Camp Tecumseh Retreat and Conference Center
Policies and Procedures

As a YMCA organization, we have certain policies to which all groups must adhere. Please review your Contract Agreement for additional policies that are not outlined below. Communication is the key to a successful experience! Please let us know if there are any concerns or questions that you may have regarding your group’s visit to Tecumseh.

Risk Awareness
Certain elements of the Retreat programs are physically, mentally, socially, and emotionally demanding. While the staff will make every reasonable effort to minimize the exposure to the known risks associated with these activities, all hazards associated with the Retreat programs cannot be foreseen. The group agrees to make all participants aware of the possible hazards associated with participation in outdoor activities. Please be sure to review the “Keeping Your Group Members Safe” section found on page 8.

Payment Terms
Before your departure, please see the Camp Director on Duty to pay your remaining balance. If this is not possible, payment is due within 10 days after departure. Please make checks payable to Camp Tecumseh YMCA. Payment must be in the form of a single check, cashier’s check, or money order. Interest at the rate of 1.5% per month will be charged on all unpaid balances after 30 days.

Many of our groups choose to come back to Camp Tecumseh on a yearly basis. During the time of your billing, please inform us if you would like to carry your deposit in order to reserve the same corresponding weekend for the next calendar year. If you do decide to carry your deposit, a new contract must be signed and returned no later than four (4) months from the date of your last outing. After a group has departed Camp Tecumseh YMCA, a holding deposit letter will be sent. This allows the group to hold the corresponding date for the next calendar year with a $100 holding deposit.

Insurance
Camp Tecumseh YMCA is not an insurer of the safety for those attending the event and the camp fees do not include accident insurance.

Personal Property
Camp Tecumseh YMCA assumes no responsibility for personal property brought into the facilities by any person. Persons bringing personal property into the Camp Tecumseh YMCA facilities assume all risks with respect to that property. This includes personal property left in vehicles.
Quiet Hours
Groups should respect the quiet hours between 10 PM and 6:30 AM. Please be aware that there are other groups and staff members that live on site.

Damages
Groups shall leave the facilities in as good a state and condition as they were in the beginning of the use period. Buildings will be examined before and after your stay. In the event of damage to the buildings and/or facilities, groups are responsible for the cost of repairs. There is a $50 minimum charge for each incident of property damage. Damage charges include labor and materials. Damages may include, but are not limited to, graffiti, ground fires and structural damages to facilities.

Fires
*Fire Pits near Cabins* – There is one permanent fire pit outside every cabin duplex that is available for use. Fires must be contained within these pits.

*Fires near Cabins or other areas* – If you would like to have a campfire outside of one of our designated sites, permanent fire pits, or near your cabin, it must be elevated above the ground by a campfire pit. Ground fires are not allowed. Violation of this policy will result in a minimum of a $50 fine per fire. Please help us protect our natural environment.

*Torches, Candles, etc.* – May be used under the constant supervision of a responsible adult. Please do not use torches or candles of any type inside of cabins or buildings.

*Grills* – Gas or charcoal grills may be used and should be attended at all times by an adult.

Alcohol/Drugs
The possession or use of alcohol by any member of a group is prohibited at Camp Tecumseh YMCA. Violators will be reported to the group leadership, and may be reported to the sponsoring organization and/or the local authorities. The possession or use of illegal Drugs by any member of any group is prohibited at Camp Tecumseh YMCA. Violators will be reported to the local authorities. Camp Tecumseh reserves the right to ban groups from returning to Camp Tecumseh if they decide to violate our alcohol/drug policy.

Smoking and Tobacco Use
Smoking and Tobacco use is prohibited in all program areas and public areas of camp. Adults who must smoke should do so discretely outdoors away from the presence of youth. Please make sure that cigarettes are completely out before disposing of them in a trashcan. Thank you for helping to protect our children and our natural environment from fire and debris.

