

British Columbia Camps Association

2017 Standards



Accreditation Standards for Organized Camps for Children and Families

“Handbook of Required and Desirable Practices”

The BCCA Accreditation Process Summary

1. BCCA identifies camps due for accreditation, or verification of accreditation (alternately, a new camp applies for accreditation in writing).
2. BCCA assigns a visitation team.
3. Materials for accreditation are emailed to the camp (a hard copy of standards available on request by mail).
4. The camp being accredited is to contact the visitors and arrange a mutually convenient visitation time and date when the camp is in session.
5. Both parties prepare for visit, and the visit occurs.
6. The first visitor returns the Accreditation Checklist, the Accreditation Visitor’s Comments, the Standards Summary Sheet with comments, and any notes to the Accreditation Chair(s) **within 30 days of the visit**.
7. The Accreditation Chair(s) notifies the camp in writing regarding any outstanding checklist items or unmet Standards, requesting clarification or correction within an established timeline.
8. BCCA Accreditation Committee evaluates the reports and recommends action to the BCCA Board.
9. The BCCA Board approves/amends the recommendations.
10. The camp is notified in writing of the accreditation visit results, by November 15th, with a request for necessary corrections or clarifications.
11. Camp must make any necessary corrections, further clarify their position, or may appeal the decision in writing to the Accreditation Chair(s) **within 60 days** of receiving their notification. The BCCA Board will respond within 30 days of receiving written response from camp.

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INTRODUCTION AND DEFINITION OF TERMS

The purpose of these standards is to provide the operators of resident camps in BC, and those individuals or agencies planning such services, with information endorsed by the BC Camps Association.

The intent is to provide BCCA Members with materials to aid in developing and improving resident camp services in British Columbia. The Standards are a means for Camp Personnel to evaluate their operations, and to request accreditation via a formal evaluation by the BCCA. Consultation service is also available on request.

The Standards are not intended as a deterrent, but rather as a motivator toward quality camping. Services to accomplish this are BCCA Conference, Consultation, Newsletters, resource materials, BCCA Board Meetings (all welcome), informed advice, and finally, the Accreditation Visit.

Definition of Terms

| | |
|-------------------------------|--|
| Full Accreditation | A Camp that meets 100% of all “Required”, and at least 80% of all “Desirable” Standards, and who has paid the current year’s membership fees. |
| Aspiring Member | A camp that has paid the current year’s members fees, and is preparing for an accreditation visit. They may have failed to meet Full Accreditation during a past accreditation visit. Camps whose accreditation status is ‘Aspiring’ must acknowledge this if using the BCCA name or logo in promotional material. |
| Accreditation Committee | Volunteer members who supervise the Accreditation process. |
| Accreditation Visit | Visitors come to your camp to review the established Standards. |
| Camp Director/Designate | The person in charge of operations, who will receive the Visitation Team, and is responsible for ensuring the BCCA standards are met. |
| Visitation Team | The individuals assigned to conduct the visit, and complete documentation. The Accreditation Chair(s) work to find these individuals, who most often volunteer their time to complete the visit. In order to save costs, the BCCA has a practice of organizing visitors from the area local to the camp. |
| Required Standards | These are standards in BOLD PRINT (also denoted with number being <u>underlined</u>). A camp must have 100% compliance for Accreditation. |
| Desirable Standards | These are Standards in normal print. A camp must reach at least 80% compliance for Accreditation. |
| BCCA Board | This is the BCCA Board of Directors, volunteers voted into office by the membership, charged with overseeing all BCCA functions. |
| Verification of Accreditation | With membership, camp verifies their willingness and intent to meet the standards between Accreditation visits. |

ACCREDITATION PROCESS

Accreditation Eligibility

An aspiring camp must be in operation for at least one (1) year before an Accreditation Visit will be made. However, the BCCA is available to be consulted prior to the official first Accreditation Visit.

The maximum term a camp may be accredited for is four (4) years.

Accreditation applies to the operation as seen at the time of the visit. Additional Accreditation visits may be required if there is significant change in program, staff, management, board, ownership, site, and/or facilities. It is the responsibility of the camp to notify the BCCA of any significant change.

Extenuating circumstances are considered if a standard is not met, but the camp must document these in the Accreditation Report.

The BCCA depends on volunteers to help carry out the Accreditation Visitation Process. We encourage all member camps to provide at least one (1) volunteer each year to take part in a visit for another camp. **All member camps MUST provide a minimum of two (2) volunteer visitors to visit another camp in the year following a successful accreditation.**

Accreditation Process

Step 1 The current Accreditation Standards will be posted on the BCCA website annually by March 1.

Step 2 In the spring of each year, the Accreditations Chair(s) confirms with those camps requiring Accreditation Visits whether they intend to carry out the Accreditation Process. Camps who could require a visit include Aspiring Member camps and those camps for which their Accreditation expires during that year. A new camp must request an Accreditation Visit in writing.

Once confirmed, camps receive an electronic copy of the current year's BCCA Accreditation Standards to begin work on ensuring they meet the current Standards.

Step 3 The Accreditation Chair(s) will line up visitors with camps that require an Accreditation Visit.

Step 4 The camp, along with the assigned Visitation Team, receives notification of the visit, along with the current copy of the BCCA Accreditation Standards and the complete Accreditation Package including forms to be completed.

If there is a conflict between any visitor and the camp, the Accreditation Chair(s) must be notified in writing, and they will work to re-assign visitors. If necessary, the BCCA Board will be consulted to decide the necessity of new visitors being assigned.

Step 5 **The camp being accredited is responsible to initiate communication with the visitors and arrange a mutually convenient visitation date and time while camp is in session.**

The camp must mail or provide electronically the following materials directly to the visitor at least 30 days in advance of the visit:

- a) Philosophy, Aims, Objectives
- b) Brochure and Promotional Material
- c) Registration and Medical Forms

- d) Staff Training Schedule and Manual
- e) Staff Contract, Application, Job Description

If the visit is cancelled, details must be immediately submitted in writing to BCCA. **When the camp cancels the visit, their accreditation status reverts to Aspiring Member.**

Visitors should obtain permission from the camp prior to copying any camp information or before using it for purposes outside the current BCCA visit.

Step 6 The camp must review the Standards and be prepared to answer ALL questions.

Step 7 **The camp must have the following available for the Visitation Team during the visit:**

- a) Latest Public Health Report on the kitchen
- b) Necessary Permits to operate: Kitchen, Swimming Pool and Hot Tub, Water Supply, etc.
- c) Copies of certificates: Lifeguards, Kitchen Staff, First Aid workers, and Drivers
- d) Camper Health Record and Accident Report
- e) Emergency and Safety Procedures
- f) Program Record and guidelines
- g) Sample Menu
- h) Policy Manual
- i) Staff Training Manual
- j) Any other material required to complete the Accreditation Visit.

Step 8 The Visitation Team will need 4-6 hours with the Camp Director including a complete camp tour and time for observation of the program(s).

Opinions, ideas, and perspectives will be openly shared on a full range of camp operation topics.

Camp Director and Visitors review and answer each question of the Standards. **EACH question MUST be answered.**

The number of any NO answer must be circled on the Standards Summary Sheet and then fully explained in the space provided (page 3 of Summary Sheet). The forms supplied as well as all pages containing NO answers are to be submitted to the Accreditation Chair(s).

Poor practices will be brought immediately to the attention of the camp and the BCCA Board.

Visitors do not suggest a term for accreditation. Terms are chosen by the BCCA Board based upon the criteria laid out below.

Step 9 Visitors may request reimbursement of travel expenses by applying in writing to the Accreditation Chair(s). Acceptable expenses include:

- for trips under 200km (round-trip): 35¢/km or actual fuel costs
- for trips of 200km or more (round-trip): actual fuel costs (must still report total km travelled)
- ferry and highway toll costs
- other expenses (accommodation, etc.) authorized in advance by the Accreditation Chair(s)
- **expense claims must be submitted prior to the end of the calendar year in which the visit occurred**

Camps being accredited are required to pay for all private air/water transportation required for the Accreditation Visit.

Visitors will not be reimbursed for traffic violations.

Step 10 Accreditation Reports must be submitted by the Visitation Team to the Accreditation Committee **within 30 days of visit and no later than September 30.**

Any materials regarding compliance with Standards submitted by the camp to the Accreditation Chair prior to September 30 will be considered in the review of the camp.

Step 11 The Accreditation Committee evaluates every Accreditation Report individually, and will conduct an in-depth review should the camp not meet 100% of Required, and/or 80% of Desirable Standards. **Program Standards apply whether the program is offered on or off site. Standards apply to day camps as well as residential camps.** Explanations for any NO answer will be carefully considered.

The Accreditation Committee will make one of three possible recommendations to the BCCA Board:

- 1) The Camp will be given Full Accreditation for or a period of 1-4 years. Length of accreditation offered is decided upon with regard to accreditation history, as laid out below.
- 2) Some form of additional consultation may be necessary, (i.e. the BCCA may require the camp to show compliance with the Standards, in writing, before a Accreditation is given, or may ask to meet with a representative of the camp with regard to certain aspects of the visit or Standards.)
- 3) The camp will not be accredited, and remains/reverts to being an Aspiring Member.

Step 12 The camp will be notified in writing of the BCCA Board decision, and may appeal such decision in writing, including reasons for appeal within 60 days of notification of the Board's decision.

The formal Certificate of Accreditation will be mailed to the camp or presented at the Annual BCCA Conference.

Determining Length of Accreditation Term

If there are no reasons for a camp to be demoted or held back from advancement, the potential lengths of accreditation could result in the following pattern:

| | |
|--------------------------|---|
| First Visit (e.g. 2002) | 1 Year Full Accreditation |
| Second Visit (e.g. 2003) | 2 Year Full Accreditation |
| Third Visit (e.g. 2005) | 3 Year Full Accreditation |
| Fourth Visit (e.g. 2008) | 3 Year Full Accreditation (must have two consecutive 3 Year terms prior to advancing to a 4 Year term) |
| Fifth Visit (e.g. 2011) | 4 Year Full Accreditation |
| Sixth Visit (e.g. 2015) | 4 Year Full Accreditation (camps remain at 4 Year terms as they demonstrate consistency in maintaining Standards) |

Potential reasons for being held back from advancement, or having Accreditation term reduced include:

- The camp did not meet an **insignificant** type/number of Required Standards during their Accreditation Visit, but were able to correct shortly after the visit (held back from advancement to next step).
- The camp did not meet a **significant** type/number of Required Standards during their Accreditation Visit, but were able to correct shortly after the visit (has Accreditation term reduced one step).

- Not meeting Standards during an Accreditation Visit, nor being able to correct within timeline accorded by the BCCA (reverts to Aspiring Member, and then begins at beginning again).
- Having outstanding BCCA membership dues for one year (reverts to Aspiring Member, and then has Accreditation term reduced by one step).
- Not being able to complete an Accreditation Visit because of camp failure to arrange (reverts to Aspiring Member, and then held back from advancement, or reduced by one step, or begin again, depending on how the Visit goes when completed the following year).
- Ceasing operations for a year or more (begins the process again).

Note: BCCA reserves the right to revoke membership at the discretion of the Board.

STANDARDS SUMMARY SHEET – PAGE 1 of 3

Circle standards that the visitor feels are not met.

