

Cabrillo Youth Waterfront Center Leaders Guide

**“SERVING THE YOUTH OF OUR COMMUNITIES THROUGH
EDUCATION, PRESERVATION, AND RECREATION”**



3000 Shoshonean Road
San Pedro, CA 90731
(310) 831-1984
www.cabrilloyouthcamp.org

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INTRODUCTION AND HISTORY OF THE CABRILLO YOUTH WATERFRONT SPORTS CENTER

WELCOME to the Cabrillo Beach Youth Waterfront Sports Center—a one-of-a-kind youth aquatic center. Our goals are to provide unique aquatics and camping experiences for the youth of Southern California and, in turn, give youth self-confidence by exposing them to water safety, rescue methods, care and use of equipment, and physical fitness.

The Los Angeles Area Council, Boy Scouts of America originally leased our property in 1946, shortly after World War II. Located at the base of the cliffs directly below Fort MacArthur, Cabrillo Camp, as it was then known, catered to both Scouts and other youth groups. Cabrillo Camp was a primitive facility with old military Quonset huts and portable trailers. In the late 70s/early 80s, the Port of Los Angeles granted the Los Angeles Area Council a long-term lease.

In 1987, the Spielberg Center opened its gates with the swimming pool, campgrounds, dining area, craft center, Scout Shop, staff quarters, boat house and amphitheater that are present today. The facility is 12.3 acres and the building is 25,000 square feet of Spanish and Mediterranean architecture. In January of 2003, Cabrillo Beach Youth Waterfront Sports Center was turned over to Learning for Life, a classroom-based program that provides an action-learning process with grade-specific lesson plans for grades K-12, plus a complete supplement for special-needs students. It helps youth meet the challenge of growing up by teaching character and good decision-making skills and then linking those skills to the real world.

Our facility is available for weekend camping, week-long camping, day camps/field trips, overnight camping, retreats, banquets or receptions and Boy Scout, Cub Scout and Girl Scout badge classes. We hope to strengthen the youth of Southern California through appreciation of water activities. We believe aquatics and camping are important in the development of physical strength, coordination, teamwork and discipline.

PURPOSE OF THE LEADER'S GUIDE

This guide is meant to help prepare the leader (the person who makes the reservation) for the outing at our facility. We recommend that you copy and/or share the information in the Leader's Guide with everyone in your group. If you have any additional questions, please call our Center Office or visit our website.

CENTER OFFICE INFORMATION

Cabrillo Beach Youth Waterfront Sports Center
3000 Shoshonean Road
San Pedro, CA 90731

(310) 831-1984
(310) 831-2907
www.cabrilloyouthcamp.org

We would like to thank the Port of Los Angeles for their continuing support.

ARRIVAL AND CHECK-IN PROCEDURES

Upon arrival, all groups must check in at the center office reception window to the right of the front door, near the main parking lot. The primary leader must be present with all paperwork and payments required before any campers in the group will be allowed on the grounds. This means **the primary leader must arrive first** and let the rest of the group know when to arrive.

Attendance rosters will be checked and campsite assignments given to the primary leader.

Arrival and check-in time for weekend campers are:

Friday evening: No earlier than 4:00 p.m. and not later than 7:00 p.m.

Saturday morning: No earlier than 7:00 a.m. and not later than 8:00 a.m.

PARKING

Parking in front of our facility is limited. Groups should try to arrive together via bus, carpool or caravan. When our parking lot fills, additional parking is available outside our grounds in a parking lot adjacent to the facility. Please observe our NO PARKING areas (Scout Shop, Resident Parking, etc.) Sorry—there is no parking available for RVs, trailers or campers.

SWIM TESTS

Swim checks are required to evaluate the swimming abilities of **all** individuals (youth and adult) participating in aquatic activities. To take full advantage of programs offered, groups arriving Friday will take their swim checks Friday evening. These are given every half hour beginning at 4:00 p.m. Last swim check call is 6:30 pm. Please keep in mind that if you do not take your swim test on Friday evening, more people have to be tested on Saturday. That means it will take more time to complete. Activities will not begin until the swim tests and the waterfront orientation are complete. Saturday swim checks are scheduled for those groups arriving Saturday morning at 8:15. No retests will be given.

