

# How to be Included in the Active Elgin Website

## **Preamble:**

The organizations and activities included on the Active Elgin website must be sport, recreation and leisure pursuits. The quality and content of organization and activity information must convey the values and goals of both the Active Elgin Network and Elgin St. Thomas Public Health.

## **Policy:**

Only activities that are sport, leisure or recreation programs will be included. Information will be collected from organizations by Active Elgin, or submitted to Active Elgin by organizations via the website.

All organizations and activity information on the website must be in keeping with the mission, goals and scope of Active Elgin. Therefore, Elgin St. Thomas Public Health and the Active Elgin Network reserve the right to refuse and limit activities and organizations included, and edit or remove content.

## **Procedure:**

1. An administrator or alternate designated by Elgin St. Thomas Public Health will review all submissions received via the website, and use discretion in deciding which activities to allow. The administrator or alternate designated administrator will also work within the following guidelines:

- a. The activity must take place within Elgin County.
- b. The activity must be primarily a sport, recreation or leisure activity. Some programs include elements of these activities, but are not primarily sport, recreation or leisure activities. For example, Sunday Schools often include games and crafts, but are not primarily a recreation or leisure service.
- c. An organization may not be primarily a sport, recreation or leisure service provider, but may run programs or activities that are eligible for inclusion. For example service clubs and volunteer and/or philanthropic organizations are not, for the purposes of this project, considered "leisure pursuits," however, specific programs they run may be considered recreation or leisure programming. The Optimist Club is not considered a leisure pursuit, but the softball league run by the Optimist Club is. Other examples include childcare centres, churches, or physiotherapy centres.
- d. Gambling activities (such as Bingo) shall not be included.
- e. Events such as tournaments or festivals are not to be included due to the scope and goals of the project. Only ongoing programs and activities shall be included. Organizations that have events such as; tournaments, festivals and workshops, can added these to the events calendar.
- f. Activities that are exclusive (not open to the public) will not be included.

2. The content of any part of an entry, but particularly the details section, may be edited by the administrator for content, to ensure that it reflects the values and goals of the Active Elgin Network and its members. For example,

- a. Tanning beds, alcohol and smoking cannot be promoted.
- b. All photos of people being active must include appropriate safety equipment and sun safety protection.
- c. Nutritional aids, supplements and health foods cannot be promoted.

3. The content of any entry or part of an entry may be edited by the administrator for length.

4. Organizations may at any time contact the coalition for removal from the website.

Approved by the Active Elgin Network Group (Elgin St. Thomas Public Health, East Elgin Community Complex, Ontario Early Years Elgin-Middlesex-London, Elgin County Economic Development and Tourism, West Elgin Community Health Centre and St. Thomas Parks and Recreation, YWCA, Ballroom in Bloom, YMCA, Railway City Tourism) at meeting February 6, 2015.