



Essential Guide for Group Leaders

Introduction

As a Group Leader you are responsible for the young people in your care while they are at Summer Madness. Without your commitment to young people the Festival would have no significant context or capacity for follow up and development. Contained within this guide is a variety of essential information which we hope will make your job a lot easier and help you understand how best to make use of the experience with your young people.

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Arrival on Site

- **Entrance to Festival** for vehicles is made through the **Harberton Park Entrance** to the RUAS grounds. There is **no** entrance through Gate A at the front of the Kings Hall **except for Thursday evening. (see below)** Pedestrian access is also made through the **Haberton Park Entrance** to the RUAS grounds. There is **NO** pedestrian entrance through Gate A at the front of the Kings Hall.
- *Festival grounds will be open Thursday Evening from 7.30 pm-10pm for pitching tents or parking caravans. – (No overnight camping allowed)*

ON FRIDAY:

- Once you have arrived at the Festival, Group Leaders must make their way to Registration. Please ensure you have the correct number of wristbands for your group, as no one will be allowed on site without one.
- Once you have completed registration and picked up your Summer Madness brochures, etc. make sure your group has their armbands on, then make your way to your sub-camp
- Disabled access to the site is permitted through Gate A at the front of the Kings Hall. A valid disabled persons blue badge will be required for access to be allowed. If possible, disabled persons who are coming to Summer Madness should notify the SM office in advance and their names can be passed to security at Gate A.
- Disabled Car Parking will be available close to Gate A in front of the Kings Hall.
- **If you are parking on nearby streets please park with consideration for the residents of the area.**
- If it is likely that there will be parents or other helpers with you when putting up your tent please do make sure that you clarify with them that they must obtain a special pass at registration to allow them on to the sub-camps or if they wish to attend the Festival in the evening they can purchase an evening pass.

Sub-Camps

The festival camping areas are broken down into three separate areas called The Paddock, The Square and The Grandstand. Each of these blocks has a group of leaders there to look after you called Sub-camp Leaders and there are at least 4 in each camp.

In case of emergency your sub-camp host is your first point of contact

Sub-camp Leaders

- You will find your sub-camp leaders in a tent at the entrance of each sub-camp.
- When you arrive the sub-camp Leader will ask you some questions:
 1. What is your group name?
 2. How many tents?
 3. What size are they?

(It would be useful if you had this information to hand when you arrive at your camp.)

They will help you find a suitably sized camping area for your group and remind you to allow for 2m between tents or at least between groups!

- If your tents are not adequately spaced or placed across a fire break your sub-camp host will ask you to move them. So be warned!

Tent tickets

- We would ask that you display a small but legible label on all of the tents in your group, stating the name of the group and the name of the group leader.
- We feel that this year it would be simplest if each group provide their own name tags and ensures that they are in place as soon as the tents are pitched.

Facilities on Site

- Basic washing and toilet amenities in close proximity of every camping area
- Fresh mains water supplied in every camp
- Dedicated cooking area in each camp
- Rubbish Bins in every sub-camp emptied twice a day
- Public Pay phones (located between Balmoral and Harberton Hall)

Food at Summer Madness

COOK TENTS

- WELL... not so much cook 'tents' as a washing area... There will be a fresh water supply from a tap, a sink for washing dishes and space for you to bask in the sunshine and chat while desert is being served ☺

ON-SITE CATERING

- If you decide cooking isn't for your group there are a variety of hamburger, baguette, sandwich and baked potato outlets at the food courtyard.
- If you decide to have a BBQ then please let your sub camp leader know in advance. **BBQ's should never be used on the grass!** (even on concrete blocks)

COOKING IN THE SUB-CAMPS

If you do intend to cater / cook on site for your group please do **take special note of the following:**

- There must be no cooking in any small or unsafe tents or structures.
- Cook tents must all contain their own fire extinguisher. You can purchase these at most good camping and caravan shops.
- No cooking whatsoever can be carried out after 10pm in the evenings.
- There must be a sizeable corridor of 3 metres around each cook tent on the site.
- We do reserve the right to inspect cook tents and if we feel that any of these stipulations are not being adhered to or that the cooking arrangements are unsafe you may be asked to dismantle the tent and make alternative provision (e.g. onsite 'fast food')

YOUR HELP AND CONSIDERATION IS VITAL...

