



# SCRAM 2010

## Final Details for Leaders

Activity Day for Cub Scouts in Surrey

---

Thank you for registering your group member's details for SCRAM 2010. I am now pleased to confirm to you the final details for the event, which should aid you in your planning and allow you and your group to get the most out of the day.

### **I have registered everyone on the website – what now?**

You will shortly receive (if you have not already), a pack from the Administration Team that contains everything you need for SCRAM:

- A copy of these guidance notes
- A blank copy of the Under 18 and Over 18 Permission / Health Forms
- Printed ID Badges for every member of your group who was registered on the SCRAM bookings system as of 20th May 2010
- Clear Badge Holders and Lanyards for every member of your group who was registered on the SCRAM bookings system as of 20th May 2010
- A sheet of named barcodes (one named barcode per group member registered as of 20th May 2010) labelled "SCRAM 2010 – Group Sign in Sheet"
- One SCRAM Embroidered badge per group member registered as of 20th May 2010
- A pick sheet detailed the content that has been packed

You will need to put the personalised ID Badge into the clear badge holder and attach this to the SCRAM lanyard. All group members should be given this prior to entry at SCRAM. Further details are provided in the arrival section below.

You should now settle your outstanding balance for your group. Details on how to do this are listed in the next section.

You should also now be collecting in your Permission / Health Forms from your group members. Permission / Health Forms are required for everyone who is attending the event. Both Permission / Health Forms are also available to download from the County Website <http://www.surrey-scouts.org.uk/scram>.

Please note that **Permission / Health Forms will need to be given to your District Representative at the start of the event and should be stored in the District Tent.** You may wish to ensure that you have a copy of each form for your own use. Participants with a **Notable Medical Condition** should have this declared on the SCRAM booking system and a copy of their medical form should be folded up and included in the back of their clear plastic ID Badge holder.

### **How much do I owe, who do I pay it to and where do I send it?**

You can view your past payments and your outstanding balance on the website. Login using your usernames and passwords. Once you are logged in, on the left side of the screen it will say '**Group Contact Tasks**'. Beneath this are two options, '**Enter / Amend Participant Details**' (which you will have used to add members to the system) and '**View Payments & Balance**'. If you click on the second option this will take you to a summary page listing past payments and your outstanding balance.

Cheques should be made payable to:

**Surrey County Scout Council**

All cheques should be sent to:

SCRAM Admin  
Bentley Copse Scout Campsite  
Hound House Road  
Shere  
Guildford  
Surrey  
GU5 9JH

We require the balance to be paid as soon as possible. You will receive an email confirmation of payment once this has been received. Please allow 5 days before querying your payment.

**I have someone else to add to the system – can I still do this even though the deadline has passed?**

If you have additional young people or adults that wish to come, you can still bring them to SCRAM. Simply add their details to the system in the same way as before and forward a further cheque to the address above as payment.

You may continue to add group members to your list up until the event; however you will **not receive any additional ID Badges, lanyards etc prior to the event.**

Groups that have been added participants or adults to the system after **Thursday 20th May** will be required to go through an extended registration process upon arrival at the site. A leader should report to the Late Registration Tent next to the entrance to the campsite where any additional ID Badges etc will be issued to them by the Administration Team. **Group Leaders should issue, complete and collect their Permission / Health Forms in advance in the same way as the rest of the group.**

**What is included in our camp fee?**

This year at SCRAM you will receive an embroidered badge as in previous years that you will be able to wear on your uniforms until 31<sup>st</sup> December 2010.

Each Group Leader will receive a set of badges in their pack prior to the event (enough for one per person registered on the system as of 20th May 2010).

**Permission / Health Forms**

Enclosed in this information pack are two amalgamated **Permission / Health Forms**. No alternative health forms are required or will be accepted. One is for those **Under 18** years of age and the other is for adults **Over 18**.

**ALL** group members, including adults, should complete the relevant form. As this form will be handed your District Representative at the start of the event. Group Leaders may wish to make a copy of each form to be made in advance and this copy should be retained for use during the day by the group.

Participants with a **Notable Medical Condition** will need to have an additional copy of the form folded and kept in the back of their clear badge holder attached to their Lanyards.

**Personalised ID Badge**

Enclosed in this information pack are personalised ID Badges one per group member registered as of 20th May 2010.

This badge will need to be placed into the clear plastic badge holder and attached to the SCRAM lanyard. The badge and lanyard should be issued to each individual prior to entry to the site. Further details are provided in the Arrival Section.

The ID Badges are colour coded to aid identification of different types of individual. They also have a letter printed in the bottom right hand corner. The colours and letters

are detailed below.

Letter	Colour	Type
P	Green	Cub Scout Participants that may participate in activities
X	Orange	External Activity Providers
V	Orange	VIP Guests
A	Orange	Adult Helpers (not warranted leaders)
O	Blue	SCRAM Committee Member
S	Blue	Adult Service Team Member (supporting the event)
F	Blue	Scout Fellowship Member
L	Blue	Warranted Scout Leader
E	Yellow	Explorer Scout Service Team Member
C	Yellow	Child (Not Participating) – Child of Leader etc
Y	Yellow	Young Leader

The Personalised ID Badges are heat sensitive so please ensure they are kept away from heat sources and away from direct sunlight until issues to each individual.

### Tea and Coffee

Tea, Coffee and Biscuits will be available to Leaders and Adults throughout the day at no charge, but you may like to make a donation to the SCOUT HOLIDAY HOMES CHARITY which provides adapted holiday caravans on prime sites to less physically able people.

### District Tents

Each District will need to provide and erect a tent / marquee suitable to accommodate the numbers in their District. This is where Cubs can store their bags, pack lunches etc and will be the base of each pack during the day.

