

CUB Splash 2025 (LEADERS PACK)

Activity Allocation

This process needs to be **completed by the 13th June** as the activity information sheet titled “xxx-CubActivityInformation.xlsx” need to be emailed back to scott.mclaren@leicestershirescouts.org.uk.

- 1) To start this process issue the consent form to all parents, use the sample one “Consent Form Cub Splash - Example v1.docx” or an online equivalent is fine. The consent forms need to be brought with you but not handed in as all the key information we need is transferred to us via the excel sheet “xxx-CubActivityInformation.xlsx”
- 2) The pdf attached to the email that ends “xxx – CubActivityAllocation.pdf”, you just need to enter one cub’s name per row and make sure you bring this list with you on the day. Maybe take a few photos of the completed sheet and share it with the leaders you have attending too.

7225	<input type="text"/>	1: Climbing (Group 2)	2: Archery / Shooting	3: Kyake	4: Canoe
7226	<input type="text"/>	1: Climbing (Group 6)	2: Angels Throwing	3: Kyake	4: Canoe

The red activities are in the “Active zone” which you can find where the start point is via the site map. The blue activities all start from the “Water Activity” point marked on the map.

For climbing please make sure the cubs know which group number they are in, this will save time when you arrive in the area.

- 3) Next start to complete the excel sheet “xxx- CubActivityInformation.xlsx” column C “Cub_ID” in the excel matches the id in the pdf then complete “Cub_Name” Column D with the same name you have put in the activity allocation .

BookingRef	Group_Name	Cub_ID	Cub_Name	Can_Shoot_Archery	Is_Water_Confident	Can_Swim_10_Metres	Can_Ride_Bike	No_Photos
1	SPLASHEX EXAMPLE	7225	Terry Jones	Yes				
2	SPLASHEX EXAMPLE	7226	Milly Jones	Yes				

The next 5 columns should be completed as the below example unless the cub can’t do any of them or they are no photos.

Cub_ID	Cub_Name	Can_Shoot_Archery	Is_Water_Confident	Can_Swim_10_Metres	Can_Ride_Bike	No_Photos
7225	Terry Jones	Yes	Yes	Yes	Yes	
7226	Milly Jones	Yes	Yes	Yes	Yes	

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The remaining two columns should be blank for most cubs unless they have

Learning : Please mark here if cubs need a bit more time or support (could be for example learning difficulties or a neurological condition). Cubs do not need a formal diagnosis, your judgment as a leader is fine that they require this support.

Medical Condition : Let staff know that they have a medical condition (as well as a wristband which will note the condition or allergy.) This is just a secondary check.

Here is an example of what we expect, for both it is just a short summary

J	K
Learning	Medical_Condition
ADHD	
	Asthma - Carries Inhaler
Yes	
	Nut allergy - Carries Epipen

If you are unsure on the excel sheet I have included "SPLASH-EXAMPLE-CubActivityInformation.xlsx " for an example of it completed or you can just email me or give me a call and I will support you. It is really important the sheet is returned on time.

Sample Parents Email

To save time please find below some information you can copy and paste if you wish, this assumes you are attaching the provided consent form and parent info pack. Please edit all the highlighted elements and feel free to do the consent form electronically if you wish, as long as all the information is collected that is the important thing.

Hi everyone

Cub Splash is now only a month away!

Please find attached the parent-guardian information pack for the event, this will help with arrival information which is very strict due to the lack of space on site and kit list for the day.

Our groups arrival time is [7:30am] on [Saturday 21st June/Sunday 22nd June] please make sure you aim to arrive within 10 minutes of the window. We have only been allocated xxx cars for arrival and departure for our group so parents must lift share bringing 3-4 cubs per car. [We will work this out with parents after the meeting on xxx day <fee free to re-word]

You also need to complete the attached event consent form and return no later than the [6th June]

As always please get in touch if you have any questions.

Many thanks

The Leaders

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On the Day - Arrival

Make sure all leaders have registered their cars and have pass fixed to the windscreen. You can get passes via the website.

Arrive between 7 and 7.30am sorry it is an early start but we have such limited space on site we need leaders to arrive before parents so we can get your cars safely out of the way.

Typically groups bring a shelter or two (depending on your group size) so cubs have somewhere to put their bags and to change. Please note we may put one of the larger groups in the wooden shelter that is on site but we will work that out when you arrive.

Please make sure at least one leader for your group is in the meet and greet area 5 min before your groups arrival time. **Do not let parents passed the meet and greet area**

To announce the start of the activity session we will blow a loud horn.

Event Programme

7.00am	7.30am	<u>Leaders arrive</u>
7.30am	9.00am	<u>Staggered Arrival (Please keep to allotted times)</u>
9.30am	11.00am	Activity Session 1
11.30am	1.00am	Activity Session 2
1.00am	2.00pm	Lunch
2.00pm	3.30pm	Activity Session 3
4.00pm	5.30pm	Activity Session 4
6.00pm	7.30pm	<u>Staggered Departure (Please keep to allotted times)</u>

On the Day - Departure

The meet and greet area will be larger as the water activity start space will not be in use. 10 minutes before your groups departure time bring all your cubs over together.

