



Gilwell 24 2018: Information for new leaders

Welcome...

We are looking forward to welcoming you to Gilwell 24. This briefing is specifically dedicated for leaders who've not attended our event before. Please read carefully through the information below to make your arrival/departure as smooth as possible and to enable your young people to have a great event.

Transport options

Cars

As there is limited space on site, please consider how you can reduce the number of vehicles you bring, e.g. by car sharing and by not bringing unnecessary equipment with you. Please see further information below and pass on the 'Information for all drivers' pack on to all drivers (parents and leaders) in your group.

Gilwell Park is situated approximately 5 minutes from Chingford and 10 minutes from the M25 J26. However, there is a specific route that **MUST** be followed as access to Gilwell Park will **NOT** be possible from Daws Hill. The revised route therefore is shown on the map below. Do not follow your sat nav. The post code for Gilwell Park is E4 7QW

By Train

The nearest mainline station is Chingford, this is about 20mins walk from Gilwell Park. Alternatively you can get a Taxi for approximately £5 from Chingford Station to Gilwell Park, or a shuttle bus will run from Chingford Plains (Car Park 1) on Bury Road (0.3 miles) during peak arrival times.

By Coach

If you are arriving by coach, specific arrangements exist, please see the 'Information for coach drivers' and make sure you have given this to your driver. Please note we do not have the space to park coaches for the duration of the weekend.

Minibus and trailers

Trailers are ideal as they can be unhitched and towed to the camping pitches. Please note that groups are not permitted to tow trailers directly to the camping pitch. This will be arranged for you on arrival with the Traffic Management team. On arrival please go to the KIT RUNS area.

Trailers will remain on your camping pitch for the duration of the camp. Groups are responsible for the security of their own trailer. Please check that your trailer can be locked and that the jockey wheel, jump chains, lights, tires and handbrakes are in good working order before you leave for the camp.

Arrivals

The site will open from Thursday (18:00 – 20:00) for groups who wish to arrive early to set up camp. Equipment is left at your own risk. All groups arriving on the Thursday will also need to register with our traffic management team or visit the Scout Adventures Reception before pitching camp. Failure to do so may mean you will be asked to move your tents. Vehicles will not be permitted on the campsites.

Please ensure that all vehicles coming to site have a completed vehicle pass on display, otherwise entry onto site will be delayed as drivers will be asked to complete one on entry.

From Friday at 14:00 the site will reopen for arrivals and traffic management will be in operation. Vehicles will not be permitted on the campsites and kit runs will be organised where necessary. Your full co-operation with the team during this busy time is very much appreciated.

The peak arrival time is between 17:00 and 21:00. During this time we need to move 4,500 people and equipment to the camping pitches. Therefore please be patient during this time. We will work as quickly as we can and will only finish when everything is moved to the right locations. The site may appear chaotic and therefore it is important that you follow all directions from our volunteer Traffic Management Team. When driving on site, please be conscious of pedestrians including children on the car parks and road ways. Speeds must be kept to a minimum. Maximum speed on site is 5 mph. If you have parents dropping young people off, please encourage them to share vehicles and make them aware of all of the above.

Parking

To ensure the safety of all the people on site, restrict damage to camping fields and prevent stuck vehicles, we have to limit the movement of vehicles around the site. As there is limited space on site, please consider how you can reduce the number of vehicles you bring, e.g. by car sharing and by not bringing unnecessary equipment with you.

We have arranged for off-site 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. The shuttle bus will operate from the shuttle bus stop and this is marked on the site map that can be downloaded on our website closer to the event. Please do not go straight to an offsite car park.

We will implement the system below – please follow the instruction from our Traffic Management Team.

