



BIG

Event Guide

Welcome to the Big Weekend

County Lead Volunteer's welcome

Hi everyone,

It's fantastic to see so many people from across Nottinghamshire come together for our amazing Big Weekend. There are loads of activities to try and many friends to make - so enjoy!

The event has been over 3 years in the planning and there have certainly been a few 'mole hills' to climb along the way, but it's all been absolutely worth it. I hope you'll join me in saying an enormous thank you to the amazing team who have put the event together. This very much includes the young people who came together to tell us what *you* wanted. I'd also like to extend my thanks to our team at the fantastic water activity centre at Hoveringham who are an integral part of the weekend and of course to the Newark Showground for hosting us.

Have a great time making lifelong memories and of course #Skillsforlife

Steven
Nottinghamshire Scouts - County Lead Volunteer

Camp Leader's Welcome

Since taking the role of Head of Event for The Big Weekend it's been a really exciting journey, despite some challenges along the way.

Having over 3,000 Nottinghamshire Scouts in one place for an event for the first time since 2018 is an exciting milestone and I'd like to thank the members of the organising team for their dedication to running The Big Weekend.

We have a range of activities to suit all everyone attending the event, from the youngest squirrel to the oldest leader. There will be the opportunity for you to try new things, activities to push you out of your comfort zone, and sometimes, just the opportunity to relax.

Have a great weekend.

Sean Kelly,
Head of Event

Key Event Information

Event Dates:

Friday 3 May 2024 - Monday 6 May 2024

Event Location:

Newark Showground, Lincoln Rd, Coddington, Newark NG24 2NY

Site Map:

A site map is located at the end of this document.

Event Phone Number: 07955 653 074

The event will have one phone number which can be used to contact the event team. The Info Centre will also be open to deal with queries face to face and is located at the entrance of the camping area.

Please only call this number in the event of an emergency.

Social Media:

We are using social media to promote the event, please ensure that you share this with parents and guardians who will be able to see what their young people are up to during the event.

[Facebook](#) | [Instagram](#) | [X](#)

Event Timetable

Thursday 2 May	
17:00	Site opens for pre-pitching
21:00	Site lockdown for the evening
Friday 3 May	
09:00	Site re-opens for pre-pitching
16:00	Vehicle Lockdown - Campsite cleared of all vehicles
18:00	Arrivals from Newark, Mansfield & Bassetlaw
18:30	Arrivals from Ashfield, Beauvale and Central Notts
19:00	Arrivals from Rushcliffe, South West Notts and City of Nottingham
20:45 – 21:15	Opening Ceremony
21:15 – 22:30	Evening Entertainment
22:00	Leader Briefing – Bar Grylls
23:00	Site Quiet
Saturday 4 May	
07:00	Site Quiet Ends
09:15	Day Visitors Arrive
09:45	Wake up and Shake up
10:00 – 12:30	Activity Session 1
14:00 – 16:30	Activity Session 2
19:00 – 22:30	Evening Entertainment
19:30	Leader Briefing – Bar Grylls
22:00	Live Music set at Bar Grylls
23:00	Site Quiet
Sunday 5 May	
07:00	Site Quiet Ends
09:15	Day Visitors Arrive
09:45	Wake up and Shake up
10:00 – 12:30	Activity Session 3
14:00 – 16:30	Activity Session 4
19:00 – 22:30	Evening Entertainment
19:30	Leader Briefing – Bar Grylls
20:00	Leaders Quiz
23:00	Site Quiet
Monday 6 May	
07:00	Site Quiet Ends
09:45	Wake up and Shake up
10:00 – 12:30	Activity Session 5
13:00 – 13:45	Closing Ceremony
15:00	Vehicle Lockdown Lifted
19:00	Site Cleared

Pre-pitching

For those wanting to pre-pitch, you will have access to Newark Showground on Thursday from 1700 with site closing for the evening at 2100. The site will reopen on Friday at 0900, those arriving on Friday will need to collect a wristband from the Info Centre (which opens at 0900). All vehicles must be clear of the camping area and in the car park by 1600 (vehicle lockdown).

Vehicle Lockdown

This covers all vehicles, excluding Event/Site Vehicles and contractor vehicles. During this time, vehicles will not be allowed to move in the camping or activity areas. Access and movement will be permitted within car parks.

