

**Mandatory Standards from the *Accreditation Process Guide, 2019 Edition,*
*October 2018***

This document details the standards that the ACA's National Standards Commission has identified as being mandatory. Compliance with the mandatory standards is required for accreditation to be granted, regardless of scores achieved in other areas of the standards. If a standard has more than one "part" only the mandatory part of the standard is listed. The complete standard along with the Contextual Education can be found in the full *Accreditation Process Guide, 2019 Edition*.

Administration Standards

AD.1 Local Emergency Response

AD.1.1 Does the camp make annual contact with all applicable local emergency officials to notify them of the camp's dates of operation and relevant scope of programming (including items such as clients served, significant elements of the program, and overview of the facilities)?

AD.2 Emergency Medical Transportation

AD.2.1 If the camp does not use 911 for emergency medical transportation, does the camp have a policy that requires emergency transportation be available at all times by the camp being accredited or by the rental group?

AD.17 Non-Program Firearms Control

AD.17.1 For all firearms not used in programming, does the camp require that firearms and ammunition be stored under lock when not in use? Note: Firearms used for program purposes are scored in PD.9.

AD.25 New Staff Screening (Year-Round and Seasonal)

Does the camp require screening for all new camp staff based on camp property (directors, counselors, administrative, and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) that includes:

AD.25.1 A criminal background check for staff eighteen years of age and older?

AD.26 Subsequent Criminal Background Checks

Does the camp require a criminal background check for returning and year-round camp staff based on camp property (directors, counselors, administrative and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) in the following time frames:

AD.26.1 For *returning seasonal staff*, an *annual* criminal background check for staff eighteen (18) years of age and older to be initiated prior to the arrival of campers or prior to the start of employment for any late hires?

AD.26.2 For *year-round staff*: A criminal background check for staff eighteen (18) years of age and older at least every five years?

AD.27 Annual Staff Screening

Does the camp require *annual* screening for all camp staff (18 and older) based on camp property (directors, counselors, administrative, and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) that includes:

AD.27.1 A voluntary disclosure statement?

AD.27.2 A check of the National Sex Offender Public website or verification that a check of the sex offender registry of all fifty (50) states has been completed?

AD.42 Emergency Care Personnel

AD.42.1 Does the camp provide, or advise rental group leaders to provide adults with the following qualifications to assume duty for emergency care:

- A. Age appropriate CPR/AED certification from a recognized provider; and
- B. For youth groups, first-aid certification from a recognized provider?

AD.44 Health Information (when serving rental groups)

AD.44.2 Does the camp advise rental group leaders of the need for all medication (both prescription and over-the-counter) to be stored under lock except when in the controlled possession of the person responsible for administering them?

AD.46 Vendor-Provided Swimming (or Use of Public Facilities)

AD.46.1 Does the camp use only vendor-provided or public swimming facilities with individuals on duty who possess current lifeguarding certification and current certification in first aid, CPR, and use of an AED?

AD.47 Vendor-Provided Watercraft Activities (or Use of Public Facilities)

Does the camp use only vendor-provided or public facilities for watercraft activities with individuals on duty who hold:

AD.47.1 Appropriate watercraft certification to include:

- A. Current instructor rating in the appropriate craft from a recognized certifying body; or
- B. Current lifeguard training from a recognized certifying body along with rescue skills verification for type of watercraft; or
- C. Other acceptable certification or license? YES NO

AD.47.2 Current certification in first aid, CPR, and the use of an AED?

Facilities Section

FA.1 Emergency Exits

Are all buildings used for sleeping constructed or equipped with the following safety features:

FA.1.1 At least one emergency exit in addition to the main door or entrance?

FA.1.2 A direct means of emergency exit to the outside from each sleeping floor not at ground level?

This standard may be met by providing a written statement from the local fire inspector authority stating the building is in full compliance with all local fire codes. If the area in which the camp is located has no fire code, the standard as stated must be met.

FA.2 Care of Hazardous Materials

FA.2.1 Does the camp require that gas and liquid flammables, explosives, livestock medications, and other hazardous materials be:

- A. Handled only by persons trained or experienced in their safe use and disposal using appropriate protective equipment such as gloves and masks, and
- B. Stored appropriately:
 - 1. With access limited to trained persons,
 - 2. In closed, safe containers that are plainly labeled as to contents, and
 - 3. In locations separate from food?

