

Swim Natation Manitoba Club Development Program

Policy and Procedures Handbook

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Table of Contents

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How the Program works	2
Policy	2
Revenue Policy	3
Appeal Procedure	4
Procedures	4
Application & Required Supporting Documentation	4



Swim Natation Manitoba Club Development Program

This document provides Swim Natation Manitoba (SNM) Manitoba Based class 1 and 3 eligible member swim clubs with information on the policy and procedures applicable to qualifying and applying for funding under this program.

How the Club Development Program (CD Program)works?

SNM is funded each year by Sport Manitoba based on their Provincial Sport Organization Funding Model. The program begins April 1st and runs for 12 months ending March 31st. Each quarter, Sport Manitoba pays SNM, who in turn pays out to the participating member clubs. SNM determines the ratio rate for participating clubs by using the Club allocation Calculation (page 2). Member clubs are required to apply for inclusion in the Club Development Program by February 25th of each year.

The quarterly periods as defined by as:

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

Club Development Program Policy

A swim club may apply to SNM for inclusion in the CP Program provided the club:

- a. Is a Category 1 or 3 member in good standing, as defined by the SNM Bylaw 3.09
- b. Has been registered with SNM for at least 2 years, and
- c. Operates within the Province of Manitoba

Club Development Program Fund Allocation Calculation

SNM determines the Club allocation rate 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 the clubs

$$\frac{\text{Total Funds available to all Clubs} \times \text{Total votes available to Club}}{\text{Total available votes all Clubs}} = \text{Club Fund allocation}$$

Policy for SNM Club Development Program Fund Revenue Expenditures

All clubs participating in the CD Program 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 CD Program 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 as a result of participation in the CD Program cannot be used to

- a. Pay directly to a coach, staff or volunteer as wages nor can any payment be made by way of cash or cheque to a coach, staff or volunteer
- b. Used to purchase or the promotion of 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 CD Program revenue. 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 CP Program privileges.

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 Club Development Program Procedures

1. Clubs must apply annually by February 25th for inclusion in the SNM Club Development Program. As part of the application, clubs must indicate both how the Club Development Program funds will be used during the upcoming year and how the funds were used in the year prior. Copies of the most recent club board approved year end financial statements including both Balance Sheet and Income Statement must be provided.
2. A notice is prepared and distributed to Club Presidents informing of their application status. Incomplete applications will not be accepted.
3. SNM receives notice from Sport Manitoba detailing the Club Development Program funding available.
4. SNM prepares a chart for the quarters and year detailing allocations of the Club Development Program funding.
5. At the end of each quarter, and upon receipt of funding from Sport Manitoba, SNM completes a revenue summary and processes payments to participating clubs.

The Application form must be downloaded to access the fillable form

The Swim Natation Manitoba Club Development Program and the Application form can be located on our website at:

[Swim Manitoba Bylaws and Policies](https://www.swimmanitoba.mb.ca/bylaws-policies)

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