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Flat Rock YMCA Camp Retreat Handbook

**A guide for your
stay with us.**



***We are an alcohol,
tobacco, and smoke-
free facility.***

Flat Rock River YMCA Camp

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In A Nutshell...

- ✓ All guests are responsible to bring their own twin linens and toiletries (we recommend a sleeping bag).
- ✓ There is no alcohol, smoking, or tobacco use allowed (please contact Bobby with concerns)
- ✓ Some firewood can be provided upon request. If you would like a fire please arrange with Bobby before you trip if possible.
- ✓ Free use activities include: Disc Golf, Basketball, Tether Ball, Bocce Ball, 9 Square, Horseshoes, carpetball, and Gaga. We suggest bringing playing cards and/or board games.
- ✓ Unless otherwise discussed, please adhere to the following ratios at all times:

<u>Youth Ages</u>	<u>Number of Adults</u>	<u>Number of Youth</u>
4-5 years	1	5-6
6-8 years	1	6-8
9-14 years	1	8-10
15-18 years	1	10-12

- ✓ Quiet Hours begin at 11:00pm and end at 7:00am.
- ✓ Cell phones are disruptive, not to mention service is spotty. Advise your group to leave them in the dorm when taking part in Flat Rock Staff lead Activities and Programs.
- ✓ Snacks should be kept in the Dining Hall. Failure to do so may result in some unwanted critters.
- ✓ Ensure that your group packs and dresses appropriately for the weather (snow, ice, rain, heat, etc). Consult the Flat Rock Packing List for more info.
- ✓ Graffiti and damage charges will apply to any maltreatment of the facility.
- ✓ You are responsible to care for any injuries/illnesses sustained. Please bring a first aid kit and any other supplies you deem necessary.

Introduction

This handbook has been designed to help ensure a safe and enjoyable stay for your group. It was developed according to American Camping Association (ACA) regulations as they pertain to user groups in an ACA accredited camp. It also includes some rules and regulations required by the Health Department and other YMCA regulatory bodies.

The main purpose of this booklet is to help make your stay with us more pleasant by outlining information you and your group should be aware of. Please pass all pertinent information onto all of your participants. If requested in advance, copies of this booklet are available for your participants.

Our Mission and the YMCA's 4 Core Values

Mission Statement of The YMCA of Greater Indianapolis is "To put Christian principles into practice through programs that build healthy spirit, mind, and body for all." Our 4 Core Values: Caring, Honesty, Respect and Responsibility. We strive to exemplify these four values in all that we do. Below are some ways in which our guests can do the same.

<p style="text-align: center;">CARING</p> <ul style="list-style-type: none">• Be an encouragement to others.• Assist people if they need help.• Keep name-calling, foul language, hand and feet to yourself.• Look after yourself and stay healthy.• Be gentle to plants and animals.	<p style="text-align: center;">RESPECT</p> <ul style="list-style-type: none">• Appropriate behavior and language towards everyone (including oneself).• Proper disposal of garbage.• Smoke in designated areas <u>only</u>.• Treat others as you would like to be treated.• Listen when others are talking.
<p style="text-align: center;">RESPONSIBILITY</p> <ul style="list-style-type: none">• Take care of property – both your own and that of others.• Keep your surroundings, lodge, meeting rooms and the outdoors tidy.• Stay on designated pathways and trails.• Talk to your group leader or Staff member if something is bothering you.	<p style="text-align: center;">HONESTY</p> <ul style="list-style-type: none">• Tell the truth in all situations.• Be open and sincere with everybody – including yourself.• Always ask before borrowing things.

Going Green

Here are some ways you and your group can help:

- Shut off lights when leaving a room
- Turn off water when brushing teeth
- Recycle
- Proper disposal of waste
- Pick up a piece of trash
- Don't let vehicles or buses idle



Arrival

Please arrive as close to your scheduled check in time as possible. Please understand that if you arrive early the facilities may not be ready for you. Typically your lodge will not be ready until after 2:00pm on the day of your arrival. If you need to make special arrangements, please speak to the Retreat Program Director before you arrive.

