

Camp St. Croix Camp Sacajawea

Team Building Group Leader Planning Guide

LEARN. LEAD. GROW.

2015-2016



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* Return to camp at least 2 weeks prior to program date

**Bring to camp and provide copies for camp staff immediately upon arrival

Contact Information

YMCA Camp St. Croix
532 County Road F, Hudson WI 54016
715-386-4380 • 651-436-8428 • Fax 715-386-4382
campstcroix.org

Camp Sacajawea Retreat Center and Challenge Course
Lebanon Hills Regional Park
5121 McAndrews Road, Apple Valley MN 55124

For all booking and program-related questions, please contact:

Hart Olson, Outdoor Education Program Director
612-465-0569 • hart.olson@ymcatwincities.org

For all billing questions, please contact:

Tracy Ryman, Business Administrative Coordinator
715-386-4380 • 651-436-8428
tracy.ryman@ymcatwincities.org

Office hours are 8:30-4:30pm.

Staff are available for after-hours emergencies at 651-270-7031.



Directions To YMCA Camp St. Croix

532 County Road F, Hudson WI 54016

Located just south of I-94 in Hudson, Wisconsin, Camp St. Croix is only 20 miles from downtown St. Paul, Minnesota making us one of the most conveniently located Outdoor Education facilities.

From The West:

Travel east on I-94 from St. Paul. After crossing the St. Croix River, take Exit 2 (County Road F and Carmichael Road). Turn right (south) on Carmichael Road and travel about 1.5 miles. Camp St. Croix is on the right side shortly after Coulee Rd. (Co. Rd. FF.) (Look for the brown-and-white *St. Croix Environmental Center* sign on the right side of the road.)

From The East:

Travel west on I-94 to Exit 2 (County Road F and Carmichael Road). Turn left (south) on Carmichael Road and travel about 1.5 miles. Camp St. Croix is on the right side shortly after Coulee Rd. (Co. Rd. FF.) (Look for the brown-and-white *St. Croix Environmental Center* sign on the right side of the road.)



Directions To Camp Sacajawea Challenge Course

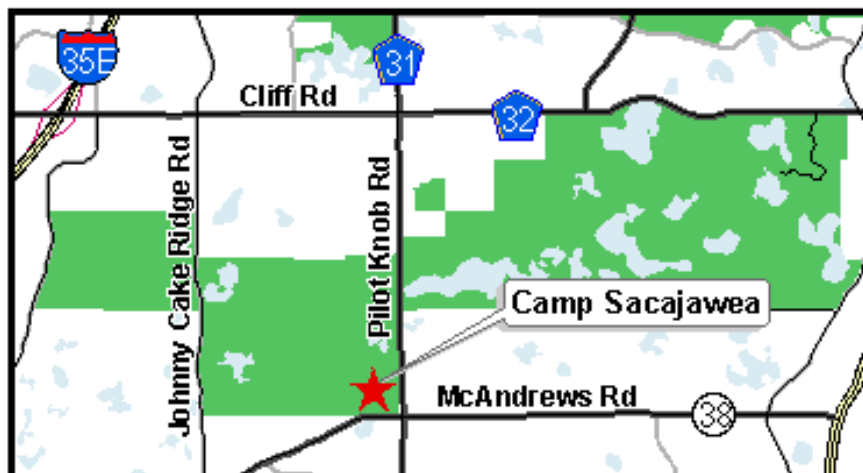
5121 McAndrews Road, Apple Valley MN 55124

From the North/South/West:

I-35E to Cliff Road in Eagan, Minnesota
East on Cliff Road to Pilot Knob Road
South on Pilot Knob Road to McAndrews Road in Apple Valley
West on McAndrews Road to camp entrance

From the East:

County Road 42 to Pilot Knob Road in Apple Valley, Minnesota
North on Pilot Knob Road to McAndrews Road
West on McAndrews Road to camp entrance



Camp Entrance will be on your right hand side. After you pass through the gate, turn left and park in the first lot you see to your right (it comes up quickly). Do not park on the road. Our staff will meet you in the parking lot.

