sport within Brampton. Adjustments may be made to account for pent up demands for space and within facilities, and in the instance whereby Brampton residents are not able to participate due to use by non-resident participants.

6.3.4 Community Sport Groups must ensure that they have and retain a “Declared Non-Resident List” listing non-resident participants in accordance with the Community Sport Group Standards and submit to the City before each playing season and upon request.

6.3.5 All non-residents may be required to pay a surcharge as outlined in the User Fee By-Law 380-2003, updated annually and subject to Council approval. This surcharge is paid directly to the group at the time of the player’s registration, and groups shall remit the surcharge to the City within 60 days after the start of the group’s playing season.

6.4 Designated Community Sport Groups shall be entitled to supports and benefits provided by the City in accordance with the type of designation as per Appendix A.

6.4.1 Provision of liability insurance is at the sole discretion of the City and subject to approval by the appropriate City Department on an annual basis.

6.5 A Community Sport Group approved for a designation shall be required to sign a legally binding agreement with the City outlining all responsibilities and entitlements.

6.6 Applications for Community Sport Group Status must be approved by the Director of Recreation or designate. Upon approval, groups are required to sign a contract with the Recreation Division outlining all responsibilities and

supports. This contract requires the group to adhere to the requirements and stipulations outlined in this Policy or to any changes deemed necessary on annual basis. Approvals for Community Sport Group Designation are granted for a 3 year period from the date of approval. Groups must reapply to renew their status. Approval is not guaranteed in subsequent years.

- 6.7** A Designated Community Sport Group may terminate their status at any time by providing written notice to the City signed by all members of the group's executive or Board of Directors. Once confirmed, the group shall not be eligible for future benefits detailed in this Policy.
- 6.8** The City may terminate a Designated Community Sport Group's status for failing to abide by this Policy including not meeting Roles and Responsibilities as stated herein. A Community Sport Group may have their status terminated for reasons including but not limited to the following:
- 6.8.1 Acts in contravention of this Policy;
 - 6.8.2 Violations of any Provincial or Federal legislative or Municipal by-law requirements with respect to the activities of the group;
 - 6.8.3 Failure to abide by the Ontario Human Rights Code regarding any of the group's actions;
 - 6.8.4 Abusing the supports, privileges and services provided;
 - 6.8.5 Not being in Good Financial and/or Legal Standing with the City;
 - 6.8.6 Failure to operate in a financially responsible manner; or
 - 6.8.7 Revoking or acting in contravention to its constitution, by-laws, and operating guidelines.
- 6.9** A Designated Community Sport Group may request deviations to this Policy by submitting the request in writing to the City prior to accepting registrants and in accordance with any additional requirements as stated in the Community Sport Group Standards.
- 6.9.1 The request must be made in writing to the Recreation Division prior to accepting registrants;
 - 6.9.2 The request must be on group letterhead, directed to the staff liaison and state the circumstances surrounding the request;
 - 6.9.3 The request must state that the group's executive is in support of the request; and
 - 6.9.4 The request must be signed by the president or a designate.

- 6.9.5 The City will evaluate all requests in the order received. Requesting groups may be required to attend an interview.
- 6.9.6 Requests for deviations to this Policy are not guaranteed. Approvals for a deviation are granted for up to a 3 year period, determined at the discretion of the City and must be resubmitted as stated in the granted deviation.

6.10 To maintain their status, Designated Community Sport Groups are required to:

- 6.10.1 Satisfy all requirements and principles as outlined in this Policy.
- 6.10.2 Act as a disciplinary body for participants and/or teams under the group's jurisdiction.
- 6.10.3 Provide immediate notice to the City of any changes to the executive, board or constitution.
- 6.10.4 Maintain up-to-date membership lists with contact information.
- 6.10.5 Submit an application to renew Community Sport Group Status every 3 years, to be received by the City 3 months before the end of the term of approval.
- 6.10.6 Work in collaborative manner with the City of Brampton as guided by the Recreation Division which may include attending meetings with City staff liaisons, engagement at the Brampton Sport Alliance for Youth A and B groups, engagement at City hosted community sport group meetings, responding to City requests in a timely manner, adherence to application timelines and policy requirements, etc.
- 6.10.7 Maintain good financial and legal standing with the City.
- 6.10.8 Operate in a financially responsible manner.
- 6.10.9 Operate in accordance with group constitution, by-laws, or operating guidelines.
- 6.10.10 Ensure any support services and/or privileges provided by the City are not abused.
- 6.10.11 Ensure federal and/or provincial legislation is adhered to as applicable including, but not limited to, the Ontario Human Rights Code.
- 6.10.12 Ensure that all applicable regional and/or City by-laws are followed, including City policies, procedures, and guidelines regarding the booking of facilities and/or use of City assets.

7. Roles and Responsibilities

7.1 City Staff

- 7.1.1 Monitoring and ensuring overall compliance with this Policy;
- 7.1.2 Identifying supports to Community Sport Groups as outlined in this Policy;
- 7.1.3 Facilitating continued dialogue with all Community Sport Groups as it relates to the administration of this Policy and for the development of sport in Brampton as a whole.