Manager On Duty (MOD)

The Manager On Duty (or MOD for short) is the Flat Rock staff member who is your contact for the duration of your group's stay. The MOD is a staff person who is knowledgeable in all areas of programming. He/she will be at all meals and carries a cell phone at all times. That number is given to the group leader. Should you require assistance at any time of day, please call that number. To dial this number from a camp phone, you must dial: 9-1-(Area Code)-(Number).

Cabins

Your cabin is for group's use only. This means there should be no other groups besides yours in your cabin at any times. If you have reason to believe this not to be the case, please contact the MOD.

Groups are not issued keys to the cabins. If you have a concern, please address it with the Retreat Program Director prior to your arrival.

Please enter and exit your cabin through the main doors. Windows are used only as Emergency Exits.

Windows should be kept closed at appropriate times of the year. If you need the thermostat adjusted, please notify the manger on duty. Please help us conserve energy by turning off all lights off when you are not in a room.

Please do not bring any furniture outdoors or bring any outdoor furniture indoors. Please do not move the beds, take the bunk beds apart, or remove bed rails. They need to remain in the place you found them as any moving of them could result in a health/fire code violation.

Please do not store any perishable items in the cabins.

Departure

Before checking out of your cabin, please make sure all trash has been placed in respective bins. Please do your best to recycle the following:

- Plastic, Glass, Aluminum, Paper

Please see a staff member for appropriate recycle areas. Check for all personal belongings before you leave. Please try to leave the cabin the way you found it. If you notice any damage that occurred during your stay, immediately notify the MOD.

Prior to your trip, ask the Retreat Program Director when your group must check out. You may be asked to be checked out of your cabins by breakfast on your final day. If you need a place to store your luggage until departure, please talk to the MOD.

Personal Vehicles

After unloading your car, we ask that you then park in the designated parking areas. Parking alongside any road or in non-designated areas is a hazard for emergency vehicles, and during the winter months, makes it impossible to clear snow. Participants using personal vehicles must adhere to all motor vehicle laws. Please drive only on designated roads. Do not drive on paths or trails, including those leading to buildings. The speed limit in camp is from 10 MPH. Always stay alert for children, adults, and animals. Transportation in non-passenger vehicles is prohibited (i.e. rear of pickup trucks).

Public Transportation

Flat Rock does not offer transportation from airports, bus stations, or train stations. If an emergency require a guest ride in a camp vehicle all persons riding in the camp vehicle must follow the following vehicle safety rules:

- ◆ Participants are asked to maintain appropriate behavior and volume levels while in the camp vehicle.
- ◆ Participants are asked to remain seated while in the vehicle.
- ◆ No personal radios or audio equipment will be allowed in the vehicle.
- ◆ You **MUST** wear a seat belt.
- ◆ In case of emergency, follow the camp staff's instructions.

Dining Hall & Meals

Meal times are very important. Following the meal schedule allows us to provide you with fresh, hot meals. Please be on time. Immediately contact the MOD if you will be late for a meal. We ask that all food, plates, cups and silverware remain in the dining hall. You are welcome to take beverages using paper cups only. Meals are served buffet-style, unless otherwise mentioned. We run a "self-wait dining hall"- we ask that individuals clean up after themselves. All plates and cups must be brought to the dishwashing buckets. All utensils and dishes can be dropped into the appropriate buckets. A bucket of warm soapy towels will be available to clean the table after a meal. Keeping in mind that we are a non-profit camping organization, the Flat Rock Retreat Center strives to provide the best possible food service. We will bring you healthy high-quality meals with a few choices. During lunch and dinner, a main course with side dishes will be available as well as a salad bar, fresh fruit, dessert and beverages. The same is true for breakfast, but the salad bar is transformed into a breakfast bar with yogurt, fruits, cereal, etc. Please notify the Retreat Program Director prior to your arrival if any participants have special dietary needs. The Flat Rock kitchen will always attempt to fulfill every need – given enough notice.

