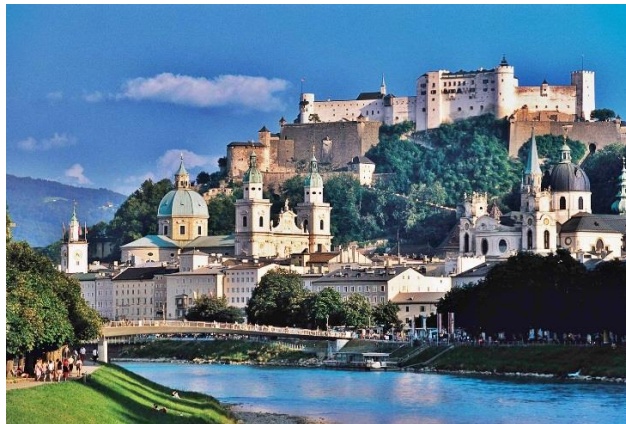




CAMBERLEY YOUTH WIND ORCHESTRA HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018



Mirabel Gardens , Salzburg
(where The Sound of Music was filmed)



View across the river to the castle in Salzburg



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

Table of Contents

1.	Introduction	3
1.1	Forms	3
1.2	Questions	3
2.	General Information	4
2.1	Tour Briefing Meeting	4
2.2	Passports	4
2.3	European Health Insurance Cards (EHIC).....	4
2.4	Travel Insurance	4
2.5	Personal Information	4
2.6	Your Contact details.....	4
2.7	Tour Polo Shirts and Sweat Shirt.....	4
2.8	Instrument Insurance.....	5
2.9	Personal Possessions.....	5
2.10	Pocket Money	5
2.11	Wet Weather gear	5
2.12	Drink bottles (water).....	5
2.13	Tour Photograph	5
2.14	Rooming Requests	5
2.15	Tuck on Tour	5
3.	Parental Consent Form (Activities)	6
4.	Medical information Overview	7
4.1	First Aiders	7
4.2	Control of Medication	7
4.3	Asthma Sufferers.....	7
4.4	Travel Sickness	7
4.5	Sun Lotion	7
4.6	Private Discussion	7
5.	Medical Information (Part 1)	8
6.	Medical Information (Part 2)	9
7.	Parental Consent (Medical).....	9
8.	Parental Consent (Surrey Arts)	10
9.	Emergency Telephone Chain Form	11
10.	Polo Shirts and Sweatshirt Order Form	12
11.	Instrument Information Form.....	13
12.	Rooming Request/ Friendship groups Form	14
13.	Tuck Money Form	15



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

1. Introduction

As parents/guardians of the CYWO Senior Section members who will be participating in forthcoming tour to the Salzburg Area of Austria you will appreciate that various parental consents and personal information about each member needs to be provided.

Care of the members whilst away is paramount therefore the senior supervising team must be equipped with any medical or personal facts that may be relevant to keeping your child safe.

1.1 Forms

This document contains a lot of information about the tour and a number of necessary forms that need to be completed by a parent or guardian and some that need input from the orchestra member themselves.

The forms below need to be signed, completed and returned on **hard copy** to Sandra or Brian at any rehearsal but **no later than 18th June please.**

a) Parental Consent (Activities)	Page 6
b) Medical Details (Part 1)	Page 8
c) Medical Details (Part 2)	Page 9
d) Medical Consent	Page 9
e) Parental Consent (Surrey Arts)	Page 10
f) Emergency Telephone Chain Form	Page 11
g) Polo Shirts & Sweatshirt Order Form	Page 12
h) Instrument Information Form	Page 13
i) Rooming Request/Friendship Groups Form	Page 14
j) Tuck Money Form	Page 15

Please print them out on single sided A4 to assist collation.

Please also supply a **valid EHIC card**. See Section 2.3

All other pages are for your information and should be kept by you

1.2 Questions

If you require any further information about the documents you are required to complete and sign, or about the tour generally then please speak to Sandra or Brian at any rehearsal or via phone or email

Sandra Kay (Exec Sec) Sandra.a.kay@btinternet.com 01276 25356 or 07749 230453

Brian Hopper (Chairman) Brian.hopper@cywo.org.uk 01276 472936 or 07803 702320

Finally, we do urge you to attend the briefing on the **7th July** as there are important issues that we need to bring to your notice. This is also the opportunity for you to ask questions or raise any concerns



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

2. General Information

2.1 Tour Briefing Meeting

The briefing for the Tour will take place at **Cordwalles School** on **Saturday 7th July 2018** in the **main hall**. The seniors will be rehearsing until 10.45am when the hall will be re-arranged for The Tour Briefing Meeting ready to start promptly at **11.00am**. We hope that all Tour Orchestra Members as well as parents will attend.