Arrival process

- 1) During arrivals the Gilwell Park main drive is closed to inbound traffic. A one way system will be in place using the back gate. Please follow the signs.
- 2) Once on Branchet Field track you will reach a t-junction with 2 options:
 - a. Turn right to drop off zone – this is for cars and minibuses dropping off only and drop off location for any kit that can be carried by hand. There is a maximum of 15 minutes waiting time and is marshalled – please do not leave your vehicles in the drop off zone
 - b. Turn left to kit runs zone – this is for all coaches and any vehicle towing a trailer or any vehicle requiring large quantities of camping equipment to be moved to the camping areas. If you require a kit run, please speak to the team in the kit run area. The Traffic Management Team will organise kit runs in an orderly manner. Please bear with us as this might take a few minutes especially during peak times. One leader will be required to travel with your equipment. For safety, please manage your young people in this area and help us clear the area as quickly as possible.
 - c. All vehicles must be moved immediately to the off-site car park. Please display your parking permit (see below), which must be completed in full to enable us to easily contact drivers if required. We reserve the right to refuse entry onto site to vehicles without a pass.

There are two off site car parks:

- a. Car Park 1: Chingford Plains, E4 7AZ – for Minibuses and vans only
 - b. Car Park 2: Lee Valley Whitewater Centre, EN9 1AB – for all cars
- 3) Once the equipment and young people are unloaded and the camping pitch allocated, please make your way to Jack Petchey Lodge to check in.

Please note there may be a significant walk from the vehicle to the campsite, so please pack your vehicle accordingly. We recommend big combined bags.

Disabled parking must be reserved in advance by the 1st of June at the latest and you must hold a blue permit to use this. Please email gilwell24@scouts.org.uk should you require a disabled parking space and include your booking reference.

In certain circumstances where vehicles are causing an obstruction or are incorrectly parked, Scout Adventures Gilwell Park reserves the right to tow such vehicles out of the way without the owner's express permission.

Shuttle bus

A shuttle bus will operate between the off-site car parks and the main site (from Chingford Station on demand only). Shuttle buses will operate from 14:00 on Friday at regular intervals. This will be running continuously on Friday evening, early Saturday morning and Sunday morning then on demand at all other times. If you think you may arrive between 23:00 on Friday evening and 07:00 Saturday please contact us on gilwell24@scouts.org.uk at least one week prior to the event so we can facilitate your arrival.

If you have waited more than 20 minutes for a shuttlebus to arrive please call the Traffic Manager (0749 4477543) number and we will send a vehicle to you. When the shuttles are not in continuous mode, you may request a shuttle bus by texting BUS and your name and location to 07494477543.

Drop off

If your group are arriving individually, please ensure that you have given each individual a copy of the information pack for parents/guardians and your booking reference. 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. Where appropriate, please ensure you give parents a contact telephone number for the leader who will be onsite. Please also encourage your group to share lifts in order to cut down on traffic to and from the site.

It is also possible for parents to drop their young people directly at the off-site parking point and then join the shuttles onto the site. If you would like to use this option, please make sure there is a leader available at the off-site parking to meet your young people.

Registration

The event reception is located in the Jack Petchey Lodge and is clearly sign-posted. The event reception will be open from 14:00 – 23:00 on Friday and Saturday morning from 7:30 – 10:00. Where possible, please register before pitching your camp. Outside of these times reception will be located in the Scout Adventures Reception from 9:00 each day.

To assist with smooth running, we ask that only a single representative books your group in. To register you will need your booking confirmation and either cash, cheque or card to pay for a maximum of three additional people (cheques should be made payable to 'The Scout Association'). Please ensure that you have completed all guest details online prior to your arrival. If you have any questions, please

contact us on gilwell24@scouts.org.uk. 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, participant t-shirts, tickets for meals and merchandise (if ordered), and other useful information. Please ensure the correct person is wearing the correct ID card and lanyard. Please note that after the cut-off date in early June, only a limited number and sizes of t-shirts will be available to book online. T-shirts for participants you added on the day may be available after 11:00 on the Saturday from the Info Point, these are subject to availability. Please ensure the correct person is wearing the correct ID. For security purposes, during the event we will be checking IDs, so please ensure that your young people are wearing them at all times.

