

Pinewoods Retreat Center at Camp Miller



Group Usage Guidelines

Welcome to YMCA Camp Miller

The following informational packet should help answer questions that the Retreat or School Group might have before their arrival to camp. Also included in this packet are some tools to help make your visit fun and relaxing. If you have any questions after reading this packet, please call 218-722-4745, ext. 181.

How to get to YMCA Camp Miller

YMCA Camp Miller is located approximately 45 miles south of Duluth on Hwy I35. Watch for the Sturgeon Lake exit #209, then turn east on Cty. Hwy 46. Go toward the lake for ¼ mile and turn north on Cty. Hwy 51 at the Red Oak Inn. Travel ¼ mile further and watch for the Camp Miller sign on the right hand side of the road.

Early Arrivals

Groups must clear with the camp director or group host any advance persons that wish to arrive in camp before the main body of the group. The cost per stay is 39.00/night/person. Please check with camp director where early arrivals should stay.

Parking

When you arrive, park cars near the dining hall and check in. Unload your cars and park in the parking lot. We do not allow vehicles to be parked anywhere but the parking lot behind Mitchell Lodge or behind the athletic field.

Emergency Phone Numbers

YMCA Camp Miller	(218) 372-3188
On Site Camp Director or staff	
-Bridgit Maruska	(218) 393-3595
Property Manager – Greg Burns	(218) 380-0917
Duluth YMCA	(218) 722-4745

Emergency Procedures

In case of emergency, camp is serviced by 911. We advise your group to have a person certified in First Aid and CPR at all times. A camp staff should, if possible, be contacted before an emergency medical service is called. Also, camp staff should be notified of any accidents, no matter how small or serious the accident may be.

First Aid kits are located in the Dining Hall and in Hanson Lodge. Camp Miller asks that the group designates an individual over 21 years of age to act as a “health official” during the group’s stay. This person is responsible for storing and administering all medications, prescription and non-prescription, to participants. An *unstaffed* and *unstocked* Health Center is available at Camp Miller to be used as a medical station. Please bring a supply of first aid items you may need during your stay.

As part of the initial orientation, the camp host/hostess will review emergency procedures for each group.

All buildings are equipped with smoke detectors and fire extinguishers. Safety procedures and shelters are prepared for all emergencies. Evacuation maps are located in each cabin.

The User group is responsible for collecting a health form for each participant and chaperone. You may use your own health form or Camp Miller can provide a sample form for you to use.

The Health Form should include the following information:

- Name and address of each participant
- An emergency contact name and number for each participant
- A signed permission to treat form or statement for each student
- Physical limitations, allergies, any special health and behavior considerations
- Current prescription and nonprescription drugs and medications
- A statement that the participant’s immunizations are up to date

The User group is responsible for maintaining a list of participants who have known allergies or medical conditions that may require extra care and consideration while at camp.

The user group is responsible for transportation of all participants in the event of an emergency. Camp Miller does not provide emergency vehicles.

Insurance

Camp Miller does not carry medical, accident, or loss of personal property insurance for any participants. The group must review the insurance policies that protect it and its members to be certain that the group has proper insurance coverage. Medical incurred are not the responsibility of camp.

Phones

The camp office phone is used for incoming calls, and is answered by camp staff during regular business hours, which are Monday-Friday, 8 am-4 pm. During the weekend, the answering machine will take calls, and camp staff will check for messages throughout the weekend. If there is an emergency, there are phones in Mitchell Office, Kitchen, and in Hanson Lodge.

Pets

Pets or animals are not permitted on camp property.

Food Service

Meals are provided in our Dining Hall unless the Retreat Group makes other arrangements. Meals are served buffet style. Meal times are 8 am, 12:15 noon, and 5:30 pm unless special arrangements are made prior to the Group's visit. Vegetarian options are available. Preparation of food by members of your group is not allowed in any camp building.

Visitor Responsibilities During Meal Times

Please be on time for meals. Meals will be served from our buffet line, please let us know if a food tray becomes empty. Please bring all dishes up to the wire rack and separate plates, cups, silverware etc... Please wipe off all tables, stack chairs and sweep underneath table after each meal. Our staff will mop after each meal and prepare the dining hall for the next meal.

Fires

Ground fires are permitted only in areas specifically designated by the Camp Director. Indoor fires are allowed only in McLeod Lodge. Please check with Camp Director before building a fire.

Group Supervision Requirements

Groups composed primarily of people under the age of 18 must be accompanied by adults at a rate of not less than one adult for every ten minors. The group's chaperones are responsible for the supervision of participants at all times, and other than the times Camp Miller is providing trained /certified staff for instruction (i.e. at the Climbing Tower, Waterfront, and Challenge Courses) Camp Miller does not assume any responsibility whatsoever for participants. Chaperones assigned to supervise participants are expected to live in cabins and eat meals in the dining hall with participants. Chaperones are encouraged to participate in the activities whenever possible. Any behavioral issues that arise are to be handled by chaperones. The following areas are prohibited without Camp Miller staff supervision: Climbing Tower, Waterfront, Challenge Course, Horseback, Rifle Range, and Archery Range.

