Terms & Conditions
Participation in the Schiermonnikoog Festival Masterclasses

1. Application & Selection Procedure

- Application for the selection process is considered final once the €37.50 application fee has been received. This fee does not guarantee admission to the masterclasses.
- As part of the selection process, the festival may request additional information, such as recordings or repertoire lists.
- Admission is based on a joint selection by both the festival and the appointed Masters for each instrument group. No correspondence will be shared regarding the outcome of the selection process.
- Selected participants will receive a separate invoice for participation. Final confirmation of participation is subject to full payment of this invoice.
- The organization reserves the right to exclude students from specific coachings they have already attended during previous editions, in the case of limited availability.

2. Participation Fee & Travel

- The €37.50 application fee and the full participation fee (including any additional costs such as transport) are non-refundable.
- The festival offers optional group transportation between Amsterdam Schiphol Airport and the harbor of Lauwersoog (departure point for the ferry to Schiermonnikoog). If chosen, the cost will be added to the participation invoice.
- Return ferry tickets to and from Schiermonnikoog must be arranged individually by participants via Wagenborg Passenger Services: https://www.wpd.nl/schiermonnikoog/veerdienst/

3. Attendance & No Show Policy

- Participation in all scheduled program elements — including rehearsals, coachings, and additional activities — is mandatory.
- Repeated tardiness (more than 10 minutes after the scheduled start) or unexcused absence disrupts the program and cooperation with local hosts who provide rehearsal spaces.
- After three instances of tardiness or unexcused absence, a no show fee of €50 will be charged per person. Further occurrences may result in exclusion from the program without refund.

4. Code of Conduct

- Participants are expected to comply with the festival's Code of Conduct, available at www.schiermonnikoogfestival.nl/contact and attached to these terms.
- Violations may result in immediate dismissal from the program, without refund.

5. Accommodation & Guests

- Accommodation is arranged by the festival. Participants are expected to leave their lodging clean and tidy. Before departure, accommodations will be inspected by the festival organization.
- If the accommodation is not left clean, a cleaning fee of €75 per person will be charged to all guests assigned to that accommodation.
- Loss of (bicycle) keys or damage to accommodations or bicycles will be charged to the participant.

- Overnight guests are not allowed without prior written permission from the organization. This permission must be obtained before the participation invoice is paid.
- Smoking and pets are strictly prohibited in or near the accommodations.

6. Liability

- Participation in the masterclasses is at the participant's own risk.
- The festival is not liable for loss, theft, or damage to personal belongings.
- Use of bicycles provided by the festival is entirely at the participant's own risk.

7. Public Performances

- Participation in the masterclasses does not guarantee a public performance during the festival.
- The masterclasses are part of the overall festival, which follows a pre-established program. As such, there are only limited opportunities for masterclass participants to perform for an audience.
- No complimentary tickets are available for friends, family, or other associates of participants.

8. Scholarships

- Scholarships are awarded solely for participation in the masterclasses. Travel and accommodation expenses are not covered.
- The festival does not provide explanations for the awarding or denial of scholarships.

9. Final Provisions

- By applying for the selection procedure, the participant agrees to these Terms & Conditions.
- In all cases not covered by these Terms & Conditions, the organization of the Schiermonnikoog Festival will make the final decision.

Code of Conduct
Schiermonnikoog Festival

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This protocol applies to all employees, i.e. team members, musicians, volunteers, masters and external staff of the Schiermonnikoog Festival. By employees we mean freelancers/ self-employed workers, interns, temporary workers, secondees and volunteers, working as creative and/or performing performing artists, support staff, directors and supervisors. All staff and musicians receive this protocol as an appendix to each new contract/ cooperation agreement. Everyone can learn about this protocol via the Schiermonnikoog Festival website.

All volunteer and paid employees of the Schiermonnikoog Festival are asked to sign the code of conduct.

1. Safe manners

1.1 Letter of intent

As an employer and festival organiser, The Schiermonnikoog Festival wishes to fulfill its duty to responsibly provide care and safety to all employees and all visitors to its activities.
In preparing and implementing the working conditions policy, the festival will also focus on preventing undesirable behaviour at work and encouraging desirable behaviour.

1.2 Code of conduct Schiermonnikoog Festival

The Schiermonnikoog Festival is an organisation where people first through conversation try to resolve mutual problems. Should this fail or not be possible for whatever reason, help or guidance can be requested from one of the managers or a report of undesirable behaviour can be made to the external confidential adviser.

- We treat everyone with respect and work for everyone's well-being
- We obey the law and are decent

- We are loyal and honest in our relationships
- We avoid causing harm to others
- We take responsibility for our state of mind
- We listen to others
- We are not manipulative or denigrating
- We communicate kindly but decidedly about where our boundaries are
- We care about the well-being of everyone
- We are friendly and generous to all, without prejudice
- We are especially caring and respectful where vulnerabilities are expressed
- We give honest feedback in a pleasant manner. We are open to feedback from others
- We take responsibility for our own decisions, our own communication and our own actions. We admit mistakes and learn from them
- We recognise that any position of power or authority is a privilege and a responsibility to serve the welfare of others without arrogance

1.3 Inappropriate behaviour

Unwanted behaviour includes:

1. Sexual harassment

Any form of verbal, non-verbal or physical conduct with sexual connotation that has the purpose or effect of violating a person's dignity, in particular particularly when a threatening, hostile, humiliating or offensive situation arises.

