



I.C.A.N! PARTNER GUIDE

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between friends
connecting · growing · belonging

Introduction

Who is this guide for?

Who is Between Friends?



This guide is designed to provide you with more information regarding **Between Friends' I.C.A.N!** services. If you are interested in forming a formal partnership with Between Friends and becoming a **Community Partner**, this guide is for you. **Community partnerships** can include recreation providers, service clubs, sports clubs, and more.

Between Friends is a Calgary-based non-profit organization that provides social and recreation programs for people with disabilities. Between Friends works to increase community awareness and foster positive attitudes towards individuals with disabilities, with the ultimate goal of inclusion. Dedicated staff, volunteers, members and parents contribute to the social and emotional well-being of thousands of Calgarians by providing them with a place to connect, grow, and belong.

Children, youth and adults with disabilities seek social and recreational activities that are fundamental to enriching self-esteem, quality of life, as well as mental and physical health. These programs become pivotal in the lives of our participants as they decrease the degree of isolation they may face. Activities are customized to all ability levels to maximize enjoyment, and help participants challenge and grow their individual potential.

vision

An inclusive community where people with disabilities reach their individual potential and are recognized as valued citizens.

mission

Between Friends provides quality social, recreation, and development opportunities so that people with disabilities can connect, grow, and belong.

values

The core values that guide agency activities and decisions are captured in the acronym **F.R.I.E.N.D.S.**

Fun	We provide opportunities for smiles and laughter with friends.
Respect	We respect all people and resources.
Inclusion	We focus on abilities and build community.
Equity	We provide support so that everyone can be successful.
No Barriers	We adapt to the changing needs of our members and strive to diminish obstacles to participation.
Diversity	We create a welcoming atmosphere for all.
Skills	We encourage the growth and development of everyone involved with our organization.

key messages

- Connecting** Between Friends provides unique opportunities for individuals with disabilities to have social interaction with peers who may or may not have a disability.
- Growing** Between Friends members develop self-confidence, a sense of accomplishment, and a sense of responsibility.
- Belonging** Our focus is on shared interests over individual differences. These shared interactions and experiences often become the foundation of understanding and lasting friendships.

Introduction

What is I.C.A.N!?

Inclusive Community Activities with No Barriers (I.C.A.N!)

I.C.A.N! services provide opportunities for people with disabilities to participate in social and recreational activities in their community. Recreation Inclusion Facilitator(s) will support your staff in ensuring an inclusive environment is fostered and maintained.

Who can participate?

To participate in I.C.A.N! services, the participant must:

- Be a **Between Friends** member
- Fit the **age range requirements** of the community program
- Be **independent in personal care** and **require minimal behaviour support**
- Have an **interest and desire to participate** in the program



What is a Recreation Inclusion Facilitator (RIF)?

A **RIF** trained by Between Friends will be available to support the inclusion process. RIFs are trained by Between Friends in **inclusion, adaptations, and disability awareness**. The RIF's role includes:

- Supporting partner staff by providing advice on creating an inclusive environment, accessible programming, and best practices
- Parent communication to ensure member and family satisfaction
- Support program participants in inclusion to ensure a welcoming environment for all
- Monitor and track member's progress towards goal set by the member and their family



There are two kinds of RIFs that fulfill the same role: an **external RIF**, and an **internal RIF**

Internal RIFs

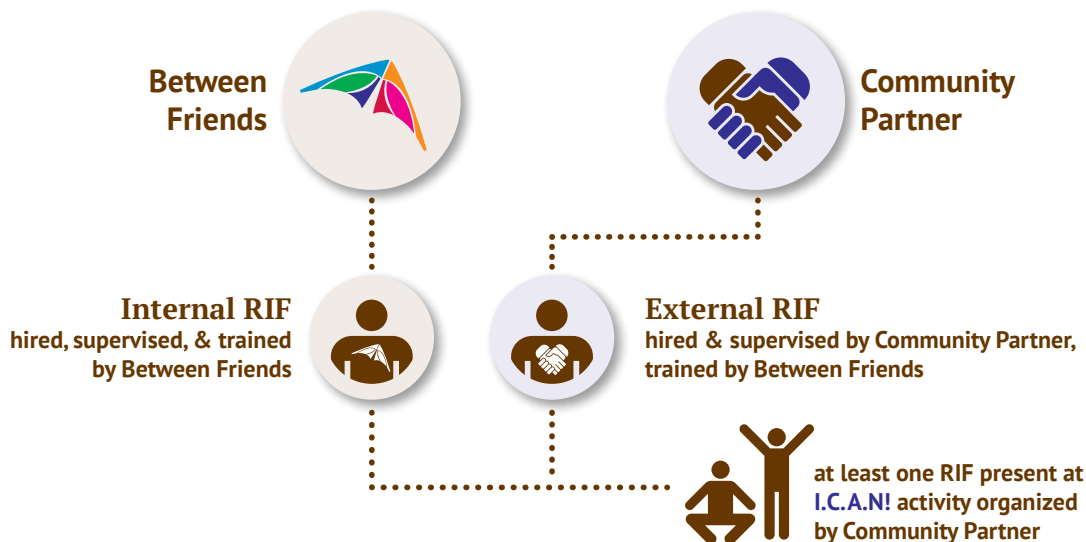
An internal RIF refers to an individual hired, trained, and supervised by Between Friends.

