



SASKATCHEWAN SOCCER ASSOCIATION

POLICIES AND PROCEDURES MANUAL

Section Eleven Grants Policy

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SASK LOTTERIES

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1. Membership Assistance Program 09 23

2.1 Purpose

The purpose of the Membership Assistance Program (MAP) is to enable Saskatchewan Soccer (SSA) to allocate funds directly to members, who work in alignment with SSA Strategic and Operational Priorities through their efforts to increase the number of participants, expand sport and organizational development opportunities, strengthen local capacity to grow the game, and assist with promotion of soccer in Saskatchewan.

“MAP funds are to be used to support community and club-level sport development”
(Sask Sport MAP Guidelines)

2.2 Support

MAP funding is used to recognize and reward Member Organizations (MO) that are actively embracing SSA’s strategic priorities, policies, and programming direction through their local programming.

SSA staff are available to assist MO with the application and follow-up process.

In order to benefit from MAP, SSA recommends attending MAP webinars, reading the policy in detail, and asking questions in advance of deadlines to seek clarification. The onus is on the applicant to ensure they understand the requirements of funding prior to deadlines occurring.

2.3 Eligibility

Access to MAP funding is a privilege, not a right of membership, that is granted to those Member Organizations that:

- 2.3.1 Work in harmony, conducting themselves professionally, according to SSA values and the SSA Code of Conduct & Ethics at all times;
- 2.3.2 Work to align their programming and operations with SSA strategic and operational priorities;
- 2.3.3 Are in Good Standing; and
- 2.3.4 Are compliant with the by-laws, policies, and directives of SSA, as determined by the SSA Board of Directors.

MAP funding is determined primarily through the registration process, which is managed through SSA's sport management system (SMS).

MAP funding is only available to Member Organizations (not Individual Members).

- 2.3.5 MO's are responsible for distributing funding within their organizations (as applicable) to clubs and entities that they are working with on MAP approved projects. 09 23
- 2.3.6 Through Population Based Funding (PBF), an MO will be rewarded for (jointly) having renewed on time and being in attendance to vote (where applicable) at the Annual General Meeting (AGM).
- 2.3.7 MAP funding is only available to Member Organizations that are working to achieve a minimum of Quality Soccer Provider (QSP) status under the Canada Soccer Club Licensing program. 09 23

To qualify for MAP funding, MO's must: 09 23

- 2.3.8 Submit their annual membership renewal and all required documentation;
- 2.3.9 Register (directly, through partners, or through MO entities) all participants (players, team personnel, match officials, and volunteers) served by their organization or clubs/entities that fall under their governance authority;
- 2.3.10 Have paid all outstanding invoices;
- 2.3.11 Have met all SSA deadlines and obligations outlined in the by-laws and policies of SSA;
- 2.3.12 Meet the requirements of 2.3.1 and be in good standing on the application and follow-up deadlines (i.e. have no debt or discipline related matters that are outstanding); and
- 2.3.13 Must hold a minimum QSP status or be actively working towards QSP through Club Licensing portal. Once in the process:
 - 2.3.13.1 Members who have not achieved QSP – must provide an annual update on progress against SSA defined standards.
 - 2.3.13.2 MO's have 2 years to complete the process to remain eligible for MAP Funding.

2.4 Types of MAP Funding Available

MAP funding is available in two areas:

- 2.4.1 Population Based Funding (PBF)
- 2.4.2 Special Projects Funding (SPF)

Population Based Funding (PBF)

- 2.4.3 MO's are eligible to submit one Population Based Funding MAP application per calendar year.
- 2.4.4 PBF MAP eligibility is calculated based on registration numbers from the previous calendar year: 09 23
 - Number of players
 - Number of coaches
 - Number of referees
 - Number of Indigenous participants.

Note: Indigenous participants that self-declare during the online registration process will only be counted once.
- 2.4.5 MO's that apply will receive a minimum of \$500 in PBF funding each year.
- 2.4.6 MO's that apply may receive additional funding for their support of a program or event (ex. registering for and attending the SSA AGM, participating in advanced levels of Canada Soccer's Club Licensing Program).
- 2.4.7 MO's will be notified of their initial allocation amount prior to their application.
- 2.4.8 No MO can achieve more than 25% of total funding. Follow up receipts submitted cannot exceed that total.

MO's are required to include in their proposed outline of their PBF project at least one of the four strategic priority areas.

- 2.4.9 Participation;
- 2.4.10 Interaction;
- 2.4.11 Capacity; or
- 2.4.12 Excellence.

Over-Submission

- 2.4.13 Members are encouraged to make broad applications and to over-submit their PBF funding requests and follow-up reports over and above their eligible level.
- 2.4.14 To be eligible to receive over-submission, you must have room in your initial application.
 - Example: You apply for \$3,000 in Participation but receive approval for only \$2,000. You may be eligible for up to \$1,000 in over-submission. 09 23
 - Example 2: You apply for \$2,000 and spend \$2,000. You then are not eligible for over-submission since you have no more room from your application.

Once all follow-up reports are received any remaining funds will be re-distributed to MO's that are eligible and have provided receipts over and above their minimum level of PBF funding, according to the over-submission in the PBF application.

