

**YOUTH
VISION
JEUNESSE**



DRUG ABUSE PREVENTION FORUM

**FORUM SUR LA PRÉVENTION
DE L'ABUS DES DROGUES**

Banff, Alberta, Canada

April 14 - 18, 1998

14 - 18 avril 1998

**YOUTH CREW
Handbook**

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Dear Youth Crew Participant,

The United Nations Youth Conference is fast approaching. Months of planning and training in preparation for this event will be put to the test in the next few weeks. This is a once in a lifetime opportunity to bring together young people from all over the world to share ideas and examine an issue which impacts on us all - the prevention and treatment of alcohol and drug abuse in youth. The success of the event itself, as well as the vital messages and ideas that will arise from it, may have an important role to play in the future of substance abuse treatment and prevention world wide.

Your role in this conference is crucial. You have been nominated for the Youth Crew because of the unique qualities and skills you possess. The young people who make up the Youth Crew exhibit strong life, communication, and interpersonal skills, including the motivation and commitment to living a healthy, non using lifestyle. These characteristics have been recognized as extremely valuable and important to the success of this event.

The United Nations Youth Conference will offer a unique challenge to everyone involved. It is now up to each of you to determine how you will rise to the challenge. It is time for setting personal goals around participation and leadership. It is time for pushing beyond normal comfort ranges and being open to activities and experiences that will result in personal growth. Your commitment will ensure that our high standards for this event are met, and that your involvement in the Youth Crew will be a very special and rewarding experience.

This resource binder has been developed to assist you in performing your job. Outlined are details regarding your responsibilities and tasks, as well as other important information about scheduling, events, and conference venues. Please familiarize yourself with it's contents, as it will enable the conference to run more smoothly, and allow you to assist participants with any questions or concerns.

We would like to thank you for putting forward your best efforts in making the United Nations Youth Conference become a reality!

Yours truly,



UNDCP

**Mark Miyamoto
Youth Crew Coordinator**

**Chris Wilby
Youth Crew Representative**



AADAC

Alberta Alcohol and Drug Abuse Commission
An Agency of the Government of Alberta

UN Youth Conference Youth Crew Reference Binder

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ROLE DESCRIPTIONS

Conference Planning Team:

This twelve member program planning team has a key role to play in shaping the agenda at the United Nations Youth Conference. These team members are involved in selecting, recommending and planning a challenging and relevant array of workshops and events for the conference schedule. The team coordinator is Gary Roberts from the Canadian Center on Substance Abuse. Youth representatives include Chris Wilby, Calgary, Canada, Veronica Skog, Sodertalje, Sweden, Brad Swaile, Vancouver, Canada, Jen de Delly, Winnipeg, Canada, and Sten Magne Berglund, Oslo, Norway.

Local Organizing Committee:

As one of the sponsoring partners in the United Nations Youth Conference, the Alberta Alcohol and Drug Abuse Commission has taken a lead role as the Local Organizing Committee. This Committee is responsible for coordinating the logistics of the event - including everything from arranging for airline tickets to booking rooms at the Conference Centre. As well, this Committee is assisting the Canadian Centre on Substance Abuse with communications and media relations. Members of this Committee include Chairperson Dennis Jones, Director, AADAC Southern Alberta Field Services, Lyne Callan, Manager of Training and Communication Services for AADAC Southern Alberta Field Services, and Barb Davis, Manager, AADAC Youth Services Centre, Calgary.

AADAC Adult Crew:

Several AADAC staff members from across Alberta have been recruited to work with the Youth Crew to complete some pre-conference planning and to provide ongoing support through their involvement in the Youth Conference. These individuals are all trained Adolescent Addiction Counsellors or Community Program Consultants, with years of experience in treatment and prevention of substance abuse in youth. The AADAC Adult Crew members include Kurt Kimball, Celeste Williams, Barb Robbins, Barb de Weert, Carol Johns, Nancy Nimmon, Gerry Mancini, Allison Johnson, and Chris Windle.

Youth Crew:

The Youth Crew is a team of forty-nine Canadian youth who will be involved in pre-conference planning, as well as hosting, small group facilitation, off-site tours and activities, daily newsletters and peer support during the conference itself. The Alberta members were nominated by AADAC staff, while those from

Role Description

outside of Alberta were chosen and will be sponsored by Health Canada. Selection was based on a demonstration of strong interpersonal skills, leadership capabilities, motivation to challenge oneself, and a commitment towards healthy, non-using lifestyles. The purpose of the Youth Crew also includes networking with other participants and evaluation of the conference. Involvement and training of the Youth Crew is being coordinated by Mark Miyamoto, Program Supervisor, AADAC Youth Services Centre, Calgary.

