

# Group Leader Guide

The Catalina Experience™ at White's Landing



The island jewel of Southern California is a destination for millions of visitors each year. Few, however, have the opportunity to see Catalina Island's real character — its rolling hills, hidden harbors, sandy beaches and endemic wildlife. The Catalina Experience takes you to White's Landing — gateway to Catalina's interior and positioned on the island's best beach.

# Group Leader Guide — Summary

The Catalina Experience™ at White's Landing

Please complete the following once you have received your contract and downloaded this packet:

- Sign and return your contract to our mailing address at:  
**The Catalina Experience**  
**6289 E. PacificCoast Hwy.**  
**Long Beach, CA 90803**
- Copy and hand out pages 18-24 to all Minors attending. Have campers return the Medical Forms to you for review at least 5 weeks prior to your departure date.
- Copy and hand out pages 14-24 to all Chaperones attending. Have them return all forms to you at least 5 weeks prior to your departure date.
- Separate your campers and chaperones into Cabin groups. The group leader section will help you.
- Collect and organize all Medical Forms. Review each and put pertinent information on the Telephone Contact Sheet.
- Create a proposed Itinerary of what your group would like to do at camp and submit to the TCX representative during your 5 week out call.
- Five weeks prior to your departure, be ready with all information for a telephone conference with our staff. We will cover confirmed Boat Transportation at this time.

If you have any questions, please feel free to call the TCX office.

## Important Numbers to Keep Handy

The Catalina Experience Business Office  
On-Site Office

888-829-5553  
888-829-5553 ext. 5

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## GROUP LEADER INFORMATION

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## HELPFUL SUGGESTIONS FOR THE GROUP LEADER

We are excited that you are bringing your group to Catalina Island! This will be a trip that your group will remember for the rest of their lives. We will do our best to make your trip an exceptional experience. We would like to offer a few reminders to help make your trip successful.

### **Medical Forms:**

Please check the completed medical forms for any medical conditions that may present a problem on your trip. Notify our Program Coordinator (during our telephone contact) five weeks prior to your groups' arrival of any food allergies or medical conditions that may be of concern. Please be sure that all asthmatics bring their prescribed inhalers with them to camp.

We will collect the medical forms upon arrival. The forms will be available to you in our first aid room. We are required to keep the TCX medical forms on file. Please make copies if you are using the same forms for your transportation purposes.

### **Co-educational Groups**

We require at least one male and one female chaperone to provide safe and adequate supervision in the cabins.

### **Chaperones**

Chaperones should be chosen very carefully to help you with the supervision and participation duties. You will want to assign chaperons to monitor free-time activities. We may ask you to limit your chaperones to a ratio of one chaperone to every 15 campers (this would only happen to avoid housing problems).

### **Program Schedule**

Please provide our office with a proposed itinerary for your trip. We need to see this prior to your arrival at camp to ensure that there are no conflicts with other groups that may be occupying the camp at the same time as you and also to make sure we are staffed properly to assist you. If you need help with this please let us know and we are happy to help you.

### **General reminders**

Drugs, alcohol, and weapons are not allowed in camp. Campers are not allowed to smoke. Chaperones that smoke may only do so in designated areas (on the beach by the fire pits). We suggest not bringing any radios or valuables.

We appreciate your desire to provide your campers with a quality experience. We will try to accommodate your individual needs in every way in which we are able. Please feel free to call us with any questions you may have.

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## PRE-TRIP LOGISTICS

### When you receive this packet

- Send campers and chaperones information and the application/ medical form to all those attending.
- After reading through this guide, return the **signed contract** you previously received, and the **Program Planner** from the Group Leader Guide to The Catalina Experience.
- Follow payment plan set up on your contract. Remember that your last payment is due one month prior to departure.

### 1 Month prior to departure

- Send in final payment
- Collect and send in all signed Chaperone participation release/ waivers.
- Collect all completed medical forms from the students; note all medical needs, separate forms by group. Forms are due upon arrival (please do not send these in).
- Assign students to cabins and dining hall set-up and clean-up for each meal.
- Be prepared for our 5 week out call. Our program office will cover details on then telephone contact sheet, including final count of students and chaperones, meal and medical information.

### 2 Weeks prior to departure

- Arrange transportation to Long Beach boat terminal.

### 1 Week prior to departure- final checklist of organizational details

- Make sure all attendees are aware of check in time.
- Prepare all chaperones and assign their duties.
- Make sure all luggage will be tagged with WHITE'S LANDING and the owners name, address and phone number.

# Group Leader Guide

The Catalina Experience™ at White's Landing

## 3 day Program Planner

### THE CATALINA EXPERIENCE AT WHITE'S LANDING

To ensure all your program needs are met in the easiest, most effective way possible we utilize early program planning. Because phone calls are often interruptive to your everyday lives, we will conduct the initial program planning by mail and email.

**Please complete the information below and return it to our office.** The earlier we have your planner information, the easier it will be to schedule your selected programs. This will enable us to coordinate your program with the other groups attending TCX during your scheduled time. We will contact you by phone to go over the final details of your trip five weeks prior to your departure.

