



# Scouts Canada – Northern Lights Council



## Welcome to Camp Woods Registration Package 2017/2018

**Scouts Canada – Northern Lights Council** thanks you for choosing Camp Woods. Your patronage helps to support Scouting and allows us to provide a fun, adventurous outdoor recreational experience for youth and adults alike.

Camp Woods is open to both Scouting and non-Scouting groups.

Camp Woods is working to become an **Alberta Camping Association (ACA)** accredited camp by striving to meet the highest safety and operational standards in Alberta. We are working toward this standard so that we can provide you with the safest location for your outdoor activities. If you see anything that you feel does not work in conjunction with this goal, please let the camp staff know as soon as you can.

### Winter Bookings

Camp Woods is open during our winter season with access to seasonal program activities. Tenting sites are open for winter camping experiences with limited water access. Cabin Villages and Paley Hall are also available. Paley Hall has indoor washroom facilities available. We recommend bringing some water with you. Outhouses are open for use. Please be prepared for all weather events at camp during your stay. Please check with the camp for specific conditions.

### Bookings and Payment

Scout groups may book Camp Woods anytime up to a year in advance. Booking availability for non-Scouting groups starts September 1<sup>st</sup> each year for the upcoming year. All bookings can be completed online under your ActiveNet account. Please login to make payment on any final invoices. <https://ca.apm.activecommunities.com/Prairies/>

As of 2016 – Groups booking camp facilities must pay in full at the time of registration.

Refunds will be given according to the schedule below – no exceptions. This allows us to plan for staffing, program costs and commitments that are often incurred significantly earlier than the actual group camp.

*The amount of the refund will be based on the date the cancellation is received and recorded in the Scout Office.*

| DATE OF CANCELLATION                           | REFUND |
|--|--------|
| >90 days prior to camp start date              | 100%   |
| <90 days and >45 days prior to camp start date | 50%    |
| Less than 45 days prior to camp start date     | 0%     |

### Group Booking Transfer Option:

You may at any time transfer your Group Booking to another group / section provided this transfer is requested at least *14 days prior to the start date of the group camp*. There will be a \$25 administration fee. Please contact the Scout Office to transfer the registration details.

**Please note that a day is calculated as 24 hours from the time you arranged to arrive. Groups leaving after that point will be charged for an extra day.**

**To view photos of our facilities please go to our camp Flickr page. Look under albums and check out any of our Facilities albums.**

[www.flickr.com/photos/NorthernLightscamps](http://www.flickr.com/photos/NorthernLightscamps)



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### Critical Information

- Manifests: It is our duty of care at camp to ensure we know who is on-site **at all times**. Groups must have a manifest filled out when they arrive before they will be allowed to enter the camp. Manifests must show the first and last name of all youth and adults who will be on-site attending camp.
- Scout groups must ensure all participants are registered Scouting members. We will have the ability to access your group list from *MyScouts* to check against. Participants not registered will not be allowed into camp. The only exception will be if non-members bring a signed individual *hold harmless agreement* completed when they arrive. [http://www.scouts.ca/bpp/forms/Hold-Harmless\\_Individual.pdf](http://www.scouts.ca/bpp/forms/Hold-Harmless_Individual.pdf)
- Scout groups must ensure all adult leaders are in compliance with Scouts Canada's screening policies. This includes a current clean and clear *PRC* (Police Record Check) with *VSS* (Vulnerable Sector Search); completed all required online training modules and signed the *Code of Conduct*. Leaders not in compliance will not be allowed into camp.

Non-Scouting groups must provide an insurance certificate with Scouts Canada listed as additional insured for \$2,000,000 and they must sign the organizational *hold harmless agreement*.

[http://www.scouts.ca/bpp/forms/Hold-Harmless\\_Organizational.pdf](http://www.scouts.ca/bpp/forms/Hold-Harmless_Organizational.pdf)

### CHECK-IN PROCEDURES

- Park your vehicles in the main parking lot located to the left as you come into the camp.
- Proceed to the Office to check-in before heading to your site or building. At this time please hand in your camp manifest to the staff member checking you in.
- **All Scouters must have a *parental consent form* and a *physical fitness form* for each youth camper and a *physical fitness form* for each adult.** Why? Consent forms aren't for Scouters, but Scouting youth and are needed either for category 3 activities or when camping more than 3 nights.
- Walk through your area and establish the condition of the facility or area at the time of your arrival. Read and complete the check in and out form located in your building or site.
- Familiarize yourself with emergency procedures for your site and location of fire extinguishers in lodges.
- Read the 'Garbage & Recycling' section to be sure you're handling your refuse properly. Remember we do have a resident skunk.
- Review the rules of the camp with your entire group.