8. Monitoring and Compliance

8.1 This Policy shall be reviewed in accordance with the Governing Policy for the Corporate Policy Program.

8.2 The Director, Recreation or designate shall monitor and enforce compliance with this Policy and any accompanying online resources, manuals, guidelines and/or standard operating procedures as applicable.

8.3 Consequences of non-compliance

8.3.1 Failure to follow this Policy may result in revocation of designated status and denial of future support requests. In the event that the Recreation Division is made aware of and has confirmed any contravention of this Policy's provisions, a Community Sport Group acting in contravention of this Policy will be sent a "Notice of Contravention" by registered mail to the address on file and/or email and given notice of 30 days to correct such contravention. If, after 30 days, the contravention has not been rectified or the group has not provided a satisfactory response to the City, the group may forfeit their Community Sport Group status and/or supports provided through this Policy up to and including the requirement to reapply for Community Sport Group status for the next season. Escalation in disciplinary measures will be at the discretion of the Recreation Division.

9. Definitions

9.1 Community Sport Group – A Brampton-based community sport groups that provide recreational opportunities to the community. Designated Community Sport Groups are Community Sport Groups that have successfully completed the application process outlined in this Policy and are entitled to supports and benefits provided by the City in accordance with the type of designation as per Appendix A.

9.2 Good Financial Standing – An organization or individual belonging to an organization's Executive/Leadership personnel as having no balance overdue

per the scheduled payment plan. This status will be considered either separately or alongside Good Legal Standing.

- 9.3 Good Legal Standing** – An organization or individual belonging to an organization’s Executive/Leadership personnel as having no pending or ongoing litigation against the City of Brampton that relates to or could impact the organization's programs and/or the benefits it receives from the City, as determined at the City's sole discretion. This status will be considered either separately or alongside Good Financial Standing.C
- 9.4 Including Low-Income Residents** – Refers to expanding engagement in sport, as that brings with it many benefits including at a minimum self-confidence and leadership capabilities. Some low-income families cannot join sport activities due to their funds having to be spent on primary expenses such as housing and food. This Policy recognizes the importance of sport for everyone and asks Community Sport Groups to put in place ways of including and funding low-income sport participants.
- 9.5 Individual Sports** – Any sport where one athlete competes against another, or a group of singular athletes in a race, game, or other form of competition. Examples of individual sports include (but are not limited to) singles tennis, most track and field events, and swimming events other than relays.
- 9.6 Long-Term Athlete Development** – The Canadian Sport for Life movement focused upon improving the quality of sport and physical activity in Canada. Four stages of sport development are described, and tools and education are offered to sport and recreation leaders in order to offer safe activities geared to an individual’s sport ability.
- 9.7 Marginalized Populations** – Specifically identified in this Policy by asking Community Sport Groups to look at ways of reaching out and including residents who may be underrepresented in sport in general. These communities of people include diverse cultural backgrounds, persons with disabilities, girls and women, Lesbian, Gay, Bisexual and Transsexual residents, Indigenous Peoples, and any others that may need encouragement and possibly accommodation
- 9.8 Resident** – Refers to anyone who lives permanently in Brampton or pays property or business taxes in the City of Brampton.

10. References and Resources

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publicly available.

10.1 References to related bylaws, Council policies, and administrative directives

- Sports Facility Allocation Policy (DRAFT)
- [Governing Policy for the Corporate Policy Program GOV-100](#)
- [User Fee \(Municipal Act\) By-law 380-2003](#)

11. Revision History

Date	Description
2024/05/15	Approved by Council Resolution C089-2024 on May 15, 2024 – Replaces Community Group Affiliation Policy (2010) solely for community organizations involved in the delivery of organized sport in Brampton
2027/05/15	Next Scheduled Review

12. Appendix A - Community Sport Group Designations and Benefits

Community Sport Group Category & Description	Benefits
<p>Youth A</p> <ul style="list-style-type: none"> - Has Not-For-Profit or Charitable status - Affiliated and in compliance with a National/Provincial Sport Governing Body - Provides a house league or a “learn to” program and a sport continuum from house league to competitive level play, as applicable - Overall club membership is comprised of a minimum of 80% Brampton residents - The house league teams will consist of a minimum of 90% Brampton residents - Minimum of 150 participants for Team Sports or 25 participants for Individual Sports - Participates in the Brampton Sport Alliance discussions and initiatives - Compliant with the Brampton Community Sport Group Policy - Has a mechanism in place to reasonably accommodate low-income residents - Exception #1 – a Community Sport Group may have less than 80% resident membership and/or have less than the participant minimum(s) if the sport group is supporting the regional interests of a group representing persons with disabilities or a marginalized population - Exception #2 – a Community Sport Group representing persons with disabilities may also serve adults 	<ul style="list-style-type: none"> - Participation in Brampton Sport Alliance events and initiatives - First priority booking of sport facilities - Staff liaison services - May apply for liability insurance if required (subject to approval by the City) - Provision of meeting rooms - Promotion and publicity as arranged with City staff
<p>Youth B – Not-For-Profit</p> <ul style="list-style-type: none"> - Has Not-For-Profit or Charitable status - Provides a house league program or competitive program, as applicable - Suggested alignment with a National/Provincial Sport Governing Body - Membership is comprised of a minimum of 80% Brampton residents - Minimum of 150 participants for Team Sports or 25 participants for Individual Sports - Participates in the Brampton Sport Alliance discussions and initiatives - Compliant with the Brampton Community Sport Group Policy - Has a mechanism in place to reasonably accommodate low-income residents 	<ul style="list-style-type: none"> - Participation in Brampton Sport Alliance events and initiatives - Second priority booking of sport facilities - Staff liaison services - May apply for liability insurance if required (subject to approval by the City) - Provision of meeting rooms - Promotion and publicity as arranged with City staff
<p>Adult – Not-For-Profit</p> <ul style="list-style-type: none"> - Has Not-For-Profit or Charitable status - Membership is comprised of a minimum of 80% Brampton residents - Minimum of 150 participants for Team Sports or 25 participants for Individual Sports - Meets with staff as required along with other similar groups - Compliant with the Brampton Community Sport Group Policy 	<ul style="list-style-type: none"> - Third priority booking of facilities - Staff liaison services - Provision of meeting rooms - Promotion and publicity as arranged with City staff

