

REVISIONS /CLARIFICATIONS to the 2012 Edition Accreditation Process Guide inclusive of all revisions/clarifications between September 2011 and January 2012.

NOTE: For 2012 APG, pages which include corrections of more than an added or deleted word will be available for download in late February. Check www.acacamps.org/ <http://www.acacamps.org/accreditation/resources-tools>. They will reflect the same information as below.

September 15, 2011

Standards #, Page #	Title	Correction
TR.12, page 64	Mechanical Evaluation	<ul style="list-style-type: none"> • Add DNA if using charter vehicles with hired drivers. • Replace TR.13 w/ TR.12 in the last sentence on page 53
HW.5.1 D, page 77	Camper Health History	<ul style="list-style-type: none"> • Make a Note: A physician or school immunization record is also acceptable to meet this standard. Date of last tetanus shot must be included.
PD.12, page 159	Supervisor Qualifications	<ul style="list-style-type: none"> • If camp offers adventure/challenge activities, they must score PC.13. • If camp offers horseback riding, they must score PC.14
PD.31.1, page 179	Safety Apparel	<ul style="list-style-type: none"> • Ice Skating should be Ice HOCKEY
PA.22, page 213	H2O Safety for...	<ul style="list-style-type: none"> • Include STAFF in title and in the actual standard. • Standard would start: For STAFF and all adult groups. • In 2nd paragraph of the contextual education, delete last two sentences (starts with "Family group).

November 11, 2011

- What should be deleted has a ~~strike-through~~
- What has been added is in **bold and underlined**.

Standards #, Page #	Title	Clarification/Revision
HW.6, page 78	Health Exam	NEW WORDING: <u>Has the camp assessed and determined the need of campers to have a physical exam by an appropriate licensed medical provider? If an exam is required, it must occur within twelve (12) months of the camper attending camp.</u>
PD.12, page 159	Supervision Qualifications	<ul style="list-style-type: none"> • Insert <u>/or</u> between documented training and <u>/or</u> recent experience of the actual standard. <i>"Does the camp provide an overall supervisor for each type of specialized activity who is an adult with certification, earned within past three (3) years, OR documented training and <u>/or</u> recent experience, within the past three (3) years, in that type of activity?"</i> • Insert <u>/or</u> in the Compliance Demonstration statement. • As the supervisor qualifications for Challenge/Adventure is scored in PC.13 and horseback riding is scored in PC.14, if

		no other specialized activities are offered, this standard should be DNA'd.
PD.21, 168 PD.21 (continued)	Spotters and Belayers	<ul style="list-style-type: none"> The Contextual Education should read: All adventure/challenge activities require some level of spotting or belaying. <u>The same is often true for gymnastics, cheerleading activities, circus stunts, etc.</u> The level of instruction and competency required will vary, depending on the type of activity, the area, and the abilities of participants. The DNA statement should read: PD.21.1 does not apply if camp never provides adventure/challenge, <u>gymnastic, cheerleading, or other activities that require spotters.</u>
PD.30, page 178	Protective Headgear for Horseback Riding	<ul style="list-style-type: none"> The first part of the standard should read: <i>For campers/staff <u>age 18 and over the age of 18</u>, does the camp require....</i>
PA.24, page 215	PFDs	The Contextual Education should state: "The standard applies as follows: #3 should read: Does not apply to staff actively lifeguarding swimming activities from a watercraft at a swimming area. <u>Staff guarding from watercraft must have immediate access to a PFD.</u>

January 20, 2012

- What should be deleted has a ~~strike through~~
- What has been added is in **bold and underlined.**

Standards#, Page#	Title	Clarification/Revision
NA/ page 24	Introduction	In the last sentence of the <i>Resident Camp Description</i> , delete "or day camp" in the next to the last sentence.
HW.19, page 90	Medication Storage and Administration	ADD TO CONTEXTUAL EDUCATION after first paragraph. See Revisions to HW.23 Staff Health History later in document: <u>Any drugs from staff members should be accepted in a manner that does not require the staff member to disclose the type of medication that he/she is taking unless: (a) the staff member chooses to share this information voluntarily; or (b) the medication could impair the staff member's ability to perform the essential functions of their position, in which case a discussion should occur and reasonable accommodation considered, as indicated in standard HW.23.1. Any knowledge of prescription medication taken by staff must be kept in the strictest of confidence and shared only on a specific need to know basis.</u>
HW.20, page 91	Contact Information	Does the camp have access to the following information, for campers, either on site or with the trip and travel group? A. Name B. Birth date and age of each minor;

		<ul style="list-style-type: none"> C. Home address and preferred phone numbers (at least two) D. Name, address, and telephone number including business phone (if applicable) and cell phone of custodial adults(s) responsible for each minor; E. Telephone number(s) of additional persons to contact in case of emergency during the individual's stay at camp; and F. Name and telephone number of individual's physician or healthcare facility (if available)?
HW.23, page 94	Staff Health History	<p>Revision to actual standard: HW.23.1 Staff Health History Does the camp require each seasonal staff member to submit a current, signed health history <u>(and qualified medical personnel's statement if the camp requires a physical)</u> that includes all of the following information:</p> <ul style="list-style-type: none"> A. Based on the staff member's job description, clarification of any camp activities from which the staff member should be exempted or limited for health reasons <u>as indicated by qualified medical personnel (only applicable if the camp requires staff to have a physical)</u>; B. Record of allergies; C. Date (month/year) of last tetanus shot; D. Record of current medications, both prescribed and over the counter. <u>A statement indicating if the staff member requires any medication that might impair their ability to perform the essential functions of their position; (If so, the staff member must discuss details with the camp health care provider).</u> E. Whom to contact in case of emergency; and F. Permission to treat in case of emergency? <p>ADD to CONTEXTUAL EDUCATION, between current 3rd and 4th paragraphs: <u>Disclosure by the staff of a medical condition or medication that could impair his/her ability to perform the essential functions of the position may indicate that the staff member is entitled to a reasonable accommodation under the ADA. The camp should consult legal counsel with any questions and or/concerns. Such disclosure should also be treated with the strictest of confidence and be shared only on a specific need to know basis.</u></p>

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Revisions to HW.23 and additional information in the Contextual Education of HW.19 and HW.23 are based on the Equal Employment Opportunity Commission guidance memorandum that states:

May an employer ask all employees what prescription medications they are taking?

Generally, no. Asking all employees about their use of prescription medications is not job-related and consistent with business necessity. In limited circumstances, however, certain employers may be able to demonstrate that it is job-related and consistent with business necessity to require employees in positions affecting public safety to report when they are taking medication that may affect their ability to perform essential functions. Under these limited circumstances, an employer must be able to demonstrate that an employee's inability or impaired ability to perform essential functions will result in a direct threat. For example, a police department could require armed officers to report when they are taking medications that may affect their ability to use a firearm or to perform other essential functions of their job. Similarly, an airline could require its pilots to report when they are taking any medications that may impair their ability to fly. A fire department, however, could not require fire department employees who perform only administrative duties to report their use of medications because it is unlikely that it could show that these employees would pose a direct threat as a result of their inability or impaired ability to perform their essential job functions.