



***CROSS COUNTRY SKI  
ASSOCIATION OF  
MANITOBA***

**Club Funding Programs**

**2009/10**

**From Pulk to  
Podium with Passion**

## **Background:**

This booklet contains a list of CCSAM grants designed to assist CCSAM Member Clubs with their programming, member retention and athlete, coach and official development goals. CCSAM recognizes that the success of cross-country skiing in Manitoba is ultimately dependant on the strength and achievements of our clubs and their members. Also included are some of the grants available through Sport Manitoba and its regional offices throughout the province. For a complete list of Sport Manitoba grants please contact your regional office (see page 16).

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## Club Coach Grant

Statistics clearly show, that a child will learn to love a sport only if they have a positive experience. If they do not, they will soon drop out (usually between 10-14 years of age). Most of them will never return.

The objective of the Club Coach Grant is to provide clubs with the tools required to create the positive experiences that will foster a child's love for the sport of cross-country skiing. CCSAM believes that every outstanding program has a key individual in the lead position. The purpose of this grant is to help clubs retain this key individual for their programs by assisting with an appropriate remuneration/honorarium for the Club Coach.

### **Budget:**

CCSAM will determine the funding available for the Club Coach grant by September 15<sup>th</sup> of each year.

### **Criteria:**

1. Clubs must be a CCSAM Member in good standing.
2. The Club Coaching project must demonstrate a commitment to the development of athletes from the grassroots to high performance.
3. The club must endorse the application with a commitment to matching 50% of the grants value up to a maximum of \$2000 per club per year.
  - E.g.:  
Club contribution - \$1000; CCSAM contribution - \$1000  
Club contribution - \$3000; CCSAM contribution - \$2000
4. Coach and their athletes must attend a minimum of two Manitoba Cup Events and two out of three Provincial Championship events in the current competition year.
5. Grants may be used to offset coaching expenses such as travel to events with athletes or remuneration/ honorariums provided to the coach in return for coaching commitments. Other expenses will be considered on a case-by-case basis. *This grant is NOT intended to offset certification expenses. CCSAM has other funding opportunities available to coaches wishing to pursue coaching courses that are not currently being offered in Manitoba.*
6. Coach's qualifications must be a minimum of NCCP Level II certification or equivalent. *Please note that NCCP Level II or Introduction to Competition coaching certification can be obtained out of province and that financial assistance to attend these courses is available through Coaching MB. Contact the CCSAM office for more information.*
7. Coach must obtain clearance in the following areas: Criminal Record Check and Child Abuse Registry before funds will be released (see Appendix A)

Approved applications will be funded in two instalments. First instalment will be for 75% of the grant and will be paid on or before November 15<sup>th</sup> of each year. The second instalment of the remaining 25% will be forwarded upon review of a post event report due March 31<sup>st</sup>. Please refer to page 8 for the post event report form.

If you have any additional questions or comments please do not hesitate to call the office at (204) 925-5639.

**Deadline:** Please complete and return the following grant application by **September 15.**

## Cross Country Ski Association of Manitoba Club Coach Grant – APPLICATION

1. Complete this application, including budget information and other relevant documents.
2. Applications will be selected for funding based upon:
  - a. The program description/coach's job description.
  - b. The terms of employment.
  - c. The employee's qualifications.
3. **Applications are due September 15.** Notification will be provided to all applicants on or before October 30.

Send completed application to:

**Cross Country Ski Association of Manitoba**

**200 Main Street**

**Winnipeg MB**

**R3C 4M2 F: (204) 231-0297 email: [ccsam@shawcable.com](mailto:ccsam@shawcable.com)**

### General Club Information

1. Club name: \_\_\_\_\_
2. Total number of projected *competitive* members: \_\_\_\_\_
3. Club contact (recipient of 1<sup>st</sup> instalment of grant):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: H: \_\_\_\_\_ W: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Program Information

4. How many athletes do you expect to have in your program? Please provide a list of names on a separate page.

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5. Is there a registration fee for the athletes? If yes how much? \_\_\_\_\_
-

6. What are your goals for this project? \_\_\_\_\_

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7. How will you measure to determine if your goals have been met?

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8. Who is the potential coach for this program? \_\_\_\_\_

What is their current certification level? \_\_\_\_\_

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(Please submit a copy of both the Criminal Record Check and Child Abuse Registry clearance documents with application.)

