

HELPERS BOOKLET

2011



MALVERN CHALLENGE

Friday 24th - Sunday 26th June 2011

SUN RUN

Friday 1st - Sunday 3rd July 2011

www.sr-mc.org

Cheltenham District Scouts Reg Charity No. 1021577

PLEASE remove this page and fold in half and display in you car if you wish to use the staff car park which is situated next to the gate into the main camping field.



STAFF VEHICLE CAR PARK PASS 2011

----- FOLD HERE -----

DEAR HELPER

Thank you for offering (or being told!) to help at this year's event. Without the vast army of helpers that turn up every year there would be no Sun Run and Malvern Challenge.

In order to speed up the booking in of helpers we try to pre book all helpers – if you have helped before you should have a booking form with most of your details printed on it – if so you have automatically been booked into the event so please correct any details that are incorrect or have changed and bring the form with you to the events. For new helpers please complete the booking form and if possible let us have it in advance of the event to allow your details to be entered on the data base. You will get your armband from your team leader or from control when you arrive on site. Any helpers pre booked will also get pre printed helper badges!!!

Hopefully this booklet should explain everything you need to know about the event. Please read it carefully before you arrive or when we give you it on the day! On a personal note can we take the opportunity of thanking you for your continuing support at this year's event. I know many of you slog away in the background without anyone showing appreciation of the enormous effort you are all putting in.

The Sun Run and Malvern Challenge are not quite your normal Scouting and Guiding events, we aim for a very relaxed atmosphere and hope that all helpers both work hard but equally have an enjoyable weekend. We all have a responsibility to ensure that everybody has a brilliant time, please remember we are there primarily to help the participants.

As helpers it is very important we all follow the rules (enclosed). In particular with reference to underage drinking and keeping the noise down in the staff campsites. Remember the person next to you may be getting up at 4.00am in the morning or may not have gone to bed until 3.00am!

Many thanks
Sun Run & Malvern Challenge Committee

Helper Teams

We do not charge helpers (apart from food) but anybody who books in as a helper will be expected to be available for any tasks that need to be carried out over the weekends. To ensure all helpers are clear about the jobs we expect you to do please indicate who your team leader is on the booking form and indicate the helpers teams letters as explained below. – you can be in more than one team! You must keep your team leader informed of your whereabouts at all times so if required you can be found!

General Description of Teams

Team A	General Duties & Marshall.
Team B	Sports / Superstars
Team N	Fayre (MC)
Team P	Entertainment: Disco, entertainers, PA, lighting,
Team Q	Site Services. Maintenance, water, electricity, etc
Team R	Catering
Team S	Site Safety
Team T	QM
Team U	Checkpoint Staff - may be some additional duties for support staff
Team V	Tuck Shop, Cafe, Shops, Bar,
Team W	First Aid / Doctors
Team X	Administration
Team Z	Main Committee

If you do not fit into any of the above team descriptions please give very specific details of your jobs throughout the weekend on the helpers booking in form.

GENERAL INFORMATION

Camping:

There are two staff camping area, see site layout on back page. One is quieter than the other one. If camping in the quiet one please ensure that you do keep noise levels down to a minimum. There are toilets on site, with a kind of hand washing facilities. You will need bowls for personal washing. There will be a personal washing area with a supply of hot water. Showers are available and will be priced at 50p per shower.

Vehicles:

We are having a concentrated effort to keep as many vehicles off the site again this year. Only those staff who need their vehicle to carry out their job functions will be allowed on site or if you are very old and need a caravan to sleep in and need to wire up the electric's. There is a staff car park which is close to the gate to save you walking as far, if you wish to use it please display your pass enclosed within this booklet. If you wish to bring your vehicle on to the site you will need to speak to Dave or Rob and they will get you a different vehicle pass allowing access to all areas.

Refreshments:

- Catering: If you wish to be catered please purchase tickets from Control. Please read the section on the helpers booking form. Meal times are as below - If you are unable to make these times please go to control and you will be issued with vouchers that can be used in the café.

