

# INTERNATIONAL CULTURAL COMMISSION

## PROCEDURE FOR INTERNATIONAL YOUTH GATHERINGS

1. Definition
2. Application Procedures
3. Responsibilities
4. Organisation
5. Financing
6. Rules and Practicalities
7. Conclusion

### 1. **Definition**

- 1.1 International Youth Gatherings (hereinafter referred to as 'IYG') are to be held annually within any National Section which has been accepted as the Organiser at a World Congress or at an International Executive Meeting.
- 1.2 The International Cultural Commission (ICC) will be responsible for all aspects of an IYG on behalf of the International Permanent Executive Bureau (PEB). The ICC should be consulted by the Organising Section at all stages, including that of planning, programming and finalising the event. Following the event, the ICC will provide a report, with any recommendations, to the PEB.
- 1.3 National Sections organising an IYG are, without exception, responsible for all arrangements concerning the Gathering. The National Section concerned is, however, permitted to delegate the Organising to a Region, Branch or person appointed by their National Executive Bureau.
- 1.4 To have a fairly equivalent maturity among the participants and make it easier for the Organiser to produce an interesting and instructive programme, it is important that those participating will be of a similar age group. The age of an IYG participant shall be 16 or 17 years of age at the start of the IYG, and no exceptions should be permitted.
- 1.5 Participation at an IYG will be open to the children or grandchildren of current IPA members. The Registration Form will indicate the parent's/grandparent's IPA membership number.
- 1.6 In accordance with the Aims of our Association, participation at an IYG should be permitted without distinction as to sex, race, colour, language or religion.
- 1.7 Once a young person has participated in an IYG, they may not attend any subsequent IYG.

## **2. Application Procedures**

- 2.1 National Sections who wish to arrange IYG's will forward a written application to the International Secretary General not later than 90 days before the commencement of a World Congress or IEC Meeting. IEC approval is required at least twelve months prior to the proposed Gathering.
- 2.2 The International Secretary General will present the application to the PEB and if accepted, present the application as a proposal from the PEB to the next World Congress or IEC Meeting.
- 2.3 Information regarding the Gathering should be published by the Organising Section through the *International Newsletter* at least nine months before the opening of the Gathering.
- 2.4 National Sections which have been accepted as The Organising Section must send the invitations for participation to all Sections in good time. The invitation should specify the maximum number allocated to the Section and the maximum number of participants for the Gathering.
- 2.5 The Registration Form will be completed by the applicant who may also support the application with written information regarding themselves.
- 2.6 The registration form will include parental consent and obligations of the applicant. These conditions will be fully explained to both parent and applicant by the applicant's Section before the document is signed by the applicant and the parents.
- 2.7 Where a Section receives more applicants than the number allocated to their Section, the applicant's Section will make the final selection, bearing in mind the high standard expected of the applicant who will be representing their Section.
- 2.8 The applicant's Section will verify on the Registration Form that the parent/grandparent of the applicant is a current member of the Association and that the applicant is of good character. The Registration Form will be submitted by the National Executive of the applicant's Section to the Organising Section, at least three months before the opening of the Gathering.
- 2.9 When nominations are complete, the Organising Section will publish a notice to that effect in the *International Newsletter*.

## **3. Responsibilities.**

National Sections have varying responsibilities when organising an IYG. The nature of the Gatherings as well as the organisation can vary from

Section to Section. There are however basic principles which ought to be followed.

- 3.1** An IYG must, with regard to its programme, conform to the international spirit and aims of the International Police Association.
- 3.2** An IYG shall give the participants a deeper knowledge of the nature, culture, history, social character and family life of the hosting country. The Organising Section should consider introducing a 'theme' which would encourage discussion and comparison with other Sections.
- 3.3** It should appear to the young people who take part in the Gathering that the event is not only meant as a very pleasant holiday, but also as an essential part of the endeavour of our Association, to create contacts across the borders and to reach mutual understanding and peaceful relations with people in other countries. The programme shall therefore contain, in order to achieve these aims, activities where participants are engaged in study groups to undertake research of different kinds.
- 3.4** Participants at an IYG shall at the end of the Gathering produce a written report, a copy of which will be forwarded by the Organising Section to the ICC and all the participating Sections. It is therefore essential that participants are informed at the start of the Gathering to make notes which can be the basis for the written report.
- 3.5** In discussions on subjects which have a political reference, the participants must display extreme restraint and moderation. The principle of understanding and respect for the opinion of others is of utmost importance.

