

**September 2014**

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

The following list indicates standards to which revisions or corrections were made and posted on ACA's Web site in September 2014. On the page where a change has been made, a double dagger symbol (‡) appears by the line that includes the revision as well as in the footer of the revised page.

This packet includes all pages to which revisions were made. Each of these pages includes the standard(s) from the "other side of the page" (e.g., changes were made to Standard HW.5 on page 77 and we have included page 78 as well). This will allow you to simply pull out the old page and insert the new page. (Note: The PDF version of this packet is formatted to be printed front to back, or two-sided.)

In addition to the page numbers listed below, this packet includes the pages on which the following standards appear in the sections Mandatory Standards, Standards Included in the Self-Assessment, and Table of Standards, as well as any pages that reflowed as a result of the revisions.

**Specific Changes**

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|----------|--|
| Page 77  | HW.5 Camper Health History<br>Clarify what is acceptable to meet the standard related to immunizations.  |
| Page 86  | HW.14 Special Medical Needs<br>Add "of Participants" to title of standard.   |
| Page 90  | HW.19 Medication Storage and Administration<br>Add information to Contextual Education.  |
| Page 95  | HW.24 Health Screening for Resident Camp Staff<br>Delete HW.24.1-B-3, the requirement for healthcare staff to collect staff medication.  |
| Page 110 | OM.6 Firearms Control<br>Change the word "guns" to "firearms" in Contextual Education.   |
| Page 112 | OM.8 Emergency Plan and Rehearsal<br>Change in wording of the standard and additional information added to Contextual Education.<br>No change to the intent of the standard.                                   |
| Page 117 | OM.13 Camper Security<br>Clarify what is required for OM.13.2.   |
| Page 126 | HR.3 Hiring Policies<br>Clarify to whom standard HR.3.3 applies, and add <b>mandatory</b> requirement for criminal background check for year-round staff (every five years). Addition to Contextual Education. |
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- Page 127      HR.4 Annual Staff Screening  
Clarify to whom standard applies and add **mandatory** requirement for annual criminal background check for seasonal staff. Now applies to camps that serve rental groups.
- Page 128      HR.5 New Staff Screening  
Clarify to whom standard applies and by when a criminal background check needs to be conducted. Now applies to camps that serve rental groups.
- Page 134      HR.9 Supervision Ratio Exceptions  
Add need for camp to advise rental groups.
- Page 138      HR.15 Camp Staff Responsibilities for General Camp Activities  
Clarify when this applies to rental groups.
- Page 172      PD.25 Archery Safety  
Add requirement for locking of bows/arrows. Entire standard is now **mandatory**.
- Page 173      PD.26 Rifle, Pellet Gun, and Air Gun Safety  
Entire standard is now **mandatory**.
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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 (A physician statement, a government immunization record, or a school immunization record is also acceptable. The date of the last tetanus immunization is required.)<sup>‡</sup>;
  - 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<sup>‡</sup>

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.

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

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## HW.13 INFORM STAFF OF SPECIAL NEEDS

HW.13.1 Are staff informed of any specific needs of campers for whom they are responsible?	YES	NO
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### Contextual Education

The intent is that all appropriate staff be informed of medical, physical, or other needs or restrictions of campers under their supervision, whether in the cabin or in program activities.

This may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems such as choking, seizures, and hypoglycemia; care and handling of campers with wheelchairs, prosthetic and orthopedic devices; and care of individual campers with any other specialized needs or limitations.

### Compliance Demonstration

Visitor interviews:

- Director/staff explanation of procedures and their implementation

### Applies to:

- Day camps
- Resident camps

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## HW.14 SPECIAL MEDICAL NEEDS OF PARTICIPANTS<sup>†‡</sup>

HW.14.1 To address the special medical needs of participants, does the camp:

- A. Define to the parents, prior to enrollment of a camper, the level of medical care they are able to accommodate related to participants with special medical needs?
- B. Evaluate the camp's ability to meet special medical needs prior to enrollment of participants?
- C. Provide sufficient medical staff to meet the needs of the participants with special medical needs that are enrolled? YES NO

**DNA: HW.14.1 does not apply to those that serve only rental groups.<sup>†</sup>**

**Applies to:**

- Day camps
- Resident camps

### Contextual Education

"Special medical needs" include conditions that require special medical or health attention or care while the participant is in camp, including chronic conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer, or physically disabling conditions such as spina bifida.

### Compliance Demonstration

Visitor interviews:

- Director/staff description of medical staff, systems, and practices in place

## 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<sup>‡</sup>

The intent of this standard is that all medications belonging to both campers and staff be stored and locked and/or under the control of the camp healthcare provider, the individual staff to whom the medication belongs, 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 that are submitted to the healthcare staff 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.\* Camp staff medication can be locked in a separate area provided specifically for them (such as a locker). The intent is to have medication secure and unavailable to anyone other than to whom it is prescribed or for whom it is purchased (over the counter).

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.

*(cont.)*



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

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.

### 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:

- Name;
  - Birth date and age of each minor;
  - Home address and preferred phone numbers (at least two);
  - Name, address, and telephone number including business phone(s) (if applicable) and cell phone number of custodial adult(s) responsible for each minor;\*
  - Telephone number(s) of additional persons to contact in case of emergency during the individual’s stay at camp;\* and
  - 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

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

### Compliance Demonstration

Written documentation: †

- Copy of blank health history

## HW.24 HEALTH SCREENING FOR RESIDENT CAMP STAFF

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

- A. Is conducted by a licensed healthcare provider or an adult following specific instructions of a licensed physician;
- B. And includes:
  1. A check for observable evidence of illness, injury, or communicable disease or condition; AND
  2. Verification of and update to health history information the staff member has chosen to share to identify any medication, changes in health status, or special needs that may require follow-up?‡

YES NO

### 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

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## OM.5 INCIDENT REPORTING

OM.5.1 Are staff required to complete written reports describing incidents, accidents, "near misses," and emergencies that may not result in injuries? YES NO
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### Contextual Education

The intent of this standard is to document circumstances, witnesses, and actions in serious situations that result in, or nearly result in, injury or danger to individuals. The camp director has the responsibility to determine the level of severity or seriousness of incidents that must be reported.

Examples of "incidents" and "accidents" include fires; natural disasters; danger from intruders or trespassers; crises arising out of camper, staff, or rental group behavior (e.g., fighting, serious emotional outbursts, threatening others); or other situations posing serious safety threats.

Examples of "near misses" and "emergencies not resulting in injury" may include lost campers, near drownings, or the use of drugs or alcohol by staff or participants.

Maintaining accident reports for injuries that require professional medical treatment is also scored in standard HW.21.

### Compliance Demonstration

Written documentation:

- Copy of blank accident/incident report to be used by staff
- Randomly selected completed reports

Visitor interviews:

- Director/staff description of reporting procedures

**Written documentation required**

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**

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# **EMERGENCY PREVENTION/PREPAREDNESS AND RESPONSE**

## **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? <p style="text-align: right;">YES NO</p>
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### **MANDATORY (All)**

**DNA: OM.6.1 does not apply if no firearms or ammunition are allowed.**

#### **Applies to:**

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

### **Contextual Education**

Firearms used for program purposes are scored in PD.26.

