

SASKATCHEWAN ARCHERY ASSOCIATION

c/o G.L.Henderson Box 393 Delisle SK S0L 0P0
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MEMBERSHIP ASSISTANCE PROGRAM

Policies and Procedures

(Revised – February, 5th 2012)

1) PURPOSE OF MAP:

The Membership Assistance Program (MAP) is intended to support members of the Saskatchewan Archery Association with development and improvement of archery programs at clubs and communities in Saskatchewan. Additionally, MAP will support archers by providing greater access to facilities, competition and training. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from proceeds of lottery ticket sales in Saskatchewan.

2) ELIGIBILITY:

All members of affiliated clubs applying for a MAP GRANT must be members of the SAA. To be eligible to apply for MAP, affiliated clubs must collect and submit all SAA club affiliation and membership fees to the SAA by December 1st, prior to the application deadline.

All clubs must have a Constitution in place and forwarded a copy of their previous year's Annual General Meeting minutes to be eligible for MAP. AGM minutes should be submitted with club registrations by the December 1st deadline.

Clubs requesting MAP assistance must be able to provide some self-help toward the funding of the project.

MAP funds may be used for facility rental, equipment purchase, targets and butt materials that must be replaced. Other eligible projects may include costs for hosting 'Introduction to Archery' clinics, Coaches Clinics and inter-club competitions.

The following types of expenditures or projects are **ineligible** for support:

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 (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Out-of-Province travel.
8. Other expenses deemed as ineligible as identified by the Saskatchewan Archery Association

3) CLUB NOTIFICATION:

All known archery clubs in the province as well as all member clubs will be sent a letter informing them of MAP by December 31st. Included in this correspondence will be a MAP Application & Spending Plan; a MAP Follow-Up Report; a copy of the SAA MAP Policies, including criteria for determining the allocation of the funds to eligible clubs; and an estimate of a club's eligible Map amount, based on previous year's numbers (members, clubs, officials) as reported by the club.

4) APPLICATION PROCESS

Clubs applying for a MAP grant must submit a MAP Application & Spend Plan by the deadline date.

DEADLINE FOR SUBMITTING MAP APPLICATION & SPENDING PLANS IS FEBRUARY 28th

Clubs that submit a MAP Application & Spending Plan after the deadline date will not be considered for MAP funding in that year.

MAP Applications may be submitted by mail, fax or e-mail and should be sent to:

Saskatchewan Archery Association
Membership Assistance Program
c/o G.L.Henderson
Box 393
Delisle SK S0L 0P0
e-mail: harppe@sasktel.net.
Fax (306) 493-8264.

5) APPROVAL PROCESS:

Final eligible MAP amounts for clubs will be determined by the SAA Board of Directors.

In all cases, eligible amounts will be based on amount total MAP funds received by the SAA through the Lotteries Trust Fund; the total number of applications received; AND the previous year's reported numbers and club activities as outlined in the criteria for determining MAP eligible amounts . (See Section 8, below)

Final eligible amounts will be determined by the SAA and communicated to applying clubs, after the application deadline date no later than March 31st.

All funds must be used for the purpose as outline in the approved Spending Plan. Under extenuating circumstances, consideration may be given to approving changes to Spending Plans, if requested in writing with a new Spending Plan included.

MAP Funds must be spent within the SAA fiscal year (October 1 – September 30) for which they are approved.

6) PAYMENT PROCESS:

For approved grants, 100% of MAP funds will be paid to the club only after a completed Follow-up Report and appropriate receipts or documentation to verify expenses have been received and approved by the SAA.

MAP Payments will be issues no later than August 31st, if proper follow-up is received.

If MAP projects are not completed or MAP funds are under-spent, additional MAP funds may be reallocated to clubs that exceeded their approved MAP amount, IF they can provide appropriate receipts to verify additional costs for approved projects.

The SAA Board of Directors will make final determination on any reallocations to clubs.

7) FOLLOW-UP PROCESS:

DEADLINE FOR SUBMISSION OF FOLLOW-UP REPORTS IS JULY 31st

Clubs that do not provide Follow-up Reports and receipts by the deadline date will be ineligible to receive MAP funding for that year.

