

## **LIST OF CHANGES TO THE ACA ACCREDITATION PROCESS GUIDE (2012)**

The following list indicates standards to which revisions/corrections have been made between September 2011 and January 2012. On the page where the change has been made, there is an asterisk (\*) by the line that includes the revision as well as the date "January 2012" at the bottom of the revised page.

This document includes all pages to which revisions were made as well as the "other side of the page" so the entire document can be printed front to back (e.g., changes were made to Standard HW.20 on page 91, and we have included page 92 as well). This will allow you to print the document front to back (two-sided) and simply pull out the old page and insert the new/revised page.

Some changes are minor word changes (which could still significantly impact the standard) and are included in the list below (there is a note beside these changes) but are not included in the packet of revised pages. You are encouraged to write the changes directly into your APG.

***We encourage you to print these changes and include them in your APG.*** The format of the changes LOOK like your original APG and have the revision dates at the bottom of each page.

<b>Introduction</b>	Page 24	In the last sentence of the "Resident Camps" description, delete "or day" in the next to the last line. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
<b>Applicability</b>	Page 53	Replace "TR.13" with "TR.12" in the last sentence on the page. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
<b>TR.12</b>	Page 64	Additional DNA situation added.
<b>HW.5</b>	Page 77	Added note to what is acceptable for immunization records.
<b>HW.6</b>	Page 78	Camper Health Exam – reworded.
<b>HW.19</b>	Page 90	Addition to Contextual Education.
<b>HW.20</b>	Page 91	Clarification in "Contact Information."
<b>HW.23</b>	Page 94	Revisions to standard and addition to Contextual Education.
<b>PD.12</b>	Page 159	Clarification for when to score, addition of /or to standard.
<b>PD.21</b>	Page 168	Addition of activities where spotters are required.
<b>PD.30.2</b>	Page 178	Clarification on age of campers/staff.
<b>PD.31.1</b>	page 179	"Ice skating" should be "ice hockey." (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
<b>PA.22</b>	Page 213	Include "staff" in both title and standard. Delete references to families.
<b>PA.23</b>	Page 214	PA.23.1 A & B are scored separately. PA.23.2 A & B are scored separately.
<b>PA.24</b>	Page 215	Clarification in DNA statement.
<b>HW.23</b>	Page 251	Same change indicated above for HW.23.
<b>PD.30.2</b>	Page 253	Same change indicated above for PD.30.2.
<b>PA.22</b>	Page 255	Same change indicated above for PA.22. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
<b>PA.22</b>	Page 274	Same change indicated above for PA.22. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)

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## TR.11 LEASED, RENTED, OR CHARTERED VEHICLES

TR.11.1 Does the camp require the provider(s) of leased, rented, or chartered vehicles to provide written evidence that they:

- A. Implement a system of regular maintenance and safety checks on vehicles, and
  - B. Verify the acceptable driving record and experience of any drivers provided by the vendor?
- YES NO

### Contextual Education

“Written evidence” may include appropriate policies from the leasing company, a record of regular maintenance procedures, and a signed statement indicating the requirements that must be met by all drivers hired by the company. These statements may be found in the leasing contract, in promotional materials for the company, or in a checklist for bids. Other written assurances from the company may include a letter or signature on a statement prepared by the camp.

### Compliance Demonstration

Written documentation:

- Copies of written evidence from leasing company such as contracts, promotional materials, checklists, signed letters indicating compliance with standard

Visitor interviews:

- Director/staff description of leasing company selection process

### Written documentation required

**DNA: TR.11.1 does not apply if no vehicles are leased, rented, or chartered by the camp.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

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## TR.12 MECHANICAL EVALUATIONS

TR.12.1 Does the camp require that all motor vehicles used by the camp to transport passengers be evaluated for mechanical soundness by qualified personnel:

- A. At least quarterly for year-round camps, or
- B. Within the month prior to seasonal use?

YES NO

### Written documentation required

**DNA: TR.12.1 does not apply to private vehicles.**

**DNA: TR.12.1 does not apply when using charter vehicles with hired drivers.\***

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

### Contextual Education

This standard applies to all vehicles driven by camp drivers that are used by the camp to transport campers, camp staff, or rental-group participants. "Qualified personnel" include mechanics or other persons with training or experience in vehicle maintenance. The evaluation may be done by qualified personnel from the leasing company. "Evaluat[ing] . . . mechanical soundness" means checking and making any repair necessary to assure the readiness of the vehicles to transport passengers. Depending on their scope and intent, state vehicle inspections may not be sufficient to meet the requirements of the standard.