All firearms should be locked when not in use and stored in locations separate from ammunition. Trigger locks are acceptable when used correctly.

This standard is not intended to be applied to homes or buildings that are on camp property and are used solely as private residences of staff, are designed for the exclusive use of the individual staff or families who live on site, or are not accessible to campers, rental groups, and staff. However, firearms stored in the back of trucks that are accessible to campers and other persons on the property must be locked to meet the requirement of the standard.‡

### **Compliance Demonstration**

Visitor interviews:

- Director/staff description of locking practices of firearms and ammunition

Visitor observation:

- Storage areas of firearms and ammunition

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## OM.7 INTRUDERS

OM.7.1 In order to address possible intrusion of unauthorized persons onto the camp site, does the camp:

- A. Conduct a periodic review of security concerns of the site, and
- B. Provide training for staff, campers, and rental groups (when applicable) about steps to take in the event of an intruder?

YES NO

### Contextual Education

If the camp is operating on a public or nonowned site, "camp site" refers to the living and/or program areas being used by the camp group(s).

### Compliance Demonstration

Written documentation:

- Procedures on which training is based

Visitor interviews:

- Director/staff/camper explanation of how to deal with intruders

### Written documentation required

Applies to:

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

## OM.8 EMERGENCY PLAN AND REHEARSAL<sup>‡</sup>

OM.8.1 Does the camp have site-specific emergency procedures established to appropriately respond to natural disasters typical of the area and other reasonably foreseeable emergencies, including:

A. Building and site evacuations made necessary by such events; AND

B. A program of training and rehearsal to prepare the staff to carry out their responsibilities in emergency situations?                      YES NO

**Written documentation required**

**Included in self-assessment**

**Applies to:**

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

### **Contextual Education<sup>‡</sup>**

The phrase “natural disasters typical of the area and other reasonably foreseeable emergencies” includes natural disasters such as storms, earthquakes, wildfires, and floods, as well as emergencies such as power outages and other local threats (e.g., train derailments, escaped prisoners, chemical/refinery plant issues, compromised drinking water, camp access restricted due to an emergency event occurring elsewhere). Emergency procedures should be specific to the site, staffing, type of camp operation, and clientele. The complexity of procedures will vary based on camp location, type of operation, staff responsibility for supervision of individuals, and availability and responsibility of staff when rental groups are present. Procedures should include contact of local officials indicated in SF.3 (Contact with Local Officials) and should consider risks identified in OM.1 (Risk Management).

### **Compliance Demonstration**

Written documentation:

- Emergency plan listing actions for foreseeable emergencies

Visitor interviews:

- Director/staff description of emergency plan and rehearsals



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## OM.13 CAMPER SECURITY

Does the camp:

OM.13.1 Specify to whom a minor camper may be released other than the legal parent or guardian? YES NO

OM.13.2 Require checking (or confirming) the status of any unexplained absentee campers at the beginning of the day (day camp) or session (resident camp)?<sup>‡</sup> YES NO

### Contextual Education

OM.13.1 includes procedures for releasing campers to authorized persons during camp (e.g., a visit) or at the end of the camp day/session. These procedures may include the policy that the camp will follow if a minor is not picked up within a reasonable time (e.g., supervision and extra charges).

For OM.13.2, “absentee campers” are participants who are not present when the camp expects to assume responsibility for those individuals. The procedures should specify the time that the check is done. The policies should specify to whom the practices apply, for example, to campers transported by the camp but not to those who are delivered to camp by the parents/guardians.

### Compliance Demonstration

Written documentation:

- Camper release information
- Procedure for verifying absence

Visitor interviews:

- Directors/staff description of procedures

**Written documentation required**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs

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## **ADDITIONAL REQUIREMENTS RELATED TO RENTAL GROUPS**

### **OM.14 RENTAL GROUP AGREEMENT**

OM.14.1 Does the camp require a written use agreement, signed by authorized representatives of the camp and the rental group, that includes the following (as applicable):

- A. Terms of use, including dates, times, and costs;
  - B. Cancellation, minimum fees, and refund policies;
  - C. Services that will be provided by the camp for the group, such as food service, recreation options, program staff, transportation; and
  - D. Costs and conditions for use of any recreational equipment or services?
- YES NO

**Written documentation required**

**Included in self-assessment**

**DNA: OM.14.1 does not apply if camp does not lease facilities to rental groups.**

**Applies to:**

- **Camps serving rental groups**

#### **Contextual Education**

Conditions for use may specify such aspects as adult supervision, expectations for youth groups, clean-up responsibilities, and reporting of damaged facilities or equipment.

#### **Compliance Demonstration**

Written documentation:

- Blank agreement/forms used with rental groups
- Randomly selected rental group forms

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## HR.2 SPECIAL NEEDS STAFF REQUIREMENTS

HR.2.1 Do at least 25 percent of the day and resident camp administrative and program personnel with staff supervisory responsibilities have a bachelor's degree in an area relevant to the clientele served, or at least sixteen (16) weeks of experience working with special needs populations? YES NO
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### Contextual Education

Serving campers with special needs requires skill and experience beyond that required for other camp operations. The intent of this standard is to ensure a minimum level of specialized training and experience at the administrative and staff supervisory levels.

### Compliance Demonstration

Visitor interviews:

- Director explanation of camp's percentage of staff who meet requirement

**DNA: HR.2.1 does not apply if camp does not operate a day or resident camp program that primarily serves campers with special needs.**

**Applies to:**

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

# SCREENING, SELECTION, AND EMPLOYMENT

## HR.3 HIRING POLICIES<sup>‡</sup>

Does the camp have written hiring policies that:

HR.3.1 Identify appropriate application and screening processes for each job category? YES NO

HR.3.2 Have been reviewed by legal counsel or a human resources professional within the last three (3) years? YES NO

HR.3.3 Define additional/periodic screening requirements for all year-round camp staff based on the camp property (directors, counselors, administrative staff, and support staff) beyond the new-hire period (HR.5) and annual screening process stated in HR.4, consistent with their role and relationship with campers, including a criminal background check at least every five years?<sup>‡</sup> YES NO

### MANDATORY (HR.3.3)<sup>‡</sup>

**Written documentation required**

**Included in self-assessment**

**DNA: HR.3.3 does not apply if the camp has no year-round staff.**

**Applies to:**

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

### Contextual Education

Developing hiring policies should include a review of the staff application form(s), job descriptions, interviewing requirements, and initial screening techniques to determine the appropriate content and steps for each type of position. The camp must determine, with the advice of a professional, which items are appropriate for each type of staff position and which may be required by law. For example, the screening process for a kitchen or grounds worker may be different than that for a cabin counselor or program specialist. HR.3.2 specifically alerts camps of the need to develop policies and practices with the aid of sound legal and professional advice.

