



GIRL GUIDES
AUSTRALIA
VICTORIA



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Saturday 29th to Sunday 30th July 2017

Information Booklet for Girls and Parents

Hear Ye Hear Ye...

***You are hereby invited to an outdoor sleepover
... in a CASTLE!***

***Where: Kryal Castle, 121 Forbes Road, Leigh
Creek (near Ballarat)***

When: July 29th to 30th 2017

Tent set up from: 2pm Saturday

Registrations open: 4.30pm

Pick up: 9am Sunday



Who: Guides aged 9 to 17, and their leaders

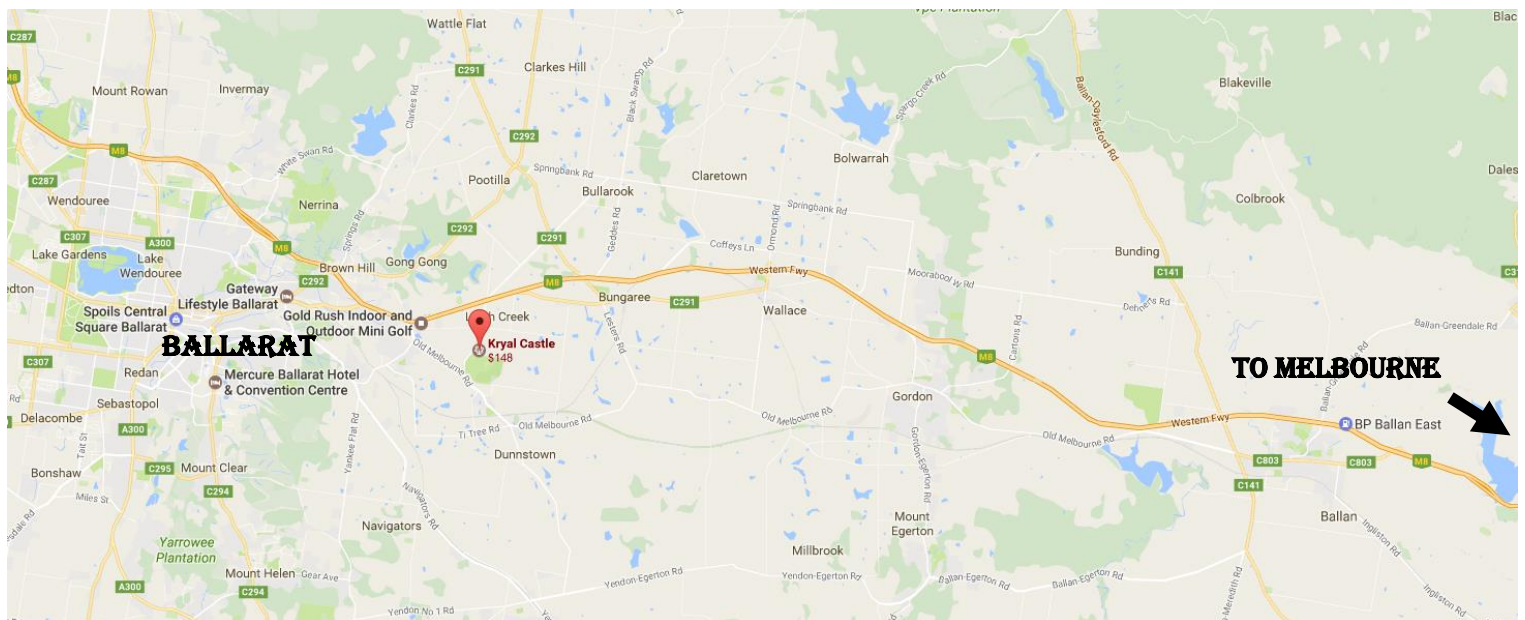
Price: \$90 for youth members

***Activities include: knight school, witnessing a
joust tournament, dancing, craft, movies and
more!***

Snoozefest Huzzah is designed to provide Guides with the opportunity to challenge themselves, and meet other Guides from across the State, in a unique and fun environment. Through activities based on a medieval theme and exploration of Kryal Castle, Guides will develop their confidence, make new friends and create lasting memories.