The Summer Madness management realise how important it is for many groups to have the facility to develop a sense of community with their group through the sharing of meals etc. Unless this is done safely however we will have to consider alternative arrangements so we seek your co-operation and understanding in this matter.

Festival Security

SECURITY TEAM

- Summer Madness is staffed 24 hours a day by a dedicated security team who have been trained and vetted specifically for this role. At the Kings Hall their job is made easier by a secure venue surrounded by steel fencing, CCTV and an already established professional security team in constant operation.

PASS OUT POLICY – YOUR RESPONSIBILITY!

- We would suggest that under 18's should not be allowed off-site unless they are accompanied by their group leader or else another adult who has been authorised by the group leader to take them off-site. This however is entirely **the responsibility of the group leader** as we can not monitor all the traffic at the gates.

It may be a good idea to highlight this in your 'contract' with the young people in the group.

WRISTBANDS

- Everyone in your group will be issued with a wristband that must be worn at all times. The wristband is the primary means of identification at the festival anyone found without one or a day pass will be asked to leave the site immediately and escorted to the festival exit by a member of the security team.
- No one can gain admittance onto the site or into a venue without a wristband or day pass.

LOST WRISTBANDS

The cost of a replacement wristband is £5 (on the production of ID otherwise it will be full weekend price) **so please look after them!**

YOU CAN HELP

If you notice anyone acting suspiciously around the site or in the sub-camps do mention it immediately to any member of Summer Madness staff, security team or sub-camp leaders.

Kit Guide

Things to bring

- a tent
- tent poles & pegs
- sleeping bag
- karrimat/ air bed
- torch & batteries
- shorts & T-shirts
- warm clothes
- waterproofs
- trainers
- loo roll (not provided)
- wash kit
- nice smelly stuff (for when you forget the above)
- bible
- notebook
- pen
- food
- sun cream
- sense of humour

RESPONSIBILITIES OF A GROUP LEADER

TO THEIR GROUP

- As the person named as group leader you are wholly responsible for the conduct and well being of every member of your group. This includes **everyone** who has your name down as his or her group leader. Summer Madness has gone to great lengths to ensure the safety, security and enjoyment of everyone at the Festival but ultimate responsibility for the campers rests with their individual group leader.

TO SUB-CAMP LEADERS

- Sub-camp Leaders have a hard job and they do it extremely well. They are the primary contact for any of your questions, queries or problems. Sometimes they have to enforce the rules passed down to them by the managers of Summer Madness - please help make their jobs easier and support them as they do this.
- Leaders should not go off the site without leaving someone responsible for their group & informing the Sub-camp Leader of this change.

TO SUMMER MADNESS

- You are responsible for ensuring that your group abide by the rules of Summer Madness and must always be available as the contact person for your group in case of emergency.

Check the ever growing series of articles on the web (www.summermadness.co.uk) for further assistance when preparing as a group leader for the event.

There, you will find some guidelines available on:

- **Health and safety**
- **Risk Assessments**
- **Transport**
- **Sample Parental authority**
- **Insurance**

CHILD PROTECTION POLICY AT THE CAMP

It is the policy of Summer Madness to promote the well being of children and to set standards for the welfare of all children sharing in its ministry with a view to protecting them from physical, sexual and emotional harm.

