



# SASK SPORT

## MEMBERSHIP ASSISTANCE PROGRAM GUIDELINES

MARCH 2026



FUNDED BY



# MEMBERSHIP ASSISTANCE PROGRAM GRANT GUIDELINES

## A. GUIDELINES FOR PROVINCIAL SPORT ORGANIZATIONS AND MULTI-SPORT ORGANIZATIONS

### 1. PURPOSE

The purpose of the Membership Assistance Program (MAP) is to enable Provincial Sport Organizations (PSOs) and Multi-Sport Organizations (MSOs) to allocate funds directly to their respective member organizations (Ex. clubs, teams or other affiliated members) who deliver quality sport development programs or projects at the Participation level in Saskatchewan.

Participation refers to sport activities at the provincial level and below including the community and grassroots level.

### 2. DESIRED OUTCOMES

- Delivery of affordable, accessible, inclusive, safe and welcoming sport.
- Development of new or existing clubs, teams and leagues.
- Development of competition opportunities at the provincial level and below.
- Development of coaches and officials at the Participation level.
- Increase the number of athletes participating in the Saskatchewan sport system.

### 3. SOURCE OF FUNDING

The MAP grant is funded through the Sport Section of the Sask Lotteries Trust Fund (Trust Fund).

### 4. ELIGIBILITY

Eligible PSOs and MSOs who are on the Eligibility List of the Trust Fund are eligible to apply.

### 5. AVAILABLE FUNDING

The MAP pool of funds available for distribution is established by the Sask Sport Board of Directors annually.

Funding is subject to the sustainability of funding levels from the Trust Fund.

## **6. ELIGIBLE MAP LEVELS**

Eligible MAP levels are calculated using statistics from the following membership components of the PSOs/MSOs Annual Funding Follow-up Report:

- Athletes
- Coaches
- Officials
- Membership Fees
- District Representation

The athletes, coaches and official's components must meet the following definition:

A registered member is defined as an individual, or member of a team or club, who has paid an annual fee to be an active athlete, coach or official with the PSO/MSO. Membership fees and procedures must be clearly defined and correspond to the PSOs/MSOs membership classifications as per the association's Bylaws or Articles of Incorporation. Registered membership connotes that the individual or member of the team or club has purchased membership with intent to actively participate in the activities of the association and has access to a broad range of programs, services and privileges provided and/or governed by the PSO/MSO (Ex. voting privileges, insurance, newsletters, access to programs and competitions, etc.). For the purpose of eligibility, if a PSO/MSO has a "supporting" membership classification, these members cannot be included towards the total membership count of active athletes, coaches or officials.

The closing date for accumulating statistics is April 1 annually. Only verifiable statistical information from the PSOs/MSOs most recent fiscal year end, prior to April 1 will be used.

The MAP formula includes a specific percentage of funds and a funding variable for each membership component. The funding variables are applied to each PSOs/MSOs individual statistics to calculate the funding amount for each membership component, up to the maximum allowable amount. The total of the membership component calculation determines the eligible MAP level for each PSO/MSO up to the maximum allowable amount.

## **7. MEMBERSHIP COMPONENT DEFINITIONS**

### **a) Registered Athlete Members**

The total number of active athletes who paid an annual membership fee and are registered members of the PSO/MSO.

An active athlete is an individual who demonstrates sustained and regular participation over time, such as participating in sanctioned and structured programs or competing in sanctioned leagues and tournaments. Individuals who participate only occasionally or with limited frequency (Ex. one-time or short-term participation such as a single event, camp, clinic, try-it session, or bring-a-friend day, etc.) do not meet this definition, are not eligible, and must not be reported.

An individual athlete must only be counted once (no duplication).

#### **b) Trained or Certified Coaches**

The total number of active trained or certified coaches who paid an annual membership fee and are registered members of the PSO/MSO.

