

**Condensed Version of ACA Standards with Proposed Placement of Standards
Including Standards to be Combined, or Deleted
November 2017**

Proposed Sections of Standards

- Core Standards – Includes standards that are foundational to who ACA is and what ACA believes all camps need to include and reflect upon.
- Administration – Includes current Operational (OM) Standards, some Human Resource (HR) Standards, plus standards from other areas that are more policy related.
- Facilities – Includes current Site and Food Service (SF) and Transportation (TR) Standards.
- Staff or Human Resources – Includes staff training, staff qualifications, staff supervision, and camper supervision standards.
- Health and Wellness – Includes many current Health and Wellness (HW) standards.
- Program (with subsections) – Includes general, specialized activities, horses, aquatics, trip/travel standards (PA, PD, and PT).

The Standards

The following includes a condensed version of the proposed standards; it is not the final wording of the standard. Additional information that will include expanded wording, new numbering, and applicability for each standard will be shared winter 2018.

Key

These bullets will help you understand the standards and suggested changes that follow.

- Standards numbers with an asterisk * are to be scored by ALL camps.
- ***Bold, italics, red standards numbers indicate current mandatory standard (mandatory status expected to remain in the future).***
- Standards with two or three numbers at the beginning of the standard indicate standards have been combined.
- A ~~strickthrough~~ indicates standard or wording has been deleted (and/or combined).
- Words and phrases highlighted in gray indicate new text.
- “Staffed Public Facility” will now be called “Vendor Provided Program.”
- “Extended trip” indicates more than 3 nights – and is from current trip/travel standards.
- *NOTE: Indicates to where a standard might have been moved, reason for deletion, or basic information.*

Core/Foundational Standards

HR.11* ~~Diversity Rights and Dignity: Camp shall provide training for acceptance and respect of diversity.~~ Camp shall have a philosophy or statement specific to respecting the rights and dignity of all individuals which:

- Is shared with all staff
- Staff are trained to facilitate
- Is shared with parents/guardians

PD.1* **Goals and Outcomes:** Camp shall have a written statement of goals, which identifies intended behavioral outcomes, have shared these goals with staff, use the goals to evaluate the program, and have informed parents of the same.

PD.5* Social Development: Camp shall provide specific activities that are designed to help campers develop socially, emotionally, and physically.

PD.7* Environmental Activities: Camp shall provide program activities that help develop comfort, appreciation, awareness, stewardship, and responsibility toward the natural environment.

SF.7* Condition of Facilities, Equipment, and Vehicles: Buildings, grounds, equipment (including vehicles), and activity areas shall be maintained in a clean, safe, and sanitary condition.

ADMINISTRATION

The administration section includes some standards from all current sections – site, transportation, health and wellness, risk management, human resources, program, trip or extended trip and travel, camps that serve rental groups, and vendor provided program.

Administration: Site/Transportation

SF.3/TR.1* Contact with Local Officials/Emergency Transportation: Camp should annually notify fire and law enforcement officials of camp operation. AND emergency transportation must be available always; may be provided by the camp, user groups, or prearranged with community services. Camp must receive verification of emergency response specific to medical.

TR.1 Medical Emergency Transportation (combined with SF.3 *Combine with SF.3*)

TR.3* Private Vehicle Use: Camp shall obtain written permission from owners to use private vehicles for camp business.

TR.4* Arrival and Departure: Camps shall use procedures for an orderly arrival and departure of campers, for the loading and unloading vehicles, and supervision of the area.

TR.5 Transportation Information to Parents: Camp shall provide parents with written pick-up and drop-off times, safety procedures, and safety rules for buses/vans.

TR.7 Accident Procedures: Camp shall have a staff member trained on accident procedures who is required to be in each vehicle transporting campers/staff.

TR.8 Safety Procedures: Procedures shall include seating limits, use of seat belts, passengers remaining seated, ~~convoy~~ procedures, and wheelchair-handling procedures.

TR.9 Transportation Orientation: Camp shall orient all passengers to safety regulations and procedures.

TR.14 & TR.11B Driver Requirements & Record Verification: Driver records shall be reviewed by camp, and driver license shall be appropriate to vehicle being driven when camp provides driver. Camp shall confirm the charter company verifies the driving record and experience of provided drivers.