Knowing Your Group

Flat Rock advises all groups and individuals to be aware of who is part of their group. Please bring a roster of all participants with you. Please notify the MOD or other staff immediately if any individual is on camp property without proper authorization so that appropriate action can be taken.

The Flat Rock Community

Flat Rock River YMCA Camp is a large facility. Chances are your group will not be the only group staying here. We ask that group leaders and participants stay peaceably. Meal times are one of the few times during your stay that you may directly be with another group. Your group will be assigned a certain number of tables in the Dining Hall. A table tent with your group's name on it will save those tables for you. Please only sit at your group's tables. Please schedule activities and reserve meeting rooms/spaces with the Retreat Program Director prior to your arrival. Activities, meeting rooms, and outdoor spaces are reserved on a first-come, first serve basis – regardless of group needs and size. If you are having trouble with another group, please notify the MOD immediately.

Quiet Hours

All-camp quiet hours begin at 11:00pm and end at 7:00am. Please respect these times as there are other groups, as well as YMCA Staff housed nearby. If your group is outdoors past 11:00pm or before 7:00am, please be respectful in any area where people may be sleeping.

Campfires

There are limitations on where you can have an outdoor fire. The YMCA has existing fire rings that have been authorized for use. It is only in these fire rings that you may build a fire. Fires are not to exceed more than 3 feet in height. No bonfires are allowed. Please always have a method of extinguishing your campfire. Groups with youth under 16 must have an adult managing the fire.

Indoor fires are only permitted in the fireplaces in the Dining Hall. Please notify the MOD if you would like to build a fire in the Dining Hall.

If you plan on having a campfire during your stay, please bring with you matches or a lighter, and some fire-starting material (i.e. paper, magazine, newspaper). The camp can provide a *few* pieces of cut firewood upon request. Please do not put anything other than firewood into the fire.

Emergency Procedures

To call EMS from a camp phone, you must dial: 9-911. Inform the emergency dispatcher that you are at the Flat Rock River YMCA Camp and then tell him or her the exact location of the incident (i.e. Alpine Tower, Pond, Dining Hall, name of your Cabin, etc).

Immediately notify the MOD or nearest YMCA staff if your group makes an emergency call. This is to insure that the EMS vehicles have clear pathways to the injured.

Immediately evacuate any building containing a fire and bring your group together in a safe location to do a role call. Then contact the MOD or nearest YMCA staff member for further instructions.

Please notify the Manager on Duty immediately if you suspect an intruder.

Weather & Seasons

Check the weather for St. Paul, Indiana prior to your arrival and inform your group of extra items they may wish to bring (i.e. raincoat, snow boots, gloves etc). If participating in Flat Rock Programs, all participants must wear some sort of closed-toe athletic shoe or hiking boot.

Weather can change at an instant. Please be prepared to be indoors in case of extreme weather. All guests are asked to go inside the nearest building and remain there at the first clap of thunder or bolt of lightning. You may go back outside 30 minutes after the last thunder clap is heard.

During certain seasons, the Flat Rock Lake is frozen, but NOT thick enough to walk on. Please do not go out on the ice under any circumstances!

Smoking

Smoking or the use of tobacco products of any nature is not permitted.

Alcohol

Flat Rock is a "Dry" no alcohol facility. If the consumption of alcohol is found, that guest may be asked to leave.

Illegal Drugs

Illegal drugs are strictly forbidden. Police will be called immediately and without reserve.

Weapons

Weapons of any kind are not permitted. Any weapons found will be confiscated and returned at a later date. Local authorities may be contacted.

Pets & Wild Animals

There are no pets allowed on property. Note: certain YMCA staff members do have their own pets on property. There are many different species of wild animals in the area. Do not feed, chase, chastise, or harm any of them.

Personal Sports Equipment

You are welcome to bring and use your own gear for your own program. Any personal gear that is to be used in conjunction with our programs must be authorized by the Retreat Program Director.

