



## TERMS AND CONDITIONS FOR UK GROUP APPLICATIONS

- The Camp Group Leader\* will be a member of Girlguiding UK, have completed the Criminal Record Disclosure process for the country in which they live, be known to the Guides in her group and be responsible for their wellbeing whilst in her care.
- The Camp Group Leader will supply an email address which is capable of receiving attachments, and have access to the internet in order to download information as necessary from the Girlguiding UK website.
- Guides from different units may make up one Camp Group providing the Group uses a registered unit name. Where possible these groups should be in multiples of 4.
- The Centenary Camp is for Guides (aged 10-15 at time of event) and accompanying Leaders. There will be a separate sub camp 'The Jets' for 14-16 year olds who are not or who do not wish to be part of a Camp Group. Whilst Camp Groups need to apply with a Leader, Jets\*\* will be accepted as individuals or groups without a Leader.
- Centenary Camp Group applications must be completed by a Girlguiding UK member who holds a membership number for verification reasons. This includes applications for the 'Jet' sub camp. Senior Section members who do not have a membership number should ask their Leader or a Girlguiding UK member known to them to make the booking on their behalf.
- After registering and applying for a Camp Group place, a verification process will confirm that the Camp Group Leader is a bona fide member of Girlguiding UK.
- Four man Centenary Camp tents will be supplied on arrival. Girls not in a group of four will share with girls from another group. Each Centenary Camp tent becomes the shared property of the girls who sleep in it and they will need to make arrangements for it to be removed from site immediately after the event. It will be the responsibility of those girls to decide which unit takes the tent home at the end of the Camp.
- Camp Group Leaders will share a Centenary Camp tent with one other Leader. That Centenary Camp tent becomes the shared property of the Leaders who sleep in it and they will make arrangements for it to be removed from site immediately after the event. Leaders who do not book in pairs will have the opportunity to pair up with a Leader from another Camp Group at a later date.
- Camp Groups, Camp Group Leaders or Jets who do not wish to take possession of the Centenary Camp tent after the event will ensure that this is made known to the relevant sub camp team so that alternative disposal methods can be put in place (these details will be made known nearer to or at the event).
- The camp fee (£400 per Guide (including Jets), £300 per Camp Group Leader, £200 per dedicated support assistant for a Guide with special needs) will include all food, activities, special Centenary Camp tent and other items (yet to be determined) and entry to Fusion (every effort will be made to give all Camp Leaders the opportunity to attend Fusion but some may be required to carry out duties on the camp site for part of that particular day). Transport costs to/from the camp will not be included in the camp fee.
- Centenary Camp deposits will be non-returnable and paid in one instalment by the due date. Details of how to pay will be sent by email once application details have been verified. If a deposit is not received by the due date, or is received but not cleared, the Camp Group or Jet member will be placed on the waiting list and advised accordingly.

- Centenary Camp balance payments will be paid in one instalment by the due date. Details of how to pay will be sent by email once deposit payments have been cleared. Balances not received by the due date could result in the Camp Group or Jet member being placed on the waiting list or their application cancelled. It is recommended that Camp Groups take out cancellation insurance if, having paid the full amount, they are unable to attend the event due to unforeseen circumstances and their place cannot be offered to another Group.
- Camp Groups or Jet members placed on the waiting list will be notified and kept informed via the email address supplied at registration.
- Information will be made available on the process to follow should Camp Groups or Jets wish to be taken off the confirmed/waiting list.
- Camp Groups who have been declined a place will be notified by email, via their Camp Group Leader, with the reason(s) given.
- The Camp Group Leader will be responsible for ensuring that the input of girls' personal details is completed when requested, details of the group are updated as necessary and other requests pertaining to their attendance at the Centenary Camp are accomplished as and when requested by the Centenary Camp Team. Camp Group details can be added/changed at any time until a notified specified date. Jets are to ensure that their details are inputted (this can be done by the Guiding UK member that made the booking) when requested.
- Camp Group Leaders will be expected to commit to two days of service during the week of the Centenary Camp, and these will be allocated either before or at the event.