Special Project Funding (SPF) 09 23

- 2.4.15 SPF provides all organizations, regardless of size, with significant funding opportunities to grow the game.
- 2.4.16 MO are eligible to submit a SPF application in the following areas:
 - Everyone's Game – Inclusive, Diverse, Equitable, and Accessible Programs
 - Programs that promote equitable participation and accessibility in soccer
 - Adaptive soccer program development & expansion
 - Newcomer engagement
 - Indigenous engagement
 - Development and engagement of women, non-binary, and people from equity deserving groups, in soccer and futsal*
 - Early sport (U3-U7) participation/physical literacy soccer program development & expansion*
 - Futsal program development & expansion
 - Adult soccer program development & expansion (including walking soccer) *
 - Creating Safe Sport Environments
 - Programs that create healthy and safe sport environments
 - Developing Safe Sport policies and resources
 - Referee development
 - Youth leadership development and engagement*
 - Mentorship programs
 - Club Licensing participation
 - Executive, Staff, Board webinars, workshops, education

*MO's are encouraged to have meaningful consultation and engagement with the population served in the development of the SPF project(s) when completing the application and follow-up report.

MO may request up to \$5000 for each SPF project.

- 2.4.17 Funding is dependent on the number of applications and the total amount requested. An MO may not receive funding each year, or may only receive a certain percentage of the requested funding. 09 23

2.5 Application Details and Requirements

April 15 is the **deadline** for MOs to submit their MAP applications to SSA.

- 2.5.1 Application deadlines for new MO will be set on a case-by-case basis.

Eligible Expenses – most expenses related to the development of soccer are eligible under MAP, except as noted in 2.5.3 to 2.5.19.

- 2.5.2 If you have questions about the eligibility of a specific expense, ask for clarification before including it on the application.

Population Based Funding: In-eligible Expenses - expenditures in the following areas are ineligible: 09 23

- 2.5.3 General operating costs such as facility rental costs and referee game fees;
- 2.5.4 Any construction, upgrading, maintenance or operating costs of facilities;
- 2.5.5 Expenditures for which other grant dollars have been used,
- 2.5.6 Social events (barbecues, lunches, etc.);
- 2.5.7 Alcoholic beverages;
- 2.5.8 Research projects or feasibility studies;
- 2.5.9 Out-of-province travel; and
- 2.5.10 Provincial or university CIS team expenses, wages, (including MO volunteer honorariums), and other expenses deemed ineligible as identified by SSA.

Special Project Funding - In-eligible Expenses - expenditures in the following areas are ineligible:

- 2.5.11 Any construction, upgrading, maintenance or operating costs of facilities;
- 2.5.12 Expenditures for which other grant dollars have been used
- 2.5.13 Social events (barbecues, lunches, etc.);
- 2.5.14 Alcoholic beverages;
- 2.5.15 Research projects or feasibility studies;
- 2.5.16 Out-of-province travel;
- 2.5.17 Provincial or university CIS team expenses;
- 2.5.18 Wages; and
- 2.5.19 Any other expenses deemed as ineligible as identified by SSA.

2.6 Approval

The SSA will communicate MAP funding approvals by early May.

- 2.6.1 Projects will be approved according to what was requested on the application, along with the amount of funding that will be available to the MO. **Only those projects and expenses which have been included/approved on the application will be considered eligible unless a request for an amended application has been received and approved prior to November 1.**

Example: An eligible Coaching request is received for \$2,000 and is subsequently approved for a maximum of \$2,000. Zero is requested / approved in Referee Development. Follow-Up: The MO spends \$3,000 on Coaching but has not requested an amendment. Only \$2,000 would be approved on follow-up. The MO claims \$1,000 in Referee Development but has not received approval, they would not be eligible for MAP funding without an approved amendment.

- 2.6.2 MOs should view the amounts approved as an estimate of the potential funding available to them.
- 2.6.3 Final amounts will not be confirmed until final payments are issued.
- 2.6.4 Any areas that are considered as ineligible expenses and any specific conditions of approval will be highlighted in the approval letter.

MO may be required to submit additional information prior to MAP approvals being finalized.

2.7 Follow-Up and Payment

UNDER NO CIRCUMSTANCES WILL LATE AND INCOMPLETE FOLLOW-UP SUBMISSIONS BE ACCEPTED.

All applicants **MUST** submit a **complete** follow-up report and receipts by **November 1** unless a request for an extension has been granted:

- 2.7.1 Applicants wanting to extend spending after November 1 must request approval prior to November 1 by submitting a written request for an extension to SSA. Requests will be considered on a case-by-case basis.
- 2.7.2 Those approved for a deadline extension must complete all follow-up requirements by November 15.

After the November 1 deadline, Follow Up reports that do not meet the required standards outlined herein will not be considered.

- 2.7.3 Notice will be provided, and MOs will have one week to re-submit and meet the standard, failing that, funding will be forfeited.
- 2.7.4 Please note: SSA provides numerous opportunities for education and support throughout the year, but that courtesy will not be offered once the November 1 deadline has passed. Please ensure you have reviewed all SSA educational and communication materials and attend scheduled education sessions prior to requesting assistance.

Follow-up reports must include appropriate receipts. Receipts to verify expenditures can take various forms but should at a minimum:

- 2.7.5 Indicate name of recipient (person or business) of the funds,
- 2.7.6 Describe goods or services provided for payment,
- 2.7.7 Disclose the amount of the payment,
- 2.7.8 Include the date that the goods/services was purchased (must be within the MAP grant year),
- 2.7.9 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),
- 2.7.10 NOTE: Legible copies of documents for financial accountability (i.e. receipts, cancelled cheques, invoices, expense claims, etc.) may be deemed acceptable. Original documents are not necessary for submission to SSA but should be maintained by the MO submitting the follow-up report.

Follow-up reports must include thorough details on the results of the project in the project write-up. This includes specific statistics, such as the types and number of equipment purchased, the number and levels of coaches, officials, and volunteers trained and certified, etc., and general commentary on the project's success or challenges and lessons learned.