CAMP NAME: _____

Please X those not applicable.

| | | | | | | |
|--------------|--------------|-------------|-------------|-------------|---------------|---------------|
| <u>1.01</u> | | <u>3.36</u> | <u>6.11</u> | <u>8.10</u> | <u>9.22</u> | <u>10.21</u> |
| <u>1.02</u> | <u>3.01</u> | <u>3.37</u> | 6.12 | <u>8.11</u> | <u>9.23</u> | |
| <u>1.03</u> | <u>3.02</u> | 3.38 | 6.13 | <u>8.12</u> | <u>9.24</u> | <u>11.01</u> |
| <u>1.04</u> | <u>3.03</u> | <u>3.39</u> | <u>6.14</u> | 8.13 | <u>9.25</u> | <u>11.02</u> |
| 1.05 | <u>3.04</u> | 3.40 | 6.15 | <u>8.14</u> | <u>9.26</u> | <u>11.03</u> |
| <u>1.06</u> | 3.05 | <u>3.41</u> | <u>6.16</u> | <u>8.15</u> | <u>9.27</u> | <u>11.04</u> |
| <u>1.07</u> | <u>3.06</u> | <u>3.42</u> | | <u>8.16</u> | <u>9.28</u> | |
| 1.08 | 3.07 | <u>3.43</u> | <u>7.01</u> | 8.17 | <u>9.29</u> | <u>12.01</u> |
| <u>1.09</u> | <u>3.08</u> | <u>3.44</u> | <u>7.02</u> | <u>8.18</u> | 9.30 | <u>12.02</u> |
| <u>1.10</u> | <u>3.09</u> | <u>3.45</u> | <u>7.03</u> | <u>8.19</u> | <u>9.31</u> | |
| <u>1.11</u> | <u>3.10</u> | <u>3.46</u> | <u>7.04</u> | 8.20 | <u>9.32</u> | <u>13.01</u> |
| | <u>3.11</u> | <u>3.47</u> | <u>7.05</u> | <u>8.21</u> | <u>9.33</u> | <u>13.02</u> |
| <u>2.01</u> | <u>3.12</u> | <u>3.48</u> | <u>7.06</u> | <u>8.22</u> | <u>9.34</u> | <u>13.03</u> |
| 2.02 | <u>3.13</u> | | <u>7.07</u> | <u>8.23</u> | <u>9.35</u> | <u>13.04a</u> |
| 2.03 | 3.14 | <u>4.01</u> | <u>7.08</u> | <u>8.24</u> | <u>9.36</u> | <u>13.04b</u> |
| <u>2.04</u> | <u>3.15</u> | <u>4.02</u> | <u>7.09</u> | <u>8.25</u> | <u>9.37</u> | <u>13.05</u> |
| <u>2.05</u> | <u>3.16</u> | <u>4.03</u> | <u>7.10</u> | <u>8.26</u> | <u>9.38</u> | <u>13.06</u> |
| <u>2.06</u> | <u>3.17</u> | <u>4.04</u> | <u>7.11</u> | <u>8.27</u> | | <u>13.07</u> |
| <u>2.07</u> | 3.18 | <u>4.05</u> | 7.12 | <u>8.28</u> | <u>10.01</u> | <u>13.08</u> |
| <u>2.08</u> | <u>3.19</u> | <u>4.06</u> | <u>7.13</u> | | 10.02 | <u>13.09</u> |
| <u>2.09</u> | <u>3.20</u> | 4.07 | <u>7.14</u> | <u>9.01</u> | 10.03 | <u>13.10</u> |
| <u>2.10</u> | 3.21a | <u>4.08</u> | 7.15 | 9.02 | <u>10.04</u> | <u>13.11</u> |
| <u>2.11</u> | 3.21b | <u>4.09</u> | 7.16 | <u>9.03</u> | 10.05 | <u>13.12</u> |
| <u>2.12</u> | 3.21c | 4.10 | 7.17 | <u>9.04</u> | <u>10.06</u> | <u>13.13</u> |
| <u>2.13</u> | 3.21d | <u>4.11</u> | <u>7.18</u> | <u>9.05</u> | <u>10.07</u> | 13.14 |
| <u>2.14</u> | <u>3.22a</u> | <u>4.12</u> | <u>7.19</u> | <u>9.06</u> | <u>10.08</u> | <u>13.15</u> |
| <u>2.15</u> | <u>3.22b</u> | <u>4.13</u> | <u>7.20</u> | 9.07 | <u>10.09</u> | <u>13.16</u> |
| <u>2.16</u> | <u>3.22c</u> | <u>4.14</u> | <u>7.21</u> | <u>9.08</u> | <u>10.10</u> | <u>13.17</u> |
| <u>2.17a</u> | <u>3.23</u> | <u>4.15</u> | <u>7.22</u> | <u>9.09</u> | <u>10.11</u> | <u>13.18</u> |
| <u>2.17b</u> | <u>3.24</u> | <u>4.16</u> | 7.23 | <u>9.10</u> | 10.12 | <u>13.19</u> |
| 2.18 | 3.25 | | <u>7.24</u> | <u>9.11</u> | <u>10.13</u> | <u>13.20</u> |
| <u>2.19</u> | <u>3.26</u> | <u>6.01</u> | | <u>9.12</u> | <u>10.14</u> | <u>13.21</u> |
| 2.20 | <u>3.27</u> | <u>6.02</u> | <u>8.01</u> | <u>9.13</u> | <u>10.15</u> | <u>13.22</u> |
| 2.21 | <u>3.28</u> | <u>6.03</u> | <u>8.02</u> | <u>9.14</u> | <u>10.16</u> | <u>13.23</u> |
| <u>2.22</u> | <u>3.29</u> | <u>6.04</u> | <u>8.03</u> | <u>9.15</u> | 10.17 | |
| 2.23 | <u>3.30</u> | <u>6.05</u> | 8.04 | <u>9.16</u> | <u>10.18a</u> | <u>14.01</u> |
| <u>2.24</u> | <u>3.31</u> | 6.06 | <u>8.05</u> | <u>9.17</u> | <u>10.18b</u> | 14.02 |
| <u>2.25</u> | 3.32 | <u>6.07</u> | 8.06 | 9.18 | <u>10.18c</u> | 14.03 |
| 2.26 | <u>3.33</u> | <u>6.08</u> | <u>8.07</u> | <u>9.19</u> | <u>10.18d</u> | <u>14.04</u> |
| <u>2.27</u> | <u>3.34</u> | <u>6.09</u> | <u>8.08</u> | <u>9.20</u> | <u>10.19</u> | |
| <u>2.28</u> | <u>3.35</u> | <u>6.10</u> | <u>8.09</u> | <u>9.21</u> | <u>10.20</u> | |

Signatures:

Visitor #1

Visitor #2

Camp Director

Date

STANDARDS SUMMARY SHEET – PAGE 2 of 3

CAMP NAME: _____

Circle standards that the visitor feels are not met.

Please X those not applicable.

| | | | | | | |
|--------------|---------------|---------------|--------------|--------------|--------------|--------------|
| <u>15.01</u> | <u>15.34</u> | <u>16.05</u> | <u>16.36</u> | <u>17.20</u> | <u>18.05</u> | <u>20.04</u> |
| <u>15.02</u> | <u>15.35</u> | <u>16.06</u> | <u>16.37</u> | <u>17.21</u> | <u>18.06</u> | <u>20.05</u> |
| <u>15.03</u> | <u>15.36</u> | <u>16.07</u> | <u>16.38</u> | 17.22 | <u>18.07</u> | <u>20.06</u> |
| <u>15.04</u> | <u>15.37</u> | <u>16.08</u> | <u>16.39</u> | 17.23 | <u>18.08</u> | <u>20.07</u> |
| <u>15.05</u> | 15.38 | <u>16.09</u> | <u>16.40</u> | <u>17.24</u> | <u>18.09</u> | <u>20.08</u> |
| 15.06 | <u>15.39</u> | 16.10 | <u>16.41</u> | <u>17.25</u> | <u>18.10</u> | <u>20.09</u> |
| <u>15.07</u> | <u>15.40</u> | <u>16.11</u> | <u>16.42</u> | <u>17.26</u> | <u>18.11</u> | <u>20.10</u> |
| 15.08 | <u>15.41</u> | <u>16.12</u> | <u>16.43</u> | <u>17.27</u> | <u>18.12</u> | <u>20.11</u> |
| <u>15.09</u> | <u>15.42</u> | <u>16.13</u> | <u>16.44</u> | 17.28 | <u>18.13</u> | <u>20.12</u> |
| 15.10 | <u>15.43</u> | <u>16.14</u> | <u>16.45</u> | 17.29 | <u>18.14</u> | <u>20.13</u> |
| <u>15.11</u> | <u>15.44</u> | <u>16.15</u> | <u>16.46</u> | <u>17.30</u> | <u>18.15</u> | |
| 15.12 | <u>15.45</u> | <u>16.16</u> | <u>16.47</u> | <u>17.31</u> | <u>18.16</u> | <u>21.01</u> |
| 15.13 | 15.46 | <u>16.17</u> | <u>16.48</u> | <u>17.32</u> | <u>18.17</u> | <u>21.02</u> |
| <u>15.14</u> | 15.47 | 16.18a | | <u>17.33</u> | 18.18 | <u>21.03</u> |
| <u>15.15</u> | <u>15.48</u> | <u>16.18b</u> | <u>17.01</u> | 17.34 | | <u>21.04</u> |
| <u>15.16</u> | <u>15.49</u> | <u>16.19</u> | <u>17.02</u> | 17.35 | <u>19.01</u> | <u>21.05</u> |
| <u>15.17</u> | <u>15.50</u> | <u>16.20</u> | <u>17.03</u> | <u>17.36</u> | <u>19.02</u> | <u>21.06</u> |
| <u>15.18</u> | <u>15.51</u> | <u>16.21</u> | <u>17.04</u> | <u>17.37</u> | <u>19.03</u> | <u>21.07</u> |
| <u>15.19</u> | <u>15.52</u> | <u>16.22</u> | <u>17.05</u> | 17.38 | <u>19.04</u> | <u>21.08</u> |
| <u>15.20</u> | <u>15.53</u> | <u>16.23</u> | <u>17.06</u> | <u>17.39</u> | 19.05 | 21.09 |
| <u>15.21</u> | <u>15.54</u> | <u>16.24</u> | <u>17.07</u> | <u>17.40</u> | <u>19.06</u> | <u>21.10</u> |
| <u>15.22</u> | <u>15.55</u> | <u>16.25</u> | <u>17.08</u> | <u>17.41</u> | <u>19.07</u> | <u>21.11</u> |
| <u>15.23</u> | <u>15.56</u> | <u>16.26</u> | <u>17.09</u> | 17.42 | <u>19.08</u> | <u>21.12</u> |
| <u>15.24</u> | <u>15.57</u> | <u>16.27</u> | <u>17.10</u> | <u>17.43</u> | <u>19.09</u> | 21.13 |
| <u>15.25</u> | <u>15.58</u> | <u>16.28</u> | <u>17.11</u> | 17.44 | <u>19.10</u> | <u>21.14</u> |
| 15.26 | <u>15.59</u> | <u>16.29</u> | 17.12 | <u>17.45</u> | <u>19.11</u> | <u>21.15</u> |
| <u>15.27</u> | <u>15.60</u> | <u>16.30a</u> | <u>17.13</u> | <u>17.46</u> | 19.12 | <u>21.16</u> |
| <u>15.28</u> | | 16.30b | <u>17.14</u> | <u>17.47</u> | <u>19.13</u> | <u>21.17</u> |
| <u>15.29</u> | <u>16.01a</u> | <u>16.31</u> | <u>17.15</u> | | <u>19.14</u> | <u>21.18</u> |
| 15.30 | <u>16.01b</u> | <u>16.32</u> | <u>17.16</u> | <u>18.01</u> | | 21.19 |
| <u>15.31</u> | 16.02 | 16.33 | <u>17.17</u> | <u>18.02</u> | <u>20.01</u> | <u>21.20</u> |
| 15.32 | 16.03 | <u>16.34</u> | <u>17.18</u> | <u>18.03</u> | <u>20.02</u> | |
| <u>15.33</u> | <u>16.04</u> | <u>16.35</u> | <u>17.19</u> | <u>18.04</u> | <u>20.03</u> | |

Signatures:

Visitor #1

Visitor #2

Camp Director

Date

STANDARDS SUMMARY SHEET – PAGE 3 of 3

CAMP NAME: _____

ACCREDITATION STANDARDS

1.0 ADMINISTRATION

Good administration practices – record keeping, policies, structures, insurance coverage, etc. are an essential part of running a quality camp and may also prove valuable from a legal point of view.