As an organisation, Summer Madness is committed to:-

- Promoting the well-being of children
- Preventing the physical, sexual and emotional abuse of children
- Ensuring that appropriate procedures are in place in the event of abuse taking place, or being advised to our staff
- Encouraging safe practices for those who work with children
- Safeguard those who work with children from the consequences of unfounded accusations

All campers and visitors are reminded of the following good practice:-

NEVER

- Engage in sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments about or to a child
- Strike a child or young person
- Use offensive, abusive or generally inappropriate language
- Leave young people unsupervised
- Do things of a personal nature for children that they can do for themselves
- Spend excessive amounts of time alone with children away from others
- Interview a child alone

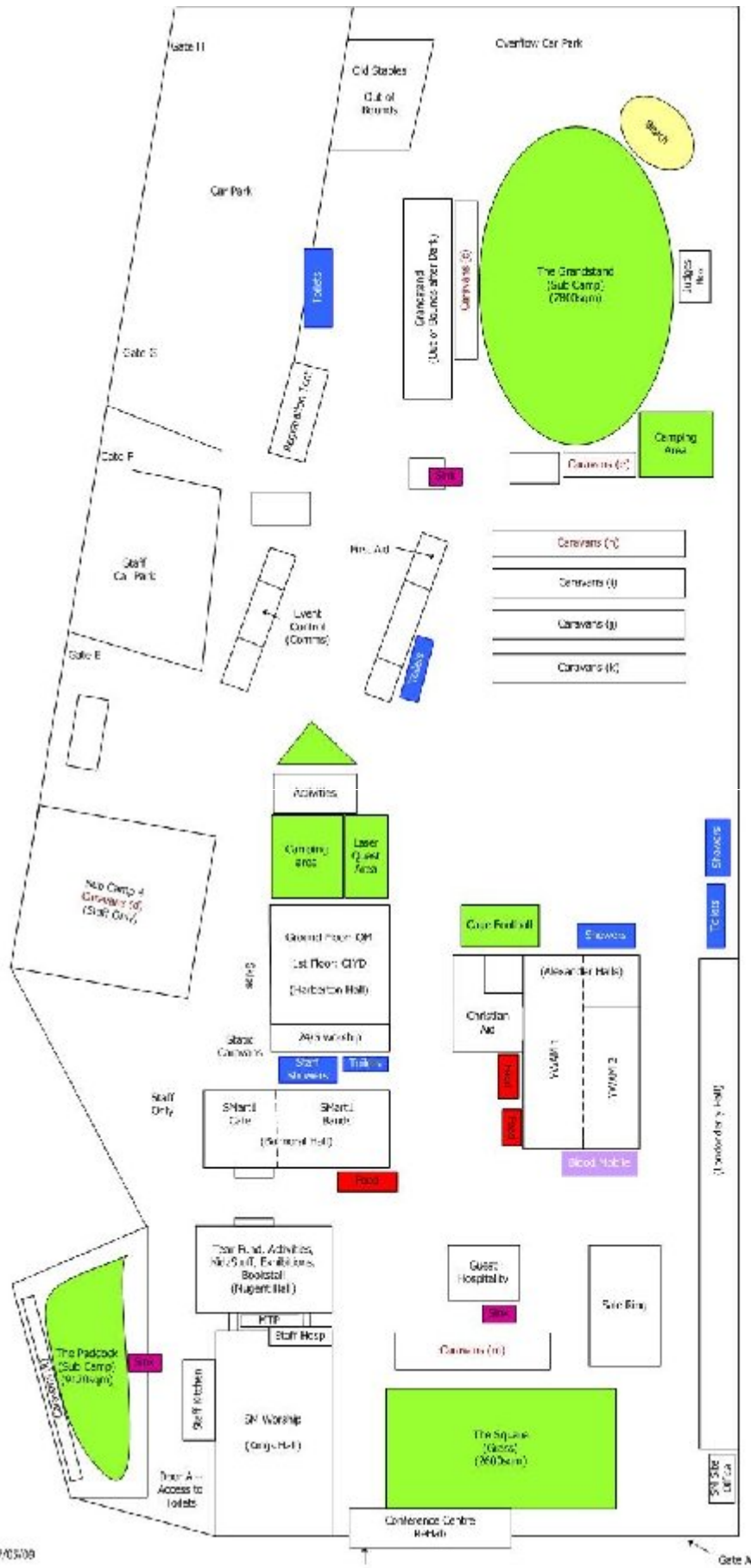
If you have any concerns regarding the welfare and protection of children and young people, or if there are any concerns expressed to you by any other person, you should speak with a member of the Summer Madness Safeguarding Trust Panel. This Panel has been appointed by Summer Madness to ensure that any concerns or issues are addressed effectively, and referred to the relevant statutory agencies where appropriate, and to ensure that best practice is maintained.

