



# **Alberta Federation of Shooting Sports**

## **Athlete Development Program**

### **Grant Information**

**2020 - 2021**



**Each Association receives \$3800.00 per fiscal year.**

## Definitions:

**Sport Outreach** - sport opportunities that provide qualified instructors to introduce a shooting discipline to the community or assist in the upgrading of athletes.

**Talent Identification** – opportunities (camps, scouting, testing) whereby athletes can engage in the progressive screening displaying the greatest potential for excellence (i.e. picking team players for match trials).

**Training High Performance Athletes** – conducting training camps/competitions for on going development of high performance athletes (i.e. Mental Training Clinics).

**Western Canadian Championships** – support for the expenses that Associations and their athlete incur while representing Alberta in sanctioned Western Canadian Championships (i.e. Provincial Championships) held within Alberta.

**Canadian Championships** - support for the expense that Associations incur while representing Alberta in sanctioned Canadian Championship (i.e. National Championships) that are held within Alberta.

## Athlete Eligibility Criteria:

1. Must be a Canadian citizen or have landed immigrant status.
2. Must be a resident of Alberta for a minimum of one year prior to being selected.
3. Must compete in ALBERTA throughout the period of the grant (i.e. provincial/national matches)
4. Must be a registered member of one of the following:
  - Alberta Black Powder Association
  - Alberta Frontier Shootists Society
  - Alberta Handgun Association
  - Alberta International Trapshooting Association
  - Alberta Metallic Silhouette Association
  - Alberta Sporting Clays Association
  - Alberta Smallbore Rifle Association • Alberta Skeet Shooting Association
  - Alberta Provincial Rifle Association
  - International Practical Shooting Confederation – Alberta
  - Alberta International Skeet Shooting Association

To be eligible, athletes are required to meet the performance standards criteria established by their member Association and only apply under one Association. **NO DUPLICATIONS.**

To be eligible, coaches/trainers or event organizers are required to meet the standard criteria established by their member Association and only apply under one Association. **NO DUPLICATIONS.**

This grant does not include coaches of National Teams, in exception for hosting clinics within Alberta for Albertans for the purpose of identifying athletes for Provincial Teams.

All training clinics and special events/matches must be held within the Province of Alberta.

## **Grant Process: Athletes, Coaches/trainers or Officials**

The following process has been formulated so the Alberta Federation of Shooting Sports can deal with applications in a fair, equitable, and efficient manner:

- The grant funds will be made available to the qualifying Association when such funds are received by the Federation.
- Member Association must establish match/training/scouting and testing criteria for monitoring/evaluating their selections.
- Member Associations must publish to their members in a newsletter or some other form, the criteria to receive the funds.
- The responsibility of the qualifying Association is to determine which of their members should receive the funds.
- All AFSS criteria as well as individual Association criteria must be adhered to prior to any grant funding being issued.
- Member Associations are responsible to account for all funds dispensed. Original receipts to be held and filed by each Association and have ready to send in if requested to do so. Athlete expense forms and PPA forms must be submitted by December 1st of the grant year.
- If the member Association does not fully account for the funds disbursed for this grant year, the Athlete Development Grant for the following year will be reduced by the unaccounted for funds.
- Appeals of the grant penalty must be received within 30 days of being notified that a penalty will be applied for the next grant year. AFSS executive and appropriate staff will evaluate all documents.
- If an Association executive determines to redirect the grant funds, they may do so under the following conditions;
  - The decision must be approved by the Association executive
  - Their membership must be notified in a newsletter or other means
  - The AFSS must be notified by December 1st of the effective grant year

### **Document Deadlines: December 1st**

Applications will not be accepted after December 1st, of current grant year. Please note documents submitted will explain how funds that were issued earlier in the year were spent.

### **Associations Procedures**

- Associations can either apply this funding for a group or individuals.
- Member Association must establish program objectives and methods of monitoring/evaluating their selections.
- Performance criteria must be approved by the Associations' executive and advertised to their membership prior to September 30<sup>th</sup>, of the next granting year.

### **Obligations upon Receiving a Grant:**

The Alberta Federation of Shooting Sports will not duplicate other sources of funding. We cross reference applications including;

- Shooting Federation of Canada (SFC),
- Dominion of Canada Rifle Association (DCRA),
- Alberta Sport Connection (Development Initiatives Program)
- Service Groups.

Successful athletes agree to provide their Association, and the Alberta Federation of Shooting Sports, with the following documentation:

- Ground travel - a log of all mileage traveled to and from all training clinics/provincial/national matches within Alberta attended during the grant year.
- Air travel - original receipt stating fare charged, boarding pass.
- Provide proof of attendance of any sanctioned/registered match, either by submitting the original receipt from the match organizer or a letter from the host.
- A post program analysis, including; goals and objectives for the granting year, and a description of program results.
- Expense report of all income and expenses connected to your training signed by the Provincial Association President. Original receipts kept with each Association until requested by AFSS Office.

### **Disbursement Process:**

- Associations can either grant this funding to a group or select individuals.
- Selected individuals complete a Post Program Analysis evaluation report and an expense form and return it to their Association Executive. **Suggested deadline for this action is November 15th, of each fiscal year for processing. Original receipts to be held by each Association and mailed to AFSS office if called upon to do so. Deadline to AFSS Office December 1st of grant year.**
- Associations must also complete a Post Program Analysis evaluation report for their project and individuals involved must provide an expense form with original receipts.
- All expense forms are screened by the Association Executive Committee and approved by the President.
- Associations must submit a list of their approved recipients with a budget outlining amounts for each claim.
- All Expense Claims and Post Program Analysis Reports **must be sent to the Alberta Federation of Shooting Sports office by December 1st of each fiscal year for processing. If you fail to submit the required documents you will not receive the Athlete Development grant for the following year.**
- All submissions are reviewed for completeness and recommendations are made by the AFSS staff to the AFSS Executive Committee for final approval.
- Only payments approved by the AFSS Executive Committee will be processed. Cheques will be issued directly to the Association Treasurer as they are available to the Federation.
- Association Treasurers will be responsible for distributing payments to the athlete according to directions given by the AFSS Treasurer and approved by the Association President.

### **Year End Reporting**

All standard reports and forms with the exception of the Post Program Analysis document (Part B) are available on the AFSS website for download or at the AFSS office. The document is called “Yearly Timelines and Grant Reports”.

The Post Program Analysis document is included in this grant document for the Member Association use.



# Alberta Federation of Shooting Sports

## Athlete Development – “Train to Compete”

### Part B - Post Program Analysis

Point of Impact:

Member Association to deliver program

Summary (Attach extra pages as needed)

Signature and Date:



# Alberta Federation of Shooting Sports

## Part D: Association Grant Worksheet

(All Grants Including Administration)

**Deadline Dec 1<sup>st</sup> of the grant year**

All Claims must accompany the following:  
Post Program Analysis (**PART B**)

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Association Name:		Date of Claim:	
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Grant Program Category: (check one only)	<input type="checkbox"/>	Administration	<input type="checkbox"/>	Junior Air
	<input type="checkbox"/>	Athlete Development	<input type="checkbox"/>	Leadership
	<input type="checkbox"/>	High Performance	<input type="checkbox"/>	Range Development
	<input type="checkbox"/>	Hosting	<input type="checkbox"/>	Technology
	<input type="checkbox"/>		<input type="checkbox"/>	

Recipient Name		Address	Amount of Claim	Amount Approved
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Totals:</b>				

President	Treasurer:	Phone:
Address:		Email:
City:		Postal:

Signature:		Date:	