

INFORMATION FOR SOCCER & SPECIALIST SPORTS CAMPS 2010

Dear Friends,

Enclosed is the information for BUNAC's 2010 *Summer Camp USA* special Soccer Program. If you haven't already done so, please complete the online Staff Requirements form or complete the attached (pink) version and return it to us as soon as possible. One or the other must be on file with BUNAC before the Sponsor (IENA) will issue any visa forms for your staff. In either case, we ask you to confirm that you have read and agree to the SCUSA program Terms & Conditions (as well as the contents of this special letter).

!! NEWS FOR 2010 !!

1 **REGISTRATION FEES REMAIN THE SAME AS LAST YEAR UNTIL THE END OF 2009.**

For UK/Eire first-timers, that is £223/€256. From 1st January, that rises to £260/€256.

For returners, the fee is £193 (prices from 01 January TBA).

Please note that all these prices now include BUNAC Plan A (\$1 million medical) comprehensive insurance.

Interview requests, the online application form and other information for coaches in the US is at www.bunac.org/uk/summercampusa/soccer.aspx.

(For coaches in other countries please call us for information on costs and procedures.)

- 2 Each counselor/coach (including returners) must apply for a Criminal Background Check in order to register with BUNAC. In the UK, this is handled by BUNAC and the cost to each applicant in England and Wales is £36; for Northern Ireland it's £30; and there is currently no cost in Scotland. In other countries, coaches must apply independently. Please help us to make coaches aware of this requirement and (especially) to allow the extra time necessary.

N.B. The London Embassy has strongly advised that someone with ANY criminal record is extremely unlikely to receive a visa, even if he/she has previously been granted one. We can only recommend, therefore, that you screen out such applicants in advance.

- 2 Without exception, all first-time coaches must be interviewed by BUNAC and we must have a satisfactory interview evaluation on file before an application can be processed. For UK applicants and those from countries where BUNAC has offices or cooperators, this presents no difficulty. For other countries, please contact us for further information before recruiting.
- 3 All US Embassies/Consulates require personal appearances (in order to collect photo and full fingerprint biometrics) for ALL visa applicants. This currently does not apply to Returners who process their visas at the same Embassy/Consulate as in 2009; in most cases a postal application may suffice. Each coach will, however, receive appropriate information from BUNAC. The costs of making a visa appointment, and of transportation to/from the Embassy, are the coach's responsibility. Appointment delays can add 2-4 weeks extra to the visa process, so please ask coaches to allow plenty of time.
- 4 SEVIS – the fee remains US\$35. This must be paid separately by the coach to BUNAC who will then pay it to SEVIS. Please budget to reimburse this to each coach. We will contact you weekly to confirm staff arrivals for SEVIS Validation – we ask your cooperation.
- 5 Please note - the US Embassy's visa processing fee is currently \$131 but this may change – BUNAC will advise accordingly. Certain nationalities also pay an extra Reciprocity Fee.

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Once again, we'd like to ask your input and assistance so we can work together for a successful 2010 -

- a) Talk to us early and often about the names and status of your coaches.
- b) We recommend that you ask each coach for a good faith, up-front deposit to be reimbursed on arrival in the USA.
- c) Similarly, we strongly suggest that each coach should pay for his/her own registration fee/ insurance. You may well decide to reimburse these fees at a later stage but it involves a direct commitment from the coach. Please remember that the registration/insurance fee is both **non-transferable** and **non-refundable**. If each coach pays his/her own way, your funds are not at risk.
- d) Some coaches mistakenly believe that their J-1 Work Authorisation allows them to take ANY employment in the USA. Please make sure they all understand that the specific Camp Counselor designation under which they participate allows them only to work as a camp counselor at a site authorised in SEVIS. **It does not permit them to take any other form of employment whatsoever, including employment within a school system.** SEVIS penalties are **extreme!**

INTERVIEW. All first-time counselors must be interviewed by us and should register online at www.bunac.org for a convenient interview session. It is BUNAC's responsibility to recommend sponsorship (or not) and your coaches should appreciate that. Important as it is, your own recruitment process and liability cannot replace BUNAC's screening obligation. As before, we are willing to set up special interview sessions at the convenience of each camp (providing there are a reasonable number of applicants to justify the expense) and this has worked well in the past. However, there are a considerable number of interview sessions all across the UK already in place for your staff to attend.

Each coach who attends a BUNAC interview **MUST ALREADY** have your written contract in hand. In other words, we should only be interviewing staff to whom you have made a firm commitment. In addition, each coach must complete the SCUSA application forms in full and in detail. This is for their, your and our protection.

IENA and BUNAC reserve the right to reject any applicant at interview or at any stage if the application is not deemed to be in the interests of the program. An applicant rejected by BUNAC either at interview or subsequently is not eligible to participate in the program and will receive a full refund less the £5 membership fee. BUNAC will send a copy of each first-time applicant's dossier to the camp.

INTERVIEW FEES. Each applicant has to pay the registration/membership fee at interview. No money - no interview. The only exception to this is if you have previously paid the money to BUNAC and we have had time to notify the interviewer in advance. Nobody will be interviewed 'on credit'. **Again, our recommendation is that you ask each coach to pay his/her own registration fee.**

If you withdraw a contract from an applicant after registration with SCUSA, there is no refund of fees/insurance premiums. It is the camp's responsibility to reimburse the applicant.

INSURANCE. Insurance is included in the registration fee. However, we will still offer the option of providing your own insurance package (a partial refund will be made to each coach). If you wish to do this, please call the Connecticut office of BUNAC for an Indemnity Form **before 01 March 2010**. This form (i) makes you responsible for any otherwise insurable incident, and (ii) indemnifies IENA and BUNAC 100% against any consequent costs.

In either case, you agree to provide at your expense and for the full duration of each counselor's employment, either directly or through the appropriate commercial policies, (i) Workers' Compensation, (ii) Liability Insurance cover, and (iii) fully comprehensive Automobile insurance for each counselor driving any vehicle in the course of his/her employment including any vehicle provided by the camp during time off.

We stress that the BUNAC group policy is not in any way intended to replace your own Workers' Compensation or Liability policies. On the contrary, when you accept staff through BUNAC, you are explicitly agreeing that you or your camp will provide such coverage for your staff.

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ORIENTATION. We are willing to release coaches from the otherwise compulsory attendance at a SCUSA pre-departure orientation provided your own pre-departure orientation covers all aspects of our own. This specifically includes (but is not limited to) - US children, child abuse, drinking & drugs, North American culture and customs, travel within North America, IENA's and BUNAC's role and responsibilities, each coach's responsibilities under the terms of the J-1 Visa, abuse of the visa, limitations of the work authorisation, etc. Our orientation lasts 5 hours and we ask yours to be equally comprehensive. This is a large undertaking, which should only be done by suitably qualified and experienced leaders. If you feel you cannot do this, please tell your coaches to attend one of the free SCUSA orientations in April.

As always we will always try to meet any special requirements you may have – please just ask!

All the best.

Anna Crew & Jim Buck