

NOTEBOOK “SPORT FOR YOUNG PEOPLE”

Environmental protection: you may receive few updated versions of the “Notebook for participants”, so please, print only if necessary. We recommend print only the latest version you have before traveling to Spain.

About this note book:

This notebook aimed to be the summary of all the information you need. During the preparation period, it may incur few modifications. The modifications from the previous version of the notebook will be highlighted in yellow, like this.

Dear participant,

You'll take part, from 24 April – to 2 May 2019 in Córdoba (Spain), to the exchange “SPORT FOR YOUNG PEOPLE”. This project is supported and implemented by five organizations involved in sport activities.

You will find in the pages that follow all the elements you need to participate fully and actively in the exchange.

Please, keep in mind that your participation in the seminar is one of the main wealth of this project. Each participant, each of you, is a carrier of skills, expertise and experience that will enrich all of us. There are two conditions for this: your willingness to share and your commitment during the exchange. We are very pleased to welcome you and we sincerely hope that this exchange will be the beginning of a long and fruitful collaboration!

Sincerely

Rafael Avilés
Project Manager

Period:

- Seminar (activity period):

- From 24 April (arrival) to 2 May (departure) 2019
- If possible, departure from 9am to 7pm from Bus or Train Station.

- Project period (eligible cost):

- From 1st April to 31st of June 2019
- Only expenditures that occurred during the project period will be covered under the financial support of the European Commission.

- Expenses (travel cost) made before or after this period may not be recoverable.

The documentation (invoices, boarding pass ...) related to travel and giving rise to a refund must reach the hosting organization before May 31, 2019, otherwise they will not be refunded.

Contact forms partnerships:

Country	Organization	Surname / First Name	Email
Spain	Fundación Córdoba CF	Rafael Avilés Torres	rafa.ratm@gmail.com
Bulgaria	CHAMPIONS FACTORY	Shirin Amin	shirinamin8@gmail.com
Croatia	ALFA ABONA	Jelena Batelic	alfa.albona@gmail.com
Italy	HIGH ON LIFE	Fortunato Greco	26fortunato.greco@gmail.com
Greece	Votsys Youth in Action Club	Fevronia Diamantopoulou	fevro.diamantopoulou@gmail.com

The Project:

“Sport for young people” is an international youth exchange in Key 1 of program Erasmus+. The project involved 32 people of 5 countries from the program of Erasmus+ and will take place in Córdoba, Spain, for **nine days in 2019**. The methodology used will be based on non formal education methods and will combine intercultural learning with experiential learning.

The project is ‘administratively’ carried by “Fundación Córdoba CF” which applies for the Spanish National Agency. “Fundación Córdoba CF” is the ‘hosting/applicant organization’.

Other partners are the 'sending organization'.

Financial participation:

The hosting/applicant organization **is not asking for financial participation** from its partners. Sending organization will have to purchase their travel tickets. They will be reimbursed insofar of the conditions laid down in **ANNEX – SUM PART** themselves referring to the form partner demand. The hosting/applicant organization must take over the meals (scheduled in the planning), lodging, local transport (shuttle from airport, evening in the city, emergency transport ...) and supplies educational materials.

Goals:

The goals for this exchange are:

- Coexist with people from the other countries.
- Evaluate the life in the young people.
- Analyze social media.
- Study values of the sports for the children.

The planning:

Please, give attention to planning attached in **ANNEX 2 – Planning.pdf**.

Changes may occur before the start of the activity (depends on availability).

Preparation:

Each delegation, according to the partner agreement, will have to prepare some activities, energizers or information about his country. We facilitate you the activities that each group will have to carry out. More contributions will be welcome.

- Intercultural Night: Prepare a presentation of your country: traditions, foods, monuments ...
You can use video, projector and sound. Bring typical products of the country and a typical

drink.

- Presentation of the association: Present your association: his work, projects and goals. You can use computer and sound.
- Energizer: Dynamics, games and activities to connect the group. Also, to activate people in the morning and after lunch. Each group will have to make 2 energizers during the event.
- Activities (Popular game of your countries): Prepare one hour of games and activities for the meeting.

Please, notice that if costs occur (transport, rental, staff, communication costs ...) for the local preparation, they will not be reimbursing in the frame of the project.

About Erasmus +:

You can take a look to:

- Erasmus + Website:
http://ec.europa.eu/programmes/erasmus-plus/index_en.htm
- The program Guide (ENG):
http://ec.europa.eu/programmes/erasmusplus/documents/erasmus-plus-programme-guide_en.pdf
- Erasmus+leaflet:
http://ec.europa.eu/dgs/education_culture/promo/erasmusplus/pub/view/erasmus-plus-leaflet_en.pdd

Technical support:

On the hostel, we will have a Windows laptop, a projector and a sound system.

For Mac user, notice that we don't have the connection cable from Macbook to projector. In case you need it, bring your own please.

The APP-ORG will provide paper, paperboard, pencil, felt pen, glue, Post-Its ...

If you have special needs, please, ask us. If you want to be sure we'll be able to provide you something, ask too. Remember that it will be difficult for the staff to "go shopping" during the seminar.

REGISTRATION

Participant and leaders are kindly asked to fulfill the online registration form using the document that we have attached in the email: **Application Form.**

Please note that the information provided in the Online Registration Form (ORF) is confidential. It may not to be disclosed to third parties for purposes other than those of the exchange (a notable exception is your professional contact information).

Airport / Train Station

- The closest airports are:
- Sevilla: <http://www.sevilla-airport.com/en/index.php>
- Málaga: <http://www.malagaairport.eu/airport/malaga-airport.php>
- Madrid: <http://www.aeropuertomadrid-barajas.com/eng/>
- If you need some information to travel to one of the cities to Cordoba, please contact with us and I will help you.
- The closest train station is Cordoba Train Station (Renfe).
- Please, notice that it will be easier for the staff member to pick you up at Cordoba Train or Bus Station.

