



# **22nd New Zealand Scout Jamboree**

28 December 2019 – 7 January 2020

Mystery Creek Events Centre, Hamilton, New Zealand

## **Staff Guide**



## Foreword:

This handbook has been prepared for all Staff attending the 22<sup>nd</sup> New Zealand Jamboree. Staff are expected to familiarize themselves with all the information in this handbook.

It outlines arrangements for the Jamboree that are important to all Staff.

All information is correct and as complete as possible at the time of publication. It is likely that some changes will occur as further detailed planning progresses and we will try to keep you well informed through the email.

Please ensure you read and re-read all the regular newsletters in addition to this handbook and continue to check the website for any other updates. Prior to the Jamboree, information requests should firstly be addressed to your Team Leader.

The **Scout Promise** and **Law** are the fundamental rules for the Jamboree.

		
<b>Have Respect</b>	<b>Do What is Right</b>	<b>Be Positive</b>
– For yourself and others – For the environment	– Be trustworthy and tolerant – Have integrity	– Accept challenges with courage – Be a friend to all

All Scouts and Adults are expected to care for and care about each other, and care for and care about their environment. Bullying will not be tolerated and all Adults will observe the Duty of Care and Code of Conduct and the Drug and Alcohol policy. Copies of these are available on [scouts.org.nz](http://scouts.org.nz) website.

It is important to balance proper care and supervision of young people with respect for their privacy, and the overriding aim of the Scout section – the empowerment of the Patrol – and giving the Scouts the chance to learn by doing so in a safe environment.

**The Jamboree Website is our one source of truth! – [Jamboree.org.nz](http://Jamboree.org.nz)**



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**Staff - Let the Mystery Begin!**



# Dates & Locations

The 22<sup>nd</sup> New Zealand Scout Jamboree will be held from Saturday 28<sup>th</sup> December 2019 through to Tuesday 7<sup>th</sup> January 2020 at: Mystery Creek Events Centre

The Jamboree contact phone number is: 07 834 6295. This will be manned 24/7 during Jamboree.

## Attendance

We expect minimum 3000 Youth (Scouts), plus 150 VST (Venturers), and 400 (Rovers, Leaders, Adult Helpers) all as Staff members.

Each Troop consists of 36 Scouts and 7 Leaders.

VST (Venturer Staff Team) will have a service focus and follow a separate program.

## Jamboree Setup

As Staff you can arrive after 12pm on the 27<sup>th</sup> December. Some staff will be required to arrive on Boxing Day. Your managers will confirm when they require your arrival for briefing and setup and which days you will have off.

There is an all Jamboree Staff meeting at 5 pm on 27 December 2019 onsite, followed by dinner. Please attend if you can make it.

It is vital to let your manager know your plans and to adhere to arrival dates and times so that registration, catering, medical, camping and safety personnel are in place to process your arrival. Checking in on-site before your assigned arrival date will not be allowed.

Troops will be arriving from 8am on 28<sup>th</sup> December.



## Daily Timetable

Approximate timing only/to be confirmed

From 0600hrs Rise and shine

0600hrs to 0800hrs Breakfast open

From 0800hrs Depart to Role

*All Programme Staff will be expected to be on bases & be prepared to start by 8.30am.*

*Office/Site Roles and Offsite Bases TBA*

From 1200hrs Lunch

*Lunch will be provided in the Bledisloe Building for all Staff. Programme Staff will have to prepare lunch and take with them to site activities in the mornings.*

1600hrs Most Programme roles end. Clean and secure base, prepare for next day and have team meetings.

1800hrs Dinner

## Visitors & Open Day

The 22nd New Zealand Scout Jamboree is open to visitors every day from Monday 30 December 2019 to Monday 6 January 2020, between the hours of 10:00am and 4:00pm. Visitors are required to register at the Jamboree main gate and receive an ID before they can enter the Jamboree site. Visitors will be given a map and information about the site. The best day to visit is on the Open Day on New Year's Day, 1 January 2020 - this is the only day when all Scouts and Adult Leaders will be on site.

Entry to the Jamboree site is by gold coin donation. The donations will go to the Universal Youth Fund ('U' Fund) for the benefit of all Scouts universally.

## Jamboree Pack down

The conclusion of the Jamboree activity days is Monday 6th January. All equipment and supplies must be returned to their respective storage containers, inventoried and accounted for by the Staff members responsible for inventory prior to departure. All Staff should confirm with their respective Managers that everything is in order. Any pack down that can occur while the Scouts are on site can take place. Some Staff may be scheduled to remain later than January 7<sup>th</sup> to accomplish pack down tasks.



## SAFER SCOUTING - IT'S WHAT WE DO!

# General Safety Information

### Staff Identity

All Staff will be required to wear the 22<sup>nd</sup> NZ Scout Jamboree lanyard and identity card. The lanyard comes with a safety quick release clasp. The lanyard and identity card must be worn at all times including to and from the showers.