#### GROUP INFORMATION

Group Name: \_\_\_\_\_ From: \_\_\_\_\_  
Program dates: \_\_\_\_\_ Grade Level/ Age: \_\_\_\_\_  
Adult Leader: \_\_\_\_\_ Will you be attending? \_\_\_\_\_  
Phone Number. WRK: \_\_\_\_\_ Best time to call: \_\_\_\_\_  
HM: \_\_\_\_\_  
FAX: \_\_\_\_\_  
Number of Campers Attending: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

#### PROGRAM INFORMATION

Please put together an itinerary for your stay. The following are popular activities. We will provide equipment for those listed.

#### DAYTIME

- \_\_\_\_ 1. Snorkeling
- \_\_\_\_ 2. Kayaking
- \_\_\_\_ 3. Hiking
- \_\_\_\_ 4. Fishing off Pier
- \_\_\_\_ 5. Boat Fishing Trip\*
- \_\_\_\_ 6. Recreational Equipment available
- \_\_\_\_ 7. Free Swim Time

\* indicates an extra charge applies

#### EVENING ACTIVITIES

- \_\_\_\_ 9. Campfire
- \_\_\_\_ 10. Astronomy- Use of Telescopes
- \_\_\_\_ 11. Fox eye Hike Scavenger hunt
- \_\_\_\_ 12. Movie on the Beach- Bring your own movie

# Group Leader Guide

The Catalina Experience™ at White's Landing

## 5 day Program Planner

### THE CATALINA EXPERIENCE AT WHITE'S LANDING

To ensure all your program needs are met in the easiest, most effective way possible we utilize early program planning. Because phone calls are often interruptive, we will conduct the initial program planning by mail and email.

**Please complete the information below and return it to our office.** The earlier we have your planner information, the easier it will be to schedule your selected programs. This will enable us to coordinate your program with the other groups attending TCX during your scheduled time. We will contact you by phone to go over the final details of your trip five weeks prior to your departure.

#### GROUP INFORMATION

Group Name: \_\_\_\_\_ From: \_\_\_\_\_

Program dates: \_\_\_\_\_ Grade Level/ Age: \_\_\_\_\_

Adult Leader: \_\_\_\_\_ Will you be attending? \_\_\_\_\_

Phone Number. WRK: \_\_\_\_\_ Best time to call: \_\_\_\_\_

HM: \_\_\_\_\_

FAX: \_\_\_\_\_

Number of Campers Attending: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

#### PROGRAM INFORMATION

Please put together an itinerary for your stay. The following are popular activities. We will provide equipment for those listed. We also have a PA available for your use.

#### DAYTIME

\_\_\_\_ 1. Snorkeling

\_\_\_\_ 2. Kayaking

\_\_\_\_ 3. Hiking

\_\_\_\_ 4. Fishing off Pier

\_\_\_\_ 5. Boat Fishing Trip\*

\_\_\_\_ 6. Recreational Equipment available

\_\_\_\_ 7. Free Swim Time

\* indicates an extra charge applies

#### EVENING ACTIVITIES

\_\_\_\_ 9. Campfire

\_\_\_\_ 10. Astronomy- Use of Telescopes

\_\_\_\_ 11. Fox eye Hike Scavenger hunt

\_\_\_\_ 12. Movie on the Beach- Bring your own movie



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## MEDICAL FORM ORGANIZATION

In an effort to continue to make TCX the safest environment for your campers, we are asking guest groups to organize their medical forms. We would appreciate it if you could please take a few moments to organize your groups forms in the following fashion **prior to arrival**:

1. If you are dividing your group into smaller activity groups, please make a list and separate the camper's medical forms by group. If you will all stay together please just make an information sheet for the entire group.
2. Once the medical forms are separated, please attach a sheet of paper to each group's medical forms with the following information on the front:
  - Name of Organization
  - Group Number
  - Campers Names
  - Adult Leader(s) Name(s) for that group
  - List and outstanding medical needs
3. The medical forms, now separated by group and identified with the above information, should all be brought with you to TCX and given to the Camp Manager during the orientation when you first arrive at camp

So that we are best able to deal with potential medical problems the Camp Manager may review these forms and let appropriate staff know of any campers they need to pay special attention to. This system will allow our staff, and yours, to best be aware of any potential medical conditions. Thank you for taking the time to go through these forms; let us know if you have any questions.

**Please remember that we are required by law to keep these medical forms on file. You should keep your school district forms separate from these for your return trip.**

***Please use discretion if you are presented with a student or chaperone arriving on your trip's departure day sick (i.e. fever, flu, or a cold). We understand that your students (and their parents) are looking forward to this trip, but due to its rustic and active program, White's Landing is NOT an ideal place to recover (or suffer through) an illness. Do NOT bring sick participants. We ask that you consider the affected person's comfort and the health and well being of the remaining students and TCX staff.***

