



## ROTARY INTERNATIONAL DISTRICT 1200

### DARTMOOR TRAINING CENTRE

16<sup>th</sup> – 22<sup>nd</sup> February 2019

#### What is RYLA?

The Rotary Youth Leadership Award (RYLA) is one of the most successful Rotary programmes run by Rotary District 1200 for young people aged 16-18 on 22<sup>nd</sup> February 2019 and offers the leaders of the future a chance to get a head start at an early age.

The RYLA programme gives young people the chance to improve their leadership, team working and communication skills, respect for the environment and learn public speaking skills. This course will also enable candidates to understand their own personal strengths and how to achieve their personal goals in life. The RYLA programme provides a unique opportunity to learn, grow, have fun, and make new friends.

#### How is this achieved?

By employing a team of professional trainers, Jack Russell Coaching, for one week. They run a course specifically designed for young people at the Dartmoor Training Centre, near Princetown in Devon.

#### Contents of this pack:

	Page
Timeline for Applications	3
Candidate Entry and Deposit form	4
JRC Programme Standards Policy	5
Suggested Wording for Club Letter to Parents/Guardians	7
PDC Medical Questionnaire	8
Parental Consent Form	10
Form G: Consent to Photography	11
RYLA Provisional Kit List	12
Arrival and Best Route to the Dartmoor Training Centre	13
A RYLA Participant's Reflections on the 2017 Course	14
District 1200 Alumni Association	15

## TIMELINE FOR APPLICATIONS

### May/June/July 2018

1. Obtain approval from your Club to sponsor a young person on the course. Appoint a committed Rotarian who will liaise with the school/organisation/employer, the family of the participant, and with the District Coordinator, following the listed steps as closely as possible.
2. Organise funding to enable you to sponsor a young person on the course – cost approx. £625 per head (includes course fee, VAT, insurance and a polo shirt). *Note:* Two or more adjacent clubs might consider joint sponsorship of a participant, or you might be able to find local charitable or business sponsorship.
3. Make contact with your local secondary school/youth club/uniformed organisation. Send them details of the course and seek their help in selecting a candidate – usually from school years 11 or 12. If over 18 the school/college must obtain enhanced DBS clearance if the participant does not already have one.
4. Register your club's interest with the District Coordinator and arrange full payment of the fee. Thus an early financial commitment is needed by the Club. If a young person is ultimately not selected or declines the offer of a place, then a reserve candidate from another Club might be arranged.

The course is not designed for youngsters with disabilities, and those running it do not have the necessary skills. There are specialist courses available for the youngsters with disabilities (eg The Jubilee Sailing Trust), some of which are supported by Rotary.

### September

5. Arrange for someone (possibly a previous RYLA participant, or Rotarian, or teacher) to speak to a school assembly about RYLA and to ask for applications – suggest a cv and/or letter of application. School staff will most likely be able to suggest young people they know would benefit from the experience.

### October

6. Carry out interviews at the school preferably by Rotarians with teachers. **You will be looking to select students who require help to realise their full potential by developing confidence, communication and other leadership skills.**

Suggested interview questions (in no particular order):

- Have you discussed this application with your parents/carers?
- What have you found out about the course so far?
- What do you hope to gain from the course?
- How do you spend your free time – hobbies and interests outside school?
- Do you think that you can manage to attend the course without disruption to your academic studies?
- What are your hopes for the future (after education)?

Important points to get across during the interview:

- The Rotary Club reserves the right not to send anyone on the course if they feel that the individuals would not get full benefit from it.

Rotary expects a successful applicant:

- i) to take a full, active and enthusiastic part in the RYLA course;
  - ii) to attend a Club meeting and report back on their experiences;
  - iii) to assist with selection of candidates for the next year's course.
- **A visit will be made by a Rotarian to meet parents, answer any queries, and obtain a signed consent form.**
  - The Rotary Club will pay the full course fee. It will also arrange transport to and from the venue if necessary.
  - The course is designed to be fun as well as informative.
  - Many universities/employers recognise this course as a valuable contribution towards career development and leadership skills.
7. **Contact the District Coordinator to make sure that a place is available.** Write to interviewees, offering a place to the successful candidate, and selecting a reserve candidate. Send Entry Form to the District Coordinator.
8. **It is essential that a Rotarian makes arrangements to meet the candidate's parent(s) at home or at school, taking with them the health and photography forms for parental completion. At this meeting, it is vital to emphasise the financial commitment which the club is going to make, and that last-minute drop outs are not acceptable, unless in the case of serious illness.**

