



The 2021 AAR Questions and Sample Camp Responses

The Annual Accreditation Report (AAR) is an educational tool and annual touchpoint that supports ACA's shift from a *focus only on the site-visit* to one *on continuous compliance* with the standards and ongoing quality improvement throughout the entire accreditation cycle. In every non-visit year, accredited camps must submit the **Annual Accreditation Report** to maintain accredited status; failure to submit the report will result in accreditation removal. Camps in a visit year do not submit an Annual Accreditation Report.

How to Use This Tool:

The AAR focuses on the intent of several standards and does not specifically reference the standard numbers or APG version. Remember, the AAR is not intended to be a site-visit with yes/no scoring. Rather, the AAR is an educational tool for the camp that emphasizes ongoing improvement throughout the accreditation cycle.

The AAR focuses on the intent of several standards and does not specifically reference the standard numbers or APG version. The responses you provide should be in a narrative format (not a cut and paste of policy) that explains your understanding and practices used in your camp and one *that addresses all aspects of each question*. It is suggested camps follow these steps:

Here are 5 tips for leading you to success when working on your Annual Accreditation Report:

1. Carefully and thoroughly read the question to understand what is asked. Think about your camp and what the question is asking. For example, if the question is about medication administration with rental groups - be sure the response specifically addresses how this is managed with rental or user groups and is not about the camp general medication administration policy.
2. Some questions may not apply to your program. Perhaps your camp never serves rental groups. If a question does not apply to your camp, explain **WHY**, and provide as much context as possible.
3. Different from a visit, your narrative responses are not "scored." The reviewer will provide feedback that will help you identify potential blind spots, expand your knowledge, or shine a light on the quality of your approach to the question. The better your narrative, the more meaningful feedback a reviewer can provide you.
4. We encourage you to actively engage with the process to get the most out of it. When crafting question responses, provide detailed descriptions while paying close attention to **ALL** the question parts. Questions may include multiple parts, and your answer must reflect information for ALL the parts. Each question needs a narrative response that is more than "yes, we do this" or "no, we don't do this."
5. Start working on the AAR early. Please do not wait until the last week of January or February 1st; this will significantly help us get your completed AAR assigned to a trained reviewer and provide timely feedback that can aid in your summer planning. The report should take 1 to 2 hours to complete. Remember, submit your AAR by February 1st or your camp's accreditation will be removed – don't take the risk!

Below are sample responses, which can be a valuable tool to use and review before getting started. It will help you better understand what a response could look like and help spark your thinking about how the question applies to your unique camp program. Again, these are examples of what your reviewer will be expecting to see – please make sure that your responses are relevant to your camp operation and policies and procedures.

Sample Camp Responses:

Q1. Additional Modes: As you complete this Annual Accreditation Report, please consider the changes in the modes that you will be operating at Camp in 2021. The modes (Short-term Camps, Resident Camps, Day Camps, and Camps Serving Rental Groups) impact the way in which you answer the standards. Please list the modes that you will operate in 2021.

- Day Camp, Resident Camp, Camps Serving Rentals – this is what we've done in the past. We may be decreasing the types of camps due to COVID-19, but that has not been determined yet, so I will prepare as if we're running all camps in 2021.

OR

- Camp plans to operate in Resident Camp, Day Camp, and Camps Serving Rentals in 2021. No new modes have been added from previous seasons.

Q2. Annual Compliance Process: All accredited camps are required to have a legal representative of the Camp sign the ACA Statement of Compliance every year, even in visit years. This includes the confirmation that the Camp is meeting all applicable mandatory and other standards for the Camp and programs. Please provide the name and position of the staff member that is primarily responsible for making sure the Camp is complying with the standards.

- Sara Songwriter, Programs Administrator
- Fred Freebird, Executive Director

Q3. Annual Compliance Process, cont.: Please describe the Camp's annual process for reviewing, updating as necessary, and documenting that the Camp is in compliance with all standards applicable to the Camp.

