



Corporate Policy

Registered Minor Sports Groups Fee Reduction Policy

Department:	Community Services
Attachments:	Application Package
Approved	by Council: February 14, 2011 Resolution. No 11
Repealed	by Council: July 14, 2025 Resolution No. 2025-132

1. Policy Statement

The Town of Orangeville Registered Minor Sports Groups Policy is a system that allows non-profit minor sports groups to register with the Town of Orangeville to receive reduced fees and other benefits.

2. Purpose

Non-profit minor sports groups are the primary providers of organized sport in the Town of Orangeville for children and youth. The Town of Orangeville, along with other communities across Ontario and Canada, recognizes that affordable access to recreation facilities is an important factor in ensuring maximum participation in sports and other programs that promote physical activity and a healthy lifestyle.

Local sports organizations have identified affordability as a barrier to participation. The Town of Orangeville has established increasing physical activity opportunities for children and youth and seeking community input by working with local groups as two of the five main priorities in the Parks and Recreation Strategic Plan. One of the short-term goals of the Plan is to provide reduced fees and other benefits to sports groups that meet an established set of criteria.

3. Definitions

None.

4. Scope

This policy applies to eligible non-profit minor sports groups.

5. Policy

Minor sports groups that successfully register with the Town of Orangeville may receive the following benefits:

- 20% reduction in the base prime-time facility rental fee;
- Free town space for annual general meetings when elections are held;
- Free access to semi-annual central registration events hosted by the Parks and Recreation Department;
- Access to Town of Orangeville advertising and promotion opportunities (i.e. promoting special events in the Parks and Recreation section of the Town page and website);
- Opportunities to participate in volunteer training and recognition as available.

Minor sports groups must meet the following criteria in order to be eligible to complete the registration process:

- The primary mandate of the organization must be to provide equal opportunity and access for Orangeville residents under the age of 18 to participate in sport and recreation activities;
- The organization must be a non-profit organization and operate under the authority of a volunteer board or committee;
- The organization must be operated in an open and democratic manner through the holding of annual membership meeting and elections of an executive/board from the membership to carry out the wishes of the general membership;
- The organizations base of operation must be in the Town of Orangeville;
- The organization must have a minimum of 60% of its registrants as residents/rate payers of the Town of Orangeville or it must be the only organization providing the activity to Orangeville residents. (i.e. Orangeville Girls Hockey Association has 55% of its registrants as residents but it is the only organization providing girls hockey);
- The organization must be in good financial standing with the Town;

Qualifying organizations must successfully complete the registration process to be eligible for the benefits described in the policy.

Organizations must submit a completed application form including the required submissions as detailed at Appendix A;

- The information will be reviewed by Parks and recreation staff for completeness and eligibility;
- The Director of Parks and Recreation will provide the organization with a Certificate indicating that they have received Registered status for one year;
- Organizations must repeat the process annually to continue to receive the benefits.

**REGISTERED MINOR SPORTS GROUPS FEE REDUCTION POLICY
GUIDELINES AND APPLICATION PACKAGE**

APPENDIX A-REGISTERED MINOR SPORTS GROUPS APPLICATION FORM

Registration Information

Official Name of Organization: _____

Contact Person: _____

Position: _____

Address: _____ Postal Code: _____

Phone#: _____ Fax: _____

Email: _____

Website: _____

Annual General Meeting Date: _____ First year of operation _____

Organization Information

The Town of Orangeville collects data to assist in planning for future activities, services and/or programs. Please check the age groups and indicate the number of participants.

Age Group:

- | | |
|--|---|
| <input type="checkbox"/> D Preschool 0-5 | Number of resident participants: _____ |
| <input type="checkbox"/> 0 Children 6-12 | Number of non-resident participants*: _____ |
| <input type="checkbox"/> D Youth 13-18 | Total number of participants: _____ |

*Please provide a list of the number of non-resident participants by municipality of residence (not mailing address) .

Required Submissions - Attach copies of all required documents _____

- D A list of the organization 's current board/executive including positions, name, addresses, and home/business phone numbers, emails, etc.
- D Recent annual operating budget and/or current financial statement
- D Current copy of the organization's constitution and by-laws or statement of purpose.
- D Does the organization have Directors/Executive liability insurance? If yes, please attach a copy.

Declaration of Authenticity of Information Submitted on and with this Application

Please Print Name

Position on Executive/Board

Signature of Applicant

Date (YY/MM/DD)

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Community Contact Role and Responsibilities

The Parks and Recreation Department requires that all organizations requesting services and/or facilities designate one representative to serve as a Parks and Recreation contact person.

Responsibilities:

- o This individual will need to be available in person and/or by phone during office hours Monday to Friday 10 a.m. to 6 p.m. The individual must have email access. In the event the Parks and Recreation Department is unable to reach this person, a back-up person is to be designated by the organization.
- o Ensure all submissions are forwarded to the Recreation and Parks Department by the dates required; i.e. requests for facility use, application for special events, payments, etc.
- o Has authority to deal with facility permits, other required documents and be responsible for the organization's compliance of all conditions, regulations, policies and procedures as specified therein. An approved designate (i.e. Executive Member) may be assigned the signing authority on behalf of the organization.
- o To attend all Parks and Recreation Department "User Group" meetings and distribute departmental information (including correspondence) to their members; i.e. permit changes, cancellations, upcoming special events, etc.
- o Must inform the appropriate Parks and Recreation Facilities Coordinator of schedule changes, maintenance and/or special request or any other pertinent information on behalf of the organization within the required time frame.
- o To notify the Parks and Recreation Department immediately of any changes regarding the organization's contact person; i.e. name, phone numbers, addresses, email, etc. This will ensure communication with your organization is maintained.

The contact person for the organization will play a very important role in assisting the Parks and Recreation Department to provide timely and efficient services to the members.

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APPENDIX B - CERTIFICATE OF REGISTERED STATUS

**THIS CERTIFIES THAT
(Organization Name)**

**IS A REGISTERED MINOR SPORTS GROUP
WITH THE TOWN OF ORANGEVILLE PARKS AND RECREATION DEPARTMENT.**

**(ORGANIZATION NAME) HAS SATISFIED THE REQUIREMENTS OF THE POLICY AND IS
ELIGIBLE TO RECEIVE THE FOLLOWING BENEFITS:**

- 20% reduction in the base prime-time facility rental fee;
- Free town space for annual general meetings when elections are held;
- Free access to semi-annual central registration events hosted by the Parks and Recreation Department;
- Access to Town of Orangeville advertising and promotion opportunities;
- Opportunities to participate in volunteer.

for the period from _ _ _ _ to _ _ _ _

Minor Sports Organizations Based in Orangeville

Orangeville Minor
Hockey Association
Orangeville Girls
Hockey Association
Skate Canada
Orangeville
Orangeville and District Minor
Lacrosse Association Orangeville
Minor Soccer Club
Orangeville Representative
Football Association Orangeville
Minor Baseball Association
Orangeville Minor Softball
Association Orangeville Otters
Swim Club
Twisters Gymnastics Club

All of the above organizations are not-for-profit and are associated with a provincial oversight body.