### CHECK-OUT PROCEDURES

All facilities used must be properly cleaned before departure. All sites must be left tidy and all garbage cleaned up. Groups who leave their area in an unsatisfactory condition of cleanliness will be charged \$150/hour for cleaning.

- Use the check list in each location to clean your area. Policing the grounds to remove litter will help the next camper to enjoy their stay.
- Contact the camp staff to conduct an inspection of your site.

*Pat yourself on the back for having run a successful camp, and start looking forward to next year. Remember to thank your assistants.*



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**Emergency Procedures** are posted in each building and at our office. It is the responsibility of each group to review these rules with their adult Scouters / Leaders and youth as soon as possible after their arrival to camp. Cell phones have decent coverage at camp. The only phone accessible at all times is in the office located at the main gate. When calling for emergency assistance quote your location as:

**4-SW-14-39-2-W5 or #2124 TWP RD 392, Lacombe County. Request emergency services to be dispatched from Sylvan Lake rather than Lacombe.**

### Contacts:

|                           |                        |                           |
|---------------------------|------------------------|---------------------------|
| Camp Bookings             | Prairie Service Centre | Toll Free: 1 800 480 2054 |
| Camp Office               |                        | 403 887 5650              |
| Police - Fire - Ambulance |                        | 911                       |
| Report a wild Fire        |                        | 310 FIRE (3473)           |

### **CAMP RULES**

**TO ENSURE THE SAFETY OF OUR PATRONS AND TO MAINTAIN THE INTEGRITY OF THE FACILITY, YOUR CO-OPERATION IN ADHERING TO THE FOLLOWING RULES IS REQUESTED:**

**Parking** All groups must park in designated parking locations of camp at all times. Vehicles are not to be used for moving around camp. Vehicles must not be parked on roadways obstructing access for emergency vehicles or may not be parked at program activity areas. Groups are not permitted to park in the trees or off the road near their camping location. If it is not designated as a parking location, it will not be used for parking. A charge of \$35.00 per day/vehicle will be added to a group's permit for any extra vehicles that are not located in designated parking locations, this includes vehicles shuttling persons around camp. The only exception to this rule is for vehicles taking garbage to the bins or for those given permission by the camp managers.

**RV's or Camper Trailers** are only permitted in designated RV locations. Permission may be granted for those with medical, physical or mobility needs to bring this type of accommodation to different locations of the camp. Power and water is only provided in eight of the RV lots on site. Anyone found running power from another site will be charged an additional \$10 per day fee on top of the \$10 per day charge for power. Anyone found running water from the various tap locations on site to their RV will have a \$50 charge added to their bill as these taps are not designed for providing water service to RVs and we can receive penalties from Alberta Health Services if RVs are found on site with this service being attached.

**Accidents** must be reported to the Prairie Service Centre and the necessary forms to be completed. Scouters / Adults are responsible for contacting parents and emergency medical services unless the accident occurs during a camp sponsored event in which case camp staff will be responsible. Scouting and non-Scouting groups are required to fill out a Scouts Canada *Incident report* for all incidents. <http://www.scouts.ca/bpp/forms/Incident-Report-Form.pdf> or Safe Scouting App <http://www.scouts.ca/scoutinglife/2017/01/scoutsafe-app-helping-our-scouting-youth-stay-safe/?scrolled=true>

**Alcohol** is not permitted on-site. Anyone caught in possession of, handling or consuming alcohol while at camp will be asked to leave immediately.

**Broken Equipment or Fixtures** MUST be reported to the Camp Ranger as soon as possible.



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**Cleaning** your building and/or site before your departure is the responsibility of your group. Each hall has the necessary cleaning supplies. Upon check-in, your group will be given a cleaning checklist for your building and/or site. Please ensure you follow this check list. Groups who leave their building and/or site in an unsatisfactory condition will be charged \$150/hour for cleaning.

**Bear Bangers, Explosives, Firearms, Bows, Fireworks and Rockets** are not permitted on-site. Please do not bring any of these items with you to camp. Only Camp Woods approved gear is permitted for use on the ranges.

**Fires** are allowed only in designated fire pits. Please ensure that your campfire is attended at all times and is completely dead before you leave it. Small fires reduce the risk of forest fires and help us to conserve firewood. When a fire ban has been issued by the Province or the Camp Woods Camp Director no fires will be allowed at camp. The camp ranger will enforce this strictly during a fire ban.

**Chainsaws and other Large Equipment are not permitted at camp. If you need any maintenance or repairs, please bring your concerns to the Camp Ranger**

**Firewood** is supplied by Camp Woods to all groups and rentals. A half load of firewood is included in each facility rental. One half load is about equal to 15 cut and split pieces.