### Compliance Demonstration

Written documentation:

- Maintenance receipts
- Entries in a log book attesting to maintenance

Visitor interviews:

- Director/staff description of procedures followed

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## HEALTH SCREENINGS AND ASSESSMENTS

### HW.5 CAMPER HEALTH HISTORY

HW.5.1 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. Description of any camp activities from which the camper should be exempted for health reasons;
  - B. Record of past medical treatment, if any;
  - C. Record of allergies and/or dietary restrictions;
  - D. A statement from the custodial parent/guardian attesting that all immunizations required for school are up to date and including the actual date (month/year) of last tetanus shot;
  - E. Record of current medications, both prescribed and over-the-counter; and
  - F. Description of any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp?
- YES NO

#### Contextual Education

A “health history” is a current record of one’s past and present health status that is completed and signed by an adult camper or the custodial adult of a minor. “Current” means prepared specifically for the camp season.

The required signature serves as evidence that the adult camper or the custodial adult has supplied complete and accurate health information related to the camper participation in specific activities as outlined in PD.6.

Relating to Part D, a physician note or school immunization is also acceptable to meet this standard. Date of last tetanus shot must be included.\*

NOTE: If camps have minors who do not have immunizations, for religious or other reasons, a “record” can be a signed refusal or a signed waiver form.

#### Compliance Demonstration

Written documentation:

- Copy of blank health history
- Randomly selected camper health history forms

#### MANDATORY (All)

**Written documentation required**

**Applies to:**

- Day camps
- Resident camps

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## HW.6 HEALTH EXAM

HW.6.1 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.*	YES	NO
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**DNA: HW.6.1 does not apply to day camps and nonmedical religious camps.**

**Applies to:**

- **Resident camps**

### Contextual Education

Based on a camp's location and program offerings, the camp should consider the need for each participant to have a current health exam. Things to consider include: level of physical exertion, length of program, distance from EMS, and so on. The risk profile of some people and/or the risk profile of some camp programs may indicate the need for a physical exam that attests to the person's ability to safely participate in the program. If the camp determines such an exam is warranted, the camp should provide a health exam form to parents for completion. Camps should also be aware that some state regulations direct that a physical be done. Consequently, even if ACA Standards do not require it, a camp in such a state would need to respond to the state regulation.

"Licensed medical provider" includes licensed physicians and, in some states, physician's assistants and certified or certification-eligible nurse practitioners or other healthcare providers licensed by the state in which the camp is located to conduct health examinations.

### Compliance Demonstration

Visitor interviews:

- Director description of method used to determine need to require or not require health exam

## HW.17 AVAILABILITY OF AN AED

<p>HW.17.1 Does the camp have access to an automated external defibrillator (AED) available to the majority of the camp population, within the timeframe recommended by authoritative sources, and managed by trained personnel (the AED may be located on the camp property or available through another provider)?</p>	<p>YES NO</p>
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### Contextual Education

Examples of authoritative sources include: American Red Cross, American Heart Association, American Academy of Pediatrics, OSHA. The camp administration should determine the placement of the AED(s) based on the population served and the activities conducted.

### Compliance Demonstration

Visitor interviews:

- Director explanation of process used to determine where the AED will be located, who is trained in use of the AED, and who is responsible for the maintenance of the AED

**DNA: HW.17.1 does not apply to nonmedical religious camps.**

**DNA: HW.17.1 does not apply to trip or travel camps or other off-site programs.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

## HW.18 SUPERVISION IN HEALTHCARE CENTER

<p>HW.18.1 Does the camp require continual supervision of persons in the healthcare center?</p>	<p>YES NO</p>
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### Contextual Education

“Continual supervision” means that at least one staff member is always present when campers or staff are in the healthcare facility for health or medical reasons. It may be the healthcare provider or a staff member who is following the directions of the provider.