Coaches must be active and certified under the National Sport Organization (NSO) and National Coaching Certification Program (NCCP) as 'Trained' or 'Certified' in any of the three streams (Community Sport, Competition and/or Instruction) and contexts of the NCCP structure or equivalent coaching certification structure. If a PSO does not have coaching certification recognized by the NCCP, their coaching certification structure must be reviewed and approved by Sask Sport to determine if it meets the minimum standards for a quality coaching program.

A coach must only be counted once regardless of their training or certification in multiple streams/contexts (no duplication).

#### **c) Trained or Certified Officials**

The total number of active trained or certified officials who paid an annual membership fee and are registered members of the PSO/MSO. Trained or certified officials must be active and certified through a formalized education and training program. Minor officials fall into two categories, and eligibility for reporting varies by category. These categories are:

##### **Trained or Advanced Minor Officials:**

These individuals have completed recognized training, certification or structured development specific to their officiating support role. They are qualified to operate specialized equipment, manage advanced timing or scoring systems, and perform tasks that require higher technical competency. Trained or advanced minor officials may be considered for reporting purposes. If the PSO/MSO is unsure if these individuals can be reported, it is recommended they ask Sask Sport for clarification.

### **Entry-Level Minor Officials:**

These individuals perform basic tasks with limited responsibility such as simple timing, scorekeeping, or running results. They typically receive only brief orientation or informal instruction. These roles have limited formal training or certification and are not eligible and must not be reported.

An official must only be counted once regardless of their certification in multiple levels (no duplication).

#### **d) Membership Fees**

The total membership fees paid to the PSO/MSO.

Membership fees must correspond to membership classifications as per the association's Bylaws or Articles of Incorporation. Membership revenues must be clearly identifiable within the PSOs/MSOs Audited Financial Statement.

Competition, clinic, team/athlete and playdown fees are not classified as a membership fee.

#### **e) District Representation**

The total number of Sport, Culture and Recreation Districts in which the PSO/MSO has at least 15 registered members residing.

## **8. REQUIREMENTS AND CONDITIONS**

- This grant is made possible by Sask Lotteries, the main fundraiser for more than 12,000 sport, culture and recreation groups in communities across Saskatchewan. Sask Lotteries must be promoted and recognized within all communications and promotions developed. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at [sasklotteries.ca/funding-recognition](https://sasklotteries.ca/funding-recognition).
- The PSO/MSO must have an internal MAP Policy which clearly outlines the policies and procedures for administering MAP funds to their member organizations (refer to section B of the guidelines).
- The PSO/MSO are encouraged to review and update their organization's MAP Policy on a regular basis. If changes to the MAP Policy occur, the PSO/MSO is required to submit a copy of the revised policy to Sask Sport for review.
- The PSO/MSO must communicate their MAP Policy to and invite applications from their member organizations. It is expected the MAP Policy be available on the PSO/MSO website.
- MAP grant approvals must be adjudicated by the PSO/MSO Board of Directors or designated committee.

- The PSO/MSO member organizations must have a bank account and the payment of MAP funds must be made by the PSO/MSO directly to the approved applicant. Payment cannot be made to an individual.
- Retroactive funding is not permitted.
- MAP expenditures must take place within the PSO/MSO fiscal year for which the grant funds were approved. No carryover of unused grant funds is permitted.
- All documentation relating to MAP, including applications/spending plans, follow-up reports and financial documentation received from the member organizations of the PSO/MSO must be retained by the PSO/MSO for a minimum of seven years and be made available for review by the auditor and/or Trust Fund, if requested.
- The PSO/MSO is responsible for ensuring compliance and accountability of the MAP grant funds to their member organizations. Sask Sport may conduct regular reviews of the PSO/MSO MAP Policy and records to ensure the accountability of the MAP funds.
- If requested, the PSO/MSO must be able to provide a verifiable list of registered members (athletes, coaches and/or officials). A verifiable list of registered members must include first and last name, address, city, phone number or email address, club name, district and membership category.
- Grant payments will be withheld if the PSO/MSO has any outstanding Trust Fund grant requirements.
- Grants are approved with the understanding that funds are to be used in accordance with the PSO/MSO MAP Policy as well as adhering to the Sask Sport MAP Guidelines and requirements of the Trust Fund. In the event funds are unused or do not adhere to the policies and guidelines, they will be required to be returned to the Trust Fund.

