

**YMCA Triangle Y Ranch
Camp and Retreat Center**

Group Planning Guide



Table of Contents

Tips for Planning Your Retreat	- 2 -
Plan Details Sooner Than Later	- 2 -
Share retreat Information With Your Group	- 2 -
Determine Payment Options	- 2 -
We Are Here To Help	- 2 -
Group Leader Timetable	- 3 -
Guest Information / Policies	- 4 -
Meals & Snacks	- 4 -
Vehicles	- 4 -
Cell Phones & personal equipment	- 4 -
Animals / Pets	- 4 -
Fire of all sorts	- 4 -
Alcohol & Medications	- 4 -
Tobacco	- 5 -
First Aid & Emergency	- 5 -
Important Transportation Information and Standards	- 5 -
Participant Behavior & Supervision	- 5 -
Recreational Activities	- 6 -
types of accommodations	- 6 -
Directions to the retreat center	- 7 -
Group recreational activities	- 8 -
Lodging pricing	- 9 -
RELEASE and WAIVER OF LIABILITY and INDEMNITY	- 10 -

Tips for Planning Your Retreat

The Group Planning Guide should help answer questions you may have about our facility and programs. Included you will find general information about our facility, forms that you may need, and contact information.

Plan Details Sooner Than Later

We host multiple groups at any given time. So, deciding details of your retreat early on will ensure that you get your preference on facilities, programs, meal times, and other important details.

Share retreat Information With Your Group

We urge you to share the general information printed within this packet with your group members. This will help them prepare for what to expect when they arrive. Explain what their sleeping areas will be like, how the meals are served, how much they will be walking from place to place, and anything else that may come as a "surprise" to them. Remember we are set in a desert wilderness area with a lot of wild animals and little crawlers. Our accommodations are meant to align with the setting.

Determine Payment Options

Once you have provisionally reserved dates, you will receive a deposit / confirmation invoice and contract in the email. The contract and a check or credit card payment for the deposit must be returned within ten business days to hold your group's dates.

We prefer to have your final payment two weeks before your arrival date. We understand that circumstances are different with each group, and if you contact us ahead of time we can work something out with you. We accept checks, Visa, MasterCard, and American Express.

Departure times: If your last meal is breakfast, check out time is 11:00 am; If your last meal is lunch, your check out time is 3:00 pm; If your last meal is dinner, your check out time is 9:00 pm. Your group may stay longer than the check out time for a fee of 150.00 per hour.

Please make all checks payable to the YMCA of Southern Arizona. Note in the memo Triangle Y Ranch and your group name and retreat dates.

We Are Here To Help

Telephone/ email:

(520) 884-0987

camp@tucsonymca.org

Physical / Shipping Address:

YMCA Triangle Y Ranch
34434 S. Y Camp Road
Oracle, AZ 85623

Group Leader Timetable

Upon Receiving Your Paperwork

- Check that the deposit / confirmation invoice shows the correct contact information, dates, times, facilities reserved, and number of participants.
- Sign and return a copy of the contract within 10 business days.
- Deposits must be made to hold dates.
- Contact your insurance agent about the certificate of insurance as stated in the contract.
- Designate your arrival and departure time..

30 Days Prior To Your Arrival

- Last chance to cancel and only lose your initial deposit. (After the 30 day point, groups canceling are responsible for 80% of their reserved facilities, meals, and programs.)
- Contact retreat registrar to make arrangements for any programs your group has decided on.

Two Weeks Prior to Arrival

- Report final numbers of participants to retreat registrar. (Group will be responsible for 100% of this number)
- Confirm that we received your certificate of insurance.
- Finalize details with the retreat registrar:
 - Meal times.
 - Participants with special dietary needs.
 - Days / Times for programs.
 - Requested meeting room/ equipment.
 - Total number of participants with names.

Arrival Day

- Check-in with the host on duty, exchange any last minute details, and group orientation on the facility. Provide the host with a detailed itinerary if requested.
 - Become familiar with the location of your facilities. The host is available to provide a tour if needed.
 - Walk through and inspect each area before your group moves into them.
 - Establish where your group should meet you. (If your they are arriving separately)
- Submit your final payment. (Unless you have made other arrangements prior to this date.)