Clothing and badges that have been ordered must be collected on presentation of your tickets in the Jack Petchey Lodge on arrival as leftover stock will be sold in the Providore after 15:00 on Saturday afternoon.

Setting up your camp

In order to ensure smooth arrival and to maintain health and safety, all groups will be allocated a campsite on arrival by a member of the Camping Space Team wearing blue high vis vests. Campsites will be opened in a phased manner to ensure the space is best used. This means you will not be able to choose your own camping location. You must check in with the camping space team or the activity centre reception prior to setting up camp.

This may mean that you need to walk carrying your kit or load and unload your vehicle into one of our trailers for transport to your site. Please bear this in mind when packing your vehicles and minimise the number of bags or loose equipment to make this easier. Most groups who come to Gilwell 24 don't bring much camping equipment, as the young people target not sleeping, many groups find that a simple event shelter and leaders tents are enough. Please consider camping light as we try to have as much space as possible for all our activities and so camping space is restricted.

If your group has any special needs with regards to their camping location, please ensure you contact us in advance on gilwell24@scouts.org.uk. We may not be able to accommodate your needs otherwise.

Camping Space Good Practice

To ensure that everybody has a pleasant stay please abide by these campsite guidelines:

- Please be respectful of campers around you and observe good camping standards.
- Do not walk through other campers sites, please use a gateway if one is erected.
- Please be respectful of religions, faiths and beliefs followed by other guests.
- Please do not wash any dishes in the toilet blocks; this should be done on individual campsites or at the washing up areas.
- All damages must be reported to a member of staff.
- Please use the bins provided around site. Please help us to keep our site 'litter free'.

Fire Precautions

Each Group Leader has a duty of care to their group, we strongly advise each Group Leader to review their Fire Risk Assessment and bring with them suitable firefighting equipment, fire extinguishers and fire blankets as appropriate. You can reduce the risk by following precautions:

- **Please note: Due to the nature of the event, open fires and BBQs are not allowed in the camping fields.**
- Portable camping cookers i.e. stoves with any type of gas cartridge must not be changed inside tents or close to naked lights.
- Portable stoves which use liquid fuel must not be used inside tents.
- All propane or gas bottles should be kept externally outside camp kitchen tents.
- No gas bottles or liquid fuels should be changed near to any type of naked lights/flames or stoves already alight.
- Any type of cooking appliance should be placed a suitable distance away from any canvas.
- Any type of gas pipe should be checked regularly for leaks and regulators are working correctly.
- The areas around the tents should be clear of any combustible materials.
- All gas bottles should be turned off at night by the valve on top of the actual bottle.
- Smoking is not allowed in any tents.
- Do not store hot gas Barbecues inside tents; please ensure they have cooled down and are cold before storing them inside tents.

Generators

Generators are permitted to be used between 07:00 and 22:30. Please be responsible and make sure these are turned off outside of these hours and are positioned to reduce as much noise and fume contamination as possible. Each group is responsible to ensure their fuel containers are stored safely. Small quantities (maximum 5 litres) of paraffin or petrol or diesel may be stored in a suitable non-flammable liquid container; stored in a metal box capable of holding the contents of the non-flammable liquid container in the event of leakage or spillage and ventilated to prevent a build-up of fumes. Please ensure a fire extinguisher is located next to all generators

Camping light?

Don't want to bring your own tent? Why not spend the night in our tented village. Mattresses will be provided and all you need to bring is your sleeping bag. More comfort for an additional £8.75 per person and night. Contact us on gilwell24@scouts.org.uk for further information.

Safeguarding

An information pack for further information regarding safeguarding will be sent out closer to the event and made available on our website. If you have any questions, please contact us on gilwell24@scouts.org.uk

Security

There is no formal security teams at Gilwell Park. For this reason, we supply lanyards and name badges to everyone on site to ensure we can easily identify who should, and more importantly, should not be there. Please keep your lanyard visible at all times, and show it to anyone who asks. Everyone is entitled to check, so please remember to be friendly if you are asked.