Hiring policies must also specify the periodic screening process for year-round staff with continuous employment by the camp, and include securing periodic criminal background checks on all staff in the years beyond the five-year requirement in HR.3.3<sup>‡</sup>. State and local entities have different requirements that may govern the practice. This policy should be set in conjunction with recommendations from the insurance company and legal counsel.

### Compliance Demonstration

Written documentation:

- Review of hiring policies
- Reference forms
- Staff applications
- Hiring checklist (if used)

Visitor interviews:

- Director/staff description of application and screening process
- Process used for legal/HR review

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## HR.4 ANNUAL STAFF SCREENING<sup>‡</sup>

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

HR.4.1 A voluntary disclosure statement (completed in compliance with state regulations)? YES NO

HR.4.2 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? YES NO

HR.4.3 FOR RETURNING SEASONAL STAFF ONLY: A 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?<sup>‡</sup> YES NO

### Contextual Education<sup>‡</sup>

All camp staff and volunteers, employed and contracted, full-time, year-round, seasonal, and part time, must be included in the screening process. This includes on-site operational personnel as well as staff members working from a central office who come to the camp as a part of their responsibility. “Contracted” staff working in a typical staff role, such as food service, housekeeping, or maintenance personnel, or specialized program leaders, should be screened.

Guest program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.

Regarding HR.4.1, a “voluntary disclosure statement” is a statement signed by the staff member attesting, at minimum, to the nonconviction of violent crimes and crimes against children. It may also include information about other criminal behavior, previous addresses, and other data relevant to the camp and position. It should be reviewed by legal counsel. A statement must be signed by all staff annually regardless of previous or continued employment.

The U.S. Department of Justice National Sex Offender Public Website (a free service at [www.nsopw.gov](http://www.nsopw.gov)) will only reflect criminal sexual behavior.

### Compliance Demonstration

Written documentation:

- Screening procedures used
- Blank copy of voluntary disclosure form
- Verification of completion of the check of the NSOPW (checklist acceptable)

Visitor interviews:

- Director description of process used to complete the NSOPW check

### MANDATORY (All)

#### Written documentation required

#### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups<sup>‡</sup>

## HR.5 NEW STAFF SCREENING‡

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

HR.5.1 A 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?‡ YES NO

HR.5.2 At least two (2) reference checks and verification of previous work (including volunteer) history? YES NO

HR.5.3 A personal interview by the camp director or a designated representative? YES NO

### MANDATORY (HR.5.1)

#### Written documentation required

#### Applies to:

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

### Contextual Education

Staff are considered “new” upon initial hiring and if there is a break in employment of twelve (12) months or more. Year-round staff, including directors, must be screened upon entry and thereafter according to the policy of the camp (see standard HR.3).

A criminal background check seeks information regarding additional criminal behavior, reported according to “levels” indicating the nature of the crime and the risk of repeat offense. The camp must have a specific plan for securing criminal background checks based on state laws, availability of data, cost, and type of staff. In many cases, a criminal record for minors may be available if a crime was committed in which the individual was charged as an adult. If a staff member is not eighteen (18) years of age at the start of employment, a criminal background check should be completed within three (3) months of the individual turning eighteen (18) if they are still employed by the camp at that time. Camps that hire international staff should take into account the screening practices of international placement agencies—in many cases, criminal background checks are provided through those agencies.

“Verification” of work history means evaluation of the timeframes of previous jobs to determine reasons for any gaps in employment and spot checking to verify that the applicant was employed or licensed as claimed.

“Personal interviews” should occur face-to-face or by phone for all applicants, including internationals. Even when initial interviews are conducted by a staff placement agency, camps should make their own contact with applicants before hiring to confirm language and communication skills, identify expectations for the job, determine the suitability for the specific job offered, and provide specific information about the camp program and location.

(cont.)

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## **HR.8 CAMPER SUPERVISION RATIOS AND STAFF AGE** *(cont.)*

instruction, and crafts. Ratios and qualifications for supervision of specific program activities are covered in the standards dealing with those specific areas.

For HR.8.2 and HR.8.3: Persons who don't meet the age requirements may be used by camps in other positions, such as food service or maintenance, or as additional program personnel to assist staff.

Age ratios apply to programs staffed by the camp as well as to the instructions given to rental groups for supervision of youth.

### **Compliance Demonstration**

Written documentation:

- Supervision policies and ratios for campers and rental groups

Visitor interviews:

- Director/staff description of supervision practices

Visitor observation:

- Randomly selected camper groups and activities

# HR.9 SUPERVISION RATIO EXCEPTIONS

Does the camp identify and/or advise rental groups to identify:‡

HR.9.1 Exceptions (if any) to the general ratios in HR.8 for segments of the day when greater or fewer staff are required for supervision?  
YES NO

HR.9.2 Activities, locations, or situations where a minimum of two staff members are required to be present?  
YES NO

**Written documentation required**

**Included in self-assessment**

**Applies to:**

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

## Contextual Education

In HR.9.1, any exceptions to the general ratios should be in accordance with the type of activity, the area, and the characteristics of the participants. Camp policies may specify no exceptions. Exceptions for times such as free time, rest hour, after lights out, early morning, field trips, and overnights must be well-defined and justified because statistics indicate that these are the times when accidents and incidents are most likely to happen in camps.

When the camp serves campers with special physical, medical, cognitive, or behavioral needs who require additional staff support to participate in camp (e.g., physically or mentally disabled, emotionally disturbed), the following ratios of staff and counselor-support personnel to campers are suggested:

<i>Camper Description</i>	<i>Staff</i>	<i>Campers</i>
Needing constant and individual assistance or supervision	1	1
Needing close but not constant assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

In HR.9.2, camps must consciously determine when at least two staff persons are required to be present with camper groups, both for the sake of safety and to prevent situations with opportunity for child abuse. Examples of relevant activities and situations include overnights, trips, and showers.

## Compliance Demonstration

Written documentation:

- Supervision and ratio policies for camp and rental groups

Visitor interviews:

- Director/staff description of supervision practices

Visitor observation:

- Randomly selected camper groups and activities



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## HR.13 LATE-HIRE TRAINING

HR13.1 Does the camp provide training for late-hire, replacement, or other camp program personnel not present for all or part of precamp training? YES NO
--

### Contextual Education

Because staff training is so critical to running a safe and effective program for campers, procedures should ensure that late hires and replacement staff are trained in all of the areas typically addressed during precamp training. For example, the camp might arrange for late hires to receive training through individual training sessions with the staff person's supervisor, orientation sessions with activity specialists, periods of "apprenticeship" under fully trained staff, or self-study of relevant topics.

### Compliance Demonstration

Visitor interviews:

- Director description of training process used

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs

## HR.14 IN-SERVICE TRAINING

HR.14.1 Does all staff who work directly with campers receive in-service training that provides continuing education and support? YES NO
---

### Contextual Education

"In-service" refers to training that occurs during the camp season. The training specified here involves more than staff meetings for announcements and coordination of schedules that often occur on a regular basis in camps. Examples include: regularly scheduled supervisory conferences, special program activities and skill-training sessions, and training sessions relating to human behavior and group dynamics.

