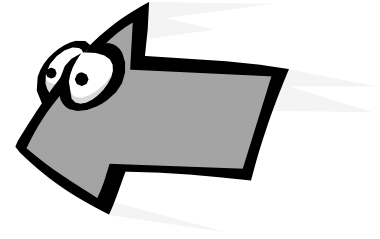


Outpost Procedures and Regulations

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 CPR and First Aid or higher certified or have current certification as an EMT, paramedic, national athletic trainers association trainer, Red Cross emergency responder, or be a Wisconsin licensed physician, nurse, or physician assistant.
- Your group must provide an adult to serve as Group Leader. The Group Leader is responsible for the management, discipline and overall Outpost experience for the participants.
- A maximum of 20 youth may attend a canoe trip Outpost program. The other Outposts have a maximum of 30 youth.
- Every youth and adult on Outpost must have a completed and signed health form and UW System Agreement for Assumption of Risk form. For youth, a parent or guardian must sign these documents. Individuals without these documents are not allowed to participate in camp activities.
- 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, bee sting kits and other medicines as indicated on the health form by their parents or guardians.
- 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 attracting nuisance wildlife.
- Possession or use of alcohol or controlled substance drugs on Outpost is strictly prohibited. This applies to adult leaders and youth participants. Possession and use of tobacco products by adult leaders is greatly discouraged.
- Participants must always be in sight and/or sound of one of the Outpost adults.
- Youth should be discouraged from bringing food, music/video/game players and cell phones 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** per day to be led by the Upham staff *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 Director 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, Outpost Group Leader, the Upham Woods naturalist and the Upham Woods Program Director 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 'Down the Wisconsin River' Outposts, regardless if they have been to camp before. 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. Be sure Outpost and main camp canoe usage is scheduled correctly.
- Swimming can only occur when an **Upham Woods lifeguard is on duty**. Lifeguard certified participants can help guard, but they cannot lifeguard by themselves. All participants must pass a swim test.
- For Devil's Lake and Mirror Lake Outposts, a swim test with buddy tags will be conducted at the park before the first free swim time.
- Because Devil's Lake and Mirror Lake have water conditions that make it less difficult to life guard, the 1:50 ratio applies. (Outpost group size limit is a maximum of 30 youth participants). The ratio of lifeguard to swimmers is subject to change based on the judgment of the supervising lifeguard in consideration of local weather/water conditions and group management needs, etc...
- The Upham Woods staff decides availability of swimming due to weather or water 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. To keep the canoe from tipping, the middle person does not 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 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.
- 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 may need to modify the programming schedule in response.
- Besides water, FOOD AND DRINK ARE NEVER allowed inside the tents.

Camping Facilities

- Remember that your total in-camp numbers should not exceed 150; this includes in-camp Outpost participants.
- There is no motor vehicle access to the Blackhawk Island campsite. Participants using this site will need to carry in all gear.
- Campfires are normally allowed at our camping locations, but Upham Woods staff and the Wisconsin DNR have the authority to restrict campfires based on fire danger level and environmental conditions.

Transportation

- Upham Woods does not have a vehicle for transporting participants. Participant vehicular transport must be arranged by your group.
- Upham Woods can provide some equipment transport, including canoes, using the camp pickup truck. If needed, we will provide one equipment drop off and one equipment pick up at a maximum one-way distance from Upham Woods of 20 miles (the approximate distance to Devils Lake State Park). Any additional equipment transportation trips or trip distances greater than 20 miles away will incur a nominal transportation fee to cover vehicle gas, oil, wear and tear, etc. The fee will be assigned based upon the mileage and the state mileage rate.

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.