



american **CAMP** association™

Camp Waterfront Program Sample Operating Procedures

General

1. The waterfront director is responsible for scheduling qualified personnel for the pool and canoeing program during operation of the summer camp.
2. Each aquatic activity shall be staffed by certified lifeguards in accordance with the ratios established for the activity. There must be a person or persons certified in Standard First Aid and age-appropriate CPR and a stocked first-aid kit at each aquatic activity.
3. A watcher is on duty to assist the lifeguards in maintaining safe supervision of campers. Watchers have been oriented to their responsibilities and have demonstrated elementary forms of nonswimming rescue. While on Duty the watcher is to remain focused on the campers, so reading, sunbathing, long conversations, letter writing, or other activities that distract from camper supervision are not permissible.
4. Campers and staff must follow all safety rules as posted at waterfront areas. Staff accompanying campers are expected to assist in enforcing rules.
5. The buddy system is always in use at the waterfront areas.
6. If severe weather approaches (thunder/lightning) all waterfront areas will automatically be closed and campers must leave the area immediately. Decisions for closing the waterfront under other weather conditions (fog, high winds, mist) are at the discretion of the waterfront director, camp director and/or program director.
7. Staff will be trained in and demonstrate nonswimming rescues during pre-camp and will be oriented to their responsibilities as watchers. Emergency procedures will be periodically rehearsed throughout the season at the direction of the waterfront director.

Pool

1. Swimming pool will be locked when not in use. Two certified lifeguards must always be present when swimming occurs.
2. Each camper will be tested within 24 hours of arrival and placed in a swimming group based on ability.
3. Instruction in basic swimming safety rules is given on the first day, including:
 - Walking on Pool Deck
 - No horseplay
 - Staying off the rope between deep and shallow ends
 - Jumping only in deep end, feet first (no diving, no flips)
 - Balls and toys may be used in shallow end only
 - Dispose of gum and remove Band-Aids®
 - Swim with a buddy and swim at the same end
 - Only plastic or non breakable beverage containers (no glass or mugs) are allowed in pool area
4. A tag board system is used to indicate which campers are in the water. Campers will turn their tags when they get into or out of the water. Counselors must help campers develop the "turn your tag" habit.
5. For every group of 25 swimmers or less, a minimum of three qualified persons must be on duty, one of whom must be over 18: two current lifeguards certification and one watcher skilled in the use of basic rescue equipment. When there are more than 25 swimmers, an additional watcher is needed. The overall ratio of one staff person for each ten swimmers must be maintained at all times.
6. Campers must always be supervised at the changing room and be in groups of three or more.
7. Staff accompanying campers to the pool should plan to have the campers ready to enter at the scheduled time. Campers line up outside the gate in a buddy-line until previous group leaves the pool area.
8. Upon entering the pool area, campers will wash feet in foot bath, turn their tag, and sit on designated deck area.
9. All campers must turn buddy tag before group is excused from the pool area.
10. Polar Bear Swim is scheduled by the waterfront director before breakfast. The number of times a camper must attend to receive the certificate varies with the length of the session.



11. Whenever a whistle is blown: all swimmers will immediately go to the side of the pool, find their buddy and wait for instructions.
12. Wheelchairs in the pool area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.

Lake

1. Staff will be instructed in basic small craft safety rules and emergency procedures during pre-camp training.
2. All campers and staff must properly wear a personal flotation device (PFD) while in a canoe.
3. All canoes and equipment should be inspected on a regular basis and any repairs reported immediately to the waterfront director. PFDs are given a safety check immediately prior to use.
4. All campers are instructed in safety rules and given basic canoeing instruction, including dry land practice before going out on the lake. Training to include:
 - a. Self-rescue in case of capsizing or swamping
 - b. Boat handling, boarding, debarking, trimming, loading, and changing positions
 - c. Donning and use of PFD
5. Safety rules to be reviewed and enforced
 - a. Must wear PFD
 - b. No horseplay
 - c. Sit or Kneel while in canoes
 - d. Paddle on opposite sides
6. No swimming is allowed in lake at any time.
7. A staff member (watcher) must always be present on the shore.
8. Buddy system must be used while on the lake.
9. There will be one certified boating instructor for each six boats on the lake. The overall ratio of one staff person for each ten participants must be maintained at all times.
10. Wheelchairs in the lake area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling. Trained staff only may assist persons with restricted mobility as they transfer from the wheelchair to a canoe.

Staff Use of Aquatic Facilities

Staff may swim only when a certified lifeguard is on duty on the deck. At the lake the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

Group Use of Pool (nonsummer seasons)

The site manager schedules pool and lake use for user groups during the "off season." User groups are advised in advance to bring their own appropriately certified personnel for lifeguarding and first-aid/CPR needs, as well as their own stocked first-aid kits. The site manager will explain the use of the buddy system, ways to evaluate swimming abilities, suggested ratios for lifeguards to participants, and use of personal flotation devices (PFDs) to user groups. User-group leaders will be provided with written safety regulations and emergency procedures (to be shared with the group) for all aquatic activities.