The Panel can be contacted at any time throughout the Festival via the Duty Officer at the Summer Madness Information Point, or by speaking with a member of the Prayer Ministry team. Outside of the Festival, the Panel can be contacted through the Summer Madness office.

The Panel members are:-

Mr Colin Taylor
Mr Hugh Marcus
Rev. Pat Storey
Arlene Kee

Suzie Marcus
John Alderdice
Pamela Marcus



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Summer Madness

WHO'S WHO OF SUMMER MADNESS

<i>Sub-Camp Leaders</i>	Volunteers (over 21's) responsible for ensuring the safety and enjoyment of campers in the sub-camps. Primary contact for all group leaders with Summer Madness.
<i>Duty Officers</i>	Volunteers responsible for managing the communications between all the various staff teams at the festival and looking after all external communications – i.e. phoning parents etc.
<i>Venue Managers</i>	Volunteers (over 21's) responsible for health and safety within venues, also responsible for dealing with the public within a venue.
<i>Event Crew</i>	Volunteers (over 16's) responsible for hosting the venues, and facilitating the entire festival programme. From organising the youth-work in the kids venue's to providing security at the late night events.
<i>Site Team</i>	Volunteers (Over 16's) responsible for the maintenance of facilities on site such as toilets, bins, cook tents. They are responsible for ensuring that all the venues on-site are fit for use and all technical equipment is functioning correctly
<i>Security</i>	Trained and vetted volunteers (Over 21's) responsible (in conjunction with local police and onsite security) for making sure that the site is kept a safe and secure place for all campers and visitors
<i>Speakers&Seminars</i>	Volunteer team responsible for selecting speakers, seminar topics and locations for venues from Main stage to seminars 1, 2, and 3.
<i>Admin</i>	Volunteer team responsible for seeing you safely through registration.
<i>Hospitality</i>	Responsible for looking after visitors and guests to the festival

As you can see Summer Madness relies on volunteers for the vast majority of its event and organising staff. With a staff of over 300 we constantly need and are looking for new volunteers so if you are interested in helping out, or know anyone else who might be, why not fill out a staff application form – available from the office or e-mail office@summermadness.co.uk.

Festival Ground Rules

Summer Madness Safe Camp Code

Summer Madness has defined a small number of rules and guidelines to make your stay enjoyable and safe. You may want to get acquainted with them now.

- Please show care & consideration for everyone on site & visiting the festival
- No Smoking anywhere within the festival grounds
- No alcohol or drugs on site (except prescribed drugs)
- No one who is intoxicated will be permitted onto the site
- Wristbands must be worn at all times
- No mixed-sex tent sharing (unless married)
- Tents must be at least two metres apart
- **No cooking inside tents and all cook tents must comply with our suggestions in this document.**
- No campfires/No Pets
- No vehicles on camp site
- Valuables left in tents or cars are left at the owners risk
- Litter must not be left around the site but placed in the bins provided
- PLEASE be quiet at night. If you want to stay up late, please respect those who are trying to sleep. Remember that noise carries across a campsite at night. A quiet curfew will be enforced in the camping area from 12.30am onwards
- Parents, with the exception of organised children's activities, are responsible for their children at all times.
- Youth Leaders are responsible for the youth they bring to Summer Madness
- No rollerblading, skateboarding or cycling without lights after dark

No crossing into any area that has been marked out of bounds by red and white tape (This will constitute trespassing, punishable by law).

Summer Madness wishes to make it clear that it does not favour sectarian propaganda or proselytizing within the Christian fellowship. This means that any group or individual which uses the SM Festival and its facilities for such purposes does so against the spirit of the event.

The organizers reserve the right to cancel anyone's or group's booking and escort them off the premises if these ground rules are not observed.