

## WATER SKI AND WAKEBOARD SASKATCHEWAN

### POLICY FOR MAP GRANT APPLICATION

The purpose of the MAP (Membership Assistance Program) Grant is to assist Member Clubs in the promotion and development of water skiers and wakeboarders and the sports of water skiing and wakeboarding at the local level.

#### Eligibility Criteria

- The Club must be in good standing with WSWS and have paid their registration fee for the present fiscal year.
- Each Club must have at least 4 members registered with WSWS. Family registrations are considered as one membership for this purpose.
- The Club must be in good reporting standing with WSWS. This means Clubs must have presented a previous season end follow up report describing activities of the club as well as plans for the upcoming year. The financial component of the report must include original receipts totalling any MAP funding that potentially could be earned in the coming year. The membership component of the report must include name, address and date of birth of all members of the club.
- One representative from each club must attend the Annual General Meeting

#### Timelines

- Submit Pre-Season Plan by March 1. Many clubs chose to include this with the Season End Report from the previous year.
- Submit \$100 Annual Club Registration by June 1
- Collect receipts throughout the season totalling or Exceeding funds you may potentially receive. Clubs will not receive MAP funds in excess of presented receipts. Receipts must be original, photocopies are accepted but the Club must keep the originals on file for seven years if at any time Water Ski and Wakeboard Saskatchewan or Sask Sport requests production of original receipts. Each receipt must show the item purchased, from whom it was purchased and include the date. Appendix C lists suggested expenditures and Ineligible Expenses.
- Submit Membership List to WSWS office by September 15. Membership list to include name, address and date of birth of all members.
- Submit Season End report prior to Annual General Meeting for publication. Deadline for this will be communicated by the WSWS office. Season End report may include plans for the upcoming season.
- Attend Annual General Meeting
- Submit Membership Dues and Financial Report (including receipts for MAP related expenses) by September 30
- Submit completed and signed MAP Application Form (Appendix A) and Activity Summary (Appendix B) by September 30
- For clubs that apply for a MAP grant by the September 30<sup>th</sup> deadline, final MAP allocations for eligible clubs will be calculated based on Season-end reports and membership numbers submitted by ALL clubs and by using the Points System calculations outlined in Club Activity Assessment (Appendix B).
- Grant cheques will be processed following the Annual General Meeting. These funds are in recognition of activities described in the Financial Report, verified by receipts.

## Points Awarded

Funding is determined within the Annual WSWS Operating Budget. Points will be Awarded as outlined in the MAP Grant Application (Appendix A). When Clubs meet all Eligibility Criteria as confirmed by the Executive Director the points are translated into funds, approved by the Board and paid to clubs following the Annual General Meeting.

Further questions on MAP Grants may be made to the Executive Director of WSWS.

# APPENDIX A

## MAP GRANT APPLICATION & SPENDING PLAN

Club: \_\_\_\_\_

Primary Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide brief description of Project:

### Budget:

MAP GRANT REQUESTED: \$ \_\_\_\_\_

Other Income/Club Revenue: \$ \_\_\_\_\_

Expenses:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

I hereby certify this information to be correct

\_\_\_\_\_

Club President or Signing Officer

\_\_\_\_\_

Date:  
(must be no later than September 30)

# APPENDIX B

## CLUB ACTIVITY ASSESSMENT

CLUB NAME: \_\_\_\_\_

### PART A: CLUB MEMBERSHIP

For the purpose of determining eligible MAP grant funding, your club membership will be assessed as follows:

- Individual memberships count as one member
- Count all members included in the Family memberships
- Add 3 bonus members for each member holding a WSWC Competitive License

- 2 points for clubs with 4-19 members
- 4 points for clubs with 20-40 members
- 6 points for clubs with 41-60 members
- 8 points for clubs with 61-80 members
- 10 points for clubs with 81-100 members

CLUB EARNS \_\_\_\_\_ OUT OF A POSSIBLE 10 POINTS

### PART B: COACHING & OFFICIATING CERTIFICATION

1. Number of club members who obtained or upgraded a level of certification as either an official, judge and/or boat driver. Count two points per level of officiating certification attained per person.
2. Number of club members that obtained or upgraded a full level of coaching certification under the NCCP program. Count two points per level of coaching certification attained per person.

CLUB EARNS \_\_\_\_\_ OUT OF A POSSIBLE 20 POINTS

### PART C: HOSTING LEARN TO SKI & WAKEBOARD CLINICS & RECREATION TOURNAMENTS

1. Number of WSWs Learn to Ski/Wakeboard Clinics hosted by the club. Count 4 points for each clinic day booked with the SWSWA traveling coach and boat or with a club member in good standing who holds a minimum NCCP Learn to Level Coaching Certificate. Eligible clinic days must host no less than 6 participants and all participants must be reported to WSWs office in the Season End Club Report.
2. Number of WSWs recreation tournaments hosted by the club. Tournament dates must be clearly communicated to the WSWs office prior to the event and must be followed up with a list of those who attended and officiated at the event. This report forms part of the Season End Club Report. Count 2 points for each tournament.

CLUB EARNS \_\_\_\_\_ OUT OF A POSSIBLE 20 POINTS

### PART D: PARTICIPATION AT PROVINCIALS

Number of club members that participate at provincials.

- 5 points for clubs with 1-3 participants
- 6 points for clubs with 4-6 participants
- 8 points for clubs with 7-10 participants
- 10 points for clubs with 10+ participants

CLUB EARNS \_\_\_\_\_ OUT OF A POSSIBLE 10 POINTS

**THIS CLUB EARNS A TOTAL OF \_\_\_\_\_ POINTS OUT OF A POSSIBLE 60 POINTS**

# APPENDIX C

MAP funds are to be used to support community and club-level sport development.

MAP funds are to be spent in the year that they are granted.

MAP funds must be acknowledged and publicly recognized as being received from the Saskatchewan Lotteries Trust fund for Sport, Culture and Recreation. This funding is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

The following is a list of Expenses that could be submitted with the Financial Season End Report

<u>Athlete Development</u>	<u>Equipment</u>	<u>Operating Costs</u>
<ul style="list-style-type: none"><li>• Coaching</li><li>• Travel, room and meals to tournaments and competitions within Saskatchewan</li></ul>	<ul style="list-style-type: none"><li>• Purchase or lease of jump, slalom course or sliders</li><li>• Purchase of water sport equipment, ropes, skis, boards</li></ul>	<ul style="list-style-type: none"><li>• Repairs to equipment</li><li>• Boat Insurance for Club owned boat</li><li>• Club Liability Insurance</li><li>• Admin Costs</li><li>• Boat fuel</li></ul>

The following is a list of Ineligible Expenses

1. Any construction, upgrading, maintenance or operating costs of facilities.
2. Expenditures for which other grant dollars have been used. Two different grants can not be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency.
3. Cash prizes.
4. Social events (BBQs, lunches)
5. Alcoholic Beverages.
6. Research Projects or feasibility studies
7. Out-of-Province Travel
8. Provincial or University CIS team expenses