

Internal Regulation

Summer Camps “Férias Academia” 2010

Art. 1 – General Information

1. Summer Camps “Férias Academia” are held at the premises of Academia Sporting / Puma on a full board basis;
2. Summer camps “Férias Academia” run usually for a maximum duration of 6 nights and a minimum duration of 5 nights and five days;
3. The determination of the age ranges to which Summer Camps “Férias Academia” are intended is the competence of the Board of Summer Camps “Férias Academia”, the same Board being also responsible for the terms for registration in same, minimum and maximum capacity;
4. Summer Camps “Férias Academia” at Academia Sporting / Puma are intended to all those who wish to participate in same (club members, club supporters, etc.);
5. The price for each Academia Summer Camp “Férias Academia” is € 520.00, VAT included, save when the Participant gives evidence of his capacity as Sporting member, in which case he shall benefit of a 10% discount.
6. Each Participant has the possibility to come to the Academia Sporting / Puma premises the day before the start of each Summer Camp, this is, on Sunday around 07:00 p.m., against an extra fee of € 30.00.
7. Summer Camps “Férias Academia” are supported by a human structure, comprising:
 - a. One Director;
 - b. One Coordinator;
 - c. One Team Monitor / Coach for each six participants in summer camps, of age ranges from 7 to 9 years of age;
 - d. One Team Monitor / Coach for each ten participants in summer camps, of age ranges from 10 to 12 years of age;
 - e. One Team Monitor / Coach for each eight participants in summer camps, of age ranges from 13 to 14 years of age;

Purpose

The purpose of our Summer Camps is to provide initiatives exclusively intended to children and young people with ages comprehended between 7 and 14 years of age, through an organised programme of educational, sporting or simply social-recreation nature.

Art. 2 – Registration at Summer Camp “Férias Academia”

1. The registration of the participants at Summer Camps “Férias Academia” shall be made by way of fully completing the relevant registration form, available at the administrative department or at the Sporting website, at www.sporting.pt;
2. The registration of the participants is conditioned to the payment of the price to be yearly fixed, for each Summer Camp “Férias Academia”, to be effected by check, cash or bank transfer;
3. The participation of minors of age at the Summer Camps “Férias Academia” to be held at Academia Sporting / Puma can only become effective if duly authorised by the respective legal representative (mother, father or guardian), by way of the signature of the liability agreement, included in the registration form;
4. Registrations shall be made by way of fully completing the registration form and the payment by check or bank transfer;
5. Admissions are considered on a first come first served basis. Checks received after all vacancies are filled shall be returned;
6. In case of no vacancies, participant can opt to be registered in a waiting list.

Art. 3 – Documentation

1. The Guardians or the Legal Representative of Participants are responsible for the accurate registration and delivery of the whole documentation necessary for such purpose, as well as for the delivery of true information

necessary for the integration of same at the Summer Camps “Férias Academia”;

2. At check-in, each Participant, or the relevant Legal Representative, shall deliver a declaration containing medical comments, in which should be indicated if Participant suffers of allergies or diseases, if Participant regularly or occasionally takes medicines, if Participant has specific food needs, personal injuries or if Participant needs any kind of additional care.

Art. 4 – Discontinuances, abandonments and waiting list

1. The Participant or the relevant Legal Representative can discontinue registration in the Summer Camp “Férias Academia” by way of notice addressed to the Board of Summer Camps “Férias Academia” stating his intention under the following conditions:
 - a. In the case of notices of discontinuance received before the end of the registration term, registration fee shall be returned in full;
 - b. In the case of notices of discontinuance received after the end of the registration term, or in case of no show at Summer Camps, there will be no reimbursement;
 - c. There will be no reimbursement in case of abandonment of the participant from the Summer Camp.
2. In case of discontinuance of a registered participant, the vacancy so created shall be filled, whenever possible, by the first participant staetd in the waiting list. The latter shall be contacted as soon as possible, to formalise the registration and to make the respective payment;
3. The exclusion/expulsion of a Participant on the ground of bad behaviour does not entitle the participant to the reimbursement of the amount of the registration at the Summer Camp;
4. All and any omitted cases in regard to this issue shall be analysed by the Board of Summer Camps “Férias Academia”.

