



**FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# GROUP LEADER PLANNING GUIDE

**YMCA Conference,  
Retreat & Team Building Centers**

## **Camp**

899A 115th St, Amery WI 54001  
Phone: 715-268-8377

## **Business Office**

532 County Rd F, Hudson WI 54016  
Phone: 715-386-4380 Fax: 715-386-4382

**CampIcaghowan.org**

**[www.facebook.com/campicaghowan](https://www.facebook.com/campicaghowan)**

**[www.instagram.com/campicaghowan](https://www.instagram.com/campicaghowan)**



# Icaghowan Conference and Retreat Center

Icaghowan is a place that can provide a relaxed environment conducive to learning, teambuilding and fellowship during the fall, winter and spring months. With winterized buildings and comfortable indoor meeting spaces, Icaghowan has been host to school groups, church groups, family reunions and corporate meetings and retreats.

## Mission Statement

The mission of YMCA Camp Icaghowan is to provide a personally challenging and educational experience in an outdoor setting to a diverse group of participants. Icaghowan is committed to helping participants achieve their fullest potential in mental development, social growth, and physical well-being, with a spiritual awareness and an understanding of their natural environment.

## FYI...

### Camp History

Camp Icaghowan opened in 1909 on Green Lake near Chisago City, MN. In 1945, the YMCA bought the current 120 acre site on Lake Wapogasset.

### Location of Facilities

A map of Icaghowan is located on the last page of this packet. Camp maps are also available for you upon request.

### Bathrooms

Bathrooms and showers are located on each side of camp. Also, there are bathrooms and showers inside the Weesner Welcome Center, Retreat Center and Health Service Building.

### Guest phones

There is a phone located in the Weesner Welcome Center.

### Friendship Park

Located in main camp, this place houses our skateboarding course as well as our basketball hoop.

### Amphitheater

Located just off of the camp road across from Friendship Park. This outdoor meeting space has a stage and holds up to 300 people.

### Firewood/Natural Environment

Firewood is available at the woodshed. Please be respectful and do not cause damage to the natural environment. Be watchful of poison ivy.

### Meals

Icaghowan's Dining Hall is located in main camp.

- Meals are served in the Dining Hall at 8:00 a.m.,

12 noon and 5:30p.m. Please be on time.

- All meals are served family style. Buffet style is available upon request.
- When your group is done eating, please clear and wipe down your table.
- Please let us know of any dietary restrictions and/or allergies 2 weeks prior to your visit.
- Your host will inform the group of meal procedures.

### A few last things...

- There may be other groups using the camp with you. Please be respectful of others.
- Please help us keep our grounds clean and beautiful by using the trash and recycling receptacles found around camp.
- If you need assistance, please radio the conference host from the radio in the Weesner Welcome Center.
- Icaghowan is not responsible for guest's personal property, including sports equipment.
- Please drive cautiously on camp road. The speed limit is 10 mph.
- Please notify the host if you suspect someone other than the groups listed is in main camp.
- Please do not go in buildings that have not been reserved for your group.

## Suggested Packing List

- Blankets & Sheets or a Sleeping Bag—we do not provide these.
- Pillow
- Towel & washcloth
- Toiletries
- 2 Hats (baseball & winter knit hat)
- 2 pairs of shoes/boots (one pair that can get wet)
- Weather appropriate clothing - be sure to pack an extra sweatshirt!
- Flashlight
- Water Bottle
- Camera

**Icaghowan is not responsible for lost, stolen or damaged items.**

# **Rental Policy**

## **CONFIRMATION OF RESERVATION**

In order to confirm your reservation, you must return your signed Reservation Confirmation, Agreement for Services, Use and Hold Harmless Agreement and deposit to the YMCA Conference, Retreat and Team Building Centers **within 14 days of receipt**. We reserve the right to change meeting spaces and lodging based on group numbers.

