



COACHES AND OFFICIALS DEVELOPMENT GRANT



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TITLE: COACHES AND OFFICIALS DEVELOPMENT GRANT

EFFECTIVE: 06-20-10

REVISED: 07-13-20

1. PURPOSE

Members, Clubs and Provincial/Territorial Shooting Sports organizations affiliated with the Shooting Federation of Canada may apply for funding to attend or sponsor training events for Coaches and Officials developing or already involved in the shooting sports.

2. SCOPE

To be considered for this funding, the P/TSO, Club or Individual must submit a written letter of intent including an explanation of how the funds requested will be used. At the discretion of the Vice President Domestic & Operations and applicable SFC sub-committee, grants of up to \$1,000 per event or clinic will be allocated under the annual budget available for this program. Matching grants from P/TSOs and other like-minded organizations are encouraged to support the pursuits of Coaches and Officials actively engaging in the shooting sports.

2.1 Definitions:

- 2.1.1 **Coaches** refer to identified individuals obtaining coaching training sanctioned by the SFC and/or the ISSF.
- 2.1.2 **Coaches' Clinics:** Training opportunities, recognized by the SFC in each discipline, provided to coaches and potential coaches including ISSF sanctioned training or that offered through the Coaching Association of Canada, National Coach Certification Program (NCCP).
- 2.1.3 **Officials** refer to identified individuals obtaining officiating training sanctioned by the SFC and/or the ISSF.
- 2.1.4 **Officials' Clinics:** Training opportunities, recognized by the SFC in each discipline, provided to officials and potential officials including ISSF sanctioned training or that offered specifically for officials through the SFC.

3. ELIGIBILITY CRITERIA:

All applicants must submit a written letter of intent and a detailed explanation of how the funds requested will be used

Individual Coach and Official grant applicants must be members in good standing of the SFC and must pass the course they have taken, if applicable, to be eligible for funding.

Individual Coach and Official grant applicants must be supported by letters from one or more of the following:

- 3.1 Provincial/Territorial Shooting Sport Organization
- 3.2 Current High-Performance Program Team member(s) in the discipline
- 3.3 Current SFC recognized senior Official(s) or Coach(es) in the discipline

Individual Coach and Official grant applicants must have been a resident of Canada for a minimum of two years.

P/TSOs and Clubs may apply this funding to a group activity or to individuals.

P/TSOs and Clubs must establish program objectives and methods of monitoring/evaluating their spending.

Documents submitted by P/TSOs must be endorsed/signed by the Provincial/Territorial Shooting Sports President and one other executive member.

Documents submitted by Clubs must be endorsed/signed by the Club President and one other executive member.

4. DOCUMENT SUBMISSION DEADLINES AND DECISION ANNOUNCEMENTS

The following process has been formulated to allow the SFC to deal with applications in a fair, equitable, and efficient manner:

- 4.1 Individuals, Clubs and/or Provincial/Territorial Shooting Sports Organizations may apply for funding at any time between April 1 and March 1 of the year in which the project is completed. There are limited funds available through this program, and the earlier the application is made in the fiscal year the better the chance of success.
- 4.2 Applications are to be submitted to ProgramCoord@sfc-ftc.ca by email or by letter mail to the SFC National Office c/o RA Centre, House of Sport, 2451 Riverside Drive, Ottawa, Ontario K1H 7X7.
- 4.3 Applications are to contain:
 - 4.3.1 A summary document (Please see Appendix A)
 - 4.3.2 A letter of intent including a detailed explanation of how the funds requested are to be used
 - 4.3.3 One or more letters of support as per the Eligibility Criteria above.
- 4.4 Individual Coaches and Officials, Clubs and P/TSOs agree to provide the SFC with the documentation listed under Obligations below within 30 days of the conclusion of the project for the application to be considered complete.
- 4.5 Grants will be approved for an amount not more than \$1000.00 per year.
- 4.6 Grants will be made available by decision of a subcommittee of SFC board members led by the Vice President Domestic & Operations at the end of the SFC fiscal year, at which time full funding amounts will be awarded.
- 4.7 Notification of successful applications will occur no later than March 31st annually.

5. OBLIGATIONS

Within 30 days of the completion of each project, applicants must provide:

- 5.1 An Expense Report identifying all income and expenses connected to the project. (Please see Appendix B). Original receipts are required for all expenses that are claimed from the SFC under this application process and must be provided to the SFC before any compensation. NO DUPLICATION of funding will be permitted. Applications will be cross-referenced with:
 - 5.1.1 Provincial/Territorial Shooting Sport Organizations
 - 5.1.2 Provincial/Territorial sport funding bodies
 - 5.1.3 The Dominion of Canada Rifle Association (DCRA)

- 5.2 Eligible Expenses:
 - 5.2.1 Transportation and Travel Expenses
 - 5.2.1.1 Airfares: Purchased at the lowest economy rate. Points/Rewards Program flight purchases are not eligible however applicable taxes will be covered when original receipts are submitted.
 - 5.2.1.2 Ground Travel: Eligible for reimbursement at a rate of .40 cents per kilometer when the event site is more than 100 km from the participating Coach's or Official's residence or in a location that is not 'home' for the individual. A mileage log or original receipts for alternate ground transportation (i.e. bus ticket) are required.
 - 5.2.2 Accommodation verified by original receipts
 - 5.2.3 Meals verified by original receipts
 - 5.2.4 Registration, Enrolment or Tuition Fees verified by original receipts

- 5.3 A completed Post Program Report (Appendix C)

- 5.4 Individuals must provide proof of the successful completion of courses by way of a certificate, other valid documentation or a letter from the course/clinic Director, Facilitator or equivalent.

- 5.5 A completed and signed SFC Expense Claim Form (Appendix D)

6. LIST OF APPENDICES

- A. Coaches or Officials Grant Request
- B. Expense Report
- C. Post Program Report
- D. SFC Expense Claim Form

Appendix A: Coaches or Officials Grant Request

Name

Address

Discipline

Clinic/course applying for --

Number of estimated attendees if hosting a course

Location

Are there any similar courses offered at other locations this year? Where?

Estimated expenses (specify) for attending this course

Travel \$ \$ _____

Meal and accommodations \$ _____

Other \$ _____

Background as a Coach or Official

(attach page if necessary)

Supporting letters (attached) provided by

Provincial/Territorial Shooting Sports Organization/Association?

Current High-Performance Program Athletes in the discipline?

Current SFC recognized senior Officials / Coaches of the discipline?

Appendix B - Expense Report

Name			
Event			
Expenses	Total in CDNS	Paid for by another association (identify)	Assumed by participant
Air travel			
Ground Travel(\$.40/km) Personal car			
Taxi/Bus/Rental Car			
Meals			
Accommodation			
Registration Fees			
Other (i.e. room rental)			
Total			
*Original receipts must accompany this form (scanned original receipts are acceptable)			

Appendix C - Post Program Report

Name of event: _____

Name of attendee(s): _____

Dates of event: _____ Location: _____

Describe the event:

Did it meet your expectations and why?

How will this event improve the discipline represented in Canada?

Do you recommend this event for others to attend? Why or Why not?

Other recommendations for the SFC:

* Please attach a letter or certificate to confirm the successful completion of training from the Course Facilitator or equivalent.

Appendix D - SFC Expense Claim Form

Click on the following link for the SFC Expense Claim Form:

<https://sfc-ffc.ca/resources/Documents/EN/Policies/2022%20Fillable%20Travel%20Expense%20Claim%20Form%202022-07-18.pdf>