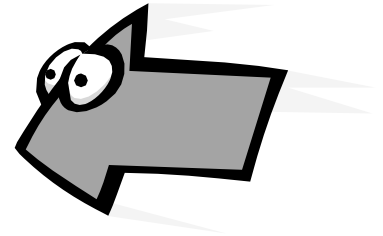


Outpost Regulations

Summer 2009

Please **READ ALL** of the following regulations. These regulations have been created to provide a safe and enjoyable experience for your group. For these reasons we need you to familiarize yourselves with and abide by the Outpost regulations.

The Upham Woods staff maintains the authority to bring an individual or group back to base camp if any of the following rules are not met. If a group consistently disregards the regulations they may be asked not to return in following years.



Participants and Adult Leaders

- Outpost ratios are one adult to every ten youth. One adult must be First Aid and CPR certified.
- Your group must provide an adult to serve as Group Leader. The Group Leader is responsible for the management, discipline and overall Outpost experience of the participants.
- A maximum of 20 youth and two adults may attend for most Outpost programs. The Devil's Lake and Mirror Lake Outposts have a maximum of 30 participants and three adult leaders.
- Every participant on Outpost must have a signed health form, including adult leaders. For youth, a parent or guardian must sign this document. Without this document, state law forbids a person from attending the trip.
- All medications, prescription and over the counter, must be turned in to your Outpost First Aid person before the trip. The Outpost First Aid person will dispense the medication and record this in the Outpost health log. Youth are allowed to keep inhalers and bee sting kits.
- We expect Outpost groups to follow a minimal environmental impact philosophy while participating in Outpost. For example, there should be no cutting of live trees and campsites should always be left cleaner than when you arrive.
- Participants are responsible for setting up and taking down their own campsite. This includes all tents and gear. Upon return to Upham Woods the Outpost group must clean up and put away all equipment.
- Participants must clean up the campsite every night to discourage the arrival of nuisance wildlife.
- Possession or use of alcohol, tobacco and non-prescription drugs before, during or after the Outpost experience is strictly prohibited. This applies to adult leaders and participants.
- Participants must always be in sight and/or sound of one of the Outpost adults.
- Youth will abide by the Upham Woods policy that no food, music/video/game players, cell phones and beepers will be brought on Outpost or to camp.
- Participants and adults should treat each other and the Upham Woods staff with respect and obey the Outpost guidelines and regulations.

Outpost Naturalist

- One Upham Woods staff member will be assigned to your Outpost group. That staff member will accompany the group on the trip.
- Your group may schedule up to **2 activities** to be led by the Upham staff per day *in addition to* swimming. Please indicate on the Outpost scheduling sheet and information sheet which activities you want to be led by the naturalist and when.

Programming and Scheduling

- We encourage your group to choose one of the package options listed on the Outpost information sheet. We have created these packages based upon logistics, equipment, staff training, etc. If you choose to customize any portion of the trip logistics please communicate your plan to the Upham Woods Program Coordinator or Outpost Coordinator so that we can check the feasibility of your plan. Keep in mind that some changes will not work due to constraints on equipment, transportation, routes, etc.
- Communication is one of the most important ways to ensure a safe and successful Outpost experience for your group. The 4-H Agent, your Outpost Group Leader, the Upham Woods naturalist and the Upham Woods Program Coordinator should communicate throughout the planning process to afford the best possible trip for the participants.
- If you are signing up for a Wisconsin River canoeing Outpost we recommend that one of your Outpost adult leaders have previously paddled the route.

Canoeing and Swimming

- An Upham Woods staff person will administer a swim/canoe training and test for the participants and adults of all applicable Outposts, regardless if they have been to camp before. For canoe Outpost tests will be administered at main camp prior to departure.
- Any canoes which are used during your Outpost will not be available to your main camp group at Upham Woods.
- Swimming can only occur when an **Upham Woods lifeguard is on duty**. Lifeguard certified participants can help guard, but they can not lifeguard by themselves. The Upham Woods staff decides availability of swimming due to weather or river conditions.
- Swimming/canoe boundaries will be set and enforced by the Upham Woods staff. All participants must abide by these boundaries; your adult leaders are expected to help in their enforcement.
- It is dangerous for participants to intentionally tip their canoes during the river trip. The Upham Woods naturalist may administer a canoe tip training session under controlled conditions.
- A maximum of three participants may ride in a canoe at one time. The middle person will not have a paddle.
- Personal Flotation Devices (PFD's) must be worn at all times while canoeing.

Equipment

- All equipment must be returned in the same condition as it was checked-out.
- Groups will be charged for any damaged, missing, or destroyed equipment. This is above and beyond the \$20 equipment usage charge. We ask for cooperation on this matter so that we can continue to run Outposts that are appropriately and safely equipped.
- Tents must be dry before they are returned at the end of the trip. If this is not possible, the participants must set-up the tents upon return to Upham Woods so they can dry.

Food

- In addition to a First Aid person, groups must also designate a Meals Supervisor **PRIOR** to arrival at Upham Woods.
- The Meals Supervisor must be an adult (at least 18 years old), but younger participants may help the Meals Supervisor with his/her duties.
- The Meals Supervisor is responsible for assigning and supervising cooking groups and clean-up groups for each meal on Outpost. For safety and efficiency the cooking and clean-up group schedules should be completed **PRIOR** to the start of your Outpost.
- Everyone is expected to wash their own mess kits; clean-up groups will wash group cooking equipment.
- It is the responsibility of the Meals Supervisor to ensure that meal times adhere to the group's schedule. If a meal runs late, Upham Woods Outpost staff reserves the right to modify the programming schedule in response.
- No food or drinks (besides water) are **EVER** allowed in the tents.

Camping Facilities

- Remember that your total in-camp numbers should not exceed 150; this includes in-camp Outpost participants.
- Vehicle access to North Shore campsite is not guaranteed since we have to get permission from private property owners; so, participants using this site should be ready to carry in gear.
- Campfires are normally allowed at our camping locations, but Upham Woods staff have the authority to restrict campfires based on environmental conditions.

Emergencies

- The Upham Woods staff will have access to a cellular phone and a weather radio. When possible, we recommend an adult bring a cellular phone for additional assistance.
- Each Outpost group must provide a vehicle for emergency use.
- Outpost is an independent experience from base camp, thus Outpost emergencies such as a medical situation or a weather emergency need to be addressed and handled independently by the Outpost adults in association with the Upham Woods staff.
- Upham Woods does not have the capacity to retrieve Outpost groups back to base camp as a result of inclement weather.
- In the event of a life-threatening situation, professional rescuers should be contacted immediately.