All Follow-Up Reports must include:

1. A detailed project report on the appropriate Follow-Up Report form.
2. All club activities for which MAP funds were used should be reported on the Follow-Up Report Form.
3. Actual project costs with the receipts verifying expenditures must be included.

Receipts to verify expenditures can take various forms but should at a minimum:

- Indicate name of recipient (person or business) of the funds
- Describe goods or services provided for payment
- Disclose the amount of the payment
- Include the date that the goods/services was purchased (must be within the MAP grant year)
- Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back)

NOTE: Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the SAA but should be maintained by the club submitting the MAP grant follow-up report.

4. The president or chairperson of the club that received the funding assistance must sign the Follow-Up Report.

MAP Follow-up Reports (including copies of receipts) may be submitted to the SAA by fax or e-mail. **HOWEVER**, hard copies must also be mailed to the SAA.

MAP Follow-up Reports should be submitted to:

Saskatchewan Archery Association
Membership Assistance Program
c/o G.L.Henderson
Box 393
Delisle SK S0L 0P0
e-mail: harppe@sasktel.net.
Fax (306) 493-8264.

8) CRITERIA FOR DETERMINING ELIGIBLE AMOUNTS FOR CLUBS

Determination of MAP eligible amounts will be based on previous year's membership numbers as reported by clubs on or before December 1st AND by the previous year's activities of members (eg. participation in events, attendance at Board meetings, attendance at AGM.)

IF a club is newly affiliated with the SAA OR if a club did not affiliate in the year prior to applying for a MAP grant, eligible amounts will be calculated using BASE amount and points for Registered Members as registered with the SAA by December 1st of the year in which they are applying for the MAP Grant.

Eligible MAP amounts are determined as follows:

A) BASE AMOUNT

Clubs applying and approved for MAP funding will receive a minimum base amount of \$200

Additionally, certified coaches and officials that belong to a club will determine further MAP allocations as follows:

B) COACHING AMOUNT

Total number of certified club coaches registered under the National Coaching Certification Program as of December 1st. (Coincides with when club affiliations and membership fees are due.)

\$30.00 for each Certified Level I Coach (Community)

\$50.00 for each Certified Level II Coach (Instructor)

\$60.00 for each Certified Level III Coach (Competition)

C) OFFICIATING AMOUNT

Total number of certified officials in each club as registered with the FCA as of December 1st

\$20.00 for each certified official

D) BALANCE OF FUNDS

After the calculation of Base/Coaches/Officials Amounts for applying clubs is completed, the balance of MAP funds still available will be allocated to applicants using the following distribution criteria:

1. REGISTERED MEMBERS

One point for each member registered with the SAA.

2. PARTICIPATION

One point for each member who participates in the following events:

FCA Indoor Target Championship

FCA Outdoor Target Championship

FCA Outdoor Field Championship

FCA 3D Championship

JOP Championship

SAA Indoor Target Championship

SAA Outdoor Target Championship

SAA Outdoor Field Championship

SAA 3D Outdoor Championship

SAA 3D Indoor Championship

3. One point for each member who attends the AGM or Board of Directors meetings.

4. BALANCE OF FUNDS ALLOCATION will be calculated as follows:

TOTAL AVAILABLE FUNDS multiplied by CLUB POINTS divided by SUM TOTAL POINTS of ALL CLUBS in Province that apply for MAP Grant .

$$\text{Example: } \frac{\text{Total available funds} \times \text{club points}}{\text{Sum Total points}} = \frac{\$5,000 \times 50}{1,000} = \$250.00$$

TOTAL CLUB MAP ALLOCATION =

BASE + COACHES + OFFICIALS AMOUNT + BALANCE OF FUNDS ALLOCATION (calculated)

9) SUMMARY OF TIME LINES FOR MAP GRANTS:

1. Clubs will be sent MAP Grant packages with estimated grant amounts (based on previous year's numbers) by December 31st of each year.
2. Applications & Spending Plans must be returned by February 28th each year.
3. Approvals from SAA will be communicated, with eligible grant amounts by March 31st .
4. Follow-Up Reports with receipts must be returned by July 31st .
5. Cheques will be issued and sent out by August 31st .

This timetable must be met in order for SAA to meet all final MAP requirements by fiscal year-end, September 30th.