Follow-up reports and receipts shall be submitted electronically **ONLY**.

- 2.7.11 PBF Follow-up reports must include the SSA Receipt Spreadsheet which tracks the strategic priority area (as per 2.4.3), the date of the receipt, the organization or business name, the total of the receipt, and the total of all receipts for each strategic priority area.
- 2.7.12 SPF Follow-up reports are required for each SPF approved (i.e. 3 SP are approved, and 3 separate follow-up reports are submitted). SPF Follow-up reports must include the Receipt Spreadsheet which tracks the strategic priority area (as per 2.4.6), the date of the receipt, the organization or business name, the total of the receipt, and the total of all receipts for each strategic priority area.
- 2.7.13 Within the Receipt Spreadsheet, receipts must be labelled with the strategic priority area and number
- 2.7.14 Electronic files must be named with the title of the document or receipt, corresponding to the Receipt Spreadsheet.

To facilitate over-submission eligibility MAP funds will be dispersed on or near December 15th.

- 2.7.15 MAP recipients may request early payment once all follow-up requirements have been completed; however, this eliminates them from the option of over-submission funding.

MAP funding may be forfeited if there are outstanding debts (invoices past 30 days) at the time of the final payment. It is the MO's responsibility to ensure all payments owed to SSA are received prior to December 1st.

2.8 Acknowledgement of Lottery Support

MAP funding is derived from the sales of lottery tickets in Saskatchewan. As such, all MAP recipients must publicly acknowledge that funds received are from the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.

- 2.8.1 This could include identifying Sask Lotteries on printed material, adding logos on event posters and websites, signage at facilities and other appropriate means to recognize the significant contribution the lottery plays in supporting Soccer in Saskatchewan.
- 2.8.2 MO that do not acknowledge the support of Sask Lotteries may forfeit MAP funding in the next fiscal year.
- 2.8.3 How Saskatchewan Lotteries have been recognized must be included in the follow-up forms.

3 PSGB Student-Athlete Awards Program

3.1 Purpose

To assist student-athletes competing in U SPORTS (formerly CIS) for either the University of Regina or the University of Saskatchewan, through a provincial awards program in partnership with participating Provincial Sport Governing Bodies (PSGBs), Sask Sport Inc. and the universities. Universities must be Regular Members of the SSA in order to be eligible for funding.

3.2 Policy

The Student-Athlete Awards program is a Sask Sport Inc. regulated grant program and is subject to dates, guidelines and policies established by Sask Sport Inc. Visit <http://www.sasksport.sk.ca/funding.php> for details.

4 University Athletic Assistance Program

4.1 Purpose

Sask Sport Inc. provides financial assistance to eligible PSGBs in order to ensure the continuance and maintenance of USPORTS athletic programs at the University of Regina and the University of Saskatchewan. Universities must be Regular Members of the SSA in order to be eligible for funding.

4.2 Policy

The University Athletic Assistance Program is a Sask Sport Inc. regulated grant program and is subject to dates, guidelines and policies established by Sask Sport Inc. For MOs are information visit www.sasksport.sk.ca/funding.php.

5 Adopt an Athlete

5.1 Introduction

The Adopt-an-Athlete program provides an opportunity for a person to sponsor or donate funds in order to help aid an athlete(s) in SSA High Performance programs. The donor or sponsor can apply to SSA and may be eligible for a tax receipt.

5.2 Receipts and Charitable Tax Receipts

There are two types of receipts available to sponsors and donors.

- 5.2.1 The first type is a receipt. A receipt is simply a record of the amount that has been sponsored and/or donated to Saskatchewan Soccer Association (SSA) and has no value in terms of a tax deduction. This is similar to the receipt you would receive from a store if you were to purchase something. A receipt is available to anyone who sponsors or donates to SSA. Businesses or individuals who wish to receive a receipt from SSA should complete the attached Saskatchewan Soccer Association sponsorship/donation Form and submit it along with their cheque.
- 5.2.2 The second type of receipt that could be available to your donors is a charitable tax receipt. A charitable tax receipt is used as a tax deduction by donors. There are very strict rules with regards to eligibility for businesses or individuals to receive a charitable tax receipt. Refer to the 'Unconditional Donation to SSA' and 'Procedures for Donating' sections of this document for further information on eligibility to receive a charitable tax receipt.

5.3 Sponsorship and Donation

There are two groups that an athlete can approach for sponsorship/donation:

- 5.3.1 Private Sponsorship/Donation:

This type of sponsorship/donation is financial support from private individuals (friends, relatives, neighbors, teachers, acquaintances, etc.) who simply want to help pay for your training and competition expenses and who do not expect anything in return for their contribution. This type of private sponsorship/donation can be viewed as 'philanthropic' giving, generally meaning that the sponsor/donor believes in you, your sport, or in helping people. Money they provide to you is considered a 'gift' and as such, there is no financial benefit to a private sponsor/donor.

However, private donors may also want to be recognized for their donation through a charitable tax receipt. In these cases, there are specific procedures that must be followed, which can be found in Guidelines.

5.3.2 Corporate Sponsorship/Donation:

Corporate or business sponsorship/donation is support from a business entity that is interested in helping further your soccer career but may also be interested in receiving a benefit from the sponsorship.

Some benefits that could be of interest to businesses include company logos on training kit, travel clothing or equipment, affiliation of company name with your program or team or formal recognition on a website or in a news release. Please be advised that you, as an individual athlete, CANNOT enter into these types of agreements. Only SSA has the authority to provide these types of benefits. Should one of your potential sponsors/donors be interested in these properties or being a larger sponsor/donor, please refer them to SSA.