Additional Items Not Permitted at Camp Tecumseh YMCA
Fireworks, pets, firearms, and weapons of any kind are not permitted on the property of Camp Tecumseh YMCA.

[www.camptecumseh.org](http://www.camptecumseh.org)  765-564-2898  joym@camptecumseh.org
Vehicles
- Please observe the speed limit of 10 mph or less.
- Parking is permitted in the parking lots, and at the areas in front of your assigned cabin. Please read and follow posted parking signs.
- Please do not drive your vehicle over the grounds.
- It is the policy of the camp and the law of the State of Indiana to prohibit the transportation of people in vehicles not designed for passengers. This includes the back of pickup trucks. **No transporting people in the back of pick-up trucks!**

Phones
There are phones for guest use in the fellowship rooms of both the River Village and Lake Village Dining Halls. Cell phone reception is very location and weather dependent here. Please put your cell phone on silent or vibrate while in camp out of respect for those who come to camp to get away from these distractions.

Emergency Contact Information
During weekday business hours, a staff person can be reached at our main office number. (765-564-2898)
For assistance while in camp, please call the camp office number and leave a message on our emergency paging system. The answering system will direct you through the process necessary to leave an emergency page. In case of a serious emergency, call 911, and then contact the on-duty staff person to notify them that 911 has been called.

- **Fire, Police, Ambulance**: 911
- **Indiana State Police**: 800-382-7537
- **Carroll County Sheriff’s Office**: 765-564-2413
- **Indiana Poison Control Center**: 800-382-9097
- **St. Elizabeth Medical Center**: 765-423-6011
- **White County Hospital**: 574-583-7111
- **Clarian Arnett Hospital**: 765-448-8000

First Aid
Groups will be responsible for providing their own first aid supplies, equipment, and emergency care while they are attending Camp Tecumseh. If you run out of supplies or need assistance with an injury or accident, please see one of our Tecumseh staff and we will do our best to assist you. Any transportation to a medical center must be done by group members and not camp staff.

[web pages and contact information]
Keeping Your Group Members Safe

Along with our hospitality and outdoor experiences, your safety is of great concern. All group members should be aware of the following Emergency and Safety procedures.

Group Supervision
While Camp Tecumseh will provide trained staff to oversee specialized program areas, it is the group's responsibility to supervise its members and their behavior. For overnight supervision in the cabins, we suggest the following ratios based on the age of the children:

- 5 years old and under: 1 Adult for every 5 Children
- 6-8 years old: 1 Adult for every 6 Children
- 9-14 years old: 1 Adult for every 8 Children
- 15-18 years old: 1 Adult for every 10 children

We also recommend the need for appropriate screening policies for all adult group members who will supervise children.

Hazardous Weather Conditions:
Because we are on very open grounds, it is very important that everyone is familiar with our safety procedures in regards to thunderstorms, lightning and tornados. Upon the alert by national weather services and our own observations our staff will move quickly to warn you of hazardous conditions and necessary actions. Please be sure that every member of your group understands the following communication methods.

Major Storm/Lightning
Staff will do their best to inform participants about severe weather and/or lightning. If you notice inclement weather approaching you should abide by the rules below:

- Upon the warning move to an indoor shelter immediately.
- Do NOT cross open fields. Avoid the tennis courts and flagpole areas.
- Please remain indoors until further notified by our staff.
- We maintain a 30-minute safety period after any lightning strike.

Tornado / Extreme Winds
A loud two tone siren “beep” will sound across the camp-wide speaker system.
Upon the warning move to one of the following shelters:
- River Village Dining Hall Basement (Bradshaw Room)
- Trader Jim's (Out by the Oregon Territory in the River Village)
- Basement of Nightengale Health Center (accessible from the back side)
- Whitetail Lodge Basement in Lake Village
- Equestrian Center (CHAPS) Classroom

Please remain indoors until further notified by our staff.

www.camptecumseh.org 765-564-2898 joym@camptecumseh.org