

# Staff conditions

*Roverway 2018*



**Date:** 14/6/2018  
**Version:** 1.3  
**Author:** Steering Committee Roverway 2018  
**Status:** Under change control

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<b>Version</b>	<b>Changes</b>	<b>Who</b>
<b>0.1</b>	First version of this document	Rover6, finance, project bureau SN, legal office SN, SteerCo
<b>0.9</b>	Updated remarks of all parties – ready for final review	Ivo & Dieuwertje
<b>1.0</b>	Staff conditions document under change control	Ivo de Jong
<b>1.1</b>	Staff conditions updated on open points, privacy and latest information	Ivo de Jong
<b>1.2</b>	Staff conditions document under change control	Ivo de Jong
<b>1.3</b>	Added Addendum	Ivo de Jong

# 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 with Europe Region WAGGGS, WOSM Europe Region and Scouting Nederland. Roverway in the Netherlands consists of three parts. First there will be an Opening Ceremony in The Hague. Rovers and Rangers are divided in Patrols and with their patrol they join a Path. After the Opening Ceremony, the Paths will be held throughout the Netherlands and a few in neighbouring countries. After six days everybody will get together at the International Scout and Guide Centre Zeewolde to enjoy the last part of Roverway 2018; the camp phase.

The Roverway 2018 organisation consists of both Dutch and international Scouts and Guides. It offers (young) volunteers the possibility to develop both their organisational and personal skills. More experienced Scouts and Guides are challenged to develop their coaching skills. Planning Team members can use their knowledge and skills for Roverway 2018 as well as gaining new experiences. Roverway 2018 will be an event during which Scouts and Guides can make new international contacts and gain a new international experience with other Scouts and Guides from all over Europe.

These staff conditions apply to the whole Roverway 2018 Planning Team. As a Planning Team member, you want to be and stay informed about your position within the Roverway 2018 organisation. Therefore, we make clear agreements what you can expect from Roverway 2018 and what will be expected from you as a Planning Team member. These agreements are stated in this staff conditions document and apply to every Planning Team member working for Roverway 2018.

## 2 Staff conditions

### 2.1 Minimum age

Each Planning Team member is 22 years old or over at the start of Roverway 2018 (23 July 2018). This means that you are born on or before the 23rd of July 1996. Only for Steering Committee members, an exception can be made decided by the project directors and the Head of Human Resources.

### 2.2 Attendance before, during and after Roverway 2018

You need to make arrangements with your Steering Committee member about your attendance during the construction and takedown phase of Roverway 2018. Participants will arrive 23 July and will depart on 2 August 2018.

All Planning Team members are expected to attend during the whole of Roverway 2018, including a couple of days during the construction and takedown phase. It is not permitted to be present at the campsites without permission. Planning Team members who don't play a role in the construction and/or taking down stage are welcome from 16 July 2018 (after dinner) to 10 August (after lunch).

### 2.3 Membership of WOSM/WAGGGS, appointment and role registration

All Planning Team members are member of WOSM and/or WAGGGS via their National Scout Organization or Member Organisation.

Every Planning Team member will be registered in the national registration (ScoutsOnline) system. Once registered, the Planning Team member will receive a link to sign up for the event. On the event form, the Planning Team member will complete specific personal information (clothing size, diet, etc.). Only when a Planning Team member is registered, he/she can participate in Roverway 2018. The information gathered in ScoutsOnline will only be used for organising the Roverway in 2018 and dealt with according to the 'Privacy policy of Scouting Nederland'.

### 2.4 Personal development

In addition to work hard Roverway 2018 aims to offer the opportunity to gain experiences and knowledge in organisational and personal skills. More experienced Scouts and Guides are challenged to develop their coaching skills. Do you like to receive coaching and/or guidance? Talk with your Team leader, Work package leader or your Human Resource contact person. Together, we can look for appropriate coaching and/or guidance.

### 2.5 Staff fee

To keep the costs in control for Roverway 2018, Planning Team members will pay a staff fee of € 190. The staff fee will cover the costs of a Planning Team member (including food, accommodation and facilities). The full staff fee will be collected from 1 May 2018 on. For Planning Team members who register after 1 May 2018, the fee will be collected immediately after appointment.

