



Purpose

Township of Southgate is committed to and strives to provide excellent recreational programs and service delivery. This includes encouraging secondary providers to be active in our communities. The Recreational Secondary Provider policy ensures that our recreational programming is effective and sustainable. The recreational programming templates are designed to ensure appropriate guidelines have been established for each program. Thus, all template criteria must be met or the secondary provider will lose permission to operate the program.

Policy:

1. Prerequisites

All secondary providers must have certification, education or applicable experience in the field. The individual must prove certification (group fitness class instructors must either be certified with Can-Fit Pro, CSEP or equivalent) or competency. A post-secondary diploma may also be treated as a prerequisite for the position. If the secondary provider is not qualified but does have more than 3 years of proven experience in the field, this may be considered equivalent to certification or education. Basic First-Aid and CPR is essential for all secondary providers. Copies of training certificates or diplomas for the area of expertise and proof of liability insurance from an insurance company or a membership to an organization that provides appropriate coverage must be provided to the municipality prior to a program starting.

2. Participation Requirements

All programs or classes must have 10 participants, or enough participants to cover facility costs in order for a class to run. Adequate numbers of participants encourage sustainability and should gradually increase program potential. All secondary providers must prove enrolment and financial capability.

3. Fees and Charges

All programs will be subject to fees levied according to Fees and Charges By-law #11-2011. Special consideration for fees may be measured by the benefits of the Municipality and for non-profit organizations. The Recreation Committee of Council will review each proposal with a staff report recommendation on community benefit.



4. Professionalism

The individual will uphold professionalism and take responsibility for all actions. The programs are designed to accommodate a variety of individuals in the community so behavior must be exemplary and appropriate under all circumstances.

5. Accessibility

All secondary providers must be aware of the Accessible Customer Service Policy (Policy # 27) and maintain appropriate protocol to ensure all aspects and criteria of the policy are consistently achieved.

6. Safety Procedures and Policies

All facilities have emergency action plans for fire and gas leaks, which each secondary provider should be aware of. All secondary providers must all be qualified with Basic First-Aid and CPR to ensure appropriate measures can be taken in case of emergency.

7. Liability and Insurance

All secondary providers are responsible for their own liability and insurance. Physical Activity Readiness Questionnaires (Par-Q, CSEP) and liability and waivers should be completed by all participants prior to commencing exercise.

8. Termination of Secondary Provider

Any breach or contradictions with the policy will result in loss of permission to operate the program. If the overall outcomes of the individual's actions are not severe then some exceptions may be made at the discretion of the recreational department.