The vehicle lockdown will be lifted on Monday, at the Organising Team's discretion, once young people have left the site and it is safe to do so, this should occur around 15:00. Groups will be allowed to bring vehicles close to their pitches on Monday after activities have commenced between 10:30 – 11:30, but further movement is prevented until the lockdown is lifted. For those who are coming to help with breakdown of camp, and don't have a wristband, they will be allowed access to site at the same time as the vehicle lockdown being lifted (Monday 1500).

Wristbands

Everyone on site will be required to wear a wristband.

Wristband Colour	Function
Red	Event Participant (Under 18)
Green	Event Adults
Purple	Day Participant (Squirrel / Beaver)
Yellow	Day Adults
Pink	Staff
Blue	Contractor
Orange	Invited Guests

If you see anyone on site who is not wearing a wristband, you should challenge them. Reporting any concerns to the security team. For those volunteers who are coming to help with breakdown of camp, and don't have a wristband, they will be allowed access to site at the same time as the vehicle lockdown being lifted (Monday 1500).

Throughout the event, should you need to contact us please call our event control number:

07955 653 074

Key Messages across the Weekend.

We will be providing key messaging throughout the event using a WhatsApp Broadcast list. You can join The Big Weekend Community by scanning this QR Code or by going to <https://tbw.notts-scouts.org.uk/announcements>.



Arriving to The Big Weekend

To minimise congestion in the car parks / drop off zones we would request groups try and arrive in their allocated time slots as detailed below.

18:00 Newark, Mansfield & Bassetlaw

18:30 Ashfield, Beauvale & Central Notts

19:00 Rushcliffe, South West Notts & City of Nottingham



The site entrance will be sign posted and will be accessed via Drove Lane via the A17. Please avoid accessing Drove Lane via the A46 as this will cause congestion with other users on

site. Vehicles will not be allowed to right turn (from the A46) into the showground. Please follow The Big Weekend Signage.

There will be NO VEHICLE ACCESS to the camping areas after 16:00 on Friday. There will be a limited number of trolleys available for groups to use for moving equipment after this time. If you expect to arrive after 16:00 and will have equipment, please contact us in advance. passes will be sent to you alongside your wristbands.

Coaches

If any groups are using coaches to transport their members to site, can you please inform TBW team so we can ensure sufficient space is available for unloading.

There will be a designated coach unloading zone on Friday evening.

Vans and any vehicles towing Trailers full of kit;

All vans and any vehicles towing trailers can go directly to their Camping area if they arrive before the vehicle lockdown. Vehicles cannot be left on the Camping space and once unloaded leaders are politely requested to return their car to the car park.

Trailers may remain on your allocated Group Camping pitch for the duration of the camp. Groups are responsible for the security of their own trailer. Please check that your trailer can be secured if you are leaving it in the car park area.

All other vehicles

All cars and minibuses including staff and participants must arrive via the sign posted TBW entrance off Drove Lane where possible within the designated District arrivals window. There will be long and short stay car parks where you will be directed to park. Please ensure you have your parking pass displayed if you are long stay.

The site entrance will be sign posted and will be accessed via Drove Lane via the A17. Please avoid accessing Drove Lane via the A46 as this will cause congestion with other users on site. Vehicles will not be allowed to right turn (from the A46) into the showground. Please follow The Big Weekend signage.

Support team staff will be available until all groups have arrived and moved in.

If your young people are arriving with parents, please also ensure that you have agreed and communicated your arrival time and meeting place with your young people. At least one adult (preferably two adults) from your group must be onsite prior to the arrival of your young people. Please do encourage lift sharing where possible to reduce our carbon footprint and traffic in the local area.

There will be ample meeting spaces within the car park, and we will assign you a meeting area closer to the event.

Please note, that people without TBW wristbands will not be able to proceed past the car park area.

Safeguarding

The welfare of children and young people is our priority. Everyone has a duty to report safeguarding concerns, and adults must follow this Safeguarding Code of Conduct (also known as the Yellow Card) as shown in Appendix 1.

Any safeguarding concerns should be reported to the Scouts Safeguarding team on: **0345 300 1818**

BIG Shop

Our onsite tuck shop "The BIG Shop" will be open during the hours identified below.

