

## Friendship Force Ottawa Outbound Ambassadors Selection Guidelines - 2015

The goal of the Friendship Force of Ottawa is to provide opportunities for every member to participate in outbound Journeys. Every effort will be made to realize this objective in a fair, open and equitable way. Revisions to the Outbound Ambassadors Selection Guidelines will be presented at the June 28<sup>th</sup> 2012 General Meeting, and subsequently approved by the Board of Directors. They come into force for all Journeys taking place starting in 2013.

### 1.0 Application Procedure

Outbound Journeys will be announced in Capital Connections and at General Meetings. The announcement will include the Journey destination, departure month, and a **registration deadline**. (For definitions of terms in **bold** see Section 7)

- 1.1 Members wishing to participate in a Journey must send a cheque for the **registration fee** (currently \$35.00 per member), to the club VP Journeys to be received when there is confirmation of an assured space. Cheques should be payable to the Friendship Force of Ottawa with the name of the Journey marked on the cheque and postdated as directed by the VP Journeys.
- 1.2 Applications may be submitted for single persons, or for couples or traveling companions who wish to travel only if both members are selected. In the case of there being too many applicants for the spaces available, the Journey will be deemed "**oversubscribed**". In such an event, a draw for available spaces will be held as soon as possible after registration closes. Travel companions who wish to share accommodation or plan to travel only if both persons are selected shall be treated as a couple for the purposes of the draw.
- 1.3 For **undersubscribed** Journeys, in the event that there are more late applicants (applications received after the registration deadline) than available spaces, these applicants will be placed on a Waiting list in the order in which they are received. Applicants will be offered an assured space at the discretion of the VP Journeys and AC taking into consideration the members' significant contribution, ability to participate in all Journey activities, opportunities for travel by new members, participation in other Journeys, etc.
- 1.4 For **oversubscribed** Journeys, a draw will be held and names will be placed on an Assured Space List and Primary Waiting List (see Section 4.2) in the order in which they were drawn. Applications (Journey registration payments) received after the registration deadline will be accepted and placed on a Secondary Waiting List in the order in which they are received.
- 1.5 Each member wishing to be considered for a Journey must complete an FFI *Ambassador Application and Agreement Form*. This is to be given to the Ambassador Coordinator (AC) at the first Journey planning meeting. (Form available on FFI Website under Member Resources/Journey Documents.)
- 1.6 It is the responsibility of the **Ambassador Coordinator (AC)** to accept only persons who are physically able to be independent houseguests. Applicants must be physically fit for the conditions expected in their host community, and may be asked for a physician's verification of good health, stamina and mobility. The AC is the final arbitrator on the acceptability of ambassadors for the Journey.

### 2.0 Limits to Participation on Journeys

- 2.1 A member can only hold space on one international Journey (outside North America) and one oversubscribed Journey until the first day of the 7<sup>th</sup> month before a Journey (or 2 weeks after registration closing date if the draw is held less than 7 months before the Journey date).
  - This will leave space for new members and other members to join that could not do so prior to the Registration Closing date.
  - Members not on another international Journey or oversubscribed Journey will be given preference on the **Primary Waiting List**.
- 2.2 Notwithstanding the guidelines and procedures for ambassador selection set out herein, and recognizing that they may not cover every situation which unfolds, the Board may, in the best interests of the Journey and the club, permit variations to these guidelines and procedures.

2.3 If there is any concern that an applicant may not be physically able to fully participate in the Journey activities, it is the responsibility of the FFO AC to ask that person to complete the FFO Ambassador Capacity Checklist (FFO website/Member Resources/ Toolbox.) and then compare this with the Outbound Journey FFI Health and Mobility Checklist provided by the AC. On review of the completed checklist, if it appears the person may not be a suitable applicant, the AC in consultation with the VP Journeys, will discuss this with the applicant and inform them that they cannot be accepted on the Journey, explaining the reasons.

### 3.0 Undersubscribed Journeys:

The Registration Closing Date will be used to determine if an Journey is undersubscribed at closing date. The following procedure shall apply to undersubscribed Journeys.