Adult Coordinators:

Each program in attendance at the Youth Conference will send one adult coordinator along with the youth delegates. This individual is responsible for the safety and overall supervision of their program's representatives. Adult coordinators will also be involved with the youth participants in all conference workshops and activities.

YOUTH CREW

Role/Purpose:

The International Youth Conference was designed to provide an opportunity for young people to come together and be involved in looking at the area of substance abuse and youth. There are two main areas of focus:

- to identify and highlight youth drug prevention programs that contribute to a better understanding of drug-related problems and solutions.
- to establish an ongoing youth network that would continue to identify new approaches and programs and to share that knowledge around the world.

Forty-nine young people were chosen from across Canada to be a part of the youth crew. The purpose of the Youth Crew being;

- networking with other youth by attending the conference.
- acting as mentors for involving youth in the conference.
- providing peer support.
- assisting with communications regarding the conference; newsletters/flyers.
- assisting in the planning and evaluation of the conference.
- hosting and co-facilitating some of the events at the conference.

The selection was based on a demonstration of strong interpersonal skills, leadership capabilities, motivation to challenge oneself, and a commitment towards healthy, non-using lifestyles.

Duties:

There will be three training sessions for the young people selected as part of the Youth Crew. These will be not only opportunities for everyone to get to know each other but also to learn about the specific duties of Youth Crew members. There are five duty areas that the Youth Crew will be responsible for:

Hosting

YC will have sufficient training to provide general information on the conference, venue, schedules, etc.. There will be an information booth established to facilitate this, that will be staffed with YC. One YC will act as host to each international program.

Newsletter YC will report, write, print and distribute a daily newsletter to all conference participants in English, Spanish and French.

Group Facilitation YC will assist in co-facilitating some small group sessions.

Social Activities YC will assist in planning, leading and organizing a variety of social events. These might include tours and other events.

Peer Support YC will be available to provide support to young people attending, throughout the conference (making appropriate referrals to suitable professionals as necessary).

Youth Crew members will also be responsible for the following:

1. To read and become familiar with the YC Resource Binder
2. To carry out your assigned duties in a capable and professional manner.
3. To report any problems to YC coordinators and to complete the necessary follow-up.

Youth Crew members must remember that at all times, whether on duty or off, they are role models to all other participants. Youth Crew members are expected to set the example with regards to following rules, participating, and demonstrating appropriate respect for different cultures, peoples, and property.

Conference Clothing:

As members of the Youth Crew, you will be provided with team jacket and vest. It will be an expectation that you will wear your vest or jacket throughout your time at the conference, when you are 'on duty'. This 'uniform' will be the way in which conference participants identify you as a part of the Youth Crew. It also means that you are an official representative of AADAC/Health Canada and the United Nations Drug Control Program Conference! That is a big responsibility and one that everyone is expected to meet, youth and adults alike. Specifically it means creating a warm, positive, supportive environment for the participants at the conference. If your gear becomes damaged or lost please let one of the adult support team members know.

Most clothing will be acceptable during your time at the conference, but there are some exceptions. Any clothing glorifying, advertising or promoting violence, drugs, alcohol, death, suicide or any gang colours will not be acceptable. Use your best judgment in terms of appropriateness outside of these obvious areas of concern.

Youth Crew Area:

There will be a specific area set aside for use by the Youth Crew during the UN Youth Conference. This provides Youth Crew members with a place to congregate and relax, have a snack, exchange ideas and discuss concerns away from other conference participants. Youth Crew members should respect that this area serves a specific purpose for the Youth Crew. As such, it is not appropriate to invite other conference participants to join Youth Crew members in this space.

Although it is recognized that Youth Crew members may need the opportunity for a little private time and a “break” from their role in the conference, please avoid using the Youth Crew area as an alternative to involving yourself more fully in scheduled events and activities.

Free Time:

All Youth Crew members will have some “free time” during the Youth Conference, although when this free time occurs will vary depending on each person’s duties and responsibilities. During their off duty hours, Youth Crew members will be required to participate in the conference itself - including attending scheduled workshops and joining in the various leisure opportunities and special events that are planned. Even during free time, Youth Crew members are expected to maintain the same high standards of conduct they would demonstrate during their working hours, including making themselves available to other conference participants in a friendly and supportive manner.

CODE OF CONDUCT

As you will be representing AADAC/Health Canada, it is important to be aware of the high standard of conduct that you will be expected to maintain. Young people who are members of the Youth Crew will be held to the same code of ethics that the adult staff members are. AADAC/Health Canada values people and treats them with respect and believes in their ability to succeed. As such, there is a code of ethics that allows representatives of AADAC/Health Canada to fulfill its role in the community and the lives of the people it serves. For the purposes of this manual, several key points will be highlighted below;

- to respect the rights and views of others and strive to work within cooperative relationships.
- to protect the right to confidentiality
- to serve others with integrity and respect.
- to deliver service in a conscientious, diligent manner.
- to accurately present qualifications, skills, abilities, expertise and limitations.
- to ensure that personal interests do not conflict with the position or service offered.
-

A complete copy of AADAC's code of ethics and conduct is available through the Youth Conference Coordinator.