- In cooperation with the camp director and programs coordinator, as the executive, I make sure to update the standards book with any new or revised standards as well as bring this information to the attention of the staff so we can implement the new standard appropriately. If we have changes within our organization, I make sure that we are still in compliance with standards, and that the updated written documentation (if applicable) is created.

OR

- It's an ongoing process. Each fall, we review all the documents in our staff manuals for all programs. There is a master list posted in the office and, as sections are reviewed, an administrative staff initials and dates when it was completed. All documents are required to have the date of the revision at the end of the document (ex. Rev. 9/20). Additionally, we use this as a training opportunity. Staff who are not as familiar with certain areas of camp review the document to see if it makes sense to them. The Assistant Director (AD) is responsible for keeping staff on track for the review.

OR

- Camp Director (myself) and Assistant Camp Director provide year-round leadership for the organization and are directly responsible for the maintenance of our ACA accreditation. I (the Camp Director) maintain my familiarity with the process and the standards as an ACA visitor. I attend visitor trainings. We are hiring a new assistant director this year and that person will attend an Accreditation Process Workshop. By having a member of the team who is a visitor and a member who attends the training from the camp perspective, we have a combined familiarity with the standards, the accreditation process and the ways in which our practices meet them that upholds the integrity of the standards as they apply to our camp program.

Q4. Staff Medication and Administration: The intent is to have staff medications secure and unavailable to anyone other than to whom it was prescribed or for whom it was purchased (over the counter). Consider potential locations where you could control access of medications. Identify and briefly describe one of these locations and then explain the Camp's procedures to assure secured storage, control, and administration of **staff** medications specific to that location.

- If staff need medication during their camp stay, the medication – in its original container – is checked in to the Health Center, documented, and locked up with the other prescribed medications. The staff member will visit the Health Center at the time they need it.

OR

- Seasonal staff are required to turn in all medications to the health center at the start of staff training. They meet privately with the health center staff to discuss where the medicine will be stored & locked in a specific spot in the health center, how/when they will access it, and the documentation procedure. Staff can choose to tell the health center staff what they are taking except if it's medication they need to keep on them such as inhalers and epi-pens.

OR

- All staff medications, from vitamins to OTCs to prescriptions, are stored in a locked cabinet in the Health Center medical building. Camp's Health Care staff are the only ones with keys to access locked medications. A Health Officer is on site at all times, and staff are expected to follow daily medication administration schedule for campers when retrieving their medication from storage. Camp includes a segment of staff training focused on talking about the dangers of unsecured medications in staff quarters at Camp. Turning in all medications for secure and confidential storage in the Health Center is a requirement of employment.

Q5. Medication and Administration, Rental Groups: Please explain how and when you advise rental group leaders regarding your Camp's expectations about medication storage.

- Rental groups receive a contract to read and sign. Within this contract, we advise all medications to be stored in a locked area, but it is up to the rental group to fulfill this recommendation.

OR

- We explain the rental group responsibilities in our rental group agreement & handbook. A copy of it is also posted on our website. In it, under First Aid, Emergency Care, & Emergency Transportation, we state that they (rental groups) are responsible for all first aid care, supplies, and medication storage. We recommend they bring a locked container for medications. If they have medications that need to be refrigerated, to have a separate locked container for them. The rental group also signs on their contract that they accept these responsibilities as described in the Rental Group Handbook.

OR

- Camp provides all rental group leaders with a Rental Orientation Packet before their arrival on site. The packet includes a section on medication administration and storage, outlines Camp's policy for secure storage of medications, encourages and advises rental group leaders to follow these policies and practices, and offers the use of Camp's secure storage areas. Camp does not provide medical personnel for rental groups, and explicitly requires rental groups to hold responsibility for providing medical staff that meet their program or group's standards.

Q6. Healthcare Policies and Provider Licensing: Healthcare policies are to be reviewed at least every 3 years by a licensed healthcare professional, and camps must also have access to a licensed provider based on the camp mode(s) of operation. Identify both the person who last reviewed the Camp's healthcare policy as well as the person who will be your healthcare provider, and types of licenses they hold and then: **(a)** Please describe how you will confirm that the licenses for both the policy reviewer and healthcare provider are current and valid within the state(s) in which the Camp operates. What is your source for confirmation? If Camp operates in multiple states, is the license reciprocal to all states? **(b)** What is the date of last review?