- 1.01** Are all camp promotional materials accurate, complete, and do they clearly describe the activities and objectives of the camp?
- 1.02** Does the camp have a registration form for each camper that includes the following: camper's name, age, address, home phone, parent's or guardian's name, and an alternate phone number?
- 1.03** Does the camp have documented policies and systems in place that fulfil the requirements of the Personnel Information Protection Act (Bill 38-2003)?
- 1.04** Does the camp have a minimum of \$3,000,000 liability insurance coverage that is current and properly recorded for each occurrence?
- 1.05 Has the member camp named the British Columbia Camps Association as an additional insured or an additional named insured on their current insurance policy?
- 1.06** Are all hard copies and computer files properly stored to protect camper confidentiality and ensure long-term legal record keeping (e.g. medical forms, accident reports, consent/waiver forms, health log book, registration info, cabin groups, etc.)?
- 1.07** Is the following written information given to all staff/volunteers (i.e. staff manual)?
- a)** Personnel Policy
 - b)** Waterfront Policy
 - c)** Work Schedules
 - d)** Safety Procedures
 - e)** Emergency Procedures
 - f)** Abuse or harassment policies at camp
- 1.08 Does the Camp have a policy, and is each staff person aware of the policy, with respect as to whom campers will be released to (i.e. relatives and friends)?
- 1.09** Is the camp or the operating agency registered with WCB if there are any paid staff?
- 1.10** Can the camp operator confirm that relevant BCCA Standards are communicated in writing to persons responsible for departments or operations that are covered by BCCA Standards (i.e. Waterfront, Kitchen, Health and Safety, etc.)?
- 1.11** Does the camp have a policy whereby serious accidents (i.e. would attract media interest) or injury are reported to the BCCA President or designate?

2.0 PERSONNEL

All references to ‘personnel’ or ‘staff’ should be understood to mean both paid and volunteer staff positions.

Camp Leader = A person who is responsible for a group of campers for a specific period of time, who will live with them in close proximity (within sight or hearing distance at all times, day and night), instruct them, and care for them in the manner of a caring parent (e.g. Cabin Leader, Counsellor).

A screening process must be established for hiring and evaluating all staff to ensure that each has the ability and empathy to work with campers and provide a positive role model for them. The screening process must address issues such as child abuse, police records, and character references. A documented minimum of 32 hours of thorough training for all program staff who have direct contact with campers (i.e. counsellors and program staff) is considered reasonable and necessary. This must include, but not be limited to, child abuse policies, harassment policies, WorkSafe BC training, and necessary skill training. At least 8 hours of this training must be held on site with emphasis on orientation, camp skills, program orientation, and facility hazards.

Where a camp is engaging independent or 3rd party contractors to provide services (program, repair) it is not necessary to screen contractors as long as campers are supervised at all times by camp staff.

Each camp must have a competent on-site director who is responsible for all aspects of day-to-day operations.

Staff

- 2.01 Has the on-site Camp Director had at least 2 years of leadership and administration experience in camping or a related field (this person MUST be available for the visit)?**
- 2.02 Is the on site Camp Director 25 years or older?
- 2.03 If the on-site camp director is away from the camp for more than 24 hours, is the person delegated in authority in their absence, 25 years old and have 2 years of leadership and administrative experience?
- 2.04 Is there a competent adult supervisor available at all times, including during the night?**
- 2.05 Is there a written Job Description for each position?**
- 2.06 Is there a written application and/or resume on file for all personnel?**
- 2.07 Are at least 2 documented references required and checked for each paid and volunteer staff member?**
- 2.08 Is there a written job contract for each staff member, both paid and volunteer?**
- 2.09 Has each staff person been interviewed by the camp?**
- 2.10 Is there a written policy statement regarding child abuse issues and is it available to each staff person?**
- 2.11 Is each staff member required to sign a form that indicates that the staff member has read, understood, and agrees to comply with all camp policies and job description requirements?**

- 2.12** Is each staff member required to sign a form that indicates that the staff member is free of any pending criminal charges or convictions that would preclude them from working with children?
- 2.13** Is an original Criminal Record Check (CRC) required for every full time, year-round employee over the age of 18 years, prior to their first day of employment?
- 2.14** Are CRCs required at least once every five (5) years for all full time, year-round staff?
- 2.15** Are CRCs done annually for all staff and volunteers who are not continuously employed (any time off exceeding 4 months is beyond 'continuously'), on a year-round basis (i.e. season staff and volunteers)?
- 2.16** Is a Vulnerable Sector Search (or international equivalent) required, at least once, for every full time and part-time/seasonal staff member over the age of 23? (Note: The RCMP uses 23 as the age, since the age of majority for criminal offences is 18 and a pardon can only be granted after 5 years.)
- 2.17** Does the camp meet the following minimum age requirements:
- a)** Day Camp Leaders are at least 16 years old and at least 2 years older than the oldest camper that he/she is supervising.
 - b)** Residential Camp Leaders are at least 17 years old and at least 2 years older than the oldest camper he/she is supervising?
- 2.18 Are residential Camp Leaders at least 18 years old?
- 2.19** Is the Camp Leader/camper ratio at least 1 to 8?
- 2.20 Are there opportunities for two-way staff/administration (Camp Director) communication?
- 2.21 Does each staff person have at least one free rest period each day?
- 2.22** Does each staff person have regular scheduled days off?
- 2.23 Have a minimum of 30% of past staff returned to ensure continuity and stability of staff?

Training

- 2.24** Does the camp have a documented minimum 32-hour training program prior to the camp session for leadership and program staff?
- 2.25** Does the camp have a pre-camp on-site training program that is a minimum of 8 hours?
- 2.26 Does the camp have a pre-camp on-site training program that is a minimum of 16 hours?
- 2.27** Are all staff trained in procedures to follow in the event of health or other emergencies that have the potential to affect camper safety?
- 2.28** Is each staff person adequately instructed regarding the specifics of his/her duties?

3.0 SITE, FACILITIES, AND EQUIPMENT

Whenever new buildings are constructed they must meet the current standards of the applicable building code. In some cases, older buildings will have to be upgraded to meet current health and safety standards. These accreditation standards suggest some upgrading procedures based on common sense and experience. The final decision on required facility standards lies with local inspection authorities (health, fire, and building inspectors).

It is acceptable, and sometimes desirable, for camps to provide a rustic setting with few amenities. However, the camp site and facilities must be kept clean and maintained in good working order to ensure camper safety. Tents and tarps are acceptable temporary summer accommodation when a waterproof ground sheet is provided.

Many camps face the dilemma of trying to provide a natural, outdoor environment while located near public facilities or residential areas. When this is the case, it is important that the camp has a reasonable amount of land for its exclusive use and that some means of excluding the general public are in place.

Site

3.01 Is the site free from unnecessary hazards (i.e. abandoned wells, derelict cabins, unused equipment)?

3.02 Are existing hazards clearly identified and, if serious, fenced off?

3.03 Does the site provide an environment suitable for conducting the activities described in the camp's promotional material?

3.04 Does the site provide reasonable security from accidental or unwanted intrusion?

3.05 If the camp is located near populated areas, commercial resorts, or public recreation facilities (parks), are fencing and signs (or some other alternative) in place to prevent accidental intrusion by the general public?

Facilities: General

3.06 Do all facilities appear to be well maintained and in clean condition?

3.07 Does the camp have available maps, charts, blue prints, and/or site plans that outline the location of all utilities, sanitation lines, and other underground services?

3.08 Can the camp operator assure that any current construction or renovations comply with provincial regulations (i.e. plumbing, electrical, gas, building codes, etc.)?

3.09 Is there a permit to operate a swimming pool and/or hot tub? If not, is there a letter requesting a health officer visit to attain the permit?

3.10 Are campers made aware of areas that are out of bounds for non-safety reasons (e.g. kitchen, staff accommodations)?

3.11 Does the camp have an acceptable method of collecting, storing, removing, or disposing of garbage that minimizes odour, insect, animal, and rodent problems?

- 3.12** Does the camp have a permit to operate a water supply system (not required if they are on municipal or regional water system)? If not, does the camp have a letter on file requesting a visit from the medical health officer to obtain a water permit or have the water supply tested?
- 3.13** Does the camp water distribution system provide sufficient pressure and volume to operate properly throughout the camping season?
- 3.14 Is there a documented contingency plan of action for power failures and water shortages?
- 3.15** Are the procedures to be followed in the event of a fire posted in each building?
- 3.16** Has a response plan been developed with local/regional fire fighting authorities as to how a serious fire at camp will be dealt with?
- 3.17** If fire response access is difficult, does the camp have its own fire fighting system?
- 3.18 Are staff trained in the use of the fire fighting equipment?

Buildings

- 3.19** Does the camp have adequate sheltered program space to house campers during inclement weather?
- 3.20** Do assembly areas have a certificate of approved occupant capacity from the local Fire Official? If not, is there a letter on file to the Fire Official requesting a visit to attain a permit, and are assembly areas equipped with smoke or heat detectors and a minimum of 2 exit doors?
- 3.21 In the absence of an occupancy certificate from the Fire Official, are assembly areas equipped with the following:
- a) Fire alarm or other audible emergency signal for use in evacuating the assembly area(s)
 - b) Emergency lights (even a designated flashlight)
 - c) Exit signs on doors with access to outside
 - d) 12 square feet per person
- 3.22** Have older buildings been upgraded in the following ways:
- a) Are electrical outlets located in washrooms and outdoors protected by Ground Fault type breakers?
 - b) Are the electrical outlets in all buildings of the polarized (one prong wider than the other) and grounded (3 prong) types?
 - c) Have railings around balconies and decks more than 24" above the ground been upgraded to current building code standards (to prevent children from climbing through or over them)?

Lavatory Facilities

- 3.23** Are washrooms and infirmary equipped with exterior lighting so campers can locate them at night or is portable lighting available (e.g. flashlights) when buildings do not have exterior lighting?