Administration: Health and Wellness

HW.14 Special ~~Medical~~ Healthcare Needs: Camp shall provide parents of potential campers with special ~~medical~~ healthcare needs of the camp's ability to provide the appropriate level of medical/health care. *NOTE: This standard will address examples to include mental, emotional, social health (MESH) in the contextual education.*

HW.22 Record Maintenance: Camp shall keep all health forms and records for at least the period of statutory limits.

Administration: Risk Management

OM.1* Risk Management: Camp shall identify and analyze risk exposure, and take risk control measures.

OM.2*/OM.5* Incident Analysis and Incident Report: Camp staff shall complete written reports on incidents and accidents and annually review such reports to modify or change procedures as necessary.

OM.3 (3.1* & 3.5* to be scored by all; OM3.2 – 3.4 as applicable) Insurance Coverage: Camp shall have applicable insurance coverage for general liability, fire, extended risk on buildings, motor vehicles, worker's compensation, and campers.

OM.4 Personal Property Policy: Camp shall advise all participants of policy and procedures for possession and use of alcohol/drugs (to include marijuana), personal sports equipment, vehicles, animals, and weapons while at camp.

OM.6* Firearms Not Used in Programs: Camp should store all firearms and ammunition in locked storage area.

OM.7.1A* Intruders: Camp shall review security concerns and train staff and campers about steps to take to address possible intruders and active threats.

XX.1*(current OM.8 and OM.9) Safety Orientation and Emergency Plans: Camp shall establish a safety orientation related to camp boundaries and natural hazards, emergency plans for natural disasters typical of the area, and for other reasonable foreseeable emergencies. *NOTE: Training and Rehearsal of said plan appears in the Training section.*

OM.10 Missing Person Procedures: Camp shall develop procedures and train staff for lost, missing, or runaway campers or staff.

OM.11 Emergency Communication: Camp shall have a system of communication with the camp (and others as determined) when campers or staff are away from camp regarding emergencies, for contacting parents/guardians, and for dealing with the media.

OM.12 B and C Campers in Public Areas: Camp shall have policies for when campers are in contact with the public that include ratios, location, responsibilities of staff, safety procedures, behavior guidelines, and emergency procedures if someone becomes separated from group. *Note: OM.12A appears in camper supervision section.*

OM.13 Camper Security Release of Camper/Absent Camper Verification: Camp shall have procedures for release of campers and verification of absentees.

Administration: Human Resources

HR.3* Hiring Policies and Criminal Background Checks/~~year-round staff~~: Camp policies should include application and screening process for each job category and have had policies reviewed by legal counsel/human resources personnel within last 3 years. The policies shall define additional/periodic screening requirements, which include a criminal background check for year-round staff who are based on camp property at least every five years and an annual criminal background check on all seasonal staff.

HR.4* ANNUAL Screening for ALL Staff: Camp should complete annual screening for all staff based on camp property (year-round and seasonal), which shall include completion of a voluntary disclosure statement and check of the National Sex Offender Public Website.

HR.5* (will move to directly after Hiring Policies) New Staff Hires (year-round and seasonal): Camp should require a criminal background check, at least two references, work verification, and a personal interview for all new staff based on camp property.

HR.6* Job Description Information: Camp shall provide staff with job descriptions and information on the nature and diversity of the camp program and population served.

HR.7* Personnel Policies: Camp written policy shall address benefits, time off, performance evaluation, personal conduct, and harassment policies.

HR.21 Staff Time-Off: Camp shall provide staff with unassigned time daily, plus 24 hours off each 2 weeks in blocks of not less than 12 hours. *Note: Delete HR.21.2.B – related to staff working with camps serving special medical needs.*

Administration: Program

PD.2 Camp Experience Evaluation: Camp shall have multiple sources of feedback on the accomplishment of the established outcomes related to all areas of camp to help improve the quality of camp.

PD.4/PT.6.1. Program Eligibility for All Camp Programs: Camp shall identify any eligibility requirements necessary for a camper to participate in each program activity offered.

PD.6/PT6.2 B and C: Activity Information and Permission: **PD.6.1** Camp shall inform campers and their parents/guardians, in writing, of the specific nature of activities to be engaged in, the risks related to (when applicable), and the degree of difficulty or physical challenge required by the activity (when applicable). **PD.6.2** Camp shall require a signed statement from parent/guardian that indicates approval or denial of participation in said activities by minors.

Administration: Trip or Extended Trip/Travel Standards

PT.6.1 Emergency Assistance: Camp must specify eligibility requirements, inform campers and parents about trip details, and establish procedures to follow if a participant cannot continue with the trip or travel program. For each type of out-of-camp activity, camp written procedures shall specify: **6.1.1** The availability and accessibility of emergency assistance, and **6.1.2** Procedures to follow if a participant cannot continue with the out-of-camp activity.

