

REGULATIONS
On staging FISU Volunteer Leaders' Academy 2017
International Volunteers Forum
2 – 8 July, 2017, Kazan (Russia)

1. General provisions

- 1.1. This document regulates the terms and procedures of staging FISU Volunteer Leaders Academy 2017 International Volunteers Forum (hereinafter – Forum) in Kazan (Russia) in accordance with the decision of the International University Sports Federation (FISU).
- 1.2. International University Sports Federation (FISU) and the Republic of Tatarstan (hereinafter – Founders) are the founders of the Forum, and the organiser is ANO "Directorate for Sports and Social Projects" (hereinafter – Organiser).

2. Aims and objectives

- 2.1. The mission of the Forum is the development of the international volunteers movement as an element of investment in intercultural dialogue, international cooperation and human resource potential in staging international events in the field of university sports.
- 2.2. The aim of the forum is to create a permanent international cultural and educational platform for the professional training of volunteers movement leaders capable of creating and organising the work of volunteers centres for the implementation of international, national and local projects aimed at the development of university sports.
- 2.3. Forum objectives:
 - Positioning FISU as a unique international organisation uniting universities of the world and developing university sports through national university sports federations.
 - Enhancing the role and status of universities in the development of the international university sports movement.
 - Intensification of educational activities of FISU and the activities FISU International Educational Centre.
 - Training the volunteers for the International Day of University Sports (IDUS) in national federations and the FISU 2018 World University Championships (WUC 2018) through a common methodology and using best practices.
 - Establishment of a united platform for volunteers of sporting events from around the world.
 - Training the heads of volunteers centres across the world.
 - Presentation of the upcoming major sporting events in the world and involvement of the international volunteers community to participate in them.
 - Introduction to the leading international practices of the major sporting and cultural events under the auspices of IOC, UNESCO, WADA.
 - Promotion of a healthy lifestyle, involvement of youth in physical education and sport, intercultural and international communication between volunteers from different countries.
 - Development of intercultural dialogue and international youth cooperation.

3. Time frame

- 3.1. Forum dates: 2 – 8 July, 2017. Frequency – annually.
- 3.2. Participant arrival date: 2 July, 2017, departure date: 8 July, 2017.
- 3.3. Forum location: Russian Federation, Republic of Tatarstan, Kazan,
- 3.4. Forum form: seven day educational course combining theory and practice on the programme of volunteers recruitment and training for major sporting events.

4. Forum Participants and Programme

4.1. Participants of the Forum:

- Representatives of universities around the world that permanently promote sport and event volunteering in their countries.
- Heads of volunteers programmes of world university championships. Volunteers coordinators in the preparation of the International Day of University Sports.
- Representatives of organising committees of future Universiades and other sporting events that are responsible for development and implementation of volunteers programmes and projects.
- Representatives of national university sports federations and members of the FISU General Assembly.
- Other interested parties (upon request).

4.2. The programme of the Forum includes:

- Workshops, trainings and seminars that focus on specific knowledge required for volunteers recruitment and training programme.
- Lectures from representatives of the International Olympic Committee (IOC), United Nations Educational, Scientific and Cultural Organization (UNESCO) and the World Anti-Doping Agency (WADA).
- Lectures and practical training on the development of personal competences of participants, workshops on the development of corporate behavior, team-building and leadership-related skills of business trainers from the leading Universities of Russia;
- Training for the organisation of the volunteers programme for FISU activities, including:
 - ✓ budget planning for volunteers programmes implementation
 - ✓ engagement of sponsors and partners in volunteers programmes implementation
 - ✓ stages of volunteers programmes and sequence of their implementation, features of each stage
 - ✓ development of a service provision system for volunteers and its procedure during the pre-event period and during the event
 - ✓ development of motivation programmes and appreciation measures for volunteers, based on successful practices
 - ✓ approaches to volunteers preparation and training, educational programmes
 - ✓ volunteers management system and mechanisms during the event
- Meetings with famous athletes (winners and prize-winners of the Universiades and Olympic Games).
- Familiarisation with volunteers stories and experiences of participation in major international sporting events.
- Practical studies.
- Sporting, cultural and creative events.
- Study of the legacy of the 27th Summer Universiade Kazan 2013 and visits to sports venues.

At the end of the Forum, it is planned to award personal certificates to the top 10 volunteers. 5 volunteers will get the chance to join FISU Staff and work together with FISU at the 29th Summer Universiade 2017 in Taipei from 19 to 30 August. Another 5 volunteers will receive scholarships to study at an exchange programme of a university of their choice.