## **GUARANTEED MINIMUM**

You will be held financially responsible for 90% of the estimated number of people on your reservation confirmation or the number of actual attendees, whichever is greater. You can change this number without penalty up to 30 days prior to your event. If you find that you will have more participants than originally indicated, please call the Conference Coordinator and arrangements will be made based on availability.

## **CANCELLATIONS**

If your group cancels up to 30 days prior your retreat, you will lose your non-refundable deposit. If you cancel within 30 days of your event, your group will be responsible for paying 80% of the charges. If your group does not show up on the scheduled date without prior notice, you will be responsible for **100%** of charges.

## **BILLING**

Before you leave camp, check with the Conferencing Host to confirm the number of participants in your group. Your invoice will be mailed approximately two weeks after your event. Payment is due within 30 days of the invoice date. State law requires that all groups, regardless of tax-exempt status, pay state sales tax on food and lodging.

## **INSURANCE**

We require groups to have their own liability and accident insurance. Please provide us with a copy of your Certificate of Insurance showing Camp Icaghowan as an additional insured.

## **WELCOME & RULES**

Upon your arrival at Icaghowan, camp staff will meet with your group to welcome them and briefly go over rules and policies. As a group leader, you are responsible for the actions of your group. It is our expectation that you will leave the grounds and facilities in good condition. Damages to the property and facilities will be assessed to your group if any occur.

## **GROUP ARRIVALS/DEPARTURES**

On some occasions, groups arriving in the afternoon may need to use cabins that departing groups are vacating. We may ask your group to move out of your housing prior to your departure time in order to prepare the space for arriving groups. When you check out of your cabins, please help us get the cabins ready by doing the following: sweep cabins, shake rugs, turn down the heaters if they were used, turn off the lights and take garbage to the dumpster behind the kitchen.

Vehicles are permitted at camp, however, camp is not responsible for lost damaged, or stolen items within or to the vehicle.

## **TEAM BUILDING | Programming**

All team building programming, swimming, and canoeing must be arranged prior to the event date and should be stated on the reservation confirmation. All water activities must be supervised by YMCA staff lifeguards.

Challenge course equipment can only be used when pre-arranged and supervised by trained Icaghowan staff. Participants must be in 5<sup>th</sup> grade and up to participate in the climbing challenges. Participants must be in 4<sup>th</sup> grade and up, to participate in the low initiatives course, unless approved by the Team Building Director.

## **ADULT SUPERVISION**

Each group is responsible for the actions of its participants. A leader at least 21 years of age must accompany the group, the YMCA suggests that a background check has been completed for each adult. Youth groups require an adult supervisor for each cabin assigned. We request 1 supervisor for every 12 participants.

## **BEDDING**

Participants must provide their own bedding, sleeping bags, and linens. See Suggested Packing list.

## **AUDIO VISUAL EQUIPEMNT**

A/V equipment is available for an additional charge on a reservation basis. Please make these arrangements prior to your event.

# **Rental Policy (Continued)**

## **PROPERTY & EQUIPMENT USAGE**

Kitchen and dish room are not available for use by guests, including the refrigerator and freezer. No water activities may occur without a YMCA certified staff present. Be conscious of physical hazards around camp. If you notice a hazard please report it to the host.

## **MEAL TIMES:**

Icaghowan's capacity is 160 people, so there may be more than one group in camp. Meals are served family style. All groups are scheduled to eat meals at the same time. Breakfast—8:00 a.m., lunch—12:00 Noon, and dinner—5:30 p.m. Please be on time. Contact the Minneapolis Camp Center with any special dietary needs/concerns no less than two weeks prior to your retreat.

#### **SNACKS & REFRESHMENTS:**

Snacks and refreshments are available for an additional fee. Please make arrangements prior to arrival. We are not able to store refrigerated/frozen items for groups.

#### **DAMAGES**

If your group has been deemed responsible for any building or grounds damage, a charge to cover the repairs will be added to your final bill. Damage includes but is not limited to: smoking, graffiti, broken windows, excessively dirty and any damage to equipment and/or buildings.

