

Revision to Chapter IV (**Scheduling Visitors and Visits/Types of Visits**), Procedures for Scheduling Visits, Steps #1 and #2, page 20 of the *2015 Standards Administration Manual (SAM)*. The statement below supersedes any previous guidelines specific to out-of-cycle visits as outlined in SAM and is effective October 1, 2016.

**LCOL/Board may use their discretion** in requesting that visits be scheduled before the end of the three- or five-year cycle due to any of the following. Thorough discussion and documentation thereof is required for all decisions to request an out-of-cycle visit:

- a. Camps that have changed directors. It is required that all new on-site directors complete the Basic Standards Course at the earliest possible date before the main season for their camp/program. Full visits should be scheduled at the discretion of local leadership (LCOL/Board).

*Questions to ask in making determination and potential actions to be considered:*

- *Is there continuity within the other camp leadership team members?*
- *Has the person at the camp with responsibility for accreditation changed?*
- *Is the new director primarily the one responsible for accreditation?*
- *Is the new director new to ACA accreditation process?*
- *If the Annual Accreditation Report was completed by the prior director/administrator, the new director should complete the same year's AAR within a specified time. The LCOL/Board determines the specified time. It is recommended that the new camp director is allowed at least three weeks.*
- *If an out-of-cycle visit is determined to be necessary, it can occur during the upcoming summer or the following summer. Timing of the out-of-cycle visit is a function of when the decision is made. That is, if the decision for an out-of-cycle visit is made prior to March 15, a visit the upcoming summer is recommended (same calendar year). If the decision is made after March 15 and the camp is not already scheduled for a visit in the upcoming summer, the visit may occur in the next summer (next calendar year).*

*COMMENT: The NSC does not necessarily recommend an out-of-cycle visit when a director changes if the supervisor and other members of what is considered the leadership team remain in place. OR, when the new director has been actively involved with ACA accreditation process in the recent past. It is important to look at the entire leadership team and ask the previous questions to assist in the decision.*

- b. Camps that have changed or added location.
  - *If using an accredited site, no out-of-cycle visit may be necessary.*
  - *If not using an accredited site and no out-of-cycle visit is requested, consider, requesting written documentation be submitted for review by the standards chair (or appointee) specific to the following standards (if the standard does not specifically require written documentation, the camp should explain how the standard is met):*
    - *SF.3 Contact with Local Officials.*
    - *SF.5 Utility Systems (if the camp has actual blueprints, the written documentation should indicate where these documents are located. They do not have to be submitted).*
    - *SF.9 Fire and Safety Equipment Evaluation.*
    - *SF.11 Smoke Detectors and Carbon Monoxide Detectors.*
    - *TR.1 Emergency Transportation.*
    - *OM.1 Risk Management specific to the new location/site.*

- *OM.7 Intruders.*
  - *OM.8 Emergency Rehearsal.*
- c. Camps that have changed ownership that results in a change in key leadership and staffing who are directly and actively involved with the camp.
  - d. Camps that have added a mode (e.g., day camp, resident, or camps that rent to others) to their operations. The local leadership should determine if the new mode represents a significant change in operation that has not been previously evaluated in the accreditation process of the camp.
  - e. Camps that have complaints against them when the complaint is related to ACA standards.
  - f. Camps that did not successfully complete the Annual Accreditation Report per the requirements.
  - g. Camps that have extenuating circumstances.

Actions taken by the LCOL/Board specific to out-of-cycle visits and extensions should be documented on the appropriate form and submitted it to [accreditation@acacamps.org](mailto:accreditation@acacamps.org) within 14 days of the action. (This form is yet to be developed but will answer the question of who documents, how the documentation happens, and where this information is kept. The report will be similar to the information collected after a review of a failed camp.)