



YMCA-YWCA  
Vancouver Island

# **FACILITY RENTALS 2024**

## **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

**General Manager:**

**Luke Ferris**

(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 of for your group event. 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. In our busy fall and spring seasons there may be multiple user groups on site.

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.

For inquiries about rentals contact Luke Ferris [lferris@vancouverislandy.ca](mailto:lferris@vancouverislandy.ca) 250-642-9587



## **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)
- 5 four-season cabins (60 beds)
- 12 three-season cabins (132 beds)
- 5 Yurts (60 beds)
- Indoor program space (Shoemaker Hall)
- 1200 acres of forest, dramatic views, extensive hiking trails, peace and quiet
- 7 acre lake
- Wood burning sauna



## 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 General 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. You will have access to hiking trails, open outdoor spaces, and indoor space. We can provide up to one activity per day from our list of [available activities](#), but if more than that is needed, you will need to book and [all-inclusive Outdoor Education program](#) .



## 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. A light evening snack (e.g., cookies, fruit, popcorn) 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:

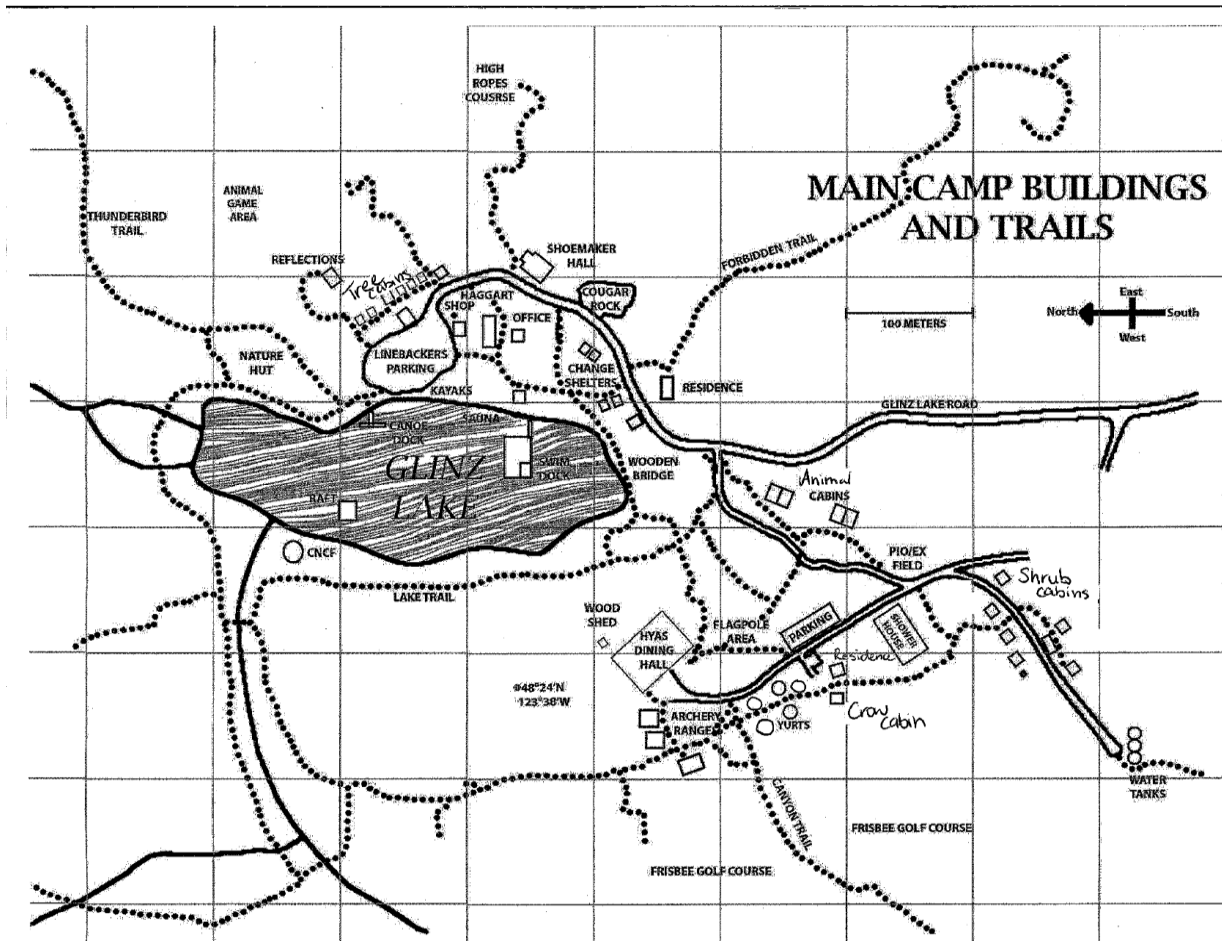
- Animal Cabins: Two duplexes – Newt & Deer and Squirrel & Eagle, that sleep 12 each side in bunk beds (total of 48 beds) and Raven and Crow cabins (each have 12 beds, arranged as six bunks). These have heat, lights, bathrooms, sinks and showers. On rare occasions, we may have different groups staying on each side of a duplex.
- Modern Yurts: 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**

Cellular reception at camp is not reliable, and we provide access to a landline phone. Wifi is available at the dining hall.