2.2 Passports

Please ensure the member's passport is in date and covers at least a month after our return date. For your information, we will take two copies of the member's passport details page, recently requested by Brian for travel details. One copy is for the hotel and the other copy is to be kept in case of loss. On tour, all original passports will be kept collectively in a hotel safe.

All physical passports must be handed in at the tour meeting or at the final tour rehearsal on 21st July, if possible.

2.3 European Health Insurance Cards (EHIC)

Every member must have their own valid EHIC Insurance Card in case of any emergency that requires medical treatment whilst abroad. The cards must **be in date** and in the member's own name.

The cards should be handed in with the passport preferably before or at the tour meeting unless they are required between 7th July and 24th July for other trips.

On tour the EHIC cards will be carried by a senior member of staff at all times so they are always available.

The website to apply for a free card is www.gov.uk/european-health-insurance-card

2.4 Travel Insurance

A copy of the Travel Policy Key Facts document has already been provided by Brian.

Please check general conditions and ensure compliance before travel.

2.5 Personal Information

Apart from what is listed on the forms medical forms, do please add anything you feel we should be made aware of regarding your child's welfare on the Tour. Even if you think it may seem trivial, we would rather know than not!

If you wish to meet privately with myself (Sandra) or Brian Hopper at any time between now and departure day this can, of course, be arranged.

2.6 Your Contact details

A telephone contact list will be created from the contact details supplied so that personal contact can be made in case of a general or specific emergency. This information is required prior to the tour briefing on 7th July so that it can be issued then. See Page 11.

Electronic media will also be used to provide general information where possible but the telephone list will be the underlying communication method.

2.7 Tour Polo Shirts and Sweat Shirt

Each member requires **TWO** black polo shirts and **ONE** sweat shirt embroidered with the CYWO logo for the tour.

Polo shirts cost £10 each – every member should already have one black polo shirt from previous concerts.

The good quality sweatshirts with logo will also cost £10 each. This price has been subsidised by CYWO.

The sweatshirts will be useful at other playouts e.g. Children in Need.

Sample sweatshirts, for sizing, will be available shortly and the ordered clothing will be available at the tour meeting. Please use the order form which can be found on Page 12.

The orchestra will be performing on 4 occasions and there are no laundry facilities available.



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

2.8 Instrument Insurance

The insurance of your child's musical instrument (unless owned by C.Y.W.O.) is your responsibility. Please be advised that the instruments are travelling by road and sea in a van driven by two of the CYWO Tour Support Team.

If you do not have cover, may we suggest that you contact specialist insurers B.B.I.S (Brass Band Insurance Services) on contact number 0208 759 0825. See Page 13.

2.9 Personal Possessions

Please label all personal possessions e.g. polo shirts, sweatshirts, instruments, instrument cases, music stands and bags and anything else that is precious to the member!

It is difficult to distinguish things when 50 participants all have the same items of clothing and music stand cases

In this digital age phones and tablets are extremely prevalent and expensive!

WI-FI is available in public area of the hotel but is not available in bedrooms.

Please ensure your child is aware of any tariff which may apply to data transfer and their personal responsibility for their possessions.

CYWO do not accept any responsibility for damaged or lost digital equipment whilst on tour.

2.10 Pocket Money

A meal allowance for lunch or tea will be provided from tour funds when we are out and about. There will however be some opportunity for members to buy gifts or mementoes of the tour for which they should provide their own Euros.

Brian has kindly offered, if you wish, to hold this money in the CYWO Bank to prevent the need to carry all your money with you all the time. Whilst in Austria Brian will open the 'Bank' twice a day and prior to our departure to the UK return any unspent Euros – should there be any!

A small amount of GBP may be useful at the airport for breakfast.

2.11 Wet Weather gear

The tour region is very mountainous and the weather can be unpredictable! It is suggested that each member takes some form of lightweight waterproof clothing they can carry with them ready for any eventuality.

2.12 Drink bottles (water)

Each member needs to have their own re-usable drinking bottle clearly labelled with their name.

On previous tours to the continent we have taken and brought supplies of bottled water to avoid tummy problems.

As we are up the mountains in Austria we have been assured the water supply is perfectly pure and safe and drinking water is available directly from the taps. We will have some bottled water with us at all times for performances but not the same quantities as in previous years. This also means we will not be creating excess plastic pollution!