### Compliance Demonstration

Visitor interviews:

- Staff description of procedures in place

**DNA: HW.18.1 does not apply to camps with no base site.**

**Applies to:**

- Day camps
- Resident camps

## HW.19 MEDICATION STORAGE AND ADMINISTRATION

HW.19.1 Does the camp require:

- A. All drugs to be stored under lock except when in the controlled possession of the person responsible for administering them;
- B. For prescription drugs—they are given only under the specific directions of a licensed physician;
- C. For nonprescription drugs—they are given per the camp’s written procedures (see standards HW.11 and HW.12) or under the signed instruction of the parent or guardian or the individual’s physician?

YES NO

**Written documentation required (for Part C)**

**DNA: HW.19.1 does not apply if no drugs are kept in camp or carried on trips. Does not apply to insulin if the camp primarily serves campers with diabetes and the written camp philosophy of diabetes management requires self-administration of insulin.**

**Applies to:**

- Day camps
- Resident camps

### Contextual Education

The intent of this standard is that all medications belonging to both campers and staff be stored under the control of the camp healthcare provider or trip staff. 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.

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 be 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.\*

Drugs should be locked in a cabinet or storage box at all times. In cases where there is full-time medical staff and the healthcare facility or first-aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the healthcare staff. Those drugs needing refrigeration may be stored in a locked refrigerator or in a locked container within the refrigerator.

“Drugs” include all prescription medications, as well as all over-the-counter drugs that are potentially hazardous if misused (e.g., Tylenol, cold tablets). “Controlled possession” means under the immediate and direct supervision or control of the person taking it or of a staff member. “Specific directions of a licensed physician” includes directions on an original prescription bottle, a note on the signed health examination record, or something in writing from a licensed physician.

The only camps who may choose “does not apply” to insulin portion of this standard are camps primarily serving campers with diabetes (i.e., more than 50 percent of enrolled campers are diabetic), where the camp educational philosophy of diabetes management specifies that camper control of insulin is part of the training program.

*(cont.)*



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## HW.19 MEDICATION STORAGE AND ADMINISTRATION *(cont.)*

### Compliance Demonstration

Written documentation:

- Written instructions for medication

Visitor observation:

- Drug storage areas

Visitor interviews:

- Director/staff description of the procedures in use

## RECORDKEEPING AND HEALTH RECORDS

### HW.20 CONTACT INFORMATION

HW.20.1 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;  |        |
| C. Home address and preferred phone numbers (at least two);   |        |
| D. Name, address, and telephone number including business phone(s) (if applicable) and cell phone number of custodial adult(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)?   | YES NO |

### Contextual Education

The intent is to have appropriate information immediately available in case of an emergency. "If available" in Part F means that if the individual has a regular family physician or clinic, the information should be requested.

### Compliance Demonstration

Written documentation:

- Example of blank forms that request this information
- Randomly selected camper forms

**Written documentation required**

**Applies to:**

- Day camps
- Resident camps

## HW.21 RECORDKEEPING

Does the camp maintain the following:

HW.21.1 A recordkeeping system in which the following information is permanently recorded:

- A. Date, time, and name of person injured or ill;
- B. General description of injury or illness;
- C. Description of treatment (if administered), including any treatment administered away from the healthcare facility;
- D. Administration of all medications; and
- E. Initials of person evaluating and treating? YES NO

HW.21.2 Reports of all incidents resulting in injury requiring professional medical treatment? YES NO

**Written documentation required**

**Applies to:**

- **Day camps**
- **Resident camps**

### Contextual Education

An appropriate recordkeeping system should be developed by the camp, one that captures the information listed above and any other pertinent data (e.g., attempts to contact parents or contact with external healthcare providers on behalf of the client). A bound book with preprinted page numbers and lined pages is frequently used to meet Part A of this standard. Such a system is particularly helpful when multiple people keep health records or when records are kept by persons without extensive medical training. Any system used should be reviewed by medical and legal counsel. Camps should keep separate records for campers and staff to meet OSHA regulations. Computerized records are acceptable under this standard only when there is a method of ascertaining when records have been altered.

The camp system should also include a method for capturing health records generated when a group is away from the camp's main health center.

The administration of drugs on a daily, routine schedule to a number of campers and/or staff may be recorded in one entry at the end of the session by appending daily medication records to the health records.