Youth B – For-Profit	
<ul style="list-style-type: none"> - Has For-Profit status or is a Commercial Enterprise - Suggested alignment with a National/Provincial Sport Governing Body - Membership is comprised of a minimum of 80% Brampton residents for house leagues and introductory programs - Minimum of 150 participants for Team Sports or 25 participants for Individual Sports - Participates in the Brampton Sport Alliance discussions and initiatives as well as other mandated meetings - Compliant with the Brampton Community Sport Group Policy - Has a mechanism in place to reasonably accommodate low-income residents 	<ul style="list-style-type: none"> - Participation in Brampton Sport Alliance discussions and events - Fourth priority booking of sport facilities - Provision of meeting rooms - Staff liaison services - May apply for liability insurance if required (subject to approval by the City) - Promotion and publicity as arranged with City staff
Adult – For-Profit	
<ul style="list-style-type: none"> - Has For-Profit status or is a Commercial Enterprise - Membership is comprised of a minimum of 80% Brampton residents - Minimum of 150 participants for Team Sports or 25 participants for Individual Sports - Meets with staff as required along with other similar groups - Compliant with the Brampton Community Sport Group Policy 	<ul style="list-style-type: none"> - Fifth priority booking of facilities - Staff liaison services

Additional Details

- **Provision of Meeting Rooms:** Provided there is space available, meeting room facilities will be provided free of charge for Community Sport Group Youth A, Youth B (Not-For-Profit and For-Profit) and Brampton-Based Adult organizations (Not-For-Profit): 1 executive/board meeting per month dealing with the business of the sport group only; 1 annual meeting; and 1 registration date per session. Bookings must be made through the Rentals Unit within the Recreation Division. All meetings will be for a maximum of 2 hours each and are based on availability. These meeting rooms are for administrative use only and are not to be used for social functions.
- **Promotion and Publicity:** The Recreation Division will provide publicity and sport promotion, where possible, to Community Sport Groups through normal Recreation Division channels such as brochures, news releases, and special event calendars. A fee may be charged as applicable.

13. Appendix B - Application for Community Sport Group Type Status

Community Sport Groups must contact the Recreation Division to obtain an application package. Applications for Community Sport Group status must be submitted every 3 years while the following information shall be provided to the City 3 months prior to the start of each respective season:

- A statement of the group's purpose, goals, and objectives;
- A description as to whether the group is aligned and associated with a Provincial and/or National Sport Governing Body and provide related staff certifications if the groups are not associated;
- Groups may submit recommendation letters from Provincial and/or National Sport Governing Bodies;
- A description of the group's legal identity such as Not-For-Profit, Charitable, or For-Profit status with proof of registration required for both Not-For-Profit and Charitable groups;
- A copy of the group's constitution and by-laws;
- A membership list that confirms that the group meets residency requirements set out through this Policy and is signed by two authorized officers of the organization;
- The names, addresses and telephone numbers of the group's board of directors and other key contact persons; and
- A complete financial statement of the previous year's operating expenditures and revenues, as well as an operating budget for the next operating year, signed by two operating officers - all groups seeking renewal of their status may be requested to submit an audited statement if their budget expenditures exceed \$100,000. Financial statements are required by Community Sport Groups that are operating as a registered Not-For-Profit, Charity, For-Profit and Commercial enterprise; exceptions to financial statements may be considered at the sole discretion of Recreation Division. Financial statements are intended for review by City staff and will be managed in accordance with applicable privacy and confidentiality policies.

Should the majority of members in an age division of a youth group be 21 years of age or older, then the applicable "community" rate for the facility rental will be applied.

Any changes to the groups By-Laws and Constitution, Executive members, membership, and financial statements will be submitted annually. These revisions will be submitted to the assigned Recreation Division liaison 3 months prior to the season start. The Recreation Division will review all documentation and direct any questions to the Community Sport Group contact.