

# INFORMATION GUIDE

## For Rotary Clubs – District 9920



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Dear Fellow Rotarian,

The Rotary Clubs of Papakura, Drury and Manurewa-Takanini are delighted to be organising, hosting and conducting RYLA 2020 to be held from **27 June to 4 July 2020**, building on the excellent programmes of the past.

As our global environment becomes more challenging and at risk, and more latterly our world economy has shown a greater fragility, there is increasing demand for real leadership within our society. Successful leaders, generally speaking, are made not born. To assist this process, the Rotary District 9920 Organising Committee has prepared a challenging and stimulating week for developing and extending young leaders.

The varied one week live-in RYLA programme has proved extraordinarily successful for many years. It provides an environment in which young people can develop their leadership, team work and communication skills. Many RYLA graduates have referred to the experience as “the week that changed my life”. District 9920 has been running successful seminars for more than 20 years with up to 120 Awardees attending each of them. RYLA helps Awardees understand the requirements of many aspects of business, community, and personal leadership. With RYLA now spanning two generations, many of today’s prominent leaders can attest to the benefits of their participation in RYLA. Each year more than 25,000 young people graduate from RYLA courses, camps and seminars in many countries around the world.

We ask that once again Rotary Clubs and Rotarians in our District put forward high calibre candidates for selection to attend RYLA. The week is extremely challenging and all candidates must be **physically** and **mentally fit** and alert.

This **Information Pack** contains background information on the RYLA course, application forms, guidelines for interviewing candidates and the process to be followed by Rotary Clubs to register and pay course fees.

**Please note the timelines and ensure that all applications and payments are with the Operational Committee by the 30<sup>th</sup> April.** This means that you have just over 5 months to promote RYLA to your community, gather and interview prospects then select the very best candidates to sponsor.

We look forward to working with you on this outstanding annual project.

**RYLA Operational Committee  
Rotary Club of Papakura Inc**

**Mike Williamson, Chairman**

## Timetable

<b>Nov 2019</b>	Launch of RYLA 2020 commences with two separate presentations to all the Rotary Clubs in District 9920;
<b>Feb to April 2020</b>	Candidates need to complete the online application form at <a href="http://www.ryla.co.nz">www.ryla.co.nz</a> either on their own or in collaboration with the sponsoring Rotary Club. Sponsoring Rotary Club's need to send in the Club registration form with full payment and ensuring prospective awardees have completed the online application. <u>We no longer accept paper application forms.</u>
<b>30 April 2020</b>	<b>Applications close.</b> Rotary clubs must have completed the interview forms and have them back with the registrations committee together with the fees by this date.
<b>7 May 2020</b>	RYLA 2019 Operations Committee will advise the Rotary clubs of applications that have been accepted and reinforce the information around "gear requirements" and "The Code of Conduct".
<b>14 May 2020</b>	Candidates will be notified of their acceptance by the sponsoring Rotary Clubs. From this date the RYLA 2020 will commence direct communication with candidates, confirming pre-course detail and arrangements. RYLA Awardees will be invited to join the RYLA 2020 Facebook page.
<b>Early June 2020</b>	Rotary Club to make contact with Candidates and make arrangements for transport to RYLA on 27 <sup>th</sup> June and confirm and physically check the gear meets the specifications required. Rotary clubs can also take this opportunity to invite candidates to a Rotary meeting before RYLA starts.
<b>Late June 2020</b>	Rotary Club to make follow up calls with Awardees to ensure all transport arrangements are in place and that any gear required to be hired has been arranged.
<b>27 June 2020</b>	RYLA begins. Awardees to be delivered to Willow Park between 7.00am and 8.00am. This is the responsibility of the sponsoring Rotary Club.
<b>3 July 2020</b>	RYLA graduation dinner. Rotarians representing sponsoring clubs should attend and where appropriate invite sponsoring corporates to send a representative.
<b>4 July 2020</b>	RYLA closes 11.30am. Sponsoring Rotary clubs to arrange collection of awardees by midday.
<b>Aug-Sep 2020</b>	Sponsoring Rotary Clubs to invites their RYLarians back to the club for them to present on their experience and what they have got out of the course

Operational Registrations team

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# UNDERSTANDING RYLA – Information and advice

## 1. WHAT IS RYLA?

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The week-long, live-in course takes place principally at the Willow Park Convention Centre at Eastern Beach, Auckland between June 27<sup>th</sup> to July 4<sup>th</sup>

The programme consists of a combination of:

- talks by community and business leaders particularly focusing on leadership development,
- opportunities for the exchange of ideas, opinions and experiences in discussion groups etc,
- open sessions, sport and keep fit exercises,
- involvement in a community activity supported by the host Rotary Club.