Departure Day

- Check-out with the host on duty.
- Walk through and inspect each area after your group moves out of them. Tie up trash and leave outside the door to the facility, turn off all lights, air conditioning, heat and water. Let us know how your retreat went.

After Your Retreat

- Please fill out and return the evaluation that is sent to you. This helps us know what we are doing right, and what we may need to change.

Any additional activities or items purchased during the retreat will be sent to you via email. Please remit payment within 10 days of receiving.

Guest Information / Policies

Meals & Snacks

Our meals are served buffet style of family style (your choice) with the addition of a full salad bar (Lunch and Dinner), drink station, and breakfast/cereal bar(Breakfast Only). As the group contact we will ask you to set the meal times for your group. We ask that your entire group arrives at those set times. Our kitchen staff makes every effort to ensure that your food is ready and to serve at your scheduled meal time.

In case of special dietary needs which require supplemental food items to be brought to the retreat center, Refrigerators are located in lodge common rooms. Refrigerators in the dining hall kitchen are not to be used to store food for participant's special dietary needs. Proper storage and temperatures are important to maintain the safety of the food you consume.

Our Food Service Director will contact you with our menu options to choose from once your deposit has been received.

Vehicles

If your group arrives in personal vehicles, we ask that they be parked in designated parking areas. Since we have many guests walking around the property, we ask that, as much as possible, vehicles remain parked and participants use the trails and walkways to get from place to place. Riding in the back of trucks or hanging on the side of vehicles is prohibited.

Cell Phones & personal equipment

Given that our location is remote, cell phone service is very limited. The best chance for service is with Verizon Wireless. Turn on wifi calling for best service. A landline is available in the event cell service/wifi is not working. Triangle Y Ranch is not responsible for loss or damage to any personal equipment or property brought with group participants.

Animals / Pets

The YMCA is surrounded by National Forest Service land, so you may see wildlife such as rabbits, deer, javelina, and more. Personal pets are not allowed on the ranch and retreat property. Trained service animals are allowed – please contact the Executive Director prior to your arrival regarding service animals.

Fire of all sorts

Fireworks and personal firearms are not allowed on the retreat property. Campfires are allowed in designated fire pits and fireplaces. (When permitted by the National Forest Service)

Alcohol & Medications

Possession and consumption of alcohol or illegal drugs is prohibited within YMCA property with no exceptions. Personal medications should be kept secured away from youth participants at all times. If youth are present in the group a designated health person should be responsible for tracking and delivering all youth medications.

Tobacco

Smoking is not permitted on YMCA property.

First Aid & Emergency

As guests of the YMCA, we ask the retreat leader to bring your basic first aid supplies and provide first aid care for your participants. The adult providing care emergency should have age appropriate CPR/AED and first aid certification from a nationally recognized provider. If youth are present all medications should be collected and kept in a locked and secure location. Medications should be recorded and dispensed to youth as needed and directed. Arrangements should be made for any emergency transportation needed by your group. For youth groups – in case of illness or injury-the Triangle Y Ranch recommends use of a signed permission to treat and health history form (HW 28) for each youth participant under the age of 18. Please report any accidents, incidents, injuries, and illnesses to the retreat staff so we can be in consultation on any documentation or incident reports that might be needed.

Recommended information for the minor's health history should include at minimum.

- A. Names and addresses of all participants;
- B. Emergency contact names and numbers;
- C. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site;
- D. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver

Your group should assess the need for a vehicle to be designated as an emergency vehicle in case transport is needed for any participants. EMS/911 services are available in the event of an emergency.

Important Transportation Information and Standards

When transporting passengers in vehicles around the retreat property, passengers shall not exceed the manufacturer's intended number of passengers. Applicable safety restraints (seat belts when provided) should be worn by passengers. The Transportation of any person in vehicles or parts of vehicles not designed for passengers is prohibited. The intent of this is to prohibit the transportation of individuals in the back of pickup trucks, trunks trailers or wagons where seats are not attached to the vehicle.

