



**Pickleball Saskatchewan Inc.**  
**MEMBERSHIP ASSISTANCE PROGRAM (MAP) POLICY**

August 27, 2024

**1. PURPOSE:**

The Membership Assistance Program (MAP) is a program supported by Saskatchewan Lotteries that enables Pickleball Saskatchewan Inc. (PSI) to allocate funds directly to its affiliated clubs. The goal is to increase the number of participants and the quality of pickleball development in Saskatchewan communities. MAP funds are to be used to support community and club-level sport development. This grant is made available through the Saskatchewan Lotteries Trust Fund, which derives proceeds from the sale of lottery tickets in Saskatchewan.

**2. ELIGIBILITY:**

Funds will be made available to affiliated organized clubs (see Appendix 1.0 – Organized Club Criteria) as follows:

- Clubs whose members are in good standing with Pickleball Saskatchewan Inc. as of October 31
- Have submitted the spending plan and follow-up documentation by the established deadlines
- Clubs must complete the stated MAP follow-up reporting by August 31. If a club does not include appropriate receipts, the club will be considered not in “good standing” and ineligible to receive future MAP funding from PSI until all appropriate verification documents have been received OR previously granted MAP funds (all or proportionately) have been returned to PSI.

### **Eligible Expenses:**

MAP grants may be used for various projects and activities with receipts. Some examples/suggestions are:

- Purchasing necessary equipment, i.e. balls, paddles, ball machines, pickleball nets, windscreens
- Facility rental for programs or instruction
- Assist members to take National Coaching Certification Program (NCCP) courses
- Learn to play programs
- Hosting tournaments or recreation events
- Assisting local players to travel **in-province** to tournaments where expenses can be verified (expense form completed, receipts provided)
- Hosting clinics featuring NCCP qualified instructors
- Youth pickleball program
- Social media development
- Computer software and licensing fees
- Defibrillator
- Club incorporation fees
- Club banner
- Cover costs for members required to have a police record check and /or a Vulnerable Sector Check according to the Pickleball Saskatchewan/Pickleball Canada Screening Policy

### **Ineligible Expenses include:**

- 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 or expense, whether the grant comes from the Trust Fund or any other granting agency.
- Cash prizes
- Social events
- Alcoholic beverages
- Research projects or feasibility studies
- Out-of-Province travel
- Provincial or University team expenses
- Administrative support
- Other expenses deemed as ineligible as identified by the Saskatchewan Lotteries Trust Fund or Provincial Sport Organization.

### 3. APPLICATION POLICIES AND PROCEDURES:

The MAP Application and Spending Plan must be completed by November 30. The forms are available at:

[https://www.sasksport.ca/wp-content/uploads/2023/06/MAP\\_ApplicationSpendingPlan\\_2023.pdf](https://www.sasksport.ca/wp-content/uploads/2023/06/MAP_ApplicationSpendingPlan_2023.pdf)

Send applications to: [info@pickleballsaskatchewan.ca](mailto:info@pickleballsaskatchewan.ca)

All applications are subject to Pickleball Saskatchewan's MAP Policy eligibility criteria. Applications will be reviewed upon receipt by the Pickleball Saskatchewan Inc. President and Grants committee. Once the application has been approved, PSI will send the club notice of the approval and funding amount.

#### **APPLICATION DEADLINE – NOVEMBER 30**

The amount granted to each eligible club will be determined by the total funds available and the total amount requested. PSI reserves the right to adjust the funding formula based on the number of clubs who apply. The anticipated funding formula is as follows:

- A) Base Amount of \$500 - 1,000 for each Organized Club. See Appendix 1.0 Organized Club Criteria.
- B) Bonus amount of \$1,000 for newly organized clubs (if not previously affiliated with PSI).
- C) \$2 for each Member of a club. Members are defined as individuals who have paid an annual fee to be an active athlete, coach or official.
- D) \$2 for each currently recognized Coach. Coaches are club members who have completed a NCCP (National Coaching Certification Program) and have current status. A list including first and last names, and their Pickleball Canada membership numbers must be provided.
- E) \$2 for each current Official with Pickleball Canada Referee Level 1, 2 or 3 accreditation under the 2023 program. A list including first and last names, and their Pickleball Canada membership numbers must be provided.

Clubs are encouraged to over-submit their funding requests and follow-up reports. Once all follow-up reports are received, any remaining funds will be re-distributed to clubs that are eligible and have provided receipts over and above their approved level of funding.

Approved projects must take place within Pickleball Saskatchewan's fiscal year which is October 1 to September 30. However, August 31 is the final date for grant eligible expenses to be included in the follow-up report. Retroactive funding or pre-funding for projects outside the fiscal year is not permitted.

## FINAL DATE FOR GRANT ELIGIBLE EXPENSES TO BE SPENT – AUGUST 31

Any unused funds or funds unaccounted for by receipts submitted will require a grant return of MAP funds. Furthermore, if proper follow-up and/or receipts are not received by PSI or if a required grant return is not made to PSI, the member club in question will be ineligible to receive any future MAP funds until proper follow-up is received, or MAP funds are returned.

### 4. PAYMENT OF GRANTS:

Upon approval of a MAP Application and Spending Plan, 50% of approved funding will be sent to clubs. Clubs can expect the first 50% payment by **December 31**.

The final 50% payment of MAP will be made by **September 30**, if follow-up reporting is complete by the September 1 deadline.

### 5. FOLLOW UP REPORTING

For follow-up reporting to be considered complete, the following must be received in good order by September 1.

- Approved MAP Application and Spending Plan
- Completed follow-up form. The follow-up report template can be found here: [https://www.sasksport.ca/wp-content/uploads/2023/06/MAP\\_Follow-UpReport\\_2023.pdf](https://www.sasksport.ca/wp-content/uploads/2023/06/MAP_Follow-UpReport_2023.pdf)
- 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 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: Legible copies of documents for financial accountability (i.e. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to Pickleball Saskatchewan Inc. but should be maintained by the member club/team submitting the MAP grant follow-up report.

- Submit follow-up report, accompanied with receipts, in electronic form (scanned) to [info@pickleballsaskatchewan.ca](mailto:info@pickleballsaskatchewan.ca)
- Demonstrate recognition to Sask Lotteries for funding

## **6. FOLLOW-UP REPORTING DEADLINE – SEPTEMBER 1**

At the time of follow-up, clubs may wish to submit receipts for MAP eligible expenses that total more than the total amount of MAP grant they were approved to receive. If other clubs cannot spend or do not provide adequate receipts for all the MAP funds they are eligible to receive, PSI reserves the right to redistribute un-allocated MAP funds to other clubs, provided additional receipts for MAP eligible expenditures have been received.

### **Appendix 1.0 - Organized Club Criteria**

**To be eligible for Sask Sport's MAP (Membership Assistance Program) funding, players must form an organized club by October 31 of the application year. Requirements are as follows:**

1. Must have a signed Affiliation Agreement in place with Pickleball Saskatchewan.
2. Must have a minimum of 10 active members who have paid an annual fee to be an active athlete, coach or official.
3. All members must be registered with Pickleball Saskatchewan (PSI) and Pickleball Canada (PCO) on October 31 of the application year.
4. Must have elected or initially appointed executive which includes a President, Secretary and Treasurer.
5. Executive must have a criminal record check which includes the vulnerable sector.
6. Must have bylaws.
7. Must have a bank account in club's name.
8. Must have a club email address for communication and e-transfer purposes.
9. Incorporation is not required; however, clubs may find it to be beneficial.