



# Speaking Rights National Youth Take Action Training 2019

October 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> 2019

PARTICIPANTS' GUIDE

Welcome!

We are excited to have you with us for this Speaking Rights National CAP training 2019, being hosted at the YMCA Camp Elphinstone in Gibsons, British Columbia.

This participants' guide is for Youth Changemakers and Youth Workers alike. It offers the main information you need about the venue, food, transport and schedule.

For any additional questions, please contact one of the organizers. It will be our pleasure to make this experience the best it can be for you and to make your participation as comfortable as possible.

Have a great training!

## LAND ACKNOWLEDGEMENT

This event takes place on the traditional, ancestral and unceded territory of the Coast Salish peoples, including the Skwxwú7mesh (Squamish) Nation. We strive to leave no trace, to protect the land where we gather and to invite awareness of the history of this land.

## ABOUT SPEAKING RIGHTS

Equitas' Speaking Rights Program, is a Human Rights Education program that develops the capacity of youth to engage in actions that support respect for human rights. Young people participating in the Speaking Rights Program embark upon a process of empowerment guided by human rights values and principles.

### Training Objectives

After this workshop, participants will be better equipped to:

- To collaborate among participating organizations to build a national Speaking Rights movement
- Use Community Action Projects (CAPs) as a tool for addressing identified youth issues linking to human rights (and SDGs)
- Engage with influencers (decision-makers and allies) for increased impact
- Support youth engagement and participation as they move forward in their CAPs





# TENTATIVE SCHEDULE

## SCHEDULE DAY 0, SEPTEMBER 30TH

All day Participants arrive in Vancouver (those from outside BC) and check-in at hotel

## SCHEDULE DAY 1, OCTOBER 1ST

7:00 Breakfast at the hotel

8:00 Bus picks up participants at hotel to go to ferry

9:50 Ferry - Horseshoe Bay to Langdale

11:00 Shuttle to Camp Elphinstone

12:00 - 1:00 Lunch

**Step 1 : Motivate!**  
 Welcome and introductions  
 Breaking the ice  
 Establishing group guidelines  
 What is a CAP?  
**Step 2 : Explore!**  
 What are human rights?  
 Building a collective memory

5:00 End of the day

## SCHEDULE DAY 2, OCTOBER 2ND

9:00 Start of the day

Recap Day 1 and overview of Day 2  
 What do rights look like in the community?  
**Step 3: Investigate!**  
 Building expertise: SDGS as tool for change  
 So what? Identifying community change

12:30 - 1:30 Lunch

So what? Identifying community change  
Mapping influencers

Speakingrights.ca as tool for engagement

### Step 4 : Take action!

Making an CAP Action Plan, part 1  
Building a collective memory of Day 2

4:45 End of the day

## SCHEDULE DAY 3, OCTOBER 3RD

9:00 Start of the day

Recap Day 2 and overview of Day 3  
 Youth-led tactics for social change

12:00 - 1:00 Lunch

Exploring our roles  
Using speakingrights.ca for our CAP  
Make an action plan, part 2  
Building a collective memory of Day 3

4:45 End of the day

## SCHEDULE DAY 4, OCTOBER 4TH

9:00 Start of the day

**Step 5: Evaluate and celebrate!**  
How will you know your CAP will be successful?  
Evaluating the training  
Celebrate!  
Depart for ferry & lunch

12:30





## VENUE

The Speaking Rights National training will be held at :

YMCA Camp Elphinstone

1760 YMCA Road, Gibsons, BC, V0N  
1V6

[Link on google maps / Lien sur google maps](#)

## ACCESSIBILITY

Camp Elphinstone is wheelchair accessible. There will be cabins available that have accessible washrooms and showers, and the training space as well has an accessible washroom and a ramp to the entrance. Camp Elphinstone also has an all-terrain wheelchair that has push-levers that help propel the chair (check it out [here](#)) and another wheelchair with handbrakes on the handles and a more durable tire.

## SMOKING AND ALCOHOL

Camp Elphinstone is an alcohol and smoke free site. There is absolutely no smoking in any building. Unless authorized, participants must leave site to smoke. Smokers must remain minimum 15 metres from the entrance to camp.