### Compliance Demonstration

Visitor interviews:

- Director/staff description of in-service training opportunities

**DNA: HR.14.1 does not apply if the entire season is two (2) weeks or less in length or if program staff are on site for less than two (2) weeks.**

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs

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## HR.15 CAMP STAFF RESPONSIBILITIES FOR GENERAL CAMP ACTIVITIES

HR.15.1 Is camp staff trained to supervise campers in various types of general and unstructured camp activities?	YES	NO
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**Written documentation required**

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **Camps serving rental groups when camp has shared supervisory responsibilities<sup>‡</sup>**

### **Contextual Education**

The training addressed in this standard should cover the responsibilities of any staff person on duty with campers during the general and unstructured activities of the camp day. These activities include everything that is not considered a special program in which designated and trained program staff are responsible for campers. Unstructured camp activities include cabin time, night time, free time, playground, meal time, transitional periods, canteen, and personal hygiene periods (e.g., showers).

Supervision procedures and training should cover how to delineate roles when several staff members are present; what to look or listen for that requires action; intervention techniques; how and where to get additional help; location while "on duty"; and monitoring responsibilities specific to the activities, areas, and participants.

If camp staff share supervision responsibilities with rental group leaders, procedures and training should clarify expectations for and responsibilities of both the camp staff and rental group leaders. Additional responsibilities specific to program specialists or program activities are noted in the program-related standards.

### **Compliance Demonstration**

Written documentation:

- Procedures and policies regarding staff responsibilities

Visitor interviews:

- Director/staff description of training

## PD.24 ANNUAL INSPECTION OF ADVENTURE/CHALLENGE COURSE ELEMENTS

<p>PD.24.1 Do qualified personnel annually inspect course elements for integrity of hardware, materials, and equipment and provide the camp with a written report that includes recommendations for repairs, replacement, and potential closure of an element?</p>	<p>YES NO</p>
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### Contextual Education

“Qualified personnel” have current and documented experience in construction and evaluation of the type of course they are inspecting and are following authoritative sources and peer-accepted practices in construction and inspection. It is the expectation that the recommendations concerning the safety of the course and potential closure of an element will be addressed.

### Compliance Demonstration

Written documentation:

- Procedures outlining inspection process
- Inspection report

Visitor interviews:

- Director description of qualifications of person

### Written documentation required

**DNA: PD.24.1 does not apply if the camp does not have a ropes course, challenge course, climbing wall, rappelling tower, zip line, or other such constructed adventure/challenge area for which they are responsible.\*\***

### Applies to:

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

## PD.25 ARCHERY SAFETY

Does the camp require the following for all archery activities:

PD.25.1 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)? YES NO

PD.25.2 Clear safety signals and range commands to control the activity at the firing line and during the retrieval of arrows? YES NO

PD.25.3 When not in use, bows and arrows are stored in a locked cabinet or closet?† YES NO

### MANDATORY (All)†

**DNA: PD.25.1, PD.25.2, and PD.25.3† do not apply if archery activities are never provided.**

#### Applies to:

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

### Contextual Education

Establishing safety buffers and zones around the archery range is critical to safe operation of the activity. All persons who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. Camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access.

“Safety signals and range commands” are the specific commands and instructions used to assure the orderly and safe operation of the range. Participants must learn and follow commands to demonstrate proper respect for the potential danger involved with the unsafe use of archery equipment.

### Compliance Demonstration

Visitor observation:

- Activity area and activity in action

Visitor interviews:

- Staff and camper description of procedures used

## 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?

YES NO

PD.26.2 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. Clearly defined firing line?

YES NO

PD.26.3 Clear safety signals and range commands to control both the activity at the firing line and during the retrieval of targets? YES NO

### Contextual Education

This standard applies to all program activities that use firearms and air guns or pellet guns. "Redundant safety" for firearms can also be met by utilizing gun locks on each rifle or locking each one up in the gun safe.

Establishing safety buffers and zones around the shooting range is critical to safe operation of the activity. All persons who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. Camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access.

Safety signals and range commands are the specific commands and instructions used to assure the orderly and safe operation of the range. Participants must learn and follow commands to demonstrate proper respect for the potential danger involved with the unsafe use of firearms.

### Compliance Demonstration

Visitor interviews:

- Director/staff description of shooting range design and buffer zones
- Staff/camper description of safety procedures

Visitor observation:

- Shooting sports in action

### MANDATORY (All)†

**DNA: PD.26.1, PD.26.2, and PD.26.3 do not apply if firearm (e.g., rifle, pistol, shotgun) activities are never provided. None apply to paintball activities.**

#### Applies to:

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

## PD.27 GO-KART SAFETY

<p>PD.27.1 Does the camp require that go-karts (and similar motorized program vehicles) be equipped with rollover protection devices such as roll bars, roll hoops or roll cages, and/or restraint devices such as seat belts or safety harnesses whenever these are applicable to the type of vehicle being used, activities being conducted, and recommended by the manufacturer?</p>	<p>YES NO</p>
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**DNA: PD.27.1 does not apply if go-karts are never provided by the camp or staffed public facilities.\*\***

**Applies to:**

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

### Contextual Education

In addition to the required roll bars, appropriate restraint devices include seat belts, harnesses, or restraining bars. Camp go-karts as well as go-karts at public facilities must be properly equipped.

### Compliance Demonstration

Visitor observation:

- Go-karts, activity area

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This section details the 30 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.

## SF.1 EMERGENCY EXITS

### Site and Food Service Standards

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

- SF.1.1 At least one easily accessible emergency exit in addition to and not immediately adjacent/next to the main door or entrance?<sup>†</sup>
- SF.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 inspection 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.<sup>†</sup>

## SF.2 CARE OF HAZARDOUS MATERIALS

- SF.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?

## TR.1 MEDICAL EMERGENCY TRANSPORTATION

### Transportation Standards

- TR.1.1 Does the camp require that emergency transportation is available at all times by:
  - A. The camp or rental groups, or
  - B. Community emergency services with which prior arrangements have been made in writing?

## **HW.2 FIRST-AID AND EMERGENCY CARE PERSONNEL**

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

- HW.2.1 When access to the emergency medical system (EMS) is 30 minutes or less, certification by a nationally recognized provider of training in first aid and CPR/AED (cardiopulmonary resuscitation and the use of an automated external defibrillator)?
- HW.2.2 When access to emergency rescue systems or EMS is more than 30 minutes, certification from a nationally recognized provider of training in wilderness first aid and CPR/AED?
- HW.2.3 For nonmedical religious camps, an individual meeting qualifications specified in writing by the religious sponsor?

## **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 (A physician statement, a government immunization record, or a school immunization record is also acceptable. The date of the last tetanus immunization is required.)<sup>†</sup>;
  - 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?



