# **Sub-licence International Award for Young People, the Netherlands**

Version July 2021

*Between*

**The International Award for Young People, the Netherlands,**

(further Award Nederland)

**and**

**XXXX**

(further Award Centre)

This organisation is legally capable of entering into this agreement, either as an foundation, association or company. This organisation is allowed to use the non-exclusive sub-licence of the Award Programme during the agreed period within the organisation and to use the name, logos and other materials.

# 1. Fundamental standards

All organisations that wish to deliver the Duke of Edinburg’s International Award agree to abide by the following Fundamental standards and comply with further conditions appropriate to their respective membership level as set out below:

* to comply with the Fundamental and Operational Principles of the Award (part of the intellectual property of the Award, held in trust by the Foundation) and abide by the Code of Practice in the International Handbook.
* to comply with the reporting requirements of Award Nederland.
* to use the visual identity ad recourses of the Duke of Edinburgh’s International Award / Award Nederland such as international handbook, online record book, pins and certificates, in line with the brand guidelines.
* to manage resources (including financial recourses) with the highest standards of honesty and integrity.
* that all paid staff, volunteers, Award Leaders, Adventurous Journey Supervisors and Award Assessors (or equivalent titles) must:
* be 21 years +
* be trained (according to the guidelines laid down by the Foundation and interpreted by Award Nederland)
* be appropriately vetted according to Dutch standard
* be aware of and committed to the vision and values of the Duke of Edinburgh’s International Award
* be compliant with the Dutch child protection guidelines and health and safety legislation
* to maintain accurate records of staff, participants, leaders and other volunteers for managing and monitoring programmes, performance reports, gathering statistics and supporting communication.

# 2. Execution of the Award programme by the Award Centre

Award Nederland provides relevant training and materials that are necessary for the promotion and execution of the programme by the Award Centre. A manual, website, Online Record Book, newsletters, various flyers, invitations and manuals are available for Award Centres.

**a. Responsibility and liability**

The Award Centre operates under the responsibility of The International Award for Young People, the Netherlands, the foundation. The latter is responsible and liable for their employees and volunteers that execute the programme.

The organisation is responsible for the screening and application of a VOG (Certificate of Good Conduct). The organisation makes sure that the Award Leaders are aware of the valid protocols with respect to unwanted behaviour, abuse and child molest.

The organisation makes sure that the Award Centre evaluates the risks and dangers properly, and takes appropriate measures. For this purpose, the Award Centre can use the risk inventory and protocols that have been made available by Award Nederland or choose their own, organisation bound, method.

It is recommended that the organisation investigates whether the existing relevant insurance is adequate or that the involved employees take out an extra insurance themselves. (addendum 1)

Award Nederland is in no way responsible for claims, cost, loss, obligations or demands in any way whatsoever that arises form execution, mistakes, negligence or irregularities by the Award Centre in relation to this sub-licence, unless as a result of negligence by Award Nederland.

**b. Tasks and roles**

Each Award Centre has at least two trained Award Leaders active in guiding participants through all their components of the Award programme. One of the Award Leaders is the Coordinator and further contact for Award Nederland.

Responsibilities mentioned below can be both the task of the Coordinator as well as the Award Leader:

* The Award Leader of an Award Centre is responsible for the recruitment of participants.
* The Award Leader informs the participants, refers to the national website for additional information and supports the participants during the signing up and payment of their participation fee to Award Nederland.
* The Award Leader supports the participants with their registration and refers to the Online Record Book.
* The Award Leader supports and coaches the youngsters with their participation to the Award programme according to the international guidelines, principles and criteria and in doing so follows the Handbook.
* The Award Leader is responsible for the safety of the participants and takes all necessary measures to secure the safety and health of the participants.
* The Award Leader is responsible for a good preparation and a safe execution of the adventurous journey and makes sure that the adventurous journey has been announced in due time through the special form on the site of Award Nederland.
* The Award Centre itself is responsible for the recruitment, involvement and appreciation of the assessors for the Bronze and Silver adventurous journeys.
* The Award Leader contacts Award Nederland at least 6 weeks before the planned ceremony of the Bronze and/or Silver Awards in order to start the preparations of the ceremony.

**C. Adventurous journeys**

The Award Leader is responsible for the timely notification of Adventurous journeys (Bronze, Silver and Gold) by submitting the form on the website. All Adventurous journeys, also abroad in cooperation with local organisations, have to be announced.

The Award Leader is responsible for the correct preparation of the participants and marks this in the ORB.

