



Saturday 7th March 2015

The SSE Arena, Wembley



Flame2 Event Guidance

**All the essential information
for you and your group to enjoy Flame2**



Welcome to Flame2, a day full of inspiration for young people from across England and Wales.

Flame2 will fill The SSE Arena, Wembley, with the largest gathering of young Catholics ever to take place in England and Wales, aside from Papal Visits. **Thank you** for your part in the day – whether as a participant, a guest, or a Group Leader.

Flame2 has been organised by the Catholic Youth Ministry Federation (CYMFed). CYMFed supports the development and direction of youth ministry in England and Wales. Through project work, training and events, CYMFed gives youth ministry a voice in the Church and wider society. Find out more at **www.cymfed.org.uk**.

The story of Flame2 began with the Papal Visit of 2010, especially the moments at Westminster Cathedral and Hyde Park. The energy, vibrancy and joy of those moments inspired Flame 2012, where the themes of sport and faith were linked in the year of the London Olympics. 7,600 young people filled Wembley Arena on that day.

Flame2 builds on Flame 2012 to offer a dynamic blend of world class speakers, award winning music and interactive participation. Flame2 takes particular inspiration from Pope Francis – themes of joy & mercy will fill the day. Flame2 welcomes those young people who think that the Church doesn't have much to say to them. Flame2 welcomes young people who cannot afford to travel to Lourdes or World Youth Day. It is an event for every young person, wherever they are starting from, to help them deeply discover and rediscover Jesus Christ as their brother, friend and saviour, full of joy and mercy.

To help make the most of this unique occasion these notes have been prepared to offer general guidance. This booklet should be read in conjunction with the information available on the excellent & comprehensive SSE Arena website (**www.ssearena.co.uk**) which provides general information for all events there.

Travel

The address is:

The SSE Arena, Wembley
Engineers Way,
Wembley,
London HA9 0AA

Directions and maps can be found at www.ssearena.co.uk/getting-here

Driving

The SSE Arena Wembley is located just off the A406 North Circular Road.

Coach and minibus parking should be PRE BOOKED. You can do this via the website www.wembleyofficialparking.com.

Public Transport



Long sections of both the **Metropolitan and Jubilee Lines** are CLOSED on 7th March, with replacement buses operating from central London to Wembley Park. If you are coming by tube then please allow an extra 30 mins travel time. **You can travel via the Bakerloo Line** to Wembley Central, which will then be approx. 15 mins walk to The SSE Arena, Wembley. From 10.00 – 11.30 there will be a CYMFed hospitality team to help show you the way. For further details of routes and timings go to www.tfl.gov.uk.

The 79, 83, 92, 182 & 224 Bus lines all regularly run through the SSE Arena area. Up to the minute information is available from the Transport for London website at www.tfl.gov.uk or by calling 0843 222 1234 to speak to a Transport for London Advisor.

If you are travelling by train, please book your tickets in advance and check the National Rail website www.nationalrail.co.uk or call 08457 48 49 50 for information about train times and any planned engineering works.

Participant Passes

For all **Flame Groups**, participant passes are issued to the Group Leader to distribute to the group.

For all **Flame VIP Guests**, participant passes are exclusive to the recipients.

For all **Stage & Activity Participants**, participant passes are issued to the Activity Leader.

Please check your passes on receipt and contact the Flame2 Co-Director, Fr Dominic Howarth on 07939 296292 immediately if there are any difficulties.

Likewise Fr Dominic can be contacted on this number (07939 296292) at any time up to **midday on Thursday 5th March** to request more passes – these will be in a different part of the SSE Arena from your original booking.

Arrival

- The SSE Arena doors will open at 10.00am which will allow access to the Concourse. **Please note that this is really just for warmth and toilet facilities; it is best to time your arrival for about 10.45 – 11.20am.**
- The Hall doors will open at **11.00am**.
- To help speed access Group Leaders are asked to get large groups to enter in Row & Seat order.
- **The Flame2 program will begin promptly at 12.00 noon.**

Access

All young people attending (below 18 years old) must be accompanied by a responsible adult – their Group Leader.