## WHAT TO BRING TO CAMP ELPHINSTONE

- Sleeping bag (unless you have indicated to Equitas that you do not have one)
- Pillow (optional)
- Toiletries (such as toothbrush, toothpaste, face cloth, soap, deodorant and shampoo)
- Bath towel
- Flashlight
- Laundry or garbage bags for dirty or wet clothes

- Reusable water bottle and coffee mug (please leave all dishes in the Dining Hall)
- Camera and insect repellent (optional items)
- Comfortable shoes: we are a large area and there is lots of walking between buildings
- Complete change of clothes that suits the length and weather of our stay (see below)
- Pants, T-shirts
- Sweater or warm jacket
- Rain gear (an inexpensive poncho works great!)
- Sturdy shoes: sneakers or light hikers are best
- Pyjamas
- Sun hat and sunscreen

**Please Do Not Bring the Following Items: Camp Elphinstone will not be held responsible for lost or damaged items. Items listed will be removed for animal/human safety and security reasons.**

- Knives or other weapons/pocket tools
- Food or drinks (except for water)

## HEAT ROOM PROCEDURES

### What is a heat room?

To keep your home and Camp Elphinstone bed bug free, they have a specially constructed heat treatment room. Bags are heated to 125 degrees (about the temperature of a clothes dryer) which ensures that any bed bugs and/or eggs that may be contained within participants' belongings are killed prior to moving into cabins. The whole process takes 2 hours.

### What goes in the heat room?

All bedding, clothing, and cloth bags must go in the heat room.

### What doesn't go in the heat room?

- Plastics, such as toiletries and cosmetics
- Cameras and any other electronics (should be left at home)
- Medicines and medical devices
- Aerosols or creams (e.g. sunscreen)
- Food, including pop cans (not permitted at camp)





- Candles and wax (not permitted at camp)
- Photographs

### How should I pack my bag?

- Write your name and Equitas on a zip-lock bag and put all items not to be treated in this bag
- Keep this zip-lock at the top of your overnight bag so it can easily be removed before the overnight bag goes in the heat room
- Zip-locks will be placed in bins and given back to you when you collect your treated luggage

Questions about the heat room? Please contact:  
elphinstone@gv.ymca.ca 604-886-2025

Please note that we will be staying in camp style lodges at Camp Elphinstone and as such, participants will be sharing rooms with up to ten people. All beds are bunk beds with comfortable foam mattresses.

## HOTEL

Participants from out-of-town will be staying at a hotel on Monday night upon arriving to Vancouver and again on Friday night for those who can not fly out on the same day (we will leave Camp Elphinstone at the end of the last training day). There will be a shuttle to and from the airport to the hotel. The hotel will be confirmed at a later date. Fully accessible rooms will be available.

Upon arrival, rooms will already be booked under the names of the participants. You will also receive a welcome package from Equitas with additional tools for your stay.

## CREDIT CARD

The Youth Worker is responsible for providing a credit card for incidentals, which will only be charged if additional services are used (mini-bar, room service, etc.). If the Youth does not own a personal credit card, the Youth Worker will provide their card for their incidentals as



well. Should this be a problem, please contact the person responsible for logistics in the **Contact** section.

## TRAVELLING WITH A YOUTH UNDER 18 YEARS OLD

If the Youth Changemaker is under 18 years old, the Youth Worker will be responsible for their room key.

## TRANSPORTATION

### GETTING TO VANCOUVER BY FLIGHT / TRAIN / BUS

Equitas will arrange the participants' travel to and from Camp Elphinstone. Participants can choose their preferred means of transportation (flight, train, bus).

Please note that the required identification to take a domestic flight is **one piece of valid government-issued photo identification** that shows the holder's name, date of birth and gender or **two pieces of valid government-issued identification**, at least one of which shows the holder's name, date of birth and gender.

If any of the identification requirements create an obstacle for participation, please contact one of the event organizers. We will work together to facilitate the process.

Please make sure to keep all your travelling documents (itinerary and boarding passes). **You will need to send the original documents to Equitas.**

If the Youth Changemaker is under 18 years old, please refer to the **traveling with youth under 18 years old** section.





## Travelling Between the Hotel and Camp

### Elphinstone

Equitas will arrange for a bus to pick up participants from the hotel on Tuesday morning at 8 am.

Participants who are coming from Vancouver will meet us at the ferry at 9 am.

