



# OFFICIALS PROFESSIONAL DEVELOPMENT GRANT PROGRAM FOLLOW-UP FORM

LEADERSHIP  
TRAINED COMMUNICATION  
**CONFIDENCE**  
**RESPECT** SAFE  
JUDGEMENT  
SKILLED **PASSION** FAIR  
FITNESS PRIDE  
KNOWLEDGEABLE TEAMWORK  
LIFELONG ACTIVITY **DEDICATED**  
IMPARTIAL COMPOSURE

**LOVE THE SPORT?  
MAKE IT OFFICIAL.**

# OFFICIALS PROFESSIONAL DEVELOPMENT GRANT PROGRAM

## GENERAL CRITERIA

### **PURPOSE:**

To support officials for customized professional development and advanced education opportunities. This will be achieved by administering two grant programs: Officials Visitation Grant and Officials Professional Development Grant.

### **1. OFFICIALS VISITATION GRANT: (for Provincial Sport Governing Bodies - PSGBs)**

The Officials Visitation Grant is designed to provide financial assistance to PSGBs and/or their affiliated Provincial Officials Association to bring National, International or Professional experts to the province to deliver professional development opportunities.

#### **Program Eligibility:**

- Member PSGBs or their affiliated Provincial Officials Association are eligible to apply;
- A matching grant of up to a maximum of \$750 is available once per fiscal year per PSGB;
- Eligible expenditures include but are not limited to: accommodation, travel expense, per diem expense and/or honoraria for the expert being brought in. Other eligible expenses include venue or facility rental and audio visual equipment rental;
- Visiting experts must reside outside of the province of Saskatchewan and have National, International or Professional credentials;
- The application must include a program description and the learning objectives, information about the expert being brought into the Province, event budget, and the number of officials invited to participate in the event;
- All application forms must be completed in full and must be signed by a representative of the PSGB;
- This program support is intended for unique professional development opportunities for Saskatchewan officials' that goes above and beyond annual training and certification initiatives.

#### **Ineligible Expenditures:**

Financial support will not be provided for:

- Expenses for in-province officials to attend or register for the visitation program;
- Lost wages or compensation for time off work to attend the visitation program.

## **2. OFFICIALS PROFESSIONAL DEVELOPMENT GRANT:**

The purpose of the grant is to assist active member officials enhance their officiating skills through participation in professional development workshops, officials conferences and other officiating education opportunities.

### **Program Eligibility:**

- Officials who are active members of their PSGB or affiliated Provincial Officials Association are eligible to apply;
- A matching grant of up to a maximum of \$500 is available once per fiscal year per PSGB;
- Eligible expenditures include but are not limited to: conference or event registration fee, accommodation, travel to the event, and daily per diem expense;
- The application must include details of the event, the learning objectives and outcomes, event budget, and how the knowledge gained from this event will be shared with other officials in the province;
- All application forms must be completed in full and must be signed by a representative of the PSGB as well as the official applying;
- This program support is intended for unique professional development opportunities for Saskatchewan officials' that goes above and beyond annual training and certification initiatives.

### **Ineligible Expenditures:**

Financial support will not be provided for:

- Travel to an out of province competition assignment;
- Payment of annual membership dues or certification fees;
- Lost wages or compensation for time off work.

## **ABOUT THE PROGRAM**

### **Submission Deadlines:**

- Applications must be submitted 30 days in advance of the start date of the event.

### **Application Process:**

- All application forms must be completed in full and must be signed by a representative of the PSGB.
- Decisions on applications will be communicated within 60 days of receipt of the application.

### **Program Information:**

- Due to limited funds and the potential volume of applications, not all requests meeting the established criteria will be approved for funding.
- The Officials Professional Development Grant program requires a matching funding component. Matching funds can be from a number of sources including PSGB budgets, Provincial Officials Association, or other sponsors or sources.
- Applications will be reviewed on their individual merit by the Officials' Advisory Committee, which is a sub-committee of Sask Sport. This committee is comprised of Sask Sport representatives and individuals who are involved in officiating development in the province.
- This program support is intended for unique professional development opportunities for Saskatchewan officials' that goes above and beyond annual training and certification initiatives.

### **Follow Up Procedures:**

- A follow up report must be submitted within 60 days after the completion of the event/activity. The follow up report must contain the following information:
  - Details of the activity or event (dates, location, number of participants etc.);
  - The role of the official in the activity and how this experience/event contributed to the learning objectives outlined in the application;
  - A financial report detailing all revenues and expenditures including copies of all receipts.
- Grant funds will be released upon satisfactory receipt and approval of the follow up report.

### **For Further Information please contact:**

Garett Mathiason, Sask Sport Inc.  
1870 Lorne Street, Regina, SK S4P 2L7  
**[gmathiason@sasksport.sk.ca](mailto:gmathiason@sasksport.sk.ca)**  
Phone: (306) 780-9312  
Fax: (306) 781-6021

# OFFICIALS PROFESSIONAL DEVELOPMENT GRANT PROGRAM

## FOLLOW-UP FORM

Please select the grant that this follow-up applies to:

Visitation

Professional Development

### SECTION 1: APPLICANT INFORMATION

Provincial Sport Governing Body:

Applicant Name:

Address:

City/Town:

Phone:

Postal Code:

Email:

### SECTION 2: EVENT INFORMATION

Event Date:

Event Location:

Provide details of the activity or event for which the grant was approved:

List the learning objectives and outcomes that your sport/official(s) realized from participating in this event or professional development opportunity:

Please indicate how many officials participated in this event (for Visitation Grant only):

Please indicate how the knowledge gained from this event was shared with other officials in the Province:

<b>SECTION 3: FINANCIAL STATEMENT FOR PROJECT (Include funding from all sources)</b>	
<b>REVENUE</b>	
Officials Development Grant request	
Self Help (PSGB, Officials Association, other)	
<b>TOTAL</b>	
<b>EXPENSES</b>	
<b>TOTAL</b>	

**NOTE: To verify all costs, please provide copies of expenditure receipts for all expense items noted in the table above.**

Date: \_\_\_\_\_ PSGB Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant Signature (for PD grant): \_\_\_\_\_

**Submit to:**  
**Officials Professional Development Grant Program**  
 c/o Garrett Mathiason - Sask Sport Inc.  
 1870 Lorne Street, Regina, SK S4P 2L7

Fax: (306) 781-6021  
 Email: [gmathiason@sasksport.sk.ca](mailto:gmathiason@sasksport.sk.ca)