2.13 Tour Photograph

A Tour 2018 photo will be taken prior to the tour when as many members as possible are available.

A formal photograph will also be taken on tour. An electronic photo will be uploaded to the updated website.

2.14 Rooming Requests

We will do our best to room each participant with at least one of the people on the list submitted but this is dependent on the configuration of rooms at the hotel. However, to make our job easier, **do please list a minimum of 4 options!** A list of tour participants is enclosed to assist you in this task. See Pages 14 and 16.

2.15 Tuck on Tour

We like to have tuck available for when energy levels are low. Please complete any preference together with **£5.00** cash or cheque and we will do the rest. See page 15



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

3. Parental Consent Form (Activities)

ORCHESTRA MEMBERS NAME :

I wish my son/daughter to participate in the **CAMBERLEY YOUTH WIND ORCHESTRA** Music Tour to the Salzburg area of Austria **from Tuesday 24th July to Sunday 29th July 2018** inclusive, and agree to them taking part in associated activities.

I certify that so far as I am aware my son/daughter is medically fit to undertake this journey and any associated activities.

I give my permission for any of the attending adults to give consent to appropriate medical treatment if necessary for my son/daughter.

I have ensured that my son/daughter understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

Parent / Guardian signature

Print Name **Date:**

TRAVEL AND ACTIVITIES

I wish my son / daughter to participate in the following – please tick box.

Travel by Air / Coach / Train / Boat	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Pool Swimming	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SWIMMING ABILITY

Is your child able to swim for 50 meters without buoyancy aids YES NO

Parent / Guardian signature

Print Name Date

ORCHESTRA MEMBERS WHO ARE 18 OR OVER ON 24TH JULY 2018 PLEASE SIGN YOUR ACCEPTANCE OF THE RULES AND INSTRUCTIONS, AS ABOVE, AS A MEMBER OF CAMBERLEY YOUTH WIND ORCHESTRA TOUR PARTY 2018.

SIGNED

Print Name



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

4. Medical information Overview

It is very important that medical information about each member is made known to the senior supervisory staff to enable swift and appropriate action to be taken should the need arise.

The information will of course be kept confidential.

The Medical Information (Part 1) concerns member's current medication, general health and well-being and any dietary conditions (not fads!) The Medical Information (Part 2) lists the proprietary medicines which may be applied in the case of a minor injury. See pages 8 & 9

The Parental Consent Form required by Surrey Arts must also be completed and returned before travel. See Page 9.

4.1 First Aiders

Some common proprietary medicines may need to be administered whilst on tour.

Linda McNaughton and Brian Hopper will administer any immediate First Aid as required.

They have both undertaken the required First Aid course and a recent refresher course.

Other medical emergencies, should they arise, will be referred to the nearest hospital.

4.2 Control of Medication

All young people under the age of 16 years will be required to hand **any** medication to be taken whilst on tour to Linda McNaughton.

Medication should be in the **original container** where possible and **clearly labelled** with the young person's name and the current dosage. Those young people over 16 years who wish to retain their own medication may do so & Linda will remind them to take this but we will still need to know the condition being treated.

4.3 Asthma Sufferers

All Young people who use inhalers for Asthma treatment should keep one reliever (blue) inhaler on their person at all times, a second spare reliever inhaler (named) should be given to the first aider in case the first gets lost.

Preventative (brown or green) inhalers can be kept by the young person and the first aider will remind them to take this.

Linda McNaughton will be available at rehearsal to discuss any particular medical concerns prior to departure.

All medication will be collected on arrival at the departure point on 24th July unless it can be provided sooner.

As previously stated each member must have their own, in date EHIC card that is valid for the whole of the tour.

4.4 Travel Sickness

For those young people who may experience travel sickness please provide enough of your preferred travel sickness tablets for the entire trip. We will be travelling by coach, air and boat. You should assume that we may need to travel some distance every day, therefore enough tablets of the required dose x 7 days.

Please ensure that the original container is labelled with your son's/daughter's name.

4.5 Sun Lotion

We will do all we can to limit the exposure to the sun particularly on the swimming trip. However YOU MUST ensure that your child has sufficient supplies of your preferred sun protection/ sun block including extra protection for lips. We will take a supply to use if personal sun cream gets left at the hotel. We will insist that sun cream is applied.

4.6 Private Discussion

If you have any specific concerns regarding the health or well-being of your son or daughter whilst on tour please do not hesitate to speak directly to Sandra or Linda at or before the tour briefing. We are available at all rehearsals or you can contact Sandra at home at any time before the tour on 01276 25356 or mobile 07749 230453.

