

# **GROUP COORDINATORS HANDBOOK**

**Stafford Showground** 

3<sup>rd</sup> - 7<sup>th</sup> August 2024

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# What is Limitless Festival?

Limitless Festival is a summer gathering for the whole church that's all about community, connection, and change.

Featuring dynamic venues for youth (11-17) as well as a packed programme of activities, sports, events, seminars, workshops, and after hour's venues.

We long to see young people enter a transforming relationship with Jesus and leave our event empowered, envisioned, and equipped to serve Him in all areas of their lives.

Our events reflect what Limitless is: Lively, Passionate & Fun! We gather for 5 days where every morning and evening we get together and have times of worship, teaching, and ministry. Throughout the day there are various seminar streams covering all sorts of topics to challenge how the young people and leaders see Jesus and how they live that out in their own lives. We also have cafés, sports, music, a cinema and loads of other activities in the afternoons and evenings so all the young people on site have something to engage with.

Our events unashamedly declare the gospel and the life-giving message of Jesus. We try and make this accessible for those who don't consider themselves Christians and/or who don't have a church background through the language we use, the way we explain what's going on and by our actions.

If you'd like to find out more about Limitless, our values, our mission, and our team, please visit <a href="https://www.limitlesselim.co.uk/about">www.limitlesselim.co.uk/about</a>

# When and where is it?

Limitless Festival is being held at Staffordshire County Showground ST18 0BD (Google Maps) in Stafford. The event will start on Saturday 3<sup>rd</sup> August 2024. The site is open from 10:00am for you to come and set up. We will gather for our first celebration at 7:00pm. It's best to arrive early so you're set up in time for the first celebration.

The event finishes on Wednesday 7<sup>th</sup> August with all our afterhours venues closing at 11:30pm. You are welcome to stay on site overnight and leave the following morning. Please be off site by 10:00am on Thursday 8<sup>th</sup> August.

# How much is it?

# Prices and booking deadlines

The Full Price Ticket booking deadline for Limitless Festival is Sunday 21<sup>st</sup> July. After this date no new bookings will be allowed, other than for Day Tickets. Additional tickets within your pre-booked group will be processed by emailing <a href="mailto:events@limitlesselim.co.uk">events@limitlesselim.co.uk</a>.

There are several different prices for the event, depending on how and when you book and pay in full; you can save money by booking early. We don't offer group discounts as we feel it fairer to offer everyone the opportunity to save money by booking early.



Here's a breakdown of the prices and deadlines for this year. (Please note you can only book online at <a href="https://www.limitlessfestival.co.uk">www.limitlessfestival.co.uk</a> and booking fees apply).

	Super Very Early Bird Pay by Thursday 31 <sup>st</sup> August 2023	Very Early Bird Pay by Thursday 29 <sup>th</sup> February 2024	Early Bird Pay by Tuesday 30 <sup>th</sup> April 2024	Full Price Pay by Sunday 21 <sup>st</sup> July 2024
Youth Leader 18+	£99	£111	£126	£139
Youth 11 – 17	£99	£111	£126	£139
Kids 4 – 10	£59	£59	£59	£59
Kids 1 -3	£10	£10	£10	£10
Under 1s	FREE	FREE	FREE	FREE

For other ticket types and their associated cost, please go to: <a href="www.limitlesselim.co.uk/festivaltariff">www.limitlesselim.co.uk/festivaltariff</a>

Please note: you will only qualify for the discounted price by paying in full by the price break deadline. If you've started a booking but haven't made full payment, the price will still go up at each deadline until you've paid the full balance.

Terms and conditions apply and can be found at: <a href="www.limitlesselim.co.uk/festivalterms">www.limitlesselim.co.uk/festivalterms</a>

#### What's included?

The price of your ticket includes entry to everything! That means we'll provide you with enough space on the campsite, entry into all the meetings, seminars, exhibitions, social areas and cafés, as well as all the other activities going on onsite. It doesn't mean you get free cake though. Sorry! But bring some cash or a card along to indulge in yumminess! Occasionally, we may have activities or entertainment which cost a little extra to take part. However, we will let you know about these in advance.

You'll need to arrange transport to and from the event, camping equipment and food. There are various supermarkets about a 15-minute drive away. There is also a small co-op about a 4-minute drive away.

Holiday insurance isn't compulsory but we're not able to offer any refunds after Saturday 1<sup>st</sup> June, so you may wish to arrange cover in case there is an emergency that means you can't attend.

# Fundraising Ideas

Fundraising is an excellent way to help finance your trip to Limitless Festival. Be creative and bold with your fundraising ideas. How about a sponsored abseil down the church spire? (Get some professionals involved please!!) Or a sponsored walk, shave or silence? You could think about running an event like a concert or quiz night. We know of a church youth group who took over the Sunday morning service and the offering that week went to help them get to Limitless Festival. Don't forget to consider the full cost of your trip including travel and food.



# **Noteworthy Dates 2024**

2023

Wednesday 9th August Super Very Early Bird Ticket Open

Thursday 31st August Super Very Early Bird Closing Date

2024

Thursday 29th February Very Early Bird Closing Date

Tuesday 30th April Early Bird Closing Date

Wednesday 1st May Day Tickets Open

Saturday 1st June Refund Deadline

Saturday 1st June Booking Editing Cut-off Date

Monday 1st June Electric Hook Up Deadline

Around a month before Festival Group Campsite Village Allocation

Sunday 21st July Full Price Ticket Closing Date

Saturday 3rd to Wednesday 7th August Limitless Festival

Wednesday 7th August Day Tickets Close

Thursday 8th August Festival Site Closes



# How do I book?

# Starting a new booking / order

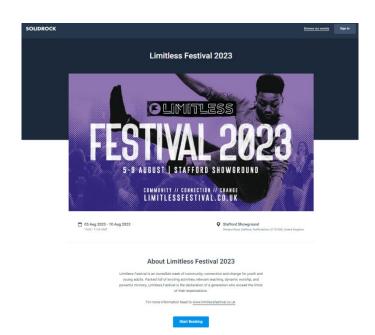
Follow these steps to get booked on:

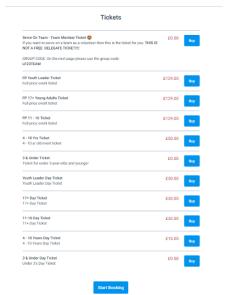
1. Go to <u>www.limitlessfestival.co.uk</u> and follow the booking links.



