



FALL YOUTH RETREATS LEADER'S TOOLKIT

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DEAR YOUTH LEADER,

We are so excited to have you and your students joining us for Fall Youth Retreats at Trout! We anticipate that God will move in tremendous ways during these coming weekends. Designed to be more than just a weekend full of excitement, our Fall Youth Retreat program is crafted to provide an experience that deepens and draws students into a relationship with Jesus Christ.

This packet contains all of the information and documentation that you will need prior to your group's arrival at Trout. Please give it a thorough read-through. Your success is our success. If you need something, have a question, or want to suggest a way that we can better serve your church and fellow youth workers, we would love to hear from you. It is our joy to serve you in this process. We will take care of the details so that you can focus on what you love... connecting with and discipling your students.

As the Youth Leader, your responsibility as a group leader falls into these basic categories:

SPIRITUAL

- Pray that God would show and bring you the students He has for you to bring this year.
- Challenge your young people to reach out to those God would have them invite.
- Be a model of Christian character. (Your kids do what you do, not necessarily what you say.)
- Be sensitive to the spiritual needs of your group and those around you.
- Be ready to pray with your students and their friends.
- Be ready to respond with the Gospel as the Spirit moves following chapel times and throughout conversations that take place throughout the weekend.
- Be open to whatever God would do in your own life.

RELATIONAL

- Make the first move in initiating conversations.
- Learn to listen. Teach *how to listen* by your example.
- Follow Trout's rules and enforce them gently but firmly with your students.
- If you must discipline, do it privately.

GENERAL

- Be prepared for check-in when you arrive! Refer to the **Friday Night Checklist (p. 10)** to make sure you are ready and don't have to spend the first part of your weekend collecting forms from your leaders and students.
- Help with crowd control. Leaders stay in the cabins with their youth groups. It is your responsibility to settle your group down at night. Assist at meals and at meetings by making sure your students are all present and on time. For larger youth groups (20+), direct your other adult leaders to help and assist as well.
- Monitor and/or dispense your students prescription medications or other medical needs. We do provide nurses onsite for weekend retreats to assist in emergencies, connect you with local clinics and ERs, and provide simple first aid items.
- Get involved...**YOU** make a difference.

Please be sure you share these responsibilities with each of your leaders and make sure they understand their roles.

UPDATING GROUP NUMBERS & PAYMENTS

Please read through this page carefully-following the instructions given will help you to bring as many students as possible while avoiding any unnecessary non-refundable deposits.

All registration is electronic via our website- TroutLakeCamps.org.

Simply click the orange Register/Login rectangle in the upper right-hand corner of the home page. You will be prompted to create a login on our registration system or login with an existing account. If you are having trouble accessing or registering an account with us, give our main office a call, 218-543-4565.

*****PRIORITY REGISTRATION FOR RETURNING GROUPS– Monday, September 13 at 9:00 AM**

We are rewarding the loyalty of returning Fall Retreat groups by allowing returning groups to register fall retreat weekends in a priority registration window.

If your church group attended Fall Retreats at Trout last fall, then your church group is eligible for priority registration. Please contact Grace Schraeder (registration@TroutCamps.org) immediately to see current availability for our Fall Youth Retreat weekends. This will allow you to secure your spot for your church without the risk of the weekend being sold-out. One week prior to the priority registration window, you will be emailed a unique registration link to register your group in that priority window. That link will not be active until the priority access window – Monday, Sept. 13 at 9:00 am and will cease working after the priority window has ended – Thursday, Sept. 16 9:00 am.

IMPORTANT: Priority Registration Groups still need to register their group during the priority registration window AND secured their registration with payment between Sept 13 9:00 AM and September 16 by 9:00 AM 2021. **Without a confirmed registration with payment during the priority registration window, your reserved spaces will be released to general registration.**

General Registration opens on Thursday, September 16th at 9:00 AM

Retreats can fill up quickly and without warning. Because we serve large and small youth groups and churches (150+ & less than 5) we cannot predict, if / when retreats will fill. Our typical retreat size ranges from 300–525 depending on availability and the weekend. We recommend registering your group as soon as you can solidify numbers.

In order to secure your group's spot, payment is due when you register.

