

Terms and Conditions regarding WWS programmes:

1. Objectives of all environmental programmes:

- To allow for a hands-on experience and observation of how interconnected and inter-related many issues are to the environment [INTERCONNECTIONS]
- To have a platform to discuss the topics of sustainable planning and action [SUSTAINABILITY]
- To take ownership and feel a sense of belonging and care to their environment. [OWNERSHIP]

2. For participants:

- Please ensure you are feeling well and have had sufficient rest and nutrition before attending the programme. Alert the programme leaders at any point of time if you feel unwell or are unable to continue with the programme.
- Please bring your own personal water bottles and wear appropriate outdoor attire with covered shoes. A cap is recommended, some insect repellent is optional. Please bring a change of attire (clothes and footwear) for kayak programmes.
- You may need to put on or carry additional gear depending on the programme which will be provided by WWS (e.g. helmets for bicycle programmes, personal flotation devices and paddles for kayak programmes)
- Please note that WWS may take photographs of participants during the programme. These photographs may be used for WWS-related materials only and are strictly not to be used for any other purpose. This is in compliance with the Personal Data Protection Act ("PDPA").

3. For organizers and liaison officers:

- WWS strives to its fullest capacity to conduct all programmes in a safe and professional manner. Please see the Acknowledgement of Risks section of the Activity Application Form for more details. Risk Assessment and Mitigation Systems (RAMS) for the programme will be given upon request.

- Booking and confirming of programmes with WWS are done via email correspondence. Only certain programmes will require filling out a registration form. Confirmation of the programme as well as the number of participants needs to be done **at least 2 weeks (14 days)** before the event date to ensure smooth delivery.
- The charges for the programme will already have been agreed upon during email correspondence. Charges implemented will be based on the final agreed numbers which need to be confirmed 2 weeks (14 days) before the programme and **will not be decreased due to a shortfall in attendance**. Additional charges will be imposed for additional participants. Payment terms are within 30 days after the programme date and can be made by cash, crossed cheque to 'Waterways Watch Society' or bank transfer to OCBC Bank Account 695-4506-92001. We will send you the official invoice after the programme.
- Our cancellation policy is as follows (cancellations via phone or email are acceptable):
 - i. No charges for cancellation more than 1 week (7 days) before the programme
 - ii. **50% charge for cancellation within a 1-week (7-day) period prior to the programme**
 - iii. **Full charge for cancellation within a 24-hour period prior to the programme**
- Please note that we have alternative wet weather programmes specially to accommodate for inclement weather. Some of our programmes are already designed such that they can be conducted regardless of weather conditions. **Full charges apply as agreed even though the original programme has been substituted with the wet weather programme.**