You will be forwarded to the SOLIDROCK booking system and you will see the Limitless event page. Make sure you are on the correct event.

Then click 'Start booking' to proceed. This starts a new order.







- 2. Log In to SolidRock.
  - a. If you've never registered on the system before you will need to register click 'Register'.
     Complete a few details. After an email with a verification link will be sent to your email address. Please click on the link to continue.
  - b. If you have registered before, click 'Sign in'.
    Then you will be able to log in using the email address and password you used to register.



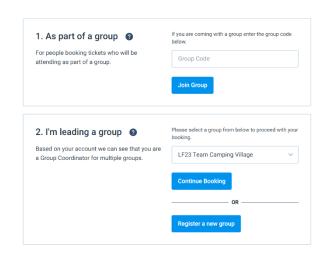
By starting a booking, you become a Lead Booker on SOLIDROCK. Orders have unique Order Reference Codes.

#### 3. Group Page

There are specific instructions on this page, please read and follow them.

Every ticket and extra will be linked to a group. This is youth camping group.

By registering a group, you become a Group Coordinator on SOLIDROCK. Groups have unique Group Codes.



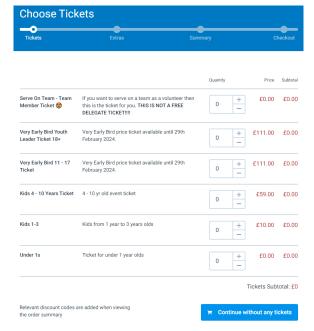
To see Your Groups on SOLIDROCK: <u>click here</u>. You will be able to see your group code on this page too. This is the code to share with others that want to join your group.

4. On the 'Choose Tickets' page, please select the quantity of tickets you wish to purchase.

Click 'Add tickets to booking'.

Please remember that we have a 1:10 ratio of youth leaders to young people, so every group requires at least one youth leader ticket.

For example: one youth leader and four 11–17-year-old tickets.





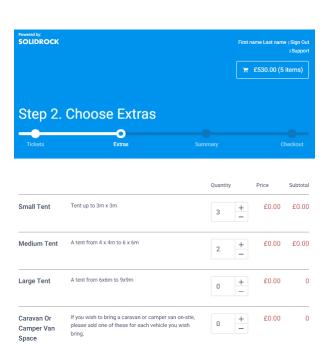
5. On the 'Choose Extras' page, please let us know the quantity of different sized tents, caravans / campers, and marquees you think your group will bring.

Click 'Add extras to booking'.

Extras can only be ordered by Group Coordinators. It is important for these to be ordered.

[If you don't know how many tents you will be bringing, please make an additional order closer to the event by Thursday 1st June.]

Following the above example, these extras are added to the order: three small tents and one medium tent.



Relevant discount codes are added when viewing the order summary

Marquee

Maruquee up to 12 x 8m (128 sqm)

Add extras to booking

£0.00



6. Then on the 'Summary' page you will see a summary of your order. Some of the tickets and extras may require more information. Click on the relevant 'Add details to ticket' / 'Add details to extra', then fill in the required information.

I don't have all the guest names yet, what do I do? I don't have all the guest names yet, what do I do? After Thursday 1st June you will need their names to book.

Discount: This is where you use any discount codes you have.



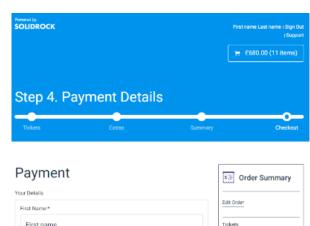
#### Terms & Conditions





7. On the last page you will be asked to enter your payment details. We only take online payments.

If your card limit is reached, we suggest putting through various orders and joining your bookings with a group code.



8. You will receive a confirmation email and receipt to your email address.

In the email will be your important order number. When contacting us it's helpful to quote this number.

First name

9. Congratulations, you're booked into Limitless Festival!

## Adding bookings

You can keep logging on and add as many Full Price Tickets as you like, up until the Full Price Ticket booking deadline.

Youth parents can book tickets with their own SOLIDROCK account. They can join your group by entering the group code on the ticket information. This only works if you have set up a group initially. You'll need to share the group code so that your young people and other helpers can all join your group. This is the only way we can make sure all the tickets are camped together.

We have made adding a group code compulsory to avoid young people booking in and not being associated to a youth leader.

#### I don't have all the guest names yet, what do I do?

If you set up a group (see above) you can book in tickets without giving names.

You will have to come back and fill in the information by Sunday 21st July. You must be a Lead Booker to do this. See here on how to amend details on tickets.

# How do I see who's booked into my group?

You'll be able to see all the people who have joined your group in your profile area and selecting "My Groups". You will also be able to see your group code here too.

www.events.solidrock.io/admin/profile/group-bookings

# Changing bookings

You must be a Lead Booker to change information on tickets. In your profile area you can change any information submitted with a ticket or extra: name, address, etc.

You can change bookings any time up until Sunday 21st July. After this, please email events@limitlesselim.co.uk and we will do our best to help.



This means that if a young person or leader has dropped out and someone else is able to replace them, then you can go back in and change their details. Please make sure you change ALL their details.

To change the details on a ticket, please follow these steps:

- 1. Log into your SOLIDROCK account at <a href="www.events.solidrock.io/admin/profile">www.events.solidrock.io/admin/profile</a> using your email address and password you used to set up your account.
- 2. In your profile area (top right-hand corner of your screen if you're not there already) select "My bookings" or "Groups I Lead".
- 3. Find the booking that you wish to edit.
- 4. Click on the three dots at the end of the line and select "Show Order".
- 5. You'll be taken to an order summary page. Please edit the info on the tickets required by selecting the three dots at the end of the line and selecting "Edit Ticket" and click "save details" when the information is amended.
- 6. Close the page when complete.

Please make sure ALL ticket details are correct. This information is essential in the case of an emergency.

If you need to cancel a booking or part of a booking, or anything else you can't get your head around, please email us at <a href="mailto:events@limitlesselim.co.uk">events@limitlesselim.co.uk</a> and we'll be happy to help.

