



YMCA-YWCA
Vancouver Island

FACILITY RENTALS 2017

GROUP ORGANIZER INFORMATION

BOOKLET

Langford (Westhills) Address

YMCA-YWCA of Vancouver Island
Registraton Services
202-1314 Lakepoint Way
Victoria BC V9B 0S2

Camp Thunderbird Address

Camp Thunderbird
5040 Glinz Lake Road
Sooke BC V9Z 0E3

Program Manager:

(250) 386-7511 ext. 501 (Westhills)
(250) 642-3136 (Camp)

tbirdoutdoored@vancouverislandy.com

Registration Services:

Contracts and billing
(250) 386-7511 (Westhills)
(250) 380-1933 (Fax)

registration@vancouverislandy.com

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WELCOME AND INTRODUCTION

Thank you for choosing the YMCA-YWCA Camp Thunderbird as a venue of for your group event or program. During your stay, you will be assigned a Thunderbird staff member who will act as a group liaison, and the use of building facilities (cabins, facilities and meeting spaces) that have been booked for your stay. Note that in our busy fall and spring seasons there may be multiple user groups on site.

Please note that we are an alcohol and tobacco-free site and do not provide rentals for weddings/parties.

This booklet has been assembled to help us create the best possible experience for your group. Please review the information with your leadership team prior to your trip. Information is updated each year, so even if you are a veteran returning group organizer, please review this package and share it with your fellow leaders!

Please do not hesitate to contact us if you have any questions. We look forward to having your group with us at Camp Thunderbird.

Fiona Hough (Otter)

Outdoor Education Program Manager (covering Hana Kucera during her maternity leave)

YMCA-YWCA Outdoor Centre

October-April phone number: 250-386-7511 ext. 501

April-October phone number: 250-642-3136

tbirdoutdoored@victoriay.com

FACILITY AND PROGRAM OFFERINGS AT THE Y OUTDOOR CENTRE

We offer facility rentals during the regular Outdoor Center Spring and Fall seasons (May-June and September-October). Note that we can also arrange site rentals outside of these seasons by special arrangement. Note that the camp property is located 2km up a steep road in the Sooke foothills, and can become icy/snowy at times between December and early February, therefore site rentals are not recommended during these months.

The Camp Thunderbird property has a number of indoor meeting spaces, several rustic accommodation options, and other natural features, including:

- A modern dining hall with fireplace (Hyas House)
- 6 four-season cabins (72 beds)
- 12 three-season cabins (132 beds)
- 2 Yurts
- Indoor program space (Shoemaker Hall)
- 1200 acres of forest, dramatic views, extensive hiking trails, peace and quiet
- 7 acre lake
- Wood burning sauna

During May, June and September, we are also able to offer some outdoor education programming for rental groups for an additional fee. The site has several high and low ropes course elements, 2 natural outdoor rock climbing sites, archery ranges, a disc golf course and a waterfront area with canoes and kayaks and a swimming dock.

MEALS AND ACCOMMODATION

We typically host multiple groups on-site at the same time, especially in the spring, our busiest season. All groups with meal service eat together in the dining hall, with meals typically served at 8:30, 12:45 and 5:30. Day groups can choose to eat in the dining hall or bring their own lunches, which are enjoyed in a picnic area at camp.

MEALS

Our menu is based on the Canada Food Guide, and is always fresh and nutritious. We can accommodate special diets such as: specific allergies, Celiac, diabetic, vegetarian, and vegan with advanced notice. Menu items include things like stir-fry, lasagna, roasts, and there is a fresh salad bar served with lunch and dinner. Breakfast includes a hot item such as pancakes as well as a breakfast bar of cereal, yogurt and oatmeal. An evening snack is provided for overnight groups.

Note that Camp Thunderbird is a nut-free site – please note that we ask that peanut and other nut products do not come to camp.

CABINS

Cabins are assigned by our staff to balance availability with ages and needs of all groups on-site. You are welcome to request particular cabins at time of booking. While we try to meet your request to the extent possible, we cannot guarantee particular cabins.