### **November**

9. Send completed health and photography to the District Coordinator.

### **December**

10. Relax and enjoy the Festive Season.

### **January**

11. Make sure participant has the kit list, the week's programme, and directions to the Dartmoor Training Centre (updated and issued by the District Coordinator). It is often possible for young people to borrow equipment from their school/college.
12. Arrange transport with parents/carers. Rotary is responsible for the safe passage of their participants to and from the course. Child protection is an important issue here, so one adult driver with one young person will usually need a parent or chaperone. If in doubt, check with your club's or the district safeguarding officer, and make sure parents are comfortable with the arrangements you make.
13. The programme usually includes the opportunity for up to 30 Rotarians/parents to arrive at 4 pm on the last day for a buffet meal with the young people, followed by a presentation. Bookings for the meal to be made with the District Coordinator and paid for in cash on the day.

### **Rotary District 1200 RYLA Co-ordinator:**

Rtn John Mander, 15 Charlton Park, Midsomer Norton, Radstock BA3 4BN  
 Tel: 01761 412007 E-mail: [john@themanders.co.uk](mailto:john@themanders.co.uk)

# CANDIDATE ENTRY FORM

One form for each candidate

Name of sponsoring Rotary Club: .....

Name of Club RYLA Organiser: .....

RYLA Rotarian Organiser Address: .....

.....

.....

Phone: ..... E-mail Address: .....

---

Full name of RYLA Candidate: .....

Candidate address: .....

.....

.....

Age at 16 Feb 2019: ..... Date of Birth: ..... Gender M/F: .....

Home phone: ..... E-mail: .....

Student phone: ..... E-mail: .....

Next of Kin name: ..... Phone: .....

Polo shirt size (adult): S / M / L / XL

.....

**Please ensure that this form is received by District RYLA Coordinator by 1st November 2018. Please send the completed PDC medical and photographic forms form at the same time if possible.** If your candidate is not accepted on the course a refund will be made to the sponsoring club. In the event that a candidate withdraws or is to be replaced please inform District RYLA Coordinator immediately.

The total number of candidates that can be accommodated on the course is 24 with a fairly even split of each gender. Candidates must be fit and not overweight. This means that candidates will be accepted on a first-come first-served basis for the accommodation available.



## **Programme Standards Policy**

### **Schedule 1**

#### **THIS DOCUMENT MUST BE GIVEN TO EVERY INDIVIDUAL TAKING PART IN A JRC PROGRAMME**

**Please detach this page and send to all Delegates. It is your responsibility, as the Client (Rotary Club), to ensure that the Delegate is aware of what is expected of them and any risks that might arise on the course:**

#### **OUR STORY**

PDC Inspiration Ltd (trading as Jack Russell Coaching) was established in 2000. The director, Jack Russell has a passion to develop positive leaders and effective team members and specialises in three areas; leadership, team development and personal development. For more information please visit the website [www.jackrussellcoaching.co.uk](http://www.jackrussellcoaching.co.uk)

#### **CLIENTS**

We work in both indoor and outdoor environments and our client's range in industry from: Military; Education; Olympic development; Royalty; Blue Chip Companies; Sporting; Teams; Polar Selection and Training; Air Ambulance Selection.

#### **OUR PHILOSOPHY**

Our mantra is challenge by choice

We use skilful coaching to help people unlock their potential and raise their game

We encourage people to stretch themselves and leave their comfort zones

We ask people to take responsibility for their actions

We ask people to partake as much as possible

#### **SAFETY**

Safety is our primary focus. There are a multitude of safety factors on any course – some are out of our control, e.g. clients drinking alcohol. We ask every person on a JRC programme to take a duty of care for themselves and others.

During programmes we often ask for volunteers to demonstrate the practical application of theory we discuss. This can range from holding an arm out to breaking wood with bare hands!

We ask clients to dress appropriately for the course they are on. For example, an indoor team exercise needs comfortable clothes with stable footwear. If you are doing outdoor activities you will require suitable outdoor clothing and will receive a kit list and medical form to fill in.

## **HEALTH**

On average we have about 6000 people a year on courses. People come with all shapes, sizes and medical conditions, physical and mental (from depression to back problems). You **MUST** inform a member of the JRC staff of any condition that you have. The more we know the more we can make the programme work for you.