Regarding HW.21.2 of the standard, "professional medical treatment" includes all medical attention by or consultation with a licensed physician following an injury or incident.

### Compliance Demonstration

Written documentation:

- Random logs and reports

Visitor interviews:

- Director/staff description of recordkeeping process

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## HW.22 RECORD MAINTENANCE

HW.22.1 Does the camp maintain all health forms and records gathered or produced during the camp season for the period of statutory limits? YES NO
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### Contextual Education

Health forms and records include, as applicable, health histories, health exam forms, permission-to-treat forms, health logs, medication logs, and incident reports. Camps may also consider including each year's health policies, treatment procedures, and protocols, along with information on healthcare providers and insurance providers.

While state laws vary, minors usually have up to two (2) years after they reach the age of majority to instigate litigation on their own behalf. Records of staff persons who have had exposure to bloodborne pathogens are required by OSHA to be maintained for the period of employment plus thirty (30) years. Other staff health records are to be maintained for thirty (30) years, according to OSHA.

### Compliance Demonstration

Visitor interviews:

- Director/staff description of recordkeeping process

### Applies to:

- Day camps
- Resident camps

## STAFF HEALTH INFORMATION

### HW.23 STAFF HEALTH HISTORY

#### MANDATORY (All)

#### Written documentation required

#### Applies to:

- Day camps
- Resident camps

HW.23.1 Does the camp require each seasonal staff member to submit a current, signed health history (and qualified medical personnel's statement if the camp requires a physical\*) that includes all of the following information:

- 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 as indicated by qualified medical personnel (only applicable if the camp requires staff to have a physical);\*
  - B. Record of allergies;
  - C. Date (month/year) of last tetanus shot;
  - D. 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 healthcare provider);\*
  - E. Whom to contact in case of emergency; and
  - F. Permission to treat in case of emergency?
- YES NO

#### Contextual Education

A "health history" is a current record of one's past and present health status that is completed and signed by the staff member (or by a custodial adult if staff member is a minor). "Current" means prepared specifically for the camp season.

The required signature serves as evidence that the staff member has supplied complete and accurate health information related to the job description.

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.\*

NOTE: If camps have staff members who do not have immunizations, for religious or other reasons, a "record" can be a signed refusal or a signed waiver form.

If staff members refuse to sign a permission-to-treat form, for religious or other reasons, the camp should have a signed form that specifies action to be taken if the person needs care or treatment and releases the camp from liability.

(cont.)

## HW.23 STAFF HEALTH HISTORY *(cont.)*

### Compliance Demonstration

Written documentation:

- Copy of blank health history
- Randomly selected staff health history forms

## HW.24 HEALTH SCREENING FOR RESIDENT CAMP STAFF

HW.24.1 Does camp seasonal staff undergo a health screening prior to camper arrival that:

- |   |               |
|---|---------------|
| <p>A. Is conducted by a licensed healthcare provider or an adult following specific instructions of a licensed physician;</p> <p>B. And includes:</p> <ol style="list-style-type: none"> <li>1. A check for observable evidence of illness, injury, or communicable disease or condition;</li> <li>2. Verification of and update to health history information to identify any medication, changes in health status, or special needs that may require follow-up; and</li> <li>3. Review and collect any medications to be given during the staff member's stay at camp?</li> </ol> | <p>YES NO</p> |
|---|---------------|

### Contextual Education

The purpose of the screening is to verify and update the health history received from each staff prior to participation in camp activities. "Licensed medical provider" includes licensed physicians, and in some states, physician's assistants and certified or certification-eligible nurse practitioners, or other healthcare provider licensed by the state in which the camp is located to conduct health examinations.

### Compliance Demonstration

Visitor interviews:

- Director/staff explanation of the screening process
- Director explanation of medication collection process

**DNA: HW.24.1 does not apply to day camps. Does not apply to nonmedical religious camps.**

**Applies to:**

- Resident camps

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## HW.25 CONTACT INFORMATION FOR STAFF MEMBERS WHO ARE MINORS

HW.25.1 Does the camp have access to the following information for all staff members who are minors (seasonal and year round):

- A. Birth date and age of each minor staff member;
- B. Home address and preferred phone numbers (at least two) for each minor staff;
- C. Name, address, and telephone number including business phone(s) of custodial adult(s) responsible for each minor staff member?

