

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 2018 takes place in The Netherlands and consists 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 take place throughout The Netherlands and the 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 stage.

This document describes the terms and conditions for non-Planning Team members. A separate Terms and Conditions document is available for Planning Team members, as some terms only apply to Planning Team members like pre-Roverway Planning Team events and financial management rules. Non-Planning Team members are: Heads of Contingent (HoCs), Contingent Management Team (CMT), International Service Team (IST), suppliers, visitors and participants.

2 Definition of parties

2.1 Participants

People who are aged between 16 and 22 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.

2.2 HoC, CMT members and IST

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

Every Contingent has one Head of Contingent (HoC) as prime responsible person for the Contingent. Others help the HoC organising Roverway 2018 for the Contingent. The others are members of the Contingent Management Team (CMT members). All other Contingent's volunteers who help during Roverway 2018 are members of the International Service Team (IST). IST members are also part of the 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". There are no age limits for visitors. Visitors require preregistration and pay a visitor's fee of 65 Euros per day.

2.4 Suppliers

Individuals or groups of individuals that supply goods or services at/to Roverway 2018 can visit the Roverway camp ground on the days required, in agreement with the team leader of the services and after preregistration. No age limit applies to suppliers.

3 Fees

3.1 Fees

In order to encourage Rovers and Rangers from as many countries as possible to participate in Roverway 2018 and to demonstrate solidarity, fees are according to different types of countries. 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

3.2 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 that is done. In principle a supplier pays the visitor day fee, except when other terms have been agreed on. The registration deadline is 1 May and we count on everybody's diligence to meet this deadline.

3.3 Fees and bank transfer

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 bank transfers 2 weeks time to be credited to the Roverway 2018 account, according to the dates shown.
- All payments must be made in Euros.

3.4 Payment schedule

An invoice is made up to be send to the Contingent with a copy to the sending NSO/MO after the predefined date. As stated in the payment schedule, invoices will be send within 2 weeks after the date. Payment is expected within 3 weeks after sending the invoice.

Payment schedule:

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

The invoice will be based on the number of registered participants (including CMT/IST) by the Contingent.

4 Refund policy

4.1 Refund

Fees owed, based on the payment schedule (see 4), can be refunded when registration of participants is cancelled. After 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 refunds 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 at, or leaving early from. Roverway 2018, refunds will not be made.

4.2 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.

4.3 Insurance for event cancellation

Roverway 2018 has cancellation insurance for the event in case unforeseen events necessitate the cancellation of Roverway 2018. The cancellation insurance does not cover participant's costs such as the participant fee, travel, equipment, or pre and post-Roverway activities. It is therefore recommended that you decide to get your own insurance for covering these elements.

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

4.4 Cancellation after arrival

The Roverway 2018 fee will not be refunded if the event is cancelled on or after 23 July 2018, regardless of the reason.

5 What the fee covers

5.1 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 the total of 10 days (9 nights) of Roverway 2018.
- The Roverway 2018 programme, including transport from The Hague to the Path's location and the transport to Zeewolde after the Path. Transport at the end of the camp to a nearby railway station is also provided.
- All meals during Roverway 2018 from dinner on the 23 July to lunch on 2 August.

5.2 Fee for IST and CMT

The fee of members of the IST and CMT includes:

- An unforgettable experience!
- An enormous expansion of your international network
- The possibility for self-development
- Training (including role specific training) prior to arrival of the participants
- All meals during Roverway 2018, from dinner on 23 July to dinner on 2 August.
- For IST: A fun, relaxing and sometimes challenging IST programme
- All campsite fees from the day of the Opening Ceremony to the day of the Closing Ceremony.
- Transport from The Hague to Zeewolde as well as transport at the end of the camp to a nearby railway station.

5.3 Day fees

Day fee for visitors and VIPs

- A day at Roverway 2018
- Meals during the time at Roverway 2018

Day fee for suppliers

- A day at Roverway 2018
- If a supplier stays multiple days a site for placing a tent is provided
- Meals during the stay at Roverway 2018

6 Registration process

6.1 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 communications from the Roverway 2018 organisation related to the Contingent will go through the Head of Contingent. The HoCs will be able to contribute with their input in a very early stage.

HoCs from outside the European Region need approval from the Regional Offices of WOSM and WAGGGS.

6.2 Registration of CMT, IST and participants

Registration of CMT members, IST and participants will always go 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 HoCs to follow relevant national policies concerning police record checks/ criminal record checks for adults (CMT, IST) to avoid bringing people with wrong intentions 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:

- Heads of Contingent need to be endorsed (i.e. appointed) by their International Commissioner
- CMT and IST members need approval by HoCs following national policies before registering for Roverway 2018.

The organisation of Roverway 2018 reserves the right to cross check if the enlisted staff's behaviour at past events requires 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.

6.3 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 go 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.

6.4 Registration of suppliers

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

7 Contingent

7.1 Contingent

Only National Scouting Organisations and Member Organisations can register a Contingents It is only allowed to have one Contingent per organisation.

7.2 Size of the Contingent

At this moment there are no size limitations for participants of Contingents from within Europe, neither are there limitations for the number of IST that want to participate from Contingents within Europe. Contingents from outside the European region with a size of over 75 people need to contact the helpdesk (info@roverway2018.nl) before registration.

7.3 Forming a Contingent

Each Contingent will contain a number of participants, members of the International Service Team (IST) and members of the Contingent Management Team (CMT). A Contingent will be lead by a Head of Contingent. Exceptions are to be agreed on by the International Relations Team.

