

## STANDARDS-AT-A-GLANCE, v. 2012

This is a general overview of the ACA standards. While each standard is listed here, the specific details, contextual education, and compliance demonstration information are not included. Standards-at-a-Glance is a reference to the basics. Camps or individuals who need complete details should refer to the book titled *Accreditation Process Guide, 2012 Edition*, which can be ordered online or by calling 888-229-5745. Note: Standards that begin with an asterisk are mandatory standards. If you are having trouble finding the information you need, please contact ACA at 800-428-CAMP with your specific questions.

### **SF — SITE AND FOOD SERVICE**

#### ***General Site/Facility***

**\*SF.1 Emergency Exits:** Buildings used for sleeping must have at least two options for exit.

**\*SF.2 Care of Hazardous Materials:** Must be used only by trained persons, stored appropriately.

**SF.3 Contact with Local Officials:** Camp must annually notify fire and law enforcement officials of camp operation.

**SF.4 Water Testing:** Camp must have written verification of safe drinking water.

**SF.5 Utility Systems:** Camp must have blueprints available for lines, cut off points, etc.

**SF.6 Electrical Evaluation:** Qualified personnel must conduct annual exam.

**SF.7 Condition of Facilities:** Buildings, structures, activity areas must be maintained in a clean/safe/sanitary condition.

**SF.8 Power Tools:** Must be used only by trained persons, safety devices intact, in good repair.

**SF.9 Fire and Safety Equipment Evaluation:** Camp must conduct annual safety examination on smoke detectors, fire extinguishers, etc.

**SF.10 Playgrounds:** Camp staff should check all playgrounds to verify they are in good repair prior to camper use.

#### ***Sleeping Quarters***

**SF.11 Smoke and Carbon Monoxide Detectors:** Smoke detectors must be in all buildings used for sleeping. CO2 detectors must be in all buildings used for sleeping that have fuel-burning equipment within the building.

**SF.12 Permanent Sleeping Quarters:** Must have ventilation, temperature control, space for movement, space between beds.

**SF.13 Bunk Guardrails:** Upper bunks must have guardrails if used for children under 16.

#### ***Food Safety***

**SF.14 Hand Washing Facilities:** Sinks near toilet area and in areas where food is prepared and consumed.

#### ***Food Service Areas***

**SF.15 Food Service Areas:** Must be clean and protected from rodents/insects.

**SF.16 Refrigeration:** Perishable food must be kept below 40 degrees, checked and logged daily.

**SF.17 Food Service Supervisor:** Must have documentation of training/experience in food service management.

**SF.18 Food Temperatures:** Food must be cooked and held at safe temperatures.

**SF.19 Sanitized Utensils and Surfaces:** Staff must follow procedures for cleaned/sanitized utensils and food contact surfaces.

**SF.20 Dish Washing:** All dishes and utensils must be cleaned and sanitized.

**SF.21 Dish Drying and Storage:** Dishes must be air dried, covered.

**SF.22 Food Handling Procedures:** Must supply advice to rental groups about clean/sanitary utensils and surfaces, and safe temperatures for food. (Rental)

**SF.23 Dishwashing Procedures:** Must supply advice to rental groups about appropriate washing, sanitizing, drying procedures. (Rental)

## **TR — TRANSPORTATION**

### ***Types of Vehicles***

**\*TR.1 Emergency Transportation:** Must be available at all times; may be provided by the camp, user groups, or prearranged with community services.

**.TR.2 Non-passenger Vehicles:** Transportation in non-passenger vehicles must be prohibited.

**TR.3 Private Vehicle Use:** Camp must obtain written permission from owners to use private vehicles to transport campers.

### ***Transportations/Vehicles Procedures***

**TR.4 Arrival and Departure:** Must use procedures for safe arrival and departure, loading and unloading vehicles

**TR.5 Transportation Information to Parents:** Parents must be provided with written pick-up/drop-off times, safety procedures, and safety rules for van/bus.

**TR.6 Supervisor:** Vehicles transporting 15 or more campers must have a staff person, in addition to the driver, trained in safety responsibilities and group management.

