

# Advisor's Guide

# February 9 - 11, 2018 Gatlinburg, Tennessee

We're back with another fun-filled weekend. With input from participants last year, we are looking forward to making Winterfest 2018 even bigger and more exciting!

Included in this packet is much of the information you will need for your unit to have a great experience at the largest Venturing/Exploring event in the United States. We have tried to make this document concise, please review the guide as many questions will be answered here. In addition, there will be supplemental information that will be put out as we move closer to the event.

Winterfest 2018 is again sponsored by *Trails End Popcorn*. We appreciate Trails End helping to make this Winterfest the best ever! Be sure to visit <a href="https://www.trails-end.com">www.trails-end.com</a> for information on how your Crew, Ship, or Post can fund its ideal year of scouting.

In addition to this handbook, you will want to reference two other guides:

- 1. 2018 Hotel Guide
- 2. 2018 Event Guides

The most current versions of these documents are available at <a href="www.bsawinterfest.org">www.bsawinterfest.org</a>. If you are unable to download a copy, feel free to call Amy Holbrook at 706-693-2446 and we'll mail one directly to you.

We're looking forward to seeing you in Gatlinburg and celebrating our 44th year!

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	I want to Help!	

### \*\*Key Winterfest Information (Who, What, When, Where)

**Date**: February 9 - 11, 2018 **Location**: Gatlinburg, Tennessee

- Most events take place at the Gatlinburg Convention Center. However, a few events will be held at nearby locations in Gatlinburg.
- There are a variety of hotels located near the Convention Center which we have negotiated special rates; be sure to check the *2018 Hotel Guide* to get the best rates.

#### Who Can Attend?

- Winterfest is open to all currently registered Venturers, Explorers, Sea Scouts, and Boy Scouts of Venturing age (14 or completed the eighth grade). Youth not meeting the aforementioned age requirement will be registered as a visitor and NOT allowed to participate.
- All participants, adults, and spectators are required to have a wristband for
  entry to all events and activities or to ride the shuttle. If you pre-purchased these
  during registration they will be in your packet at check-in. If not, they will be available for
  purchase throughout the weekend. Please make sure parents attending understand they
  will need a wristband.

#### What is Winterfest?

- Winterfest is an exciting, fun-filled, and competitive event that has taken place for 44 years, and is the largest national event for Explorers and Venturers.
- There is a lot to do at Winterfest such that no youth could possibly participate in everything. Your youth will find:
  - Competitive team events like volleyball, Ultimate, and 4x4 basketball;
  - Competitions related to various career fields such as fire service, law enforcement, and emergency medical services;
  - Climbing, shooting sports, talent competitions;
  - Region-wide Roundtable meetings for Venturing and Exploring; and
  - So much more!
- Participants can also enjoy snow skiing, ziplining, shopping, and sightseeing in the beautiful Great Smoky Mountains of eastern Tennessee.

#### Where can I get more information?

- All information is posted at www.bsawinterfest.org as it becomes available.
- Candy Lee, Staff Advisor: Candy.Lee@scouting.org or 706-693-2446 Ext. 134
- Amy Holbrook, Registration: <a href="mailto:Amy.Holbrook@scouting.org">Amy.Holbrook@scouting.org</a> 706-693-2446

### **₩** Registration Dates, Cost, and Important Information

	Before 1/12/18	After 1/12/18	At Winterfest
Venturers/Explorers/Troops/Ships (all persons 14-20)	\$45	\$55	\$60
Adults & Visitors (Age 14 and above)	\$10	\$15	\$20
Visitors (Age 8-13)	\$10	\$10	\$10
Visitors (Age 7- Under)	FREE	FREE	FREE