#### 3.1 Ambassador Selection

All ambassadors who applied will be selected provided they are accepted by the AC as set out in section 1.5 above. Thereafter, the VP Journeys will accept and/or canvass in the following order:

- a. Members who submit the registration fee after the registration deadline.
- b. The general membership to find out if there are any members who wish to become late applicants.
- c. Other Canadian friendship force clubs with deadlines set for their response via the Canffex website.
- d. Members from non-Canadian friendship force clubs via the FFI website.
- e. Subject to the agreement of the club president, existing members will be asked to contact friends, community clubs, etc., for persons to join the Journey.

#### 3.2 Refunds for Undersubscribed Journeys.

- 3.2.1 The registration fee is refundable before the 1<sup>st</sup> day of the 6<sup>th</sup> month prior to the Journey month for any applicant wishing to withdraw.
- 3.2.2 After the 1<sup>st</sup> day of the 6<sup>th</sup> month prior to the Journey month, the registration fee is refundable subject to the criteria set out in Section 6, less any prorated expenses incurred prior to withdrawal.
- 3.2.3 The **FFI Journey fee** (payable 60 days prior to the Journey) is non-refundable as per the policies of FFI in Atlanta and explained on the Charge Card Form.
- 3.2.4 The **Host Club fee** (due 60 days prior to the Journey) is non-refundable under any circumstances once it has been transferred to the host club, unless another participant joins the Journey as a replacement.
- 3.2.5 Refunds requested for any other reasons must be approved by the Board of Directors.

### 4.0 Oversubscribed Journeys

The Registration Closing Date will be used to determine if an Journey is oversubscribed at closing date. If oversubscribed, the following procedure shall apply:

#### 4.1 Eligibility List

The VP Journeys shall produce a list of all applicants who have submitted their registration fee and meet the criteria of having made a **significant contribution** to the club. Applicants who have made a significant contribution to the club will be ranked 'A' on the **eligibility list**; all others will be ranked 'B'.

#### 4.2 The Priority List

The **Assured Space List** for an Journey will be made by first drawing names at random from the 'A' ranked applicants and assigning these names a descending priority number as each is drawn. 'B' ranked applicants will then be added to the **Assured Space List** in the order of a second random draw until all available spaces are filled. Names drawn after all spaces are filled will be placed on a Priority Waiting List in the order in which they are drawn (see 4.3).

The draw will be carried out at a time and place determined by the VP Journeys in the presence of the FFO President and at least three club members who are not themselves registered for the Journey.

### 4.3 Assured Space

Persons whose position on the priority list is high enough to be accommodated within the hosting capacity of the receiving club will be given an **Assured Space** on the Journey. The remainder of the applicants will be given a **Primary Waiting List space**.

### 4.4 Commitment Date

On the first day of the 6<sup>th</sup> month prior to the **oversubscribed** Journey, members who hold an **assured space** will be asked to lock-in their **assured space** by the payment of the **assured space** deposit (\$300.00) and to submit the Oversubscribed Journey Acceptance form. Persons who do not submit their **assured space** deposit and Oversubscribed Journey Acceptance form as required will lose their **assured space** and have their names moved to the bottom of the **Primary Waiting List** in order of refusal date. Late registrants will be added to the **Secondary Waiting List** in the order in which the **registration fee** is received.

### 4.5 Deposit

A \$300 deposit will be required from members who hold an **Assured Space** on the 1<sup>st</sup> day of the 6<sup>th</sup> month prior to the Journey. Rules for refund are at Section 5 below.

### 4.6 Process: Assured Space List and Primary Waiting List

Should a member with an **Assured Space** subsequently withdraw from the Journey, the 1<sup>st</sup> person on the **Primary Waiting List** will be invited to accept an **Assured Space**.

- Should that member not accept the **Assured Space**, but still wish to stay on the **Waiting List**, their name will be relegated to the lower priority **Secondary Waiting List**.
- The next member on the **Primary Waiting List** will be invited to accept the **Assured Space**.

If on the 1<sup>st</sup> day of the 6<sup>th</sup> month prior to the Journey some members are still on the **Primary Waiting List**, then the Journey remains oversubscribed and members who hold an **Assured Space** must pay the \$300 deposit to retain their **Assured Space**.