Hiking

Hiking on camp property is the individual's responsibility. We advise hikers to use caution when hiking on trails. Please abide by any "trail closed" or "bridge closed" signs. We recommend individuals to notify someone before leaving for a hike.

Leave No Trace

We at the YMCA like to adhere to the "leave no trace" policy. It is a simple policy: leave the place you were at with no signs that you were ever there.

Adult-to-Youth Ratios

An appropriate ratio of adults to youth is recommended for all groups. See minimum ratios below:

<u>Youth Age</u>	<u>Number of Adults</u>	<u>Number of Youth</u>
4-5 years	1	5-6
6-8 years	1	6-8
9-14 years	1	8-10
15-18 years	1	10-12

Cell Phone Service

Camp phones are located in the office and kitchen. Please get permission from a Flat Rock Staff member to use these phone unless it is a medical emergency. To achieve an outside line from these phones when making local calls, dial 9-1- and then the number. Long distance calls should not be made from camp phones. Be advised: cell phone service is finicky.

Wi-Fi

The Alumni Lodge and the Dining Hall have wireless internet capabilities. Please bring your own laptop and enjoy this free service. The codes are as follows:

Alumni: FlatRockGuest : flatr0ck0n ("o" is a zero)

Dining Hall: FlatRockDining : flatr0ck0n2 ("o" is a zero)

Photo Copies

There is limited photo copy service available. Please make all necessary copies before your arrival. If there are copies needed, please contact the Program Retreat Director or your MOD. For excessive copies your group may be charged .5 cents per copy.

Lost and Found

Please check your rooms for any personal belongings before you depart, as we are not responsible for these items. In the event that an item is left behind, notify the Flat Rock Camp office with a complete description and the possible location of where the item was left. All items found will be kept for two weeks. Items not claimed after two weeks will be donated or disposed of.

Payment

Payment of retreat fees will be billed by our Office Manager. Full payment of services is required within 30 days after your trip to Flat Rock River YMCA Camp.

Damage to Property

Groups and individuals are financially responsible for all damage, loss or abuse to property, buildings, equipment, grounds, trees, etc. while using the facility. Please treat our home with the same respect – or better – than you would want us to treat yours. Those groups not in line with this methodology will not invited to return.

First Aid/CPR

The group is also responsible for providing any first aid or CPR care for any of the participants in their group. In an emergency Flat Rock Staff members are trained in CPR, First Aid, and O2 administration. The group is asked to be responsible for supplying their own First Aid kit and CPR supplies.

Aquatic Safety Regulations & Guidelines

- ◆ Absolutely NO participant should be near the river or lake without adult supervision.
- ◆ No aquatic activities are offered after dark.
- ◆ Aquatic activities are only permitted if prearranged *prior* to arrival and with a certified Flat Rock Life Guard.
- ◆ Immediately leave the aquatic area in the event of lightening or severe weather.
- ◆ The docks are closed unless previous arrangements have been made.
- ◆ Prior to the start of a scheduled activity, all rules will be outlined and must be followed.
- ◆ During the winter, the lake turns to ice, but not enough to walk on. Please do not go on the ice.
- ◆ A Flat Rock YMCA Camp lifeguard MUST be present whenever any activities are going on (you may NOT provide your own lifeguard or instructor).
- ◆ No matter what the situation, training, or ability, every person who goes in or on the Flat Rock Lake is REQUIRED to wear a PFD.

Adventure-based Activities Safety Regulations & Guidelines

It is required that all participants stay off and away from adventure-based activities posted with “Risk Activity YMCA Staff Required” signs. Use of these activities is NOT ALLOWED without proper YMCA staff present. Use of any adventure-based activity is always preceded with a staff discussion with the participants of safety precautions and requirements. Participation in adventure-based activities is at the risk of the individual. Everyone participating in these activities must wear closed-toe shoes.

If you have any difficulties during your stay, please let us know right away.

Flat Rock River YMCA Camp
For Youth Development, Healthy Living, and Social Responsibility.

Flat Rock Trails Map

Updated for 2015