Malvern Challenge

Friday	Supper - 7.00pm – 9.00pm BBQ type meal
Saturday	Breakfast - 7.15am – 8.45am Packed Lunch - 8.30am – 9.00am collect from site, some can also be issued at 1.00pm Evening Meal – 5.15pm – 7.00pm (keep some back until 8.00pm)
Sunday	Breakfast - 7.30am – 8.45am Packed Lunch - 1.00pm

Sun Run

Friday	Supper - 7.00pm – 9.00pm BBQ type meal
Saturday	Breakfast - 8.30am – 9.45am Packed Lunch – 12.30pm – 1.30pm Evening Meal – 4.30pm – 5.30pm
Sunday	Breakfast - 8.30am – 9.45am

- Bar: Will be open on both Friday and Saturday evening at both events
- Cafe: Will be open throughout the weekend serving hot and cold drinks, light meals, chips, snacks. etc.

Organisers:

Any queries please try and get hold of us!

There is a voice mail information & message facility on 01242 - 240736, for phone calls 01242 - 240700 during office hours ask for David or Robert. After hours phone Robert Stevens on 01452-700998 or mobile 07966 - 531295, David's mobile is 07966 – 531954 or Chris Rowley's mobile is 07973 – 412106. For email enquiries just email helper@sr-mc.org and Chris will reply to you.

Contact address: 212 Hatherley Road, Cheltenham. Glos. GL51 6ET.

Site Phone Number:

The phone number during the weekend is (01242) 676989. It will be staffed 24hrs a day so phone us anytime!

Helper T Shirts / Jackets:

We encourage all helpers to wear staff T Shirts particularly if interacting with campers! They are available from the Products Tents, they are now not dated so you can wear last years! They cost £4.00. For certain specific tasks helpers jackets will be issued and should only be worn while on duty.

We have the following colour codes:

- **Hi Viz Yellow** – All marshals, drivers etc.
- **Black** – Barn and Bar Safety,
- **Green** – Site Safety Team,
- **Red** – Organiser.

KIT LIST

This is up to you! We list below just a few essential items that you will need, obviously if you are catering for yourself you will need additional cooking items etc.

- Tent
- Sleeping Bag
- Uniform (not essential)
- Personal Medication
- K,F,S, Plate, Bowl & Mug
- Change of Clothes (& sunhat!)
- Change of Footwear
- Sun Cream (High Factor!)
- Tea Towel
- Torch
- Waterproofs
- Wash Kit

Next Years Dates:

So you can make sure next year you are away on holiday the dates for 2012 events are...

Malvern Challenge 29th June – 1st July 2012 **Sun Run 6th – 8th July 2012**

You now cannot say you didn't know the dates! Please let us know if your address changes as we may not be able to contact you.

Web Site:

Our web site address is www.sr-mc.org which gives further information and pictures of previous years.

SITE RULES

Below are listed the rules that have been sent to all participants, please read them and ensure you adhere to them, it is particularly embarrassing for the organisers when helpers do not adhere to them.

1. No music after 1:00am. - earlier at the Malvern Challenge
2. No noise after 2:00am. - earlier at the Malvern Challenge
3. Camping area to be kept clean & tidy at all times.
4. No open fires or barbecues.
5. Access limited to camping area, car parks, bar and barn, all other areas prohibited.
6. No vehicles on camping area.
7. Throughout the weekends Scouting and Guiding standards are to be maintained at all times.
8. Everybody camping at the weekends must be either a participant or booked in as a helper.

Alcohol Policy:

1. There will be **NO** underage drinking
2. Bar hours are 7:00pm to 11:30pm (ish)
3. Nobody is to drink to excess
4. No alcoholic drinks are to be consumed in public other than in the bar or barn areas, and then only during bar opening hours. With the organisers permission there may be some exceptions to this rule!
5. The organisers reserve the right to confiscate alcohol if they believe appropriate.

HEALTH AND SAFETY POLICY STATEMENT

“Safety matters. The SR /MC committee believe that all accidents are avoidable, let's work together to achieve this aim”

The Sun Run and Malvern Challenge are held to provide enjoyment and development of young people, in a safe, healthy and controlled environment.

Along with the committee chaired by Robert and David Stevens, and their appointed persons, - **YOU** are all responsible for health and safety, whether it is your own or others. We must always be vigilant and thoughtful to this at all times.

We must all be fully aware that, as this is a large event, there will many potential hazards, as well as large and potentially dangerous machinery, vehicles and other items in use, we must take the necessary safe guards to protect ourselves and those around us. You must not take any action unless you are competent to do so, and must follow the relevant procedures in the manual. Risk assessments will be carried out to enhance this.

Each person in charge of an activity or area must firstly ensure that due consideration has been given that it is safe to use.

Any actual or potential defect or hazard must be dealt with and reported in order that it is made safe and improved upon in the future.