- A local pediatrician, Dr. Snowman M.D. reviews our healthcare policies annually, and works with our camp nurse, Mrs. Chatter, a registered nurse. Dr. Snowman is currently practicing in Iowa, where our camp is located, and Mrs. Chatter submits her nursing certificate each time it is renewed. We mark the date, so we know when to recheck.

OR

- Dr. Phyllis Love reviewed our policy. Frank Fish, RN is our healthcare provider. (a) I verify their licensure online from the state registry. I print out the page with their info including the licensure # and expiration date. We only operate in one state. (b) It was last reviewed Feb. 24, 2020.

OR

- Camp Happycamp's last review of healthcare policies was completed in April of 2019 by Dr. Giddy. Dr. Giddy is a currently practicing family physician with Family Health Centers. Camp Happycamp has not yet hired a person to

fill the role of Camp Health Officer for the 2020 season, but an eligible candidate for the position will be currently licensed as a registered nurse in the state of Massachusetts.

- (a) Valid physical copies of licenses are requested from both people, along with a phone contact for a current or previous employer who can verify valid and current licensure.
- (b) April, 2019.

Q7. Confidentiality of Camper Information: A parent has shared confidential information about their camper (for example: has night terrors, is highly anxious, and is allergic to peanuts). Please describe the system your Camp will use to disseminate this information and to keep it confidential. Include **(a)** who decides on who receives information and what information; **(b)** how is the information disseminated; and **(c)** how the information is kept confidential.

- The Camp Director, Office Manager, Programs Director, and Camp Nurse have access to this information. The Director privately shares sensitive information verbally with the direct counselor of the camper, and the Unit Director if appropriate. Medical information, like allergies, is written down on the attendance sheet in case another staff member is filling in. Written documentation is kept in the Unit Director's binder/folder.

OR

- Our RN receives the info from the camper's health form; b) Depending on the info, it'll be shared with the appropriate staff (ex. Food allergies are shared with the counselors and kitchen); c) the staff sign & date the medical alert form for their cabin for each session and hand it back to the RN during the staff meeting. On the occasion that something is shared by the parent to the staff person during drop-off, the staff person will request the parents inform the RN and they too are responsible for following with the RN regarding that information.

OR

- All families are encouraged to complete the "Tell Us More About Your Camper" form during the registration process. This form gives families a confidential opportunity to share anything they think it would be helpful for the staff supporting their camper to know about. All completed "Tell Us More" forms are stored securely in the family's password protected online account. Ahead of each session, the Camp Director reads through all completed forms and information, including any confidential communication shared via other methods (email, phone, etc.), and assembles reports for each cabin counselor specific to the campers in that counselor's cabin. Counselors review these reports and then return them to the Camp Director for secure storage in the Camp Office. If information included on a form is medically sensitive, the Camp Director will redact it from the counselor's report, and call a quick in-person meeting with the counselor and the Camp Health Officer to review the information and confirm an action or support plan as needed. Camp Hometown's staff training week includes a segment on handling of confidential information and the responsibility we share as a staff to keep confidential information secure.

Q8. Aquatic Supervisor Verification: Watercraft activities include all use of small craft (e.g., canoes, sailboats, rowboats, kayaks, rafts, paddleboards, personal watercraft, motorboats, and fishing boats). It also includes boardsailing, tubing, waterskiing, rafting and so on. **(a)** Please list ALL the watercraft activities that you offer. **(b)** Please describe what written documentation you require for the supervisors of each watercraft activity, and **(c)** Please describe how you verify that documentation.

- Canoeing – we require current lifeguarding certification or previous watercraft instructor certification along with documented ongoing teaching. All watercraft staff must demonstrate skill in water rescue and emergency procedure in our pond. We receive copies of all applicable certifications.

