

CAMP ASAAYI RECREATION AREA POLICIES AND PROCEDURES HANDBOOK

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PRE-APPLICATION

Introduction: Before an interested group is allowed to apply for the use of the camp, the requirements as set forth in this booklet must be met to the satisfaction of the Camp Manager.

1.1 Physical Examination

A complete medical examination is required for each participant prior to encampment. Medical History Form NCA-002 will be completed by all participants and kept with group supervisor for his use in case of emergency. NOTE: An affidavit of good health completed and signed by parents for any participant under 18 years old may be acceptable or satisfactory.

1.2 Insurance

A Copy of sufficient personal liability insurance certificate covering each camp participant must be obtained by the Manager before the camp usage application can be approved. Camp Asaayi will not be held responsible for accidents of any kind.

1.3 Fees

All appropriate fees for activities to be undertaken by the group must be paid in advance to the appropriate tribal agency. This specifically pertains to fishing and camping at Lake Asaayi. In addition to the fee the Navajo Tribal Parks and Recreation Department established the schedule for Camp Asaayi and it applies to all groups with no exceptions.

1.4 Food Handlers Permit

All food handlers must have a permit from the Public Health Service. Organizations can make arrangements to have personnel certified on first day at Camp Asaayi. You can contact the Camp Manager to make the arrangements. (NAIHS (928) 729-3425)

1.5 First – Aid Certificate

All adult participants (Sponsor, leader, Counselors) must **have a current first-aid card or certificate**. This requirement will not be waived by the Camp Manager.

1.6 Capacity

No more than 150 participants shall be allowed to use the Camp Asaayi facilities. Camp Attendance Report Form NCA – 003 will be used for this purpose to keep the daily records of camp attendance and to be returned to camp office on the last day of group camping. (Form NCA – 003 will be picked up from Camp Manager on first day at Camp)

1.7 Length of Stay

The length of stay for any one group is not limited.

1.8 Counselors

One (1) adult counselor is required for each ten (10) camp participants.

2.0 APPLICATION

2.1 Procedures for Applying

- 2.11 Potential Camp Asaayi users should notify the Camp Manager in the early part of the year of their desired date for summer camping.
- 2.12 The requirements as outlined previously must be fulfilled before encampment is allowed to proceed.
- 2.13 Application for the use of Camp Asaayi facilities Form NCA – 001 must be completely filled out, signed and returned to the Camp Manager for his review.

2.2 Deposit/Refunds

A deposit is required of each group accepted for Camp Asaayi. This deposit shall be equivalent to 25% of the total amount charged. This deposit must be paid prior to encampment. This deposit will guarantee the group's reservation and ensure the camp's readiness. (See page 10 for schedules of fees and charges for camping). A cancellation of the camping reservation must be made three (3) weeks prior to moving-in to receive the reimbursement of the deposit. We will need a letter of justification and receipt for the refund. With these attachments we can justify our request to Tribal Cashier's Office for prompt services.

2.3 Notification of Acceptance

The Camp Manager will accept the applications and begin to make camp assignments on a first requested first served basis only. The notification of acceptance applications will be mailed out within 3 to 4 months prior to the requested date.

3.0 MOVE – IN PROCEDURES

3.1 Fee Payment

The remaining balance is due prior to group encampment. Certified check or money order will be made Payable to: The Navajo Nation – Camp Asaayi Tribal Park. **(No personal Checks will be accepted)**.

3.2 Reporting In

Upon arrival, the sponsor or leader will report to the Camp Staff for last minute details or instructions before setting up camp.

3.3 Camp Set – Up

Tents and other portable shelters shall be set up under the direction of the Camp Manager or his designated camp representative.

4.0 CAMP STAFF'S RESPONSIBILITIES

4.1 Campers Orientation

Upon arrival of the group, the camp staff shall orient the sponsor, leaders, and counselors of the camp's facilities, equipment, supplies, policies, and other necessary information. This orientation shall be given within one (1) day after arrival (Only if necessary).

4.2 Facilities Inspection

A comprehensive inspection of Camp Asaayi facilities and equipment shall be made prior to each group's arrival by the camp staff. Any discrepancies on the condition of the facilities or equipment observed by the group upon its arrival shall be reported immediately to the camp staff. If not, the group may be held responsible for any damages or alterations not set forth in the advance inspection report.

4.3 Maintenance

Routine maintenance and minor repairs of camp facilities are the responsibility of the Camp Asaayi Staff.

4.4 Trash Pick-Up and Disposal

The pick-up and disposal of garbage from trash receptacles are the responsibility of the Camp Asaayi staff. The campers must use the provided receptacles for their trash disposal.

