User Group Application Form

Landing Page Introduction

Thank you for your interest in permitting an arena, pool, or outdoor sport facility from the Vancouver Board of Parks and Recreation (Park Board).

Purpose

The purpose of this application form is to gather information from sport organizations to help the Park Board determine **user group categories** in accordance with the Board's Affiliation Policy, and to support the Park Board's broader facility allocation process. These user group categories will help align facility allocation priority with **public benefit** and ensure that available space is distributed fairly, transparently, and consistently.

Completing this application form helps ensure that your organization is accurately categorized and considered during the facility allocation process.

Who Should Complete This Application Form

This application form should be completed by an authorized representative of any sport organization that currently permits, or wishes to permit, a Park Board arena, pool, or outdoor sport facility. **Organizations seeking affiliation status must complete the form to be considered.**

The application form should **not** be completed by sport organizations seeking to permit a room or gym in a Community Centre, or by general members of the public seeking one-time use of a facility.

Before You Begin

- You may be asked to **upload documentation** including annual non-profit society filings, proof of insurance, and confirmation of membership with a governing body
- Please review all questions and **gather the necessary information** before beginning
- The application should take no longer than **20 minutes** to complete
- The application must be **completed in a single session** and cannot be saved for completion at a later time, so please only begin when prepared
- Please note that all questions are required unless otherwise indicated
- Please ensure you have read the Affiliation and Allocation policies, the SAFE access policy, and the Park Board's commitment to Indigenous Reconciliation

Deadline

Applications must be submitted by **September 15, 2026** to be considered for the initial rollout of the Affiliation and Allocation policies, which is expected Spring/Summer 2027 for arenas and outdoor sport facilities, and Fall/Winter 2027 for aquatics.

Organizations may apply after the deadline, but will only be considered for priority allocation in future implementation cycles.

Privacy and Confidentiality

Information submitted through this application form will be used **solely for the purposes of facility allocation, affiliation review, and user group categorization**. Responses and uploaded documents will only be accessible to authorized Park Board staff and will be stored in a secure, access-restricted location.

Terms and Conditions

Submission of this application form **does not guarantee** affiliation status or facility access. Incomplete, inaccurate, or misleading information may affect your organization's categorization and allocation priority. The Park Board reserves the **right to verify** information provided and request additional details where necessary.

User group categorization and/or allocation times **can be altered or revoked** if groups do not maintain compliance with the terms of the Affiliation and Allocation Policies.

Next Steps

Following submission, responses will be reviewed by Park Board staff and used to assign affiliation status and other user group categories. Staff will assess applications and notify groups of their status on a rolling basis. Appeals may be considered in accordance with the Affiliation Policy. We aim to inform all groups of final decisions by **October 15, 2026**.

Questions

If you have any questions about this application form or the information being requested, please contact Anthony D'Ambrosio at anthony.dambrosio@vancouver.ca

If you have any questions about the Affiliation and Allocation Policies, please contact Jordan Lypkie at jordan.lypkie@vancouver.ca

Declaration

Before proceeding, I confirm that:

☐ I am an authorized representative of the organization identified in this submission
☐ I will provide information that is complete, accurate, and truthful to the best of my knowledge

☐ I have read and understood the information above, including the application purpose, notes before starting, privacy considerations, relevant policies, and terms and conditions
☐ My organization will comply with the Park Board's SAFE access policy and commitment to Indigenous Reconciliation

Section 1: Criteria

1. Are at least 70% (80% for arena groups) of your organization's total registered participants are residents of the City of Vancouver? Do not count coaches, volunteers, parents, staff, etc.
   If you select Yes and we do not already have registration data from your governing body, staff will follow up to request proof after reviewing your application.
   a. Yes
   b. No
   c. Our adult programs meet this requirement, but our children/youth programs do not
   d. Our children/youth programs meet this requirement, but our adult programs do not

2. Which of the following measures are currently in place within your organization to promote the physical, psychological, emotional, and cultural safety of all individuals? (Select all that apply)
   These are the minimum requirements for SafeSport compliance. In some cases, the Park Board may allow up to one year to meet missing requirements. For more information about SafeSport, please refer to ViaSport's Safe Participation tools and resources:

   a. Requires all personnel/volunteers to complete background screening (e.g., vulnerable sector check)
   b. Requires reoccurring program delivery personnel/volunteers to complete ethics and safety training
   c. Implements a code of conduct and safety policies, including concussion awareness, injury reporting, and the Rule of Two
   d. Provides emergency action plans to all coaches and activity leads and makes first aid kits accessible
   e. Implements a documented process for addressing complaints and/or managing disputes
   f. Other: _____
   g. None of the above