5. Requirements for the Forum participants

5.1. The Founders of the Forum impose the following general requirements on all participants:

- At least 18 and under 27 years of age on 01.01.2017.
- Actual participation of the applicant in the sports and event volunteering at sport events confirmed by certificates of participation.
- English proficiency level (at least upper-intermediate level).
- Active participation in the sporting, cultural and social life of university, and willingness to share experience of participation in these activities.
- Guarantee of full participation in all events (by time and duration) of the Forum (except when the party is ill or participating in any activities is contrary to religious, cultural and other principles of the participant).
- Readiness to make decisions and commitments with regards to formation and further realisation of action plan concerning popularisation and promotion of FISU ideas, sports and event volunteering.

5.2. Forum members alone are responsible for any harm or damage caused to personnel of the Organiser, property, or to third parties, within the events of the Forum.

5.3. In the event of loss or damage to property transferred by the Organiser to the participant of the Forum as part of the Forum, the participant shall compensate damage to property through the provision of property equivalent in terms of quality and functional parameters and terms of use of the lost or damaged property, or pay the cost of the lost or damaged property, determined on the basis of the average market cost of property of equivalent value.

6. Financial obligations

6.1. Each National University Sports Federation has the right to send one participant, who meets all requirements. All costs for this participant, including flights from place of residence to the city of Kazan and back, all services throughout the days of the forum in Kazan (accommodation, meals, and educational programme) are provided by the Founders.

6.2. The National University Sports Federation has the right to send a separate application for a second participant, who meets all participant requirements. Particular attention will be paid to English proficiency level. The Organising Committee considers and confirms/rejects the second participant. If a second participant is confirmed by the Organising Committee, the sending party pays his flights from place of residence to the city of Kazan and back, and pays an organisation fee of 299 euros to the account of the Organiser.

6.3. The Founders and Organiser undertake the following financial obligations on:

- Providing transport services to participants in Kazan during the period from 2 to 8 July, including transfers to/from the airport.
- Organisation of excursions, cultural and entertainment programmes.
- Payment for accommodation and 3 meals per day for participants during the period from 2 to 8 July, 2017.
- Payment of travel of one participant from each national university federation (from place of residence to the Forum venue).
- Payment of medical insurance during the period from 2 to 8 July, 2017.

- Development and provision of the Forum programme training materials, including organisational costs of the invitation and payment of speakers' fees.
- Production of uniforms and commemorative souvenirs.

7. Forum Stages

7.1. Forum preparation stages:

By 25 February, FISU sends two letters to the national university sports federations:

1. An information letter with an invitation to cooperation.
2. A template letter to send to leading universities of the country. The letter contains general information about the FISU Volunteers Leaders Academy forum, criteria for the selection of participants and an application form for participation in the Forum (application form – Appendix 1).

By 5 March, each national federation sends an invitation letter to the universities of the country (at its discretion).

By 1 April, the national university sports federation sends the following documents to the Organising Committee in Kazan (fisuvolunteers@dspkazan.com):

1. The list of camp participants indicating the participant category (trip at the expense of the founders or sending organisation) recommended by the universities and approved by national federations, their applications for participation, and contact details of the responsible individual.
2. A table with a complete list of universities that submitted requests to participate in the Forum, and their contact information for the formation of the FISU database of universities and volunteers.

All materials must be sent by e-mail to fisuvolunteers@dspkazan.com

By 1 May, the Organising Committee will review applications and take decisions (Appendix 1).

If the application is confirmed, the participant is sent an official invitation to participate, as well as the Forum programme.

By 15 May the Organising Committee announces the list of participants and informs NUSFs and universities about decisions taken.

All sections of the application form must be completed. Partially completed application forms will not be considered.

Candidates who have completed the application are responsible for the accuracy of the information specified therein. By submitting an application, the higher education institution or national federation confirms the authority of the persons sent for further participation in the Forum.

Organisers have the right to reject an application explaining the reasons for refusal.

7.2. All applications and materials sent to the Forum Organisers by participants will not be edited or returned.

7.3. The term of applications review for participation in the Forum is until 1 May, 2017.

7.4. By submitting an application to participate in the Forum, applicants hereby give consent to the Organiser to processing (collection, systematisation, accumulation, storage, refinement, use, transfer, and destruction) their personal data.

APPLICATION FORM
for Participants of FISU Volunteer Leaders' Academy 2017
International Volunteers Forum
2 – 8 July, 2017, Kazan (Russia)

Country	
City	
University/Organisation	
Full name	
Date of birth (dd.mm.yyyy)	
Clothing size (top)	
Citizenship	
Address	
Phone number	
Mobile phone number	
E-mail	
Passport details	
Education (University, Major, Dates of attendance) Course/specialisation	
Volunteering Experience (description of projects participated in as a volunteer, with description of role and functions)	
Would you like to teach a master class or share your experience as a speaker? If yes, enter topic and format of presentation, duration and technical requirements for presentation equipment.	

English/other foreign language proficiency level	
Photo (size no more than 2 MB, face image no more than 60%)	
Presence of volunteers centre at the higher education institution	

Full name and position of the NUSF designated employee