9. What races does your club team plan to attend? \_\_\_\_\_

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10. How often will you be having training/skills sessions with your athletes?

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11. Where will the training sessions be conducted? \_\_\_\_\_

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**Cross Country Ski Association of Manitoba  
Club Coach Grant Application**

**Financial Information**

Please provide a proposed budget for your program outlining expected revenue and expenses. Please indicate on the budget if the revenue has been confirmed or not at the time of application.

<b>Revenue</b>	
Club Contribution	
Registration Fees	
Fundraising	
Other (please specify)	
<b>Total Revenue</b>	
<b>Expenses</b>	
Coach's Honorarium	
Coach's Travel Costs	
Other (please specify)	
<b>Total Expenses</b>	
<b>Amount Requested from CCSAM</b>	

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Position

Date: \_\_\_\_\_

## CLUB COACH GRANT POST EVENT REPORT

Club name: \_\_\_\_\_

Total number of registered athletes coached: \_\_\_\_\_

Club contact (recipient of final instalment of grant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: H: \_\_\_\_\_ W: \_\_\_\_\_

E-mail: \_\_\_\_\_

Club Coach name: \_\_\_\_\_ NCCP Level: \_\_\_\_\_

Honorarium paid to coach: \$ \_\_\_\_\_

Events attended: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Major achievements of this program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How you will improve the program for next year: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Club Development Grant

CCSAM encourages its clubs to pursue new ideas and programs. The Association invites clubs with these new program ideas to present proposals to CCSAM for support. Whenever possible CCSAM will provide the club with the support they require to make their project a success whether it be administrative, promotional or financial support e.g. assisting with club equipment purchases, travel assistance for a club team to attend an out of province event etc.

The proposal should explain how the project or program will serve your club members, improve your existing programs or increase interest/participation in the sport of cross-country skiing in Manitoba.

Examples of previously funded projects include clubhouse upgrades, trail signage, grooming equipment purchases and ski clinics.

### **Budget:**

CCSAM will determine the funding available for the Club Development grant by September 15<sup>th</sup> of each year.

### **Criteria:**

1. Applications must be made by a CCSAM Member Club in good standing.
2. A club may apply for more than one Club Development grant per year; however, the total of all approved Club Development grants must not exceed \$500 per club per year.

**Deadline:** Please complete and return the following grant application by **September 15<sup>th</sup>**.

Send completed application to:

**Cross Country Ski Association of Manitoba**

**200 Main Street**

**Winnipeg MB**

**R3C 4M2 F: (204) 231-0297 email: [ccsam@shawcable.com](mailto:ccsam@shawcable.com)**

Questions? Please contact the CCSAM office at (204) 925-5639.

**Cross Country Ski Association of Manitoba  
Club Development Grant – APPLICATION**

**General Club Information**

Club name: \_\_\_\_\_

Total number of registered members in your club: \_\_\_\_\_

Club contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: H: \_\_\_\_\_ W: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Program Information**

Name of the program/event: \_\_\_\_\_

Date to be held: \_\_\_\_\_

Description of the program/event (include registration fees if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (attach additional pages if needed) \_\_\_\_\_

How many competitive athletes will be served by this initiative: \_\_\_\_\_  
What is the age group of these athletes: \_\_\_\_\_

How many coaches will be served by this initiative i.e. to what extent is this an opportunity for coaches to gain experience/improve their skills:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this initiative benefit your club and your members:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cross Country Ski Association of Manitoba  
Club Development Grant**

**Financial Information**

Please provide a budget.

<b>INCOME</b>	
Club contribution	
Fundraising	
Other (please specify)	
<b>TOTAL INCOME</b>	

<b>EXPENSES (please specify)</b>	
<b>TOTAL EXPENSES</b>	
<b>AMOUNT REQUESTED</b>	

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

# Manitoba Cup Championship

The purpose of the Manitoba Cup Championship race series is:

- To foster friendly competitive rivalries between Manitoba's clubs.
- To increase attendance at Manitoba's cross-country ski events.
- To provide additional funding opportunities for CCSAM's competitively active clubs.
- To crown a Manitoba Cup Champion.
- To promote club coaching programs.

The race series will consist of four (4) or more events throughout the ski season. Clubs will accumulate points towards their Manitoba Cup ranking whenever their members participate in Manitoba Cup Races. Final standings will only be given to clubs who had representation at, at least, one Provincial Championship event or hosted a Manitoba Cup event in the current competition year.

