



Sound View Camp And Retreat Center

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Things To Know

(numbers in parenthesis refer to [ACA](#) standards)

Sound View Camp's Mission: Sound View's Mission is to be a place where people learn to put God's Kingdom first. "God's Kingdom First" Matt: 6:33

Important:

1. A certificate of Insurance naming Sound View Camp as an additional insured needs to be sent with your signed contract or emailed to info@soundviewcamp.com.

Contract - Services:

1. Your final bill is based on your confirmed estimate of guests, or on the actual number of participants, or the buildings/programs you reserved - whichever is greater.
2. Arrival time and departure time is listed on your contract/invoice. Early arrivals and late departures must be arranged with the site manager and may incur extra costs.
3. Signee(s) of your contract agree(s) to abide by the rules of Sound View, to leave the facility in the condition in which it is found, and to pay all reasonable charges as defined in the contract and this document.
4. Pre-Arrange with Sound View the need for: TV/VCR, overhead projector, barbecues, and the exclusive use of the waterfront.
5. Sound View does not have a phone message service. Incoming calls on the camp line are promptly delivered only in emergencies.
6. Please turn in participant roster provided in the guest group packet before you leave camp.
7. Participants may bring their own sports equipment, but camp staff must be notified of the presence of hazardous items such as archery equipment or paintball markers. Sound View will provide safe, locked storage for dangerous items. (OM-10B)
8. Weapons of any kind are not allowed in camp. Sound View retains the right to search for and confiscate any illegal item and hold it for the proper authorities. (OM-10E)

Behavior - Onsite:

1. You are responsible for your group's supervision and behavior at all times when you are on site, including during program events such as waterfront, challenge course, or paintball - etc. Sound View staff will attempt to assist whenever possible, but we will not have enough staff to do crowd control and safety functions simultaneously. When in doubt our staff will discontinue program, or in extreme cases remove unruly participants from the camp. (OM-19B, OM-19C, HR-09B, HR-09C)
2. We suggest briefing your guests on boundaries and basic behavioral expectations at the beginning of your event. Warnings about stinging nettles, and the beach bluffs are

appropriate at this time. We provide safety briefings for some high-risk activities like waterfront, paintball, challenge course, and archery – etc. (OM-19D, OM-08)

3. Sound View recommends the following supervision ratios for lodging groups and camp activities— Staff:Camper/Camper age; 1:5/age 4-5; 1:6/age 6-8; 1:8/age 9-18. We also suggest that at least 80% of the staff used to supervise campers be over 18, and that all staff be over 16, and 2 years older than the campers they supervise. (HR-09A, HR-10)
4. We advise that you have a staff screening policy in effect including at least a background check for any adult who will be given access to minors (OM-19F)
5. We have manuals for our operation including “Food Service,” “Risk Management and Transportation,” and other topics related to camp programming. We suggest that you have appropriate leaders review these manuals. We can send you copies ahead of time, or copies are available onsite.
6. There is usually more than one group in. Please honor the privacy and sleep of others. No noise after 10:00 pm.
7. Please protect our septic systems, no food, grease, or other solid objects down the drain.
8. Please report any facility breakages or damage on the work-orders provided. If the damage is severe, please discuss with staff before leaving.
9. We request that you plan your lodging so that only married couples and families cohabitate.

Emergency – First Aid – Health:

1. A courtesy phone is located on the porch of the Program Office/Library. This is for guest convenience and - if necessary - for 911 calls.
2. Please report any medical incidents on the incident reports provided. If the incident is severe, please discuss with staff before leaving. (HW-24D)
3. Health and accident insurance is Your Group’s responsibility. A certificate of Insurance naming Sound View Camp as an additional insured needs to be sent with your signed contract or emailed to info@soundviewcamp.com. (OM-19E)
4. You are advised to identify a person or persons to be in charge of first aid, this person should make sure you have first aid kits and all necessary first aid items, as well as a person trained in first aid/CPR at minimum. (HW-23, HW-24A, HW-24C, OM-19A1)
5. You are advised to gather the following information about your group’s participants:
 - a. Name and address;
 - b. Emergency contact information;
 - c. Allergies, health concerns, restrictions;
 - d. (for minors without a parent on-site) signed permission to seek emergency treatment if necessary. (HW-25)
6. Guest Groups are required to provide their own emergency transportation or call 911 and follow the emergency procedure in Caring for our Guests document. Remember to have someone waiting at the entrance of camp to guide emergency personnel! (HW-24B, OM-19A2)

Controlled Substances

1. Alcoholic drinks (including beer and wine) are prohibited at Sound View. (OM-10A)

2. Smoking should be conducted in one location, away from buildings, flammable materials, children, and non-smokers. In summer this means you have very limited options, please see camp staff if you need help selecting a good location. (OM-11)
3. Illegal drugs are illegal here too. (OM-10A)

Vehicles: (OM-10C)

1. Obey the 10 MPH speed limit at all times; assume there are ALWAYS children and animals present.
2. No passengers should ride in parts of vehicles not designed for passengers, for instance: in the back of pick-up trucks or wagons where seats are not attached except for vehicles driven at 5-10 mph off public roads where protective devices are provided to keep passengers from falling out or off of vehicles. (TR-04)
3. Sound View does not provide transportation for guest groups. We recommend that you provide supervisory ratios of staff to campers that consider the age, mental ability, and physical condition of all passengers.
4. Use designated parking areas only, as shown on the site map. A “no parking” sign means no parking.