#### **4. Organisation**

- 4.1** To prepare and carry out an event such as the Gathering, calls for careful planning in order to make the Gathering meaningful to the young people participating.
- 4.2** The location of the Gathering must be selected carefully in order to give the participants valuable experience of their visit and a glimpse of the historical, cultural and social character of the hosting country.
- 4.3** Because of the annual school holidays, the IYG should be held during the main school holidays and have a duration of FOURTEEN days.
- 4.4** An IYG should comprise of a minimum of THIRTY participants. It is not recommended to have more than FIFTY participants. In consultation with the ICC, a larger number of participants may attend, taking into consideration the conditions prevailing in the host country.

- 4.5 It is desirable that the participants at an IYG have knowledge in one of the official languages of the Association (English, French, German or Spanish).
- 4.6 The Organising Section will appoint a number of adults who will be made responsible for the participants during their stay.
- 4.7 It is also desirable that young people be chosen from the Organising Section who have experience from earlier Youth Gatherings, to assist with the planning and also participate during the Gathering. They can effectively make a valuable contribution to the success of the Gathering.

## **5. Financing**

- 5.1 The basic principle is that the participants bear the cost of participation.
- 5.2 The PEB, on the recommendation of the ICC, will provide a subsidy to the Organising Section in respect of each participant attending the IYG.
- 5.3 To obtain this subsidy, the Organising Section must present to the International Treasury the names and particulars of the participants attending the Gathering.
- 5.4 The Organising Section must do its utmost to limit the costs for the participants in order to give as many young people as possible the opportunity to participate.
- 5.5 The participants bear their own travel expenses. National Sections, however, are free to subsidise the travel expenses and any other expense incurred by their young people who participate at an IYG.
- 5.6 The Organising Section is free to provide part or all of the expenses for the event in accordance with its financial resources. Such financial support must not be associated with any commitment or participation on the part of the participants.

## **6. Rules and Practicalities**

- 6.1 The Organising Section should establish written Rules for the Gathering. These Rules will vary from Section to Section, but must include the fundamental features of these recommendations and a clearly expressed prohibition against alcohol and illegal drugs.
- 6.2 A copy of the Rules should be sent with the invitation, to the young people who intend to participate in the IYG and also to the International Secretary General for the ICC.

- 6.3** The Organising Section will obtain an *Indemnity Insurance Policy* against accidents, loss, damage and Third Party Liability at every Gathering. This is to protect the Organising Section and members of its organising committee against claims by participants and members of the public. This is in addition to the HEALTH and TRAVEL INSURANCE provided by the participant.
- 6.4** Medical help must be made available for the participants during the gathering.
- 6.5** The address and telephone number where the participating young people can be reached during the IYG will be provided to the participant and the parents, in good time before the opening of the IYG.

## **7. Conclusion**

These recommendations for the IYGs are meant as guidelines for Organising Sections and should be taken as an expression of the philosophy and spirit of the International Police Association.

The Cultural Commission is available to the Organising Sections for any advice or assistance they may require in connection with the organising of an IYG, in order to maintain a high standard of performance.

*XIV WC Luxembourg 1994*

*Revised: 28<sup>th</sup> IEC, Greece 1998 to operate from 1.1.2000*

*Revised Turkey WC 2009*

**INTERNATIONAL POLICE ASSOCIATION**

.....SECTION

**INTERNATIONAL YOUTH GATHERING (IYG)**

**DATE**.....

**REGISTRATION FORM**

---

**1. APPLICANT:**

Surname..... First Name.....  
Date of Birth.....  
Nationality..... Religion.....  
Blood Group..... Sex: M / F  
Address.....  
Tel: .....  
Studies/Occupation.....  
Languages spoken.....  
Sport/Hobbies.....

---

**2. APPLICANT'S FAMILY:**

Full Names of Parents:  
1. Mother.....Occupation.....  
2. Father.....Occupation.....  
Name of IPA Member (parent/grandparent) .....  
IPA Membership No.....  
Person to be contacted in case of emergency.....  
Full address.....  
.....  
.....  
Phone/Fax No.....

---

**3. PROCEDURES:**

You are required to sign the Terms and Conditions Agreement overleaf.  
The form, having been completed, is to be submitted to the Secretary of your local IPA, who will forward the document to the Executive Committee of your National Section. If Registration is accepted, you will be required to provide particulars of Travel (Medical) Insurance and method of travel to the Gathering

**4. VERIFICATION BY SECTION** that parent/grandparent is a current member of IPA.

Signed.....

Official Status.....



**5. ADDRESS OF THE ORGANISING SECTION OF THE IYG**

.....

.....

.....

Phone.....Fax.....

Closing date for Registration.....