## Saving Money

Keep an eye on the discount deadlines! Paying in full for your tickets is the only way to confirm your ticket price and attendance at the event.



# Communication before the event

## **Booking Confirmation**

Once you've booked you will receive an automatic email from SOLIDROCK. This will be a summary of your booking, the tickets you've purchased and the names you have assigned to the tickets. As Group Coordinator, if you add further tickets or other people book onto your group, you will receive further notifications.

You can contact us at <u>events@limitlesselim.co.uk</u> if the confirmation emails don't provide enough information for a receipt.

## **Arrival Information**

A few weeks before the event, we'll email you with information about how to get to site, what time to arrive and our site rules. We'll also email you which camping village you will be on and a vehicle pass. Please make sure everyone driving your group to Limitless Festival has one. This is the only way to access the site.

## Every vehicle needs a vehicle pass to get onto site.

#### Wristbands

Upon arrival, please head to your camping village. Once you've done this, you the Group Coordinator please come to the Info Point to collect your wristbands. Here you can add any last-minute tickets and ask any questions.

You will need your Group Code and Order Reference Numbers to claim your wristbands.

Everybody on site will be required to wear a wristband and access to venues will be rejected if a wristband is not produced when requested.

# Organising a group

# Responsibility for your young people

As a Group Coordinator you are responsible for your group, their safety, pastoral oversight, and their emotional wellbeing. Whilst we will ensure ministry is handled sensitively and will have a chat room space available for young people, we are not here to take the job of the youth leader. We want to work in partnership with you to see the young people in your group transformed! So please be present with them during the meetings. Please be ready to engage with them pastorally and please ensure you know where they are always!

#### Admin

For each young person we will need a full name and date of birth. Children under the age of 10 require emergency contact details, parent / guardian contact details and allergy information. We do not require any other information but there are some things we suggest you get for your files:

### DBS for your leaders

Your young people are your responsibility throughout the event, and we request that you have 1 youth leader that is DBS checked for every 10 young people under the age of 18. We have no requirement to see this DBS certificate, but we suggest you do it for your own records. If someone regularly works with young people at your church, they should already have one. Please get in touch with your churches Safeguarding Officer for your churches policy on DBS checks.



#### Risk assessment

You may be asked to carry out a risk assessment. This is common for social services if you are bringing someone in your group with additional needs or currently in care. We can't provide a risk assessment on your behalf, but you can find guidance on the HSE website: <a href="www.hse.gov.uk">www.hse.gov.uk</a>

#### Contact info

You, the Group Leader, are the person we will contact in the case of an emergency involving your young person. We recommend that you create a contact list of emergency contact details for your young people and store them somewhere safe so you can call their homes / parents / guardians if needed. It's wise to have a printed copy of this in case your mobile phone battery dies or there is no mobile signal or Wi-Fi available.

### Medical & allergies information

We do have a First Aid Team onsite. However, being informed of on-going medical treatment and allergies can save lives. Also, the administering of regular medication will be your responsibility. We suggest you note down any allergies or medicines taken in the case of an emergency. The First Aid Team will be happy to store any medication required to be kept regerated, in their fridge. Just pop along to the First Aid Point and say hi. They don't bite – we promise! If there's anyone in your group with any special conditions, please go to the First Aid Point at the beginning of the festival and make them aware of the young person and their condition so they can respond appropriately if needed.

## Camping Arrangements

You will need to arrange your own tents, sleeping bags etc. for your group. We regret that we cannot help with this.

## How many tents can I bring?

You can bring as many as you like. However, space on site is limited, so if you can, try to keep it as few as possible. Please make sure the information you have given us about the number of extras (tents and marquees) you're bringing is correct.

#### Can I bring a gazebo or a marquee?

Yes. However, please let us know in advance on your booking form.

If you're bringing a marquee and its being set up by a professional company, please note that you are responsible for all insurances & health and safety for that marquee and anyone using it, including visitors to your camp and those camping around you. Delivery companies will only be allowed on-site at the same time as you and if you're not there to meet them, they may be turned away.

#### Can boys and girls share a tent?

We ask that there are single gender tents only.

If a couple is not married, they are requested not to share a tent.

#### How much space will we have?

Your space will be allocated on the information you supply to us when booking. We allocate a bit extra to leave space to move around! We try to give you as much space as possible, however, this doesn't mean you can take up all the space when you arrive. Your Village Hosts will be able to guide you on the space you can fill when you arrive.

#### Kit List

All groups are different and vary hugely in size, however, there are some basics that you will almost always need for camping. We've included a kit list in <u>APPENDIX 4</u> of this guide.



We advise against bringing valuables. Your tents cannot be secured in any way; anything you do bring to site is entirely at your own risk.

#### Food

The nearest supermarket is <u>Asda in Stafford (ST16 3TA)</u>, which is a 15-minute drive away. There are also an <u>Aldi, Lidl, Sainsbury's</u> and <u>Tesco</u> in Stafford.

If you haven't got the facilities to go offsite to buy food, most of the main supermarkets will offer a delivery service. They will come as far as the main gate if you want to do an online order. They will call you when they arrive so give them your name, camping village and mobile number, and be ready to meet them at the main gate as we cannot accept deliveries on your behalf. If you don't answer your phone or are unable to meet them, they will be turned away and you'll have to re-arrange delivery. Delivery drivers will not be permitted to access the campsite, so please make sure you bring enough people to carry all the shopping back to your camping village.

You, or a nominated person in your group, needs to take charge of food safety, which includes storing food at the correct temperature, making sure it's thoroughly cooked and that leftovers are disposed of properly.

There are food vans on site which will be serving the usual offerings.

## Generators and electrical hook-ups

Unfortunately, we do not allow generators on site under any circumstances due to regulations imposed onto us from the fire safety authorities.

We can arrange for a small number of electrical hook-ups to be provided and you can apply for one online. They are on the Youth Leader Ticket. However, once they're gone, they're gone!



All electrical hook-ups must be booked in advance by Monday 1<sup>st</sup> July. We cannot offer this service after this date or on-site.

If you require a hook-up due to medical or physical needs, please let us know and we will do our best to accommodate you. We can also offer a small discount if the requirement for electricity is to charge of run equipment for medical / mobility equipment.