Health and Wellness Section

HW.1 Camper Health History

HW.1.1 Does the camp require each camper to submit a current, signed health history that includes all of the following information in relation to the activities in which the camper may participate:

- A. Record of allergies and/or dietary restrictions;

- B. Record of current medications, both prescribed and over-the-counter;
- C. Record of past health treatment, if any;
- D. A statement from the custodial parent/guardian attesting that all immunizations required for school are up to date
- E. including the actual date (month/year) of last tetanus shot (a physician statement, a government immunization report, or a
- F. school immunization report is also acceptable);
- G. Description of any current physical, mental, emotional, social health, developmental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp; and
- H. Description of any camp activities the camper should be exempted from for health reasons?

HW.4 Health Information for Short-term and Family Camp Participants

HW.4.1 Does the camp obtain the following information for all campers:

- A. Names and addresses of all participants;
- B. Emergency contact names and contact information to include preferred phone numbers;
- C. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other
- D. accommodations while on site;
- E. Record of current medications, both prescribed and over-the-counter; and
- F. For minors without a custodial parent/guardian on site, signed permission to seek treatment or a signed waiver for refusal of treatment for religious or personal reasons?

HW.13 Medication Storage and Administration

HW.13.1 Does the camp require all drugs to be stored under lock except when in the controlled possession of the person responsible for administering them:

- A. For prescription drugs—given only under the specific directions of a licensed prescriber;
- B. For nonprescription drugs—given per the camp’s written procedures (see standard HW.9) or under the signed instruction of the custodial parent/guardian as allowed or the individual’s physician?

Note: Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or staff person (e.g., bee sting medication or inhaler) or limited medications approved for storage in first-aid kits.

Staff Qualifications, Training, and Supervision

ST.3 First-Aid and Emergency Care Personnel

Does the camp require an adult with the following minimum qualifications to be on duty at all times when campers are present:

ST.3.1 When access to the emergency medical system (EMS) is 30 minutes or less, certification by a recognized provider of training in first aid and CPR/AED (cardiopulmonary resuscitation and the use of an automated external defibrillator)? **ST.3.2** When access to emergency rescue systems or EMS is more than 30 minutes, certification from a recognized provider of training in wilderness first aid and CPR/AED?

ST.3.3 For nonmedical religious camps, an individual meeting qualifications specified in writing by the religious sponsor?

ST.7 First -Aid, CPR/AED for Specialized and Aquatic Activities

Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible at each separate swimming and/or watercraft location (e.g., pool, lake, river) and/or for all specialized activities who has:

ST.7.2 Current certification from a recognized provider in age-appropriate CPR/AED (cardiopulmonary resuscitation and use of an automated external defibrillator)?

ST.12 Swim Lifeguard Certification and Skills Verification

To guard each swimming activity, does the camp:

ST.12.1 Provide a person who has current certification as a lifeguard by a recognized certifying body?

And are lifeguards positioned in

locations where they are able to provide effective surveillance, and in close enough proximity to

participants to readily respond and

execute rescue in an incident/emergency?

ST.12.2 In addition to lifeguard certification, does the camp document that every camp lifeguard has demonstrated skills in

rescue and emergency procedures specific to the camp's swimming area(s) and activities guarded? YES

NO

AND/OR

ST.12.3 Advise each rental group in writing to provide an individual with current certification as a lifeguard by a recognized certifying body?

ST.13 Scuba Diving Activities

Whenever SCUBA diving occurs:

ST.13.1 Does the camp provide:

A. For any SCUBA activities involving noncertified divers, an adult with current SCUBA instructor rating from a recognized certifying body; and

B. For SCUBA activities in which ALL participants are dive certified, an adult with at least current divemaster certification from a recognized certifying body?

ST.13.2 Are rental groups advised in writing to provide:

A. For any SCUBA activities involving noncertified divers, an adult with a current SCUBA instructor rating from a recognized certifying body; and

B. For SCUBA activities in which ALL participants are dive certified, an adult with at least current divemaster certification from a recognized certifying body?

ST.15 Watercraft Guard Certification

To guard each watercraft activity for day and resident camp programs and for youth groups, does the camp provide:

ST.15.1 A person who holds one of the following:

A. Current instructor rating in the appropriate craft from a recognized certifying body; or

B. Current lifeguard training from a nationally recognized certifying body; or

C. Other acceptable certification or license?

ST.15.2 In addition to certification used to meet ST.15.1, does the camp require that every camp watercraft guard demonstrate skill in water rescue and emergency procedures for the type of water and activities conducted?

