



# SATELLITES 2022

**GROUP LEADER GUIDE**



# GROUP LEADER GUIDE

## HELLO YOUTH LEADERS!

We're so excited to welcome you and your young people to the first ever Satellites event. To hopefully make things a bit easier for you, we've created this group leader guide which should answer most of your questions. If we've missed anything, you have any other questions or just want to say hi, please do pop us an email at [hello@wearesatellites.com](mailto:hello@wearesatellites.com) and we'll get back to you!

## WHAT IS SATELLITES AND WHO IS IT FOR?

Satellites is a brand-new event for young people, from the team at Youthscape. It's a five-day summer gathering, designed to inspire teenagers to live with God at the centre of their lives for the other 360 days of the year.

Over nine main sessions at Satellites, we'll focus on what it means to place God at the centre of our lives by teaching seven key values which we believe are vital to the God-centred life: prayer, worship, family, the power of the Holy Spirit, justice, evangelism and creativity. Through workshops, talks and experiences, we'll demonstrate why these ideas can transform and revolutionise our lives, and we'll show young people how to take them home. Plus, we will have heaps of room for fun throughout!

There will be a jam-packed kids programme for the children of youth leaders and team members to attend, providing up to six hours of kids work each day! The children will be exploring at the same values that everyone else will be looking at in the main meetings, as well as having a heap of fun as they get to know other kids their age.

We'll also have opportunities for youth leaders to receive input, support and prayer throughout the week - making sure that there's something for all of us at Satellites.

## WHEN AND WHERE IS SATELLITES HAPPENING?

Satellites is taking place at the East of England Arena in Peterborough, beginning on Tuesday 9 August 2022 and running until the evening of Saturday 13 August 2022.

## WHAT ARE THE ARRIVAL AND DEPARTURE DETAILS?

Guests can arrive at Satellites from midday on Tuesday 9 August, with our first main meeting together that evening. The final main meeting will be on the evening of Saturday 13 August, and you're welcome to stay on site that night. We're asking everyone to be packed up and on their way home by midday on Sunday 14 August.

We'll be sure to send out more detailed site arrival information to all of the group leaders closer to the event, which will also let you know which gate to arrive at.



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## HOW CAN I GET TO SATELLITES?

Satellites will be hosted at the East of England Arena in Peterborough. The address of the venue is: East of England Arena, Peterborough PE2 6XE. If using Google Maps, the best postcode to get you to the main entrance is PE2 6HE.

Depending on the size of your group and where you're travelling from, there are different transport options for getting to Satellites. We've included lots of information on these over on our website:

[www.wearesatellites.com/summer-event/travel](http://www.wearesatellites.com/summer-event/travel)

## TICKETING INFORMATION

### HOW DO I BOOK?

Everyone coming to Satellites will need to have booked a ticket – whether you're a young person, a leader, a child or a team member. The prices vary depending on how early you book onto the event, and we also have a deposit scheme available for our super saver and early bird rate tickets.

# SATELLITES 2022 TICKET PRICES

	<b>SUPER SAVER</b> ON OR BEFORE 31 JULY 2021	<b>EARLY BIRD</b> ON OR BEFORE 28 FEBRUARY 2022	<b>STANDARD</b> ON OR BEFORE 30 JUNE 2022	<b>GATE RATE</b> FROM 1 JULY 2022
<b>LEADERS (18+)</b>	£85*	£95^	£105	£115
<b>YOUTH (13-17)</b>	£85*	£95^	£105	£115
<b>SATELLITES KIDS (5-12)</b>	£75			
<b>SATELL-MITES (1-4)</b>	£35			
<b>BABIES (UNDER 1)</b>	FREE			
<b>CARERS</b>	FREE			

\* Secure your super saver rate ticket with a £25 deposit by 31 July 2021 and pay the remaining balance by 31 October 2021.

^ Secure your early bird rate ticket with a £25 deposit and pay the remaining balance by 28 February 2022.

### HOW DO I SET UP A GROUP?

Each group coming to Satellites needs to be set up by a group leader. This group leader will be the main point of contact between the Satellites team and your youth group, and will be responsible for the members of your group on site.

To get started, you'll need to register an account on our booking system. You'll be asked for some basic details and you'll then need to follow the instructions to verify your email address. Once your account is set





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up, you can create a group by clicking book now and then selecting the '[No, I want to create a new group](#)' option. You'll then need to provide us with a few further details to create your ticket and then follow the instructions on the screen to provide your on-site contact details and let us know how many tents and gazebos you'll be bringing. You'll be able to edit this closer to the event so don't worry about that too much. This is also the point where you'll be letting us know the name of your church or organisation – if it's not already on our system, please select '[I can't find my church](#)' and make sure to be really clear with the details so that we can help set that up for you.

The system will then take you through to pay – either a deposit amount or the full ticket cost. If you select just a deposit, you'll need to pay off the remaining balance before the deadline to keep your ticket and group on the system. Once your payment has gone through, your group will be ready to go! You'll just need to pass the email address that you used to set up the group onto the rest of your group so that we can link you all up and allocate you to the same camping area.