# **Transport**

Limitless Festival is held at Staffordshire County Showground.

The address is: Stafford Showground Weston Road Stafford ST18 0BD

### **Google Maps Directions**

#### ///twin.tables.stands

We regret that we are unable to offer any assistance with transport whatsoever.

**Road:** Staffordshire County Showground is situated on the main A518 Stafford to Uttoxeter Road, two miles from Stafford and five miles from junction 14 of the M6 motorway. Drivers from either the north or south using the M6 should exit at junction 14 and follow the signs for the County Showground.

**Bus:** The bus route 841 stops at the entrance of Stafford Showground. (Bus stop is called County Showground - <u>link</u>). You can catch it from the Shrewsbury Arms Bus Stop on Eastgate Street (- <u>link</u>). This is about a 10-minute walk from the Stafford train station.

Taxi: There is also a taxi rank at the train station should you wish to use this service.

**Train:** The showground is just 4 miles from Stafford Railway Station. The station is situated on the West Coast Main Line offering a direct service to London Euston with a journey time of approximately one- and three-quarter hours. It also offers direct services to Birmingham, Wolverhampton, Manchester, Liverpool and Scotland.



# **At Limitless Festival**

### Arrival

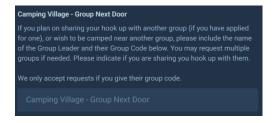
### **Camping Villages**

We divide the campsite into numbered and coloured areas. We call these villages. We allocate groups to one of these areas to make sure that everyone has enough space. We also provide each section with a Village Host. Your camping village will be on your information email and letter sent to you around a month before the event.

We assign space based on the number of extras you have told us you're bringing at the time of booking. Whilst there is no limit on the number of tents, we allow you to bring, we do ask for you to be accurate in what you tell us you're bringing so we can fit everyone on site! Keep your camping info up to date by adding further tents to bookings or letting us know that you no longer need all the tents you requested space for, by emailing <a href="mailto:events@limitlesselim.co.uk">events@limitlesselim.co.uk</a>. There is no need to keep space for sports etc. as we already have plenty of space set up for this elsewhere on site.

When you arrive your Village Host should be around to say *hello*. They will allocate you a space on the camping village. They're there to make sure you have a fantastic time at Limitless Festival. They can help with anything from making sure your village meets fire safety regulations, to directing you through all the Limitless Festival info to make sure you don't miss out on all the event has to offer! They're also ready to talk about Jesus with you and your group and share their experiences.

If you would like to request to be camped in the same area as a specific group. On the Youth Leader Ticket there is a 'Camping Village - Group Next Door' question. We will do our best to accommodate you with this request, however, we cannot promise this will be the case in all circumstances.



### Curfew Village

If you would like to camp in a quieter area of the campsite, please indicate on your ticket information that you, the Lead Booker, request your group to be in the curfew area.

Everyone is required to be quiet from 10:30pm in this area though we cannot guarantee the absence of noise as Limitless Festival is designed for young people, and they rarely have fun without a bit of noise!



#### **Car Parking**

When you arrive you can drive your car, minibus, moped, coach, tractor, quad bike, whatever, onto site and to your camping village. Here you can unload your vehicle and then we ask that you move your vehicle to the car park before the evening celebration.

After the first day we do not allow vehicles on site. This is for the safety of the young people and the fire regulations imposed on our event.



Please be aware, this is a working showground, so we do not allow coaches to some areas of the showground. If you are intending on arriving by coach, please inform us ASAP so we can allocate you an accessible camping village.



#### **Programmes**

When you arrive on Day 1, you'll be able to purchase a programme for the week. This will contain all the important information you'll need. It will include info about all the seminars, main sessions, speakers, activities, after hours, workshops, sports, and site rules.

These will be available from the Info Point and The Warehouse.

## **Daily Routine**

### **Main Meetings**

Starting in the evening of Day 1, we all gather, both morning and evening, for times of worship, teaching and ministry.

Both venues' meetings are one of the best things about our time together. They're all about spending time with God, in His presence, Worshipping Him, hearing Him speak, hearing from His word and praying for one another in the power of His Holy Spirit. This can sometimes be a different experience depending on what the Holy Spirit decides to do in individuals but whatever happens, our leadership team will gently explain what's happening from the stage for those finding it a bit weird.

#### Worship

We are passionate about worshipping Jesus, and we keep worship at the centre of everything we do at Limitless Festival.

When we gather, we make loads of time to spend singing our praises to God telling Him just how amazing He is. We believe worship is a place where we draw close to God and become intimate with Him.

#### Teaching

During each meeting we make time to look at God's word together (the Bible) and hear from a speaker who will help us apply what we read in the Bible to the things in our lives and the world around us.

We try and make the talks engaging and fun so they are easy to listen to, as we want to inspire and equip young people with Gods word and the truth and freedom it can bring to their lives.

#### Ministry

An important part of Limitless Festival is creating space for the Holy Spirit to minister in people's lives. We believe that this is where the real transformation happens, and as such seek to prioritise this time in our meetings. We seek to facilitate these ministry times according to the following principles....

1. WE WAIT ON GOD: We believe God moves in stillness (1 Kings 19:11-13, Psalm 27:14, Psalm 46:10, Isaiah 40:31), and thus we don't need to stir people up into a frenzy in order to meet with Jesus. Instead, we lead the young people through a process of stillness and waiting, to allow the Holy Spirit to move as He intends. We are careful to avoid hype and autosuggestion. We also believe in the role of anointed musicians assisting in ministry (2 Kings)



- 3:14-16, 1 Samuel 16:23), and as such are comfortable with music during ministry, but we are also comfortable with waiting on God in silence.
- 2. **WE LISTEN TO HIM:** As we wait, we are listening to cues from the Holy Spirit. Is He asking us to wait longer? Is He asking us to lead a specific response to something? Does He want to give us a word of knowledge?
- 3. **WE DO WHAT HE SAYS:** Whatever the Holy Spirit asks of us we will do. The idea is to let the Holy Spirit lead us as we lead the young people. As we do so we seek to...
  - Acknowledge the odd God can do weird things if He wants to, but we won't be weird! We'll acknowledge unusual things in a usual way.
  - Explain what is going on and reassure people as we go We don't assume that everyone is familiar with what the Holy Spirit is doing, so if people begin to cry / laugh / fall over / shake etc., we explain what is happening and reassure people that it's safe and good.
  - Explain that it's OK if people are not feeling / experiencing anything People can sometimes feel that there is something wrong with them if they are not "feeling" anything when people around them seem to be encountering God. So, we remind people that feeling and encountering are not the same thing, and that God still loves them and notices them even if they are not feeling anything.