JRC reserve the right to refuse the participation of individuals if they are pregnant, do not physically fit our equipment, or we feel they are physically or mentally going to impede the safety of themselves, others or JRC staff.

## **PHOTOGRAPHY/VIDEOING**

We often video or photograph programmes to use as a review of the day and sometimes for marketing. If you are not happy with this, please tell us.

If your programme involves Children and/or Vulnerable Adults, please request to see our Safeguarding Policy and please tick the consent box regarding photography.

## **JACK RUSSELL COACHING (PDC INSPIRATION LTD)**

We have risk assessments, policies, and procedures for our programmes. We appreciate any feedback that improves, and makes safer the running of our courses.

Jack Russell Coaching is the trading name of PDC Inspiration Ltd.

## **SUGGESTED WORDING**

### **for letter to parents/guardians on your Club letterhead**

Dear Parent or Guardian,

#### **Rotary District 1200 Rotary Youth Leadership Award (RYLA) 2019**

We are pleased to tell you that ..... has been selected to take part in the District 1200 Rotary Youth Leadership Award programme in February 2019. This is primarily a programme that is focusing on developing skills such as leadership, communication and team working. We will be using a range of activities and techniques to develop these skills; the course consists of 50% theory sessions and 50% practical outdoor activities such as rock climbing, abseiling, and coastal walking.

The programme is being run by Jack Russell Coaching (the trading name of PDC Inspiration Ltd), a team of experienced and qualified outdoor professionals and management development coaches. All technical equipment that is provided is of the highest standard. Safety is paramount and we can assure you that all activities are tried, tested and trusted. PDC Inspiration Ltd has a licence from The Adventure Activities Licensing Authority and insurance cover of £5 million.

The dates of the course are 16<sup>th</sup>–22<sup>nd</sup> February 2019. It is being held on a residential basis at: The Dartmoor Training Centre, Prince Hall, Princetown, Devon, PL20 6SA.

Please complete, in full, the enclosed Medical Questionnaire and Parental Consent Form for your son/daughter. Please also complete the consent form for photographing children.

Either give them to your sponsoring Rotary Club representative or send by post to:

**Rotarian John Mander**

**15 Charlton Park, Midsomer Norton, Radstock BA3 4BN**

**the.manders@btinternet.com 01761 412007**

Completion of this form will be taken as your consent for your son/daughter to fully participate in this programme. We must have this form to enable your son/daughter to take part.



# PDC MEDICAL QUESTIONNAIRE

Date of Course: 16<sup>th</sup> – 22<sup>nd</sup> February 2019

**SPONSORING ROTARY CLUB** .....

## PERSONAL DETAILS

Candidate Full Name: .....

Date of Birth: ..... Male/Female .....

Address: .....

.....

.....

Home Telephone Number: .....

Name of GP: ..... GP's Tel: .....

GP's surgery address: .....

.....

.....

Next of Kin Name: ..... Tel: .....

CONTINUED ON NEXT PAGE

**MEDICAL QUESTIONNAIRE CONTINUED**

**PREVIOUS MEDICAL HISTORY (Please tick as appropriate and give brief details)**

Asthma [ ] .....

Heart Disorder [ ] .....

Back Problems [ ] .....

Joint Damage [ ] .....

Muscle/Ligament Damage [ ] .....

Bone Damage [ ] .....

Allergies [ ] .....

Diabetes [ ] .....

Epilepsy [ ] .....

Impaired Vision/Hearing [ ] .....

Circulatory Problems [ ] .....

Migraines [ ] .....

Pregnant [ ] .....

Others (please specify): .....

Date of last tetanus: ..... Blood Group (if known): .....

Is the candidate on any medication at present? (please specify): .....

.....

Special dietary requirements (if any): .....



**PDC INSPIRATION LTD**  
**Trading as Jack Russell Coaching**

Date of Course: 16<sup>th</sup> – 22<sup>nd</sup> February 2019

**Candidate details**

Full Name: .....

Date of Birth: ..... Male/Female .....

Address: .....

.....

.....

Telephone Number: .....

**RYLA 2019 Physical Activities:**

Outdoor Leadership tasks involving obstacles

Climbing and Abseiling

Hill Walking

Camping

Dip/swim in river

**DECLARATION**

I hereby give my consent as parent or guardian of the above-named person to participate in RYLA 2019 and understand and acknowledge the risks involved.

Signature:

Date: .....

