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**NCCP COACHING CLINIC – MAP Grant Policies**

**Overview:**

To provide financial assistance to member Associations/Leagues and organizations who host a Softball Saskatchewan Coaching Clinic through the National Coaching Certification Program (NCCP). Clinics may be delivered online and or in-person.

**Goals:**

1. To assist local leagues and organizations in developing and training certified coaches.

2. To provide coaches the opportunity to meet certification requirements for coaching a team at Provincial, Western Canadian and Canadian Championships.

2. To enhance the quality of instructional methods for future athletes.

3. To increase awareness of the NCCP.

**MAP Grant Procedures:**

Host community must have at least 1 team affiliated or going to affiliate. MAP

Spending Plan applications must be submitted once approved to Host the Clinic.

**Host communities/organizations receiving a MAP grant to Host a Coaching clinic**

**Must complete and submit a MAP Follow-up Report following the completion of**

**the clinic and in all cases, no later than October 1st.**

The Follow-Up Report must include appropriate support documentation to verify expenditures. Only cancelled cheques bearing bank clearing stamp and/or valid\* receipts indicating expenses will be accepted in support of the Follow-Up Report.

\* Valid documentation (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)

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NOTE:Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the PSGB but should be maintained by the member organization submitting the MAP grant follow-up report.
MAP grant payments will be made to approved hosts upon Softball Saskatchewan receiving a completed MAP Follow-up report and supporting receipts/documentation. Follow-Up Reports must be signed and dated.

**Eligible Expenditures: (receipts must be provided)**

a) Facility Rental

b) Advertising/Promotion Expenses

c) Rental of Clinic Aids (TV’s, LCD's, VideoConferencing, etc.)

d) Instructor Costs (including Honorariums, meals, mileage, accommodations)

**Ineligible Expenditures:**

a) Participant Registration Fee’s including the cost of manuals, Rule Books or other handouts.

b) Softball equipment purchases

c) Any construction, upgrading, maintenance or operating costs of facilities.

d) Expenditures for which other grant dollars have been used. Two different grant sources cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency.

e) Cash prizes.

f) Social events (barbecues, lunches, etc.).

g) Alcoholic beverages.

h) Research projects or feasibility studies.

i) Out-of-Province travel.

j) Provincial or U Sports team expenses.

k) Other expenses deemed as ineligible as identified by the Sask Lotteries Trust Fund or PSO.

**SOFTBALL SASKATCHEWAN RESPONSIBILITIES:**

- Send out MAP Grant Follow-Up Report. (see attached).

- Locate instructors to do clinics.

- Send out manuals for clinics, to the Host.

- Set the price of Registration Fees for the Clinics. No additional fee may be charged by the Host.

- Process MAP Grant application and make payment to Host organization upon completion of all Follow-Up information.

**HOST RESPONSIBILITIES:**

- There must be a minimum of ten (10) people registered for the clinic.

- Collect fee’s for Rule Books sold at the clinic and return to Softball Saskatchewan along with all unsold manuals and resources (rule books, etc). These must be returned to Softball Saskatchewan along with the fee’s collected within two weeks of the clinic. Any manuals or resources not accounted for will be paid for by the Host.

- Responsible to pay the Instructor Honorariums and expenses prior to the Instructors leaving. (These expenses are covered under the MAP Grant)

- Provide and assume all costs of facility rentals and accessories. (gym, classroom, LCD projector, chalkboard, flipchart). These are covered under the MAP Grant.

- Provide equipment for the Instructor to use. (bats, balls, helmet, catchers equipment)

- Advertise the clinic in you community and region. (posters available from the Softball Saskatchewan Office)

- Book accommodations for Instructor if necessary.

- Have ongoing communication with Instructor regarding date of clinic, actual location, time and number of registered participants.

- **We ask Associations/Leagues receiving MAP funding to publicly acknowledge they are supported by Saskatchewan Lotteries and Softball Saskatchewan**.

For more information contact Jacqueline Eiwanger - Program Coordinator, Softball Saskatchewan at 780-9235.

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