Award Centres are responsible for the recruitment of and cooperation with these assessors; they can partake in a training executed by Award Nederland. For a Golden Adventurous Journey, it is possible to contact Award Nederland for the search of an assessor. Award Nederland has a Volunteer Code of Conduct which includes VOG’s for all voluntary and paid staff.

The assessors of Award Centres may be approached by Award Nederland to assess an adventurous journey of another Award Centre in the Netherlands.

**D. Issue of the Awards**

The Award Centre is responsible for the corrects assessment and check off at the completion of the Award level by participants in the ORB. Golden Awards are assessed and ticked off by Award Nederland.

The Award Centre organises a fitting ceremony for the issue of the Awards. The Coordinator contacts Award Nederland six weeks prior to the issue. They support the Coordinator with a script, invitations and material. They check whether the participants have been registered and paid their registration fee and provides the certificates to the Award Centres. During the issue representatives of Award Nederland are present in order to issue these together.

Award Nederland is responsible for the organisation of the issue of the Golden Awards in a representative location. These take place once every 12 / 18 months and are communicated well in time.

# 3. Communication

**Communication with Award Nederland**

The Coordinator is responsible for the contacts with Award Nederland within the organisation. This certainly applies in the following situations:

* When a serious accident occurs in which a participant, a Leader or someone else involved with Award is involved.
* If a trained Award Leader stops or leaves the organisation.
* When a participant or Award Leader receives a special price or acknowledgement or gets publicity in one way or another.

Furthermore, the Coordinator regularly supplies stories and images at the request of Award Nederland for national and international use.

On the website of Award Nederland, in annual reports and other communication methods the Award Centres will be mentioned, and space is available for instance on the website for ‘best practices’ or newspaper articles. In this way the Award Centres is visible to others.

**Branding**

The Award Centre must support Award Nederland in fulfilling its obligations to protect the brand of the Duke of Edinburgh’s International Award under the Head licence.

This sub-licence does not grant any proprietary interest in the Award programme, name, logo and materials to the Award Centre.

The Award Centre in its communication uses the appropriate logos and other communication items and in doing so uses the correct name; the International Award for Young People, also to be used in the short version as ‘the Award’. The Coordinator receives a PDF of the Branding Guidelines that are valid international via email. These guidelines, relevant logos and other material can also be found on the website.

# 4. Quality assurance

To maintain the value of an Award throughout the world it is important that everybody works according to the Fundamental standards, Operational Principles and Code of Practice. The Award Centre is responsible for this and follows the International Handbook that is available both in Dutch and English.

The Award Centre cooperates with a yearly visit from Award Nederland in order to discuss the progress, developments and quality. Framework for the visit is this sub-licence and agreements and conditions laid down in writing. An invitation for the visit is sent by Award Nederland well in time and will also supply further explication about mode and procedure.

For overall statistics the Award Centre provides an annual return in accordance with a template provided by Award Nederland.

**Training and support**

Award Nederland offers and executes those trainings that are necessary for Award Centres in order to carry out the programme in the correct way. Only trained Award leaders can deliver the programme.

Presently these are a training for Award Leaders and a training for assessors. Furthermore, Award Nederland organises at several meetings during the year for people of Award Centres with as a goal advancing expertise, exchange and meeting with other Award Centres.

The organisation is committed to offer at least once per school year an appropriate training or meeting of maximum one day for Award Leaders and other people involved facilitated by or through Award Nederland.

Based on specific questions and new developments Award Nederland supports the Award Centres via mail, by telephone or during meetings, via newsletters, specific materials, through social media and the website.

Award Nederland will communicate possibilities for foreign adventurous journeys or training by means of the website and/or the news letters so participants and/or Award Leaders are informed.

**Privacy and AVG**

As of 25 May 2018 our policy follows the new General Data Protection Regulation (AVG in Dutch) of the European Council. The policy can be found on the website [www.award.nl](http://www.award.nl) (http://award.nl/wp-content/uploads/2018/05/Data-protectie-beleid-mei-2018.pdf) Also our Privacy policy is on the website: (http://award.nl/wp-content/uploads/2013/12/Privacybeleid-International-Award-for-Young-People-nov-2017.pdf).

The Award Centre will collect and maintain up to date data in the ORB, in line with the NAO’s privacy policy.

# 5. Financials

Award Centres pay an annual contribution to Award Nederland for this sub-licence. For this they receive an invoice at the end of the school year. The contribution is based on the number of participants; see addendum 2.