If you or your young people are not used to praying together, then we have made some helpful guidelines to help protect everyone involved. <u>You can read them here</u>.

By following these principles, we seek to help people engage with the ministry of the Holy Spirit in a way that is clear and loving for all concerned.

#### **Seminars**

Every day we have a completely rammed schedule of seminars covering a wide range of topics. They're all 45-minute sessions aimed at exploring relevant topics for young people today.

We have different streams running throughout the week. The streams will explore different aspects of what it really means to be a Jesus centred Christian today, 2000 years after Jesus was on earth. How to talk to your friends about Jesus, what Jesus thinks about identity and sexuality, how to read the Bible, how to nurture your leadership skills, as well as a stream completely dedicated to people who have never been to an event like Limitless Festival before and find the whole "Christian/Church" thing a bit weird!

We've found that a great way to encourage your young people to attend seminars is to sit and discuss them all at the beginning of each day and arrange groups to go together. Sometimes young people want to go but don't want to say. So being intentional about this sometimes helps!

#### Afternoons & Evenings

If the excitement of camping, celebrations, ministry, and seminars wasn't enough, then this is really going to rock your world. We have more!

Every afternoon we have a café's selling various hot and cold delicious treats, sports programmes, inflatables, as well as a special guest activity each day.

In the evenings we have a cinema venue, open mic stage, prayer space, late night worship, live music and a silent disco all running until 11:30pm.



And as if that weren't enough, there's normally some pop-up activities happening. So, keep an eye on our socials for details on these as they happen throughout the event.

We really encourage you and your young people to get involved with as much as you can, make friends and join the Limitless Family with our value of Fun.

We encourage you to take notes, pray for each other and engage with the worship.

If there's anything you're not sure about or think we could do better, then either speak to your Village Host or come to the Info Point and let us know. We always love to listen to you as you share your thoughts.

Finally, try and make time for yourself and other Group Leaders each day. Whilst it's amazing seeing the young people experience God it can also be exhausting having young people around you for 5 days.

Check in on your team and make sure they're coping ok. Grab a coffee and find a quiet corner!

# **Additional Support**

## **Enabling Team**

Our Enabling Team is made up of people with experience in praying for people, and they are there to support you and your youth group with praying with and for each other. They are mainly in the main meetings, but pop along to some seminars if there's going to be a time of ministry.

They will walk around in the main meetings and make sure everyone is OK and may occasionally offer suggestions.

They will be identifiable by their badges which will say "Enabling Team" or "Ministry Team" on them.

# The Space

We have a brilliant team here in The Space. They're always happy to chat about anything you like. They'll also pray with you along with helping you with aides to prayer.

Whilst they're happy to chat with you, they're not a counselling service. If a young person starts to disclose anything to them, they will be attended to by a member of our Safeguarding Team.

# Safeguarding Team

Sometimes information is disclosed that require us to take more serious action. Our Safeguarding Team is made up of social workers, teachers and other professionals that are knowledgeable in safeguarding procedures. They are there to support anyone onsite, but mainly to make sure the correct action is taken to ensure that the delegate is taken care of when they leave the event, whether that is by you or by your local services. The Safeguarding Team will liaise with you as the Group Coordinator of any young person they are in contact with.

They can be contacted through the Info Point or any of the team with a radio if you, or any member of your group, wish to discuss anything.

## Additional Needs Team

During the main meetings we have a great team there to support any young people who may have additional physical or learning needs and need a safe place to be and / or express themselves amid the crowds and noise. The team are all trained and want to help every young person experience Jesus and the Holy Spirit.



As so we can be prepared for your young people's needs, please indicate on the ticket information at the time of booking that the young person has additional needs that our team may need to help with. We also have an additional needs form to help our team to be prepared to help your young person. If you've not already filled it in, please head to <a href="https://www.limitlesselim.co.uk/festivaladneeds">www.limitlesselim.co.uk/festivaladneeds</a>

# In Case of Emergency

# **Emergency Telephone Number**

## 07398 905 623

Save it, it will also be on your wristband. This is manned 24/7 for the duration of the event. Please **DO NOT CALL 999**. Emergency services will get to you a lot quicker if the situation is managed by the Limitless Festival team.

## First Aid

We have a First Aid Team who are on call 24/7 in case of emergency. They are a mix of doctors, nurses, paramedics, and other first aid trained professionals. If you need them at any point, they are located by the Food Court at the front of the Youth Venue.

If you have an incident that requires the First Aid Team to come to you, please either contact your Village Host or call the emergency contact number 07398 905 623.

## Diarrhoea and / or Vomiting

If you or any of your group show signs of diarrhoea and / or vomiting, please keep them isolated in their tent and call the First Aid Team. They will come to you. This reduces the risk of it spreading.

#### Fire

#### On the Campsite

Around the campsite there are Fire Points. At each Fire Point there is a bucket of water, a bucket of sand and a way to raise the alarm. Once you raise the alarm, a team member will make their way to your area immediately.

Do not use water on an electrical or oil-based fire.

If you do not feel comfortable tackling the blaze, then please raise the alarm and our team will assess and manage the situation.

*Please assemble* at the Sports Field and assemble them there. If there is someone missing, please let our team know.

#### Inside a Building

If you are in a building and you discover a fire, then find the closest Fire Point and break the glass to raise the alarm. Staffordshire Showground will assist with a team member.

Get everyone out of the building and to the assembly point as quickly as possible. This will be facilitated by the Stewarding Team

Call the onsite emergency contact number 07398 905 623 and report the incident.

If you are confident to, then use the fire extinguishers to tackle the flame. Do not attempt to tackle the flame if you are not confident to do so.



*The Assembly Point*, if you are in a building, is back at your camp. Please make sure all your group is accounted for and please let someone from the Limitless Festival team know if there is anyone missing.

