



FORWARD - Cambridge University Scout & Guide Club (CUSAGC)



Dear Guider/Scouter,

Once again this year, CUSAGC will be running its FORWARD incident hike for Scouts and Guides and would like to invite your Group/Unit to participate. This entry pack includes most event details, a team entry form, a suggested letter to parents, medical/contact forms, kit lists and rules. Further information and all forms will be available from www.cusagc.org.uk/forward, and please do contact us if you have any queries.

Date: Saturday 9th March

Location: Linton Village Hall, Coles Ln, Linton, Cambridge CB21 4JS

Start times: The first teams will depart at around 8:15, the last ones by 10:00. Check-in time will be specified but is normally 15 or 30 minutes before start time and we will not check in teams before this time! The arrival, start and finish times for your team(s) will be confirmed along with their places. Teams travelling from further afield (45 minutes or more) should let us know so that we can assign them a later start. Forward takes place entirely within daylight, hence the early start.

Format: FORWARD is a roughly 10 mile incident hike around a series of 6-figure grid references that the teams must be able to navigate between. There will be 5 challenge bases and teams will be scored based on base scores (arrival, performance at the challenge, teamwork and conduct), an observation quiz and time taken to complete the course (in that order of importance). There is a 7-hour time limit and separate trophies for Scout and Guide teams.

Cost: £20 per team, payment by bank transfer to **Account Number 22770180 Sort Code 40-16-08**, using your group name as reference, alternatively a cheque can be included with entry forms, payable to 'CUSAGC'. The fee includes hot drinks at the halfway base and hot snacks and drinks at the end of the day, as well as covering the other costs to CUSAGC of running the event (i.e. hall, kit and vehicle hire). We do not provide lunch.

Badges: For the first time we are offering participants the option of a accompanying blanket badge. These cost an additional £2 per badge, paid with the team entry fee. Please enter before Saturday 2nd of February to guarantee availability.

Chaperones: It is left to the Leader's discretion whether teams are to be accompanied by a chaperone to assist them with navigation for the hike - however, out of fairness, chaperoned teams will not be eligible for the main trophy. This chaperone **MUST** be a **COMPETENT** leader/parent/Network/Senior Section member with a Scouting or Guiding DBS; we are obliged to check these.

Entry: Complete and return the entry form in this pack, along with payment, by Saturday 23rd February. Forms preferred to be sent electronically to forward@cusagc.org.uk, they may also be sent by mail to the address given. The event does book out and priority is given based on the time the entry and payment is received. We have also included a letter to parents - feel free to use this, or your own.

Reserved Places: We're implementing a new allocation system for places, to allow more groups to take part. We'll be reserving 30% of available places, 10% each for Cambridge Scout District, Cambridge City Guiding Division and the remaining 10% for any other groups. Any group winning a trophy in the previous year has a single place reserved to contest the trophy. Groups are may make use of only one reserved place and any additional teams are taken from the pool of unreserved places. Any unused reserved spaces will become available to all after Saturday 2nd of February. We will maintain a waiting list and these will be allocated on a first come, first served basis. If the potential to create additional places arises these will be offered to those on the waiting list, payments will be refunded to those unable to gain a place.

We have introduced this mechanism at request and will be trailing it for the first time in 2019, the reserved figures come from previous interest and aim to allow more groups the chance to enter a team.

Parking: There is no parking available on the day for chaperones or leaders to use at the venue. There is a free car park in Linton village, a very short walk from the hall, which we recommend people use if they



require. There is also spaces for street parking near to the hall. If dropping off please don't obstruct access to the hall as event vehicles may need to support other teams.

Medical/Emergency Contact Forms: These MUST be completed and returned to us for ALL team members and chaperones, ideally before the event but at the latest on the day.

Dietary requirements are now collected on team forms to ensure we have enough of the right kind of food! We strongly advise you to inform us of any specific medical needs

before the event so that we can guarantee to cater for them. We'd be grateful if you could return as many medical forms with entry forms as possible, however we understand this may be difficult. **Any participant (including chaperones) who arrives without a medical form will not be allowed to take part!**

Rules and Kit Lists: Are attached. Please ensure you and your teams have read, understood and adhere to the rules. We reserve the right to disqualify or penalize any teams which break rules or do not have necessary kit.