Day	Open	Close
Friday	21:00	22:30
Saturday	10:00	22:30
Sunday	10:00	22:30
Monday	10:00	14:00

The BIG Shop will stock a range of, sweets, chocolate, canned drinks, and a small range of merchandise. We will accept cash and card, but where possible please bring change.

A-Z of TBW

Bar Grylls

Bar Grylls is our leaders only space, by day there will be tea and coffee available and a place to take 5 minutes to relax. In the evening there will be some live music on Saturday and a quiz on Sunday, you can bring your own drink, remembering the alcohol policy of course.

Car Parking

Please ensure that all vehicles remaining in the car park are displaying a permit with your information.

Caravans, trailer tents and Campervans/Motorhomes

Caravans are only permitted if you have a genuine medical need.

Please contact us to arrange a caravan pitch as caravans arriving without pre booking will not be allowed access.

Please take into consideration that you will be sited away from your group.

Dogs & Animals

No dogs to be brought onto site, with the exception of Guide Dogs, Listening Dogs or Assistance Dogs, or those with prior permission of the Event Lead.

Likewise, please do not bring other animals, such as, and not limited to; giraffes, elephants and sheep!

Squirrels, Beavers, and Cubs are all permitted!

Device Charging

Facilities for charging for adults will be provided. Ideally, Leaders should bring a PowerBank that is labelled with their name and appropriate plug and cable to the Info Centre, and there will be an area for devices to be charged.

Any devices or cables that are damaged will not be charged, and all devices are left at your own risk.

There is no facility for vehicle charging.

Emergency Plan/Evacuation Plan

A; Announcements can be made using the Site PA system by event control

B: The main visitor entry entrance will be cleared and staffed

C: All visitors will make their way away from the incident

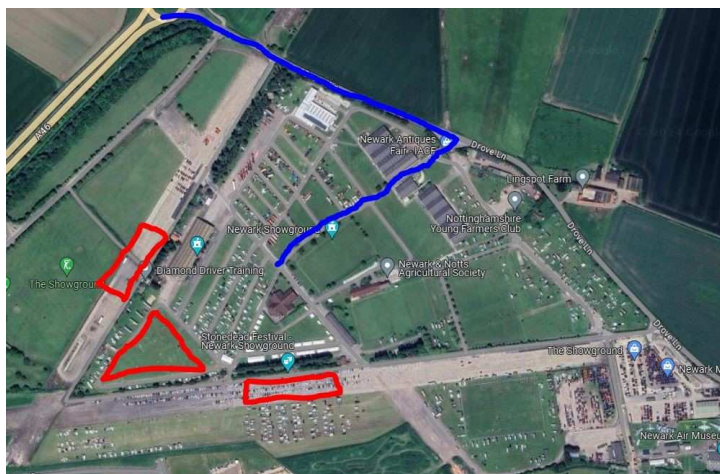
D: Event staff and stewards will escort people to a safe location

E: Members of the security team and delegated personnel will sweep the site to ensure it is clear, taking guidance from emergency services when appropriate.

The Blue route for emergency egress to the site will be via the Green gate off Drove Lane as per standard Newark showground emergency procedures.

WTW is [///trendy/globe/slopes](http://trendy/globe/slopes)

Any emergency vehicles called to site will be met at this get by one of the core team or one of the medical team who will be wearing a high-vis jacket and then escorted on site to the incident location. A full copy of the Operational event manual/plan will be held in event control for reference.



Fires

Open fires and charcoal BBQs are NOT permitted at any time. Gas BBQs are permitted.

Food Deliveries

If you order food for delivery, please ensure that you are available to collect the order from the car park. When making your booking with the Supermarket please ensure that they have your Scout Group Number, your contact name and your mobile phone number. Please inform the info centre of any deliveries you are expecting. Our kit trolleys can be used to transport your food from the car park to your camping area.

Gas

Please ensure you have sufficient gas supply for the weekend and all equipment is in good order.

Generators

NO Generators are allowed on site.

Info Centre

The Info Centre will be open daily between 8am and 8pm. This is the place to get all the support you'll need, including activity information, lost property, and wristband printing. If the Info Centre is closed and you urgently need an answer, then please use our emergency contact number **07955 653074**.

Leaving TBW

If you are leaving TBW site, you should attend the Info Centre to check out and check back in on your return.