# Any other Emergency

If you have any other emergency then either get in touch with your Team Leader, Village Host or head to the Info Point.

If it is urgent and you cannot do any of the above actions, please call the emergency number 07398 905 623.

## DO NOT CALL 999

In the case of any emergency, please **DO NOT CALL 999** but call the emergency number **07398 905 623**. This will be printed on your wristband.

Whilst this may sound counterintuitive, the emergency services will find you a lot quicker if they are guided by the Limitless Festival team.



# **Facilities Available**

# **Phone Charging**

Phone charging will be available in the café venues when they are open. You'll just need to bring your charging cable along with you, plug into the USB socket and keep connected.

#### Wi-Fi

Free Wi-Fi will be available in the central area of the showground. We can't guarantee how good it will be, but we will do our best!

## Ice Pack Exchange

You can swap your warm ice packs for frozen ones by Stores each day from 9:00am – 10:00am and 5:00pm – 6:00pm. Ice pack swaps are free, or you can buy new ones for £2.

## **Getting Cash**

We suggest you and your young people bring cash with you. There are no cash machines on site. The closest cash point is a <u>Co Op, ST18 0DG</u>, a few minutes away from the showground.

#### Gas

You can buy gas canisters or replace yours for a fee in The Warehouse which will be open in the afternoons and evenings. Chase Outdoors provide all stock for this. Limitless Festival cannot guarantee that the outlet will be able to supply your specific requirements.

### **Toilets and Showers**

We provide significantly more than the required minimum number of toilets and showers for the number of people camping onsite. If you want to shower at peak times, you may have to wait! We suggest showering in the afternoon or evening to help keep the queuing down.

We have a Cleaning Team working throughout the day to keep things clean and tidy. However, depending on the weather, there may be a bit of mud.

If you spot any problems with the showers or toilets, please report them to your Village Host or the Info Team and we'll get a team member to it swiftly.

If you are queuing early in the morning or late at night, please keep the noise to a minimum for the comfort of those who are sleeping.

Accessible showers and toilets are located at the end of the grandstand, next to the sports field.

#### Stuff for Kids

#### **Limitless Kids**

There is kids work for kids aged 0 - 10 during the main meetings in the morning and evening. This allows you to attend the main meetings with your young people. We have 2 groups: 0 - 4's and 5 - 10's. All kids will need to be registered before attending the sessions.

- The 0 4's work takes place in the Boden Suite in the Members Pavilion accessible from the doors next to the basketball courts.
- The 5 10's work takes place in the marquees at the end of the Green Camping Village.

#### **Baby Bathing**

There will be a baby bathing time each evening. We will provide baths and warm water. Please provide your own towels and soap.



This is in the 0 - 4's venue and is from 5:00pm - 6:00pm.

# **Departure**

Day 5 is as full as all the other days. The event finishes at 11:30pm. So you can make the most of everything we encourage you to stay the night and leave in the morning!

You need to make sure you're all packed up and off site by 10:00am the next morning though.

You can bring your car on site in the afternoon on day 5 to load up. To do so, you will need to get a car pass from the Info Point located at the front of the Youth Venue.

Once you have loaded up, please remove your vehicle to the car park again. Watch out for people moving whilst driving on-site.

# **Feedback**

#### **Testimonies**

We absolutely love hearing how God is meeting with people at Limitless Festival. Please head to <a href="https://www.limitlesselim.co.uk/stories">www.limitlesselim.co.uk/stories</a> and fill in the form there. We would love to share some of these testimonies on social media and from the stage. However, if you don't want us too, then please indicate that and we'll keep them to the team!

Creating an opportunity for young people to have their lives transformed by the Holy Spirit is why every single member of the Limitless team does what they do. The testimonies you share really do keep us focused and encouraged for the other 51 weeks of the year!

### Feedback

We want to know what you think!

Head to <a href="www.limitlesselim.co.uk/feedback">www.limitlesselim.co.uk/feedback</a> and fill in the form. If there's more you feel you would like to share, then please email <a href="mailto:events@limitlesselim.co.uk">events@limitlesselim.co.uk</a> and give us all the information on an email! All your feedback is read and analysed, and we use it to mould the following years. We always listen to you, and we aim to make each year better from your feedback!

We will need a rest after the event, so if you do send an email, please be patient for a response!



# Follow Up

## **Limitless Leaders**

January Annually

3-day training event for Youth and Children's Ministry team leaders

LIMITLESS LEADERS is the annual leadership gathering of the LIMITLESS community. We create space to build friendship, for worship and ministry, and to provide specific training streams for youth and children's ministry leaders. Because what we're building here isn't about individuals making history, but a family in unity, who change the world as a community. What could God do? The possibilities are LIMITLESS.

Register at: www.limitlesselim.co.uk/leaders

## **Limitless ONE**

February Annually

EIGHT LOCATIONS // ONE EVENT // ONE LIMITLESS FAMILY

In February, LIMITLESS One is appearing again across the country in your own region.

This is an opportunity for young people aged 11yrs+ to come together on the same day, with other young people from your region, at the same time as the rest of the LIMITLESS family across the country.

With lots of fun, worship, teaching, and ministry. This is a great opportunity for your young people connect not just with your group but with others as we celebrate Jesus as One Limitless Family.

Register at: www.limitlesselim.co.uk/one

#### Limitless OXYGEN

Autumn Annually

LIMITLESS OXYGEN is a one-day training event designed for the whole youth and children's ministry team to receive some fresh input together at the start of the academic year.

Each venue will feature plenary sessions as well as specialist streams focusing on children's and youth ministry.

So gather your team and get to a location near you!

Keep an eye on the website for the dates and location in your region.

Register at: www.limitlesselim.co.uk/oxygen

# Leadership Podcast

We produce a monthly podcast to inspire dynamic, safe and sustainable youth ministry.

You can find them all at www.limitlesselim.co.uk/podcast

#### Limitless TV

Limitless TV is a collection of short series of videos to equip you and your team with conversation starters. Free to use. Get in touch with us if you need a downloadable version at info@limitlesselim.co.uk

You can find all the episodes on Limitless YouTube channel: <a href="https://www.limitlesselim.co.uk/youtube">www.limitlesselim.co.uk/youtube</a>



## Resources

We often release thoughts, training, videos and news about what we're doing and how it can help you in your ministry.

