



***POLICIES AND PROCEDURES
FOR RENTAL GROUPS***

***CAMP BRINKLEY
CAMP PIGOTT
CAMP PARSONS
CAMP SHEPPARD***

TRUSTWORTHY LOYAL HELPFUL FRIENDLY COURTEOUS KIND

words to live by

OBEDIENT CHEERFUL THRIFTY BRAVE CLEAN REVERENT

Welcome

Welcome to the Chief Seattle Council camps. We are pleased you are considering us for your next campout or training conference. This booklet is designed to assist you in making plans for your visit to camp. Please read it carefully and provide a detailed orientation for all individuals participating with your group.

Reservations for camp usage are made by completing the necessary paperwork and submitting it along with fees to the camp you are planning to attend, except Camp Sheppard. To complete the registration process you must submit a completed *Camp Rental Agreement* and a *Camp Rental Worksheet*. Copies of these forms are available at www.seattlebsa.org.

Send forms and payment to:

Camp Brinkley
25600-B Monroe Log Camp Rd
Snohomish, WA 98290
360-568-6295

Camp Parsons
970 Bee Mill Road
Brinnon, WA 98320
360-796-4427

Camp Pigott
25600-A Monroe Log Camp Rd
Snohomish, WA 98290
360-568-2065

Camp Sheppard
Chief Seattle Council Camping Dept.
PO Box 440408
Seattle, WA 98114

Table of Contents

- 2 Camp rules
- 3 Fees, Lost and found, Protective headgear
- 4 Health and food services, Transportation, Refund policy
- 5 Aquatics
- 6 Archery
- 7 Emergency plans and procedures



General Camp Rules

Camp rules follow the Scout Law and common sense. Here are the details:

1. You must provide all participants an orientation on the information included in this guide book and in the rental agreement.
2. No camper is allowed to leave camp after check-in without a release from parents or camp leader. They must be accompanied by an authorized adult while out of camp, and must sign out at the camp office before departing. Campers leaving early must be released to authorized persons only.
3. Cut no trees.
4. Campers must stay out of other campsites/cabins unless invited. Off limits areas include: camp director and ranger home and yard, maintenance area and staff quarters.
5. All fires must be tended, fireguard charts must be posted and followed.
6. No open flames of any kind in tents or sleeping huts.
7. All liquid fuels must be stored in the camp fuel locker in clearly marked containers. Liquid fuels must be used under adult supervision only.
8. **No fireworks** may be kept or used in camp. Those with fireworks will be sent home.
9. **No personal firearms or sheath knives allowed.** Personal archery equipment must be checked in and used only under qualified range supervision.
10. No intoxicating beverages or illegal drugs are allowed on Scout property.
11. No dish washing in the washstands or latrines.
12. Please leave your campsite, cabin, and latrine area better than you found it.
13. Smoking is allowed only in designated smoking areas. There is no smoking allowed in cabins, tents, or buildings.
14. Hand tools (such as axes, saws, shovels) must be used with adult supervision. Power tools may be used by qualified adults only.
15. No pets allowed in camp at any time.
16. Check in camp before 9:00 pm.
17. Lakes, barns, piers, and shooting ranges are off limits unless prior arrangements are made with the camp director.
18. You are responsible for the behavior of your group and must provide adequate supervision.

EXPLANATION OF RENTAL FEES

In order to rent camp you must complete the Camp Rental Agreement, Rental Fee Worksheet and read this “*Policy’s and Procedures*” booklet. Upon leaving camp check out with the camp ranger or director, verifying the charges incurred during your visit.