Group Leader Responsibility

General Responsibility

It is assumed that the Group Leader will accept all responsibility for the people within the group, with a medical and consent form for each group member. If someone is separated from the group, there will be a Meeting Point on the Concourse to reconvene. The Meeting Point Supervisor will contact the Group Leader using the mobile number given on your booking form; **please contact Fr Dominic if your contact details need updating from the time of your original booking.**

Arena Evacuation

In the highly unlikely event of the SSE Arena being evacuated, clear messages will be given by the staff of The SSE Arena, Wembley. They will advise if it is a temporary or permanent evacuation, as far as they are able to do so. Inevitably larger groups will leave the Arena by a variety of exits and will be separated from each other. We advise Group Leaders to have a “back up” meeting point some distance from the Arena – the most natural place will be where your transport drops you off (coach park or tube station).

Safeguarding

We expect that all groups will conform to CSAS guidelines in relation to safe working with children and young adults. CYMFed conforms to these guidelines. If you are in any doubt about safeguarding policies for bringing young people to an event such as Flame2 we strongly advise you to speak to your school, parish or Diocesan Safeguarding Officer at the earliest opportunity.

Risk Management

There are comprehensive Risk Assessments in place for all aspects of Flame2. We strongly advise all groups to prepare their own Risk Assessments to cover travel to and from the SSE Arena, and group management within the SSE Arena. We anticipate that this will be readily possible for school groups, who will have procedures in place; if parish or association groups are in any doubt about suitable policies then their Diocesan Youth Service should be able to offer advice and support.

We hope that Group Leaders can have a relaxed and enjoyable day at Flame2, with content that will engage and inspire your group. Thank you for all you are doing to bring young people to Flame2, and please do not hesitate to get in touch if any of this guidance leaves you in any way anxious or in doubt.

Wheelchair Access

Anyone with mobility issues should have been advised to Flame2 **before 5th February**. If you have someone in the group with mobility needs and have not advised us, please contact Fr Dominic as a matter of urgency (07939 296292). For information regarding wheelchair access, please refer to the SSE Arena website www.ssearena.co.uk/getting-here. The SSE Arena will also provide information about disabled parking.

Special Needs

A large print version of the Service Booklet will be available. Please give prior notice to Fr Dominic Howarth **no later than 1st March** if you would like a large print version.

You are most welcome to bring sign language translators or support staff for guests with special needs. Please contact Fr Dominic Howarth to clarify any situation after viewing the SSE Arena Website.

Banners

Groups are welcome to bring fabric banners but are asked to ensure that these are folded by 12.00 noon. The banners must be non-rigid and without poles: there is nowhere to store poles in the concourse and poles cannot be brought into the Arena.

Information on the Day

The CYMFed Hospitality team and the SSE Arena Stewarding team will be on hand to assist with all matters relating to welfare including:

- First Aid
- Lost Property
- Lost People
- Enquiries

Dress Code

Due to the nature of this daylong event, we advise comfortable dress for everyone attending. In considering what to wear, do be mindful that elements of the programme include times of prayer.

Food and Drink

There will be a variety of Catering Units, providing food and drink to accommodate a range of tastes. These retail at a price commensurate with any large Arena hosting sports and events.

It is fine to bring packed lunches to the SSE Arena, but no glass bottles will be allowed.

Leaving the SSE Arena Premises

During the Lunch Break it will be possible to leave the SSE Arena but Flame2 participant passes must be retained at all times by anyone leaving. If you do not have a pass you will not be able to return to the SSE Arena. Group Leaders are expected to know if any of their group are outside the SSE Arena at any time.

Lunch Break Activities

There will be various interactive and exciting activities and exhibitions happening at various points within the SSE Arena, and around the Concourse areas during the Lunch Break. These are offered by a wide variety of Movements and Organisations, and the activities will move around during lunchtime, so hopefully your group will catch a lot of them; encourage them to look out for them. The MCs will also give more information about this just before lunchtime, and there will be further information in the programme – lunch is a break, and it is also very much part of the Flame2 experience!

