



# PROGRAMMES D'ÉCHANGE D'AMITIÉ DU SPORT DU CANADA

CANADA SPORTS  
FRIENDSHIP EXCHANGE PROGRAMS

## RECIPROCAL CULTURAL EXCHANGES FOR YOUTH BETWEEN THE AGES OF 12-17

Sports and non-sport groups  
Youth Exchanges Canada Sports and Group Program

Transportation Costs are paid for by the CSFEP through the Department of Canadian Heritage of the Federal Government

Phone (514) 482-7108  
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Toll Free 1-866-73CSFEP  
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With the participation of the  
Department of Canadian Heritage

Canada



# PROGRAMMES D'ÉCHANGE D'AMITIÉ DU SPORT DU CANADA

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**CANADA SPORTS**  
FRIENDSHIP EXCHANGE PROGRAMS

## APPLICATION FORM AND GUIDE

### Youth Exchanges Canada Sports and Group Program

5555 Westminster, Suite 209 Montreal (Quebec) Canada H4W 2J2  
Tel.: (514) 482-7108 Fax (514) 482-1605, Toll Free (1-866-73CSFEP), e-mail: [info@csfep.com](mailto:info@csfep.com)

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## **THE CANADA SPORTS FRIENDSHIP EXCHANGE PROGRAMS (CSFEP) CULTURAL EXCHANGE DIRECTIVES AND CONDITIONS FOR PARTICIPATION**

The Canada Sports Friendship Exchange Programs (CSFEP) is a not-for-profit organization and although CSFEP is not an agency of the Federal Government, it is one of Exchanges Canada's Program delivery agents. As a group of volunteers, we are pleased to inform all teams, school groups and parents making application to participate in the Youth Exchanges Canada Sports and Group Program that due to a contribution from Exchanges Canada, the generosity of public and corporate donations, we are able to organize reciprocal cultural exchanges between Francophone and Anglophone boys and girls teams or groups from different provinces across Canada. **All participants are billeted on a one-to-one basis.**

**Applications to the CSFEP are for school groups and sport teams in single letter categories only (house league).** This program is a group reciprocal home-stay exchange intended for Canadians between the ages of **12 to 17**. **Participants must not be younger than 12 and not older than 17 at the time of visiting and hosting.** Groups, formed of a **maximum of 25 participants can be school related, sport teams or youth affiliated with a recognized community organization.** **The exchange is for a period of 5 to 7 days including travel days. The exchange must be a minimum of 5 days excluding travel days.** Exchanges involving more than two communities could be considered where each group would have the opportunity to discover a different community. As well, camp stay arrangements could be an alternative for groups involved in outdoor activities.

### **COSTS**

**Budget permitting**, Air, train or bus - return transportation costs between exchange destinations for groups are covered by the Government of Canada through CSFEP Youth Exchanges Canada. Return travel costs of all participants and eligible organizers (with one organizer for a group of 10 or fewer participants; two organizers for a group of 11 to 20 participants, and three organizers for a group of 21 to 25 participants) including airport improvement fees.

- Return ground transportation between community and the point of departure or arrival (airport transfers).

Exchange groups cover local transportation and other expenses when hosting the twin group.

**Please note that the mode of transportation and itinerary are determined by CSFEP based on distance and budget.**

**For teams or groups making application to participate in the CSFEP, the organizer for that team or group must make copies of this document for all their players and their parents' information, approval and confirmation.**

A **tentative daily itinerary** (5 - 7 days) of hosting activities from all teams or groups outlining their area-historical hi-lites or geographical landmarks must accompany application (itineraries may be altered after team has been selected).

**Under no circumstance will host teams be permitted to include in their host itineraries trips from Canadian border towns to the United States. These are Canada Cultural Exchanges between and for Canadian youth to learn about each other and their country.**

The following are important reminders to all team or group organizers wishing their team to participate:

- Your application is sent in ASAP, so that a matching team can be found in another province in Canada to comply with your team application, preferred hosting and visiting dates if possible.
- The participation in the CSFEP of your players or students is an educational and cultural broadening opportunity.
- **Non-competitive** friendly and fun games will be played between cultural exchange partners.
- All participants(players, parents & organizers) are informed and fully understand what the principals, aims and goals of the cultural exchange are.