### Accommodation

This Jamboree, Staff will be camping together as a group on the Mystery Creek site. As you can expect, the size of the Staff Camp will be about the same size as a Youth Village!

We will need each Staff Member to register/book a site for your tent or caravan, to make sure the Staff Camp will be big enough for everyone. The Staff Camp area will be required to follow the same rules that are applied to Troop sites. This includes tent spacing, fire precautions and maximum heights of structures.

We require the information to assist us in planning the Staff camp area. Please complete the Google form with as much of this information as possible. This is so we have a rough idea of the size needed when we have a site visit at the end of August.

We have limited space in the Staff Camp area and we would like to promote the sharing of tents as much as we can, If you have a large tent and are the only one in it, and would like to share the space with someone please let us know in the form and we can put you in contact with someone who requires some accommodation at Jamboree, and if you need your personal space, please be mindful of the size of tent you are bringing as well.

To save on doubled up information, and you are sharing with someone please can just one person register a site and then list the others you are sharing with in the space on the form.

Please follow the link to a Google form

[https://docs.google.com/forms/d/e/1FAIpQLSdKFJqPardczJ9XZCUDshPMJcG2CCDXLJliRgbaOy3eBP7\\_bg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdKFJqPardczJ9XZCUDshPMJcG2CCDXLJliRgbaOy3eBP7_bg/viewform)

If you cannot access the Google form, please email [staffcamp@jamboree.scouts.nz](mailto:staffcamp@jamboree.scouts.nz) and we can send you a Word or PDF Document to fill in.





## Days Off

It is important that as Staff you take your designated day off. Talk to your Manager if you want to swap your day off with someone else in your team.

Your day off will give you an opportunity to have a look around the sites, meet up with other Staff & Leaders for a relaxing coffee or just chill out and read a book. Shuttles will be running from the Jamboree site to Hamilton. More details to be advised.

## Leaving for the day's activities

Everyone leaving their for their day activities should carry their day pack with two drink bottles, lunch, snacks, sun block, raincoat, insect repellent and any personal medication plus any specific required gear for the activity.

## Alcohol

The event will follow the National Scout Policy on alcohol. Any questions please talk to your team leader.

## Smoking

The Jamboree is a smoke free site.



# Personal Health

## Jamboree Fitness

Take the time to think about the role you are undertaking at the Jamboree relation to your personal fitness. Jamborees are physically hard work. One of the concerns at previous Jamborees has been unfit Staff. If you, or someone you know, is in this category, why not take some time to improve your fitness. Just 15 minutes a day will make a huge difference. These active days can also cause blisters and chafing. Please bring comfortable clothes and a personal first aid kit that can deal with minor issues like blisters, insect repellent and headaches etc.

## Medical Reminders

- Please do not bring sickness to Jamboree. Everyone who attends Jamboree should be in good health. It is better that an individual joins a few days later when they have recovered than bring a "bug" to Jamboree and infect others.
- Please ensure any additional medical issues are updated on the registration on-line.
- For any person with a known serious allergy or medical condition that is either self-medicated or that a support person administers, it is essential that details and medicines are carried on the person at all times (i.e. Medic Alert bracelet, inhaler etc).
- CPAP (Continuous Positive Airway Pressure) There is no power on the sites and battery power will be required. The machine batteries can be charged during the day at the Jamboree Hub.
- Everyone should have had a dental check in the six months prior to Jamboree. While dental treatments caused by accident are partly covered by ACC, all other treatment is not. The recipient of the treatment will be required to meet all charges.
- Everyone should bring sufficient supplies of personal medicines to Jamboree. Emergency prescriptions can be filled at a local pharmacy and the recipient will need to meet all the charges. Please keep your medication secure.
- Remember to be sun smart. To protect ourselves we need to have an adequate sun hat (one that protects the face, ears and the back of the neck) and use sunblock and sunglasses.
-



## Dehydration

Dehydration might be the cause of tired, grumpy Scouts (and Leaders) or that niggly headache in the afternoon or just feeling out of sorts.

If you or another member of Staff has a headache, check with them about how much they have had to drink during the day, get them to sit down in the shade and sip their drink bottle. Drink more before considering medication for a headache.

## Urine colour chart

This urine colour chart will give you an idea of whether you are drinking enough water. Hydrated means you are drinking enough and dehydrated means your body has lost water and you need to drink more to make up for the loss.

### Urine colour chart

This urine colour chart will give you an idea of whether a person is drinking enough or is dehydrated (lost too much water from the body).