#### **EVENING QUIET TIME**

Quiet time is 10:00 p.m. to 7:00 a.m.. We understand that some programs may be designed to continue beyond 10:00 p.m. If so, please make arrangements with the Camp office. Please respect other groups in Camp that may turn in early. Please keep music quiet enough not to disturb other people on camp and around the lake.

#### **ALCOHOL & DRUGS**

Possession of alcoholic beverages or illegal drugs is prohibited. Unless arrangements have been made with Camp Leadership.

#### **WEAPONS**

Weapons of any kind are prohibited.

#### **SMOKING**

The grounds and buildings at Icaghowan are smoke free. Persons wishing to smoke must leave camp property.

#### **ANIMALS**

No animals allowed unless they are service animals or prior arrangements have been made with Camp Leadership.

#### **FIRES & OPEN FLAME**

Please be careful with all fires. We ask groups to use dead fall from the woods for outdoor fires. For indoor fires, use the cut wood that is available. Firewood is available in the woodshed located behind the Boys Unit Shower House. Candles or open flames of any kind other than fireplaces and designated campfire locations are not allowed.

#### **EMERGENCY HELP**

**In an emergency dial 911 and then call your host.** To contact the camp host, report to the Weesner Welcome Center and use the radio to contact them. **Please bring your own first aid supplies.** Emergency First Aid kits are located in the kitchen and Weesner Welcome Center. In case of inclement weather a siren/bell will sound and groups should report to the basement of the Lodge. Groups should have 1 person certified in CPR/First Aid/AED from a nationally recognized provider. In the event of an accident, transportation to a medical facility will need to be provided by the group leader or ambulance.

#### **HEALTH INFORMATION**

Group leaders are responsible for gathering and keeping medical information for ALL guests of Icaghowan. If refrigeration is needed for medication, please contact the Conference Coordinator to make arrangements prior to the event date.

For all participants 18 years of age or older, group leaders are responsible for gathering the following information:

- Names and addresses of all participants
- Emergency contact names and numbers
- A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site.

For all participants under the age of 18, group leaders are responsible for gathering the following information.

- A health history and permission to seek emergency care must be completed by a parent or physician.
- An immunization record or statement of conscientious objection signed by the parent/guardian, or a medical reason for exemption signed by a licensed physician.
- If the health history identifies health problems or activity limitations, then a physical examination performed by a licensed physician is required within one year before admission to the Camp, including instructions relative to the limitation of the camper's participation and/or medical requirements.

# Team Building Program

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY** to ensure that we can meet your needs and provide the best possible program for your group. This information is designed to better prepare your group and help us provide you with an excellent Teambuilding experience.

## WHAT TO BRING

Depending on the time of the year and the weather, we ask that you do the following:

- Dress in comfortable layers so you can add and subtract clothing, depending on the conditions.
- Do not assume the weather will be too warm; it is always better to bring too much clothing.
- We operate RAIN or SHINE. Assume that it will rain, and pack appropriate attire.
- Wear your warmest shoes or boots in the winter. Tennis shoes are fine in the summer. Please, no flip-flops or sandals.
- Bring bug repellent and sunscreen. A person can get a sunburn even in the winter.
- Do not wear necklaces, earrings (small post earrings are fine), large belt buckles or anything else that could cause an injury to you or someone else.
- **Group leaders must inform their participants that we are a smoke-free environment** and that no type of tobacco will be allowed. Absolutely no alcohol is allowed on camp property.