If on the 1<sup>st</sup> day of the 6<sup>th</sup> month prior to the Journey the **Primary Waiting List** has been depleted, then the Journey is no longer considered oversubscribed and the \$300 deposit is no longer applicable.

A member on the **Secondary Waiting List** can only be offered an Assured Space once the **Primary Waiting List** is depleted and will be required to pay the \$300 deposit if the person they are replacing has paid this deposit. (See Section 6.1)

### 4.7 Selection of the Journey Director

The Journey Director will be approved by the Board of Directors based on recommendations of the VP Journeys who will canvas appropriate candidates from among those persons with an assured space (see section 4.3).

## 5.0 Refunds for Oversubscribed Journeys

- 5.1 Any member, on written notice to the AC, may have their name removed from the **Primary Waiting List** and their registration fee will be refunded.
- 5.2 An ambassador holding **Assured Space** may, on written request to the AC, withdraw and, if at least one of the criteria in Section 6 has been met, all fees and deposits shall be returned.
- 5.3 If an ambassador withdraws without meeting the criteria in Section 6, the AC attempts to find a replacement from the **Primary Waiting List**. The AC invites, in the order of the **Primary Waiting List**, an applicant to become an ambassador by paying the **Assured Space** deposit, if applicable. The AC continues down the **Primary Waiting List** until an applicant agrees or all have been contacted. Those applicants who do not accept the offer are placed at the **Secondary Waiting List**. Once a replacement pays the **Assured Space** deposit all fees and deposits shall be returned, regardless of the reason for withdrawal.
- 5.4 If a **Primary Waiting List** applicant cannot be contacted within 7 days, that name is moved to the bottom of the **Primary Waiting List**. Registrants who expect to be out of reach for more than 7 days may authorize the AC to cash a previously written cheque if an **Assured Space** becomes available.
- 5.5 For members who travel on the Journey the **Assured Space** deposit will be applied to the fees related to the Journey as agreed to by all members of the Journey and any residual will be refunded by the Journey Treasurer after the return to Ottawa.

- 5.6 **The FFI Journey fee** (payable 60 days prior to the Journey) will be refundable as per the policies set out by FFI in Atlanta.
- 5.7 **The hosting fee** (due 60 days prior to the Journey) shall be non-refundable under any circumstances once it has been transferred to the host club, unless a replacement participant joins the Journey.
- 5.8 The VP Journeys, has the sole responsibility for assigning **Assured Spaces** on an Journey. **Members may not transfer or assign their positions to any other person at any time.** The AC is not required to seek a replacement for applicants who withdraw after the **Primary Waiting List** is exhausted. If no applicant can be found to assume the required responsibilities, the withdrawing member shall forfeit all the fees paid. The VP Journeys will award an assured space to an applicant pending review of the FFO *Ambassador Capacity Checklist*.
- 5.9 The VP Journeys shall notify applicants on the **Primary Waiting List** of changes to the list from time to time. Any member may, at any time request information regarding their position on the standby list.
- 5.10 **Assured space** deposits held back by the club from withdrawing applicants will be identified as a line item in the budget and will be used by the club for purposes which the Board of Directors decides upon, and reports thereon to the membership at the end of the budgetary year.

## 6.0 **Criteria for Refunds of Fees and Deposits**

**Friendship Force Ottawa will not refund fees or deposits for health or other reasons normally covered by travel health or cancellation insurance. It is the responsibility of the member to obtain insurance to cover these areas.**

Based on the above, all fees and deposits paid to the Friendship Force of Ottawa will be returned upon receipt of a written request from the applicable member to the AC should any of the following circumstances occur to prevent the member, spouse, common-law spouse or travelling companion from departing on the trip as scheduled. Supporting documentation may be required and the refund must be approved by the Board of Directors.