Participant Behavior & Supervision

You are responsible for supervising your participants. As guests of the YMCA, we ask that common courtesy and respect are displayed. Please refrain from the use of foul and offensive language. In keeping with our natural environment we ask that your group respect nature and wildlife. Leave only footprints, take only pictures. We will not dictate when your group must be in bed; however, we ask that noise be kept to a minimum during the hours of 10:00 pm to 7:00 am.

For your safety, we recommend that your staff and group leaders be appropriately screened and background checked. Number of staff who are on duty with youth in units or living groups and in general retreat activities should meet the following minimums.

- 5 years and younger, 1:5 - staff: youth ratio
- 6-8 years, 1:6 - staff:youth ratio
- 9-14 years, 1:8 - staff:youth ratio
- 15-18 years, 1:10 - staff:youth ratio

It is recommended that your staff be at least sixteen (16) years of age and at least two (2) years older than any minors with whom they are working.

Exceptions to general supervision ratio should be identified. For example are there times of the day when greater or fewer staff are required for supervision? Your group should also identify activities, locations, or situations where a minimum of two staff members are required to be present. It is also important to provide training to all staff to minimize the potential of any personnel being in a one on one youth/personnel situation when out of sight of others.

In case of an emergency your group leader will be given the name and contact information for the individual hosting your group during your staff on site. There is a landline phone available in the office for emergency use by your leadership during your stay.

Recreational Activities

There are many opportunities for recreation while your group is here. There is a list of activities later in this guide that the retreat center may be able to provide for your group -pending instructor availability. Many of these activities are considered "specialized activities" and require an instructor trained or certified with documented teaching experience for these activities. If you choose to add these activities for your retreat there are additional fees that will apply. Your group is still responsible to provide a chaperone, who is familiar with the group participants during these activities. In the case of a participant's illness, injury or disruptive behavior your staff may be requested to care for or remove the participant as needed and deemed safe by the instructor.

Types of Accommodations

Lodges:

Lebrecht & Green: Each lodge has 7 rooms. 6 rooms in each lodge hold 6 people on 3 bunk beds. Each lodge also has a private room that can hold up to 3 people. Every room is equipped with a private bath (shower, sink, toilet) as well as a closet area. Each lodge has a common room with a mini-kitchen, full size refrigerator, couches, chairs and a beautiful fireplace.

Cabins:

Unit 4- This unit is only a 2 minute walk from the main conference center. Unit 4 features 4 rustic style cabins that sleep 12 per cabin. Cabins share a central bathhouse (toilets, sinks, showers) that split between a men's and women's side.

Angel Village- Settled near the barn area and about a 15-minute walk from the main camp, Angel Village has 5 cabins that hold 14 per cabin. This village shares a common bathhouse (toilets, showers, sinks) that split between a men's and women's side.

Retreat Orientation

Please remember to provide your retreat participants with an orientation outlining the basic rules to keep in mind while at the retreat center. Following is a basic outline to consider:

- Water, Sunscreen, Closed toed Shoes
- Wash your hands regularly
- Respect nature
- Always take a buddy
- Appropriate language
- Use flashlights at night
- Dress appropriately

Natural & Physical Hazards

Tri-Y has a number of different Natural Hazards. The following list is for information purposes to be aware of at all times. Natural Hazards are ones that appear naturally, not man-made, in our Arizona environment.

- Uneven terrain – The terrain is uneven and presents potential injury. Make sure participants and staff are aware of their footing and where they are headed.
- Venomous Snakes and Insects: The natural environment at the retreat center is full of a variety of creatures. Be aware at all times of your surroundings and make sure that wild creatures are not picked up or played.
- Sun and Heat – Exposure to the sun, if not managed well, can be one of the most potentially serious hazards. Make sure you follow all medical guidelines to protect yourself. Drink plenty of water and reapply sunscreen often.

