

Nijmegen, 10 July 2018

Re: 102<sup>nd</sup> Four Days Marches - detachments

Dear detachment commander,

The Four Days Marches is almost upon us. In a few weeks' time, we will be welcoming you and your detachment to Nijmegen. In order to ensure that the week runs smoothly, we would like to bring you up to speed on what we expect from detachment leaders.

Please read the information below carefully and share it with your detachment members so that they are well prepared too.

#### **Access to Camp Heumensoord: confirmation**

You and your detachment will be staying at Heumensoord during the Four Days Marches. Your confirmation of registration for the Four Days Marches provides initial access to the camp. This confirmation lists the names and dates of birth of the members of your detachment. The list of names will be checked at the gate. Walkers who cannot present the confirmation of registration will be denied access to the camp, so please ensure you take this document with you. The confirmation is available on [My Four Days](#). Upon registration, we must receive notification of people who do not have confirmation of registration but are entitled to use the [facilities at Heumensoord](#), such as orderlies and staff members. This will ensure that gate staff are expecting their arrival and will be able to allow them access to the camp. After entering Camp Heumensoord, everyone first needs to report to the liaison officer (LSO).

#### **Signing in for the Four Days Marches: participant check + Four Days Marches wristband distribution**

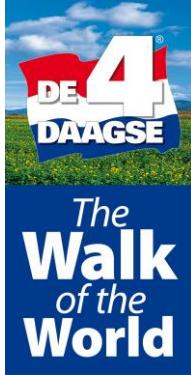
Check your confirmation for the [sign-in time](#). You do not need to take all of your participants with you to the registration desk when you sign in. Please bring the confirmation and a copy of proof of identity of the detachment members. The details will be checked at the registration desk for detachments. The desk clerk will then give you a list of participants, an envelope containing your detachment members' wristbands and a checkpoint booklet (with a plastic protective cover) that you need to have with you on all marching days.

The envelope contains a smaller envelope for each participant, with his/her wristband inside it and name on the outside. The wristband in the envelope is linked to the person in question in our records, so each participant must wear his or her own wristband. The list of participants will help you check whether each participant is wearing the correctly numbered wristband.

If you have registered people in your detachment who will not participate, please tell this to the desk clerk, so that the envelopes with wrist bands of these people can be taken out.

#### **Start: minimum of 11 participants**

The participants will be counted at the [start](#) and each participant's wristband will be scanned. The detachment will then be able to start. Any detachment that does not consist



of 11 participants on the first marching day and therefore does not fulfil the requirements of Article 10 of the [Regulations for Military Participants](#) will not be permitted to take part in the Four Days Marches, not even as individual participants.

#### **Checkpoints: walking as a group + checkpoint booklet + following instructions from checkpoint officials**

You have registered for the Four Days Marches as a detachment. One condition of your participation is that you must walk as a group on all of the marching days. Checks will be made en route as to whether your detachment is complying with this rule.

At the checkpoints, you will need to present the checkpoint booklet you received upon signing in to our staff member. The checkpoint official will count your detachment members and make a note in the checkpoint booklet, and you will then be able to continue.

As detachment commander, please take the following into account:

- Ensure that you have the checkpoint booklet to hand.
- Follow instructions from the checkpoint staff.
- Please ensure that all members of the detachment walk together at all times.

Note: Each member of the detachment not counted at the checkpoint will, in principle, be deemed to have 'withdrawn' and will not receive a scan at the finish.

#### **Finish (Tuesday to Thursday): Heumensoord + your cooperation + withdrawals**

Please also follow instructions from Four Days Marches staff members at the finish. You will need to present your checkpoint booklet and get the detachment to line up so that our staff can scan the wristbands quickly and easily. The number of participants in your detachment at the finish will be recorded in your checkpoint booklet.

Since finish scans are performed online, it can sometimes take a while for the details of all participants to be processed. Please be patient when following this process as a detachment; it is ultimately in everyone's best interests to ensure that the information is processed accurately in our records.

Remember: if a detachment participant tries to sign off as an individual, he or she will not be given a finish scan and will be deemed to have withdrawn. All of the detachment's participants must finish together.

#### **Finish on Friday: Charlemagne + reward + Via Gladiola**

On Friday, detachments will receive their finish scans earlier on the route, at Charlemagne, and **not** at Heumensoord. Your detachment's rewards will also be ready for collection at Charlemagne. The Four Days Marches [route maps](#) show the exact location of Charlemagne. Your detachment must receive a finish scan there no later than 16.30 hrs.

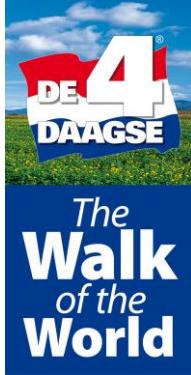
Once your participants have been scanned and you have received the envelope with your detachment members' rewards, you will complete the entry along Via Gladiola to De Wedren.

You will be taken back to Heumensoord from De Wedren by coach.

#### **Other useful tips...**

##### ***Illegible or broken wristband?***

If a participant's wristband is illegible or broken, the participant should report to one of the starting team members, who will give the participant a temporary replacement wristband.



At the end of the day, this participant will need to report to the Central Administration, where he/she will receive a new wristband after verification of his/her details.

If you have any doubts about the wristband's legibility, please also go to the Central Administration, where staff will issue a new wristband.

*Incorrect reward?*

Please check the rewards on the confirmation prior to the Four Days Marches. If an incorrect reward is displayed, the participant in question can contact the Central Administration. If an incorrect reward is ready at Charlemagne on Friday, the participant should contact the Central Administration after the Four Days Marches, so that the archives can be investigated.

*Preview of the route maps*

When signing in on Sunday or Monday you will receive a Route & Infocard. On this card you will find a map of de Wedren and the route maps of all four walking days.

If you would like access to them before that, please go to [Routes](#) on our website.

*Ordered a certificate?*

Any certificates ordered will be sent to the Dutch detachment members by post after the Four Days Marches. Detachments from the delegation countries will receive their certificates through their delegations. Detachment commanders of the Small Contingents should collect their detachment members' certificates from the Central Administration at Heumensoord on Thursday afternoon.

*Orderly medal?*

If there is someone who provides your detachment with food and drink or helps in any other way to make your detachment's participation a success, it is possible to buy an orderly medal for them as a 'thank you', either at De Wedren or by ordering one in advance from the [Praefero](#) online shop. Ribbons and miniature medals are also available.

**Here is a summary of the most important points:**

- Sign in your detachment on time, i.e. before 17.00 hrs on Monday.
- Ensure that all detachment members wear their own wristbands.
- Ensure that the detachment members stay together during the marches.
- Scans will be performed and rewards issued at Charlemagne on Friday until 16.30 hrs at the latest.
- Always follow instructions from Four Days Marches staff.
- Report any inaccuracies to the Central Administration straight away.

We trust this letter has provided you with all the information you need and would like to wish your detachment the best of luck and a lot of fun at the Four Days Marches! If you have any further questions, please call us on 0900-4322473 (or 00800-36 87 32 97 if calling from abroad) or e-mail [administratie@4daagse.nl](mailto:administratie@4daagse.nl).

Kind regards,

Mirjam Cornelissen  
Head of the Central Administration