

Saskatchewan Amateur Wrestling Association (Sask Wrestling)
GRASSROOTS CLUB DEVELOPMENT (GCD) GRANT GUIDELINES

PURPOSE

To provide financial assistance to eligible Sask Wrestling member clubs to support efforts to introduce wrestling to those who are not involved with the sport; to advance wrestling skills for those who are relatively new to the sport; to bring training and mentorship to novice and developing club coaches; and to provide training and mentorship to novice and developing officials.

TARGET OUTCOMES:

- To increase membership in wrestling clubs through-out the province.
- To advance skills of athletes: both members and non-members of wrestling clubs.
- To increase membership from under-represented populations in the province.
- To increase the number of certified coaches in the province (either new NCCP certification or advancement of NCCP certification).
- To increase the number of qualified officials in the province (either new certification or advancement of certification)

SOURCE OF FUNDING

The GCD Grant Program is administered by Sask Wrestling with the approval of Sask Sport using funds provided by the Saskatchewan Lotteries Trust Fund.

ELIGIBILITY

Clubs wanting to apply for GCD funding support must meet the following criteria:

- a. Be a registered club member of Sask Wrestling with the minimum required numbers of athletes/coaches registered by **January 31st** of the prior season, (Minimum of 15 members is required)
- b. Have a minimum of one registered coach with a minimum Criminal Record Check with Vulnerable Sector Check and a current Respect in Sport Certificate
- c. Operate a training program for a minimum of four months.
- d. Have had a member attend the current year 's Annual General Meeting of Sask Wrestling

FUNDING SUPPORT

Member clubs that are eligible to receive GCD support will be notified of their eligible amount* by **December 31st** of the current season.

Club eligible amounts are calculated using registration statistics from the previous funding year. The formula used to calculate eligible amounts includes an initial 'cap' (ie. ceiling on max. amount of funds per club) of 10% before redistribution of remaining funds to all eligible clubs.

Eligible funding amounts for clubs in future years will be calculated using Club Registration numbers (athletes and coaches) – as entered in the Sask Wrestling online Registration system - on January 31st of the year prior. (eg. The 2019-2020 funding amounts calculated using club registration numbers submitted to Sask Wrestling by January 31, 2019.

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

PROGRAM EXPECTATIONS

Wrestling clubs receiving GCD funding will be expected to provide opportunities for new or developing athletes, coaches or officials to learn wrestling skills or advance their skills throughout the course of the wrestling season. This may include, but is not limited to:

- a) Regular training for developing wrestlers to introduce and advance wrestling skills throughout the wrestling season (eg. Regular weekly sessions)
- b) Hosting of clinics and camps for beginner or developing wrestlers – either within the club or outside the club. (eg. High school programs; neighboring communities; etc.)
- c) Travel and participation for athletes and coaches at competitions within the province
- d) Support for NCCP training and certification, as well as mentorship and professional development for new coaches or coaches currently working within the club or neighboring clubs/communities.
- e) Support training, mentorship and advancement for officials associated with the wrestling club and who will work at competitions in-province.

APPLICATION PROCEDURES

Member clubs must submit a GCD grant application to Sask Wrestling by **December 31st** 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 1st of the current wrestling season is not permitted.**

APPLICATION REQUIREMENTS & CONDITIONS

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

Each eligible Sask Wrestling member club applying for GCD funding must provide details for programs** intended to:

- a) Introduce wrestling skills to new participants or advance wrestling skills for current members of the wrestling club.
- b) Introduce or advance wrestling skills for individuals not affiliated with the club. (eg. High school programs, neighboring communities, etc.)

- c) Provide mentorship for coaches and officials affiliated with the club and/or other non-affiliated programs. (eg. High school wrestling programs)
- d) Provide opportunities to advance NCCP coach training and certification to members within their club and for those affiliated with their club.
- e) Provide opportunities to advance officials training and certification to members within their club and for those not affiliated with their club.

** Clubs are not required to offer programs for all of these areas of sport development to qualify for the grant however, applications should include details of athlete/coach and/or officials development the club intends to offer through the course of the season.

Approved projects and grant support must take place within Sask Wrestling's fiscal year (Sept. 1st – August 31st) for which the grant was approved. Project expenditures that take place outside the grant period are not permitted.

The application must include the following: a. A signed and completed application form; including a budget and program details (expenditures) planned for the season

ELIGIBLE EXPENDITURES

The following expenditures are eligible for support:

- Athlete and coach travel expenses to in-province and out of province clinics or training camps
- Athlete and coaches traveling to competitions in province and out of province.
Note: Competitions must be at a participation level.
- NCCP coach training expenses (i.e. hosting a course, attending Online or in person)
- Officials training expenses
- Hosting expenses for tournaments, clinics or training camps
- Facility rental (training facilities)
- Equipment and uniforms
- Club coach fees (honoraria)

INELIGIBLE EXPENDITURES

- Capital expenditures – construction, renovations, or upgrading facilities
- Alcoholic beverages
- Cash prizes
- Athlete and coaches travel to competitions in province and out of province that are considered High Performance. (ie. National Championships, National Team Trials, Canada Games, etc)
- Social events (barbecues, banquets, lunches, etc.)
- Membership fees to Sask Wrestling or Wrestling Canada

- Debt repayment
- Payment of money returns owed to the Saskatchewan Amateur Wrestling Association
- Other expenses that the Saskatchewan Amateur Wrestling Association or Sask Sport Inc. may deem inappropriate

PAYMENT PROCEDURES

The GCD grants 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 Grassroots Club Development Funding (ie. 15 registered athlete members, plus at least one registered coach with Sask Wrestling) by January 31st of the current season, the second-half 50% payment will not be allocated to the club AND the club will not be eligible to receive the GCD grant in the following season.

FOLLOW-UP PROCEDURES

Member clubs must submit the GCD Follow-up Report to Sask Wrestling by **no later than August 15th** annually. Late or incomplete Follow-up Reports will result in grant payments being withheld and/or previously paid funds required to be returned; 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 GCD Follow-up must include the following:

a. A signed and completed follow-up form

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

- Description of programs offered (ie. type of program; duration; impacts; success/challenges; etc.)
- Numbers of individuals and communities involved in programs offered
- Number of new or developing athletes, coaches and/or officials impacted
- Ages, gender and other demographic information, if offered voluntarily by participants.

b. Financial documentation to verify expenditures (i.e. receipts, canceled cheques**)

**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
- 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.

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**