RYLA is about leadership and **developing existing leadership skills**. **The candidate should have already demonstrated some clear leadership ability** that can be developed and built upon during the course.

It is important that you make all your Club members aware of the type of candidates you are seeking – don't just seek out anyone who fits the age criteria. The RYLA opportunity is so valuable that the candidates need to be really suitable young leaders.

## 2. SELECTION OF CANDIDATES FOR RYLA

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Candidates should generally come from within the greater Auckland area although there is no objection to seeking candidates from outside if necessary. Applications are encouraged from organisations who wish to sponsor their own staff who meets the course requirements. Unlike many Rotary projects, applications are welcomed from the families of Rotarians.

**Candidates should be between the ages of 20 and 28 on 1 May 2020.**

Whilst it is not essential, we try to balance the numbers of male and female candidates. Although the level of maturity can vary considerably between the candidates of similar ages it has been shown that generally the older candidates are likely to gain the most from the experience. They also have less opportunity of applying again – unsuccessful younger candidates can always apply again in later years.

As you reflect on leadership, please remember:

- Leadership does not have to equate with academic success
- Leadership does not have to mean competitiveness
- Leadership is not just about charisma
- Leadership styles are varied
- Leaders come from all walks of life
- Leadership starts with self-discipline.
- Leaders should be well rounded

There are as many methods of seeking candidates as the imagination allows. These include:

- approaching business owners and managers to sponsor their employees i.e. nominate their employee and meet some or all of the cost.
- approaching community youth organisations; especially ROTARACT
- seeking names from university lecturers;
- inviting Rotary Club members to put forward names of suitable candidates from their family, friends of the family, employees, families of employees or others suitable young persons known to them;

### 3. INTERVIEW OF CANDIDATES

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You are advised to arrange an interview/selection panel of two or three Club members and preferably at least one of the interviewers should be a past RYLarian. No more than three because the experience can be fairly daunting for the candidates. Remember that this is not a job interview. When you have a number of candidates, arrange to interview them, but before hand read the Guidance Notes on Interviews again.

Give favourable consideration to those who have already shown some commitment to the community but be aware that full-time university students or employees may have little time for community activities at present.

You will need to explain to your candidates that this is an intensive course requiring their full participation. It is a valuable opportunity for them, which has cost your Club (or their sponsor), their entrance fee. Many Rotarians and others have given a very considerable amount of time and effort to organise and run it. This includes a panel of high-profile guest speakers who give up their time at no cost to RYLA (commercial value over \$40,000).

RYLA applications for prospective awardees are completed online at [www.ryla.co.nz](http://www.ryla.co.nz)

- The forms can be completed **ONLINE** from RYLA's dedicated website [www.ryla.co.nz](http://www.ryla.co.nz)
- Once the candidate is interviewed and a positive decision reached by the club, a signed copy of the club registration form ranking and confirming who the club wishes to sponsor would be sent along with payment to the RYLA Committee

### 4. COSTS

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Each Club should set its own budget for its RYLA participation. The only cost payable to RYLA is \$950 + GST (\$1092.50 inc GST) for early-bird registrations. This increases to \$1142.50 (including GST) for entries received after the closing date of 30 April. This covers a week of high-quality leadership training and includes accommodation, food, entertainment, badges, administrative and other expenses.

There is no course cost to the Awardee (an Awardee being a candidate who has been successful in being chosen to attend RYLA) who needs to take only a small amount of "pocket money" for soft drinks, snacks and similar items. However, you may wish to make Awardees aware of the cost to the Club/Sponsor so they do not take your/their contribution for granted. In confirming to them that no personal cost is involved, you should indicate that they need to participate fully to justify your Club's/Sponsor's gesture.

