

# YMCA Camp Ihduhapi Group Planning Guide



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

3425 Ihduhapi Road, Loretto, MN 55357  
Phone: 763-479-1146 Fax: 612-823-2482

Host Phone: 612-716-1404

**CampIhduhapi.org**  
**Flickr.com/campihduhapi**



# Ihduhapi Conference and Retreat Center

Ihduhapi is an exceptional site for conferences, retreats, and meetings. Set on the edge of Lake Independence, 30 miles west of Minneapolis, the Conference and Retreat Center offers the facilities and atmosphere to make work or family gatherings memorable.

Many combine a stay at Ihduhapi with a custom-tailored team building program that uses low initiatives and climbing challenges to test familiar methods of communication, respect, cooperation, trust and problem solving.

## Mission Statement

YMCA Camp Ihduhapi fosters physical, mental and spiritual growth by providing a fun-filled, challenging and supportive environment in which to learn about nature, others and oneself.

## FYI...

### Camp History

Camp Ihduhapi is over 80 years old...please be respectful of it. It's the oldest winterized YMCA camp in the country. We serve over 20,000 participants a year.

### Location of Facilities

Camp maps and trail maps are available for you in a binder you will receive at camp. Please ask your host if you would like additional copies. Please remain on camp property during your stay.

### Bathrooms

Bathrooms are located in Upper Camp near the cabins in the Bath House, the Main Lodge, and the Dining Hall. Lower Camp bathrooms are located in the upper level of the Welcome Center and the Athletic Field bath house.

### Game Room

Located in the basement of the Lodge and has ping pong and foosball tables. This space is available for all groups to use during their stay.

### Guest phones

Located in the Bunkhouse, Dining Hall and Welcome Center.

### Toboggan Hill

Located between the Tree High Circuit Course and Lloyd's Amphitheater. Lights are on a pole and have a timer switch.

### Lloyd's Amphitheater

The amphitheater is located between Cabin 15 and Toboggan Hill.

### Happy Hollow

An athletic court used for basketball, volleyball and human foosball. Happy Hollow is located next to the upper parking lot.

### Firewood | Nature

Firewood is available in the lean-tos located next to the Bunkhouse and the upper parking lot. Please leave the natural surroundings undisturbed. Stay on paths to avoid poison ivy.

### Meals

Ihduhapi's Dining Hall is located in upper 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 buffet style
- When your group is done eating, please clear and wipe down your table.
- 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, call your conference host from one of the house phones and they will return your call.
- Ihduhapi is not responsible for guest's personal property, including sports equipment.
- Please drive cautiously on camp road. The speed limit is 15 mph.
- Please notify host if you suspect someone other than the registered groups on camp property.

## Suggested Packing List

- Blankets & Sheets or a Sleeping Bag—we do not provide bedding unless prearranged linen service is requested (additional fee)
- "Egg crate" type mattress pad, if desired
- Pillow
- Towel & washcloth
- Toiletries
- 2 Winter hats
- 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

**Ihduhapi 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 Camp Center **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. Exceptions to this are the Bunkhouse (minimum of 30 people or 90%, whichever is greater) and Health Services (minimum of 20 people or 90%, whichever is greater)

### **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 in with the Camp Host to confirm the number of participants in your group. Your invoice will be mailed approximately two weeks after your event. Payment is due 30 days after the event date. State law requires that all groups, regardless of tax-exempt status, pay state sales tax on food and lodging unless we are provided with a copy of your MN ST-3 form.

### **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 Ihduhapi as an additional insured.

### **WELCOME & RULES**

Upon your arrival at Ihduhapi, Camp staff will meet with you to welcome you 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. Thank you!

### **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 Ihduhapi staff. Participants must be in 5<sup>th</sup> grade and up to participate in the climbing challenges. Participants must be in 3<sup>rd</sup> grade and up, to participate in the low initiatives course, unless approved by the Team Building Coordinator.

### **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. Ratio of 1 adult 21+ to every 12 youth participants is required.

### **BEDDING**

Participants must provide their own bedding, sleeping bags, and linens. See Suggested Packing list. For a small fee, linens can be ordered if prior arrangements have been made.

### **AUDIO VISUAL EQUIPEMNT**

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

### **PROPERTY & EQUIPMENT USAGE**

Kitchen and dish room are not available for use by guests, including the refrigerator and freezer. We are not able to store refrigerated/frozen items for groups.



## **Rental Policy Continued**

### **MEAL TIMES:**

Ihduhapi's capacity is 226 people, so there will usually be more than one group in Camp. Meals are served buffet style. All groups are scheduled to eat meals at the same time. Meals are served at: Breakfast—8:00 a.m., lunch—12:00 Noon, and dinner—5:30 p.m. Please be on time. Contact the Camp Center with any special dietary needs/concerns 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 12:00 midnight to 7:00 a.m. We understand that some programs may be designed to continue beyond midnight. 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 illegal drugs is prohibited. Alcohol is only permitted with a prior signed agreement with Camp Ihduhapi.

### **WEAPONS**

Weapons of any kind are prohibited.

### **SMOKING**

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

### **ANIMALS**

No animals are allowed unless they are service animals.

