

Terms and conditions

For CMT, IST and participants



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1 Introduction

Roverway is an international Scouting and Guiding event for Rovers and Rangers in the age of 16 to 22 years old. Roverway 2018 is organised in partnership by Europe Region WAGGGS, WOSM Europe Region and Scouting Nederland. Roverway in the Netherlands consist of three parts. First of all, there will be an Opening Ceremony in The Hague. Rovers and Rangers are divided in Patrols and with their Patrol they will join a Path. After the Opening Ceremony, the Paths will be held throughout the whole of the Netherlands and a few in neighbouring countries. After six days, everybody will come together at the International Scout and Guide Centre Zeewolde to enjoy the last part of Roverway 2018; the Main Camp.

This document describes the terms and conditions for non-Planning Team members. A separate terms and conditions document is available for Planning Team members because some terms are only applicable for Planning Team members like pre-Roverway planning team events and financial management rules. Non-Planning Team members are: Heads of Contingents (HoC's), Contingent Management Team (CMT), International Service Team (IST), suppliers, visitors and participants.

2 Definition of parties

2.1 Participants

Young people aged between 16 and 22 years at the start of the camp (i.e. those born between 3 August 1995 and 23 July 2002) are eligible to take part in Roverway 2018 as “participants”. Participants only can register via the contingent and not as an individual.

2.2 HoC, CMT members and IST

Individuals aged 23 and above (those born on or before 3 August 1995) wishing to take part in Roverway 2018 can register as a Head of Contingent (HoC), Contingent Management Team (CMT) member or a member of the International Service Team (IST).

Each Contingent has one Head of Contingent (HoC) as prime responsible person for the Contingent. Others help the HoC organising Roverway 2018 for the Contingent. These others are members of the Contingent Management Team (CMT members). All other volunteers from the Contingent helping during the Roverway 2018 are members of the International Service Team (IST). IST members are also part of a Contingent.

2.3 Visitors

Individuals that are invited to visit Roverway 2018, but are not defined as participant, HoC, CMT, IST, supplier or Planning Team member can visit Roverway 2018 as “visitor”. No age limits apply to visitors. Visitors require pre-registration and have to pay a visitor's fee of 65 Euros per day.

2.4 Suppliers

Individuals or groups of individuals that are supplying goods or services to Roverway 2018 can visit Roverway 2018 on the days that this is required, in agreement with the Team leader and after pre-registration. No age limits apply to suppliers.

3 Fees

3.1 Fees

In order to encourage Scouts and Guides from as many countries as possible to participate in Roverway 2018, and to demonstrate solidarity, fees are discounted by category of country. This approach is based on the Gross Domestic Product of each country. You can find your category on the website www.roverway2018.nl.

The fee for participants, IST, and members of Contingent Management Teams are as follows:

Category	Fee
A	€ 270
B	€ 360
C	€ 395
D	€ 450
E	€ 520
IST/CMT	€ 290

The fee for visitors is defined as 65 Euro per day.

The fee for suppliers depends on the (commercial) agreement made with the supplier, the duration of the visit and the work done. In principle, a supplier pays the visitor day fee, except agreed differently.

The registration deadline is 1st of May and we count on the due diligence of everybody to meet this deadline.

3.2 Bank transfer of fees

Fees are to be paid to Scouting Nederland.

Owner of Account: Scouting Nederland

Address: Larikslaan 5, Leusden

IBAN: NL59INGB0002849400

BIC/SWIFT: INGBNL2A

Bank address:

ING Bank N.V.

Foreign Operations

PO Box 1800

1000 BV Amsterdam

Please note the following when conducting bank transfers:

- Each transfer must include the name of your National Scout Organisation/Member Organisation.
- Each transfer must include the invoice number as stated on the invoice.
- Please inform Roverway 2018 via, finance@roverway2018.nl, of every transfer you make, including the date it was sent, the invoice number, the bank from which it was sent, any reference information included, and the amount you intend Roverway 2018 to receive.
- When following the payment schedule, please ensure that you allow 2 weeks' time for bank transfers to be credited to the Roverway 2018 account according to the dates shown.
- All payments must be made in Euro's.

4 Payment Schedule

After pre-defined dates an invoice is made up to be send to the Contingent with a copy to the sending NSO/MO. Invoices will be send within 2 weeks after the dates as stated in the payment schedule. Payment is expected within 3 weeks after sending the invoice.

Payment schedule:

	% Payment to be made		
	Upon registration	1 January 2018	1 May 2018
Registration from 1 October 2017 until 31 December 2017	25%	25%	50%
Registration from 1 January 2018 until 30 April 2018	50%		50%
1 September 2018	Final invoice (includes on-site rentals as ordered, late registrations and other mutations)		

Basis for the invoice will be the number of registered participants (including CMT/IST) by the Contingent.