Lights Out/Quiet

Evening activities finish at 22:30 and the site should be quiet by 23:00 until 07:00 the following morning. Please be considerate of other campers.

Lost Property

Lost property will be in the Info Centre. Lost property unclaimed 7 days after the event will be donated to the Notts Scouts Charity Shop. Please ensure that all personal and group equipment is labelled.

Medical Cover

Event Medical Provision

We have a fully staffed medical provision on site for the duration of the event, which will be in the Newark Community First Aid building at the side of the George Stephenson Hall and will be open as follows.

Fri	4pm – 11pm
Sat & Sun	8am - 11pm
Mon	8am - 4pm

During the closed times an emergency medical provision will be available via the event control on 07955 653074.

Mobile Medical teams will also be active and walking round on site when activities are open.

Groups will be expected to manage their own minor First Aid incidents (cuts, Grazes, etc.) with support from the site medical team if needed. The medical team have also requested that they are made aware of any incidents dealt with by groups in writing so we can maintain a full incident log as requested by the local authorities.

The medical team request you **DO NOT** call 999 direct as we have the staff, skills, equipment, and facilities on site to manage most types of incidents and our response will be quicker, if 999 is required we will make that call once the incident has been assessed by our Medical Team.

We request that campers carry their own emergency medication (auto-injectors, Inhalers, etc.) with them at all times, especially if attending off-site activities.

Photographs

There will be many photographs and video images taken at The Big Weekend by participants. The Big Weekend makes a fabulous opportunity to show the public the thousands of young people from across Nottinghamshire having an adventure together. We would like to use some of the images to promote the best of Scouting using The Big Weekend website, social media, newspapers, radio, and TV. We will always adhere to the policies of the Scout Association UK and the images will be chosen to reflect the values of Scouting. Whilst we have no control over images taken by other participants and recognise that it will be difficult to keep children out of photographs of large groups, if you do not wish to be included in any official photographs, please make your wishes known, we will do our best to keep them out of any published photographs.

Power

There is no power available on camping pitches except for prior arranged electricity for those with medical requirements.

Risk Assessment

Groups are responsible for completing risk assessments for areas they are responsible for such as camping pitches, cooking areas and travelling to and from the event. Risk assessments have been produced for those activities and tasks that may present a risk to both staff and participants.

The Big Weekend and our external contractors have their own risk assessments which they have shared with us. The Big Weekend has produced risk assessments relating to the other areas of the event and activities. Part of The Big Weekends risk management includes producing this handbook which must be read by all adults. Team leaders (for Staff) and the

Group Leaders are responsible for sharing details of the risk assessments and specifically the steps that need to be followed to minimise the risks with their teams and young people, please ensure that you follow the instructions that are set out in the risk assessments. Risk Assessments can be viewed upon request during the camp.

Security

While there is a support and car park teams in place for the duration, the land is private property and there are many entrances and access points. All adults should be vigilant and make known to event leaders anybody who appears not to be part of the camp. We like our guests to feel safe on the campsite and surrounding areas. Security is an ongoing issue that we all need to recognise and would like to suggest the following points for your own safety.

- Do not leave valuables unattended in your tents.
- Ensure you can be seen by other groups on site.
- Ensure you inform the other groups around you and the site staff if you are leaving your pitch unattended.

Smoking / Vaping

Smoking and vaping is only allowed in designated areas. No under 18s will be allowed to smoke or vape at the event.

We would ask all adults to refrain from smoking and vaping whilst in view of young people whether on or off site. Please be conscious of smoke drifting into tents and buildings. Please discard smoking materials responsibly.

The designated smoking areas are behind the BIG building.

Toilets, Showers and Hygiene

Toilets are available in both camping and activity areas. Unless identified, toilets are gender neutral.

Showers are located adjacent to the camping area.

Groups should provide suitable facilities within their own camping areas for washing, brushing teeth and hand washing.

Facilities will be cleaned regularly throughout the event. Please report any concerns of cleanliness to the Info Centre so that it can be promptly resolved. Full, dirty, damaged, leaking, or just run out of supplies. We want to keep all the facilities clean and fresh so if they are not, please let the Info centre know and we will sort it asap!

Uniform

You should arrive and depart in uniform, which should be worn to the opening ceremony.

