



2017 Rota Youth Service Club- Leadership Training “ROTA Youth Challenge”

Code of Conduct

Preface:

This code of conduct was prepared with the purpose of outlining the parameters of behaviour thought to be necessary and acceptable to achieve the outcomes desired for the Training Programme. This code will be present to you as basic conduct guidelines – and ask that you sign up to them as a Training Programme Contract – to ensure that you, and all the participants, achieve the best possible outcome, and learning experience , from your time at this Training Programme. Reach Out To Asia (ROTA) will decide what penalty, if any, will be imposed. Extreme cases mean that you will not be eligible to complete the programme or may not benefit from other educational programme provided by ROTA.

Your Commitments:

All participants will be expected to take responsibility for their behaviour and act in accordance with the values of the Training Programme which are:

- Respect and tolerance for all - regardless of nationality, faith, political view etc. All participants have the right to express themselves in a safe and harmonious environment. Appreciation and respect to all the staff working at the Training Programme and country.
- Read and be familiar with the training programme concept and schedule and respect it.
- Cooperation and team work – actively engaging in throughout the Training Programme. All participants are expected to attend the 4 days training and all on going sessions to provide your input for the share ideas and experiences and to learn from others as they learn from you.
- Integrity and accountability – towards behaviour and actions. All participants are expected to be in their best behaviour and accept consequence for any misconduct.

Apart from respecting these values, you also commit to the following:



- RESPECT THE GENDER SEPARATION: all participants will be put into working group by gender, and this needs to be respected as per the trainer and ROTA team supervision.
- RESPECT YOUR HOST AND THE PURPOSE OF THE TRAINING PROGRAMME: All Participants will be provided with all necessary learning materials. On Friday, transportation will be provided for males only to the QF mosque for Friday's Prayer, as per specified busses schedule which will be provided prior to the training. For females, prayers are to be conducted at the Training Programme Venue. Remember that the main purpose of your participation is to fully participate in the Training Programme. Make sure you have details of ROTA staff for emergency contact on you at all times.
- BE PUNCTUAL: Ensure that you are at the venue on time to follow the planed schedule. We have a lot to do and not only you may miss out on things if you are late, you will also be delaying others and off course it will affect your final evaluation.
- CLEAN UP: Please be considerate – keep the training hall and the furniture clean as before entering and utilising it.
- BE QUIET: We ask all participants to be quiet in the breaks and during the training programme. Keep noise and other disturbances to a minimum.
- MOBILE PHONES: during the trainings and on-going sessions please switch your mobile phone(s) to `Silent mode` or switch them off. Also, please ask for permission before posting any picture of your colleagues on snapchat or any other social media channels.
- Participant's photos and videos utilization: As this is one of ROTA NP's main training, various social media means will be used for the purpose of promoting the programme. ROTA, preserves the right to utilize all photos, video and voice recorded throughout the event .You hereby, concur your agreement to utilize and publish all your photos, videos taken throughout the programme for the above mentioned purposes.

Problems / Conflict Resolution: Any problems that arise should be discussed, at first, with your trainer if not directly with ROTA Staff.

Restrictions:

- The Training Programme participants must comply with all Qatar laws. Failure to do so will involve possible police action, arrest and in some cases deportation and/or prison sentences.
- Use of illegal drugs will result in immediate exclusion from the Training Programme.
- Violence or threat of violence, intimidation or discrimination towards any other person, sexual harassment or racist slur will result in immediate exclusion from the Training Programme.
- You are not allowed to smoke during the duration of the Training Programme. You are free to smoke anywhere outside – but we ask you to put your butts in the bins provided or to use ashtrays.

- At all times, be aware of the health, safety and welfare of all other participant; do not endanger yourselves or others.
- Appropriate, conservative attire with no bad word or sentences written is essential during all times.



ID, Safety and Security:

- On the first day of the Training Programme, you will be provided with a badge, and it should be wear at all times.
- You are required to follow the instructions of the organizing committee team at all times.
- You are responsible of taking care of all your belongings at all time. The ROTA Staff and Trainer are not responsible of losing any of your items.
- In-case of Emergency please keep calm and stay with your working group by follow the instruction of the training programme organizers whom will be directing you to the exit signs inside the building in-case emergency evacuation is required.

Emergency Contact and Details of ROTA staff:

Name	Title	Mobile	Direct Phone
Abdulla Al Bikri	Community Development Manager	TBC	4454 1661
Abdalla M. Dewan	Youth Development Specialist	TBC	44541639
Mae Ali Al-Zaman	Learning & Capacity Building Specialist	-	44541611



Medical Information

Please tell us if you have any medical conditions that could interfere with or limit your Participation during this Training Programme. Provide details

Emergency Contact Information:

By checking (✓) the box above you confirm that the provided emergency contact on your application form is correct. If not please list the emergency person's contact information in the table below and it must be a family member.

First Name:	
Father Name:	
Family Name:	
Relationship:	
Home No:	
Work No:	
Cell No:	
E-Mail address:	

Participant Release

I hereby certify that I/my child am/is physically and mentally fit to participate in this training. I am aware that my/their participation in this training involves travel to an outdoor location with which I/they am/may be unfamiliar. I give permission for the ROTA staff and training leader(s) to use their judgment in obtaining medical services for me/my child. I realize that failure to disclose relevant medical information about my health/my child's health could result in harm to me, my fellow participants, and/or training leaders. I also agree to notify Reach Out To Asia (ROTA) staff members if there should be any change in my /my child's health prior to this training.

Signature: _____ **Date:** _____

(See guardian signature below)



Consent Form

My participation in this training is completely voluntary. I am aware of the potential hazards of the outdoor activities including but not limited to: inclement weather conditions, accidents during transportation and activities, and potential death.

To minimize these risks, I agree to abide by the rules, regulations, and instructions of the ROTA organization, staff, chaperones, facilitators, trainers and guides.

I understand that although the ROTA staff will make reasonable efforts to assure my safety while I am participating in this training, there are inherent risks involved in outdoor activities. I agree that I am willing to assume these risks. I acknowledge that neither ROTA, nor any of its employees can absolutely guarantee my safety in every situation but that the ROTA staff has taken appropriate and reasonable measures to inform me of potential risks and ensure my safety. I therefore agree for myself, my heirs, and my personal representatives, to hold harmless and forever release and discharge Qatar Foundation, ROTA organization, and its members, directors, employees, students or agents from and against all claims, demands, actions or causes of action, deriving from damage to personal property, personal injury or death that may arise in connection with my participation in this training and included activities.

I acknowledge that I have read this form and all the stipulations together and fully understand them. Neither I, nor anyone claiming title through me, will hold ROTA or any of its staff/employee responsible for any adverse outcome as a result of my participation in this training.

Applicants Name: _____

Signature: _____ **Date:** _____

If under18

I acknowledge that I have read this form and all the stipulations together and fully understand them. Neither I, nor anyone claiming title through me, will hold ROTA (staff & members) responsible for any adverse outcome as a result of my son/daughter/relative participation in this training. On behalf of the applicant, I accept and agree to be bound by the terms and conditions of this application form



Parent's /Guardian's Name: _____

Qatar ID Number: _____

Signature: _____ Date: _____

We want this Training Programme to be the experience of a life-time for all of us; following this Code of Conduct, you help us achieving this goal!