ARE YOU DRINKING ENOUGH?	
	<ul style="list-style-type: none"><li>• Very dehydrated</li><li>• Drink a large bottle of water immediately</li></ul>
	<ul style="list-style-type: none"><li>• Dehydrated</li><li>• Drink 2-3 glasses of water now</li></ul>
	<ul style="list-style-type: none"><li>• Somewhat dehydrated</li><li>• Drink a large glass of water now</li></ul>
	<ul style="list-style-type: none"><li>• Hydrated – you are drinking enough</li><li>• Keep drinking at the same rate</li></ul>

**Be Aware!** If you are taking single vitamin supplements or a multivitamin supplement, some of the vitamins in the supplements can change the colour of the urine for a few hours, making it bright yellow or discoloured.

## Remember the 4 key messages to keep you and others healthy in the heat

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**1.** drink plenty of water...
- 

**2.** keep cool...
- 

**3.** take care of others...
- 

**4.** have a plan!



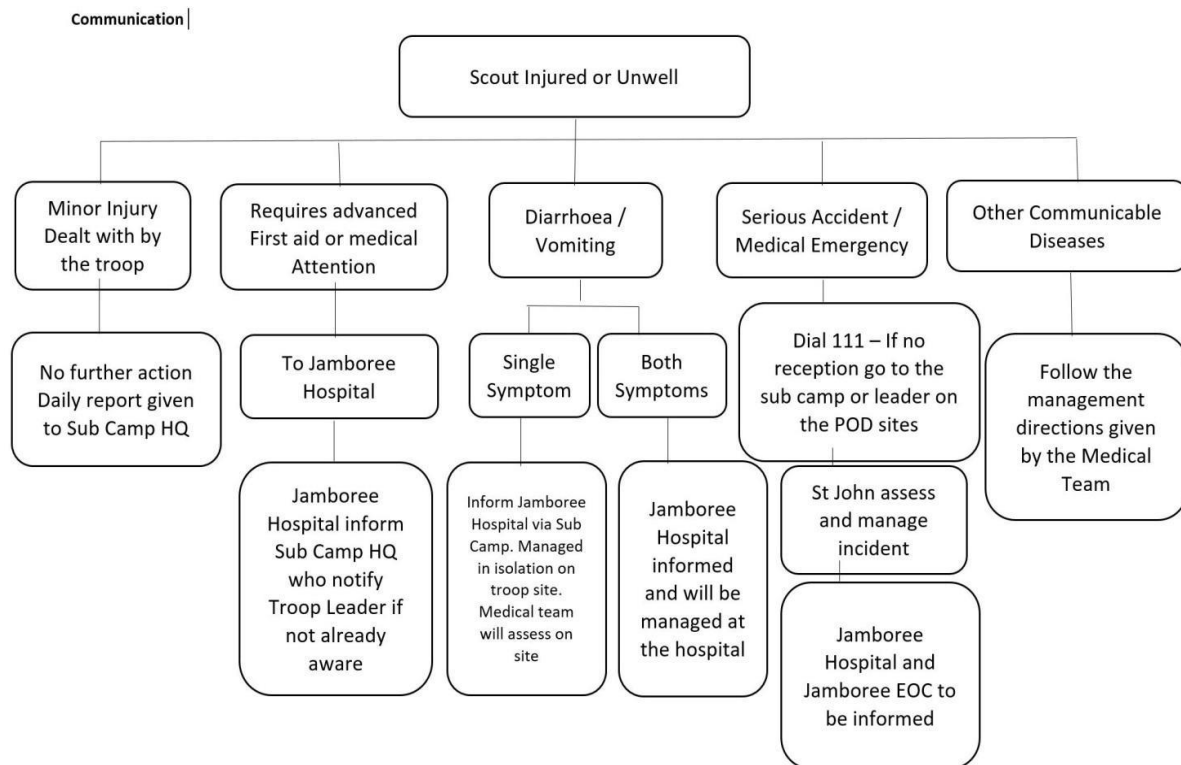
## First Aid & Jamboree Medical Centre

Staff members can go directly to the Jamboree Medical Centre on the Main Jamboree site, where there are trained medical personnel. There is emergency care provided by St John Staff. Any cases of vomiting and / or diarrhoea MUST be reported to the Jamboree Medical Centre.

## Specialist Medical Care

Anyone requiring specialist medical care will be referred to Waikato Hospital on a case-by-case basis. Any youth member being sent to either the Jamboree Medical Centre or Waikato Hospital must be accompanied by a Leader from their own Troop. Please remember your Child Protection responsibilities and where possible have another Staff, Leader or Scout with you. In the event of a serious accident or medical emergency, the Leader or Branch Manager must be informed. All accidents must be recorded in VAULT as soon as possible.

## See below for the Medical Action Flow Chart





# Safety and Risk

All incidents and accidents must be reported to the Jamboree Hub or via [Vault](#)

For serious incidents, make the site safe, carry out first aid, call 111 if needed, then freeze the scene. This is a legal requirement. The Risk Manager will assess the scene, and actions will be taken from there.

## Introduction

Risk management is the personal responsibility of every Scout, Adult Leader, Staff and all other personnel including visitors and contractors associated with the Jamboree.

