

**HIGH ADVENTURE ACTIVITY  
PROGRAM STATEMENTS**

<p style="text-align:center"><b>WATERFRONT POLICIES AND PROCEDURES FOR CAMP NEYATI</b></p>
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### **Swimming Policies**

1. All swimming will be confined to the marked and enclosed areas of the waterfront and admittance to the area for swimming and other uses will be through the gate only.
2. Use of the waterfront is restricted to the times when the Waterfront Director or another staff member designated by the Waterfront Director is present. The designee must hold a current Red Cross Lifeguard certification (or equivalent) and Professional CPR.
3. All campers will be classified into the following categories of ability and are restricted to their designated swimming areas or a lower ability area.

RED	-	Swim less than three widths of the area
YELLOW	-	Swim three widths of the area and demonstrate ability to float or tread water.
BLUE	-	Swim six (6) widths of the area and demonstrate ability to float or tread water.
4. A minimum of one aquatic observer is required for every 10 swimmers. Each swim area that is occupied must have at least one aquatic observer. The Waterfront Director may count as an aquatic observer. If more than 50 campers are involved in an aquatic activity, there must be two adult aquatic supervisors. The second adult aquatic supervisor may serve if assisted by a 17+ year old who holds a current Red Cross Lifeguard certification (or equivalent) & Professional CPR.
5. The buddy system will be used for all recreational swims with buddy checks held at least every 7 to 10 minutes. Buddy checks will be signaled by three long blasts on a whistle by the Waterfront Director or designate. A staff member appointed by the Waterfront Director will check each swimmer and boater into and out of the waterfront area in pairs on a buddy board. Buddies must stay in the area that they are checked into and cannot change areas without checking out and checking back in. Campers may lose their waterfront privileges if they fail to check in or out or leave their buddy.
6. There are to be no swimmers under the platform or docks at any time.
7. Running is not allowed on the docks.

8. Swimmers are not to hang onto the buoys or block the ladders.
9. No one will dive from the dock or platform until the preceding diver has surfaced and swum clear of the area.
10. There will be no diving in the red area. Minimum depth for diving will be five (5) feet.
11. Diving from the platform will be restricted as to number and direction of dives.
12. There will be no shoving from docks, dunking, or hazardous horseplay in or around the swimming area. Horseplay will result in campers losing their waterfront privileges.
13. Swimmers are to stay out of a ten-foot radius of the diving board area.
14. Night swims are prohibited, as is all use of waterfront facilities after dark.
15. Evening swims are permitted prior to sundown.
16. There will be no swimming by visitors in camp.
17. There will be no swimming allowed when the lake is being treated for weed control.

## AQUATIC EMERGENCY PLAN

*Objective: To be able to provide the waterfront staff with the knowledge and skills necessary to save a life in the event of an emergency on the waterfront or in a small craft.*

- A. In the event of an aquatic emergency, the waterfront shall be cleared and the following procedure followed:
1. The Waterfront Director will send a runner to alert the camp director and health officer.
  2. The warning siren will be sounded to bring all the campers to the flagpole for a head count.
  3. A runner will also go through camp to locate the individual who left the waterfront without checking out at the buddy board.
  4. The Waterfront Director will direct the Aquatic Observers to organize a human chain and begin searching the area.
  5. If the individual is found, appropriate first aid measures will be started.
  6. If unable to find the individual within 10 minutes, the senior staff person will contact 911 for additional help.
- B. Camper Accountability - Waterfront staff will enforce the buddy system monitoring check in and check out policies. Also, a buddy check will be performed every ten minutes.
- C. Small craft safety will be stressed. Prior to the use of small crafts, all campers will be instructed on entering and leaving the boat, assisting passengers in and out, exchanging positions, and entering the boat or canoe from deep water.
1. In case of an accident involving small craft, the above procedures will be followed, except a rescue boat will be used.

## **Aquatic Observer Policies**

1. The Waterfront Director will assign all aquatic observers (AO) to their stations. In the event that any assigned AO is unable to be present, he/she should arrange for his/her own trained replacement, subject to the advance approval of the Waterfront Director. All AO's will participate in a training session equivalent to the requirements of the basic water safety course before the first aquatic activity.
2. AO's shall wear swimsuits or shorts and T-shirts while on duty; shoes and trousers are not to be worn.
3. Promptness is mandatory. All AO's must be at their designated posts before swimmers can enter the waterfront.
4. AO's may not leave their posts during a swim except for a rescue or assist; if the post must be vacated for any other reason; notify the Waterfront Director or designated replacement.
5. While on duty, each AO should concentrate his/her entire attention on the area assigned. He/she should not engage in any horseplay or needless conversation that will distract his/her attention.
6. The main function of AO's is to prevent accidents. AO's should be alert for potential dangers and enforce all safety rules firmly, but courteously.
7. When a swimmer seems to be in difficulty in the water, the closest AO should use a pole or ring buoy to assist the swimmer if possible; if this is ineffective, then the guard should be summoned to the swimmer's rescue and call for aid.
8. Any injuries or rescues should be reported to the Waterfront Director at once.
9. Each AO must carry a whistle in case of an emergency. Only the Waterfront Director will blow the whistle for buddy checks.
10. AO's shall use firmness, fairness, and their good judgment in enforcing safety rules. The Waterfront Director will handle any serious discipline problems.