**TR.7 Accident Procedures:** A staff member trained on accident procedures must be in each vehicle transporting campers.

**TR.8 Safety Procedures:** Procedures must include seating limits, use of seat belts, passengers remaining seated, convoy procedures, and wheelchair-handling procedures.

**TR.9 Transportation Orientation:** All passengers must be oriented to the safety regulations and procedures.

### ***Vehicle Checks and Equipment***

**TR.10 Emergency Equipment:** All vehicles must be stocked with first aid kits and emergency accessories.

**TR.11 Leased, Rented, or Chartered Vehicles:** Camp must select providers who have regular maintenance/safety checks and verify record/experience of provided drivers.

**TR.12 Mechanical Evaluations:** All vehicles used by the camp must be evaluated for mechanical soundness.

**TR.13 Safety Checks:** Policy must specify frequency and details of vehicle safety checks.

### ***Driver Requirements and Training***

**TR.14 Driver Requirements:** Driving records must be reviewed, license must be appropriate for vehicle to be driven, and any required drug tests must have been passed.

**TR.15 Training for Drivers:** Drivers must be trained on written procedures for backing up, loading/unloading passengers, breakdowns, evacuation, camper behavior, refueling, and safety checks. Drivers must all have behind-the-wheel training and practice when the vehicle to be driven differs in size/capacity from the driver's regularly driven vehicle.

## **HW — HEALTH AND WELLNESS**

### ***Healthcare Personnel***

**HW.1 Health Care Provider:** Resident camp must have a licensed physician or registered nurse on site daily. Day camp may have prearranged phone access. (D/R)

**\*HW.2 First Aid and Emergency Care Personnel:** A staff member with training in the appropriate level of first aid and CPR must be on duty at all times in camp and on camp trips. (D/R)

**HW.3 Away from Main Camp:** For times away from the main camp, a staff member must be oriented to provide routine health care for participants and to handle emergencies. (D/R)

**HW.4 Staff Training:** Staff must be trained in role/responsibilities in health care. (D/R)

### ***Health Screening and Assessments***

**\*HW.5 Camper Health History:** Health history information must be gathered from parents/guardians that includes current health conditions, past medical treatment, immunizations, and allergies. (D/R)

**HW.6 Health Exam:** Each resident must assess the need for their campers to have a health exam. If one is required for the camp, it must be within 12 months. (R)

**HW.7 Health Screening for Resident Camps:** The appropriate staff person must conduct health review and screening for incoming campers. (R)

**HW.8 Health Information Review and Screening for Day Camps:** Procedures that require staff to review health histories of campers within 24 hours of arrival and collect any medications to be dispensed.

**HW.9 Permission to Treat:** Parents of minors must sign a permission form for camp to provide routine health care, administer prescribed medications, and seek emergency medical treatment. (D/R)

### ***Healthcare Practices***

**HW.10 Parent Notification:** Parents/guardians must know when they will be notified of illness/injury of their camper. (D/R)

**HW.11 HealthCare Policies:** Written policies must include scope and limits of services provided and authority/responsibilities of camp staff, and supplies, emergency health care assistance, etc. (D/R)

**HW.12 Treatment Procedures:** Health care staff must follow written treatment procedures for reasonably anticipated injury/illness. (D/R)

**HW.13 Inform Staff of Special Needs:** Camp must inform appropriate staff of any special needs of campers for whom they're responsible. (D/R)

**HW.14 Special Medical Needs:** For camp sessions primarily serving persons with special needs, the camp must have available sufficient medical staff, a system for evaluating the camp's ability to serve persons with specific needs, and information about the camp's philosophy and approach to serving this population. (D/R)

### ***Healthcare Center and Equipment***

**HW.15 Health Care Center:** Camp must have an area available that provides protection from the elements, has space for treatment, has an available toilet and drinking water, has 1 bed for every 50 persons in camp, and has a place for isolation/privacy. (D/R)