There is no specific limit to the number of candidates a Club may put forward but in practice a smaller Club's budget usually limits this to about 2 to 3 candidates. The large Clubs should budget for 5 or more. Some run to more than 10 as they value this youth opportunity so highly. **The capacity of the course is limited to 120** - it is better for there to be competition for places rather than any suggestion of making up the numbers. There is a limit to the participation of candidates from the same organization. Clubs should refer to the separate document "**Corporate Participation Policy**"

In some instances a Club which has more suitable candidates than its budget allows may possibly be assisted by another Club whose budget provides for more candidates than it has as suitable candidates to put forward.

Funding for nominees can come from:

- Club funds
- Specific fund-raising event(s)
- Employers - public or private "Corporate Sponsors"
- Private sources including Charitable trusts.

## **5. CAMP CONDITIONS**

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Awardees will not be permitted to have radios, ipods, mobile phones, smart watches cars or visitors (except Friday 3rd July Dinner) throughout the week. An organizer will have a mobile phone for emergency use and this number can be made available to awardees should they need it.

Awardees are fed in the Camp and accommodated in single-sex dormitories requiring them to provide a sleeping bag, pillow and suitable clothing for both work and relaxation.

Full details will be provided to you for you to pass on to your Awardees when you are notified of acceptance by the RYLA Operational Committee.

A reasonable standard of physical fitness is required as there are some physical activities which will tax those not reasonably fit and in generally good health. Tell your Awardees that they would be wise to tone-up their muscles and stamina in the weeks leading up to the course but do not concern them that this may be a mini-Outward Bound course. It is not. Ability to walk 10km at reasonable pace is recommended.

## **6. APPLICATIONS**

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Having selected your Awardees please forward the Club registration form with your Club's payment for \$1092.50 per candidate, payable to RYLA DISTRICT 9920 Limited. Send this by 30<sup>th</sup> April to:

**RYLA DISTRICT 9920 Limited  
C/- Lesley Gascoigne  
21A Hattaway Ave, Buckland Beach 2012  
AUCKLAND**

Payment can be direct credited via internet banking to:

**RYLA DISTRICT 9920 LTD  
ASB ACCOUNT # 12 – 3030 – 0006175 - 02  
Be sure to note your Club's name in the Reference box**

Each application received after 30 April will cost an extra \$50 (including GST), taking the cost to \$1142.50 per candidate.

You will then be advised as soon as possible if they have all been accepted. You can then advise them of their acceptance and the candidates will receive confirmation of acceptance and fuller details about RYLA from the Operational Committee shortly afterwards.

**Cancellation Policy:**

6 weeks or more prior	Full refund
2 – 6 weeks	Full refund only if replacement is found by Operational Committee
0 – 2 weeks	No refund

Every attempt will be made to replace candidate withdrawals.

**7. BEFORE RYLA**

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Encourage your Awardees to keep in touch with you and your Club in the lead-up to the time of RYLA. If they have queries you do not know the answers to, there is information on [www.ryla.co.nz](http://www.ryla.co.nz) or contact the Operational Committee if necessary at [ryla9920@gmail.com](mailto:ryla9920@gmail.com)

**8. RYLA WEEK**

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**You will be required to arrange delivery of your Awardees to Willow Park Camp between 7.00am and 8.00 am on Saturday 27<sup>th</sup> June and their collection between 11.30 am and midday on Saturday 4<sup>th</sup> July. It is essential that you remain at Willow Park Camp during the check in process in case any of your awardees need additional gear.**

If unable to do so yourself, please arrange for another Club member to stand-in for you and to take an interest in your Club's Awardees. It has been found that those who take the Awardees to RYLA often wish to be responsible for collecting them the following week. Such is the enthusiasm that surrounds RYLA that those who have had any association with the Awardees become interested in hearing about their involvement and experiences.

There will be a graduation dinner on Friday 3rd July to which you are invited (cost about \$50 including GST). More information will follow shortly.