There are three types of support that athletes can obtain to help subsidize training and competition expenses.

- 5.3.3 Direct Athlete Sponsorship;
- 5.3.4 Direct Athlete/Program Donation; or
- 5.3.5 Unconditional Donation to SSA.

5.4 Direct Athlete Sponsorship: Not eligible for SSA Tax Receipt or Charitable Tax Receipt

The individual or business issues a sponsorship directly to the athlete. Any terms of agreement between the athlete and sponsor should be clearly written and signed by both parties and must be approved by SSA. No tax receipt is issued for direct athlete sponsorship.

SSA does not collect or distribute funds.

5.5 Direct Athlete/Program Donation: Tax Receipt Available, not eligible for Charitable Tax Receipt



The individual or business makes a donation to the athlete/team/program directly. A direct athlete/program donation must be accompanied by the completed direct athlete/program donation form. Direct athlete/program donations will be applied directly to the costs association with the team, program or athlete identified on the form.

The procedure for a direct athlete/program donation is as follows:

- 5.5.1 An athlete/program donation form must be completed and accompany donation;
- 5.5.2 Any program, team and/or individual, which the donor wishes to receive the donation; should be completed in the appropriate section of the athlete/program donation form; and,
- 5.5.3 Cheque is made payable to Saskatchewan Soccer Association.

5.6 Unconditional Donation to SSA: Tax Receipt Available, Charity Tax Receipt May be Issued

The individual or business makes an unconditional donation to SSA, accompanied by a national sport trust fund donor form stating that the donation is of an unconditional nature (see attached sample).

The donor may request that the donation go to a specific program, however, as the donation is unconditional in nature, it will go into a general donation fund separate of SSA's general operating account and donation records will be kept separate. The donor may be issued a charitable tax receipt by Sask Sport through the National Sport Trust Fund for donations of \$25 or greater. In disbursing funds, SSA will consider, but will not be bound by, the requests made by donors.

Please note that charitable tax receipts cannot be issued to a team member's immediate family and unconditional donations cannot be made to individual athletes or teams.

The procedure for an unconditional donation to SSA is as follows.

- 5.6.1 In order for a charitable tax receipt to be issued, the donation must be of \$25 or greater.
- 5.6.2 National sport trust fund donor form must be completed and accompany donation.
- 5.6.3 Any program which the donor wishes to receive the donation should be completed in the appropriate section of the donor form.
- 5.6.4 Cheque must be made payable to National Sport Trust Fund.
- 5.6.5 Package must be submitted to:
Canadian Council of Provincial & Territorial Sport Federations Inc.
National Sport Trust Fund – Saskatchewan Chapter
1870 Lorne Street
Regina, SK S4P 2L7

6 Athlete Assistance Program

6.1 Purpose of the Program

The SSA Athlete Assistance Program (AAP) is an athlete-centered program of financial assistance provided by SSA.

6.2 Program Goal

The goal of the AAP is to provide identified high performance soccer players with financial support to assist in their continued development and ensure high performance programming is as accessible as possible to talented and dedicated athletes with financial barriers to participation.

The program supports athletes who are participating in programs delivered or sanctioned by SSA by relieving some of the financial pressures associated with training and competition needs.

6.3 Program Objectives

The intent of the AAP is to provide support to athletes in the Training to Train and Training to Compete stages of the Long Term Player Development (LTPD) Model within the SSA High Performance Stream, who are participating in High Performance Stream Programs and/or competitions such as the Indoor Showcase League or High Performance Prairie League or training in the SSA EXCEL Stream Program or a Canada Soccer National Youth Club Licensed Program.

6.4 Public Recognition of Funded Athletes



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SSA may, at its discretion, publish a list of individuals who are receiving financial support through the AAP.

The personal information made available would be limited to name, hometown, images, and biographical information related to athletic accomplishments.

6.5 Athlete Eligibility

The AAP will be athlete-centered, in that support will be allocated to individual athletes and funded through SSA based on their demonstrated commitment to high performance sport. Athletes must meet the following criteria to be eligible for consideration for support through the AAP:

6.5.1 Association Membership:

Any athlete receiving support through the AAP must be a member in good standing with an SSA Member Organization and SSA.

6.5.2 Commitment to Saskatchewan Soccer:

Any athlete receiving financial assistance from SSA must be available for selection to all age/stage-aligned SSA representative programs and teams and, if selected, commit to train and represent Saskatchewan in applicable competitions including, but not limited to, Canada Summer Games, Western Canada Summer Games, North American Indigenous Games, and/or other High Performance Stream competitions.

In the event that an athlete receiving financial support has a schedule conflict between an SSA event and that of an SSA Member Organization or entity or other select team, SSA commitments must take precedence. Failure to do so will result in the athlete being disqualified for future funding and/or require the athlete to return all funding received through the AAP.

6.5.3 Residency:

A primary consideration for AAP funding, is residency in Saskatchewan. Athletes residing and/or training outside of Saskatchewan may be considered for AAP support in the following cases:

- a. They are enrolled in a specialized program of study;
- b. They are participating/training with a national program; and/or
- c. A suitable athlete development program is currently unavailable in Saskatchewan.

All out-of-province athletes will only be considered for funding if there is a demonstrated commitment to, and participation in, a SSA High Performance Stream program.

6.5.4 Training and Competition:

Athletes within the eligible stages of the LTPD (Training to Train and Training to Compete) are expected to be involved in a year-round high performance training and competition environment and regularly working with an SSA-EXCEL Stream Program (e.g. SK Regional Excel Program (REX)) or SSA-sanctioned (e.g. Centre of Excellence, Centre of Goalkeeping Excellence, Indoor Showcase League, High Performance Prairie League) program.