Prior to finalizing your online registration, you will be prompted to pay via credit card number. If payment is not received, your group's spots will not be secured until payment is received. Your credit card will be charged the moment you finalize online registration.

Costs, Refund Amounts and Deadlines

Cost per student is \$118 and \$82 per adult leader. 50% per student spot & adult leader spot is nonrefundable up until the day before the retreat. 100% of the registration fee per person is nonrefundable the day prior to the retreat (typically Thursday) through the event itself. Refunds are issued as a check sent to a mailing address. To manage a refund, contact our office during business hours at 218-543-4565.

You must provide adult leaders to supervise your students during the retreat.

You must maintain at least a 1:5 adult to student ratio for Junior High / Middle School Retreats.

You must maintain at least a 1:7 adult to student ratio for Senior High / High School Retreats.

AND

If you are bringing male students, you must have at least one male adult leader.

If you are bringing female students, you must have at least one female adult leader.

FAQ:

Can I pay by check instead of Credit Card? How does that work?

Yes! But that requires registering your group by phone during business hours (218-543-4565). Note your spots will not be secured until we receive your check. Alternately, your registration can be processed with an ACH at the time of registration. If you are mailing a check, we recommend having the check in hand so you can mail immediately following that phone conversation. If that retreat fills and we have not received your check within 2-3 business days, your group will be bumped from that retreat weekend.

What if I have to adjust my numbers between registration and when the retreat occurs?

You can manage your numbers, male & female breakdown, adult leader numbers, etc. via your Trout Lake Camp account by logging in the same way your registered. If you need to adjust your numbers less than one week prior to the retreat, you will have to call our registrar at 218-543-4565.

COVID-19 SAFETY STANDARDS FOR FALL RETREATS 2021

Our most up to date COVID-19 mitigation protocols can be found on our website here:

<https://troutlakecamps.org/about/faqs>

In an attempt to prevent “surprise” changes, we will update these standards as needed freezing the most recent standards once we are within 7 days of the event.

These guidelines are forged from guidance from the Center for Disease Control and Minnesota Department of Health.

PARTNERING WITH YOUTH LEADERS & STUDENTS

Pre-screening: We need your help in pre-screening all guests prior to arrival to ensure everyone is healthy and guests are safe.

- About 5 to 7 days out from your event at Trout, we will ask you to provide a specific health form and questionnaire in a PDF form for all youth leaders and students. **(page 16-17)**
- We will ask you/them to monitor their health prior to leaving for Trout.
- We'll also be asking about any exposure that might be relevant.
- Anyone who is ill with symptoms consistent with COVID-19 during the 72-hours prior to arrival will need to contact our director to determine if you are still able to come.

Before leaving for camp: The best practice is to have everyone in your youth group screened prior to leaving for camp (loading buses, vans, and other vehicles). Before you load cars, vans, busses, use the form provided by Trout to record temperature checks before you head to Trout.

Anyone with symptoms consistent with COVID-19 will need to return home.

How will Check-In work? To minimize exposure:

- We will contact your youth group via email on Thursday prior to your weekend to inform you as to where your group will be staying so that you can pre-assign your student/leader housing. Once your youth group is separated into these smaller groups (pods or cabins), those groups of around 10 will be how they are seated at mealtimes, Chapel times, and compete in games, etc. The idea is that these 10 campers/leaders become a “Family group” that spends a lot of the weekend together.
- Upon arrival at Trout, staff will collect regular health forms and the COVID Temp Check forms. We will provide you and your students with a wristband and event information, housing, meal and chapel scheduling, etc.
- Wristbands must be worn for the entirety of the event/retreat as they identify those that have been health checked.
- In some cases, campers, leaders, and their luggage may be moved to housing using Trout’s “open-air” wagons (we will move people and their luggage by cabin). Some housing may be in walking distance from where you park so those people will carry luggage to their housing.