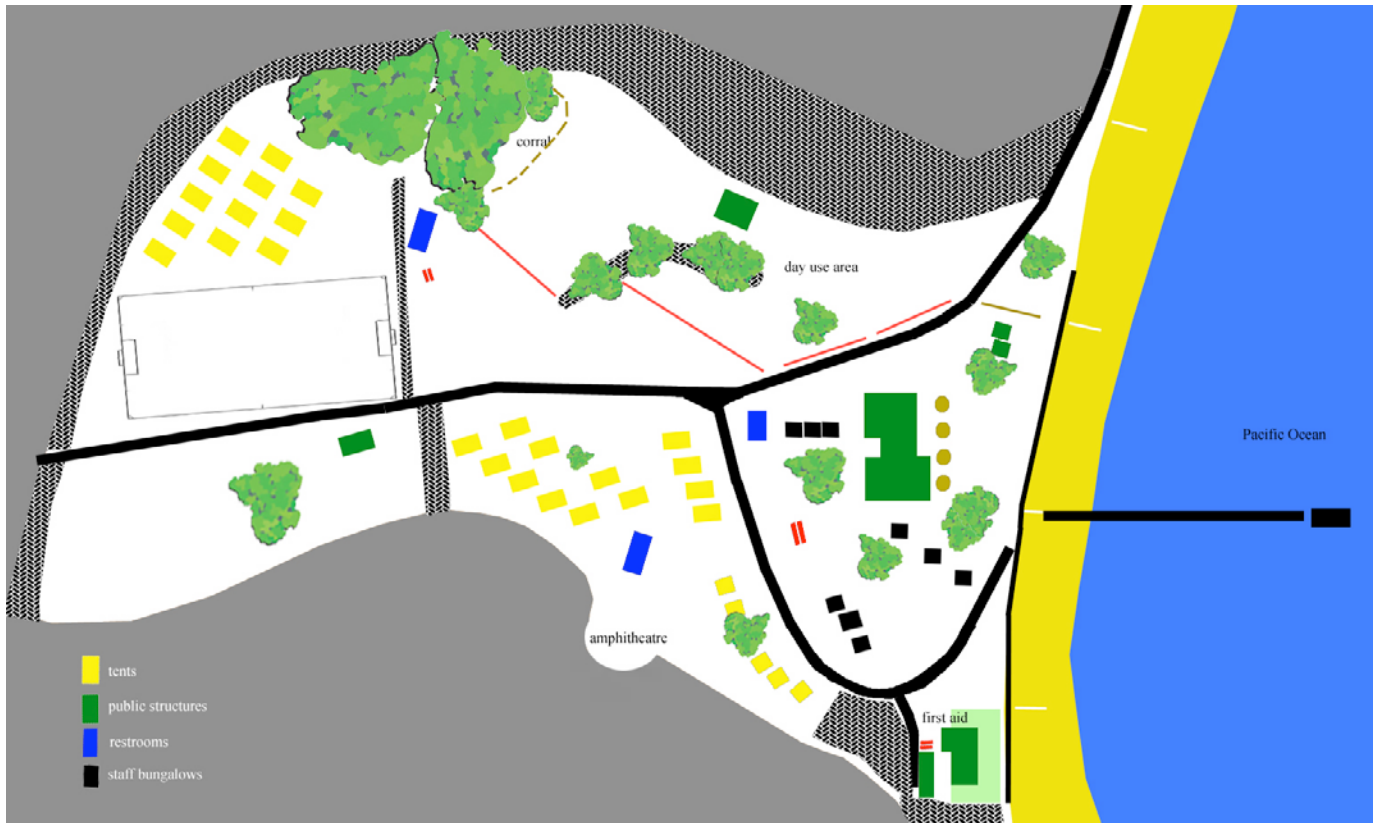
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## THE CATALINA EXPERIENCE TENT INFORMATION AND MAP

White's Landing is a rustic camp. The tent-cabins DO NOT have electricity. All tent-cabins house up to 8 people. Please situate chaperones so that they are able to keep an eye on a maximum of 2 cabins.

Cabin Assignments will be given on the first day of camp during Orientation.



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## TRAVEL, ARRIVAL AND DEPARTURE PROCEDURE

**Please read carefully!!**

TCX will make your boat reservations for you. We work with companies and try to give you the best deal. Unfortunately, we have to do this on an individual group basis. As soon as we have confirmed your transportation we will contact you with the boat information and maps to the terminal. If you have any questions regarding the boat please call our office.

On departure, your group will go to White's Landing, however, the boat may stop at other camps or ports, before reaching White's. Make sure your campers know which stop is theirs! We suggest that a leader be stationed at the exit to make sure none of their students disembark at any other facilities.

Group leaders MUST contact the White's Landing office at least one month prior to arrival with their final count of campers and chaperones attending.

Have the campers mark all their luggage with WHITE'S LANDING as well as their Name, Address, and Phone Number.

Plan to arrive at the boat terminal at least one hour prior to departure time. Upon arrival the group leader must check in with our Catalina Experience Representative. **Groups may not use tickets for transportation.**

The boat company will give you instructions on how best to load their boat. Please listen carefully and follow instructions for a safe boarding. Please be aware that **once your luggage is on board you will not have access to it until you reach White's Landing.**

For a smooth voyage, please advise your students of the following:

- No running or rough-housing
- Stay seated whenever possible
- Pick up any trash
- Don't feed the sea gulls
- **Seasick medication should be taken AT LEAST one hour before departure**

**If possible, the group leader should carry a cell phone.**

**IMPORTANT:** If you think you are going to be late for any reason, call our office at (888-829-5553 with your anticipated time of arrival. We will do our best to hold the boat. However, this cannot be guaranteed.