## 9. APPLICATION PROCEDURES

The PSO/MSO must apply for their eligible level of MAP funding through the Annual Funding Application at the time of their designated application deadline (Ex. May 15, August 15, October 15 or February 15).

The application for PSOs is available at: <https://www.funding.sasksport.ca>. The application for MSOs is available at <https://www.funding.sasksport.ca/mso>. Each PSO/MSO has a username and password to access the online application. PSOs/MSOs can contact Sask Sport by email at [funding@sasksport.ca](mailto:funding@sasksport.ca) if the username and password is unknown.

The application must include the following:

- The MAP grant revenue and expenditure within the budget of the Annual Funding Application.
- Most recent copy of the PSO/MSO MAP Policy.

## 10. EXTENUATING CIRCUMSTANCES

Should a PSO/MSO have exceptional needs relating to sport development or programs that cannot be met or are limited by the existing MAP guidelines, the PSO/MSO may submit an Extenuating Circumstances request. Requests must be submitted to the Sport Funding Committee at the time of the PSO/MSO application and include the following:

- Rationale and information as to how the current MAP guidelines limit or do not meet the needs of sport development at the Participation level.
- Description of the proposed change(s).
- Amount or percentage of MAP funds that will be involved.

## 11. PAYMENT PROCEDURES

The PSO/MSO will receive the full grant payment following the approval of the application but no sooner than the first business day of the PSO/MSO fiscal year start date.

## 12. FOLLOW-UP PROCEDURES

The MAP follow-up must be submitted by the PSO/MSO to the Trust Fund within 90 days of the PSO/MSO fiscal year end.

The follow-up must include the following:

- MAP Summary Report form. The MAP Summary Report form is available on the Sask Sport website at [MAP Summary Report](#).
- Separate schedule within the PSO/MSO Audited Financial Statement which lists the member organizations and the MAP grant amount received. Please reference the Guidelines for the Preparation of Audited Financial Statements for a sample schedule which is available on the Sask Sport website at [Audit Guidelines](#).

## B. REQUIREMENTS AND CONDITIONS FOR DEVELOPING THE PSO/MSO INTERNAL MAP POLICY

The following requirements and conditions must be included within the PSO/MSO internal MAP Policy for administering MAP grants to the member organizations. Sask Sport has a sample MAP Policy template available upon request.

### 1. PURPOSE

MAP funds are to be used to support quality sport development programs or projects at the Participation level in Saskatchewan. Participation refers to sport activities at the provincial level and below including the community and grassroots level.

## 2. SOURCE OF FUNDING

MAP support received from the Sask Lotteries Trust Fund is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

## 3. ELIGIBILITY

Member organizations (Ex. clubs, teams and other affiliated members) who deliver quality sport development programs or projects at the Participation level and are members in good standing with the PSO/MSO are eligible to apply.

## 4. REQUIREMENTS AND CONDITIONS

- Member organizations must be a member in good standing with the PSO/MSO.
- Member organizations must deliver sport development initiatives at the Participation level (Ex. league play, introductory/participation/equity-deserving group programs, coaches and official's clinics, etc.).
- Member organizations are required to acknowledge and publicly recognize that the MAP support received from the Sask Lotteries Trust Fund is derived from the proceeds of the sale of lottery tickets in Saskatchewan. Sask Lotteries must be promoted and recognized within all communications and promotions developed. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at [sasklotteries.ca/funding-recognition](https://sasklotteries.ca/funding-recognition).
- Member organizations must have a bank account and the payment of MAP funds must be made by the PSO/MSO directly to the approved applicant. Payment cannot be made to an individual.
- Retroactive funding is not permitted.
- MAP expenditures must take place within the PSO/MSO fiscal year for which the grant funds were approved. No carryover of unused grant funds is permitted.
- Grants are approved with the understanding that funds are to be used in accordance with the PSO's/MSO's MAP Policy as well as adhering to the Sask Sport MAP Guidelines and requirements of the Trust Fund. In the event funds are unused or do not adhere to the policies and guidelines, the member organization will be required to return the MAP grant funds to PSO/MSO.