Notes:

1. Deposit...10% of total anticipated fees or \$100, whichever is greater. This non-refundable deposit is due upon making reservations. We reserve the right to require full payment of anticipated fees seven days prior to rental.
2. A “day” is calculated in 24 hour time periods, from the time your group arrives until the time they leave. Partial periods count as full days.
3. There may be a charge for firewood.
4. Garbage disposal charges are waived if you pack out your own garbage. If transportation and dumping charges are more than \$100.00, you will be charged actual cost.
5. Cleaning charges are waived if we do not need to clean up after your group.
6. Damage charges: If we can fix your damages good as new, the repair charges only will be assessed. Repair charges will include labor.
7. Tents are rented only at times when they are already set up for summer or when we can leave them up after another event. No off season tent rentals.
8. Boat, canoe and other equipment rental fee information is available from the camping office. This equipment is available during the summer season, and only with qualified supervision.

LOST AND FOUND

The Chief Seattle Council and its camps are not responsible for lost and/or stolen items.

PROTECTIVE HEADGEAR

All participants in climbing, high ropes (COPE), and bicycle activities at camp must wear protective helmets. Helmets must be specifically designed and approved for such activity.

HEALTH SERVICES

Adequate preparations must be made to provide health services to all participants while using camp facilities. These include (for each participant):

1. Name and address
2. Emergency contact information
3. Known allergies or health conditions requiring restriction or other accommodation while on site.
4. Signed permission to seek emergency treatment for all minors or a signed religious waiver.

Your group is responsible for first aid and emergency care and must provide a health officer who is currently certified in standard first aid and CPR from a nationally recognized provider.

Your group must designate a vehicle that is in good working order, as the emergency transportation vehicle for injuries that do not require an ambulance or aid car.

In case of emergency call 911. (All phones have other emergency numbers posted by them.)

TRANSPORTATION AND VEHICLES

Seat belts are required for all occupants (except school buses). Trucks may not be used for transporting passengers except in the cab. Passengers must not ride in the bed of a truck, on the rear deck of station wagons, or in trailers.

All vehicles are to be parked in the camp parking lot. Only camp vehicles are allowed on the camp service roads.

REFUND POLICY

The \$100 deposit is non-refundable unless the camping department is unable to reserve the site and facilities requested. Other fees are not refundable unless requested in writing at the Chief Seattle Council camping office no later than 15 days prior to the camp reservation date. **Refunds are not made at camp.**

FOOD SERVICE

When using the camp kitchen and the food service areas, the following procedures must be followed.

1. Renters must have a qualified cook to operate and direct all food preparation and use of kitchen equipment. "Qualified" is defined as having experience in commercial or institutional food service operations, and having current food handlers permit from a county health department.
2. All kitchen help (anyone working with food preparation or dish washing) must have a current food handlers permit.
3. All posted procedures for operation and cleaning equipment - such as stoves, ovens, refrigerators, dishwashers, etc. must be followed as written.
4. There is no smoking allowed in the kitchen or dining hall.
5. The camp director or his designee reserves the right to inspect the food service areas and make changes to meet health department standards.

Aquatics Activities (Brinkley, Pigott or Parsons only)

In order to use the aquatics facilities at camp, your group must meet the following criteria for each waterfront.

1. You must provide a 21 year old certified as a BSA Lifeguard, American Red Cross Lifeguard, Advanced Life Saving, YMCA Lifeguard or equivalent. He/she must have current CPR and First Aid Certification and must be on the waterfront at all times it is in operation.
2. There must be a minimum of two lifeguards on duty at all times. In addition, a minimum ratio of one lifeguard per 10 participants must be maintained. Lifeguards must be supplied with reach poles and ring buoys for swimming area.
3. For boating activities the minimum ratio is one lifeguard for every 10 watercraft in the water with a minimum of two lifeguards at all times.
4. All swimmers/boaters must be physically fit and receive an orientation on waterfront safety prior to participation. The buddy system must be used in all aquatics activities.