Caution and Care

- **Each individual is responsible for their own possessions**, which they are expected to keep with them at all times.
- **Please all keep an eye out for any unattended packages.** In case of concern please contact one of the SSE Arena Stewards.
- **Please dispose of all litter with care.**
- **In the event of an emergency follow the direction of the Stewards.** The public announcement system will be used to communicate messages as necessary.
- **All are warned that special effects, smoke and strobe/flashing lighting will be used** during the event.
- **Sound pressure levels may exceed 96 dB**

Liturgies

- There will be an Opening Liturgy full of dance, movement and time for reflective prayer at the beginning of the day and Closing Liturgy with Adoration and simple Benediction towards the end of the day. Please join in with these. Further information will be available on Screen and in the Service Booklet.
- **Mobile phones** and other similar devices must be **switched off** during the Liturgical elements of the program.
- Photography, tweeting and texting are not permitted during the Liturgies.
- All are invited to participate fully in the Liturgies but given space restrictions and the steepness of some of the seating banks it will not be practical for everyone to kneel, and for that reason we are asking everyone to sit for Adoration in order to achieve the greatest possible stillness in the SSE Arena.

Tweeting

We really hope that young people and leaders will use Social Media actively throughout the day; from the very beginning Tweet a group selfie as you are getting onto your coach or train, or from the motorway, or underneath the arch on Wembley Way. Use **#Flame2** and begin a dialogue with others who are travelling!

At any point when you are inspired during the day, then tweet about it – use **#Flame2**. Just not during the Liturgy, please!

Audience Participation

There will be some activities that involve audience participation. Please participate within your personal limitations.



Core Legal Information

Your attendance at the Flame2 event implies agreement to The SSE Arena Terms and Conditions which are available on The SSE Arena Website.

Access to the event implies that you consent to you being recorded, published or broadcast in any media and for those recordings to be used in relation to the event, and for the purpose of crime prevention and public safety without any right to payment in perpetuity.

Use of professional photographic or recording equipment is prohibited. Please **do not bring** professional equipment to the SSE Arena. (Personal cameras are allowed except during the Liturgy).

The safety and enjoyment of all is of great importance to us, and we aim to ensure that everyone is free to enjoy the event without interruptions.

In order to operate safely the organisers need to reserve the rights:

- To refuse admission.
- To eject people from the venue.
- To prohibit smoking and the consumption of alcohol.
- To remove unattended belongings from the venue.

And require:

- All those attending to comply with searches as deemed necessary.
- All those attending to comply with directions and instructions given on site by those responsible for safety.

The Flame2 Participant Pass is exclusively issued. Any transfer or sale will invalidate the Pass & entry will be refused. The Event Organisers reserve the right to require proof of a valid Pass for entry.

Misuse or careless handling of the Flame2 Participant Pass may compromise the security of all those attending the celebration. Any reproduction of the Flame2 Participant Pass may constitute a criminal offence.

All personal data is recorded in line with the provisions of the Data Protection Act.

In the event of cancellation or change, the event organisers cannot be responsible for any loss or liability for compensation. The organisers accept no liability for any loss or damage to property resulting from the event.

The programme is subject to change and we apologise in advance for any alterations but no refund or expense will be payable.

Lost property will be retained by The SSE Arena, Wembley. To trace lost property please contact customerservices@ssearena.co.uk and the SSE Arena team will do all that they can to help you.



THE  SSE ARENA
WEMBLEY

Contact Information (before and after 7th March).

Any queries about bookings or administration should be directed to
Fr Dominic Howarth, Flame2 Co-Director,
flame@cymfed.org.uk or 07939 296292

Evaluation of the day (for which Group Leaders will be emailed a form) should be returned to

Fr Dermott Donnelly, CYMFed Chair & Flame2 Co-Director,
flame@cymfed.org.uk or
c/o YMT, Youth Village, Pemberton Road,
Consett, Co. Durham DH8 9BA

Any queries about SSE Arena operations should be directed to
Mr Gerry Kehoe, Flame Operations Director,
gerry.kehoe@cbcew.org.uk

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