



World Federation of the Deaf Youth Section (WFDYS)

World Federation of the Deaf Youth Section (WFDYS) is focused on improving the human rights of deaf children and youth across the world. The WFDYS was established in Vienna, Austria in 1995 and is a section of the World Federation of the Deaf.

Camp Guidelines

applicable to:

WFDYS Youth Camp
WFDYS Junior Camp and
WFDYS Children's Camp

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Abbreviations

Camp Organising Committee
Ordinary Member
World Federation of the Deaf
World Federation of the Deaf Youth Section
Youth General Assembly
Youth Ordinary Member
WFDYS Contact Liaison Officer
World Congress of the World Federation of the Deaf
Organising Committee of the World Congress of the World Federation of the Deaf
World Federation of the Deaf World Congress Committee

COC
OM
WFD
WFDYS
YGA
YOM
WFDYSCLO
WCWFD
OCWCWFD
WFDWCC

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1. Introduction

The World Federation of the Deaf Youth Section's (WFDYS) Camp Guidelines are intended to provide the Camp Organising Committees (COC) of the WFDYS with a clear overview of their responsibilities and duties. These guidelines are to be used for the following camps:

WFDYS **Youth** Camps: ages 18-30 (to be eligible for participation, a person must be at least 18 years old on the first day of the camp and not older than 30 years in the year the Youth Camp is held including any person who turns 31 years in the same calendar year that the Youth Camp is held).

WFDYS **Junior** Camps: ages 13-17 (to be eligible for participation, a person must be at least 13 years old in the year the Junior Camp is held and not older than 17 years old on the first day of the camp including any person who turns 13 years in the same calendar year that the Junior Camp is held.)

WFDYS **Children's** Camps: ages 9-12 (to be eligible for participation, a child must be at least 9 years old and not older than 12 years old during the year the Children's Camp is held including any child who turns either 9 years or 13 years in the same calendar year that the Children's Camp is held).

Any country bidding to host the World Congress of the World Federation of the Deaf (WCWFD) will also be required to conduct the Youth Camp. The host of the WFDYS Youth Camp will be the YOM of that country. In the event that a YOM doesn't exist in the host country, the OM will assume responsibility for organising the Youth camp.

Only Youth Ordinary Members (YOMs) can lodge a bid to host either the Junior or Children's camp with a vote taken during the Youth General Assembly to decide the host. Bid forms for these two camps are sent out to YOMs by the WFDYS Board as part of the First Call of the WFDYS Youth General Assembly (YGA), at least four (4) months prior to the YGA.

The country that is successful in its bid to host one of the WFDYS camps must establish a Camp Organising Committee (COC) and follow these camp guidelines when subsequently planning the camp.

These guidelines should be considered a working document, subject to revision by the WFDYS Board as circumstances warrant.

The COC Director and the WFDYSCLO for each camp will sign a written undertaking provided by the WFDYS on behalf of the WFD, confirming receipt and understanding of these camp guidelines. This document must be signed before the first announcement is made (See Appendix No 1 [Written undertaking confirming receipt and understanding of these guidelines](#)).

1.3 Goals of WFDYS camps

The primary goal of WFDYS camps is to empower and educate participants, with particular focus on increasing awareness and skills in relation to human rights.

1.4 Objectives of camp activities

The objectives of the WFDYS camps are to:

- Train deaf youth and children in organisational and leadership activities
- Encourage networking between deaf youth/children from different countries
- Encourage deaf youth and children to develop and/or enhance their sense of pride and acceptance of their identity
- Facilitate cultural exchange between different nationalities

Through meeting and discussion of international issues of significance, it is envisaged that participants will enhance their tolerance and appreciation of all cultures.

Goals and objectives will be achieved through camp activities, presentations and workshops.

1.5 Official Languages

In accordance with the WFDYS' Internal Rules, the official languages of all WFDYS camps will be International Sign and written English. Additionally, the official language of the host country may be used alongside written English in publicity materials.

1.6 WFDYS Board

1.6.1 WFDYS Contact Liaison Officer (WFDYSCLO)

At the first WFDYS board meeting after the YGA, a board member will be designated as the WFDYSCLO. The WFDYSCLO will have responsibility for communication with the host country and the COC.

The COC will invite the WFDYSCLO to visit the camp venue and host a COC meeting. The WFDYSCLO will present an orientation workshop about how to conduct WFDYS camps for the COC, if necessary.

1.6.2 WFDYS Board Meeting

The WFDYS board meeting will take place one or two (1-2) days before the WFDYS camp. If necessary, the WFDYS Board may continue their board meeting during the camp. The COC is responsible to cover local transportation from the airport to/from meeting venue, campsite fees, meals and accommodation for the WFDYS Board meeting/members.

1.6.3 Role of the WFDYS Board at each camp

The WFDYS Board will:

- Meet with the COC at least one day before the camp to confirm final arrangements.
- Coordinate a meeting with camp leaders on the first night at the Junior/Children's camps.
- Participate in camp activities and function as camp advisors as necessary in collaboration with the COC.
- Present a workshop at the beginning of the camp about how to use International Sign effectively during the camp.
- Present a lecture/workshop of at least half a day's duration about human rights and related issues.