Changes to teams: Team members may be changed as long as we are informed, up to and including on the day, as long as all forms are returned. Teams of less than 4 will not be able to compete unless chaperoned. In the event of a team pulling out completely, a full refund will be made if we are informed before Saturday 23rd February and a 50% refund if we are informed by Saturday 2nd March. We have decided, based on past experience, that this is the fairest way as we have to cover our large fixed costs and make it fair for teams who miss out on places.

Results: Due to the number of teams, results are unlikely to be available on the day. They will be sent out to all leaders when confirmed, and we will be happy to visit meetings to present trophies if feasible.

Safety and Procedures: Please contact us if you have any questions; we would be happy to show you the event protocols. The event is fully risk assessed and insured (the rules are part of this, which is why they are taken seriously).

Contact Numbers on the Day: HQ 07961000425; Tom 07896969876. Please take these down but do not use them before the day, they will not all be active.

Thank you for your interest; we look forward to receiving your entry in the near future. If you, or any member of your leadership team, would like to help with running the event, please do get in touch - we would welcome all offers! If you have any further queries then please do not hesitate to contact us!

Yours in Scouting and Guiding,
Tom Webster & Elli Filcos
CUSAGC FORWARD 2019 Organisers



Forward FAQs



What are the age limits on participants?

Teams must be formed of young people from either the scout or guide sections, we have no fixed age limits due to the differences between organisational policies. For scouting this imposes a limit of age 10 to 14.5 depending on the age you move on your scouts. For guiding the minimum age is 10 and young people are able to stay until they are ready to move. Explorers and Senior Section may be interested in our Marathon Challenge in November.

Does my team have to be chaperoned?

We ask you use your experience as a leader to determine if the team requires chaperoning or is able to compete without. Teams are required to keep contact with us throughout, via staff they meet on the walk or via phone, reporting their location. Due to the number of teams we have to manage, please note teams that have gone significantly or frequently 'off-route' may be brought back early without completing the challenge.

What am I expected to do as a chaperone?

The chaperone should accompany the team around the hike, keeping track of their location, and assisting with any incidents as required. As chaperone you should advise and help the team if they're going significantly off-route and help guide them back onto route. You should also make sure they're abiding by the rules, especially the requirement to contact us with their location and ensuring this is correct. Whether you hang back and follow from a small distance or walk with the group is up to you.

How far will teams have to walk?

The route each year varies, but is normally around 10 miles or 15km. There are also manned bases breaking this up and teams have 7 hours to complete the walk. Many teams end up walking 'off-route' increasing this distance. We are able to collect struggling teams.

What am I required to do as section leader?

We don't require leaders to do anything for the event other than coordinate your groups forms. We'd prefer paperwork to be completed in advance and in that case teams may be dropped by a parent or others. You may wish to chaperone one of your teams.

Can I enter a team of 3?

We have a minimum of 4 people per team to allow teams to deal with casualty situations, this does include a chaperone, e.g. a team of three guides and their leader is permitted.

Can I bring my dog?

We do allow chaperones to bring their dog, however this event does involve a large amount of walking so please be confident your dog is able to cope. Depending on the venue it may not be possible to bring the dog inside at the beginning and end of the event. Please also note this on the entry form as it will affect what transport we send, it may be we ask the chaperone and dog to complete the walk in the event we collect their team.

Can I park at the venue?

Facilities vary at the start point each year and we'll advise about this on confirming your entry times, even when parking is available we may ask you to find parking elsewhere to leave access for event vehicles. Please try not to block access to the venue while dropping off as event vehicles may require access to support other teams.

Who can be a chaperone?

Anyone aged over 18 with a valid scouting or guiding DBS can chaperone a team, as a leader entering the team you must believe that person is competent and able to chaperone the team. We are not able to provide chaperones for any team. We are required to see evidence of the DBS check. We may permit two young leaders to act as chaperone

for a team, this should be discussed with the organizers.



CUSAGC Forward 2019: Entry Form



Please send this form by email or post to the address above by Saturday 23rd February 2019.
Places are limited so please return the form as soon as possible.

Group/Unit Name (including team letter A/B/C if necessary – one form per team):

Team type:

Cambridge District Scouts		Other Scouting	
Cambridge City Guides Division		Other Guiding	

Will this team be chaperoned?