You can log back into your account and view your booking at any time. You'll be able to pay off outstanding balances, tweak the amount of accommodation you're bringing to the event, add in additional items such as electric hook-ups and let us know of any specific accessibility requirements for your group. This will really help our team when allocating groups to camping villages.

## HOW DO PEOPLE JOIN MY GROUP?

Once your group is set up, other people just need to make sure they have your email address. They will then be able to select that they want to join an existing group and then pop your email address in to link up the bookings. This means that delegates will be responsible for booking themselves on and making payments, rather than everything going through the group leader.

Alternatively, you can add additional people to your booking yourself which some youth leaders prefer to do. You'll need to make sure you have the relevant permission from parents/guardians along with the delegate's information to add to the booking.

You'll need to make sure you have enough over 18s booked onto your group. We require a minimum ratio of one adult to every 10 under 18s (and the booking system will prevent more under 18s booking on once that ratio is reached), but we would recommend having a higher ratio of adults – you will know your group better than us and how many leaders you need to support your group. This ratio includes children as well as young people.

## HOW CAN I SEE WHO IS IN MY GROUP?

As the group leader, you'll be able to view everyone who has booked onto Satellites and joined your group. Head to [My account](#), then click on the [Events](#) tab and then the [Groups I lead](#) tab. As you scroll down, you'll be able to see the bookings of everyone who has joined your group, and the payment status of each ticket. '[Pending](#)' means there has been no payment made, '[Confirmed](#)' means a deposit has been paid and '[Paid in full](#)' means the whole ticket has been paid for.



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## CAN I PAY IN INSTALMENTS?

Yes! You will be required to pay a minimum of £25 to book each ticket, but delegates can then choose to pay the remaining amount in instalments. You'll still need to make sure you've paid off the balance in full before the end of the booking window to avoid the ticket price going up.

## CAN I SWITCH NAMES ON TICKETS?

Yes, we offer like-for-like transfers for free so please let us know if you've switched tickets – for safety reasons, it's really important that we know who is on site. Please don't wear an event wristband that has someone else's name on it.

## ACCOMMODATION INFORMATION

### WHERE WILL WE SLEEP?

At Satellites, youth groups will have the opportunity to camp together throughout the week. The Satellites team will allocate you to a 'village', with enough room for your group to camp safely alongside other youth groups from around the UK. The space we assign to your group is based on the number of tents etc that you've let us know you're bringing so please make sure your booking is as accurate as possible!

You'll need to work out the sleeping arrangements for your group (including sourcing all tents and other camping equipment you might need), and any communal marquees or gazebos for your group to gather in – particularly for eating together or hanging out in if it starts to rain! Again, please let us know on your booking if you are bringing a marquee with you so that we factor that into your village space.

### WHAT DO I DO IF I DON'T HAVE A TENT?

We're excited to be partnering with [Camplight](#) to provide an option for you to hire a tent for the week – and even better, their team will pitch the tent for you! Camplight collect abandoned tents from events (saving them from landfill), clean and restore them and offer them back to campers for an affordable hire price. They have a variety of tents available to rent for the week (sleeping one person all the way up to ten people) and also hire out sleeping bags, air beds, roll mats and camping chairs. You'll be able to book these items in the autumn.

## ACCESSIBILITY

### SOMEONE IN MY GROUP HAS ADDITIONAL NEEDS - WHAT SUPPORT IS IN PLACE?

We want Satellites to be accessible for all young people - we've pulled together a list of some of the things we're putting in place to ensure this, which you can find on our website here:

[www.wearesatellites.com/accessibility](http://www.wearesatellites.com/accessibility)

Please get in touch if you have any questions or there's anything we've missed that would be helpful!



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## CATERING INFORMATION

### WHAT WILL WE EAT?

Groups at Satellites will be encouraged to cook for themselves, with space being allocated to each group to create a communal area for eating together. A lot of groups choose to collect a small payment from each person to cover food for the week as this often works out cheaper for everyone.

Electric hook-ups will be available for groups to purchase for a very reasonable price. Delivery vehicles from local supermarkets will be allowed to drive to a designated spot on each village making it easy to get shopping delivered close to your campsite.

As well as being able to cook for yourselves, there will also be an array of food vans at the event providing an affordable mix of meals as well as drinks and sweet treats. We'll also have several exciting cafés at Satellites this summer – all themed and serving a selection of delicious snacks.

Here are some helpful things to consider when thinking about food for a group at Satellites:

- Think about what you might need by planning each meal, each day. Make a list of everything you need and tick it off as you pack it
- Just bringing what you need helps us massively reduce what we end up throwing away at the end of the event
- Why not encourage everyone in your group to bring reusable cutlery and crockery? Think about what you're binning – could that go in one of our food waste bins or be recycled?
- Whilst we have electric hook-ups available to buy, it's worth considering whether you actually need it. What would it look like to plan your catering around not needing electricity?