At The Schiermonnikoog Festival, we do not tolerate employees who:

- Make ambiguous comments
- Touch each other unnecessarily and/or unsolicited
- Spread pornographic material

2. Aggression and violence

Incidents in which an employee is psychologically or physically harassed, threatened or assaulted under circumstances directly related to work.

At the Schiermonnikoog Festival, for example, we do not tolerate employees who:

- Threatening a colleague or participant
- Speaking with a raised voice
- Using foul language, such as swearing, disease terms or sexual terms
- Taking a hard line on another unless circumstances demand it

3. Bullying

All forms of intimidating behaviour of a structural nature, by one or more employees (colleagues, supervisors) directed against an employee or a group of employees who cannot defend themselves against it.

Within the Schiermonnikoog Festival, we do not tolerate employees who:

- Socially isolating a colleague or participant
- Ridiculing a colleague or participant

- Intentionally making work unpleasant or impossible for a colleague or participant
- Gossiping about a colleague or participant

4. Discriminate and insult

Discrimination occurs when someone is treated differently from another person in a similar situation on the grounds of: religion, belief, political opinion cultural background, gender, nationality, gender identity, sexual orientation, marital status, age, disability or chronic illness

At the Schiermonnikoog Festival, we consider it important that:

- We respect each other's backgrounds and beliefs
- Everyone is addressed in the way he/she/they wish

5. Alcohol and drugs

At the Schiermonnikoog Festival, we consider it important that:

- Every employee is always sober and alert while working and thus able to respond appropriately to unexpected situations

2. Reporting and procedure

2.1 Counselling and initial aftercare; the trustee

If an employee or participant is confronted with undesirable behaviour, he or she can contact the confidential counsellors for a listening ear and information:

Name: Arike Tomson
Mail: ariketomson@gmail.com
Phone: +31 (0)6 539 23 416

The confidential advisor has a duty of confidentiality and, if required, will think with the employee about possible steps the employee can take to improve the situation. She will not take any action without the consent of employee.
The confidant stands alongside the employee who approaches her and therefore cannot mediate or investigate. The confidential adviser can guide the employee during an informal or formal settlement process and (after completion of the case) provide initial aftercare.
An employee may also initiate an informal or formal resolution process without first consulting the confidential adviser.

2.2 Employee actions

Employees who experience undesirable behaviour may, with or without consulting confidant, take various steps, such as:

- Addressing the employee exhibiting the undesirable behaviour (giving feedback), possibly in the presence of the confidential advisor. The aim is to reach an acceptable work situation together
- Report the undesirable behaviour to the supervisor, the board or the chairman of the Supervisory Board
- Initiate a mediation process; the confidential counsellor can advise and support this.
- Filing a formal complaint (see article 2.4).

2.3 Employer actions

If an employee reports undesirable behaviour, to a manager, board member or chairman of the Supervisory Board, the person approached may, depending on the situation, determine what actions are appropriate, using adversarial proceedings as an important first step.

- Addressing the (alleged) perpetrator about undesirable behaviour. The aim is to reach an acceptable work situation together.
- Point out the code of conduct to the employee displaying undesirable behaviour.
- If the (alleged) perpetrator does not deny the behaviour, the person will receive a verbal or written warning, and a performance and appraisal interview will be organised.
- Organising a mediation session.
- Taking practical action if the situation lends itself and no one objects
- Decide to investigate further and take action if necessary based on the outcome (see also Article 3).

2.4 Formal complaints procedure

If undesirable behaviour is too serious for informal handling, an employee may also choose to file a formal complaint with the management or the Supervisory Board. If the complaint concerns one or both members of the Board, the complaint should be submitted submitted to the Supervisory Board.
During the term and after the conclusion of the complaints procedure, all involved parties shall be bound by an obligation of confidentiality.
The Board, or the Supervisory Board shall make a decision within two weeks of receiving the complaint and send a copy of the decision to the complainant and the accused.
If an employee is not satisfied with the complaint handling, he or she can initiate a legal action.

Report

Sometimes a situation requires immediate action. Examples include physical emotional violence, abuse, bullying and discrimination. An official report of a offence can be made by anyone (duty to report for every Dutch citizen). However, the employee must always inform the confidential advisor and the Board or the Supervision and, of course, the employee may ask for help if the reporting step is appears necessary.

3. Measures from within the organisation

The Board or the Supervisory Board may:

- Take temporary measures for the duration of the investigation and/or complaints procedure, if it appears that this is desirable for the organisation or the complainant, or if there is an untenable situation for one or more parties involved

- Take action based on the outcome of the investigation and/or complaints procedure

  These temporary measures for the duration of the investigation and/or the complaint procedure may include:
- Organising a temporary transfer
- Granting special leave
- Temporarily stop the assignment

  Based on the outcome of the investigation and/or complaint procedure, the following measures, among others, may be taken depending on the severity of the unwanted behaviour:
- Official warning
- Reprimand
- Transfer
- Termination of assignment

  If the management or the Supervisory Board finds that criminal offences have occurred, a report will always be filed.

4. Evaluation

This protocol is reviewed annually in the third quarter by the board and the Supervisory Board. The confidential adviser reports annually to the Board on the number and nature of any complaints. In the run-up to the festival also the rules of conduct from the code of conduct are brought to the attention of the team and discussed and updated together with the staff. In addition, interim be evaluated and updated, particularly in response to any reports or complaints.