Those who choose not to take the swim test for any reason will be given a white band and considered non-swimmers and will be allowed only in the shallow end of the swimming pool and in the rowboats.

Below is an explanation for the Swim Test we use at camp.

Get yourself and your group ready by visiting a pool so that you can know what to expect if your group tests. We are strict about the swim test but it's for the safety of everyone.

Non-Swimmer/Learner/White Band: To be considered a white banded camper, you don't need to take the swim test at all. NOTE TO ADULTS: One point to consider when deciding whether or not to take the swim test is the fact that red and white banded people can go in rowboats on the waterfront but they must be accompanied by a blue-banded adult.

Beginning Swimmer/Red Band: To earn a red band, you must complete our pretest in the shallow end of the pool and then, in a strong manner, swim at least 25 yards using front crawl, sidestroke, breaststroke or trudgen (The trudgen stroke, named for an English swimmer whose speed made it famous, involves over-arm strokes in a prone position, but a scissors kick is used and the head remains on one side.)

Swimmer/Blue Bank: To earn a blue band, you must complete the pretest in the shallow end of the pool, then swim continuously 75 yards using the front crawl, sidestroke, breaststroke or trudgen. Then swim 25 yards using an easy resting backstroke (elementary or crawl) and float on your back for one minute.

To be considered for a red or blue band, campers must prove to be strong swimmers and must swim the lengths continuously using the strokes mentioned **(NO doggy paddling or swimming underwater)**. The lifeguards at the pool will sometimes be forced to make judgment calls in order to keep the campers safe. We are very strict about our swim test since our boating activities take place in the ocean.

WRISTBANDS

Wristbands will be distributed and must be worn at all times for the duration of your stay. Wristbands not only denote swimming levels but also are your tickets into meals and activities and let us know who belongs on the grounds. Campers with broken or lost wristbands can purchase a replacement band at the center office for 25 cents. Please take our wristband and swim test policies seriously as they are for the protection of your group.

ORIENTATIONS

A mandatory facility orientation will be scheduled for all campers at 8:30 p.m. Friday evening in the amphitheater. Roll call is taken so please be prompt. The purpose of the meeting is to go over facility rules, the schedule and any special events.

A mandatory waterfront orientation will be scheduled on Saturday morning (approximately 9:00 a.m.) after Saturday arrivals have completed their swim tests.

CAMPSITES

Each campsite includes: picnic table, trash can, recycling crate and barbecue grill (only to be used with charcoal to heat water or roast marshmallows. No meals will be cooked in the campsites unless prior approval is given. Please clean out the charcoal before departure.) Please note: Liquid fuel starters are not permitted by Los Angeles Fire Department. Only propane can be used.

In some cases, campsites will be shared by groups. Please be aware that campsites may be assigned on a co-ed basis in some remote situations.

Tents and camping equipment are the responsibility of the camper.

We recommend bringing gear and lunches in closed, latch-able plastic containers as it does get very windy in the afternoons (we are nicknamed Hurricane Gulch) and the seagulls will peck open anything else and if the seagulls don't get to it, the raccoons will.

CAMPING COURTESY

- Please stay out of other groups' campsites.
- Use trash receptacles in restrooms and clean up after yourselves.
- Lights out at 10:00 p.m. Please be quiet so others wishing to sleep may do so. Youth campers are to remain in their assigned campsite after 10:00 p.m.
- Please clean up after yourselves when using the restroom facilities. Do not throw paper towels, seat covers or toilet tissue on the floor. Wrap and put sanitary hygiene products in the trash receptacles provided. Do not flush down toilets!
- Please stay on pathways and do not cut across hillsides or planted areas.
- CBYWSC prefers radios and other electronic devices not be brought to camp.

