

## **PROGRAMME BASIC RULES**

*Note. In this document, unless otherwise specified, National Association (NA) includes Promotional Association (PA).*

### **PART I. PRINCIPLES AND DEFINITIONS**

All CISV programmes, and activities held within the programmes, must be developed and conducted in line with the CISV Mission Statement and policies and procedures of CISV International.

Each CISV programme is designed to play a distinct role in achieving our educational purpose. It is important that we seek globally to promote, host and participate in all CISV programmes.

#### **SECTION 1 AUTHORITY & PURPOSE**

This document lists the basic rules of the programmes of CISV International. NAs are free to adopt stricter or additional standards for their own Chapters and members NAs may not impose stricter or additional requirements upon any other NA. However, in the event that national/local laws of a host NA require stricter standards, those standards will apply to anyone attending a programme in that NA. Any stricter standards that affect participants must be communicated in advance to participating NAs.

In the event of a conflict between any CISV Programme Basic Rules and national/local law, it is the responsibility of the NA to inform itself regarding the law and to contact CISV International in order to discuss any implications this may have.

CISV International programmes, and activities held within the programmes, shall be conducted in the manner approved by CISV International, as reflected in the appropriate CISV International Programme Guides and training and educational materials. All policy statements and Programme Guides containing additional rules for each programme, must also be followed. If there are any differences between this document (C-03 Programme Basic Rules) and the Programme Guides (please notify CISV International), this document is the authority.

It is the responsibility of each NA to ensure that all Chapters comply with these basic rules. NAs/Chapters are responsible for organizing the practical aspects of the programme and ensuring that all health and safety and risk management issues are addressed.

Violation of these rules may result in complaints and sanctions against the responsible NA, as described in Info File R-11 Complaint and Sanction Procedure.

#### **SECTION 2 DEFINITIONS**

The following definitions shall apply throughout this policy, and only this policy:

- Programme:** The overall structure of group activities, which is designed to achieve CISV's educational goals. Programme can mean the programme type listed in section 3 immediately below or the individual programme within the type (e.g. V-2008-003 BRA which was Village reference number 3, held in Brazil in 2008).
- Camp:** Camp includes all camp-based programmes (Village, Seminar Camp, Step Up, Youth Meeting and IPP).
- Project:** Term used for an individual Mosaic or IPP.
- Activity** An individual educational activity (e.g. game, simulation, seminar) that takes place within a CISV programme/project or within an NA, Chapter and/or Junior Branch (for the definition of Junior Branch, please see Info File O-15)

Campsite:	Campsite includes any facility used for overnight accommodation in connection with any CISV programme. It also includes facilities used for non-residential activities and projects, which might include Mosaic projects or special events.
Leaders:	Leaders includes all adult leaders in all programmes. Interchange junior leaders and Village Junior Counsellors are considered leaders.
Staff:	Adult staff members and junior staff members of all programmes.
Participants:	Participants includes every person invited to attend any CISV programme who is not a leader or staff.
Host Family:	Host Family means any household where CISV participants or leaders stay overnight in connection with their attendance at a CISV programme.

### **SECTION 3 OFFICIAL PROGRAMMES**

The official educational programmes of CISV International are:

- 1) Village
- 2) Interchange
- 3) Step Up
- 4) Seminar Camp
- 5) Mosaic
- 6) Youth Meeting
- 7) International People's Project

All NAs must regularly participate in and host each official programme. All PAs should participate in and host programmes as outlined in Info File C-16 Explanation of CISV International Categories of Association Membership.

## **PART II. GENERAL RULES APPLYING TO ALL PROGRAMMES**

### **SECTION 1 AGE REQUIREMENTS**

The rules for staff/leader age apply to all programmes.

#### **1.1 Staff**

Staff must be the proper age on the first day of the programme.

- All adult staff must be at least 21 years old.
- Specific staff age requirements are listed under the relevant programme.

#### **1.2 Leaders**

Leaders must be the proper age on the day of departure for the programme.

- All adult leaders must be at least 21 years old.
- Specific leader age requirements are listed under the relevant programme.