1.7 Attachments

Please refer to the following attachments which guide the COC with planning the camp and ensure the camp is conducted in the line with the WFDYS Action Plan. The information included in the attachments can be modified to complement the arrangements associated with the particular camp.

- [Appendix No 1](#) Written undertaking confirming receipt and understanding of these guidelines
- [Appendix No 2](#) Example of camp program
- [Appendix No 3](#) Registration forms
- [Appendix No 4](#) Sample Medical and Photographic Consent Form

2. Before the Camp

2.1 Camp Organising Committee

Within three months of the conclusion of the WFDYS YGA, the COC should be established including a COC Director who will act as the contact person for communication with the WFDYSCLO. This must occur prior to the First Announcement being made (See Section 2.11 [Announcements](#)).

The Host Youth Ordinary Member (YOM) will establish a Camp Organising Committee (COC), consisting of a COC Director who also will act as the chair of the Committee and between four and nine committee members. The composition of the COC should reflect the ethnic and cultural diversity of the host country. The Director and committee members will be required to satisfy the following criteria and accept responsibilities as outlined below:

- Must be deaf
- Will be between 21-30 years of age with experience of the international Deaf Community, possess leadership skills and good networks within their national Deaf Community
- Will be residents of the host country (at least 2/3 of the COC members)
- Will have no criminal convictions (or pending) and be able to produce government sanctioned verification of the same
- Will be willing to work as part of a team
- Must follow the camp guidelines
- Cannot be part of the WFDYS board at the time of the camp

Within the Committee, at least three members must be certified (with relevant certification) to provide first aid in case of emergencies. At least one first aid box must be available at their disposal during the camp.

It is possible to have international members in the COC; however this must be no more than 1/3 of the COC members.

The COC Director will:

- Be the local organiser for the camp and will be the contact for the WFDYSCLO for all camp related matters.
- Be responsible to ensure that the COC meets the WFDYS camp guidelines.
- Will have the final say on all camp issues but will consult with the WFDYSCLO if the issue is

serious

- Copy the WFDYSCLO into all correspondence about the camp.

2.2 Reporting

The COC is required to provide informal updates in relation to camp planning to the WFDYSCLO on a monthly basis and a formal report at least one week prior to each WFDYS Board Meeting.

2.3 Camp venue

The COC is responsible to locate and secure the official camp venue at least 2 years before the WFDYS Youth Camp and Children's Camp commences. For the WFDYS Junior Camp, the camp venue must be confirmed at least 1.5 years before.

The requirements of each campsite will be as follows:

- A meeting room, main hall and workshop rooms to be accessible at all times during the camp. This should include a common room for socialisation purposes during the camp.
- The campsite to be reserved exclusively for the use of the WFDYS during the period of the camp.
- Safety and security considerations to be outlined, including access to emergency and medical facilities.
- For the WFDYS Youth Camps, the campsite must be within 100 km of the host city of the World Congress of the WFD.

A detailed report on the venue selected including a map of the campsite must be provided to the WFDYS Board prior the first announcement.

It is recommended that countries intending to bid to host the camp tentatively book the venue and have the camp dates ready for presentation at the YGA.

2.4 Camp Dates and Duration

The length of the each of the Camps will be between seven and ten (7-10) days. The decision about dates and duration is determined by the COC in agreement with the WFDYS Board. In relation to the **Youth** camp specifically, the COC should consider how the length of the camp will impact on participants' involvement at the World Congress of the World Federation of the Deaf.

1. The WFDYS **Youth** Camp is required to take place before the WFDYS Workshop and the WFDYS YGA. The last day of the WFDYS Youth Camp will be one or two (1–2) day(s) before the WFDYS Workshop. Both the WFDYS Workshop and WFDYS YGA and will be held at the WFD Congress site. This is to be confirmed between WFD, WFDYS, and WCWFDOC.
2. The WFDYS **Junior** Camp will take place two years after the WFDYS YGA.
3. The WFDYS **Children's** Camp will take place three years after the WFDYS YGA.

2.5 Camp Theme

The COC should propose the theme of the camp. The theme, along with a written statement describing the rationale underlying the decision and how workshops and activities will be related to the camp theme, must be submitted to the WFDYS Board at least three months before the intended First Announcement date for final approval.

2.6 Camp Logo

The COC has the discretion to design their own logo, which will be used in conjunction with the WFDYS logo. The logo should reflect the unique characteristics of the host country and should reflect clearly that the logo is associated with the camp. The WFDYS Board will approve the logo prior the First Announcement.

2.7 Camp Program

The camp program shown in the attachment is only an example (See Appendix No 2 *Example of WFDYS camp program*). The COC may work creatively in designing the rest of the program. When planning activities, the COC should take into consideration the following cultural norms which have been established at previous camps.

- First day/night: Ice-breaking activities during the arrival day. Opening ceremony, including flag bearing ceremony and introduction of countries. Information session.
- Second day: International Sign workshop and cultural evening in which participants are encouraged to wear cultural attire and/or display items associated with their country's heritage.
- Workshops, activities, tours and entertainment as planned by the COC. Tips: an excursion day, swimming/water activities, nightly theatrical performance by camp participants.
- Final night: Closing ceremony, including dinner, flag bearing ceremony and award presentations.
- Group photo to take place as early as possible during the camp, to be distributed by the end of the camp.
- At Junior/Children's camps, the camp leaders will have daily meetings with the COC and the WFDYS, in which discussion of the day's activities and evaluation of the previous day's activities will occur.
- A daily evaluation will be completed by the participants. Wherever possible, the COC will incorporate the recommendations and comments from the participants into the remaining program.