5. A lookout must be posted who can oversee the entire waterfront, assisting the lifeguards in the safe operation of the area.
6. The swim area must have clearly designated areas for different ability groups including swimmers, beginners, and non-swimmers. A swim test must be given to establish ability levels for all aquatics participants.
7. All participants must wear Coast Guard approved personal flotation devices for all boating activities.
8. Only persons qualifying as "swimmer" in the swim test are permitted to use canoes. "Beginners" or "non-swimmers" can use row boats only when accompanied by an adult "swimmer."
9. The user group must provide an orientation in these rules and regulations to all participants prior to engaging in aquatics activities.

ARCHERY RANGE

The archery ranges are available only with prior approval of the camp director. If the user group will be operating an archery range the following procedures must be observed:

1. The archery range must be directed by a qualified adult who is trained in archery skills and range operations. This persons must remain on the range at all times it is in operation.
2. The range can be operated using a maximum of eight shooting stations at one time.
3. The range director must use clear safety signals and range commands to control both the firing line and the retrieval of targets.
4. The range must be clearly marked with a warning flag raised when it is in operation.
5. Archery equipment used must be in good repair and must be locked up in a safe storage area when not in use.
6. Range director must provide an orientation to all participants on these rules and regulations prior to engaging in archery.

EMERGENCY MOBILIZATION PLAN

The Emergency mobilization plan goes into effect when you hear the Silver Marmot Bell or Dining Hall bell (Camp Parsons), or the siren (camps Brinkley, Pigott & Sheppard) ring/sound continuously. You will immediately stop what you are doing and report to the dining hall assembly area. The camp director or camp ranger will give further instructions to the assembled group

1. Unless you are reporting the emergency, **STAY OFF THE INTERCAMP PHONE.**
2. Never place yourself in a dangerous position.
3. Should you discover an emergency, stay on the scene and send word to the camp director or camp ranger.
4. All accidents and injuries must be reported immediately to the camp director or camp ranger.
5. Use common sense and above all, **STAY CALM.**

EMERGENCY PROCEDURES

In an emergency contact the necessary authorities and the parents/guardians/relatives of campers as appropriate.

MISSING PERSON

Possible explanations:

- Wandered off by themselves.
- Left camp without permission.
- Decided to go home without notice.
- Sleepwalking.
- May be lost in the woods. Did not return from a group hike.
- Possible drowning victim.
- Possible kidnap victim.

Protective measures to take:

- Keep accurate rosters of all participants including name, address, and phone number.
- Conduct nightly bed check and morning roll call.
- Use buddy system at all times in camp. Conduct regular buddy checks, especially on hikes and at the waterfront.
- Follow all activity guidelines as outlined in this booklet and use good sense at all times.

FIRE

Protective measures:

- **NO FLAMES IN TENTS!**
- No open flame within ten feet of any tent.
- Regular fire drills.
- Proper storage of flammable liquids and matches.
- All gas stoves, lanterns and other equipment used only under direct adult supervision.
- No fireworks or other explosives in camp.

WINDSTORM

Possible hazards:

- Falling trees or limbs.

Protective measures:

- Alert campers to move about camp with extreme caution. If conditions become severe campers should be gathered to a central location (dining hall) and/or evacuated.

EPIDEMIC OR MASS ILLNESS

Possible hazard:

- Food poisoning.
- Outbreak of contagious disease

Protective measures:

- Health officer in camp to evaluate situation. Name and phone number of nearest physician.
- Emergency medical transportation available at all times either by designated vehicle or by aid car.
- Cleanliness and good health procedures employed by head cook and all other food handlers.
- Inspect kitchen operations regularly, insuring proper washing, and storage of dishes and cleanliness of food preparation and serving areas.

NATURAL SITE HAZARDS

- Poison Oak—located near the craftlodge at Parsons.
- Cliffs—located near campfire point, Olympus campsite, Dungeness campsite, and Mystery Beach Trail at Parsons.

MAN-MADE HAZARDS

- Parsons Pier—must be closed when no lifeguards are on duty.
- Climbing wall/COPE course—off limits at Parsons and Pigott when area is not in operation under qualified supervision