Fall Youth Retreats
(Quest, Breakaway, Crossings)
Sample Schedule 2021

FRIDAY EVENING

- 7:00–8:30 Check In (Follow Road Signs Upon Arriving on Site)
- 9:30 **Orientation & SESSION 1 – Point Chapel (Worship & Speaker)**
- 9:30 Head Youth Leaders' Meeting – Point Chapel Entrance Doors (After Opening Show)
- 11:15 LATE NIGHT SNACK – Point Dining Hall
- 12:00 In Cabins (Breakout Questions)
- 12:30 Lights Out

SATURDAY

- 7:00 Espresso Available, Soda Fountain
- 7:30 Rising Bell
- 8:00 Breakfast (Free Time Sign-ups at Office)
- 8:30 Adult Leaders Meeting in Lower Tree House
- 8:30 TAG Time – Time Alone with God
- 9:00 **Session 2 – Point Chapel (Worship & Speaker)**
- 10:15 Church Group Time – (Assigned Breakout Spaces, Questions Provided)
- 11:00 Morning Camp-Wide Game – Meet in Point Chapel
- 12:15 Lunch @ Point Dining Hall
- 1:15–5:00 Free Time Activities and Tournaments (All Camp)
- 5:00–5:30 Additional TAG Time
- 4:00 Youth Leader's Tour of Wildwoods, Meet outside Foxes Den
- 5:30 Supper @ Point Dining Hall
- 7:15 Evening Camp-Wide Game – Point Chapel
- 8:30 **Session 3 – Point Chapel (Worship & Speaker)**
- 9:45 Church Group Time (Assigned Breakout Spaces, Questions Provided)
- 10:30 Bonfire with Hot Chocolate & Donuts – Horse Corral (Or :45 after Chapel Session Ends)
- 12:00 In Cabins
- 12:15 Lights Out

SUNDAY

7:30	Espresso Available, Soda Fountain
7:45	Rising Bell / Pack Up / Clean Up
8:00	Breakfast – Point Dining Hall
8:45	TAG Time – Time Alone with God
9:45	Session 3 – Point Chapel (Worship & Speaker)
10:45	Church Group Time (Assigned Breakout Spaces, Questions Provided)
11:30	Lunch (Store Open @ Point) – Point Dining Hall
12:00	Go Home! See you this Winter!

Saturday Afternoon Activity Options (Activities Subject to Change based on Retreat Size and Weather)

Activity	Time	Location	Cost or Sign-Up
Football Tourney	1:15 – 3:45	Point Rec. Shack	Sign-Up/Office <i>No later than 9:00 AM Sat</i>
Dodgeball Tourney* (Ridgeline Park)	4:00 – 5:30	Ridgeline Park*	Sign-Up/Office <i>No later than 9:00 AM Sat</i>
Laser Tag*	1:15, 1:45, 2:15, 2:45, 3:15, 3:45 4:15, 4:45	Timber Ridge*	
Canteen	1:00 – 5:00	Point Courtyard	Prices vary by item
Soda Fountain	1:00 – 5:00	Soda Fountain in Dining Hall	Prices vary by item
Camp Store	1:00 – 5:00	Camp Store	Prices vary by item
Climbing*	1:15 – 5:00	Timber Ridge*	None
Zipline*	1:15, 2:15, 3:15, 4:15	Timber Ridge*	Sign-Up/Office
Riflery**	1:15, 2:15, 3:15, 4:15	Riflery Course**	Sign-Up/Office
Leap of Faith*	1:00, 2:00, 3:00, 4:00	Next to Corral	Sign-Up/Office
Archery	1:00 – 5:00	Archery Range	Must Have Adult Leader Check Out Key in Main Office
Basketball	1:00 – 5:30 (Pickup game 1:30)	Hard Court by Foxes	None
Black Light Dodge Ball*	1:00 – 3:00 (Tournament 4:00)	Timber Ridge*	None
Dodge Ball	1:00 – 5:30 (Pickup game 4:30)	Dodge Ball Arena by Foxes	None
Floor Hockey (Timber Ridge)*	1:00 – 5:00	Timber Ridge*	None
Floor Hockey (The Point)	1:00 – 5:30 (Pickup game 4:30)	Rec Hall (Lower Dining Hall)	None
Human Foosball	1:00 – 4:30 (Pickup game 2:30)	Hard Court by Foxes	None
Mountain Scooters*	1:15 – 4:45	Timber Ridge*	None
Parkour Park*	1:15 – 5:10	Timber Ridge*	None
Volleyball	1:00 – 4:30 (Pickup game 4:30)	Sand Court by Craft Shack	None
Flying Squirrel*	1:15, 2:15, 3:15, 4:15	Timber Ridge*	Sign-Up/Office
High Ropes Course*	1:00, 2:00, 3:00, 4:00	Timber Ridge*	Sign-Up/Office