## **IMPORTANT INFORMATION FOR HOSTING ORGANIZERS**

### **WHEN GROUPS VISIT YOUR AREA, IT IS IMPERATIVE THAT THE PARTICIPANTS DO NOT PAY OUT OF POCKET EXPENSES FOR MEALS, ENTRANCE FEES TO SITES, ETC....**

All participants and their parents must understand and agree that their child may be billeted in a home with an exchange partner and may speak only one or the other two official languages of Canada and who may come from various ethnic cultural backgrounds other than their own for the purpose of creating better understanding, respect, educational and cultural broadening and a unique opportunity to establish new friends in another part of Canada.

### **THAT PARTICIPANTS, ORGANIZERS/SUPERVISORS FULLY UNDERSTAND THAT THEY ARE NOT COMPETING IN A TOURNAMENT OR A MUST WIN SITUATION. AND THE PRIORITY OF THE CSFEP IS PROVIDING OUR CANADIAN YOUTH WITH A CULTURAL EXCHANGE EXPERIENCE, NOT A WIN AT ALL COST SCENARIO.**

***IN ORDER FOR A HOCKEY TEAM TO BE ACCEPTED IN THIS PROGRAM FOR PARTICIPATION, AN ATTESTATION WILL BE REQUIRED STATING THAT THE TEAM IS A SINGLE LETTER (I.E. "A" TEAM) THEY ARE A RECREATIONAL AND/OR HOUSE LEAGUE TEAM, OTHERWISE THEIR APPLICATION WILL BE BECOME NUL AND VOID.***

### **SPECIAL NOTE**

**A registration fee of \$635. per team/group will be required to process the application. In the event that an exchange does not take place because of the CSFEP not finding a proper match, this registration fee will be reimbursed in full. However, if a team or group cancels an exchange that has been approved and matched, the CSFEP will retain the full registration fee for administration costs – In addition, should a group/team decide to pull out while the CSFEP is actively searching for a match, then 50% of the registration fee will be retained by the CSFEP.**

**Please note that once your application has been approved and matched, a \$100.00 deposit is required questionnaires, and will be refunded in full once we at the CSFEP receive the completed questionnaires in our offices after the exchange is completed.**

### **ORGANIZING A FUNDRAISING EVENT**

Organizers and participants will need to raise funds to help defray the cost of activities in host community, local transportation, as well as group registration fees. The CSFEP can provide you with information on the **TREE PLANT FUNDRAISING PROJECT.**

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**Please cut off, sign and send to the CSFEP office with application form**

## **TEAM VERIFICATION FORM**

This is to certify that as organizer of the Sports or Youth Group Program, I have made copies of this document for my players, students and their parents and that we have each read and agree to abide by all participating conditions and therefore have completed an application for our participation in the CSFEP.

Name of Organizer: \_\_\_\_\_

Signature of Organizer \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_ 200\_\_

### **NOTE: PLEASE MAKE SURE THAT ALL PARENTS RECEIVE THESE GUIDELINES**

**Canada Sports Friendship Exchange Programs  
5555 Westminster – Suite 209  
Montreal, Quebec H4W 2J2  
Tel: 514-482-7108 – Fax: 514-482-1605 – Toll Free: 1-866-73CSFEP  
e-mail: info@csfep.com**

## **SPECIAL MEASURES**

Certain measures have been adopted to encourage all Canadian youth to participate in the **Youth Exchanges Canada Sports Friendship Program**. Special consideration will be given to groups that include youth from low- income families, aboriginal youth, and youth with disabilities and youth from rural or isolated areas. The staff at the CSFEP will assist you in finding the best way to meet the particular needs of your group. Where local community resources are not available, additional support may be requested to ensure accessibility. A **CSFEP** staff assistant will evaluate the needs and resources on a case-by-case basis.

The Program encourages the participation of the following groups:

### **Youth from Low-Income Families**

A person who lives in a household earning less than the Low Income Cutoff as defined by Statistics Canada is considered to be from a low-income household.

### **Aboriginal Youth**

An aboriginal is a member of a First Nation, a Métis or an Inuit.

