

## **SAIL MANITOBA**

### **CLUB LIQUOR & LOTTERIES POLICY & PROCEDURES**

#### **Purpose**

- Sail Manitoba receives bingo funding through the Manitoba Liquor & Lotteries Provincial Funding Program. This policy has been changed substantially in May 2017 to reflect the changes of the Manitoba Liquor & Lotteries Provincial Funding Program.
- As our organization is no longer required to fill bingo volunteer positions in order to meet funding requirements, a grant application process has been established to prioritize funding to clubs that are in need of support to host activities and grow the sport within their community.

#### **Application**

- The Liquor & Lotteries Funding is available to all affiliated clubs in good standing.
- The application and review process will be quarterly throughout the fiscal year.
- The submission deadlines are the Executive Meetings in March, June, September and December.
- Clubs will be required to send their application, along with any relevant documents, to the Sail Manitoba office.
- Application approval and funding levels will be at the discretion of Sail Manitoba's Executive Committee.
- Clubs will be informed of funding approval within five (5) business days of the most recent Executive Committee meeting.
- The program budget will be in the amount of \$6,000. Clubs are eligible to submit for funding up to \$1,000
- From time to time, Liquor & Lotteries funding in excess of \$1,000 may be considered by the Sail Manitoba Executive for major projects.

#### **Funding Categories**

##### Regatta Host Subsidy

All clubs are eligible to submit a funding application for hosting provincial or national regattas.

- Regatta Network Fees
- Officials (mileage, accommodation and food)
- Awards
- Other program expenses

##### Development Programming

All clubs are eligible to submit a funding application for Learn to Sail/Learn to Windsurf programs.

- Coaches (mileage, accommodation and food)
- Coachboat gas
- Other program expenses

### Special Initiatives

All clubs are eligible to submit a funding application for special initiatives.

- Coach Training Support
- Official Training Support
- Provincial training camp host support
- Equipment purchases
- Facility upgrades

Note - Liquor & Lotteries funding for athlete training support is applied for through the Team Liquor & Lotteries Policy.

### **Accountability**

- Boats and equipment must remain for a period then not less than 5 years the property of the Club.
- Funding cannot be used for salary remuneration, club member travel and related expenses, award banquets, socials, uniforms, and advertising.
- Within 90 days of a club's annual meeting, financial statements clearly showing the receipt of Liquor & Lotteries funding revenue and the disbursement of the Liquor & Lotteries funding are to be submitted to Sail Manitoba.
- A cheque will be mailed to the clubs after approval of funding and after the funding cheques from Manitoba Liquor & Lotteries have been received.

### **Review and Approval**

This policy was first approved by the Board of Directors of Sail Manitoba on April 5, 2004. It was reviewed, amended and re-approved by the Board of Directors in May 2017. The next re-approval date is May 2019. The administration and review of this policy is the responsibility of the Executive Director.