All the activities should be accessible for all the camp participants including those with disabilities. The final program must be approved by the WFDYS Board before the Second Announcement is made.

Intending presenters for the camp should be required to submit an abstract for presentation. Each abstract must be accompanied by government sanctioned evidence showing that the presenter has no criminal convictions (or pending). The call for abstracts will be sent out with the Second Announcement. The COC in collaboration with the WFDYSCLO will assume responsibility for selection of abstracts. Presenters should be representative of different regions of the world with competence in their chosen field. The COC will submit a list of prospective presenters along with a brief biography of each presenter to the WFDYS Board for approval before invitations are made. The WFDYS Board recommends that presenters should be deaf, young, experienced, active in the Deaf Community and able to present in International Sign. The final selection should be done in time for the Third Announcement. The COC will subsidise the cost of travel for each presenter selected. The actual amount will be negotiated with each presenter.

2.8 Insurance

The COC **MUST** secure insurance which protects all individuals involved from liability claims resulting from unexpected incidents that could occur at the camp. This should ensure protection against bodily injury and property damage claims that may arise from activities, venue, products, advertising or personal injury. Insurance coverage for participant accident and legal liability protection should also be secured.

The COC must inform the WFDYS as to the level of insurance obtained. Camp participants are responsible for their own personal insurance.

2.9 Social Media

The COC will establish an email address specifically for the camp and also launch a website. The design of and information included on the website must be approved by the WFDYS Board before going "live". The COC is permitted to use Social Media to promote the camp including a Facebook Page and an Instagram account, but must liaise with the WFDYS Board prior to launch.

2.10 WFDYS Regional Secretariats

Youth Regional Secretariats are also invited to the camp. Only one member from a Youth Regional Secretariat Board can attend. Any individual selected must be able to provide government sanctioned evidence that they have no criminal (or pending). The WFDYS Board, in communication with COC, will send invitations. The WFDYS Regional Secretariats with consideration to their individual members will take responsibility for all travel costs including flights, meals and accommodation.

2.11 Announcements

The announcements must be distributed to all YOMs/OMs in a variety of media, including via the website. The information will be visual with videos in International Sign, as well as in written English. YOMs/OMs must take responsibility for sharing camp information with deaf youth and children in their particular country.

Deadlines in relation to announcements must be followed to ensure streamlined planning.

2.11.1 First Announcement

The First Announcement should include the following information:

- General information about the WFDYS camp
- COC and WFDYS information
- Camp logo and flyers
- Date, location of the venue, theme
- Tentative program
- Registration fees
- Contact details of the COC
- Website address
- Information about visas required and vaccinations, if necessary
- Information about donations for developing country participants
- Information about requirements of being a leader (only applicable to the Junior and Children's camps)

The WFDYS Board will provide the logo of the WFDYS in line with its guidelines.

Upon the approval of the WFDYS Board, the COC will distribute the First Announcement to YOMs/OMs **at least 15 months before the camp**. The WFDYS Board will provide the contact list of YOMs/OMs to the COC.

This announcement can also be distributed to other organisations and associations through other channels.

2.11.2 Second Announcement

The Second Announcement should include similar information to that included in the First Announcement plus the following additional information:

- Final draft program
- Camp registration form
- Registration fees applicable (including deadline for payment) and bank details (all countries must pay the registration fee **including** bank fees. The COC is not responsible to cover bank fees.)
- Information on the alcohol and drug policy and insurance liabilities

- Travel information (including Insurance)

Upon the approval of the WFDYS, the COC will distribute the second announcement to YOMs/OMs **at least 10 months before the camp.**

The deadline for receiving registration forms should be at least five months prior to the camp with an exception for developing countries, where an extended deadline of one month is acceptable.

2.11.3 Third Announcement

The Third Announcement could be a booklet and should consist of updated final information, such as:

- Program including names of presenters
- Names and countries of participants and leaders
- What items to bring, including information on cultural/heritage attire, flags, etc. for the opening and closing ceremonies
- Tourist information
- Arrival/departure information
- Emergency contact information
- Child Protection/Safeguarding and Alcohol and drug policies, which must comply with the laws of the host country (See Section 5.7 *Safety and security*)
- Insurance and liability information
- Photography/media publication consent

Upon the approval of the WFDYS, the COC will distribute the Third Announcement to YOMs/OMs **at least three months before the camp.**

2.12 Financial Responsibility

The camp budget should be planned in advance with authority for financial expenditure resting with the COC Director. It is expected that the WFDYSCLO will receive the camp budget before the First Announcement. Any changes or updated information in regard to the budget should be advised to the WFDYSCLO.

The COC will cover the flights, accommodation and meal costs of the WFDYSCLO who inspects the camp venue and meets with the COC at least 18 months in advance of the camp(s).

The COC is responsible to cover local transportation from the Airport to/from campsite, meeting venue, meeting facilities, meals and accommodation for the WFDYS Board meeting/members before the camp. The COC is also responsible to pay economy travel, accommodation and meal expenses for invited lecturer(s)/workshop leader(s).