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Information Pack for Leaders

Arrivals and departure

Vehicles for setting up your space can arrive between 7.00am and 7.30am, all leaders must have a **vehicle pass** to stay on site for the day otherwise they will be limited to 5min max in the drop off area.

Please make sure all parents lift share the LOPC does not have the capacity for every parent to bring just one cub, the car park only has 9 drop off bays and we have 240 cubs arriving. Ideally 3-4 cubs per car and they must arrive during the allocated time.

Parents dropping off and collecting Cubs will be directed to park in a drop off bay, and then walk their child to the leader meet and greet area. Parents will not be permitted to other areas of the site.

A leader must be at the drop off/collection points 10 minutes before their groups time slot

LOPC Standards and Facilities

- **Leave No Trace** - The aim of the Leave No Trace principle is to have as little impact as possible on your surroundings when on site. Plan ahead and prepare – bring everything you need and take it all home with you. Leave what you find and respect wildlife – do not damage the ground or hedgerows.
- **Rubbish and Waste** – All waste needs to be taken away with you.
- **Drinking Water** - Water standpipes are located round the main building
- **Toilets and Washing Facilities** – The main LOPC toilet block will be available throughout the event and used by adults and children.
- **Vehicles** - All vehicles and day tents on site are there at your own risk and we won't be held responsible for any damage to any property on site. We will direct you to park in the appropriate car parks depending on space available.
- **Out of Bounds** – please note that cubs are only allowed in the yellow dashed areas when not on an activity.
- **Smoking & Vaping** – If over 18's wish to smoke or vape, the need to leave the LOPC site.
- **In the event of an Emergency or Incident during CubSplash** – The assembly point is the main car park
- **Lost Property** – will be held in the Organiser's Tent, leaders will be asked to check this before the event closes. Lost property after camp can be collected from Leicestershire Scout Headquarters for up to a month after the camp, it will then be disposed of.
- **Tuck Shop** – we will be providing a tuck shop on site that will sell a wide range of sweets and drinks we suggest cubs to bring up to £5 in cash for the day.
- **First Aid** – Camp Leaders are responsible for the health, care, and welfare of their young people, not the camp or camp organisers. That means the Unit Leader is responsible for First Response, Welfare, Activity Permission and Behaviour.
- **Uniform** – As this is a day event uniform is not essential. But please make sure cubs are wearing neckers at all times. If they are on the water first please make sure they arrive ready to go.
- **Media Arrangement** – Feel free to take photos of your own group and the site for your own use. We will be taking photographs on behalf of Leicestershire Scouts throughout the event. All children that are “no photos” we will make arrangement with the leader to know what they look like by 9.30 on the day of the event.

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- **Event Cancellation** – Please note, that in the unlikely event that CubSplash 2025 is cancelled due to circumstances beyond the control of the Organisers or Leicestershire Scout County, money will be refunded to the extent that money has not already been expended or committed to be spent. Whilst being mindful of individual circumstances, the Policy of CubSplash is that all Deposits and Payments are Non-Refundable. The camp will however entertain replacement participants in the event that a particular person is unable to attend. These alterations will be dealt with on an individual basis, and it should not be assumed that all requests for alterations of personnel will be sanctioned. In particular - last minute replacements will not be allowed. In respect of those persons who have paid the full amount who are unable to attend and are unable to find a replacement - the camp will consider requests for refunds - but these will again be dealt with on an individual basis - after the camp has finished, and only if there are sufficient funds available to make the payment.
- **Standards** – Actions of any Participant, Leader or member of Staff which breaches the UK Scout Association's Policy, Organisation and Rules (POR), or any behaviour which is likely to cause offense, nuisance, damage or criminal damage, injury or bring The Scout Association or CubSplash into disrepute will be addressed by the Camp Organisers who will decide an appropriate course of action. Among other sanctions, this may include a request to leave the event.

Local Information

- **Emergencies and Health Care** - If anyone has cause to dial the emergency services, the address/postcode of the LOPC is **Leicester Outdoor Pursuits Centre, Loughborough Rd, Leicester LE4 5PN**. Please notify Camp Organisers by phone or radio after you have called the emergency services for any reason.

Hospital - for urgent medical attention, but not a life-threatening situation, contact NHS 111 first.

Nearest Accident and Emergency is Leicester Royal Infirmary, Infirmary Square, Leicester, LE1 5WW at time of writing these notes, opening times 24 hours a day, every day. The hospital is approximately 45 minutes by car, and approximately 22 miles away from site.

Activities

Please make sure cubs arrive promptly at the start time and familiarise yourself with the site map to make sure you send cubs in the correct direction.

All water activities are 90 minutes to allow for the time to get cubs prepared and safely on and off the water.

Land activities are also 90 minutes, but cubs may rotate between a few activities in this time period. For example, shooting and archery are 40-45min each and climbing may rotate too between a few activities.