3.24 Does the camp provide a minimum amount of toilet and lavatory facilities available to those accommodated at camp as follows? (Note: bathing facilities or showers are required for camps of 5 days or more)

| Number of persons accommodated at camp | Minimum number of toilets or privy seats | Minimum number of washbasins or sinks | Minimum number of showers or baths |
|--|--|---------------------------------------|------------------------------------|
| 1 – 9 | 1 | 1 | 1 |
| 10 – 24 | 2 | 2 | 1 |
| 25 – 49 | 3 | 3 | 2 |
| 50 – 100 | 5 | 5 | 3 |
| Over 100 | Add 1 toilet or privy, and 1 washbasin, for each additional 10 persons. Add 1 shower or bath for each additional 20 persons. | | |

* If certain populations (e.g. campers) are restricted from access to some facilities, these calculations must be done to ensure each population plus the total amount of persons accommodated on site meet the minimum standards. As an example, a camp with 150 campers, and 100 staff members, must have the following:

| | Required for 150 campers | Required for 100 staff members | Required for total 250 accommodated |
|---------------------|--------------------------|--------------------------------|-------------------------------------|
| Toilets or privies | 10 accessible to campers | 5 accessible to staff | 20 total on site |
| Washbasins or sinks | 10 accessible to campers | 5 accessible to staff | 20 total on site |
| Showers or baths | 6 accessible to campers | 3 accessible to staff | 11 total on site |

3.25 Are lavatory facilities located less than 70 metres (200') from living quarters?

3.26 Are toilet and lavatory facilities maintained daily and in clean condition?

3.27 Are all surfaces (except ceilings) made of impervious materials?

3.28 Are toilet and lavatory facilities adequately ventilated and properly lighted?

3.29 If privies (outhouses) are used are they constructed and maintained so that: rodents, insects, and domestic pets do not have access to the waste material; surface or ground water does not enter the pit or vault; and the waste material cannot contaminate the water supply?

3.30 Are hand-cleaning facilities available at all privies (outhouses)?

3.31 Does the design, installation, and operation of the camp's sewage disposal or treatment system, including septic tank or field systems, meet the approval of the appropriate health department or Ministry (i.e. Environment, Lands and Parks)?

Sleeping Accommodations

3.32 Do permanent sleeping areas allow for 30 sq. ft. per person (suggest 40 sq. ft. if walkers are used and 50 sq. ft. if wheelchairs are used)?

3.33 Are all permanent sleeping areas equipped with a minimum of 2 possible exits (including windows)?

- 3.34 Have suitable escape routes been identified for accommodations?**
- 3.35 When beds are provided, are they located so that there is 2 feet clearance between heads?**
- 3.36 If bunk beds are used, is there 3 feet of unobstructed head-room for each bunk?**
- 3.37 Are all bunk rails available for top bunk beds?**
- 3.38 Do bunk beds have ladders?
- 3.39 Are smoke detectors installed in all sleeping accommodations?**
- 3.40 Are camps on a reliable source of Hydro (i.e. BC Hydro) using hard-wired smoke detectors?
or
In camps where power outages are frequent, are smoke detectors equipped with batteries?
- 3.41 Are carbon monoxide detectors installed in sleeping areas where combustible fuels are used for heating (e.g. natural gas, propane, oil, wood)?**

Equipment

- 3.42 Does the camp ensure that potentially dangerous areas such as workshops with power tools, electrical distribution systems, and mechanical operations are locked when not supervised by competent personnel?**
- 3.43 Is potentially hazardous equipment/material clearly labelled and kept in a locked or secure storage area (e.g. paints, chemicals, cleaners, combustible fuels, etc.)?**
- 3.44 Does all equipment undergo regular safety and functional checks to ensure proper and safe operation?**
- 3.45 Is all damage to equipment repaired immediately or the item removed from service?**
- 3.46 Are fire extinguishers located in all meeting rooms and other areas where fires are possible (workshop and kitchens)?**
- 3.47 Are all fire extinguishers tested and certified annually?**
- 3.48 Have all mobile equipment operators received adequate training?**

4.0 PROGRAM: GENERAL

A camp's program must be planned, administered, and supervised to achieve the stated objectives of the camp. Specialized programs (e.g. risk activities, religious programs, and intense educational programs) are to be in keeping with the camp philosophy and must be included in the camp's promotional material. Safety rules and procedures must be in place for all programs and both campers and staff are to be familiar with them before participating in that activity.

Challenge by Choice = Creating an encouraging and supportive atmosphere that allows the participant to retain the right to choose the timing for a challenge attempt.

- 4.01** Does the camp know the whereabouts of each camper at all times?
- 4.02** Does the camp maintain a written daily program record that is kept on file?
- 4.03** Do campers participate in outdoor group activities?
- 4.04** Does the program reflect the stated objectives of the camp?
- 4.05** Are written rules and procedures in place for all programs that require specialized equipment and/or technical leadership?
- 4.06** Are all participants made aware of the rules and procedures for each activity prior to participation?
- 4.07 Does the program provide for rest and quiet periods during the day's activities?
- 4.08** If campers decline to participate in a program, is adequate alternate supervision provided?
- 4.09** Are activities geared to the ages, abilities, and interests of the campers?
- 4.10 Does the program allow for progression and improvement in specific skills?
- 4.11** If the camp has a fire building program, does it include instruction in controlling and extinguishing fires?
- 4.12** Are water buckets or similar equipment readily available at all cook and campfires?
- 4.13** Does the camp have fire permits, if required?
- 4.14** Are the principles of "challenge by choice" implemented in such a way so as to prevent camper intimidation?
- 4.15** Does the camp have a written policy to reduce the spread of lice through shared equipment (e.g. helmets)?
- 4.16** For activities that are not described in the standards, is your camp using the best practices established by the specific industry and do you have an emergency plan in place specific to that activity?

5.0 PROGRAM: SPECIFIC

6.0 ARCHERY

Unlike most activities, the safety of archery participants is not dependant on the technical skills of the leader. It is more important that the leader has a thorough knowledge of the safety procedures to follow than it is for him or her to be a skilled archer. However, it is only with experience and practice that potential leaders will gain the familiarity with these standards that will enable them to safely conduct archery programs.

- 6.01** Is the archery range situated in a clearly identified area?
- 6.02** Are suitable precautions in place to prevent accidental access to the range?
- 6.03** Are campers and staff aware that access is prohibited to the archery range unless they are participating in the activity?
- 6.04** Is the archery equipment kept in a secure, locked storage area when not in use?
- 6.05** Are archery leaders trained in archery safety procedures?
- 6.06 Are compound bows prohibited in the archery programs?
- 6.07** Are the archery rules posted and/or reviewed prior to each session?
- 6.08** Is the equipment inspected before each use (i.e. for cracked bows, frayed or knotted strings, damaged arrows, etc.)?
- 6.09** Is defective equipment removed from use until it can be repaired?
- 6.10** Is there a designated shooting line that participants cannot cross without the leaders permission?
- 6.11** Are the targets, backings, and butts made of materials that prevent arrows from bouncing or ricochet?
- 6.12 Are suitable backdrops in place to catch arrows that miss targets?
- 6.13 Is there a first aid kit available at the archery site?
- 6.14** Is there at least one trained archery leader to a maximum of 8 shooters?
- 6.15 Is there a second leader available to supervise non-shooting participants?
- 6.16** Are bows and arrows only accessible to shooters on the shooting line?

7.0 RIFLERY/PELLETRY

For the purpose of Camp Riflery Programs, a firearm (e.g. pistol, rifle, etc.) means any barrelled weapon from which any shot, bullet, pellet, or other projectile can be discharged (with a muzzle velocity of less than 152 m/s.) and that is capable of causing serious bodily injury to a person. The Range Master is a qualified shooting instructor.

These standards do not pertain to firearms with a muzzle velocity of more than 152 m/s. Due to the complexity of Federal Regulations, the BCCA will not accredit programs that use firearms having a muzzle velocity greater than 152 m/s. It is up to the individual camp to have these programs approved by the proper authorities.

Paintball activity uses firearms that shoot a small ball with a hard, thin, outer shell filled with paint that splatters on impact. They may be powered by CO₂, nitrogen, or compressed air. The paintballs may attain velocities of 76 m/s to 91 m/s.

- 7.01 Is the riflery range situated in an area away from all campers?**
- 7.02 Is access prohibited to campers and staff not participating?**
- 7.03 Are suitable precautions in place to ensure inadvertent access?**
- 7.04 Is the riflery equipment and ammunition stored separately in secure and locked storage units?**
- 7.05 Is there a written and instructed lesson plan that includes rifle safety, range safety, firearm parts, ammunition, communication, and range commands prior to shooting?**
- 7.06 Is safety equipment used at all times (e.g. eye protection)?**
- 7.07 Are rifles regularly maintained and inspected for defects prior to daily use?**
- 7.08 Are maintenance checks and repairs documented in a logbook?**
- 7.09 Are firearms experiencing trouble rendered incapable of firing (i.e. disassembled) and immediately removed from the range for repairs?**
- 7.10 Are targets mounted in such a manner as to minimize damage to property or people and are shooting lines clearly marked?**
- 7.11 Are targets and backdrops firmly secured, made of absorbent products, and backed by soil or other suitable backing to prevent shrapnel or stray pellets from escaping the riflery range?**
- 7.12 Is riflery restricted to participants 8 years of age or older?**
- 7.13 Is a ratio of qualified capable adult (Range Master) to shooters 1:8?**
- 7.14 Is there a second leader available to supervise non-shooting participants?**
- 7.15 Does the Range Master hold a current Firearm Acquisition Certificate?**

- 7.16 Has the Range Master taken a formal training course outside of the camps training (e.g. provincial hunting course (CORE), NRA, shooting course, etc.)?
- 7.17 Has the Rifle range been inspected by local authorities such as the RCMP or Provincial Wildlife Officer?
- 7.18 Are riflery rules posted at the range?**
- 7.19 Is a first aid kit available at the range?**
- 7.20 Are firearms restricted to single shot of .177 calibre or less?**
- 7.21 Are firearms always pointed up range and is the shooting facility conducive to this?**
- 7.22 Is there means to prevent firearms from shooting outside of the target zone?**
- 7.23 Is shooting from a standing position prohibited?
- 7.24 Do all participants, during a cease-fire, put down their firearm in an inoperable condition?**

8.0 ROCK CLIMBING AND RAPPELLING

Rock climbing and rappelling are some of the fastest growing physical activities in society today and this is reflected in summer camps. It must be recognized that proper procedures for safety must be developed before starting this program activity at camp. Equipment has a finite life span, so the responsibility is on the camp to keep up-to-date logs on all equipment used in the rock climbing/rappelling program.

Rock Climbing and Rappelling standards include both indoor and outdoor climbing surfaces.

- 8.01** Is the rock climbing equipment designed specifically for climbing and does it meet UIAA and/or industry standards?
- 8.02** Are climbing ropes and webbing inspected regularly (i.e. flat spots, sheathing separating, dirty, maintained in a dry condition) and replaced every 4 years or 100 days of use or 800 hours, whichever comes first?
- 8.03** Is there a log on any climbing equipment over 4 years of age?
- 8.04 Is there a log kept on the use of climbing equipment?
- 8.05** Are carabiners, friction devices, ropes, or other equipment retired after having been damaged?
- 8.06 Do the rock climbing anchors used comply with industry standards with a minimum of two independent anchors used for each climb?
- 8.07** Do fixed climbing sites require 2 permanent anchors (i.e. trees, rock bolts)?
- 8.08** If mechanical temporary placement anchors are used, is a minimum of 3 required?
- 8.09** Do all participants wear a properly fitted harness and helmet in good condition?
- 8.10** Are harnesses suitable for camper age and body type used in climbing/rappelling programs?
- 8.11** Are helmets retired after evidence of damage?
- 8.12** Is the climber to climbing instructor ratio no greater than 4 to 1?
- 8.13 Are all climbing ropes, equipment, and artificial structures checked for defects or damage before each use?
- 8.14** Are permanent anchor systems checked daily?
- 8.15** Are campers and staff instructed to identify any loose handholds for immediate repair?
- 8.16** Is there an instructional lesson plan (outlining rules, communication, gear use and techniques) done for each climbing session prior to actual climbing?
- 8.17 Have climbing instructors undertaken any formal training courses offered outside of the camp training program? (i.e. Canada West Mountain School, ACMG)
- 8.18** Does the camp have, in writing, a training program that all climbing instructors must complete before instructing.

