



# CMC ADVENTURE

Enriching Outdoor Education

since 1966

## INFORMATION FOR GROUP

### WELCOME TO THE CMC

Thank you for booking with CMC. Staff will be happy to assist you in every way to ensure the groups stay is successful and enjoyable. Please do not hesitate to ask any questions before, during or after your stay. Below are some points we would appreciate you take into account to help us make your stay all the more enjoyable.

### TRAVEL TO CMC

**If using a satellite navigation system please use the following post codes - LL45 2HP for Pensarn Harbour or LL45 2HU for Bryn-y-Moel.**

From the South (Birmingham) the quickest and most direct route is via Shrewsbury, Welshpool, Dolgellau, Barmouth and through to Llanbedr. CMC is located just off the A496 between the villages of Llanbedr and Harlech.

**CMC Pensarn Harbour** is situated at the end of the straight road as you come out of Llanbedr. You will notice the brown tourism sign for CMC with 3 symbols, located on the left near the end of this straight section of road. Take the first LEFT into the turning marked with a railway sign. Pensarn Harbour is just over the railway line – **please be sure to phone the signal box before crossing.**

**CMC Bryn-y-Moel** (the Ranch) is also situated at the end of the straight road as you come out of Llanbedr. You will notice the brown tourism sign for CMC with 3 symbols, located on the left near the end of this straight section of road. This takes you to our Pensarn Harbour site. Ignore this and take the first RIGHT (after two houses on the right) and drive up through Pensarn hamlet ignoring any right or left turns. There is a 15 mile voluntary speed limit along the lane which we would be grateful if you could observe – thank you. At the top of the hill cross over the cattle grid and then turn first right crossing over another cattle grid. Follow the track round to Bryn-y-Moel car park. CMC undertakes to keep to a speed limit of 15 mph through the hamlet of Pensarn and we ask that guests driving vehicles do the same.

From the North (Manchester/ Liverpool)

The quickest route is via Chester on the A55, Colwyn Bay, Betws Y Coed, Blaenau Ffestiniog, Maentwrog, Harlech.

**CMC Pensarn Harbour** is located just off the A496, in between Harlech and Llanbedr. 2 miles south of Harlech, going past the village of Llanfair and down the hill. You will notice the brown tourism sign for CMC with 3 symbols, located on the left. Take the first RIGHT into the turning marked with a railway sign. Pensarn Harbour is just over the railway line - **Please be sure to phone the signal box before crossing.**

**CMC Bryn-y-Moel** (the Ranch) is also on the A496, two miles south of Harlech beyond the village of Llanfair. You will notice the brown tourism sign for CMC with 3 symbols, located on the left. This takes you to our Pensarn Harbour site. Ignore this and take the first LEFT turn after this sign. Follow directions as if approaching from the South.

### TIME OF ARRIVAL

For 5-7 day bookings, rooms will be available from 4:30pm on the first day and should be vacated by 10:00am on the final day unless alternative arrangements have been made in advance. Evening meal is at 6.00pm. If arrival after this time is unavoidable, please contact the Centre to make alternative arrangements. For weekend bookings, please try to arrive before 10pm on Friday evening.

### FINAL DAY OF DEPARTURE

For all except weekend bookings, we request that you depart no later than 10am on your final day unless an alternative time has been arranged prior to your arrival. For weekend bookings, rooms should be vacated as soon as possible after lunch on Sunday. We ask that you leave the Centre as you found it. CMC staff will be on hand to help. We suggest that after breakfast / lunch all luggage is put in the hall, beds are stripped, bedrooms are cleaned and tidied and ensuites are cleaned. Communal areas should be cleaned and hovered – thank you.

## HEALTH

Group leaders must satisfy themselves that they and members of the group are free from infectious disease. A CMC medical form must be completed for each member of the group outlining any health issues or dietary requirements and returned to the Centre before your arrival or brought with you.

## DIETS

We can cater for specific diets but need to be made aware of any requirements as soon as possible (no later than 2 weeks before your arrival). Gluten and lactose free food is not readily available in this part of Wales and we would, therefore, request that people with specific dietary requirements bring as much food as possible with them. The House Manager will be pleased to discuss any particular dietary requirements..

## INSURANCE

The CMC is insured for public liability but please ensure that you and your group are fully insured for your residential. In the event of you cancelling your booking, we will invoke the cancellation charges outlined in the booking conditions. We, therefore, recommend that to safeguard the possible loss of part or all of your holiday cost, through cancellation or curtailment that you take out cancellation, travel and/or personal accident insurance. For further details please contact your insurance broker or, alternatively, we suggest you might like to contact A T Bell Insurance on 020 8462 076.

## COMMUNAL LIVING

We ask groups to show respect to our staff and buildings during their stay. This means leaving the centre as you find it, which will involve your co-operation in doing some daily duties which we suggest are organised by group leaders. These duties are emptying litter bins into the bins outside, tidying communal areas, hoovering communal areas as well as cleaning and tidying bedrooms. Dorm inspections can be carried out by CMC staff upon request.

Meal times are 8.00am for breakfast and 6:00pm for evening meal. We ask that you are prompt in arriving for meals and that tables are laid 15 minutes before each meal.

We ask that groups are silent after 11pm. Emergency lighting is left on at night. Duty staff will show leaders where the light switches are.

CMC staff are responsible for safety during sessions. We ask that group leaders assist in the discipline of groups. Groups should respect the staff and listen to instructions. If this doesn't happen then the staff have the right to terminate the session and the group return to the centre. At the discretion of the Centre Director the individual(s) will not be permitted to participate in any further activity sessions. Group leaders are expected to ensure that their group look after the fabric of the centre and the cost of any damage will be charged to the group.

