2018 STANDARDS ADMINISTRATIVE MANUAL OVERVIEW

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The *Standards Administration Manual* (SAM) serves as an operating guide for both volunteers and staff in the administration of the accreditation program of the American Camp Association.

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Standards Administration Manual

A Guide for the Administration and Implementation of the ACA Accreditation Program
Fall 2018

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KEYS TO ACCREDITATION

• Consistency
• Credibility
• Adaptability

National Standards Commission

I

CHARGED WITH THE OVERSIGHT OF ACA ACCREDITATION

Develop policies and procedures

Maintain oversight of the standards instrument

Develop procedures and guidelines for the conduct of the accreditation program at all levels

Function as the final appeals body

Responsibilities of Volunteers

II

Responsibilities…

LCOL/Board
- Approve status of camps
- Approve visitor lists

Standards Chairs
- Training
- Scheduling
- Reviews
- Submitting records
- Mentoring

Instructors/ Visitors
- Too many tasks to list

Training II

www.ACAcamps.org

NEW: Accreditation Process Workshop!

NEW: Requirements for Annual Accreditation Reviewer

NEW: Method by which to reinstate lapsed visitor and Instructor

Courses offered at no cost (including supplemental)

Evaluations!

www.ACAcamps.org

Visitors and Visits IV

All camps must be visited under the same criteria by use of:

- The same basis of measurement — *APG*
- The same type of visitation program and system.
- The same evaluation

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Schedule Visits

- Determine Who
- Contact Camps

- Contact Volunteers
- Establish Visit Teams

- Notify Visitors
- Notify Camps

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Special Considerations

- Multi-camp operator
- Multi-site camps
- Revised numbers of sites to visit in Multi-site camps:
  - 9 sites or less – 50% of sites (25% for short-term day camps)
  - 10 – 24 sites – 33% of sites (25% for short-term day camps)
  - 25 sites and over will be determine based on the programs offered, locations, etc.
  - Must visit at least two sites
- ACA reserves the privilege to visit new or existing sites
- Courtesy Visits
- Extensions

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Visit & Scoring Procedures V

Visit and Scoring Procedures

Multi-camp: Review 1 x and share

Failed camp – wait 6 months

Exclusive trip/travel – visit at least 2 programs

WDP – submit by May 1, review w/in 2 weeks

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REVIEW & APPEALS
(more to come)
VI

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AAR
Due Feb.*1*
VII

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Maintaining
Records
VII

- For protection of ACA field/affiliate offices and ACA visitors, ACA, Inc. is the custodian of ACA official records. Any legal inquiries regarding camps and/or visits must be directed to the Director of Accreditation at ACA, Inc.
  - Annual Reports due Oct. 15
  - Visitors approved March 1
  - Score Form

Additional Policies IX

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Professional Conduct of Visitors

Confidentiality

Professional Manner

Use of Social Media

Additional Policies

- Conflict of Interest Statement for ACA Volunteers
- Reinstating Accreditation following lapse in payment
- Reinstating accreditation following lapse in accreditation of a year (or more)
- Complaints
- Logo Violations – we do follow up!
- Removal of accreditation for violation of the SOC

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Technology X

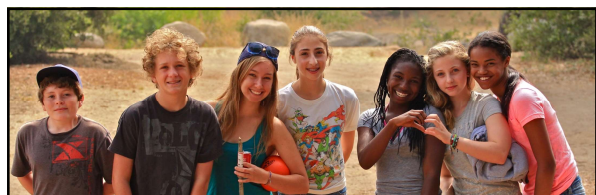## CRM   Web-based Tools

How-to Guides - My Accreditation v.2019

For Camp Staff
- Navigate My Accreditation v.2019
- Navigate opening page of the *Standards – Customize* tab
- Navigate and Understanding the *Standards – Customize* tab
- Navigate and Understanding the importance of perceived compliance
- Apply the power of filters
- Use filters to efficiently mark perceived compliance for subsets of standards
- Take advantage of camp notes
- Use the comments area to interact with standards visitors
- Upload and organize documents
- Various ways to print standards and related information

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QUESTIONS

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