## GENERAL INFORMATION

### WHAT DO I NEED TO BRING?

As a group, you'll need to make sure you have enough accommodation for all of you, plus any cooking equipment, communal hang out space, something to sit on, clothes and toiletries. We've pulled together a suggested kit list which you can download from the resources page of our website:

[www.wearesatellites.com/resources](http://www.wearesatellites.com/resources)

### LEADER RATIOS

We ask for a minimum ratio of one over 18 to every 10 young people, though you will know your group better than us and will be able to have a higher ratio of leaders if preferred. The booking system will prevent under 18s from joining your group if there aren't enough leaders booked on so we recommend getting your leaders booked in as early as possible so that you and your young people can make the most of the cheaper ticket prices. Please be aware that any children on your booking are also included in this ratio as well as young people so you will need to factor that in.



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## CONTACT INFORMATION

As the group leader, you'll be our main point of contact in the lead up to the event so please make sure you let us know if any of your contact details change. We'll send you regular reminders to check who's booked onto your group plus we'll be in touch nearer the event with all of the arrival information for your group and your event wristbands.

You'll also be our main point of contact on site too – responsible for your group – so we'd recommend collecting all of the necessary information from your young people. This would include things like allergies, dietary requirements, medication, additional needs plus parent/guardian information and an emergency contact. We've created a template form for you which you can find on our website here:

[www.wearesatellites.com/resources](http://www.wearesatellites.com/resources). We'll also collect mobile numbers for all over 18s in your group so that we can contact them if we can't reach the group leader in an emergency.

## RISK ASSESSMENTS

You'll need to carry out a risk assessment for bringing your group to Satellites. We're not able to provide one for you but there is some helpful advice and guidance on the HSE website:

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

## SITE RULES

There are a few rules in place that we expect everyone to follow in order to keep us all safe whilst having a great time at Satellites. You can download our site rules from the resources page of our website:

[www.wearesatellites.com/resources](http://www.wearesatellites.com/resources)

As youth leaders, please make sure that your young people are aware of these rules. If they are broken, we may need to ask people to leave the event.

## FIRST AID

Group leaders should ensure that they bring a basic first aid kit with them to Satellites, and allocate one of their leaders to be the designated first aider for their group. Things like painkillers, plasters and allergy medication should be administered by the group first aider (with permission from parents/guardians when necessary – you may want to include this on any permission forms you get from parents/guardians). For anything more serious, we'll have a small team of first aiders on site to assist in case of emergency and to help get people the medical attention they need. If anyone in your group has ongoing medical conditions that it would be helpful for the team to be aware of, or medication that needs to be kept in a fridge that you'd like them to store for you, please make sure to speak to the first aid team when you arrive on site.

## SAFEGUARDING

We take safeguarding really seriously, and want to make sure that Satellites is a place where people are kept safe and protected. We're regularly reviewing our policies and practices in line with guidance – you can find our up to date safeguarding policy here: [www.wearesatellites.com/safeguarding](http://www.wearesatellites.com/safeguarding)



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## MEDIA

Throughout the event, our media team will be taking photographs and video footage. They will be wearing a team badge as an identifier. By attending Satellites, delegates consent to their image being used by their attendance at the event. Images may be used in printed publications, videos, websites and social media. Names will not appear in any published material in print or online. If the photographer is taking photos where people are identifiable, they will ask the delegates for consent before taking the photo. If you wish to revoke your consent at any time, please email [hello@wearesatellites.com](mailto:hello@wearesatellites.com)

Parents/guardians must inform the Satellites Kids team if they don't want their child to be photographed during the children's programme.

## GET INVOLVED

### HOW DO I LET OTHERS KNOW ABOUT SATELLITES?

We're so excited to welcome you to Satellites and would love you to let others know about Satellites too – the more, the merrier!

You can find us on social media with the [@satellitesevent](#) handle:

- [Instagram](#)
- [Facebook](#)
- [Twitter](#)

Plus you can sign up to our email list to be the first to know about the latest Satellites updates here: [www.wearesatellites.com/get-in-touch](http://www.wearesatellites.com/get-in-touch)

We've also created a whole bunch of resources for you to use when advertising Satellites to your young people. This includes our things like our logos and brand colours as well as heaps of pre-made social media assets you can use. Whenever we have any new assets, we'll be sure to keep updating the resource section of our website so do keep an eye on the page. If there's anything that would be useful to have, please get in touch with us!

Hopefully this group leader guide is useful as you look ahead to bringing your your people along to Satellites. We'd love to connect with us on social media, and please do spread the word about Satellites with any other youth groups you're connected to - this would really help us, especially in our first year.

If you've got any questions or if there's anything else we can do to support you, please don't hesitate to reach out to us - we want to make being a group leader a joy, not a chore!

**THE SATELLITES TEAM**  
[HELLO@WEARESATELLITES.COM](mailto:hello@wearesatellites.com)