PT.10/PD.11 Trip Itinerary/Details and Designated Person: Details of all out-of-camp trips shall be planned in advance and made known to a designated person in the camp office or responsible individual if not in camp office. Information shall include roster of participants, departure and return times, bad weather plans, intended route(s), and communication plan.

PT.12 Travel Camp Procedures: Transportation procedures shall specify emergency procedures, provision for nontravel days, and guidelines for acceptable travel times and conditions. *NOTE: Education about international travel and ACA standards will be included in contextual education.*

Administration: For Camps that Serve Rental Groups

OM.14 Rental Group Agreement: For groups, camp shall have a written use agreement that includes terms of use, cancellation, minimum fees, refund policy, and cost for use of equipment and/or services.

OM.15 Rental Group Responsibilities: Camp user group agreement shall specify parties responsible for emergencies, supervision, recreational activities, insurance coverage, and need for rental group leaders to have appropriate screening.

SF.22 Rental Group Food Handling Procedures: Camp shall provide advice to rental groups about clean and sanitary utensils and surfaces, and safe temperatures for food.

SF.23 Rental Group Appropriate Dishwashing Procedures: Camp shall supply advice to rental groups about appropriate washing, sanitizing, drying procedures.

PD.40 Rental Group: Camp shall advise groups of any conditions for use, safety guidelines, requirements, and warnings, for activities, equipment, and facilities that are available to them.

HW.26 Emergency Care Personnel: Camp should either provide or advise rental group to provide appropriately certified first aid/CPR persons.

HW.27 Healthcare Planning: For rental groups, camp shall identify who is responsible for first aid, emergency care, and transportation; availability of first aid supplies/equipment; and training/information for staff, families, and groups concerning emergency procedures and reporting requirements.

HW.28 Health Information Required: Camp shall gather or advise rental group to gather, at minimum, emergency contacts for all participants, any allergies or health conditions for all participants, and signed permission to treat minors.

Administration: For Vendor Provided Program

PD.38 Vendor Provided Specialized Activities: Camp must select ~~public providers~~ vendors for specialized activities that provide an adequate number of qualified instructors and leaders, orient campers and staff to boundaries and rules, limit camper access as appropriate, and use equipment and facilities that are appropriately sized and in good repair. When using vendors for adventure/challenge course activities, the facilities and areas must meet nationally recognized guidelines for construction and maintenance. When using ~~public providers~~ vendors for horseback riding, the horses must be physically sound and suitable for the skill level of participants.

PA.30 Vendor Provided Swimming: Camp should use only ~~staffed public facilities~~ vendors that provide persons with appropriate certification in lifeguarding, first aid, and CPR.

PA.31 Vendor Provided Watercraft Activities: Camp should use only ~~staffed public facilities~~ vendors that provide persons with appropriate certification for watercraft instruction, lifeguarding, first aid, and CPR.

FACILITIES - includes current SF standards, some TR and some from other sections

SF.1 Emergency Exits: Buildings used for sleeping should have at least 2 options for exit.

SF.2* Care of Hazardous Materials: Camp should allow use of hazardous materials only by trained persons and shall store appropriately.

SF.4* Water Testing: Camp shall have written verification of safe drinking water.

SF.5* Utility Systems: Camps shall have blueprints for cut-off valves, utility systems, and available safe drinking water sources.

SF.6/SF.9*: Electrical, Fire, and Safety Evaluation: Qualified individuals shall conduct an annual electrical evaluation and safety exam on fire extinguishers, fireplaces, smoke detectors, and carbon monoxide detectors when required.

SF.8* Power Tools: Camp shall allow use of power tools only by trained persons.

SF.9 Fire and Safety equipment: Camp must conduct annual safety examination on smoke detectors, fire extinguishers, etc. Combined with SF.6

SF.10 Playgrounds: Staff shall conduct a check (visual and tactile/hands-on) to help verify playground equipment is in good repair prior to camper use.

SF.11 Smoke Detectors and Carbon Monoxide Detectors: Camp shall have smoke detectors in all buildings used for sleeping and carbon monoxide detectors in any building used for sleeping that also has fuel-burning equipment within building.

SF.12 & SF.13: Permanent Sleeping Quarters: All permanent sleeping quarters shall have ventilation, temperature control, space for movement, and space between beds. Upper bunks used by youth shall be equipped with guardrails.