OR

- Our minimum requirement is that they are certified lifeguards. We prefer them also to be certified instructors by the American Canoe Association and/or US Sailing. If they are not current or not certified, we have them attend a certification training prior to the start of summer camp. We keep copies of their current certifications in their personal files. A vendor is used for rafting. The vendor is used to working with accredited camps and sends us a letter stating that all guides are currently qualified in watercraft certification, first aid, and lifeguarding.

OR

- We offer sailing, canoeing, kayaking, paddle boarding, and motor boating.

Sailing: Require supervisor to be at least 18 years old and must hold valid level 1 sailing instructor certification. Verification includes presentation of valid certification and active skill verification on site preseason.

Canoeing: Must be at least 18, must be a certified American Red Cross Lifeguard or be accompanied by a certified lifeguard, must complete skill verification at start of season including but not limited to safe rescue of capsized watercraft in variable conditions.

Kayaking: Must be at least 18, must be a certified American Red Cross Lifeguard or be accompanied by a certified lifeguard, must complete skill verification at start of season including but not limited to safe rescue of capsized watercraft in variable conditions.

Paddle Boarding: Must be at least 18, must be a certified American Red Cross Lifeguard or be accompanied by a certified lifeguard, must complete skill verification at start of season including but not limited to safe rescue of capsized watercraft in variable conditions.

Outboard Motorboat: All operators must be at least 18, carry a valid state motorboat driving license, and complete a satisfactory demonstration of skills during motorboat driver training on site.

Q9. Daily Accountability of Campers: (a) Please describe how staff know daily who is in their activity or grouping. (b) Please explain how and when campers are accounted for daily and who performs this task. (c) Please indicate how frequently during the day this task is performed.

- The night before the first day of activities, every staff member receives a master list of activity periods and campers. Counselors review with the campers in their cabin where they are to go for each activity period, where the activity is located, and who the staff are at the activity. Campers sign up for the activities for the week. B) Counselors are expected to take roll at the start of each activity to ensure all campers are there. They are also expected to do it at the end of the activity and make sure the campers understand where they are going next. C) At meals and throughout the day, counselors are expected to do headcounts to make sure they have all their campers. Several games are taught during staff training to make this a fun cabin thing and a way to do a quick count and make sure all are present.

OR

- All staff responsible for the direct supervision of campers are provided with attendance rosters for every activity on site. Staff are required to take attendance at the start of every activity block, and report attendance or missing campers directly to the program coordinator in the main office via radio communication. Cabin counselors are also required to take attendance first thing in the morning before departing as a group for breakfast, and at the start and end of all periods in or near the cabin, or at all camp activities. Campers are formally accounted for before and after every transition, approximately once per hour during waking periods of the day. Bed checks are also performed at the conclusion of active nighttime supervision, or around 11pm before staff go to bed.

Q10. Accountability of Campers: If someone does not arrive to an activity or grouping, (a) Please describe what the counselor is to do next? (Response should include the care of other campers in group and details of who is informed and how.) After it is determined that a camper's whereabouts are unknown, (b) please describe the steps prior to activating your full missing person search.

- The counselor radios to the group the camper was supposed to be coming from. If the camper is not there, the Unit Director is called. If the camper is not in any group or in the bathroom/cabin, the Camp Director (and rest of Leadership) is notified, and every group takes attendance of their campers, calls it in, and stays in one spot. They may do an activity with their group, as long as they remain in the same location. Then the Missing Person emergency procedure is followed.

There are a minimum of 2 staff at every activity. If a camper doesn't show within 10 minutes of the start time and no one at that activity knows where the camper is (bathroom is usually the answer), one counselor will begin the activity while the other counselor steps away from the group, but in sight, and radios the activity where the camper was prior to check on them. B) If a third staff member is present, they will walk the route back to the prior activity or cabin (if it's the 1st activity period), to look for the camper. If the prior activity and 3rd staff member do not find the camper, the 3rd staff member checks with the nurse before contacting the program director that a camper is missing.