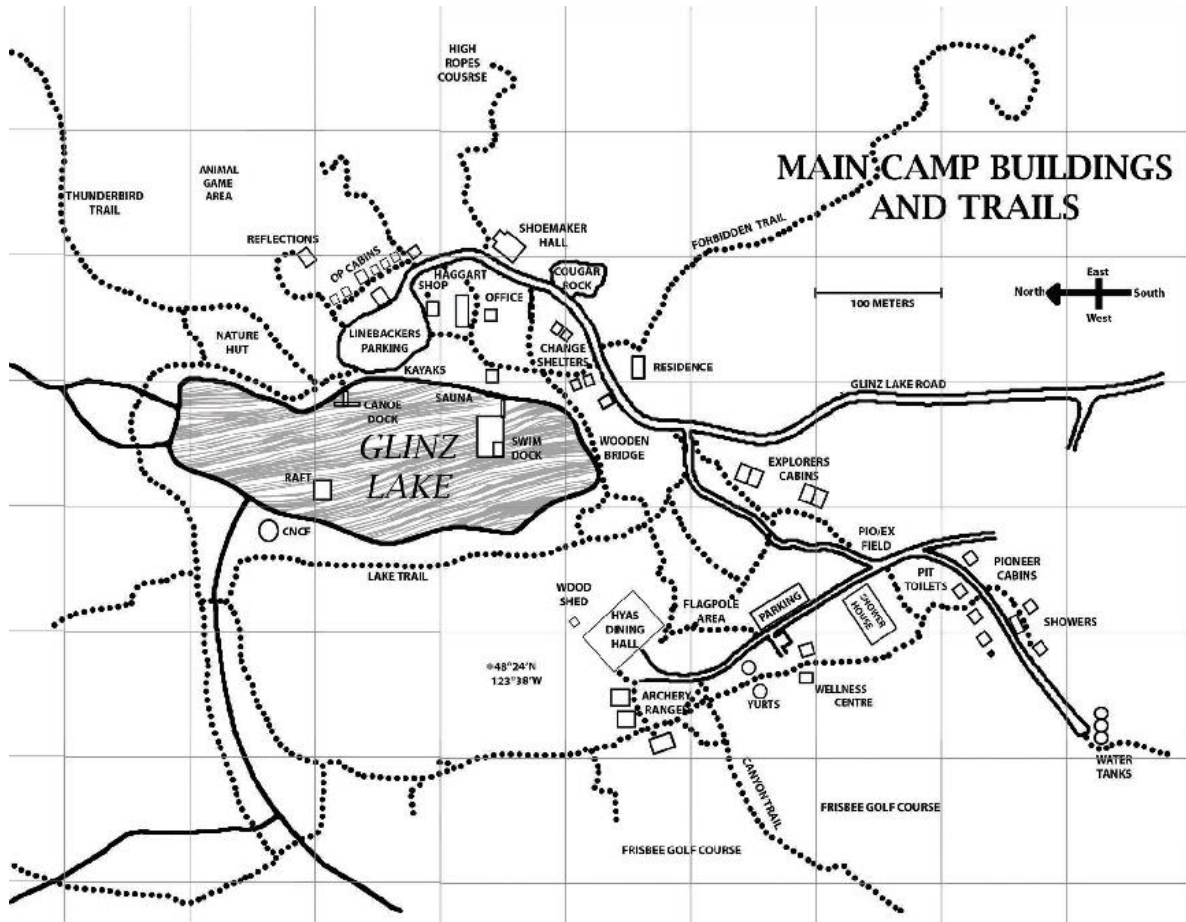
Our accommodations consist of cabins each with 10-12 bunks, and we can accommodate up to 228 people. In terms of amenities, all of the cabins are somewhat rustic, and there are a variety of types:

- Animal Cabins: Two duplexes – Newt & Deer and Squirrel & Eagle, that sleep 12 each side in bunk beds (total of 48 beds) and Raven and Crow cabins (each have 12 beds, arranged as six bunks). These have heat, lights, bathrooms, sinks and showers. On rare occasions, we may have different groups staying on each side of a duplex.
- Modern Yurts (built 2014): Have 12 beds (six bunk beds), with skylights. The shower-house, built in 2014, is nearby.
- Shrubline Cabins (old Pioneer line) (six cabins): A bit more rustic for that authentic camp experience! Pioneer cabins have 12 beds (six bunks) each and skylights. No electricity. The shower-house is nearby.
- Treeline Cabins (old Outpost line) (six cabins): These cabins are near the lake, and have ten beds (five bunks) each. They have electricity and lights, but no heat or plumbing. They are serviced by nearby outhouses.

PHONE AND INTERNET

Our staff model a “technology free” environment where people can disconnect from the everyday bustle of social media and screens, and we request that groups not use electronics around camp unless you have an exclusive rental. For individuals needing stay connected, we do have a land-line available and can provide access to wifi internet. Our wifi has highly limited bandwidth, so we ask that usage is limited to short periods and that wifi connections be turned off when not in use. There is cellular reception in a few areas of camp, but it is not reliable.

FACILITY MAP



*Raven and Crow cabins are the two squares nearest the words "Wellness Centre".

GROUP ORGANIZER RESPONSIBILITIES

During your participants' visit we ask that you assist us in making this experience all it can be.

Discipline and Health Issues

The group is primarily responsible for these areas. To ensure smooth Thunderbird programs we would ask that, where possible, group leaders assist in activity sessions. Extra support provides participants with more opportunities for participation.

Supervision

If your group is renting the site and providing your own program, your group leaders are required to supervise the participants. Participants under the age of 18 should never be left unsupervised while they are here. It's very easy to get lost or injured in this environment.

Swimming

Swimming and the use of our waterfronts or docks is strictly off-limits unless a Thunderbird staff member is acting as a lifeguard.



BOOKING

When booking your group's visit to Camp Thunderbird:

- Fill out the [booking form online](http://www.victoriay.com/campthunderbird/outdoor-school/) (Go to: <http://www.victoriay.com/campthunderbird/outdoor-school/> and click the "How to Book" button).
- You will receive an automated email confirming your booking form has been received and that it is being processed.
- The Outdoor Education Program Manager will discuss your booking with you and help you tentatively reserve dates.
- Once your dates are selected and agreed on, our Registration Services department will send you a Rental Package.
- Deposits (see below) are due 30 days after receiving your Program Package.

RENTAL PACKAGES

Registration Services will email you your Rental Package, which includes the following:

- Contract
- Deposit Invoice
- Guidelines and Expectations
- Confirmation Sheets

RETURN THE CONTRACT AND CERTIFICATES OF INSURANCE VIA EMAIL, FAX, OR POST

- Read the contract and the attached Guidelines and Expectations
- Sign one copy of the contract
- Email, fax or mail the signed contract Registration Services
 - registration@victoriay.com
 - 250-380-1933 (fax)
 - 1319 Westhills Drive, Langford BC. V9B 0S2
- Include a copy of your Certificate of Insurance. The certificate must confirm a minimum of \$5,000,000 Commercial General Liability with the YMCA-YWCA of Greater Victoria named as an additional insured.
 - This is a certificate that is usually provided at no cost from the visiting group or organizations' insurance provider.
 - This certificate is required for us to confirm your booking.
- Return the contract and insurance certificate within 30 days – **your booking is not confirmed without the signed contract, paid deposit and certificate of insurance**

PAY THE DEPOSIT VIA PHONE, IN PERSON, OR POST

- Print one copy of your deposit invoice
- Follow the instructions located at the bottom of your deposit invoice
- You can pay the deposit by credit card (limit of \$5000 for credit cards) or cheque



- Pay the deposit within 30 days

CONFIRMATION SHEETS

- Confirmation sheets inform us about the final number of participants, dietary and medical restrictions, and allow you to confirm your arrival and departure time.
- Confirmation sheets are due two weeks prior to your arrival

CANCELLATION POLICY

Late cancellations cause significant hardship for our charitable operation, and impede our ability to provide affordable programs and services. As a result, if a written cancellation is received prior to the scheduled start date of your booking, the following conditions apply:

- Less than 30 days notice – your group/organization will be billed for 100% of the total booking cost
- 30-60 days notice – non-refundable deposit is forfeited
- Over 60 days notice – deposit will be returned less an administration fee of \$50.00

Cancellations must be submitted in writing.