6.5.5 Coaching:

To be eligible for AAP funding, athletes must be coached by a registered and appropriately trained or licensed coach.

6.5.6 Self-help and fundraising: 09 23

To be eligible for AAP funding, athletes must participate in all fundraising opportunities available to them through either their member organization or through their SSA high performance environment. These funds must be used to offset the need for AAP when available.

6.6 Use of Banned Substances and Methods

Since elite athletes set the standards for all who aspire to compete at the top level, athletes who are suspended by the Canadian Centre for Ethics in Sport and/or FIFA for an anti-doping rule violation will be declared permanently ineligible for support through the AAP.

6.7 Status

Federally Carded Athletes

- 6.7.1 Athletes who receive funding through Sport Canada's Athlete Assistance Program are not eligible to receive AAP funding.

Professional/Semi-Professional Status:

- 6.7.2 Athletes who receive or who have received funding in excess of normal living costs through exercising their skills as a professional or semiprofessional athlete will not be eligible for AAP funding.

National Collegiate Athletic Association:

- 6.7.3 It is the understanding of SSA that the National Collegiate Athletic Association (NCAA) stipulates that any athlete who accepts direct funding from a provincial or state government run program may forfeit their eligibility for an NCAA scholarship and their eligibility to participate in that sport or to participate in a non-scholarship NCAA sport. It is the responsibility of the athlete competing or wishing to compete for an NCAA institution to confirm this regulation on a yearly basis. Upon direction of the NCAA, all AAP funds received by an athlete may be required to be returned to SSA in order for that athlete to be eligible to participate in NCAA sport. If you have questions regarding NCAA eligibility, contact the NCAA eligibility center at 317-917-6222 or www.ncaa.org.

6.8 Athlete Funding

Funding Levels

- 6.8.1 Athletes at different levels of participation within the SSA High Performance Stream will receive levels of financial support commensurate with that participation and based on funding criteria and rankings established by SSA.
- 6.8.2 SSA will be responsible for determining funds available through the AAP on an annual basis.
- 6.8.3 All funds available through the AAP are provided through SSA's general operating budget and/or allocated reserve. Funds distributed through the AAP shall not exceed the budgeted funds, as such; applicants may not be approved for the full eligible amount of funding.
- 6.8.4 Applicants are responsible for any program fees above those covered through the AAP.

Funding Criteria

- 6.8.5 Athlete funding levels will be two tiered: SSA Excel Stream Programming and SSA sanctioned programming.

SSA Excel Stream programming will be supported based on matched funding from the program operator.

- 6.8.6 Funding will not be available to athletes participating in SSA-sanctioned programming that does not provide matched funding.
- 6.8.7 Eligible AAP funding levels are determined based on available budget and gross family income levels as follows:

Family Income Between	Funding Maximum
\$0 and \$35,000	100%



\$35,001-\$45,000	90%
\$45,001-\$55,000	80%
\$55,001-\$65,000	70%
\$65,001-\$75,000	50%
\$75,001-\$85,000	30%
\$85,001-\$99,000	20%

SSA-Sanctioned Programming:

- 6.8.8 Eligible AAP funding levels are determined based on available budget and gross family income as follows:

Family Income Between	Funding Maximum
\$0 and \$35,000	50%
\$35,001-\$45,000	45%
\$45,001-\$55,000	40%
\$55,001-\$65,000	35%
\$65,001-\$75,000	25%
\$75,001-\$85,000	15%
\$85,001-\$99,000	10%

Special Considerations

- 6.8.9 Family income will be divided by the number of athletes within a family participating in eligible programs (i.e. family income of \$90,000 with 3 children participating would be a family income of \$30,000 per child). This may be adjusted based on the funding available for each phase.
- 6.8.10 Special consideration may be given to applicants with extenuating circumstances or those demonstrating exceptional need.

6.9 Selection

SSA is responsible for the identification, ranking and selection of athletes for funding assistance through the AAP.

6.10 Application Process and Deadlines

In order to make the AAP available to all athletes involved in SSA High Performance Stream programs, applications will be reviewed according to the communicated timelines with a pool of funds allocated to each review period.

Athlete Assistance Program application forms will be made available to the athletes through the SSA website. Forms may also be distributed directly to athletes within eligible programs.

All applicants are responsible for submitting their application forms by the following deadlines indicated on the SSA website.

- 6.1 Regardless of the application status through the AAP, athletes are responsible for the payment of all program fees by the deadlines established by SSA unless otherwise communicated
- 6.2 Athletes with outstanding fees owing will not be permitted to participate in SSA activities until fees are paid in full.

6.11 Withdrawal of AAP Sport Funding

SSA has the authority to withdraw AAP support to any athlete if it is deemed that the athlete is no longer in compliance with the policies and requirements of the AAP.

7 Next Level Exposure Support

7.1 Purpose

Saskatchewan Soccer offers funding to athletes who participate within the EXCEL stream and who are invited to participate in next level events including, but not limited to, national team opportunities, Regional Excel Centre (REX) or SuperREX for females and Vancouver Whitecaps Academy Centre or Residency Program for males.

7.2 Procedures

Athletes identified by SSA as qualifying will be supported for the cost of their travel up to \$650 in order to attend the opportunity.

Invitations must come from the next level environment and there should be specificity to the development and pathway opportunity that is a realistic possibility for the athlete.

Group invitations for exposure and experience do not meet the threshold for financial support.

