MARIAM DEARIT ASSOCIATION OF EDMONTON

Amended MDAE SPORTS PROGRAM MANAGEMENT GUIDELINES

1.0 INTRODUCTION:

The MDAE Sports Guide is designed to assist the soccer program

within the MDAE as it expands and evolves. This guide aims to enhance the effectiveness of the administration, direction, monitoring, and control of the MDAE sports program.

2.0 GOOD GOVERNANCE:

MDAE sport program will achieve good governance through:

2.1 STRATEGIC DIRECTION:

The MDAE board of directors will establish a direction and overall strategy for the Sport programs.

2.2 OVERSIGHT AND MONITORING:

The MDAE board will oversee sport programs and activities, assessing their impact and success against strategic goals.

2.3 MANAGEMENT AND ADMINISTRATION:

The MDAE board and MDAE Family members-appointed management will ensure legal and regulatory obligations are met and act in the association's best interests.

3.0 BACKGROUND:

Established in summer 2018, the MDAE sports program serves as a community hub for children and youth, with goals to:

3.1 Foster relationships among community members.

3.2 Provide diverse sports opportunities Such as soccer, volleyball, basketball, and tracking for skill.

development in a competitive environment.

4. MDAE SPORT PROGRAM LEADERSHIP

4.1 SPORT PROGRAM LEADERSHIP DEVELOPMENT:

A program Director, elected by the MDAE board, will oversee the daily operations, supported by:

4.1.1 Three Sports managers elected by MDAE member parents, responsible for monitoring games, assisting coaches, promoting MDAE sport to community, organizing games and competitions, monitor registration, collecting funds, and addressing concerns to program director. Sport managers must be MDAE members. Funds should be managed by program director who is MDAE board member for transparency and accountability purposes.

4.1.2 Three Events organizers (New Year, annual Mariam Dearit celebration and summer sports festival) elected by families and they must be MDAE members.

4.1.3 MDAE sports program runs by volunteers as such the leadership can assign tasks to participant families.

4. 2 Sport Program MANAGER RESPONSIBILITIES: The Program Manager will:

4.2.1 Form the sport leadership team, from active MDAE members.

4.2.2 Monitors sports activities, books events and practice fields

4.2.3 Maintain open communication with families and the MDAE Board.

4.2.4 Manage year-round activities, excluding public holidays and social intermissions.

4.2.5 Monitors Sports program funds, explore funding opportunities.

4.2.6 Diversifies Sports offerings based on player interest and available resources.

4.2.7 Participate in practices as needed, and conduct meetings with sports parents to address needs and concerns.

4.2.8 Supervises the coaches and sports committee.

4.2.9 Documents annual MDAE sports program activities, prepares annual budget and reports to board.

5.0 ADMISSION CRITERIA

Sports program is owned by MDAE, All Community children are eligible provided they meet the following criteria

5.1. Admission will open two months before the season start and it will be announced on official MDAE communication and other external platforms.

5.2. Once registration is closed, the Sport program team will assess available funds, build teams, and may accept late applicants depending on availability.

5.3 ADMISSION CRITERIA FOR MDAE MEMBERS' CHILDREN (PLAYERS):

5.3.1 Compliance of Parent/guardian with MDAE bylaws.

5.3.2 Payment of MDAE membership fees by Parent/guardian

5.3.3 Player's - age must be over 5 years.

5.3. 4 Seasonal dues must be paid in full upon admission.

5.4 FOR NON-MEMBERS' CHILDREN (PLAYERS):

5.4.1 Acceptance regardless of parent's MDAE membership status for one season and with an invitation to join the association

5.4.2 After first season, those not registered with association may join the program with an additional $50/season

5.4.3 Adherence to MDAE soccer program guidelines

5.4. 4Non-interference with MDAE's reputation.

5.5 ADMISSION FEES

5.5.1. FALL AND WINTER SEASONS (Indoor: October-May):

5.5.2. One child: $300

5.5.3 Two siblings: $400

5.5.4 Three: $500

N:B Add $50 per child

5. 6 SUMMER SEASON (Outdoor: May-September):

5.6.1 one child: $100

5.6.2. two siblings: $150

5.6.3 three siblings or more: $200

5.7 Shortage of funds

5.7.1 Family will discuss and add additional funds as needed.

5.8 Exemption from payment

5.8.1 Newcomers to Canada are exempted from registration fee for the first full year

5.8.2 Family can register their children to the program without fees, if they are unemployed and experiencing economic hardship, pending approval from management and sports director.

6. PAYMENT METHODS- Full payment is a requirement as part of the registration process.

6.1 MDAE will accept the following methods of payment for the soccer program due to its

nonprofit status:

6.1.1 Cash, e-transfer and/or Personal cheques addressed to MDAE Soccer Programs.

7. Refund

7.1 All payments are final and nonrefundable. Funds should only be refunded if the activities of the program didn't start or if the request is made before the start of the program.

8. REGULATION

8.1 SAFETY REGULATIONS

8.1.1 A minimum of three members from the MDAE soccer program management must have a valid certificates in First Aid and CPR

8.1.2 A First Aid Kit must always be available during any soccer activity or game.

8.1.3 Training fees and the First Aid kit expenses will be covered by MDAE Soccer funds.

8.1.4 All accidents must be reported to the safety officer and documented appropriately.

8.1.5 In emergencies requiring an ambulance service, if the injured person's family lacks insurance coverage, MDAE soccer program funds will cover the costs.

8.2 LOST OR DAMAGED PROPERTY:

MDAE is not responsible for replacing lost or damaged property, nor for injuries sustained during sports activities while enrolled in the program.

8.3 ETHICS AND DISCIPLINE: The MDAE sports program is committed to fostering values such as discipline, dedication, perseverance, respect, and teamwork. We support equal opportunity, prohibit discrimination and maintain a respectful environment.

8.4 AUTHORIZATION AND CONSENT:

MDAE is authorized to collect information, documents, and record pictures and videos for future reference and other purposes. Families may take pictures, and record videos but are strictly prohibited from sharing them on social media outside of MDAE communication forums.

8.5 COMMUNICATION METHODS:

MDAE will establish and maintain a communication platform or group messaging system for the sports program to facilitate information flow.

Only program-related information will be posted and shared within the group.

9. Finances

9.1 MDAE will create a dedicated SPORTS program bank account for efficiency and transparency.

9.2 MDAE will pay bills for Indoor soccer field fees.

9.3 Families involved in the soccer program may hold petty cash for buying treats and incentives for participants, which is separate from admission fees and strictly managed by parents and sports managers

9.4 MDAE may provide trophies and awards for players and coaches.