



Sporting Clube de Portugal – Futebol, SAD

# Internal Regulations

## Sporting Holidays



## Art. 1.º

### (General Provisions)

1. All programs developed by Sporting Clube de Portugal and Sporting Clube de Portugal – Futebol, SAD, hereinafter referred to as SCP, which take place during school breaks, in the areas of Recreational-Sports, Recreation, Cultural and others of general interest for children and young people, are called Sporting Holidays;
2. The activities of the Sporting Holidays take place mostly at SCP's facilities, namely at the José Alvalade Stadium, João Rocha Pavilion and the Cristiano Ronaldo Academy, and may also take place in other places yet to be designated;
3. The Sporting Holidays occur weekly. The non-residential programs are open from Monday to Friday, between 9:00 a.m. and 6:00 p.m. Residential programmes have a minimum duration of 5 days and 5 nights and a maximum of 5 days and 6 nights;
4. The Sporting Holidays are intended for children and young people between the age of 6 and 18 years old. The age range may vary according to the type of program, which may imply specific access conditions;
5. It is up to the Sporting Holidays Coordination Team to determine the periods and age groups for which each of them is intended, the deadlines for registration, minimum and maximum capacity, as well as recruitment of the Technical Team;
6. Sporting Holidays are ensured by a human structure that includes:
  - a. A General Coordinator;
  - b. Two to Four Operational Coordinators;
  - c. One or More Monitors, in a number to be determined according to the number and age of the participants, as well as the nature of the activities carried out, being ensured, at least:
    - i) During the period in which the activities take place: one Team Monitor for every six participants in activities, whose age group is less than 10 years old; and one Team Monitor for every ten participants in activities, whose age group is between 10 and 18 years old;
    - ii) During the rest period, in the case of residential Sporting Holiday Programmes: one Monitor for every 18 participants in cases where the age is less than 10 years; and one Monitor for every 25 participants in cases where the age is between 10 and 18 years.

## Art. 2.º

### (Registration)

1. Registration for the Sporting Holidays can be done on the SCP website, through the email provided when promoting and publicizing the activities or at the Loja Verde Service Center, located at the José Alvalade Stadium;



2. Registration is subject to the payment of the price set annually for each edition, which must be made through the available means of payment (ATM card or cash payment, if in person; payment by ATM reference, paypal or credit card, if online);
3. The registration of underage children and young people must be carried out by their Parent/Guardian and/or Legal Representative.

### **Art. 3.º**

#### **(Documentation, Authorizations and Responsibility)**

1. Registration for the Sporting Holidays implies the acceptance of these Internal Regulations;
2. The Parents and/or Legal Representatives of minor participants are responsible for the information contained in the registration form, in the respective authorizations and/or terms of responsibility, having the duty to provide all the information and documentation necessary for this purpose, as well as to provide truthful information that is necessary for participation in the Sporting Holidays;
3. It is the responsibility of the Parent/Guardian and/or Legal Representative to drop off and pick up the minor participant, daily in the case of non-residential programs, at the SCP facilities;
4. Exceptions to the previous point are only allowed if the respective Exit Permits are filled in the registration form. In this condition, the children and young people participating in the Sporting Holidays will only be able to leave the SCP facilities with the people duly indicated and upon presentation of an identification document;
5. Only images of participants whose authorization for the dissemination of the image has been duly assigned to Sporting Clube de Portugal – Futebol, SAD, may be collected.