External RIFs

Summer Camps

An external RIF refers to an individual hired and supervised by the **Community Partner**. Between Friends completes training on inclusion and accessible programming.

At least one camp staff will be a trained RIF. The RIF will also be monitoring the inclusion process throughout each day at camp and be available to all staff for support.



Who can be a Community Partner?

Community Partners can be any agency or organization that provides social and/or recreational programs for children, youth, or adults. We also partner with agencies providing volunteer opportunities to support our members in volunteering in the community. Some of current partners include:

- Pedalheads Bike Camp
- Calgary Humane Society
- SOGO Running
- Telus Spark Science Centre

and YOU could be next!



We partner with service providers that offer year-round programming or those that offer specific summer camp programming.

1. Summer Camp Partners – Programs offered only in the **summer** ☀️

2. Year Round Partners – Programs offered **year-round** ☀️❄️

🏙️ > **In Town** – located **within** Calgary city limits

🏞️ > **Out of Town** – located **outside** of Calgary city limits



Advantages, Expected Outcomes, and Compatibility

Advantages of an I.C.A.N! Partnership

A formal partnership with Between Friends through our **I.C.A.N!** services come with many advantages to your organization and community. Some of the advantages include:

- Expanding your membership to more participants and families
- Building capacity within yourself, staff, and organization
- Professional growth opportunities
- Fostering an inclusive environment and community
- Free training opportunities for your staff with skilled facilitators
- Opportunities to connect with a Community Engagement Coordinator on an on-going basis regarding inclusion practices and more
- Access to community resources for on-going support



Expected Outcomes

- Increased knowledge and awareness of disability inclusion
- How to incorporate accessibility and inclusion into planning and delivery of programs and services
- Ability to act as a resource to your organization and team members

Is this partnership a good fit?

- Do you have a passion for inclusion and celebration of diversity?
- Are you interested in building capacity within your organization to better support the disability community?
- Do you have capacity to fulfill additional administrative duties for purposes of the partnership?
- Do you think this partnership will add value to your existing programs and services?

If you answered **yes to all or most** of the above questions, then **YES, this partnership is a good fit for your organization!** We would love to learn from your expertise and offer our knowledge and skills. We are stronger together.

Roles and Responsibilities of Parties Involved

If you decide to move forward with this partnership, our roles and responsibilities are outlined below for clarity on what this partnership will involve.

Community Partner Role & Responsibilities



- Ensure relevant staff attend Between Friends' inclusion training sessions
- Hire, compensate, and appropriately supervise RIF
- Complete End of Session surveys and submit to Between Friends
- Meet with Between Friends before the contract end date to evaluate the partnership
- Maintain confidentiality regarding Between Friends' members
- Advise Between Friends if RIF leaves position and training for a new RIF is required
- Supply Between Friends with your organization's logo for cross promotion

Recreation Inclusion Facilitator (RIF) Role & Responsibilities



- Attend Between Friends' inclusion training sessions
- Support facility staff in adaptive programming, inclusion, and behaviour management on an ongoing basis
- Communicate with guardians of Between Friends' members to establish a positive relationship
- Share information from parent phone-calls with relevant staff to ensure the member is being supported by all
- Maintain confidentiality regarding Between Friends' members
- Attend relevant meetings with Between Friends
- Complete the following reports:
 - › **Pre-Observation Report** (per Between Friends member)
 - › **Post-Observation Report** (per Between Friends member)

Between Friends Role & Responsibilities



- Organize and facilitate inclusion training with RIFs and relevant staff
- Offer ongoing support as needed to ensure successful inclusion and accessibility at programs
- Meet with each partner before the contract end date to evaluate the partnership
- Track and report to Between Friends funders on the number of participants, numbers of programs, successes and areas of potential growth
- Use the information gathered from the End of Summer Report (RIF) and the End of Session surveys (partner) to evaluate and improve **I.C.A.N!** services
- Supply Community Partner's with Between Friends logo for cross promotion

Communication

Clear and efficient communication is important to Between Friends to ensure you are getting the most out of our partnership. What does communication look like in the context of an **I.C.A.N!** partnership?

Within the partnership

- Between Friends' main point of contact regarding our **I.C.A.N!** services is **Gilary Guzman**, a **Community Engagement Coordinator**. Gilary organizes, develops and monitors all **I.C.A.N!** partnerships, training, and growth of the services.
- Each partner will designate one main contact that will communicate with Gilary regarding forming a partnership, organizing training of RIFs, progress of members at programs, and end of session evaluations

From the partner to the community

- Promoting our partnership to welcome people with disabilities into your programming and facilities
- Hiring, supervising, and evaluating your RIF. The RIF can be someone already employed within your organization with the capacity to take on additional administrative roles

From RIF to community

- Main point of contact for the family and child registered in your program
- Communicating with Gilary for progress or if additional support is needed

Resources Available to You

- Annual inclusion training free of charge
- Access to a Community Engagement Coordinator for support in the inclusion process

Are you ready to become a Community Partner?

Contact us for more information:

Gilary Guzman

Community Engagement Coordinator

gguzman@betweenfriends.ab.ca

(403) 540-1096 (direct)

(403) 269-9133 (main line)

