



www.HorizonsOutdoor LearningCenter.com

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(540) 896-7600 or (800) 729-9230

Group Leader Handbook

Thank you for booking an event at Camp Horizons! This handbook is designed to answer questions and give you all the information you need for your upcoming visit.

Reservations

A deposit of 30% of your group's total estimated fee is required in order to book your group on our calendar. We'll refund all but \$50 of your deposit if you cancel your reservation more than six weeks prior to your arrival date. No refunds are available for cancellations less than six weeks prior to arrival.

Final Count

One week prior to your group's arrival we will contact you to confirm your upcoming reservation. At this time we will need your final count of participants so that we can order food and finalize our staff. That is the minimum number you will be charged for, regardless of how many people you actually bring. If your numbers increase during that week, we will bill you for the additional guests.

Lodging

Whenever possible we will let you know if your cabin assignments prior to arrival. All cabins have bunk beds and electricity with attached bathrooms unless noted. Guests should bring linens and towels. Villages include: Rainbow, Sunrise, Sunset, Starlight, Mountainside (bathrooms short distance away) and Adventure (bathrooms short distance away). Cabins and occupancies for each are listed on our website.

Meals

Our normal meal times are 8:00 am, 12:30 pm and 5:30 pm unless we have made other arrangements with your group. Typical breakfasts include cereal and fruit as well as a hot entrée like pancakes and sausage or biscuits and eggs. Typical lunches and dinners include salad as well as a hot entrée like spaghetti, chicken sandwiches or grilled cheese with a vegetable and dessert. Meals are served buffet style by our staff. Vegetarian options are available but we must know one week prior to arrival if you have anyone in your group who is a vegetarian or has other special dietary needs.

Activities

Our activities are facilitated by our professional staff members. Below is a sampling of our activities along with any special items needed for each activity.

- **Horseback Riding:** ring rides and trail rides, based on age. Participants need long pants and close-toe shoes with a heel- no tennis shoes. Allow 1.5 hours for horseback with 1 hour of riding.
- **Low Ropes:** a variety of different activities designed to enhance communication and team building within your group. May consist of group games on the basketball court or in open field and then activities on our wooded low ropes course. All elements are on the ground or low to the ground. Typically a half-day activity. Participants need longer shorts or pants and closed-toe athletic shoes.
- **High Ropes:** a variety of elements in the trees 25 to 30 feet off the ground. Our staff members oversee the harnessing and belaying of participants and then your group will belay each other under our supervision. Activities may include the Postman's Walk, Zipline, Giant Swing, Pamper Pole, Flying Squirrel, Grapevine, Log, and Giant's Ladder. Participants need longer shorts or pants and closed-toe athletic shoes.
- **Climbing Wall:** a four-sided climbing wall with varying difficulties. Participants need longer shorts or pants and closed-toe athletic shoes.
- **Canoeing:** we offer canoeing at Lake Philippa on site as well as day trips on the Shenandoah River. Participants need a bathing suit, towel and shoes that will stay on their feet (Aquasocks, Texas, etc.- no flip flops.)
- **Tubing:** a lazy ride on the Shenandoah River. Participants need a bathing suit, towel and shoes that will stay on their feet (Aquasocks, Texas, etc. -no flip flops.)
- **Caving:** a half-day trip exploring one of our local caves. Participants need old clothes that will get muddy and permanently stained. Bring long pants, closed-toed shoes and a long-sleeved shirt/sweatshirt.
- **Rock Climbing:** a variety of trips available at nearby sites. Participants need longer shorts or pants and closed-toe athletic shoes.
- **Mountain Biking:** ride through trails on our property of varying difficulty. Participants need closed-toe athletic shoes.