#### **1.3 Participants**

Participants must be the age specified by the programme (see below) and the invitation. Participants must be the proper age in the general programme period, in the year in which the programme is hosted, specifically:

- a) some day between 1 June and 31 August for programmes hosted during that period; or
- b) some day between 1 November and 31 January for programmes hosted during that period; or
- c) some day between 1 March and 31 May for programmes hosted during that period

Sub-sections (a), (b) and (c) apply to all programmes, except Mosaic.

## **SECTION 2 GENDER**

Where specified in the rules of the programme (see below) or invitation, the staff, leaders and participants must be the correct gender.

## **SECTION 3 CAMP SIZE**

Camp size will be as specified in the specific programme sections below. Any exceptions must be cleared with the Educational Programmes Committee.

## **SECTION 4 CAMP SITES AND NUTRITION**

**4.1** All camp sites and host family homes must provide clean, safe and healthy environment for CISV leaders and participants. Camp facilities must meet all local legal requirements and CISV International standards set out in the Programme Guides.

**4.2** NAs must make every effort to provide a varied, nutritious and healthy diet that respects the specific dietary requirements of all cultures and individuals present. Three meals and appropriate snacks must be provided and covered by the host NA's hosting budget.

## **SECTION 5 ADMINISTRATION**

### **5.1 Finance**

CISV International shall publish a schedule of all fees, costs, late payment penalties and billing dates. Any credit or payment of host fees to host NAs will be made prior to the start of the programme even if CISV International has not yet received payment from all NAs invited to attend that particular programme, provided that the respective host NA is in good standing with CISV International.

### **5.2 Invitations**

All invitations to attend CISV programmes must follow procedures established by CISV International and the International Office. No NA may directly invite any individual or Chapter in any other NA, except as permitted by the procedures set by CISV International

Invitations must be accepted or declined within deadlines stated in the Programme Guides. Every NA is free to decline any programme invitation but shall, upon request, provide written reasons for its decision.

Every programme must have participants from the host NA.

### **5.3 Cancellation and Penalty Fees**

Penalty fees may apply to date changes and programme cancellations by hosts as well as late cancellation of invitations by participating Associations. Refer to Info File C-11 Programme Cancellation and Penalty Fees.

### **5.4 Pre-Camp Information**

Pre-Camp Information must be clear, complete and also contain visa requirements, if any. The first and second Pre-Camp must be sent out to the participating NAs in accordance with the relevant Programme Guide. A copy of each Pre-Camp must be sent to the International Office.

### **5.5 Programme Reporting Forms**

Host NAs are responsible for the completion and forwarding to the CISV International Office of official programme reporting forms required by CISV International (including Programme Director's Planning and Evaluation Forms, Address Lists and relevant Incident Report Forms).

### **5.6 Registration on myCISV**

Everyone who participates in a CISV International programme (participants, leaders and staff) must register on myCISV and claim participation in their programme.

## **SECTION 6 SELECTION**

### **6.1 Selection Principles**

NAs are responsible for the selection and placement of their participants according to the invitations received.

NAs are required to follow these CISV International guidelines and ensure that their selected staff, leaders, participants and host families know and comply with these guidelines:

- (1) Info File R-05 International Guidelines on Discrimination
- (2) Info File R-06 Selection for Persons with Programme Responsibility
- (3) Info File R-07 Behaviour Policy
- (4) Steps for selection specified in the Programme Guides
- (5) A police record check, unless local law forbids it

## **6.2 Repeat Participation**

Unless specified otherwise in the specific programme rules (see below), as long as they are qualified, individuals may be participants in more than one of the same programme.

## **SECTION 7 ORIENTATION AND TRAINING**

All staff and leaders must receive appropriate orientation and leadership training as specified in CISV International policies and guides.

All participants and their families must receive orientation for the programme in which they will be participating, as specified in the Programme Guides.

## **SECTION 8 HEALTH, LEGAL & INSURANCE REQUIREMENTS**

**8.1** Before attending a CISV International programme, every staff, leader and participant must have completed any and all forms as required by CISV International and carry them to the programme.

**8.2** As of 2016, travel-medical insurance is provided for all participants, staff and leaders in international programmes (except Mosaic). However, individuals are responsible for obtaining insurance for any personal travel not covered by the CISV International travel-medical insurance.

**8.3** The host NA is responsible for the completion and forwarding to CISV International of any incident reports as required. Anyone may submit a CISV Incident Report Form when appropriate.