**HW.16 Healthcare Equipment, Supplies, and Emergency Assistance:** The camp must identify necessary supplies, methods to obtain them, and procedures for emergency health care assistance. (D/R)

**HW.17 Availability of an AED:** The camp must have access to an AED. (D/R)

**HW.18 Supervision in Healthcare Center:** Persons in the health care center must be supervised continually. (D/R)

**HW.19 Medication Storage and Administration:** All drugs must be stored under lock. Prescription drugs must be dispensed only under directions of physician. Nonprescription drugs dispensed only under written health care procedures or signed instruction of parent/guardian. (D/R)

### ***Recordkeeping and Health Records***

**HW.20 Contact Information:** Information must be gathered on campers that includes name, birth date/age, name/address/phone of adult responsible for each minor, phone of emergency contact, and name/phone of individual's physician. (D/R)

**HW.21 Recordkeeping:** Camp must keep a health log and reports of all incidents requiring professional medical treatment. (D/R)

**HW.22 Record Maintenance:** All forms and records must be kept at least for the period of statutory limits. (D/R)

### ***Staff Health Information***

**\*HW.23 Staff Health History:** Health history information must be gathered from seasonal staff that includes current health conditions, date of last tetanus, emergency contact information and permission to treat. (R)

**HW.24 Health Screening for Resident Camp Staff:** The appropriate staff person must conduct health review and screening for incoming campers. (R)

**HW.25: Contact Information for Staff Members Who Are Minors:** Information must be gathered on staff members that are minors that includes name, birth date/age, and name/address/phone of adult responsible for each minor. (D/R)

### ***Short-Term Residential, Family Programs, and Camps Serving Rental Groups***

**\*HW.26 Emergency Care Personnel:** Camp must either provide or advise group to provide appropriately certified first aid/CPR persons. (ST/Rental)

**HW.27 Health Care Planning:** For groups, camp must identify who is responsible for first aid/emergency care and transportation, availability of first aid supplies/equipment, and training/information for staff, families, and groups concerning emergency procedures and reporting requirements. (ST/Rental)

**HW.28 Health Information:** Camp must gather or advise group to gather emergency contacts for all participants, any persons with allergies or health conditions, and signed permission to treat minors. (ST/Rental)

## **OM — OPERATIONAL MANAGEMENT**

### ***Risk Prevention and Management***

**OM.1 Risk Management:** Camp must identify and analyze risk exposures, and take risk control measures.

**OM.2 Incident Analysis:** Camp must annually review incidents, accidents, or injuries, and modify or change procedures as needed.

**OM.3 Insurance Coverage:** Camp must have applicable coverage for general liability, fire, and extended risk on buildings, motor vehicles, workers' compensation, and campers.

**OM.4 Personal Property Regulations:** Camp must advise all participants of regulations for possession and use of alcohol/drugs, personal sports equipment, vehicles, animals, and weapons while at camp.

**OM.5 Incident Reporting:** Staff must complete written reports on incidents/accidents. (D/R/ST)

### ***Emergency Prevention/Preparedness and Response***

**\*OM.6 Firearms Control:** Any firearms and ammunition in camp must be stored under lock.

**OM.7 Intruders:** Camp must review security concerns and train staff/campers about steps to take to address possible intruders.

**OM.8 Emergency Plan and Rehearsal:** Emergency plans must be established and rehearsed to respond to reasonably foreseeable emergencies in camp (such as fire or weather).

**OM.9 Safety Orientation:** Campers, staff, and groups must be oriented to established, written safety regulations and emergency procedures.

**OM.10 Missing Person Procedure:** Camp must develop procedures and train staff for persons lost, missing, or runaway. (D/R/ST)

**OM.11 Emergency Communications:** Camp must have a system of communication back to camp regarding emergencies, for contacting parents/guardians, and for dealing with the media. (D/R/ST)

**OM.12 Campers in Public Areas:** Camp must have policies for when campers are in contact with the public that include ratios, location, and responsibilities of staff, safety regulations and behavior guidelines, and emergency procedures if someone gets separated from group. (D/R/ST)

**OM.13 Camper Security:** Camp must have procedures for release of campers and verification of absentees. (D/R/ST)

### ***Additional Requirements Related to Rental Groups***

**OM.14 Use Agreement:** For groups, camp must have a written use agreement that includes terms of use, cancellation, minimum fees, refund policy, etc. (Rental)

**OM.15 User Group Responsibilities:** The user group agreement must specify parties responsible for emergencies, supervision, recreational activities, insurance coverage, etc.