### **Youth with Disabilities**

A person with disabilities is defined as a person with a long-term physical condition, mental condition, or health problem who is limited with respect to functions in the home, in school, or other activities (e.g. leisure activities, transportation to and from work) Statistics Canada, 1996.

### **Youth from Rural or Isolated Areas**

A person who lives in a community with a population less than 10,000.

## **HOW TO SUBMIT AN APPLICATION**

Send a completed **Application Form** and letter of approval from your organization (i.e. school board principal, sports organization, head of your community organization) to the **Canada Sports Friendship Exchange Programs (CSFEP)**.

## **ARE YOU ELIGIBLE?**

Yes, if you meet the following conditions:

- The exchange involves teams or groups of 10 to 25 participants from a different province or territory.  
The Program pays the transportation costs for organizers based on the following ratio: Groups of 10 or fewer youth – one organizer; 11 to 20 youth – two organizers; 21 to 25 youth – three organizers.
- Participants are from a school group, sports team or youth group who belong to a recognized community organization.
- The participants are between 12 and 17 years of age and are Canadian citizens or permanent residents.
- Participants are twinned with a youth approximately their own age. Their families act as hosts during the exchange. (camp stay also possible)
- The exchange is carefully organized including activities **before, during** and **after** the exchange that addresses Youth Exchanges Canada Sports and Group Program objectives.
- The group organizes fundraising events to cover the cost of activities and local transportation when hosting the twin group.
- The exchanges last at least five days, excluding travel time.
- A tentative itinerary (6 or 7 days) of hosting activities from all teams or groups outlining their area-historical highlights or geographical landmarks must accompany the Exchange Application Form.
- All travel and hosting activities must take place within Canada.

## **ROLES AND RESPONSIBILITIES**

### **ORGANIZERS**

- Submit the completed Application form.

Fully organize the exchange experience, including activities before, during and after exchange, in keeping with **Youth Exchanges Canada Sports and Group Program** objectives.

### **After Approval**

- Raise awareness of the exchange with parents and throughout the community using information sessions, letters, and local media.
- Take appropriate measures to ensure participants' security; conduct the mandatory screening of host families; make sure that members of the group are adequately insured; make note of any medical conditions among group members.
- Organize fundraising activities and establish partnerships with sponsors. We encourage our unique **Tree Plant Fundraising Project**, which will be sent to you upon request. In the spirit of unity, we suggest trees be planted in each twin's province as a reminder of their visit to that part of Canada.
- Return the required Exchange Project form as well as any other required documents to the address indicated, six to eight weeks before the exchange
- **CSFEP – 5555 Westminster, Suite 209, Montreal, Quebec H4W 2J2**

### **During the Exchange:**

- Keep all airline, train or bus tickets for safe keeping until your return.
- Take responsibility for the group at all times while staying in the host community.
- Take responsibility for hosting of the twin group along with parents.

### **After the Exchange:**

- Ensure all evaluation forms are completed and returned to the address indicated.
- Encourage youth to share the experience with other groups.
- Encourage continued interaction between the groups in order to promote lasting links among participants.

## YOUTH PARTICIPANTS

- Take an active role in all the exchange experience: planning and preparing the exchange, organizing activities while hosting the twinned group, and taking part in post-exchange activities including the evaluation.

## OTHER IMPORTANT POLICIES:

- During each exchange, the Program requires all team/group participants to attend a Drug & Alcohol and Teenage Peer Pressure and Crime Prevention lecture conducted by the RCMP when ever possible. The organizer will be given the name of an RCMP officer in his/her area to determine a time and place to conduct their lecture to comply with host itinerary. **Any participants in the exchange found using drugs or having them in their possession or in their equipment will immediately be expelled from further participation in the program and sent home at their own expense.**

## PARENTS

Previous years experience has shown that some parents may also like to benefit from cultural exchanges. We therefore recommend that selected groups contact each other to inquire as to how many parents may be accompanying the group and make arrangements in cooperation with CSFEP for special rates for travel. However, it must be clearly understood that visiting parents under no circumstances will be allowed to interfere with the host itinerary and/or the host family.

