



SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

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MAP Policy & Procedure Guidelines (May 2023)

OVERVIEW

Saskatchewan High Schools Athletic Association (SHSAA) is recognized by Sask Sport Inc. as a multi-sport organization (MSO) that administrates sporting activities and programs for Saskatchewan schools. As such, SHSAA is eligible to distribute Membership Assistance Program (MAP) funding, made available by the Saskatchewan Lotteries Trust Fund (SLTF), to SHSAA members. The SLTF derives the available funding dollars through the sale of lottery tickets in Saskatchewan. SHSAA members are asked to acknowledge and publicly recognize Sask Sport Inc. and Sask Lotteries as major funders of amateur sport in Saskatchewan.

14 SHSAA Districts (representative of the seven Sport, Culture and Recreation Districts in Saskatchewan, and the cities of Regina and Saskatoon) are composed of boards of education (school divisions), independent schools, and First Nation schools delivering school sport opportunities to meet the needs of student-athletes, coaches, and officials in Saskatchewan.

The Association members, in cooperation with SHSAA, provide governance and professional guidance, ensure safety, provide insurance, set rules, raise funds, acquire sponsorships, and train athletes, coaches, and officials. A variety of programs and services are offered such as sanctioned competitions leading to provincial championships, coaching development, increasing capacity of officiating, skills clinics, sport science, medical services, and leadership development. Members of SHSAA are encouraged to work at increasing participation by under-represented groups (students who are female, Indigenous, 2SLGBTQ+, oppressed by racism, neurodiverse, new to Canada, from a lower socioeconomic background, with disabilities, part of various faith communities, reside in northern communities, and all students who historically were and currently are under-represented in high school athletics).

Districts are encouraged to apply for MAP funding on an annual basis based on the Policy and Guidelines outlined by SHSAA and Sask Sport Inc.



"The purpose of the SHSAA is to foster educational opportunities for all students through interschool sport."

ELIGIBILITY

The 14 SHSAA Districts are each eligible to apply for MAP funding made available by the SLTF through the SHSAA.

Eligible expenses for the use of MAP funding include:

- Officials' Training and Mentorship*
 - Includes mentorship for Youth Officials
- Participant Recognition*
- League/Playoff/Championship expenses*
- District organization*
- SHSAA membership requirements*
- Coach Development*
- District representation at SHSAA events
- League development costs
- Programming related to developing increased student participation
- Programming related to developing leadership and citizenship skills
- Programming related to increasing participation by under-represented groups (students who are female, Indigenous, 2SLGBTQ+, oppressed by racism, neurodiverse, new to Canada, from a lower socioeconomic background, with disabilities, part of various faith communities, reside in northern communities, and all students who historically were and currently are under-represented in high school athletics)
- Selected provincial hosting obligations
- Athletic Administrator development

* Required areas

Ineligible expenses include:

- Construction, upgrading, maintenance, or operating costs of facilities
- Expenditures for which other grant dollars have been used. If two different grants are used to fund a project/spending area, the total expenses must be equal to or greater than the total grants received.
- Cash prizes
- Social events
- Alcoholic beverages
- Research projects or feasibility studies
- Out of province travel
- Provincial or USport team expenses
- Other expenses deemed as ineligible as identified by SHSAA

[Sask Sport Membership Assistance Program \(MAP\) website](#)

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APPLICATION PROCESS

Using a formula (see Appendix A), Districts are provided with an estimate of the base funds that will be available for the funding year (May 1 – April 30).

Districts submit their annual spending plans for each project/funding area no later than October 31 of the funding year. The spending plans are reviewed by the SHSAA Executive Director. The spending plans must include:

https://www.sasksport.ca/wp-content/uploads/2023/06/MAP_ApplicationSpendingPlan_2023.pdf

***updated May 2023**

- District contact information
- Project/Funding area description
- Explain how Sask Lotteries will be promoted (**new as of May 2023**)
 - Resources to promote Sask Lotteries can be found [here](#)
- Estimated budget (revenue and expense) of the project/funding area
- Signature of the appropriate District authority

Whenever possible, Districts are to submit spending plans electronically by emailing shsaa@shsaa.ca. Districts are provided with an assessment of their spending plans and approved funding amounts during member meetings held in December of each funding year.

APPROVAL PROCESS

The SHSAA Executive Director shall review and adjudicate all MAP spending plans, follow up reports, and submitted receipts.