Due to the fact that CMC is an organisation working largely with young people we have a 'no alcohol on site' policy. No smoking is permitted in the buildings but those wishing to smoke may do so outside. The misuse of illegal substances is prohibited. This includes, but is not limited to, the misuse of drugs. Group leaders are asked to consider their organisation's policy on these issues and must be aware that incidents involving these substances may result in the group or group members being asked to leave the premises.

## EVENING DRINKS

The soft drinks bar is to be used only when supervised by group leaders. There are facilities for making hot and cold drinks. Groups are requested to assist the CMC staff in making evening drinks and, where facilities exist to do so, are asked to wash up any cups used in the lounges before bedtime.

## SECURITY

It is advisable that the front door remains closed from 6pm. It is the group leaders responsibility to ensure that the door is closed at night. The code to the door locks are **C1968Y** at Pensarn Harbour and **C1968X** at Bryn-y-Moel. The centre cannot be responsible for any valuables that go missing. If required, keys can be obtained from the office by leaders for their rooms. There are secure lockers in the entrance halls of both Pensarn Harbour and Bryn-y-Moel – keys for these can be obtained from the office.

## **FIRE PROCEDURES**

Please ensure that all fire doors are closed at night. The fire alarm may sound if groups smoke or use aerosols in rooms where there are smoke detectors. There will be a fire drill on the first day of arrival. The assembly point is on the grass near the railway gate at Pensarn Harbour and in the hard court area at Bryn-y-Moel.

## **CENTRE BOUNDARIES**

Group leaders are responsible for their group whilst at the centre. The centre boundaries of each site will be explained during the 'welcome talk' at the beginning of each visit. CMC staff will never give permission for individuals to go outside the centre boundaries or those set by group leaders. Group leaders should devise a clear policy concerning group members leaving the centre.

## **EMERGENCY CONTACTS**

There will always be a member of staff on site at night (not necessarily the duty staff) who can be contacted in an emergency. Their location will be explained during the 'welcome talk'. The contact number for the duty senior staff member in an emergency at night is 07794045486.

## **PAYPHONE NUMBER**

Groups can be contacted by incoming calls on the payphone in the entrance hall:-

Pensarn Harbour - 01341 241691

Bryn-y-Moel - 01341 241470

The office phone number can be used in case of emergency and is 01341 241 646

## **DORMITORY LISTS**

Group leaders are asked to provide a list of names of individuals in each dormitory and to give the list to duty staff on the first day of arrival, if not before.

## **DRYING ROOM**

Group leaders are asked to supervise the hanging of clothes in the drying room. If the clothes are not hung properly or wrung out, they will not dry. We request that only clothes are hung in the drying room and not waterproofs, boots, trainers or rucksacks. The duty member of staff will turn it on each night.

## **ACTIVITY SESSIONS**

The CMC staff will be ready to meet the group for activities at 9:30am each morning. It is the group leaders responsibility to ensure that the group are ready, having completed domestic duties. Afternoon sessions begin at 1.45pm unless advised differently.

## **KIT FOR ACTIVITIES**

Please insure that your group has brought the items on the basic kit list. Usually for non-water based activities, all group members will need their daysack containing a bin liner, spare dry fleece (in addition to what they may be wearing), waterproofs, hat and gloves, lunch and any medication (ie inhalers). For water-based activities, groups will need trainers, trakki bottoms, swimming costume and fleece. All specialist equipment will be provided by the centre.

## **SICKNESS OR INJURY**

Group leaders are asked to take individuals who require medical attention to the surgery or hospital. Transport can be provided if necessary. If a group member does not go out on activity for any reason, a group leader must remain at the centre to supervise.

## **ACTIVITY LISTS**

On arrival, group leaders are asked to sort out medical forms according to the activity groups. The centre also requires a list of names of each activity group.

## **ACTIVITY GROUP RATIOS**

Typical group sizes, depending on the activity concerned and conditions, are usually a minimum of (instructor to guests) –

|                     |        |
|---------------------|--------|
| Watersports         | 1 : 8  |
| Climbing activities | 1 : 10 |
| Other activities    | 2 : 12 |

All these group sizes INCLUDE group leaders and visiting staff. CMC reserve the right to stipulate maximum group sizes on all activities on the grounds of safety and/or session quality.

## **EVENING ACTIVITIES**

A member of CMC staff will be on hand to assist in the running of an evening activity, along with group leaders. The CMC staff cannot be left to run everything themselves and we expect group leaders to be directly involved. The CMC duty staff will finish work at 10:30pm.

## **SPORTS AND GAMES EQUIPMENT**

There is a small amount of sports and games equipment available which groups are welcome to borrow - beach volleyball net and balls, kwik cricket set and table tennis sets. There is also a pool table in each centre.

In the case of damage or destruction through neglect or misuse, we reserve the right to invoice for replacement costs.

## **SWIMMING AT THE BEACH**

CMC does not provide swimming from the beach as an activity and we don't provide lifeguard cover. If groups visiting CMC have an operating procedure, risk assessment and staff that allow swimming from the beach then they may do so at the group leaders' discretion. CMC staff will intervene if they feel that the decision is unsafe.

## **CHRISTIAN ETHOS OF CMC**

All the CMC staff are Christians. We say grace before breakfast and evening meal. In the evening group leaders may request that the CMC staff share some of their Christian experience/ beliefs with the groups. A more comprehensive epilogue needs to be arranged in advance.

## **TUCK SHOP**

There is a tuck shop which the centre staff can open after evening meal. Should you require tuck shop to be open at any other time please discuss this with your duty member of staff.

## **ELECTRICAL APPLIANCES**

Group leaders are asked to ensure that any electrical equipment brought to CMC is in a safe and serviceable condition.

## **INTERNET**

Group leaders are welcome to use the internet during their stay if they have their own laptops. The access code is **9894432392**