NOTE SF.14 – SF. 21 Note: Consideration to allow SF.14 – SF.21 including food service supervisor (SF.17 staff qualifications) be met by local health inspection. DNA if camp has had health inspection within a certain time frame.

SF.14 Handwashing Facilities: Camp shall provide handwashing facilities near toilet areas and in areas where food is prepared/consumed.

SF.15 Food Service Area: Camp shall provide food service area that is clean and protected from rodents/insects.

SF.16 Refrigeration: Refrigeration shall be maintained below 40 degrees, checked and logged daily.

SF.18 Food Temperature: Food shall be stored within safe range (below 40 and above 140).

SF.19 Sanitized Utensils and Dishes: Staff shall follow procedures for clean/sanitized utensils and food contact surfaces.

SF.20 Dishwashing: All dishes shall be cleaned and sanitized.

SF.21 Dish Drying and Storage: Dishes shall be air dried and covered.

TR.2* Nonpassenger Vehicles: Transportation in nonpassenger vehicles shall be prohibited.

TR.10 Emergency Equipment: All vehicles used to transport campers/staff shall have emergency accessories.

TR.11A and TR.12 (combine) Mechanical Evaluations of Vehicles: All vehicles used by the camp shall have regular checks for mechanical soundness. This includes leased, rented, and owned vehicles.

TR.13 Safety Checks: Lights, horn, tires, brake lights, and turn indicators shall be checked on a regular basis.

HW.15 Healthcare Center: Camp shall have an area available that provides protection from the elements, space for treatment, an available toilet and drinking water, a place for privacy and isolation, and 1 bed per 50 persons in camp.

PD.20 Access of Specialized Activities: Camps shall control access to specialized activity areas.

HEALTH AND WELLNESS

HW.5/HW.9/HW.20: Camper Health History: Health history information should be gathered from parents/guardians that includes current camper health condition, past medical treatment, immunizations, and allergies. Camp shall also collect permission to treat (separate score) and contact information, including birthdate, age, name, address, emergency contact, and name of individual's physician (separate score).

HW.6.1 and HW.6.2 Camper Health Exam: **HW.6.1:** Each long-term resident camp shall assess the need for their campers to have a health exam signed by licensed medical provider. **HW.6.2:** The exam shall be within the previous 12 months if an exam is required. *Note: Standard will be 2 scoreable parts.*

HW.7 Health Screening – Resident Camp: Upon camper arrival, the appropriate staff person shall conduct health review and screening for incoming campers.

HW.8 Health Information Review and Screening – Day Camp: Camp shall have procedures requiring staff to review health histories of campers within 24 hours of arrival and collect any medication to be dispensed.

HW.10 Parent Notification: Parents shall be informed when and under what circumstances they will be notified of illness or injury of camper AND camps shall document when parents have been contacted or attempts to contact have been made.

HW.11/HW.12 Healthcare Policies and Treatment Procedures: Written policies shall include scope and limits of services provided, authority/responsibilities of camp staff, and supplies, emergency healthcare assistance, and treatment procedures allowed under the scope of practice of the designated healthcare provider.

HW.13 Inform Staff of special-Specific Needs (**New Title**): Camp shall inform appropriate staff of any specific needs of campers for whom they are responsible (this includes behavioral, mental health, and physical health needs).

HW.16 Healthcare Equipment, Supplies, and Procedures for Emergency Assistance: Camp shall identify necessary supplies, methods to obtain supplies, and procedures for obtaining emergency healthcare assistance.

HW.17 Availability of AED: Camp shall have ready available access to an AED. *Note: AED cannot be in a locked room.*

HW.19 Medication Management and Storage: All drugs (RX and OTC) shall be locked and dispensed under the direction of a physician or by policies in the written healthcare plan or signed instructions of parent. Staff medication shall also be locked.

HW.21 Recordkeeping: Camp shall keep a health log and reports of all incidents requiring treatment.

HW.23/HW.25 Staff Health History: Health history on all staff shall be collected AND camps must have emergency contact information. For staff members who are minors, camp shall also collect permission to treat.

HW.24 Health Screening – Resident Camp Staff: The appropriate person shall conduct health review and screening for staff members including, at minimum, observable evidence of illness, injury, or communicable disease or condition.

PA.10/TR.10 First Aid Kit: The following areas shall have an appropriate and adequately stocked first aid kit: aquatic areas, specialized activity areas, out-of-camp trips, healthcare center, and vehicles.