Group Leader Planning Checklist

After you make your reservation, you will receive:

- **Reservation Confirmation** (3 pages)
- **Group Leader Planning Guide** for Team Building Programs

1. When you receive your confirmation:

- a. Read and Review the complete Reservation confirmation and Group Leader Planning Guide.
- b. Return your signed Reservation Confirmation (3 pages) and deposit to Camp St. Croix within 14 days of receipt.
- c. Request a copy of a **Certificate of Liability Insurance** and have the *YMCA of Greater Twin Cities* listed as an **additional insured** on your insurance policy. Send a copy of this policy to camp.
- d. Consider your fund raising options and plan accordingly- we have suggestions, so ask if you need help!
- e. Coordinate transportation to Camp St. Croix or Camp Sacajawea for your group.

2. Four weeks before arrival date:

- a. Send **Release Agreements** to participants and/or parents and guardians.
- b. Review program options with planning members of your group. Report decisions to the Outdoor Education Program Director.

3. Two weeks before arrival date:

- a. Finalize attendance numbers with the Outdoor Education Coordinator.
- b. Submit **Group Needs Assessment** and **Participant Roster and Concerns**, including any **menu restrictions** if camp is providing a meal during your program.
- c. *Optional, but requested* – submit Demographics Summary
- d. Confirm final itinerary and plans with the Outdoor Education Program Director.
- e. Ensure you have all Release Agreements ready to bring to with you on the day of your program.
- f. Discuss camp goals and expectations with participants and chaperones.

4. The day of departure

- a. Travel safely to Camp St. Croix or Camp Sacajawea. We'll be here to greet you!
- b. Call our on-call cell phone if you're running late or have last-minute questions: 651-270-7031.
- c. **Make sure to have Release Agreements and an updated roster of participants ready to hand to our camp staff immediately upon arrival.**

IMPORTANT: All participants, chaperones, and teachers must have a signed Release Agreement to attend camp programs. Individuals without a signed Release Agreement will not be allowed to participate.

Please note: All forms for Camp St. Croix and Camp Sacajawea should be submitted to Camp St. Croix using one of the following methods:

Email: hart.olson@ymcatwincities.org

Mail: 532 County Road F, Hudson WI 54016

Fax: 715-386-4382

*All forms are located at the end of this packet.

General Information

Coordination: The Outdoor Education Program Director is responsible for coordination and should be contacted regarding any concerns. Each group should assign a Group Leader to be the designated contact person for the visiting group.

Chaperones: To ensure safety, we request that an adult be assigned for each program group. The chaperones supervise all non-instructional time, including recreational time, meal time, break time, and cabin time (overnight). YMCA staff members provide all the necessary instruction during classes and at all program areas.

Meals: We will do our best to accommodate all dietary restrictions with prior notice. If camp is providing a meal for your group, please include any dietary needs on the Participant Roster and Concerns form. Feel free to contact us with questions.

What to Wear and Bring: All participants must wear close-toed sturdy shoes (not crocs) to participate in team building activities. Participants should wear comfortable clothes and dress for the weather. Please check the weather forecast before your trip and encourage participants to bring/wear rain gear, coats, hats, long underwear, etc. based on the weather predictions.

Lost and Found: All found items will be kept at camp for two weeks following your stay. Please call our main office within that time period if you think you have left something behind. After two weeks, we will donate items. The YMCA is not responsible for lost or stolen items.

Unplugging: Please take a break from electronics while you are here. For adults with school groups, please enjoy the outdoor lifestyle with the students by turning off your cell phones and leaving laptops at home. We request that chaperones DO NOT use cell phones during program time. Students are not allowed to have electronics (including cell phones) at camp.

Curriculum: We are always adapting our curriculum to meet state education standards for both Minnesota and Wisconsin. We are able to tailor certain programs to meet the specific goals and objectives, within reason, for your group. Any group requesting a specialized program session must make their request at least two months prior to their scheduled dates and may be assessed an additional program fee to cover equipment or instruction. Please call for more information.