Or you can email me at Sandra.a.kay@btinternet.com



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

5. Medical Information (Part 1)

Please read carefully and complete ALL of this form.

Young Person's Name	Date of Birth									
<p>Details of any medical condition or current treatment that whilst this may not affect your son's / daughter's participation on tour you feel that first aiders should be aware of:</p> 										
Does your son / daughter suffer from (or is) :-										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Travel sickness</td> <td style="width: 30%;">YES / NO</td> <td style="width: 40%;">Car / Coach / Air / Sea / Lake Please indicate any or all.</td> </tr> <tr> <td>First time Flyer</td> <td>YES / NO</td> <td>Nervous Flyer YES / NO</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Travel sickness	YES / NO	Car / Coach / Air / Sea / Lake Please indicate any or all.	First time Flyer	YES / NO	Nervous Flyer YES / NO				
Travel sickness	YES / NO	Car / Coach / Air / Sea / Lake Please indicate any or all.								
First time Flyer	YES / NO	Nervous Flyer YES / NO								
Does your son / daughter suffer allergic reactions to any of the following YES / NO										
If YES, please complete the following details										
To Medicine (Specifically state which)										
To Pollens / Plants (Specifically state which if known)										
To Food (true allergies only)										
Other Allergies										
Does your son / daughter have any specific Dietary Requirements										
<p>Vegetarian/ Vegan/ Lacto/ will eat fish (please delete):</p> <p>Other:</p>										



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

6. Medical Information (Part 2)

The following "over the counter & home remedies" will be carried on tour.

Please indicate with a tick in the box if you agree to these home remedies being used on / for your son / daughter if necessary during the tour.

Young Person's Name	Date of Birth
HOME REMEDY (OVER THE COUNTER MEDICINES)	INDICATE PERMISSION √ = YES X = NO
Paracetamol tablets 500mg (usually 2 tablets will be given)	
Ibuprofen tablets 200mg (usually 2 tablets will be given)	(cannot be used with asthmatics)
Piriton tablets (for minor allergic reactions)	
Waspeze	
Antihistamine Cream	
Savlon Spray / Cream	
Acriflex Cream (for minor burns)	
Antiseptic wipes	
Compeed dressings (for blisters)	
Elastoplast	
Optrex eye wash solution	

Whilst on tour if medical treatment of any sort is considered necessary we will make all efforts to contact you before seeking medical treatment, however if this should prove difficult or in an emergency situation we require your permission to give consent to appropriate medical treatment for your child in your absence. Please note all young people over the age of 16 years may give consent in their own right, and all children if considered mentally competent and deemed to have a full understanding of their situation may refuse medical treatment.

7. Parental Consent (Medical)

I confirm all the above medical information given in Section 5 is correct and that the medication listed in 6 may be administered to the named person as necessary by either of the CYWO qualified First Aiders or senior member of the supervisory team, if necessary.

PARENTS Signature

PARENTS Name (print)

NOTE: Where members are over 18 they may sign the declaration themselves.



CAMBERLEY YOUTH WIND ORCHESTRA HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

8. Parental Consent (Surrey Arts)

Parental Consent

I _____ wish my son / daughter to participate in the **CAMBERLEY YOUTH WIND ORCHSTRA** music tour to Hutttau in the Salzburg area of Austria from **24/07/18 – 29/07/18 inclusive**, and agree to them taking part in associated activities.

I certify that so far as I am aware my son / daughter is medically fit to undertake this journey, tour and any associated activities.

I give my permission for any of the attending adults to give consent to appropriate medical treatment if necessary for my son/daughter.

I understand that those attending adults will be acting "in loco parentis" and must exercise a standard of care that would be expected of any reasonable prudent parent.

The **Executive Committee** of the **Camberley Youth Wind Orchestra** and the individuals accompanying the tour will not be responsible for personal injury or any other loss or damage unless they are deemed negligent.

Parent / Guardian signature

Print Name

Date:



CAMBERLEY YOUTH WIND ORCHESTRA HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

9. Emergency Telephone Chain Form

Please complete TWO 'telephone chain' and Emergency Contact telephone numbers.
Number 1 on your list will be used for the 'TELEPHONE CHAIN'

TOUR ORCHESTRA MEMBERS NAME

1. CONTACT NAME:

Relationship to member

TELEPHONE NUMBER/S:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. CONTACT NAME:

Relationship to member

TELEPHONE NUMBER/S:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ADDITIONAL INFORMATION

If members' parents/guardians are NOT going to be at home whilst the member is on tour please formally advise us here. Also detail any other information we may need to know about your travel arrangements with dates if appropriate should we need to contact you for any reason.