STAFF QUALIFICATIONS, TRAINING, SUPERVISION, AND RATIOS

Staff Qualifications

SF.17 Food Service Supervisor: Camp shall have documentation of training/experience in food service management. *NOTE: Potentially covered by a health inspection.*

HW.1 Healthcare Provider: Resident camp shall have a licensed physician or registered nurse on site daily. Day camp may have prearranged phone access.

HW.2 First Aid and Emergency Personnel: Staff member with training in the appropriate level of first aid and CPR should be on duty at all times in camp and on out-of-camp trips.

HR.1 Director Qualifications: On-site director shall have at least two seasons of camp supervisory experience, have attended an average of 5 hours a year of professional development offerings, and be at least 25 years old. If special needs camp, director shall have 24 16 weeks experience with that special population.

HR.2 Staff Working at Camps that Primarily Serve Campers with Special Needs: A minimum of 25% of staff with supervisory responsibilities shall have a bachelor's degree relevant to clientele served OR at least 16 weeks experience with population.

HW.3 Person Designated and Available for Healthcare and Health Emergencies Away from Camp: A staff member with current first aid/CPR certification from a nationally recognized provider shall be oriented and available to provide routine health care for participants and to handle emergencies on trips away from the main camp.

PD.12 Supervisor Qualification for Specialized Activities: The overall supervisor for each specialized activity (such as archery) shall be an adult with certification or documented training and/or at least 6 weeks experience within the previous ~~three~~ two years in that activity.

PD.13 Supervisor Qualifications for Adventure/Challenge Activities: The overall supervisor for adventure/challenge activities shall be an adult with certification or documented training and recent experience in those activities. The overall supervisor shall have at least 6 weeks of experience in a management or supervisory role in similar types of programs within the previous ~~three~~ two years.

PD.14 Supervisor Qualifications for Horseback Activities: The overall supervisor of horseback riding facility, staff, and program shall be an adult ~~21 years old~~ with appropriate certification or at least 6 weeks of documented experienced in managing/supervising/teaching at a horseback riding facility within the previous two years.

PD.17 First-Aider: Camp shall have an appropriately certified first aid/CPR person on duty at all specialized activities.

PA.1 Aquatic Supervisor: The overall supervisor of the aquatic facility, staff, and program shall be an adult who is appropriately certified or has at least 6 weeks experience or training in managing and supervising a similar aquatic area within the previous two years. ~~and is at least 21 years old.~~

PA.3/PA.4/PA.5: Lifeguard Certification and Skills Verification: Camp should have an appropriately certified lifeguard (including first aid/CPR/AED) who is out of the water to guard each aquatic activity. The guard's rescue skills should have been verified in the environment in which he or she will guard.

PA.18 SCUBA Diving Activities: Camp should have an appropriately certified SCUBA instructor to supervise SCUBA diving activities.

PA.19.1/PA.19.2 Swimming Instruction: Swimming lessons shall be conducted by an appropriately certified swim instructor OR individual with at least 6 weeks of documented experience in teaching swim lessons within the previous two years and shall be guarded by someone who is out of the water.

PA.19.3: Use of non-certified instructional assistance for swim instruction ~~DELETE~~

PA.20/PD.21/PD.23 Watercraft Guard and Skills Verification: Camps should have an appropriately certified instructor or lifeguard and someone with current first aid/CPR/AED for boating activities. The rescue skills of the watercraft guard shall be verified.

PT.1 Out-of-Camp and Extended-Trip/Travel Leader Qualifications: Trip leader shall have skills relevant to the trip activities, good judgement, experiencing in handling camper behavior, experience on similar trips and, for extended trips, must be at least 21 years old.

PT.14 Extended Trip/Travel Aquatic Staff: Aquatic staff should have appropriate certification and be trained in water rescue and emergency procedures specific to the location and activity.

Staff Training

TR.6B Training for Staff Member Not Driving: Vehicles transporting 15 or more campers shall have a person, in addition to the driver, trained in safety responsibilities and group management.

TR.15 Training for Drivers: Drivers must be trained on written procedures for backing up, loading/unloading passengers, breakdowns, evacuation, camper behavior, refueling, and safety checks. Drivers must all have behind-the-wheel training and practice when the vehicle to be driven differs in size/capacity from the driver's regularly driven vehicle.

HW.4* Staff Training in Their Role in Health Care: Staff must be trained on their role and responsibility in health care.