### COSTS RELATED TO TRANSPORTATION

Equitas will reimburse baggage fees, public transportation fees, taxi and Uber expenses related to the CAP training and related activities organized by us. You will need to provide us with a receipt, **so please remember to keep your bus/metro tickets or ask the taxi drivers for one.**

We appreciate your usual collaboration **to select the least expensive transportation** by using collective transportation, sharing rides when possible, etc.

## TRAVELING WITH YOUTH UNDER 18 YEARS OLD

If the Youth Changemaker is under the age of 18, the Youth Worker of their host organization is acting as their legal guardian during the training and is responsible for ensuring their security and wellness.

Without prior agreement with the organizers, Youth Changemakers under 18 will be placed in their own hotel room. The Youth Worker will be designated as their chaperon and be responsible for their hotel room key.

For the well-being of all, Equitas requests that Youth Changemakers and Youth Workers follow the guidelines below:

- Youth Changemakers and Youth Workers should avoid being alone in a hotel room together;

- The parents/legal guardians of the Youth Changemaker should be informed in all communications with youth;
- Any person 19 years old or older should refrain from consuming any alcohol or drugs in the presence of a person under 19.

## AUTHORISATION FROM A PARENT/LEGAL GUARDIAN

If a Youth Changemaker that is travelling is under 18 years old, the Youth Worker may need to provide supporting documents from their parents/legal guardians to the transport company indicating that they are allowed to travel with them.

Find more information on the required documents to travel with someone under 18 years old here:

<https://travel.gc.ca/travelling/children/children-travel>.

Equitas can provide an official letter of invitation to justify absence from school/work.

Given that parents/legal guardians will most likely not be familiar with Equitas, your partner organization should sign or co-sign the invitation letter and the other documents that might be needed.

Should parents/legal guardians like more information about us, please direct them to: [www.equitas.org](http://www.equitas.org)

## MEALS

While at Camp Elphinstone (during the training), breakfast, lunch, dinner, snacks and drinks will be provided.

The approximate times for meals are included in the schedule.





On September 30<sup>th</sup> and October 4<sup>th</sup>, travelling days, costs of meals will be reimbursed by Equitas **with receipts**. On Monday up to **\$40 per day per person** will be reimbursed and on Friday, **up to 30\$ per person**.

On the **morning of October 1<sup>st</sup>** breakfast will be provided at the hotel.

**No alcohol will be reimbursed by Equitas.**

Food will be available to **cater for all dietary requirements**. Please ensure that your needs have been shared with organisers through the registration form, as well as at the time of the meals.

## REIMBURSEMENTS

### ALWAYS ASK FOR A RECEIPT

**Participants must provide receipts in order to be reimbursed.** Please keep all your original receipts after the training (meals and transportation).

The receipts will need to be scanned and the originals sent to the organisers along with your expense tracker form in order to proceed with the reimbursement. Please send these to Grace Skahan at [gskahan@equitas.org](mailto:gskahan@equitas.org).

All the original receipts and original travelling documents (itinerary and boarding passes) **must be kept and mailed** to Equitas for reimbursement at the following address:

Equitas  
ATT. : Grace Skahan  
666 Sherbrooke Ouest, suite  
1100



## GUIDELINES

### THE PRINCIPLES BEHIND OUR WORK

Equitas recognizes there is a critical responsibility to “do no harm” in our interactions with children and youth. Moving beyond the “do no harm” principle, we also seek to build resilience and promote leadership.

Equitas’ commitment to youth protection is based on the four “General Principles,” identified by the Committee on the Rights of the Child. The guiding principles of the Convention include

- non-discrimination;
- adherence to the best interests of the youth;
- the right to life, survival and development; and
- the right to be heard and participate.

They represent the underlying requirements for all rights.

In addition, Equitas’ work and interactions with all people are guided by the following 7 human rights values:

- cooperation;
- respect;
- fairness;
- inclusion;
- respect for diversity;
- responsibility;
- and acceptance.

During the training, it is the responsibility of everyone present; including Equitas staff, partners, Youth Changemakers and Youth Workers to reflect the values and principles of the human rights in our behaviour and interactions with each other.

We are committed to the creation of a secure and accepting environment to be able to learn and collaborate. Both in our learning activities and in our everyday management, we wish to nurture an atmosphere of







understanding and respect for the dignity and worth of each person, so that each of us feels a part of this community and is empowered to contribute to it.

Each participant, is representing themselves, their organization and their community during the forum.

