

MEMBERSHIP ASSISTANCE PROGRAM

GUIDELINES

SPORT DIVISION

SASKATCHEWAN LOTTERIES TRUST FUND

for

SPORT, CULTURE AND RECREATION

May, 1999



1. PURPOSE

The purpose of the Membership Assistance Program is to enable Provincial Sport Governing Bodies to allocate funds directly to their respective clubs, leagues, or other affiliated members, to increase the number of participants and the quality of sport development in Saskatchewan communities.

2. ELIGIBILITY

Provincial Sport Governing Bodies who meet the Minister's Eligibility criteria for the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation are eligible to apply for MAP funding.

3. DETERMINING ELIGIBLE AMOUNTS FOR MAP

A funding process has been designed which will enable MAP funding levels to organizations to be pre-determined. Pre-determining each organization's eligible MAP funding level will assist organizations to plan and budget for the distribution of these funds to their membership.

To determine MAP funding levels, statistics from all sports will be accumulated related to a number of performance areas. The sum of statistics specific to each performance area will determine a group total for each performance area. The deadline for accumulating statistics will be March 31st annually. Only statistical information verifiable from an association's most recent fiscal year end, prior to March 31st, will be used.

The MAP budget will be allocated to specify a pool of funding for each performance area. A funding variable for each performance area will be derived by dividing the group statistics total into the funding pool established. The funding variables will then be applied to each sport's individual performance statistics to calculate funding support within each performance area. Maximums per sport for each performance area will be maintained to regulate levels of funding support.

The sum of all performance calculations will determine the eligible MAP grant for each sport. Organizations will be notified of their eligible MAP grant for their upcoming fiscal year.

A synopsis of the performance areas, budget pools and maximum support per performance area for 1998/99 are illustrated below:

<u>Performance Area</u>	<u>Budget Pool</u>	<u>Maximum/sport</u>
a) Base Funding	5%	\$1,082
b) Membership Fees	15%	\$16,800
c) Registered Members	38%	\$63,000
d) Certified Coaches	18%	\$12,600
e) Certified Officials	12%	\$8,400
f) <u>Zone Representation</u>	<u>12%</u>	<u>\$2,700</u>
Total	100%	~\$104,500

4. **PERFORMANCE DEFINITIONS**

The following definitions outline conditions for accumulating performance statistics relevant to the MAP program:

a) Zone Representation

The total number of Zones in which the PSGB has at least 15 registered members. The Zone boundaries are those provincially recognized for the Saskatchewan Games program.

b) Membership Fees

The total of membership fees paid to the Provincial Sport Governing Body.

Membership fees must correspond to membership classifications as per the organization's Articles of Incorporation. Membership revenues must be clearly identifiable within the association's audited financial statement. Note: Playdown fees, clinic fees, etc. are not eligible for consideration as a membership fee.

c) Registered Members

The total number of registered members of the Provincial Sport Governing Body. Registered membership totals must correspond to the categories of membership and to the membership revenues identified through the audited financial statement.

Each PSGB must be able to provide an accurate list of registered members per each category of membership.

A registered member is defined as an individual, or member of a team or club, who has paid an annual fee to be a member of the PSGB. Membership fees and procedures must be clearly defined, and correspond to the PSGB's membership classifications as per the association's Articles of Incorporation. Registered membership connotes that the individual, or member of the team or club has purchased membership with intent to actively participate in the activities of the association, with access to a broad range of programs, services and privileges provided and/or governed by the PSGB (e.g. voting privileges, insurance, newsletters, access to programs and competition, etc.).

d) Certified Coaches

The total number of fully certified coaches active within the organization. Certified coaches must be verifiable by National Coaching Certification Program records.

A Coach may only be claimed once at his/her highest level of full certification achieved. The PSGB must be able to provide an accurate list of active registered coaches and their level of certification. Note: Pre-level I certified coach classifications, as approved by the NCCP program of Canada, are eligible to be claimed within an organization's coach count.

If a sport does not have coaching certification recognized by the NCCP Program, their coaching certification will be evaluated by Sask Sport Inc. to determine an equivalency rating.

e) Certified Officials

The total number of fully certified officials active within the organization. An official may only be claimed once at his/her highest level of certification.

The MAP program will recognize only those officials that have undertaken a comprehensive training program to become accredited or certified. Minor officials (i.e. scorekeepers, timekeepers) are not eligible to be claimed for the MAP program.

The PSGB must be able to provide an accurate list of active officials and their level of certification.

5. APPLYING FOR MAP FUNDING

PSGBs will apply for their eligible level of MAP funding through their Sport Profile submission. The Sport Profile submission must include the PSGB's detailed policies and procedures for notifying and administering the MAP grant to its membership. (Reference Appendix B and C for sample policies and procedures).

6. PAYMENT OF GRANT FUNDS TO THE PSGB

PSGBs will receive full payment of their eligible MAP funds following the satisfactory review and approval of their Sport Profile submission.

7. GUIDELINES FOR ADMINISTERING THE MAP PROGRAM TO YOUR MEMBERSHIP

Each Provincial Sport Governing Body is responsible for determining criteria and outlining the policies and procedures for dispersing MAP funds to their membership. The following general conditions apply:

- approved projects and grant support must take place within the PSGB's fiscal year for which the grant funds were approved. Retroactive funding or pre-funding for projects that take place outside of the fiscal year is not permitted.
- PSGBs are encouraged to promote the Membership Assistance Program as a program of your association. However, PSGBs and their member organizations are required to acknowledge and publicly recognize that the support received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation is derived from the proceeds of the sale of lottery tickets in Saskatchewan.
- the PSGB must communicate their MAP criteria to all eligible members and invite applications for funding assistance. Members must submit detailed spending plans outlining the project description, MAP request, and the project budget and return their request to the PSGB by the application deadline. The PSGB will review all applications and administer funds to their respective clubs, leagues, teams or affiliated members whose projects were approved.
- once the granted funds are used, the member club/team must complete a follow-up report and return it, along with receipts to verify the costs incurred, to their respective PSGB by the follow-up deadline. The follow-up report must be signed by the club/team authority that received MAP assistance.

- the PSGB is responsible for reviewing and approving all follow-up reports and retaining follow-up records. (Reference Appendix A for sample spending plans and follow-up reports.)

8. INELIGIBLE EXPENDITURES

Expenditures within the following areas are ineligible for support:

1. Any construction, upgrading, maintenance or operating costs of facilities.
2. Subsidization of full-time employees (part-time or seasonal wages utilized in program development are eligible).
3. Cash prizes.
4. Social events (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Any other expenses as deemed ineligible by the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.

9. ACCOUNTABILITY TO THE SASKATCHEWAN LOTTERIES TRUST FUND

All PSGBs must include within their audited financial statement a separate schedule which lists all clubs/teams that received MAP assistance and the specific amount of MAP funds they received.

Receipts and follow-up reports from the affiliated membership to the PSGB must be retained by the PSGB and be made available for review by the audit firm and/or Sask Sport Inc.

Grants that are approved are administered with the understanding that funds will be used in accordance with each association's policies and procedures, and abiding by the guidelines of the MAP grant program and the Saskatchewan Lotteries Trust Fund. In the event funds are unused, or do not adhere to these guidelines, they will be required to be returned to the Saskatchewan Lotteries Trust Fund. (Reference Appendix D, Schedule 8, which demonstrates a sample schedule of MAP expenditures within a PSGB's audited financial statement.)

(dk\MAP Guidelines)