OM.7B* Training/Rehearsal on What to Do in the Case of Intruders: Staff members shall be trained and have rehearsed their role in case of an intruder on site.

OM.8*/OM.9 Safety Orientation and Emergency Plan Rehearsal: Camp shall share and rehearse (when appropriate) the safety orientation and emergency plans developed for XX.1

~~OM.9 Safety Orientation Combined with OM.8~~

OM.10* Training/Rehearsal on Missing Person Procedures: Staff members shall be trained and have rehearsed their role in case of a missing camper or staff member.

HR.10* Job Training: All staff shall have training on specific job functions and expectations of acceptable performance.

HR.12 Precamp Staff Training: Staff training (actual instruction time) shall address specific topics not limited to camp's mission, goals, safety procedures, emergency training, behavior management, mandated reporter, and developmental needs of campers.

HR.13 Late-Hire Training: Camp shall provide training for any late-hired staff necessary for their specific role.

~~**HR.14** In-Service Training~~ *DELETE HR.14 While this will be encouraged, it will no longer be a standard.*

HR.15 Camp Staff Supervision for General Camp Activities: Staff shall be trained on camper supervision responsibilities during structured and unstructured time including nighttime supervision.

HR.16 Camper/Staff Interaction: Staff shall be trained and expected to speak with and listen to campers respectfully, focus attention primarily on the campers, and promote physical and emotional safety.

HR.17 Behavior Management: Staff shall be trained to teach problem-solving skills that achieve positive outcomes, to recognize and address bullying, and to implement fair and consistent disciplinary steps appropriate to the camper and situation.

HR.18 Sensitive Issue Policy: Staff shall be trained how they should respond appropriately to socially sensitive issues.

HR.19 Supervisor Training: Supervisory staff shall be trained to monitor staff performance and to reinforce or correct staff performance, and to carry out their responsibilities in the camp's performance review system.

~~**PA.22** Watercraft Training~~

PT.2 Trip Staff Training: Trip staff shall be trained to assess safety concerns, enforce safety regulations, and handle emergencies.

Staff Supervision and Observation

HR.20/PD.16/PA.2/PT.3 Staff Observation: Camp shall have a system of regular observations of staff to provide support and to ensure acceptable job performance criteria are continually practiced. These observations shall include observation and evaluation of program areas (specialized activities, aquatics, trip staff, etc.).

PD.15 Staff Skill Verification: Staff teaching specialized program activities shall have their skills verified and evaluated prior to leading activities.

~~**PD.16** Supervision of Activity Leader~~ *DELETE (Combine in current HR.20)*

~~**PA.2** Supervision of Activity Leader~~ *DELETE (Combine in current HR.20)*

~~**PT.3** Evaluation of Trip Leaders: Camp must evaluate leaders and document their performance.—Combine with HR.20~~

Camper Supervision and Ratios

HW.18 Supervision in Health Center —All campers shall be supervised continually while in the healthcare center. Staff shall be supervised when it is necessary.

PD.39/PA.35/PT.13 Camper Supervision with Vendor Provided Programs or Programs Away from Camp: Staff accompanying campers to activity sites or with vendor provided programs shall be trained in their supervisory roles and responsibilities.

~~**PA.35** Camper Supervision w/Providers~~ *Combine with PD.39*

~~**PT.13** Camper Supervision w/ Providers~~ *Combine with PD.39*

TR.6A Transportation Ratios: Camp shall specify supervision ratios of staff to campers that consider the age, mental ability, and physical condition of all passengers.

OM12.A/PD.22/PT.4: Guidelines for Ratios Beyond General Programming: When campers are in public areas or on trips (of any length), the camp shall require at least one staff in addition to the leader and clearly define their roles and responsibilities. For specialized programs, the camp shall determine the minimum ratios of trained staff to participants and when it is necessary to include a minimum of 2 staff (one of whom should be an adult).

HR.8*/HR.9 Camper Supervision Ratios and Exceptions: Camp shall specify the ratio of staff who are on duty and actively supervising campers in living areas, during unstructured time and general programming. The camp shall determine when/if exceptions to the general ratios exist.

HR.8B* 1:1 Camper/Staff Interactions: All staff shall receive training to minimize the potential of being in a 1:1 camper/staff situation out of sight of others.

