

**KidSport™ Timmins**  
**Policies and Procedures for the Adjudication Committee**

**Adjudication Policies**

1. Whereas the KidSport™ Timmins Board of Directors wishes to ensure a fair and equitable treatment for all applicants, the Adjudication Committee may conduct a telephone interview with the parent/guardian only on those applications that deem necessary as the parent completes a questionnaire on the application. An interview of the reference may occur if necessary.
2. A follow up telephone interview will occur 3 months after an application is approved. The questions asked in all interviews are from a documented questionnaire. The responses will be kept on file with the application.
3. Whereas the KidSport™ 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.
4. Whereas the KidSport™ Timmins Board of Directors wishes to ensure confidentiality, all applications will be assigned a number. Any discussion of applications by anyone on the KidSport™ Timmins Board of Directors will only be done at the Adjudication Committee level.
5. All sports and dance, that the registration provides a group coached opportunity, will be funded to a maximum of \$350.00 but private or semi-private lessons, and travel are not funded.
6. Applicants are encouraged to use their funding to be active in sport throughout the year if possible.
7. Application must be accompanied by a notice of assessment for the previous year of application and a recent pay stub or social assistance/disability stub where applicable. Applications received without documentation will receive one phone call and then the application will be mailed back to the applicant with an explanation letter.
8. Each application will be reviewed by a member of the adjudication committee for approval.

**Adjudication Procedure**

1. Once the KidSport™ Coordinator receives the application, he/she will verify that all pertinent information is included. If it is not, he/she will contact the parent/guardian of the applicant, and ask for the missing information to be provided within 2 days, or the application will be returned. If contact cannot be made by telephone, then the application will be returned by mail, along with a letter stating what information is still required. If the parent/guardian has not supplied financial data, then the application is returned, as without the financial data the application cannot be accepted. This document may be faxed, scanned, e-mailed or mailed to the KidSport™ Timmins office, or a copy may be shown to the adjudicator.
2. Once the complete application is received, if the applicant is a repeat, or on social assistance or UI or disability, the office clerk will complete the interview when receiving the application. She will then contact a member of the adjudication committee on rotation to review the information and approve/disapprove the application. For new applicants not on social assistance, the application will be given to one of the 4 adjudicators by the KidSport coordinator. The applications are rotated to each adjudicator in sequence unless it is a francophone application, and then it will be assigned to a francophone adjudicator. The application, financial data will be given to the adjudicator immediately for adjudication with a interview form with office areas completed. This will be e-mailed to the adjudicator.
3. Once the adjudicator receives the application and reviews the content, he/she will review all pertinent data and only call the applicant if further explanation is required.
4. Once the adjudicator has completed review of the application and verification of financial status, then he/she will make an informed decision about the application. If all things are clear and no questions remain, the adjudicator will fax or e-mail.

- 5 If for any reason the adjudicator feels that he/she needs to discuss the application with another person, he/she will contact another member of the committee to discuss the application thoroughly and accept or decline the application.
- 6 If the sub-committee of 2 members cannot reach a consensus, the chair of the Adjudication Committee will be notified. He/she will participate in a meeting of the adjudication chair and the 2 committee members to conduct the adjudication.
- 7 Once the application has been accepted or declined, all paperwork (application, letters, and questionnaire) will be handed in to the KidSport coordinator. He/she will send out the application result letter with the decision to the sponsor.
- 8 If denied, the reason will be checked off from the list on the letter sent to the parent/guardian. .
- 9 For accepted applications, a letter indicating approval will be forwarded to the parent/guardian of the applicant. A voucher for registration and/or equipment will be completed and forwarded directly to the organization and/or retailer. The KidSport coordinator will complete the voucher redemption, and the data base will be updated with the application number, amount, organization and/or retailer and items.
- 10 The database will be completed and attached to the application, letters, questionnaires, etc., and a report sheet completed. On the report sheet for the Board, only the following information will be supplied:  
Application #, Age of Applicant, Sport or Equipment, Amount, Accepted or Declined
- 11 The office coordinator will place the data sheet, with a call back questionnaire, in a file folder for 2-3 months after the application is approved, or a month after the sport starts. Each month the folder will be assigned to a person to do follow up calls, to ensure the child has registered and is attending the sport. It is important that if the child is not attending the voucher be returned and the Kidsport coordinator notified to ask for a refund if payment has been made. The telephone interview must be documented with all responses as follow up. Once completed, this form will be attached to the application.
- 12 All applications are confidential and no information is to be discussed outside of the Adjudication Committee. Any request for information re: adjudication to anyone must be directed to the Adjudication Committee chair, in order to maintain confidentiality. Questions must be in writing, with a signature, and sent to the Adjudication Committee chair.
- 13 Once the applicant registers for his/her sport, the organization will forward an invoice and the voucher to the office at KidSport™ Timmins box number. The office coordinator, under the direction of the treasurer, and after validating the child is participating, will send out a cheque for payment once he/she receives this information. The office coordinator will ensure the voucher redemption data base and grant report are updated, showing which vouchers have been paid. The same process will occur for equipment issued by the retailer Canadian Tire. He/she will mail the voucher with the invoice for payment to the office, and then a cheque will be issued to the retailer.
- 14 The office coordinator will encourage applicants to apply for all sports for the year as only one application per year is accepted. They are encouraged to reapply for the following year in December or January each year.
- 15 The office coordinator is to let the applicant know that if the vouchers are not used or the child attends a few sessions and does not like the sport to return the voucher or call the office so Kidsport can get a refund.
16. Any special situation applicants that may be outside the guidelines will be considered by the committee and brought to the board for special consideration.