FACILITY CLEANLINESS

Keeping our camp clean is the responsibility of the campers. Please help keep our facility clean and free of trash by picking up and throwing away any trash seen. Groups are responsible for washing tables after meals and for keeping the dining area clean. Please use trash cans and recycling crates in campsites. If your trash can is full, please throw it in the dumpsters, located in the parking lot. **We recommend not leaving food out at your campsite due to our fat, yet hungry raccoons. Also, during the day, look out for dive-bombing seagulls—they're hungry too!**

Cleanliness of the bathrooms is also the responsibility of campers. Your group will be assigned chores during your stay with us. These include:

- Restroom sparkle duty: Sweep floors and empty trash and restock paper goods as necessary
- Bring down boats at the start of the day
- Put away boats at the end of the day
- Flag raising and lowering
- Campfire Emcee: (Coordinate and lead campfire)

FOOD SERVICE (Arrange any special meals two weeks prior to arrival.)

As an urban camp, the Cabrillo Beach Youth Waterfront Sports Center is subject to all county and city health ordinances. Our facility does not have the proper disposal systems for grease and other food wastes in the camping areas. Therefore, **cooking meals in the campsites is prohibited.**

Meal service is made available from the Center's dining room. Cost of meals for Saturday and Sunday morning are included in the weekend fee.

If you have a special dietary request (i.e., for religious reasons or you have a particular food allergy), please let us know two weeks in advance of your planned stay. We will do our best to accommodate you. Otherwise, meals are on your own and at your expense. No refund will be given for food. Please note that Friday dinner is no longer provided for Family Camp Weekends. Meals are served on a shift basis. Shift assignments will be given to you upon check-in. Please be prompt for meals and come as a group. Please be in line at the start time of your shift.

Rules for dining room attire: Come in uniform if that's required by your group, but come in at least a t-shirt, shorts, and shoes (don't arrive in just a bathing suit). Please make sure you are dry and have removed all sandy items.

OFF LIMITS AREAS

The following areas are off limits to campers: **Rock break walls on the beach, beach after dark, the pier, campsites other than your own and any "employees only" areas. Both ends of the main building are residential areas for live-in staff. Please respect their privacy.**

No swimming is allowed in the ocean at any time on facility property. Groups wishing to swim in the ocean may take a side trip to the public beach nearby.

LIQUID FUELS POLICY

Our policy is to prohibit pressure-type, liquid fuel stoves and lanterns (Pump-ups). We recognize the use of propane and butane cylinder fuel stoves and lanterns. Operation of stoves or lanterns, including replacement of gas cylinders, shall always be done under the supervision of an adult familiar with their safe operation. Use of candles in camp is prohibited.

QUALIFIED PARTICIPANTS

Your group must be a non-profit organization with official certification. The Cabrillo Beach Youth Waterfront Sports Center serves youth ages 5 – 21. **Participants who come with the group must be at least five years old, paid members of the organization that made the reservation and able to prove they are registered currently. Sibling family members (brothers, sisters, cousins, etc.) are not permitted to attend with the group as “tag-a-long” participants.** During family camp weekends, no special activities are planned. Organizations making reservations may include family members. Children under five are restricted from all beach and boating activities and may only be in the shallow end of the pool within arms-reach of an adult at all times. Our facility will permit youth under the age of five under the following conditions which must be pre-approved by the Center Director:

1. Extenuating circumstances that would necessitate the child accompanying a parent.
2. There must be adequate adult supervision for the youth in the group not counting the parent of the child under six.
3. Children under five will not be allowed in the boating area or beach and can only be in the swimming pool shallow end within arms-reach of an adult.
4. A Liability release and hold-harmless agreement must be signed.

Call the Center Office with any questions. This paragraph does not apply when there is a scheduled Family Camp.

INSURANCE

No accident or health insurance is provided by Cabrillo Beach Youth Waterfront Sports Center. All adult and youth campers should have their own insurance, either group or individual, and leaders should have information for all campers before coming to camp.

