



POLICIES AND PROCEDURES MANUAL

Section Eleven | **Grants Policy**

Effective 03 13

Amended 02 22

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1 Definitions

1.0.1 The following terms have these meanings in this policy:

- a) *“Entity”* – Organizations such as clubs, zones, community associations, teams, etc., that fall under the authority of a Regular or Associate Member. Entities have no authority within the SSA Membership structure other than what is granted them by their MO.
- b) *“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.
- c) *“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.
- d) *“Members”* – All members defined by SSA by-laws and for the purposes of this policy shall also include parents, guardians and caregivers of individual members and spectators at SSA events and SSA sanctioned competitions.
- e) *“MO”* – Member Organization.
- f) *“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.
- g) *“SSA”* – Saskatchewan Soccer Association.
- h) *“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.

2 Membership Assistance Program (02 22)

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

2.2.1 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.

- 2.2.2 SSA staff are available to assist MO with the application and follow-up process.
- 2.2.3 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

- 2.3.1 Access to MAP funding is a privilege, not a right of membership, that is granted to those Member Organizations that:
 - a) Work in harmony, conducting themselves professionally, according to SSA values and the SSA Code of Conduct & Ethics at all times,
 - b) Work to align their programming and operations with SSA strategic and operational priorities,
 - c) Are in Good Standing,
 - d) Are compliant with the by-laws, policies, and directives of SSA,as determined by the SSA Board of Directors.
- 2.3.2 MAP funding is determined primarily through the registration process, which is managed through SSA's sport management system (SMS).
- 2.3.3 MAP funding is only available to Member Organizations (not Individual Members).
 - a) MO are responsible to distribute funding within their organizations (as applicable) to clubs and entities that they are working with on MAP approved projects.
 - i. MO may administer an application and follow-up process internally to determine which projects the MO will submit for MAP funding. Any projects submitted on behalf of clubs and entities are the responsibility of that MO.
- 2.3.4 The 2017-2022 Strategic Plan emphasizes reward-based member recognition.
 - a) Through PBF, MO will be rewarded for (jointly) having renewed on time and being in attendance to vote (where applicable) at the annual general meeting (AGM).
 - b) MAP funding is only available to Member Organizations (not Individual Members) that are working to achieve a minimum of Quality Soccer Provider (QSP) status under the Canada Soccer Club Licensing program.
- 2.3.5 To qualify for MAP funding, MO must:
 - a) Submit their annual membership renewal and all required documentation.
 - b) 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.
 - c) Have paid all outstanding invoices.
 - d) Have met all SSA deadlines and obligations outlined in the by-laws and policies of SSA.
 - e) 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).
 - f) Hold a minimum QSP status or declare their intent to achieve QSP through Canada Soccer online application portal. Once in the process:
 - i. Members who have not achieved QSP – you must provide an annual update on progress against SSA defined standards.
 - ii. MO have 2 years to complete the process to remain eligible for MAP Funding. (2022)

2.4 Types of MAP Funding Available

- 2.4.1 MAP funding is available in two areas:
- a) Population Based Funding (PBF)
 - b) Special Projects Funding (SPF)
- 2.4.2 Population Based Funding (PBF)
- a) MO are eligible to submit one Population Based Funding MAP application per calendar year.
 - b) For 2022 only, due to COVID 19, PBF MAP eligibility is calculated based on registration numbers from the previous **three** calendar years (0222):
 - i. Number of players
 - ii. Number of coaches
 - iii. Number of referees
 - iv. Number of Indigenous participants.
Note: Indigenous participants that self-declare during the online registration process will only be counted once.
 - c) MO that apply will receive a minimum of \$500 in PBF funding each year.
 - d) MO that apply may receive additional funding for their support of a program or event (ex. registering for and attending the SSA AGM, participating in Canada Soccer's Club Licensing Program).
 - e) MO will be notified of their initial allocation amount prior to their application.
 - f) No MO is able to achieve more than 25% of total funding. Follow up receipts submitted cannot exceed that total. (0222)
- 2.4.3 MO are required to outline their PBF projects in four strategic priority areas.
- a) Coaching Development
 - b) Grassroots and/or Recreational Development
 - c) Organizational Development
 - d) Referee Development
- 2.4.4 Over-Submission
- a) 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.
 - b) To be eligible to receive over-submission, you must have room in your initial application.
 - i. Example: You apply for \$3,000 in Coaching but receive approval for \$2,000. You then may be eligible for up to \$1,000 in over-submission.
 - ii. 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.
- 2.4.5 Once all follow-up reports are received any remaining funds will be re-distributed to MO 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.

