



# STANDARDS VISITOR REFERENCE GUIDE

NAME \_\_\_\_\_

ACA NUMBER \_\_\_\_\_

ACA LOCAL OFFICE \_\_\_\_\_

# ACA RESOURCES

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**ACA,** \_\_\_\_\_ **Local Office**

Phone \_\_\_\_\_

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Email \_\_\_\_\_

**Standards Chair** \_\_\_\_\_

Phone \_\_\_\_\_

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# CAMP TOUR REMINDERS

## Living Quarters

- Emergency Exits — Main plus an additional, and direct exit to ground for any above ground level sleeping
- Beds — 30" between sides of two beds
- Upper bunks — Guard rails on sides not secured to wall
- Adequate space for ventilation and temperature control
- Smoke and CO detectors

## General

- Staff: Camper Ratios;

6-8 yr.	1:6 Res	1:8 Day
9-14 yr.	1:8 Res	1:10 Day
15-18 yr.	1:10 Res	1:12 Day
- Minimum staff age: 16 years old (2+ years older than campers); 80% are 18+
- Staff attentive to & appropriate with campers/participants
- Handwash facilities near all toilets
- Flammables & hazardous materials in labeled, closed/safe containers, separate from food, access limited
- Fire extinguishers, suppression systems
- Utility charts (for non-owned sites, contact information posted)
- Power tools and safety devices in good repair
- All areas generally safe, sanitary, well-maintained
- Program equipment in good repair & stored appropriately
- Playground equipment in good repair; checked regularly by staff
- Firearms and ammunition locked

# CAMP TOUR REMINDERS

- Camp policies and risk management procedures implemented
- Emergency procedures rehearsed
- Safety and emergency procedure orientation

## Kitchens

- Passing Health Inspection report within last 15 months? If yes, do not visit kitchen.
- Monitor refrigeration temperatures  $\leq 40^{\circ}\text{F}$
- Monitor dishwasher temperatures: Wash  $\geq 100^{\circ}\text{F}$  Rinse  $\geq 180^{\circ}\text{F}$
- Air dry and protect clean dishes
- Handwashing facilities
- Generally clean, pest free
- Minimize food sit time,  $40^{\circ}\text{--}140^{\circ}\text{F}$
- Clean and sanitized utensils and surfaces

## Health Center

- Locked medication storage
- Center has toilet, water, 1:50 beds, isolation/quiet area
- Continual supervision of patients
- Parent and emergency contacts for campers and minors documented
- Healthcare policies and/or procedures (written and reviewed every three years)
- Health screening documentation
- Staff licenses or certifications; appropriate for EMS response time
- Health history & permission to treat (campers & staff)

# CAMP TOUR REMINDERS

- Histories reviewed and medication collected
- Treatment records
- Incident/accident reports
- Camp staff trained on their healthcare roles
- Camp staff informed of any special needs

## Vehicles

- Emergency equipment including first aid kits, fire extinguisher, reflectors
- Documents: vehicle log, safety checks, mechanical soundness checks, etc.
- Transportation policies are followed
- Drivers are licensed and trained

## Program and Specialized Activities

- Supervisor qualifications (per activity)
- Access control
- Safety orientation
- Safety regulations and emergency procedures followed
- Staff trained on supervisory role with public providers
- **Equipment:** appropriate checks for size, safety, and maintenance. Written policies are required for all specialized activities — however, written inspection records are only required for adventure/challenge!
- **Helmets (MANDATORY):** horses (minors), climbing/high ropes, bicycling, boarding, in-line skating, roller/ice hockey, all motorized vehicles

- **Challenge & Climbing:** spotting/belays, supervisor is 18+ with certification and experience, written maintenance and inspection records, helmets (climbing, rappelling, high ropes, etc.)
  - **Archery & Firearms:** bullet traps, arrow stops, safety zones or backstops, rear/side buffers, range commands, firing line, equipment locked, firearm ear/eye protection, supervision ratios observed
  - **Horses:** two staff members per horse activity location, both at least 18+, supervisor 21+ years old with certification and experience
- Apparel:** long pants, shoes. Sound animals, clean facilities away from living areas, meds secured, fresh water.  
Classifications for riders and horses
- **Go-karts:** rollbars, seat restraints, helmets
  - **ATVs:** helmets, no paved/public roads, no passengers, smaller engine, and reduced speeds for passengers under 16.
  - **Overnights & Trips:** training in camp stoves & flammables (MANDATORY), potable water, food safety, clean utensils, minimal environmental impact, participant roster, itinerary/plans