*If you require more wood the camp staff will re-supply your site and you will be charged \$15.00 for each half-load you have requested. Please do not remove firewood from any other site and do not strip trees or use deadfall for firewood.*

**Garbage & Recycling:** Please bag and place all garbage and recycling in dumpsters and recycling bins. Please have an adult accompany children to the garbage dumpsters. Do not leave any garbage unattended or overnight to help keep the local wildlife out of the campsites.

**Pets** are not allowed at Camp. If a parent does bring an animal to camp they will be asked to keep it on leash.

**Smoking, Vaping, any similarly tobacco related habits** are not permitted in any camp building or within five meters of any camp building. Please take your cigarette butts with you. It is never appropriate to use tobacco in front of youth. Remember that you are a role model. This also includes electronic smoking devices or vaporizers. We follow and abide by the provincial laws in regards to this type of activity as it relates to youth.

**Washrooms** must be supervised when youth are being sent in groups of six or more. Adults should not be inside the washrooms while youth are present. Please help keep the washrooms clean and tidy and report any issues to the camp staff.

**Water for Drinking** is available at most sites and around the camp through most of the Spring, Summer and Fall. The water is also potable and tested regularly. We do recommend bringing drinking water as our well occasionally produces a sulphuric odour and taste that Alberta Health has noted is caused by Sulphate Reducing Bacteria which does not warrant a health concern. During colder months, water is still available at Paley Hall, but, it may have to be hauled to your site. During our winter season please bring water or be prepared to melt snow. If melting snow or collecting from any natural water source you are responsible for following proper water treatment and sterilization procedures and techniques.



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**Quiet Time** is from 11:00 pm to 7:00 am daily. Please ensure that all of your participants are at your building or site during this period. Our camp ranger will do a full camp check at any time during the evening to make sure groups are being respectful.

### Security

All camp staff and volunteers can be identified by a name tag or camp shirt identifying them as camp staff and their roles.

### Leave No trace

We follow a 'Leave No Trace' program and philosophy at camp; posters are in all longhouses. Please take time to talk to your youth and adults about the following principals:

- Plan ahead and prepare
- Travel and camp on durable surfaces
- Dispose of waste properly
- Leave what you find
- Minimize campfire impacts
- Respect wildlife
- Be considerate of other visitors

<http://www.leavenotrace.ca/>

### Cell Phones

Camp Woods has relatively decent access to cell phone signals; except for a couple of sparse locations around the camp. The only phone accessible at all times is at the main office located at the front gate.

### WiFi

Internet access at camp is occasionally available for customers or guests. We are working on making it more dependable, guests may find their cellular signal more reliable.

### Please Bring:

- All personal Items
- Footwear – you **MUST** have a pair of closed toe, full coverage shoes for most activities at camp. Crocs, sandals, and keens are not appropriate. Sandals or similar can be worn for water related activities.
- First-Aid kit
- Foam or air mattresses, sleeping bag, pillows, towels, etc. (foam mattresses are not supplied in the cabins)
- Food, pots, pans, and utensils – everything that you will need to prepare, serve meals, and clean up
- Camp permits, manifests, and emergency contact information
- Please bring your own axes and saws
- FRS radios are very handy to have at camp
- Your own cleaning supplies for washing dishes

## PROGRAMMING

All programming areas require groups to have proper adult supervision. We provide instructors only and the camp staff **DO NOT** count towards the two scouter rule.

To add one or more of our high adventure elements to your booking please refer to the fee chart for each activity you wish to participate. Please make sure to book these specific activities at the time of registration so we can make sure we have the staff resources available for your group. You can find our fee chart on our camp webpage at [www.campwoods.ca](http://www.campwoods.ca).



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Camp Woods programs and activities offer a wide variety of opportunities for your group to experience high adventure and elements of the Canadian Path. We have structured program options to meet the needs of all of our users. You may pick and choose how you would like to experience Camp Woods.

Included in your site fees is our Standard program package which includes scheduled access to:

- Archery
- Tomahawks
- Pioneering
- Fire lighting
- Compass
- Survival
- Nature programs
- Hikes
- Wide games
- Campfire program
- Swimming
- Waterpark, end of June until the end of August.

### **Scheduling of Programs**

To ensure groups have a fair share of program areas please plan what you would like to do with your group before camp then send an email to the Camp Director ([dave.hnatiuk@scouts.ca](mailto:dave.hnatiuk@scouts.ca)) to confirm which activities are available. All programs where Camp Staff are required, MUST be booked in advance. Additional fees may apply.