- 8.19** Are top rope belayers anchored to a minimum of two independent anchors when belaying from above the climber?
- 8.20 Are belayers attached to a suitable anchor when belaying from below the climber?
- 8.21** Is the site closed, posted, and inaccessible to campers when not supervised?
- 8.22** Do outdoor climbing programs end at dusk?
- 8.23** Do all climbing programs end if adequate lighting is not available?
- 8.24** Do all climbing/rappelling programs use mechanical friction devices and not allow classic or body belaying?
- 8.25** Are all climbers under 19 years of age top roped? (no lead climbing)
- 8.26** Are ropes, harnesses and webbing dated (with date of purchase) and numbered?
- 8.27** Is all climbing equipment removed or secured when the site is not in use?
- 8.28** Are natural rock surfaces checked for loose rock or debris before each use?

9.0 CHALLENGE COURSES

Other names for challenge courses may include: ropes courses (both high and low), climbing walls, zip lines, bouldering walls, initiative tasks, co-operative games, adventure programs, or adventure education.

A challenge course is a series of individual and/or group activities that include physical, social, and emotional challenges that require a combination of teamwork skills and individual commitment. Challenge courses include low and high rope or cable courses that may involve the need for belayers, spotters, personal protective equipment, the use of wooden structures, or the natural environment (e.g. trees, stumps, etc.).

Ropes activities are divided into two categories:

1. Low Ropes Courses (*i.e. low elements, initiative tasks, bouldering/team walls, cooperative games, etc.*)
 - Spotters Required
2. High Ropes Courses (*i.e. high elements, indoor and outdoor climbing walls, zip lines, etc.*)
 - Personal Protective Equipment and Belay Required

General Challenge Course

- 9.01 Has the challenge course (includes various elements as explained above) been installed to the most current edition of The Association for Challenge Course Technology (A.C.C.T.) installation standards or by other certified challenge course professional standards (e.g. Climbing Wall Association, Professional Ropes Course Association, etc.)?**
- 9.02 Has the course been installed by a qualified challenge course professional as defined by the A.C.C.T.?
- 9.03 Prior to the camp season, has a qualified challenge course professional inspector, as defined by A.C.C.T., completed an annual professional inspection of the course and equipment and provided a written report to the camp director?**
- 9.04 Does the camp implement the requirements from the annual inspection prior to the use of the challenge course?**
- 9.05 Following the challenge course inspection (9.3), when recommended by the inspector, are trees and/or poles, near the challenge course or used in the challenge course, inspected by an Arborist (trees) or by a certified pole inspector (poles)?**
- 9.06 Do camp staff perform a visual pre-use inspection of the challenge course and surrounding environment prior to each use?**
- 9.07 Is the course operated in accordance with the most current edition of the A.C.C.T. operations standards?
- 9.08 Have all instructors and spotters received proper instruction in their roles?**
- 9.09 Does all personal protective equipment used with challenge courses meet the most current edition of the A.C.C.T. equipment standards and/or the manufacturer standards?**
- 9.10 Does the camp have a written emergency plan that includes a rescue plan for the challenge course?**
- 9.11 Have all instructors completed a training course appropriate to the site and program?**

- 9.12** Are the safety rules posted and equipment use clearly explained prior to participation?
- 9.13** Are the numbers of instructors and spotters sufficient for the number of participants engaged in the challenge course as recommended by the installer or qualified challenge course professional?
- 9.14** Are there written policies provided to instructors on ropes course safety (including inclement weather protocol), management, emergency procedures, lesson plans, goals, debriefing, and general rules?
- 9.15** Do the instructors have a communication method to summon assistance while the challenge course is in use?
- 9.16** Is a first aid kit accessible when the challenge course is in use?
- 9.17** Is the ropes course designed and signage used to deter unauthorized access?
- 9.18 Is there a lesson plan to promote success for each participant or group?
- 9.19** Is there a staff member specifically trained in emergency rescues onsite and available when the challenge course is in use?

PLUS CAMPS WITH SPECIFIC ELEMENTS ANSWER THE FOLLOWING QUESTIONS:

Low Ropes Elements

- 9.20** When low elements are in use, is at least one staff supervising who is experienced with the elements in use?
- 9.21** Are portable low elements and initiatives removed and stored in a locked area when not in use?

High Ropes Elements (includes climbing walls and zip lines)

- 9.22** Does a certified staff conduct a hands-on and in-air inspection of the challenge course seasonally throughout the time the course is in active use?
- 9.23** Do trained camp staff conduct a pre-use inspection of helmets, ropes, harnesses, carabineers, and belay devices and other equipment prior to use?
- 9.24** Is the equipment stored in a cool, dry, locked area when it is not in use?
- 9.25** Is the personal protective equipment appropriate to the size and ability of the participants according to the manufacturer's standards?
- 9.26** Are the results of all pre-use element, environment, and equipment inspections conducted by trained camp staff recorded and kept on file in a logbook?
- 9.27** Is equipment that has failed pre-use or other inspections identified and removed from course use immediately?
- 9.28** When high elements are in use, are there at least two trained staff present?

- 9.29** Is the belay device used as recommended by the manufacturer or installer?
- 9.30 Is a standardized system of communication used among instructors, spotters, and climbers?
- 9.31** Are all campers, spotters, and staff protected by a belay system and helmets when they are climbing on high elements?
- 9.32** If the course requires participants to perform their own connection/disconnection, is there a training area for hands-on practice and is an orientation provided prior to participation?
- 9.33** Do instructors have easy access to equipment for a participant or instructor rescue?

Zip Line

Answer the specific questions pertaining to High Ropes Elements and the following:

- 9.34** Is there a means in place to physically prevent participants from launching before they are properly attached to the zip line and the zip line is clear of obstructions?
- 9.35** If there is no direct line of sight and direct communication is not possible, is there a dedicated two-way voice communication system between launch and unloading areas?

Bouldering Wall

- 9.36** Is the area below an indoor bouldering wall appropriately and sufficiently padded to prevent injury to climbers?
- 9.37** Is the area below an outdoor bouldering wall adequately maintained with a yielding surface as a fall zone to prevent injury to climbers?
- 9.38** Does the camp have a policy about how high climbers can safely boulder without a belay?

The above bouldering wall standards apply to programs that boulder on the bottom sections of climbing or rock walls.

10.0 GENERAL BOATING

This section applies to all human-powered watercraft, including canoes, kayaks, sailboats, sailboards, windsurfers, stand up paddleboards, and rowboats. These watercraft must comply with Transport Canada's safety regulations.

Emergency Boat = A boat ready and prepared, not engaged in a duty that could not be abandoned in the case of emergency, that could attend to an emergency.

Boating Staff = Staff who have the necessary training, knowledge, and skills to teach and supervise a boating activity. Staff who have a minimum of Bronze Cross, or are supervised by a certified lifeguard, and have been trained on how to board, disembark, and self-rescue watercraft, as well as facilitate boating programs.

10.01 Are all participants (campers and staff) required to wear a Canadian approved PFD while boating? Lifejackets or PFD's may be approved by Transport Canada, Canadian Coast Guard, Fisheries and Oceans Canada, or any combination of the above.

10.02 Are PFD's with high visibility colours (red/orange/yellow) utilized?

10.03 Are whistles attached to each PFD rated for 25kg or greater?

10.04 Are the use of inflatable PFD's prohibited in the camp?

10.05 Are wetsuits required to be worn while wind surfing in cold water and/or while canoeing/kayaking in cold water above grade 2?

10.06 Are campers under 19 years of age under constant boating staff supervision while using watercraft?

10.07 Are boating programs conducted so as not interfere with swimmers?

10.08 Is an emergency boat, suitably equipped (i.e. meets Transport Canada regulations and the requirements of the program), available during boating sessions?
<https://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf> (page 16-19)

10.09 Is the Emergency Boat capable of reaching participants in under 5 minutes?

10.10 Do all watercraft have the appropriate *lifesaving appliances, visual signs, vessel safety equipment, navigation equipment, and firefighting equipment* as defined by the Transport Canada Safe Boating Guide?
<https://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf> (page 16-19)

10.11 On travel less than 1 nautical mile from launching point, does the camp require a boating staff to accompany the group, or a spotter from the shore having access to a suitability equipped motorized rescue boat?

10.12 Are appropriate rescue techniques established for each type of watercraft used?

10.13 Does the program allow campers to practice dealing with swamped or capsized craft, person overboard, and equipment failure?

- 10.14** Are campers made aware of all local water hazards (e.g. tides, currents, shoals, shipping lanes, etc.)?
- 10.15** Do all open canoes have a minimum of 15 cm (6”) of freeboard when underway (i.e. a method to regulate the number of passengers and/or weight capacity)?
- 10.16** Before paddling longer waterways (i.e. over 1 nautical mile from land or channel crossings), are campers required to demonstrate the ability to conduct deep water rescues and the ability to tow swamped boats and campers to shore?
- 10.17 Do campers demonstrate competency in deep water while wearing a PFD before going into watercraft?
- 10.18** Do boating staff have the necessary training, knowledge, and skill to teach and supervise boating activities, including:
- a) having provincially recognized certifications or training from programs outside of camp training;
 - b) holding a Pleasure Craft Operators Card where necessary;
 - c) having a minimum of Bronze Cross when not supervised by a certified lifeguard;
 - d) being trained and having opportunity to practice camp watercraft emergency procedures?
- 10.19** Are campers properly hydrated and wearing appropriate sun protection in all boating programs to prevent thermal injuries?
- 10.20** Are campers properly protected from cold or hypothermia injuries in boating programs?
- 10.21** Are there written emergency procedures for each watercraft boating area of camp?

REFERENCES:

Transport Canada, *Safe Boating Guide*, 2014: <http://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf>
Transport Canada, *Licensing A Pleasure Craft*: http://www.tc.gc.ca/eng/marinesafety/debs-obs-paperwork-paperwork_boat_licence-1898.htm

11.0 KAYAKING PROTOCOLS

- 11.01** Do kayak trips more than 2 hours away from camp require a tandem boat (unless a motorized vessel is present)?
- 11.02** For paddling moving water in grade 2 plus conditions, are camps required to follow Recreational Canoeing Association of BC standards for canoeing and White Water Kayak Association of BC standards for kayaking?
- 11.03** Are kayaks away from the waterfront equipped with a spare paddle, spray skirt, throw bags, water pumps, paddle floats, spare parts, and duct tape?
- 11.04** If spray skirts are used in kayaking, do all participants under the age of 19 years of age practice wet exits?

12.0 CANOEING: VOYAGEURS

- 12.01** Are a minimum of 2 voyageur canoes required when going over 2 hours away from the camp unless the boat is equipped with a self inflatable rescue raft?
- 12.02** Do voyageur canoes travelling on salt water or on fresh water with the potential to be more than 1 nautical mile from shore also carry: a) a watertight flashlight, and b) 6 Canadian approved flares of Type A, B, or C?

13.0 POWER BOATING

The following standards apply to all activities involving watercraft powered by one or more motors adding up to 10 hp (7.5 kW) or more. This includes all activities where participants are towed.

