

November 2019

**LIST OF CHANGES TO THE ACA
ACCREDITATION PROCESS GUIDE (2019)**

The following list indicates revisions/corrections to the standards as of November 2019. Revisions/corrections are identified on pages with ***November 2019** in the footer, and specific text changes include an asterisk (*). ***Bold-italics*** indicate mandatory standards. This document is a complete revision/correction packet of all changes and includes the front/back of each page; this will allow two-sided printing of the document for easy replacement of the outdated page in the APG. Standards below with ^ indicate the clarification was provided in 4/2019.

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|----------------|-----------------------|---|
| Page 4 | Disclaimer | Added to the end of the third paragraph. |
| Page 24 | Accreditation Process | Added accreditation cycle info and corrected AAR reference. |
| Page 28 | Accreditation Process | Standard reference corrected in the third paragraph. |
| Page 29 | Accreditation Process | Updated Figure 3. |
| Page 30 | Accreditation Process | Relocated Logos section. |
| Page 38 | Glossary | Updated "trips." |
| Page 49 | Administration | Added clarifications. |
| Page 50 | Administration | Heading updated for clarification. |
| Page 59 | AD.8 ^ | Word correction. |
| Page 74 | AD.20 | DNA removed. |
| Page 75 | AD.21 | DNA removed. |
| Page 76 | AD.22 | DNA removed and standard clarifications. |
| Page 77 | AD.23 | DNA removed. |
| Page 82 | AD.27 | "Voluntary" removed. |
| Page 89 | AD.34 ^ | DNA added. |
| Page 91 | AD.36 | Change "travel camp" to "extended trip/travel". |
| Page 92 | AD.37 | DNA removed. |
| Page 93 | AD.38 | DNA removed. |
| Page 96 | AD.41 | DNA clarifications added. |
| Page 99 | AD.44.2 ^ | Note and DNA's added. |
| Page 100 | AD.45 | Added to AD.45.3 (applicability for vendor-provided moved from PD.20-PD.22). Contextual Education clarifications. |
| Page 105 | Facilities | Applicability clarifications added to Food Service. |
| Page 106 | Facilities | Applicability clarifications added to Transportation. |
| Page 107 | | Heading updated. |
| Page 112 | FA.5 | The last paragraph removed from Contextual Education. ^ |
| Page 121 | FA.5 | Heading removed. |

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| Page 122 | FA.15 | Applicability and DNA clarifications added. |
| Page 123 | FA.16 | DNA clarifications added. |
| Page 124 | FA.17 | DNA clarifications added. |
| Page 125 | FA.18 | DNA clarifications added |
| Page 126 | FA.19 | DNA added and DNA clarification added. |
| Page 127 | FA.20 | DNA added and DNA clarification added. |
| Page 129 | FA.22 | Applicability and DNA clarifications added. |
| Page 130 | FA.23 | DNA added^ and clarifications. |
| Page 131 | FA.24 | DNA updated. |
| Page 139 | HW.4^ | Standard part "D" and applies to clarification added. |
| Page 141 | HW.6 | Contextual Education corrected. |
| Page 142 | HW.7 | Applies to corrected. |
| Page 144 | HW.9 | Contextual Education first paragraph corrected, removed "annual" before "review" and corrected reference. |
| Page 148 | HW.12 | Standard^ and DNA correction. |
| Page 149 | HW.13 | Standard word correction.^ |
| Page 160 | ST.1 | Contextual Education clarification added. |
| Page 166 | ST.7 | Reorganized the standard for clarification. Specialized activities and aquatics are separated. Mandatory is now ST.7.4. |
| Page 167 | ST.7 | Contextual Education and DNA updates and clarifications added. |
| Page 168 | ST.8 | Standard, DNA,^ and Contextual Education clarifications. DNA added. |
| Page 169 | ST.9 | DNA and Contextual Education clarifications. DNA added. |
| Page 170 | ST.10 | DNA and Contextual Education clarifications. DNA added. |
| Page 171 | ST.11 | DNA's added and clarifications. |
| Page 172 | ST.11 | Contextual Education clarification added. |
| Page 172 | ST.12 | DNA clarifications added. |
| Page 173 | ST.12 | DNA and Contextual Education clarifications. DNA added. |
| Page 175 | ST.14 | Standard, DNA,^ and Contextual Education clarifications. |
| Page 176 | ST.15 | Title and DNA clarifications. DNA added.^ |
| Page 177 | ST.15 | Title and Contextual Education clarifications. |
| Page 178 | ST.16 | DNA added.^ Standard corrected. |
| Page 179 | ST.17 | DNA added^ and clarifications. |
| Page 181 | ST.18 | DNA and Contextual Education clarifications. DNA added. |
| Page 182 | ST.19 | Contextual Education clarification added. |
| Page 185 | ST.22 | Standard updated for rental group applicability clarity. |
| Page 186 | ST.23 | Standard updated for rental group applicability clarity. Title updated. |
| Page 187 | ST.24^ | Title updated. |
| Page 190 | ST.27 | Standard reworded for clarification |
| Page 201 | ST.36^ | Title corrected. |

