



SASK SPORT

SAFE SPORT AND DISPUTE RESOLUTION COST RECOVERY GRANT GUIDELINES

1. PURPOSE

To provide Active and Affiliate members of Sask Sport with financial assistance to offset expenses incurred as a result of the formal complaint/reporting process. Specifically, to cover fees associated with the hiring of professional, neutral mediators, arbitrators or investigators.

2. SOURCE OF FUNDING

The Safe Sport and Dispute Resolution Cost Recovery Grant is funded by Sask Sport.

3. ELIGIBILITY

Active and Affiliate members of Sask Sport (member organizations) who meet the eligibility criteria of the Sask Lotteries Trust Fund are eligible for support.

4. AVAILABLE FUNDING

Each member organization is eligible to receive up to 50 per cent of the eligible service provider cost to a maximum of \$5,000 per year (April 1 - March 31), however funding is not guaranteed. Approved amounts may vary depending upon the number of applications received and the level of funding available.

5. REQUIREMENTS AND CONDITIONS

- a. The member organization has adopted and implemented the Safe Sport Policy Manual, using templates provided and approved by Sask Sport.
- b. During the complaint reporting process, the member organization selected a Mediator, Complaint Resolution Officer, Case Manager or Appeal Manager through the Alternative Dispute Resolution Institute of Saskatchewan (ADR SK) or ITP Sport.
- c. One of the following eligible service providers was appointed by the member organization, with notice of this appointment given to Sask Sport's Independent Third Party (ITP):
 - Mediator secured through ITP Sport or ADR SK
 - Arbitrator (Decision Panel) secured through ITP Sport or ADR SK
 - Investigator secured through ITP Sport or ADR SK

The Discipline and Complaints or Appeal Policies in the manual must be followed and the complaint reported to Sask Sport's ITP for applications to be considered. Confirmation of this process may be required at the discretion of Sask Sport.

6. GRANT PROCEDURES

- a. Eligible member organizations must complete the online application and submit an invoice for one of the eligible, professional neutral service providers.

[Safe Sport and Dispute Resolution Cost Recovery Application Form for Members](#)

- b. The application must be completed within 60 days from the date of the eligible invoice.

Late submissions may be considered if conditions for extenuating circumstances are clearly outlined in writing by the applicant and funds are available.

- c. The grant submission must be substantiated by an invoice/receipt.

Invoices/receipts to verify expenditures can take various forms but should at a minimum:

- Indicate name of recipient (business) of the funds
- Describe services provided for payment
- Disclose the amount of the payment
- Include the date that the services were purchased
- Include third party verification (supplier name or logo on the invoice)

- d. Accounting Procedure

Revenues for the grant program must be clearly identified under Self-Help External Revenue (either in the body of the statement, in the schedules or notes to the statements).

7. ELIGIBLE EXPENDITURES

The following expenditures are eligible for support:

- Mediator secured through ITP Sport or ADR SK
- Arbitrator (Decision Panel) secured through ITP Sport or ADR SK
- Investigator secured through ITP Sport or ADR SK

8. INELIGIBLE EXPENDITURES

- Invoices that resulted from a complaint process outside the jurisdiction of the member organization/Sask Sport (Ex. Complaints not made to Sask Sport's Independent Third Party or not transferred to it from another jurisdiction and accepted, complaints that were handled and adjudicated by the Canadian Safe Sport Program or complaints that were handled and adjudicated by the member organization or its members (Ex. clubs, minor associations, affiliates etc.).

- Invoices that resulted from the member organization appointing ineligible service providers, at any point in the formal complaint reporting/handling process.
- Any expenses deemed ineligible by the Sask Lotteries Trust Fund.

9. PAYMENT PROCEDURES

Member organizations will be paid in full upon satisfactory approval of the application.

CONTACT INFORMATION:

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