- Registration for both the conference <u>and events</u> will be online. Registration is expected to open in early October. Check <u>www.bsawinterfest.org</u> for the latest updates.
- All adults and youth must register for the conference. To avoid late registration fees, payment must be received by Friday, January 12, 2018. <u>The payment due dates for fees are strictly enforced.</u> Make sure to allow yourself and your participants enough time.
- Make sure to check the *2018 Event Guide* for important details regarding event registration.
- Shooting Sports
  - A \$9 activity fee will be assessed for shooting sports, excluding archery and air rifle participants, to help off-set the cost of ammunition.
  - Shooting Sports require a **safety briefing** that you must attend before going to the shooting sports area. There will be multiple sessions offered on Friday night and one session on Saturday morning. All shooting sports participants must attend one of these sessions. Registration for the session will be available through online registration. Safety briefings are only offered at the convention center.
- If you have difficulty with the online registration, please contact Amy Holbrook at 706-693-2446.
- The Winterfest conference fee is non-refundable.
- It is important to note that adults and visitors will not be allowed to participate in events.
  Their conference fee only allows entry to watch events, with the exception of a few adultonly events as noted in the 2018 Event Guide. You must obtain and display your armband
  for entry into the events area.
- According to BSA and Learning for Life National Guidelines, anyone participating in Winterfest OVER THE AGE OF 18 MUST HAVE COMPLETED YOUTH PROTECTION WITHIN THE PAST 24 MONTHS. If you need to update or complete the course, click on the links below:

Troop, Crew, or Ship Youth Protection

http://my.scouting.org

Explorer Youth Protection

http://bit.ly/ExpYPT

#### \*\* Lodging in Gatlinburg

It is each unit's responsibility to make their own hotel reservations. With more than 3,500 participants expected, hotels will fill up fast. Be sure to download the 2018 *Hotel Guide* to assist you in making your plans.

### **☆** Check-in - "When you get to Gatlinburg"

Once you arrive in Gatlinburg you will need to check-in to receive your materials.

<u>Where</u>: Gatlinburg Convention Center. Use the entrance on Airport Road/Historic Nature Trail which leads you into the area near the Tennessee Ballroom.

When: Check-In will be on the following days/times:

Friday 9:00 AM – 11:00 PM Saturday 8:00 – 9:00 AM

#### List of items to bring to Check-in:

- Your copy of Registration Materials
- Emergency Contact Information (form included in this packet and online)

#### You will receive a packet of information containing:

- Wristbands for all pre-registered youth and adults
- Pocket schedules
- Maps of Gatlinburg
- Parking Passes (if pre-ordered)
- Ripley's, Zip Gatlinburg and/or WonderWorks tickets (if pre-ordered)
- Other miscellaneous helpful information

There is limited space in the registration area, please ONLY send the Advisor and Youth President to check your unit in. Remember, there is very limited parking at the Convention Center.

Additional wristbands will be available for sale (along with any available t-shirts), but note that they will be at the walk-up price listed in the above cost table. Wristbands are required for all youth, adults, and visitors to obtain entry into all events and areas as well as providing access to the shuttle service.

### **₩** Traveling to Gatlinburg

Gatlinburg is a great town to visit. Your youth will have a blast! Most units will travel by personal vehicle to Winterfest, but be sure to check into alternative means of transportation. You may be able to save money by working with other units in your area to charter a bus.

### **\*** Parking and Shuttle Services

#### **Parking**

Parking is always a challenge in Gatlinburg. We have reserved a parking lot located near
the Convention Center. Parking passes to this lot are available for \$15 and you will receive
a pass for Friday and Saturday. Parking passes are available through **pre-order ONLY**.
A limited number of passes are available so be sure to order yours soon. No passes are sold
on-site. Vehicles with more than a 15-person capacity will not be allowed in the parking
lot (no school buses, charter buses, etc.).

#### **Shuttle Service**

- Buses will provide transportation for Winterfest youth and adults throughout the day on Saturday (7:30AM 5:30PM). The shuttles will stop at all Winterfest site locations.
- Each location will have a "bus stop" and riders will be required to show their wristbands to gain entry.

#### **\*\*** Box Lunch and Concession Stands

All meals at Winterfest are "on your own." The Convention Center operates two concession stands which will be open Friday evening and throughout the day on Saturday. One is located downstairs in the Exhibit Hall and the second is upstairs in the lobby.

The Convention Center also offers a Box Lunch Program for Saturday. This is a pre-purchased lunch and orders are due by 2/7/18. Orders should be emailed to <a href="mailto:timf@gatlinburgtn.gov">timf@gatlinburgtn.gov</a> using the order form/menus included in this guide. Once your order is placed you will receive an invoice from the convention center for payment.