The WFDYS Board members, the COC members and the representatives of the Youth Regional Secretariats (one member from each one) are exempt from registration fees. The COC will also cover the cost of accommodation and meals for the WFDYS board members and COC members.

The COC must mention financial support secured from sponsors and funds should be handed over to the WFDYS Board, along with the final report.

Any remaining funds after payment of all invoices and any other obligations should be donated to the WFDYS. The WFDYS will use the money to further its aims and objectives.

A final financial report must be submitted to the WFDYS Board along with the final camp report no more than six months after the end of camp. The WFDYS is responsible for submitting this report to the WFD Board within one month of receipt.

3. Camp participants

The COC must ensure that camp participants meet the age restrictions below (as specified on the registration forms) before they are accepted, with the following special consideration in regard to age limits.

1. WFDYS **Youth** Camps: ages 18-30 (to be eligible for participation, a person must be at least 18 years old on the first day of the camp and not older than 30 years in the year the Youth Camp is held including any person who turns 31 years in the same calendar year that the Youth Camp is held).
2. WFDYS **Junior** Camps: ages 13-17 (to be eligible for participation, a person must be at least 13 years old in the year the Junior Camp is held and not older than 17 years old on the first day of the camp including any person who turns 13 years in the same calendar year that the Junior Camp is held.)
3. WFDYS **Children's** Camps: ages 9-12 (to be eligible for participation, a child must be at least 9 years old and not older than 12 years old during the year the Children's Camp is held including any child who turns either 9 years or 13 years in the same calendar year that the Children's Camp is held).

3.1 Requirements for participants

All participants must be deaf and have at least a basic knowledge of sign language and satisfy the age limits applicable to the particular camp. It is expected that participants at the WFDYS **Youth** Camp are active at a local, regional or national level and that they will share their experiences within their home country after the camp. This is to ensure that experiences and knowledge is exchanged with deaf communities worldwide. Participants at the WFDYS **Youth** Camp are encouraged to give a presentation during the camp if desired. Please see *Section 2.7 [Camp Program](#)*.

Deaf people with disabilities will be welcomed as participants at all camps.

3.2 Selection of participants

All participants must be selected by their YOM/OM. Every country can send **two participants**. If the capacity of the campsite allows more participants, with the approval from WFDYS, every participating country will be eligible to send one or two additional participants. If this occurs YOMs/OMs will be notified at least three (3) months in advance of the camp. The COC will have the final decision as to the number of participants from each YOM/OM who will attend the camp.

The selection of applicants should represent the gender and ethnic diversity of the particular YOM/OM's. The COC will not interfere in the selection of camp participants and must respect YOM/OM selections.

3.3 Capacity

The WFDYS camps should accommodate between 120 and 150 participants. The COC is responsible for finding a suitable campsite that can accommodate 150-170 persons (which will include the COC and seven (7) WFDYS board members).

If the number of applicants is less than expected, after a date agreed upon by the WFDYS Board and the COC, the COC may invite extra participants from YOM/OM registrations upon approval from the WFDYS Board.

If the number of camp participants exceeds the capacity of the campsite, particular countries who have greater representation will be obliged to reduce their number of participants, to give other countries an opportunity to participate in the camp.

The YOM/OM is responsible to decide who is to attend the WFDYS camps. The WFDYS Board must approve any changes to the number of participants.

3.4 Exceptional situations

If a participant is over or under the required age limits for the camp or violates any rule, irrespective of whether it relates to the WFDYS or the particular country in which the camp is being held, the YOM will be contacted and the participant may be required to leave the campsite. In this situation, the YOM/OM will be entirely responsible for any associated expenses.

3.5 Camp Registration Fee

The COC will determine the camp registration fee, which will be approved by the WFDYS Board prior to the First Announcement. The cost of camp registration should be indicated in both the host country's currency and/or Euro.

For the WFDYS Youth Camp, the registration fees include the World Congress of the WFD however all travel costs including flights, accommodation, meals and incidentals associated with the World Congress of the WFD will be the responsibility of individuals and will not be covered by WFD.

3.5.1 Camp Registration fee for developing countries

A list of countries and their economic status which will be provided by the WFD Finance Committee.

The camp registration fee set by the COC must include 15% stipend towards the participation of youth from developing countries. The WFDYS may also contribute depending on funding availability. These funds will be allocated to provide scholarships at future camps unless the camp experiences a financial deficit, in which case, the 15% will be used to offset this loss.

At the end of the WFDYS camp, any remaining funds, inclusive of the unused portion of 15% of each registration fee allocated specifically to developing countries must be transferred to the WFDYS' Developing Countries Fund to subsidise future WFDYS Camps.

3.5.2 Letters of Invitation (Visa Purposes)

The WFDYS Board will provide an official letter of invitation if needed for countries requiring a letter of invitation to obtain a visa. The COC Director should contact the WFDYSCLO as soon as they receive a request for a letter of invitation.

3.6 Camp Registration forms

A standard registration form is included as an attachment (See Appendix No 3 [Registration Forms](#)).

Participants must complete their registration form along with a photocopy of their passport. YOMs/OMs should ensure that they submit the completed registration form along with applications ranked in order of

priority for all participants.

Camp registration forms should also include an option for individual donations to be used to subsidise the attendance of participants from developing countries.