## **SECTION 9 TRAVEL**

Hosting Chapters may be asked to provide free hospitality for early arriving/late departing staff, participants and leaders up to a maximum of two nights if travel arrangements make it necessary. Staff, participants and leaders will be responsible for their own accommodation expenses for additional nights.

## **SECTION 10 EVALUATION**

Evaluation is an essential part of all CISV's educational programmes. All staff, leaders and participants must comply with CISV International requirements for evaluation and review.

## **PART III BASIC RULES FOR SPECIFIC PROGRAMMES**

### **SECTION 1 VILLAGE**

#### **Delegation selection:**

- Village delegates must be 11 years old.
- All delegations must consist of 2 boys and 2 girls and 1 adult leader.
- An individual may only be a participant once in a Village.

#### **Junior Counsellor selection:**

- Junior counsellors must be 16 or 17 years old.
- Junior counsellors must be the gender specified by the programme invitation.
- An individual may only be a Junior Counsellor once in a Village.
- There is a maximum of 6 Junior Counsellors in a Village.

#### **Staff selection:**

- There must be a minimum of 4 staff members in a Village.
- At least 1 member of the staff of every Village must be at least 25 years old.

- Where there are 4 or more adult staff members, there may be 1 junior staff from the hosting NA. Junior staff in a Village must be at least 19 years old.

**Camp size:**

A Village must have a minimum of 10 and a maximum of 12 delegations, and a maximum of 6 Junior Counsellors, plus staff.

**Duration:**

The length of the Village is 28 days, including arrival, pre-planning and departure. All participants must be present for the duration of the Village. During the first two days, participants stay in host families while leaders prepare for the Village.

**Special Costs:**

Adult leaders, Junior Counsellors and staff cannot be charged for family weekends arranged by the hosting Chapter. These costs must be included in the Village budget.

**Travel:**

All participants attending a Village shall travel directly to the hosting Chapter with no overnight stay on the way except where travelling arrangements require.

**SECTION 2 INTERCHANGE**

**Delegation selection:**

- Interchanges may be hosted for the following age ranges:
  - (A) 12 - 13 years;
  - (B) 13 - 14 years; or,
  - (C) 14 - 15 years.
- An Interchange can be done with a minimum of 6 participants + 1 leader and a maximum of 12 participants. If there are 8 participants or more, it is mandatory to have either 2 leaders or 1 leader and 1 junior leader from each NA. This rule applies for all age groups.

In two-year Interchanges, age qualification is determined in the first year of the Interchange.

- The age range will be specified in the invitation.
- The delegation size and participant gender balance must be what is agreed in the Final Agreement Form.

**Leader selection:**

- Interchange leaders must be the gender agreed in the Final Agreement Form.
- Interchange junior leaders must be at least 18 years old and it is recommended that there be at least four years between the participant age and the age of the junior leader.
- If there are 8 participants or more, it is mandatory to have either 2 leaders or 1 leader and 1 junior leader from each NA.

**Costs for leaders:**

When an additional leader or junior leader is required (due to delegation size of 8 - 12), his/her travel should be covered in the same manner as that of the adult leader, i.e. they are covered by the delegation.

If the role of additional leader or junior leader is optional, (for delegations of 6 - 7) then the travel expenses are covered in accordance with the home Chapter's policies.

During the hosting phase, the programme costs of the leaders and the junior leaders are paid for by the hosting families except for out-of-pocket expenses such as souvenirs, occasional snacks, items of a personal nature and telephone calls to home.

**Duration:**

Each phase can be 2 to 4 weeks. Phases can be consecutive, or have up to one year between them. Interchange leaders and participants must attend and participate in all planned activities during the Interchange. All participants must be present for the duration of the Interchange.

**Preparation:**

Communication between partner Chapters must be initiated by 1 November for all Interchanges starting in the following year.

**Travel:**

All participants attending an Interchange shall travel directly to the hosting Chapter with no overnight stay on the way except where travelling arrangements require.

**SECTION 3 STEP UP**

**Delegation selection:**

- Step Ups may be hosted for the following ages:  
14 years; or,  
15 years.
- The age will be specified in the invitation.
- Delegations are 4 participants (2 male, 2 female) plus 1 adult leader.