7.4 Contingent Management Team

As Roverway 2018 is primarily intended for Rovers and Rangers aged 16 to 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

7.5 Patrol leaders Path

Participants will be registered in Patrols of 5 to 8 persons from the same Contingent. A Path contains between 6 and 9 Patrols and they will stay together after arrival at Landgoed Zeewolde too. A Path will have about 45 participants. Contingents which are smaller than the 5 to 8 persons can be combined with Patrols from other Contingents. It is allowed to register one Patrol leader for each Patrol that exceeds the age limit for participants. The Patrol leader's age will preferably be between 18 and 35.

Patrol leaders are appointed by their Contingent, registered as participants and paying the participant fee. Hence, Patrol leaders are considered participants in all conditions with the age limit as the only condition. 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 other Patrols from your Path consist of mixed male and female members.

7.6 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 organisers by recruiting suitable adults for the IST.

7.7 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 all NSOs/MOs will accept full liability for damage or other claims caused by their members.

7.8 Responsibility of Contingent

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

8 Healthcare

8.1 Scope of the provided healthcare

Participants, IST and CMT members of Roverway 2018 will have access to the event's own medical facilities from start of the Opening Ceremony till the moment of departure. Note that treatment for pre-existing conditions are excluded.

8.2 Services provided

Medical facilities at the Roverway 2018 site are merely provisional facilities focusing on first aid and pre-hospital care. Any further required treatment 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 hospitalisation, etc.) and each individual is responsible for any expenses for such treatment and/or hospitalisation. Therefore, everyone attending Roverway 2018 is required to have insurance to cover such incidents and it is the Head of Contingent's responsibility to ensure such insurances has been acquired by its participants and volunteers.

8.3 Travel insurance

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

8.4 Pre-existing conditions

Those with pre-existing medical conditions should share information about these conditions before attending Roverway 2018 and make special arrangements so they are able to pay for any treatment related to such conditions.

8.5 Repatriation

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

8.6 Healthcare during the Path stage

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

9 Rules and Regulations

9.1 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 perceived by others. We should all be aware of our own behaviour and act according to the Code of Conduct of Roverway.

The Steering Committee has the right to deny participation of people who do not act according to Code of conduct during Roverway 2018 at any time. It is not possible to reclaim your fee in this situation.

9.2 Code of conduct and equal opportunities statement

Everybody participating in Roverway 2018 will be treated with respect, regardless of factors like disabilities, nationality, race, religion, sexual orientation, religion, family status, age, and appearance. The feelings of everybody participating in Roverway 2018 will be valued and respected at all times.

Roverway 2018 firmly believes that everybody has equal access and opportunities. The Roverway 2018 organisation aims to treat everybody equally and with respect regardless of factors like disabilities, nationality, race, religion, sexual orientation, 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 event's ethos, atmosphere and programme.

9.3 Camp rules and regulations

The Roverway 2018 organisation will have camp rules for all people attending Roverway 2018. These rules will be summarized and published as "The camp rules and regulations".

9.4 Dutch national laws

Roverway 2018 takes places in The Netherlands and in case of violations the Dutch law will apply. By Dutch law, the legal age of adulthood is 18 and describes 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, the Roverway 2018 is an alcohol and drug free event and smoking is discouraged. Violations will be handled according to the Dutch law.

9.5 Penalties and exclusion

Anyone who breaks one of the Roverway 2018 Camp rules described in section 9.3 or national laws may be evicted from the Roverway 2018 sites and will not be eligible for any refund. Anyone, including suppliers and visitors, behaving in a manner considered dangerous and which may harm others, cause offence or is otherwise inappropriate in context of Roverway 2018, will be evicted from the Roverway 2018 site and will not be eligible for any refund. The detailed procedure will be described in 'The Crisis management plan' and consists of consulting your HoC and/or parents in certain cases.

The Roverway 2018 organisation reserves the right to exclude any (group or) individuals 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.

10 Privacy Policy

10.1 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 all attendees will be treated according to Dutch privacy regulations and laws.

10.2 Agreement

By registering personal information, such as name and date of birth, the individual explicitly consents to 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.

10.3 Use of personal information

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

10.4 Privacy policy and privacy impact analysis

A separate Privacy Impact Analysis has been conducted using the guidelines for Dutch privacy laws (which is compliant with the new European GDPR). The Privacy Impact Analysis has resulted in an update of the Roverway 2018 Privacy Policy. The update consists of an additional description on the use of types of information, by whom and why. Also the retention duration is explicitly mentioned. Section 11.3 of the Privacy Policy has been updated in such a way that this document is an integral part of these conditions.

10.5 Responsible Information manager or 'Verantwoordelijk gegevensbeheerder' in Dutch

Roverway 2018 assigned the task of information manager (or 'verantwoordelijk gegevensbeheerder' as the term in the Dutch law) to the Head of Information management. Persons with the administrative roles within the Scouts Online system are information managers (or 'verwerker' as the term in the Dutch law) too.

10.6 Photo, video and intellectual properties

By registering for Roverway 2018, you consent to any media footage (e.g. video, photographs, audio) taken at Roverway 2018, and in which you may feature, to be used 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, for worldwide distribution in perpetuity.

11 By-laws

11.1 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.

11.2 Languages

In the event of a conflict arising from the interpretation of these Terms and Conditions, the English text will prevail.

11.3 Documents that are integral part of these conditions

“The Camp Rules and Conditions” is integral part of this document. However, this document will be published separately and intend to describe the rules that apply to all who attend the Roverway in 2018. The “Roverway 2018 Privacy Policy” has been updated to comply with the Dutch privacy regulations and is also an integral part of these conditions.

12 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. 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.*