Camp registration forms should be sent directly to COC, where they will be retained until the end of the camp. After the camp, the forms must be destroyed with the timeframe to be in accordance with the laws applicable to the country in which the camp is held but will be six (6) months at a minimum.

Camp leaders for the WFDYS Junior/Children's camps also are required to complete a registration form and must enclose a photocopy of their passport for verification of age and citizenship. Parents or guardians must sign all registration forms on behalf of their children for the WFDYS Junior/Children's camps.

The COC members and the WFDYS board are also required to complete a registration form.

4. Camp Leaders at Junior and Children's camps

For Junior/Children's camps, a leader from each country is required. These leaders must have the following attributes:

- Be deaf.
- At a minimum, be fluent in the sign language/s of their country as used by the participant/s.
- Be between 21 and 30 years old of age.
- Be primarily responsible for the participants from their country, but will also participate in overall camp activities, under direction of the COC.
- Be able to understand International Sign.
- Have experience at a previous youth camp.

Camp leaders at the WFDYS Junior/Children's camps are responsible for children in their care, including taking care of a child who becomes ill during the camp.

Exceptional situations: If it is necessary for more than one camp leader from a country to participate, this must be discussed with the WFDYS Board in advance with the final decision being the responsibility of the WFDYS Board.

If a camp leader is found to be hearing, she/he will be asked to leave the campsite. The WFDYS and the COC will thereafter take responsibility for the particular group during the camp and at the conclusion of the camp, the original camp leader must collect the participants from the campsite.

If a camp leader violates the camp regulations or national laws, the camp leader will be asked to leave the campsite. The WFDYS and COC will thereafter take responsibility for the participants until the final day of camp.

In any case of violations, the YOM/OM will be contacted directly.

5. During the camp

5.1 Transportation

The COC should make deliberate transportation plans including:

- Pick-up and drop-off of camp participants at designated public transportation venues at the beginning and end of all camps. The camp participants should not wait any longer than four (4) hours.
- Access to transportation during the camp including emergency transport after nightfall.

5.2 Overall process of decision-making

The WFDYSCLO in collaboration with the COC will have the final say in decision making, in the event of decisions regarding violations etc. The decision will be respected with compliance by camp leaders and YOMs/OMs.

In the event of an incident with a camp participant, the participant's leader should endeavour to solve the problem in the first instance, if this is not successful, the WFDYS Board and the COC will intervene to resolve the incident.

The COC must provide camp leaders with a clear definition of their duties during the camp, as well as the hours they are expected to be on call. Night supervisors must be designated for each night of the camp. Should a leader not fulfil his/her duties, the WFDYS Board and the COC must take charge of the group participants.

The COC, camp leaders and the WFDYS Board must all have no criminal convictions (or pending) and be able to produce government sanctioned evidence of the same. Camp leaders and the COC must conduct themselves in an appropriate and professional manner at all times. Camp participant confidentiality must be respected throughout the duration of the camp.

The COC, camp leaders and/or the WFDYS Board should not give specific participants any special privileges, such as private transportation, extra food, free drinks, etc.

All the people who are involved in organising the camp, the WFDYS Board included, should set an example by abiding by the rules and dealing appropriately with those people who are not following the rules.

5.3 Meals

The COC will determine the overall meal plan. Meal plans should be based on healthy food, and must make allowance for individuals' meal requirements based on their medical or health conditions as well as cultural sensitivities such as religious beliefs. It is expected that the WFDYSCLO receive the overall meal plan before the camp.

If the food is cooked by members of the COC, the people involved should possess a qualified food hygiene licence according to the regulations of the country in which the camp takes place.

5.4 Photography and other visual/electronic materials

One or two of the COC members will assume responsibility for photography (and if possible, videoing) during the camp. It is expected that photos and videos taken during the camp will be published on the camp/WFDYS social media/website every day.

All photographic images, which are taken by the COC, must not be taken without consideration of the confidentiality of camp participants. Prior to the camp, the COC members, the WFDYS Board, camp participants (or their parent/guardian) and camp leaders must sign a permission form in relation to producing and publishing any photographic or video images (See Appendix No 4 [*Sample Medical and Photographic Consent Form*](#)).

A **group photo** is required for every camp. It is strongly recommended that this be organised at the earliest possibility in the schedule. Traditionally, each camp participant receives a Certificate of Attendance along with a group photo at the conclusion of the camp.

If possible, a USB stick with photos and videos from the camp will be distributed to all participants within two (2) months of the conclusion of the camp.

Photos, videos and other visual/electronic materials produced at the WFDYS camps must be given to the WFDYS Board for its archives and for publicity purposes.

Traditionally, it is expected that a **camp T-shirt be designed**. It is recommended that different colours of shirt be used to distinguish between the COC, WFDYS Board, leaders and participants. The T-shirts should be

designed to be acceptable to both males and females. For Junior/Children's camps, it is expected that camp participants wear the camp T-shirt during excursions. The registration form should include the option for camp participants to indicate their size.

5.5 Items for sale at the camp(s)

A small number of "essential" items will be available for sale during the WFDYS' camps. Camp participants will receive a list of these items prior to the camp. The WFDYS Board can make available WFDYS items for sale at Youth camps only.