Yes

No

Name of chaperone: _____

Position of chaperone (e.g. Leader, parent): _____

I confirm that the chaperone holds a Scouting/Guiding DBS: _____

DBS Number or Scout Association/GirlGuiding UK Membership Number*: _____

Names of team members (4-7 per team): Age (on 09/03/19):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of badges wanted (£2/badge, limited availability after 02/02/19) _____

Dietary Requirements of Team Members:

Leader's Name: _____

Email**: _____

Phone (You should be contactable via this number on the day): _____

Signature: _____ Date: _____

Delete as appropriate: I have paid by

Bank transfer to **Account Number 22770180 Sort Code 40-16-08** using your group name as reference

OR

a cheque, included, made payable to 'CUSAGC'

You may pay for multiple teams in one payment and any additional badges.

If there any changes after you have submitted this form, please could you inform us by email as soon as possible.

Teams of less than four on the day will not be allowed to participate unless they join another team or are chaperoned.

Please see the introductory letter for details about chaperones, refunds etc.



Tom Webster & Elli Filcos (FORWARD 2019 Coordinators)

forward@cusagc.org.uk

4th January 2019



Dear Parent/Carer,

Once again this year, CUSAGC will be running its FORWARD incident hike for Guides and Scouts and has invited your Group/Unit to enter a team (or teams). It will take place on Saturday 9th March and will start and finish at a to be confirmed location near Cambridge. Scouts and Guides will follow a 10-mile route with challenges for them to perform to test their map reading and teamwork. It's always a fun day and there is fierce competition for the two trophies! Teams will be given specific arrival times between 8:00 and 9:45, and all walking is completed by dark.

The fee includes hot drinks at the halfway base and hot snacks and drinks at the end of the day, as well as covering the other costs to CUSAGC of running the event (i.e. hall, kit and vehicle hire) – lunch is not included. Your child/ward's leader may also need to charge a little extra to cover transport to the start or kit hire costs. Your leader should be able to advise what they will be charging.

Younger or less-experienced groups may be supervised on the way round by one of their Leaders; this is the Leader's decision.

For now, your Leader only needs to know whether your child/ward will be taking part, but they will also be sending round permission and medical forms along with a kit list to everyone who will be coming. We would ask that you read these carefully and fill them in, as children will not be able to participate if these have not been completed.

We'd advise letting your Leader know whether your child will be taking part as soon as possible, places book out very quickly. We hope to see your child/ward at Forward on March 9th; we guarantee they will enjoy themselves and learn a lot!

Any questions should be directed to your Leader in the first instance, but do email us if there are any other problems.

Yours in Scouting and Guiding,

Tom Webster & Elli Filcos
CUSAGC FORWARD 2019 Organisers

My child/ward _____ would like to take part in CUSAGC FORWARD 2019 on Saturday 9th March. Their date of birth is _____. I agree to pay any necessary fees and fill in the health forms.

They'd be interested in a commemorative blanket badge for an additional £2? Yes/No

Signed _____ Date: _____

Name _____

Please return to your Leader as soon as possible; places are limited so act fast!



FORWARD 2019 Health/Contact Form

This form should be completed and returned by email or handed to registration on the day for all participants (including chaperones). Please continue overleaf if more space is needed. Please note down the emergency contact number on the day only: **07961000425**



The Participant

First name(s):

Surname:

Date of birth:

Telephone number(s):

Address:

Team:

Emergency Contact (e.g. Parent/Guardian)

Name:

Relationship to participant:

Telephone number(s) (MUST be contactable during the event):

Address (if different to that of participant):

Date of last tetanus vaccination (if known):

Medical Information (continue overleaf if required)

Dietary requirements:

Medical conditions (including allergies):

Current medication (please say if it must be taken during the event):

I give permission for the designated first aiders to treat the participant as may be necessary (including use of antiseptic wipes, plasters, paracetamol, and other items found in standard first aid kits) except for the following:

I authorize Thomas Webster, Elli Filcos, or another member of the Forward team to sign on my behalf any written form of consent required by the hospital authorities, if the delay to obtain my own signature is considered inadvisable by the healthcare professional in charge.