- In the event that some parents decide to accompany their child's group to benefit from a cultural exchange experience, they must first acquire permission from their child's coach or organizer who will inform the **CSFEP**.
- We also encourage the host parents to welcome their parent visitors and arrange to meet with the visiting parents, have coffee together to exchange cultural information about each other, their community and their children which could make the exchange between their kids more enjoyable and establish parental friendships as well.
- If the mode of transportation is bus and there is ample room for parents, they may travel with the group.

## CSFEP WILL:

- Evaluate group applications
- Facilitate the twinning of groups
- Coordinate travel between the twinned communities
- Support the organizers by answering their questions, helping them solve problems, providing documentation and orientation sessions when appropriate.



## AGREEMENT OF SPORTS OR YOUTH GROUP PROGRAM

In submitting this application, the Team or Youth understands, acknowledges and agrees that, upon application approval and in consideration of the funding provided through the Canada Sports Friendship Exchange Programs, the Team or Youth Group will assume sole responsibility for:

- Planning and carrying out all aspects of pre-travel orientation of participants, their parents and all others involved in the exchange, as well as all aspects of post-travel follow-up;
- Fully informing parents and obtaining parental consent for all aspects of the exchange as applicable;
- Ensuring the safety and security of all participants, group organizers and anyone else involved in the exchange;
- Establishing and conducting safety procedures and information sessions for group organizers, participants, parents and anyone else involved in the exchange; and
- Ensuring appropriate, safe and secure home-stays or alternate accommodations for visiting exchange participants, and for participants' safety and security throughout the exchange.
- The Team or Youth Group shall fully indemnify and hold harmless CSFEP and/or its Board of Directors and Exchanges Canada against any and all claims for loss, damage or injury of whatever kind or nature in any way associated with or arising out of participation in the exchange by the Team or Youth group or its authorized employees, agents, organizers, participants, parents or anyone else. The Team or Youth Group further acknowledges and agrees that neither it, nor its authorized employees, agents, organizers, participants, parents or anyone else is or shall become an agent of CSFEP. The Team or Youth Group shall maintain at all times adequate public liability and property insurance coverage and shall provide CSFEP with proof of such coverage, which shall name CSFEP as additional insured.

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Signature of Authorized Representative  
Of the Team or Youth Group Program

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Date

## AGREEMENT OF GROUP ORGANIZER

In consideration for funding by Canada Sports Friendship Exchange Programs, the undersigned acknowledges, agrees, warrants and represents:

That I am a fully authorized agent and representative of the Sports or Youth Group Program and I am submitting the enclosed application and the fully informed knowledge, consent and approval of the Sports or Youth Group Program.

That I will comply with all the responsibilities of the Sports or Youth Group Program as set out in the agreement of the Sports or Youth Group Program which are repeated and adopted by the undersigned.

**In particular, without restricting the generality of the foregoing, that I, as an agent of the Sports or Youth Group Program am responsible at all times for the safety and security of all participants or anyone else involved in the exchange.**

**That although I will receive and use the Organizer's Directives for CSFEP and although I may call on the CSFEP and ask questions or request assistance as needed, that I am still responsible for organizing all aspects of the exchange and for ensuring the safety and security of all participants or anyone else involved in the exchange.**

That all travel arrangements between exchange locations will be made through CSFEP.

That I will ensure CSFEP is kept fully informed of all aspects of the exchange and that I will provide to the CSFEP, whether or not specifically requested, any and all relevant information or documents concerning the exchange.

That I will ensure that all participants and anyone else involved in the exchange execute a waiver of liability in favor of CSFEP in a form and content acceptable to CSFEP.