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| Page 205 | ST.40 | Standard removed (duplicate of AD.22) and replaced with NEW standard (see details in ST.41) |
| Page 206 | ST.41 | Reorganized the standard for clarification. ST.40 is specific to specialized activities, and ST.41 is specific to trips of any length. |
| Page 207 | ST.42 | Title, Contextual Education, and DNA clarifications added. |
| Page 208 | ST.42 | Title and Compliance Demonstration show on the previously blank page. |
| Page 211 | Program | Clarifications moved from page 217. |
| Page 214 | PD.3 | Title updated and DNA removed. |
| Page 215 | PD.3 | Title updated. |
| Page 216 | PD.4 | Title and DNA updated. Standard updated for clarification. |
| Page 217 | PD.5 | Applicability box updated. Contextual Education and DNA clarifications. DNA added. |
| Page 218 | PD.6 | Standard, Contextual Education, and DNA clarifications added. |
| Page 219 | PD.7 | DNA and Contextual Education clarifications. DNA added. |
| Page 220 | PD.8 | DNA updated. |
| Page 224 | PD.12 | Standard clarification added to PD.12.3. |
| Page 226 | PD.14 | DNA updated. |
| Page 233 | PD.20 | DNA and Contextual Education clarifications. DNA added. |
| Page 233 | PD.21 | DNA and Contextual Education clarifications. DNA added. |
| Page 234 | PD.22 | DNA and Contextual Education clarifications. DNA added. |
| Page 239 | Program Aquatics | Added last paragraph. |
| Page 240 | PA.1 | DNA added ^ and clarifications. |
| Page 241 | PA.2 | DNA added ^ and clarifications. |
| Page 242 | PA.3 | DNA added ^ and clarifications. |
| Page 243 | PA.4 | DNA added ^ and clarifications. |
| Page 244 | PA.5 | DNA added ^ and clarifications. |
| Page 245 | PA.6 | DNA added ^ and clarifications. |
| Page 246 | PA.7 | DNA added ^ and clarifications. |
| Page 247 | PA.8 | DNA added. ^ |
| Page 248 | PA.9 | Title, DNA, and applies to updated. Standard reworded for clarification. Part F removed from the standard (scored in ST.38). |
| Page 249 | PA.9 | Title and Contextual Education updated. |
| Page 250 | PA.10 | DNA added. ^ |
| Page 251 | PA.11 | DNA added ^ and clarifications. |
| Page 256 | PA.15 | DNA added. ^ |

Acknowledgments

These standards reflect the cooperative effort of many...

The members of the American Camp Association...who share ideas, suggestions, and yes, complaints. All of these provide input for improvement. Members write, call, field test, and tell us what they want and need. These standards exist for them and because of them.

