



## **Saskatchewan Amateur Wrestling Association (SAWA) HIGH PERFORMANCE DEVELOPMENT (HPD) GRANT GUIDELINES**

### **PURPOSE**

To provide financial assistance to eligible SAWA member clubs to support the development of athletes and coaches who have the potential to represent Saskatchewan at national and international competitions.;

### **OUTCOMES:**

1. Support HP level training opportunities for HP-level athletes representing our province at national and international competitions.
2. Provide access to sport science and medicine support for HP level athletes.
3. Assist HP athletes and coaches with attending regional, national and international caliber competitions.
4. Support advanced certification and professional development for HP coaches (Competition Development and higher) working with HP athletes in the province.

### **SOURCE OF FUNDING**

The HPD Grant Program is funded by Sask Sport Inc. and the Saskatchewan Lotteries Trust Fund and is administered by SAWA.

### **ELIGIBILITY**

Wrestling Clubs wanting to be considered for HPD funding support will:

- a. Be a fully registered club member of SAWA with the minimum required numbers of athletes and coaches registered by **January 31<sup>st</sup>** of the current season. (see b., c., and d., below)
- b. Have a minimum of one Level 3/Competition Development NCCP 'certified' coach registered with the club in the current season
- c. Have a minimum of 20 athletes registered with SAWA who are training & competing in the current season.
- d. Have a minimum of 10 Cadet, Juvenile, Junior and/or Senior age-class athletes as members of the club.
- e. In the previous season, have had at least 5 Cadet/Juvenile/Junior/Senior aged athletes compete at the Saskatchewan provincial championships
- f. In the previous season, have had at least 2 Cadet/Juvenile/Junior/Senior aged athletes compete at the Lutte Wrestling Canada national championships
- g. Operate a training program for a minimum of six (6) months.

### **FUNDING SUPPORT**

Member clubs that are eligible to receive HPD support will be notified of their eligible amount\* by October 31<sup>st</sup> of the current season.

Club eligible amounts are calculated using registration statistics from the previous funding year. (eg. 2018/19 funding levels are calculated using 2017/18 registration stats.) **Eligible HPD funding amounts for clubs in future years will be calculated using Club Registration numbers (athletes and coaches) – as entered in the SAWA online Registration system - on January 31<sup>st</sup> of the year prior.** (eg. 2019-2020 HPD funding amounts will be calculated using club registration numbers submitted to SAWA by January 31, 2019. )

*\*Note: Eligible amounts, based on previous year club stats and results, may be adjusted should a club become ineligible during the current funding year.*

## **PROGRAM EXPECTATIONS**

Wrestling clubs receiving HPD funding will be expected to provide training and competition opportunities for High Performance-level athletes and coaches throughout the course of the wrestling season. This may include, but is not limited to:

- a) Frequent, regular (ie. Several days per week) training for advanced wrestlers within the club
- b) Travelling to or hosting of clinics and camps advanced wrestlers – either within the club or outside the club.
- c) Travel and participation of advanced-level athletes and coaches at regional, national or international competitions
- d) Support for NCCP training and certification advancement, as well as mentorship and professional development for HP coaches currently working within the club.

## **APPLICATION PROCEDURES**

Member clubs must submit a HPD grant application to SAWA by **December 1<sup>st</sup>** annually. Late or incomplete applications will only be considered for support if the circumstances for being late or incomplete were beyond the control of the club. **However, retroactive funding for club activities that occur prior to September 1<sup>st</sup> of the current wrestling season will not be permitted.**

## **APPLICATION REQUIREMENTS & CONDITIONS**

The following grant requirements and conditions must be met at the time of the application and follow-up:

- a) Each eligible SAWA member club applying for HPD funding must provide HP Training and competition plans for HP athletes and coaches at their club, during the current wrestling season. This can include:
  - a. In-club training schedules.
  - b. Planned participation at HP camps or clinics
  - c. Planned sport medicine and science support for HP athletes.
  - d. Opportunities to advance NCCP coach training and certification for HP coaches within their club
  - e. Planned HP competition schedules (Regional, National, International) for athletes and coaches.
- b) Approved projects and expenditures relating to the HPD grant must take place within SAWA's fiscal year (Sept. 1<sup>st</sup> – August 31<sup>st</sup>) for which the grant was approved. Project expenditures that take place outside the grant period are not permitted.
- c) The application must include the following:
  - a. A completed application form
  - b. HP Plans [see a), above] for athletes and coaches to be offered/coordinated by the club

## **ELIGIBLE EXPENDITURES**

The following expenditures are eligible for support:

- Athlete and coach travel expenses to out-of-province competitions, clinics or training camps
- NCCP coach training or professional development expenses, either in or out-of-province
- Hosting expenses for HP tournaments, clinics or training camps
- Facility rental (training facilities)
- Equipment and uniforms
- Club coach fees (honoraria)

## **INELIGIBLE EXPENDITURES**

- Capital expenditures – no support is available for construction, renovations, or upgrading facilities
- Alcoholic beverages
- Cash prizes
- Off-continent travel
- Social events (barbeques, banquets, lunches, etc.)
- Membership fees to SAWA or CAWA
- Debt repayment
- Payment of money returns owed to the Saskatchewan Amateur Wrestling Association
- Other expenses that the Saskatchewan Amateur Wrestling Association or Sask Sport may deem inappropriate

## **PAYMENT PROCEDURES**

The HPD grant will be paid in two installments. Member clubs will receive 50% of the grant funds upon the approval of the application submission. The final grant amount will be determined and paid upon satisfactory review of the follow-up report submission.

**Should a club not meet minimum eligibility requirements for High Performance Development Funding (ie. 20 or more registered athlete members; at least 10 athletes of Cadet/Juvenile/Jr./Sr. classification; plus at least one NCCP Level 3/Comp. Dev. Certified coach registered with SAWA) by January 31<sup>st</sup> of the current season, the second-half 50% payment of the HPD grant will not be allocated to the club AND the club will not be eligible to receive the HPD grant in the following season.**

## **FOLLOW-UP PROCEDURES**

Member clubs must submit the Follow-up Report to SAWA by **no later than July 15<sup>th</sup>** annually. Late or incomplete Follow-up Reports will result in grant payments being withheld and may jeopardize the club's eligibility to receive grant funds in the future.

Any unused funds, or funds that are used for purposes that do not adhere to these guidelines, will be required to be returned.

## **FOLLOW-UP REQUIREMENTS**

The Follow-up Report must include the following:

- a. A completed follow-up form

\*SAWA member wrestling clubs receiving HPD funding will be asked to provide details on the scope and impact of wrestling programs supported by HPD funds. These details – to be included in a follow-up report at end of season – may include, but not limited to:

- Description of HP programs offered (ie. training environment; HP camps/clinics; HP Competitions attended; Sport Med and Science used; success/challenges; etc.)
- Number of HP athletes and coaches impacted
- Ages, gender and other demographic information, if offered voluntarily by participants.
- HP Competitions results

- b. Financial documentation to verify expenditures (i.e. receipts\*\*)

\*\*Financial 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 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).
- **Receipts submitted to verify expenses can only be claimed once** for all grants received by a club, coach or athlete. (ie. the same expense cannot be used to claim or verify funding assistance for more than one grant program.)

NOTE: Legible copies of documents for financial accountability (i.e. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable.

Receipts submitted to verify expenses can only be claimed once for all grants received by a club, coach or athlete. (ie. the same expense cannot be used to claim or verify funding assistance for more than one grant program.)

**Organizations are required to submit the applications and follow-ups to:**

**Saskatchewan Amateur Wrestling Association**  
**510 Cynthia Street**  
**Saskatoon, SK**  
**S7L 7K7**  
[saskwrestling@sasktel.net](mailto:saskwrestling@sasktel.net)