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## 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

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**Human Resources  
Standards**

**HR.3 HIRING POLICIES<sup>‡</sup>**

Does the camp have written hiring policies that:

- HR.3.3 Define additional/periodic screening requirements for all year-round camp staff based on the camp property (directors, counselors, administrative staff, and support staff) beyond the new-hire period (HR.5) and annual screening process stated in HR.4, consistent with their role and relationship with campers, including a criminal background check at least every five years?<sup>‡</sup>

**HR.4 ANNUAL STAFF SCREENING<sup>‡</sup>**

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

- HR.4.1 A voluntary disclosure statement (completed in compliance with state regulations)?
- HR.4.2 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?
- HR.4.3 FOR RETURNING SEASONAL STAFF ONLY: A 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?<sup>‡</sup>

**HR.5 NEW STAFF SCREENING<sup>‡</sup>**

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

- HR.5.1 A 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?<sup>‡</sup>

**Program Design and  
Activities Standards**

**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?

**MANDATORY**

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## PD.25 ARCHERY SAFETY<sup>‡</sup>

Does the camp require the following for all archery activities:

- PD.25.1 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.25.2 Clear safety signals and range commands to control the activity at the firing line and during the retrieval of arrows?
- PD.25.3 When not in use, bows and arrows are stored in a locked cabinet or closet?

## 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.26.2 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. Clearly defined firing line?
- PD.26.3 Clear safety signals and range commands to control both the activity at the firing line and during the retrieval of targets?

## 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?

## 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?

### Program—Aquatics Standards

## 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?

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## 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?

## 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?

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## PA.20 WATERCRAFT GUARD CERTIFICATION

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

PA.20.1 A person who holds one of the following:

- A. Current instructor rating in the appropriate craft from a nationally recognized certifying body, or
- B. Current lifeguard training from a nationally recognized certifying body, or
- C. Other acceptable certification or license?

AND/OR

PA.20.2 When camp is serving a rental group, are they advised in writing to provide a person who holds one of the following:

- A. Current instructor rating in the appropriate craft from a nationally recognized certifying body, or
- B. Current lifeguard training from a nationally recognized certifying body, or
- C. Other acceptable certification or license?

## PA.21 WATERCRAFT RESCUE SKILLS

PA.21.1 In addition to the watercraft guard certification, does the camp require that every camp watercraft guard has demonstrated skill in water rescue and emergency procedures specific to the type of water and activities conducted?

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

PA.22.1 For 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?

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## 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:

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?

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:

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?

## 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?

## PA.30 PUBLIC PROVIDERS OF SWIMMING

PA.30.1 Does the camp use only staffed public swimming facilities or providers who have persons on duty who have current lifeguarding certification (as in standard PA.3) and current certification in first aid, CPR, and use of an AED?

## PA.31 PUBLIC PROVIDERS OF WATERCRAFT ACTIVITIES

Does the camp use only staffed public facilities for watercraft activities that have persons on duty who hold:

PA.31.1 Appropriate watercraft certification (as in standard PA.20)?

PA.31.2 Certification in first aid, CPR, and the use of an AED (as in standard PA.23)?

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## **PA.32 PFDs OFF SITE OR AT PUBLIC AQUATIC FACILITIES**

PA.32.1 Does the camp require PFDs that are safe for use be worn by all persons in watercraft activities?

## **PT.5 TRIP ORIENTATION**

Are all campers and staff required to participate in pretrip orientation that includes at least:

PT.5.2 Specific information and training on how and where to obtain medical and emergency assistance on the trip?

## **PT.14 AQUATIC SUPERVISOR QUALIFICATIONS**

PT.14.1 Are all aquatic activities 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 nationally recognized certifying body, or
3. Other acceptable certification or license; and/or

B. For swimming activities has:

1. Certification as a lifeguard from a nationally recognized certifying body, or
2. Acceptable certification other than lifeguard as in Part A, *and* participants are wearing PFDs?

## **PT.18 PFDs**

PT.18.1 Does the camp require PFDs that are safe for use be worn by all persons in watercraft activities?



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## OM.8 EMERGENCY PLAN AND REHEARSAL<sup>‡</sup>

- OM.8.1 Does the camp have site-specific emergency procedures established to appropriately respond to natural disasters typical of the area and other reasonably foreseeable emergencies, including:
- A. Building and site evacuations made necessary by such events; AND
  - B. A program of training and rehearsal to prepare the staff to carry out their responsibilities in emergency situations?

## OM.10 MISSING PERSON PROCEDURE

- OM.10.1 Does the camp practice search-and-rescue procedures for lost, missing, or runaway persons so staff are familiar with their responsibilities and know how to implement those procedures?

## OM.11 EMERGENCY COMMUNICATIONS

Does the camp's emergency plan include communication procedures that specify:

- OM.11.1 A system for communication from persons at the site of the incident (including out-of-camp trips) to camp administrative and health personnel, as well as to community emergency services as appropriate (e.g., health, law enforcement)?
- OM.11.2 Who will contact parents or guardians of minors directly supervised by the camp?
- OM.11.3 Who from the camp can communicate with the media?

## OM.14 RENTAL GROUP AGREEMENT

- OM.14.1 Does the camp require a written use agreement, signed by authorized representatives of the camp and the rental group, that includes the following (as applicable):
- A. Terms of use, including dates, times, and costs;
  - B. Cancellation, minimum fees, and refund policies;
  - C. Services that will be provided by the camp for the group, such as food service, recreation options, program staff, transportation; and
  - D. Costs and conditions for use of any recreational equipment or services?

## OM.15 RENTAL GROUP RESPONSIBILITIES

OM.15.1 Does the written rental group agreement specify:

- A. Party responsible to provide first aid, emergency care, and emergency transportation;
- B. Party responsible to supervise the group and its behavior;
- C. Party responsible to supervise any specialized recreational activities;
- D. Required orientation to the camp's safety procedures and regulations;
- E. Any insurance coverage to be provided by the group; and
- F. Recommendations to rental group leaders of need for appropriate screening policies for all rental-group staff with responsibility for or access to campers?

### Human Resources Standards

## HR.3 HIRING POLICIES

Does the camp have written hiring policies that:

- HR.3.1 Identify appropriate application and screening processes for each job category?
- HR.3.2 Have been reviewed by legal counsel or a human resources professional within the last three (3) years?
- HR.3.3 Define additional/periodic screening requirements for all year-round camp staff based on the camp property (directors, counselors, administrative staff, and support staff) beyond the new-hire period (HR.5) and annual screening process stated in HR.4, consistent with their role and relationship with campers, including a criminal background check at least every five years?†

## HR.6 JOB DESCRIPTIONS/INFORMATION

- HR.6.1 Prior to accepting a position, is each camp staff member provided with:
  - A. A written job description that identifies the responsibilities and essential functions of the job, and
  - B. Information on the nature and diversity of the total camp population, and general characteristics of the camp and programs offered?