3. [if 2 = a, b, c, d, e, or f] Please provide more details about the safety measures you selected above. If applicable, include specific examples and a link to your organization's safety information webpage _____

4. [if 2 = a, b, c, d, e, or f] (Optional) Please upload any documentation that confirms the safety measures you selected above, such as a code of conduct or safety policy (file upload)

5. [if 2 =/= a, b, c, d, or e] Can your organization commit to meeting all of the above safety measures within one year?
    a. Yes
    b. No
    c. Unsure

6. Which of the following best describes your organization?
    a. Registered non-profit society or charitable organization
    b. Unregistered community group
    c. For-profit or commercial organization
    d. Other: _____

7. [if 6 = a] What is your non-profit society or charitable organization number? _____

8. [if 6 = a] Please upload a copy of your most recent annual report filing with the Province of BC Registry for Societies. [file upload]
    This helps to confirm your current status as a registered non-profit or charitable organization.

9. Does your organization currently belong to a Provincial Sport Organization (PSO), Disability Sport Organization (DSO), or Multi-Sport Organization (MSO) recognized by ViaSport?
    a. Yes
    b. No

10. [if 9 = a] Which of the following ViaSport recognized PSO, DSO, or MSO is your organization a member of?
    a. Baseball BC
    b. BC Artistic Swimming
    c. BC Athletics

d. BC Blind Sports and Recreation Association
e. BC Deaf Sports Federation
f. BC Diving
g. BC Hockey
h. BC Lacrosse Association
i. BC Provincial Football Association
j. BC Ringette
k. BC Rugby Union
l. BC Soccer
m. BC Speed Skating Association
n. BC Ultimate
o. BC Wheelchair Sports
p. Field Hockey BC
q. Skate Canada – BC/YK Section
r. Special Olympics BC
s. Softball BC
t. Sportability
u. Swim BC
v. Tennis BC
w. Triathlon BC
x. Volleyball BC
y. Water Polo West
z. Other _____

11. [if 9 = a] Please upload any documentation that demonstrates your organization is currently registered with your governing body [file upload]

12. How does your organization provide opportunities to participate for individuals facing financial barriers? (Select all that apply)
The Park Board is committed to providing free or subsidized recreation opportunities for low-income Vancouver residents through its Leisure Access Program.
    a. Sliding scale for registration fee / waiving of fee
    b. Provide grants / scholarships
    c. Direct applicants to external grants / scholarships (e.g. Jumpstart)
    d. Other: _____
    e. None of the above

13. Does your organization have a Commercial General Liability insurance policy that includes the following?
    - Minimum $2,000,000 coverage against third party claims for bodily injury, death, and property damage (In some circumstances, higher coverage limits will be required)
    - A cross-liability clause
    - City of Vancouver and the Vancouver Board of Parks and Recreation listed as "Additional Insured"

    For more information please read the full insurance requirements for permitting with the Park Board.

    a. Yes
    b. No

14. [if 13 = a] Please upload a copy of your insurance documents

Section 2: Exemptions

15. [if 1 = b, c, d] You indicated earlier that your organization does not currently meet the 70% Vancouver residency criteria, for either youth programs, adult programs, or both. Would you like to apply for an exemption?

    Please first confirm your eligibility by referring to the residency exemption criteria in Section 3.1 of the Affiliation Policy.

    a. Yes
    b. No

16. [If 15 = a] Why does your organization not currently meet the 70% residency criteria? (Select all that apply)
    a. Our organization's overall membership is less than 70% Vancouver residency, but we have Vancouver-focused clubs/teams/chapters that do meet the threshold (e.g. a regional league)
    b. We primarily serve equity-denied groups (e.g., women, Indigenous, newcomers, disability)
    c. We primarily serve high-performance athletes
    d. We are based in a different municipality
    e. We provide a specialized sport that must have a regional catchment area to recruit enough participants
    f. Other: _____

17. [if 9 = b] You indicated earlier that your organization does not currently belong to a PSO, DSO, or MSO recognized by ViaSport, which is one of our affiliation criteria. Would you like to apply for an exemption?
    Please first confirm your eligibility by referring to the Provincial Sport Organization exemption criteria in Section 3.2 of the Affiliation Policy.
    a. Yes
    b. No