Signed



Robert Stevens



David Stevens

Date **01/06/11**

Gavin Lewis is the SR/MC Health and Safety officer, he will be assisting staff in carrying out risk assessments, any specific instructions he gives in relation to Health and Safety must be adhered to at all times.

There is a SR/MC Health and Safety procedures manual which is sent to all team leaders and a copy is also available from Control. It is important that you all have a look at these procedures to ensure they are adhered to throughout the event.

If you see or are asked to do anything that you believe is unsafe please ensure that you report it to your team leader and do not proceed with the task.

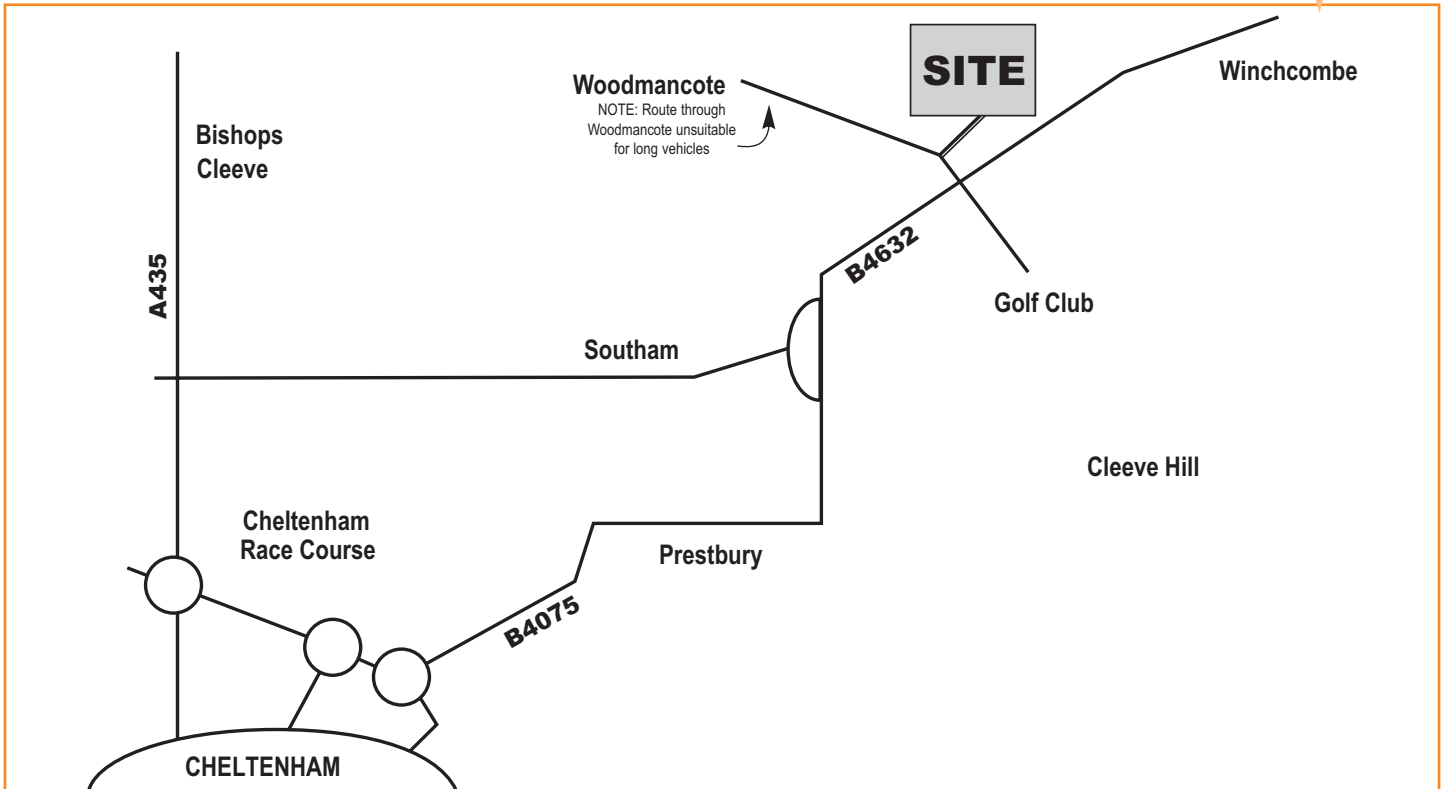
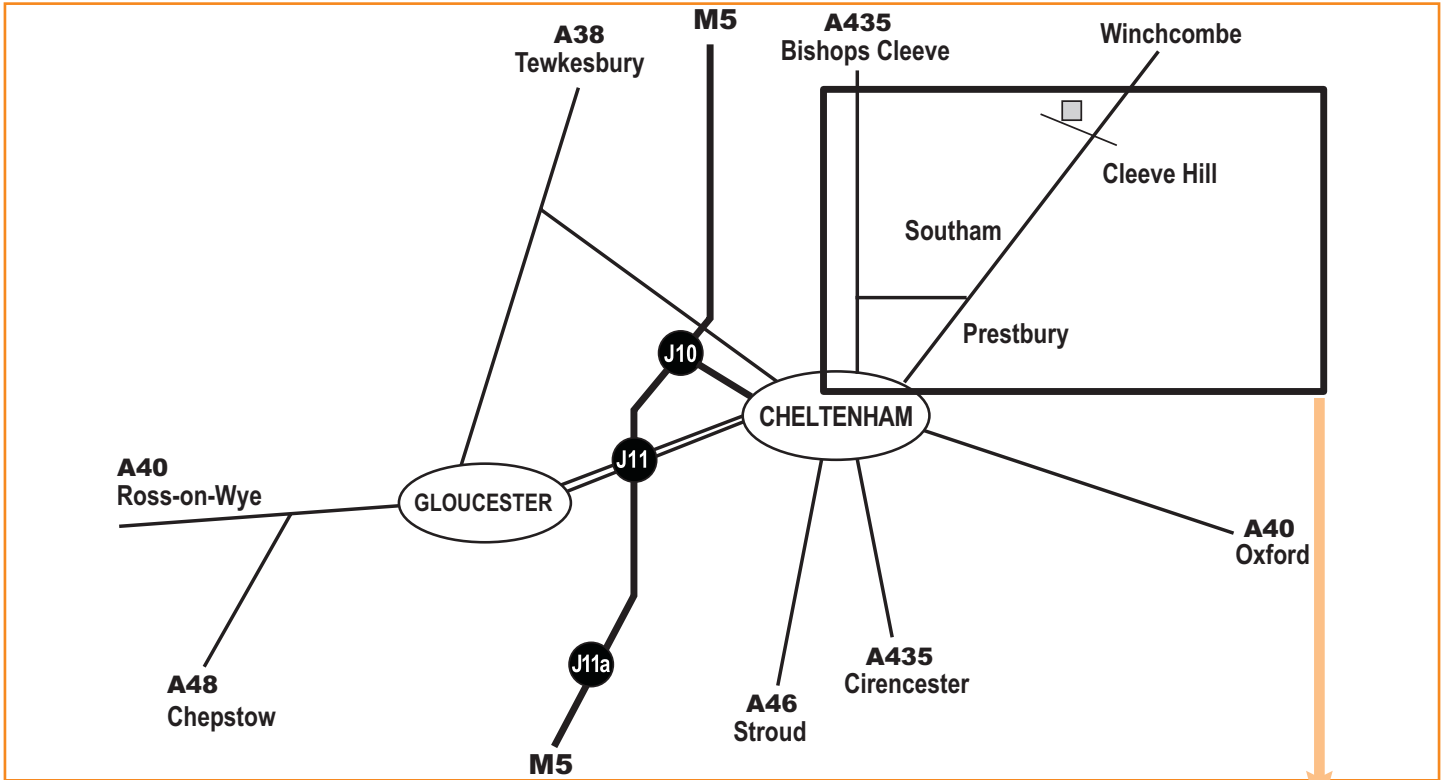
Helpers Children

Generally we welcome helper's children on site, we hope that they enjoy the weekend as much as everyone else and join in as much as possible. However certain areas of the site and certain activities that helpers carry out are not safe for Children. If your child is on site can you please ensure they are never left unattended and that they do not put themselves in any danger. Please do not put other helpers in the embarrassing situation of requesting that you remove your child from a dangerous area / activity. As organisers we have to enforce this rule to ensure the safety of all those on site – please ensure we do not have to.

SUN RUN & MALVERN CHALLENGE

SITE DIRECTIONS

Rushbury House Farm, B4632 (was A46), Cleeve Hill, Cheltenham GL54 5AE
G.R. SO 992 278



FOLLOW YELLOW SIGNPOSTS "SR/MC"

Any problems phone the site on (01242) 676989 or mobiles

Rob S - 07966 531295 Dave S - 07966 531954 Chris R - 07973 412106