#### **₩** WonderWorks, Zip Gatlinburg, and Ripleys!

Discount tickets will be available for WonderWorks, late night ziplining at Zip Gatlinburg and Ripleys (you choose between Aquarium of the Smokies, Haunted Adventure or Ripleys Believe It or Not!). More information and a registration form will be included in the *2018 Events Guide*. If

you plan to participate in these activities on Friday night, be sure to send someone to check-in and attend the Winterfest Advisors' Meetings.

#### **₩** Skiing Information

Skiing is offered through Ober Gatlinburg, which is independent of Winterfest. Ober Gatlinburg offers Winterfest participants a variety of special ski packages on Friday, Saturday, and Sunday. Please direct all ski questions to Ober Gatlinburg at 800-251-9202.

If you plan to ski on Friday, be sure to send someone to check-in and attend the Winterfest Advisors' Meetings.

Each Post/Crew/Ship/Troop is responsible for making their own ski package reservations.

**Important Safety Information!** BSA now requires the use of helmets for downhill skiing and snowboarding. Helmets are encouraged for tubing and sledding. Because Ober Gatlinburg does not require helmet use, they have a limited supply available for check-out. You are encouraged to bring helmets with you if you will be skiing or snowboarding.

### **X** Develop a Budget

Key items to consider as you budget include:

- 1. Winterfest Conference fee:
  - The conference fees can be remitted online, mailed in or faxed to Northeast Georgia Council and can be paid by check, VISA, MasterCard, or Discover.
  - Be mindful of the payment due dates, as the higher fees are strictly enforced.
  - There will be a small service charge for online registration.
  - An additional \$9 activity fee will be assessed for shooting sports, excluding archery and air rifle participants to help off-set the cost of ammunition.
- 2. Lodging costs:
  - There are several hotels located nearby the Gatlinburg Convention Center. You will want to reserve your block of rooms soon as the hotels tend to fill quickly. Our Winterfest block expires approximately a month before Winterfest.
  - You can place 4 youth in each hotel room which can help you save money on lodging.
  - Most adults will want to share a room with only one other adult.
  - Be mindful of youth protection guidelines as you plan your rooms.
  - When you budget for lodging, anticipate having a room or two that are not full (only 1-3 residents) as you may not have the precise number of youth boys/youth girls to fill each room.
  - Information on specific hotel amenities and room rates are available in 2018 Hotel Guide
- 3. Travel costs (private car, rented van, air, bus, etc.)
- 4. Food costs (most units leave this up to the individual)
- 5. Parking pass \$15 per vehicle.
- 6. You might be able to save money on lodging with a Tennessee Tax Exempt Certificate if your chartered partner (for Crews, Ships or Troops) or sponsoring organization (for Explorer Posts) is a registered 501(c)(3) nonprofit organization.

### **X** Vendor Space Available

If your company or organization is interested in having a vendor booth at Winterfest, please send an email to <a href="mailto:vendor@bsawinterfest.org">vendor@bsawinterfest.org</a> or contact: Candy Lee at 706-693-2446 Ext. 134.

### **X** Sunday Services

There are a variety of worship options available for you and your youth. Be sure to use the Gatlinburg Chamber of Commerce to find the church/synagogue of your choice. http://www.gatlinburg.com/services\_information/