- 13.01** Are all participants (campers and staff) required to wear a Canadian approved PFD while power boating? Lifejackets or PFD's may be approved by Transport Canada, Canadian Coast Guard, Fisheries and Oceans Canada, or any combination of the above.
- 13.02** If only one boat is available, are there 2 responsible adults in the tow boat, one designated as the spotter, the other as the boat operator? Or, if two boats are available, is there one adult in the tow boat with a spotter (minimum 14 years old) with radio communication to a second boat (capable of transporting oxygen, spine board, and blankets) with a maximum 5-minute response time?
- 13.03** Are boat operators over 18 years of age?
- 13.04** Are the boats and boat operators properly licensed and certified:
- a) Do boat operators have their Pleasure Craft Operators Card (PCOC);
 - b) Is the boat properly licensed under Transport Canada?
- 13.05** Are safety checks made of all equipment prior to towing?
- 13.06** Are emergency procedures practiced regularly, including deep-water recovery of injured persons?
- 13.07** Do all power boats have the appropriate *lifesaving appliances, visual signs, vessel safety equipment, navigation equipment, and firefighting equipment* as defined by the Transport Canada Safe Boating Guide?
<https://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf> (page 16-19)
- 13.08** Is the boat motor turned off when retrieving participants from the water?
- 13.09** Does the boat operator or spotter have a basic first aid certificate?
- 13.10** Is the boat operator trained or certified in dealing with thermal injuries (e.g. hypothermia, dehydration, sunburns, etc.)?
- 13.11** Is each person being towed tested for swimming ability before program participation?
- 13.12** Is each participant taught hand signals for communication prior to participation (e.g. faster, slower, return to dock, all's okay, cut engine, turn directions, and dropping a ski)?
- 13.13** Are participants instructed to clasp their hands over their heads to signal "all's okay" if they have fallen?
- 13.14 Is there an enforced maximum speed of 50 km/hr?
- 13.15** Is the water a minimum of 2 meters deep wherever the individuals being towed may participate?
- 13.16** Are all ski boats a minimum of 70 meters apart?
- 13.17** Is the ski area examined for debris or hazards prior to each program session?

- 13.18** Does the towing environment allow for a minimum of an 800 meter course to avoid constant risky manoeuvring?
- 13.19** Is towing conducted away from dangerous fixed objects such as docks, rocks, and deadheads?
- 13.20** Are water conditions appropriate for the age and proficiency of participants (i.e. wind and water conditions)?
- 13.21** Is ‘spraying’ or ‘buzzing’ other participants, boaters, or swimmers prohibited?
- 13.22** Is towing prohibited between dusk and dawn?
- 13.23** Are all manufacturer requirements of equipment being adhered to?

REFERENCES:

Standards are derived from Transport Canada Marine Safety: <http://www.tc.gc.ca/eng/marinesafety/menu.htm>
Examples of hand signals can be found here: <http://www.boaterexam.com/safety/safety-common-hand-signals.aspx>
Learn about licenses and how to obtain them here: http://www.tc.gc.ca/eng/marinesafety/debs-obs-paperwork-paperwork_boat_licence-1898.htm

14.0 HORSEBACK RIDING

The horseback riding program must be under the supervision of the ‘Riding Director’ who has the day-to-day responsibility for supervising all riding activities and who must be a minimum of 21 years of age. This person must have appropriate riding and supervisory experience.

As in all risk activities, procedures governing the activity must be in writing.

Safe Riding Regulations must be clearly posted in the stable area. The Regulations must include the following:

- a) The stable will always be supervised when in use.
- b) Ride only when others are present.
- c) Before feeding horses, seek permission from a supervisor.
- d) A quiet environment for the horses is to be maintained.
- e) The stable is a non-smoking area.

All riders using an English saddle or taking part in competitive Western Games must wear helmets (approved equestrian helmet i.e. SEI approved). It is recommended that all riders wear helmets at all times when riding. All riders are to wear boots with heels. Long pants and a shirt should also be worn when riding.

Horses should be well schooled by trained instructors prior to the start of each riding season in order to establish the degree of training and temperament of the horses. A health check of all the horses should be completed on a regular basis by the ‘Riding Director’.

The camp should establish seasonal, weekly and daily schedules for checking and cleaning riding area, stable and equipment. Equipment must be stored in an orderly fashion to ensure safety for both people and horses.

Fire extinguishers must be in or near the stable, there must be a minimum of two exits from the stable and electrical wiring is to be inspected on a regular basis. First aid equipment such as stretchers, spinal boards, and a first aid kit as well as a person trained in first aid is to be readily accessible when the stable is in use.

One riding instructor may teach up to 6 campers in a riding class at any one time, or 12 campers with the assistance of an Assistant. It is recommended that at least two staff persons be on site of the riding class (including the Instructor) to deal with any emergencies. One staff person must accompany every 6 campers on trail rides, with a minimum of two staff on every ride, one designated at the front and the other at the tail.

14.01 Does the riding program meet all of the Standards as set out in the CHA-AHSE group riding standards?

14.02 Is the camp accredited by the CHA-AHSE?

14.03 In the case where an off-site riding program is used, is the program provider accredited by the CHA-AHSE?

14.04 Does the camp have a current copy of the CHA-AHSE Accreditation Standards?

15.0 OUT-TRIPPING: DAY AND OVERNIGHT

Any departure from the camp that results in an emergency medical response time of over 1 hour is defined as an out-trip. This includes day as well as overnight excursions.

Many camps provide, as a component of their program, out-trips for their camp population. It is recognised that out-tripping is a potentially high-risk activity and, therefore, requires extra precautions, preparation, training, and skill for those involved in the trip. It should also be noted that trips of varying length and difficulty require different levels of skill, preparation, and training (e.g. wilderness, exploration, camp-outs, etc.).

Camps involved in an out-tripping program must provide their staff with required training needed for the trip and adequate supervision to ensure that all staff are prepared for each trip. Leadership is the key to any successful out-tripping program. Each trip leader must be mature, responsible, and experienced and must have consistently demonstrated good judgement.

The camp also must have procedures in place that govern emergencies, communication, transportation, equipment failure, and any other possible contingencies.

All participants must be evaluated prior to any trip to ensure that they are adequately trained, are of the appropriate temperament, are able to function in the group, and are aware of all safety precautions, emergency procedures, and demands of the trip. The participants must be closely supervised at all times.

Camps are to ensure that all procedures, contingency plans, and itineraries are documented. All brochures must explain the nature of the out-tripping program that a camper may become involved in.

Staff

- 15.01 Are there two leaders for each trip, one designated as the group leader and the other as the assistant?**
- 15.02 Are the roles and responsibilities of each leader clearly defined and understood by each leader?**
- 15.03 Is the compatibility of the leaders considered while planning the trips?**
- 15.04 Do the group leaders have experience in conditions and circumstances similar to those expected on the trip?**
- 15.05 Are there male and female leaders on all co-ed overnight out-trips?**
- 15.06 Are there male and female leaders on all co-ed out-trips?
- 15.07 Is at least one group leader 19 years of age or older?**
- 15.08 Are two adult leaders (19 years of age or older) used on overnight trips?
- 15.09 Does at least one group leader hold a current basic first aid certificate as defined in the health care section?**
- 15.10 For trips more than 2 hours away, does the trip leader have current advanced first aid as defined in the health care section?

- 15.11 For all trips more than 4 hours away, does the trip leader have current advanced first aid as defined in the health care section?**
- 15.12 Do all group leaders hold a current basic first aid certificate that includes CPR?
- 15.13 Is at least one leader a certified lifeguard for any trip with a swimming or boating component?
- 15.14 Are campers under 19 years of age on out-trips prohibited from entering water unless supervised by a certified lifeguard or wearing a PFD?**
- 15.15 Is the leader to participant ratio 1 to 6 or less?**
- 15.16 Are the leaders and participants physically and emotionally fit, well rested, and well nourished prior to the trip?**
- 15.17 Are the group members assessed in terms of age, maturity, emotional stability, health, fitness, and social skills?**
- 15.18 Are leaders aware of and trained in any foreseeable dangerous situations that may be encountered on the trip?**
- 15.19 Are leaders suitably trained and are contingency plans in place for emergencies?**
- 15.20 Are leaders trained in the use of wireless communication and are all operator and equipment licenses attained (if used)?**
- 15.21 Do leaders know the location of the closest phone to access emergency support?**

Pre-Trip Planning

- 15.22 Have participants demonstrated the necessary technical and travel skills to undertake the trip, prior to departure?**
- 15.23 Are the participants fully aware of the nature of the activities and rigor involved in the out-trip?**
- 15.24 Has permission been received for out-trip access to private property?**
- 15.25 Are all necessary permits and authorizations acquired for trips into regional, provincial, or national parks?**
- 15.26 Has at least one leader completed a reconnaissance on each route in the past 18 months?
- 15.27 Has the following written information been provided to the camp director and recorded in an out-trip log by the out-trip leader prior to departure:**
- a) Group itinerary**
 - b) Map with description of route**
 - c) Program outline**
 - d) Time of departure and return**
 - e) Communication check in times**
 - f) Alternate routes or campsites**
 - g) Menu plan**
 - h) Equipment list**

- i) **List of all participants (campers and staff)**
- j) **Medication list**

- 15.28** Is all equipment (including PFD's, lifejackets, helmets, throw lines, canoes, and packs), checked to ensure that it is in good condition before the trip?
- 15.29** Is the equipment suited to withstand the most demanding conditions of the trip?
- 15.30 Are participants aware of the equipment (e.g. utensils, PFD's, packs, etc.) they are responsible for bringing?
- 15.31** In case of breakage, is extra equipment provided, and/or are necessary repair kits carried (plus leaders trained to use them), and/or are procedures in place to replace the damaged items?
- 15.32 Are environmental considerations taken into account when selecting equipment for the trips?
- 15.33** Do trips in areas serviced by public UHF/VHF service or cellular networks carry wireless communication (analog is recommended as digital service areas are very limited and dual mode phones are not usually as powerful as analog phones)?
- 15.34** Are there clear wireless communication guidelines and emergency transportation arrangements for each out-trip?
- 15.35** In areas not serviced by UHF/VHF radios or cell networks, have alternate distress communication methods been arranged (e.g. satellite phones, flares, smoke flares, torches, etc.)?
- 15.36** Are leaders aware if the hunting season is open in the area during the trip?
- 15.37** Is a thorough risk assessment done on hunting areas if the season is open during an out-trip?
- 15.38 Are trip leaders aware of fish and wildlife regulations?
- 15.39** Are leaders for daytrips carrying a leaders pack containing emergency food, survival gear, communication devises, extra clothing, and shelter?
- 15.40** Is there a first aid kit carried on each out-trip?
- 15.41** Do out-trip first aid kits comply with requirements outlined in the health section?
- 15.42** Are all camp first aid kits checked and refilled on a regular basis?
- 15.43** Are necessary medications included and clearly labelled with the name and directions for use in the first aid kit?

Food

- 15.44** Is food sealed in properly closing containers and protected from dirt, water, and animals?
- 15.45** Are items requiring refrigeration stored in a manner suitably acceptable to the health department standards (i.e. Food Safe, less than 5 degrees Celsius)?