5 Refund policy

5.1 Refund

Fees owed, based on the payment schedule (see 4), can be refunded when registration of participants is cancelled. After the 1 January 2018, a 100% refund is not possible.

Date	Refund
Until 31 December 2017	100% of the fee for cancelled number of participants including CMT/IST
Until 1 March 2018	75% of the fee for cancelled number of participants including CMT/IST
Until 30 April 2018	25% of the fee for cancelled number of participants including CMT/IST
After 1 May 2018	No refund

Please note that re-funds will be in the form of credit against future payments, rather than a cash refund – unless no future payments are due, in which case a cash refund will be made. On fees of participants arriving late to - or leaving early from - Roverway 2018, refunds will not be made.

5.2 Cancellation

Roverway 2018 may cancel the event due to compelling reasons. In the event of Roverway 2018 being cancelled due to circumstances beyond the organiser's control (e.g. acts of terrorism, natural disasters, acts of war, etc.), the Roverway 2018 organisation will not refund any fees.

5.3 Insurance for event cancellation

Roverway 2018 will obtain a cancellation insurance for the event, in case unforeseen events necessitate the cancellation of Roverway 2018. The cancellation insurance does not provide cover for participant cost such as the participant fee, travel, equipment, or pre- and post-Roverway 2018 activities. It is therefore recommended that you decide on obtaining your own insurance covering for these elements.

Contingents should also note that any event beyond the Roverway 2018 organisers control such as act of terrorism and natural disasters, are not covered by the insurance. Should Roverway 2018 be cancelled for any such reason, there will be no refund of fees paid.

5.4 Cancellation following arrival

The Roverway 2018 fee will not be refunded should the event be cancelled after the 23th of July 2018, regardless of the reason.

6 What the fee covers

6.1 Fee for participants

The fee for participants includes:

- All campsite fees from the day of the Opening Ceremony to the day of the Closing Ceremony. This includes the campsite fees during the path phase and in total 10 days (9 nights) on Roverway 2018.
- Roverway 2018 program, including transportation from The Hague to the Path location and the transportation to Zeewolde for the Main Camp. Transportation at the end of the camp to a nearby train station is also provided.
- All meals for the duration of Roverway 2018 from dinner on the 23 July through lunch on 2 Augustus.

6.2 Fee for IST and CMT

The fee for members of the IST and CMT includes:

- An unforgettable experience!
- An enormous expansion of your international network
- The possibility for self-development
- Briefing and training (including role specific training) prior to arrival of the participants
- All campsite fees from the day of the Opening Ceremony to the day of the Closing Ceremony.
- Transportation from The Hague to the next stage and to the Main Camp. Transportation at the end of the camp to a nearby train station is also provided.
- All meals for the duration of Roverway 2018, from dinner on the 23 of July to dinner on the 2 Augustus.
- For IST: A fun, relaxing and sometimes challenging IST program

6.3 Day fee for visitors and VIP's

- A day on Roverway 2018
- If a visitor stays multiple days a site to place a tent is supplied
- Meals for the time at Roverway 2018

6.4 Day fee for suppliers

- A day on Roverway 2018
- If a supplier stays multiple days a site to place a tent is supplied
- Meals for the time at Roverway 2018

7 Registration process

7.1 Appointment of the Head of Contingent (HoC)

Each National Scout Organisation/Member Organisation is requested to appoint a Head of Contingent for Roverway 2018 before 1 September 2017. All basic communication from the Roverway 2018 organisation related to the Contingent will be through the Head of Contingent. The HoC's will be able to contribute with their inputs in a very early stage.

HoC's from outside the European Regions need to be endorsed by the Regional Offices of WOSM and WAGGGS.

7.2 Registration of CMT, IST and participants

Registration of CMT members, IST and participants will always be via your Contingent. The deadline for registration is 1 May 2018. The payment schedule is defined as described in Chapter 4.

It is of vital importance that we can provide a safe and open environment during Roverway 2018 for all participants and volunteers. Therefore, we ask all HoC's to adhere to the relevant national policies concerning police record checks/criminal record checks for adults (CMT and IST) to avoid bringing the wrong people to Roverway 2018. Due to privacy regulations, we will use a decentralised approach based on checks by yourself/your MO/NSO and we will not ask you to supply us with details. Please make sure you follow up on your established national guidelines.

In addition, our baselines are:

- Head of Contingents need to be endorsed (i.e. appointed) by their International Commissioner
- CMT and IST members need to be endorsed by HoC's following national policies before registering them for Roverway 2018.