OR

- Staff are required to take and report attendance within 10 minutes of each activity start time. If a camper is not present at attendance at the start of an activity, the counselor taking attendance will recheck the list and call attendance once more. After the second call, if a camper is still not present, the counselor will radio to the Program Coordinator in the office. The formalized call used is, "(counselor) to (program coordinator), I am missing (camper) at (activity)." The Program Coordinator will then start their stopwatch and radio all staff to ask, "all staff check your groups for (camper)." Staff in all other groups are then expected to thoroughly check their program area, call the camper's name, and clear the space. All programs are staffed with two staff, allowing one to search the immediate area while the other supervises the remaining campers. Staff in all program areas are then expected to report back one at a time to the Program Coordinator, "(activity area) does NOT have (camper). Once all areas have reported back, or a period of 5 minutes has elapsed on the Program Coordinator's stop watch since the initial call, if the camper still has not been located, the Program Coordinator will radio the Office Manager to initiate the mission camper search.

Q11. Leased, Rented, or Chartered Vehicles: Camps who lease, rent, or charter vehicles need to communicate with the vendors used and obtain specific safety information and documentation. Consider your transportation vendor(s), the types of vehicles obtained, and the uses of those vehicles. **(a)** Please describe the type of written documentation obtained from the vendor that confirms their regular maintenance and safety checks for those vehicles. **(b)** If driver(s) are provided by the vendor, please describe the process and/or documentation used for verifying the acceptable driving record and experience of all drivers provided by the vendor.

- We receive a copy of the maintenance check for our rented vans, as well as the assurance of ongoing maintenance checks by the vendor when vans are in their care through the contract. We charter school buses, and the company states their policy of certified drivers and maintenance.

OR

- Camp Happycamp rents 15 passenger vans from Morebegone Car Rental Group. Camp Happycamp requires Morebegone Car Rental to provide a maintenance log for each van rented, as well as a State inspection record, updated within the past calendar year. Camp Happycamp's maintenance team also performs weekly maintenance and safety checks on all rented vehicles. Camp Happycamp provides all drivers for all vehicles.

Q12. Behavior Communication: You have trained your staff in behavior management and discipline and the techniques have been tried. If a camper continues to act inappropriately (disturbing other campers) and staff involved are extremely frustrated. **(a)** Please list who they (the staff) turn to for support. **(b)** Please describe what the next step will be. **(c)** Please list any behavioral incidents, if any, result in the Camp contacting a parent. **(d)** Please name the person and position of the individual who contacts the parent. **(e)** Please describe how and where this behavior incident is documented.

- For behavior communication challenges, staff go to their Unit Director (each age group has a UD) for support. The next step is either the Behavioral Specialist or the Camp Director. Once it is decided who is the best fit for the given scenario, that person will work with the camper on a behavior contract. In or model, the camper gets 3 chances to correct the behavior for minor offenses and one chance for a more flagrant offense. If the camper does not correct the behavior, they will have to leave Camp for the rest of the session. Both campers and parents sign a statement confirming their understanding of this system. Within the behavior contract, campers will come up with steps to take to calm heightened emotions before they act out in a negative way. Counselors will be aware of these steps and help direct the camper to these steps. Any physical altercation, bullying, or self-harm will be brought to parent/guardian's attention, with special care taken to understand if the behavior is in

response to anything at home. The Camp Director, Behavior Specialist, or Unit Director may contact the parent. All behavior incidents and communications are recorded in the camper's file and saved in Google Docs (not shared access).

OR

- A) Staff go to their unit leader who will in turn notify the program director after talking with the staff. If appropriate, the camp nurse may be consulted. Staff are to then document the incident and give it to the program director. B) The unit leader and an administrative staff member (program director or assistant director) will replace the staff member and work with the group to observe and make their own assessment of the situation. Meanwhile the nurse will check the health form for any additional information regarding reported behaviors of the camper. C) Endangerment to other people or to the camper will result in the Camp contacting the parents. D) The executive director or assistant director will call the parent. E) The call will be registered in the health log and on the incident form.