Participants pay a contribution to Award Nederland at the registration. When signing the registration form the participants pay € 32,50 per person per Award. From the new schoolyear in 2021 this will be changed to €35,- per person per Award.

Amounts can be adjusted annually which will be communicated well before time.

# 6. This Agreement

This agreement describes that this Award Centre and Award Nederland will cooperate the next two years on the basis of these engagements in order to facilitate youngsters to achieve an Award. Well before the end of the second year the two parties will get in touch to evaluate this agreement and resign.

**Terminating the cooperation**

Without a valid agreement the Award Centre is not allowed to carry out the Award programme. The agreement is terminated (with a one month’s notice) by Award Nederland if:

* The Award Centre does not live up to the engagements laid down in this agreement.
* The Award Centre does not work according to the criteria set out internationally.
* The Award Centre discredits the national and international organisation.
* The Award Centre is not able to fulfil its financial obligations.

The Award Centre can, taking into consideration a one-month notification, end the cooperation with Award Nederland. This implies that the Award Centre:

* Stops immediately with usage of the name logo and other methods affiliated to Award Nederland and the Duke of Edinburgh’s International Award. (IAF).
* Returns or destroys materials received from Award Nederland, as soon as possible.
* Refrains from starting a programme similar to the Award within the period of six months.

Finally; when the head licence of Award Nederland is terminated by the Foundation, this sub-licence will be transferred to the Foundation.

**Signing**

**Agreed:**

**Place:**   **Place:**

**Date:**   **Date:**

 **International Award for Young People, Netherlands**

**Name:**   **Name:**

**Function:**   **Function:**

**Signature Signature**

# Addendum 1

Hereby I declare to have arranged in a sufficient way, suitable for the deliverance of the
Award programme:

⃝ insurance for the Award leader when he/she is doing Award related activities on and
of site of the school;

⃝ insurance for the participants when they do Award related activities during school time and / or after school time on school site;

 ⃝ sufficient insurance for participants, Award leaders, Assessors and Supervisors for the time of the Adventurous Journey and the traveling before and after it;

 ⃝ VOG's for all the adults involved in the Award programme in this Centre: employees and volunteers of the school.

I can show these documents to the staff of Award NL.

Signed by management of the school:

Name:

Role:

Signature:

Date:

# Addendum 2

# **Contribution of schools and cost for training per 1 September 2017**

### **Contribution of participating schools and organisations and the benefits thereof**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of participants\***  | **School-contribution per 1-9-2017** | **Frees flyers A5** | **Free posters** | **Free handbooks when new edition** | **Support for:*** Recruitment

- Ceremonies * Adventurous journeys
* Specific questions or situations.
 |
| 0 – 25 | € 400 | 25 | 2 | 3 |
| 26 - 50 | € 550 | 50 | 4 | 7 |
| 51 – 75  | € 775 | 75 | 6 | 10 |
| 76 – 100  | € 950 | 100 | 8 | 14 |
| 101 – 125 | € 1200 | 150 | 10 | 18 |
| 126 – 150  | € 1500 | 175 | 12 | 20 |
| 151 – 175 | € 1725 | 200 | 14 | 22 |
| 176 – 200  | € 2000 | 225 | 16 | 24 |

*\* per school year, counted in May of that school year using registration of participants. Number of free available flyers and other materials is based on the number of participants of the previous school year.*

### **Contribution of youngsters**

|  |  |  |
| --- | --- | --- |
| **2020** | **As of 1-9-2021** | **What do they receive or this from Award NL** |
| € 32,50  | **€ 35** | * Admittance ORB
* Award, pin and certificate
 |

### **Training for Award Leaders**

|  |  |  |  |
| --- | --- | --- | --- |
| **What**  | **For participants of subsidized organisations and schools** | **For participants of organisations for volunteers:**  | **What do they get in return:** * Training and certificate
* Handbook
* Scripts, PP and various other PDF’s
 |
| Training of 1 day incl. lunch and hot meal  | € 350 | € 150 |
| Training of halve day  | € 175 | € 75 |

### **Training for assessors**

|  |  |  |  |
| --- | --- | --- | --- |
| **What**  | **For participants of subsidized organisations and schools** | **For participants of organisations for volunteers:**  | **What do they get in return**: * Training and certificate
* Handbook Adventurous journeys
* After the training the volunteers of Award NL get a reimbursement of their travel expenses
 |
| Training of 1 day incl. lunch and hot meal | € 75 (unchanged) | € 35 (unchanged)  |