**9. AFTER RYLA**

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We will give certificates to the Awardees on the last day of the course. We strongly recommend that you invite the Awardees to visit your Club after the RYLA week and speak on their experiences and reactions to the RYLA course. This is also an occasion when they can thank your Club for giving them the opportunity to attend RYLA.

Now please carefully read all the remaining documents in your information pack and go out and seek your candidates. Enjoy your own involvement with RYLA. It will almost certainly be a very rewarding experience for you too.

### **Corporate Sponsorship of Employees to attend the RYLA 9920 course**

The composition of RYLA attendees has in recent years started to change as the number of those attending from and paid for by Companies or organisations outside of RYLA increases. As the course has matured and grown it continues to achieve a high reputation and this in turn creates a greater demand for places. This has been very obvious in the “corporate” sector where the quality and unique aspects of the course, combined with its extremely good value, have become well recognised. There is no doubt that the course benefits considerably from the diversity of its participants in backgrounds, professions, experience, ethnicity, gender and education and we are always concerned to ensure the balance of these is preserved. Consequently we (The RYLA District Committee) feel there is a need to clarify the process and limits to corporate participation in RYLA.

The course is currently promoted and staffed by a volunteer group of Rotarians and all the speakers, civic leaders and others who contribute do so by giving freely of their time. This selfless effort on the part of the greater RYLA family allows us to present a course of such value and quality whilst still retaining the participant cost at the current figure. In light of the demand for places, we have had to place limits in terms of numbers. Consequently the RYLA organisation would propose the following guidelines to corporate participation.

- Corporate sponsors of RYLA candidates from their own organisation will be encouraged to apply for **up to a maximum of four places** per year for employees who meet the selection criteria of leadership qualities, attitude and age. The organising committee will endeavour to meet the requirements applied for but until the final numbers are in no guarantees can be given as to participant numbers that will be accepted.
- A Company / organisation sending four candidates on RYLA should also consider purchasing an additional “place” on the course for allocation to an attendee who meets the selection criteria and may be from an organisation without the financial ability to meet the costs involved. In this way we are ensuring the RYLA experience continues to be available to all participants with leadership potential and we maintain the very diversity of participants that makes this course as strong as it is.
- As Rotary we encounter many examples of strong young leaders from a variety of organisations who will benefit from such an experience and at the same time many corporates already have relationships with charitable organisations they may wish to support in this way. There is no shortage of demand and the corporates are encouraged to have a discussion with the Rotary Liaison person who they deal through to clarify how such a process may be applied.
- We believe that any new organisation considering sponsorship of a RYLA candidate from its employee ranks should be encouraged to sponsor no more than two candidates in the first year as a means to evaluate the benefits for their company. Consequently for this number we would not be seeking an additional place. Thereafter the limit of four per year would apply, as well as the process outlined above.

RYLA is an international programme, delivered all over the world. It varies considerably in the way it is delivered by various jurisdictions and RYLA 9920 believe we have an exceptionally good course. However we must always remember why Rotary stands behind this very important programme. We are focused on the creation and support of our Nation’s new young leaders who will be the future custodians of our society, economy and business prosperity while having a strong belief in peace and giving service to the

community.

Hence as an additional point of clarification the RYLA 9920 organisation has an expectation that all candidates regardless of where they come from must be “attached” to a particular Rotary club from the District and as such all candidates must be interviewed by the club applications panel. Acceptance by the club is still subject to overall acceptance by the organising committee within the confines of the total number that can be accepted. We therefore encourage all corporate sponsors to rank their candidates in order of preference in the event that a high demand forces the organising committee to introduce some form of scaling back.

District is also strongly recommending that club interview panels have at least one past RYLarian as an interviewer and if possible the interview team could be largely made up of those with immediate past experience of the programme.

### **Corporate Payment.**

Corporates pay for candidates via the associated Rotary Club not directly to Ryla. All candidates whether corporate or club sourced are subject to the same application and payment dates. With this in mind we strongly suggest clubs arrange payment from the Corporates to the club very early in the timeline to account for the at times longer payment cycle Corporates have. The RYLA Committee cannot wait for payment if a Corporate has not paid the club. With just over five months until payment is due that is plenty of time for Clubs to invoice Corporates for the quantity of applicants they intend to send.