The organisation of Roverway 2018 reserves the right to crosscheck if the behaviour at past events of enlisted staff requires a specific action or even refusal of attending the event. These cases will be considered with care and in agreement with Scouting Nederland, WOSM and WAGGGS.

7.3 Registration of visitors

A limited number of visitors can be invited to Roverway 2018. A visitor's day for the general public is not planned, so visitors are allowed if invited and registered. Registration of visitors will always be via your Contingent or via the Planning Team. The deadline for registration is 1 June 2018. The payment schedule is defined as described in Chapter 4. The exact registration procedure will be published in due time.

7.4 Registration of suppliers

Registration of suppliers will always be via the Planning Team. The deadline for registration is 1 June 2018. The exact registration procedure will be published in due time.

8 Contingent

8.1 Contingent

Only National Scouting Organisations and Member Organisations affiliated with WOSM or WAGGGS can register Contingents. It is only allowed to have one Contingent per organisation.

8.2 Size of the Contingent

At this moment, there are no size limitations for the Contingents from within Europe, neither are there limitations to the number for IST that want to participate from a certain Contingent.

Contingents from outside the European regions with a size >75 people need to contact the helpdesk (info@roverway2018.nl) first before registration.

8.3 Forming a Contingent

To guarantee a mix of participants, each Contingent will comprise of participants, members of the International Service Team (IST) and members of the Contingent Management Team (CMT). A Contingent will be led by a Head of Contingent. Exceptions are only allowed when agreed upon by the International Relations team.

8.4 Contingent Management Team

As Roverway 2018 is primarily intended for Scouts/Guides aged 16 - 22, the size of the Contingent Management Team (CMT) must conform to the following:

People (Participants + IST)	CMT (Including the HoC)
<10	1
1 - 24	2
25 - 49	3
50 - 74	4
75 - 99	5
100 - 149	6
150 - 199	8
200 - 299	10
300 - 399	12
400 - 499	14
500 - 599	16
600+	18

8.5 Patrol leaders on the Path

Participants will be registered in Patrols of 5-8 persons from the same Contingent, including the Patrol leader. Between 6 and 9 Patrols will be used to form a Path and stay together once arrived on the Main Camp. Therefore, a Path will have about 45 participants. Contingents that are smaller than the 5-8 persons can be combined into patrols with other Contingents. It is allowed to register one Patrol leader for each Patrol that can exceed the age limits of participants. The age of that Patrol leader lies preferably in the 18-35 age group.

Patrol leaders are appointed by their Contingent, registered as participant and paying the participant fee. Hence, Patrol leaders are considered a participant in these conditions with the only exception on the age limits. Registration for a Path is per Patrol and not individually.

As a rule, Patrols will consist of both male and female members. It will be possible however to subscribe with your Patrol as an only male or only female Patrol. In such cases, it is still likely that the Patrols on your Path will consist of mixed male and female members.

8.6 International Service Team

The International Service Team is essential to the successful execution of Roverway 2018. National Scout Organisations and Member Organisations are encouraged to assist the organiser by recruiting suitable adults for the IST.

8.7 Responsibility of NSOs and MOs

Each National Scout Organisation (NSO) and Member Organisation (MO) accepts full responsibility for its members taking part in Roverway 2018. Therefore, a sending NSO/MO will accept full liability for damage or other claims caused by their members.

8.8 Responsibility of Contingents

The Head of Contingent and the Contingent Management Team accepts full responsibility for the members of their Contingent during Roverway 2018.

9 Healthcare

9.1 Scope of the Healthcare provided

Participants, IST and CMT members of Roverway 2018 will have access to the events own medical facilities from the time of the Opening Ceremony to the departing day. Note, however, that treatments for pre-existing conditions are excluded.

9.2 Services provided

Medical facilities at the Roverway 2018 site are merely provisional facilities focusing on first aid and pre-hospital care. Any further treatment required will be provided at local medical facilities. The Roverway 2018 fee does not cover clinical examination and/or treatment (e.g. suspected fractures, treatment requiring hospitalization, etc.) and each individual is responsible for any expenses incurred by such treatment and/or hospitalization. Therefore, everyone attending Roverway 2018 is required to obtain insurance to cover such an eventuality, and it is the responsibility of the Head of Contingent to ensure such insurance has been obtained by its participants and volunteers.

9.3 Travel insurance

It is recommended that you obtain appropriate travel and luggage insurances covering the Roverway 2018, including the pre- and post-travel period.

9.4 Pre-existing conditions

Those with pre-existing medical conditions should announce these conditions before attending Roverway 2018 and make special arrangements to be able to pay for any treatment related to such conditions.