18. [If 17 = a] Is your organization currently a member of any other governing body that has a constitution, is a registered non-profit, provides training, provides regulatory and financial oversight, and advocates for your sport?
    Please refer to ViaSport's Designation Program Standards for more information on governing body expectations.

a. Yes
b. No

19. [if 18 = a] What is the name of this governing body? _____

20. [if 18 = a] What is the email address for your primary contact at this governing body? _____

21. [if 18 = a] Please provide proof of membership, such as official certification or a letter of endorsement, with this governing body [file upload]

22. [if 18 = b] Why does your organization not currently belong to a governing body? (Select one)
    a. There is no governing body for our sport
    b. We don't meet the governing body's membership criteria
    c. Our application to be a member of the governing body is currently being reviewed
    d. We have never applied for membership / don't know how to apply for membership / don't have capacity to apply for membership
    e. Other: _____

Section 3: Organization Information

22. Does your organization book all practice/game time required for your participants, or does another organization also book time for your participants? (e.g. the league books games but the club books practices)?
    a. Our organization books all required practice/game time for our participants
    b. Another organization books some required practice/game time for our participants

23. [if 22 = b] Please list the names of all other organizations that book some required practice/game time for your participants _____

24. Does your organization provide any programs or accommodations specifically to any of the following identity groups? Select all that apply.
    For more information about the Park Board's commitment to equity, please refer to Move 1: Equity from VanPlay Strategic Bold Moves and the City of Vancouver's Equity Framework.
    a. Indigenous
    b. 2SLGBTQIA+
    c. Newcomers
    d. Racialized
    e. Disability
    f. Women
    g. Other _____
    h. Not applicable

25. [if 24 = a, b, c, d, e, f, or g] Please briefly explain_____

26. Is your organization only able to meet its core programming needs at specific facilities? If so, please list the facilities and briefly explain why.
    Core programming refers to the minimum training required for participants to meet their Long Term Development stage needs. Valid reasons for requiring a specific facility may include field dimensions, amenities, storage access, geography, etc. Preference for a facility does not count as a valid reason. _____

27. Is your organization only able to meet its core programming needs at specific times of day/days of the week? If so, please explain. *Valid reasons may include age of participants or safety considerations. Preference for a time/day of the week does not count as a valid reason.* _____

28. During what season(s) does your organization deliver its core programming? (Select all that apply)
    If applicable, please draw from your governing body's recommendations. Do not include any optional pre-season, clinics, camps, events, or tournaments.
    a. Winter
    b. Spring
    c. Summer
    d. Fall
    e. All the above

29. How many weeks long is your organization's season of play?
    If applicable, please draw from your governing body's recommendations. Do not include any optional pre-season, clinics, camps, events, or tournaments.
    _____

30. Which of the following sport categories does your organization belong to?
    a. Aquatics
    b. Arenas
    c. Outdoor Sport Facilities
    d. Multisport (e.g. more than one of the above)

31. What is the main sport that your organization provides? Select multisport if more than one.
    a. Adaptive Sport
    b. Artistic Swimming
    c. Australian Rules Football
    d. Ball Hockey
    e. Baseball/Little League
    f. Camogie/Hurling
    g. Cricket (all types)
    h. Diving
    i. Field Hockey
    j. Figure Skating

k. Football (tackle, touch, or flag)
l. Ice Hockey
m. Lacrosse (field or box)
n. Lifesaving
o. Multisport
p. Ringette
q. Rugby
r. Soccer
s. Softball (orthodox, fastpitch or slo-pitch)
t. Speed Skating
u. Swimming
v. Tennis
w. Track and Field
x. Ultimate
y. Underwater Hockey
z. Volleyball (beach or grass)
aa. Water Polo
bb. Other: _____

32. What age group(s) does your organization serve?
    a. Children and youth
    b. Adults
    c. All ages

33. What level of play does your organization provide for participants?
    a. Recreational/Community (i.e., LTD stages ActiveStart, FUNdamentals, Learn to Train, Train to Train, Active for Life)
    b. Competitive/High-Performance (i.e., LTD stages Train to Compete, Train to Win)
    c. Both

34. Organization name: _____

35. Organization representative's name: _____

36. Organization representative's position: _____

37. Organization representative's email: _____

38. Organization representative's phone number (optional): _____

39. Is there anything else you would like to add to help the Park Board assess your application? (optional)_____

40. Upload any other documentation that you feel is relevant to your application (optional).

Thank you for completing the user group application form. Staff will review and may request further information if needed. All groups will be notified of the result of their application by October 15, 2026.