Arrival / Departure / Shuttle from airport

- The organization will provide you a bus from train station (Cordoba) to "Cerro Muriano" when you'll arrive on the 2nd of May and will bring you back to the station on the 10th of May.

We kindly ask members of each delegation to travel at the same time.

- **Arrival at Cordoba Station: Wednesday 24th of April at 19.00h.**
- **Departure from Cordoba Station: Thursday the 2^h of May at 10.00h (approximately).**

Reimbursement of the travel costs

What are the reimbursement rules and process for a Youth in Action Project?

It depends from the NA (National Agency). For the Spanish NA:

1) During the preparation of the application form, partners agreed on an estimated amount for the travel costs for their delegation.

2) Partners will be reimbursed with the rule of the Erasmus+ program:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

3) When the project is accepted by the NA, the financial agreement signed by the applicant organization (APP-ORG) and not before the beginning of the “project period” (31/5/16 for Healthy Life) -> Partner buy their travel tickets.

4) Partners and participants keep the entire document mentioned in the chapter below (proof of purchase and travel tickets) round trip.

5) After the activity period (the seminar) when they are “back home” the partners send by postal way (with proof of deposit) their travel back ticket to the app organization. They join their IBAN (International Bank Account Number).

6) **VERY IMPORTANT INFORMATION:**

As soon as the applicant organization received the entire document, they will process to the bank transfer for reimbursement 60%. When we finish the memory and the NA, check correctly the project we will reimburse the other 40%.

REIMBURSEMENT WILL BE MADE ONLY BY BANK TRANSFER!

Proof of purchase and travel tickets

- Please, keep in mind that we need **the originals documents** of your travel tickets:

- Boarding pass, train ticket, bus ticket, toll ticket ...

- Invoices of travel costs

- Taxi is not reimbursed (can't be reimburse by the Spanish NA)

- Please, notice that the bank charges for the international transfers (for the reimbursement) are not eligible costs for the Spanish NA ... So, we would like to minimize the number of bank transfer (and so, the amount of bank charges that the APP-ORG has to suffer).

ACCOMODATION Youth residence “Cerro Muriano”:

Bedrooms:

http://www.dipucordoba.es/accesible//contenidos/22349/albergue_cerro_muriano

- You will be hosted in 6 - 8 rooms with 2 WC and a shower per room. Each participant has a bed, a blanket and some space for his luggage.

VERY IMPORTANT:

Each participant needs a towel and bed sheets (we don't have bed sheets in the residence). We recommend to use a Sleeping bag for sleep.

Breakfast / lunch / dinner:

All the meal will be taken in the dining room, except for evening outside.

- Breakfast: AT 9:00
- Lunch: AT 14:00
- Diner: AT 21:00

IMPORTANT: Please, specify your diet and allergy in the online registration form! That information will be providing to the cook.

If you want to see the residence you can click the link: (show the garden, work areas and the rooms): http://www.dipucordoba.es/accesible//contenidos/22349/albergue_cerro_muriano

(Web in Spanish, but you can see the photos).

Health and safety

European Health Insurance Card:

Consider having your card before you leave if you do not have in your possession yet. In case of illness or accident during your stay in Spain, it will save you from having to advance medical expenses.

<http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Presenting a prescription abroad:

A prescription delivered by a doctor in your country is valid in all EU countries. However, medicine prescribed in one country might not be available in another, or it may have another name.

As of 25 October 2013, you are able to ask for a cross-border prescription which is intended for use in another EU country: these are designed to help the pharmacist understand the prescription easily, the ingredients of the medicine and their dosage.

We highly recommend that you, inasmuch as you have medical treatment, to provide from yourself for all of your medications for the duration of seminar in Spain.

Safety:

Such as a lot of place all around the world, Spain is a safe country.

Like a city in Spain, Córdoba know a fairly low crime rate. We recommend nevertheless, when visiting tourist sites or when using public transport, to pay attention to pickpocket.

Emergency number: 112

TOPICS

You are about to live an intercultural experience! And we are very happy for that!

These are some “pro-tips” given by youth people and some trainers, facilitators ... Nothing obliges you to consider. But in a way, sharing experiences is one of the starting points of non-formal education!

I’m so tired ...

Do not underestimate the energy that will ask for your participation in seminar! Indeed, in addition to sharing the life of a group of 40 people, you will alternate sessions, workshop ... All in a language that is not your mother tongue...

You will also enjoy informal time to further knowledge. We also have the evening to be friendly. One the other, it may be that you were not sleeping much but, during the day, you need a lot of concentration!

So, although we do not have to say what you should or should not do, we advise you to manage your energy to take full advantage of the seminar and other participants.

I'm so angry!

Many misunderstandings can happen during the seminar! Remember that all of us have different cultural background! For example, for some of us a "short presentation of your project" means 2 minutes, for other, it can mean half an hour ...

Share our differences is a chance. Remember to show tolerance and avoid judging too quickly the other participants. The greater part of the misunderstanding can be lifted if we take a few minutes to discuss!

"Tolerance is not a contemplative position, offering indulgences to what was or what is. It is a dynamic attitude, which is to anticipate, understand and promote that wants to be"

Claude Lévy-Strauss

I'm so late ...

A Spanish specialty such as wine! Being late is a second way of life (and it is not so a "cliché")! Please, remember that we are 33 people! So, 32 people don't have to wait (much) for someone who's late. Of course! We will not abandon someone, but we won't wait to start a workshop or an activity ... Keep it in mind, please.

WE WAIT YOU WITH OPEN ARMS!