## RULES OF CONDUCT

Our environment must allow everyone to be without fear of intimidation, violence, discrimination or harassment. We do not engage in discriminatory behaviour and harassment based on personal characteristics.

We define harassment as behaviour targeting an individual or group, which include repeating words or actions that are hurtful or demeaning. Harassment includes, but is not limited to, unwelcomed sexual advances, revenge or threat of revenge for rejecting a sexual advance, verbal abuse or threats, unwelcomed remarks, jokes, suggestion or taunting about a person's race, color, sex or gender, marital status, ethnic origins, religious beliefs or sexual orientation. An isolated, but serious action with ongoing harmful effects may also constitute harassment.

Such behaviour is unacceptable because it interferes with an environment of understanding and mutual respect and attacks the dignity, physical/psychological integrity and well-being of the victim.

## POLICY AGAINST SEXUAL HARASSMENT

Equitas wants to offer a healthy environment that is respectful of the rights and freedoms of everyone. We want to ensure this is a space free from any psychological, verbal, physical or sexual threat, harassment, abuse, violence or discrimination. That is why no form of this misconduct will be tolerated.



The following is an excerpt from the Equitas Policy against Sexual Harassment, Gender Discrimination and Harassment because of Sexual Orientation.

“Sexual harassment and solicitation are forms of unlawful discrimination. The right to be free from harassment and unlawful discrimination on the grounds of sex, sexual orientation or gender identity means that women, men and any person whose appearance or behaviour fails to conform to traditional male and female norms have the right to be free from gender-based conduct and comments that are degrading, offensive or otherwise unwelcomed.”

If you experience, witness or are made aware of an incident of any psychological, verbal, physical or sexual threat, harassment, abuse, violence or discrimination, you are encouraged to report the incident to your partner organization, as well as to Ruth Morrison, Senior Program Officer at Equitas.

If the person involved does not feel safe doing so, we strongly encourage them to share the incident with someone of confidence at this training, whether that be a colleague in a partner organization and/or another Equitas staff.

Accusations of any form of misconduct are serious for everyone concerned and each person has the right to maintain confidentiality about the allegations and the process.

## ALCOHOL AND CANNABIS

Equitas uses a participatory approach in all its trainings, and therefore expects all participants to arrive to the training ready and able to participate. It is everyone's responsibility to be present for the entirety of the training.

The legal age for alcohol and cannabis in British Columbia is 19 years of age. The Youth Worker is responsible to ensure that laws are respected.





## CONTACTS

### IN CASE OF EMERGENCY

In case of an emergency (fire, medical, police), call **911**.

Please contact a member of Equitas staff as soon as possible. Your contact for any emergency during the training is:

**Grace Skahan**  
**+1-514-433-9610**  
or  
**Taylor Morton**  
**+1-604-897-2570**

In case you are **sick during the training**, please inform a representative of your organization as well as Grace.

### FOR LOGISTICAL DETAILS

For logistical details (meals, transport, accommodation), please contact:

**Grace Skahan**  
**+1-514-433-9610**  
[gskahan@equitas.org](mailto:gskahan@equitas.org)

We look forward to seeing you at Camp Elphinstone in a few short weeks! Let us if you have any questions.

See you soon!

## ABOUT EQUITAS

Equitas is a non-profit organization working in Canada and globally to advance equality, social justice and respect for human dignity through human rights education. In the last 50 years, Equitas has reached over 2 million people worldwide. We currently work in 50 communities across Canada and 15 countries globally. In Canada, our programs focus on building children's and youth's knowledge, skills and attitudes for being changemakers in their communities. Our programs equip children and youth who may face exclusion or discrimination with the skills and opportunities to address issues that are important to them in their lives and communities, enabling and supporting children and youth so they can succeed and reach their full potential.

Learn more about Equitas at [www.equitas.org](http://www.equitas.org)

## ABOUT SPEAKING RIGHTS

Speaking Rights is an HRE program that aims at developing the capacity of youth to engage in actions that support respect for human rights. Through participatory activities and Community Action Projects (CAPs), youth are increasing their understanding of human rights and human rights values (such as equality, respect) and building life skills (such as self-awareness, critical thinking, empathy) while increasing resilience, building positive relationships and having a stronger voice in promoting respect for human rights in their communities.

Learn more about Speaking Rights at [www.speakingrights.ca](http://www.speakingrights.ca)








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