

*YMCA Camp Burgess & Hayward*

**GROUP POLICIES**

1. Supervision of the group is the responsibility of the group leaders. For overnight groups at least one adult must stay in each cabin. We also require that groups with children have an adult at each table during mealtimes. YMCA Staff *with* group leaders will supervise participants during program periods. Group leaders are responsible for supervision of the group before and after meals, and during any non-program time.
2. It is requested that an adult from the group be present during programming.
3. Schools must comply with local and state supervision ratios during their trip.
4. All groups must carry accident/health insurance for participants and, provide the YMCA with a copy of the insurance rider (listing the YMCA as additionally insured). Call the Groups and Conferencing Director if you are unsure.
5. The consumption of alcohol on the property must be pre-arranged with the YMCA and must follow all state and local laws.
6. Smoking is not permitted in buildings or in front of any guests. If your group has smokers a specific area will be designated for their use.
7. Pets, firearms and illegal drugs are not allowed on camp property.
8. All groups shall provide their own bedding (pillows, sleeping bags, sheets, blankets) unless previously arranged with the Groups and Conferencing Director.
9. All groups will provide their own emergency transportation.
10. Emergency medical treatment and disbursement of medications is the responsibility of the group. It is recommended that school groups bring a nurse for resident programs. All applicable regulations concerning medical treatment and medications are the responsibility of the group to adhere to. The YMCA advises that all groups obtain emergency medical information for their participants. Participants under 18 are required to have permission forms signed by parents or legal guardians allowing emergency treatment if necessary. Groups are required to inform the YMCA as to acute allergies in their group before the group arrival. All accidents, incidents, and close calls should be reported to the YMCA as soon as possible.
11. Groups shall be charged for purposeful destruction of YMCA property. Graffiti will result in a \$5/per square removal charge. Improper use of fire extinguishers will result in a \$50 charge.
12. Camp phones are not consistently manned during the day and evening hours. The YMCA highly recommends that a group leader use a cell phone for emergency communications.
13. Swimming and use of watercraft on YMCA property may only be allowed if a YMCA lifeguard is on duty. Please check with the Groups and Conferencing Director for details.