~~**HR.9*** Exception to general ratios—Combined with HR.8~~

~~**PD.22** Supervision ratios for specialized activities Combined with OM.12.1/PD.22/PT.4~~

~~**PT.4** Trip/travel group ratios—Combined with OM.12, PD.22~~

PA.7/PT.15 Aquatic Activity Supervision Ratios: Camp shall specify ratios of aquatic certified persons (and lookouts) on duty at each aquatic area, with a minimum of two staff members. One must be at least 18 years of age.

PROGRAM

Program General

PD.3 Program Progression: Camp shall allow for campers to experience progression, challenge, and success.

PD.4 Program Eligibility: Camps shall identify any eligibility requirements necessary for a camper to participate in each program activity offered.

PD.8*/PT.11 Program Equipment Maintenance and Safety Checks: Equipment used shall be appropriate to the size and ability of users and stored to safeguard effectiveness. Equipment shall be safety checked prior to each use and regularly inspected and maintained in good repair. *Note: May split PD.8.3 – PD.8.5 and put in the Specialist Activity area.*

~~**PT.11** Equipment maintenance for trips Combined with PD.8~~

PD.9 ~~Overnights and Trips~~ **New Title:** Meal and Snack Preparation on Trips of Any Length: Campers and staff should be trained in food preparation, use and care of camp stoves, testing and treating drinking water, cleaning cooking utensils, and minimizing environmental impact.

~~**PD.10** Emergency Information on out of camp trips. Combined with PT.9~~

PD.10/PT.9 Trip Documentation and Emergency Information: All out-of-camp trip leaders shall have ready access to carry emergency information for each group member, including health forms and permission-to-treat forms, in addition to documents that fully identify the group, its leadership, insurance, and a home base contact.

Program Specialized (includes Challenge)

PD.18 Safety Orientation: Participants in specialized activities shall have a safety orientation before participating.

~~**PD.19** Competency Demonstration—DELETE This standard was met 100% of the time.~~

PD.21 Spotters and Belayers: Spotters and belayers shall be trained and supervised, and shall be in positions to observe and assist when necessary.

PD.23 Safety and Emergency Procedures for All Specialized Activities: Camp shall specify safety rules and emergency rescue procedures for each type of specialized activity offered.

PD.25 Archery Safety: Archery activity leaders should utilize clear safety signals and range commands. Camp shall have a range that has a supplemental backstop or specific safety zones, and range shall have clearly delineated rear and side safety buffers. Bows and arrows shall be locked when not in use.

PD.26 Riflery Safety: Camps should require a system for redundant safety of all firearms and ammunition requiring separate locations or access systems. Camps shall also require that activity leaders utilize clear safety signals and range commands to control activity at firing line and during the retrieval of targets.

PD.27 Go-kart Safety: Go-karts shall be equipped with roll bars and restraint devices when applicable to the type of vehicle being used and recommended by the manufacturers.

PD.28 ATV Safety: ATVs must have size and speed restrictions for drivers under 16. No passengers shall be allowed on ATVs, and ATVs shall not be operated on paved or public roads.

PD.29 Protective Headgear for Various Activities: Protective headgear should be worn by all campers and staff participating in motorized vehicle or bicycle activities, rock climbing, repelling, spelunking, high ropes, vertical climbing walls/tower, and activities involving boarding, in-line skating, and hockey.

PD.31.1 Safety Apparel for Boarding and Skating: Camps shall require campers and staff to wear safety apparel appropriate to the specialized activity. *Notes: Move PD.31.2 and PD.31.3 to Horseback riding area. Delete PD.31.4 Archery armguard. PD.31.5 Eye and ear protection for riflery remain.*

PD.24: Annual Inspection of Adventure/Challenge Course Elements: Camps shall have annual inspection by qualified personnel of all adventure/challenge elements.

Program Trip/Travel

PT.5 Trip Orientation: All participants should be oriented to safety procedures, emergency procedures, first aid, health and sanitation practices, how to obtain emergency assistance, etc.

PT.7 Trip Procedure: Camp must specify safety, emergency, and rescue procedures for the trip/travel program.

Program Horse/Livestock

PD.30 Protective Headgear for Horseback Riding: Protective headgear should be worn by all campers and staff under the age of 18. For staff/campers age 18 and over, an acknowledgement of risk form must be signed if they choose not to wear a helmet.

PD.31.2/31.3 Safety Apparel for Horseback: Camps shall require campers and staff to wear safety apparel (including pants and boots) appropriate to the specialized activity.

PD.32 Horse and Livestock Medication: Camp shall require all horse and livestock medications are handled only by persons trained or experienced in their safe use, secured in an area away from camper access, and locked up when not in use.