I am happy for the participant to appear anonymously (no name will be used) in photos taken by event staff for possible use in publicity material including (but not limited to) the CUSAGC website and local or Scouting/Guiding press. (Please cross through this statement if you are not happy)

I confirm that the participant is a member of the Scout Association or Girlguiding UK
The above information is correct to the best of my knowledge and I shall inform the event organisers if there are any changes.

Signed:

Print name:

Date:

Relationship to participant (parent/guardian if under 18):



FORWARD 2019: Kit List



PLEASE NOTE THAT NO TEAM WILL LEAVE WITHOUT A KIT CHECK

Individuals without appropriate kit will not be able to take part

Each TEAM must carry:

1. 2 Silva-type compasses
2. 2 maps, either 1:50K (Landranger), 1:25K (explorer) or suitable copy of these.
We also recommend at least one 1:25k (i.e. Explorer) map as they make navigation much easier. Print-offs must be of exact scale and be suitable for using to take grid references and bearings)
3. Waterproof map case or laminated map
4. At least 2 watches
5. At least 2 basic first aid kits containing equipment the group know how to use (there will be more substantial first aid kits at each of the checkpoints and HQ)
6. At least one charged and credited mobile phone with the HQ hotline (07961000425) and the event coordinators' mobiles (Tom 07896969876) saved. The number for this phone(s) must be given to HQ event staff to be used to contact teams as necessary throughout the day.

Each INDIVIDUAL will need:

1. Rucksack – with a waterproof liner e.g. a strong bin bag
2. Packed lunch (and snacks)
3. Unbreakable mug
4. Full water bottle (enough for a day's walk)
5. Emergency rations e.g. Mars Bars. These are only for use in an emergency and must be sealed.
6. Troop/Unit necker if applicable – no other uniform is required.
7. Walking boots – ankle support needed (be aware that the route could be muddy!)
8. Appropriate socks (consider spare pairs)
9. Sensible trousers for walking in e.g. tracksuit bottoms (NOT JEANS)
10. Warm clothing
11. Hat and gloves
12. Sun cream (if forecast is favourable!)
13. A waterproof jacket (and waterproof trousers if possible) regardless of forecast.
14. Whistle
15. Notepad and a pen/pencil
16. A completed medical/contact form (to be handed in on arrival at HQ before beginning the hike, if it has not already been returned to the organisers)



FORWARD: Event Rules

FORWARD is a day-long incident hike for Scouts and Guides. The objective is to go around the course in the direction assigned, complete all the checkpoint challenges, and then return to HQ within the 7 hour time limit.

Team scores depend on (in this order of importance):

1. Scores at the five challenge bases (performance, teamwork and conduct).
2. Scores on the observation quiz.
3. The time taken to complete the course.

During the day, teams may be unsupervised for periods of time but must still follow the rules. Event staff will be travelling around the course and monitoring teams from a distance. Any teams suspected of breaking the rules will be reported to HQ. Local landowners and residents will have contact details for HQ and any complaints from them will be treated severely.

The kit list will be checked as each team starts to ensure they have followed the rules.

Teams must contact HQ if they have not visited a checkpoint or been in contact with HQ for two hours to help us keep track of their progress. If they do not contact us, we will contact them using the telephone number(s) provided. HQ should be the first point of contact.

All teams will be given a copy of the rules at the beginning of FORWARD. Not knowing the rules is not an excuse for breaking them.

RULES

Teams must:

- Obey any instructions given to them by a member of event staff.
- Behave in a manner befitting members of The Scout Association / Girlguiding UK.
- Carry all items on the kit list.
- Keep to public rights of way.
- Obey the country code.
- Contact HQ if they have not visited a checkpoint for two hours (or are bypassing one).
- In event of a problem contact HQ first, and let HQ contact parents, Leaders etc.
- Stay together as a team except to get help in an emergency. No one person should ever be on their own.

Teams must not:

- Consume their emergency rations during the event unless there is a genuine emergency.
- Blow their whistles except when necessary in a genuine emergency.
- Attempt to interfere with other teams or the course in any way.
- Use items in their first aid kit unless necessary.
- Arrive back at HQ more than 45 minutes after their finish time.
- Leave a checkpoint if they are unlikely to reach the next one before their allocated finish time

These rules are important to the safety of everyone on the event. Sanctions for breaking rules are at the discretion of the event coordinators (whose decision is final), but may include docking of points, disqualification from the competition, immediate return to HQ and banning from future events.