GETTING THERE

Kryal Castle, 121 Forbes Road, Leigh Creek, is visible from the Forbes Road exit. Parking is limited; we highly recommend carpooling or using the organised transport options.



REGISTRATION DETAILS

Event registration and payment will be via the Girl Guides Victoria (GGV) webpage:

www.guidesvic.org.au/GG/Events/UpcomingEvents/GG/Events/UpcomingEvents.aspx

Please note that registrations will **close at midnight on Monday the 12th of June**, or sooner if the event reaches capacity (500 youth members). While there will be a wait list if required, we highly recommend early registration for this event, as it historically has reached capacity early.

This is a very-large state event and the volunteer team planning the event will need the time between registration closing and the event to focus on the program delivery. Because of this, **no late registrations will be accepted.**

WHAT TO BRING FOR WINTER OUTDOOR CAMPING!

Ballarat is known for being very cold, particularly at night and in winter. **It is vitally important that Guides prepare for the cold and possibly even snow.** We strongly recommend layers of clothing and considering thermal wear as well. Please bring everything on the list and make sure it is clearly named.

REQUIRED	DESCRIPTION OR NOTES
Sleeping Gear	In a waterproof bedroll or large bag
Sleeping Bag	Good quality with a -10 degree rating. Avoid cheap or poor quality sleeping bags as they will not be warm enough.
Inner sheet (optional / recommended)	
2 blankets	As required.
Sleeping mat	This is essential as it reduces heat transfer to the ground
Pillow case to stuff with spare clothes OR a small pillow	
Tarp / waterproof ground sheet	Reduces dampness and heat transfer to the ground
Clothing:	
Warm jumper (or two!)	
Warm PJ's	
Change of underwear	
Spare socks	
Change of clothes	Think layers!
Beanie	
Scarf	
Gloves	
Spare pair of shoes	We recommend good quality boots that provide ankle support.
Waterproof jacket with hood	
Other:	
Torch and spare batteries	A head light torch will allow free hands for activities.
Cup	For supper. No other utensils are required.
Water Bottle	There will be places to refill bottles.
Sit Upon	Small plastic waterproof square to sit on the ground.
Toothbrush, toothpaste, and face washer	
Personal first aid kit – insect repellent, band aids, tissues, lip balm	
Optional:	
Thermal Wear (recommended)	
Spending Money	To be spent at Kryal Castle during regular opening hours, or at the Mini Guide Shop.