The Safety and Risk Team comprises the Risk Manager, Police, Fire, Site Security and Health Team.

The aim of the Safety and Risk Team is to ensure that all the relevant laws, regulations and contractual obligations are complied with. The team also ensures that all risks that have the potential to adversely affect an activity, the continuity of the Jamboree, or Scouts New Zealand are identified and that, as far as is reasonably practicable, preventative or control measures are implemented to eliminate or at least minimise an adverse outcome.

The Safety and Risk Team is there to assist all Jamboree participants in understanding and managing the risks which are a natural part of Jamboree life.

## Resolving Conflict in the Troop

Conflict in the Troop is best resolved sooner than later. Often conflict occurs when the Scouts (and Adult Leaders) are tired or stressed – very common at Jamboree where they



are out of sorts with their normal routines and on the go all day, every day. Refer to the yellow youth card:

### YOUTH CARD

**What to expect of adults**



**Safe From Harm**  
*Kia Noho Haumarū i te Kino*

Provide safe spaces, have appropriate boundaries, and keep information private. *You feel safe.*



**Participation**  
*Te Whāinga Wāhi*

Support you to get involved, have a say, and make decisions. *You feel listened to.*



**Connection**  
*Hononga*

Help you build stronger connections within SCOUTS, your community, and your whānau. *You feel included.*



**The Best They Can Be**  
*Whāia te Ihi Kahurangi*

They take part in regular training, understand and act within the Code of Ethics. *You feel good.*



**Strengths Based**  
*Ā-Pūmanawa*

Help you identify what you're good at and encourages you to try new things. *You feel cared for.*

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New Zealand

In turn, adults will expect you to follow the SCOUT Law and your Group's rules.



**Have Respect**  
*He Whai Whakaaro*

- for yourself and others
- for the environment



**Do What is Right**  
*Kia Tika*

- be trustworthy
- have integrity



**Be Positive**  
*Kia Ngākau Pai*

- accept challenges with courage
- be a friend to all

 **SCOUTS**  
New Zealand

Got an issue or want to give feedback? Then you can confidentially:

- Talk to a leader
- Talk to someone about an adult  
**0508 - SCOUT HELP** (0508 726 884)  
[scouthelp@scouts.nz](mailto:scouthelp@scouts.nz)
- Or to make a report  
**report.scouts.nz**
- For further support with non-SCOUT related issues check out Youthline:  
**0800 376 633**  
Free text **234**  
[www.youthline.co.nz](http://www.youthline.co.nz)
- For more info go to our website  
[www.scouts.org.nz](http://www.scouts.org.nz)

**PLEASE KEEP THIS WITH YOU.**

To resolve Adult Leader conflict, take a leaf from the Team system. Sit down and discuss the issues, not the persons. Find solutions.

*Need more help?* The Jamboree Wellness Team will be able to provide you with back up and support with any youth or adult welfare and counselling issues.

### Dispute Resolution

Occasionally disputes arise that are beyond the skills of the parties involved to resolve. Sometimes agreeing to disagree doesn't remove the problem. A trained and qualified Mediator may help in these situations. Mediation is a private and confidential process that seeks solutions and agreement from the parties involved. Contact the Jamboree Wellness Team for more information.

### Expected Behaviour at Jamboree

Jamboree should be a safe and enjoyable experience for all participants. Scouts and Adults attending have a right to not have their experience or enjoyment diminished or spoiled by the behaviour of others.



The Scout Promise and Law are the fundamental rules for the Jamboree.

 <b>Have Respect</b> – For yourself and others – For the environment	 <b>Do What is Right</b> – Be trustworthy and tolerant – Have integrity	 <b>Be Positive</b> – Accept challenges with courage – Be a friend to all
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All Scouts and Adults are expected to care about each other, and care for and about their environment. Bullying will not be tolerated.

It is important to balance proper care and supervision of young people with respect for their privacy, and the overriding aim of the Scout section, Spices and the empowerment of the Team – and giving the Scouts the chance to learn by doing in a safe environment.

All Adults are expected to follow the Scouts New Zealand [Child and Youth Protection Policy](#), the [Code of Ethics](#), the Drug and Alcohol policy, and [DADS rules](#).

**Any behaviour that offends or causes harm to others is not acceptable.**

### Suspension of an activity

Any member of the Safety and Risk Team can suspend an unsafe activity and with the authority of the Risk Manager, may close down an activity until all appropriate actions have been taken to mitigate any identified risk.

**All instructions from the Safety and Risk Team must be complied with.**

### Safety Catch-ups

Safety catch-ups of all Jamboree functions, activities, and equipment onsite and offsite will be carried out to ensure that the relevant laws and regulations, and good practice procedures are complied with and prompt remedial action is taken where necessary.