Head to <a href="https://www.limitlesselim.co.uk/latest">www.limitlesselim.co.uk/latest</a> to take a look.

# **Social Media**

We are on <u>twitter</u>, <u>Facebook</u>, <u>Instagram</u>, <u>snapchat</u> and <u>YouTube</u>. @limitlesselim or search for limitlesselim

You can also find more accounts at <u>linktree</u>



# **Additional Information**

# Why do we need one adult to ten young people?

We ask for a minimum of one adult to every ten young people in your group although you are very welcome to bring more adults if you like.

This enables you to support your young people pastorally during the event where there may be lots of things they would like to talk about, and often means they have ongoing support when they get home. Having extra adult support will also help with the practicalities of taking a group camping such as setting up tents and getting food organised for everyone.

## Is there any extra support for people with additional needs?

We like to make sure our Limitless events are as accessible as possible. If someone in your group has additional needs, the main thing to be aware of is that Limitless Festival is a camping event, and the main programme will be hosted in the Bingley Hall, Staffordshire Showground, Stafford.

It would also be really helpful if a parent / carer or youth group leader could complete the <u>Additional Needs Information Form</u> when registering the child / young person so that we are aware of any accommodations required for them to access the programme. We can offer a fully funded carer place to accompany any child or young person with a statement of special educational needs / EHCP plan, or a physical condition requiring direct support to access the event; and are in receipt of eligible benefits.

We have a small Inclusion Team at the event who will be available to assist with adjustments, accommodations and resources to support participation in the programme. If you have any questions that aren't answered here, please contact us on <a href="mailto:adneeds@limitlesselim.co.uk">adneeds@limitlesselim.co.uk</a> or 01684 588 943. Or watch the YouTube video here from 2019.

We can also offer a discounted electrical hook-up for any guest requiring power to charge equipment or run equipment for medical or mobility purposes.

# Photographers and Videographers

We have a team of photographers and videographers wandering around the site taking pictures and videos for publicity. They will be wearing a badge for identification. Please be assured that video shot during ministry times will be handled with greatest sensitivity to respect everyone's privacy.

Please ask your young people not to take photos during ministry times.

If you have a young person in your group which cannot be photographed or filmed, please let us know at the Info Point ASAP. Whilst we will do everything to make sure they are not photographed; we cannot guarantee this.

## **FAQs**

Head to <u>www.limitlesselim.co.uk/festivalinfo</u> which will hopefully answer all your other questions about Limitless Festival.

If you can't find what you're looking for then send an email to <u>events@limitlesselim.co.uk</u> and we'll get back to you ASAP.



# **Appendices**

The following appendices are here to help you and your young people get the most out of the festival before and during the event.

## Appendix 1 – Info for young people

Youth leaders – Please delete / amend any information before giving to your youth group.

#### What is Limitless Festival?

Limitless Festival is a summer gathering for the whole church that's all about community, connection and change.

Thousands gather every morning and evening to worship God, learn more about Him and pray for each other in the power of the Holy Spirit.

We also have a packed programme of activities, sports, secret events, seminars, workshops, and afterhours venues which include a cinema, silent disco and live music.

On top of that we also have cafés which sell a variety of drinks, sweet things and everything yummy! So, you can hang out with your friends and enjoy some tasty treats at the same time!!

Keep up to date with everything going on, including the secret events, on social media. We are on <u>twitter</u>, <u>Facebook</u>, <u>Instagram</u>, <u>snapchat</u> and <u>YouTube</u>.

@limitlesselim or search for limitlesselim

Check out www.limitlessfestival.co.uk for more info.

#### **Dates**

Saturday 3<sup>rd</sup> August – Wednesday 7<sup>th</sup> August 2024

The event starts at 7:00pm with the first evening celebration and you can get on the camp site from 10:00am.

The event ends at 11:30pm on the Tuesday night. *Your whole group is welcome to stay over the night and leave the next morning.* You must be off site by 10am the next morning.

#### How much is it?

Prices vary depending on when you book.

	Super Very Early Bird Pay by Thursday 31 <sup>st</sup> August 2023	Very Early Bird Pay by Thursday 29 <sup>th</sup> February 2024	Early Bird Pay by Tuesday 30 <sup>th</sup> April 2024	Full Price Pay by Sunday 21 <sup>st</sup> July 2024
Youth Leader 18+	£99	£111	£126	£139
Youth 11 – 17	£99	£111	£126	£139
Kids 4 – 10	£59	£59	£59	£59
Kids 1 -3	£10	£10	£10	£10
Under 1s	FREE	FREE	FREE	FREE

Please note: You will only qualify for the discounted price by paying in full by the deadline. If you've started a booking but haven't made full payment, the price will still increase at each deadline until you've paid the full balance.



#### How to book in

Youth leaders, please delete as necessary:

#### If you are booking the group in:

Please fill in your booking form and hand it back to your youth leader as soon as possible. They will then make sure you are booked on.

## If you want them to go online and join your group:

Please create, or ask your parents to create, a login on the Limitless Festival website (<a href="www.limitlessfestival.co.uk">www.limitlessfestival.co.uk</a>). Add the group code which is \*\*\*\* YOUTH LEADER – ADD GROUP BOOKING CODE HERE. IF YOU DON'T KNOW IT, EMAIL events@limitlesselim.co.uk \*\*\* Once you have selected a relevant ticket type and a tent size (if needed). Fill in the rest of the form and click "save details". You can then continue to pay via credit/debit card.

## Getting there

Youth leaders, please add details of how you're getting to and from the event, giving rough time about what time people will need to meet and what time they will return.

### Important things to know:

- When you arrive, you will be able to buy a programme for the whole week. This costs £3.00
- There are no cash machines on site. All venues are free to get into, but you may want to have some cash for food vans, cafes and for buying resources or Limitless merchandise in The Warehouse.
- Phone charging points can be found in the café venues. Please bring your charger with you and plug in whilst having a hot chocolate!
- There will be free Wi-Fi in the central area of the site. This may be a little slow at times depending on usage.
- As valuables can't be 100% safe in tents, we suggest you leave anything you don't want to lose at home.
- Please don't bring anything dangerous such as knives, bb guns or fireworks. The whole event is also alcohol free. Illegal drugs will not be tolerated. All of the above will be confiscated and may result in you being asked to leave the event.