The land is private property, with public access roads and footpaths on the borders and many entrances and access points. All adults should be vigilant and make known to the Centre Management anybody who appears not to be part of the camp. We suggest the following points for your own safety:

- Do not leave valuables unattended in tents
- Ensure you can be seen by other groups on site
- Ensure you inform the other groups around you if you are leaving your pitch unattended

Activities and permission forms

Some evening activities will run on Friday evening from 21:00 for those who arrive early. Every year we have a number of participants who try to stay awake all night on the Friday. This causes difficulties for our staff and participants who would like to sleep. Please encourage your young people to be in the camping area and quiet by midnight. We reserve the right to ask young people or groups to be taken off site if this causes problems.

The main activities start at 9:15 on Saturday morning after the opening ceremony at 9:00. Further detailed information will be on the website and in the app before the event. We finish with a closing ceremony from 8:45 – 9:15 on Sunday morning.

At Gilwell 24, there are no activity tickets or booking systems centrally, unless specifically advertised. Instead, sign-ups for the activities are at the activities themselves. Sign-up for the sports competitions and Gauntlet will be at the Info Point in the main arena – sign-ups will be available Friday night and Saturday from about 8:30.

Certain activities require parental permission in order to participate and permission forms must be signed by the parent or guardian. These permission forms will be available on our website closer to the event. Some activities may run at an off- site location - if your young people are on one of these activities, they must be at the shuttle bus stop no later than 30 minutes before the activity. Please note that some of those activities require sign up in advance.

#G24Star – we've got an open mic/acoustic stage on the training ground – please encourage your young people to sign up to come and perform! Visit the stage to sign-up.

Gilwell Gauntlet – This year the gauntlet will run overnight. Young people will need to complete 15 activities in the Lid between 3:00 and 6:00 on Sunday morning. Sign-up is via the Info Point as there is limited capacity! There are great prizes available.

We are hoping to make the Gilwell 24 app available again this year, more details will be available on the website nearer the event. Last year this was extremely popular, giving activity opening and end times, further information and notifications.

Leader activities

This year, there will be a Leaders Zone hosted in Branchet Lodge, with a simple programme of drop-in sessions, workshops and Q&A sessions. Further information will be published on social media closer to the event. There will also be free tea and coffee throughout the event and a fire in the evening. It's a great space to come and chill out around our fire, meet fellow leaders and gain some skills at the same time. Feel free to bring your own chair for extra comfort!

Throughout the day, there will be an ideas, questions and thoughts sharing board where you can pose questions, share ideas, give advice or generally just chat to each other and give us feedback on the event.

If you would like to help out during the event please come and see us at the Info Point. We will be very grateful for any offers of help received especially for the night time Gauntlet activities and cinema supervision.

Departures

On departure, the site may appear chaotic and therefore it is important that you follow all directions from our volunteer Traffic Management Team. The team will need to move 4,500 people plus equipment from the camping pitches, as well as drivers to the offsite car parks and railway station. Therefore please be patient during this time.

Departures will be organised as follows:

- 1) Please drop all tents and pack all your kit. Then arrange with the Camping Space Team (blue high vis type jackets) to tow your trailer or a loan of an event trailer
- 2) To book your kit run, you will need to talk to the Kit Run Coordinator for your field. Your kit will be collected from your site once it has been fully packed, and will be dropped off at Branchet car park
- 3) Minibus, van and car drivers only and groups returning to the railway station or the off-site car parks go to the event bus stop for shuttle buses
- 4) Coach, minibus, van and car drivers return to Gilwell Park and enter the one way system using Branchet Field Gate as the entrance.
- 5) Coach, minibus, van and car drivers once on Branchet Field track will reach a T junction with 2 options:
 - a. Either right to drop off zone – this is for cars and minibuses collecting only and ideal for participants and passengers needing to ‘collect and go’. There is a maximum of 15 minutes waiting time and is marshalled – please do not leave your vehicles in the drop off zone as this causes a back log of traffic. Please think about the other campers leaving the event.
 - b. Or left to kit runs zone – this is for all coaches and any vehicle collecting a trailer or any vehicle collecting large quantities of camping equipment using one of the event trailers. Vehicles are matched up with kit and trailers in the kit runs zone.
- 6) **If you camp on Essex Chase**, you won't be able to leave the site before the end of activities. Unfortunately it will not be possible for vehicles to collect their own camping equipment from Essex Chase, though this may be permitted from other fields – please check with the Kit Run Coordinator for specific arrangements for kit runs and vehicle access.

