



Recreation Policy & Procedures

Amended July 30, 2013.

**TK'EMLÚPS te SECWÉPEMC  
RECREATION POLICY & PROCEDURES**

**1 PURPOSE:**

The purpose of the Recreation policy is to establish guidelines for Tk'emlups te Secwépemc band members to access and obtain available funds for recreation.

Chief and Council will approve an annual Recreation budget, at the beginning of each fiscal year, to be administered by the Social Development Department; and Chief and Council will not consider any further individual or group requests.

**2. MISSION:**

The Tk'emlups te Secwépemc (TteS) has established an annual recreation budget to provide financial assistance to band members. The TteS is committed to providing fair and equitable guidelines for all band members to access recreation funding.

**3. ELIGIBILITY CRITERIA:**

1. The person requesting funding must be a Tk'emlups te Secwépemc band member and have a ten digit Tk'emlups te Secwépemc Registry Number starting with 688.
2. Eligibility is limited to the current fiscal year beginning April 1<sup>st</sup> and ending March 31<sup>st</sup> of the next year and no retroactive payments will be made to a previous fiscal year. Recreation fees that need to be paid in February for activities that occur in the next fiscal year will be deducted from the actual fiscal year that the activities takes place (i.e. soccer registration) subject to budget availability. Invoice receipts received by March 31<sup>st</sup> for activities that took place prior to that date will be paid from that fiscal year.
3. Recreation activities must be provided through a registered league, business or organization and all receipts/invoices must contain official business letterhead/logo.
4. Band member children in care of a delegated agency are eligible for sponsorship only when funding is not provided by the delegated agency.
5. All receipts and requests must be received by 4pm Friday in order to be reviewed and if approved, processed the following Friday.



6. Funding is based on individual age of the TteS member requesting the funds. 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.

**4. ANNUAL RECREATION BUDGET ALLOTMENT:**

1. Maximum individual financial support per current fiscal year for the newborns to 3 years is \$300.00.
2. Maximum individual financial support per current fiscal year for the youth category is 4 to 29 years of age is \$1,000.00.
3. Maximum individual financial support per current fiscal year for adults aged 30 years and older is \$500.00.
4. Family membership fees will be deducted and divided from each the family's individual allotments (i.e. Family YMCA pass). To be eligible for a family pass a minimum of two family members living in the same home must have status numbers that start with 0688.
5. Financial assistance is for the registration fee; all other secondary costs associated with participation in a chosen activity are the responsibility of the parent/participant (i.e. Uniform, costumes, travel or equipment).
6. All sponsorship and reimbursements will only be paid in Canadian currency and will not be adjusted for the exchange rate.

**5. TOURNAMENT  
No Funding for the 2013/14 Fiscal Year**

**6. PROVINCIAL, NATIONAL AND INTERNATIONAL LEAGUES/ TEAMS/  
RODEOS  
No Funding for the 2013/14 Fiscal Year.**

**7. REPRESENTING A SPORT AT THE PROVINCIAL/ NATIONAL/  
INTERNATIONAL LEVEL:  
No Funding for the 2013/14 Fiscal Year.**



**8. PROCEDURES FOR ACCESS TO ALL RECREATION FUNDS:**

1. TteS band members must come into the Social Development office and fill out the Tk'emlúps te Secwépemc Recreation application form and submit the following attachments with their application:
  - a. Proof of registration, proof of event and cost;
  - b. Invoice from a recognized business establishment (quotes are not acceptable). Cheques will be made payable to the business establishment; and/or,
  - c. Valid receipts for recreation activities that meet the eligibility criteria, as set out in the policy, will be paid as a reimbursement directly to the TteS member.
2. The application form must be filled out fully and include the required information and documentation.
3. Failure to submit required receipts will adversely affect further funding. Social Development Department reserves the right to verify the receipts and information provided.
4. **It is highly encouraged that all applicants make their best efforts to fundraise, i.e Loonie Auctions**
5. The Recreation policy is available in the Social Development department and online. **It is the responsibility of TteS band members to read the Recreation policy.**

**9. AMENDMENTS:**

1. Amendments to these regulations may be made by the Social Development Department on an annual basis;
2. All amendments must be bolded and highlighted;
3. All amendments must be reviewed by Finance Management; and,
4. All Amendments must receive one (1) reading in Chief and Council.