

Water Polo Saskatchewan Inc.
OPERATIONAL POLICIES

Type: Governance

Name: M.A.P.

Authority: Board of Directors

Policy Number: 12.0

Date Approved: January 1998

Date Revised: June 4, 2011

12.0 M.A.P.

12.1 Introduction

1. The purpose of the Membership Assistance Program (MAP) is to enable Water Polo Saskatchewan to allocate funds directly to the registered clubs, leagues and other affiliated members; to increase the number of participants and quality of sport development in Saskatchewan communities. MAP funds are to be used to support community and club-level water polo development
2. M.A.P. grants will be allocated based on the following criteria; applicants must meet all eligibility and follow-up requirements.

12.2 Eligibility

1. All clubs, teams, pools or organizations applying for funding must be or become members of Water Polo Saskatchewan in one of the club membership categories.
2. All individual participants must be registered with Water Polo Saskatchewan in one of these member categories - Member Competitive, Provincial, Club Member Only or Introduction.
3. Funding will be made available to members in good standing only. Special consideration will be given to those organizations that require assistance in the formation of a new club or development of a new program.

12.3 Funding and Priorities

1. Priority #1 – Winter Clubs and programs
2. Priority #2 – Summer Clubs and programs

12.4 Policies

1. One completed application form/spending plan, signed by the club president or chairperson, is required for each project.
2. Self-help monies must be provided by the applicant for each project.
3. Applications/follow-up reports where there is duplicate or deficit funding will not be considered.
4. All M.A.P. grant recipients must provide a detailed follow-up report with all receipts attached, PRIOR to any money being disbursed. Please note that legible copies of documents for financial accountability (ie. Receipts, cancelled cheques, invoices, expense claims) are acceptable.

5. All printed correspondence referring to M.A.P. must acknowledge the assistance provided by Saskatchewan Lotteries and Water Polo Saskatchewan.

12.5 Eligible Projects

1. The following projects will be considered for M.A.P. grant funding:
 - 1.1 Seals Skills Award Programs & Materials
 - 1.2 Positive Polo Clinics
 - 1.3 Instructor Clinics
 - 1.4 Team travel and training
 - 1.5 Coaching assistance/part-time salaries
 - 1.6 Pool rental
 - 1.7 Awards, badges, manuals.
 - 1.8 Equipment/Uniforms
 - 1.9 Coaches' and officials' upgrading/expenses
 - 1.10 Tournament hosting
 - 1.11 Other Projects as approved by Water Polo Sask

12.6 Ineligible Projects

1. MAP funds are to be used to support community and club-level support development. Therefore, expenditures within the following areas are ineligible for support:
 - 1.1 Any construction, upgrading, maintenance or operation costs of facilities.
 - 1.2 Expenditures for which other **grant** dollars have been used
 - 1.3 Cash prizes
 - 1.4 Social events (barbeques, lunches, etc)
 - 1.5 Alcoholic beverages
 - 1.6 Research projects or feasibility studies
 - 1.7 Out of province travel
 - 1.8 Provincial team expenses

12.7 WPS Funding Formula

1. M.A.P. grants will be allocated in September/October for the fiscal year as follows:
 - 1.1 Winter Programs**
 - 1.1.1 Fee paid previous fiscal year
 - 1.1.2 % of the fee paid previous fiscal year
 - 1.1.3 Set rate Winter Club
 - 1.1.4 Set rate New Club
 - 1.1.5 # Member Competitive @ set rate
 - 1.1.6 # Member Provincial @ set rate
 - 1.1.7 # Member Club Member Only @ set rate
 - 1.1.8 Total Club funding for current year
 - 1.1.9 Category amounts may change based on funding from Sask Lotteries and/or number of eligible clubs/programs
 - 1.1.10 # of participants is determined as of August 31 of the previous fiscal year

- 1.1.11 Application deadline is November 30
- 1.1.12 Follow-up deadline is April 30

1.2 Summer Programs

- 1.2.1 Set rate Summer Club
- 1.2.2 Set rate New Club
- 1.2.3 # of participants is determined as of August 31 previous fiscal year
- 1.2.4 Application deadline is June 30
- 1.2.5 Follow-up deadline is August 20

12.8 Processing Applications

1. Water Polo Saskatchewan will promote the Membership Assistance Program, and will issue a written invitation to eligible members to apply. (see application forms)
2. MAP information will be placed on the website http://www.wpsask.ca/register_club.html
3. Once a completed application is received, WPS will ensure that all grant eligibility criteria have been met prior to approval
4. WPS will then advise the applicant that the grant funds have been approved. The applicant will be asked to complete a follow-up form and submit with receipts to receive funding no later than the date stated for winter and summer programs
5. Once the follow-up report and receipts have been received and verified, WPS will issue the funding payment to applicant on file

12.9 Accountability

1. Water Polo Saskatchewan will include in the audited financial statement a separate schedule listing all member clubs/teams that received MAP assistance and the specific amount of MAP funds they received
2. All documentation relating to MAP (receipts and follow-up reports) must be retained for a minimum of 7 years and be made available for review.
3. Water Polo Saskatchewan will submit to Sask Sport a "MAP Summary Report" with the Annual Funding Follow-up Reports

Grants that are unused or do not adhere to the guidelines set out by Sask Sport must be returned to the Saskatchewan Lotteries Trust Fund.