***Saturday Afternoon Camp Shuttle** 1:00, 1:30, 2:00, 2:30, 3:00, 3:30, 4:00, 4:30, 5:15
(Shuttle leaves from the point lower parking lot)

The times listed above for sign-up activities is the time the activity starts at that event, i.e. you signed up for 1:15 paintball, you need to catch the 1:00 shuttle.

Shuttle Stops: [Lower parking lot], [Leap of Faith], [**Riflery-Only Every Hour**], [Stoneridge Dining Hall], [TR Bike Shack], [Climbing, Crate Stacking], [Paintball, Laser Tag, Black Light Dodge Ball, TR Floor Hockey Outdoors], [Flying Squirrel], [TR Zipline]

TROUT LAKE CAMPS CONTACT INFO

Phone Number: 218-543-4565

Fax Number: 218-543-7550

Contact program staff at Program@TroutCamps.org

Registration questions should be directed to Registration@TroutCamps.org

Food service questions regarding allergies should be directed to Rlokhart@TroutCamps.org

FALL YOUTH RETREATS (QUEST, BREAKAWAY, CROSSING) FRIDAY NIGHT CHECKLIST!

This checklist has all of the forms that need to be filled out and ready to turn in when you check-in on Friday night.

All of the necessary forms can be found in the following pages of this toolkit.

☐

GROUP ROSTER

Needs to be filled out with every attendee's name (students and adult leaders), and each attendee needs to be labelled as leader/camper and male/female.

☐

CAMPER & LEADER MEDICAL, MEDIA, & LIABILITY INFORMATION & RELEASE FORMS

Needs to be filled out with every attendee's name (students and adult leaders), and each attendee needs to be labelled as leader/camper and male/female.

☐

CAMPER & LEADER COVID-19 QUESTIONNAIRE & WAIVER FORMS

Needs to be filled out individually by every attendee name (students and adult leaders).

☐

LEADER SAFETY FORM

We must have a copy of this form signed by you, the main group leader, acknowledging that all of your adult leaders have been approved by you to serve for the weekend.

☐

PAYMENT

Via credit card when you registered via our website. PLEASE NOTE: If you are paying by check, only church or youth leaders' checks will be accepted. We cannot accept individual checks from families.

☐

CAR

We ask that all church groups keep at least one vehicle on site over the weekend in case any non-emergency or emergency situations requiring a vehicle for your group comes up.

GROUP ROSTER

This form must be completed & turned in at Check-In.

Group Name: _____ City/State: _____

Leader's Name: _____ Total # in Group: _____

Is this the first time this group has been to Fall Youth Retreats at Trout? Circle: Yes / No

Name (Campers & Leaders) *Please write legibly	Leader (L) or Camper (C)		M / F	
1.				
2.				
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23.				
24.				

*If your group is larger than 24, make copies of the following page as necessary.

GROUP ROSTER

*CONTINUED

[illegible]



MEDICAL & LIABILITY RELEASE / STUDENTS

With the increasing sophistication of our hospital systems, we have found it necessary to have a signed parental release form in the unlikely event of a serious injury requiring hospital treatment for your child. This release gives us permission to take your child to the nearest available medical facility and have the necessary medical treatment administered. Many hospitals will not administer any medical attention to a minor without parental consent. Would you please read and sign the statement below?

We understand the arrangements and believe that the necessary precautions and plans for the care and supervision of the child will be taken during this conference. In case of emergency, I understand that every effort will be made to contact me. If I cannot be reached, I hereby give Trout Lake Camps, our church leadership, or other emergency medical personnel the permission to act on my behalf in seeking emergency medical treatment for my child in the event that camp or church staff deems such treatment necessary. I give permission to those administering emergency medical treatment to do so using those measures deemed necessary. I also absolve Converge North Central and Trout Lake Camps and/or church personnel from liability in acting on my behalf in this regard so long as they are not grossly negligent.