EMERGENCIES AND FIRST AID

Report to any staff member immediately. In the unlikely event of a fire, earthquake or other emergency, groups will gather in the large, open area north of the main building (by the two trees). We are not able to accept non-emergency and personal phone calls to campers. Minor first aid is the responsibility of the group leaders. In more serious cases or major emergencies, the facility does provide personnel trained in first aid who can evaluate the situation and make a determination for referral or further treatment.

SECURITY

Our facility is surrounded by a fence to provide a certain measure of security for campers. The center reserves the right to admit or deny access to persons desiring entrance.

LEAVING THE FACILITY

When leaving the facility for field trips or errands, groups are asked to sign out at the center office window and sign in upon returning.

VISITORS

Due to the limited parking, we ask that family and friends do not visit campers. If visitors are prearranged, they must check into the center office and may or may not be issued a pass. If given a pass (green wristband), it must be worn while on the premises. Visitors are allowed to visit in the campsites and are restricted from all aquatics areas. Typically, visiting is not necessary for groups coming just for the day.

ACTIVITIES (Arrange all activities with the office prior to arrival.)

Swimming:

The swimming pool is available for your group. Arrange activities through the office so we know when to have lifeguards on-site. White-banded people may only use the shallow end of the pool; red bands may use the shallow end as well as the 5½ foot area, and blue bands may use the entire pool. Pool toys are permitted in the pool as long as the lifeguard supervisor deems it to be safe.

Boating Activities:

Our boating activities take place in the ocean. It is mandatory that everyone wear a lifejacket and shoes at all times while boating. Also, **no ocean swimming is allowed at** our facility (public beach is in walking distance).

We boat in canoes, ocean kayaks and rowboats. If your group doesn't take the swim test, they may only use the rowboats and must be accompanied by a blue banded adult in the boat. All campers must plan for the Waterfront Orientation. Those who pass the swim test may use canoes, ocean kayaks and rowboats. Adult participation is welcomed provided there are enough boats without excluding youth.

Campers are not permitted to bring their own boats, sailboards, surfboards or any watercraft to our facility. Groups desiring to take their members out on personal watercraft must use the public boat launch ramp adjacent to our facility. Our parking lot is not large enough to accommodate boats or trailers.

We ask that all campers report to the waterfront at the beginning of the boating session to carry boats down to the beach and at the end of the boating sessions to assist in cleaning and carrying the boats back to their proper places. Also, inclement weather may necessitate modification or cancellation of boating and/or swimming activities. Factors may include wind, fog, rain, lightning, etc.

Field Trips and Additional Activities:

Ideas within walking distance include: Cabrillo Marine Aquarium and tide pools, saltwater marsh, public beach (there is no swimming in the ocean at our facility) and/or a hike around the marine area. Other field trip ideas in the San Pedro area include: Los Angeles Maritime Museum, Ports o' Call, Fort MacArthur Museum, Korean Bell, S.S. Lane Victory and Marine Mammal Care Center. If anyone is interested in fishing, Ports o' Call is the place to catch a fishing boat (unfortunately we can't fish at our facility because of boating activities).

We recommend leaders bring additional activities in case of free time (footballs, Frisbees, kites, games, cards, etc.) Additional activities at our facility include: horseshoes (near south side of the beach), basketball, and crafts.

HANDICRAFT CENTER

The Handicraft Center and Ship's Store are located on the north side of the facility and the entrance is near the lifejacket and paddle racks. The Craft Center has a friendly, helpful instructor and many interesting handicrafts to purchase and create. The craft prices range from \$.25 to \$5.00. Items you may find include: bird houses, bird feeders, leather tooling, lanyard braiding and many other fun, yet challenging crafts. We do have vending machines in the lobby and in the craft center.

SCOUT SHOP - (310) 832-7139

Just inside the front entrance is the local Boy Scout Shop. Inside you'll find uniforms, camping gear/equipment, crafts, literature and many other interesting items. Youth campers are welcome to shop in the store.