## **HR — HUMAN RESOURCES**

### ***Staff Qualifications***

**HR.1 Director Qualifications:** The on-site director must have a bachelor's degree, at least two seasons of camp supervisory experience, have attended an average of 5 hours/year of professional development offerings, and be at least 25 years old. (If special needs camp, director must have 24 weeks experience with that special population.) (D/R)

**HR.2 Special Needs Staff Requirements:** In special needs camp, 25% of staff with supervisory responsibilities must have a bachelor's degree relevant to clientele served OR at least 16 weeks experience with population. (D/R)

***Screening, Selection, and Employment***

**HR.3 Hiring Policies:** Policies must include application and screening process for each job category, have been reviewed by legal counsel/human resources personnel within last 3 years, and define additional/periodic screening requirements.

**\*HR.4 Annual Staff Screening:** Policies must require a voluntary disclosure statement and check of the National Sex Offender Public Website for all staff who will have responsibility for or access to campers.

**\*HR.5 New Staff Screening:** The camp must require a criminal background check, at least two references, and a personal interview for all new staff who will have responsibility for or access to campers.

**HR.6 Job Descriptions/Information:** Staff must have job descriptions and information on nature/diversity of the camp program and population served.

**HR.7: Personnel Policies:** Written policy must address benefits, time off, performance evaluation, personal conduct, etc.

***Staff Supervision Ratios***

**HR.8 Camper Supervision Ratios and Staff Age:** General minimum ratios of staff on duty with campers in day and resident camp settings are recognized. 80% of staff used to meet supervision ratios must be at least 18 and all staff are at least 16 years old and 2 years older than the minors with whom they're working.

**HR.9 Supervision Ratio Exceptions:** Camp may specify exceptions/or any times that a minimum of 2 staff members are required.

***Staff Training***

**HR.10 Job Training:** All staff must have training on specific job functions and expectations of acceptable performance.

**HR.11 Diversity:** Staff training for acceptance and respect of diversity.

**HR.12 Precamp Staff Training:** Precamp staff training (actual instruction time) must address the specific topics specified in the standard.

**HR.13 Late-Hire Training:** Camp must provide training for any late-hired staff. (D/R/ST)

**HR.14 In-Service Training:** Camp must provide in-service training to staff. (D/R/ST)

**HR.15 Camp Staff Responsibilities for General Camp Activities:** Staff must be trained on camper supervision responsibilities during structured and unstructured time including nighttime supervision. (D/R/ST)

**HR.16 Staff/Camper Interactions:** Staff must be trained and expected to speak with and listen to campers respectfully, focus attention primarily on the campers, and promote physical and emotional safety. (D/R/ST)

**HR.17 Behavior Management and Discipline:** Staff must be trained to teach problem-solving skills to achieve positive outcomes, help staff recognize and address bullying, and implement fair and consistent disciplinary steps appropriate to the camper and situation. (D/R/ST)

**HR.18 Sensitive Issue Policy:** Staff must be trained to respond appropriately to socially sensitive issues. (D/R/ST)

### ***Staff Supervision***

**HR.19 Supervisor Training:** Supervisory staff must be trained to monitor performance and to reinforce or correct staff performance, and carry out their responsibilities in the camp's performance review system. (D/R/ST)

**HR.20 Staff Observation:** Camp must have a system of regular observations of staff to provide support, and ensure acceptable job performance criteria are continually practiced. (D/R/ST)

**HR.21 Staff Time Off:** Resident camp staff must have time daily when they are not assigned camp responsibilities plus 24 hours each 2 weeks (in at least 12-hour blocks). Special needs camps, 24 consecutive hours off each 2 weeks. (R)

## **PD — PROGRAM DESIGN AND ACTIVITIES**

### ***Promoting Camp Quality and Camper Welfare***

**PD.1 Camp Goals and Outcomes:** Camp must have a written statement of goals, which identifies intended behavioral outcomes, have shared them with staff, and use them to evaluate the program. Also includes informing parents of goals. (D/R/ST)

**PD.2 Camp Experience Evaluation:** Camps needs multiple sources of feedback on the accomplishment of the established outcomes related to all areas of camp to help improve the quality of camp.