**Any group who misses their scheduled boat will be subject to a \$2.50 per person no-show charge and will also be disqualified from the TCX group fare.**

**If you plan to bring your own boat to camp please understand that we do not control the moorings. To moor please use the following guide:**

Mooring: During the week and on most weekends, moorings are nearly always available, however, availability may be limited on 3-day holiday weekends and on peak summer Saturday nights. Because availability is always on a first come, first-serve basis, the best chance to secure a Saturday night mooring is to come midweek, and plan to stay through the weekend. When you arrive, call for the harbor Patrol on VHF Channel 9 and name the cove where you wish to moor. The Harbor Patrol will meet you just outside the mooring area and give you a mooring assignment and collect your mooring fees. You will be charged based on the size of the mooring and the length of your stay. (Rates change annually).

Additionally, TCX cannot provide transportation to and from your mooring. You will need to provide your own dinghy to get ashore. Our float is for loading and unloading only, please DO NOT tie your boat off to the float.

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## TELEPHONE CONTACT SHEET

(Complete this sheet but do not send it.)

Approximately five weeks prior to your departure, we will contact the attending group leader to discuss details of your trip. Below is the list of information we will cover at that time. Please keep this in a convenient location so that you can give or note any pertinent information.

Group: \_\_\_\_\_ Program dates: \_\_\_\_\_  
Attending group leader: \_\_\_\_\_

### NUMBERS:

Number of attendees on contract: \_\_\_\_\_ Non-refundable deposit paid: \_\_\_\_\_  
#Students \_\_\_\_\_ + #Adults \_\_\_\_\_ = Final Count \_\_\_\_\_  
#Girls \_\_\_\_\_ #Boys \_\_\_\_\_ #Female Chaperones \_\_\_\_\_ #Male Chaperones \_\_\_\_\_

Transportation to Boat Terminal: Bus Parking \_\_\_\_\_

**BOAT Transportation to Catalina:** (please note that these times may vary)

Ferry Company: \_\_\_\_\_  
Ferry departure time from Mainland: \_\_\_\_\_ Return departure time from White's: \_\_\_\_\_  
Ferry arrival time at White's: \_\_\_\_\_ Return arrival time to Mainland: \_\_\_\_\_

- \_\_\_\_\_ Please make sure that all luggage is labeled with White's Landing
- \_\_\_\_\_ All luggage must have names and addresses of owners on them
- \_\_\_\_\_ All participants 16 years of age and older must have photo ID to board the boat
- \_\_\_\_\_ Make sure you have a map to the boat terminal- Request one if you don't have one already.

**GROUP ASSIGNMENTS:** (should be assigned and told to students prior to departure)

- \_\_\_\_\_ Dorm Assignments (there should be 8 people assigned to each cabin, with at least 1 chaperone for every 2 cabins)
- \_\_\_\_\_ Meal set up/clean up crews: Assign 3 students per 15 students for set up and clean up crews (For a 3-day program 5 meals. For a 5-day program 11 meals).

### IMPORTANT DETAILS TO KNOW/ REMEMBER:

- \_\_\_\_\_ Leave valuables at home
- \_\_\_\_\_ Have you mailed in your signed contract and Program Planner?
- \_\_\_\_\_ Bring the student's medical forms with you (We will need to keep these. So, if you need copies, make them at school ahead of time).
- \_\_\_\_\_ Any questions for the TCX store?

**PROGRAMS:** Confirm the program selections on the Program Planner you returned. Please provide Itinerary at this time.

### DAYTIME

- \_\_\_\_\_ 1. Snorkeling
- \_\_\_\_\_ 2. Kayaking
- \_\_\_\_\_ 3. Hiking
- \_\_\_\_\_ 4. Fishing off Pier
- \_\_\_\_\_ 5. Boat Fishing Trip\*
- \_\_\_\_\_ 6. Recreational Equipment available
- \_\_\_\_\_ 7. Free Swim Time

\* indicates an extra charge applies

### EVENING ACTIVITIES

- \_\_\_\_\_ 9. Campfire
- \_\_\_\_\_ 10. Astronomy- Use of Telescopes
- \_\_\_\_\_ 11. Fox eye Hike Scavenger hunt
- \_\_\_\_\_ 12. Movie on the Beach- Bring your own movie

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## MEAL INFORMATION (Complete this sheet but do not send it.)

Due to the logistics of ordering food on the island, it is difficult for the chef to accommodate last-minute dietary or birthday "surprises" upon the school's arrival. Please assist us by obtaining the information below. The medical release forms should be consulted for food allergies. Please collect these at an early date so that you will have the appropriate information. **We will need to cover this information during our phone call two weeks prior to departure. We can offer no assurance after this time.**

**If a student's condition is relatively complex, have a parent call us.**

Number of vegetarians in group including adults: \_\_\_\_\_

Type(s) of vegetarians (e.g. everything but red meat OK, or no meat, or no meat and dairy, etc.)

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Dietary allergies (e.g. peanuts, milk, eggs, wheat, etc.): \_\_\_\_\_

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Severity of reactions: \_\_\_\_\_

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Birthday dates while at camp: \_\_\_\_\_

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### NOTE

Please discourage your group from bringing extra snack foods as they usually go to waste or get eaten by the native fauna of our island. Saltines and anti-sea sickness foods, however, are a wise choice for the boat trip over and back.

## MEDICAL INFORMATION

**Please double-check to ensure students have all necessary prescriptions with them! (We are located 1 1/2 hours via hilly dirt roads from the nearest and only pharmacy.)**

**If this is your first visit and you have any concerns about a student's condition, please call the TCX office for assistance.**

Do any participants have medical or physical conditions which we need to be aware of?