Besides competing for the title of Manitoba Cup Champion, clubs will also be competing for a share of a cash purse that will be awarded at the Annual Awards Banquet to go towards club programming.

## **Budget:**

CCSAM will evaluate the Manitoba Cup program and determine the funding available for the Manitoba Cup prize purse by September 15<sup>th</sup> of each year.

## **Eligibility:**

All participants must be registered members of a CCSAM-affiliated club in order to earn points. Non-club members must pay for a Day License whenever competing in a CCSAM-sanctioned event. Non-club members will not earn points for any club.

## **Manitoba Cup Points**

There will be 3 areas in which a club can earn Manitoba Cup points at designated Manitoba Cup events:

1. Competition Results;
2. Event Hosting;
3. Distance Traveled Multiplier.

## **Competition Results:**

All athletes competing in a Manitoba Cup event will earn Manitoba Cup points for the club of which they are *registered members*. Points will be awarded as follows in each age category offered at the Manitoba Cup event:

1 <sup>st</sup> Place	5 points
2 <sup>nd</sup> Place	4 points
3 <sup>rd</sup> Place	3 points
4 <sup>th</sup> Place	2 points
5 <sup>th</sup> Place and on	1 point

### Event Hosting:

15 Manitoba Cup points will be awarded to the club that hosts a Manitoba Cup event.

### Distance Traveled Multiplier:

To recognize the challenge that traveling long distances creates for some clubs, a distance-traveled multiplier will be applied to the total points accumulated for each event. Distance will be calculated from the *registered* mailing address of the Club to the event's nearest town or city centre (i.e. distances traveled by individual club members are not applicable). Distance traveled multipliers are as follows:

<b>Distance traveled</b>	<b>Multiplier</b>
<150km	no multiplier
151-200km	1.15
201 – 300km	1.2
>301km	1.3

### Awards Calculations

Final points for each club will consist of the sum of the best two Manitoba Cup results and their results from the Provincial Championships. These point standings will determine Manitoba Cup Champion Club. Final standings will only be given to clubs who had representation at, at least, 1 out of 3 Provincial Championship events or hosted a Manitoba Cup event in the current competition year.

Example points tabulation: If 12 clubs participate in the Manitoba Cup Race Series and the prize purse to be dispersed is \$3000:

Final Points Calculation (top 2 MB Cup results + Provincials)	Final Standing	Points awarded for monetary prize disbursement	Formula to calculate monetary prizes: (Points awarded/ total points awarded x Purse amount)	Cash prizes dispersed to the clubs
198	1 <sup>st</sup>	12	12 / 78 x \$3000	\$461.53
145	2 <sup>nd</sup>	11	11 / 78 x \$3000	\$423.07
132	3 <sup>rd</sup>	9.5	9.5 / 78 x \$3000	\$365.38
132	3 <sup>rd</sup>	9.5	9.5 / 78 x \$3000	\$365.38

100	5 <sup>th</sup>	8	8 / 78 x \$3000	\$307.69
76	6 <sup>th</sup>	7	7 / 78 x \$3000	\$269.23
66	7 <sup>th</sup>	6	6 / 78 x \$3000	\$230.77
54	8 <sup>th</sup>	5	5 / 78 x \$3000	\$192.31
45	9 <sup>th</sup>	4	4 / 78 x \$3000	\$153.85
31	10 <sup>th</sup>	3	3 / 78 x \$3000	\$115.38
25	11 <sup>th</sup>	2	2 / 78 x \$3000	\$76.92
18	12 <sup>th</sup>	1	1 / 78 x \$3000	\$38.46
	<b>Total</b>	<b>78</b>		<b>\$3000.00</b>

**Note:**

- If two or more clubs' year end points tie they will equally share the points and prize money that is associated with the place that they occupy as in the 3<sup>rd</sup> place clubs in the above sample.
- Each day of the Provincial Championships will be calculated as a separate event for the awarding of Manitoba Cup Points.

**Awards**

**Individual Event Awards:**

Awards for all individual categories at each Manitoba Cup race are encouraged but remain the responsibility of the Host Club.

**Series Awards:**

The Manitoba Cup Series awards (cash purse and Manitoba Cup Champion Trophy) are the responsibility of CCSAM and presented at the Annual CCSAM Awards Banquet.