8 Female Development Grant

8.1 Purpose

SSA offers funding for female participants in the province of Saskatchewan for the following:

- 8.1.1 Coaching clinics, courses, workshops, and environments to gain experience 09 23
- 8.1.2 Referee clinics and/or courses; and
- 8.1.3 Canada Soccer, SSA or NCCP approved education sessions.

8.2 Procedures

Applicants participating in any of the above activities must pay for the clinic/event prior to attending.

The applicant must participate in the clinic/event to be eligible for funding.

After the clinic/event has taken place the applicant (or her Member Organization/entity on her behalf) must complete and submit an application form by October 31st to be considered for funding.

When submitting the application form, it must be accompanied by the original receipt(s) for any expenses claimed. Applications will not be considered without receipts.

Individuals are also encouraged to include a one (1) page cover letter describing the benefits of their attendance at the developmental opportunity to their Member Organization and/or SSA.

8.3 Funding Levels

If applicant is approved there are two options for payment.

- 8.3.1 If receipts are from within Saskatchewan funding may come under MAP Grant; Member Organization will receive a MAP application and follow-up form to complete for approved applicants. Payment will be made to Member Organizations who will reimburse the successful applicant(s). Note: Use of MAP funding may allow additional funding to go to the overall pool of applicants.
- 8.3.2 If receipts are for out-of-province activities funding will go directly to the approved applicant.

8.4 Selection Process

SSA will review all applications in November with grants distributed to each of the applicants or member organization before the end of the calendar year.

Regardless of which payment option is available successful applicants may be reimbursed up to a maximum of \$1,000 per calendar year. SSA will review all applications in November with grants distributed before the end of the calendar year.

8.5 Application Process

Email all applications to: ea@sasksoccer.com

9 Coaching Professional Development Grant

9.1 Purpose

SSA provides funding to registered Saskatchewan high performance coaches looking to improve their coaching proficiency through professional development opportunities.

Priority will be given to coaches wishing to obtain a Canada Soccer coaching license (i.e. Canada Soccer C-License, B-License Part 1, B-License Part 2, A-License, Child License, or Youth License, or a NCCP multi-sport module); however, applications for other professional development opportunities may be considered on a case-by-case basis pending available funding.

The application deadline is October 31 of each calendar year.

9.2 Eligible Costs

Funding can be used to help offset the cost of the following:

- 9.2.1 Course/clinic fees or registration; and,
- 9.2.2 Travel, meals and accommodation while attending course/clinic.

9.3 Procedures

Applicants must be registered as a coach with SSA.

Applicants must pay for their professional development opportunity in its entirety.

The applicant may then submit an application form accompanied by a letter for support from a Member Organization of SSA prior to the application deadline.

The application must also include all original receipts pertaining to the development opportunity.

Individuals are also encouraged to include a one (1) page cover letter describing the benefits of their attendance at the developmental opportunity to their Member Organization and/or SSA.

9.4 Funding Levels

If approved there are two options for payment:

- 9.4.1 If receipts are from within Saskatchewan funding may come under MAP Grant; Member organizations will receive a MAP application and follow-up form to complete for approved applicants. Payment will be made to Member Organizations who will reimburse the successful applicant(s). Note: Use of MAP funding may allow additional funding to go to the overall pool of applicants.
- 9.4.2 If receipts are for out-of-province activities funding will go directly to the applicant.

Regardless of the funding source successful applicants may be reimbursed up to 50% of expenses to a maximum of \$1,000 per calendar year. Individuals are limited to one application per calendar year. SSA will review all applications in November with grants distributed before the end of the calendar year.

9.5 Notification

All candidates will be notified and funding distributed to successful candidates before the end of the calendar year.

Email all applications to: ea@sasksoccer.com

10 Referee Development Grant

10.1 Purpose

SSA provides funding to Saskatchewan referees looking to improve their refereeing proficiency through professional development opportunities.

The application deadline is October 31.

10.2 Eligible Costs

Funding can be used to help offset the cost of the following:

- 10.2.1 Course/clinic fees or registration; or/and
- 10.2.2 Travel, meals and accommodation while attending the course/clinic.

10.3 Procedures

Applicants must be registered as a referee with SSA.

Individuals are limited to two (2) applications per calendar year.

Applicants may qualify for funding of up to 50% of expenses associated with the development opportunity up to a maximum of \$500 per calendar year.

Applicants must include all original receipts pertaining to the professional development opportunity.

Applicants are also encouraged to complete an application form including a one (1) page cover letter describing the benefits of their attendance to the professional development course/seminar/education/symposium to SSA.

10.4 Notification

All candidates will be notified and funding distributed to successful candidates before the end of the calendar year.

Email all applications to: ea@sasksoccer.com

11 Canada Soccer Active Start Soccer Fests Grant

11.1 Purpose

The Active Start Soccer Fests (festivals) program is a youth development program targeted at children under the age of 12. The goal of the festival program is to introduce the sport of soccer to youth through a fun-filled event for both children and their parents/guardians. Games are played on downsized fields using smaller versions of balls, nets, and simplified rules, with an emphasis on fun, participation, and good sportsmanship. Teams are comprised of 6-7 players and are made up of participants of all genders.

11.2 Procedures

Applicants must apply through Canada Soccer. See the [website](#) for more details.

Applicants must be registered members of SSA. All applicants must be in good standing with SSA.