Asthmatics? Have them bring inhalers!  
Fatal allergies? Bees, food, etc.

Diabetics?  
Weight problems? Lots of walking is involved

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Are any students currently on behavior related medications? (e.g. Ritalin. If so, please place students on such medications in groups with teachers)

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# Group Leader Guide

The Catalina Experience™ at White's Landing

## **CAMPER AND CHAPERONE INFORMATION**

# Group Leader Guide

The Catalina Experience™ at White's Landing

**\*\*\* Please copy for your chaperones\*\*\***  
**LEADER AND CHAPERONE INFORMATION**

We respect and encourage the adults who choose to participate with their group and/or child. Our program would not function at the level it does without their active involvement. We believe there are many rewards, both personal and group related, which will result from their efforts.

**Chaperones should come prepared to participate in all program activities, including snorkeling and kayaking. Chaperones will also be in charge of the control, discipline and overall safety of the campers both during program time and free time.**

## Role of Chaperones

**Program:** Be an active part of the program, including snorkeling and kayaking. This sets the appropriate example for the campers. Help supervise during program.

**First Aid:** If a camper has a minor injury or illness, a chaperone escorts the student to TCX's first aid room. This room is stocked with medication and supplies. Chaperones must consult the camper's medical form before administering first aid.

**Schedule:** Keep campers on time to programs and meals. This will maximize time in program and ensure warm food for all. Sit at tables with campers and supervise meals. This will help to reduce noise and facilitate a pleasant dining experience.

**Facility:** Supervise students during free time and in the tent-cabins. To curtail rough horseplay, keep students within their boundaries. **Camper's should always be with a chaperone.**

**Dorms:** Chaperons will stay in the same tent-cabins with the campers and may stay in the same room. Organizations supervise the tent-cabins. Help water conservation by reminding the campers only one shower per day.

**Damages:** Organizations are held responsible for any property or building damages done by their students during their stay.

**Quiet hours** are from 10:00PM to 7:00AM for all participants. It is the chaperones responsibility to help the campers respect the Quiet Hours. Everybody will need and want their sleep.

## SUPPORT THE PROGRAM IN THE FOLLOWING WAYS:

- Always wear shoes.
- No water activities without TCX supervision.
- Comply with all instructions of the TCX staff.
- Be courteous to the TCX staff and encourage it in the campers.
- Keep campers out of restricted areas.
- Keep noise to an acceptable level.
- Do not litter and encourage campers to pick up any litter.
- Curb general horseplay. A simple X-ray or stitch is at least a *four-hour round trip*.
- Keep the tent-cabins and restrooms clean. Do not put anything but toilet paper in the toilets.  
**Please instruct the females in your group NOT to dispose of sanitary napkins or tampons in the toilets. Receptacles for that purpose have been provided.**
- Motivate all campers to be on time for all program sessions and meals.
- Campers may not smoke. Adults please smoke only in designated areas.
- **No alcoholic beverages and no illegal drugs.**
- All camp Quiet Hours are 10:00PM to 7:00AM.
- No rock throwing.
- No shell or animal collecting. We wish to preserve our marine environment.
- **Campers may not use the telephone. If there is an emergency, the group leader will be able to call the appropriate people.**
- Conserve water. Only one shower a day, please.

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\*\*\* Please copy for your chaperones\*\*\*

## **FREE TIME**

Recreational "free time" give the campers a break from taking in information and allows them to let out energy stored up during the previous learning session. Because campers are not typically used to being engaged in structured activities all day and evening, free time is important. Volleyballs, basketballs, footballs, and soccer balls are all available.

## **CHAPERONE SUPERVISION**

Group chaperones are to be responsible for the supervision and general discipline during this time.

*Since the majority of injuries, scrapes, bruises, etc. occur during "free time", adult supervision helps facilitate a safe and continued experience for students.*

## **TENT-CABINS**

Adults will stay in the same tent-cabins as the campers. Quiet hours are from 10:00PM to 7:00AM and must be enforced. All participants should be allowed the necessary rest in order to enjoy the program. Horseplay in and around the tent-cabins should be discouraged. Because food and drink attracts insects and animals, no food or drinks are allowed in the tent-cabins. Tent-cabins are off limits to the opposite sex and other groups.

Safety is of paramount concern, but despite training, safety measures and emergency procedures, many of the activities in and around camp carry some inherent risk. It is for this reason that we must insist that each chaperone read the enclosed Release and Waiver of Liability, agree to its terms, sign and date the form. The completed form should be returned to the group leader well in advance of your trip.

**WE REGRET THAT WITHOUT SIGNING THE RELEASE AND WAIVER OF LIABILITY, YOU WILL NOT BE ABLE TO ACT AS A CHAPERONE, PARTICIPATE IN THE PROGRAM, OR BE ON CAMPUS.**



# Group Leader Guide

The Catalina Experience™ at White's Landing

**\*\*\*Please copy for your chaperones\*\*\***

## THE CATALINA EXPERIENCE CHAPERONE RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability is made in consideration of The Catalina Experience (TCX) consent to my request to be present, participate in and use the equipment at a TCX camp and programs, (the "Program").