- Clubs Invoice corporates for planned awardee numbers.
- Clubs pay RYLA for all awardees including Corporate candidates.
- According to the cancellation policy if a Corporate awardee withdraws the Committee will refund the club as usual (within the refund period) and the club would refund the Corporate

**SO PLEASE PLAN FOR THE TIME IT TAKES TO RECEIVE THE MONEY FROM YOUR CORPORATE PARTNER  
AND INVOICE THEM ACCORDINGLY**

## SUGGESTED APPROACH TO INTERVIEWS FOR SELECTION OF RYLA CANDIDATES

These notes may be helpful, particularly when bearing in mind that the purpose of these interviews is often very different from those conducted in a business environment. The aim of this guide and interview questions is to aid consistency in the process of selecting the candidates with a focus on quality.

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### STEP ONE – Selection Criteria

Essential criteria for candidate selection:

- Aged between 20 and 28 (as at 1 May 2020 ) (preferably in the upper half of this age bracket)
- Either male or female (preferred; no couples in a relationship)
- It is **not advisable** that pregnant women attend
- Already demonstrated **leadership qualities and values**.

RYLA is not about giving a first chance to Awardees to acquire some leadership qualities. We are looking for candidates who already demonstrate these qualities and leadership does not necessarily involve:

- Academic success
- Being an extrovert
- Any particular style (successful styles vary greatly).

### STEP TWO – Finding Candidates

Be sure to “cast a wide net” in finding **quality candidates** to nominate. Your Club members will inevitably have excellent contacts to draw on in the first place. Give consideration to sourcing potential applicants from:

- Commercial enterprises of all descriptions
- Community groups
- Rotaract members, Past Youth Exchange participants
- Sporting organisations – coaches, Club Leaders, etc
- Not-for-Profit entities
- Volunteer organisations
- Universities and Technical Institutes
- Student bodies / associations
- Cultural organisations
- Rotary families
- Friends of past Rylarians through word of mouth
- Advertising in local newspapers or Couriers FACEBOOK
- Commercial entities of Rotary members
- Leveraging Rotary Club connections to target specific entities (e.g. Corporates)

### STEP THREE – Application Form

### THIS IS VERY IMPORTANT

Once identified, potentially suitable candidates should be asked to complete **the online** RYLA Application Form found at [www.ryla.co.nz](http://www.ryla.co.nz). Make sure they **enter your club name** in the online section where that information is requested. Give them the date on which applications to your Rotary Club will close.

**Any online applications which do not have a club name attached will be allocated to clubs near the address of the applicant and the application will be forwarded to your clubs RYLA Liaison person.**

We require a committed contact from your club who will respond quickly to the applicant to organize an interview as well as confirming action is underway back to the Registrations team.

### STEP FOUR – Interview

Is to have the candidate attend an interview. It is advisable to have two people on the interview selection panel, preferably including a past RYLA awardee.

### INTERVIEW PLAN (a suggested time scale)

Stage 1	Give the candidate an overview of RYLA, Code of Conduct, and ask if they know much about RYLA. How did they find out about RYLA? Ask the candidate to briefly give a run down on themselves.
Stage 2	Interview questions (See Selection Interview Form – pages 13 to 16)
Stage 3	Any further questions you have and questions candidates have about the course. Ask the candidate if they want to add anything to what they have already said.
Stage 4	Next steps and time frames. <ul style="list-style-type: none"><li>• Advise a day that you will contact the candidate to advise if they are successful or not, and outline the involvement of the District.</li><li>• Emphasise that whilst your Club is recommending them, the RYLA Operational Committee has the final decision as to whether they are accepted or not.</li><li>• As soon as this final decision is made, let them know you will be contacting them.</li><li>• Notify them that your Club (or their corporate sponsor) pays the fees and they only require pocket money.</li><li>• Give them copy of the Code of Conduct and the Gear List</li><li>• <b>Go through the gear list in detail</b>, explaining the list is compulsory and if needed assist the candidate to procure the required equipment. We would advise you to physically check that the applicant has the required equipment as this will be thoroughly checked on arrival at Willow Park Camp</li><li>• Reinforce the requirement to be physically prepared for the week</li><li>• Then advise that you will follow up prior to RYLA, to discuss any of their concerns on gear list and that you will arrange their transport to and from RYLA etc.</li></ul>