YES NO

**Written documentation required**

**DNA: HW.25.1 does not apply if camp never has any staff members who are minors.**

**Applies to:**

- Day camps
- Resident camps

### **Contextual Education**

The intent is to have appropriate information immediately available in case of an emergency.

### **Compliance Demonstration**

Written documentation:

- Example of blank forms that request this information
- Randomly selected staff forms

**NOTE: Standards PD.12 through PD.39 cover specialized program activities. It is important to remember that horseback riding and challenge/adventure are now included in this section.**

## **STAFF QUALIFICATIONS AND SUPERVISION** **FOR SPECIALIZED ACTIVITIES**

### **PD.12 SUPERVISOR QUALIFICATIONS**

PD.12.1 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/or recent experience, within the past three (3) years, in that type of activity?      YES   NO

#### **Contextual Education**

Supervisors for adventure/challenge activities and horseback riding are scored in PD.13 and PD.14 respectively and NOT SCORED in PD.12.\*

The intent of this standard is that there be at least one person in camp who is certified/documented/experienced in each of the activities offered, who is giving supervision to the conduct of each identified activity. This person needs the knowledge and experience to make judgments concerning participants, equipment, facilities, safety considerations, supervision, execution, and procedures for the activity. This supervisor needs to provide training and supervision to enable specialized activity leaders to carry out their responsibilities but does not necessarily need to be present at each activity.

Documentation of training must be available for each type of activity if more than one is identified (e.g., archery and riflery).

#### **Compliance Demonstration**

Written documentation:

- Certification or documented training and/or experience for each type of specialized activity offered

#### **Written documentation required**

**DNA: PD.12.1 does not apply if specialized program activities are never provided.**

#### **Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **Camps serving rental groups**

## PD.13 ADVENTURE/CHALLENGE SUPERVISOR QUALIFICATIONS

Are adventure/challenge activities under the overall supervision of an adult staff member who meets the following qualifications?

PD.13.1 Certification obtained within the past three (3) years from a recognized organization or certifying body for the type of activities offered or documented training AND recent experience leading/facilitating the type of activities offered? YES NO

PD.13.2 Experience—has at least six (6) weeks of experience in a management or supervisory capacity in similar type(s) of program(s) within the past five (5) years? YES NO

**Written documentation required**

**DNA: PD.13.1 and PD.13.2 do not apply if camp never provides adventure/challenge activities.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

### Contextual Education

In PD.13.1, documentation of training must be available for each category of adventure/challenge activity, if more than one type is offered (e.g., ropes course and caving). A “recognized organization” includes national and regional resources for specific activities such as those offered by various appropriate authoritative sources or a course from a university or training center. Check ACA’s Web site, [www.ACAcamps.org](http://www.ACAcamps.org), for a list of authoritative sources.

In PD.13.2, experience assisting a supervisor of a similar program is also sufficient to meet the requirements of this standard.

### Compliance Demonstration

Written documentation:

- Certification or documentation of training and experience for each type of specialized activity offered
- Written verification of at least six (6) weeks of experience



## PD.20 ACCESS OF SPECIALIZED ACTIVITY AREAS

<p>PD.20.1 Does the camp control access to all specialized program activity areas except when a group is actively supervised by a qualified adult activity leader?</p>	<p>YES NO</p>
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### Contextual Education

The intent of this standard is to prevent use of specialized activity areas by unauthorized or unsupervised persons, as well as to avoid potentially hazardous situations when the area is in use. Access may be controlled by such things as scheduling, education, or regulations, as well as with posted “off limits” signs, physical barriers, and dismantled equipment.

The definition of a “specialized program activity area” will vary based on the types of activities offered. For example, if a camp offers adventure/challenge activities, access to activity areas such as ropes courses, rappelling towers, zip lines, and so on should be controlled. In the context of horseback riding, access to stables, corrals, paddocks, and riding rings should be controlled.

“Actively supervised” means that the qualified adult is present and monitoring the activity. “Qualified” means the activity leader at least meets the requirements of standards PD.15 and PD.16. Levels of qualification may vary due to the age of participants and content of the activity.