## WHAT TO EXPECT

It is helpful for group members to know what to expect before they arrive. We recommend that participants be briefed in the following areas:

- All activities are based on group interaction. Success in these activities is not a matter of completion; success is a matter of communication and group interaction.
- To have a successful day, the group members need to give 100% of their best effort.
- Following all safety rules is a must. Unsafe behavior will result in termination of the activity.
- All equipment and components of the ropes courses are checked regularly and have redundant safety systems. That means that there is more than one system to ensure safety.
- The goal of Icaghowan Team Building is to get participants out of their "comfort zones." It is normal for people to be nervous about these activities. The idea of taking perceived risks is sometimes scary. We gently and skillfully lead participants into accepting the challenge and letting everyone move at their own pace.
- Part of understanding one's fears is confronting them. In the high events we use fear of heights as the common denominator. Starting with that assumption of fear, we allow participants to make their own choices, with the support of the group, which we call "challenge by choice". A group's pressuring of members to go further in an activity than they wish is called "peer pressure", which we try to avoid. We ask individuals to challenge themselves and choose their own direction. In this way they will discover their own ability to make choices, begin to trust themselves and others, take risks, and develop self-worth.
- The Team Building programs can be customized to meet your group's needs. We encourage overnight or two-night retreats to more fully appreciate the experience. Overnight and dining accommodations are available for your group all year (limited availability June-August).

## USING WHAT YOU'VE LEARNED

After each of the team building components that your group has experienced, our staff will conduct a processing session. This group discussion allows participants to discover and share what their experience has shown them about themselves and the group. The learning that happens on the course can be tied into issues that your group is dealing with at home, school or work.

Through the experiences your group shares, and the skills and support that your group develops, you will see an increased awareness and sensitivity in future group work or discussion. As individuals, they will have greater self-confidence and an increased ability to take risks. The program is an excellent experience to refer back to during future conflicts or challenges.

## Description of Team Building Activities

**Low Group Initiatives:** Team building through problem-solving. These initiatives are all "low to the ground" activities and require no safety ropes. Each event takes from 20 to 60 minutes, depending on the group. We have approximately 20 built initiatives, some of which can be used indoors

for inclement weather. Trained staff will facilitate as many initiatives as time allows.

**Safety Equipment for High Ropes Events:** From the time they leave the ground, participants are harnessed and secured to safety equipment that insures a safe journey.

**Climbing Tower:** A 40-foot tower provides the arena for participants to develop teamwork by climbing with a partner. Participants go as far as they can while connected to their partner by three feet of rope. Participants will find that they can go much further with the support and encouragement of their group than they ever could by themselves.

**Leap of Faith:** Individually, participants have the opportunity to climb a 30-foot pole, balance on top, turn around and leap off. They are lowered to the ground by their safety system. Participants learn to stop and challenge themselves, to make conscious decisions to take risks, and to reach beyond their preconceived abilities. The exhilaration of this event helps participants see past their limitations and expand their horizons.

**Vertical Challenge:** Team building and group support. Participants are attached to a partner and have the opportunity to climb a 30-foot vertical obstacle course. Participants learn to challenge themselves and each other while making a conscious decision to take risks to achieve goals. Groups find that they can achieve more while working with other people than on the own.

**Giant's Ladder:** This event focuses on cooperation, problem solving, support and trust. The rungs of the ladder are four to five feet apart and provide an extra challenge the higher the participants climb. Participants climb in pairs and are connected to each other by a length of webbing. Each climber must cooperate, support, and trust their partner and the rest of the group.

# Meal Information

## Camp Icaghowan

Please fill out this form and return it no later than two weeks prior to your retreat. This will help us provide the best service possible to you and your group.

Meal Times: Breakfast – 8:00 a.m. Lunch – 12 Noon Dinner – 5:30 p.m.

These pre-established times are set to accommodate all groups in camp.

We are able to accommodate many dietary restrictions but may ask for food to be supplemented for some special diets. Please contact us for detailed information.