Stage 5	<p>Assess your impressions and record them together with any other comments about the candidate. Attributes to look for during the interview:</p> <ul style="list-style-type: none"> <li>• Leadership qualities already present</li> <li>• An ambition to develop those qualities further; a goal setter</li> <li>• Within the age group (20 to 28 as at 1 May )</li> <li>• Effective communication skills, clarity, articulate, confident</li> <li>• An ability to relate well with other people</li> <li>• Enthusiasm, even passion, for some interest</li> <li>• Evidence of persistence, perseverance and resourcefulness</li> <li>• An awareness of community concerns</li> <li>• A willingness to contribute rather than just take from RYLA</li> <li>• A readiness to accept the (few) RYLA rules and participate fully in all activities.</li> </ul>
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**Total interview – 30 minutes.**

## **YOUR ROLE IN THE CANDIDATE INTERVIEW**

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- Be friendly and courteous. If the candidate does not relax you are going to waste your time.
- Tell candidates that you expect them to do most of the talking.
- Use the ways of showing you are listening by such methods as:
  - Making noises of agreement and expressions of sympathy
  - “Yes, do go on, uh huh” “That’s interesting” etc – are good ways of keeping the candidate talking.
- Use open questions that encourage the candidate to reveal how they think and react in specific circumstances.
- Silence on your part after an answer, unless it is clearly definitive, often draws candidates to say more than they might otherwise do.

Important points to mention:

- Ensure they understand and agree to the Code of Conduct. They will be asked to sign this upon arrival at Willow Park Camp
- Advise them of a need to be **reasonably fit, capable of walking at least 10k at a reasonable pace**. But that this is not an Outward Bound course.

## **OBSERVATIONS**

During the interview consider the following:

- Communication Skills
- Confidence
- Articulation
- Clarity of future direction
- Drive
- Motivation
- Persistence, Perseverance
- Enthusiasm, Passion
- Appearance (Neatness, personal habits, manners) rating
- Maturity – for age – (reasoning/judgment, sense of responsibility, reasonable aspirations).

# Selection Interview

## RYLA

Candidate Name: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Date: \_\_\_\_\_

### Remember:

At the beginning of the interview, welcome the candidate and outline RYLA. Be sure to cover the following points:

- Give an Overview of what RYLA is and the history, and the involvement of Rotary.
- Ask how the candidate found out about RYLA. (Please circle one of the below)

Rotarian (Family)   Past RYLA Awardee   Work   Facebook   Other: \_\_\_\_\_

- Ask them to begin with telling you about themselves.

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**COMPLETE THE FOLLOWING DURING OR AT THE CONCLUSION OF THE INTERVIEW ONCE YOU HAVE SHOWN THE CANDIDATE OUT. THEN DISCUSS WITH YOUR COLLEAGUES AND MAKE A DECISION ON THE CANDIDATE**

### Observations:

#### Communication Skills

- |                    |                          |                |               |
|--------------------|--------------------------|----------------|---------------|
| • Confidence       | <i>Needs lifting</i>     | <i>Average</i> | <i>Strong</i> |
| • Articulates well | <i>Needs development</i> | <i>Average</i> | <i>Clear</i>  |
| • Clarity          | <i>vague</i>             | <i>Average</i> | <i>Strong</i> |

#### Personal Drive

- |                  |                    |                |                     |
|------------------|--------------------|----------------|---------------------|
| • Self-motivated | <i>Lacking</i>     | <i>Average</i> | <i>Demonstrated</i> |
| • Perseverance   | <i>Not Obvious</i> | <i>Average</i> | <i>Demonstrated</i> |