RENTAL PROGRAM SCHEDULES

ARRIVAL AND DEPARTURE

For overnight Rental groups standard check-in time is 3:00pm. Check-out time from cabins is 8:00am, with site departure at 2:00pm. Adjustments to these standard times must be arranged with the Program Manager and may involve an additional fee.

YOUR SCHEDULE

Some flexibility in terms of timing of activities (if you are requesting any Thunderbird staff-run sessions) is required, as we balance the needs of groups with space and staffing availability.

At most times in May, June and September you should be expect to be sharing the site with other user groups.

Schedule Details

- Meals are at 8:30am, 12:45pm, and 5:30pm SHARP unless other arrangements are made in advance.
- Table-setters for meals (one participant per table) should be at the dining hall 15 minutes before mealtime to help with set-up.
- The rest of the group should be waiting at the bottom of the stairs 10 minutes before the meal.
- Thunderbird staff are happy to set-up campfires or saunas for your group. We need some advanced notice, so let your group co-ordinator know.
- Some set-up has an additional fee associated with it. Please ask if you need assistance and we will always inform you if the task is beyond our liaison job description.

ACTIVITIES AND PROGRAMS

Rental groups are primarily responsible for creating their own program however, camp activities can also be booked during your visit if so desired. Our activity programs are designed as an introductory, experiential activity in an outdoor environment and can be scheduled into your stay at camp based on your needs and the existing schedule. For regular camp activities (such as Archery, Canoeing, Kayaking, Rock Climbing, etc.) participants need to be placed in Activity Groups of up to 14 participants, and for youth groups an adult chaperone should be assigned to each group. One Y staff instructor is assigned to each activity group and will teach and lead the activities. Youth participants benefit most from the activities when chaperones are engaged with the group, providing support, encouragement, and behavior management (if required). Staff and Instructors reserve the right to terminate any activity if weather, participant behaviour, or other factor is jeopardizing the wellbeing or safety of participants, chaperones, or staff.

Large group activities, such as the Animal Game, or evening Campfire can also be scheduled in to your visit on request.



OVERNIGHT RENTAL SCHEDULE - SAMPLE

East Sooke Knitters Guild AGM

Program: Rental Group

School Contact: Merino and Benjalamb Eweing

Arrival: 4:30pm - Sept. 30, 2017

Departure: 12:00 pm, October 2, 2017

Participants: 40, ages 13-18

Time	Friday Sept. 30	Saturday Oct. 1	Sunday Oct. 2
7:45			
8:10			Cabin Clean up & Move Out
8:30		Breakfast	Breakfast
9:45		ESKG Run Activities (Hyas House)	ESKG Run Activities (Hyas House)
10:00			
12:45	Lunch	Lunch	
3:00	Arrival, Orientation, Tour & Move in	ESKG Run Activities (Hyas House)	ESKG Run Activities (Hyas House)
5:30	Dinner	Dinner	4:00pm – Closure, Load Bus and Depart
6:45	Animal Game (Camp T Staff run)	Capture the Flag (Camp T Staff run)	
8:00	ESKG Run Activities	Campfire Program	



DAY RENTAL SCHEDULE - SAMPLE

School District 61 Pro-D Teambuilding Day

Program: Rental/Teambuilding and Leadership

School Contact: Mrs. Edna Krabappel

Arrival: 9:00am May 3, 2017

Departure: 4:00pm May 3, 2017

Participants: 70 participants, ages 24-65

Time	Activity
9:00-9:15	Arrival, Orientation
9:30 – 12:30	SD61 Run Session (Shoemaker Hall)
12:30 – 1:15	Lunch
1:15 – 3:45	Low Ropes & Teambuilding Program (Camp Thunderbird Staff run)
4:00	Closure & Depart