# Appendix 2 – Consent Form

This form is an example of the information you should collect for your young people from their parents, in case of an emergency. This does not need to be sent to us but kept for your records.

LIMITLESS FESTIVAL: Saturday 3rd – Thursday 7th August 2024, Staffordshire Showground, Stafford.

PARE	NT / GUARDIAN NAME:
CHILE	D NAME:
ANY N	MEDICAL CONDITIONS:
KNOV	VN ALLERGIES:
MEDI	CATION REQUIRED:
IN CA	SE OF EMERGENCY, PLEASE CONTACT:
NAME	<del>-</del> : ·
ADDR	PESS:
HOM	E TELEPHONE:
МОВІ	LE:
	I give permission for my child to attend Limitless Festival.
	I give permission for the <i>[insert church name]</i> team to contact my child directly to help make arrangements for the event.
	I enclose a deposit of [insert deposit amount].
	I enclose the full payment of [insert full payment amount].
SIGNI	ED:
DATE	·
Pleas	e return to the youth leader by <i>[insert date here]</i> .
	2.22 22 22 j 2 1.2 2 2 2

Please Note: The information will be stored on a cloud-based database and this paper form may be kept.



## Appendix 3 – Site Rules Contract

This is an optional contract for you to use with your youth group so they know the rules and agree to them before they get to site. We don't need these but keep them for your records.

There will be a full list of the rules in the programme. If you have any questions about these rules, please email <a href="mailto:events@limitlesselim.co.uk">events@limitlesselim.co.uk</a>.

- 1. Be street-wise don't go off with strangers, don't arrange to meet anyone in dark corners of the site, and at night make sure you go to your own bed (sleep walking is not a great excuse!).
- 2. No campfires outside of those organised by Limitless Festival. Come to think of it... no fireworks and Chinese lanterns either.
- 3. Stay in groups of twos and threes after dark.
- 4. Keep gas cylinders away from tents not in them! On that point, no birthday cakes with candles, no lighters, or any other naked flames near the tents.
- 5. Respect the property and buildings on the showground.
- 6. Remember to drink lots of water, even if it's raining but especially if it's sunny. Should the sun decide to grace us with its presence, please use sunscreen.
- 7. Make sure (if you are under 18) your youth leader always knows where you are.
- 8. Strictly no drugs, intoxicating agents (such as 'legal highs') or drug paraphernalia is allowed on site, except when medically prescribed. Anyone found in possession of drugs or suspected to be under the influence of drugs will be evicted from the site and denied further entry to the event. Any such incidents will be reported to and dealt with by our Site Management Team and the Police representatives on site.
- 9. No alcohol allowed on site. Any found will be confiscated. Any repeat offenders will be asked to leave the event.
- 10. Event wristbands must be worn (around your wrist!) at all times and they are the only way to get access into the venues.
  Broken wristbands are replaced for a small charge if the broken wristband is returned. If you have
  - lost your wristband, we'll need your Group Leader to accompany you to the Info Point to get a new one.
- 11. Smoking is not permitted inside any of the buildings, marquees or individual tents and caravans.
- 12. Ball games are to be finished by 10:00pm even if there is a nil-nil outcome.
- 13. Roller blading, skateboarding, or cycling can only occur after dark if you have appropriate lighting.
- 14. The campsite needs to be quiet by midnight so we don't upset the neighbours and the Curfew Village should be peaceful by 10:00pm to let everyone get a good night's sleep.
- 15. Please respect other people's privacy by not taking photos or videos during ministry times.
- 16. Drones are not to be used on site, except by our team.
- 17. No generators are allowed on site.
- 18. No pets allowed. Sorry, but you'll have to leave Hagrid the hamster at home. If you have an animal to assist with a disability, they're more than welcome.



I agree to follow the rule of Limitless Festival and my youth group leaders.
Signed:
Date:



## Appendix 4 – Kit List

#### Shared Area:

- Marquee / gazebo, shared area for eating together.
   Please bear in mind that other groups will be sharing your village, so you won't be able to spread out too much.
- Camping chairs
- Folding tables
- Solar powered or battery lanterns please don't use gas inside your tent!!!

## **Tents and Sleeping**

Tents should be fully waterproof and sturdy, able to withstand the glorious British weather! This means an intact, attached ground sheet and waterproof lining. Avoid flimsy pop-up tents designed for use in your back garden. They give into wind and rain very quickly.

- Tent for female leaders
- Tent for male leaders
- Tent for male youth
- Tent for female youth
- Sleeping bags (bring a few spares!)
- Roll matts / camping beds / air beds
- Tent pegs (bring spares!)
- Rope / guide rope (extra to that already attached to the tent for weather proofing tents if needed)
- Mallets

#### Kitchen

- Cool Box
- Ice Blocks (you can exchange them at Stores each day)
- Washing up rack
- Cooking Gas
- Camping stove
- Tubes & clamps to connect your cooker
- Lighters / matches
- Washing up bowls
- Tea towels
- Teapot
- Cafetiere/v60/aeropress/moka pot
- Water carriers
- Tables
- Kitchen rolls
- Black bin bags for non-recyclable waste
- Recycling friendly bin bags for cardboard, metal, plastic and glass
- Washing up cloths
- Cooking pots
- Frying pans (a bacon roll..... yum yum!!)



- Utensils (spoons, tongs etc.)
- Washing up liquid

As always, we suggest bringing tinned food and easy make soup and hot drinks which are quick to make in cold weather.

## Kit List for your Youth Group

- Tent (with poles & pegs) or arrange to sleep with your friends in single sex tents.
- Air bed, camping bed or roll matt
- Sleeping bag
- Pillow and pillowcase
- Plate and cutlery for food times
- Tea towel
- Torch
- Spare batteries
- Bible & notebook
- Toiletries & towel (got to stay fresh!)
- Toilet roll (just in case)
- Warm clothes (enough for a week!)
- Underwear and socks (as above... enough for a week!)
- Two pairs of shoes (just in case one gets wet and muddy!)
- Waterproof jacket & trousers
- Wellies & thick socks
- Cash (for yummy things and resources)
- Dry Shampoo
- Baby Wipes
- Deodorant