Art. 5 – Participants

1. All Participants shall comply with the provisions set forth in the Internal Regulation, as well as with the instructions given to them by the Organisation or the Technical Staff;
2. **Rights** of the Participants are:
 - a) Permanent assistance by the Camp Counsellors of the Summer Camps “Férias Academia”;
 - b) Casualty insurance;
 - c) Four daily meals, well balanced and in sufficient quantity, adequate to Participants’ age and to the nature of the activity in which the Participant is taking part;
 - d) Availability of hygiene and safety conditions.
3. **Duties** of Participants are:
 - a) to comply with all instructions given by the Camp Counsellors and respective Coordinator of Summer Camps, as well as to comply with what is set out in this Internal Regulation;
 - b) to inform the Board of Summer Camps “Férias Academia” of any existing conditional situations, notably in regard to specific food needs or particular health cares to be taken into account;
 - c) to assure the material required by the Organisation of the Summer Camp;
 - d) to assure that his personal belongings are secured at all times, the Board of Summer Camps “Férias Academia” being not liable for the loss of any Participants’ personal belongings.
4. Should Participants violate the provisions set out in indent a) of the preceding no. 3, notably, by jeopardising the normal operation of Summer Camps or by putting in question the safety of same or of the other Participants, the Board of Summer Camps “Férias Academia” reserves the right to expulse the violating Participant, after carrying out the previous and

necessary diligences for such purpose by the respective Legal Representatives.

Art. 6 – Authorisation and liability of the Legal Representative of the Participant

1. The execution of the Liability Agreement by the Legal Representative implies the unconditional acceptance of this regulation and of the activities programme of Summer Camps “Férias Academia”;
2. It is the responsibility of the Legal Representative to bring the Participant to the meeting point at the beginning of the activities period and to pick him up at the end of that period;
3. The Legal Representative of the Participant is responsible for the information contained in the medical comments form, notably by those set out in article 3 (2) of this Regulation;
4. Sporting SAD undertakes no responsibility for any injury or damage occurred with the travel of the Participants and Legal Representatives to Academia Sporting / Puma, the place of realisation of Summer Camps “Férias Academia”, or during their return home.

Art. 7 – Activities

1. The Coordination of Summer Camps “Férias Academia” is responsible for the activities plan determining the type of activities to be carried out, the age range to which the activities are intended and the date of realisation of same;
2. The fact that Sporting SAD is the organising and promotion entity of the activities carried out at Summer Camps does not prevent that, occasionally, partnerships are created or cooperation with other companies or entities is requested;
3. The activities carried out at Summer Camps “Férias Academia” are framed within the following areas:
 - a) Sporting areas;

- b) Social and Entertainment areas;
 - c) Group Dynamics areas;
 - d) Cultural areas;
 - e) Others of general interest for young people.
4. All activities carried out at the Summer Camps “Férias Academia” have a mainly formation component in the different areas and they can accumulate social and entertainment aspects with apprenticeship and development of tasks;
 5. Participants shall have access to all activities in accordance with their interests, save for personal, technical, meteorological reasons or indication of their respective Guardians.
 6. Participants are divided into age groups / range. Each group has leaders / coaches with specific football training qualification and formation and tuition of children and young people;
 7. The Board of Summer Camps “Férias Academia” reserves the right to cancel the activities in exceptional cases or in events of force majeure, such as, fires, acts of God or other absolutely unpredictable circumstances.

Art. 8 – Rights and Duties of the Organising and Promotion Entity – Sporting SAD

1. **Rights** of Sporting SAD are:
 - a) To define the activities plan;
 - b) To define the places for the realisation of the proposed activities;
 - c) To choose the whole technical team of Summer Camps “Férias Academia: Director, Coordinator, Coaches, Monitors / Leaders;
 - d) To require from Participants the fulfilment of the Internal Regulation and of the instructions given by the Technical Staff;
 - e) To be informed by the Legal Representatives of the Participants, in writing, on any existing conditional situations, notably in regard to specific food needs or particular health cares to be taken into account;

f) To require from the Coordinator, Leaders and other Technical Staff the fulfilment of their legal and regulatory obligations.

