



Leader Acceptance, Consent and Contract

Incomplete forms will not be accepted. Make sure all information is correct. Purposely giving false information may lead to your being dismissed from the program. Each leader/chaperone must submit this form.

Group name and number _____

Personal Information

Use full legal name as it appears on your official identification

First Name _____ Last Name _____

M _____ F _____

Mailing address _____

City _____ Province _____ Postal Code _____

Home phone (_____) _____

Cell phone (_____) _____

Work phone (_____) _____ ext _____

Declaration

I, _____, warrant that all information described above is, to the best of my knowledge, correct. I hereby consent to and authorize the release and disclosure of that information to representatives of the Government of Canada (Canada) department that funds the YMCA Youth Exchanges Canada Program, delivered by the YMCA of Greater Toronto in partnership with the YMCA of Greater Vancouver, YMCA of Northern Alberta and the YMCAs of Quebec (collectively referred to as YMCA) for the specific statistical and related purposes of the program.

Leader's signature

Date

General Terms and Conditions

Statement on Government Funding and Collection of Participant Information

I understand that Canada funds this YMCA program, and therefore may be subjected to government approval and conditions, which may be varied from time to time. Participation in this Program is non-transferable. Should funding cease, YMCA shall refer participants to a government representative for more information or to other service providers in the community whenever possible.

I also understand that since funding for the program has been provided by Canada, Canada needs my participant information to measure the results of the program and evaluate the program's success; evaluate more generally, the success of the program in achieving its objective; and meet its obligation of accountability to Parliament and the Canadian public by reporting program results.

The information, when provided to Canada, is administered in accordance with the Privacy Act and the Department of Employment and Social Development Canada Act. I have a right under the Access to Information Act to obtain that information from Canada. For more information about your privacy rights, visit the Government of Canada website. www.Canada.ca

I understand that in addition to information collected on behalf of the Government as required, YMCA may be involved in other research projects. To provide the highest standard of program quality, participants may be requested to complete a questionnaire either before, during and or after the exchange has taken place. All information collected will comply with Canada's Privacy Act or applicable provincial or municipal privacy law.

Limitation of Liability

I agree that YMCA is not responsible for any bodily injury, loss, or damage to personal property suffered by me before, during, or after the exchange, unless such injury and damage is the direct and sole result of proven negligence on the part of YMCA.

I agree that I am participating in this program voluntarily and at my own risk. I agree to fully release YMCA of Greater Toronto, YMCA of Greater Vancouver, YMCA of Northern Alberta and the YMCAs of Quebec, their officers, directors, agents, staff, and volunteers from all claims or lawsuits for any injuries, death, property damage or theft, losses, or any other liability of any kind, arising directly or indirectly out of my participation in YMCA programs excluding only their sole and proven negligence.

Electronic Communication

I hereby give consent to YMCA to contact me through the electronic channels I provide (e-mail, Texting, Facebook, LinkedIn, Twitter etc.) for the purpose of providing program information, assessing candidacy, and contacting me for the purpose of program evaluation. I understand that after my exchange is complete, I can request to opt-out of future communication from YMCA by contacting info-yec@ymcagta.org.

YMCA Commitment to Privacy

YMCA of Greater Toronto is committed to protecting personal information by following responsible information handling practices. YMCA collects and uses information I volunteer when I access or register for a YMCA program in order to better meet my service needs, to ensure a safe environment, for statistical purposes, to inform me about the YMCA program in which I am registered, and to satisfy government funding and regulatory requirements. I may also hear from YMCA periodically about other programs, services and opportunities that may interest and benefit me. I may request access to information under the applicable privacy law. For more information on YMCA's commitment to privacy, please visit the website: <https://ymcagta.org/privacy>

YMCA Commitment to Confidentiality

YMCA is committed to the respect of the individual, which includes the maintenance of participant confidentiality. However, the confidentiality of the YMCA-participant relationship is not absolute. There are circumstances that limit confidentiality of such information. YMCA may disclose personal information without prior knowledge or consent in an emergency situation where a person's life, health or security is threatened. YMCA will also disclose information without prior knowledge or consent:

1. To a lawyer or other legal representative of the YMCA.
2. To a government body or agency in certain circumstances.
3. To the relevant authorities if the Participant discloses information relating to the abuse of a child or vulnerable person.
4. To comply with a subpoena, warrant or other court order, or as may be otherwise required by law.
5. To the extent that this information is required to provide program services, including but not limited to program delivery and site coordination.

Leader's Responsibilities

I warrant I have the full authority from my School/Association/ Community Organization to act as a Group Leader for this exchange. I have reviewed our School/ Association/ Community Organization policies and procedures related to exchange programs, virtual youth engagement, and I am in full compliance with those policies and procedures.

To my knowledge, the youth participants in the YMCA Youth Exchanges Canada Program are Canadian citizens or have permanent resident status.

I will obtain all the necessary consent forms from the youth participants and parents/guardians.

I will explain the rules of behaviour set down for this program to the participants, including the consequences of non-compliance.

I agree that I will not discriminate or permit any discrimination by reason of race, creed, sex, sexual orientation, gender, ability, colour, age, citizenship, family or marital status, nationality and ethnic origin, place of birth or language of the Participant.

I will discuss the potential risks and safety procedures with all participants and their families.

I will actively engage my youth participants in the planning of the exchange program.

The individual participants will be twinned, and I will encourage communication between the two groups.

I will explain the responsibilities involved in an exchange to all participants and their families.

If there are changes to the hosting plan and group participants, once finalized, I will inform YMCA of these changes as soon as possible and in a timely manner.

I will attend all organized group activities with my group and provide appropriate supervision of the youth under my care. I understand that non-participatory or anti-social behaviour, not in keeping with the spirit of this exchange, is unacceptable.

I understand and agree that if YMCA is made aware of incidents of inappropriate behaviour, YMCA reserves the right to determine the consequences of such behaviour, which may include terminating the Participant's access to the program.

Virtual Exchange

In an effort to continuously serve participants YMCA Youth Exchanges Canada Program is providing distance-based program experiences through a(n) online platform(s).

I acknowledge and agree with the following:

- I understand that the program will be delivered mainly via an online platform unless otherwise notified.
- All online groups and virtual meetings must be organized under an official school or community organization account.
- I will follow my organization's online engagement policy.
- I understand that only Group Leaders, registered individuals and individuals authorized by Group Leaders are permitted to participate in the Program activities, but that there is a possibility that unregistered and unauthorized individuals (for example, siblings and friends of Participants) may participate in the program.
- I will conduct the sessions from a private location with high quality, password-protected, wireless Internet connection.
- I will ensure all online group members meet the minimum age required by the platform to hold an account.
- There must be at least two Group Leaders over the age of majority designated as administrators for the page, online group, or virtual meeting.
- The minimum recommended number of Group Leaders online for each session is two – one to facilitate and another to monitor the group and chat functions to provide support to participants.

- Online groups and virtual meetings should exist only for the duration of the program. When the program ends, the group or meeting should be closed or deleted.
- I will not publicly share virtual meeting invitation links or meeting recordings and will ensure entry into virtual meetings is password protected.
- I agree to develop a Virtual Code of Conduct with my Group.
- If a participant requests a disability-related accommodation(s), I will work towards meeting said accommodation(s).
- I understand that participation in the program involves risks, including, without limitation, the risk of cyberbullying and harassment, and I voluntarily take responsibility for all risks of the Participant's participation in the program.

Leader's signature

Date