Church Name: _____

Name of Child: _____

Address: _____

City/State/Zip: _____

Print Parent/Guardian Name(s): _____

Work Phone: _____

Home Phone: _____

Insurance Company: _____

Policy Number: _____

If Parent / Guardian are not available, please call person below:

Name: _____

Relationship to Student: _____

Phone #1: _____

Phone #2: _____

May we administer over-the-counter-medications: Yes No
(ex: aspirin, Tylenol, Advil, antibiotic ointments, etc.)

Additional comments regarding medical history, allergies, penicillin or drug reactions, use of over-the-counter-medications, etc., which may be needed in treatment:

Signature of Parent / Guardian: _____

Date: _____



MEDICAL & LIABILITY RELEASE / ADULT LEADERS

With the increasing sophistication of our hospital systems, we have found it necessary to have a signed medical release form in the unlikely event of a serious injury requiring hospital treatment where you are not able to give consent. This release gives us permission to take you to the nearest available medical facility and have the necessary medical treatment administered.

I understand and certify that my participation in Trout Lake Camps retreat, event, conference, or camp is completely voluntary and I have familiarized myself with camp's program and activities in which I will be participating in. I recognize that certain hazards and dangers are inherent in the Trout programs and particularly, but not limited to activities in the snow, water, football, dodgeball, paintball, floor hockey, high ropes course, climbing wall, crate stacking, and skate park. I acknowledge that although Trout has taken safety measures to minimize risk, Trout cannot guarantee that the participants, equipment, premises and/or activities will be free of hazards, accidents and/or injuries. I further recognize the importance of knowing and abiding by Trout rules, regulations, and procedures for the safety of camp participants.

I hereby give Trout Lake Camps, our church leadership, or other emergency medical personnel the permission to act on my behalf in seeking emergency medical treatment for my child in the event that camp or church staff deems such treatment necessary. I give permission to those administering emergency medical treatment to do so using those measures deemed necessary.

I also absolve Converge North Central and Trout Lake Camps and/or its staff personnel from liability in acting on my behalf in this regard so long as they are not grossly negligent.

Church Name: _____

My Name _____

Address: _____

City/State/Zip: _____

Work Phone: _____

Home Phone: _____

Insurance Company: _____

Policy Number: _____

Signature of Adult: _____

Date: _____



TROUT LAKE CAMPS

LEADER SAFETY FORM

One of Trout's main areas of concern is the safety of all of our guests and campers-whether emotional, physical, or spiritual. We ask that you, as your group's main leader, help us make Trout a safe place for campers to experience transformative life experiences by thoroughly screening your leaders.

By signing below, you acknowledge that you have assessed your group's adult leaders for this retreat, and they have been approved to serve in youth ministry according to your church's safety practices, which may include an interview, training, reference checks, completed MinistrySafe training, and a background check.

Group Leader's Name (Printed)

Group Name

Group Leader's Signature

Date



Camper COVID-19 Questionnaire and Waiver

For:

Camper's Name

Camp Start Date (mm/dd/yyyy)

People with a new onset or worsening cough, shortness of breath or difficulty breathing may have COVID-19. You may also be infected if you have at least two of these symptoms: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Symptoms in the past 14 days - Check any that apply to your camper

- ☐ Fever (above 100.4 F)
- ☐ New onset or worsening cough
- ☐ Shortness of breath
- ☐ Chills
- ☐ Muscle Pain
- ☐ New loss of taste or smell
- ☐ Gastrointestinal symptoms of diarrhea or vomiting or nausea

My child has been symptom free for the past 14 days

- ☐ Yes
- ☐ No

Pre-existing illnesses - Check any that apply to your camper

- ☐ Cardiovascular Disease
- ☐ Diabetes
- ☐ Respiratory Disease (including Asthma)
- ☐ Immunocompromised

I understand that having a pre-existing illness increases the implied risk of COVID-19.

