

**Mandatory Standards from the Accreditation Process Guide, 2012 Edition,  
Updated October 2018**

This document details the standards that the ACA's National Standards Commission has identified as being mandatory. Compliance with the mandatory standards is required for accreditation to be granted, regardless of scores achieved in other areas of the standards. If a standard has more than one "part" only the mandatory part of the standard is listed. The complete standard along with the Contextual Education can be found in the full *Accreditation Process Guide, 2012 Edition*.

**Site and Food Service Standards**

**SF.1 Emergency Exits**

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

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

**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 inspector authority stating the building is in full compliance with all local fire codes. If the area in which the camp is located has no fire code, the standard as stated must be met.

**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?

**SF.3 Local Emergency Response (New for 2019)**

**SF.3.1** Does the camp make annual contact with all applicable local emergency officials to notify them of the camp's dates of operation and relevant scope of programming (including items such as clients served, significant elements of the program, and overview of the facilities)?

**Transportation Standards**

**TR.1 Medical Emergency Transportation**

**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?

**Health and Wellness Standards**

**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 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 (*Note: A physician statement, a government immunization record, or a school immunization record is also acceptable. The date of the last tetanus immunization is required*);
- 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?

### **HW.19 Medication Storage and Administration (New for 2019)**

**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?

### **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?

### **HW.28 Health Information (Only HW.28.2 is mandatory. New for 2019)**

**HW.28.2** Does the camp require short-term resident camps and/or advise rental group leaders to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them?

## **Operational Management Standards**

### **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?

## **Human Resources Standards**

### **HR.3 Hiring Policies**

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.

#### **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?

**HR.4.3** FOR RETURNING STAFF ONLY: A criminal background check for all staff eighteen (18) year of age and older to be initiated prior to the arrival of campers or prior to the start of employment for late hires.

#### **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 years of age and older?

#### **HR.8.B. One on one Camper/Staff Interaction**

**HR.8. B.1** Does the camp provide training to all staff to minimize the potential of any staff member being in a one-on-one camper/staff situation when out of sight of others? YES NO

**HR.8.B.2** Does the camp advise rental groups to provide training to all staff to minimize the potential of any rental group personnel being in a one-on-one camper/personnel situation when out of sight of others?

### **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?

#### **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, know 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 over the age of 18, 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?

**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?

Form can be found at: [Lifeguard Skills Verification](#)

[http://www.acacamps.org/sites/default/files/resource\\_library/PA-04-Lifeguard-Skills-Verification.pdf](http://www.acacamps.org/sites/default/files/resource_library/PA-04-Lifeguard-Skills-Verification.pdf)

**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?

**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?

**PA.20 Watercraft Guard Certification**

**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?

**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?

Form can be found at: [Site Specific Watercraft Rescue & Emergency Procedure Verification](http://www.acacamps.org/sites/default/files/page_documents/accreditation/07-PA-Watercraft-Rescue-Skills-Verification.pdf)

[http://www.acacamps.org/sites/default/files/page\\_documents/accreditation/07-PA-Watercraft-Rescue-Skills-Verification.pdf](http://www.acacamps.org/sites/default/files/page_documents/accreditation/07-PA-Watercraft-Rescue-Skills-Verification.pdf)

**PA.22 Watercraft Safety for Staff, All-Adult Groups**

**PA.22.1** For staff and all-adult groups using watercraft, 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?

**PA.23 First Aid/CPR/AED - Part B MANDATORY for PA.23.1 and PA.23.2**

**PA.23.1-B** 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; and
- 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.23.2-B** 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?

- 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? *This standard does not apply to the individual actively lifeguarding from the watercraft. A PFD must be readily available.*

**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)?

**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?

**Program Trip and Travel Standards**

**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?