\_\_\_\_\_  
Please Print-Organizer's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Group Organizer

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**Canada**

# CSFEP – YOUTH EXCHANGES CANADA SPORTS GROUP PROGRAM APPLICATION FORM

## 1. Group Identification *(please print or type)*

Type of group: School-based Community-based  
 Name of Sport \_\_\_\_\_ Level: (Sports-Hockey, Soccer...etc.)   A   B   C  
**HOUSE LEAGUES ONLY-**

<b>Name of school / group</b>			
Street address			
City	Prov./Terr.	Postal code	
Telephone	Fax	E-mail	

<b>Group organizer's name</b>				Ms / Mrs/ Mr
Home address				
City	Prov./Terr.	Postal code		
Telephone(res)	Business	E-mail		
<b>Cellular</b>	Mother Tongue		English	French Other

<b>Alternate contact name</b>				Ms / Mrs/ Mr
Telephone(res)	Business	E-mail		
<b>Cellular</b>				

## 2. Group Profile

Estimated number of participants		Females+		Males+		Adults=		Total
Age range of youth		Principal language of group			English	French	Other	
group?	Yes	Minimum number			Maximum number			
If you have a mixed group (F/ M), please provide specific breakdown - i.e. 3 males – 12 yrs old, 4 females- 13 yrs old, etc								
Do you have previous experience in organizing an exchange?					No	Yes		
Are you applying to any other Exchanges Canada delivery organization at this time?					No	Yes		
If yes, YMCA Canadian 4H Council SEVEC Folklore Canada International Other _____								

## 3. Group Description

Are you intending to take a pre-existing group (e.g.: members of one grade 8 class, scout group, drama club, student council, sports team) or has your group been formed for the purpose of this exchange (e.g.: 25 grade 9 students from 120 grade 9 Social Studies students)

Pre-existing group
Group formed for this exchange

a) If forming a group strictly for the purpose of taking part in this exchange, how are you selecting the participants?


b) We encourage the participation of youth who have traditionally been under-represented in exchanges. Please indicate if your group includes youth who fall within the following groupings:

Youth with disabilities	No	Yes	If yes, approximately how many	<input type="text"/>
Youth from low-income households	No	Yes	If yes, approximately how many	<input type="text"/>
Aboriginal youth	No	Yes	If yes, approximately how many	<input type="text"/>
Youth from rural or isolated areas	No	Yes	If yes, approximately how many	<input type="text"/>

c) Other than regular transportation between your community and your twin community do you expect to need any additional support to meet the needs of these participants e.g. sign language interpreter, modified vehicle, accessible home? Not sure    No    Yes

d) Are you applying for a bilingual exchange? No

Yes a) Are any participants in your group members of an Official Language Minority Group (i.e. Francophone outside Quebec, Anglophones in Quebec)? No    Yes /If yes, approximately how many? \_\_\_\_\_

#### 4. Exchange Description

The objectives for CSFEP/Youth Exchanges Canada are:

- To contribute to improved knowledge and understanding of Canada among Canadian youth
- To help young Canadians connect to one another and forge linkages
- To foster appreciation of both the diversity and the shared aspects of the Canadian experience

If you are selected to participate in the Youth Exchanges Canada Sports and Group Program and once you have been twinned, you will be asked to provide a detailed plan of your activities before, during and after the exchange. This section aims at collecting your preliminary ideas knowing that your plans might change when you begin to plan the exchange with your twin group.

Check the activities that you are planning to include in your exchange program to achieve these objectives and specify any plans or project you may have at this stage:

**a) Before the exchange** *(Please check any that apply)*

- |   |  |
|---|--|
| Research home community                         | Research twin community                        |
| Fundraising                                     | Encourage participants to communicate by phone |
| Encourage participants to communicate by E-mail |  |
| Encourage group correspondence                  | Prepare introductory video                     |
| Develop joint project with twin group           |  |

Specific plans or project: \_\_\_\_\_

**b) During the exchange** *(Please check any that apply)*

- Develop group activities to encourage interaction among participants
- Work on a joint project Involve the community as a whole - potluck suppers etc
- Visit local attractions Schedule free time with families
- Document the exchange through video, journals, photos, etc

Specific plans or project: \_\_\_\_\_

\_\_\_\_\_

- c) **After the exchange** *(Please check any that apply)*  
 Encourage participants to keep in touch by phone, letter or E-mail  
 Inform the community about the exchange - presentations, media coverage  
 Prepare scrapbooks and photo albums                      Develop a Website  
 Specific plans or project:
- 

d) **What would you like the educational focus of your exchange project to be?**

*(Please check any that apply)*

- |                          |             |                       |
|--------------------------|-------------|-----------------------|
| Second language learning | Leadership  | Technology            |
| Cultural enrichment      | History     | Junior Achievement    |
| Geography                | Dance       | Drama                 |
| Sciences                 | Music       | Environmental studies |
| Sports                   | Other _____ |                       |

5. **Specific Requests (Optional)**

If you wish to request a specific twinning or location, please fill in the information below. Both groups must apply separately to CSFEP indicating that they wish to be twinned with each other.