Each Manager and Director must ensure that adequate checks are conducted in their areas of responsibility and are to satisfy themselves that:

- Structures or areas needing inspection have been identified
- The responsibility to inspect has been assigned
- Frequency of checks established



- Inspections are carried out
- A written checklist is used
- Required actions resulting from an inspection completed
- If applicable, details of a preventative maintenance programme of lubrication, cleaning, adjustments and testing is documented
- That Safe from Harm signs are displayed in mess areas.

All substandard conditions and practices observed during planned general inspections will be recorded and reported to the appropriate Manager.

A copy of each general inspection report must be given to the appropriate Adult Leader for remedial action.

There must be a list of critical parts or items that have been identified through a systematic review of each piece of equipment, each structure, and each area. A critical part is a piece of equipment or a structure where failure is likely to result in a serious harm injury or property loss.

### General Safety Rules & regulations

These general safety rules must be communicated to all participants and will be enforced by the Safety and Risk Team.

### Information/training/education

Instructions will be provided to each Scout, Adult Leader, Staff member or visitor that may be exposed to potential health hazards or risks during the course of the Jamboree.

### Next of Kin contact

In the event of serious harm injury, anything requiring hospital treatment, or a fatality, the Jamboree Director shall be responsible for ensuring that contact has been carried out with the person's next of kin. Jamboree Staff and Troop Leaders are **NOT** to make direct contact with next of kin or the media in this circumstance.

### Utilities & Services

All underground utilities and services will be clearly marked. If in doubt, please ask a member of the Site Branch for more information.





All pegs, poles, fences, structures, etc. must be kept well clear of all such services including any overhead cables (phone and power).

No trenches shall be dug near where underground services are marked. If trenches are required, approval shall be sought from the Site Manager prior to digging.

All electrical power supply boxes and underground cables are to be treated as live.

No electrical mains power is available for Troop sites. If medical equipment on Troop sites requires power, troops are encouraged to source battery powered equipment. Charging facilities will be available at the Jamboree Hub.

No connection may be made to any utilities or services (including water taps) without first gaining authorization from the Site Manager.

Any electrical cables, data cables, phone lines etc. strung over roads or access ways shall be securely fixed a minimum of 4 metres above the ground and clearly identified by highly visible streamers or flags.

### Sheath Knives / Pocket Knives

No sheath knives will be permitted on the Jamboree site or at offsite bases, unless specifically associated with the official Jamboree programmed activities.

Scouts are not permitted to bring or carry Pocket Knives.

### Drones

Drones are NOT permitted unless specifically associated with official Jamboree media activities approved by the Risk Manager on a case by case basis.



# Traffic Management

## Introduction

A Traffic Management Plan for the Jamboree site has been approved and includes some of the following detail. Instructions from Traffic Marshalls or Safety and Risk Team members shall be complied with at all times.

The site is quite contained and will, by and large, be pedestrian traffic only, except on arrival and departure days.

The Jamboree Police Team will monitor traffic flows and address any short-term problems which may arise.

Vehicle headlights, or an approved warning light, must be on at all times when the vehicle engine is running.

## Trucks and vehicles with trailers for unloading gear / loading gear

Trucks and vehicles with trailers unloading or loading gear will be permitted on the site subject to the following:

- Unload and load vehicles and trailers in a timely manner then move vehicles to the long-term carpark on site. This will help keep the roads clear.
- Weather conditions may preclude vehicles being permitted onto the Villages and gear will need to be moved using your troop trolleys or Jamboree site vehicles.
- Vehicles will be permitted on site on 28th December 2019 from 8:00am (and no earlier).
- No vehicles will be permitted on to the Villages to load gear at the end of the Jamboree until 8.00 am on 7th January 2020. This is a safety requirement due to the large number of people moving around the site at the start of the day.
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To keep the roadways clear please ensure vehicles are unloaded / loaded in a timely manner on your site, then removed to the long term parking area on site (location to be advised)

## Vehicle Parking

All vehicles owned by Jamboree participants are not permitted on the villages, activity areas or troop sites during the Jamboree and must be parked in the long-term carparks



provided. When parked, all vehicle owners should ensure that their vehicle is locked and all valuables removed or kept out of sight.

Scouts New Zealand and the 22nd New Zealand Scout Jamboree accepts no responsibility for stolen goods from parked vehicles, or damage to cars parked in the car park.

There will be limited disabled parking by the Bledisloe building.

You will need to obtain a permit from the Jamboree Hub before you can access vehicles in the long-term carpark and leave the site. The gates that you will be permitted to leave and enter the site will be monitored during set times only and will be locked at any other time. No afterhours access to these gates will be available.

## Speeds

The maximum speed limit for all vehicles within the Jamboree site is **5 km per hour** (walking pace). For designated emergency vehicles the maximum speed limit shall be **20 km per hour** providing warning devices are operating.