At times, not all program areas will be available based on the amount of trained & certified camp staff on-site, adverse weather conditions, program area maintenance. Please plan accordingly. To avoid disappointment those who do book and have paid for specific choice activities in advance will get first priority.

### **Waterfront**

We do not provide lifeguards for the waterfront here at Camp Woods. All groups are responsible for their own safety and waterfront supervision. Youth found at the beach area or dock without adult supervision will be asked to leave and return only when they have required adult supervision.



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### Premium Program Activities

Please go to our webpage to find trail card descriptions for each of the activities we offer at camp.

### Canoeing

Groups wishing to use canoes must do so under the supervision of an adult with a provincially recognized canoe certification or equivalent canoe training, lifeguard certification, or swift water rescue certification. An adult must always be present on the water while groups are using canoes.

### Aspire Challenge Tower

Our newly added Aspire Challenge Tower is designed to challenge youth Cub age aged 8 and older (minimum of 50 lbs) to break out of their comfort zone and climb, alone or in pairs, the 35 foot tower. Each side of the tower gets progressively more difficult with all being designed to have 2 climbers on it at a time. Teamwork is strongly encouraged and we hold a zero tolerance for any negativity at any time. We can have up to 9 people climbing on the tower at any given moment provided that there are enough trained personnel to assist with belaying.

### Low Ropes Course

Our low ropes course offers initiative team and community building program. Each element of the course can be programmed based on the goals the group wishes to achieve or work on. We will help your group choose the best path of element or elements to suit your needs. Please call our program coordinator to book your time and specific program plan.

### Archery Range

The Archery Range is for Cub and Scout youth **aged 8 and older**. There are no exceptions to the age restrictions.

**Archery availability and duration of instruction may be limited due to the number of groups on-site and availability of volunteer host instructors.**

### Tomahawk Range

The Tomahawk Range can only be used by Scout youth **aged 11 and older**. There are no exceptions to the age restrictions. **Tomahawk availability and duration of instruction may be limited due to the number of groups on-site and availability of camp staff**

### Off Site Trips

If your group is planning to go to any other location off-site, please let the camp staff know the details of your trip.

It is important to include:

- time you leave camp
- time you plan on returning
- name(s) of anyone staying on-site
- if you are taking any side trips and where

We can provide to your group a trip planning sheet that can be completed by the youth as part of the *Canadian Path's Trail Skills section*. <http://www.scouts.ca/wp-content/uploads/oas/trail-skills-en.pdf>

### Directions to Camp and More Information:

For more information about Camp Woods and for directions to get to camp please go to our camp webpage at [www.campWoods.ca](http://www.campWoods.ca)



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### CAMP RENTAL AGREEMENT

This agreement is made between Scouts Canada, Northern Lights Council, hereinafter referred to as Scouts Canada and

\_\_\_\_\_.

The agreement between Scouts Canada and: \_\_\_\_\_ is for the rental of CAMP WOODS

with the following terms and conditions of the rental;

#### A. Terms of payment:

New in 2017 – Groups booking camp facilities must pay in full at the time of registration.

Refunds will be given according to the schedule below – no exceptions. This allows us to plan for staffing, catering and program costs and commitments that are often incurred significantly earlier than the actual group camp. The amount of the refund will be based on the date the cancellation is received and recorded in the Scout Office.

| DATE OF CANCELLATION                           | REFUND |
|--|--------|
| >90 days prior to camp start date              | 100%   |
| <90 days and >45 days prior to camp start date | 50%    |
| Less than 45 days prior to camp start date     | 0%     |

You may at any time transfer your Group Booking to another group / section provided this transfer is requested at least *14 days prior to the start date of the group camp*. There will be a \$25 administration fee. Please contact the Scout Office to transfer the registration details.

**B. Camp Rules:** The group has received, read, understands and agrees to follow all the camp rules and regulations during their stay.

**C. Cleaning:** All facilities used must be properly cleaned before departure. All sites must be left tidy and all garbage cleaned up. Groups who leave their site or lodge in an unsatisfactory condition of cleanliness agree to pay a fee of \$150/hour for cleaning at the discretion of camp staff.

**D. Supervision:** Groups are responsible for the supervision of youth they bring to camp and are responsible for their behavior and any damage they may cause.

**E. Communication:** Groups will provide camp staff with clear arrival and departure times as well as a manifest of who is on-site at all times.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please send a copy of the Rental “Subject: <GroupName> Rental Agreement <date of camp>” to Prairies Shared Mail Box at [prairies@Scouts.ca](mailto:prairies@Scouts.ca) and retain a copy for your records.**