**PD.3 Program Progression:** Camp must allow for campers to experience progression, challenge, and success. (D/R)

**PD.4 Program Eligibility:** Camp must identify any eligibility requirements necessary for a camper to participate in each program activity offered.

**PD.5 Social Development:** Camp programs should provide specific activities that are designed to help campers develop socially.

**PD.6 Activity Information and Permission:** Camp must inform campers and parents of anticipated activities and gather written permission to participate. (D/R/ST)

**PD.7 Environmental Activities:** Camp must provide program activities that help develop comfort, appreciation, awareness, and responsibility toward the natural environment. (D/R/ST)

**PD.8 Program Equipment Maintenance and Safety Checks:** Equipment used must be appropriate to the size and ability of users and stored to safeguard effectiveness. Equipment must be safety checked prior to each use and regularly inspected and maintained in good repair.

### ***Promoting Safety in Overnights and Trips***

**\*PD.9 Overnights and Trips:** Campers and staff must be trained in food preparation, use and care of camp stoves, testing/treating drinking water, cleaning cooking utensils, and minimizing environmental impact.

**PD.10 Emergency Information:** Leaders of out-of-camp activities must know how to access emergency information on the participants, including health histories, insurance information, and signed permission-to-treat forms. (D/R/ST)

**PD.11 Details and Designated Person:** Details of out-of-camp activities must be planned in advance and made known to a designated person remaining at camp. Information must include roster of

group, departure/return times, bad weather plans, intended route, and communication plans.  
(D/R/ST)

### ***Staff Qualifications and Supervision for Specialized Activities***

**PD.12 Supervisor Qualifications:** The overall supervisor for each specialized activity (such as archery) must be an adult with certification or documented training and/or experience within three years in that activity.

**PD.13 Adventure/Challenge Supervisor:** The overall supervisor for adventure/challenge activities must be an adult with certification or documented training and recent experience in those activities. The overall supervisor must have at least 6 weeks of experience in a management/supervisory role in similar types of programs within the past 5 years.

**PD.14 Horseback Riding Supervisor Qualifications:** The overall supervisor of horseback riding facility, staff, and program must be appropriately certified, experienced in managing/supervising at a horseback riding facility, and be at least 21 years old.

**PD.15 Staff Skill Verification:** Staff teaching specialized program activities must have their skills verified and evaluated prior to leading activities.

**PD.16 Supervision of Activity Leaders:** Camp must document regular observations of specialized activity leaders.

### ***Activity Support and Supervision***

**PD.17 First Aider:** Camp must have an appropriately certified first aid/CPR person on duty at all specialized activities.

**PD.18 Safety Orientation:** Participants in specialized activities must have a safety orientation before participating.

**PD.19 Competency Demonstration:** Participants of specialized activities must be strictly monitored until competency is demonstrated with appropriate activity equipment.

**PD.20 Access of Specialized Activity Areas:** Camps should control access to specialized activity areas.

**PD.21 Spotters and Belayers:** Must be trained and supervised, and must be located in positions to observe and assist.

**PD.22 Supervision Ratios for Specialized Program Activities:** Camp must establish minimum ratios of trained staff to participants required for each type of specialized activity.

### ***Equipment and Facilities***

**PD.23 Safety Regulations and Emergency Procedures:** Camp must specify safety rules and emergency/rescue procedures for each type of specialized activity offered.

**PD.24 Annual Inspection of Adventure/Challenge Course Elements:** Camp must have annual inspection by qualified personnel of all adventure/challenge elements.