If you cannot participate in Roverway 2018, you cannot reclaim the staff fee which has already been paid, unless there is a case of force majeure. In that case, you can request for a reclaim at the Heads of Finance by sending an Email to [finance@roverway2018.nl](mailto:finance@roverway2018.nl).

Planning Team members who are only present during the construction and takedown stage, pay €19,00 for each day present. Planning Team members who are present during the construction, Roverway 2018 and takedown phase will not pay for the construction and taking down stage separately. They will pay the staff fee of €190.

*Note: a budget change has been approved in January 2018 by Scouting Nederland, allowing to reduce the Planning Team fee to €190.*

Staff fee (covers also construction and takedown phase)	€ 190	Payment on 1 May 2018 or directly after registration
Fee per day for part time Planning Team members during the construction and takedown phase (with a maximum of 6 days)	€ 19,00	Payment on 1 May 2018 or directly after registration

## 2.6 The check on a certificate of good conduct or Police record (in Dutch VOG)

Since a few years, it is considered normal for Dutch (Scouting) volunteers to obtain a so-called 'Verklaring omtrent het gedrag (VOG)'. This statement shows that your behaviour in the past does not prevent you of being a volunteer in Scouting. In other countries, this is called a Police check or Certificate of good conduct. Every Dutch staff member must have such a police record check (VOG) to be able to participate in Roverway 2018. The Human Resource team (back office) will take care of triggering the application process.

If you are an international volunteer, you must hand over a Letter of Introduction from your own National Scout or Guiding Organisation/Association. This letter of introduction clearly states your name and registration and the date on which you became a member of your Scout or Guiding Organisation/Association.

If you have been registered by your Scout or Guiding Organisation/Association, the Letter of Introduction must also state whether you recently passed a Police Record Check. If you haven't been registered by your Scout or Guiding Organisation/Association, you must submit your own request for a Police Record Check and attach this to your Letter of Introduction.

After receiving the Letter of Introduction and the Police Record Check you can send them via Email to: [info@roverway2018.nl](mailto:info@roverway2018.nl) or by regular mail to: Scouting Nederland, Postbus 210, 3830 AE Leusden, The Netherlands. Clearly state in the reference "Roverway 2018".

Police record checks need to be supplied before 1 June 2018. The Roverway 2018 organisation has the right to deny participation in Roverway 2018, without refund of staff fee, if the police check cannot be supplied in time.

The Roverway 2018organisation reserves the right to crosscheck if behaviour during past events of enlisted staff requires specific actions or even refusal of attending the event. These cases will be considered with care and in agreement with the Rover6.

## 2.7 Staff subcamp, pets and children of Planning Team members

A staff district will be available during Roverway 2018. The staff district is a place where you can rest after your shift, meet with other ISTs, HoC, CMT and Planning Team members and have leisure activities together. The staff district is not accessible for youth participants.

When you bring your children aged 0 to 4 years, one of the parents will work for 100% and the other for at least 50% and will both pay full staff fee. For children up to 4 years, you don't have to pay. For children aged 5 to 11 you need to pay € 15,00 per child/day. Childcare is only provided at Zeewolde and there is a limit of 12 children who we can accommodate for. Applying for childcare is based on first come, first serve basis and Planning Team members have priority. Childcare is provided from 8:30AM until 18:00PM. At all other times, the children are the responsibility of the parent(s).

Age	Fee per child/day	Arrangements
0 to 4 years	€0	Full responsibility of parents
5 to 11 years	€ 15,00	Child care during your shifts

*Note: during one of the HoC Zoom call's it was already communicated that the maximum age for child care is set at 11 years (at the start of Roverway 2018).*

Because of hygiene reasons, it is not allowed to bring pets to Roverway 2018. The only exception is registered assistance dogs.

## 2.8 Activities for Planning Team members

Planning Team members are very important for Roverway 2018. There are full time and part time Planning Team members. Full time Planning Team members are present throughout Roverway 2018 and have certain roles in the organisation.