## Bicycles

Bicycles are permitted (but not essential) on the Jamboree site subject to the following: All cyclists must wear approved helmets. Segways, electric scooters, electric skateboards and gold carts are not permitted on site.

The maximum speed limit for all bicycles within the Jamboree site is **5 km per hour**.

## Access ways

Access ways must be kept clear to a minimum of 3.5 metres wide and 4 metres high. This is to ensure emergency vehicle access at all times.

## Drink driving

The Jamboree Police Team will check any driver who is suspected to be under the influence of alcohol or other substance. **Road rules apply even on the Jamboree site.**



# Security at Jamboree

## Security teams

All areas of the Jamboree site will be under 24-hour surveillance by designated Jamboree Staff managed by the Risk team, additional to your own security and constant observance on your Troop sites and around the sites.

It is planned to have the main entrance to the Jamboree site controlled after hours by external security Staff, Jamboree Staff, or (at times) by closure of an entrance.

## Jamboree Police

The Jamboree Police Team will be present on the Jamboree site for the duration of the Jamboree.

## Safety & Risk

Everyone (all participants) shall be responsible for the security of their own personal property and site. SCOUTS New Zealand and the 22<sup>nd</sup> NZ Scout Jamboree accept no responsibility for any stolen property.

Security is not easy when one is away from the Jamboree site and therefore other arrangements must be made within sites for the safe storage of valuable property.

## Lost and found property after 22nd NZ Scout Jamboree

At the conclusion of Jamboree, all unclaimed clothing and items of nominal value will either be destroyed or donated to charity. Valuable items will be recorded and retained by the Police.



# Emergency Evacuation Procedures

These emergency and evacuation procedures are for all Jamboree participants from the troops, villages, staff camp, Host Corps camp, VST camp, contractors and visitors.

## Emergency Events or Threats

The person receiving initial advice of an event or threat is to immediately contact the Risk Manager.

The event or threat will be assessed by the Risk Manager, OIC Police, OIC Fire Safety Team, and Jamboree Director (JLT).

If required, instructions will be issued to the Jamboree Hub who will alert any other parties as and when required.

Troop sites will be alerted by village runners.

## Emergency Evacuation Plans

All personnel are expected to use common sense, discretion and to take all reasonable care at all times.

All Troop, Staff Camp, Host Corps camp and VST camp leaders are responsible for:

- Developing their own written evacuation plan, to ensure that all personnel are moved as quickly and safely as possible to the designated primary evacuation area.
- Ensuring that all personnel in their camp have a clear understanding and adequate training to carry out their emergency and evacuation plans. Note: personnel must stay clear of emergency service vehicles.
- Ensuring that there is a duty warden on site at all times when an area is occupied.
- Having one practice evacuation to their designated assembly area by the end of day 2 that is deemed satisfactory by the Village Leader.

Each Troop site, Staff Camp, Host Corps camp and VST camp must have a fire evacuation plan for fires occurring on its site that includes the following details:

- Alert those in the area concerned (by using your warning device) ensuring it is heard by neighbouring sites.
- Evacuate to the designated primary evacuation area (to be advised) only on advice from Village Leader.
- Ensure any persons with disabilities are provided with assistance.



- Ensure the New Zealand Fire Service is called (phone 111).
- Ensure the Jamboree Fire Team is notified – send a runner to the Jamboree Hub.
- Fire extinguishers are to be used only if it is safe to do so.
- Note anyone remaining to fight the fire – report to the evacuation controller.
- Ensure someone is designated to meet the Fire Service upon their arrival and direct them to the fire location.
- If safe to do so, turn off all gas or other appliances.
- If safe to do so, drop adjacent tents to the ground – leave tent pegs in.

### Jamboree site evacuation

An evacuation will be announced by the sirens and/or horns on designated emergency vehicles or Troop or camp sites being continuously activated.

Upon this evacuation signal, all Jamboree participants will move safely and as quickly as possible to the Primary Jamboree Evacuation Site unless advised otherwise by the Village Leaders or the Safety and Risk Team.

The Primary Jamboree Site Evacuation Area is shown on your site evacuation sign.

If required (due to the incident) you will be advised of an alternate evacuation area that will be designated by the Risk Manager and the Officer in Charge (OIC) of the Jamboree Fire Crew at the time.

Village Leaders must ensure that all common areas (toilets, showers, meeting areas) are also evacuated.

Once at the Primary Evacuation Area, all Troop participants shall form into their Troops by Village. All other areas (Staff Camp, Host Corps Camp, YST Camp) shall form into their camp locations as indicated by the appropriate signage.

All Jamboree Staff and Troop Leaders must ensure that visitors and contractors adhere to the same evacuation plans and instructions.

All persons shall be accounted for and the missing advised to the appropriate Village Leaders who will advise the JLT.