Shop hours are as follows:

Sunday	Closed
Monday	8:30 a.m. to 5:00 p.m.
Tuesday	8:30 a.m. to 8:00 p.m.
Wednesday – Friday	8:30 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 3:00 p.m.

PERSONAL CLOTHING AND REQUIRED FOOTWEAR

For pool and waterfront activities, shorts or bathing suits and a change of dry clothes are required. An extra towel is recommended. **One pair of shoes for the waterfront are required since you must have shoes on at all times.** Waterfront shoes typically include: old shoes, flip-flops, water booties, etc. (Follow your group's rules if they have a no open-toed shoe policy). When you boat, your feet will get wet so plan ahead and bring extra shoes! One pair of dry shoes is required for the dining area.

CHECKLIST

The following is a list of suggested items that will make your outing more enjoyable:

Swimsuit trunks	Two pairs of shoes—one for boating
Swimming goggles	Jacket/wind breaker/warm-ups
Towels—two recommended	Tour Plan (Boy Scouts, required)
Sunglasses & Hat	First aid kit (required)
Dry Clothes (extra set)	Insect repellent
Camera	Waterproof sunscreen/Chapstick
Snacks packed in bird-proof container	Water fun toys—frisbee, balls, etc.
Extra long tent stakes (it gets windy)	Awning with extra long tent stakes

GENERAL RULES

1. Be on time for meals—no bathing suits.
2. Keep bathrooms and campsites clean.
3. Pier is off limits. Do Not Enter!
4. No fishing or swimming in the ocean at our facility.
5. Beach is off limits when no lifeguards are present.
6. Wear shoes at all times unless in the pool.
7. Do not walk through other people's campsites.
8. No climbing or touching rock break walls on beach (they're sharp and slippery).
9. Please stay off hillside vegetation and stay on pathways.
10. No smoking anywhere in the facility. Please go outside the front gate to smoke.
11. No alcohol allowed in the facility (including banquets and receptions).
12. No firearms allowed anywhere in the facility.
13. No personal watercraft are allowed.
14. We prefer no radios be brought to camp. Besides, not everyone likes the same music.
15. No pets of any kind. Not all people are comfortable around animals.
16. No bicycles, skateboards or any other mode of transportation is allowed on camp.

CHECK-OUT PROCEDURES

When you are ready to check out, please help us by doing the following:

1. Clear all personal belongings from campsites.
2. Pick up all trash and litter from campsites and surrounding areas.
3. Return any checked out equipment.

In the event there is damage or the campsite is not clean, the group will be charged for any damage, replacement or labor costs for clean-up. If you move the picnic tables, please move them back to their original place and/or campsite.

RAINCHECK POLICY

The following is the established policy for campers should Cabrillo staff determine the weather is adverse enough to affect the program and activities.

1. Only Cabrillo staff will make the determination for facility closure. Individual leaders who choose to make their own decision not to attend a scheduled outing at Cabrillo because they feel the weather will adversely affect their outing must understand they do so on their own accord and no refund or rescheduling will be available to them.
2. Should Cabrillo staff close the facility due to extremely inclement weather, groups will be offered alternate dates to reschedule. There will be no refunds because of weather closures. The following procedures will be used by Cabrillo when rescheduling:
 - A. Group leaders will be called in the order their reservations were received, with the oldest reservation receiving the first choice of available alternate dates.
 - B. If any meals were consumed prior to the facility being closed, upon rescheduling, groups must pay for any subsequent meals.
 - C. Should there be a change in the number of campers from any given group, additions may be added if there are spaces available. However, now lowering of the number of camping spaces will be allowed. Groups having a lesser number of campers because of rescheduling should contact other units in their organization and offer open spaces to new campers. Fees should be collected by the unit leaders and redistributed within their own organization for any replacement campers.
3. Rainchecks must be used within the currently scheduled year and are not transferable from one calendar year to another.