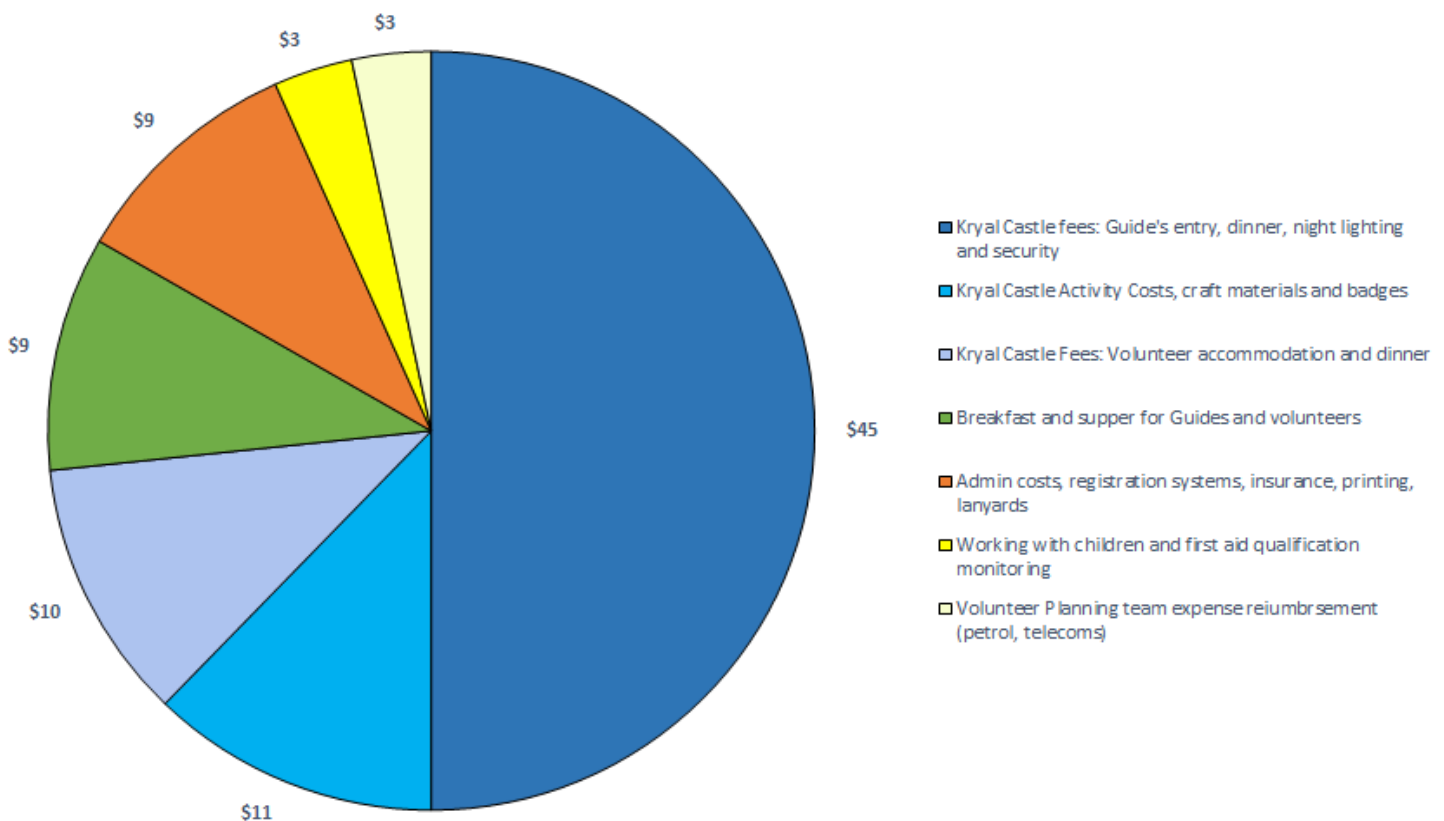
EVENT PROGRAM COSTS

The event includes:

- ❖ Kryal Castle entry for the **full** weekend
- ❖ Dinner, supper and breakfast
- ❖ Activities, games, crafts and movies
- ❖ The opportunity to explore the Castle after dark (not open to the public)
- ❖ The chance to camp on the grounds with friends (not open to the public)

As is the case for all Girl Guides programs and events, Snoozefest has been designed and will be staffed by **volunteers**. In light of this, parents and guardians often ask where event fees go. As a membership association, GGV is happy to share this information. For this event, 70% of the cost is for Kryal Castle (entry fees, dinner, lighting, security, preparation of the camping paddock, etc.), and 10% for additional food. The rest of the fees support registration processes, health and first aid planning, program materials, qualification compliance and monitoring for volunteers (camping, first aid, Working With Children, etc.), and expense reimbursement for the organising team.

Snoozefest fees - breakdown



DID YOU KNOW? 'Huzzah' is a medieval word used in celebration. It was used like 'hooray' and 'well done'. Huzzah will be well used at the event and yelled out in moments of celebration throughout the night!