\*Camp Group Leader: this is a Girlguiding UK member that will be responsible for making and managing the Camp Group booking.

\*\*Jet Member: these are members of the Jet Sub Camp for 14-16 year olds that will attend without a Camp Group Leader.

## **TERMS AND CONDITIONS FOR CAST (CAMP ADULT SUPPORT TEAM) MEMBER APPLICATIONS**

- CAST members will be aged 18 or over on the first day of the event, have completed the Criminal Record Disclosure process for the country in which they live (where applicable), and ensured that their local Commissioner is aware of their application. Members of the Scout Association will be checked through the normal joint arrangements between Girlguiding UK and the Scout Association. International CAST applicants who are members of WAGGGS will be required to produce a letter from their Association before the event confirming their membership and any relevant recruitment checks (details will be provided for when and how).
- Every effort will be made to ensure that the CAST member is given their choice of work area(s) but should circumstances prevent this from being the case, the Centenary Camp Team reserves the right to place CAST members appropriately when necessary.
- Every effort will be made to ensure that the CAST member is given two non working days (or the equivalent of two days) during which they might be able to take part in activities during the week of the camp (where possible) if they wish but the Centenary Camp Team reserves the right to change this as circumstances dictate.
- Priority will be given to CAST members who can give additional days before and/or after the week of the camp. No additional camp fee will be required for extra days given.
- CAST members will register on arrival (as per instructions provided before the event) and observe all rules regarding security/exit passes.
- CAST members will be responsible for their own behaviour and wellbeing whilst on/off site and observe the rules of the Centenary Camp at all times. Medical/canteen facilities will be available on site or nearby at all times and a Team Manager and

associated staff will be available to provide support and pastoral care for the duration of their stay.

- CAST members will supply a reliable email address which is capable of receiving attachments, and have access to the internet in order to download information as necessary from the Girlguiding UK website.
  - After registering and applying for a CAST place, a verification process will confirm that the application is from a bona fide members of Girlguiding UK, The Scout Association or WAGGGS.
  - CAST members will be required to provide their own temporary sleeping accommodation (eg tent); some caravans will be allowed on site but not camper vans. There may be available a number of limited edition Centenary Camp tents (as provided to Camp Groups) to purchase at discount price on a first come, first served basis. These will be distributed on arrival but will need to be paid for prior to the event (details will be provided nearer the time). International CAST members who are unable to supply their own tentage and do not wish to purchase a Centenary Camp tent, are to make their tentage requirements known to the International team (CentenaryCampInternational@girlguiding.org.uk) at least two months prior to the event.
  - CAST members who purchase and take possession of a Centenary Camp tent will make arrangements for it to be removed from site immediately after their stay on site has ended.
  - The Centenary Camp fee for CAST members (£200 sterling) will include all food, the possibility of two days (or the equivalent of two days) of activities (where possible), and entry (where possible) to Fusion (participation at Fusion cannot be guaranteed as some duties may be required on the camp/Fusion site for part of that particular day). Transport to/from the Centenary Camp and associated costs will be arranged/borne by the CAST member.
  - CAST deposits (£50 sterling) will be non-returnable and paid in one instalment by the due date. Details of how to pay will be sent by email once application details have been verified. If a deposit is not received by the due date, or is received but not cleared, the application will be cancelled.
  - CAST balance payments will be paid in one instalment by the due date. Details of how to pay will be sent by email once deposit payments have been cleared. Balances not received by the due date will result in the application being cancelled.
  - CAST members who have been declined a place will be notified by email with the reason(s) given.
  - CAST members will be responsible for ensuring that the input of personal details is completed when requested, updated as necessary and other requests pertaining to their attendance at the Centenary Camp are accomplished as and when requested by the Centenary Camp Team. Details can be added/changed at any time until a notified specified date.
- CAST members will be required to WORK HARD and HAVE FUN!