Name of twin school/group requested				
Street address				
City		Prov./Terr.		Postal code
Telephone #		Fax		
Twin group organizer's name				
E-mail address				
Telephone #		Fax		

**Preferred dates to host**  \*      **Preferred dates to visit**  \*

**Please note:** All groups applying to the program are considered individually for eligibility. CSFEP must respect established provincial/territorial quotas to ensure the equitable national distribution of the funds allocated to this exchange program. Requests for specific twinning/ locations are considered in light of these provincial/ territorial targets and available budget once the eligibility of both groups has been determined.

- a) If the specific twinning/location you have requested is not feasible for the reasons listed above, are you prepared to consider other possibilities?                      No      Yes

# EXCHANGES CANADA PARTICIPANT INFORMATION – FOR ORGANIZERS

Exchanges Canada will provide financial support to the exchange you will be participating in. One of the key objectives of the program is to ensure that opportunities are accessible to all young Canadians. In order to ensure that our program can reach as many youth as possible, we would appreciate if you would provide us with the following information about your group.

**Please note that any one participant may fall under more than one of these categories and the information collected in this form will be used for statistical purposes only.**

**1. Total number of exchange participants in your group:**

**2. In your view, please indicate if any of the participants in your exchange program or activity have a disability?**  
 A person with disabilities is defined as a person with a long-term physical condition, mental condition, or health problem who is limited with respect to functions in the home, in school or other activities (e.g. leisure time activities, transportation to and from work).

**No**  
**Yes** Please specify the number of youth in each category

<input type="text"/>	learning disability	<input type="text"/>	medical disability	<input type="text"/>	activity limitation
<input type="text"/>	emotional problem	<input type="text"/>	speech impairment	<input type="text"/>	hearing impairment
<input type="text"/>	mobility impairment	<input type="text"/>	visual impairment	<input type="text"/>	
<input type="text"/>	other (please specify)	<input type="text"/>			

**NOTE:** Please be assured that if a youth (participant) has a disability, it will in no way affect his ability to participate in the CSFEP Exchange Program.

**3. To your knowledge, are there any participants in your exchange program or activity who are Aboriginal?**

**No**  
**Yes** Please specify the number of participants in each category:

First Nation on reserve     First Nation off reserve     Inuit     Métis

**4. In your view, are there any of the participants in your exchange program or activity live in a rural or remote community with a population that is less than 10,000?**

**No**  
**Yes** How many participants?  \_\_\_\_\_

**5. In your view, are there any participants in your exchange program or activity that are from a low income household?**

**No**  
**Yes** How many participants?  \_\_\_\_\_

**6. In your view, are any of the participants in your exchange program or activity from a visible minority group?** A visible minority is defined as an individual, other than an Aboriginal person, who is non-Caucasian in race or non-white in color.

**No**  
**Yes** How many participants?  \_\_\_\_\_

**7. To your knowledge, are there any participants in your group members of an official language minority group (i.e. Francophones outside Quebec, Anglophones in Quebec)?**

**No**  
**Yes** How many participants?  \_\_\_\_\_

**TERMS AND CONDITIONS SUBJECT TO CHANGE**

# CHECK-OFF LIST

## FORMS REQUIRED FOR PARTICIPATION

APPLICATION ←

TEAM VERIFICATION ←\*

AGREEMENT OF SPORTS OR YOUTH GROUP PROGRAM ←\*

AGREEMENT OF GROUP ORGANIZER ←\*

SAMPLE ITINERARY ←

REGISTRATION FEE 635\$←

EXCHANGES CANADA PARTICIPANT INFORMATION-FOR ORGANIZERS

\* KINDLY FORWARD ALL (SIGNED) FORMS TO OUR OFFICE BY COURRIER