Mobile phones

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, EE, Vodafone and Virgin. Please ensure the nominated leader's phone is charged and switched on at all times. Charging is available for free at the info point, please just bring your own charger.

Important Information

Please make all members of your group aware of the following:

First aid will be available throughout the weekend - the location is marked on all maps and clearly signposted

In the event of an incident or accident

- Immediately inform a member of staff. They will initiate the appropriate procedures.
- Follow directions issued by staff.
- All calls for emergency services should go through Scout Adventures reception, except where a delay would be life threatening.

Discovery of fire

- Raise the alarm by ringing the fire bell and warn people in the vicinity.
- For a small fire, try to control it using fire buckets or an appropriate extinguisher until help arrives. Do not put yourself at risk. If in doubt, leave it alone. Evacuate your area immediately and report to the closest assembly point. These are located outside the Lid, opposite the White House and on Wilson Way.

Site Emergency Evacuation Alarm

- The evacuation alarm is a single pitch siren. Evacuate the area immediately, and go to the emergency evacuation point. These are situated at the bottom of the Quick or on the far side of Branchet Field.

And finally...

Please take time to talk to us during the weekend and let us know your opinions on any aspect of the event. If you encounter anything that requires our attention, please let us know immediately.

For further information before the event keep checking the website gilwell24.scouts.org.uk or email gilwell24@scouts.org.uk. Follow us on Twitter [@Gilwell24](https://twitter.com/Gilwell24) or like us on Facebook [@Gilwell24](https://www.facebook.com/Gilwell24).