**Agreement:** Club presidents must sign a Manitoba Cup Funding Agreement prior to CCSAM releasing any funds awarded to a club for its participation in the Series. The agreement will outline how the club intends to use the funds being awarded and states that the club will provide a post event report to CCSAM once the funds have been spent. If a club changes its plans and wishes to spend their Manitoba Cup funds differently than outlined in the signed agreement they must notify CCSAM in writing before the expenditure occurs to receive approval.

**How Are Events Selected to be Manitoba Cup Events?**

Clubs interested in hosting a Manitoba Cup Event must submit a letter of intent no later than June 15<sup>th</sup> (for the following competition year) naming the Race Organizer and/or Head Official and specifying date, location, distances and technique. CCSAM will review all letters of intent and, if necessary, will make contact for clarification.

Prior to September 15<sup>th</sup> the Manitoba Cup Championship race series schedule will be announced. In the case that no letters of intent are submitted to CCSAM the Executive Committee will determine the Manitoba Cup Events for that season.

## **Bingo Program**

Annually CCSAM is granted the privilege of working an assigned number of Manitoba Lotteries Corporation Bingos. We offer our member clubs the opportunity to volunteer at these bingos and in return we share the revenue we receive from Lotteries with volunteering clubs.

A Bingo registration form is included in the annual club mail-out package and must be completed and returned to the CCSAM office before Bingo spots are assigned.

Each Bingo volunteer receives \$70 per spot or \$100 if the Bingo date falls on a statutory holiday.

Clubs must account for the money they receive from Bingos and must be prepared to submit financial records to the CCSAM upon request.

For more information please contact the CCSAM office at (204) 925-5639 or refer the CCSAM Bingo policy posted on our website: [www.ccski.mb.ca](http://www.ccski.mb.ca)

## **Provincial Championship Hosting Grant**

CCSAM provides a \$250/day hosting grant to the club(s) awarded the privilege of hosting a CCSAM Provincial Championship event. In addition, CCSAM provides gold, silver and bronze medals for all 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place finishers, respectively, in each age category.

It is expected that the host club will provide either an Awards Banquet (including a meal) or an Awards Ceremony (including refreshments) for the participants and spectators.

For more information on all CCSAM event policies please refer to the CCSAM Policies and Procedures Manual or contact the CCSAM office at (204) 925-5639

## **Sport Manitoba Regional Funding**

Sport Manitoba consists of seven (7) Regional Sport Councils.

The Regional Sport Council's are mandated to:

- Facilitate the growth of community based "entry" and "developmental" level athletes, coaches and officials through the provision of specific programs and grants.

- Assist in the development of joint plans and partnerships between provincial and local community and school-based sport organizations resulting in a seamless sport delivery system.

Collectively the Regional Sport Councils will provide a province wide bridge between Provincial Sport Organizations and their community based partners in sport including their municipal recreation departments, schools and local/regional associations (clubs).

There are many funding programs available through your Region's Sport Council. For more information on the Regional Sport Council in your area contact Sport Manitoba at (204) 926-8353 or visit the website at [www.sportmanitoba.ca](http://www.sportmanitoba.ca).

### **Sport Manitoba Regional Offices (subject to change)**

#### **Sport Manitoba Central Region**

225 Wardrop Street  
Morden MB R6M 1N4  
Office: 822-6735  
Fax: 822-4792

#### **Sport Manitoba Eastman Region**

Box 50, 20-1st Street  
Beausejour MB R0E 0C0  
Office: 268-2172  
Fax: 268-6070

#### **Sport Manitoba Interlake Region**

Box 1519, 62-2nd Avenue  
Gimli MB R0C 1B0  
Office: 642-6015  
Fax: 642-6080

#### **Sport Manitoba Norman Region**

Room 115, 79-3rd Street West  
The Pas MB R9A 1M4  
Office: 627-8139  
Fax: 627-8100

#### **Sport Manitoba Parkland Region**

27 - 2nd Avenue S.W.  
Dauphin MB R7N 3E5  
Office: 622-2094  
Fax: 638-6558

#### **Sport Manitoba Westman Region**

Room 146, 340 - 9th Street  
Brandon MB R7A 6C2  
Office: 726-6072  
Fax: 726-6583

#### **Sport Manitoba Winnipeg Region**

200 Main Street  
Winnipeg MB R3C 4M2  
Office: 925-5907  
Fax: 925-5916