**PD.25 Archery Safety:** Archery activity leaders must utilize clear safety signals and range commands. Camp must have a range that has a supplemental backstop or specific safety zones and range must have clearly delineated rear and side safety buffers.

**\*PD.26 Additional Firearm Safety:** Camps must require a system for redundant safety of all firearms and ammunition requiring separate locations or access systems. Camps should also require that activity leaders must utilize clear safety signals and range commands to control activity and firing line and during the retrieval of targets.

**PD.27 Go-Kart Safety:** Go-karts must be equipped with roll bars and restraint devices when applicable to the type of vehicle being used and recommended by the manufacturers.

**PD.28 ATV Safety:** ATVs must have size and speed restrictions for younger drivers. No passengers allowed on ATVs, and ATVs must not be operated on paved or public roads.

### ***Protective Headgear and Apparel***

**\*PD.29 Protective Headgear:** Protective headgear must be worn by all campers and staff participating in motorized vehicle or bicycle activities, rock climbing, repelling, spelunking, high ropes, vertical climbing walls/tower, and activities involving boarding, in-line skating, and hockey.

**\*PD.30 Protective Headgear for Horseback Riding:** Protective headgear must be worn by all campers and staff under the age of 18. For staff/campers age 18 and over, an acknowledgement of risk form must be signed if they choose not to wear a helmet.

**PD.31 Safety Apparel:** Camps must require campers and staff to wear safety apparel appropriate to the specialized activity.

**PD.32 Horse and Livestock Medication:** Camp should require that all horse medications are handled only by persons trained or experienced in their safe use, and secured in an area away from camper access and locked up when not in use.

### ***Additional Safety Requirements for Horseback Riding***

**PD.33 Pony Rides:** Camps must have procedures for pony rides that require adequate number of qualified persons available to assist riders and use ponies/horses that are sound.

**PD.34 Classifying Horses:** Before use by participants, riding staff must classify horses for rider skill levels.

**PD.35 Horse Suitability:** Riding staff must daily check physical soundness of each horse and remove unsound horses from the riding program.

**PD.36 Rider Classification:** Camp must evaluate and classify riding abilities and assign participants to appropriate horses, equipment, and activities.

**PD.37 Riding Facilities:** Stables, corrals, paddocks, and rings must be located away from camp living areas, have controlled access, and be clean with a supply of fresh water.

### ***Oversight of Public Providers of Program Activities and Rental Groups***

**PD.38 Public Providers of Specialized Activities:** Camp must select public providers for specialized activities that provide an adequate number of qualified instructors/leaders and use equipment that is appropriately sized and in good repair. (D/R/ST)

When using public providers for adventure/challenge course activities, the facilities and areas must meet nationally recognized guidelines for construction and maintenance. When using public providers for horseback riding, the horses must be physically sound and suitable for the skill level of participants.

**PD.39 Camper Supervision Off Site or with Public Providers:** Staff accompanying campers to activity sites away from camp must be trained in their supervisory roles and responsibilities. (D/R/ST)

**PD.40 User-Group Conditions:** Groups must be advised of any conditions for use, safety guidelines, requirements, warnings, etc. for activities, equipment and facilities that are available to them. (Rental)

## **PA — PROGRAM/AQUATICS**

### ***Personnel and Supervision***

**PA.1 Aquatics Supervisor Qualifications:** The overall supervisor of the aquatic facility, staff and program must be a person who is appropriately certified, has experience or training in managing/supervising a similar aquatic area, and is at least 21 years old.

**PA.2 Supervision of Activity Leaders:** Camps must document regular observations of aquatic activity leaders.

**\*PA.3 Swim Lifeguard Qualifications:** Camp must have an appropriately certified lifeguard for each swimming activity.

**\*PA.4 Swim Lifeguard Skills:** Camps must have written documentation that every lifeguard has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded.

**\*PA.5 First Aid/CPR:** Camp must have an appropriately certified first aid/CPR person at each separate swimming location.