The local standards volunteers ...visitors, instructors, standards chairs, and committee members whose incredible efforts accomplish approximately 1900 annual accreditation reviews and 600 visits annually, usually when they are the busiest, for they too are camp directors and camp staff!

The National Standards Commission... a small group of dedicated volunteers whose commitment to excellence in standards causes all of us to stretch professionally. A list of the most current Commission members who served during this revision includes the following:

Judith Bevan, Chair
Gail Albers
Jed Buck
John Dovic
Beth Johns-Thomas
Kurt Podeszwa
Dan Reynolds
Heather Stewart

The staff of the American Camp Association... and not just the staff of the standards and accreditation team, but staff who serve locally and the staff of the ACA administrative office, the whole group who share in the work, provide understanding support, and work together to accomplish what no smaller team could accomplish alone.

National Staff:

Rhonda Mickelson, Director of Accreditation
Kim Brosnan, Director of Knowledge Systems
Jamie Box Education Associate
Amy Katzenberger, Chief Program Officer

Consulting Organizations:

Association of Camp Nursing

To all of the aforementioned individuals and organizations, we give our thanks.

—RLM

Disclaimer

The purpose of these standards, and of the American Camp Association, is to educate camp directors and camp personnel regarding practices and procedures followed generally within the camp industry. That educational mission is furthered to the extent that the standards provide a basis for accreditation of camps by the American Camping Association, Inc. It should be recognized that each part of every standard may not be applicable to all camps. Further, it is not the intention of the American Camping Association, Inc. to attempt to include every practice or procedure that might be desirable for or implemented by a camp since conditions, facilities, and the goals or objectives of all camps are not identical or uniform.

The accreditation programs of the American Camping Association, Inc. is designed to be applied only to those camp programs that are consistent with the stated eligibility requirements of the identified designations. Programs outside of these criteria are not considered for accreditation.

In developing and applying these standards in the accreditation process, the American Camping Association, Inc. and its local offices do not undertake to verify the continuous adherence by those camps or directors to every applicable standards or guideline. Nor does the Association warrant, guarantee, or insure that compliance with these standards will prevent any or all injury or loss that may be caused by or associated with any person's use of facilities, equipment, or other items or activities that are the subjects of these standards; nor does the Association assume any responsibility or liability for any such injury or loss. Similarly, the Association, as a not-for-profit educational organization, does not warrant, guarantee, or insure that adherence to these standards is sufficient to achieve compliance with applicable law in all jurisdictions. Camps should make themselves aware of all applicable federal, state, and local laws and regulations and consult with legal counsel as necessary.*

Further, the American Camping Association, Inc. hereby expressly disclaims any responsibility, liability, or duty to affiliated camps, directors, camp personnel, and to campers and their families, for any such liability arising out of injury or loss to any person by the failure of such camps, directors, or camp personnel to adhere to these standards.

Because the key purpose of ACA accreditation is education, directors from currently accredited camps consistently reiterate the value of involving additional staff members in the preparation of materials necessary to verify compliance with ACA standards.

About the Visit

The Visitor

Visitors are volunteers, often with a background in camp administration, who have completed at least twenty (20) hours of training prior to conducting visits for ACA. They have also completed an apprenticeship with an experienced visitor. Many visitors are camp directors themselves. They understand the importance of accreditation and the scope of laws, regulations, and procedures of camps.

The Visit

Accreditation visits occur on a typical program day (not the opening or closing day of a camp session) and often require a full day. Visitors typically arrive at camp during or shortly after breakfast and spend the morning touring, observing, and learning about the camp.

During the visit, visitors observe living areas; various program activity areas including aquatic activity areas; healthcare areas; vehicles used for transportation; maintenance and fuel storage areas; food preparation and dining areas; and sleeping accommodations for campers, groups, and staff. Throughout this observation, visitors should have an opportunity to interview staff and campers and observe program activities in action.