Hosting Protocol/Youth Crew Guidelines:

- To have a strong commitment to the UN Youth Conference.
- To project a positive and enthusiastic attitude towards the conference and all its various events.
- To create a warm, hospitable atmosphere.
 - your job as a Youth Crew member is unique. Your mood will set the tone for this conference. So smile and enjoy!
- To make quick, intelligent decisions when necessary.
 - you will be required to work under pressure, and good judgment is necessary in thought, word and deed.
 - Youth Crew members must be able to anticipate potential problems and react accordingly.
- To be flexible.
 - Sometimes plans must be changed at the last minute. Youth Crew members will be required to adapt to these changes as often as necessary.
- To have a professional attitude to your assigned duties.
 - Volunteers must be friendly, gracious and dependable even when working under difficult and stressful conditions.

- The time you are on duty, you are "at work" - please behave accordingly.
- To be well groomed and aware of overall appearance.
- To be courteous and cooperative with other YC members.
- To be discreet.
- To be sensitive towards cultural differences and have a genuine interest in people from diverse cultures.

Celebrating Cultural Differences:

Another important and unique piece of the United Nations conference is that, not only will programs from across Canada be represented but forty other programs from around the world as well. This will allow for the exciting opportunity of sharing thoughts and ideas about reducing substance use in young people but also as an incredible cultural event.

Understanding how to approach and interact with others from different cultures and backgrounds can seem to be complicated and intimidating. There is a term; ethnocentrism, which is defined as 'the state of believing that one's own culture is superior to that of other ethnic groups, or the tendency to compare foreign cultures unfavorably with one's own'. Choosing to believe that these differences are the unique pieces that make up the world maybe a helpful way to approach your time at the conference. The norms and values of every culture do have some similarities. Values like modesty, humility, honesty, and kindness are respected throughout the world. It is also generally the norm in most cultures to be polite, acknowledge people when you are greeted, thank people when they have been helpful, etc.. What it's important to be especially aware of is the ways in which different cultures express how they feel and what they need. Listed below are some of the general courtesies and customs that it will be helpful to remember and understand.

- Making eye contact with someone when you are speaking together is important in all cultures. The length of the eye contact has different meanings across cultures. For example, in some cultures prolonged eye contact signals hostility and rudeness. Ideally, keep eye contact should be brief and sunglasses should be removed when talking to someone.
- Humor is probably one of the most culturally sensitive areas. It varies greatly from culture to culture and is generally difficult to define. What is funny to one is not always funny to another, even within the same culture! The best approach is to avoid sarcasm or attempts at jokes (especially ones with a double meaning), since it may not be understood nor appreciated.

- Any compliment should be given with sincerity and received with modesty. Being overly lavish with praise may lead to misunderstanding your motives or sincerity, be reserved in the giving of compliments.
When addressing an adult, it is polite to use any professional title they might have such as Doctor. You should also use Mr., Ms. or Mrs. unless they have introduced themselves using their first name.
- Occasionally you may be greeted with a bow, it is polite to bow in return.
- It is important to know that every culture has a need for physical space. Most Canadians are most comfortable in a personal-space-bubble of about a meter. A member of a Latin American culture, for example, would likely find this distance too great.
- The people of some cultures enjoy a animated and excited discussion. Don't be upset if you are interrupted frequently, it is not meant to be insulting.

Your openness, sensitivity and willingness to learn more about other culture will be the most important part of your success as a volunteer.

GENERAL HOUSEKEEPING

Safety/Security/Emergencies:

Everyone has a part to play in the security of the conference venues and events. Please report any suspicious persons, activities or missing property to an appropriate authority/supervisor as soon as possible. Security is maintained throughout the Banff Centre on a 24-hour basis. Cooperate with them should they require your assistance or support. The Banff Centre assumes no responsibility for lost or stolen property. Luggage lost in transit will usually be forwarded to you if clearly marked with your name and destination:

**The Banff Centre
St. Julien Road
Banff, Alberta T0L 0C0
Telephone (403) 762 6100**

One of the most important functions of your daily task is the prevention of injury due to accidents and carelessness. Please make a habit of checking for hazards, including ice on walkways or stairs and malfunctioning electrical equipment. Report suspected problems to your supervisor immediately. If it is something simple you can take care of yourself, please do so. Do not assume that someone else will take care of the problem.

Be on the watch for inappropriate and potentially dangerous behaviour during scheduled events and free time. All observed incidents or potential situations that may jeopardize the safety or security of participants, chaperones or presenters should be reported immediately. Please remember to report your own name, the nature of the incident and the location.