12 Appendix A Definitions

- 12.0.1 *"Affected Party"* – any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the Appeal Policy and who may have recourse to an appeal in their own right under the Appeal Policy.
- 12.0.2 *"Appellant"* – the Party appealing a decision pursuant to the Appeal Policy.
- 12.0.3 *"Appeal Manager"* – an individual appointed by SSA to oversee the administration of the *Appeal Policy*. The Appeal Manager's responsibilities shall include those as described in the Appeal Policy. The Appeal Manager shall be independent of SSA. Appeal Managers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 12.0.4 *"Athlete"* – includes any Individual who is registered with SSA (either directly or indirectly through their club, national sport organization or other sport organization) for either recreational or competitive purposes.
- 12.0.5 *"Board"* – the Board of Directors of SSA.
- 12.0.6 *"Case Manager"* – an independent individual appointed by SSA to fulfill the responsibilities described in the Discipline and Complaints Policy. In order to be appointed as a Case Manager, the individual must have relevant experience and skills to manage complaints and perform their duties, either as a legal practitioner or sport administrator. Case management service providers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 12.0.7 *"Club Licensing"* - Club Licensing system in accordance with Canada Soccer's Rules and Regulations directives whose objectives are to safeguard the credibility and integrity of Club competitions, to improve the level of professionalism of soccer in Saskatchewan, to promote sporting values in accordance with the principles of fair play as well as safe and secure match environments, and to promote transparency in the finances, management and control of MO.
- 12.0.8 *"Complainant"* – the Party making a complaint pursuant to the Discipline and Complaints Policy and as referred to in the Investigations Policy.
- 12.0.9 *"Complaint Resolution Officer"* – an individual appointed by SSA to handle the duties of the Complaint Resolution Officer as described in the Discipline and Complaints Policy. Complaint Resolution Officers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 12.0.10 *"CONCACAF"* - Confederation of North and Central American and Caribbean Associations of Football; and is a Confederation of the FIFA.
- 12.0.11 *"Conflict of Interest"* – Any situation in which a representative's decision-making, which should always be in the best interests of SSA, is influenced or could be perceived to be influenced by personal, organizational, family, financial, business, or other private interests.



- 12.0.12 *"Consent"* - Consent is (a) informed (knowing), (b) voluntary (freely given), and (c) active (not passive). Consent must be demonstrated by clear words or actions, indicating that a person who is legally and functionally competent has indicated permission to engage in mutually agreed upon sexual activity.
- 12.0.13 *"Criminal Record Check (CRC)"* – a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- 12.0.14 *"Days"* – calendar days.
- 12.0.15 *"Director of Sanctions and Outcomes"* – the individual(s) responsible for overseeing the imposition of Provisional Measures, agreed outcomes, Sanctions and appearing before the Safeguarding Tribunal or the Appeal Tribunal in cases arising from a potential breach of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) (or other conduct rules, as applicable) within the jurisdiction of the Office of the Sport Integrity Commissioner (OSIC).
- 12.0.16 *"Discrimination"* – as defined in the UCCMS and as amended from time to time by the Sport Dispute Resolution Centre of Canada (SDRCC).
- 12.0.17 *"Enhanced Police Information Check (E-PIC)"* – a Criminal Record Check plus a search of local police information, available from Sterling Backcheck.
- 12.0.18 *"Event"* – an event sanctioned by SSA, and which may include a social Event.
- 12.0.19 *"FIFA"* - Fédération Internationale de Football Association, which is the Governing Organization of soccer in the world.
- 12.0.20 *"Governing Body"* - The organization that has the authority to manage a judicial process as per the policies of the governing body. Governing body may refer to Canada Soccer, SSA, or Member Organizations, clubs/zones or entities that are members of SSA.
- 12.0.21 *"Harassment"* – a vexatious comment (or comments) or conduct against an Individual or group, irrespective of whether the comment or conduct occurs in person or via any other media, including social media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
- a) Written or verbal abuse, threats, or outbursts;
 - b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - c) Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - d) Leering or other suggestive or obscene gestures;
 - e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - f) Practical jokes which endanger a person's safety, or which may negatively affect performance;



- g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity, which does not contribute to any Individual's positive development, but is required to be accepted as part of a team or group, regardless of the individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
 - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - i) Deliberately excluding or socially isolating a person from a group or team;
 - j) Persistent sexual flirtations, advances, requests, or invitations;
 - k) Physical or sexual assault;
 - l) Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - m) Retaliation or threats of retaliation against a person who Reports harassment to SSA.
- 12.0.22 *"Independent Third Party"* – the independent organization or individual(s) retained by Sask Sport to receive complaints and to fulfill the responsibilities outlined in the Discipline and Complaints Policy, Investigation Policy and Appeal Policy, as applicable.
- 12.0.23 *"Individuals"* – refers to all categories of members in the Bylaws of SSA including, without limitation, Life Members, Participant Members and Organizer Members, as well as all people employed by, contracted by, or engaged in activities with SSA including, but not limited to, employees, contractors, Athletes, Team Personnel, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, directors or officers.
- 12.0.24 *"Maltreatment"* – as defined in the UCCMS, and as amended from time to time by the SDRCC.
- 12.0.25 *"Match Official/Referee"* – Individuals who perform as referees, assistant referees, 4th officials, referee administrators, referee assignors, referee supervisors, referee mentors, referee leads, referee instructors and referee assessors during sanctioned soccer activities.
- 12.0.26 *"Member Organizations"* (MO) – Regular Members and Associate Members, as defined in the SSA Bylaws.
- 12.0.27 *"Minor"* – any Individual who is under the age of 18. Adult Individuals are responsible for knowing the age of a Minor.
- 12.0.28 *"Non-Pecuniary Interest"* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.