# Rotary International in Great Britain and Ireland

## Child and Vulnerable Adult Protection

### Form G: Consent form for the use of photographs, film or video recordings of children or vulnerable adults

Rotary District 1200 has adopted this statement of policy in its work with children, the elderly, the vulnerable and those with disability.

- The needs and rights of the child, the elderly, the vulnerable and persons with disability take priority.
- It is the duty of every Rotarian to safeguard to the best of his or her ability, the welfare of and prevent the physical, sexual or emotional abuse and neglect of all children, the elderly, persons with disability or otherwise vulnerable persons with whom they come into contact during their Rotarian duties.

In accordance with its Protection Policy and procedures, where possible, the Rotary Club will not permit photographs, film, video or other images of children or vulnerable adults to be taken or used **unless the consent of the child/vulnerable adult and their parents/guardians or carers has been obtained.**

The Rotary club will take all reasonable measures to ensure these images are used solely for the purposes for which they are intended. Any person becoming aware that these images are being used inappropriately should immediately inform the Protection officer of the Rotary club.

The Rotary club reserves the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

#### Statement by the child or vulnerable adult

I consent to photographing, filming or videoing my involvement in RYLA 2019

Signature:

Print Name..... Date: .....

#### Statement by Parent/Guardian/Carer

As parent/guardian/carer (*please delete appropriately*) I consent to the Rotary Club/Jack Russell Coaching photographing, filming or videoing the involvement of

..... (*print name of child/vulnerable adult*)  
during RYLA 2019

Signature:

Print name: ..... Date: .....

Relationship to child/vulnerable adult: .....

Date form received by the Rotary club: .....

## **Provisional RYLA KIT LIST**

### **RYLA held on Dartmoor 2019**

#### **You will need to bring the following kit with you:**

- Personal clothing, comfortable layers of clothing – materials other than denim are advised walking trousers are ideal, leggings will not be warm enough on their own
- Walking boots with good grip and ankle support
- Trainers or other sturdy outdoor shoes
- Thick and thin socks – plenty of pairs
- Another pair of trainers or shoes for general use as your others may become wet. These need to be suitable for outdoor tasks, heels not advised;
- Waterproof jacket and trousers (essential)
- Warm jacket
- Thermal top & leggings – couple of pairs are handy
- Hat and gloves
- Pillow
- Sleeping Bag – you will be sleeping in this all week. You will be sleeping in dorms of bunk beds and one night camping
- Sleeping mat for overnight camp
- Wash kit
- Orange plastic survival bag - £3 from all good outdoor shops
- Rucksack for daypack (approx. 35 litre)
- Large kit bag / rucksack
- Water bottle
- Camping bowl & cup
- Spoon, fork & knife
- Flask, if you have one
- Personal medication
- Blister plasters (Compeed recommended)
- Swimwear
- Compass
- Torch
- Camera
- Sun cream, sun hat
- Wellies
- A sense of humour

It is recommended that you do not bring any valuables. Candidates are solely responsible for personal valuables. JRC cannot take responsibility for any damage or loss of personal items.

## ARRIVAL ON THE DAY

**Please arrive at Dartmoor Training centre at 4.00 pm on Saturday 16th February 2019 ready for a 4.30 pm prompt start. You will need to be picked up at: 6.00 pm on Friday 22<sup>nd</sup> February 2019 unless attending the afternoon tea and presentations at 4.00 pm (tickets £10 on the day).**

## BEST ROUTE TO DARTMOOR TRAINING CENTRE

From the end of the M5 beyond Exeter take A38 signposted to Plymouth (approx 40/45 minutes from here)

- 1) Continue on A38 but when you see the first junction signposted **Ashburton** and **B3352** carry straight on as directed by arrows on large sign for **Two Bridges** and **Princetown**. Take slip road also signposted **Ashburton** and **B3352**.
- 2) At top of slip road turn right onto bridge over A38. Look for turning on signposts to **Princetown** and **Poundsgate**.
- 3) After Ashburton you pass by **River Dart Country Park**
- 4) Continue following signposts to **Poundsgate** and **Princetown**. In Poundsgate area drive carefully as some hills are steep and road very twisty
- 5) Continue straight ahead from Poundsgate following signposts for **Two Bridges** and **Princetown**.
- 6) Continue through **Dartmeet** (Pixies Centre is here but this is not our Centre)
- 7) From Dartmeet follow signposts for **Two Bridges** (pass Brimpts Farm but keep straight on)
- 8) Keep on road signposted towards Two Bridges but before then look out for **left turn signposted to Prince Hall Country House and Hotel**. If you rely on satnav postcode you will end up at a farm. Signs are clear from main road so keep on main road until you see the above sign. Satnav is only a guide. Take this left turn and continue to signpost in front of Prince Hall Country House and Hotel. You will see at the bottom of this sign an arrow pointing to the left for the **Dartmoor Training Centre**
- 9) Take the left turn and drive approx. ¼ mile and arrive at Dartmoor Training Centre on left **before** the bridge over the River West Dart.

