



KidSport's Program Guide for Sport Clubs

Program Guide Context

The intention of this Program Guide is to:

- Outline the program and processes connected to KidSport's 'So ALL Kids Can Play!' Grant Program, ensuring grant application coordination between KidSport, Sport Clubs* and qualified KidSport families are consistent.

Terms:

- *The word 'Club' represents all organizations that deliver sport programs including but not limited to clubs, associations, schools, and community leagues.
- Sport Club = SC, KidSport = KS and KidSport Edmonton = KSE

Sport Clubs, please:

- Read the guide and if you have any questions email us at edmonton@kidsport.ab.ca
- Send in updated contact name and email when it changes to edmonton@kidsport.ab.ca
- Let us know if your direct deposit information changes via bookkeeping@kidsportedmonton.com

About KidSport's Program

What is KidSport's 'So ALL Kids Can Play!' Grant Program?

- A fee assistance program that subsidizes sport registration fees for qualified kids.
- KidSport provides funding grants to kids from families that face financial barriers so they can participate in organized sport programs. This is done through a qualifying application process called, KidSport's 'So ALL Kids Can Play!' Grant Program.
- Each qualified kid is eligible to receive up a specific amount per calendar year. Exception: higher amounts may be available for Season & Competition based ice hockey programs. Visit our website for more details on funding levels available, [click here](#).

How the Grant Program works:

1. A parent registers their kid(s) in a sport program
2. Once registered, the parent applies for a funding grant online or via a paper application form.
 - o It is encouraged that the SC learn how to apply to help families with the process.
3. The parent must complete all sections of the application including the supporting pieces: financial documentation & sport registration receipt. Applications are reviewed within 30 days.
4. Once approved
 - o KSE will email the parent & SC confirming that the application is approved
 - o KSE emails a direct deposit to the SC. If the parent paid up front, the SC is responsible to reimburse the parent.
 - o If equipment is required, a referral is sent to Sport Central

Family Eligibility:

- A family must live within the City of Edmonton, have their kid(s) registered in the sport program, the sport must be about to start or currently in session, meet the financial requirements, and submit a completed application (per kid) with sport registration receipt & financial documents.

Sport Club/Program Eligibility:

- Level of Sport: Introduction/Recreation to Elite, including team & individual sport, school sport, sport camps, learn to/lesson-based programs & para sport programs.
- Length of Sport: 4 weeks minimum, exception being 4-day camps (consecutive or not).
- A sport program must: Be led by a qualified instructor, have a start and end date, be one of the many sports KSE supports, be 80% sport.



The Funding Process Section

How the Direct Deposit System works:

- The SC completes the direct deposit form and emails it to bookkeeping@kidspportedmonton.com.
 - o Alternatively, the SC may email a scanned void cheque to the same email address.
 - o The SC must also include the email address for remittance.
- Before funds are sent out, KSE emails the SC which kids are funded and for what grant amount
- At the end of the month, KSE sends out the direct deposits
- Note: If the SC does not wish to provide direct deposit information, they will be asked to pick up the cheque from KidSport's office at the Percy Page Centre on Thursdays from 9 a.m. to 3 p.m.

Reimbursements:

- It is recommended that KS families pay the sport registration fee upfront when registering their kid(s); then when the SC receives the KSE funding, they reimburse the family for the allotted grant amount connected to the approved application.
- However, we recognize that it's up to the SC whether to have the family pay upfront or let the kid participate in the sport while waiting for funding to come through. If the latter is the case, then when KSE's funding comes through, the SC would retain the funding to cover the registration fee.

Refunds:

- If a kid does not participate in the sport program, the SC is to refund the portion of the fees covered by the KSE grant, directly to KSE with a note telling us who the refund is for.
- If a kid participates in the sport program but does not finish the season and a partial refund is required, the SC is to refund the family for their portion (if the family paid in addition to KSE funding) and the remaining refund goes to KSE with a note telling us who the refund is for.

Transferring Grant Funding to Future Seasons:

- Please do **NOT** provide credits for future seasons/sessions with KSE funding.
- There are too many unknowns that can lead to an inefficient use of donor dollars i.e., if the kid does not return, then what happens to the funding credit? Not all families financially qualify from one season to the next. What happens if a family who applied and received subsidy support managed to find a new job in-between seasons and now, they do not qualify for KS's financial aid program? This is why we require agreement on the refund process above.

The KidSport & Sport Club Partnership

KidSport's Expectations of Sport Clubs

- KS expects top-notch program delivery from SCs, through the provision of equal access to high-quality and safe sport opportunities for KidSport kids.
- KS expects sport programming to be delivered by certified coaches/instructors
- KS retains the right to discontinue the partnership with the SC, and no longer fund KidSport kids, with an option to re-assess the partnership in the future, if:
 - o There is any unsportsmanlike behavior or abuse at a SC from coach/staff
 - o A SC does not reimburse approved grant funding owed to a family

Thank you for helping make it, 'So **ALL** Kids Can Play!'