Driving Directions

Take the 110 South all the way to the end. Turn left on Gaffey and take Gaffey to 22nd street. Turn left on 22nd Street. Go past Pacific (light) and the next stop sign and then turn right on Via Cabrillo Marina. Take Via Cabrillo Marina to Shoshonean Road and turn right. Turn left into the 2nd driveway.

We hope this guide will help you get ready for your outing at the Cabrillo Beach Youth Waterfront Sports Center. We look forward to having you visit and if you have any questions, please call the Center Office for assistance—(310) 831-1984.

Thank you for choosing the Cabrillo Youth Center for your experience!

Typical Weekend Camp Schedule –

Friday

4:00 to 7:00 p.m. Arrival and check-in (main office)
4:00 to 6:30 p.m. Swim checks for **all** Friday arrivals (pool)
Swim checks are every 30 minutes last call 6:30 p.m.
8:30 to 9:00 p.m. **Mandatory facility orientation (everyone in amphitheater)**
9:00 to 9:45 p.m. Leaders' meeting in dining area (1 leader per unit)
10:00 p.m. **LIGHTS OUT!**

Saturday

7:00 to 7:45 a.m. Breakfast session #1
7:45 to 8:30 a.m. Breakfast session #2
8:15 to 9:00 a.m. **Swim Checks for Friday late arrivals and Saturday arrivals**
9:00 to 9:30 a.m. **Mandatory Waterfront Orientation (everyone at waterfront)**
9:30 a.m. Boat sign-ups if necessary
9:30 to 11:30 a.m. Program Activities
Pool--free swim
Boating--kayaking, canoeing, rowboating (1/2 hour sessions)
Handicraft Activities and Ship Store (open until noon)
11:30 a.m. to 12:15 pm Lunch session #1
12:15 p.m. to 1:00 p.m. Lunch session #2
1:00 to 4:30 p.m. Program activities resume as above
*****please note that rowboats and canoes end at 3 p.m. or sooner as determined by lifeguard staff at the waterfront and wind conditions*****
4:30 to 5:00 p.m. Waterfront Clean-up (everyone help put away the boats)
5:30 to 6:15 p.m. Dinner session #1

7:00 to 10:00 pm. Free time (Campfire maybe scheduled)
10:00 p.m. **LIGHTS OUT!**

Sunday

7:00 to 7:45 a.m. Breakfast session #1
7:45 to 8:30 a.m. Breakfast session #2
8:30 to 9:00 a.m. Prepacking time
9:00 to 11:30 a.m. Program Activities
Pool--free swim
Boating--kayaking, canoeing, rowboating (1/2 hour sessions)
Handicraft Activities and Ship Store (open until noon)
You are in charge of taking out and putting away your own boats.
Noon Clean up and check out by 1:00 p.m.

****Note: Some Activities or any unsafe conditions.**

may be modified or cancelled due to high wind, fog, excessive rain, extreme tide

Please be prepared with alternate activities for your group.
The weekend schedule may be changed without notice.

Rosters must be turned in to the office upon arrival for check-in.

Instructions:

1. Please fill out group information below: attendance dates, group name/number, leader's name, and number of youth (ages 5-17), adults (ages 18 and over) and children under the age of 5.
2. Please print or type names of **all** campers and indicate whether youth (Y) or adult (A). Please mark children under the age of 5 with an asterisk (*).
3. Roster must be completed prior to your arrival.
4. **Following check-in at the main office window, please bring attendance roster to the swimming pool for orientation, rules, swim testing and wristbands. The roster will not be returned to you.**

Attendance dates: From: _____ to _____

Group Name: _____ Group Number: _____

Leader's Name: _____

Number of Youth: _____ Adults: _____ Under the age of 5: _____

Please PRINT!

LAST NAME, First Name	Y	A	Office Use				LAST NAME, First Name	Y	A	Office Use			
			B	R	W	G				B	R	W	G
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