### Compliance Demonstration

Written documentation:

- Posted signs
- Written policy

Visitor interviews:

- Director/staff and camper explanation of staff coverage and access control measures

Visitor observation:

- Selected activity areas

**Written documentation required**

**DNA: PD.20.1 does not apply if the camp does not provide specialized program activities.**

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **Camps serving rental groups**

## PD.21 SPOTTERS AND BELAYERS

- PD.21.1 Does the camp require that spotters and belayers be:
- A. Instructed in proper procedures and directly supervised until competency is demonstrated?
  - B. Located in positions from which they can continuously observe (spot) and quickly assist any participant? YES NO

### Written documentation required

**DNA: PD.21.1 does not apply if camp never provides adventure/challenge activities, gymnastics, cheerleading, or other activities that require spotting.\***

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

### Contextual Education

All adventure/challenge activities require some level of spotting or belaying. The same is often true for gymnastics, cheerleading activities, circus stunts, etc.\* The level of instruction and competency required will vary, depending on the type of activity, the area, and the abilities of participants.

### Compliance Demonstration

Written documentation:

- Verification of training

Visitor interviews:

- Director/staff description of procedures

Visitor observation:

- Selected activities

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## PD.29 PROTECTIVE HEADGEAR *(cont.)*

skating in an indoor rink or contained, smooth surface outdoor rink or ice skating. "Hockey" includes both roller hockey and ice hockey, but does not include field hockey or floor hockey.

### Compliance Demonstration

Visitor observation:

- Use of helmets on all activities

Visitor interviews:

- Camper description of helmets required

**DNA: PD.29.4 does not apply if skateboarding, snowboarding, mountain boarding, in-line skating or hockey are never provided.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

## PD.30 PROTECTIVE HEADGEAR FOR HORSEBACK RIDING

During horseback riding activities, including pony rides:

PD.30.1 Does the camp require staff and campers under the age of 18 to wear a helmet? YES NO

PD.30.2 For campers/staff age 18 and over,\* does the camp require the individual to either wear a helmet or complete an acknowledgement of risk form (legal in state in which the camp is located) if they choose not to wear a helmet. This document must do the following:

- 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? YES NO

### MANDATORY (All)

**Written documentation required**

**DNA: PD.30.1 and PD.30.2 do not apply if horseback riding activities are never provided.**

**DNA: PD.30.1 and PD.30.2 do not apply to vaulting activities on a lunge line.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

### Contextual Education

It is important that helmets be appropriately sized and designed specifically for the activity being conducted, as helmet construction standards vary with different activities. This standard requires use of helmets approved by the American Society for Testing and Materials (ASTM-approved). A helmet should fit the rider comfortably, not obscure the rider's vision, and be secured with a chin strap. Helmets may be supplied by the camp or by a staffed public facility, vendor, or personal property of the camper or staff. Any helmet used must be specific to the activity and be ASTM approved. *As a camp makes the decision to allow riders age 18 and over\* to NOT wear a helmet, they are reminded of the role modeling aspect of staff to campers.* Camps should be aware that the acknowledgment of risk is a legal document. Camps must be aware of potential differences in the documentation an employee might sign and a participant might sign. It is recommended to seek knowledgeable legal counsel in preparing this document.

In this context, "vaulting" is an activity in which campers perform a combination of gymnastics and dance routines on a moving horse. See [www.americanvaultingassociation.org](http://www.americanvaultingassociation.org).

### Compliance Demonstration

Written documentation:

- Copies of assumption of risk document if adults are allowed to not wear helmets

Visitor observation:

- Use of helmets on all activities

Visitor interviews:

- Camper description of helmets required

## PA.22 WATERCRAFT SAFETY FOR STAFF AND ALL-ADULT GROUPS\*

PA.22.1 For staff and all-adult groups, does the camp require that participants are:

- |   |        |
|---|--------|
| A. Supervised by certified personnel (see standard PA.20), or |        |
| B. Instructed to implement procedures that specify:           |        |
| 1. PFDs be worn by all persons at all times,                  |        |
| 2. Safety regulations be followed, and                        |        |
| 3. A designated checkout system be used?                      | YES NO |

### Contextual Education

The standard requires that the procedures in either Part A or B are followed.

The standard is not intended to regulate use of watercraft by year-round resident site staff and their families whose use occurs at times when there is no camp programming. "All-adult group" means every member of the group participating in the activity is at least eighteen (18) years of age.