#### **₩** Miscellaneous Information and FAQ

- Two-deep adult leadership is required. Co-ed leadership is required if you have a co-ed group. Adult leadership is responsible for the conduct of their youth during the conference, including compliance with the designated curfews.
- The Winterfest Pocket Guide contains all the information you need to enjoy Winterfest. A detailed schedule of events, map of Gatlinburg, and other pertinent information are included and will be handed out during check-in. We will also post the pocket guide at <a href="https://www.bsawinterfest.org">www.bsawinterfest.org</a> on or before Sunday, February 4, 2018.
- Winterfest has an active Facebook page. Make sure you and everyone in your unit "likes" bsawinterfest. We use Facebook as our primary communication to update attendees prior to and during the event.
- Each act for the talent show should be conducted with the Scout Oath and Scout Law in mind. The tryouts are open to the public so youth can come watch their friends audition.
- Transportation, meals, hotels, and the ski package are your responsibility.
- The conference is staffed with trained medical personnel to assist your unit as needed. If
  medical assistance is needed, please ask for assistance from any Conference Staff member
  with a walkie-talkie and help will be summoned. Our medical personnel are first
  responders and coordinate with Gatlinburg EMS as needed. If you need immediate
  assistance, dial 911.
- Please be sure all of your youth review and sign the "Winterfest Code of Conduct" form on page 8 of this guide. Behavior and discipline are the responsibilities of the Unit Leaders. Serious discipline breaches are subject to review by the Winterfest Executive Staff and, if necessary, the youth involved may be asked to leave the conference.
- Damages to hotel rooms or any conference facilities are the responsibility of the Explorer/Venturer/Sea Scout/Scout and their Post/Crew/Ship/Troop.
- Contingent leaders for each Unit are responsible for checking their units into their selected hotels
- Please make sure that the Winterfest conference staff knows the location of the hotel your Unit is staying at. In the event of an emergency, it is necessary to be able to track down your unit. An emergency contact card should be filled out by each adult in a contingent with hotel and cell number contact information.
- If you need to get a Tennessee Tax-Exempt Status Certificate to avoid the State Sales Tax go to bsawinterfest.org or see the 2018 Hotel Guide for the form and instructions.

#### **₩ Winterfest Code of Conduct**

The general welfare of any group depends on the conduct of its individual members. This Code of Conduct is designed to ensure the success of the conference and provide maximum enjoyment and safety of all participants.

- 1. The group leader (adult advisor) shall, with the full cooperation of the Explorers, Venturers, Sea Scouts or Boy Scouts, be responsible for maintaining discipline, security, and the standards outlined in this Code of Conduct.
- 2. All participants are expected to set a good example by being properly dressed and presentable at all times.
- 3. In consideration of others, all youth are expected to be in their own rooms and quiet by 1 AM. They are not to leave their rooms again before 6 AM.
- 4. Each Unit or Participant is personally responsible for breakage, damage, or loss of property. Explorer Posts, Venture Crews, Ships or Scout Troops will be charged for damage not covered by individual members. Loss of personal articles is not the responsibility of the hotel, conference staff, or the Boy Scouts of America, or their agents or representatives.
- 5. Each Explorer, Venturer, Sea Scout or Boy Scout will allow no unregistered person to occupy their room, or visit in same (including local area residents.)
- 6. All participants will respect the rule prohibiting use of private automobiles during the conference, unless you have permission from an advisor or area adult leadership.
- 7. Each Explorer, Venturer, Sea Scout or Boy Scout understands that the purchase, possession, or consumption of alcoholic beverages or illegal drugs at the conference will not be allowed. This standard shall apply to all participants--youth and adults.
- 8. Hotel Bills: Charge of extra meals, TV movies, and phone calls from your room is not permitted.
- 9. Fireworks of any type are strictly prohibited.

I have read the above rules and agree to observe them fully.

- 10. The Gatlinburg Winterfest youth chairs, in conjunction with the Winterfest Volunteer Chair shall serve as a review panel with regards to any serious violation of the Code of Conduct. Conference staff reserves the right to send any youth home for violation of this Code of Conduct. Any decision of the review panel is final.
- 11. Everyone is expected to act appropriately at all times, including appropriate dance behavior during both dances.

Signed	Date
Print Name:	

\*Each Post, Crew, Ship, or Troop needs to keep these sheets with them. Don't submit to Council Office.

### **₩** Winterfest DRAFT Agenda

(The final agenda will be posted on <a href="www.bsawinterfest.org">www.bsawinterfest.org</a> prior to Winterfest. Your Winterfest Pocket Guide will contain locations for all events.)