Equipment and Facilities: During the program sessions, the equipment needed to conduct the activities is provided. If there is additional equipment and/or facilities that you feel would enhance our programs, feel free to inquire about their inclusion. Any abuse of the equipment or facilities will result in the loss of privileges to use them. Physical damage to property due to abuse will be billed to the group.

Camp Store: We have a camp store at our Camp St. Croix location. Opening the camp store must be pre-arranged with camp staff. If kids are going to visit the camp store, ask parents to place all money in a sealed envelope with their child's name on it. All money should be kept in a safe place by an adult with the group.

Reservation Information

Reservation Policy: All reservations must be scheduled and confirmed with camp. All reservations are tentative and subject to change by YMCA staff pending the receipt of a signed agreement and deposit.

Cancellation Policy: If your group cancels more than 30 days prior to the reservation start date, you will lose your deposit only. If your group cancels less than 30 days prior to reservation start date, you will lose the deposit, plus be financially responsible for 80% of final charges based off of the estimated number of group attendees. In the event of a cancellation due to severe weather, camp staff will work with the group leader to find an alternate date for the program. All deposits and fees will be transferred as long as the alternate program occurs within six months of the originally scheduled program.

Insurance: Groups are asked to have their own liability and accident insurance coverage. A Certificate of Liability Insurance indicating a minimum of \$1,000,000 of general liability coverage must be provided by all user groups in advance of the group's arrival. The YMCA of Greater Twin Cities must be listed as an additional insured on that certificate. The YMCA of Greater Twin Cities is not able to provide benefits for illness or injury incurred by any group participant.

Billing: Program fees are set each fiscal year and are subject to change. All program fees are the responsibility of the visiting group. It is the responsibility of the group to inform camp staff of its Guaranteed Minimum Commitment no later than 90 days prior to the reserved date. This minimum number should be as close to actual as possible, within 10%. The group will be billed for actual attendance, except where actual attendance is less than the Guaranteed Minimum Commitment, in which case the group will be billed 90% of the reserved number. If a group makes a reservation for a date that falls within 90 days prior to its arrival, then the Guaranteed Minimum Commitment will be at 100% of the contracted number of participants. An invoice will be mailed from our office following your date of service. All payments must be made in full within 21 days.

Deposits: The deposit for any group attending a program at Camp St. Croix or Camp Sacajawea will be based on the number of attendees indicated on the Agreement for Services. The deposit amount due is calculated from the estimated attendance total as follows: **\$100 for 1-50 participants; \$200 for 51-100 participants; \$300 for over 100 participants.** All deposits are non-refundable. Deposit payment is due within 14 days from the *Produced Date* of the Agreement and Planning Guide. Reservations will not be held if the deposit and required documents are not received within the 14 days. Deposits can be paid in the form of a check or major credit card. The deposit is required to hold the group reservation and also serves as a damage deposit. The deposit will be deducted from the final amount due unless damages to the facilities are incurred.

Financial Assistance/Scholarships: The YMCA has financial assistance available for qualifying groups. Applications can be requested by phone or can be found on our website at www.campstcroix.org. Many groups obtain funds from their local PTA, from fundraisers, from their school district, and/or from charges to participants. Many combinations of these sources are possible. Our staff is willing to do presentations to local service clubs to assist you in your fundraising. If you are looking for fundraising opportunities, please ask us- we have ideas!

Returning Groups: Groups are not guaranteed returning dates until a Reservation Confirmation is signed and returned to Camp St. Croix with a deposit. It is recommended that you call camp as soon as possible with your dates. It is the responsibility of your organization to reserve returning dates, a recommendation of 12-14 months in advance.