9.5 Repatriation

The Roverway 2018 medical arrangements are based on providing treatments in the Netherlands and do not include repatriation, whether for medical or other reasons. It is recommended you obtain your own insurance to cover such an eventuality.

9.6 Healthcare during the Path stage

Most Paths will be organized as a short summer camp for about 45-50 participants. Therefore, no large medical facilities will be arranged. The Path leaders will be able to help with first aid, but will also rely on the neighbouring Dutch healthcare facilities covered by the participant/IST/CMT insurance.

10 Rules and Regulations

10.1 Hospitality, behaviour, norms and values

During Roverway 2018, we all together will make sure that we have a great Roverway 2018. Individual behaviour can change the image of Roverway as perceived by others. We should all be aware of our own behaviour and everyone participating is required to act according to the Code of Conduct of Roverway 2018.

10.2 Code of Conduct

Everybody participating in the Roverway of 2018 will be treated with respect regardless of disabilities, nationality, race, religion, sexual orientation, religion, family status, age, appearance or other irrelevant factors. The feelings of everybody participating in the Roverway of 2018 will be valued and respected at all times. A more detailed Code of Conduct will be shared with all CMT and IST members and participants.

10.3 Roverway 2018 equal opportunities statement

Roverway 2018 firmly believes that everybody has equal access and opportunities. The organisation of Roverway 2018 will aim to treat all equally and with respect regardless of disabilities, nationality, race, religion, sexual orientation, family status, age, appearance or other irrelevant factors. Roverway 2018 is an event that will encourage (young) people to understand and respect their similarities and differences in a safe and fun environment through the ethos, atmosphere and programme of the event.

10.4 Camp rules and regulations

The Roverway 2018 organisation will set camp rules separately for all people attending Roverway 2018. These rules will be summarised and published as “The camp rules and regulations”. Everyone participating is required to act according to these camp rules.

10.5 Dutch national laws

Roverway 2018 takes places in the Netherlands and the Dutch law will apply. By Dutch law, the legal age of adulthood is 18 and describes that you are not allowed to smoke in public areas and not allowed to drink alcohol if you are not 18 years old. Furthermore, drugs are not allowed. In addition, Roverway 2018 is an alcohol and drug free event and smoking is discouraged. Violations will be handled via Dutch law.

10.6 Penalties

Anyone in breach of the Roverway 2018 Code of Conduct and camp rules described in section 10.1 and 10.4 or national laws may be evicted from the Roverway 2018 sites and will not be eligible to any refund of fees. Anyone - including suppliers and visitors - behaving in a manner considered dangerous, causes offence to other, or is otherwise inappropriate in context of Roverway 2018, will be evicted from the Roverway 2018 site and will not be eligible to any refund of fees. The detailed procedure will be described in ‘The Crisis management plan’ and consists of consulting your HoC.

10.7 Exclusion

The Roverway 2018 organisations reserves the right to exclude any group or individual from the Roverway 2018 site and, whenever appropriate, the Head of Contingent will be involved in such a decision. Any expenses arising from the exclusion or eviction of such groups or individuals involved, and complaints or requests for compensation will not be considered.

11 Privacy Policy

11.1 Context

In order to successfully organise and execute Roverway 2018, the organisation must gather and retain certain personal data relating to attendees. The personal information of attendees will be treated according to the Dutch privacy regulations and laws.

11.2 Agreement

By registering personal information, such as name and date of birth, the individual explicitly consents to the retention of the personal information for purposes pertaining to the organisation and execution of Roverway 2018. Registration also implies explicit agreement with these terms and conditions of Roverway 2018.

11.3 Use of personal information

Any personal information retained will not be shared with any third parties, except where necessary for the planning and execution of Roverway 2018.

11.4 Photo, video and intellectual properties

By registering for Roverway 2018, you consent to the use of any media footage (e.g. video, photographs, audio) taken at Roverway 2018, and in which you may feature, by Scouting Nederland, WOSM, WAGGGS, as well as its licensees or assignees, for all advertising, publicity, and/or editorial purposes, for commercial and/or non-commercial purposes and for worldwide distribution in perpetuity.

12 By-laws

12.1 Updates

From time to time, the terms and conditions for Roverway 2018 may be updated. The most recent version will always apply. Please contact the helpdesk (info@roverway2018.nl) for any necessary clarification.

12.2 Languages

In the event of a conflict arising out of the interpretation of these terms and conditions, the English text shall prevail.

12.3 Documents that are integral part of these conditions

“The Camp Rules and Conditions” and “The Roverway 2018 Code of Conduct” are integral part of this document, but will be published separately and are meant to describe the rules that apply to all who attend Roverway in 2018.