You are asked to make arrangements with your Team leader about presence during Roverway 2018 and the construction and takedown stage. Part time Planning Team members perform one or more day tasks during the construction stage, Roverway 2018 or the takedown stage. A Planning Team member who is present less than 6 days will be a part time Planning Team member.

There will be enough spare time for the Planning Team members to get the most out of Roverway 2018. Our aim is that you have 4 day parts of spare time during Roverway 2018. Full time Planning Team members have the possibility to look behind the scenes of teams for learning and development purposes. This will take place on voluntary basis and depending on available places within the several teams.

## 2.9 Hospitality, behaviour, norms and values

During Roverway 2018, every Planning Team member will act as host or hostess. All Planning Team members together will ensure that participants have a great Roverway 2018. As a Planning Team member is part of the entire organisation, individual behaviour of Planning

Team members can change the image of the entire organisation as perceived and interpreted by participants. When a Planning Team member is enthusiastic, a participant will be enthusiastic too!

The Steering Committee has the right to deny participation during Roverway for Planning Team members who do not act like a host. It is not possible to reclaim your staff fee in this situation.

English and French are the used languages among Planning Team members. We expect Planning Team members to be able to speak and understand English and/or French.

### **2.10 Code of conduct**

Planning Team members and participants will be treated with respect regardless of factors like disabilities, nationality, race, religion, sexual orientation, religion, family status, age, and appearance. The feelings of Planning Team members and participants will be valued and respected at all times.

### **2.11 Roverway 2018 equal opportunities statement**

Roverway 2018 firmly believes that everybody has equal access and opportunities. The Roverway 2018 organisation will aim to treat everybody equally and with respect regardless of factors like disabilities, nationality, race, religion, sexual orientation, religion, family status, age, and appearance. 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.

### **2.12 Meals, diets and drinks**

During Roverway 2018 and the construction and takedown stage, the Planning Team members will have breakfast, lunch and dinner prepared by the restaurant staff. It is not allowed to prepare your own meal at the staff sub camp. They will take care of almost every dietary requirement. Besides meals there is coffee and tea available for Planning Team members. There will be a staff bar which sell soft drinks.

Roverway 2018 is an international event without alcohol consumption. This means that it is not allowed to bring and drink alcohol at every (camp) site during Roverway 2018.

Smoking during Roverway is strictly limited to designated smoking areas.

The use of both soft and hard drugs is neither allowed nor tolerated. Violations of alcohol and drugs rules result in direct elimination from the Roverway 2018 (camp)site at own cost and without refund.

### **2.13 Accommodation**

All Planning Team members will stay at the staff district. At the district, it is only possible to camp with a tent. Planning Team members who would like to stay in a caravan on the campsite, need to ask for permission via the helpdesk ([helpdesk@roverway2018.nl](mailto:helpdesk@roverway2018.nl)) before 1 May 2018.

### **2.14 Transportation during the Roverway**

After the Opening Ceremony in The Hague, transport will be provided from The Hague to the Paths or Zeewolde for Planning Team members. After the Closing Ceremony in Zeewolde transport to a nearby railway will be provided. Transport to The Hague needs to be arranged

by Planning Team members as it needs to be arranged for the participants. The same applies to transport from the train station back home. Details will be provided in due time.

### **2.15 Clothing**

All Planning Team members will receive a clothing package. Planning Team members need to wear the provided T-shirt and scarf as often as possible to be recognizable for participants. You will receive the clothing package upon arrival at Roverway 2018. During the official ceremonies of Roverway 2018, you need to wear your uniform with the Roverway 2018 scarf. You need to return your scarf if you decide to leave the Planning Team before Roverway 2018.

### **2.16 External contacts**

Sponsorships and purchasing are centrally coordinated. This involves preparation of agreements with a certain consideration. Of course, we like initiatives for arranging equipment, but first check with your team's financial controller. A written agreement is necessary. Contact with the media will be handled by the Marketing Team.