All injuries must also be reported immediately. Do your best to comfort the victim and keep crowds back. Stay with the casualty until help arrives. Guest at the Banff Centre can obtain 24-hour emergency aid by dialing 7777. There are several doctors and dentists in the town of Banff, and the hospital provides a 24-hour emergency service.

Food Services:

All meals will be offered buffet style at the Banff Centre Dining Room, Donald Cameron Hall, at the following times:

Breakfast: 7:30 a.m. to 8:30 a.m.
Lunch: 12 noon to 1:00 p.m.
Supper: 6:00 p.m. to 7:00 p.m.

General Housekeeping

Evening snack will be available at Lloyd Hall from 9:30 p.m. to 10:00 p.m. each night.

Snacks for the Youth Crew participants will also be available between meals in the Youth Crew Area.

We request that Youth Crew members set a good example by not bringing food/beverages into the various scheduled events and other conference activities unless this is deemed appropriate and has been approved in advance.

Rooms:

All Youth Crew members will be assigned rooms on the basis of same sex dual occupancy. An effort will be made to match people to their room mates in a fashion that best meets individual needs. However, remember that the spirit of the conference emphasizes open mindedness, meeting new people and making new friends. With this in mind, try to remain flexible concerning room assignments.

Because you will be sharing your room with someone, and because Youth Crew members are expected to set an example and respect rules concerning not having persons of the opposite gender in your rooms, it is asked that any socializing and congregating of youth conference participants be held in common areas set aside for this purpose. This will ensure respect for each roommate's private property and personal space, as well as avoid creating any potentially uncomfortable or culturally inappropriate situation.

Curfew:

All Youth Crew members will be asked to respect a curfew of 12:00 midnight. At this time, Youth Crew members should be back in their assigned rooms. This curfew will allow all Youth Crew members sufficient time to get appropriate amounts of rest and hopefully result in a suitable energy level and ensure active participation the following day.

Those Youth Crew members who feel they have special circumstances that may allow for an extension of this curfew can approach the Youth Crew Coordinator with their request. Given sufficient advance notice, each request will be considered on an individual basis.

Mail/Telephone Messages:

Banff Centre offers a full range of electronic mail and fax services to registered guests. Transmittal costs are paid at the front desk at the time of transmission.

Postage stamps can be purchased at the front desk and at La Palette store and mail can be dropped off at on-site post boxes.

Rooms are equipped with Meridian Mail, a telephone answering system. Courtesy house telephones may be used to contact services, facilities and personnel of The Banff Centre.

Smoking Policy:

The Banff Centre is a smoke-free work environment. Smoking is permitted in specific locations only. Youth Crew participants are asked to please respect all smoking restrictions. When Youth Crew are on duty, smoking is prohibited.

Disabled Access:

There are paths, roadways or ramps to provide access to and throughout most of the Banff Conference Centre. There is a phone equipped with an amplifier handset for the hearing impaired. In Donald Cameron Hall there are especially positioned telephones for easy wheelchair access. Twelve bedrooms have been adapted for wheelchair access.

Worship:

There are several religious denominations represented in Banff and area including a mosque and synagogue in Calgary.

Banking:

There are a number of banking services within the town of Banff. Most banks will exchange currency, issue and cash travelers cheques and handle major credit cards. If you are arriving through the Calgary Airport, you may wish to use the international/foreign exchange service there as a convenience.

Weather:

In Banff, come prepared for anything! Generally, Banff has a cool, dry climate at an altitude of 1476 metres. This altitude is an important factor in the occasional dramatic shifts that can occur in temperature and conditions. Winter (November to March) temperatures range from -5 degrees to -20 degrees. In the Spring (March-May) temperatures are generally a comfortable 10 degrees to 15 degrees during the day. No matter what time of year, the temperature drops significantly during the night. Banff can also be subject to chinook wind conditions. Warm, dry air flowing over the mountains from the west can raise

the temperatures 30 degrees overnight and reduce snow amounts significantly in a few days.

People unaccustomed to high altitudes may temporarily experience shortness of breath and dizziness, particularly with physical exercise.

Wildlife:

Please remember that any animals you may encounter on the grounds of the Conference Centre, or while in and around Banff, are wild animals. They should not be approached under any circumstances, and feeding or harassing these animals in any way will not be tolerated. Elk and other animals in Banff National Park have been known to become aggressive with people if they feel cornered or otherwise threatened.

Many of the conference participants may have never seen wild animals before in this context, and may have many misconceptions about interacting with wild life. It is very important that Youth Crew members set a good example and assist other conference participants with maintaining appropriate distances between themselves and animals, and ensuring that potentially dangerous situations with the native wild life are avoided.