4.5 Equipment and Supplies

4.51 Emergency Evacuation and Rescue

Transportation and evacuation of sick or injured campers are the responsibility of the group.

4.52 Recreation Equipment

Certain equipment for recreational activities is available upon request from the camp staff and will be issued to participating campers only.

4.53 Communications

A telephone is available at the Camp Headquarters and should be used only in times of emergency. Personal calls are unauthorized and violators will be dealt with accordingly.

5.0 SPONSOR/GROUP RESPONSIBILITIES

5.1 Transportation

The transportation of the group and their equipment, supplies, etc. to and from Camp Asaayi is the responsibility of the group.

5.2 Cooking/Cleaning

The acquisition, preparation, and serving of food for the camp participants are the responsibility of the group. After every meal, the group shall clean up the kitchen and dining hall. The group shall clean the campground daily by picking up any loose trash.

5.3 Equipment Care

The sponsor of each group shall be responsible for the handling and use of any issued camp equipment and supplies. The camp staff shall instruct the group in the proper use of camp equipment. Any damages to the facilities or tools or the misplacement or loss of any equipment will be billed to the group.

5.4 Discipline

The proper conduct and discipline of the group at the camp is the responsibility of the sponsor. The Camp Manager/staff may make recommendations to the sponsor regarding group behavior.

5.5 First Aid

The group shall provide a medically qualified staff for medical attention and basic first aid supplies.

6.0 JOINT RESPONSIBILITIES

6.1 Daily Activity Schedule

A complete daily activity schedule and any special events must be submitted to the Camp Manager for his approval. The activities or events, which may be to the detriment of the environment, camp facilities, etc., may not be approved. Daily Activity Schedules Form NCA – 004 is to be used for this purpose and will be picked up on first day at Camp..

6.2 Fire Drills

Plans for fire drills and other such precautionary measures shall be distributed to all participating groups. Fire Escape Plans are posted in each building for your information in case of fire – study the plans.

6.3 Cleaning/Supplies

Upon an agreement with the group sponsor, paper towels, hand soap, bathroom tissue, cleaning supplies, etc., may be provided from the camp's supply. Subject to Availability.

6.4 Camp Security

The camp staff will be available from 8:00 AM to 5:00 PM daily during your encampment to oversee the camp operations and to render assistance to the visiting group.

7.0 MOVE – OUT PROCEDURES

7.1 Final Inspection

Prior to the group's departure from the camp, the camp staff and the group leader/sponsor will conduct an inspection of all camp facilities jointly. Any damages caused by the group shall be billed to the group sponsor. (Departure Inspection Form NCA – 005 is to be used for this purpose).

7.2 Equipment

All checked out tools and equipment must be returned to the camp maintenance building before the group's departure. Any damaged, misplaced, and lost will be billed to groups sponsor.

7.3 Facilities/Utensils

The kitchen, dining hall, Adirondacks (sleeping units), shower rooms, restrooms, etc., will all be inspected prior to the group's departure and an inventory of all cooking utensils will be made to determine the lost or damage.

8.0 ACTIVITIES

8.1 Fishing

This activity is available for your enjoyment with a valid Navajo Fishing Permit at Lake Asaayi, 7 mile south of the camp, in accordance with all Navajo Fish & Wildlife rules and regulations.

8.2 Hiking

A hiking trail is established within the withdrawn land. The recreational area offers many opportunities for stimulating and beautiful hikes. Take time to enjoy those scenic panoramas, delicate wild flowers, rippling streams, majestic peaks, and towering pines. Some of the most beautiful scenery is along high steep remote trails. When your group is quiet you may be able to see wildlife, including wild turkeys, deer, porcupines, bobcats, badgers, and squirrels.

8.3 Swimming

No swimming shall be allowed at Lake Asaayi or nearby streams at any time.

8.4 Night – Time

The Camp Manager shall approve any special activities and events that are scheduled in the evening hours and all activities are to be completed no later than 11:00 pm.

8.5 Canoeing

Canoeing is available at Lake Asaayi in accordance with the Camp Asaayi Canoeing Regulations. Canoes are available for use by Camp Asaayi participants. Please make arrangements on day(s) you would be using paddleboats or canoes. The group must provide their own certified lifeguard and medical staff available where canoeing activities is taking place. The violations of rules shall be subject to immediate cessation of the canoeing. Camp Asaayi will not be held responsible for accidents of any kind.

9.0 RESTRICTIONS

9.1 Drugs/Alcohol

Possession and/or use of alcohol beverages, un-prescribed drug, or the misuse of prescription drugs is expressly prohibited. Groups or individuals found in violation of this section of the Navajo Tribal Code (17 NTC 391, 394, or 410) will be asked to leave the camp area immediately and subject to the laws of the Navajo Nation.

