



Gilwell 24 2019: Information for young people attending on Event Passports

Welcome...

We are looking forward to welcoming you to Gilwell 24. If you're attending our event on an Event Passport then this briefing is specifically for you, to enable you to have a great event.

Arrivals and shuttle bus

If you're being dropped-off, please make sure that the driver bringing you has a copy of our 'Information for all drivers' pack, containing the directions and vehicle pass that will need to be on display on arrival.

If you're arriving by public transport to Chingford station, please wait at Chingford Station for a shuttle bus. If you have waited more than 15 minutes for a shuttlebus to arrive please call the Traffic Manager on 07494477543 and we'll 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. 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.

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'll need your booking confirmation. 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.



On arrival you'll 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'll 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.

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

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. We've allocated special camping areas for event passport holders. This means you'll not be able to choose your own camping location. On arrival, please speak to a member of the Campsite Management Team and they will direct you to an appropriate pitch.

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.
- Don't 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 don't 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.
- Don't 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

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 you're on one of these activities, you 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 sign up to come and perform! Visit the stage to sign-up.

Gilwell gauntlet – This year the gauntlet will run overnight. You'll need to complete 15 activities in the Lid between 03:00 and 06:00. Sign-up is via the Info Point as there's 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.

Departures

If you're being picked up, please make sure you have agreed an exact time and location in advance (normally the meeting point in front of the White House is a good idea). Please ask your driver to follow the instructions in the 'Information for all drivers' pack. If you're making your own way home then we recommend that you let your parent/guardian know when you're leaving site in accordance with your in-touch arrangements.

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. Charging is available for free at the info point, please just bring your own charger.

Security

There's 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're 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:

- Don't 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're leaving your pitch unattended

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. Don't 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).

We really hope you enjoy the event!