2.4.6 Special Project Funding (SPF)

- a) SPF provides all organizations, regardless of size, with significant funding opportunities to grow the game.
- b) MO are eligible to submit a SPF application in the following areas:
 - i. Return to Soccer – expenses related to planning and returning to the pitch during COVID19
 - ii. Projects aligned with Everyone’s Game Strategy* (0222)
 - iii. Early sport (U3-U7) participation/physical literacy soccer program development & expansion*
 - iv. Futsal program development & expansion
 - v. Adult soccer program development & expansion (including walking soccer)*
 - vi. Adaptive soccer program development & expansion*
 - vii. Newcomer engagement*
 - viii. Indigenous engagement*
 - ix. Cultivating respectful game-time environments
 - x. Referee & rural referee development (outside of Saskatoon & Regina)
 - xi. Development and engagement of girls and women in soccer*
 - xii. Youth leadership development and engagement*
 - xiii. Club Licensing participation
 - xiv. Purchase of new equipment to align with Canada Soccer’s Grassroots Standards

*MO is encouraged to have meaningful consultation and engagement of the population served in the development of the SPF project(s) when completing the application and follow-up report (0222)

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

- a) Due to the number of applications received and the total amount requested, MO may not receive SPF each year or may be funded to a certain percentage, depending on the SPF applications received.

2.5 Application Details and Requirements

2.5.1 April 15th is the **deadline** for MO to submit their MAP application to SSA.

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

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

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

- 2.5.3 In-eligible Expenses - expenditures in the following areas are ineligible:
- a) General operating costs such as annual administrative costs, facility rental costs and referee game fees will not typically be approved as an eligible expenditure without strong rationale to align these expenditures to the strategic priority areas (See 2.4.3). **Exceptions due to the COVID 19 Pandemic are outlined in 2.5.4 (0222)**
 - b) Any construction, upgrading, maintenance or operating costs of facilities,
 - c) Expenditures for which other grant dollars have been used,
 - d) Social events (barbecues, lunches, etc.),
 - e) Alcoholic beverages,
 - f) Research projects or feasibility studies,
 - g) Out-of-province travel,
 - h) Provincial or university CIS team expenses,
 - i) Wages, (including MO volunteer honorariums) and,
 - j) Other expenses deemed as ineligible as identified by SSA.
- 2.5.4 Due to the COVID 19 pandemic, for PBF funding, general operating costs such as administrative costs, facility rental costs, and referee game fees will be approved as an eligible expenditure (normally deemed as an ineligible expense), however SSA encourages MO to align projects to strategic priorities where possible.
- a) Eligible expenses would include line paint, printing costs, printer ink, office supplies, Paystone monthly fees, facility rental costs for programs, referee game fees, etc.
 - b) Ineligible costs will be wages and staff costs. If you have other general operating costs that are not explicitly included in this list, submit these requests on your application and we will consider these on a case-by-case basis in consultation with the SSA Board and Sask Sport.

2.6 Approval

- 2.6.1 The SSA will communicate MAP funding approvals by early May.
- a) 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 September 30th.**
 - i. 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 in 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 an approval, they would not be eligible for MAP funding without an approved amendment.
 - b) MO should view the amounts approved as an estimate of the potential funding available to them.
 - c) Final amounts will not be confirmed until final payments are issued.
 - d) Any areas that are considered as ineligible expenses and any specific conditions of approval will be highlighted in the approval letter.
- 2.6.2 MO may be required to submit additional information prior to MAP approvals being finalized.

2.7 Follow-Up and Payment

- 2.7.1 **UNDER NO CIRCUMSTANCES WILL LATE AND INCOMPLETE FOLLOW-UP SUBMISSIONS BE ACCEPTED.**
- 2.7.2 All applicants **MUST** submit a **complete** follow-up report and receipts by **September 30th** unless a request for an extension has been granted:
- Applicants wanting to extend spending after September 30th must request approval prior to September 30th by submitting a written request for an extension to SSA. Requests will be considered on a case-by-case basis.
 - Those approved for a deadline extension must complete all follow-up requirements by November 1st.
- 2.7.3 After the Sept. 30th deadline, Follow Up reports that do not meet the required standards outlined herein will not be considered. (0222)
- Notice will be provided, and MOs will have one week to re-submit and meet the standard, failing that, funding will be forfeited.
 - Please note: SSA provides numerous opportunities for education and support throughout the year but that courtesy will not be offered once the Sept. 30th deadline has passed. Please ensure you have reviewed all SSA educational and communication materials and attend scheduled education sessions prior to requesting assistance.(0222)
- 2.7.4 Follow-up reports must include appropriate receipts. 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 (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.
- 2.7.5 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. (0222)