## HR.7 PERSONNEL POLICIES

- HR.7.1 Does the camp provide all camp staff with written personnel policies that address the following:
- A. General equal employment opportunity policies;
  - B. Benefits;
  - C. Time off, absence, and leaves of absence;
  - D. Performance evaluation processes to include discipline procedures;
  - E. Conditions of severance and grievance procedures; and
  - F. Work rules and personal conduct, including sexual harassment policies?

## HR.8 CAMPER SUPERVISION RATIOS AND STAFF AGE

Does the camp require and/or advise rental groups that:

- HR.8.1 Ratios of staff who are on duty with campers in units or living groups and in general camp activities should meet the following minimums?

<i>Camper Age</i>	<i>Number Staff</i>	<i>Overnight Campers</i>	<i>Day-only Campers</i>
5 years and younger	1	5	6
6–8 years	1	6	8
9–14 years	1	8	10
15–18 years	1	10	12

- HR.8.2 At least 80 percent (100 percent for camps primarily serving persons with special needs) of the staff are eighteen (18) years of age or older?
- HR.8.3 All staff is at least sixteen (16) years of age and at least two (2) years older than the minors with whom they are working?

## HR.9 SUPERVISION RATIO EXCEPTIONS

Does the camp identify and/or advise rental groups to identify:†

- HR.9.1 Exceptions (if any) to the general ratios in HR.8 for segments of the day when greater or fewer staff are required for supervision?
- HR.9.2 Activities, locations, or situations where a minimum of two staff members are required to be present?

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## HR.17 BEHAVIOR MANAGEMENT AND DISCIPLINE

Is camp staff trained in behavior management and discipline techniques that:

- HR.17.1 Teach campers skills that achieve positive outcomes in areas of problem solving and interactions with others?
- HR.17.2 Help staff recognize bullying and address the need to share with campers that bullying is unacceptable and to whom incidents of bullying should be reported?
- HR.17.3 Implement fair and consistent disciplinary steps that are appropriate to the camper and the situation?

### Program Design and Activities Standards

## PD.1 CAMP GOALS AND OUTCOMES

To help provide a quality camp experience, has the camp:

- PD.1.1 Established a written statement of overall goals for participants?
- PD.1.2 Identified in writing specific measurable behavioral outcomes that address the developmental needs of campers?
- PD.1.3 Provided staff with training strategies that help campers achieve established outcomes in the camp program?
- PD.1.4 Informed parents and campers of the goals of the camp experience?

## PD.4 PROGRAM ELIGIBILITY

- PD.4.1 Has the camp identified any eligibility requirements necessary for a camper to participate in each program activity offered by the camp?

## PD.6 ACTIVITY INFORMATION AND PERMISSION

- PD.6.1 Does the camp inform campers and their parents or guardians, in writing, of the nature of anticipated camp activities and require a signed statement from parents or guardians that indicates permission or denial for minors potentially participating in those activities?

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
SF.1.1	Emergency Exits—In Addition to Main	Yes			
SF.1.2	Emergency Exits—From Second Floor	Yes			
SF.2.1	Care of Hazardous Materials	Yes			
SF.3.1	Contact with Local Officials				
SF.4.1	Water Testing		Yes		
SF.5.1	Utility Systems		Yes		
SF.6.1	Electrical Evaluation		Yes		
SF.7.1	Condition of Facilities				
SF.8.1	Power Tools				
SF.9.1	Fire and Safety Equipment Evaluation		Yes		
SF.10.1	Playgrounds				
SF.11.1	Smoke Detectors				
SF.11.2	Carbon Monoxide (CO) Detectors				
SF.12.1	Permanent Sleeping Quarters				
SF.13.1	Bunk Guardrails				
SF.14.1	Handwashing Facilities				
SF.15.1	Food Service Areas				
SF.16.1	Refrigeration		Yes		
SF.17.1	Food Service Supervisor		Yes		
SF.18.1	Food Temperatures				
SF.19.1	Sanitized Utensils and Surfaces				
SF.20.1	Dishwashing		Yes		
SF.21.1	Dish Drying and Storage				
SF.22.1	Food Handling Procedures		Yes		
SF.23.1	Dishwashing Procedures		Yes		
TR.1.1	Medical Emergency Transportation	Yes	Yes		
TR.2.1	Nonpassenger Vehicles				
TR.3.1	Private Vehicle Use		Yes		
TR.4.1	Arrival and Departure				
TR.5.1	Transportation Information for Parents		Yes	Yes	
TR.6.1	Supervision		Yes		
TR.7.1	Accident Procedures		Yes	Yes	
TR.8.1	Safety Procedures		Yes	Yes	
TR.9.1	Transportation Orientation		Yes		
TR.10.1	Emergency Equipment				
TR.11.1	Leased, Rented, or Chartered Vehicles		Yes		
TR.12.1	Mechanical Evaluations		Yes		
TR.13.1	Safety Checks—Tires		Yes		
TR.13.2	Safety Check—List		Yes		
TR.14.1	Driver Requirements		Yes		
TR.15.1	Training for Drivers		Yes	Yes	
HW.1.1	Healthcare Provider—Day Camps		Yes		
HW.1.2	Healthcare Provider—Resident Camps		Yes		
HW.1.3	Healthcare Provider—Special Medical Needs Camps		Yes		
HW.1.4	Healthcare Provider—Nonmedical Religious Camps		Yes		
HW.2.1	First-Aid and Emergency Care Personnel < 30 minutes away	Yes	Yes		
HW.2.2	First-Aid and Emergency Care Personnel > 30 minutes away	Yes	Yes		

<b>Standard Number</b>	<b>Standard Name/Title</b>	<b>Mandatory</b>	<b>Written Documentation Required</b>	<b>Included in Self-Assessment</b>	<b>Complete?</b>
HW.2.3	First-Aid and Emergency Care Personnel—Nonmedical Religious Camps	Yes	Yes		
HW.3.1	Away from Main Camp				
HW.4.1	Staff Training		Yes		
HW.5.1	Camper Health History	Yes	Yes		
HW.6.1	Health Exam				
HW.7.1	Health Screening for Resident Camps		Yes		
HW.8.1	Health Information Review and Screening for Day Camps—General				
HW.8.2	Health Information Review and Screening for Day Camps—Special Medical Needs				
HW.9.1	Permission to Treat		Yes		
HW.10.1	Parent Notification—Info to Parents		Yes		
HW.10.2	Parent Notification—Documentation of Communication with Parents		Yes		
HW.11.1	Healthcare Policies—Reviewed at Least Every Three Years		Yes		
HW.11.2	Healthcare Policies—Scope and Authority Guidelines		Yes		
HW.12.1	Treatment Procedures		Yes		
HW.13.1	Inform Staff of Special Needs				
HW.14.1	Special Medical Needs of Participants <sup>†‡</sup>				
HW.15.1	Healthcare Center				
HW.16.1	Healthcare Equipment, Supplies, and Emergency Assistance		Yes		
HW.17.1	Availability of an AED				
HW.18.1	Supervision in Healthcare Center				
HW.19.1	Medication Storage and Administration		Yes		
HW.20.1	Contact Information		Yes		
HW.21.1	Recordkeeping—System		Yes		
HW.21.2	Recordkeeping—Reports of Incidents		Yes		
HW.22.1	Record Maintenance				
HW.23.1	Staff Health History	Yes	Yes		
HW.24.1	Health Screening for Resident Camp Staff				
HW.25.1	Contact Information for Staff Members Who Are Minors		Yes		
HW.26.1	Emergency Care Personnel	Yes	Yes		
HW.27.1	Healthcare Planning		Yes		
HW.28.1	Health Information		Yes		
OM.1.1	Risk Management—Identified and Analyzed		Yes	Yes	
OM.1.2	Risk Management—Implemented		Yes	Yes	
OM.2.1	Incident Analysis		Yes		
OM.3.1	Insurance Coverage—General Liability		Yes		
OM.3.2	Insurance Coverage—Loss on Buildings		Yes		
OM.3.3	Insurance Coverage—Business Personal Property		Yes		
OM.3.4	Insurance Coverage—Motor Vehicle		Yes		
OM.3.5	Insurance Coverage—Workers’ Compensation		Yes		
OM.3.6	Insurance Coverage—Coverage for Campers		Yes		
OM.4.1	Personal Property Policy		Yes	Yes	
OM.5.1	Incident Reporting		Yes		