Policies for Groups

- **All students, chaperones, and teachers must have a signed Release Agreement to attend camp programs. Individuals without a signed Release Agreement will not be allowed to participate.** Camp staff will check waivers with an updated roster upon group arrival and coordinate with teachers to acquire any missing forms.
- Children must have adult supervision at all times while at Camp St. Croix and Camp Sacajawea. A ratio of 1:10 must be maintained in all program spaces and activities. Adult chaperones should be responsible parents and teachers provided by the school or group. A 2:10 chaperone to student ratio is recommended for overnight groups.
- Having adequate adult supervision ensures your children will be safe and all their needs met. Adult Chaperones stay in cabins (overnight groups) and sit with children at meal times. Adult Chaperones supervise any non-instructional time provided by the agreed itinerary. The adults should be assigned to a study group and are encouraged to remain with the same group throughout the trip. A minimum of one adult per group is required to attend classes.
- Respect other people's space. Enter the building that your group is using and only the cabin that you are staying in. The YMCA is not liable or responsible for any theft, loss, or damages of any personal property. **NO FOOD ALLOWED IN CABINS.**
- The use of alcohol, tobacco products, and illegal drugs is strictly prohibited on Camp St. Croix and Camp Sacajawea property.
- **NO GUNS, KNIVES, OR EXPLOSIVE MATERIALS ARE PERMITTED ON CAMP PREMISES.** Any items found will be confiscated immediately and the proper authorities notified.
- All vehicles must be parked in designated parking areas only. All fire lanes are to be kept free of any obstruction.
- In the event of damage or defacing of any building or property due to negligence, the school or group will be responsible for the cost of repairs.
- Children's discipline is mainly the responsibility of the group's leadership. It is the expectation of the Team Building staff that they will be able to conduct their classes without any disciplinary problems. Please prepare ahead of time for any discipline problems by assigning children to study groups accordingly and/or specifying needs on the Participant Roster and Concerns form.
- Quiet hours for overnight groups are from 10 p.m. to 7 a.m. and are strictly enforced. Please be sensitive to the other guests and residents of Camp St. Croix. During quiet hours children should not be allowed outside their cabins unless going to the restroom.
- If applicable, a meal orientation will be given by camp staff prior to the group's first meal. Proper table manners are required when attending meals at the dining hall. All guests must assist in table and dining hall cleanup after each meal.
- Inclement Weather: Our program is centered on Outdoor Education. Weather conditions such as rain and snow are considered part of the natural world and will generally do not hinder our program. Participants should come prepared for outdoor experiences and be dressed appropriately.
- Severe Weather: As soon as our staff receives notification of a Severe Weather Warning, all camp staff will be asked to carry out the camp's *Severe Weather* procedures. If there is no sign of lightning, study sessions will continue outdoors, within sight of emergency shelter.

Medical Information

- Groups are required to provide their own medical staff and supplies, (someone certified by a nationally recognized provider of CPR and First Aid). YMCA staff can provide assistance in a medical emergency; however we do not have a resident medical staff person. Medical provider(s) of the group must possess a roster along with health information and release agreements for each attendee.
- All medical related supplies (i.e., needles, medicines, etc.) are to be left in the care of the group's medical personnel for the safety of all our guests and staff.
- It is the responsibility of group leaders to observe any health problems. YMCA staff should be made aware of participants with special needs prior to your arrival. Use the **Participant Roster and Concerns** forms in this packet to identify health needs that may restrict a person's activity, require special care (i.e. asthma, diabetes, ESL, LD, etc.), or any dietary restrictions.
- Upon arrival, provide signed copies of **Release Agreements** to camp staff. We recommend that you also carry health forms for each participant with you in case of emergency.
- You are responsible for collecting all medications from participants before they leave for the trip to camp. Study group leaders that have participants who require emergency medical supplies such as inhalers or bee sting kits are allowed to carry these items to all activities. Children are not allowed to carry any medical supplies in order to ensure that dispersal to other participants doesn't occur.
- Prescription medications that are to be dispensed **must be** in the original pharmacy container and requires additional written parental permission for dispersal. Over the counter medications such as Tylenol, cough medication, etc. **cannot** be given unless there is written parental permission. Parents should send medication if they think their child would need it. Medication will not be provided by camp.
- It is required that one adult be designated to collect and administer medications and dispense medical supplies, medicines, etc. For overnight groups, medications should be stored in a locked cabinet (provided by Camp St. Croix) when not being dispersed.
- If an emergency requires transportation, it is the responsibility of the group to have a vehicle at camp to use for emergency transportation. Camp St. Croix is located less than two miles from the Hudson Hospital. Camp Sacajawea is located 4 miles from Allina Hospital in Apple Valley.
- Camp St. Croix and Camp Sacajawea do not permit students with contagious diseases to attend programs. All students with flu symptoms, high fever, or those who require continued medical observation are requested to stay home.
- Please report any emergencies to YMCA staff. In the evening, please call the on-call cell phone at 651-270-7031 if an emergency situation occurs.
- Camp St. Croix and Camp Sacajawea are proud to hire staff members with a minimum certification in First Aid, CPR, and AED procedures. However, **it is required that all groups attending a program provide at least one person who holds a valid certificate in First Aid and CPR through a nationally recognized organization.**