### **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 lean-tos located next to the bunkhouse and the upper parking lot. 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.** First Aid kits are located in both the kitchen and Welcome Center. In case of inclement weather a siren will sound and groups should report to the basement of the Lodge. All staff are certified in First Aid and CPR. 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 Ihduhapi. If refrigeration is needed for medication, please contact the Camp Center 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 Ihduhapi 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.

**High Circuit Course:** Participants will expand their comfort zone with the support of the group. Participants move from platforms stationed 30-35 feet up on poles, using ropes and cables for balance. The course ends with an exciting ride down the zip line.

**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 systems. 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.

**Commitment Bridge:** This is a challenging event for two people focusing on commitment, support and trust. Two participants climb 25 feet up a ladder and then out on a V-shaped cable using only each other for support. The pair travels as far as they can while the cables get further apart. For a true inter-personal challenge, the rest of the group belays the climbers. This is an excellent partnering and communication event.

**High Y's:** An event similar to the Commitment Bridge, focusing on commitment, support, trust and discovery. Two participants climb separate poles 25 feet high, and work their way out to each other on individual cables. Once they reach each other, they now have the opportunity to walk together on one cable to reach the third pole that forms the “Y”. The rest of the group belays the climbers, and lowers them to the ground once they reach their goal.

**Giant Zip Line:** A favorite challenge that includes individual risk-taking with group support and encouragement. Participants climb a 40 foot ladder and then have the opportunity to take the “leap” down a 250 foot zip line. Participants learn to challenge themselves, reach past their own comfort zone and see past their limitations and expand preconceived abilities.

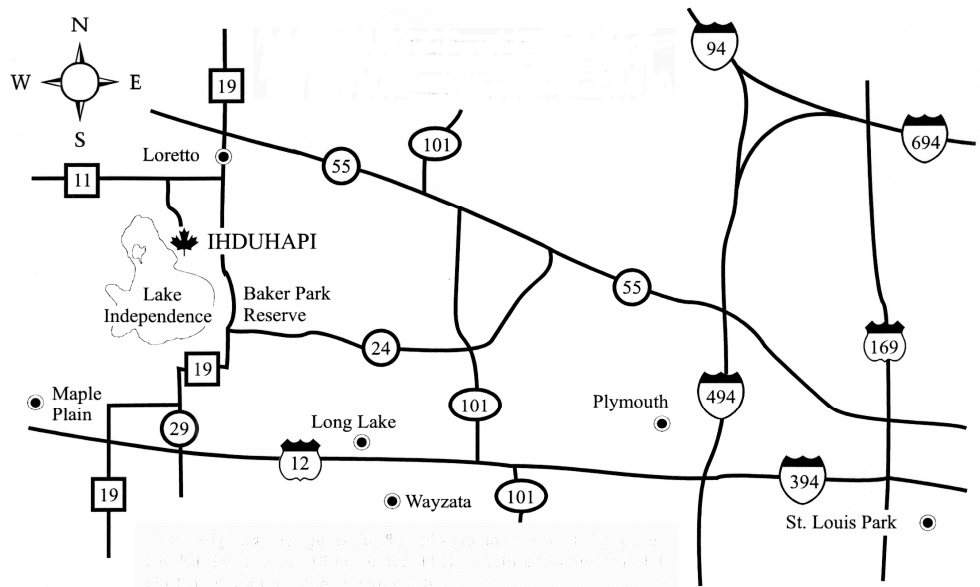
Group Leader Planning Checklist			
Completion Checklist	Yes	Date	Comments
Sign Reservation Confirmation, Agreement Form, Use and Hold Harmless Agreement and submit with deposit within 14 days of receipt.			Due within <b>14 days of receipt</b> of contract.
Request copy of Certificate of Liability Insurance from your insurance provider and submit to Camp			Due <b>30 days</b> prior to your retreat.
Submit Group Needs Assessment for Team Building, Meeting Room Set-Up for Conferencing and/or meal information forms			Due <b>30 days</b> prior to your retreat.
Collect Release, indemnification and Hold Harmless agreements for all participants			Bring to Camp with you and give to facilitator/host. Waivers must be signed for all
Call the Camp Center at 763-479-1146 with final numbers and any dietary concerns/allergies two weeks prior to event.			Final numbers from group required <b>30 days</b> prior to retreat. Please reference group name and dates when calling.
Distribute packing list to participants.			
Call Conference Host in the event you are running late on the day of arrival. <b>Host phone: 612-716-1404</b>			



**Directions to Camp Ihduhapi:**

**From Hwy 55 West**—at Cty Rd 19, turn left (South) through Loretto to Cty Rd 11, turn right. Go West for 3/4 mile. Turn left onto gravel Ihduhapi Road at camp sign. The Welcome Center is the first building on the left.

**From Hwy 394/Hwy 12**—At Cty Rd 29 / Baker Park Road, turn right (North), stay on 29 which turns into Cty Rd 19 to Cty Rd 11, just before the town of Loretto. Turn left onto Cty Rd 11 for 3/4 mile. Turn left onto gravel Ihduhapi Road at camp sign. The Welcome Center is the first building on the left.



**We hope that your retreat at Ihduhapi will be fulfilling and meaningful. If you have any questions about your group's visit to Ihduhapi, please call 763-479-1146.**