**Group Name:** \_\_\_\_\_

**Dates of Service:** \_\_\_\_\_

Meal(s) group is eating:

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Total People: \_\_\_\_\_

Vegetarians #: \_\_\_\_\_ Vegans #: \_\_\_\_\_ Gluten Free #: \_\_\_\_\_

Allergies: \_\_\_\_\_

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Other: \_\_\_\_\_

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## Bells

Would you like Meal Bells       Yes       No

Would you like Wake up Bells       Yes       No

# Participant Concerns

**MUST BE COMPLETED and Returned 1-2 weeks PRIOR to Arrival**

Please include specific examples of: **Dietary restrictions and food allergies.**

Additional Information helpful to Team Building groups: Reading/writing difficulties, behavioral or mental limitations or problems, along with any physical limitations or health concerns

In order to ensure the necessary preparation are in place, please fill out the following form and mail or fax it to Camp St. Croix at least 2 week prior to your trip.

(You may copy additional pages if necessary.) ~Thank You.

Group Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Dates Attending: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Participant Name	Needs and/or Concerns (please be specific with food concerns)



# Meeting Room Set-Up & Equipment Request Form

Please complete and return no later than two weeks prior to your retreat

**Group Name:** \_\_\_\_\_ **Reservation Date:** \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Meeting Space: \_\_\_\_\_ Time Needed: \_\_\_\_\_

Handicapped Accessible:     Yes         No

## Choose a Room Set-Up

*Not all options work in every meeting room and are limited by room size.*

- Square         Lecture         Classroom         U-Shape  
 We will set-up our own room – tables & chairs will be left in the room

## Equipment Needs

- LCD Projector         TV/DVD  
 Flip Chart & Markers         Extension Cord # \_\_\_\_\_  
 Power Strip # \_\_\_\_\_

Any Other Needs:

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# Group Needs Assessment

## YMCA Team Building

Name of Group: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Group Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_ # of Groups (10-12 per group) \_\_\_\_\_

Group split done by:  Camp  Group Leaders

**To assist us in developing an effective program for your organization, we need your input. Please answer the following questions on this form and return to us with your agreement. Be as descriptive as possible. Thank you for your time and insight to your group!**

What are the goals you wish to achieve for your organization's group by participating in this program?

\_\_\_\_\_

\_\_\_\_\_

What is the age range and background of your group? Have they participated in teambuilding activities before?

\_\_\_\_\_

\_\_\_\_\_

What are other components included in your retreat or curriculum that would be beneficial for us to know?

\_\_\_\_\_

\_\_\_\_\_

Are there any special behavioral issues or physical impairments that our staff should be aware of?

\_\_\_\_\_

\_\_\_\_\_

Have you told your group about the outdoor weather conditions?

Yes  No

## 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.

Group Name \_\_\_\_\_ Date(s) on Site \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ Date \_\_\_\_\_

