



# Snoozefest Luna Park 2020

## Information for Leaders

This information should be read in conjunction with the Event Information Booklet for parents and Guides. If, after reading both documents, you have any questions please email [snoozefest@guidesvic.org.au](mailto:snoozefest@guidesvic.org.au).

The supervision arrangements at Snoozefest 2020 will be slightly different to previous years. Guides will attend and enjoy Luna Park with the general public during opening hours, and then set up their beds and sleep once the park is closed.

For the safety and wellbeing of all Guides, youth members must attend with their Unit Leader OR another Leader/Guiding adult from their District to ensure that they are properly supervised while amongst the general public.

**Leaders who attend Snoozefest at Luna Park are there to ensure the safety and enjoyment of the youth members.** Leaders who wish to attend should only register if they are willing and able to supervise their youth members.

A number of Guides will be allocated to Leaders once registrations have closed. These will be Guides from within your own Unit, but may include extra Guides from other Units or Districts whose regular Leader is unable to attend.

**For Snoozefest 2020, there is no pre-selection or expression of interest process for Leaders.**

**Leaders wishing to attend must register themselves online before registrations close at 11.59 pm on Monday 16 December.**

Leaders are responsible for discussing with other adult volunteers in their Unit and/or District about which adults are attending from their local area **before** registering online.

Please keep in mind the following ratios from Girl Guides Australia when assessing how many Leaders you should send from your local area:

Guides 9 - 14	1:8 (1 Adult for every 8 Guides)
Guides 14 -17	1:10 (1 Adult for every 10 Guides)

Use these ratios as a guide, and round up or down as necessary. For example, if you have 12 Guides attending, 1 leader would be suitable. If you have 18 Guides attending, 2 leaders would be more appropriate.

If you would like to attend Snoozefest 2020 but have no youth members attending from your Unit or District please contact [snoozefest@guidesvic.org.au](mailto:snoozefest@guidesvic.org.au) asap to be matched with another Unit or District unable to find leaders.

## Before the event

Once registrations have closed, you will be contacted with a list of all registered girls that you will be responsible for supervising while at Snoozefest 2020.

It's important that your contact details are accurate on the GGV database at the time of registration. Please note that your contact details will be provided to the Guides allocated to you.

Once you have received your list, you will need to ensure that you contact each Guide on your list and:

- Introduce yourself
- Arrange a way for Guides to find you at the meeting point outside of Luna Park (a sign? a crazy hat? colourful pants?)
- Remind them to bring their medication and Health Form
- Check that they have the correct bedding to be warm and dry
- Ensure they understand to eat beforehand, bring dinner, or bring money to purchase food

## First Aid arrangements

Leaders travelling to Snoozefest 2020 with youth members should take a small First Aid Kit to ensure first aid can be administered if needed, before and after the event (i.e. before 5.30 pm on Saturday and after 9.00 am on Sunday).

Health Forms will be emailed to all youth participants approximately two weeks before Snoozefest. This must be filled in within 24 hours of Snoozefest, and handed in to you upon sign-in. **No Health Form = No entry.**

Upon sign-in, your Guide must provide you, as their allocated Leader, with a copy of their current plan for any medical conditions listed on their 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

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

As this is a State Event, all Youth Participants are formally under the care of our Event Leader In Charge. To enable us to adequately manage and document participant health and wellbeing, if First Aid is required during Snoozefest 2020 (including taking medication), the Unit Leader and the Guide are asked to make their way to the First Aid area to see our Event First Aid Team.

If you need assistance at any time throughout the night, the Event First Aid Team will be wearing a Snoozefest 2020 committee t-shirt and a high-visibility vest – so they'll be easy to spot!

On Sunday at 8.00 am, all Health Forms need to be handed into the Event First Aid team. This is to ensure that they are properly recorded and stored as required. Medication provided by Guides can be handed back to the Guides.

## Leader Rides

Leaders have the option to enjoy unlimited rides along with the Guides. This will be at a discounted cost of **\$30 per adult**. If you would like to go on rides whilst at Snoozefest 2020, ensure you select this option and pay the amount during registration.

If you do not select this option at registration, you will not be able to go on any rides during the event unless you purchase a ride pass from Luna Park ticket box on the day. Prices will be at the standard rates:

Single ride pass \$10.95

Unlimited ride pass \$49.95

**Please note: Leaders going on rides need to ensure that the Guides they are responsible for who are *not* on that ride are supervised by another Leader as required.**

## **Leader food**

Refer to Information Booklet for details regarding food at Snoozefest 2020.

## **Arrival and Departure**

### *Arrival*

Sign-in will be between 5:30 pm and 6:30 pm. Guides will need to gather in their Unit/District groups in the grassy area to the left of the Luna Park entrance.

For safety reasons, due to limited space, **parents are asked to say their goodbyes as soon as Guides join their Unit/District group.** Parents are not encouraged to access Luna Park while the event is on.

The allocated Unit Leader will gather each Guide's Health Form, and any medications. **Guides will not be permitted entry without an up-to-date Health Form.**

Once the full group has arrived, Unit Leaders will report to the Snoozefest 2020 organising committee. They will receive instructions on where bags and bedding will be placed inside of Luna Park and where to gather at 11:00 pm when the park closes to the public.

A second sign-in process will occur between 11:30 pm and midnight. Guides and Leaders will be asked to gather in a designated area from 11:00 pm. Guides will be checked off a list before gathering their bags and bedding and heading to their allocated sleeping area.

### *Departure*

Sign-out will be at 9:00 am. After this time all Guides will be in the care of their parents or Unit Leader.

All Guides will be required to be signed out by their parent or Unit Leader at the entrance gate before leaving Luna Park. Parents will not be allowed to access the Luna Park grounds.

Any early departures will need to be discussed with the Snoozefest committee prior to the event. These requests can be emailed at [snoozefest@guidesvic.org.au](mailto:snoozefest@guidesvic.org.au).

## **Transport and Car Parking (including meter top up)**

For those who are travelling on public transport, please refer to the Information Booklet for details.

For those who are planning to drive in, there is parking around Luna Park at council daily rate of \$12.30 until midnight (or \$5.10 per hour). On Sunday we will allow those who have driven time in the morning to top up their meters. Gates will open between 7.30 am to 8.10 am. This is not a break or time for girls to leave, and is only available to Leaders needing to pay the parking meter.

## **Bedding**

We have put in a recommendation on how to "Build your own bedroll" for Snoozefest 2020. Please refer to the Information Booklet. We encourage you to organise a 'bed roll making' night in Term One of 2020 to focus on appropriate bedding for sleeping under the stars and how to make a bedroll.

Please make sure that all tarps and bedding are clearly labeled with full names and Unit/District.