The above additional information is private and confidential and will only be used in the case of an emergency.



CAMBERLEY YOUTH WIND ORCHESTRA HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

10. Polo Shirts and Sweatshirt Order Form

For the 2018 Tour each member will require two BLACK CYWO Polo shirts to wear at the four scheduled concerts.

Each member will also require one BLACK embroidered Sweat Shirt to wear at the concerts if it is chilly.

Please complete the slip below and return as soon as possible so the order can be processed.

MEMBER'S NAME:

POLO SHIRT SIZE

Small	<input type="checkbox"/>	Med	<input type="checkbox"/>
Large	<input type="checkbox"/>	X/L	<input type="checkbox"/>

SWEAT SHIRT SIZE

Small	<input type="checkbox"/>	Med	<input type="checkbox"/>
Large	<input type="checkbox"/>	X/L	<input type="checkbox"/>

Quantity

I require _____ **Polo Shirt(s) @ £10.00 each**

And _____ **Sweatshirt @ £10.00 each**

TOTAL COST £ _____

CHEQUE / CASH enclosed (please indicate which)



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

11. Instrument Information Form

Orchestra Members Name	
Instrument	
Make and Model Number	
Serial No	
Current Replacement Value	
Insurance Company:- Name and Address	



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

12. Rooming Request/ Friendship groups Form

Please make sure you put at least **four** names in the boxes below and we will do our best to room you with at least **ONE** of your 'Roomy' choices. No mixed rooms!

We will not definitely know until we get to the hotel whether there will be three, four five or even six people to a room.

Mixed groups will be assigned to an accompanying adult to enable supervision during excursions so please add friends you may like to be with...no promises (but we will try!). No one will be far away from anyone else.

BAND MEMBERS NAME.....

Room Mates	
Friends	



CAMBERLEY YOUTH WIND ORCHESTRA HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

13. Tuck Money Form

We traditionally take a supply of Tuck on Tour with us as an essential need and we only usually resort to offering it if, for example, energy levels are low immediately after a concert or maybe the journey after breakfast is longer than expected and the need for a 'little something' strikes!

We find our youngsters are sensible in their choices and although there will be some chocolate and various sweets, savoury snack items, crisps and fruit bars will be available. Some fresh fruit **may** be available if we can get to the shops

As at rehearsals, Tuck containing NUTS will NOT be available on tour.
However we (CYWO) cannot guarantee that the manufacturing process may have used them.

There is usually a little cash left over which we convert to Euros to use for purchases, such as fruit.

Name of Member

Tuck Money £5.00 CHEQUE / CASH enclosed (please indicate which)

=====

Tuck Preference here !

Please complete the selections you prefer in capitals - thank you.

1.
2.
3.
4.
5.

Chocolate needs to be limited as it doesn't survive the heat very well!
The most requested products will be purchased provided they are available at the Cash & Carry at the time.



CAMBERLEY YOUTH WIND ORCHESTRA

HUTTAU, SALZBURG AREA, AUSTRIA JULY 2018

2018 TOUR ORCHESTRA

FLUTE

Francesca Abeelack
Emily Bird
Sophie Blake
Lydia Carlisle
Josephine Connor
Catherine Cooke
Rhiana Coombes
Lauren Fowler
Kiera McCormack
Lucy Scott
Mia Tew
Lydia Westwood

BASSOON

Zoe Owlett
Jack Narraway

BASS CLARINET

Avelien Knaap

TOTAL: 51

CLARINET

Grace Bushby
Lauren Coles
Olivia Jarvis
Freya McQuade
Megan Montgomery
Jenny Pacey
Matthew Pearson
Louise Smith
Christopher Redhead

ALTO SAXOPHONE

Charlie Bolden
Jack Gummer
Joslyn Knaap
Rory Meades
Rebekah Sistig

EUPHONIUM

Sophie Allen
Tim Marsh

TUBA

George Jakins
Victoria McNaughton

TRUMPET

James Alcock
Hannah Allen
Hannah Dodge
Dominic Freeman
Elizabeth Hanlon
Luke Manning
Daniel Manning
Bethany Porter
Taya Scott
Anna Welch

FRENCH HORN

Ethan Forster

TROMBONE

Dominic Forster
Joel Manning
Russell Yates

PERCUSSION

Luke Gummer
James Keymer
Lewis Montgomery
Harry Skates