**FACILITY MAP**



**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 1:8 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
- 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](mailto:registration@vancouverislandy.ca)
  - 202-1314 Lakepoint Way, Langford BC. V9B 0S2
  - 250-386-7511 (fax)
- 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. See your contract for the exact wording needed.
  - 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**

- 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:

- **Over 90 days notice – deposit will be returned less an administration fee of \$100.00**
- **60-90 days notice – deposit is forfeited**
- **Less than 60 days notice - your group/organization will be billed for 90% of the total booking cost**

**Cancellations must be submitted in writing.**



## **GUIDELINES AND EXPECTATIONS**

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

- For the health of all participants, students/teachers/chaperones who are experiencing or displaying symptoms of communicable disease, including but not limited to COVID-19, cold/flu, or gastrointestinal (Noro-) virus should not attend Camp Thunderbird, and if symptoms develop after arrival, the school will be responsible for arranging their transportation to care off property at the earliest possible time.
- 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.
- The school is required to provide adult (parents and teachers) supervision to have one adult in each cabin and one adult in each activity group (as a minimum). This requires a 1:8 chaperone to child ratio for overnight groups and a 1:14 ratio (or one per activity group) for day groups. One chaperone for every 8 (overnight) or 14 (day) students is complementary. Camp Thunderbird can provide these chaperones for an additional fee.
- Chaperones are expected to be active leaders in behaviour guidance/management, and to directly supervise children. Children under the age of 12 must be directly supervised at all times (Y Child Protection Policy).
- One teacher/chaperone must be designated as the first aid attendant; teachers/chaperones are responsible for overseeing first aid given to their students. 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 teacher/chaperone must be designated as the emergency vehicle driver (may or may not be the same person as the first aid attendant). Ambulance service will be called when required and will be the financial responsibility of the injured party. Camp Thunderbird staff will help provide first aid if needed. Camp Thunderbird will not provide medication.
- The school must collect participant medical information and bring it Camp Thunderbird. The school will notify Camp Thunderbird of severe medical conditions using the "Confirmation Sheets".
- Food allergies and dietary requests must be indicated on the "Confirmation Sheets", and most limitations can be accommodated. We ask that in general, schools not bring any additional food to camp. We have limited storage space for food, thus any additional food will need to be stored in the first aid vehicle. Our kitchen/cooking facilities are not available for group use.
- 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.
- We ask that peanut and nut products are not brought to Camp Thunderbird. We reserve the right to confiscate any nut products.
- A group's behaviour, program objectives, and activities must be consistent with the values and mission of the YMCA-YWCA of Vancouver Island.
- 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.
- PFDs must be worn by all children and adults while boating and on boating docks. Camp Thunderbird staff must lifeguard while student & adult participants are in the swimming/waterfront area.
- 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 will be charged.
- Possession of alcohol, non-prescribed cannabis and illegal drugs on YMCA-YWCA property is prohibited.
- The Y Outdoor Centre / Camp Thunderbird is a non-smoking and non-vaping facility. Those adults needing to smoke or vape must leave camp property to do so.
- Camp 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](mailto: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](mailto: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
Animal Cabins; total 60 beds <ul style="list-style-type: none"> <li>• Electricity</li> <li>• Heat</li> <li>• 3-piece washroom in cabin</li> <li>• 12 beds per cabin (6 bunks)</li> </ul>	<ul style="list-style-type: none"> <li>• Newt</li> <li>• Squirrel</li> <li>• Deer</li> <li>• Eagle</li> <li>• Crow</li> </ul>
Fish Yurts; total 48 beds <ul style="list-style-type: none"> <li>• Shower and washroom house nearby</li> <li>• Skylights</li> <li>• 12 beds per Yurt (6 bunks)</li> </ul>	<ul style="list-style-type: none"> <li>• Snapper</li> <li>• Chinook</li> <li>• Trout</li> <li>• Dogfish</li> </ul>
Shrub Cabins; total 72 beds <ul style="list-style-type: none"> <li>• Shower house &amp; outhouse nearby</li> <li>• Skylights</li> <li>• 12 beds per cabin (6 bunks)</li> </ul>	<ul style="list-style-type: none"> <li>• Huckleberry</li> <li>• Salmonberry</li> <li>• Salal</li> <li>• Kinnikinnick</li> <li>• Oceanspray</li> <li>• Nettle</li> </ul>
Tree Cabins; total 60 beds <ul style="list-style-type: none"> <li>• Electric Lights</li> <li>• Outhouses near cabins</li> <li>• 10 beds per cabin (5 bunks)</li> <li>• Located near the lake, about a 5-minute walk to the dining hall</li> </ul>	<ul style="list-style-type: none"> <li>• Hemlock</li> <li>• Pine</li> <li>• Maple</li> <li>• Alder</li> <li>• Arbutus</li> <li>• Fir</li> </ul>



### 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)		
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7)		
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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  
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Victoria BC V9B 0S2

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