

## Information for group leaders

### Welcome...

We are looking forward to welcoming you on site for Wintercamp. To make your arrival and departure as smooth as possible please read through the information below.

**For Health and Safety reasons we discourage people from arriving before 2pm on the Friday, however you can set up your camp the day before.**

### What to expect...

Traffic management will be in place from 9am on Friday - however, the event does not open until 9pm. Groups may pitch their tents on the Thursday if they wish. A fee of £4.00 per tent will apply, unless you are staying overnight on your site when the fee will be £4.00 per person. Equipment is left at your own risk. Please book in for the event at the activity centre office.

### Arrivals and parking

As there is limited space on-site we have arranged for off-site parking. All vehicles will be parked at this location. A minibus is available or if you prefer, Gilwell is around 15 minutes' walk.

If you are arriving by coach, specific arrangements exist, please see 'Information for Coach Drivers' and make sure you have given this to your driver.

If your group are arriving individually, please ensure that you have given each individual a copy of the information pack for parents/guardians (available online from the Wintercamp website.) This helps us to find out if the rest of the party has arrived and where they are pitched. We will have a designated meeting point at the end of the drop-off parking in front of The White House and this is where you must meet your group. Please encourage your group to share lifts if this is the case in order to cut down on traffic to and from the site.

### Registration and reception

Reception is located within Jack Petchey Lodge and is clearly sign-posted. You **MUST** register before pitching your camp.

- To assist with smooth running, we ask that only a single representative books your group in.
- To register you will need your Booking Confirmation, completed copy of nominal roll form (unless completed online) and either cash or cheque to pay for a maximum of three additional people. (Cheques should be made payable to 'The Scout Association'.)
- Please note that refunds cannot be given for lower numbers of attendees as activities will have been arranged for the numbers booked.
- On arrival you will be issued with a pack containing ID cards and lanyards, tickets for meals and t-shirts (if ordered), and other useful information.

Please ensure the correct person is wearing the correct ID card and lanyard as stated on your nominal roll form

### Camping

This year we have modified our camping arrangements in response to feedback and requests from a number of groups. All groups will be allocated to a field on arrival and fields will be opened in a phased manner. This means that if you are regular attendee of Wintercamp you may not be able to camp on the field you normally do, depending on your arrival time.

All groups arriving on the Thursday will also need to follow this procedure and **MUST** visit the centre office before pitching camp. If your group arrives after opening hours then you **MUST** contact the duty manager on 07885 765074 before pitching your camp. Finally, if your group has any special needs with regard to their camping location, please ensure you contact us in advance. We may not be able to accommodate your needs otherwise.

### **Activities**

Activities will start at 10am and finish at 5.30pm on Saturday, with a designated lunch break between 12.30pm and 1.30pm. On Sunday, activities will run from 10am to 1pm. Due to the nature of some activities, participants may get particularly muddy – please ensure that your group have adequate changes of clothes and shoes.

Certain activities require parental permission in order to participate and permission forms must be signed by the parent or guardian for an individual to participate. On Saturday we may limit participation on the most popular activities through the use of ID cards in order to ensure everybody has equal opportunity. On Sunday however there will be no restrictions. Evening activities will run on Friday and Saturday. Further detailed information will be on the website before the event. These are likely to include a disco, wide game and camp fire.

Some activities run at an off site location - if your young people are on one of these, they must be at the Shuttle Bus stop no later than 30 mins before the activity.

### **Programme for leaders**

Without leaders and helpers, young people would not be able to attend Wintercamp, therefore we are providing the following for leaders:

For those new to the event or those that would like to ask questions, the Event Management Team will be available for a Q&A session on Friday evening at 9.30pm in the Lid classroom.

We will run a special evening session on certain activities for leaders only; this will run between 7pm and 9.30pm on Saturday with different activities available at different times.

The on-site bar will also be open on both Friday and Saturday evenings. On Saturday night we will be running a quiz in The White House bar and in the CIC our resident DJ will be providing entertainment.

The Information Centre will also be open at certain times during the weekend. For times please check with the activity centre office.

## Additional information

First aid will be available throughout the weekend; the location is marked on all maps, and clearly signposted on the Camp Square.

T-Shirts that have been ordered can be collected on presentation of your tickets in the Jack Petchy Lodge on arrival.

Mobile phone reception at Gilwell can be variable and therefore you should bear this in mind when using a mobile phone as a contact number. The following networks all appear to have good reception: T-Mobile, Orange, Vodafone and Virgin. Please ensure your phone is charged and switched on at all times.

For further information before the event keep checking the website [www.wintercamp.org.uk](http://www.wintercamp.org.uk) or email [info.request@wintercamp.org.uk](mailto:info.request@wintercamp.org.uk).

Please take time to talk to us during the weekend and let us know your opinions on any aspect of the event. The Gilwell Park Staff and Service Team want you to have the best weekend you possibly can. If you encounter anything that requires our attention, please let us know immediately so that we can sort it out for you there and then.