Visitors

Visitors including those local groups who have leaders helping out just at mealtimes should only attend by prior arrangement. All visitors need to report to the Info Centre on arrival and register with the Admin Team. They will be given a Wristband which must be always worn and handed back into the Admin Team on departure from the site.

Water

Water taps and grey wastewater drains are spread around the site along the camping area and will be clearly marked.

Please use the taps for filling group water carriers only.

Grey wastewater should not contain food or anything else. We may not be able to retrieve anything dropped into the grates.

If you are in camping close to a hedgerow you may choose to dispose of filtered wastewater there, not fats or food. No pits should be dug.

Waste Disposal

Waste collection points will be clearly marked, there is no need to separate recycling as you would at home as this will be separated by our waste supplier. 97% of waste will be recycled with some even being used for eco fuels and animal bedding.

Groups are requested not to dispose of unwanted or broken equipment during TBW, we are aiming to ensure that landfill waste as a direct result of TBW is minimised.

Keeping Children and Young People Safe

All adults in Scouts follow our Code of Conduct

Safeguarding is everyone's responsibility.

If in doubt, report it.

- Do** remember that you're a role model at all times, inside and outside of Scouts. You must set a good example for others to follow.
- Do** treat everyone with dignity and respect in line with the Scout Values.
- Do** treat all young people equally – don't show favouritism.
- Do** follow the adult-to-young-people ratios at all times.
- Do** remember that you have been placed in a position of trust – don't abuse this trust.
- Do** report all safeguarding concerns directly to the Safeguarding Team as soon as possible, and always within 24 hours.
- Do** contact the Safeguarding Team if you receive details of any statutory agency, such as the police, the Local Authority Designated Officer (LADO) or children's services, involvement regarding a member.
- Do** remember that someone may misinterpret your actions.
- Do** respect children's and young people's right to personal privacy.
- Do** act within appropriate boundaries, even in difficult circumstances.
- Do** encourage an open and transparent culture, where people challenge or report behaviour that isn't in line with this code.
- Do** make everyone aware of our safeguarding arrangements. Share our Yellow Card with volunteers, parents and guardians, and display it where meetings take place.
- Do** create an environment where children and young people feel safe and able to voice their concerns.
- Do** have separate sleeping accommodation for young people and adults, as well as young leaders working with a younger section.
- Do** plan activities that involve more than one other person being present. If that's not possible, make sure other people can see and hear what's going on.
- Do not** plan to be alone with a child or young person in Scouts, either online or in person.
- Do not** drink alcohol when you are directly responsible for children and young people in Scouts. Never allow under 18s to drink alcohol on Scout activities.
- Do not** trivialise concerns or abuse.
- Do not** let concerns or abuse go unreported. Contact the Safeguarding Team, especially if you feel your concern hasn't been taken seriously.
- Do not** join in physical contact games with children and young people.
- Do not** overstep the boundaries with children and young people by being involved in friendships or personal relationships with them.
- Do not** allow activities that encourage bullying behaviour, including initiation ceremonies, dares or forfeits.
- Do not** use inappropriate, suggestive or threatening language, whether verbal, written or online.
- Do not** rely on your reputation or position to protect you.
- Do not** get involved with a safeguarding concern if you've a personal friendship or family connection with those involved. Step back and tell the Safeguarding Team about the connection.

scouts.org.uk/safeguarding

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If a child or young person is at immediate risk of harm, call 999 or 112 and ask for police. Tell the Safeguarding Team you've done this.

Young people

We want everyone in Scouts to be safe and happy. If an adult has made you feel bad or uncomfortable, either inside or outside of Scouts, please tell us and your parents or carer. We will listen to you and take you seriously.

Parents and carers

If you're worried about a child or young person, or if you've concerns about an adult involved in Scouts not following this Code of Conduct, please contact the Safeguarding Team.

If you're unsure what to do, or you're not sure if a report has been made to us regarding a concern, contact us:

- **Safeguarding Team**
+44(0)20 8433 7164
safeguarding@scouts.org.uk
- **NSPCC**
0808 800 5000
help@nspcc.org.uk
- **Childline**
0800 1111
Under 12? childline.org.uk/kids
Over 12? childline.org.uk



Appendix 2 - Overview Map of Newark Showground.