Directions to the retreat center

FROM CENTRAL TUCSON – *(Approximately 1 hour)*

Head north on Oracle Road (Highway 77). Continue through the town of Catalina to Oracle Junction. At Oracle Junction, continue straight right on Highway 77 and travel for 11 miles to the town of Oracle. Turn Right onto American Avenue (Oracle Business District), and travel through the town of Oracle for 2.5 miles, then turn right at Mt. Lemmon Road. Continue on the Old Mt. Lemmon Road for 4 miles until the pavement ends. Take the road to the right (Mt. Lemon Road) for 1.6 miles. Turn right at Campo Bonito Road. Travel on the road for ¼ mile, turn left at the front gate of the retreat center and follow the posted signs.

FROM PHOENIX – *(Approximately 2 hours and 20 minutes)*

Travel east on I-10 to US-60 exit. Take US-60 east to Exit 154 US-60 East to Mesa-Globe and go southeast for 1.1 miles. Continue of US-60 for 39.5 miles. Turn right onto AZ-79 and go southeast for 58.6 miles. Turn left onto AZ-77 and travel for 11 miles to the town of Oracle. Turn Right onto American Avenue (Oracle Business District), and travel through the town of Oracle for 2.5 miles, then turn right at Mt. Lemmon Road. Continue on the Old Mt. Lemmon Road for 4 miles until the pavement ends. Take the road to the right (Mt. Lemon Road) for 1.6 miles. Turn right at Campo Bonito Road. Travel on the road for ¼ mile, turn left at the front gate of the retreat center and follow the posted signs.

Group Recreational Activities

Activities Open to All Guests

Basketball The court is open to all guests during daylight hours. Guests may bring a basketball or borrow one.

Hiking Explore the trails or take an extended hike on the Arizona Trail located just down the road from camp.

Volleyball Guests may use the sand volleyball court during daylight hours.

Gold panning Guests may collect sand from the wash and use the panning bowls and water.

Fee-Based Activities Available

Archery Archery sessions begin with an instructional period and then allow four participants to shoot at one time. The ideal maximum number of people is 20 to allow each person to shoot 3 times. This is considered a specialized activity and requires an instructor with teaching experience. **FEE \$70.00 per hour.**

Caving Peppersauce Cave is a living natural cave that is open to the public to explore. Helmets will be provided and required. The cave takes some physical agility to maneuver through. The cave takes about 30 minutes to drive each way, and requires at least an hour to explore. The maximum number of participants is 10. This is considered a specialized activity and requires an instructor with documented certification and teaching experience. **FEE \$80.00 per hour and 3 hour minimum.**

Climbing Tower Our forty foot climbing tower will challenge each participant to push themselves as far as they can go. Three instructors can accommodate 12 - 15 climbers per hour; this includes instructions. You may have up to four instructors and 4 climbers at a time. This is considered a specialized activity and requires an instructor with certification and teaching experience. Participants must be at least 10 years of age to participate. **FEE \$190.00 per hour plus a \$150.00 set up fee.**

Guided Nature Hike Let one of our staff members lead your group through an educational nature hike throughout our high desert habitat. 15 - 20 participants per hike. **Fee \$50.00 per hour.**

Giant Swing Swing above the desert on this harnessed swing. Participants are harnessed and pulled approximately 30 feet in the air and let go to swing. Participants must be at least 5 to participate and fit into a harness. Two instructors can accommodate 12-15 participants per hour. **Fee \$130.00 per hour with \$150.00 set up fee.**

Riflery Riflery sessions begin with an instructional period and then allow three participants to shoot at one time. The ideal maximum number of people is 12 to allow each participant to shoot 2 to 3 times. This is considered a specialized

activity and requires an instructor with teaching experience. **Fee is \$70.00 per hour.**

Swimming Swimming is limited to the months of May to early October, depending on the temperature of the pool. This requires certified lifeguards to be on duty. You may have 15 swimmers for every 1 lifeguard and a minimum of 2 lifeguards. This is considered a specialized activity and requires an instructor with documented certification and teaching experience. **Fee \$150.00 per hour per lifeguard.**

Team Building Team building is an activity that can be done with larger groups. Groups will participate in large-scale ice breakers and fun high energy activities. **Fee \$65.00 per hour.**

Ax Throwing Participants throw an ax at a target to get a bullseye. The throw is approximately 20 feet. Ideal maximum number of participants is 20 per hour. Not appropriate for smaller children. **Fee \$70.00 per hour.**