GUIDELINES AND EXPECTATIONS

To make your stay safe and pleasant, we ask all teachers and chaperones to thoroughly read and comply with the following:

- Standard check-in time is 3:00pm. Check-out time from cabins is 8:00am, with site departure at 2:00pm. Adjustments to these standard times must be arranged with the Program Manager and may involve an additional fee.
- Please note that the Y Outdoor Centre is a shared facility and more than one group may be accommodated at the same time. The dining hall is shared at meal times.
- One adult must be designated as the first aid attendant. A first aid kit is required for the attendant. A vehicle must be brought to the site and must be available and designated as the emergency vehicle. One adult must be designated as the emergency vehicle driver.
- Health requirements require that food consumed in the dining hall be prepared by Y Outdoor Centre staff. Food allergies and dietary requests must be indicated on the "Confirmation Sheets".
- We ask that peanut and nut products are not brought to the Y Outdoor Centre. We reserve the right to confiscate any nut products. If a confiscated item needs replacement (such as a sandwich), a comparable item will be offered with a fee.
- Swimming and boating programs are available, however must be arranged ahead of time and are only permitted if the Y Outdoor Centre staff provide lifeguarding for participants are in the swimming/waterfront area. Lifejackets/PFD's must be worn by all children and adults while boating and on boating docks.
- We ask that no food is kept in the cabins (a health and safety precaution). Any damage or unnecessary cleaning that is caused by food in the cabins will result in a charge.
- A group's behaviour, program objectives, and activities must be consistent with the values and mission of the YMCA-YWCA of Vancouver Island.
- Groups may not have media relations on YMCA-YWCA property without the prior written consent of the CEO.
- Damage to facilities, equipment or the environment will be assessed at replacement value and charged in addition to the fee.
- Alcohol is not permitted. Thunderbird is a non-smoking facility. Anyone needing to smoke must leave camp property to do so.
- Fire protection is an important safety consideration at the Y Outdoor Centre. Y Outdoor Centre staff will manage all outdoor campfires, in designated campfire sites only.
- Pets are not permitted.

Failure to comply with these Guidelines and Expectations may result in decreased priority for future bookings or the termination of the contract and the removal of the group from the site. If there are any questions regarding the policies detailed above, please feel free to email tbirdoutdoored@vancouverislandy.com.



TWO MONTHS BEFORE YOUR VISIT

(If your visit starts June 10 then your deadline is April 10)

****THIS IS THE DEADLINE FOR CHANGING THE MINIMUM NUMBER OF PARTICIPANTS FOR WHICH YOU WILL BE BILLED**** After this date, you will be billed for 90% of the confirmed number of participants, or the total number of participants attending, whichever is greater. Please contact the Program Manager if you know of a change in numbers.

THINGS TO DO TWO MONTHS PRIOR TO YOUR VISIT:

- Discuss guidelines and expectations with your group
- Begin collecting dietary and medical information

TWO WEEKS BEFORE YOUR VISIT

CONFIRMATION SHEETS:

- No later than two weeks before your visit, please send your confirmation sheets (dietary and medical information) to us at tbirdoutdoored@vancouverislandy.com or by fax (250) 642-3980

ALSO TO THINK ABOUT:

- First Aid Kit
- First Aid vehicle and driver
- Please **do not bring a cheque** to Camp Thunderbird. We will send you a final invoice after the event has taken place so we can make any necessary adjustments to the cost.

DAY OF ARRIVAL

Upon your arrival, camp staff will meet your group. Your Group Coordinator will meet with your group for a short tour and site orientation, and to help you move in to your accommodations.

FOR YOUR MEETING WITH YOUR COORDINATOR YOU WILL NEED:

- Name of designated first aid person
- Description of designated first aid vehicle
- Actual number of participants attending
- Any last minute changes to dietary requirements
- Any questions you have

AFTER THE VISIT

After your visit Registration Services will send you a final invoice via email

- Send final payment
- **Fill out the booking request form (on the website) for next year.**



CABIN INFORMATION

We do not need copies of these forms, however we recommend that your group leaders receive copies of the groups and your schedule.