**PA.6 Lookouts:** Lookouts must be oriented to responsibilities and able to demonstrate elementary forms of non-swimming rescue.

### ***Safety/Emergency Procedures and Systems***

**PA.7 Supervision Ratios:** Camps must specify ratios of aquatic-certified persons and lookouts on duty at each aquatic area, with a minimum of one adult and one other staff member. Certified persons and lookouts must be attentive to their responsibilities and located in appropriate positions for observation and assistance.

**PA.8 Safety Regulations:** Camps must orient participants of aquatic activities to safety rules and regulations.

**PA.9 Emergency Procedures:** Aquatic staff must rehearse emergency procedures.

**PA.10 First-Aid Kits:** Every aquatic area must have an appropriately stocked first aid kit.

**PA.11 Safety of Persons with Impaired Mobility:** Camps must remove seatbelts or ties from persons in wheelchairs while in boats, and must provide a physical barrier to keep wheelchairs from accidentally rolling into the water from docks or water's edge.

**PA.12 Safety Systems:** Camp must have a system in place to quickly account for all participants in each aquatic activity.

**PA.13 Participant Classification:** Camp must evaluate and classify participants' swimming abilities and assign them to appropriate swimming areas, equipment, facilities, and activities.

### ***Aquatic Venues and Activities***

**PA.14 Swimming Pools:** Pools must have a fence to control access, water depths clearly marked, posted rules, available rescue equipment, and adequate maintenance procedures for sanitation and safety.

**PA.15 Natural Bodies of Water Used for Aquatic Activities:** Natural bodies of water used in camp for aquatic activities must have controlled access, designated activity areas, and posted rules for use. Known hazards must be eliminated. Equipment must be maintained. Rescue equipment must be available.

**PA.16 Aquatic Sites Away from Camp:** Camp staff must orient participants to rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. Staff is trained on their roles and responsibilities regarding supervision.

**\*PA.17 Staff Swimming:** Camp must require certified lifeguards to be present for staff swimming times.

**\*PA.18 SCUBA Diving Activities:** Camp must have an appropriately certified SCUBA instructor to supervise SCUBA diving activities.

**PA.19 Swimming Lessons:** Swimming lessons must be conducted by an appropriately certified swim instructor and be guarded by someone who is out of the water.

### ***Watercraft Activities***

**\*PA.20 Watercraft Guard Certification:** Camps must have an appropriately certified instructor or lifeguard for boating activities.

**\*PA.21 Watercraft Rescue skills:** Camp must have written documentation that every camp watercraft guard had demonstrated skill in water rescue and emergency procedures specific to the type of water and activities being conducted.

**\*PA.22 Watercraft Safety for Staff and All-Adult Groups:** Camps must have written evidence that participants are supervised by certified personnel or instructed on written procedures that specify to wear a PFD at all times, the safety regulations to be followed, and that a checkout system must be used.

**\*PA.23 First Aid/CPR:** Camp must have an appropriately certified first aid/CPR person at each separate boating location.

**\*PA.24 PFDs:** All persons in watercraft must wear safe and appropriate PFDs.

**PA.25 Personal Watercraft:** Use must be prohibited by anyone under age 16.

**PA.26 Watercraft Activity Orientation:** Participants must know how to enter and exit a boat, use PFDs, and how to react if boat capsizes.

**PA.27 Watercraft Instruction:** Boating instructors must be appropriately trained and certified.

**PA.28 Motorized Watercraft Training:** Boat drivers must be trained on laws, rules of the road, safe loading and unloading of passengers, mechanical failure, and refueling. On-the-water training also required.