Each Cub should be told to return to their District Tent during the break for Lunch. The District Tent will also be the place participants return to in an emergency, therefore you'll need to ensure each Cub and Leader is aware of this.

District Tents should be erected on Friday afternoon or evening. The Site will be accessible from 14:00 on the Friday.

Districts should ensure that the named banners that were provided to each District at the previous SCRAM event are used to mark their District Tent.

### Coaches and Cars

On arrival at the site, cars will be parked on the right hand side and coaches will be parked on the left hand side. Please follow the instructions of our volunteers that will assist you with parking on the day.

### Arrival at SCRAM on Friday 20th June

Contained in the Group Leader pack are a number of personalised ID Badges and a Group Sign in sheet. Each Cub and Leader etc should be issued with their own personalised ID badge prior to entry to the event. Where possible we recommend the whole group meet and gather at the 'meeting point' prior to entry to site. Should you have any individuals that do not have ID Badges or are not listed on the group sign in sheet, a leader should report to the late registration tent next to the entrance to the event, leaving the remainder of the group in the meeting area if possible.

Once your whole group has arrived, you can then proceed to the site entrance where you will need to hand over your group sign in sheet. Should any member not be attending the event or is arriving later they should be crossed off the list prior to handing it in. Event Staff will then allow your Group to proceed into the site.

We ask that where possible a whole group enters the site at the same time, however if individuals are expected to arrive later, then they will need to enter the site via the late registration area.

Everyone going onto the site will need to have a personalised badge. Additional leaders and participants can be added onto the Booking System until Thursday 17<sup>th</sup> June. Further details are provided in the section “I have someone else to add to the system” above.

Any missing or lost badges are be reprinted at the Late Registration Tent. The Late Registration Tent will be open from 08:00 on the Saturday Morning. Please try and register all participants and leaders prior to Saturday to reduce the queues at the Late Registration Tent.

All Cubs should arrive in **full uniform**, but not before **09:00 hrs** on the Saturday. Leaders wanting to set up activities can do so on the Friday afternoon from 14:00 or from 07:00 on Saturday. All Vehicles must be removed from the site by **08:30**.

**Activities will start at 10:00 hrs.**

#### **Departure**

The Closing Ceremony will be held at 16:45 and is expected to last approximately 15 minutes. No parents will be allowed onsite until 16:55. After this time, parents will be allowed to enter the site and collect their children from the District Tent. The District Tent will be identified by a banner (please ensure parents are aware which District their Cub belongs to). It is the responsibility the Pack Leaders to ensure the correct children are collected by the correct adult.

#### **Record of People On Site**

This year at SCRAM we are implementing a real time system to log and track movements. Every ID Badge will contain a barcode that is personalised. These Badges will be scanned every time someone moves on or offsite. This will give us a highly accurate list of people on site in the event of an emergency. It is therefore crucial that you allocate the relevant ID Badge to the corresponding group member. Any alterations can be performed at the Late Registration Tent or via the Online Booking System prior to the event.

#### **Hygiene**

Please remind everyone that the site is an agricultural showground, which is used for exhibitions of live farm animals. Extra care should be taken with basic hygiene routines, especially in washing hands before preparing and eating meals.

#### **First Aid**

A manned First Aid Centre will be operational during the day. However, It is also good practice to nominate one adult per District to deal with first aid. The Permission / Health Forms should remain in the District Tent and taken to the First Aid Centre if required.

Please make sure that at least one leader remains on your District site at all times to deal with any emergencies and that they have access to your Permission / Health Forms.

Any emergencies that require an individual to leave site, the leader must ensure that they advise a member of the SCRAM Event Committee as soon as practically possible.

#### **Packed Lunch and Personal Equipment**

All Cubs and Leaders etc will need to bring a packed lunch, along with a sunhat, sun cream and waterproof jacket. All must be named.

No Money will be required as there is nothing for the Cub Scouts to purchase and we strongly recommend that no mobile phones or electronic equipment should be brought to the event. The SCRAM Team and Scout Association cannot be held responsible for either the loss or damage of any personal equipment.

#### **Equipment & Kit Marking**

All personal and group equipment should be clearly marked before coming to SCRAM. This is to reduce the risk of goods being mislaid and also the amount of lost property at the end of the event. The SCRAM Team and Scout Association cannot be held

responsible for either the loss or damage of any personal equipment.

**Opening Ceremony**

There will be no opening ceremony this year. Activities will start at 10:00 hrs.

**Lunch**

There will be a short break of activities between 12:30 and 13:00 hrs. All Cubs are required to return to their District Tent during this time.

A Falconry display will be held at 12:50 in the main arena.

**Closing Ceremony**

The Closing Ceremony has been arranged at **16.45** and all participants and their leaders are asked to attend. After the closing ceremony all participants and their leaders should return to their district tents. See the departure section for further details on departure processes.

**Leader's Responsibility**

The SCRAM Team and Activity Providers are there to help you give your Cubs an enjoyable and exciting day. The ultimate responsibility for the young people including any specific requests by their parents remains with you for the whole period.

All queries regarding bookings and registration should be directed to the Administration Team at [bookings@go-scram.org.uk](mailto:bookings@go-scram.org.uk). Queries regarding the event in general should be directed to [info@go-scram.org.uk](mailto:info@go-scram.org.uk). Queries regarding Activities should be directed to [activities@go-scram.org.uk](mailto:activities@go-scram.org.uk).

I hope that you have an enjoyable day and look forward to seeing you there. If you have any questions please contact me on the email address below.

**Jan Jobson**

**Assistant County Commissioner (Cub Scouts) and Chair of SCRAM 2010 Committee**

**E-mail:** [info@go-scram.org.uk](mailto:info@go-scram.org.uk)