

Information Pack for Leaders

Camping 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 camping. 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.
- **What you cannot do** – No fires, BBQ's, fireworks or "Chinese" lanterns allowed. The flying of drones is prohibited on site. We regret that private generators of any kind are not permitted on site. Do not dig pits, holes, trenches etc. on site. Dogs are not permitted on site and neither of bicycles except those provided for activities.
- **Kitchen Tents** – These must be 6m away from any sleeping tents and must be signed off by the subcamp team before they are used.
- **Rubbish and Waste** – All waste needs to be compacted and packed down/crushed/flattened, then placed in the wheeled bins (located at each end of the sub camp), we have paid for mixed waste which means the waste company will separate and recycle. Please try to avoid putting liquids in the waste bins. Site waste bins must be used by leaders only and used sparingly for kitchen and litter, they must not be used to dispose of broken items that have been brought to site. All waste should be placed in tied bin bags and then placed in the site wheeled bins. Please prevent waste and rubbish from blowing around the site.
- **Drinking Water and Wastewater** - Water standpipes are located all around the camping area, only leaders should use these, please make sure taps are turned off. Campers in the middle campsite may consider using rolling water carriers. Wastewater should be strained into a bucket to remove all food waste and cutlery(!) and disposed of in the hedgerows around the edge of the site.
- **Toilets and Washing Facilities** - The site plan shows the location of toilets. Permanent toilets around the clubhouse building have running water. Toilets and Showers in the clubhouse building are for adults only. We recommend camping groups set up a wash tent or wash area in their camp which you use for teeth cleaning and washing.

Accessible Toilets are available in the Club House building plus there are two Disabled Portaloo's (one is located in the middle of acrobats subcamp the other is located just on the left as you enter the active zone).

Portaloo's are available all the time also, these are located in the middle of sub camps, we will provide lights in the toilets for night use. There will also be some located in the CUBS Active fields during the daytime, but if they say closed, please only use the open ones! Portaloo's will be cleaned and emptied once over the weekend so please use the toilets in the buildings during the daytime and whenever possible. Portaloo's are likely to only have hand sanitiser. We recommend Leaders teach their Cubs how to use the Portaloo's and toilet etiquette (seats up, seats down!).

- **Vehicles** - All vehicles and camping equipment 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 your pass. **PASSES MUST BE DISPLAYED IN THE TOP LEFT CORNER OF WINDSCREEN** (as you look out) so they can be read quickly by security.

On Thursday evening, vehicles will be allowed on to the sub camps (providing the weather is good) to help campers pitch their sites. At the end of the camp, after the closing ceremony and Cubs have left site, vehicles will be allowed on to the sub camps. Vehicles will not be allowed onto the camping areas on Friday or over the weekend whilst the Cubs are on site.

Vehicles for setting up activities will be able to access the site up to 8:30 am on Saturday morning and once the afternoon sessions have finished on Sunday at 1.30pm.

Parents dropping off Cubs will be directed to park in the permanent car park, and then walk their child to the leader meet and greet area. Parents will not be permitted to other areas of the site including camping areas.

Please note there is no electric charging available on site.

If you need to leave site for any reason, please leave your lanyard and ID with security when you leave site and collect when you return – that helps us know who is on or off site.