2. **Duties** of Sporting SAD are:

- a) To follow the Activities Plan;
- b) To assure the permanent supervision of the Participants;
- c) To make available to all Participants four daily meals, different and of quality and in quantities adequate to the age of the Participants and the nature and duration of the activities;
- d) To give previous knowledge to all competent entities (police, health public delegates and firemen), in advance of at least forty eight hours of the realisation of the Summer Camps “Férias Academia”, respective location and schedule;
- e) To process the information provided by the Legal Representatives of the Participants, in due respect of the laws in force relating to personal data protection;
- f) To contract a casualty insurance for all Participants and Technical Team (Coaches / Leaders / Monitors);
- g) To keep updated, for the duration of the Summer Camps, a file containing:
 - Activities Plan;
 - Pedagogical and Animation Plan;
 - Internal Regulation;
 - Contacts of the Organising Entity;
 - Contacts of the following public entities: police, health centre, hospital, firemen of the area where Summer Camps are to be held;
 - Registration forms of all Participants, including the contacts of the respective Legal Representatives;
 - Individual sanitary file;
- h) To keep a Book intended to the formulation of comments and complaints on the quality of the services and on the way how such services have been provided.

Art. 9 – Rights and Duties of the Coordinator and Leaders

Coordinator

1. The Coordinator is responsible for the operation of the Summer Camps, being attributed to him the technical, pedagogical and administrative supervision of the camps' activities;
2. **Rights** of the Coordinator are:
 - a) To define how the activities are to be performed;
 - b) To determine the conditions of exclusion of any Participant whose behaviour has affected the normal operation of the Summer Camp, or has put in question the respective safety and the safety of the other Participants;
 - c) To be assisted by leaders, in view to the prosecution of the objectives of Summer Camps;
 - d) To require from the Technical Staff the fulfilment of his instructions.
3. **Duties** of the Coordinator are:
 - a) To cooperate in the selection of monitors / leaders;
 - b) To carry out the financial management of the budget attributed for the realisation of Summer Camps;
 - c) To coordinate the activity of the technical team;
 - d) To establish contact with health, police and civil protection entities of the area where activities shall take place;
 - e) To issue the activities plan and to follow up the respective performance;
 - f) To assure the realisation of Summer Camps, in obedience to the applicable legislation and to the norms set out in the Internal Regulation;
 - g) To care for the prudent use of the equipments and for the good maintenance of the premises;
 - h) To guarantee the fulfilment of health, hygiene and safety norms;
 - i) To establish contact with the Legal Representative of the Participant and to make available all pertinent information;
 - j) To give all collaboration deemed necessary by the Portuguese Institute of Youth;

- k) To issue a final report on the activities and accounts of Summer Camps to be submitted to the Board of Summer Camps “Férias Academia”.

Leaders

1. Leaders shall accompany the Participants during the Summer Camp, according to what is foreseen in the respective activities plan.
2. **Rights** of Leaders are:
 - a) to require from Participants the fulfilment of the Internal Regulation, as well as of the instructions given to them;
 - b) to receive instructions from the Coordinator on the activities to be carried out.
3. **Duties** of Leaders are:
 - a) To assist the Coordinator in the organisation of the activities of the Summer Camp and to execute his instructions;
 - b) To accompany the Participants during the activities, giving them the support and help they need;
 - c) To fulfil and to assure the fulfilment, by the Participants, of health, hygiene and safety norms;
 - d) To verify the adequacy and the conditions of maintenance and safety of the materials to be used by the Participants, as well as to care for the maintenance of those conditions.

Art. 10 Complaints Book

1. The organising entities of Summer Camps shall keep a Complaints Book intended to the formulation of comments and complaints on the quality of the services and the way how the same are provided, on the state and outlook of premises and equipments;
2. Complaints Books shall compulsory and immediately be made available to anyone asking for same;
3. A duplicate of the complaint shall be delivered to the complainant, and another duplicate shall be forwarded by the organising entity to the Portuguese Institute of Youth within the term of five days;

4. Knowledge of the existence of the Complaints Books shall be given by way of an advertisement affixed on a well visible place;
5. The Complaints Book is printed and supplied by the Portuguese Institute of Youth.

Art. 11 Final Provisions

Omitted Cases

All omitted cases or doubts on the contents of this Internal Regulation shall be analysed and treated by the Board of Summer Camps “Férias Academia”.