<sup>†</sup> October 2012; <sup>‡</sup> September 2014

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
OM.6.1	Firearms Control	Yes			
OM.7.1	Intruders		Yes		
OM.8.1	Emergency Plan and Rehearsal		Yes	Yes	
OM.9.1	Safety Orientation		Yes		
OM.10.1	Missing Person Procedure		Yes	Yes	
OM.11.1	Emergency Communications—System To and From Incident		Yes	Yes	
OM.11.2	Emergency Communications—Contacting Parents		Yes	Yes	
OM.11.3	Emergency Communications—Media		Yes	Yes	
OM.12.1	Campers in Public Areas		Yes		
OM.13.1	Camper Security—Release of Minors		Yes		
OM.13.2	Camper Security—Verification of Absentees		Yes		
OM.14.1	Rental Group Agreement		Yes	Yes	
OM.15.1	Rental Group Responsibilities		Yes	Yes	
HR.1.1	Director Qualifications—Supervisory Experience		Yes		
HR.1.2	Director Qualifications—Professional Development		Yes		
HR.1.3	Director Qualifications—Age				
HR.1.4	Director Qualifications—Serving Campers with Special Needs				
HR.2.1	Special Needs Staff Requirements				
HR.3.1	Hiring Policies—Application and Screening Processes		Yes	Yes	
HR.3.2	Hiring Policies—Policies Reviewed		Yes	Yes	
HR.3.3	Hiring Policies—Screening Requirements for Year-Round Staff	Yes <sup>‡</sup>	Yes	Yes	
HR.4.1	Annual Staff Screening—Voluntary Disclosure Statement	Yes	Yes		
HR.4.2	Annual Staff Screening—NSOPW	Yes	Yes		
HR.4.3	Annual Staff Screening—Criminal Background Check <sup>‡</sup>	Yes	Yes		
HR.5.1	New Staff Screening—Criminal Background Checks	Yes	Yes		
HR.5.2	New Staff Screening—Reference Checks and Work History		Yes		
HR.5.3	New Staff Screening—Personal Interview		Yes		
HR.6.1	Job Descriptions/Information		Yes	Yes	
HR.7.1	Personnel Policies		Yes	Yes	
HR.8.1	Camper Supervision Ratios and Staff Age—In General		Yes	Yes	
HR.8.2	Camper Supervision Ratios and Staff Age—80% > 18 Years Old		Yes	Yes	
HR.8.3	Camper Supervision Ratios and Staff Age—Staff Minimum Age		Yes	Yes	
HR.9.1	Supervision Ratio Exceptions—General Ratios		Yes	Yes	
HR.9.2	Supervision Ratio Exceptions—Minimum of Two Requirements		Yes	Yes	
HR.10.1	Job Training				
HR.11.1	Diversity				
HR.12.1	Precamp Staff Training		Yes		
HR.13.1	Late-Hire Training				
HR.14.1	In-Service Training				
HR.15.1	Camp Staff Responsibilities for General Camp Activities		Yes		
HR.16.1	Staff/Camper Interactions		Yes		
HR.17.1	Behavior Management and Discipline—Teach Campers Skills		Yes	Yes	
HR.17.2	Behavior Management and Discipline—Bullying		Yes	Yes	
HR.17.3	Behavior Management and Discipline—Fair and Consistent Discipline		Yes	Yes	
HR.18.1	Sensitive Issue Policy				
HR.19.1	Supervisor Training—Monitoring Performance		Yes		

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
HR.19.2	Supervisor Training—Identify and Correct Behaviors		Yes		
HR.19.3	Supervisor Training—Use Performance Review System		Yes		
HR.20.1	Staff Observation		Yes		
HR.21.1	Staff Time Off—Daily				
HR.21.2	Staff Time Off—During Total Employment				
PD.1.1	Camp Goals and Outcomes—Overall Goals		Yes	Yes	
PD.1.2	Camp Goals and Outcomes—Behavioral Outcomes		Yes	Yes	
PD.1.3	Camp Goals and Outcomes—Training for Staff		Yes	Yes	
PD.1.4	Camp Goals and Outcomes—Informed Parents		Yes	Yes	
PD.2.1	Camp Experience Evaluation		Yes		
PD.3.1	Program Progression				
PD.4.1	Program Eligibility		Yes	Yes	
PD.5.1	Social Development				
PD.6.1	Activity Information and Permission		Yes	Yes	
PD.7.1	Environmental Activities				
PD.8.1	Program Equipment Maintenance and Safety Checks—Checked, Good Repair, Storage		Yes		
PD.8.2 †	Program Equipment Maintenance and Safety Checks—Removal of Equipment		Yes		
PD.8.3 †	Program Equipment Maintenance and Safety Checks—Size and Ability		Yes		
PD.8.4 †	Program Equipment Maintenance and Safety Checks—Prior to Each Use		Yes		
PD.8.5	Program Equipment Maintenance and Safety Checks—Records of Maintenance		Yes		
PD.9.1	Overnights and Trips (includes Trip/Travel Programs)—Camp Stoves and Flammables	Yes	Yes		
PD.9.2	Overnights and Trips (includes Trip/Travel Programs)—Drinking Water		Yes		
PD.9.3	Overnights and Trips (includes Trip/Travel Programs)—Safe Food Handling		Yes		
PD.9.4	Overnights and Trips (includes Trip/Travel Programs)—Food Utensils		Yes		
PD.9.5	Overnights and Trips (includes Trip/Travel Programs)—Campsites and Natural Areas		Yes		
PD.10.1	Emergency Information		Yes		
PD.11.1	Details and Designated Person		Yes		
PD.12.1	Supervisor Qualifications		Yes		
PD.13.1	Adventure/Challenge Supervisor Qualifications—Certification		Yes		
PD.13.2	Adventure/Challenge Supervisor Qualifications—Experience		Yes		
PD.14.1	Horseback Riding Supervisor Qualifications—Certification		Yes		
PD.14.2	Horseback Riding Supervisor Qualifications—Experience		Yes		
PD.14.3	Horseback Riding Supervisor Qualifications—Age		Yes		
PD.15.1	Staff Skill Verification		Yes		
PD.16.1	Supervision of Activity Leaders		Yes		
PD.17.1	First-Aider		Yes		
PD.18.1	Safety Orientation		Yes		
PD.19.1	Competency Demonstration				
PD.20.1	Access of Specialized Activity Areas		Yes		



Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
PD.21.1	Spotters and Belayers		Yes		
PD.22.1	Supervision Ratios for Specialized Program Activities—Minimum Ratios		Yes		
PD.22.2	Supervision Ratios for Specialized Program Activities—Minimum of Two Required		Yes		
PD.23.1	Safety and Emergency Procedures		Yes		
PD.24.1	Annual Inspection of Adventure/Challenge Course Elements		Yes		
PD.25.1	Archery Safety—Range Design	Yes <sup>†</sup>			
PD.25.2	Archery Safety—Safety Signals and Range Commands	Yes <sup>†</sup>			
PD.25.3	Archery Safety—Stored and Locked <sup>†</sup>	Yes			
PD.26.1	Rifle, Pellet Gun, and Air Gun Safety—Guns Locked, Redundant Safety	Yes			
PD.26.2	Rifle, Pellet Gun, and Air Gun Safety—Range Design	Yes <sup>†</sup>			
PD.26.3	Rifle, Pellet Gun, and Air Gun Safety—Safety Signals and Range Commands	Yes <sup>†</sup>			
PD.27.1	Go-Kart Safety				
PD.28.1	ATV Safety		Yes		
PD.29.1	Protective Headgear—Bicycling Activities	Yes			
PD.29.2	Protective Headgear—Motorized Vehicles	Yes			
PD.29.3	Protective Headgear—Adventure/Challenge Activities	Yes			
PD.29.4	Protective Headgear—Boarding and Skating	Yes			
PD.30.1	Protective Headgear for Horseback Riding—Campers and Staff < 18 years old	Yes			
PD.30.2	Protective Headgear for Horseback Riding—Campers and Staff > 18 years old	Yes	Yes		
PD.31.1	Safety Apparel—Boarding and Skating				
PD.31.2	Safety Apparel—Horseback Riding: Footwear				
PD.31.3	Safety Apparel—Horseback Riding: Trousers				
PD.31.4	Safety Apparel—Archery				
PD.31.5	Safety Apparel—Firearms Activities				
PD.32.1	Horse and Livestock Medications				
PD.33.1	Pony Rides—Sound Horses				
PD.33.2	Pony Rides—Provide Qualified Assistants				
PD.34.1	Classifying Horses				
PD.35.1	Horse Suitability/Soundness				
PD.36.1	Rider Classification				
PD.37.1	Riding Facilities—Location				
PD.37.2	Riding Facilities—Cleanliness				
PD.38.1	Public Providers of Specialized Program Activities		Yes		
PD.38.2	Public Providers of Specialized Program Activities—Adventure/Challenge		Yes		
PD.38.3	Public Providers of Specialized Program Activities—Horseback Riding		Yes		
PD.39.1	Camper Supervision with Public Providers		Yes		
PD.40.1	Rental Groups—Conditions		Yes		
PA.1.1	Aquatics Supervisor Qualifications—Certification		Yes		
PA.1.2	Aquatics Supervisor Qualifications—Experience or Training		Yes		
PA.1.3	Aquatics Supervisor Qualifications—Age				
PA.2.1	Supervision of Activity Leaders		Yes		

Standard Number	Standard Name/Title	Mandatory	Written Documentation Required	Included in Self-Assessment	Complete?
PA.3.1	Swim Lifeguard Certification—Current Certification	Yes	Yes		
PA.3.2	Swim Lifeguard Certification—Advise Rental Groups	Yes	Yes		
PA.4.1	Swim Lifeguard Skills	Yes	Yes		
PA.5.1	First Aid/CPR—First Aid		Yes		
PA.5.2	First Aid/CPR—CPR	Yes	Yes		
PA.6.1	Lookouts				
PA.7.1	Supervision Ratios—Minimum Ratios		Yes		
PA.7.2	Supervision Ratios—Two at All Times		Yes		
PA.8.1	Safety Regulations—In Writing		Yes		
PA.8.2	Safety Regulations—Communicated		Yes		
PA.9.1	Emergency Procedures—Established		Yes		
PA.9.2	Emergency Procedures—Rehearsed or Communicated		Yes		
PA.10.1	First-Aid Kits				
PA.11.1	Safety of Persons with Impaired Mobility†				
PA.12.1	Safety Systems				
PA.13.1	Participant Classification				
PA.14.1	Swimming Pools		Yes		
PA.15.1	Natural Bodies of Water Used for Aquatic Activities		Yes		
PA.16.1	Aquatic Sites Away from Camp Supervised by Camp Staff		Yes		
PA.17.1	Staff Swimming	Yes	Yes		
PA.18.1	SCUBA Diving Activities—Provided by Camp	Yes	Yes		
PA.18.2	SCUBA Diving Activities—For Rental Groups	Yes	Yes		
PA.19.1	Swimming Lessons—Certified Instructor		Yes		
PA.19.2	Swimming Lessons—Lifeguard on Duty				
PA.19.3	Swimming Lessons—Noncertified Assistants				
PA.19.4	Swimming Lessons—Advising Rental Groups: Certified Instructors		Yes		
PA.19.5	Swimming Lessons—Advising Rental Groups: Lifeguards		Yes		
PA.20.1	Watercraft Guard Certification—Day and Resident Camps and Youth Groups	Yes	Yes		
PA.20.2	Watercraft Guard Certification—Rental Groups	Yes	Yes		
PA.21.1	Watercraft Rescue Skills	Yes	Yes		
PA.22.1	Watercraft Safety for Staff and All-Adult Groups*	Yes	Yes		
PA.23.1	First Aid/CPR/AED—Part B MANDATORY	Yes	Yes		
PA.23.2	First Aid/CPR/AED—Part B MANDATORY	Yes	Yes		
PA.24.1	PFDs	Yes			
PA.25.1	Personal Watercraft				
PA.26.1	Watercraft Activity Orientation				
PA.27.1	Watercraft Instruction—Canoeing, Sailing, Rowing, etc.		Yes		
PA.27.2	Watercraft Instruction—Activities Such as Waterskiing, Boardsailing, Jet Skiing		Yes		
PA.28.1	Motorized Watercraft Training—General Procedures		Yes		
PA.28.2	Motorized Watercraft Training—Craft Specific Training		Yes		
PA.29.1	Watercraft Maintenance—Nonmotorized Watercraft and Equipment		Yes		
PA.29.2	Watercraft Maintenance—Motorized Watercraft and Equipment		Yes		

\*January 2012; † October 2012