Once the camp tour is complete, visitors will meet with the camp director to assess compliance with each standard that applies to the camp. Some of the written documentation required by the standards may have been reviewed during the written documentation review; additional written documentation will be evaluated by visitors during the on-site visit. Visitors will score compliance with the standards as observed at the time of the visit.

The local volunteer leadership schedules and conducts camp visits. They approve accreditation for camps that meet the mandatory standards and the minimum score percentages established by the National Standards Commission. Local volunteer leadership may reject accreditation for camps not meeting at least the minimum criteria.

To achieve accreditation (or reaccreditation), the camp must fully comply with each of the applicable mandatory standards and attain scores of at least 80% in each applicable section of standards.

Notification of the Accreditation Decision

Camps visited in the summer will be notified of the results of the visit no later than October 31 of the same year. Camps visited at other times of the year will be notified between six (6) and eight (8) weeks following the receipt of the score form at the ACA, Inc. offices in Indiana.

The first accreditation cycle is typically three years; subsequent accreditation cycles will be five years unless circumstances dictate otherwise. After a camp has had two consecutive successful accreditation visits three years apart, the camp will be eligible to move to a five-year visit cycle.*

Annual Compliance

Every year, including the year of an accreditation visit, the camp must sign the annual Statement of Compliance indicating its continued compliance with applicable laws, regulations, and permit requirements. In every non-visit year, a camp director completes the Annual Accreditation Report,* an online set of questions, to show continued compliance with the standards.

Review and Appeal

If a camp fails to meet accreditation criteria, it has the right to a review by the local leadership and to question either the overall accreditation decision or the scoring of a particular standard. Should a camp fail a visit, they will be notified by local leadership to discuss the review process.

Differences in Some Requirement Levels

The camp standards represent basic expectations, which apply regardless of the varied types of camp programs and operations. These basic expectations, such as the provision of emergency exits in buildings and lifeguards for swimming, are to be applied to every camp seeking accreditation by ACA. There are instances where ACA standards and state laws or regulations may coincide, and others instances where they do not. Camps should always abide by the more stringent regulations, laws, or standards governing their specific camps.

Other standards vary based on who is delivering the program or services and who has responsibility for supervision of campers. For example, the requirements for the collection and maintenance of health information and for healthcare supervision may be different when the camp is operating a resident camp, versus when a weekend group rents camp facilities to run their own program.

When rental groups are responsible for their own care and supervision, camps must advise rental groups of limitations to the camp's responsibilities and the

FA.1 EMERGENCY EXITS

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

FA.1.1 At least one easily accessible emergency exit in addition to the main door or entrance and not immediately adjacent/next to the main door or entrance? YES NO

FA.1.2 A direct means of emergency exit to the outside from each sleeping floor not location on ground level? YES NO

This standard may be met by providing a written statement from the local fire inspection 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 must be met as written.

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ALL

DNA: FA.1.1 and FA.1.2 do not apply if campers, staff, or rental groups never stay overnight in buildings.

DNA: FA.1.2 does not apply if all sleeping quarters are at ground level.

DNA: FA.1.1 and FA.1.2 do not apply if the camp is using a non-owned, ACA-accredited site.

Contextual Education

“Buildings” for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or rental groups. Day camps with overnights in buildings will also score this standard.

In FA.1.1, emergency exits should be located as far away and opposite the main entrances as possible so they could be used if the main entrance is blocked. State or local fire officials or insurance underwriters may provide guidance as to what constitutes an acceptable escape plan.

The emergency-exit needs of persons with disabilities should be considered. Ground-level entrances should be accessible without the use of lifts or elevators to facilitate easy access and quick evacuation. In split-level buildings with ground-level access on only one side, emergency exits from upper-level sleeping quarters must facilitate quick, safe evacuation for everyone in case the ground-level exit is blocked.

In FA.1.2, “to the outside” means that either the escape is on the outside of the building or an enclosed stairway exits directly to the outside at ground level.