11. AO's should remain at their posts after the swim until every swimmer has been checked out of the area and the buddy board has been cleared.
12. AO's **must** remain **standing** at all times.
13. Each AO shall have either a pole or a towel in their possession while on duty to assist in any rescues.
14. Inspection and Maintenance of Waterfront Area
  - a. Pre-season: All docks are checked for loose boards or protruding nails. Ladders are securely fastened to docks. The buoy lines are checked for integrity. All watercraft are inspected for proper function and safety. The physical grounds are checked for any hazards – branches, rubbish, etc. The beach is raked.
  - b. Before Swim Sessions: The Waterfront staff will check the area prior to every swimming session for any hazards and to be sure all equipment is functional. They will also verify that the following equipment is available and in good working order: a whistle, reach poles, rescue torpedo, ring buoys, backboard with straps, and a first aid kit. Ring buoys must also be placed on the fishing dock and boating dock as well as the swimming docks.
  - c. After Swim Sessions: All boats are secured to their moorings. All paddles and oars are stored in the waterfront building. All lifejackets are hung in the waterfront building. All rescue equipment is stored in the waterfront building. Caretaker is notified of any broken equipment as soon as possible.
  - d. Periodic Maintenance of Equipment: Between camper sessions, all lifejackets are checked to be sure they are not torn, all boats are checked for proper operation. All paddles and oars are checked for integrity.

## **Small Craft Policies**

1. The small craft area of the waterfront is off limits to all campers except when opened by designated waterfront personnel for a recreational period or by special permission of the Waterfront Director.
2. A staff member currently holding a Red Cross Lifeguard certification must be in attendance at the small craft area at all times it is open. This is in addition to the Waterfront Director or their designate during open swimming periods. A minimum of one aquatic observer is required for every 10 boaters. The Waterfront Director may count as an aquatic observer. If more than 50 campers are involved in an aquatic activity, there must be two adult aquatic supervisors. The second adult aquatic supervisor may serve if assisted by a 17+ year old who must hold a current Red Cross Lifeguard certification (or equivalent) and Professional CPR.
3. All campers will be instructed in small craft procedures and safety prior to their first small craft session.
4. All campers and adults must wear life jackets while in any small craft.
5. Three Yellow or two Blue Swimmers may use a rowboat. A Red Swimmer may use a rowboat when accompanied by a Blue or two Yellow Swimmers. The maximum number in a rowboat will be three.
6. Blue or Yellow Swimmers may use canoes. Canoes are limited to three campers.
7. Blue Swimmers who have completed sailing instruction, as determined by the waterfront staff, may use sailboats.
8. All campers and staff may use pedal boats.
9. All campers and staff using small craft must check in and out at the buddy board provided.
10. No camper or staff member may use small craft after dark.
11. The waterfront director will assess the weather conditions – wind, waves, etc. – and select the boating area accordingly. No boats will ever leave the range of sight of the waterfront area.

## **FISHING DOCK**

The fishing dock is located on the left side of the waterfront facing the beach. This is the only dock where campers and staff are allowed to fish from. An 18-year-old aquatic observer must be present when the fishing area is open. All people on the fishing dock must wear life jackets while on the dock.

## **RESCUE BOAT GUIDELINES**

The rescue boat is to be used for assisting boaters in trouble.

The rescue boat is to be used by the Waterfront Director, Caretaker, or Boating Lifeguard.

The Boating Lifeguard will complete Rescue Boat training prior to the first boating session.

The rescue boat will be padlocked to the dock with the safety kill switch removed when the boating area is closed.

The waterfront director will unlock the rescue boat and insert safety kill switch before any boating activity.

## SIGNATURE PAGE

I have read the waterfront manual and agree to abide by the rules set forth. I will perform my job to the best of my abilities and will remain attentive to my responsibilities as a lifeguard or waterfront observer. I will report to my assigned station on time and will follow the requests of the waterfront director.

Lifeguard: \_\_\_\_\_

Lifeguard: \_\_\_\_\_

Aquatic Observer: \_\_\_\_\_

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