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**UMPIRE CERTIFICATION CLINICS – MAP Grant Policies**

**Overview:**

All umpires must attend a clinic and register every year. Clinics can be a combination of online and in-person or just online. Umpires receive training and are certified with Softball Canada and the National Certification Program.

**Goals:**

1. To develop new and maintain existing umpires in Saskatchewan.

2. To enhance the quality of umpiring.

3. To increase the awareness of certified umpires.

4. To ensure consistency of Instruction across Saskatchewan

**MAP Grant Procedures:**

Organizations wishing to host an Umpire Certification Clinic must make a written

request to the Softball Sask. office no later than February 15th. Softball Saskatchewan will approve Associations/leagues to host clinics each year and MAP funding will be allocated accordingly.

**Organizations approved to receive a MAP grant to host an Umpires Clinic must**

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

**clinic by no later than October 31st.**

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.

**Host Responsibilities**

- Work with Softball Saskatchewan to ensure a minimum of ten (10) people are registered for the Umpire Clinic. We use online clinic registration and the deadline to register is one week prior to the clinic.

- Host organizations are responsible to pay the instructor(s) their honorarium and expenses which are reimbursed by our MAP Grant.

- Ensure the facility has an overhead projector, TV and, if possible, an LCD projector.

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

**Eligible Expenditures: (receipts or approved documentation must be provided)**

a) Facility Rental

b) Clinic Aids (overhead, TV’s, LCD’s, Teleconferencing, etc.)

c) Advertising Expense

d) Instructor Costs (including honorarium, meals, mileage, accommodation)

**Ineligible Expenditures:**

a) Umpire Registration Fees, manuals and Rule Books.

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

c) 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.

d) Cash prizes.

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

f) Alcoholic beverages.

g) Research projects or feasibility studies.

h) Out-of-Province travel.

i) Provincial or U Sports team expenses.

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

**Revised October 2021**