I have been informed of the nature and activities of the Program in which I will participate which include camping, hiking, snorkeling, kayaking, boating, and transportation to and from the Program. I understand there are numerous risks associated with my presence, participation and use of equipment, which may pose a threat of serious injury, illness or death. I understand these risks are a part of engaging in the type of outdoor sports and activities which are a major component of the Program. I further understand that it is not possible to list all potential risks that I may encounter while present, participating or using the equipment of the Program, but I am familiar with outdoor sports and activities in which I will engage and I am not aware of any physical, emotional or mental problem or limitation that would prevent or impair my participation or increase the risks involved.

With this knowledge, I accept and Assume the Risk and Full Responsibility for illness, injury and death, loss of personal property and other damage and expense which may result from my presence, participation and or use of equipment in the Program, whether caused by the negligence of TCX, its agents, employees, landlords, lessors, or representatives, (the TCX "Parties"), or otherwise.

I hereby agree to Release, Waive, Discharge and Promise Not to Sue the TCX Parties, and each of them for any liability to me, my heirs, next of kin and personal representatives, arising from any loss, damage claim or cause of action that may result from my presence, participation and or use of equipment in the Program or activities incidental thereto, and any injury to my person or property, including death, whether caused by the negligence of the TCX Parties or otherwise.

I further agree to indemnify, save and hold harmless the TCX Parties and each of them from and against any loss, liability, damage, or expense, including attorney's fees, they may incur as the result of my breach of this Agreement.

This Agreement is intended to be as broad and inclusive as permitted by and shall be construed and governed under, the laws of the State of California. If any part of the Agreement is held to be invalid the remaining terms shall remain in full force and effect.

**I Have Read and Understand this Agreement and its Legal Consequences and Agree to be Bound by its Terms.**

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Participant's Name (print)	Participant's Signature	Date
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School Name	Dates of Attendance	Facility
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# Group Leader Guide

The Catalina Experience™ at White's Landing

**\*\*\*please copy for the campers and chaperones\*\*\***

## THE CATALINA EXPERIENCE INFORMATION AND ORIENTATION

The Catalina Experience is located on Catalina Island west of the town of Avalon at White's Landing. White's provides a setting for retreats that is free from many of the mainland distractions. It is a place to appreciate nature and a simple lifestyle. An understanding of the following information and guidelines will make your stay at White's a more enjoyable one.

For those of you who are first time visitors to The Catalina Experience, it is a rustic camp. The accommodations are **tent style** and **lack electricity**. For that reason, campers are encouraged to bring an electric lantern or flashlight for the evening. Open flame or propane lanterns are prohibited due to fire hazard.

**Or Staff:** At the Catalina Experience, we acknowledge the trust you have in our staff to show your children a wonderful time, but more importantly keep them safe. For that reason, we have taken every precaution to ensure that our campers are under the greatest possible supervision available. Upon hiring, all staff successfully passed a background check. All program staff carry current First Aid and CPR certifications. Finally, all of our staff have been hand picked for leadership qualities that will heighten the experience of our campers, guaranteeing a camp experience they will remember for a lifetime.

**Facilities:** The camp compound consists of the following:

1. Enclosed cabins and deck mounted tents
2. No electricity available in tents
3. Centrally located restroom pavilions with flush toilets, hot showers and power outlets
4. Enclosed dining hall and patio seating
5. Camp store with soda, candy, books, clothes and sundries

**Recreation:** Waterfront- swimming, sea kayaks, snorkeling, boogie boards, lounge chairs, and marine specimen touch tank

Land Based- low ropes course, astronomy, basketball, volleyball, horseshoes, GPS scavenger hunt, night time scavenger hunt and campfire.

**Water Use:** Catalina Island is a desert island where water is considered a precious resource. All campers are asked to conserve water wherever possible (especially during showers).

**Smoking and Fire:** Due to extreme fire danger and camp isolation no smoking is allowed in camp except adults at the waterfront. No playing with matches, lighters or fireworks. Fire extinguishers are conveniently placed near sleeping areas, and a \$50.00 fine will be charged against any individual who discharges one without compelling reason.

**Alcohol and Drug Use:** Use of alcohol by minors or use of illegal drugs by anyone will be cause for automatic dismissal from camp. All travel and related expenses incurred will be borne by the dismissed camper and all camp fees will be forfeited. Such activities are contrary to the very purpose of the camp and will jeopardize future use of the camp by the individual.

**Disciplinary Action and Property Damage:** Any youth sent home for disciplinary reasons will pay all travel and related expenses, forfeit all camp fees and must make full payment for any damaged property.

**Hiking:** Staff does not maintain any hiking trails beyond camp property lines. However, there are various hiking areas. Hiking outside of camp requires checking out at the camp office and hiking with a partner. No hiking or climbing on cliffs is permitted, and hiking into Avalon is not possible due to the distance required.

**Dining:** Dining at White's is "buffet style". Additional portions are available once everyone is served. Shirts and shoes are required at meal times.

# Group Leader Guide

The Catalina Experience™ at White's Landing

**Cabin Conduct:** Cabins are NOT Co-Ed during youth camps. There is a boys and a girls side of camp, separated by a road. No food is allowed in cabins where wild animals may enter to find snacks. Fines will be charged for defacement of buildings or equipment.

**Waterfront:** Waterfront use is allowed at designated times, and only while a lifeguard is on duty. Diving from the pier is strictly prohibited. There is no SCUBA or spear fishing permitted unless special permission has been granted. Snorkeling equipment and wetsuits are available for camper use free of charge.