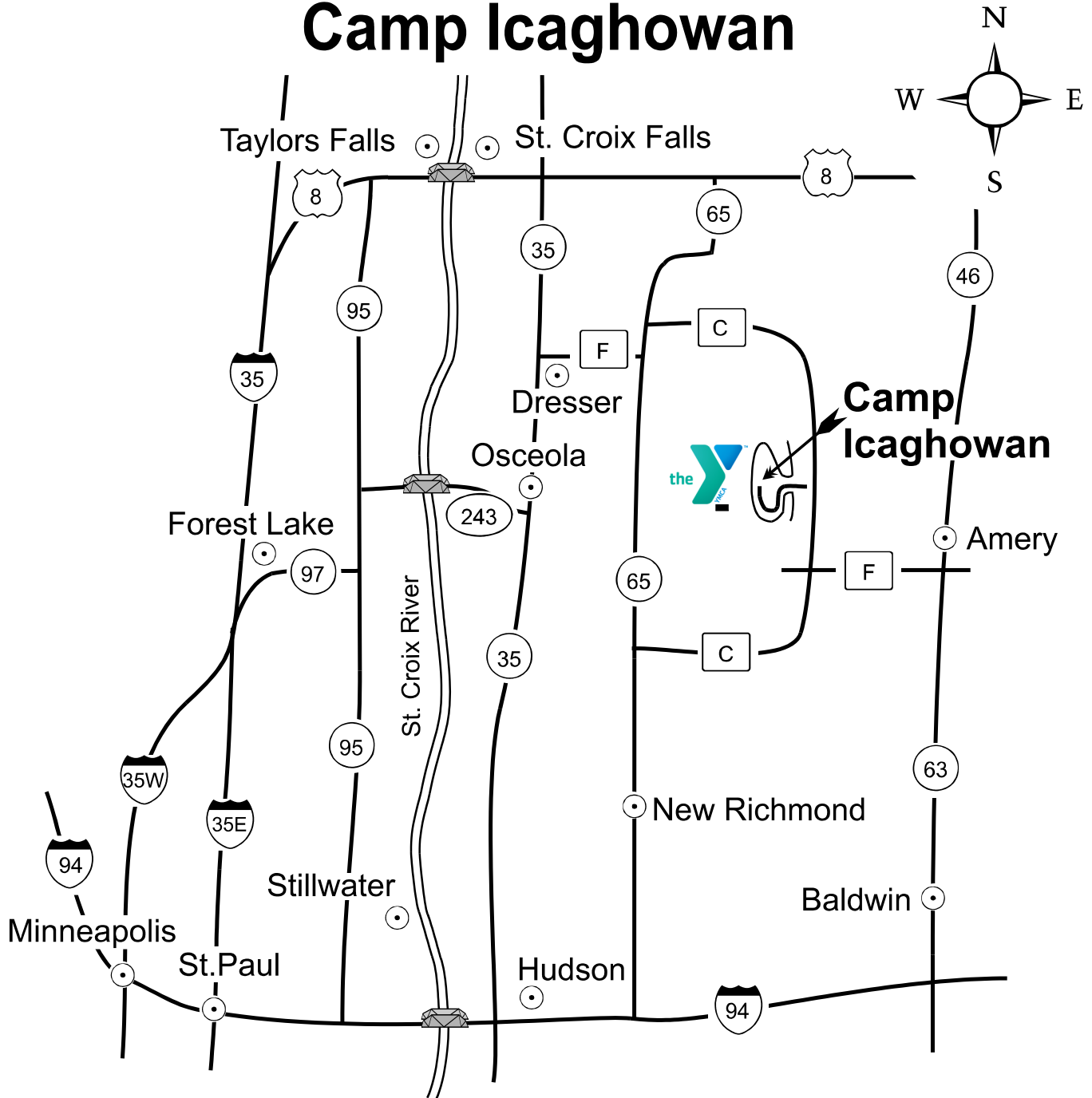
### PARENT OR GUARDIAN ADDITIONAL AGREEMENT (Must be completed for participants under the age of 18)

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 \_\_\_\_\_



# Camp Icaghowan



**From Highway 8**, proceed East to Wisc. 65. Turn South (right) and go 3 miles to County Road C and turn East (left). Follow C for 5.5 miles to the camp entrance on the right.

**From MN 97**, proceed East to MN 95. Turn North (left) on 95 and go 5 miles to MN 243. Turn East (right) and go into Osceola, Wisc. At the stop sign, go North (left) on Wisc. 35. Travel for 3 miles to County Road F in Dresser. Turn East (right) on F and go to Wisc. 65. Turn North (left) on 65. Go 1/2 mile to County Road C and turn East. (right) on C. Go 5.5 miles to the camp entrance on the right.

**From Interstate 94**, proceed East to Wisc. 63. Go North through Baldwin on 63. Where 63, 46 and 64 intersect, continue North on 46 to Amery. Coming into Amery, watch for County Road F on the left. Turn West (left) and travel 2.5 miles on F to County Road C and turn North (right) on C. Go 2.5 miles to the camp entrance on the left.

**We hope that your retreat at Icaghowan will be fulfilling and meaningful. If you have any questions about your group's visit to Icaghowan please call 715-386-4380.**