### **Art. 4.º**

#### **(Participants)**

1. All participants of the Sporting Holidays must comply with the information provided on the Internal Regulations Document, as well as the instructions given to them by the Technical Team, during the course of the activities;
2. Any act of violence or deliberate destruction that jeopardizes the physical integrity or belongings of third parties, the material or other property of the Club, will be investigated by the SCP, resulting, if it is so understood, in the liability of the facts to the participant(s) in question and consequent payment, compensation or equivalent to the injured parties;
3. The Rights of the Participants are:
  - a) Permanent monitoring by the SCP Monitors Team;
  - b) Ensured health and safety conditions in place during the duration of the programme;



- c) Personal Accident Insurance (if it is, for any reason, triggered, the Parent or Legal Representative of the participant is obliged to pay €50.00 in order to start the process);
  - d) All programs include daily meals, balanced and in sufficient quantity, appropriate to the age and nature of the activities practiced, with the non-residential regime including three meals a day and the residential regime including four to five meals a day;
  - e) All programmes include a Sports Participation Kit, which may vary according to the programme in question.
4. The Duties of the Participants are:
- a) Comply with all instructions given by the Monitoring Team, as well as comply with what is described in the present Document;
  - b) Inform the Monitors Team and/or the Sporting Holiday Coordinator of any restrictions that exist regarding specific food needs or special health care.

#### **Art. 5.º**

##### **(Activities)**

1. The activities of the Sporting Holidays are part of the Recreational-Sports, Recreational, Cultural and other areas of general interest for children and young people, being adapted to the ranges and respective needs and programs in question;
2. Participants are subdivided into groups according to their age, with each group being accompanied by a Team of Qualified Monitors with specific training;
3. SCP may cancel activities in exceptional cases or majeure force situations, such as fires, bad weather or other unforeseen circumstances, as well as due to games or events of greater affluence at the club's facilities;
4. The place and time of delivery and collection of participants may vary according to the program in question, it is up to the Coordination of Sporting Holiday Programs to make this information available to the registered participants in a timely manner.

#### **Art.º 6**

##### **(Registration Withdraw)**

1. Any participant may withdraw from the registration in the Sporting Holiday Programs, and the Parent/Guardian and/or Legal Representative must communicate his/her intention to the SCP, under the following conditions:
  - a) In case of any health problem that makes it impossible to attend the Sporting Holiday Programs, provided that it is duly proven via medical certificate and communicated until the last working day before the beginning of the week for which you are registered, the registration fee will be refunded;



- b) For notices of withdrawal after the start of the programs or non-attendance in the week of activities for which you are registered, even if for health reasons that make it impossible to attend, there is no refund available;
- c) For any abandonment or exclusion of the participant, due to disruptive behavior, from the Sporting Holiday Programs, during the execution of the same, there is no refund available.

#### **Art. 7.º**

##### **{Preventive and Safety Measures}**

1. Children and young people should not bring toys or other objects from home that are not necessary;
2. During the activities, the use of non-essential accessories, such as mobile phones, is strictly prohibited.
3. SCP is not responsible for any damage or loss of toys or other personal valuables.

#### **Art. 8.º**

##### **{Rights & Duties of The Organization Team}**

1. **SCP Rights are:**
  - a) Define the activity plan;
  - b) Define the places where the proposed activities will be carried out;
  - c) Select the team of the Sporting Holiday Programs: Coordinators and Monitors;
  - d) Require the Participants to comply with the Internal Regulations and the instructions given by the Monitoring Team;
  - e) Be informed by the Parents and/or Legal Representatives of Participants, in writing, about any constraints that exist, namely regarding the need for specific food and/or special care or health to be observed;
  - f) Require the Team of Coordinators and Monitors to comply with their legal and regulatory obligations.
2. **SCP Duties are:**
  - a) Comply with the Activity Plan;
  - b) Ensure the permanent monitoring of the participants;
  - c) Provide meals varied in quality and quantity, appropriate to the age of the participants, the nature and duration of the activities;
  - d) Provide prior notice to the competent authorities, at least forty-eight hours in advance, of the implementation of the Sporting Holiday Programs, their location and schedule;
  - e) To process the information provided by the Parents and/or Legal Representatives of Participants, respecting the legislation in force regarding the protection of personal data;