The purpose of the checkout system is to assure that a responsible staff person is aware that staff on time-off and adult members of a group are using watercraft, and the staff person checks to see that all persons are accounted for after the activity. The checkout system may identify the participants, the equipment in use, the approximate area of use, and the time of return.

### Compliance Demonstration

Written documentation:

- Current certification cards when following Part A
- Procedures followed when meeting Part B

Visitor interviews:

- Director/staff explanation of implementation

### MANDATORY (All)

#### Written documentation required

**DNA: PA.22.1 does not apply to day and resident campers, family groups, and youth groups. Does not apply if watercraft are never available for use by all-adult groups.**

#### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

## PA.23 FIRST AID/CPR/AED

Does the camp:

PA.23.1 Provide a staff member to be on duty and accessible at each separate watercraft location (e.g., lake, river) who has:

- A. Certification from a nationally recognized provider in first aid, including training on bloodborne pathogens? YES NO\*
- B. Certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR), use of an AED, and the use of personal protective equipment and devices used to assist breathing? YES NO

AND/OR

PA.23.2 Advise rental groups in writing to provide a staff member to be on duty and accessible at each separate watercraft location (e.g., lake, river) who has:

- A. Certification from a nationally recognized provider in first aid, including training on bloodborne pathogens? YES NO\*
- B. Certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR), use of an AED, and the use of personal protective equipment and devices used to assist breathing? YES NO

**MANDATORY  
(PA.23.1-B,  
PA.23.2-B)**

**Written  
documentation  
required**

**DNA: PA.23.2 does  
not apply if rental  
groups do not  
provide staff for  
watercraft activities.**

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **Camps serving rental groups**

### Contextual Education

The certified staff member may be from the camp or the rental group. Camps must advise rental groups of requirement in contract or other written instruction. Based on the location of the aquatic site in relation to additional medical support, a camp should consider if someone, in addition to the lifeguard should have current first aid and CPR.

For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

### Compliance Demonstration

Written documentation:

- Current certification cards
- Instructions shared with rental groups when applicable

## PA.24 PFDs

PA.24.1 Does the camp require personal floatation devices (PFDs) that are safe for use be worn by all persons in watercraft activities?

YES NO

### Contextual Education

The standard applies as follows:

1. Applies to all watercraft activities.
2. Applies to staff driving boats of any kind up to twenty-six (26) feet in length.
3. Does not apply to staff actively lifeguarding from a watercraft. Staff guarding from watercraft must have immediate access to a PFD.\*

PFDs are to be worn by all campers and staff in all types of small craft such as canoes, kayaks, rowboats, sail boats, sailboards, ski boats, and while waterskiing. PFDs must be appropriate for the type of water and the activity.

“Safe for use” means that PFDs are:

1. Coast Guard approved;
2. Of proper type, size, and fit for each user;
3. Sufficiently buoyant to support designated weight; and
4. In serviceable condition (clasps, zippers, and so on are in working condition).

PFDs must be worn on all watercraft under twenty-six (26) feet in length. Local regulations may also mandate use of PFDs for certain types of watercraft or certain ages. When rental groups provide their own aquatics personnel, they must be advised of camp policies on the use of PFDs.

*Exception*—Because PFDs interfere with correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if the following conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a nonswimmer is aboard a crew shell, he or she must wear a PFD.

### Compliance Demonstration

Visitor interviews:

- Director/staff description of procedures used regarding PFDs

Visitor observation:

- Randomly selected watercraft activities

### MANDATORY (All)

**DNA: PA.24.1 does not apply if watercraft activities never occur.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

## PA.25 PERSONAL WATERCRAFT

PA.25.1 Is motorized personal watercraft use by anyone under the age of sixteen (16) prohibited?	YES	NO
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**DNA: PA.25.1 does not apply if motorized personal watercraft are never used.**

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **Camps serving rental groups**

### Contextual Education

The use of motorized personal watercraft in camps other than for rescue operations should be evaluated in light of environmental concerns, local regulations that may restrict their use, and recommendations of manufacturers and watercraft law administrators.

Camps that choose to use personal watercraft for programming should be familiar with safety studies and be following recommendations of manufacturers and safety groups such as the Consumer Product Safety Commission. Rental groups must be advised of camp's policies on motorized personal watercraft use.

