Sports for Kids Timmins
Policy #1 Adjudication 2027

Adjudication Policies:

1. Funding is for children 4 to 18 years of age with maximum take-home family income of:
   1 child - $49,000.00; 2-chidren $53,000.00; 3- children $56,000.00 and 4 or more $60,000.00

2. Whereas the Sports for Kids Timmins Board of Directors wishes to ensure a fair and equitable treatment for all applicants, the President or Vice President will conduct a telephone interview with the parent/guardian only on those applications that are deemed necessary, as the parent completes a questionnaire on the application. An interview of the reference may occur if necessary. The President will review all applications completed by the office coordinator that she feels need a review.

3. All applications must be received 2 weeks prior to registration opening for the sport or not accepted. They must be received with a completed application per child, the required financial documents and one parental agreement signed per family.

4. Whereas the Sports for Kids Timmins Board of Directors wishes to ensure confidentiality of all applications, and ensure a partnership with the sponsor, sports organizations and the retailers, a voucher system will be adopted to pay for the registration and/or equipment for the applicant.

5. Whereas the Sports for Kids Timmins Board of Directors wishes to ensure confidentiality, all applications are assigned a number. Any discussion of applications by anyone on the Sports for Kids Timmins Board of Directors is only done at the Adjudication Committee level.

6. All sports and dance registration must provide a group coached opportunity to be funded. Funding will be for up to 3- sports with 3-vouchers maximum, with only one sport per season, the total amount funded cannot be greater than $500.00. Funding cannot pay for private or semi-private lessons (unless the child has a disability), insurance fees or organization fees, travel, and costumes.

7. Funding will only occur with sports organizations that have a partnership agreement with Sports for Kids Timmins. These partnerships must ensure that the child receives a minimum of 12 weeks with participation in the sport at a minimum of once per week. Maximum funding per family is $2000.00.

8. Applicants are encouraged to use their funding to be active in sport throughout the year if possible.

9. A notice of assessment for the previous year of application showing line 15000 and pay stubs or social assistance/disability stubs, for all adults supporting the child, must accompany the application for the 2-months prior to the application. A registered student must submit proof of registration in a program for that year.

10. Applications received without all documentation sent in one e-mail will not be accepted and the application will be destroyed.

11. Parents are responsible to pay for organizational fees, insurance, costumes or private or semi-private lessons and applicable taxes. Fees paid by Sports for Kids Timmins, by the voucher system, will be issued as registration fees for a group coached sporting or dance activity, or equipment covered by policy.

12. A follow up survey will be e-mailed within 1 week after the sport has started. The questions asked in all interviews are from a documented questionnaire. The responses are kept on file with the application.

13. It is important that all applicants keep the office updated with contact information, as the follow-up is part of the process. If not completed it removes eligibility for the following year. Parents must keep information current so follow up can be performed, or reapplication is not accepted.

Sports for Kids Timmins Adjudication Procedure.

1. All applications received must contain a totally completed application per child, one signed parental agreement per family, a picture of notice of assessment for all adults supporting the child(ren), and pictures of pay stubs or social assistance stubs for the 2 months prior to the application. The coordinator will check the alphabetical list to ensure the child has not already applied in the physical year, and they are not flagged for any reason that the applicant cannot apply.
2. Once the Sports for Kids Timmins Coordinator receives the application, she will verify that all pertinent information is included. If it is not, the application will be denied and an email sent to the parent/guardian of the applicant with the reason why. All contact is by e-mail only, so paper documentation is available.
3. All financial documentation is destroyed once approved or denied, as we do not keep personal financial information.
4. Applicants must complete request for all sports on the initial application; no change in the sports vouchers is allowed after the sport has started.
5. Once the complete application is received, with proof that the family gross income is within limits and has a parental agreement, the office coordinator will handle all applications, unless she requires it reviewed by the President. If the parent has already paid for the sport the application cannot be completed, as money cannot be paid to the parent/guardian.
6. The office coordinator will first add the applicant to the grant report by assigning him/her a number and voucher number, add the name to the alphabetical list, or if already there assign them this year's number, complete a data sheet and print it for the file, complete a voucher with all information for the child, parent and sports organization, add the applicant to the stats, and add him/her to the sports organization tracking sheets.
7. If there are any questions or the office coordinator is not certain the family qualifies, she will then contact the President to review the information and approve/disapprove the application. If there is a special situation then the President will review the file and decide and inform the board of the special circumstances
8. **Vouchers:** The office, once receiving confirmation of approval, will complete the vouchers. Applicants will be e-mailed the voucher with instructions for registration and the survey requirements, along with the sports organization. The voucher includes grant number, name of child, parent/guardian name and contact, voucher number, expiry date instructions, and contacts for registration of the sports organization, and date of registration if available. If an equipment voucher is to be issued, the vendor's information is to be included. It is noted on the voucher that if the child stops attending, the office is to be contacted, or if the child decides not to use the voucher, the office is to be contacted by e-mail or phone. The voucher must be used prior to the expiry date or has no value.
9. A follow up survey is inserted in an e-mail with instructions, which include child's name, phone number, and voucher number and is sent to the parent/guardian 1-week after the sport has started for all applicants. This is to ensure that he/she has used the voucher, to determine how the child is enjoying the sport, and to gather information on any issues, or to obtain testimonials. The form is found at the bottom of the applicant's data sheet, completed by the office coordinator and kept in the applicant's file for one year.
10. The office coordinator sends a compiled list which includes the child's name, parent/guardian name, e-mail and phone number, to the sport's organization 2 weeks before registration starts, and sends a reminder to the parent/guardian to register the child.
11. In June each year, all sports organizations sign a new agreement to ensure we have a partnership and accurate information. They are to keep us updated for registration dates and any changes in contact or process. The sports contact list is updated and posted on our website and any newly signed agreement with a sport organization requires the logo, name and link to their website added to our website.
12. Data sheet and applications are kept for one-year and then shredded.