All persons will remain in the Primary Evacuation Area and must refrain from moving around. Under the control of Village Leaders and/or emergency services, troops are to follow the instructions issued. If an evacuation of this nature is required while away on Jamboree activities, it is the Activity Leader who is responsible for the safe evacuation of the youth under their supervision.



No one may return to their troop sites until the 'all clear' signal has been given by the Risk Manager.

All persons shall be accounted for and the missing advised to the appropriate Village Leaders who will advise the JLT.

On the completion of the evacuation, and at the discretion of the Risk Manager, all persons will proceed back to their troop sites in a quiet and orderly manner.

### Emergency access

Access ways, roads and other routes must be kept clear to a minimum of 3.5 metres wide and 4 metres high. This is to ensure emergency vehicle access at all times.

### Fire service

A fully equipped fire appliance operated by qualified New Zealand Fire Service personnel will be on site for the duration of Jamboree.

### Trial Evacuation

A trial evacuation may happen at any time without warning.



# Emotional Wellbeing & Counselling

## Introduction

Everyone at Jamboree needs to feel they are a part of the good times to be had and supported when things get tough. Things get tough at Jamboree when things happen like: we are homesick, tired, bullied, or we lose our self-esteem in a strange environment.

## Dispute resolution

Occasionally disputes arise that are beyond the skills of the parties involved to resolve. Sometimes agreeing to disagree doesn't remove the problem.

A trained and qualified Mediator may help in these situations. Mediation is a private and confidential process that seeks solutions and agreement from the parties involved.

## Adult Leader Time Off

During Jamboree all Adult Leaders are expected to take at least one day off.

Adult Leaders need R & R time too. There are a number of activities for adults to take part in, in and around the local area. Check with the Jamboree Hub to see what's on offer or head down to the Leaders Café

# Additional Rules

## Noise

As the Jamboree site is subjected to Waipa District Council noise restrictions we need to ensure that there is no undue disturbance to any resident in the vicinity of the Jamboree site.

The noise requirements will be advised. The Jamboree Hub will be available during Jamboree to assist with your understanding of the requirements. The Safety and Risk Team will also be monitoring the noise levels and enforcing the requirements which have been placed upon us.

The Jamboree Hub will have a process for managing and resolving any noise complaint should they be received





## Adult behaviour

Jamboree should be a safe and enjoyable experience for all participants.

Scouts and Adults attending have a right to not have their experience or enjoyment diminished or spoiled by the behaviour of others. To help in making this possible an Alcohol Policy has been established and DADS rules will apply.

## DADS Rules

### Drugs

The possession of and / or use of illegal drugs is banned. Misuse of prescription drugs or other substances will be treated as for illegal drugs.

### Alcohol

The new Scouts NZ Alcohol Policy has been published and circulated.

In short:

- No alcohol will be served in front of or to youth members
- Is not to occur in front of or within hearing of any youth member and is to be discrete.
- There is an expectation that all Leaders will honour their responsibilities of Duty of Care at all times.

Members of the Youth Staff Team (YST) are not permitted to purchase, possess, or consume alcohol on the Jamboree site or while participating in Jamboree.

## Discrimination

Discriminatory behaviour that may be degrading or cause offence to others is not acceptable. This includes discrimination on the grounds of gender, race, religion, sexual orientation or any other reason.

## Sex

Overt behaviour of a sexual nature is not appropriate.

Affectionate behaviour is acceptable providing it does not offend or cause others present to feel uncomfortable.

Any behaviour that offends or causes harm to others is not acceptable.



## Consequences

Any form of illegal drug use is viewed seriously and any person found in the possession of, or using, illegal drugs will be referred to the Police.

Persons found to be in breach of the rules on drugs, alcohol, or sex may be withdrawn from the Jamboree. They may be required to undertake a service activity or other duties as determined by the Jamboree Director for the remainder of the event or be sent home. Where appropriate, parents will be advised.

Persons found to be in breach of the rules on discrimination, violence, or offensive behaviour will be asked to make a written or verbal apology to the satisfaction of the Jamboree Director or Village Leader.

Continued or extreme instances or failure to apologise in a satisfactory manner will result in withdrawal from Jamboree at the persons own cost.

Persons withdrawn from Jamboree for a breach of these rules will not receive a refund of the Jamboree fee.



# Jamboree Timetable

## Introduction

Programmed activities will commence from 1.30pm Sunday 29th December and conclude with the return of the full day off site activity participants on the 6<sup>th</sup> January 2020. Some facilitated spontaneous ice-breaker, orientation and community building type activities may be run on the Village Greens (to be confirmed).

## Opening Ceremony – Sunday 29 December 2019

The Opening Ceremony will take place at 1.30pm 29 December 2019, within the main Pavilion onsite. After the Opening each Village is to meet on their village green (all Troop Leaders and Scouts) for the activities to begin. Everyone will be back on Troop site by 4.30pm to plan programme choices, prepare for overnight activity and get duty patrol preparing dinner.