9.2 Quiet Hours

Quiet hours are established by the Camp Manager, and shall begin at 11:00 pm and end at 6:00 am. These hours are to be adhered to by all camp participants, sponsors and leaders.

9.3 Dangerous Activities

Accidents are liable to occur anytime and many of them are attributable to horseplay, rock throwing, climbing steep unsafe rocky ridges, running through campsites, climbing trees, and carelessness around fire pits are common causes of accidents, to avoid them, individual and group discipline should be exercised by the group sponsor and safety practiced in all activities. The group will assume complete responsibility for their own safety and the safety of those in their group. Camp Asaayi will not be held responsible for accidents of any kind.

9.4 Non – Registered Campers

No camping facilities are available for family members or friends of camp participants. A campground is available at Lake Asaayi south of the camp for visiting members. A fee is charged for campers staying overnight at the lake campground. **The camp entrance gate will be closed at 8:00 pm and reopen at 6:00 am**, therefore all visitors must leave the campground before 7:00 pm.

9.5 Campfires

A campfire ring is established within the camp for your use. There is a high fire danger that can be caused by the dry reseeded tall grass near the camp headquarters and the dining hall areas. All fires must not be left burning or smoldered with dirt.

10.0 SPECIAL REQUIREMENTS

10.1. Fishing Permit required when fishing at Asaayi Lake (or when fishing on all area lakes on Navajo Nation). Fishing permits may be obtained from Navajo Nation Fish and Wildlife Department or participating vendors. Please check with NNF&W Department for list of fees, availability and types of permits at (928) 871-6451.

10.2 Boating Permit required on all area lakes including Asaayi Lake. All watercraft are limited to electric motors only. Boating permits may be obtained from the Navajo Nation Fish and Wildlife Department. Please check with NNF&WD for more information.

10.3 Watercraft rented from Camp Asaayi will not require a boating permit. (Watercraft rented by Camp Asaayi will have valid permits)

11.0 SPECIAL NOTES

- 11.1 Fire Restrictions – Please be informed that a fire restriction might be in effect for forest areas. Check with Navajo Nation Forestry Department at (928) 729-4007 or B.I.A Forestry at (928) 729-2307.
- 11.2 Fireworks Restriction – Under the laws of the Navajo Nation the use of fireworks is strictly prohibited on lands owned, leased, or controlled by the Navajo Nation. No fireworks will be allowed at Bowl Canyon Recreation Area (Camp Asaayi and Lakeside picnic sites).

12.0 FORMS

- 11.3 Application Form NCA – 001
- 11.4 Medical History Report Form NCA – 005

13.0 Contact Numbers of Other Departments:

Fish and Wildlife Department	:	928.871.6451/6452
Forestry Department:		928.729.4007
Window Rock Police Department:		928.871.6113/6114
Fort Defiance Hospital, PHS, IHS:		928.729.8000

NAVAJO NATION PARKS AND RECREATION DEPARTMENT
PO BOX 2520
WINDOW ROCK, ARIZONA 86515
928.871.6647

Woodland Wilderness Area:

Areas located at North and South entrances of Park. Areas open to nature walks or exploration by foot only. No vehicles permitted in these areas. No camping permitted in wilderness areas.

Reservations:

Reservations for Camp Asaayi are required for use during the upcoming season. All reservations are accepted on a first come, first serve basis. **Reservations will be accepted in January.**

Fees:

Camp Asaayi Youth Camp:

- ❖ 40 or more participants - \$7.00 per user per day
- ❖ 40 or less participants - \$200.00 per day

Kitchen/Dining Hall (only)

- ❖ \$125.00 with a cleaning deposit of \$50.00

Group Shelter - Has tables, chairs and built in grill.

- ❖ \$25.00 half day (5 hours or less)
- ❖ \$50.00 full day (5 hours or more)

Water Craft Rental: (Canoes w/oars and Pedal boats) based on availability during season.

- ❖ \$8.00 per hour/per craft – lifejackets are included

Asaayi Lake Camping Area: (Open: May-September) (Closed: October-April)

Entrance Fee: Summer: Day Use hours are 7:00 am to 7:00 pm

Winter: Closed to vehicles and limited to hiking only.

- ❖ \$10.00 per vehicle

North Shore and South Shore – permit required which is available at Camp Headquarters.

(No running water available).

