



UMPIRE CERTIFICATION CLINICS – MAP Grant Policies

Overview:

To be eligible to receive MAP funds, your organization must offer community or club-level sports development initiatives within the province. Our Umpire clinics can be a combination of online and in-person or stand-alone online or in-person. Umpires receive training and are certified with Softball Saskatchewan and Softball Canada.

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 Application and Spending Plan:

Organizations wishing to host an Umpire Certification Clinic must complete and submit the MAP Application and Spending Plan to the Softball Saskatchewan office no later than March 15th. Organizations are required to acknowledge and publicly recognize that the MAP support received is derived from the proceeds of the sale of lottery tickets in Saskatchewan. Applications must also indicate how Sask Lotteries will be promoted. Applications must be signed by a signing authority for the Host organization.

MAP Grant Follow-up Report:

Organizations are required to acknowledge and publicly recognize that the MAP support received is derived from the proceeds of the sale of lottery tickets in Saskatchewan. Applications must also indicate how Sask Lotteries will be promoted. Applications must be signed by a signing authority for the Host organization.

Organizations approved to receive a MAP grant to host an Umpire Clinic must complete and submit a MAP Follow-up Report following the competition of the clinic and by no later than October 31st.

The Follow-Up Report must include appropriate support documentation to verify expenditures. Only canceled cheques bearing bank clearing stamp and/or valid (see below) 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 the name of the 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 were 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: Copies of documents for financial accountability (i.e. receipts, canceled cheques, invoices, expense claims, etc.) are clear and readable. Original documents are not necessary for submission to the PSGB but should be maintained by the 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 by the organization's signing authority.

Host Responsibilities

- Work with Softball Saskatchewan to engage and recruit new umpires to attend an Umpire Clinic whether it be virtually or in person. We use online clinic registration and the deadline to register is one week before the clinic.
- Host organizations are responsible for paying the instructor(s) their honorarium and eligible expenses which are reimbursed by our MAP Grant.
- Ensure the facility has an overhead projector, TV, and, if possible, an LCD projector.

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

- a) Facility Rental
- b) Clinic Aids (overhead, TV's, LCD's, Videoconferencing, etc.)
- c) Advertising Expense
- d) Instructor Costs (including honorarium, meals, mileage, and 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, refreshments, coffee, juice, 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.

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