**Thursday** 

10:00 AM - 6:00 PM WonderWorks

<u>Friday</u>

10:00 AM - Midnight WonderWorks

9:00 AM - 11:00 PM Check-in (1 youth/1 adult per unit)

3:00 PM - 10:00 PM Skiing

8:00 PM — 11:00 PM Shooting Sports Safety Briefings (multiple sessions, attend one)

8:30 PM – Midnight Dance

9:00 PM Opening Program

Talent Show Qualifying Round (immediately after opening)

**Honor Guard Competition** 

9:30 PM Advisor's Briefing and New Unit Orientation

10:00 PM Law Enforcement Events Briefing (1 adult/1 youth only per Post)

Fire Service Events Briefing (1 adult/1 youth only per Post)

10:00 PM Late Night Ripley's Fun

**Zip Gatlinburg Adventure** 

1:00 AM Everyone in their own room - curfew

**Saturday** 

8:00 AM - 9:00 AM Late Check-in

9:00 AM – 5:00 PM Winterfest Events

8:00 PM Venturing Roundtable

**Exploring Roundtable** 

8:30 PM – Midnight Dance

9:00 PM Awards Presentations, Talent Show final round, and Closing Ceremony

1:00 AM Everyone in their own room - curfew



#### PARENT PERMISSION

For Explorers, Venturers, Sea Winterfest.	Scouts, or Boy Scouts, under 21 years of age, participating in
(Print Explorer, Venturer, Sea Scout, or E	oy Scout Name):
	has my permission to participate in Winterfest
on February 9 - 11, 2018.	
injury occurring to my son examination, anesthesia, me considered necessary in the be the supervision of a member of	restriction(s) that preclude participation. In the event of illness or or daughter while involved in this activity, I consent to X-ray dical, or surgical diagnostic procedures or treatment that is st judgment of the attending physician and performed by or under f the medical staff of the hospital furnishing medical services. (It is of serious illness or injury, reasonable efforts to reach me will be
Signature	Date
Print name:	
Phone numbers where I can b	e reached during the time of this activity:
Home ( )	or Work ( )

\*Each Post, Crew, Ship, or Troop needs to keep these sheets with them. Do not submit to Council Office.

#### **₩** 20181

#### 2018 Physical Activities Readiness Questionnaire

**If you are planning to compete in a Tactical Fitness Event**, please complete this form and present it to the Event Leader or their designee. It is recommended that you share your answers from this form with your physician or health practitioner and obtain their approval before participating in the physical aspect of this event. Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly. <u>Final decision regarding participation will be determined by the Event Leader and EMS.</u>

	NO	Do decerring	The Sy the Event Bouter und Evie.		
	☐ 1. Has your doctor ever said to physical activity recomm	•	ve a heart condition and that you should only do doctor?		
	$\ \square$ 2. Do you feel pain in your ch	nest when y	ou do physical activity?		
	☐ 3. In the past month, have you activity?	ou had ches	t pain when you were not doing physical		
	☐ 4. Do you lose your balance h	oecause of	dizziness or do you ever lose consciousness?		
	☐ 5. Do you have a bone or join physical activity?	nt problem	that could be made worse by a change in your		
	$\Box$ 6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?				
	$\ \square$ 7. Do you know of any other	reason why	you should not do physical activity?		
	$\Box$ 8. Do your parents have any	concerns a	bout your taking this test?		
		If you ans	swered NO		
	ou answered <b>NO</b> honestly to all q his physical fitness awards testing		ou can be reasonably sure that you can take part		
			wered YES		
in th	ou answered <b>YES</b> to any question	ıs, or if you	have any question about your ability to take part our doctor about the questionnaire and which		
•	·	Delay	testing		
	ou are not feeling well because of better.	a temporai	ry illness such as a cold or a fever - wait until you		
I ha	ve answered this Questionnaire t	ruthfully, t	o the best of my knowledge.		
Nan	ne and Post Number of Explorer				
	Signature of Explorer	Date	Signature of Parent or Guardian Date (If under 18 years of age)		
<b>Y</b> 1			est Use Only: en 3 cups of coffee in the past 12 hours?		
	N Have you consumed 16 oz. or me				
	<u>Before</u>		<u>After</u>		
Puls			Pulse / B/P		

#### \*\*\*

#### Risk Management and Acceptance and Waiver of Liability

The Frankfort Police Department recognizes the potential risks to participants involved with the **Redman Use of Force Competition**, to include personal injury and/or involvement with physical situations. All Frankfort Police Department personnel, or approved volunteers, involved with the **Redman Use of Force Competition** will make every effort to minimize risk to Explorers through training, supervision, adherence to policy and standard operating procedures, and proactive risk management. As a condition of acceptance into Redman Use of Force competition, the parents or legal guardian of every Explorer, or the Explorer if of legal age to do so, must sign a **hold harmless and release form** acknowledging they have been advised of the risk potential and waive any right to initiate a legal cause of action against the City of Frankfort, the Frankfort Police Department, and Learning for Life/Law Enforcement Exploring, or any of their representatives or volunteers. Other stipulations are as follows.