## **TERMS AND CONDITIONS FOR STAR (SENIOR SECTION) MEMBER APPLICATIONS**

- STARS will be aged 16 or 17 on the first day of the event, will have permission from their parent/guardian, and must have ensured that their local Commissioner is aware of their application. International STAR applicants who are members of WAGGGS will be required to produce a letter from their Association before the event confirming their membership (details will be provided for when and how).
- STARS will be required to act as 'runners' and perform general duties as required and the Centenary Camp Team reserves the right to place STARS appropriately as circumstances dictate.

- Every effort will be made to ensure that STARs are given two non working days (or the equivalent of two days) during which they can take part in activities during the week of the camp (where possible) if they wish but the Centenary Camp Team reserves the right to change this as circumstances dictate.
- STARs will be responsible for their own behaviour and wellbeing whilst on/off site and will observe the rules of the Centenary Camp at all times. Medical/canteen facilities will be available on site or nearby at all times and a Team Manager and associated staff will be available to provide support and pastoral care for the duration of their stay.
- STARs will register on arrival (as per instructions provided before the event) and observe all rules regarding security/exit passes.
- STARs will supply a reliable email address which is capable of receiving attachments, and have access to the internet in order to download information as necessary from the Girlguiding UK website.
- After registering and applying for a STAR place, a verification process will confirm their details via their local Unit Guider.
- STARs will be required to provide their own sleeping arrangements (eg tent); some caravans will be allowed on site but not camper vans. There may be available a number of limited edition Centenary Camp tents (as provided to Camp Groups) to purchase at a discount price on a first come, first served basis. These will be distributed on arrival but will need to be paid for prior to the event (details will be provided nearer the time). International STAR members who are unable to supply their own tentage and do not wish to purchase a Centenary Camp tent, are to make their tentage requirements known to the International team (CentenaryCampInternational@girlguiding.org.uk) at least two months prior to the event.
- STARs who purchase and take possession of a Centenary Camp tent will make arrangements for it to be removed from site immediately after their stay on site has ended.
- The Centenary Camp fee for STARs (£160 sterling) will include all food, two days of activities (where possible) if they wish, and entry (where possible) to Fusion (participation at Fusion cannot be guaranteed as some duties may be required on the camp/Fusion site for part of that particular day). Transport to/from the Centenary Camp and associated costs will be arranged/borne by the STAR member.
- STAR deposits (£50 sterling) will be non-returnable and paid in one instalment by the due date. Details of how to pay will be sent by email once application details have been verified. If a deposit is not received by the due date, or is received but not cleared, the application will be cancelled.
- STAR balance payments (£110 sterling) will be paid in one instalment by the due date. Details of how to pay will be sent by email once deposit payments have been cleared. Balances not received by the due date will result in the application being cancelled.
- STARs who have been declined a place will be notified by email with the reason(s) given.
- STARs will be responsible for ensuring that the input of personal details is completed when requested, updated as necessary and other requests pertaining to their attendance at the Centenary Camp are accomplished as and when requested by the Centenary Camp Team. Details can be added/changed at any time until a notified specified date.
- STARs will be required to **WORK HARD** and **HAVE FUN!**

## TERMS AND CONDITIONS FOR ACTIVITIES PREFERENCE SELECTION

- The Centenary Camp team will endeavour to ensure each Guide/Jet/Leader is allocated their top preferences, however this can not be guaranteed.
- Final details of your allocated activities will only be available to you upon registration at the Centenary Camp.
- If there are any issues with your allocated activities at this point, please contact the Centenary Camp Programme office.
- We will not be offering a “swap-shop” for activities at camp.
- Any special equipment or specialist clothing required for an activity will be provided at camp/activity.
- If you fail to make your selections online by the deadline of 28 February 2010, The Centenary Camp team will allocate activities to you.
- Parental permission and consent is assumed for all activities unless you otherwise specify. If there is an activity which the Guide/Jet/Leader can not participate in, please ensure you have provided us with details. Please note that G/C (consent) and G/H (Health) forms will be distributed at a later date.
- We cannot guarantee that any two Guides/Jets/leaders/Group will be on the same activity at the same time.
- All activities will be carried out in accordance with the Girlguiding UK guiding manual requirements.