- **Caravans** – Caravans are not permitted within the sub-camps and onsite space for them is very limited. We therefore ask that caravans are only brought where there is a genuine medical or accessibility requirement. Any caravans attending must be agreed in advance by emailing scott.mclaren@leicestershirescouts.org.uk before the event.
- All vehicles and camping equipment 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 your pass. **PASSES MUST BE DISPLAYED IN THE TOP LEFT CORNER OF WINDSCREEN** (as you look out) so they can be read quickly by security.
- **Helping Out** – Sub Camp Leaders will visit groups on Friday evening to ask for volunteers to support activities during the weekend and provide details of where and when to meet. Support will normally be within the same zone your Cubs are in, helping your group and others get the most out of their activities. During activity sessions, groups are only expected to send a small number of leaders into the zone to support supervision and help keep an eye on their Cubs. Activities can only operate safely and on time if all helper roles are filled and volunteers attend as agreed. Please can you reinforce the importance of this with your team, particularly on Sunday morning during pack down.
- **Out of Bounds** – please note that all areas coloured in red hatching on the site map are out of bounds except for organised activities, please respect Out of Bound areas.
- **Fire** – Camping Group Leaders are responsible for making their own arrangements for fire-fighting as they would normally do on any camp, as such, camping groups should have their own Fire Extinguisher/Fire Buckets/Fire Blankets suitable for the camping group size. Please allow a minimum of 3 metres between cooking tents and any other structure.
- **Smoking & Vaping** – If over 18's wish to smoke or vape, the only designated smoking area is near the tarmac car park.
- **Alcohol** – The Green Card sets out The Scout Associations policy on alcohol, if over 18's wish to consume alcohol, please refer to the green card, drinking should be moderate. When adults are responsible for young people, they must not drink alcohol and there must always be the correct ratio of adults responsible for young people at all times.
- **In the event of an Emergency or Incident during CubJAM** – The assembly point is on the Rugby Pitch in front of the main Club House, to make life easier for you we recommend you have a list of your camping group on your mobile phone. Please assemble around your Sub Camp Leader.
- **Lost Property** – please leave any lost property at the entrance to the tuck shop, where items will be displayed along the barrier during the event. We will do our best to return clearly labelled items during camp. Due to limited storage space, soiled or low value items may be disposed of onsite. After the event, enquiries about lost property can be made by emailing scott.mclaren@leicestershirescouts.org.uk within 10 days of the event. Please note we cannot accept responsibility for lost items.
- **Tuck Shop** – we will be providing a tuck shop on site that will sell a wide range of sweets and drinks, during the cinema popcorn will also be sold and if the weather is good ice-creams too. CubJAM woggles and additional badges can also be purchased from the shop.

The shop is the Big Top and will be open (subject to staff availability):

Friday 6pm to 11.00pm

Saturday 8am to 10.30pm

Sunday 8am to 1.30pm

- **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. That said, CubJAM has a dedicated welfare team available to provide additional support, who can be contacted via the sub camp leaders or any member of staff with a radio or by visiting the welfare area.
- **Cubs “Buddy” System** – As all the cubs will be in a large open unfamiliar location it is essential that when they are not on the sub-camp, they go around in groups of 2-4. For example, any visit to the toilet block should be with their buddy to make sure they can find their way back.
- **Uniform** – Full uniform should be worn for arrival at site and for departure, also for the closing ceremony. Camp badges can be worn on uniform.
- **Phone charging** – USB charging facilities will be available from early morning to 11pm in the club house building. Phones or battery packs can be left here but this is done at your own risk.
- **Identification** – Everyone will be given a lanyard; Cubs should be reminded no lanyard no activities. All staff, Cubs, and activity instructors should always wear their group scarf/necker (except if told to remove to participate in an activity). There will be a limited number of staff who will be non-DBS Scouts (they will have visitor’s badges). We will explain on the call how to identify them, they will be informed their visit to site will need to be accompanied.



Cub Lanyards will look similar to this on the front



- NAME**
Only enter a cub's first name here. If you have two cubs with the same name then also enter the first initial of their surname.
Do not write the full name here due to safeguarding.
- GROUP**
This will already be entered on the badge and will not be your full group name but enough so that we can find the group leader quickly if needed.

On the back they will look like this

cubJAM **RINGMASTER'S**

Zone Activity Schedule

Saturday Morning	Saturday Afternoon	Sunday Morning
ACTIVE	LEARN	CREATE
1: Shooting	4: Something Else	7: Ship Build
2: Bubble Football	5: Geo Caching	8: Glass Engraving
3: Go Wild	6: First Aid	9: Craft

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ACTIVITY PROGRAMME
Cubs must go to the activity listed on their badge. They will be checked in to make sure they are turning up to the correct activity at the correct time.

Is Vegetarian or No Beef Products:
This is for the tuck shop only

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

No Photos : We can't stop people taking group photos but if they have this marked, it will help with individual photos

Medical Condition : Lets 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.