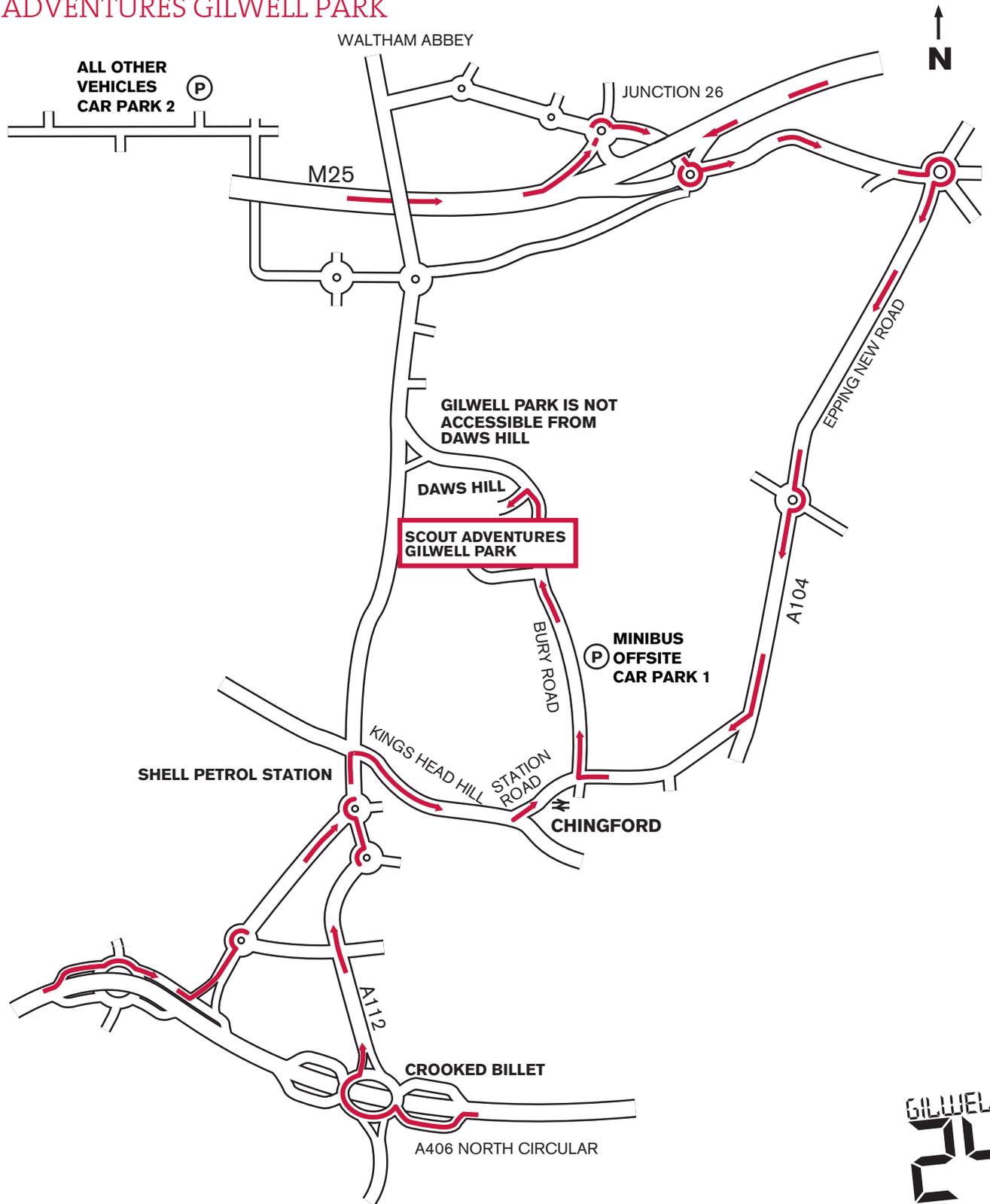
If you are attending the event with only a small number of participants leaders and you would like to link-up with a larger group for support or advice, please let us know by sending us an email to gilwell24@scouts.org.uk with the subject "adopt a small group", and we will put you in touch with an appropriate group!

We really hope you enjoy the event!

Many thanks,

The Gilwell 24 Event Team

DIRECTIONS TO SCOUT ADVENTURES GILWELL PARK



From Junction 26 of the M25 – Eastbound

1. At first roundabout, take 3rd exit for the A121
2. At second roundabout, take 1st exit onto A121 (Westbound M25 from here)
3. At third roundabout take 4th exit onto Epping New Road
4. Turn right onto Rangers Road
5. Turn right onto Bury Road
6. Turn left onto Gilwell Lane

Please note: Not all directions are suitable for coaches.
Please contact the centre for advice.

GILWELL
24

SCOUT
ADVENTURES

GILWELL PARK

BURY ROAD
CHINGFORD
LONDON
E4 7QW

TEL: 0208 498 5444



GILWELL 2018

DROP-OFF VEHICLE PASS

PASS HOLDER NAME:

VEHICLE REGISTRATION:

ONSITE MOBILE CONTACT NUMBER:

This pass entitles the vehicle to be on site for 15 mins for the purpose of dropping off people or kit. This pass must be visibly displayed in the vehicle windscreen whilst on our site.



GILWELL 2018

EVENT PARKING - WEEKEND

VEHICLE PASS

PASS HOLDER NAME:

VEHICLE REGISTRATION:

ONSITE MOBILE CONTACT NUMBER:

This pass entitles the vehicle to be parked in the event parking (off-site).
This pass must be visibly displayed in the vehicle windscreen.