Meals:

1. Sound View offers a variety of food-service options. If you choose to take advantage of these, further information will be included.
2. The Dining Hall facility includes a large, commercial kitchen. Groups may only use this kitchen when:
 - a. They have rented the entire camp
 - b. They provide staff with food handler permits
 - c. They pay our kitchen use fee which employs one of our food service staff for the day.
3. Residential-style kitchens with utensils are provided in Calvinwood and Longhouse. Planning for simple meals is recommended.
4. The presence of unwanted critters is almost always traceable to food not stored properly or garbage not disposed of properly. Please make sure all garbage cans are stored with lids on.
5. If you are providing your own cooking staff, we recommend downloading the food-service manual off our website.

Animals: (OM-10D)

1. No pets are allowed at Sound View without the Director’s Prior permission. Sound View reserves the right to require adequate vaccination and health records for any animal given permission to visit Sound View.
2. If pets are brought to Sound View the owner takes total responsibility for the behavior and physical needs of his/her pet and agrees to keep their pets outside of Sound View facilities. Barking dogs are a distraction and owners will be asked to remove them from camp.
3. Sound View has lots of wonderful wildlife as well as our farm animals... we cannot guarantee the safety of any visiting animal.

4. Camp pets take priority if there is a personality conflict between visiting animals and camp pets.
5. We have feral cats prowling the barn areas while the office cats control the mice population around the dining hall. Please watch out for them.

Waterfront: (PD-05)

1. Groups with participants who desire to swim or use Sound View watercraft are responsible to either provide a certified lifeguard, or contact us well in advance to arrange one for you.
2. If your group provides a lifeguard that person will need to present written documentation of: lifeguard training from a nationally recognized certifying body; first aid training including blood borne pathogens; CPR training including the use of breathing devices; and be available to do a 1- 2 hour walk through of the waterfront with the Director before your waterfront event.
3. Use of motorized personal water craft (such as jet skis) by persons under the age of 16 is prohibited. Sound View has very limited dock space reserved for our own safety boat.
4. If waterfront staff is hired from Sound View, he or she will not be responsible for any motorized watercraft brought by the guest group unless special arrangements are made with the director before arrival.
5. We have buried telecommunication cables that run across our beach to the nearby island. The tide tends to expose these on the beach. While there is no chance of receiving an electric shock from these cables, it is important to keep an eye out for them to avoid tripping over them while walking along the beach.

Challenge Course: (PD-05)

1. Use of challenge course must be arranged before your arrival.
2. Minimum participant number is 8 for low course, and 10 for high course. We hire facilitators based on your confirmed estimates—we will bill based on the larger number: your confirmed estimate or your actual number of participants.
3. All present must have completed a release form, and will be included in the bill whether they participate or not.
4. Be prepared for unpredictable weather by bringing layered, waterproof clothing. Cold and/or wet participants lead to interrupted events!
5. If you are scheduled for the morning, please be here by 9:00AM. That means being through Tacoma no later than 8:00AM.
6. Sound View facilitators may need to prohibit participation in the challenge course if a person is:
 - a. under the age of 12,
 - b. less than 5 feet tall,
 - c. without adequate mastery of the English language,
 - d. of a temperament that does not seem suited to the unique safety risks or program objectives of the challenge course.

Paint Ball: (PD-05)

1. Paintball should be arranged before your arrival, in some cases it can be arranged while

you are onsite, but supplies or staff may not be present if it hasn't been arranged ahead of time.

2. Participants must be Junior High (grade 6) aged or above.
3. Sound View has limited sets of equipment that can be rented; Groups wanting more units, need to arrange that ahead of time, or plan to take turns.
4. Billing based on the higher of confirmed or actual participants and total items purchased, including appropriate sales tax.
5. All parents of minors must be notified that the paintball activity will be offered to their child
6. All participants must have completed a rules and release form.
7. Each Leader must fill out a group rules and release form.
8. Be prepared for unpredictable weather by bringing layered, waterproof clothing. Cold and/or wet participants lead to interrupted events! Remember long pants, long sleeves and closed toed shoes.
9. Remember to schedule your starting, finishing, and break times beforehand!

Lodging:

1. Sound View's drinking water is mineral rich, which means an unusual taste and some reddish stains on porcelain fixtures. Fret not! Our water—regularly tested—is good for you!
2. Longhouse: At dusk, avoid winged guests. Slatted windows above the side doors should not be open more than a crack.
3. Calvinwood: If you are used to electric stoves, don't be startled by gas pilot lights—they're supposed to stay lit!
4. This is a forest area in the great northwest! If you are coming during the rainy months, bring footwear that can handle wet ground.
5. Bedding and Towels are not provided.
6. Sound View staff members live in the upper A-Frame and Newport Cabin as well as the blue house at the gate. They are at camp to serve you but please respect their privacy.

Other Sound View Run Activities: (PD-05)

1. Please notify us of numbers to expect at each activity.
2. Archery: recommended ages 6 and up.
3. Arts & Crafts: Some crafts are age specific, so please indicate the age group!
4. Visiting the mini-farm is fun to do. Ask the site manager if he needs help feeding the animals.

Miscellaneous:

- You may sometimes hear what sounds like thunder or explosions. Usually this comes from nearby Ft. Lewis.
- A flashlight is recommended.
- Trail maps can be obtained in the dining hall or program office. (PD-05)
- Upon request, standard athletic supplies are provided at no extra cost; please care for them properly. (PD-05)
- Be sure the director has a list of participants before your departure.

- Please invite representative members of your group to complete our evaluation form.
- Upon arrival, you will be provided with a brief checklist of the cleanup tasks Sound View requests. If the cleanup effort is unusually deficient (based on the criteria indicated on the cleanup checklist), groups may be billed for additional cleanup. A pre-arrival copy of the cleanup checklist is available upon request.