#### Enthusiasm

- |                   |                  |                |               |
|-------------------|------------------|----------------|---------------|
| • Personal Spark+ | <i>Luke Warm</i> | <i>Average</i> | <i>Strong</i> |
| • Passionate      | <i>Quiet</i>     | <i>Average</i> | <i>Strong</i> |

### - Overall Rating -

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Weak Match		Good Match		Outstanding Match

*(a mixture of abilities across the 3 categories above is quite acceptable, not everyone needs to be strong in all 3)*

## INTERVIEW QUESTIONS

1. Tell me about the Leadership Experience you have had up until now?

### What to look for

*Leadership Experience – whether it is at work, academically, sports, or in the community.*

2. Tell me about a vision you have for yourself as a leader in the future?

*An ambition to develop leadership qualities*

3. Tell me about the most satisfying **team** you have been involved in and WHY?

*An ability to relate well with other people, work within a team*

4. Tell me about a goal you have set in your life and how you have achieved it?

*A goal setter – and how they go about achieving their goals.*

5. What are you passionate about?

*Enthusiasm, and a passion for some interest*

6. Have you had involvement in a community project? If yes, what?

*An awareness of community concerns*

7. Are you aware of and do you accept the Code of Conduct? You will be asked to sign this on arrival at RYLA

*A readiness to accept the (few) RYLA rules and participate fully in all activities*

8. Tell me about your role model or someone who you would say has influenced you in your life?

9. Tell me how your best friend would describe you?

10. **Can you describe an obstacle you have had to overcome?** How did you handle it? What would you do differently next time?

*Personal Learning*

11. What are you most proud of so far? Why?

*Achievements*

12. What do you enjoy doing in your free time?

13. For RYLA you do need to be reasonably fit although it is not an Outward Bound course. Can you tell me about your level of fitness?

*Needs to be reasonably fit.*

14. Does the candidate have any health or dietary issues which would create challenges to participating in the course. E.g, Peanut or any other serious allergies.  
They will be asked separately by the RYLA operations team to declare any special medical conditions and pharmaceuticals they may require.

*Openness?*

## **Conclusion**

Clarify any additional aspects of the candidate's application that have not been uncovered during the interview.

*Explain to the candidate that once they have been on RYLA, Rotary will have an expectation that they may assist in some future Rotary community event for at least a few hours and that could even include coming back in later years to assist with the running of RYLA. This would be in a form of "giving back"*

Does the candidate have any questions?

## **Time Frames**

**Date committed to contact the candidate by: \_\_\_\_\_**

**Let the candidate know that you are in the process of interviewing, and then the applications go to the Operational Committee to determine who is successful. You will contact the candidate as soon as their selection is confirmed. The latest date that they will be contacted is by 14 May 2020.**



*RYLA - Information Guide*  
**COMPULSORY EQUIPMENT LIST**

Please ensure all your items are clearly named. The Rotary Club of Half Moon Bay Inc and Willow Park accept no responsibility for any loss or damage that may occur while you are on the course.

Please note there are no washing machines or dryers available at Willow Park

**General use throughout the week:**

- œ Pillow and sleeping bag (**must be suitable for outdoors in winter**)
- œ 2 towels
- œ Personal toiletries
- œ Casual comfortable clothing for six days at Willow Park
- œ Sports clothing for daily exercise (may get wet or dirty)
- œ Underclothes for the week
- œ Casual footwear for day to day wear and sporting use
- œ Formal/semi-formal / Cocktail wear for one evening (course formal dinner)
- œ Wristwatch (no smart watches)
- œ Single sheet for use on in dormitory beds under sleeping bag.