OR

- Camp Happycamp's Response:
 - a) Counselors offer support to campers with behavioral challenges. Counselors can turn to their area supervisors if they need additional support or guidance. In turn, area supervisors can turn to the assistant director or camp director if further support is needed.
 - b) The staff member seeking additional support can ask for a time to meet with their leader to confidentially talk about the issue and construct a support plan, and/or the staff member and the child in need of additional support can meet with the staff member's leader to develop a plan together. The course of action is dependent on the nature of the challenge.
 - c) Parents are contacted if any of the following are observed: physical violence toward or harm to others or self, emotional, social, or physical bullying, talk of intent to harm self or others, refusal to eat sustained over more than 2 consecutive meals, feelings of missing home that pervade all activities and periods of day, sustained for more than 24 consecutive hours.
 - d) Dependent on behavioral challenge, any behavior necessitating contact with parents or guardians is reviewed in a meeting between the staff member, area supervisor, and camp director. Either the camp director or area supervisor will initiate contact with family members, and the staff member most directly supporting the camper will often be asked to participate in the conversation to offer direct insight, observation, and feedback.
 - e) All behavior necessitating contact with parents/guardians is documented on an incident/accident form (ACA template). Completed forms are signed by the camp director to indicate review and are then stored in a locked cabinet in the main office.

Q13. Health and Wellness: Parent Notification: Parents or guardians must have a clear understanding of the Camp's policies for when they will be notified if their camper becomes ill or injured. **(a)** Please describe when and where parents/guardians are given your written policy on notification of situations involving an illness or injury to their camper. **(b)** Please describe how they will be notified and by whom. **(c)** Please describe how this communication is documented. **(d)** For illness, please explain when a parent/guardian is notified. **(e)** For an injury, please explain when a parent/guardian is notified.

- Our Parent Handbook is given out at the time of registration and it describes our policies for parent/guardian notification for sick or injured campers. If warranted, notification to a parent is done by either the Camp Nurse or the Camp Director who will call the parent/guardian. If the parent/guardian cannot be reached, then Emergency Contacts are called in order as given. For injuries that occur near the end of the day and do not warrant a special pick up, the Camp Nurse verbally shares what happened with the parent/guardian during end of day pick up. Each injury/illness is recorded in the Nurse's book, as well as date and time of phone call or in-person conversation.

For illness a parent is notified if any medication is administered or if any outside medical professional is consulted (i.e., calling our pediatrician). For injury, the above is also true. As well as, for any injury that requires additional care once the camper is home, we notify the parent/guardian

OR

- Parents are told when they will be contacted by the camp nurse or administrative staff in the parent's handbook, which they receive in their registration packet or they can download as a PDF. This information is also posted on our website as part of the Information for Families page and addressed in the family FAQ found on our General Information page.

Parents will be notified by phone by the camp nurse or a member of the administrative staff (usually the assistant director).

Calls are logged in the health logbook with date, time, a summary of the conversation, and initialed.

Parents are notified if the nurse feels their child needs to see the local pediatrician, lets the parents know why, and what the treatment plan is. This applies to both illness & injury.

OR

- Parents and guardians receive a family and camper handbook at the point of registration for Camp Happycamp. Camp's policy on contacting parents and guardians in the event of illness or injury during time at Camp is outlined in that handbook.
 - a) Parents/guardians are notified by phone by either the Camp Health Officer or the Camp Director in the event that their child experiences injury or illness to a degree prompting parent/guardian notification as outlined in the family & camper handbook.
 - b) Upon evaluation of a camper for injury or illness, the Camp Health Officer documents details of the evaluation in the camper's secure Health account, which is connected to their camper account and can be shared with parents/guardians or other medical caregivers as needed. If an incident or accident led to the injury, an incident/accident report would also be completed. The Health Officer or Camp Director making the call to a parent/guardian documents the contact made and content of the conversation in the contact log within the camper's secure online account.
 - c) Camp Happycamp will contact a camper's parent or guardian promptly if they:
 - Have a fever of 100°F or greater.
 - Are congested enough to need a vaporizer.
 - Are tired enough to require sleep beyond a regular nap.
 - Have any eye discharge.
 - Have diarrhea (3 times/24 hours or persisting more than 48 hours).
 - Have an unidentified rash.
 - Have severe coughing.
 - Are not able to keep up with the scheduled day.
 - Have vomited more than once within the last 24 hours.
 - d) Camp Happycamp will contact a camper's parent or guardian promptly if they:
 - Experience an injury of any kind that requires a more advanced level of care than that which can be performed at Camp within the scope of the Camp's Health Officer, OR if they:
 - Experience an abrasion or burn that requires more than basic first aid to heal appropriately
 - Experience an injury that impacts their mobility for a prolonged (greater than a few hours) period of time
 - Experience a head injury of any kind
 - Experience an injury caused by the intentional action of another person at Camp

