



NCCP COACHING CLINIC – 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. 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 or in person.

Goals:

1. To assist local associations/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.
3. To enhance the quality of instructional methods for future athletes.
4. To increase awareness of the NCCP.

MAP Grant Application and Spending Plan:

Organizations wishing to host a Coaching Clinic must complete and submit the MAP Application and Spending Plan to the Softball Sask. office no later than April 1st. 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. Follow-up reports must be signed by a signing authority for the host organization.

MAP Grant Procedures:

- Host association/league must have at least 1 team affiliated or going to affiliate.
- 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 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.

Eligible Expenditures:

- Facility rental.
- Advertising/promotion expenses.
- Rental of clinic aids (TVs, LCDs, Video Conferencing, etc.).
- Instructor costs (including honorariums, meals, mileage, and accommodations).

Ineligible Expenditures:

- Participant registration fees including the cost of manuals, rule books, or other handouts.
- Softball equipment purchases
- Any construction, upgrading, maintenance, or operating costs of facilities.
- 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.
- Cash prizes.
- Social events (barbecues, lunches, etc.).
- Alcoholic beverages.
- Research projects or feasibility studies.
- Out-of-province travel.
- Provincial or university sports team expenses.
- 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 fees for rule books sold at the clinic and return them to Softball Saskatchewan along with all unsold manuals and resources (rule books, etc.). These must be returned to Softball Saskatchewan along with the fees collected within two weeks of the clinic. Any manuals or resources not accounted for will be paid for by the host.

- Responsible for paying the instructor honorariums and expenses before the instructors leave. (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, helmets, catcher equipment).
- Advertise the clinic in your community and region (posters available from the Softball Saskatchewan office).
- Book accommodations for the instructor if necessary.
- Have ongoing communication with the instructor regarding the date of the clinic, actual location, time, and number of registered participants.
- **Associations/leagues receiving MAP funding must publicly acknowledge they are supported by Saskatchewan Lotteries.**

For more information contact Jacqueline Eiwanger - Program Coordinator, Softball Saskatchewan at 306-780-9235.

Revised October 2023