- 2.7.6 Follow-up reports and receipts shall be submitted electronically **ONLY**. (0222)
- a) 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.
 - b) 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.
 - c) Within the Receipt Spreadsheet, receipts must be labelled with the strategic priority area and number (ex. CD 1, GRD 4, OD 10, etc).
 - d) Electronic files must be named with the title of the document or receipt, corresponding to the Receipt Spreadsheet.
- 2.7.7 To facilitate over-submission eligibility MAP funds will be dispersed on or near December 15th.
- a) 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.
- 2.7.8 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

- 2.8.1 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.
- a) 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.
 - b) MO that do not acknowledge the support of Sask Lotteries may forfeit MAP funding in the next fiscal year.
 - c) How Saskatchewan Lotteries have been recognized must be included in the follow-up forms.

3 PSGB Student-Athlete Awards Program

3.1 Purpose

- 3.1.1 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.

3.2 Policy

- 3.2.1 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

- 4.1.1 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.

4.2 Policy

- 4.2.1 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

- 5.1.1 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 donator or sponsor will be able to apply to SSA and may be eligible for a tax receipt.

5.2 Receipts and Charitable Tax Receipts

- 5.2.1 There are two types of receipts available to sponsors and donors.
 - a) 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.

- b) The second type of receipt that could potentially 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

5.3.1 There are two types of groups that an athlete can approach for sponsorship/donation.

- a) Private Sponsorship/Donation
 - i. 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.
 - ii. 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.
- b) Corporate Sponsorship/Donation
 - i. 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.
 - ii. 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.

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

- a) Direct Athlete Sponsorship
- b) Direct Athlete/Program Donation
- c) Unconditional Donation to SSA

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

5.4.1 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.

5.4.2 SSA does not collect or distribute funds.

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

- 5.5.1 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.
- 5.5.2 The procedure for a direct athlete/program donation is as follows:
- a) An athlete/program donation form must be completed and accompany donation;
 - b) 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,
 - c) Cheque is made payable to Saskatchewan Soccer Association.

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

- 5.6.1 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).
- 5.6.2 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.
- 5.6.3 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.
- 5.6.4 The procedure for an unconditional donation to SSA is as follows.
- a) In order for a charitable tax receipt to be issued, the donation must be of \$25 or greater.
 - b) National sport trust fund donor form must be completed and accompany donation.
 - c) Any program which the donor wishes to receive the donation should be completed in the appropriate section of the donor form.
 - d) Cheque must be made payable to National Sport Trust Fund.
 - e) 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

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

6.2 Program Goal

- 6.2.1 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.
- 6.2.2 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

- 6.3.1 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 an Canada Soccer National Youth Club Licensed Program.

6.4 Public Recognition of Funded Athletes

- 6.4.1 SSA may, at its discretion, publish a list of individuals who are receiving financial support through the AAP.
- 6.4.2 The personal information made available would be limited to name, hometown, images, and biographical information related to athletic accomplishments.

6.5 Athlete Eligibility

- 6.5.1 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:
 - a) Association Membership:
 - i. Any athlete receiving support through the AAP must be a member in good standing with an SSA Member Organization and SSA.
 - b) Commitment to Saskatchewan Soccer:
 - i. 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 such as the Indoor Showcase League.
 - ii. 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.

- c) Residency:
 - i. A primary consideration for AAP funding, is residency in Saskatchewan.
 - ii. 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.
 - d 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.
- d) Training and Competition:
 - i. 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.
- e) Coaching:
 - i. To be eligible for AAP funding, athletes must be coached by a registered and appropriately trained or licensed coach.

6.6 Use of Banned Substances and Methods

- 6.6.1 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

- 6.7.1 Federally Carded Athletes
 - a) Athletes who receive funding through Sport Canada's Athlete Assistance Program are not eligible to receive AAP funding.
- 6.7.2 Professional/Semi-Professional Status:
 - a) 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.
- 6.7.3 National Collegiate Athletic Association:
 - a) 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

6.8.1 Funding Levels

- a) 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.
- b) SSA will be responsible for determining funds available through the AAP on an annual basis.
- c) 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.
- d) Applicants are responsible for any program fees above those covered through the AAP.