## 5. APPLICATION PROCEDURES

The PSO/MSO must establish at least one MAP application deadline per fiscal year and state the deadline in the MAP Policy. A copy of the MAP Application/Spending Plan form (for member organizations) is available on the Sask Sport website at [sasksport.ca/funding-opportunities/funding-and-grants/membership-assistance-program](https://sasksport.ca/funding-opportunities/funding-and-grants/membership-assistance-program).

## 6. ELIGIBLE EXPENDITURES

Expenses directly related to Participation level sport development programs or projects are eligible for support, such as (but not limited to):

- Community/grassroots programs such as introductory and equity-deserving group programs (Ex. facility rental, coach honorariums, marketing/promotions, sport equipment, etc.).
- New club development (Ex. facility rental, sport equipment, etc.).
- Club-level competitions or provincial championships (Ex. facility rental, medals, official's honorariums, mileage, etc.).
- Coaches and officials' development (Ex. clinics, technical materials, facilitator expenses, etc.).
- Coaches and official's expenses (Ex. mileage, accommodations, etc.)

## 7. INELIGIBLE EXPENDITURES

- Capital expenditures - no support is available for construction, renovations, upgrading, maintenance or operating costs of facilities.
- Alcoholic beverages
- Cash prizes
- Out-of-province travel
- Food expenditures - the intent of funding from the MAP grant is not to support food-related expenditures. Out-of-pocket meal costs for volunteers, coaches and officials are justifiable. However, food expenses for banquets, meals for participants, etc. are ineligible. Self-help revenue or user pay must be used to cover these types of food costs.
- Expenditures that are covered by other grant funding. Two different grant sources cannot be used to pay the same dollar expense, whether those grants come from Sask Sport, the Trust Fund or any other grant provider.
- Debt repayment
- Excellence level sport development expenses
- Non-program specific equipment (Ex. aerators, bleachers, sound system, scoreboard, etc.)
- Provincial or U Sports team expenses
- Research projects or feasibility studies
- Payment of money returns owed to the PSO/MSO.
- Other expenses that the Trust Fund or PSO/MSO may deem inappropriate.

If the PSO/MSO is unsure about the eligibility of a MAP expenditure, it is recommended they ask Sask Sport for clarification.

## 8. APPROVAL PROCESS

The PSO/MSO is responsible for establishing a process to review and approve the MAP grant applications and follow-ups. MAP grant approvals must be adjudicated by the PSO/MSO Board of Directors or designated committee.

## 9. PAYMENT PROCEDURES

Up to 75 per cent of the approved MAP funds can be paid to the member organization upon the approval of the MAP Application/Spending Plan. The PSO/MSO is required to implement a minimum 25 per cent hold back of MAP funds until the member organization has submitted the MAP follow-up documentation and it's been deemed satisfactory.

**NOTE:** 25 per cent is a minimum. The PSO/MSO may choose to hold back a larger percentage.

## 10. FOLLOW-UP PROCEDURES

The PSO/MSO must establish a MAP follow-up deadline and state the deadline in the MAP Policy. The follow-up deadline must allow sufficient time for the follow-up to be received prior to the PSO/MSO fiscal year end (Ex. 30 days prior to the fiscal year end).

A copy of the MAP Follow-up Report form (for member organizations) is available on the Sask Sport website at [sasksport.ca/funding-opportunities/funding-and-grants/membership-assistance-program](https://sasksport.ca/funding-opportunities/funding-and-grants/membership-assistance-program)

Each follow-up must be substantiated by financial documentation for the full amount of the MAP grant received. Financial documentation (Ex. receipts) to verify eligible expenditures can take various forms but must 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 (Ex. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the PSO/MSO but should be maintained by the member organization submitting the MAP follow-up.