**PA.29 Watercraft Maintenance:** Camp has written evidence that boats have safety checks and regular maintenance.

### ***Aquatic Activities with Public Providers***

**\*PA.30 Public Providers of Swimming:** Camp must use only staffed public facilities that provide persons with appropriate certification in lifeguarding, first aid, and CPR. (D/R/ST)

**\*PA.31 Public Providers of Boating:** Camp must use only staffed public facilities that provide persons with appropriate certification for watercraft instruction, lifeguarding, first aid, and CPR. (D/R/ST)

**\*PA.32 PFDs at Public Aquatic Facilities:** All persons in watercraft must wear safe and appropriate PFDs. (D/R/ST)

**PA.33 Watercraft Activity Orientation with Public Facilities or Providers:** Participants must know how to enter and exit a boat, use PFDs, and how to react if boat capsizes. (D/R/ST)

**PA.34 Public Aquatic Sites:** Camp staff must orient participants to rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. (D/R/ST)

**PA.35 Camper Supervision at Public Aquatic Facilities:** Staff accompanying campers to aquatic sites away from camp must be trained in their supervisory roles and responsibilities. (D/R/ST)

**PA.36 Personal Watercraft at Staffed Public Aquatic Facilities:** Use must be prohibited by anyone under age 16. (D/R/ST)

## **PT — PROGRAM TRIP AND TRAVEL**

### ***Personnel, Supervision, and Training***

**PT.1 Trip Leader Qualifications:** Trip leader must have skills relevant to the trip activities, good judgment, experience in handling camper behavior, experience on similar trips, and be at least 21 years old.

**PT.2 Trip Staff Training:** Trip staff must be trained to assess safety concerns, enforce safety regulations, handle emergencies, etc. (D/R)

**PT.3 Evaluations of Trip Leaders:** Camp must evaluate leaders and document their performance. (D/R)

**PT.4 Supervision Ratios:** Each trip group must have at least one staff member in addition to the leader and sufficient staff to meet camp's established ratios. (D/R)

### ***Safety and Emergency Procedures***

**\*PT.5 Trip Orientation:** All participants must be oriented to safety regulations, emergency procedures, first aid procedures, health/sanitation practices, environmental protection, off limits areas, rendezvous times/places, and how to obtain medical and emergency assistance. (D/R)

**PT.6 Trip Requirements:** Camp must specify eligibility requirements, inform campers and parents about trip details, and establish procedures to follow if a participant cannot continue with the trip or travel program.

**PT.7 Trip Procedures:** Camp must specify safety, emergency, and rescue procedures for the trip/travel program. (D/R)

**PT.8 Pretrip Health Screening:** Participants must be screened within 18 hours of departure on the trip, and trip staff must be advised of any medications to be administered or other concerns or restrictions. (D/R)

**PT.9 Trip Documentation and Emergency Information:** Trip leader must carry emergency information for each group member, including health forms and permission-to-treat forms, in addition to documents that fully identify the group, its leadership, insurance, and a home base contact. (D/R)

**PT.10 Trip Itinerary:** A written trip itinerary must be filed with the base camp or office. (D/R)

**PT.11 Equipment Maintenance:** Camp must safety check, maintain, and replace equipment used on trips. (D/R)

**PT.12 Travel Camp Procedures:** Transportation procedures must specify emergency procedures, provision for non-travel days, and guidelines for acceptable travel times, conditions, etc. (D/R)

**PT.13 Camper Supervision with Public Providers:** : Staff accompanying campers to activities with public providers must be trained in their supervisory roles and responsibilities.

### ***Aquatics***

**\*PT.14 Aquatic Supervisor Qualifications:** Aquatic staff must have appropriate certification and be trained in water rescue and emergency procedures specific to the location and activity. (D/R)

**PT.15 Aquatic Supervision Ratios:** Camp must specify ratios for lifeguards specific to activity, area, and characteristics of participants. (D/R)

**PT.16 Aquatic Locations:** Camp staff must orient participants with rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. (D/R)

**PT.17 Camper Supervision at Aquatic Activities and Areas:** Staff accompanying campers to aquatic activities on trips must be trained in their supervisory roles and responsibilities. (D/R)

**\*PT.18 PFDs:** All persons in watercraft must wear safe and appropriate PFDs. (D/R)

**PT.19 Watercraft Activity Orientation:** Persons using watercraft must be trained in the specific craft to handle, trim, load, and move on the craft, use life jackets, and self-rescue. (D/R)