### **2.17 Insurance and liability**

For all Planning Team members who contribute to Roverway 2018 on behalf of the organisations, there is a collective accident and liability insurance. This insurance has a secondary character. That means that in case of damage or accident, you initially address your own insurance. Only when your insurance does not reimburse the costs resulting from the injury or accident, the claim can be made at the collective insurance. The collective accident insurance will not reimburse any loss of income resulting from an accident. The collective liability insurance excludes liability issues between members.

Furthermore, a collective material insurance is arranged for materials that will be used by your team for organising the event. These materials must be announced before 1 July 2018. A form will be supplied in due time by the Finance Team. This insurance will, in case of theft, only reimburse when there is evidence of forcible entry.

Scouting Nederland and Roverway 2018 are not liable for loss, theft or damage of goods during the camp or during travelling days. You are required to arrange a travel and baggage insurance in your own country.

### **2.18 Financial procedures for Planning Team members**

Reimbursement of (a part of) the staff fee is possible in the exceptional case of force majeure. The decision of reimbursement will be made by the Project Directors and the Heads of the Finance Team. First, if applicable, try to reclaim the staff fee via your cancellation insurance. For reclaiming your staff fee, send your request with arguments to the Heads of finance by sending an Email to [finance@roverway2018.nl](mailto:finance@roverway2018.nl) before 8 August 2018.

### **2.19 Financial procedures for Planning Team members**

Expenses for travel to and from Roverway 2018 and expenses made for meals cannot be claimed for budget reasons. Exceptions can be made in consultation with the Heads of Finance and Project Directors.

Expense claims can be filed according to the latest claim policy and will be checked by the budget controllers and/or Heads of Finance. In general, only budgeted expenses, with receipts,

are to be claimed. The claim policy and financial procedure part of these staff conditions, are shared separately and can be requested at your team's financial controller.

### **2.20 Internal communication**

(Internal) communication in written or spoken form towards each other will always happen with respect. The team will use the online platform Basecamp for all documents. Each team will appoint a Basecamp manager to manage all the information on their Basecamp.

### **2.21 Privacy regulations, AVG and GDPR**

The "Roverway 2018 Privacy Policy" is integral part of these conditions. This privacy policy is set up according to the new Dutch AVG law and European GDPR law.

### **2.22 Pictures and Intellectual Property**

By participating as Planning Team member, you grant the Project Directors, Scouting Nederland, WOSM and WAGGGS, the right to use visual material (photo and video) made during Roverway 2018 for publicity. Additionally, you grant Scouting Nederland the right to use any intellectual property you made for Roverway, such as logos and texts.

### **2.23 Camp rules**

To run Roverway 2018 well, we have camp rules. Obviously, it is expected from all Planning Team members to follow the camp rules. The Steering Committee has the right to exclude Planning Team members from participation during Roverway if they do not follow the camp rules. It is not possible to reclaim your staff fee in this situation. You can find the camp rules on the website ([www.roverway2018.nl](http://www.roverway2018.nl)).

### **2.24 Unforeseen**

At registration, Planning Team members agree with the staff conditions, camp rules and the referred documents. The latest version of the staff conditions and referred documents can be found online. The English version of these documents prevail in case of misinterpretation due to translation. The Roverway 2018 organisation can update the staff conditions and referred documents if needed.

In all cases not covered by these Planning Team condition, the Project Directors will decide.

These documents are referred and are an integral part of these staff conditions:

- Camp rules
- Claim policy
- Privacy policy of Scouting Nederland

## 3 Addendum

### **June 2018:**

Based on the latest GDPR insights the following addendum has been added to the terms and conditions on section 10.6 specifically. Section 10.6 does not describe how to opt-out in case a CMT, IST or participant does not want their picture or video to be used for the purposes as described in section 10.6.

**Addendum I:** *A CMT, IST or participant can indicate to the Roverway 2018 organisation that pictures or video material cannot be used as described in Section 10.6. The CMT, IST or participant needs to send an e-mail to [registration@roverway2018.nl](mailto:registration@roverway2018.nl). The email must contain the following information: Name, surname, birthdate, contingent, patrol and the text indicating what specifically cannot be used. The CMT, IST or participant probably gets a visual indicator to help the Roverway 2018 media team to identify that person and to prevent that pictures or videos are made and/or shared.*