PD.33 Pony Rides: Camps shall have procedures for pony rides that require adequate number of qualified persons available to assist riders, and shall use ponies or horses that are sound.

PD.34 Classifying Horses for Rider Level: Before use by participants, riding staff shall classify horses for rider skill levels.

PD.35 Horse Suitability and Soundness: Riding staff shall daily check physical soundness of each horse and remove any unsound horse from the riding program.

PD.36 Rider Classification: Camp shall evaluate and classify participants' riding abilities and assign participants to appropriate horses, equipment, and activities.

PD.37 Riding and Livestock Facilities: Stables, corrals, paddocks, rings, and other livestock areas shall be located away from camp living areas, have controlled access, and be clean and with fresh supply of water.

PROGRAM AQUATICS

PA.6 Lookouts: Lookouts shall be oriented to their responsibilities. *DELETE the part about demonstrating elementary forms of rescue.*

PA.8 Safety Procedures: Camps shall orient participants of aquatic activities to the written safety rules and regulations.

PA.9 Emergency Procedures: Aquatic staff shall rehearse emergency procedures related to aquatic activities.

PA.11.1 Safety for Persons Using Mobility-Support Equipment: Camp shall implement safety practices for when equipment should be removed from persons using the wheelchair or other mobility supported equipment. *Note: PA.11.2 (access to water) now included in PA.14 and PA.15.*

PA.12 Safety Systems: Camp shall have a system in place to quickly account for all participants in each aquatic activity.

PA.13 Participant Classifications: Camp shall evaluate and classify participants' swimming abilities and assign them to appropriate swimming areas, equipment, facilities, and activities.

PA.14/PA.11.2 Swimming Pools: Pools shall have a fence or physical barrier to control access, water depths clearly marked, posted rules, available rescue equipment, and adequate maintenance procedures for sanitation and safety. A specific means of preventing accidental access to the water by someone using a wheelchair, braces, or crutches shall be implemented.

PA.15/PA.11.2 Natural Bodies of Water Used for Aquatic Activities: Natural bodies of water used in camp for aquatic activities shall have controlled access, designated activity areas, and posted rules for use. Known hazards shall be eliminated when possible. Equipment shall be maintained. Rescue equipment shall be available. A specific means of preventing accidental access to the water by someone using a wheelchair, braces, or crutches shall be implemented.

PA.16 Aquatic Sites Away from Camp Guarded and Supervised by Camp Staff: Camp staff shall orient participants to rules and boundaries, assess conditions, and limit camper access. Equipment shall be maintained. Rescue equipment shall be available. All staff shall be trained on their roles and responsibilities regarding supervision.

PA.17 Staff Swimming: Camp shall require certified lifeguards to be present and out of the water during staff swimming times.

PA.22 Watercraft Safety for Staff (18 years of age and older) and All-Adult Groups: Camps should have written evidence that participants are supervised by certified personnel, wear a PFD at all times, follow safety regulation, and use a check-out system if certified personnel not available.

PA.24 PFDs/PA.32/PT.18 PFDs: PFDs should be required by both campers and staff when on watercraft less than 26' in length when any watercraft activities are offered (by camp or using a vendor).

PA.25/PA.36 Personal Watercraft: Use of personal watercraft shall be prohibited by anyone under the age of 16 when program is provided (by camp or by a vendor).

PA.26/PA.33/PT.19 Watercraft Activity Orientation: Participants shall know how to enter and exit a watercraft and how to react if watercraft capsizes. Orientation shall be required when watercraft provided by camp or vendor.

PA.27 Watercraft Instruction: Watercraft instructors shall be appropriately certified OR have documented experience specific to the watercraft activities conducted.

PA.28 Motorized Watercraft Training: Boat drivers shall be trained on laws, rules of the road, safe loading and unloading of passengers, mechanical failure, and refueling. On-the-water training shall be required.

PA.29 Watercraft Maintenance: Camp shall have written evidence that boats have safety checks and regular maintenance.

PA.34/PT.16 Public Aquatic Sites When Site Provides Guards: Camp staff shall orient participants to rules and boundaries, assess conditions, and limit camper access. Equipment shall be maintained. Rescue equipment shall be available.

~~**PT.16** Aquatic locations (incorporate into aquatic stds.): Camp staff must orient participants with rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. Combined with PA.34.~~

~~**PT.18** PFDs Combined with PA.24/PA.32~~

~~**PT.19** Watercraft activity orientation Combined with PA.26/PA.33~~