



## Event management

- Information about the event can be found here on our dedicated webpage [Bookworms & Movie Makers - Girlguiding Leeds](#)
- Unit bookings and consent for this event are being managed via an event management system called EvBoo. Units can make bookings via the webpage above or by the following [link](#).
- A guide to assist you with adding participants will follow shortly. We are just collating this user guide to help walk you through the process.
- You can add or delete participants up to **26 May**, however after this date no further adjustments can be made.
- Please ensure that you make payment for your booking by the deadline to secure your places. See below on how to pay.
- Places are limited, and will be allocated on a first come first paid basis.
- Consent forms will also be managed via the booking system the user guide will explain this to you in more detail.

## You should find enclosed with this information:

- Blank Participants List – this needs to be completed and then 2 copies made so that you can keep one copy for yourself and hand the other copy in at the registrations table on arrival (please make sure you make any changes on this form which may occur on the day e.g. a girl not attending). Please also ensure you have emergency contact numbers and any relevant health details for adults as well as girls – these can be stored on the booking system.
- Letter that you could issue to parents to tell them about the day
- There is an event flyer that you can share with your girls.

## You will receive by post:

- A wrist band for every member of your group. There will be two colours of wrist band, one for those who have been paid for, the other for adults and non participating children. These need to be completed with unit name and the leader's mobile number.

## Help Needed:

- We will be needing help on the day with registrations, chaperoning from the drop off point etc. so if you have more adults than you will need to look after your girls, please do volunteer.
- In particular, we need photographers to help capture the whole event. This could just be for as little as half an hour or as long as you wish. It would be useful to know before the day if you are able to help.

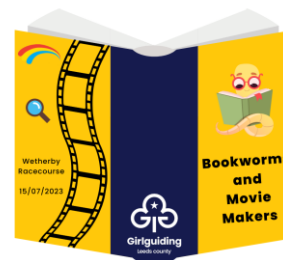
## Before you arrive

### Participants List

- Please ensure that you complete and bring with you **two copies** of the participants list. One is to be retained by the unit leader and another to be handed in upon registration at the event.

### Risk assessments

- The event and the venue have a risk assessment which have been made available to units. Please note you are required to [complete a risk assessment](#) for all aspects of the event you are responsible for, for example travel to the event and managing your group throughout.



## Parental permission

- Please ensure that you have with you a completed and signed permission form (which can be printed from EvBoo) for everyone in your group under the age of 18. It is the responsibility of the leader to ensure any girls do not take part in activities they don't have permission for (if appropriate).

## Emergency Contacts

- Please ensure that your emergency contact details are correct. Your group should have an Emergency Home Contact procedure in place in accordance with Girlguiding regulations, you can find more information about this on the [Girlguiding website here](#).
- If a parent needs to get in touch with their daughter in an emergency, their first point of contact should be the home contact.

## What to bring on the day

- Rubbish bags – we have to leave the site clear of rubbish so we ask that each unit brings a rubbish bag to place rubbish in during the course of the day to make clearing the site easier.
- 2 copies of completed participant's list.
- A first aid kit suitable for dealing with minor injuries.
- Each member of your group will need: packed lunch with drink, waterproof coat, sunhat, sun-cream and extra layers suitable for the weather conditions. Please note that there is an ice cream wagon on site which serves hot and cold drinks.
- Each group member must be wearing their wrist band for security.
- Although adequate toilet facilities will be provided, you may wish to bring an extra toilet roll, just in case.

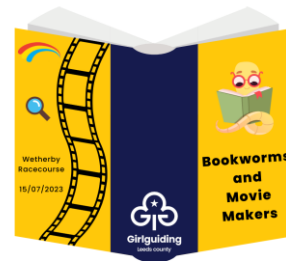
## Event information

### Programme & Things to Note

- 9.15am-9.45 am: Arrivals of units according to time slots. No groups will be allowed into the venue before this time.
- 10.00am-4.30pm – Activities available. Departures from 4.45pm through to 5.15pm

### Arrival and check-in

- Each division will be assigned an arrival and departure time slot. If girls are travelling by car, please ensure that they know which division they are in as we will be operating a chaperone service from the car park to the meeting points (which will be outside the building). These will be clearly signposted.
- When you arrive, staff and volunteers will be on hand to direct you to the Information Point where you will register your group and hand in one copy of your participants lists.
- If any of your group do not have photographic permissions, please collect an additional wrist band



for them on arrival so that they can be easily identified.

- Each group has been allocated a space within their division area to store packed lunches. All packed lunch bags and non-valuable belongings can be left in this area so that there is no need to carry everything around with you all day.
- All participants will need to have left the venue by 5.15pm. Please ensure you leave the venue clean and tidy, taking all of your rubbish to be disposed of at home.

## Information Point

- There will also be a central information point in the main information area which will be staffed by Girlguiding volunteers.
- The information point will be the “centre” of the event where you will be able to find out information or assistance you may need. Lost property will also be located at the information point.

## Food & Drinks

- Picnic lunches can be consumed in the race stands. Ice cream vans and tea and coffee facilities will be available. Your own water bottles can be refilled.

## Evacuation

- In an emergency, follow the advice given by staff and proceed to the assembly point. All leaders are responsible for their girls.