Zipline See the exquisite views on this 500 foot zipline. Participants must weigh a minimum of 80 lbs and no more than 240 lbs and be able to climb a 40 foot rope ladder. Zipline requires 4 staff members. The maximum number of participants is 7-10 per hour. **Fee \$250.00 per hour with a \$150.00 set up fee.**

Horses see the beautiful scenery on a designated trail led by experienced wranglers and trail horses. Participants must wear helmets and follow all directions from the wranglers. **½ hour ride \$40.00 per person, hour \$50.00 per person, 1 ½ \$70.00 per person, 2 hours \$85.00 per person, sunset rides \$50.00 per person**

Group Retreat Pricing

LODGES

2 days/ 1 night/ 3 meals	\$105.00
3 days/ 2 nights/ 6 meals	\$180.00
4 days/ 3 nights/ 9 meals	\$255.00
5 days/ 4 nights/ 12 meals	\$330.00
Add'l Day/Night/3 meals	\$75.00

Meeting Spaces

Each package comes with one space

Additional meeting space cost

Conference room	\$100.00
Loper	\$100.00
Hawkins	\$100.00
Sportsman	\$150.00

CABINS

25 to 50 people

2 days/ 1 night/ 3 meals	\$85.00
3 days/ 2 nights/ 6 meals	\$140.00
4 days/ 3 nights/ 9 meals	\$190.00
5 days/ 4 nights/ 12 meals	\$245.00
Add'l Day/Night/3 meals	\$52.00

51 to 100 people

2 days/ 1 night/ 3 meals	\$80.00
--------------------------	---------

3 days/ 2 nights/ 6 meals	\$130.00
4 days/ 3 nights/ 9 meals	\$180.00
5 days/ 4 nights/ 12 meals	\$230.00
Add'l Day/Night/3 meals	\$50.00

101 and Over

2 days/ 1 night/ 3 meals	\$75.00
3 days/ 2 nights/ 6 meals	\$120.00
4 days/ 3 nights/ 9 meals	\$175.00
5 days/ 4 nights/ 12 meals	\$210.00
Add'l Day/Night/3 meals	\$45.00

YMCA of Metropolitan Tucson
RELEASE and WAIVER OF LIABILITY and INDEMNITY
and PHOTO/TALENT RELEASE AGREEMENT

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA for any purpose, including, but not limited to observation or use of facilities, or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, inspected and carefully considered, or will immediately upon entering and/or participating, inspect and carefully consider, such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED ON HIS OR HER BEHALF AND/OR BEHALF OF HIS/HER CHILDREN (hereinafter referred to as "the undersigned") HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damages, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to negligence of releasees or otherwise while in about or upon the premises of the YMCA and/or while using the premises, or any facilities or equipment thereon or participating in any program affiliated with the YMCA.
4. PHOTO/TALENT RELEASE I hereby irrevocably release, consent and allow the YMCA of Metropolitan Tucson and its agents to use my photograph/likeness/voice, as it pertains to my participation with the YMCA, in any manner for promotional efforts without expectation of any reimbursement for its use. (My initials here **revoke** photo/talent release_____)
5. MEMBER CONDUCT I agree to abide by all rules and regulations of the YMCA of Metropolitan Tucson, and I understand that failure to act in accordance with the rules may result in expulsion from the YMCA and cancellation of membership.
6. PROPERTY LOSS I understand that the YMCA is not responsible for personal property lost, damaged or stolen while using YMCA

facilities or participating in YMCA programs.

- 7. INSURANCE I understand that the YMCA does not provide any accident or health insurance for its members or participants and it is my responsibility to provide such coverage.
- 8. MEDICAL RELEASE I authorize the YMCA, as my agent, to give consent to medical treatment by a licensed physician or hospital when such treatment is deemed necessary by the physician, and I am unable to give such consent. I authorize a qualified YMCA staff member to administer CPR or first aid if necessary. I understand that it may be necessary for me to provide a release form from my physician regarding my current health status.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Arizona and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AND PHOTO/TALENT RELEASE AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE.

Date: _____ Signature of Applicant: _____ Print
Name: _____