- ☐ Yes
- ☐ No

Contact history - Check any that apply to your camper within the last 14 days

- ☐ My child has been diagnosed with COVID-19
- ☐ My child has been in close contact with someone exposed to or infected with COVID-19 in the last 14 days
- ☐ My child has a household member currently under watch for COVID-19 exposure

Any campers who are ill with symptoms consistent with COVID-19 during the 72-hours prior to arrival will need to contact our office staff to reschedule your camp week. Any camper that arrives with symptoms consistent with COVID-19 will need to return home. Parents/Guardians will be asked to communicate any changes with their camper's health between completing the form and their arrival at registration.

For:

The health and safety of our campers is our priority. In light of the COVID-19 pandemic, we think it is important that you understand our efforts to manage your campers health and safety so that you can make an informed choice. We are focused on taking all reasonable measures to prevent the spread of COVID-19 in our camps. We have strengthened our standard cleaning procedures, while adding increased frequency measures for things such as wiping down common touch points, dining hall areas, and activity equipment. Additionally, we have taken measures to monitor and address symptomatic campers by introducing this pre-camp health screener, daily health checks, and protocols to isolate, confirm, respond, and remove any camper or staff with suspected COVID-19. You can view more measures we're taking by visiting troutlakecamps.org/covid-19.

This situation continues to change daily, and as such, we will adapt and adjust our protocols and procedures as we follow the guidance provided by the MDH and local health departments.

Ultimately, the choice for your child to attend summer camp at Trout is a personal one, and you are in control. If you are uncomfortable with the risks of COVID-19 in a summer camp setting or having your child interact with our staff and other campers, we have several options available to you, including a refund or moving your child's registration fees to Summer 2021.

By signing this form, I consent to the above disclosure for summer 2020

Signature _____

Date _____

IMPORTANT REMINDERS

PERMISSION FORMS & COVID QUESTIONNAIRE FORMS FOR EACH PERSON

We can only accept Trout Medical and Liability Release forms, not church or youth group permission forms. Every attendee must fill out their own individual Trout Medical and Liability Release form & COVID-Questionnaire Form

Anyone over 18 must complete an Adult Leader Medical and Liability Release Form (even if they are attending as a camper).

Anyone under 18 must complete a Camper Medical and Liability Release Form and must be signed by a parent or legal guardian.

PRANKS

Trout is not a “Prank Camp.” Pranks are a distraction from the program and take the focus away from the ministry that is happening. We are praying for changed lives and our simple request is that you help us in discouraging pranks amongst your group.

PACKING LIST

Dispense a packing list to your parents, students, and leaders at least one week prior to your event.

FOOD ALLERGIES

If anyone in your group (student or leader) has an allergy that limits what they can eat, please contact our Food Service Director at rlokhart@TroutCamps.org or call our office at 218-543-4565. They will be able to advise you

Please be aware that Trout’s canteen and snack areas have foods containing peanuts and tree nuts. We also cannot control what students bring with them to camp in the way of personal snacks.



FALL RETREATS PACKING LIST

What to Bring:

- Bible
- Notebook
- Pen or Pencils
- Bedding – pillow, blankets or sleeping bag, sheets (twin size)
- Toiletries, towel, pajamas, etc.
- Extra pair of gym shoes
- Closed-toed shoes (required for certain camp activities)
- Season appropriate attire
- Casual clothing (It's a jeans and hoodie kind of weekend)
- Some activities will be outside, so bring warm clothing (and an extra set "just in case")
- Cash to purchase extra treats and camp souvenirs
- Completed Medical and Liability Release Form signed by legal parent or guardian

What to Expect:

- To be challenged to grow in your relationship with Christ!
- To meet new friends and grow closer to the ones you already have!
- To have lots of fun
- Connect with God through meaningful worship times
- To grow closer to your youth group
- To be exhausted at the end from a full, fun, and meaningful weekend

Items to Leave at Home:

- Expensive electronics that can get damaged or stolen (laptops, tablets, phones)
- Tobacco products, alcohol products, illegal drugs, knives, vaping products, fireworks, weapons, guns, etc.
 - *Students who bring such items will be sent home mid-retreat at the expense of their parents.
- Pets
- Bad Attitudes
- Personal Climbing Gear / Personal Paintball Equipment
 - *Our staff are only trained to manage our activity gear, not yours.