## Lost girls

- Lost girls will be taken to the information point. If you see a girl who is lost, please take her to the information point and inform a staff member/event volunteer. Please make all girls aware of the location of this and that this is where they should go if they get separated from their group.

## Lost property

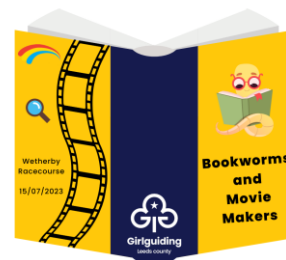
- If you find any items, please hand these in at the information point.
- Items of lost property will be kept by county for four weeks following the event. After this time, they will be disposed of at the discretion of county (e.g. to a charity shop).

## Belongings

- Girlguiding Leeds cannot be responsible for any personal property. This includes, but is not limited to; personal possessions, mobile phones, cameras and clothing. To assist in the return of lost property, please ensure all items are clearly marked with a name and, where possible, the unit name/number.

## Mobile phones

- At least one adult volunteer per unit should have a mobile phone with them so that they can act as the point of contact for any incident or emergency. This is the number that will be recorded on the girls' wristbands as well as on the participants list.
- Girlguiding Leeds cannot accept responsibility for the loss or theft of mobile phones or any other personal possessions.



## Travel

- There will be some Girlguiding signs out to direct you to the venue further information to follow.

## Parking

- Wherever possible we would encourage travel by coach or car sharing. There are lots of car parking spaces on site. We will be operating a drop and go arrangement with chaperones on hand to take girls to leaders. Parents will be asked to stay in their cars (unless they are staying for the day). We will have an experienced team directing traffic and managing parking – please follow any instructions they give you and let any parents who will be dropping off or collecting know what to expect.

## Key Information

### **DBS, Accidents, emergencies and first aid**

- **As a minimum each individual group of girls going around the park will require a volunteer with a current and valid DBS check and first aid kit. Please remember to pair up parents with volunteers to assist with ratios, and ensure that those who do not have a DBS are not left on their own with any children.**
- All leaders are responsible for administering first aid to those in their care. It is also the leader's responsibility to inform the management team of any medical or additional needs of the participants.
- Any minor injuries must be dealt with by the **leaders in your group**, there will be accident forms located at the information point should you require them.

### **Behaviour**

- It is important for the health, safety and enjoyment of all participants that a high standard of behaviour is maintained during the event. This includes looking after the equipment at Wetherby Racecourse
- The leader responsible for each unit is asked to ensure the young people in their care behave appropriately for the duration of the event. The event organisers will discuss any inappropriate behaviour with the relevant responsible adult and make a decision with them regarding any further action to be taken.

### **Security**

- Everyone attending will have a wristband to identify them as someone involved in the event, whether a participant or volunteer. If you see anything suspicious, please report it to a member of the Events Team.

### **Photography**

- The Girlguiding Leeds team will be taking pictures of members participating in the event.
- Participants without parental consent for photographs will be given a coloured wristband to be worn at all times; however, it is the leader's responsibility to ensure that those in their group without parental consent do not appear in photographs.



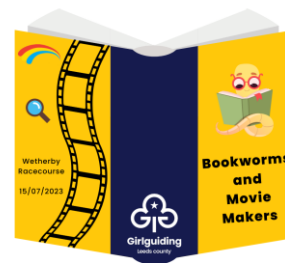
## Complaints procedure

- In the event of a complaint, grievance or concern during the event, please contact our Girlguiding team who will be available at the information point and can be identified by their hi-vis jackets.

## Questions

- If you have any questions we haven't answered for you, please don't hesitate to contact us on [events@girlguidingleeds.org.uk](mailto:events@girlguidingleeds.org.uk)

***Most importantly... enjoy the fun and excitement of joining a County Event!  
We look forward to seeing you there.***



## Appendix: Core Kit List

Please note this is a guide, you may wish to add additional items.

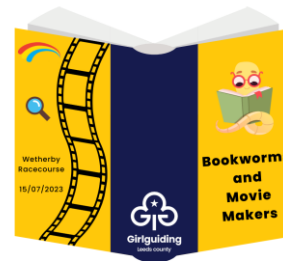
Per person (all named and marked with your Brownie unit name if possible):

- Rainbow / Brownie / Leader uniform with trainers or similar footwear suitable for walking on rough ground (long sleeved tops will be a requirement for some of the activities)
- Packed lunch and drink (water bottle can be refilled around the site)
- Extra Jumper/Warm coat/Waterproof
- Sun hat & Sun cream
- Water bottle (refillable)
- Hand sanitizer
- Tissues
- Wrist band
- Named purse (optional)

Per unit / group:

- Small first aid kit – one per group of girls
- Spare toilet roll
- Rubbish bag
- Two copies of your Participants List
- Consent Forms (from EvBoo)
- Transport permit per vehicle
- Mobile phone

*Please note that all members are responsible for their own belongings. Girlguiding Leeds accepts no responsibility for any items lost or stolen.*



## **Bookworms and Movie Makers 2023**

### **Participants List**

1 copy for unit

1 copy to go to Registrations Table on the day

Unit: \_\_\_\_\_

Division: \_\_\_\_\_

Leader's Mobile: \_\_\_\_\_

	Name (use * to indicate adults)	Emergency Contact Number	Medical Conditions or Special Needs
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