



**Alberta Federation of Shooting Sports**  
**Leadership Grant**  
**Coaches and Officials Development Guidelines**  
**2020**



**Leadership Grant: Coaches and Officials Development**

Associations must submit a written letter of intent prior to December 1<sup>st</sup>, of the grant year explaining what the funds will be used for. Grants will be approved for amount not more than \$500.00 per calendar year.

**Associations will receive \$ 1900.00 per year.**

**All coaching grants are meant for support of the NCCP Coaching Program.**

## Definitions:

**Training Clinics** refer to conducting training camps for the ongoing development of high performance athletes. Learn to Shoot Clinics refer to sport opportunities that provide qualified instructors to introduce a novice clinic to the community or providing existing athletes with new skills.

**Identification Clinics** refer to camps, open houses, scouting and testing whereby athletes can engage in the progressive screening of athletes who express an interest in joining the Association's events/competitions.

**Coaches Clinics** refer to training opportunities provided to the Provincial and Zone Coaches specializing in a coaching program recognized by a National Governing Body in the discipline. All claims exclude training for National Team Coaches when coaching athletes outside of Alberta.

**Coaches** refer to certified instructors assisting with training, learn to shoot, identification clinics. Officials refer to officiating at zone or provincial matches within Alberta only.

## Criteria

1. Must be an Association member in good standing with the Alberta Federation of Shooting Sports.
2. All coach/trainers or officials must be a resident of Alberta for a minimum of one year prior to being selected.
3. Associations must submit a written letter of intent prior to December 1<sup>st</sup>, of the grant year explaining what the funds will be used for. Grants will be approved for amount not more than \$1900.00 per calendar year.
4. Must be recognized as a coach/trainer or official approved by the President of one of the following Associations:
  - 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
5. To be eligible, coaches/trainer or event organizers are required to meet the standard criteria established by their member Association and only apply under one Association. **NO DUPLICATIONS.**
6. 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.
7. All training clinics and special events/matches must be held within the Province of Alberta.

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 accompanied by athlete expense forms and PPA forms must be submitted to the Association where they are a member by September 30th of the grant year. Original receipts to be held till asked for by the AFSS Office.
- 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.

**Applications will not be accepted after December 1st of current grant year.**

## **Procedure**

- 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 30th, 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, Recreation, Parks and Wildlife Foundation (Development Initiatives Program)
- Service Groups

Successful coaches/trainers or officials agree to provide their Associations 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 attended during the grant year.
- A post program analysis, including; goals and objectives for the granting year, a description of program results.

- Expense report of all income and expenses connected to your project must be signed by the Provincial Association President. Original receipts must be submitted prior to approval.


## 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 with original receipts 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 individual Associations until requested by AFSS. Deadline to AFSS Office December 1<sup>st</sup> 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.

## 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 Timeline and Grant Reports”.

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

	<h1>Alberta Federation of Shooting Sports</h1> <p>Leadership – Coaches and Officials Development</p> <p>Part B - Post Program Analysis</p>	
	<p>Point of Impact:</p>	<p><b>Individual identified Coaches/Officials</b></p>

Summary (Attach extra pages as needed)

**Signature and Date:**