



YMCA-YWCA
Vancouver Island

FACILITY RENTALS 2018

GROUP ORGANIZER INFORMATION

BOOKLET

Langford (Westhills) Address

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

Camp Thunderbird Address

Camp Thunderbird
5040 Glinz Lake Road
Sooke BC V9Z 0E3

Program Manager:

Hana Kucera

(250) 642-3136 (Camp) May through Sept.
(250) 386-7511 ext. 430 (Westhills)
tbirdoutdoored@vancouverislandy.ca

Registration Services:

Contracts and billing
(250) 386-7511 (Westhills)
(250) 380-1933 (Fax)
registration@vancouverislandy.ca



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WELCOME AND INTRODUCTION

Thank you for choosing the YMCA-YWCA Outdoor Centre and Camp Thunderbird as a venue for your group event or program. During your stay, you will be assigned a 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 smoke-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.

Hana Kucera (Juniper)
Outdoor Education Program Manager
YMCA-YWCA Outdoor Centre
October-April phone number: 250-386-7511 ext. 501
April-October phone number: 250-642-3136
tbirdoutdoored@vancouverislandy.ca



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). We can also arrange site rentals outside of these seasons by special arrangement. 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 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.



PROGRAM PLAN AND SCHEDULE

We typically host multiple groups on-site at the same time, especially in the spring, our busiest season. The dining hall is shared at mealtimes.

ARRIVAL AND DEPARTURE

Check-in time is 10am or later. Check out from cabins is by 8am sharp on the last day, with final departure by 2pm. Your Camp Thunderbird representative will show you where you can store your luggage after moving out. Adjustments to these standard times must be arranged with the Program Manager and may involve an additional fee.

RISK MANAGEMENT PLANNING

You are responsible for reading the provided risk management statement and returning a risk management plan to the Program Manager. This is a detailed outline of your schedule and planned activities, and how you intend to manage risk. We are happy to work with you on your plan and tell you how we can support you managing risk. This plan must be approved prior to us sending you a program package/contract.

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.



MEALS AND ACCOMMODATION

MEALS

All groups with meal service eat together in the dining hall, with meals typically served at 8:30, 12:45 and 5:30. When the site is shared, all groups wait at the bottom of the stairs outside the dining hall, 10 minutes before the meal. Day groups can choose to eat in the dining hall or bring their own lunches, which are enjoyed in a picnic area at camp.

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. Meals 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 of cookies or fruit is provided for overnight groups.

Camp Thunderbird is a nut-free site – we ask that **peanut and other nut products do not come to camp**. Meals are served family style, at tables of up to 10. At each meal, special diet items are designed to match the general meal as closely as possible. For example, gluten free buns are provided if lunch is burgers.

Our kitchen is for use by our staff only.

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:

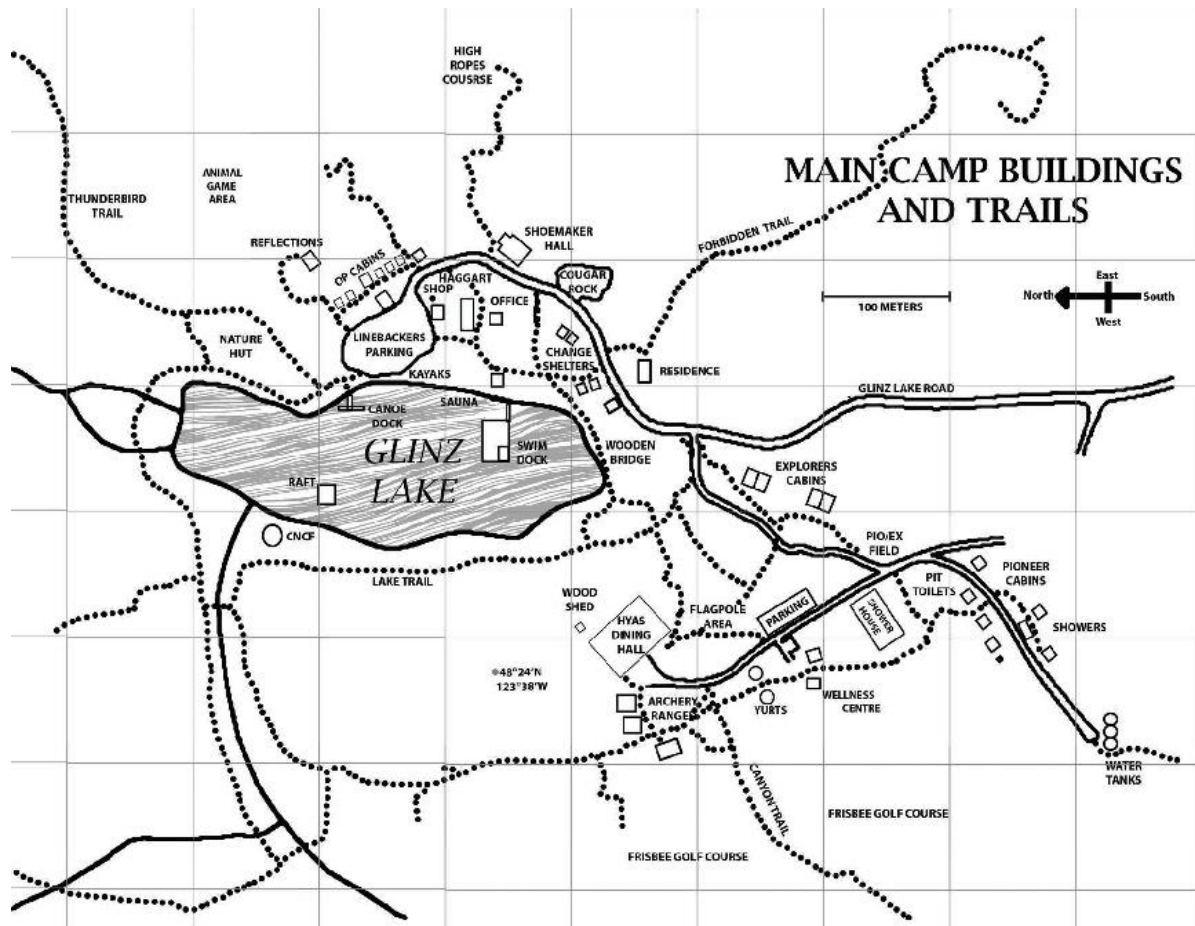
- Animal Cabins: Two duplexes – Newt & Deer and Squirrel & Eagle, that sleep 12 each side in bunk beds (total of 48 beds) and Raven and Crow cabins (each have 12 beds, arranged as six bunks). These have heat, lights, bathrooms, sinks and showers. On rare occasions, we may have different groups staying 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.
- Shrub Cabins (old Pioneer line) (six cabins): A bit more rustic for that authentic camp experience! Shrub cabins have 12 beds (six bunks) each and skylights. No electricity. The shower-house is nearby.
- Tree 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”. The Explorer cabins are now called the Animal Cabins, Pioneer are now Shrub and OP are now Tree.



GROUP ORGANIZER RESPONSIBILITIES

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

Guidelines and Expectations

All participants and adult chaperones must be made aware of the Guidelines and Expectations listed in this booklet (page 10). Please print a copy for each attending adult to read and review prior to arrival.

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. We require a 1:9 ratio of adults to minors for overnight groups, and a 1:14 ratio for day groups.

BOOKING

When booking your group's visit to Camp Thunderbird:

- Fill out the [booking form online](https://vancouverislandy.com/program-services/outdoor-education-overview/) (Go to: <https://vancouverislandy.com/program-services/outdoor-education-overview/> and click the red "Submit a Booking Request" 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.
- Complete the Risk Management and Planning Document (see below). This must be approved by Camp Thunderbird management prior to your receiving a contract.
- 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 PROGRAM 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@vancouverislandy.ca
- 250-380-1933 (fax)
 - 202-1314 Lakepoint Way, 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 Vancouver Island named as an additional insured.
 - This is a certificate that is usually provided at no cost from the visiting group or organizations' insurance provider.
 - If you do not already have this, you can see an insurance broker about purchasing one-time event insurance.
 - 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 60 days notice - your group/organization will be billed for 90% of the total booking cost**
- **60-90 days notice – deposit is forfeited**
- **Over 90 days notice – deposit will be returned less an administration fee of \$100.00**

Cancellations must be submitted in writing.



GUIDELINES AND EXPECTATIONS

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

- The school or client group representative must obtain informed consent from parents/guardians and participants for the activities (and associated risks) that will take place at The Y Outdoor Centre. Please share our Risk Awareness Document with participants and parents/guardians.
- Minors must be supervised by adult chaperones. We require a 1:9 ratio for overnight groups and 1:14 for day groups.
- Standard check-in time is 10am. 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.
- 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.
- 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.ca.



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
- Work on your risk management plan and submit it as soon as you can to the Program Manager

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.ca 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 host 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 HOST 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

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 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
Shrub 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)
Tree 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)		

We do not need copies of these forms.



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 5°C. 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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Registraton Services
202-1314 Lakepoint Way
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