**Staff selection:**

- At least one member of every Step Up staff shall have prior experience as a Step Up leader.
- At least one member of the staff of every Step Up must be at least 25 years old.
- Where there are three or more adult staff members, there may be one junior staff from the hosting NA. A junior staff in a Step Up must be at least 19 years old, and it is recommended that there be at least five years between the participant age and the age of the junior staff.
- Should a camp have kitchen staff, it is recommended that the kitchen staff be at least three years older than the participants.

**Duration:**

The length of the Step Up is 23 days, including arrival, pre-planning and departure. All participants must be present for the duration of the Step Up. During the first two days, participants stay in host families while leaders prepare for the Step Up.

**Camp size:**

36 participants (nine delegations of four), with one adult leader per delegation, plus staff.

**Travel:**

All participants attending a Step Up shall travel directly to the hosting Chapter with no overnight stay on the way except where travelling arrangements require.

**SECTION 4 SEMINAR CAMP**

**Participant selection:**

- Participants must be 17 or 18 years old.
- Participants can be 19 years old if coming from countries identified and approved by CISV International.
- An individual may only be a participant once in a Seminar Camp.
- Participants must be the gender specified by the programme invitation.

**Staff selection:**

- The number of staff members can range from 4 to 6. The ratio between staff and participants should always be at least 1:6.
- At least 1 member of the staff of every Seminar Camp Up must be at least 25 years old.
- No junior staff are allowed in Seminar Camps.

**Camp size:**

The number of participants may be either 24 or 30, with not more than 4 participants coming from the same National Association.

**Duration:**

The length of the Seminar Camp is 21 days including arrival and departure. All participants must be present for the duration of the Seminar Camp.

## **SECTION 5 YOUTH MEETING**

### **Delegation/Participant Selection:**

- Youth Meetings may be hosted for the following ages:
  - (1) 12-13 years;
  - (2) 14-15 years;
  - (3) 16-18 years; or,
  - (4) 19 years old or above
- The age range will be specified in the invitation.
- Participants from 12 to 15 years must travel as a delegation with an adult leader.
- Delegations must have 6 participants plus an adult leader for the age groups 12-13 and 14-15.
- Invitations for Youth Meetings for ages 16 and above are issued individually, with not more than 4 participants coming from the same NA.
- Participants aged 16 and above can travel alone.

### **Staff selection:**

- The number of staff can range from 3 to 5.
- At least 1 staff member must be at least 25 years old.
- Where there are 3 or more adult staff members, there may be 1 junior staff from the hosting NA. Junior staff in a Youth Meeting must be at least 19 years old.

### **Camp size:**

- 30 participants (5 delegations of 6) with one adult leader per delegation) plus staff in Youth Meetings for ages 12-15
- 25 participants plus staff in Youth Meetings for ages 16 or above.

### **Duration:**

- The length of the Youth Meeting must be either 8 or 15 days including arrival and departure.
- The duration will be specified in the invitation.

## **SECTION 6 INTERNATIONAL PEOPLE'S PROJECT (IPP)**

### **Participant selection:**

- Participants must be aged 19 or above

### **Staff selection:**

- The number of staff members can range from 3 to 6.
- At least 1 staff member must be 25 years old.
- Where there are three 3 or more staff members, there may be 1 junior staff from the hosting NA. Junior staff in an IPP must be at least 19 years old.

### **Camp size:**

The number of participants may be 15 - 25 participants, with no more than 4 participants coming from the same NA.

### **Duration:**

14 - 23 days. All participants must be present for the duration of the IPP.

## **SECTION 7 MOSAIC**

### **Participant selection:**

- Mosaic participants may include all ages.
- A Mosaic participant is someone who participates in the complete educational process as described in the project proposal and whom the project objectives are designed to target.

**Staff Selection:**

- Every Mosaic project must have a Project Coordinator and staff
- Though the general rule for adult staff in CISV is that they must be at least 21 years old, for Mosaic projects, they can be 18 or above, only if national/local law allows it.

**Duration:**

Various. All participants must be present for the duration of the Mosaic.

## **PART IV      OTHER CISV ACTIVITIES AND EVENTS**

Unless and until specific rules are established, events such as Junior Branch activities and Training Workshops will follow the general programme rules contained in PART II above, with the necessary adaptations.