Group Leader Responsibilities (as applies to group)

1. Request dates with Retreat Coordinator or Camp Director
2. Inform participants of plans, cost, dates
3. Complete and mail in the contract and waivers
4. Mail in @ \$200.00 deposit with contract and waivers
5. Make transportation arrangements
6. Send information packets to group – this should include what to bring, schedule, group and chaperone responsibilities
7. Recruit adult cabin supervisors/chaperones as needed
8. Group will provide supervisor/chaperone assistance at activities that are deemed high risk, ie... waterfront, climbing tower, horseback area, initiatives course, and other areas as specified

9. **Collect Fees and forms. Please issue a check to YMCA Camp Miller – do not bring individual checks or cash**
10. **The balance is due 30 days after departure**
11. **An unpaid balance after 30 days will be assigned a service charge of 5% of the total cost due monthly**
12. **Assign adult to be responsible for youth medications and medical forms**
13. **Supervision and discipline when required**
14. **Live with and supervise Retreat Program participants in their cabins**
15. **Supervise dining tables during meals**
16. **Assist in the coordination of cabin-clean up (sweep, garbage out, lost and found to office, lights off, heat down or off)**
17. **Assist in the coordination of safety procedures**
18. **Bus ride supervision**

Camp Host/Hostess Responsibilities

The camp host/hostess will help facilitate and support the groups program, and manage the facility and be available for any needs of the group. If Camp Miller Programming is utilized this person will manage the staff that is working with the program. This person will serve as an instructor of some of the programming, based on the size of the group and amount of Programming. Please ask this person if you have any questions, concerns, or know of ways that we can make your retreat a success.

Cabin/Sleeping Arrangements

On our Retreat Group Rates page, you will find a list of sleeping lodges. Please discuss with the Camp Director what sleeping arrangements will work best for your group. You can then set sleeping arrangements accordingly, by age, sex, etc. Bring your own bedding, pillows and towels. The camp provides bunks and mattresses. Linen rental is available for groups if the camp office is notified in advance.

Equipment

We have a large assortment of recreational equipment and programming options for your use. Please visit with the Camp Director upon booking a retreat to make arrangements for use. Most equipment comes with a usage fee. We have available upon request: climbing tower, kayak/canoe, swimming, archery, crafts, initiatives course, etc... Please treat any equipment involved with these activities with care and return it to its proper place after its use. Individuals and Retreat Groups will be held responsible for damage to equipment or facilities resulting from abuse or negligence. If an incident does occur, please let us know so we can talk about the incident immediately. Some activities require Camp Miller Staff to operate. Please do not bring your own personal sports equipment. Camp Miller is not responsible for damage or loss of user equipment.

Visitor Responsibilities

To provide a sense of responsibility, as well as ownership in the Retreat Program and facility, we request some light preparation and clean up during meals, as well as minimal upkeep of the cabins and the grounds. Other responsibilities include:

- Shoes are to be worn at all times except on the beach.
- Dining hall behavior is expected to be appropriate and well mannered. Shoes and shirt must be worn at all meals. Groups should designate “hoppers” from each cabin to set tables 15 minutes prior to each meal, clean up tables, and sweep after each meal. Please do *not* take food out of the Dining Hall without prior permission from the Director.
- Guns, knives and weapons of any sort are *not* permitted.
- Camp phones are available for local calls and toll-free numbers. If you have long distance needs, consult with the Camp Director or use a calling card and the associated toll-free number.
- All cars are to remain in the designated parking lot. Please, do not park cars by the cabins or buildings. Nor are they allowed on the Main Camp peninsula. Traffic in and out of the property should be kept to a minimum so as to limit interference with programs or maintenance vehicles.
- Animals, pets, firearms, firecrackers, knives, and personal boats should not be brought to the facility.
- Please respect all life at camp, plant and animal. Learn from the natural world and then leave it for others to discover another day.
- It is everyone’s responsibility to prevent misuse of the facilities and grounds. Defacing walls, cutting or injuring live trees and bushes and littering is not permitted. Please use the trash barrels provided.
- Recycle plastics and aluminum in Mitchell Hall.
- Observe safety rules.
- Pick up litter.
- Use of alcohol must be discussed and agreed upon with Camp Director. Smoking is permitted in front of Mitchell Lodge or on the sidewalk closest to Hanson. Butt cans are provided. DO NOT throw butts on the ground! Smoking is NOT permitted in any camp building or when children are in attendance.
- Camp Miller advises user groups to implement screening policies for their staff responsible for working with campers or camper age children.
- Camp Miller advises user groups to staff camper age children in a 1/8 ratio for all activities.

Now you should be ready for a weekend retreat full of fun and relaxation. If you need more information, please call the Duluth Area YMCA at (218) 722-4745 x 181.

What to Bring List

To make the experience enjoyable, please make sure that the participants come prepared with appropriate clothing. Participants are responsible for carrying their own gear to and from cabins. It is a good idea to label all of their possessions. Here is a suggested list of what they should bring if staying overnight:

Sleeping Bag

Pillow

Twin fitted sheet for mattress

Daily change of underwear

Daily change of socks

Pajamas

Tennis shoes, sandals, and boots w/ heel if you are horseback riding

Raincoat

Jacket or Coat

Hat

Gloves

Laundry Bag

Flashlight

Toiletries, i.e. soap, shampoo

Towel

Sweater

Swimsuit (sauna available/fee attached)

Sunscreen

Water Bottle