There is plenty of car parking space.

**Please note: If you rely totally on satnav, the postcode below will take you to a local farm. This is because when you turn left in (8) above, the driveway is not recognised as a road. Just keep on the main road until you see the large sign for the Prince Hall Country House and Hotel and turn left there.**

Dartmoor Training Centre  
Prince Hall  
Princetown  
Devon PL20 6SA

## A RYLA participant's reflections on the 2017 course

### ROTARY YOUTH LEADERSHIP AWARD

The opportunity arose early on in Year 12 to apply for the "Rotary Youth Leadership Award", a week of leadership development training based at the Dartmoor Training Centre and generously paid for by one of our local Rotary Clubs. I was initially a little anxious about applying since I hadn't been involved in this kind of activity before, but now I couldn't be more happy that I did. The idea of 'leadership' was something that had intimidated me but this award has shown me that there is more to it than simply being the 'bossy boots'.

On the first Saturday, having barely had chance to get to know anyone, we were divided into two random groups, around which the activities were to be based. Half of the course was dedicated to practical team building tasks which included activities like Rollerball, Rain Drain and Bull Ring. These tested our ability to communicate effectively, listen to those who might be pushed aside and willingness to give things a go.

On the Tuesday, we enjoyed an expedition on Dartmoor, where we walked, rock climbed and abseiled. Having a significant fear of heights, I knew from the start that this wasn't going to be the easiest day for me. Although nerves caused a teary moment at the top, I am proud to say that with the fantastic support of my team, I successfully abseiled down the 80 foot cliff. Once I had reached the bottom of the cliff, we all shared an emotional moment with many more tears, but all for the right reasons this time.



The other half of the course was based around psychology. We looked at different personality types and learned how to modify our behaviour to help us interact with different people. We looked at how a positive mind can improve performance and how leadership is a bigger and more complex picture than most people realise. I can honestly say my attitudes towards life have changed and it has encouraged me to try to influence some of those around me too.

Twenty one of us arrived as a group of strangers and left as a team of best friends. It has taught me so much about myself and the people around me. Looking forward, I can't wait to put everything into action; to leave people and places better than you find them. Thank you to the local Rotary Club who so generously sponsored my attendance on this course - it really was an amazing experience and I am really looking forward to coming to tell you all about it soon. *By M Harris, Norton Hill School*

## **Rotary International District 1200**

### **Alumni Association**

#### **Rotary Young Leadership Awards**

Every year, Rotary clubs in our District 1200 (Somerset, West Wiltshire, West Dorset) sponsor potential young leaders to participate in the February RYLA. The Clubs pay for their candidates to learn and hone their leadership skills in a unique and life-changing experience.

On return from the week-long course, each candidate often gives an inspirational presentation to the sponsor club. The before and after results are spectacular. Our thanks go out to Jack Russell and his amazing team who have conducted the RYLA on Dartmoor for many years.

In District 1200, we are now compiling a registry of ALUMNI. These are individuals, mostly non-Rotarians, who have been given life opportunities by Rotary. They are an important segment of the Rotary World and each often feel very warm towards Rotary. Being a Rotary Alumni does not bring any direct responsibility, but members will be given regular updates on Rotary achievements. They may wish to join in some of the Rotary projects and may wish to consider membership though there will be no direct pressure in that direction.

The District 1200 Alumni Association will embrace Group Study Exchange, Youth Exchange, RYLA, and more as it grows.

So, we will invite into the Alumni family those RYLA graduates whom the District 1200 Clubs have sponsored through the 2019 and future RYLA courses.

Each RYLA graduate will be placed on a provisional list and will become a District 1200 Alumni when they reach 18 years of age, subject to GDPR regulations. If they are already 18, they will be registered on the Alumni Data base immediately after completing their RYLA course.

Any questions concerning Alumni should be referred to our present District Alumni Officer, John Butler:- [jdbutler311@gmail.com](mailto:jdbutler311@gmail.com)