- f) Provide personal accident insurance to all Participants and Technical Team;
- g) During the course of the Sporting Holiday Programmes, must have an updated file containing:
  - Schedule of Activities;
  - Pedagogical and Animation Project;
  - Internal Regulations;
  - List with the identification of participants and their age;
  - Contacts and declarations of authorization from parents and/or Legal Representatives of Underage Participants;
  - Mandatory insurance policy;
  - Contacts of police entities, health center, hospital, fire station area of realization of the Sporting Vacation Programs;
  - Individual health form, with any conditions of the participants, namely with specific feeding and/or special care needs or to be observed;
  - Identification of the Technical Team and documents proving their qualifications and a statement confirming the physical and mental fitness to perform the duties;
  - Inspection records.
- h) Have a book for making observations and complaints about the quality of SCP services and the way they were provided.

#### **Art. 9.º**

##### **(Rights & Duties of The Monitoring Team)**

1. The Technical Team consists of the General Coordinator and Monitors;
2. The General Coordinator is the person responsible for the operation of the Sporting Holiday Programmes, being responsible for the technical, financial, logistical, pedagogical and administrative superintendence of the Programmes, as well as the Human Resources assigned;
3. The Operational Coordinators are responsible for ensuring the implementation and monitoring of activities, at an operational and administrative level, as well as ensuring compliance with all legal regulations in force and applicable within the scope of the holiday programs;
4. **The General Coordinator Rights are:**
  - a) Define the way in which the activities must be carried out;



- b) Determine the conditions of exclusion of any participant whose behavior has affected the normal functioning of the Sporting Holiday Program, or has jeopardized his/her safety and/or that of other participants;
- c) To be assisted by the Team of Monitors, to ensure the goals of the Sporting Holiday Programs are achieved;
- d) Require technical staff to comply with all guidelines.

**5. The General Coordinator Duties are:**

- a) Select and coordinate the Monitors Team;
- b) Execute the financial management of the budget allocated for the realization of the Sporting Holiday Programs;
- c) Establish contact with the competent entities in the area where the activities will be carried out;
- d) Prepare the schedule of activities and monitor their execution;
- e) Ensure the implementation of the Sporting Holiday Programs, in compliance with the applicable legislation and the rules contained in the Internal Regulations;
- f) Ensure the prudent use of the equipment and the good conservation of the facilities;
- g) Ensure compliance with health, hygiene and safety standards;
- h) Establish contact with the Parents and/or Legal Representatives of Participants and provide all relevant information;
- i) Provide all the collaboration that the Portuguese Institute of Sport and Youth deems necessary;
- j) Maintain permanently available and ensure ASAE's access to the information referred to in paragraph 2, line g of article 9;
- k) Prepare a final report on the activities and accounts of the Sporting Holiday Programmes.

6. It is the responsibility of the Monitors Team to accompany the Participants during the Sporting Holiday Program, in accordance with the provisions of the respective schedule of activities;

**7. The Monitors Rights are:**

- a) Require Participants to comply with the Internal Regulations, as well as the instructions given to them;
- b) Receive instructions from the Coordinators Team on the activities to be developed.

**8. The Monitors Duties are:**

- a) Assist the Coordinators in the organization of the Summer Camp activities and carry out their instructions;
- b) Accompany the Participants during the activities, providing them with all the support and assistance they need;



- c) Ensure compliance by the Participants with health, hygiene and safety standards;
- d) Verify the suitability and conservation and safety conditions of the materials to be used by the Participants, as well as ensure the maintenance of these conditions.

**Art. 10.º**

**(Complaints & Suggestions)**

All suggestions and/or complaints regarding the operating model, or acts performed by the technical staff, must be communicated to the Coordination of Sporting Holiday Programs, which, together with the SCP Board, will solve the cases that fall within the scope of its competences.

**Art. 11.º**

**(Final Statement)**

1. This Regulation may be subject to amendments and repeals;
2. All omissions or doubts about the content of these Internal Regulations will be analyzed and dealt with by the SCP;
3. These Rules of Procedure shall enter into force on 26 April 2024;
4. The attendance of the Sporting Holiday Programs presupposes the knowledge and acceptance of these Internal Regulations.