Paperwork

We need the following paperwork from each group prior to arrival:

- Contract- signed by the group leader and returned with deposit
- Participant Agreement- signed by each adult participant and by parent/guardian of any participants under 18 years old
- Equine waiver- for anyone taking horseback riding. Must be signed by each adult participant and by parent/guardian of any participants under 18 years old
- Copy of your group's itinerary

First Aid/Emergencies

Your group is responsible for all first aid and emergency care. You must bring your own first aid supplies and you are responsible for emergency transportation. It is advised that each group provide at least one person certified in CPR and First Aid from a nationally recognized provider. Emergency numbers are posted by each phone (foyer of Main Dining Hall, Camper Care Center) and 911 service is available. Should you need to visit the emergency room, Rockingham Memorial Hospital is located 15 minutes away in Harrisonburg. The phone number is (540) 433-4393.

Directions to Rockingham Memorial Hospital:

- Go out the driveway and turn Right on Mountain Valley Road
- First Left on Martz Road/Route 806
- Left at stop sign on Route 11 South
- Approximately 5 miles to I-81 South (at the Exxon station)
- First exit- #247 B
- Left at first light on Cantrell Avenue
- Left at 3rd light at the Emergency Room

What to Bring

This is a suggested list of standard items to bring for an overnight trip. Please reference the activity list for specific items based on the activities your group will be doing.

- Clothing- layers are especially important when the weather is cooler
- Footwear- closed-toe shoes are required for most activities. Flip flops are fine for shower shoes or going to the pool
- Raincoat or poncho
- Linens- towels, pillow and pillowcase, sleeping bag and/or sheets
- Toiletries
- Any medication you regularly take
- Water bottle
- Bug spray
- Sunscreen
- Flashlight

Directions to Camp Horizons

Coming to Camp Horizons from the North:

Take I-81S to exit 257 (Mauzy/Broadway). Follow Route 11 south two miles into the small town of Lacey Spring. Turn left onto Rt 806/Martz Road (at the Lacey Spring Grocery). Follow Rt 806 three miles until it comes to a T-stop. Turn right onto Mountain Valley Road. Camp Horizons will be 0.2 miles on your left.

Coming to Camp Horizons from the South:

Take I-81N to exit 251 (Harrisonburg/Route 11). Follow Route 11 north five miles into the small town of Lacey Spring. Turn right onto Rt. 806/Martz Road (at the Lacey Spring Grocery). Follow Rt 806 three miles until it comes to a T-stop. Turn right onto Mountain Valley Road. Camp Horizons will be 0.2 miles on your left.

Arrival

If you are not traveling on our bus, please make sure that we know your time of arrival and have a copy of your group's itinerary. Please follow the signs directing you where to park and one of our staff members will meet you when you arrive. If you are running behind, please call our host at (540) 896-5444 or (540) 607-0054 to let us know. If you have not already made your final payment, please bring it with you.

Camp Rules and Expectations

Upon arrival your host will orient your group and share the following expectations.

1. Camp Horizons is a smoke-free facility.
2. Camp Horizons is a drug and alcohol-free facility.
3. Please only visit the cabins and areas your group has been assigned.
4. There is no swimming in the lake or pool unless a Horizons lifeguard is present.
5. Groups are expected to leave facilities clean and in good repair.
6. Quiet hours are 9:30 pm to 7:30 am.
7. Please let your host know if you need cleaning supplies, light bulbs, toilet paper, etc. or experience any maintenance problems.
8. Please use the trash receptacles provided.
9. No food in cabins as this attracts mice and other animals.

Enjoying Your Visit

We want your stay at Camp Horizons to be as enjoyable as possible. You will be assigned a staff member as your host and he or she will welcome you when you arrive, work with you to during any activities you have scheduled and be present at meal times. Should you have a maintenance issue or any other problem, please stop by our staff housing in the Camper Care Center, located across from the Main Dining Hall, or call the Host Phone at (540) 607-0054.

Departure

Prior to departure the host will conduct a brief walk-through of cabins with the group leader to be sure that cabins are clean and in good repair and that there is no Lost and Found. You will receive a short survey as a follow up after you return home. We appreciate your feedback on what you enjoyed about your stay and what we can do to make it even better.

Book Your Next Event Now!

Most groups ask for the same dates next year for their upcoming event. Please let us know your upcoming dates as soon as possible so we can be sure to get you on the calendar for next year.