- 1. The involvement in the is entirely voluntary and of the participant's own free will.
- 2. The participant understands there is a risk of danger, bodily harm, injury, physical and emotional stress or death as a result of participation. The risks arising from physical exertion, striking, and or being struck.
- 3. There is a potential for risks and dangers that may not be obvious at this time or reasonably foreseeable at this time.
- 4. The participant does not have any medical ailments, physical limitations, or mental disabilities that will affect participation or recovery after the event.
- 5. The participant and/or family is 100% liable for medical expenses incurred as a result any injury or property damage the event.
- 6. In the event that any one or more of the provisions of this agreement shall be held to be invalid, illegal, and enforceable or in conflict with the law according to the jurisdiction, the remaining portions will not be invalidated, and shall remain in full force and effect.
- 7. This is a legally binding contract, but it is not meant to pronounce any claims or defenses that are legally prohibited.

### Signing this is agreement of the above Release and Waiver of Liability and so documented that it has been read.

\*Explorers under the age of 18 must have a legal guardian sign this document prior to competing in Redman Use of Force. Explorers over the age of 18 may sign this release. The releasing party(ies) signature must be witnessed by another party.

Participating Explorer (Print)	Date of Birth//
Participating Explorer (Signature)	
Legal Guardian (Print)	Date of Birth//
Legal Guardian (Signature)	
Witness (Print)	Date of Birth//
Witness (Signature)	

# **Welcome to the Gatlinburg Convention Center Sandwich and Salad** Selections for Winterfest 2018

(Pizza available on separate order form)

### Please write the quantity you would like to order:

All options served with chips or fresh fruit, cookie, and soda or water and all condiments for \$8.00.

Turkey and American Cheese							
Ham and	Ham and American Cheese						
Chicken S	Chicken Salad						
	Cajun Grilled Chicken w/Cheese Wrap						
Large Fres	sh Garden Salad	<u>-</u>					
Dressing of	choices:						
Ranch	Honey Mustard	Italian					
Name							
Unit							
Name							
Total							
Owed							
DI	•1						

Please email your order to <u>timf@gatlinburgtn.gov</u> by 2/07/18.

## Welcome to the Gatlinburg Convention Center Pizza Selections for Winterfest 2018

(Sandwiches and Salads available on separate order form)

#### Please write the quantity you would like to order:

All served with 4 bags of chips and soda or water for \$15.00.

Whole Cheese Pizza_		
Whole Pepperoni Piz	za	 
Whole Sausage Pizza		 
· ·		
Name		
Unit		
Name		
Total		
Owed		

Please email your order to <u>timf@gatlinburgtn.gov</u> by 2/07/18.



### (Please complete this with **leaders who will be onsite during the event.**Turn this in at Check-in at Winterfest)

Unit Leader #1:  Post/Crew/Ship/Troop #:  Home Council:		 - - -	
Hotel: Hotel Phone: Cell Phone: Email:	// /		
Unit Leader #2: Post/Crew/Ship/Troop #: Home Council:			
Hotel: Hotel Phone: Cell Phone: Email:	// /		
Unit Leader #3: Post/Crew/Ship/Troop #: Home Council:			
Hotel: Hotel Phone: Cell Phone: Email:	/		



#### Put me on the Winterfest Staff

Name:		
Email:		
Daytime Phone:		
Evening Phone:		
Mailing Address:		
City, State Zip:		, , , , , , , , , , , , , , , , , , , ,
Council:		
Your Home Unit:		
I am interested in:	Description/Idea:	
□ General Help:		
□ Other:		

Return this form to:

Amy Holbrook FAX: 706.693.4849 amy.holbrook@scouting.org Northeast Georgia Council, BSA PO Box 399, Jefferson, GA 30549