- ❖ \$15.00 per night (up to 7 people)
- ❖ \$25.00 per night (more than 7 people)

Group Shelters: (1 on South side and 2 on North side)

- ❖ \$25.00 for half day (5 hours or less)
- ❖ \$50.00 for a full day (5 hours or more)

Application for Use of Camp Asaayi Facilities

Form NCA - 001

Group Name: _____ Group Sponsor: _____

Address: _____ Phone #: (____) _____

City: _____ State: _____ Zip Code: _____

Group Affiliation: _____ Total Participants: _____

Do you have Liability Insurance Policy for your group? Yes / No if so, please include a photo copy of your Insurance Certificate with this application.

Requested Date (s): From: _____ To: _____

From: _____ To: _____

Purpose of Use:

NOTE: If approved for encampment, I agree to read and comply with all campground rules and regulations as set forth in the CAMP ASAAYI POLICIES AND PROCEDURES HANDBOOK. The camp is the property of the Navajo Nation and my group shall obey all the laws of the Navajo Nation. The Navajo nation and/or Camp Asaayi Tribal Park will not be responsible for the loss of money, food items or valuables of any kind.

Group Sponsor Signature: _____ Date: _____

TO BE COMPLETED BY CAMP SUPERINTENDENT ONLY

Date application received: _____

Is camp available at requested date? _____ Amount Deposited (25%): _____

If not, alternate date available: From: _____ To: _____

Group above: _____ Approved / Disapproved for encampment.

Reasons/Conditions: _____

Camp Superintendent Signature: _____ Date: _____

MEDICAL HISTORY

NCA - 002

THE COLLECTION OF DATA IS SOLELY TO SAGEGUARD THE HEALTH, SAFETY, AND WELFARE OF USERS AT CAMP ASAAYI. THE DATA MAY BE PROVIDED TO A PHYSICIAN IN THE EVENT MEDICAL TREATMENT IS NECESSRY. THEREFORE, TO COMPLY WITH CAMP ASAAYI POLICIES, PLEASE COMPLETE TEH INFORMATION BELOW.

1. IDENTIFICATION

NAME: _____ GENDER: Male ___ Female ___ AGE: ___ DOB: _____
 LNAME FNAME MI
ADDRESS: _____ TELEPHONE #: _____
 BOX/STREET CITY STATE ZIP

Health and Medical Insurance: Yes ___ No ___. If so, Insured by: _____

Address City State Zip

The health and medical data is a validation of participation for groups and orgainzaions using Camp Asaayi. The validation expires one (1) year after date of physician's consent of fitness.

The followinng data is subject to review for Camp use and may be required for special events. Please complete the followiing information below.

2. EMERGENCY MEDICAL INFORMATION

Any allergies to medication, food, plant, animal, or insect toxin? Yes ___ No ___

If yes, please explain: _____

Do you have any type of medical condition that may require special care, medication, or diet: Yes ___ No ___

If yes, please explain: _____

Have you or are having any of the following health problems?

<input type="checkbox"/> Asthma	<input type="checkbox"/> Bleeding Disorder	<input type="checkbox"/> Fainting Spells	<input type="checkbox"/> Mumps
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Poison Ivy/Oak	<input type="checkbox"/> Measle
<input type="checkbox"/> Convulsions	<input type="checkbox"/> Insect Sting/Bites	<input type="checkbox"/> Skin Conditions	<input type="checkbox"/> Whooping Cough
<input type="checkbox"/> Heart Complications	<input type="checkbox"/> Ears/Nose/Throat	<input type="checkbox"/> Lungs	<input type="checkbox"/> Chicken Pox
<input type="checkbox"/> Digestion Problems	<input type="checkbox"/> Menstrual Problems		

Please explain: _____

3. IMMUNIZATION

Do you have the following immunizations: If yes, show date of original series and date of boosters, if none (Tetanus shot is desired), unless you have recieved on (or booster) within last five (5) years.

Thypoid Vaccine: Yes ___ No ___ Date of Original Series: _____ Date of Booster: _____

Tetanus Toxide: Yes ___ No ___ Date of Original Series: _____ Date of Booster: _____

Polio: Yes ___ No ___ Date of Original Series: _____ Date of Booster: _____

TO SIGNED BY PARENTS OF THOSE UNDER 18 YEARS OF AGE:

To my knowledge, I (have ___) (have not ___) been exposed to any contagious or infectious disease in the past (3) three weeks. I am in a state of health that will allow me to participate in my affiliated group/organization at Camp Asaayi.

Signature: _____ Date: _____

OVER_

TO BE COMPLETED BY PARENTS OR GUARDIAN OF THE APPLICANT:

This shall certify that I am familiar with my particular group, organization, program and give my consent for _____, my Son/Daughter to participate with and in all activities as a member of the _____.

Goup/Organization/Program

Signature: _____ Date: _____