Q14. Watercraft Guard: Watercraft activities include all use of small craft (e.g., canoes, sailboats, rowboats, kayaks, rafts, paddleboards, personal watercraft, motorboats, and fishing boats). It also includes boardsailing, tubing, waterskiing, rafting, and so on. Many watercraft activities can be guarded by a certified lifeguard. However, an instructor rating in the watercraft activity is also acceptable. **(a)** Please share how you determine if a watercraft activity will be guarded by a lifeguard, current instructor rating in the craft or other acceptable method. **(b)** If rental groups participate in watercraft activities, please describe who is responsible for providing a certified guard/watercraft instructor, and **(c)** Please describe how this is communicated to the rental group.

- Our only watercraft activity is canoeing and that is supervised by a lifeguard. If rental groups participate in watercraft activities, one of our lifeguards supervises. This is stated in the rental agreement.

OR

- All staff working at our aquatic activity must be lifeguards and at least one of those staff is also a certified instructor for the watercraft activity being offered. Our goal is for aquatic staff to be appropriately certified prior to the start of the summer season. Ideally, they attend to that prior to the start of the season. If a staff member does not have the certification prior to arriving at Camp, we then train and certify in house.

Rental groups are only allowed to use our watercrafts if we provide the lifeguards (for an additional cost). This information is in the rental group contract, handbook as well as posted on our web site.

OR

- Camp Happycamp requires an American Red Cross Lifeguard to be present and actively guarding for all waterfront and watercraft activities at all times. Camp Happycamp provides American Red Cross certified lifeguards for all rental groups using the waterfront for all purposes. This policy is communicated to rental groups through the Rental Orientation Packet provided prior to arrival on site at Camp Happycamp.

Q15. Watercraft Guard Rescue Skills Rehearsed: Please share your process for evaluating the rescue skills of your watercraft guards specific to each activity they are guarding (i.e., canoe rescues for those guarding canoeing, paddleboard rescues for those guarding SUP, water ski for those guarding at a water ski activity).

- Lifeguards are tested on watercraft rescue skills in our pond. We offer canoeing as an activity, so they practice swamping a canoe, righting an overturned canoe as well towing a canoe to shore. Included in this rehearsal is assisting a person from an overturned canoe and getting them back in the righted craft.

OR

- Using the Watercraft Rescue Skills chart found on the ACA web site, we print it out and have the Waterfront Supervisor complete it for every member of the waterfront staff member. We are mindful on the form to use the staff's real names (some have nicknames), verify the skills, and to sign and date the chart. Initially, during staff training, they rehearse skills for all craft (canoeing, sailing, and kayaking). Once Camp is in session, the rehearsals rotate through the various craft (i.e., During sessions 1,4,7 they rehearse canoe rescue skills, and in sessions 2,5,8 they rehearse sailing rescue skills, and finally in sessions 3,6,9 they review kayak rescue skills). The supervisor copies each chart for the program director and keeps the original in their notebook.

OR

- All waterfront staff hold valid American Red Cross Lifeguard certifications, and those who will be instructing and supervising watercraft activities are required to complete an in-person skills verification. The skills verification is led by the Waterfront Director and includes demonstration of proficiency in real-time watercraft rescue in each type of watercraft they will lead at Camp (canoeing activity leaders must demonstrate proficiency in capsized canoe rescues, etc.).