It is important to note our expected group sizes, shown in the chart below, before making your activity groups. Also, please check with us about which cabins you have been assigned to find out how many beds those cabins have before completing the Cabin Group Template.

CABINS AND BEDS

Cabin Type	Cabin Names	Beds per Cabin	Total Beds
Animal (formerly Explorer) Cabins (6) <ul style="list-style-type: none"> ▪ <i>Electricity</i> ▪ <i>Heat</i> ▪ <i>3-piece washroom in cabin</i> 	<ul style="list-style-type: none"> ▪ Newt ▪ Squirrel ▪ Deer ▪ Eagle ▪ Raven ▪ Crow 	12 12 12 12 12 12	72 beds (66 for students & 6 for chaperones)
Yurts <ul style="list-style-type: none"> ▪ <i>Shower and washroom house nearby</i> ▪ <i>Skylights</i> 	<ul style="list-style-type: none"> ▪ Snapper ▪ Chinook 	12 12	24 beds
Shrubline (formerly Pioneer) Cabins (6) <ul style="list-style-type: none"> ▪ <i>Hot outdoor showers & sinks near cabins</i> ▪ <i>Washrooms & outhouses near cabins</i> ▪ <i>Skylights</i> 	<ul style="list-style-type: none"> ▪ Huckleberry ▪ Salmonberry ▪ Salal ▪ Kinnikinnick ▪ Oceanspray ▪ Nettle 	12 12 12 12 12 12	72 beds (66 for students & 6 for chaperones)
Treeline (formerly Outpost) Cabins (6) <ul style="list-style-type: none"> ▪ <i>Lights</i> ▪ <i>Outhouses near cabins</i> 	<ul style="list-style-type: none"> ▪ Hemlock ▪ Pine ▪ Maple ▪ Alder ▪ Arbutus ▪ Fir 	10 10 10 10 10 10	60 beds (53 for students & 6 for chaperones)



CABIN GROUP TEMPLATE

	<u>Cabin Group:</u>	<u>Cabin Group:</u>
Group Leader:		
Participants:		
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		

	<u>Cabin Group:</u>	<u>Cabin Group:</u>
Group Leader:		
Participants:		
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		



RECOMMENDED GEAR LIST – OVERNIGHT GROUPS

Camp Thunderbird is a nut-safe zone. Please leave nut product at home.

The following list is a suggested packing guide for your reference.

WHAT TO WEAR TO CAMP:

CLOTHING – Be sure to check the weather before dressing for camp. Temperatures at Camp Thunderbird can be 5 degrees cooler than Victoria.

STURDY SHOES - Lace up sneakers or light hikers are the best. New hiking boots just for camp are not necessary and can cause blisters.

SUN HAT AND SUNSCREEN

WHAT TO PACK FOR CAMP

SLEEPING BAG - This should be a 3 - season bag. Rated to 5⁰C. Extra blankets work in a pinch

PILLOW - optional

COMPLETE CHANGES OF CLOTHES (dependent upon the length of stay) - underwear, socks, shorts, pants, t-shirts, sweater, warm jacket, and pyjamas

TOQUE - For chilly evenings

TOILETRIES - Tooth brush, toothpaste, soap, sunscreen

RAIN GEAR – An affordable poncho works great! A hood helps a great deal.

BATHING SUIT AND TOWEL

WATER BOTTLE

FLASH LIGHT

EXTRA SHOES OR RUBBER BOOTS

SLIPPERS OR SANDALS - For inside the cabins

OPTIONAL – camera, insect repellent

SCHOOL ITEMS - Exercise books, pens and pencils, if the teachers wish

PLEASE DO NOT BRING:

Music devices, perfumes or scents, FOOD, personal video games or other electronics.



YMCA-YWCA
Greater Victoria

THANK YOU

Thanks for renting with us. We are looking forward to seeing you at camp! If you have any questions, please contact us.

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