Team Building Programs

Programs

- Initiatives (Group Challenge games)
- Low Elements Challenge Course
- Climbing Tower
- Individual High Rope Elements
- Team High Rope Elements (Camp St. Croix only)
- Zip Line

Each program is designed to fit your needs and accomplish the goals specific to your group. The three main goals that we work towards are:

- Self-confidence: As participants process their own and their group's successes, failures, and dynamics, an individual can begin to develop a positive self-image.
- Personal/Group Challenge: Participants are challenged in a non-competitive, non-judgmental environment to take risks as they face unfamiliar experiences.
- Teamwork: Groups develop communication skills, leadership, and trust.

Program Descriptions:

Initiatives (Group Challenge Games)

Initiatives are series of games done on the ground that encourage creative problem solving, critical thinking, and perceived risk-taking. These programs encourage participants to also develop effective communication, trust, support, and teamwork.

Low Elements Challenge Course

Our Low Elements are a series of obstacles that encourage creative problem solving, critical thinking, and risk-taking. These programs encourage participants to develop effective communication, trust, support, and teamwork.

Climbing Tower (outdoor and indoor option, Camp St. Croix site only)

We have 2 30-ft, outdoor climbing towers at Camp St. Croix and coming fall 2016 a 25ft indoor wall for year round climbing. Our experienced instructors and facilitators can create an introductory or challenging climbing program to accommodate all ages and skill levels. These programs encourage participants to develop personal goal setting, positive peer interactions, encouragement, and trust.

Individual High Ropes Elements (5th grade and older)

At both locations, we have a series of ropes challenges 20-40 feet in the air. One participant is on each element at a time, the rest of the team is on the ground supporting their team member physically and/or emotionally through positive encouragement. These elements encourage participants to develop trust and respect for all abilities with an emphasis on personal challenge and growth.

Team High Rope Elements (5th grade and older, Camp St. Croix site only)

These are ropes challenges 20-25 feet high. Two participants work together on each element and the team supports physically and/or emotionally through positive encouragement. These elements encourage participants to develop trust and respect for all abilities with an emphasis on personal challenge and growth.

Zip Line (5th grade and older)

The zip line can be done in combination with any other program option or as a stand-alone event. Participants climb up 25 feet and then slide down our zip line to a safe landing. Emphasis is on fun, personal challenge, and overcoming fears.

Participant Roster and Concerns

MUST BE RECEIVED AT Camp St. Croix 2 Weeks PRIOR to program date

Please attach additional pages as necessary

Please include a COMPLETE list of ALL participants attending the program.

If there are any concerns or restrictions for certain participants, list those here as well.

Please include specific examples of:

*Dietary restrictions

*Behavioral problems

*English Language Learners

*Allergies

*Physical limitations

*Mental limitations

If there are specific techniques that your school utilizes to help your students succeed, please let us know so that we may better service your students

Group Name: _____

Group Leader: _____

Phone: _____

Dates Attending: _____

	Participant Name	Allergies/Limitations/Restrictions/Medical Needs (please be specific)
1		
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3		
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Group Needs Assessment

In order to create a Team Building program to meet the specific needs of your organization, we would like to learn more about you, your group members, your organization and your goals. **Please return this form within two weeks of your program date.**

Group Name: _____ **Group Leader:** _____

Phone: _____ **Alternate Phone:** _____

Program Date: _____ **Best Time To Call:** _____

**Reminders: A signed Release Agreement is required for ALL PARTICIPANTS.
Participants MUST WEAR CLOSE-TOED SHOES for ALL team building activities.**

What is the background/purpose of your group? (i.e. How long has the group been together? What is the mission of your program? How long will they be together?)