- 6.1 Another member has assumed all the responsibilities from which you are withdrawing.
- 6.2 You provide written proof that some part of the Journey travel costs has been refunded by an insurance company.
- 6.3 The Journey is cancelled.
- 6.4 A written, formal notice has been issued by the Department of Foreign Affairs and International Trade of the Canadian Government, advising Canadians not to travel on vacation to a country, region or city originally intended as the destination of the trip for a period that includes the dates of the Journey.
- 6.5 You are unable to secure a travel visa for reasons beyond your control.
- 6.6 The AC does not accept that you are able to function as an independent house guest.
- 6.7 Your host cannot provide accommodation and your participation is cancelled by the club.
- 6.8 The date of the proposed Journey is not firmly established 6 months before departure, OR if the date of departure is changed by more than 7 days from what was established or believed to be firm 6 months before departure.
- 6.9 You are transferred by your employer (for which notice was received from the respective employer subsequent to your payment of the assured space deposit), if the date of transfer precedes your day of departure and requires the relocation of your principal residence.
- 6.10 Your principal residence has been damaged, making it uninhabitable.
- 6.11 Your pregnancy is diagnosed after paying your fee(s) or deposit(s), if you or a spouse accompanying you on the trip is pregnant and the expected date of delivery is in the nine weeks before or after the scheduled day of the beginning of the Journey.
- 6.12 Legal adoption of a child by you when, after paying your fee(s) or deposit(s), you receive notice that the actual date of adoption is scheduled to take place during the Journey.
- 6.13 The involuntary loss of your or your spouse's permanent employment (not contract employment) due to a lay-off or dismissal without cause.

- 6.14** You are called to service by government with respect to inquiries, reservists, military, police or fire personnel and the service is required during the period of the Journey.
- 6.15** You are (a) called for jury duty, (b) subpoenaed as a witness, or (c) required to appear as a defendant in a civil suit, while you are scheduled to be on the Journey.
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## 7. Definitions

- a. **Registration Deadline:** The date set out by the Board of Directors, before which members must indicate an interest in participating in an Journey. This date will be used to determine if an Journey is oversubscribed at closing date.
- b. **Late Applicants:** Persons applying after the registration deadline. They will be given lower priority than those who apply before the registration deadline and in the case of an oversubscribed Journey will be placed on the **Secondary Waiting List**.
- c. **Undersubscribed Journeys:** An Journey for which, at the registration deadline, there are fewer people applying than the host club can receive.
- d. **Oversubscribed Journey:** An Journey for which, at the **registration deadline**, there are more people applying than the host club can receive.
- e. **Significant Contribution:** A member has made a significant contribution in the current calendar year, or the preceding two calendar years by:
  - participating in incoming Journeys as a billeting host, dinner host, or day host (4 days for day hosting)
  - serving on the Board of Directors, serving as an AC/HC, or chairing or working on an Journey committee
  - serving as Editor of the club newsletter, or performing some other function approved by the Board.
- f. **Eligibility List:** A list of all applicants for an Journey who meet the criteria of having made a significant contribution to the club as per 7.e. Applicants who have made a significant contribution to the club will be ranked 'A' on the eligibility list; all others will be ranked 'B'.
- g. **Assured Space:** A space secured as a result of a draw held for an oversubscribed Journey and the payment of the Assured Space deposit on the 1<sup>st</sup> day of the 6<sup>th</sup> month prior to the Journey.
- h. **Primary Waiting List Space:** A space for applicants who have registered for an oversubscribed Journey but have not yet been assigned an Assured Space.
- i. **Secondary Waiting List Space:** A space for a late applicant as per 7.b. Also a space for applicants who were on the **Primary Waiting List** and refused to accept an **Assured Space** when a space became available. Also
- j. **Registration Fee:** Fee to cover the common expenses incurred on an Journey, currently \$35.
- k. **Assured Space Deposit:** Fee to secure an **Assured Space** on an oversubscribed Journey, currently \$300.
- l. **Journey Fee:** Fee paid to FFI (Atlanta) for the administration of FFI, currently \$125 US per week. It must be paid 60 days before the Journey begins.
- m. **Host Club Fee:** Fee paid to host club to cover the cost of the Activities Program offered by the host club. Currently \$100 US per week or as negotiated between clubs.
- n. **Journey Director:** A FFO member selected by the VP Journeys, in consultation with the Board of Directors, to lead the planning of an Inbound or an Outbound Journey.
- o. **Commitment Date:** The 1<sup>st</sup> day of the 6<sup>th</sup> month prior to an **oversubscribed Journey** for which a deposit is required to obtain an **Assured Space**.

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