### Compliance Demonstration

Visitor interviews:

- Director/staff description of policy and implementation

Visitor observation:

- Watercraft in use when possible



## HW.23 STAFF HEALTH HISTORY

HW.23.1 Does the camp require each seasonal staff member to submit a current, signed health history (and qualified medical personnel's statement if the camp requires a physical\*) that includes all of the following information:

- 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 as indicated by qualified medical personnel (only applicable if the camp requires staff to have a physical);\*
- B. Record of allergies;
- C. Date (month/year) of last tetanus shot;
- D. 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 healthcare provider);\*
- E. Whom to contact in case of emergency; and
- F. Permission to treat in case of emergency?

## HW.26 EMERGENCY CARE PERSONNEL

HW.26.1 Does the camp provide, or advise rental group leaders to provide, adults with the following qualifications to be on duty for emergency care:

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

## OM.6 FIREARMS CONTROL

OM.6.1 For all firearms not used in programming, does the camp require that firearms and ammunition be stored under lock when not in use?

**Operational  
Management  
Standards**

## HR.4 ANNUAL STAFF SCREENING

Does the camp require annual screening for all camp staff—paid, volunteer, and contracted—with responsibility for or access to campers that includes:

- HR.4.1 A voluntary disclosure statement?
- HR.4.2 A check of the National Sex Offender Public Website?

**Human Resources  
Standards**

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## **HR.5 NEW STAFF SCREENING**

Does the camp require screening for all new camp staff with responsibility for or access to campers that includes:

- HR.5.1 A criminal background check for staff eighteen (18) years of age and older?

## **PD.9 OVERNIGHTS AND TRIPS (INCLUDES TRIP/TRAVEL PROGRAMS)**

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

- PD.9.1 Persons using camp stoves or flammable liquids are instructed in their proper use and care and supervised until competency is demonstrated?

## **PD.26 RIFLE, PELLET GUN, AND AIR GUN SAFETY**

Does the camp require the following for all firearm activities:

- PD.26.1 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 stored in either a third location or container, requiring a separate key or access system?

## **PD.29 PROTECTIVE HEADGEAR**

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

- PD.29.1 Activities involving bicycling?
- PD.29.2 Activities involving any kind of motorized vehicle?
- PD.29.3 For all active participants of adventure/challenge activities that involve rock climbing, rappelling, spelunking, high ropes (including zip lines), or vertical climbing walls/towers?
- PD.29.4 Activities involving boarding, in-line skating, and hockey?

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## PD.30 PROTECTIVE HEADGEAR FOR HORSEBACK RIDING

During horseback riding activities, including pony rides:

- PD.30.1 Does the camp require staff and campers under the age of 18 to wear a helmet?
- PD.30.2 For campers/staff age 18 and over,\* does the camp require the individual to either wear a helmet or complete an acknowledgement of risk form (legal in state in which the camp is located) if they choose not to wear a helmet. This document must do the following:
- 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?

## PA.3 SWIM LIFEGUARD CERTIFICATION

To guard each swimming activity, does the camp:

- PA.3.1 Provide a person who has current certification as a lifeguard by a nationally recognized certifying body?
- AND/OR
- PA.3.2 Advise each rental group in writing to provide a person who has current certification as a lifeguard by a nationally recognized certifying body?

## PA.4 SWIM LIFEGUARD SKILLS

- PA.4.1 In addition to the lifeguard certification, does the camp document that every camp lifeguard has demonstrated skill in rescue and emergency procedures specific to the camp's aquatic area(s) and activities guarded?

**Program—Aquatics  
Standards**

**MANDATORY**

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## PA.5 FIRST AID/CPR

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

- PA.5.2 Current certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) and use of an AED that includes the use of breathing devices (e.g., pocket masks)?

## PA.17 STAFF SWIMMING

- PA.17.1 For camp staff use of swimming facilities, does the camp require certified lifeguards be present at all times, and do procedures specify when guards or lookouts must be watching from out of the water?

## PA.18 SCUBA DIVING ACTIVITIES

Whenever SCUBA diving occurs:

- PA.18.1 Does the camp provide:

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

AND/OR

- PA.18.2 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 nationally 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 nationally recognized certifying body?