- **Code of Conduct** – To ensure everyone has the best time at CubJam '26, everyone will be asked to follow the Campers Conduct below:

DO:

- Follow the Scouting values
- Treat others how you wish to be treated – respect one another
- Stay safe
- Make new friends
- Follow UK Laws and legislations
- HAVE FUN AND ENJOY YOURSELF!

DONT:

- Deliberately damage or misuse any of the facilities onsite
- Deliberately put yourself or others in danger
- Be afraid to talk to someone if you or someone else are not okay.
- Take things which do not belong to you, including group mascots, subcamp/camp trophies etc
- Be afraid to try new things!

Booking Related Information

- **Health and Wellbeing** – Please ask all your participants if they are fit and well and in particular whether they HAVE HAD ANY SICKNESS OR DIARRHOEA IN THE LAST 48 HOURS. If there is any doubt, then parents/carers MUST be advised to take the child home. This also applies if the child has any infectious diseases e.g. chicken pox etc. and/or any unexplained rashes or spots.
- **NAN Forms & Risk Assessments** – Camping Group Leaders are responsible for completing and submitting their own Nights Away Notification and submitting this to the Responsible Commissioner. The Permit should be for “Campsite”. Camping Group Leaders will need to arrange their own In-touch arrangements. The Venue Address for your NAN Form is **Rutland Showground, Showground Way, Oakham LE15 7TW**, the venue telephone number for your NAN Form is **07889129735**, this number and 07973669785 are also alternative phone numbers for your InTouch contact if they are unable to contact Camping Group Leaders. Camping Group Leaders are responsible for preparing their risk assessments in the normal manner and submit these to the Responsible Commissioner. CubJam organisers will prepare risk assessments for all activities being undertaken at the event. These will be available for inspection at the event if necessary, and the activity instructors will be briefed on these and in turn be responsible for briefing the Cubs. Please report to your Sub Camp Leader any accidents which take place, especially on activities so we can review any activity.
- **Event Cancellation** – Please note, that in the unlikely event that CubJam 2026 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 CubJam 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 CubJam 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. All Leaders and Staff who are Scout and Guide Members 18 or over must be able to provide their DBS which must remain valid until the last day of the camp. Those who turn 18 during the camp will remain being classed as a young person for the duration of the camp.

Local Information

- **Emergencies and Health Care** - If anyone has cause to dial the emergency services, the address/postcode of the Showground is **Rutland Showground, Showground Way, Oakham LE15 7TW**. 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.

The nearest Urgent Care is Rutland Memorial Hospital - University Hospitals Of Leicester NHS Trust - Urgent Care Centre, at time of writing these notes, these are the opening times – Friday All ages 6:30pm to 9pm, Saturday All ages 9am to 7pm and Sunday All ages 9am to 7pm. Address - Cold Overton Road, Oakham, Rutland LE15 6NT.

Nearest Accident and Emergency is Kettering General Hospital, Rothwell Road, Kettering, Northamptonshire NN16 8UZ, at time of writing these notes, opening times 24 hours a day, every day. The hospital is approximately 40 minutes by car, and approximately 23 miles away from site.

Alternative 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.

Chemists – there are several in Oakham including:

Boots Chemist, 18 High Street, Oakham, Rutland LE15 6AL. Store opening times – Friday 8:30am to 5:30pm, Saturday 8:30am to 5:30pm Closed Sundays.

Rutland Late Night Pharmacy, 45A-45B High Street, Oakham, Rutland LE15 6AJ. Store opening times – Friday 8am to 9pm, Saturday 8am to 9pm and Sunday 10am to 6pm.

- **Shopping** – in addition to shopping in Oakham town centre:

Within walking distance of the showground is ALDI, Hackamore Way, Barleythorpe, Oakham LE15 7FS Store opening times – Friday 8:00am to 10:00pm, Saturday 8:00am to 10:00pm and Sunday 10:00am to 4:00pm.

Central England Co-operative, Burley Road, Oakham, LE15 7AA Store opening times – Friday 7:30am to 9:00pm, Saturday 7:30am to 9:00pm and Sunday 10:00am to 4:00pm.