5.6 Certificates

Each camp participant including the COC members will receive a certificate of attendance at the end of the camp. Traditionally, the certificate of attendance is given along with the group photo. There are different certificates as follows:

- Certificate of attendance for camp participants
- Certificate of organisation for COC members
- Certificate of presentation for presenters at the camp

The COC will assume responsibility for designing the certificates, with approval to be granted by the WFDYS Board. On the certificate, the following should be included:

- Logos of the COC, WFDYS and YOM/OM.
- Theme, date and camp venue.
- Full name of the participant.
- Space for signatures from the COC Director and the WFDYS President. The names of those people should be also printed.

5.7 Safety and security

A risk management plan will be developed with the intention of covering all contingencies at the camps. This must be submitted to the WFDYS Board for their approval prior to the camp.

The COC, camp leaders and the WFDYS Board must all have no criminal convictions (or pending) and be able to produce government sanctioned evidence of the same. A child protection/safeguarding policy which will apply to all WFDYS camps will be developed by the WFDYS and approved by the WFD Board. Safety and security regulations and procedures should be clearly defined by the COC before the camp begins. Before the camp starts, all members of the WFDYS Board and the COC should complete basic First Aid training. All of the information related to safety and security must be shared with participants, leaders and the WFDYS Board in information provided prior to camp.

Regulations regarding drugs and alcohol will be based on the laws of the host country. Alcohol and drugs are strictly forbidden during the Children's and Junior Camps; **this applies to everyone involved in camp irrespective of age or role.**

Camp participants, camp leaders, the COC and the WFDYS Board must respect these rules during the WFDYS camps. At the WFDYS Youth Camp, alcohol is permitted in moderation. The COC members responsible for emergency procedures will not be permitted to consume alcohol while on duty.

If a person is caught with an illegal substance or engaging in an illegal act, she/he will be removed from the camp with notification to the local police.

Emergency communication channels must be in place and accessible to all leaders at all times.

5.8 Medical consent and medication

Prior to the camp, the COC members, the WFDYS Board, camp participants (or their parent/guardian) and camp leaders must complete a Medical Consent Form which is to be submitted at the same time as the Camp Registration Form (See Appendix No 4 [*Sample Medical and Photographic Consent Form*](#)). No participant will be allowed to attend without a completed Medical and Photographic Consent Form being received.

Camp participants at the Youth and Junior camps are responsible for their own prescribed medicine. Participants at the Children's camp who are taking medication, will be required to provide this to the camp leader to administer. If a medical situation becomes serious/acute, the camp leader should contact a Doctor/ambulance depending on the severity of the illness and then notify the COC and WFDYS as soon as possible. The COC and WFDYS will not be held responsible for medical compensation.

5.9 Sign Language Interpreters

Sign Language interpreters are generally not allowed at the WFDYS camps. The only exception would be for tours of the local area or specific activities, and in these cases it is recommended that deaf people serve as International Sign interpreters.

Qualified interpreters may be allowed to be on call in case of emergencies, should text telephone or mobile/cell phone coverage not be available, but they are not to participate in any camp activities, socialise or serve in any way as leaders.

5.10 Visitors

As a general rule, the WFDYS camps are limited to registered camp participants, camp leaders, invitees and presenters. Outside visitors are not permitted, including family members of the camp participants. Those who wish to visit the camp must request permission from the COC in advance. The COC Director should check with the WFDYSCLO before granting permission.

5.11 Media

Media will not be given access to the entire camp program. Members of the media may visit the WFDYS camps on a designated media day with the WFDYS Board having the final decision as to approval. Out of consideration for the privacy of camp participants, participants should be warned in advance of any media presence.

The camp registration form will include a form for media purposes in relation to consent (for Junior/Children's camps, parental consent will be required).

5.12 Evaluation

It is recommended that a brief daily evaluation be conducted every evening during the camp. Questions to be asked as part of the evaluation should be submitted to the WFDYS Board for approval prior to the commencement of the camp. A final evaluation will be completed by camp participants and camp leaders on the final day of the camp. Every participant will receive and be asked to complete a form, which is to be processed by the COC for the report.

6. After the camp

6.1 Final report

The COC will document a detailed report following the WFDYS camp. The report should include, at a minimum, the following:

- Final list of camp participants, including names and place of origin.
- All camp materials, including the three Announcements, program and other print materials distributed to participants.
- A description of activities and lectures which took place during the camp.
- A financial statement including a clear record of developing countries funds used and donations made.

- Recommendations for the information of future COC of the WFDYS Camps.
- Evaluation Report based on participants' feedback.

The report will be submitted to the WFDYS Board within six months of the conclusion of the WFDYS camp. The WFDYS Board will produce a final report with findings and recommendations on the camp which will be submitted to the WFD Board no later than one month after receipt of the final camp report.

If possible, the WFDYS Board will encourage the COC to give a short presentation outlining highlights of the report at the YGA. Alternatively, the WFDYS Board will take responsibility for the camp report at the YGA.

7. Use of the camp guidelines

The YOM/COC is responsible for following these guidelines.

If the guidelines are not adhered to, the WFDYS Board will exercise its right to intervene and make decisions as appropriate according to the guidelines. If the COC is unsure how to implement the guidelines, they should contact the WFDYS Board in the first instance.

