



Information for Group Leaders

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

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...

The event opens at 9pm on the Friday, however traffic management will be in operation prior. 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.

Arrivals and Parking

As there is limited space on site we have arranged for offsite parking to be available and **all vehicles will be parked at this location**, this is a short walk or minibus shuttle back to the main site.

If you are arriving by coach, specific arrangements exist, please see the COACH DRIVERS information sheet and ensure 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 PARENTS information sheet. 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 **Whitehouse** 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 the Jack Petchey Lodge and is clearly signposted.
- You **MUST** register before pitching your camp
- To assist with the 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 3 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 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), along with other useful information.
- Once you have pitched camp please return to Reception and let us know the location of your campsite or if there is a member of the traffic management team on your field please inform them and they will inform Reception.
- 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

Gilwell Park Scout Activity Centre

Gilwell Park Scout Activity Centre, Bury Road, Chingford, London E4 7QW

Tel 020 8498 5411 Fax 020 8498 5429 website www.scoutbase.org.uk/gilwellpark

Patron HM The Queen President HRH The Duke of Kent Founder Robert Baden-Powell OM Chief Scout Bear Grylls

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 – 1pm. The closing ceremony will take place after lunch between 2:15pm and 2:30pm, in the Lid. Some activities because of their nature, will involve participants getting particularly muddy, please ensure that your group have adequate changes of clothes and shoes. Certain activities require parental permission in order to participate, you will find permission forms enclosed which must be signed by the parent or guardian for an individual to participate. On the 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 both evenings and further detailed information will be on the website before the event. These are likely to include, disco, wide game and camp fire.

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 7:00pm and 9:30pm on Saturday with different activities available at different times.
- The on site bar will also be open on both the Friday and Saturday evenings, for leaders only. On Saturday night we will be running a quiz in the Whitehouse bar and in the CIC will be providing our resident DJ and entertainment
- The Information Centre will also be open at certain times during the weekend.

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 a designated area during posted opening hours on **Saturday only**.

Mobile phone reception at Gilwell can be variable and therefore you should bear this in mind when using this as a contact number. The following networks all appear to have good reception: Tmobile, O2, Virgin

For further information before the event please see the website at www.wintercamp.org.uk or email us at info.request@wintercamp.org.uk . Copies of all forms will be available on the website.

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.