**Pack and contents for outdoor activities: Highlighted items have more information on the following page.**

- œ **Tramping pack (large enough to carry all of the following items +food for two days 65L + capacity e.g more than a "day pack")**
- œ **Sleeping bag (4 x season - must be suitable for outdoor use in winter)**
- œ **Waterproof jacket and over trousers (to handle wet tramping conditions, not bulky ski jackets but long enough to cover lower body)**
- œ **Polar fleece warm top layer.**
- **2 Mid layer warm tops (not wool) to wear over thermal underwear but under Polar fleece top layer.**
- œ **Thermal underwear (Tops and Bottoms)**
- œ **Tramping boots (already broken in and comfortably fitting you) not running or trail shoes**
- œ **Thermal mattress (self inflating or insulated foam roll type)**
- œ **Outdoor gloves**
- œ **Woollen "beanie" type hat**
- œ Waterproof pack liner
- œ Plastic plate, bowl and mug
- œ Knife, fork and spoon
- œ Drink bottles (for walking) 2 x 1.5 litre bottles
- œ Tea towel
- œ Head lamp style torch with spare batteries. LED are good.
- œ Pocket knife (optional)
- œ 3 pairs woollen socks
- œ Casual clothing (incl shorts and/or trousers) and underwear suitable for outdoor activities.
- œ Personal first aid kit (plasters, painkillers, etc)
- œ Small pot or billy with lid

**IF IN DOUBT ABOUT ANY OF THE ITEMS HIGH LIGHTED IN YELLOW EMAIL A PHOTO ALONG WITH YOUR NAME AND SPONSORING ROTARY CLUB NAME TO [ryla9920@gmail.com](mailto:ryla9920@gmail.com) FOR CHECKING**

**Optional:**

- œ Camera
- œ Musical instruments are welcome
- œ Small amount of cash (Max \$30)

*RYLA - Information Guide*

**Do Not Bring:**

- œ Laptops / tablets / smart watches
- œ Cell phones
- œ Walkmen, iPods or CD players
- œ Other valuable items
- œ Alcohol or drugs

If you do not have any of the recommended equipment, you **MUST** contact your sponsoring Rotary Club who will assist you. Consider hiring essential outdoor items if these are proving a difficult to obtain. We recommend you hire from **LIVING SIMPLY**. Details are below and you should specifically mention that you will be participating in RYLA to obtain a special hire rate

**Living Simply**  
Level 1, 255 Broadway  
Newmarket  
Phone 09 524 7957

**Some examples of acceptable gear (Highlighted items).**

**Waterproof rain coat (with hood)** of good length to reach below the base of your pack. Seams to be seam sealed and ideally made from a waterproof breathable material such as Gore-Tex. Heavy PVC is acceptable but not ideal. Lightweight nylon or ski jacket type coats will be rejected.



**YES (BEST)**

**YES (OK)**

**NO**

**Thermal underwear (Leggings and Top) must be warm if wet (Polyprop, Merino etc) not cotton.**



**YES**

**YES**

**NO (COTTON)**

*RYLA - Information Guide*

**Warm Mid layer tops to be worn over thermal underwear. Med weight polar fleece or Merino.**



**YES YES YES NO - COTTON**

**Warm Polarfleece top layer.**



**YES YES NO - COTTON**

**Boots must be Tramping boots with good ankle support, broken in and of correct size.**



**YES YES NO NO**

**Thermal mattress can be the self inflating type with thermal core or the closed cell foam roll type.**



**YES YES**

*RYLA - Information Guide*  
**Tramping Pack 65L Minimum size .**



**YES**



**YES**



**NO – TOO SMALL**

**Sleeping Bag – outdoor use – 4 x season.**



**YES**



**YES**



**NO – TOO LIGHTWEIGHT**

*RYLA - Information Guide*  
**RYLA - CODE OF CONDUCT**

- Awardees should treat the Willow Park Camp staff, the camp buildings and facilities and the environs with courtesy and respect.
- Awardees should treat each other and the Rotarians working in the camp with courtesy and respect.
- Awardees are expected to take full part in the camp programme and attend all sessions.
- Awardees remain in the camp at all times unless on programme outings.
- Awardees must not have a cell phone on them during the camp. If you arrive with a cell phone this MUST be handed in and can be safely stored by the organisers.
- Awardees will not bring cars to the camp.
- There will be no alcohol or drugs (except prescription) in the camp.
- There will be no sexual liaisons during the camp week.
- Smoking is permitted in designated areas outside of the buildings only.

**Administration of the Code**

- All breaches of the Code of Conduct will be acted upon immediately.
- The Awardee involved will have the right to be heard, and to have representation.
- It is expected that a major breach of the Code of Conduct will result in the Awardee being sent home.