The WFDYS Board have the ultimate power to change the host country for the WFDYS **Youth** camp if they are dissatisfied with camp planning arrangements, however this must only occur after consultation with the WFD Congress Liaison Officer and WFD Board. In this situation, the WFDYS Board will be responsible to announce the new bidding process for hosting the camp with the procedure to follow the camp bid guidelines. In this context, the WFDYS Board will also have the power to decide which country should host the camp if there is more than one bid.

8. Appendices

Appendix No 1 Written undertaking confirming receipt and understanding of these guidelines



World Federation of the Deaf Youth Section Camp Guidelines

I, _____, hereby acknowledge and
Print Name
declare that I have received, read and understood the WFDYS Camp guidelines.

Signed: _____

Print name: _____

Date: _____

Appendix No 2 Example of WFDYS Camp Program

Time	First day / date	Second day / date	Third day / date	Fourth day / date	Fifth day / date	Sixth day / date	Seventh day / date
8.00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9.00 - 9.30		International Sign + Group Information	Group Evaluation	Group Evaluation	Group Evaluation	Group Evaluation	
9.30 - 12.30	Arrival	WFDYS Day	Lecture	Tour / Sightseeing	Lecture	Lecture	Departure
12.30 - 14.00		Lunch	Lunch	Lunch	Lunch	Lunch	
14.00	Arrival / Registration	Teambuilding (COC)	Teambuilding / activities	Tour / Sightseeing / swimming	Activities	Evaluation / Wrap up	
18.30 - 20.00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
	Opening Ceremony	Culture evening	Games	Games	Games	Closing Ceremony	
	(Presentation, Ice Breaking, flag bearing Introduction of countries		Or theatrical performance				
	Information from COC + WFDYS)						
	Free time	Free time	Free time	Free time	Free time	Free time	
21.30 (bed time for children)							
21.30 (leader meeting - children camp)							
22.30 (bed time for juniors)							
22:30 (leader meeting - junior camp)							
23.00 (free time for youth)							

8th, 9th and 10th Days can be considered to organise the extra day.

Appendix No 3 Registration Forms

SAMPLE

CAMP LOGO

WFDYS LOGOYNAD LOGO (host country)

World Federation of the Deaf Youth Section [Youth, Junior or Children's] Camp

Registration form

National Association of the Deaf (Youth Ordinary Member):

Name of Association:

Address:

City:

Country:

Email:

Participants:

1. Camp participant's name: _____

2. Camp participant's name: _____

There may be opportunity for extra participants to attend - notification will be provided at least three months in advance of the camp. Please nominate additional participants:

3. Camp participant's name: _____

4. Camp participant's name: _____

Leader: *(for Junior and Children's Camps only):*

Leader's name: _____

Camp Registration Fees

Developed Country Registration Fee - \$XXXX

Developing Country Registration Fee - \$XXXX

Bank information

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

You are responsible for any bank fees payable.

President or Executive Director of National Deaf Youth Association (Youth Ordinary Member) / National Association of the Deaf:

Signature:

Full Name:

Date:

SAMPLE

CAMP LOGO WFDYS LOGO YNAD LOGO (host country)

World Federation of the Deaf Youth Section [Youth, Junior or Children's] Camp

Registration Form for Leader

(for Junior and Children's Camps only)

Full Name:
Street address:
Country:
Email:
Mobile phone number:

Gender: Female Male Other

Date of Birth: _____
XX Day / XX Month/ XXXX Year

Passport number: _____

Please provide a photocopy of your passport and a passport photo with this Form and a copy of government sanctioned evidence showing that you have no criminal convictions (or pending).

In case of emergency, who can we contact:

Full Name:
Relationship:
Street address:
Country:
Preferred means of communication:

Email:
 Mobile phone number: Text Voice

Dietary requirements:

Diabetic Lactose-free
 Vegetarian Vegan
 Gluten-free Other (please specify):

T-shirt size: S M L XL XXL

I give permission for my photo to be used in publicity/promotional material about the camp. I understand that if I give permission, use of my photo will be limited to this camp only.

President or Executive Director of National Deaf Youth Association (Youth Ordinary Member) / National Association of the Deaf:

Signature:
Full Name:
Date:

Leader's signature:
Full Name:
Date:

SAMPLE

World Federation of the Deaf Youth Section [Youth, Junior or Children's] Camp

Registration Form for Camp Participant*PLEASE COMPLETE A FORM FOR EACH CAMP PARTICIPANT*

Full Name:
 Street address:
 Country:
 Email:
 Mobile phone number:

Gender: Female Male Other

Date of Birth: _____
 XX Day / XX Month/ XXXX Year

Passport number: _____

Please provide a photocopy of your passport and a passport photo with this Form.

In case of emergency, who can we contact:

Full Name:
 Relationship:
 Street address:
 Country:
 Preferred means of communication:

Email:

Mobile phone number: Text Voice

Dietary requirements:

Diabetic Lactose-free

Vegetarian Vegan

Gluten-free Other (please specify):

T-shirt size: S M L XL XXL

I give permission for my/my child's photo to be used in publicity/promotional material about the camp. I understand that if I give permission, use of my/my child's photo will be limited to this camp only.