- 12.0.29 *“Organizer”* – Anyone performing an activity connected with soccer at a Member Organization or entity, regardless of title, type of activity (administrative, sporting or any other) and duration of the activity. Includes all directors, officers, committee members, coaches, trainers, match officials, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters, members, clubs or leagues, as well as all other persons obliged to comply with SSA and Canada Soccer by-laws regardless of whether they are paid or volunteers.
- 12.0.30 *“OSIC”* – the Office of the Sport Integrity Commissioner, which is an independent division of the SDRCC, which comprises the functions of the Sport Integrity Commissioner.
- 12.0.31 *“Parties”* – in the context of a complaint under the Discipline and Complaints Policy, the Complainant and Respondent; in the context of an appeal under the Appeal Policy, the Appellant, Respondent and Affected Party (or Parties).
- 12.0.32 *“Pecuniary Interest”* – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- 12.0.33 *“Person in Authority”* – any Individual who holds a position of authority within SSA, including, but not limited to, coaches, officials, managers, support personnel, chaperones, committee members, directors or officers. In addition to the responsibilities described for Individuals in the Code of Conduct and Ethics, a Person in Authority shall be responsible for knowing what constitutes Maltreatment and Prohibited Behaviour.
- 12.0.34 *“Provisional Suspension”* – means that the Individual is barred temporarily from participating in any capacity in any Event or activity of SSA (or, as applicable, SSA’s Member Organizations), or as otherwise decided pursuant to the Discipline and Complaint Policy, prior to the decision rendered in a hearing conducted pursuant to the Discipline and Complaints Policy.
- 12.0.35 *“Power Imbalance”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 12.0.36 *“Prohibited Behaviour”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 12.0.37 *“Prohibited Method”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 12.0.38 *“Prohibited Substance”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 12.0.39 *“Reporting (or Report)”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 12.0.40 *“Respondent”* – the Party responding to a complaint or investigation; or, in the case of an appeal, the body or organization whose decision is being appealed, or the Individual who was the subject of a decision that is being appealed.



- 12.0.41 *“Personal Information”* – Any information about an individual that relates to the person’s personal characteristics including, but not limited to: sex, gender, age, income, home address, phone number, ethnic background, family status, health history, and health conditions, athletic testing and results and email
- 12.0.42 *“PIPEDA”* - The Personal Information Protection and Electronic Documents Act (PIPEDA) sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities
- 12.0.43 *“PSO Safe Sport Liaison”* - Each PSO will identify at least one designated individual who is responsible for acting as a representative of their organization and lead point of contact for any safe sport or dispute resolution matters. This includes, but is not limited to; 1) working directly with the Independent Third Party to select Complaint Resolution Officers, Case Managers and Appeal Managers from approved listing (on Sask Sport website), 2) ensuring major and minor sanctions are enforced, 3) ensuring mediation agreements are approved by PSO/club and upheld, 4) long-term suspensions (1 year or longer) are reported to Sask Sport, 5) screening requirements and educational/training requirements are enforced. Safe Sport Liaisons must have knowledge and experience in board governance and must have completed the Governance Essentials e-learning course offered by the Canadian Centre for Ethics in Sport.
- 12.0.44 *“Sask Cup”* – The suite of championships offered by the Saskatchewan Soccer Association
- 12.0.45 *“SSA”* – Saskatchewan Soccer Association.
- 12.0.46 *“Sexual Harassment”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 12.0.47 *“Social media”* – the catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, TikTok, and Twitter.
- 12.0.48 *“SDRCC”* – the Sport Dispute Resolution Centre of Canada.
- 12.0.49 *“Tampering”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 12.0.50 *“Team Personnel”* - All supervisory team personnel including but not limited to coaches, assistant coaches, managers, trainers and other medical staff, and gender representative personnel or anyone that wishes to have access to the field of play.
- 12.0.51 *“UCCMS”* – the Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC.
- 12.0.52 *“UCCMS Participant”* - an Individual affiliated with Canada Soccer, and who has signed the required UCCMS Participant consent form.
- 12.0.53 *“Vulnerable Participant”* – as defined in the UCCMS and as amended from time to time by the SDRCC.



- 12.0.54 *“Vulnerable Sector Check (VSC)”* – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.
- 12.0.55 *“Workplace”* – any place where events, business or work-related activities are conducted. Workplaces include but are not limited to, the office or facilities of SSA, work-related social functions, work assignments outside offices, work-related travel, the training, and competition environment (wherever located), and work-related conferences or training sessions.
- 12.0.56 *“Workplace Harassment”* – vexatious comment(s) or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
- a) Bullying;
 - b) Workplace pranks, vandalism, bullying or hazing;
 - c) Repeated offensive or intimidating phone calls, text messages or emails;
 - d) Inappropriate sexual touching, advances, suggestions or requests;
 - e) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - f) Psychological abuse;
 - g) Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
 - h) Deliberately withholding information that would enable a person to do his or her job, perform or train;
 - i) Sabotaging someone else’s work or performance;
 - j) Gossiping or spreading malicious rumours;
 - k) Intimidating words or conduct (offensive jokes or innuendos); and
 - l) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- 12.0.57 *“Workplace Violence”* – the use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- a) Verbal or written threats to attack;
 - b) Sending or leaving threatening notes, text messages or emails;
 - c) Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
 - d) Wielding a weapon in a Workplace;

- e) Hitting, pinching or unwanted touching which is not accidental;
- f) Dangerous or threatening horseplay;
- g) Physical restraint or confinement;
- h) Blatant or intentional disregard for the safety or wellbeing of others;
- i) Blocking normal movement or physical interference, with or without the use of equipment;
- j) Sexual violence; and
- k) Any attempt to engage in the type of conduct outlined above.