**Camp Store:** The Catalina Experience operates a camp store for your convenience. The store hours are set by the Camp Manager at specific times during your camp itinerary.

**U.S. Mail:** Mail is picked up and sent to Avalon at 1:30 p.m. daily. A mailbox for outgoing mail is located outside the dining hall. Please do not send mail to White's. The short stay of your camper will not permit receipt.

**Medical Facilities/ First Aid:** There is a first aid station on site. More serious conditions will be sent to Avalon or 911 will be called, bringing emergency help via Avalon Baywatch. Campers should carry a medical insurance card, and the medical release form (included in this packet) must be completed prior to arrival at camp.

**Contacting Camp:** Please telephone The Catalina Experience only in emergencies. The number is 888-829-5553.

# Group Leader Guide

The Catalina Experience™ at White's Landing

**\*\*\* please copy for the campers and chaperones\*\*\***

## WHAT TO BRING

There are many items that campers will want to bring to TCX. Some are necessary and some may just be extra baggage that they may never use. This is a short trip and the campers should pack appropriately.

**We advise that campers bring no more than they can comfortably carry.** Your campers will have to carry their luggage not only on and off the boat, but also up a field to their tent cabins when they arrive at White's Landing. They will have to repeat that process on their day of departure.

**Be sure to mark all clothing before arrival on the island.**

Essential items:	Not essential but desired by many:	Do not bring:
Old shirts and shorts	Sunhat	Knives
Jeans or old pants	Sunglasses	Spear guns
Long sleeved shirt	Camera and film	Firecrackers
Raincoat or poncho	Pillow	Curling Irons
Underwear	Day Pack	Valuables
Bath towel	Contact lenses (glasses cannot be worn under masks. TCX does not offer optical snorkeling masks.)	Alcohol or drugs
Toothbrush and paste	Extra swim suit	TV's, radios, etc.*
Swim suit	Extra blanket	Video games
Large beach towel	Fold up Chair	Water guns
Warm Sleeping Bag		Water balloons
Flashlight		Gum
Tennis shoes/ hiking boots		Cell phones*
Sunscreen		
Toiletries		
<b>Water bottle</b>		
Warm sweater or sweatshirt		

**\*If campers use mp3 players or electronics on the trip over, please collect them and place them in a safe place. We discourage children from bringing cell phones to camp, however, adults may bring cell phones as necessary. TCX does not assume responsibility for lost/stolen items.**

Please pack personal gear in a suitable container. NO LARGE TRASHCANS. Soft luggage or duffle bags are best. Also, tying sleeping bags to the rest of the luggage can make it harder to load on and off the boat. Please keep luggage pieces separate and well marked with the campers name, organization and THE CATALINA EXPERIENCE.

## INCLEMENT WEATHER

The weather on Catalina Island is usually very good. However, it is possible to have rain, wind, fog, or a combination of these conditions at any time. All campers and chaperones should have rain gear. Plastic trash bags can function as an inexpensive, although not very durable, rain poncho. If there are bad winds, it is possible that your boat transportation will be postponed until the winds have died down. **Be prepared for all types of weather!**

**It is prudent to pack plastic bags for wet articles from rain or last-morning water activities.**

# Group Leader Guide

The Catalina Experience™ at White's Landing

**\*\*\* please copy for the campers and chaperones\*\*\***

## **DEPARTURE PROCEDURE**

Prior to departure from White's Landing, campers will sweep out and clean their tent-cabins, clear the sand off the mattresses and pick up any debris around the tent. TCX Instructors will check each tent for cleanliness and damages before dismissing the group. Luggage will be carried by the students to the designated area to await departure.

The boat may return to the mainland via other camps or Two Harbors.

## **SAFETY INFORMATION**

### **EMERGENCY PROCEDURES**

In the event of a fire or other facility emergency adults are responsible for moving campers to an appropriately safe location. This procedure will be covered during the orientation upon arrival. Campers should not tamper with fire fighting equipment. Campers who discharge fire extinguishers without just cause will have to pay a \$100.00 recharging fee.

**Fire:** If any person spots a fire, they should sound the alarm immediately, report to the program office and explain the situation to the TCX staff. Upon hearing the alarm, all guests at White's Landing are to report to the waterfront. The leaders are to account for all their campers. **DO NOT ATTEMPT TO FIGHT THE FIRE!**

**Lost Child:** The TCX staff has been instructed as to the proper procedure for a lost child. Paramedics and the Sheriff are available for emergency situations.

### **MEDICAL PROCEDURES**

If an accident of any type occurs, report it immediately to a TCX staff member. If first aid is required it will be administered by a qualified individual. All TCX instructional staff are certified in First Aid, and CPR; Paramedics will be contacted for major accidents. Problems requiring a doctor's attention, other than accidents handled by paramedics, will have to go to Avalon or the mainland for attention. In the event of any accident that requires a student to be taken off site for medical attention, TCX staff will notify parents of that student. Camper illnesses that last 3 days or longer will also warrant parental notification.

**Student Medications:** The school group leader will be responsible for distribution of all medication required by the campers.

### **STUDENTS WITH COMMUNICABLE ILLNESSES**

During the course of a visit, any camper or other guest at White's Landing that shows symptoms of chicken pox, measles, or any other communicable disease will, be restricted from program participation and sent home at the earliest opportunity. Please do not bring any sick campers or chaperones to The Catalina Experience. Fevers, flu and colds are just a few examples. This policy is in consideration of the affected person's comfort and the health and well being of the remaining campers and TCX staff.