PROGRAM

Snoozefest Huzzah will be an exploration of medieval life. The program will include:

- ❖ A joust tournament performance
- ❖ Knight school: Learn to be a fantastic knight.
- ❖ Jester school: Want to make people laugh? This is the place for you.
- ❖ Dancing: Participate in a massive dance lesson learning medieval dancing... promises to be full of laughter!
- ❖ Crafts and games: Explore and create
- ❖ Scavenger hunt: Explore the castle grounds and work out all the clues.
- ❖ Archery: Can you hit a bullseye? Try out this ancient sport.
- ❖ Movies: Movies will be on for most of the night. While some movies may be PG rated, the organising committee has chosen movies that avoid scenes containing sex or nudity, high levels of violence, or consistently inappropriate language. Example PG movies offered include *Shrek* and *The Princess Bride*.
- ❖ Guides aged 14+ will have the chance to join a tour of the 'Torture Chamber'. Please note that this can be distressing for some people, and we recommend discussing with your Guide if she should participate in this tour. No Guides under the age of 14 will have access to this area.
- ❖ Photo booth: Use dress-ups and props and have your photo snapped. **This is a large state event and photo permission is agreed to at registration unless specifically notified to the event team.**

SIGNING IN ON THE DAY

Sign in at the event will take place starting at 4.30 pm on Saturday 29th July. Guides will need to gather in their Unit / District groups on the grass hill to the left side of the castle. Once the full group has arrived, they will proceed to sign in together. Each Guide will need to be holding her own health form, and any medication that needs to be handed in. For safety reasons, **Guides will not be permitted entry without an up-to-date health form.**

Due to limited space, parents are asked to say their goodbyes as soon as Guides join their Unit / District. Parents will not be able to access the camping area or castle during the event.

Guides may access the castle during the day prior to the event, but will need to exit the castle at 4.00 pm with the general public to join others in the registration area for Huzzah.

SETTING UP TENTS

Guide groups will have the opportunity to set tents up before registration. The camping area, outside the castle walls, will be **accessible from 2pm**. Guide groups are encouraged take advantage of this option so that tents can be set up before it gets too dark. While experienced Guide Leaders will be on hand to support if required, setting up tents is part of the Snoozefest experience and Guides are expected to take charge of this.

CONDITIONS OF ATTENDANCE

All participants (Youth and Adult) must be current members of Girl Guides Victoria and be registered for the event.

All participants **are expected** be at the event from 4:30 pm Saturday until 9.00 am Sunday. To maintain security, we can only accommodate late arrivals or early departures in exceptional circumstances, provision for which must be arranged **at least 14 days prior to the event**.

All participants must adhere to the event rules discussed on arrival, and Kryal Castle terms and conditions for entry. Whilst Guide Leaders will work with youth to negotiate issues and disagreements, if safety rules or Kryal Castle signage or regulations are breached, Guides will be required to leave and costs incurred will be the responsibility of the parent/guardian.

HEALTH AND FIRST AID

There will be a fully qualified First Aider on duty at all times in a dedicated First Aid room.

Girl Guides relies on the information from a Guide's profile on our database regarding medical and developmental support needs to plan staff ratios at events. Please ensure this information is up-to-date - it is available on a Guide's profile when logged in for event registration. Special needs questions will also be asked on the event registration form. The volunteer event first aid team will be reviewing all registered Guide profiles prior to the event and will phone parents to discuss health or developmental needs in the week prior to the event if required.

Girl Guides will make every possible effort to accommodate a Guide's physical and mental health needs, or special support required, for this event. Any atypical requirements need to be disclosed and discussed with the event team prior to the event. In line with our duty of care obligation to all Guides, if a Guide arrives at the event with a support requirement for which the volunteer staff have not prepared, or for which the volunteer staff cannot cater, (for reasons of supervision ratio or training), the Guide will not be able to join the event.

Upon sign in, you must provide the event First Aider with a copy of your Guide's current plan for any medical condition listed on the Health Form (e.g. Asthma management plan, anaphylaxis management plan etc).

All personal medication (except Asthma puffers and EpiPens) must be:

- handed in upon sign in (this includes analgesics like paracetamol and ibuprofen)
- in its original packaging in a snap-lock bag clearly labelled with: Guide's full name, unit and dosage instructions
- itemised on the 'Health Form'

Medications handed in will be available for collection from First Aider from 7:30am on Sunday.