## **Pool/Lake**

- Overall supervisor is an adult with certification and experience
- Lifeguard on duty and/or advice to rentals
- Documented skills of lifeguards and observations of leaders
- Staffer with CPR and first aid on duty
- Trained lookouts (if used)
- Ratios established; 2 staff minimum, one  $\geq$  18+
- First aid kit including personal protective equipment (PPE)
- Facilities/equipment in good repair

## **Pool/Lake, continued**

- Safety regulations and emergency procedures established & communicated
- Participant skill evaluated/classified
- Staff trained on supervisory responsibilities
- System to account for all participants
- Safety practices for wheelchairs, etc.
- Staff swimming policies
- **Pools:** access control, marked depths, maintenance, posted rules, rescue equipment accessible
- **Natural Bodies of Water:** access control, facilities/equip maintained/checked, posted rules, rescue equipment accessible, hazards mitigated
- **Away from Camp:** orientation to rules/boundaries, assess water and weather, staff trained in supervisory role
- **Swim Lessons:** certified instructor; lifeguard on duty; any aides trained/supervised; advice to rentals
- **All Watercraft:** certified guard (or advice to rentals); guards have demonstrated/documentated skills; PFD's (safe for use) required; staff and all-adult safety systems; watercraft use/safety orientation; maintenance and safety checks documented
- **Personal Watercraft:** prohibited for < 16 years olds (both camp and public facility)
- **Motorized Watercraft:** operator/driver training including on-the-water with specific type of vessel
- **Public Providers:** lifeguard, first aid, CPR, watercraft certification, PFDs for watercraft; watercraft use/safety orientation, all items in "Away from Camp" above

## **Extended Trip/Travel**

- Leader qualifications: relevant skills, leadership ability, experience, or training, 18 years old
- Staff training specific to trip and participants
- Staff evaluated on enforcing safety and emergency procedures
- Camper orientation
- Minimum two staff plus any other established ratios
- Aquatics: lifeguard or PFDs for swimming, watercraft guard & PFDs for boating, supervision ratios, safety/use orientation, water/weather assessed, facilities/equipment in good repair, rescue equipment, staff trained in supervisory role

## **SCORE FORM REMINDERS**

- Use blue or black ink only
- No subjective comments by visitor
- Camp name and number legible on all pages
- All applicable modes marked
- List specialized activities scored
- Clearly mark an X over the correct response
- Comment on reason for ALL "NOs"
- Use abbreviations "CD" and "VIS" by comments (no names)
- Comment on any modes or activities scored but not seen
- Review Immediate Corrective Action (ICA) form and 72-hour Rule guidelines on following pages
- Check for blanks — scan each row
- Signatures of all
- Return Camp Information Form with score form



# ICA PROCEDURES

**MUST DO** for any missed mandatory standards.

Documents may be created/developed to send to ACA, Inc. to meet requirements of standard.

## STEPS

1. Mark standard NO and comment on score form.
2. Complete the ICA form.
3. Specify action required on ICA form.
4. Explain documentation required to verify action to be taken by the director.
5. Mail score form with ICA form immediately following visit (visitor does not change score form).
6. Camp sends required documentation to ACA, Inc. within seven days of visit.

# 72 HOURS FOR DOCUMENTATION

**OPTION** for visitor to allow director extra time only for:

- Standards requiring written documentation
- Must be verified already in existence

## STEPS

1. **Mark standard NO** and comment on score form. Indicate WHY and WHAT documentation is to be sent to the lead visitor.
2. Camp sends documentation to lead visitor within **72 hours**.
3. Lead visitor holds score form for 72 hours. If documentation is received and acceptable, change to **YES**. If documentation is not acceptable or not received, leave **NO** score.
4. Make comment on score form.
5. Mail form to **ACA Inc. ASAP**.

Notes:



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