# Group Leader Guide

The Catalina Experience™ at White's Landing

**\*\*\* please copy for the campers and chaperones\*\*\***

## MEALS

All meals are set up buffet style with a hot meal and a salad bar. Campers will all come into the dining hall and sit down at their designated tables and wait to be dismissed. After each meal a clean up crew from each group will stay behind to clean all the tables and sweep the floor.

### General Guidelines:

- All campers and adults are to stay in the dining hall until announcements are given.
- Campers should enter the dining hall in an orderly fashion.
- All campers will be responsible for bussing their own dishes.
- A group of campers from each group will stay after the meal, with a chaperone, to help clean the dining hall.

**Students need to be courteous and take only what they can eat.**

### SAMPLE MENU

#### Breakfast:

- Oatmeal and Scones, French Toast, Scrambled Eggs and Hash browns, Breakfast Burritos
- Sides: Bacon, Sausage, Fresh Fruit, Bagels,
- Self Serve Cold Cereal Bar

#### Lunch:

- Cold cut sandwiches, Tomato soup and Grilled Cheese, Chicken Sandwiches, Meatball Subs
- Sides: Chips, Veggie Platter, Fresh Fruit, Pasta Salad
- Self Serve Salad Bar

#### Dinner:

- Baked Pene with meat sauce, Chili and Cornbread, BBQ Burgers/Hot dogs, Baked Chicken
- Sides: Cheese bread, Chips and Salsa, Baked Beans, Dinner Rolls, Stuffing
- Self Serve Salad Bar
- Dessert: brownies, cookies, cake, etc.

**Note:** This is a sample menu only. Food items are subject to change and vegetarians are accommodated at each meal. One month prior to departure our office will contact the group leader for any special food needs or allergies. **Food is of highest quality and there is plenty of it. Please refrain from bringing extra food and snacks as these will attract insects and rodents.**

# Group Leader Guide

The Catalina Experience™ at White's Landing

## CAMPER APPLICATION-MEDICAL FORM CAMPER INFORMATION (COMPLETE IN FULL)

GROUP NAME: \_\_\_\_\_

Dates of Camp Trip: \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  Male  Female

Street Address (Home) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home phone \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Street Address (Work) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact other than Parent \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Your Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Address of Insurance Company \_\_\_\_\_ Phone Number \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone Number \_\_\_\_\_

Student Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Check all applicable conditions of student and explain below

- Allergies (General)
- Allergy to bee stings
- Asthma
- Backaches or weak back
- Bowel or bladder problems
- Car/sea sickness
- Epilepsy or convulsive disorder
- Food Related Allergies
- Hay fever
- Headache
- Heart trouble or murmur
- Poison Oak
- Respiratory problems
- Sinus trouble
- Sleep Walking
- Vomiting
- Vegetarian
- Diabetes
- Other

Explain:

Is camper capable of participating in strenuous activities? YES NO

Explain:

Any other Important medical needs? YES NO

Explain:

Date of last Tetanus:

# Group Leader Guide

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Is the camper required to take regular medication: YES NO (all medications are administered by the chaperones for the student's own school)

Please provide instructions (dose) for administration of medication:

YES	NO	YES	NO
___	___	___	___
___	___	___	___
___	___	___	___
___	___	___	___
___	___	___	___
___	___	___	___

## Medical Consent

The camper's medical conditions stated on this application are complete and correct. I hereby give permission to The Catalina Experience (TCX) personnel to administer first aid and to arrange for medical care and treatment in case of a medical emergency. I also give permission to the physician selected by TCX camp personnel to examine, diagnose and treat or secure proper treatment for the student as the physician shall determine is proper and necessary under the circumstances. A photocopy of this authorization shall be as valid and may be accepted as the original.

## Parental Authorization

I have been informed of the nature of the TCX program in which the camper is enrolled. I understand that there are risks associated with the camper's participation in the program activities generally described in the parent information pamphlet and transportation to and from the camp, which pose a threat of injury, illness, or death. The undersigned is familiar with outdoor sports and activities and the camper's abilities and I am not aware of any physical, emotional, or mental problem or limitation that would prevent, impair or increase the risk involved in the camper's participation in TCX activities.

With this knowledge, I grant permission for the camper to participate in all camp activities and on behalf of the undersigned and the camper I accept and assume the risk and full responsibility or injury, illness, death or loss of personal property or other damage, and medical or other expense resulting from the camper's presence at TCX.

I here by release and discharge The Catalina Experience, and their agents and employees from liability to us and to the student for any and all losses, damages, and expenses and any injury to person or property, including death, resulting from the camper's travel to or from TCX and participation in the program.

I agree to direct the camper to comply with all TCX rules and policies and to cooperate with TCX personnel. I understand and agree that if the camper fails to comply with the rules and policies, he or she may be expelled from TCX and sent home at my, the parent or legal guardian's expense. I also authorize the use of photos taken of my child by TCX in their promotional literature.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Parent or legal Guardian

\*\*Note: Please attach a copy of the front and back of the applicable insurance card to this form \*\*

**Rules for acceptance and participation in The Catalina Experience programs are the same for everyone without regard to race, color, national origin, sex or handicap.**