- 15.46 Is the practice of sharing water bottles discouraged?
- 15.47 Is every effort made to ensure a safe and adequate supply of potable water?
- 15.48 Is the menu planned to take into account the weight factor of the trip, the allergies and dietary restrictions of the group, the different energy demands of the various days, extra food in the event of an emergency, and consuming perishable foods first?**
- 15.49 Are there sanitary procedures concerning washing dishes, personal cleanliness, clothes, and human waste which all participants are made aware of?**
- 15.50 If dishes are used communally, are they washed in hot soapy water and rinsed in a bleach disinfectant?**

Procedures

- 15.51 Do leaders monitor each participant's general health and cleanliness?**
- 15.52 Do the leaders know the whereabouts of their campers at all times, regardless of location?**
- 15.53 Are fuel burning appliances such as stoves, lanterns, and heaters prohibited to be used inside tents or cabins with a floor space of less than 4 square meters per occupant?**
- 15.54 Are campfires properly extinguished when unsupervised?**
- 15.55 Are campers sleeping around a campfire (including tents and sleeping bags) at least 3 meters away from the campfire?**
- 15.56 Is footwear worn at all times on an out-trip (including swimming or boating activities) unless the area is well defined and deemed safe for bare feet (i.e. area free of broken glass, shells, debris, etc.)?**
- 15.57 Is medication properly controlled, secured, labelled, and administered on out-trips as determined by a written camp policy?**
- 15.58 Is medication for campers held and administered by the out-trip leader during children's camps?**
- 15.59 Do all boating trips require 3 same type vessels on the trip (with exception for Voyageurs, dealt with in Standard 12.01)?**
- 15.60 Do out-trip leaders know and practice Minimum Impact Camping while on out-trips in regards to:**
- a) Trail Etiquette**
 - b) Waste Disposal**
 - c) Campsite Selection**
 - d) Personal Sanitation**

16.0 WATERFRONT: SUPERVISION AND SWIMMING

The waterfront (ocean, lake, river, pool) must be under the supervision of the Waterfront Director who has day-to-day responsibility of all water activities. It is noted that the Waterfront Director may also be the Lifeguard. If this is the case, this person must be 19 years of age and cannot supervise other aspects of the waterfront while lifeguarding.

The required certification for a lifeguard is a current National Lifeguard (NL) award (e.g Pool, Waterpark, Waterfront), provided the Lifesaving Society.

Boating programs must be organized so they do not interfere with the supervision of swimmers. Boating programs must be under the direction and supervision of adequately trained personnel and must have emergency and rescue procedures governing them (see Section 10.0 – General Boating).

Definitions:

Distance swim = Any organized swimming activity on any body of water that takes the swimmer beyond a certified lifeguard's range of ability to respond to an emergency in or on the water.

Pool = A body of water encased and managed within a properly built artificial structure for the purpose of swimming.

Waterfront = Any body of water and the land immediately adjacent to it (i.e. beach) used for camp program purposes. This might include swimming, boating, wading, or other activities in, on, or near the body of water. A waterfront may be at an ocean, lake, pond, river, stream, or pool regardless of the size of the body of water.

Supervision

16.01 Are all children's (aged 18 and under) swimming activities supervised by:

- a)** an NL certified guard who is at least 17 years old?
- b)** a competent adult (if the lifeguard is under 19 years of age)?

16.02 Are all adult (19 and over) swimming activities supervised by a lifeguard who holds NL certification?

16.03 Are all lifeguards at least 18 years of age?

16.04 When more than one lifeguard is on duty, is one identified as "in charge"?

16.05 Are all lifeguards trained in operational and emergency procedures?

16.06 Is a waterfront safety inspection carried out on a daily basis by the camp operator, camp director, or waterfront/swimming director and recorded in writing in a daily log?

16.07 Does the camp meet all the following lifeguard/swimmer ratios:
 - all children are supervised by a lifeguard while swimming;
 - at least two lifeguards are on duty if there are more than 30 swimmers;
 - and the maximum swimmer/lifeguard ratio is 40:1.

16.08 Are campers evaluated as to their swimming ability before participating in swimming or boating activities?

16.09 Is there some visible means of identifying non-swimmers?

16.10 Are waterfront emergency procedures explained to each camper at the start of each new session?

- 16.11** Is swimming alone or from dusk to dawn forbidden?
- 16.12** Is the lifeguard free of all other duties while lifeguarding?
- 16.13** Is there at least one 'back up' for the lifeguard on the waterfront at all times (minimum 16 years old and free from other duties that prohibit immediate response in an emergency situation)?
- 16.14** Are boating programs organized so as not to interfere with the supervision of swimmers?
- 16.15** Is there a system to monitor entry and exit of staff and campers into all waterfront areas, including watercraft boating areas?

Distance Swims

- 16.16** Are distance swims organized and structured events with one boat accompanying each swimmer?
- 16.17** Is each boat in distance swims equipped with extra PFD's, floatation assists, safety equipment, and sound signalling device, and is the boat travelling close enough to its designated swimmer to be able to respond to all situations?
- 16.18** Does at least one lifeguard accompanying the swimmers
- a) hold a current NL Waterfront certification
 - b) and are all other staff adequately trained to deal with the special circumstances of a distance swim?

Equipment

- 16.19** Is the waterfront equipped with a non-conductive pole, with a blunt hook and having a handle of at least 3.65 metres long?
- 16.20** Is the waterfront equipped with a minimum of 2 buoyant throwing aids (e.g. throwing ring)?
- 16.21** Does each lifeguard carry a rescue aid such as a rescue can or tube?
- 16.22** Is the waterfront equipped with a WCB Level 1 First Aid Kit?
- 16.23** Is the waterfront equipped with a paddleboard or other flotation assist?
- 16.24** Is the waterfront equipped with a spine board with head support bracket and body straps?
- 16.25** Is the waterfront equipped with skin-diving equipment (mask, snorkel, fins) fitted to rescue personnel (not required for pools)?
- 16.26** Is the waterfront equipped with a WCB approved Oxygen unit with one-way mask?
- 16.27** Is there a documented yearly check of the Oxygen unit, and is it professionally certified as necessary?
- 16.28** Is the Oxygen refilled when it reaches half a tank?

- 16.29** Is the waterfront equipped with resuscitation bag and mask, and oral airways?
- 16.30** In camps where an enclosed swimming area is not possible:
- a) is a boat available for guarding?
 - b) does at least one lifeguard have an NL Waterfront certificate?
- 16.31** Is the rescue boat stable enough to board a distressed swimmer over the side?
- 16.32** Is the waterfront equipped with an air horn or other emergency sound-signalling device?
- 16.33 Is waterfront equipment, and are safety devices inspected prior to each new camp session?
- 16.34** In a pool environment is a daily record kept of chemical readings?
- 16.35** Are daily safety checks made on diving boards, towers, and slides?
- 16.36** Are swimming pools, waterfront areas, and equipment checked daily and kept in a clean, safe, accessible, and operational condition?
- 16.37** Are safety rules for the use of the watercraft and for swimming (instructional and/or recreational) posted in weather-protected, conspicuous positions?
- 16.38** Is emergency communication equipment provided in a location that is easily accessible to the waterfront and that is connected to an emergency service or the local telephone utility?
- 16.39** Are all participants who use a diving board, tower, or slide instructed in the activity safety rules?
- 16.40** Is there at least 9 feet of water depth (and free from underwater hazards) to ensure safety at the location where the participant would land in the water from the diving board, tower, or slide?
- 16.41** Are any diving boards, towers, or slides securely fastened?

Site

- 16.42** Are bathing beaches clean and safe, being free of garbage, pollution, refuse, dangerous rocks, holes, or other unnecessary hazards?
- 16.43** Is footwear worn where smooth beaches are not available?
- 16.44** Are known hazards minimized as much as possible and clearly marked with warning signs at all times?
- 16.45** Is the waterfront properly signed as being Open/Closed for children's programs?
- 16.46** For family camp programs is the waterfront posted as lifeguard on/off duty?
- 16.47** Is the area used for swimming clearly defined (e.g. rope markers, floats, continuous visible boundary, etc.)?
- 16.48** Is the swimming area marked to prevent accidental intrusion by boaters?

NLS Public Pools Safety Standards: For Canadian Public Swimming Pools 2013:

http://www.lifesaving.bc.ca/sites/default/files/98CdnPublicPoolSafetyStandards_SELFPRIINT_REVISIED-Jan.-31-2014.pdf

17.0 FIRST AID, HEALTH, SAFETY, AND SANITATION

Ensuring the health of every camper and staff member is of utmost importance in the operation of a quality camp. Each camp must comply with the areas of the Health Act that govern camps, Sanitation and Operation of Food Premises, and Swimming Pool Regulations.

Of particular importance is the water supply, food service, and waste disposal permits. In addition, attention should be drawn to bathing areas, toilet and shower facilities, sleeping areas, and general maintenance.

FOODSAFE I and II, and HACCP are formal training courses offered by the regional health units. Certification is awarded for successful completion of FOODSAFE I and II courses.

Definitions:

| | |
|---------------------------|---|
| Basic First Aid | Any single first aid course between 8-34 hrs that provides provincial or national certification and has a curriculum approved by a medical advisory board (e.g. WCB Occupational First Aid, St. John First Aid, Red Cross, NLS, etc.) |
| Advanced First Aid | Any single first aid course over 35 hrs that provides provincial certification and that has a curriculum approved by a medical advisory board (e.g. WCB Occupational First Aid, Wilderness First Aid, etc.) |
| Nurse | A registered nurse or registered psychiatric nurse, licensed to work in BC, who has been employed in nursing within the past 2 years. |

Note:

- Bronze Cross certificates are not accepted as first aid certificates.
- A registered nurse or registered psychiatric nurse does not meet the first aid requirements unless he/she holds a current first aid certificate as required (see chart).
- All above first aid courses must be current (unexpired) and relevant CPR courses must also be current.

First Aid

17.01 When surface travel from camp to hospital or arrival of ambulance is less than 20 minutes, does the First Aid Attendant hold a valid Basic First Aid Certificate?

or

When surface travel from camp to hospital or arrival of ambulance is greater 20 minutes, does the First Aid Attendant hold a valid Advanced First Aid Certificate?

17.02 Does the camp meet the WCB first aid regulations for paid employees as shown in the following the charts?

20 minutes or less surface travel time to hospital

| NUMBER OF WORKERS PER SHIFT | SUPPLIES, EQUIPMENT, AND FACILITY | FIRST AID CERTIFICATE REQUIRED FOR ATTENDANT | TRANSPORTATION REQUIRED | OTHER FIRST AID REQUIREMENTS |
|------------------------------------|--|---|---|---|
| 2-10 | Basic Kit | | Employer must provide and pay for immediate conveyance of injured worker to nearest medical treatment facility (Sec. 33.29) | |
| 11-50 | Level 1 Kit | Level 1 | | |
| 51-100 | Level 2 Kit Dressing Station | Level 2 | | Upgrade of certificate, transportation and equipment required in some cases (Sec.33.23) |
| 101 or more | Level 2 Kit First Aid Room | Level 2 | | |

More than 20 minutes surface travel time to hospital

| NUMBERS OF WORKERS PER SHIFT | SUPPLIES, EQUIPMENT, AND FACILITY | FIRST AID CERTIFICATE REQUIRED FOR ATTENDANT | TRANSPORTATION REQUIRED | OTHER FIRST AID REQUIREMENTS |
|-------------------------------------|--|---|---|-------------------------------------|
| 2-5 | Basic Kit | | Employer must provide and pay for immediate conveyance of injured worker to nearest medical treatment facility (Sec. 33.29) | |
| 6-30 | Level 1 Kit | Level 1 | | |
| 31-50 | Level 1 Kit ETV Equipment | Level 1 with Transportation Endorsement | | |
| 51-75 | Level 3 Kit Dressing Station ETV Equipment | Level 3 | | |
| 76 or more | Level 3 Kit First Aid Room ETV Equipment | Level 3 | ETV | |

17.03 Is there a first aid station or health centre, which includes an isolation area?

17.04 Are first aid supplies, equivalent to a WCB Level 1 kit, organized and readily available?

17.05 If the above kit is not commercially prepared, does the kit contain a list with the required supplies and are all supplies present?