The base funds provided to Districts should be allocated to eligible expenses in the current year (May 1 – April 30) which must include officials' training and mentorship (including mentorship of Youth Officials), participant recognition, district organization, commitment to membership expectations, and coach development.

Districts will also be provided with the opportunity to apply/access hosting grants when hosting the following SHSAA championships: Provincial Golf, Provincial Cross Country, Provincial Soccer, SHSAA Football playoffs, Regional Curling, Provincial Curling, Regional Wrestling, Provincial Wrestling, Hoopla, and Track & Field.

Finally, Districts can apply for funds to be used for programming considered special projects, in addition to the base amounts and hosting grants. These special projects may include, but are not limited to, mentoring (coaches and officials), league development, programs to increase participation, leadership, and accessibility to activities. Special projects can be given immediate approval but notice of funding approved for special projects is provided at the December members meeting.

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FOLLOW UP PROCESS

Deadline for submission of follow up reports for each project/funding area applied for in the spending plans is March 30 of the funding year. The follow up reports must include:

https://www.sasksport.ca/wp-content/uploads/2023/06/MAP_Follow-UpReport_2023.pdf

**updated May 2023*

- District contact information
- An assessment of the completed project/funding area
- Explanation as to how Sask Lotteries was promoted (*new as of May 2023*)
 - Resources to promote Sask Lotteries can be found [here](#)
- A financial report (revenue and expense) of the completed project/funding area
- Signature of the appropriate District authority

In addition to the follow up report, expenditures must be verified by the submission of receipts applicable to the funding year May 1 – April 30 for the funds spent by the District on the project/funding area.

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***
- ***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 SHSAA but should be maintained by the District submitting the MAP grant follow-up report.

Whenever possible, Districts are to submit follow-up reports electronically including scans of receipts by emailing shsaa@shsaa.ca.

When reporting, group the receipts together for each spending area and submit with the spending area follow-up. If using copies of cheques from numerous bank statements as receipts, please provide an additional document that identifies all the cheques being used for each separate spending area. The additional document totals for each spending area should match the expenditures reported on the follow up.

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PAYMENT PROCESS

If annual spending plans have been submitted for review by the required date, 50% of the base funding allotted to the District will be paid out at the December member meetings.

Following the submission deadline for follow-up reports and required receipts, the remaining 50% of the base funding will be provided to each district prior to the end of the SHSAA fiscal year (April 30).

Funds for hosting grants and special projects will be paid out upon completion of spending plans, follow-up reports, and submission of the required receipts pertaining to the championship or project.

MAP funding to Districts is approved with the understanding that funds are to be used in accordance with SHSAA Policy & Guidelines as well as adhering to the Sask Sport Inc. MAP Guidelines and SLTF. In the event the funds are unused or do not adhere to the policies and guidelines, they will be required to be returned to the SLTF.

APPENDIX 'A'

SHSAA MAP GRANT FORMULA

Per District Allotment	\$ 4,000.00	x 14	\$ 56,000.00	
Geography Consideration	\$ 750.00	x 8	\$ 6,000.00	
	\$ 1,500.00	x 6	\$ 9,000.00	
Number of Active Schools	\$ 55.00	x 307	\$ 16,885.00	
Number of Teams	\$ 17.50	x 2608	\$ 45,640.00	
TOTAL BASE AMOUNT				\$ 133,525.00
Hosting Grants				\$ 25,015.00
Second team project				\$ 10,000.00
Special Projects				\$ 44,360.00
TOTAL MAP FUNDING (May 1, 2022 – April 30, 2023)				\$ 212,900.00

(Number of active schools and teams is based on 2022-23 data)

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Districts will also be provided with the opportunity to apply/access hosting grants as outlined in SHSAA policies when hosting the following SHSAA championships: Provincial Golf, Provincial Cross Country, Provincial Soccer, SHSAA Football playoffs, Regional Curling, Provincial Curling, Regional Wrestling, Provincial Wrestling, Hoopla, Track & Field.

Finally, Districts can apply for funds to be used for programming considered special projects, in addition to the base amounts and hosting grants. These special projects may include but are not limited to mentoring (coaches and officials), league development, programs to increase participation, leadership, and accessibility to activities. Special projects can be given immediate approval but notice of funding approved for special projects is provided at the December members meeting.