



# **Manitoba Lotteries Club** **Development Fund Procedures** **Handbook**

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## Background

**Manitoba Liquor & Lotteries (MLLC)** provides funding (formerly distributed based on volunteers from amateur sport organizations selling bingo cards and break open tickets at bingos operated by MLLC) to support amateur sport organizations.

This document provides Swim-Natation Manitoba (SNM) member swim clubs with information on the policy and procedures applicable to qualifying and applying for funding under this program.

## How Does This Work?

SNM is funded each year by Sport Manitoba based on the Integrated Funding Framework. The program period begins April 1<sup>st</sup> and runs for 12 months ending March 31<sup>st</sup>. The quarterly periods as defined by the MLLC are:

- April – June
- July – September
- October – December
- January – March.

SNM pays 50% of the revenue provided by MLLC to the clubs.

## Swim Manitoba MLLC Club Development Fund Policy

A swim club may apply to SNM for participation in the MLLC Fund provided the club:

- a. Is a Category I member in good standing, as defined by the SNM Bylaw 3.09;
- b. Has been registered with SNM for at least 2 years

## Fund Allocation Calculation

SNM determines the allocation for each participating club using the following calculations:

- a. The total available votes, and votes per club, are determined from the most recent Annual General Meeting.
- b. Total Fund available for distribution to clubs

Calculation:

$$\frac{\text{Total Funds available to all clubs}}{\text{Total available votes all clubs}} \times \text{Total votes available to club} = \text{Club fund allocation}$$

Eg.

$$\frac{\$22,800}{50} = \$456 \times 6 = \$2,736 \text{ Club fund allocation}$$

## **Policy for MLLC Club Development Fund Revenue Expenditures**

All participating clubs must abide by Sport Manitoba's – **Sport Umbrella Expenditure Policy**. Participating SNM member clubs may utilize the funds received for eligible club expenses or they may choose to credit athlete fundraising accounts with a portion or all of the funds received.

If an athlete's fundraising account is credited the funds must only be used for the following allowable expenses:

- a. Sport Equipment (Purchased or rented);
- b. Travel expense of participating athlete - cost of athlete registration, athlete transportation, athlete meals and athlete accommodations related to an actual activity or event;
- c. Special Projects (Individual athlete's expenses associated with a race, clinic, or other projects i.e. SNC / SNM activities);
- d. Training expenses.

Member clubs that elect to use the funds to pay club expenses must only use the funds for the following allowable expenses:

- a. Sport Equipment (purchased or rented)
- b. Travel (covering cost of registration, transportation, meals and accommodations related to an actual activity or event. Only the expenses of participants may be paid.)
- c. Special Projects (Expenses associated with a race, clinic, or other projects)
- d. Facilities/Equipment (Rental costs, facility upgrading, equipment purchases)
- e. Coaches and officials development
- f. Promotion

The **funds received** **cannot** be:

- a. **Paid directly to a volunteer** as wages nor can any payment be made by way of cash or cheque to a volunteer;
- b. **Used to purchase alcohol or drugs.**

Sport Manitoba has given express permission to SNM to monitor and enforce this policy on its behalf. SNM member clubs are accountable to SNM for the proper expenditure of revenue from this program. SNM may ask any member club, at any time, to provide supporting documentation for these expenditures. Any SNM member club found to be in breach of this section of the policy may face disciplinary action that may include but not be limited to suspension or termination of participation in the program.

### **Appeal of Penalties**

A club may appeal SNM's decision to impose a penalty for breach of these policies. Appeals must be made in writing to the Executive Director of SNM within seven (7) days of receiving notice of the penalty. Appeals will be considered by the Executive Director and the Executive Director may seek council from any SNM board member in considering the appeal. The club will be notified in writing of the Executive Director's decision within seven (7) days of the receipt of the appeal. The decision of the Executive Director is final.

## **Swim Manitoba MLLC Fund Procedures**

1. Clubs must apply annually by February 1<sup>st</sup>. As part of the application, clubs must indicate both how funds will be used during the upcoming year and how the funds were used in the year prior. The application form is on page 5.
2. At the end of each quarter, SNM completes a revenue summary and processes payments to participating clubs.

## Swim-Natation Manitoba MLLC Club Development Fund Application

- 1) Club Name: \_\_\_\_\_
- 2) Sport Manitoba requires that we report where revenue will be used. Please list planned program (s) and approximate amount of each program for the expenditure of the bingo revenue for the year ending March 31, 20\_\_\_\_
- **Please include the following documents with this application:**
  - **Applicant's choice of one of the following:**
    - **Annual Organization Budget (Does not have to be member approved) that includes detailed plan for expenditures.**
    - **Detailed expenditure plan for Club Development Fund revenue –including a mini-budget of revenue and expenses**
  - **Approved Financial Statements (previous year)**
  - **A one page summary of how revenue was spent in the previous year.**
- 3) Contact: All information will be sent to the contact listed below:
- Name: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_
- Phone: \_\_\_\_\_ (home/cell) \_\_\_\_\_ (business) \_\_\_\_\_
- E-Mail: \_\_\_\_\_
- Name of Alternate Contact: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_
- Phone: \_\_\_\_\_ (home/cell) \_\_\_\_\_ (business) \_\_\_\_\_
- E-Mail: \_\_\_\_\_

\_\_\_\_\_ (the swim club) agrees to comply with all terms, conditions and policies established by Sport Manitoba, the Manitoba Liquor & Lotteries and Swim Manitoba regarding the MLLC Club Development Fund and will ensure that all financial documents and receipts are kept on file.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Signing this application implies that the above named member club agrees to abide by all policies and procedures outlined in this handbook. Furthermore the member is acknowledging that any breach of these policies may result in disciplinary action from Swim Natation Manitoba.

**Return completed application to Swim Manitoba by electronic file to [swim@sportmanitoba.ca](mailto:swim@sportmanitoba.ca)  
or by fax to 1.204.925.5624.**