17.06 Do the contents of the First Aid Kit meet the WCB requirements for the camp (i.e. # of employees, distance from hospital)?

17.07 Is the designated First Aid Person(s) available at all times, and free from any other duties that would delay their response (this does not have to be the same person as 17.8)?

- 17.08** Is one person responsible to oversee the health, medications, and documentation of campers (this does not have to be the same person as 17.7)?
- 17.09** If the resident camp population is over 100 people does the First Aid Attendant hold a valid Advanced First Aid Certificate?
- 17.10** If the resident camp population is more than 100 people does the First Aid Attendant or Nurse have First Aid/Health Care as his/her primary responsibility?
- 17.11** Are campers always directly supervised (immediately visible) by a leader with Basic First Aid?
- 17.12 Is there a Nurse at camp?
- 17.13** Are there written policies regarding:
- a)** medication dispensing
 - b)** documentation of treatment
 - c)** when to seek further medical assistance for illness and/or injury
 - d)** when parents are to be notified regarding first aid treatment
- 17.14** Does the camp have reliable communication with emergency services?
- 17.15** Is the camp able to provide emergency transportation at all times?
- 17.16** Does the camp have the following records that are listed sequentially, dated, and signed off by first aid or dispensing attendant:
- a)** first aid or medical treatment
 - b)** medication dispensing
 - c)** accident reports
- 17.17** Is the medical information for campers and staff stored in a secure place and accessible only to appropriate staff?

Health

- 17.18** Are all medications for campers, including prescriptions and over the counter medications, stored and dispensed from a central secured area?
- 17.19** Are all staff medications locked in a secured area away from camper access?
- 17.20** Does the camp make every reasonable effort to obtain accurate and up to date medical information on campers just prior to their arrival at camp?
- 17.21** Are policies and procedures in place to ensure personnel are aware of protective measures and procedures for handling body fluids (e.g. blood, vomit, biohazards, sharps, etc.)?
- 17.22 Do all participants at camp have medical or health insurance (the plan number should be documented on the camp medical form)?
- 17.23 Are campers required to have travel or trip insurance if not covered by BC Medical?
- 17.24** Does the camp have health records for campers and staff on site which include:

- a) allergy information
- b) immunizations
- c) medications
- d) significant illnesses
- e) dietary restrictions
- f) any limitations which would affect camp experiences
- g) medical plan number

- 17.25** Does the camp have a documented written policy to contact parents or guardians if the child requires urgent medical attention and is this policy available to parents?
- 17.26** Are parents aware that the camp may seek medical support if reasonable efforts to contact the parent/guardian are unsuccessful?
- 17.27** Is it the written policy of the camp to contact the local Medical Health Officer when there is an occurrence of a serious communicable disease or a suggestion of food poisoning?
- 17.28 Is there a written menu plan?
- 17.29 Have the principles of good nutrition been considered in planning your menu (e.g. Canada's Food Guide)?

Safety

- 17.30** Does the camp comply with WCB Smoking in the Workplace regulations (no smoking in any building an employee may have cause to enter during their course of work)?
- 17.31** If smoking is permitted on the grounds, is it restricted to areas not accessible/viewable to campers?
- 17.32** Is smoking prohibited in any camp building (except private residences)?
- 17.33** Do the emergency procedures identify a central gathering area?
- 17.34 Do the procedures specify who will be assigned to provide directions to emergency vehicles (for land, water, or air)?
- 17.35 Are staff aware of the hours of operation of local medical facilities (i.e., hospital, clinic)?
- 17.36** Do all camp participants and staff understand procedures to access/locate first aid/health care personnel at camp?
- 17.37** Is the priority of the camp during a fire response as follows?
1. Evacuating Campers
 2. Calling Fire-fighters
 3. Reducing further hazards (e.g. shut off gas lines)
- 17.38 Are emergency drills, involving campers and staff, held at least once each session of children's camp, preferably early in the camp session?
- 17.39** Are staff who use chemical products aware of the necessary precautions as outlined in the WHMIS program (WCB)?

Sanitation

- 17.40** Does the camp have a current "permit" to operate a food premises or is there a letter on file to Public Health requesting an inspection?
- 17.41** Is all food preparation and service under the supervision of a competent adult with appropriate training?
- 17.42 Does the individual in charge of food service hold a current FOODSAFE Certificate completed within the last 5 years?
- 17.43** Is there at least one person with FOODSAFE on duty at all times while food preparation is underway?
- 17.44 Do all food service personnel hold a FOODSAFE Certificate?
- 17.45** Do all personnel involved in food services receive orientation to FOODSAFE procedures?
- 17.46** Are all food service areas:
- a)** clean and sanitary;
 - b)** well lit and ventilated;
 - c)** equipped with a floor covering that is tight, smooth and non-absorbent; and
 - d)** equipped with a means of controlling pests?
- 17.47** Are animals (except certified assistance dogs) excluded from any area where food is being prepared or served?

18.0 CYCLING

- 18.01** Do all riders wear CSA approved bike helmets?
- 18.02** Are helmets checked on a daily basis?
- 18.03** Are damaged helmets repaired or removed from use?
- 18.04** Are bikes inspected before every trip?
- 18.05** Are bikes maintained on a regular basis?
- 18.06** Are all bikes used on out-trips fitted with a water bottle?
- 18.07** Are riding techniques taught to ensure safety and maximum enjoyment of activity?
- 18.08** Is there a first aid kit, electronic communication device (phone, radio), and whistle present on all trips?
- 18.09** Is the instructor knowledgeable and experienced in the activity, the inherent dangers, and safety precautions required?
- 18.10** Is the instructor to camper ratio a minimum of 1:6?
- 18.11** Are helmets and bikes fitted properly to each camper?
- 18.12** Are closed toed shoes worn by all campers and instructors when riding?
- 18.13** Is there a written plan for dealing with emergencies?
- 18.14** Is at least one of the instructors First Aid and CPR trained?
- 18.15** Are the instructors familiar with the trails used?
- 18.16** Do the instructors carry tool kits and know how to fix basic problems?
- 18.17** Do all biking excursions follow the standards outlined in Out-tripping and Health sections?
- 18.18** Do instructors meet and teach the requirements for NCCP Level I mountain biking?

19.0 LAND TRAMPOLINES

- 19.01** Are summersaults restricted from all introductory programs with all novice participants?
- 19.02** Does the trampoline appear to be in proper working order (i.e. webbed beds, vinyl beds, springs, frame, hinges, etc.)?
- 19.03** Is there an inspection and maintenance log on the trampoline?
- 19.04** Is the trampoline used only with trained adult supervision?
- 19.05 Does the trampoline instructor have a written lesson plan?
- 19.06** Is there signage indicating trampoline safety rules?
- 19.07** Is the trampoline identified as closed when there is no adult present?
- 19.08** Are safety rules reviewed prior to participation?
- 19.09** Are all participants spotted by leaders, or is there sufficient safety netting surrounding the trampoline?
- 19.10** Are spotters trained in appropriate touch zones?
- 19.11** Is there a first aid kit available at the trampoline?
- 19.12 Do the instructors meet and teach the requirements for NCCP Level I trampolines??
- 19.13** Are the trampolines situated so that the rebounding surface is at ground level, or is the trampoline surrounded by sufficient safety netting?
- 19.14** Is the trampoline properly secured on a level surface?

20.0 PLAYGROUND

- 20.01** Do all participants using playground equipment wear shoes appropriate in a playground situation?
- 20.02** Is clothing with loose necklines or scarves removed or tucked away to prevent snagging?
- 20.03** Does the surface beneath the playground equipment consist of sand, pea gravel, wood chips, or other shock absorbing material at least 25-30 cm deep?
- 20.04** Does all climbing equipment have guardrails and handrails to prevent falls?
- 20.05** Are openings less the 7.5 cm or more than 25 cm to prevent a child's head or neck from becoming trapped?
- 20.06** Are seats made of soft, shock absorbent material to prevent injury?
- 20.07** Are toddler swings the bucket type?
- 20.08** Are hangers at the top of the swing spaced wider than the seats (to prevent sideways motions)?
- 20.09** Do handrails start at the bottom step and go all the way up the ladder?
- 20.10** Are guardrails on top of slides at least 61 cm high?
- 20.11** Are siderails at least 10 cm high?
- 20.12** Are metal slides positioned so they are not exposed to direct sunlight?
- 20.13** Have CSA been considered in the design and installation of playground equipment?

21.0 TRANSPORTATION

Camps must ensure that all carriers used by the camp have adequate licensing, inspection certificates, and insurance. The camp is also responsible to ensure that all operators have a current license in the correct class.

- 21.01** Do all buses (including passenger vans) used to transport campers have a current Ministry of Transport certificate of safety inspection?
- 21.02** When transporting luggage, program material, and safety equipment, is it stored in a manner such that it does not block the aisles or exits and that it does not present a hazard in the event of an accident?
- 21.03** Are camp personnel, in addition to the operator, present on vehicles with a seating capacity of 25 or more when the carrier is underway?
- 21.04** Are all motorized camp vehicles insured and operated by licensed drivers?
- 21.05** Are unlicensed vehicles covered by the camp's insurance underwriter?
- 21.06** Do all drivers of camp vehicles have a current BC driver's license of the correct class (this includes vehicles not required by law to be licensed on camp property)?
- | | |
|---|------------------------|
| Vehicles with a <u>capacity</u> of 10 or less (including driver) | Class 5 |
| Buses and Vans with a <u>capacity</u> of 11 - 25 (including driver) | Class 4 (Unrestricted) |
| Buses with a <u>capacity</u> of more than 25 (including driver) | Class 2 |
- 21.07** Have out-of-province drivers licenses been approved by the Motor Vehicle Branch as valid in BC and to ascertain class equivalency?
- 21.08** Does the camp require professional drivers involved with camper transport (Class 1-4) to supply a driver's abstract?
- 21.09 Are all drivers required to supply a driver's abstract (this is a drivers record available free of charge through ICBC)?
- 21.10** Are all operators aware that carriers must NOT be fuelled with passengers on board?
- 21.11** Do all operators know the procedures for reporting/repairing mechanical defects of the camp vehicle?
- 21.12** Are diagnosis and repairs to critical systems of vehicles used to transport campers (e.g. brakes, steering, exhaust system, etc.) undertaken by a licensed mechanic?
- 21.13 If drivers are expected to tow trailers, are they given appropriate training?
- 21.14** When using chartered or hired watercraft to transport people, are they certified by the Canadian Coast Guard to carry passengers (vessels carrying more than 12 passengers, or 5 gross tonnes or larger, is considered a passenger vessel)?
- 21.15** When using camp or privately owned watercraft (with a capacity of 12 or more) to transport people, do they undergo an annual courtesy Coast Guard inspection?

- 21.16** When using chartered watercraft does the camp have sufficient 3rd party liability insurance?
- 21.17** Do motorized camp watercraft meet all Transport Canada and Canadian Coast Guard safety standards (see “Safety Afloat” from the Coast Guard)?
- 21.18** Do all operators of motorized vehicles (i.e. golf carts, tractors, ATV’s, rider mowers) receive sufficient safety and operational training?
- 21.19 Do camp owned or leased vehicles have a minimum of \$3,000,000 liability?
- 21.20** Do all camp owned or leased vehicles transporting campers, staff, volunteers, or while on camp business have a minimum of \$3,000,000 liability?