## Public Open Day – 1<sup>st</sup> January 2020

The 22<sup>nd</sup> New Zealand Scout Jamboree site will be welcoming the public on the advertised Open Day, 1 January 2020, New Year's Day. While the Jamboree site will still be open to visitors each day between the hours of 10 am and 4 pm, please encourage your visitors to visit the site on the Open Day, as this will be the only day where everyone will be on site.

As this is a health and safety issue, visitors should not be permitted to enter the Troop sites without invitation and escort, but they will be walking around the Jamboree site, checking out the wonderful gateways and Market Day offerings. Visitor's toilets are available at the main pavilion building.

## Jamboree Patrol Day – 4<sup>th</sup> January 2020

This special day has been planned and organized by our Jamboree Patrol. The programme for the day will be advised to Troops.

## International Night – 3<sup>rd</sup> January 2020

The International Night will include items from overseas contingents. Come along for a colourful evening.



## Closing Ceremony

The Closing Ceremony will take place in the evening of the Monday 6<sup>th</sup> January 2020. This will be timed to take place after dinner, after all Scouts and Adult Leaders have returned from full day offsite activities.



# More Information

## Staff Fees \$300

Staff fees cover all meals from arrival to departure of the Jamboree, it also covers a Staff t-shirt, name badge, scarf, woggle and Jamboree badge. You MUST wear the name badge and scarf correctly at all times when on-site. Part time Staff fees are \$40 per day (off-site) or \$45 per day (on-site) for a maximum of 6 days.

## Banking

The on-site Café will have Eftpos, but will not have a 'cash out' facility. Please note that there are no cash machines or other banking facilities at Mystery Creek. The nearest banking facilities are in Glenview, Hamilton or Cambridge.

## While working

Staff will not bring pets, radios, loud electronic equipment with them. When running events or supervising events you must be contactable via phone at all times.

Please keep in mind that you cannot provide adequate supervision if you are playing on your phones e.g. texting, Facebook.

## Daily Newsletter

There will be a daily newsletter which will be delivered to all Troops daily – 1 per Patrol plus a couple of extras. This will also be available as a complete souvenir record of Jamboree on the leaving day of Jamboree. These must be pre-ordered and paid for at the Jamboree Hub. These will be \$10 per copy.

## Internet Hub

There will be an Internet Hub in the Jamboree Hub with facilities for Scouts and Leaders to access their emails and Facebook to send messages to family.

## Laundry

There will be washing machines and dryers available for Staff to use. Please bring along a clothes airer and pegs as other options.



## Mobile Phones

Staff may use their mobile phones if required. Charging facilities will be available at the Jamboree Hub who may provide this service for a small charge of a badge.

**Txt:** Some communications to Troop Leaders will be via txt. This will be in addition to other forms of communication, not instead of.

## Telephones

There will be no public telephones on site.

## News Releases

During the Jamboree it is likely that external media agencies will be reporting on the Jamboree. All external media must be escorted by a member of the Media Team and carry an external media pass. All press releases and media interviews about Jamboree must be cleared with the Communications Manager. In case of emergency, accident or other serious situation involving participants at the Jamboree, any news releases must be cleared by the Jamboree Director through the Communications Manager.

## Social Media

There will be daily updates into social media via Facebook and Instagram. This is seen as an ideal way to give family at home a look into what is happening at Jamboree, as well as to the wider Scouting community both in New Zealand and overseas. The daily updates will include photos, news and video. The URL for the Public Facebook page is:

<https://www.facebook.com/NewZealandScoutJamboree>

The URL for the Public Instagram page is: <https://www.instagram.com/nzjamboree/>

Please remember the Scout Law and Promise when posting to your own social medias, and encourage the same within your Troops.

## Media Centre

The Media Branch is the base for all news communications, both onsite and for the outside world. The Media Centre is located in the Jamboree Hub and will be manned daily from 8.30 am till late.



## Souvenirs

The cafe will stock a limited range of Jamboree Souvenirs.

These range from badges to a series of specially branded items which would be ideal as gifts.

Coffee and ice-cream will also be available at the café.

## Staff catering

This is for Jamboree Staffing personnel who are not attached to a Troop and coded as eligible for meals. It will be held in the Bledisloe Building next to the Staff Camp.

Access to this area will be through an ID scanning point.

## Special diets

Special diets will be catered for, please make sure these requirements are entered and up to date in your registration.

## Birthday cakes

These can be ordered through the Jamboree Hub and collected from the supermarket on the afternoon required.

**Note:** Being Staff is a hard role that will test your endurance physically & mentally. It will test your patience when things go wrong. It's not easy but it is a great time and the sense of accomplishment you get at the end is wonderful.

These rules are here to guide you and help you to understand exactly what you are signing up to. Thanks for volunteering at the 22<sup>nd</sup> New Zealand Scout Jamboree! Have a great time.