President or Executive Director of National Deaf Youth Association (Youth Ordinary Member) / National Association of the Deaf:

Signature:
 Full Name:
 Date:

Parent or Guardian's signature (for Junior and Children's camp participants only):

Full Name:
 Date:

SAMPLE

CAMP LOGO WFDYS LOGO YNAD LOGO (host country)
 World Federation of the Deaf Youth Section Youth, Junior and Children's Camp

Medical and Photographic Consent Form for Camp Participants

THIS FORM MUST BE COMPLETED FOR ALL LEADERS AND CAMP PARTICIPANTS

The information below must be completed for all camp participants. It is important for the well-being of the participant that this form be completed accurately and completely as the information contained may be required by medical practitioners if treatment is required.

Surname	Given Name	Date of Birth	Next of Kin Name	Contact No. – Mobile
Address : House / Street	Suburb	State/ Postcode	Home Phone	Work Phone

HAVE YOU HAD A TETANUS BOOSTER IN THE LAST 12 MONTHS? YES / NO

Do you/your child suffer from any of the following? Please give full details including severity, medication, date of last attack/ incident, operation etc.

<i>Ailment</i>	<i>Response</i>	<i>Details (including severity etc)</i>	<i>Ailment</i>	<i>Response</i>	<i>Details (including severity etc)</i>
Heart Condition	Yes / No		Asthma	Yes/ No	
Epilepsy	Yes / No		Respiratory Condition	Yes / No	
Diabetes	Yes / No		Blood Pressure	Yes / No	
Bed Wetting	Yes / No		Disability	Yes / No	
Sleep Walking	Yes / No		Phobias	Yes / No	
Travel Sickness	Yes / No		Other?	Yes / No	

Additional Information

--

Do you/your child have any allergies? Please give full details including an Action Plan outlining severity, date of last attack/ incident, date of formal diagnosis etc. Parents - please ensure your child is fully aware of any known allergies prior to attending camp as your response is deemed final and no variance will be permitted.

<i>Allergy / Intolerance to</i>	<i>Response</i>	<i>Details</i>			
Drugs	Yes / No				
Creams/ Lotions	Yes / No				
Foods	Yes / No				
Other ?	Yes / No				
Anaphalaxis	Yes / No	Epi-Pen Carried : Yes / No	Action Plan Completed : Yes / No	Date of Last Reaction	
		Reaction caused by			

Are you/your son/ daughter a competent swimmer? YES / NO **Level of ability**

MEDICATION :

Please provide details of any medication being taken including dosage, frequency etc.

(Please ensure that all medications are in original packaging and clearly marked with your name and dosage instructions.)

Medication	Dosage	Frequency	Timing of Day	Special Notes

Do you authorise the Camp Leader or their duly appointed representative to obtain such medical attention as may be deemed necessary if the need arises?	Yes / No	Signature :
Do you authorise the Camp Leader or their duly appointed representative to administer Paracetamol if the need arises?	Yes / No	Signature :
Do you authorise a Qualified Medical Practitioner to administer anaesthetic and/ or blood transfusion if the need arises?	Yes / No	Signature :
I have discussed with my Son / Daughter any known allergies and they are aware that items detailed above will not be permitted to be consumed under any circumstances during their stay (for Junior and Children’s camps).		Signature :
I have discussed behavioural expectations with my child whilst at camp and accept that dangerous behaviour and disregard for safety instructions/ procedures will not be tolerated. I acknowledge that this type of behaviour can lead to injuries and/or damage to equipment or property and my child may be excluded for breach of these guidelines (for Junior and Children’s camps).		Signature :
I acknowledge that any wilful damage or graffiti performed by my child will be paid for (for Junior and Children’s camps).		Signature :
In the event that my child is sent home from camp for any reason, there will be no refund of monies paid for the unused portion of the camp (for Junior and Children’s camps).		Signature :
Are there any other details that the Camp Leader or Camp Staff should be aware of either prior to or during the WFDYS Junior or Children’s Camp?		

For Junior and Children’s camps, I hereby give permission for my (son / daughter) to attend the camp during the following dates

.....20XX to20XX

I declare that the information which I have provided on this form is complete and correct and that I will notify the camp organisers if any changes occur prior to arrival at the camp.

Signed (Parent/ Guardian/Camp participant if over 18 years)

Date:/...../.....

Printed Name:

Photographic Consent: I provide consent for me/my child (please circle whichever is applicable) being photographed and/or visual images of my child being taken during the WFDYS Youth, Junior or Children’s camp program for use in WFDYS promotional material without acknowledgement and without being entitled to any remuneration or compensation. Yes/No

I provide consent for me/my child (please circle whichever is applicable) being photographed and/or visual images of my child being taken during the WFDYS Youth, Junior or Children’s camp program by camp leaders. This will be used to create a photographic/video record of the camp which will be loaded onto a USB stick and will be distributed to all participants within two (2) months of the conclusion of the camp. Yes/No

I provide consent for me/my child (please circle whichever is applicable) being photographed and/or visual images of my child being taken during the WFDYS Youth, Junior or Children’s camp program by camp leaders for use in WFDYS promotional material, including on social media sites associated with the camp, without acknowledgement and without being entitled to any remuneration or compensation. Yes/No

I provide consent for me/my child (please circle whichever is applicable) being photographed and/or visual images of my child by external approved media who may visit the camp. I understand that this may lead to photographs and/or visual images being used in the media. Yes/No