ST.15.3 When the camp is serving a rental group, is the rental group advised in writing to provide a person with this training and/or certification:

A. Current instructor rating in the appropriate craft from a recognized certifying body; or

B. Current lifeguard training from a recognized certifying body; or

C. Other acceptable certification or license?

ST.17 Extended Trip/Travel Aquatic Supervisor Qualifications

ST.17.1 Are all aquatic activities on extended trip/travel programs guarded and supervised by a staff member who has documented skills and training in water rescue and emergency procedures specific to the location and the activity, and:

- A. For watercraft activities has:
 - 1. Instructor rating in the appropriate craft; or
 - 2. Certification as a lifeguard from a recognized certifying body; or
 - 3. Other acceptable certification or license; and/or
- B. For swimming activities has:
 - 1. Certification as a lifeguard from a recognized certifying body; or
 - 2. Acceptable certification other than lifeguard as in Part A, *and* participants are wearing personal floatation device (PFDs)?

ST.36 Training on 1:1 Camper-to-Staff Interactions

Does the camp:

ST.36.1 Provide training based on their policy to all staff members to minimize the potential of any staff member being in a one-on-one camper–staff situation when out of sight of others?

AND/OR

ST.36.2 Advise rental groups to provide training to all staff members to minimize the potential of any rental group staffer being in a one-on-one camper–personnel situation when out of sight of others?

Program Design

PD.3 Food Preparation and Water Quality on Trips

Does the camp require training for campers and staff based on written procedures that mandate:

PD.3.1 Individuals using campfires, camp stoves, or flammable liquids are instructed in their proper use and care and supervised until competency is demonstrated?

PD.8 Archery Safety

Does the camp require these safety elements for all archery activities:

PD.8.1 Archery range design that includes:

- A. Arrow stop(s) and a supplementary backstop or specific safety zone behind the targets;
- B. Clearly delineated rear and side safety buffers, known to the entire camp population; and
- C. Clearly defined shooting line(s)?

PD.8.2 Clear safety signals and range commands to control activity at the firing line and during the retrieval of arrows?

PD.8.3 When not in use, bows and arrows are stored in a locked cabinet or closet, not accessible except to staff members?

PD.9 Rifle, Pellet Gun, and Air Gun Safety

Does the camp require these safety guidelines for all firearm activities:

PD.9.1 When not in use, all rifles, pellet guns, and air guns are stored in a locked cabinet or closet, within a locked room or inaccessible area for redundant safety; and all ammunition is stored in either a third location or container requiring a separate key or access system?

PD.9.2 Shooting range design that includes:

- A. A bullet trap or a supplementary backstop and specific safety zone behind the targets;
- B. Clearly delineated rear and side safety buffers, known to the entire camp population; and
- C. A clearly defined firing line? YES NO

PD.9.3 Clear safety signals and range commands to control both the activity at the firing line and during the retrieval of targets?

PD.12 Protective Headgear

Does the camp require that helmets be worn by all participants (staff and campers) engaged in:

PD.12.1 Activities involving bicycling?

PD.12.2 Activities involving any kind of motorized vehicle?

PD.12.3 Adventure/challenge activities that involve rock climbing, rappelling, spelunking, high ropes (including zip lines), or vertical climbing walls/towers?

PD.12.4 Activities involving boarding, in-line skating, snow skiing, and hockey?

PD.15 Protective Headgear for Horseback Riding

During horseback riding activities, including pony rides:

PD.15.1 Does the camp require camp staff members and campers under the age of 18 to wear a helmet?

PD.15.2 For campers and staff over the age of 18, does the camp require an individual to either wear a helmet or complete an acknowledgement of risk form (legal in the state in which the camp is located) if they choose not to wear a helmet. This document must:

- A. Inform the participant of the advantages of equestrian helmet use;
- B. Inform the participant of the risks associated with the choice not to wear a helmet;
- C. State the participant is making an informed and voluntary decision;
- D. Address any other facility, regulatory, legal, or liability issues; and
- E. Include any language as required under state equine activity liability laws?

PD.24 Trip Orientation

Are all campers and staff required to participate in pretrip orientation based on written operating procedures which includes, at a minimum:

PD.24.2 Specific information and training on how and where to obtain medical and emergency assistance on the trip?

Program Aquatics

PA.10 Staff Swimming

PA.10.1 For camp staff use of swimming facilities, does the camp require that certified lifeguards are present at all times? Lifeguards must be positioned in locations where they are able to provide effective surveillance, and in close enough proximity to participants to readily respond and execute rescue in case of an incident or emergency.

PA.11 Watercraft Safety for Staff and All-Adult Groups

PA.11.1 For all-adult groups (to include staff at least 18 years of age), does the camp require all participants to wear a PFD, follow safety regulations, and:

- A. Be supervised by certified personnel as specified in standard ST.15, or
- B. Be instructed to implement a designated checkout system?

PA.12 Personal Flotation Device (PFDs)

PA.12.1 Does the camp require that personal flotation devices (PFDs) safe for use are worn by all individuals in watercraft activities offered through any program or by a vendor?