



MEMBER ASSISTANCE PROGRAM (MAP) POLICY

APPROVED BY THE BOARD OF DIRECTORS ON NOVEMBER 13, 2024

1. Purpose

- 1.1 The purpose of MAP is to provide financial assistance to sanctioned clubs so that they may offer and operate quality triathlon training programs and competition events to members in Saskatchewan.
- 1.2 MAP Funds are to be used to support community and club-level sport development initiatives within the province.
- 1.3 MAP grants are made available to TRIATHLON SASKATCHEWAN through the assistance of SASKATCHEWAN LOTTERIES TRUST FUND and are derived from the sale of lottery tickets in Saskatchewan.

2. Eligibility

- 2.1 MAP funds will be available to sanctioned clubs who have adopted Sask Sport's Safe Sport Manual, agree to the Sanctioned Club Requirements, and are in good standing of TRIATHLON SASKATCHEWAN.

3. MAP Grant Application and Approval Policies

- 3.1 TRIATHLON SASKATCHEWAN sanctioned clubs can apply for more than one MAP grant per year however need to complete separate 2023 MAP Spending Plans and Follow-Up Reports for each MAP Grant applied.

- 3.2 All applications are subject to the approval of the TRIATHLON SASKATCHEWAN Board of Directors.

- 3.3. All Spending Plan Forms will be approved or rejected by the following deadlines:

General Deadlines:

Generally, all MAP Spending Plan applications for a given year must be submitted by April 30th and then by a second deadline of September 1st subject to MAP money being available after the April 30 allocations in the given fiscal year.

- 3.4 Applicants will be notified of acceptance or rejection of application shortly after the deadlines (i.e. April 30th and September 1st, if MAP funding is available).

- 3.5 The Applicant will be informed of the type of expenditures approved and the amount of funding

assistance that will be provided.

4.1 Eligible Events and Projects

1. Event Sanctioning Support

Basic Sanctioned Provincial Races:

- \$400 base funding per Sanctioned race
- \$200 Sanctioning Fee

Additional Race Funding Options:

Each of these options may be eligible for additional funding support but must be identified and included in the 2023 Spending Plan and Follow Up Report.

- Medical services costs such as ambulance and lifeguards
- Advertising and promotions
- Official's costs (travel, accommodations, per diem)
- Volunteer costs (no alcohol)
- Race identification costs (timing, bibs, other race supplies)
- Hosting of provincial championships

2. Training Camps and Clinic Sanctioning Support

- TRIATHLON SASKATCHEWAN basic sanctioned provincial camps and clinics:
 - i. \$200 base funding per sanctioned camp/clinic. Applications will only be considered if a MAP Spending Plan and Follow-Up Report has been submitted.
 - ii. \$200 Sanctioning Fee
- This includes all camps and clinics for member athletes, coaches, and officials.

3. New Local Sport Organization/Club Support

- Each new incorporated not-for-profit in Saskatchewan with a mission of providing triathlon programs and events that is sanctioned by TRIATHLON SASKATCHEWAN (see Sanction Club Requirements), may apply for MAP funding of up to \$700 to assist with start up costs that are eligible expenditures. This MAP funding grant is available one-time only.

4. Club Special Project Support

- If your club has a special project that may require funding assistance outside the above, apply through this process using the MAP Spending Plan.

4.2 Ineligible Expenditures:

- Any construction, upgrading, maintenance, or operating costs of facilities.
- Cash prizes.
- Social events (barbecues, lunches, etc.).
- Alcoholic beverages.
- Research projects or feasibility studies.
- Out-of-province travel
- Any other expenses as deemed ineligible by TRIATHLON SASKATCHEWAN or by

- the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.
- 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 Lotteries Trust Fund or any other granting agency.
- Any expenditure identified as ineligible in the 2023 MAP Guidelines document published by Sask Sport.

5. How to Apply for MAP Grants

5.1 Application forms (2023 MAP Spending Plan) should be typewritten and signed by an official representative of the applicant (club president, race director etc.). The MAP Spending Plan must be filled out completely including a description of the program/event, proposed budget of revenue and eligible expenditures, how MAP funding support will be acknowledged and promoted, and measurable objectives.

5.2 Send the completed and signed 2023 MAP Spending Plan to:
executivedirector@triathlonsaskatchewan.org or Saskatchewan Triathlon Association Corporation – Executive Director to be reviewed and forwarded to the Board of Directors for adjudication

5.3 Late or improperly completed Spending Plans will be returned to the applicant.

6. Follow-up Requirements

6.1 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 were purchased (must be within Triathlon Saskatchewan MAP grant year – January 1 – December 31)
- 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 (Ex. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to Triathlon Saskatchewan but should be maintained by the club submitting the MAP grant follow-up report.

6.2 After completion of the event/project a MAP Follow-Up Report form must be submitted complete with original receipts and invoices and signed by the applicant.

6.3 Completed MAP Follow-Up Reports with receipts and paid invoices should be returned no later than 30 days after the event/project has been completed but no later than December 1st.

6.4 The MAP grant funds will be disbursed once the completed MAP Follow Up Report and receipts verifying eligible expenditures have been received by Electronic Funds Transfer. Business banking information will be required to facilitate the transfer.,.

6.5 MAP follow up reports need to be sent electronically to the Executive Director at executivedirector@triathlonsaskatchewan.org or by mail to TRIATHLON SASKATCHEWAN 209-1860 Lorne St., Regina, SK S4P 2L7

7. Indemnification

7.1 MAP grants paid to sanctioned clubs are subject to audit and review and provided on the condition that the funds are used for the purpose applied and approved. If a change occurs, please contact the TRIATHLON SASKATCHEWAN Executive Director, who administers the MAP program on behalf of the Board of Directors.

8. MAP Grant Awareness Policy

8.1 TRIATHLON SASKATCHEWAN informs its sanctioned clubs, race directors and other potential applicants of the MAP grant program as follows:

8.1.1 Electronic mail out of 2020 guidelines and 2023 Spending Plans and Follow-Up Report forms to Sanctioned Clubs Presidents and Treasurers.

8.1.2 Publishing of guidelines and required forms in the policies and procedures section of the TRIATHLON SASKATCHEWAN website.

8.1.3 Meetings of TRIATHLON SASKATCHEWAN and Sanctioned Clubs Presidents and Treasurers and Members at the Annual General Meeting.