



GIRL GUIDES
AUSTRALIA
VICTORIA

Snoozefest Huzzah

5-6 May 2018

Kryal Castle

121 Forbes Road

Leigh Creek (near Ballarat)



Leaders Information

This is to be read in conjunction with the Information Booklet

Dear Leaders,

Thank you for considering to attend Snoozefest Huzzah, or helping your Guides prepare so that they can attend Snoozefest Huzzah. We're for girls, and it's Leaders like you who make that possible. Thank you in advance for joining us on what we know will be a fun adventure filled event!

This booklet contains the important information that Leaders need to know. Read it in conjunction with the Information Booklet to assist you in preparing your Guides, or answering any questions parents might ask.

If at any point you are unsure of something, please do not hesitate to email the organising committee at snoozefest@guidesvic.org.au or to call Girl Guides Victoria on 8606 3500. We are more than happy to help!

The event and venue

Snoozefest Huzzah 2018 is at Kryal Castle just outside of Ballarat. This is a medieval tourist attraction. It transports you to a place of knights, dragons, wizards, kings, and queens. Within the walls of the Castle set upon the top of a hill, you will find cobblestone walkways, mounted knights competing in joust tournaments, and medieval based activities. As Kryal Castle was built to resemble a medieval fortress there are a number of steps and cobblestone surfaces that may present some limitations for some members. If you have any concerns, please contact the committee to discuss this via snoozefest@guidesvic.org.au.

Before the event

For the enjoyment and comfort of you and your Guides, please prepare your Unit/District:

- Make sure they know how to put up their tent (**to be provided by your Unit/District**)
- Discuss ways to stay warm outdoors. It will be very cold with possible snow. Discuss thermal wear, wearing layers of clothing, and correct waterproof footwear (avoid gumboots as the ground is uneven and gumboots do not provide good ankle support).
- Ensure Guides have adequate bedding. If possible, have girls bring their bedding to a Guide meeting so that you can check it will be warm enough and help them with bedrolls. Please discourage the use of large blow up mats. They are bulky, time consuming, and do not provide adequate insulation from the cold ground.

Leader expectations at Snoozefest Huzzah

All Leaders are expected to abide by the Girl Guides Victoria Child Safe Policy. This is a long event, and it can be easy to become overwhelmed or tired. If at any point during the night you feel like you need to take a breather to regather yourself, please let a committee member know so we can organise a break for you. Our number one priority is to provide a safe and fun environment for everyone. Speaking to girls or other Leaders in a way that makes them feel unsafe will not be accepted. Please take some time to read the GGV Child Safe Policy (GO44 Child Safe Framework) and the GGV Code of Conduct. You should be aware of the Child Safe Framework, know where to access it on the GGV website, and know how to report a concern as outlined on the flow charts on page 39-40.

All Leaders will be allocated a job for part of the event, with full instructions to assist you. At any point if you are not sure of something, check with a committee member for clarification. During the time outside of your job allocation, please assist with general supervision, or assist with other activities as needed.

We are looking for 4-6 Leaders who are prepared to take the night time tent supervision shift (from approximately 2.30 pm to 6.00 am). These Leaders will be patrolling the tent area and will be able to deal with any issues that arise. They will also have direct access to the Leader in Charge and First Aider if required. If you are prepared to be on the 'night shift', please indicate this on your Expression of Interest.

Leader Expression of Interest and selection process

All adults wishing to attend Snoozefest Huzzah 2018 are required to complete an [online Expression of Interest](#). This asks a variety of questions to help the organising committee understand your skills and abilities. Leader Expression of Interest will close on Thursday 29 March at 5.00 pm. No late expressions of interest will be accepted.

Leader selection will be based on the number of Guides registered, their location, and the event needs. All Leaders who filled in an Expression of Interest will receive an email by 4 April to advise them if they have been offered a place. Successful Leaders will have until 11.59 pm on 8 April to complete the online registration using a link provided in the email. If Leaders have not registered by this date, their place at the event may be offered to another Leader.

Sign in process on Saturday

Leaders should familiarise themselves with the sign in process to ensure a smooth start to the event:

- Guides will meet on the grassy hill to the left hand side of the Castle to find their Unit/District and Leaders.
- One Leader from each Unit/District group will need to collect nametags from the committee member outside the Castle gate.
- Once all your allocated Guides have arrived and you have handed out their nametags, please have Guides line up in alphabetical order and move to the correct registration line. **Do not collect health forms.**
- Each Guide must personally hand in their Health Form and medication. Only Epipens and asthma puffers may be kept with Guides; all other medication must be handed in to the First Aider in accordance to the GGV medication policy.
- Head to camping grounds/sleeping paddock or into the Castle as required.

To ensure the smooth running of sign in and the event, parents will not be able to access the camping ground or the Castle during the event. Encourage them to say goodbye as soon as possible after arrival.

If you and your Guides visit the Castle during the day, you will be asked to leave at 4.00 pm with the general public and line up to sign in. Your Guides are in your care outside of the event times of 4.30 pm Saturday to 9.30 am Sunday.

Sign out process on Sunday

On Sunday morning, all participants will be required to be in the Castle by 8.00 am. Participants will then not be able to leave the Castle grounds until sign out at 9.30 am. You will be responsible for gathering all the Guides in your group to sign out together, walk down to the collection area and find your Guides' parents. If you choose you can pull down your tent after 9.30 am; just understand that you will be responsible for your Guides at all times outside the event (4.30pm Saturday to 9:30 Sunday). All tents must be pulled down and the sleeping paddock cleared by 11.30 am.

Sleeping arrangements

Guides will be sleeping in tents just outside the Castle walls with their Unit/District. Units/Districts are required to ensure that Guides attending have access to a tent and know how to put it up. It is also Leaders' responsibility to make sure the tent gets to Snoozefest Huzzah. The sleeping ground is a grassy paddock and you will be able to use pegs. It is highly recommended that you take advantage of the offer to access the camping grounds from 2.00 pm for tents to be put up and set up before dark. Leaders must not share a tent with youth members. You may like to consider sharing a tent with other Leaders from your area or that you know are attending.

On Sunday morning, it is not a requirement that tents be down before breakfast. Speak with your Guides and parents to consider if you would prefer to organise a later pick up time, which allows the girls to sleep in a little and pull down their tents after the 9.30 am sign out time. Please note that this may not be an option for anyone on the Group Transport.

There are a limited number of hotel rooms available for Leaders at their own cost. If you are interested in booking a hotel room for the Saturday night please indicate this on your Expression of Interest. Hotel rooms are being provided at a discounted rate and are based on two people. A Queen Room is \$140 per night and a King Room is \$170 per night. King rooms can be split into two single beds. Please note that expressing an interest in a room does not guarantee you will be allocated one. The committee will notify all Leaders if they have been allocated a room after registrations close.

Transport options

Units are encouraged to travel together. There is an offer for organised Group Transport through Girl Guides Victoria. The \$26 charge applies to Leaders as well as youth. If you travel by the Group Transport option, you may be asked to help supervise some extra girls who are travelling without a Leader until registrations open. You will be given all required information before the event so you can make contact with the parents/Leaders.

If you are travelling to Southern Cross Station to meet the Group Transport as a Unit, remember you will need at least two adults to cover ratios. Due to the size of the event it may not be possible to have two Leaders from every Unit attend. You may need to ask a parent to travel to Southern Cross with you until you meet the remainder of the travel contingent there.