



Board of Directors Policies

Category: Administration

Title: Membership Assistance Program (MAP) Allocations Policy

Authority: Board of Directors

DRI for Policy and Reporting: Director of Membership

DRI for Operations: E.D. or designate

Reference Number: Section 4

Most Recent Date Approved:

Dec 31, 2016

Previous Revision Dates: 2007,

2014, Nov 2015, Sept 2016,

Oct 2016

Purpose

The Membership Assistance Program allocates funds to eligible racquetball organizations to enable them to undertake various self-help activities and to allow them to defer costs in promoting and encouraging the sport of racquetball.

The Primary purpose of MAP funds are to be used to support community and club-level sport development.

Qualifications

Any racquetball organization within the province that is a Member Club in good standing of the Association may receive MAP funds upon successful application to the Association.

AND

Member Clubs must have paid the club affiliation fee to Racquetball Saskatchewan and have registered and paid for all individual members participating in its programs.

Procedures

1. The Executive Director or designate of the Association will send the MAP information to all Member Clubs in the province and the SRA MAP Allocations policy will be available on the association's website.
2. The Executive Director will send a memo outlining the program procedures, a MAP Application Form, and a spreadsheet indicating all eligible amounts. This will be posted to the clubs by November 15th of each fiscal year.
3. The SRA's fiscal year is September 1 to August 31. All MAP spending must take place within the same fiscal year.

4. Applications will be reviewed by the Executive Director and based on this review, the Executive Director will make recommendations regarding each application to the Board at the next Board meeting prior to December 15th.
5. If approved, the applicant will be notified and half of the approved amount of funds will be released to them. This notice of approval will occur before December 15th of the fiscal year.
6. Member Clubs are eligible to receive a base amount of \$500 plus a calculated amount based on the percentage of Association members contributed by the Member Club in the previous fiscal year. Amounts for each club will be determined by the Executive Director before the application packages are sent out.
7. New Member Clubs will be approved for the base amount of \$500. Additional MAP funding may be considered by the board if the funds are available.
8. The SRA and member clubs will acknowledge and publicly recognize that the MAP support received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation is derived from the proceeds of the sale of lottery tickets in Saskatchewan.
9. If necessary, member Clubs may amend their original project descriptions by sending a notice to the Executive Director at any time throughout the MAP grant year.
10. Once the activities outlined in the MAP application have concluded, the Member Club will submit a follow-up report to the Executive Director. This Follow-up must be submitted by July 15 of the fiscal year and MUST include:
 - a) A completed MAP Follow-up Report signed by the appropriate club/team authority.
 - b) Documentation to verify expenditures can take various forms but should have the following:
 - Indicate the name of the recipient who received the funds (person or business)
 - 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 of September 1 to August 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)
11. Upon review by the Executive Director, recommendations regarding the follow up reports will be forwarded to the Board/President at the next available Board meeting.
12. If approved, the applicant will be notified and the remainder of funds will be released to the Member Club.
13. The remainder of funds is equal to: (i) the follow-up amount, or (ii) the maximum funding amount; less the amount paid out in section (3), whichever is less.
14. If the follow up report is not submitted with the appropriate receipts or approved by the Board, all or a portion of the original 50% of MAP grant issued will need to be returned to SRA.

15. As of August 1st, any unused/unclaimed club MAP allocations will be redistributed to clubs who submitted spending plans, provided they have reported expenditures and can provide receipts for any additional amounts.
16. The amount of additional funding granted to a Member Club may not be proportionate to their % of the Association's total previous fiscal year members.

Restrictions

The following are ineligible expenditures:

- 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 CIS team expenses.
- Other expenses deemed as ineligible as identified by the Saskatchewan Lotteries Trust Fund or PSGB.

If a club is unsure about the eligibility of a MAP expenditure, it will be recommended to ask the SRA Executive Director for clarification.

If a Member Club uses funds for any of the aforementioned activities, they will be required to reimburse the Association for the total amount of the funding they received.

Limitations

All MAP related activities, applications and reports must be administered by a registered Individual Member of the SRA. This is to ensure accountability, consistency and efficiency in reporting.

Accountability To Saskatchewan Lotteries Trust

The SRA will include within their Audited statements a separate schedule which lists all member clubs/teams that received MAP assistance and the specific amount of MAP funds received.

The Executive Director or designate of the Association will retain all documents relating to MAP including receipts and follow-up reports received from the SRA membership for a minimum of 7 years and be made available for review by the audit firm and/or Sask Sport Inc.

The SRA will submit to Sask Sport a "MAP Summary Report" with their Annual Funding Follow-up Report.