6.8.2 Funding Criteria

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

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

- a) Funding will not be available to athletes participating in SSA-sanctioned programming that does not provide matched funding.
- b) 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%

6.8.4 SSA-Sanctioned Programming:

- a) 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%

6.8.5 Special Considerations

- a) 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.
- b) Special consideration may be given to applicants with extenuating circumstances or those demonstrating exceptional need.

6.9 Selection

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

6.10 Application Process and Deadlines:

- 6.10.1 In order to make the AAP available to all athletes involved in SSA High Performance Stream programs, applications will be reviewed according to the schedule below with a pool of funds allocated to each review period.
- 6.10.2 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.
- 6.10.3 All applicants are responsible for submitting their application forms by the following deadlines indicated on the SSA website.
- a) 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
 - b) 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

- 6.11.1 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

- 7.1.1 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

- 7.2.1 Athletes identified by SSA as qualifying will be supported for the cost of their travel up to \$650 in order to attend the opportunity.
- 7.2.2 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.
- 7.2.3 Group invitations for exposure and experience do not meet the threshold for financial support.

8 Female Development Grant

8.1 Purpose

- 8.1.1 SSA offers funding for female participants in the province of Saskatchewan in the following:
 - a) Coaching clinics and/or courses
 - b) Referee clinics and/or courses
 - c) Canada Soccer, SSA or NCCP approved education sessions.

8.2 Procedures

- 8.2.1 Applicants participating in any of the above activities must pay for the clinic/event prior to attending.
- 8.2.2 The applicant must participate in the clinic/event to be eligible for funding.
- 8.2.3 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.
- 8.2.4 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.
- 8.2.5 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

- 8.3.1 If applicant is approved there are two options for payment.
 - a) If receipts are generated 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.
 - b) If receipts are for out-of-province activities funding will come direct to the approved applicant.

8.4 Selection Process

- 8.4.1 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.
- 8.4.2 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

- 8.5.1 Email all applications to: ea@sasksoccer.com

9 Coaching Professional Development Grant

9.1 Purpose

- 9.1.1 SSA provides funding to registered Saskatchewan high performance coaches looking to improve their coaching proficiency through professional development opportunities.
- 9.1.2 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.
- 9.1.3 The application deadline is October 31.

9.2 Eligible Costs

- 9.2.1 Funding can be used to help offset the cost of the following:
 - a) Course/clinic fees or registration; and,
 - b) Travel, meals and accommodation while attending course/clinic.

9.3 Procedures

- 9.3.1 Applicants must be registered as a coach with SSA.
- 9.3.2 Applicants must pay for their professional development opportunity in its entirety.
- 9.3.3 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.
- 9.3.4 The application must also include all original receipts pertaining to the development opportunity.
- 9.3.5 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

- 9.4.1 If approved there are two options for payment.
- a) If receipts are generated 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.
 - b) If receipts are for out-of-province activities funding will come direct to the applicant.
- 9.4.2 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

- 9.5.1 All candidates will be notified and funding distributed to successful candidates before the end of the calendar year.
- 9.5.2 Email all applications to: ea@sasksoccer.com

10 Referee Development Grant

10.1 Purpose

- 10.1.1 SSA provides funding to Saskatchewan referees looking to improve their refereeing proficiency through professional development opportunities.
- 10.1.2 The application deadline is October 31.

10.2 Eligible Costs

- 10.2.1 Funding can be used to help offset the cost of the following:
- a) Course/clinic fees or registration
 - b) Travel, meals and accommodation while attending the course/clinic

10.3 Procedures

- 10.3.1 Applicants must be registered as a referee with SSA.
- 10.3.2 Individuals are limited to two (2) applications per calendar year.
- 10.3.3 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.
- 10.3.4 Applicants must include all original receipts pertaining to the professional development opportunity.

- 10.3.5 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

- 10.4.1 All candidates will be notified and funding distributed to successful candidates before the end of the calendar year.
- 10.4.2 Email all applications to: ea@sasksoccer.com

11 Canada Soccer Active Start Soccer Fests Grant

11.1 Purpose

- 11.1.1 The Active Start Soccer Fests 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

- 11.2.1 Applicants must apply through Canada Soccer. See the website for more details.
- 11.2.2 Applicants must be registered members of Saskatchewan Soccer.
- 11.2.3 All Applicants must be in good standing with Saskatchewan Soccer.