What are the specific goals for your Team Building Program? Please be specific, as your information will allow us to tailor a program to meet your needs. If possible, please discuss any specific issues you feel need to be addressed (e.g. communication, cooperation, trust, leadership, getting to know other members, personal challenge, positive risk taking, etc.)

What long-term outcomes would you like to see after participating in this program?

Has your group or any of its members had other Teambuilding experiences?

(If possible, please describe which programs. These experiences would include: group games, team initiatives, high ropes, rock climbing, conflict resolution, and leadership training.) ____ No. ____ Yes, please explain.

What information will be given to participants about this program? (i.e. Explanation of program content, dressing for the weather, working in small groups, whether or not the group will be doing any high obstacles, etc.)

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of participating in YMCA activities, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence YMCA Greater Twin Cities (hereinafter referred to as YMCA) and its owners, directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that participating in YMCA activities involves known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to, broken bones, torn ligaments or other injuries as a result of falls or contact with other participants; death as a result of drowning or brain damage caused by near drowning in pools or other bodies of water; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My/My child's participation in these activities is purely voluntary and we elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I or my child are unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my/my child's participation in these activities, or our use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury or damage I or my child may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I/my child have no medical or physical conditions which could interfere with our safety in these activities, or else I am willing to assume – and bear the costs of – all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file a lawsuit, I agree to do so in the state where Releasees' facility is located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

Parent/Guardian Authorization Section Transportation/Medical

1. In the event that I/my child need immediate medical attention for injuries received while participating in a YMCA program, I authorize the YMCA staff to give me or my child reasonable first aid, and to arrange transport of myself or my child to a health care facility for emergency services as needed.
2. I give permission for myself and/or my child to be transported by the YMCA as needed for field trips, inclement weather, or late pick up. I also give my permission to participate in walking field trips.
3. I also give permission for myself or my child to enter Canada with the YMCA. I also understand that I/my child will need to bring our passport to camp if the trip involves such travel to Canada.
4. I hereby acknowledge that the YMCA will assume that either parent of the child may pick up the child at any time during the program unless there is pertinent court documentation on file at the YMCA that indicates otherwise.
5. I agree to the release of any records necessary for treatment, referral, billing or insurance purposes. The YMCA receives medical information on campers/participants that may need to be shared with medical providers.
6. If I or my child requires use and administration of an epi-pen, prescription or over the counter medication, it is my responsibility to ensure that the epi-pen and/or medication are on me or my child or within our personal belongings every day of the program. If YMCA staff is required to administer and use the epi-pen and/or medication, I agree to forever release and discharge the YMCA and its directors, officers, and employees from any and all liability arising out of or resulting from use or administration of the epi-pen and/or medication.

General

1. I hereby release all pictures of myself or my child taken by the YMCA for promotional purposes and programming materials including the YMCA website.
2. I give my permission for the YMCA to administer sunscreen as needed.
3. I acknowledge that certain sections of this waiver may not apply to me and/or my child and the programs or activities that we have chosen but agree to be bound by any applicable language.

By signing this document, I agree that if I or my child is hurt or our property is damaged during participation in these activities, then I or my child may be found by a court of law to have waived our right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if the YMCA did not utilize waivers as a method to lower insurance and administrative costs. I have read and understood this document and I agree to be bound by its terms.

Signature _____ Print Name _____

Address _____ City _____ State _____ Zip _____

Telephone (____) _____ Date _____

PARENT OR GUARDIAN ADDITIONAL AGREEMENT (Must be completed for participants under the age of 18)

In consideration of _____ (PRINT minor's names) being permitted to participate in this activity, I further agree to indemnify and hold harmless Releasees from any claims alleging negligence which are brought by or on behalf of minor or are in any way connected with such participation by minor.

Parent or Guardian _____ Print Name _____ Date _____