Please note that GGV volunteers are not permitted to issue any medication to participants without the consent of their guardian.

If you have any questions, require wheelchair access or other support please contact us at snoozefest@guidesvic.org.au as soon as possible to make arrangements. We will be happy to help!

TRANSPORT AND ACCOMMODATION ARRANGEMENTS

Public Transport

There is no direct public transport to Kryal Castle.

Group Transport

The event committee will organise a supervised group transport option from Southern Cross Station to Kryal Castle and return, dependant on demand. Please indicate if your Guide will require this option and pay for it during the online registration process. The cost of this transport is \$26 per person.

A combination of trains and coaches may be used, depending on VLine timetables. Exact times will be confirmed closer to the event and will allow time to explore the castle during opening hours on either Saturday or Sunday, under supervision of a Guide Leader. Parents will be provided with Leader contact details for Group Transport once assigned.

Any queries regarding this transport option should be emailed to: snoozefest@guidesvic.org.au.

Driving/Private Transport

From Melbourne, Kryal Castle is accessed via the Western Freeway towards Ballarat. Follow the Kryal Castle sign to turn left onto Forbes Road.

ACCOMMODATION ARRANGEMENTS

Guides will be sleeping in tents, the provision and assignment of which will be organised at a Unit or District level. The sleeping paddock is approximately 150m from the entrance to the castle. A roster of Leaders will be stationed at the sleeping area at all times and awake for supervision overnight. Please note that Leaders will not be sharing tents with the girls but will be camping in the same area.

TECHNOLOGY – ELECTRONIC DEVICES AND MOBILE PHONES

Girl Guide events are great opportunities to spend time with friends, get to know others, and enjoy all the amazing experiences on offer. We strongly encourage Guides to think about whether devices are needed for this event, and acknowledge that GGV can't take responsibility for their safekeeping.

If Guides do have electronic devices, Girl Guides Victoria recommends the following:

- When participating in activities, phones are put away
- Cameras are not used in tents
- Permission is always sought before photos are taken
- All posts are made with respect to our Guide Promise to "respect myself and others"
- Remember that all common social media platforms require participants to be 13 years of age.

Event photographers will be posting to **#guidesvic** and **#snoozefest**. With the above guidelines in mind, Guides can also share photos so that we can follow all the fun!

In light of today's ubiquitous availability of cameras and social media choices, GGV cannot monitor and are not liable for any photos youth share.

If you have any questions regarding this, or if there are specific legal issues regarding custody or safety with respect to photos, please contact snoozefest@guidesvic.org.au.

SPENDING MONEY

All program activities at Snoozefest Huzzah are covered by the registration fee. Guides may wish, however, to bring some spending money to make a purchase at our Mini Guide shop at the event, or at the Kryal Castle shops during the day.

SUPERVISION AND SECURITY

The Guides attending Snoozefest Huzzah will be supervised by over 80 Girl Guide Leaders who all have current Police and Working with Children Checks in line with our Child Safety Policy. Kryal Castle staff will also be on hand for the event, and it is the responsibility of Kryal Castle to implement the identity and qualification checks for their staff.

All activities and event supervision is overseen by the Leader in Charge Rebecca Court and the Snoozefest Huzzah 2017 organising team, in conjunction with the Kryal Castle manager allocated to supervise and assist with our event.

For your Guide's wellbeing we will endeavour to place her in a group supervised by a Leader from her local area or district. This leader will be the main contact for the health and wellbeing of the Guides from each District/area.

CONTACT FOR PARENTS DURING THE EVENT

If you require an urgent emergency message to be given to a Guide please call Rebecca Court on 0409 930 272. Parents and guardians are asked to refrain from contacting Guides during the event as it is disruptive and may cause homesickness in younger Guides.

THINGS TO DO IN BALLARAT

We understand that some parents would like to enjoy the weekend in Ballarat while their Guide is at Snoozefest. For information on what to do in Ballarat, we encourage you to visit the Visit Ballarat website. It lists the top attractions, upcoming events and places to stay.

www.visitballarat.com.au/