Compliance Demonstration

Visitor observations:

- Randomly selected sleeping areas, particularly those with sleeping areas not on ground level

Figure 2

Applies to

To assist camps in determining applicability to their program, the modes of operation to which each standard applies are identified in the margin under the “Applies to” heading.

Mandatory Standards

Some standards are designated as mandatory. The word “MANDATORY” appears in the margin next to these standards. If the word “ALL” is listed with the mandatory designation, all the parts listed below the standard’s primary heading are mandatory. For example, both Standards FA.1.1 and FA.1.2 (in the previous example) are mandatory standards under FA.1.

Alternatively, there may be only certain parts that are mandatory. In this case, the “MANDATORY” designation in the margin specifies the part of the standard that is mandatory. ST.7 is an example, where only Standard ST.7.4* is mandatory (Figure 3). Compliance with the mandatory parts of a standard is required for accreditation to be granted, regardless of scores achieved in other areas of the standard.

A complete list of mandatory standards can be found on the ACA website.

Written Documentation Required

“Written Documentation Required” will appear in the margin next to the standard if written documentation is required for the compliance demonstration.

Included in Written Documentation Review

“Included in Required Written Documentation Review” will appear in the margin next to the standard if written documentation for this standard is required to be submitted and viewed PRIOR to the beginning of the camp season and the on-site visit.

A complete list of standards included in the required written documentation review is located on the ACA website.

Does Not Apply

Some standards may not apply to certain types of camps or may not be applicable to a particular camp because a specific program is not offered. For example, some camps may not use public providers, never have overnight trips, or never lease facilities. The “Does not apply” designation (DNA) appears in the margin beside the standard (Figures 1, 2, and 3).

ST.7 FIRST-AID, CPR/AED FOR SPECIALIZED PROGRAMS AND AQUATICS ACTIVITIES*

Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible:

ST.7.1 For all specialized program activities who has current certification from a recognized provider in first aid?* YES NO

ST.7.2 For all specialized program activities who has current certification from a recognized provider in age-appropriate CPR/AED (cardiopulmonary resuscitation and use of an automated external defibrillator)?* YES NO

ST.7.3 At each separate swimming and/or watercraft location (e.g., pool, lake, river) who has current certification from a recognized provider in first aid?* YES NO

ST.7.4 At each separate swimming and/or watercraft location (e.g., pool, lake, river) who has current certification from a recognized provider in age-appropriate CPR/AED (cardiopulmonary resuscitation and use of an automated external defibrillator)?* YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ST.7.4*

Written Documentation Required

DNA: ST.7.1 and ST.7.2 do not apply if the camp and/or rental group never offers specialized program activities.*

DNA: ST.7.3 and ST.7.4 do not apply if the camp and/or rental group never offers aquatic activities.*

DNA: ST.7.3 and ST.7.4 do not apply if the camp only uses vendor-provided personnel for each separate aquatic activity.*

Contextual Education

“On duty” means readily available to render needed assistance.

For specialized activities, the certified staff member may be from the camp, vendor, or the rental group. Camps must advise rental groups of requirements in a contract or other written instruction (see AD.37, AD.38, and AD.41). See PD section applicability and glossary for the specialized program activity definition.*

For aquatic activities, the certified staff member may be from the camp or the rental group. Camps must advise rental groups of requirements in a contract or other written instruction (see AD.37, AD.38, and AD.41). When swimming and/or watercraft aquatic activity supervision is vendor-provided or use public facilities camps must score AD.46 and/or AD.47.*

Based on the location of the activity site in relation to additional medical support, a camp should consider if someone in addition to the lifeguard/supervising staff member should have current first-aid and CPR/AED certification.

For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

Compliance Demonstration

Written documentation:

- Current certification cards
- Instructions shared with rental groups, when applicable

Figure 3

Contextual Education and Compliance Demonstration

Below each standard, two additional sections appear. The first is “Contextual Education,” which provides camp administrators and visitors assistance in understanding the terminology of the standard, education regarding the standard and its intent, and assistance in the consistent application of a standard in a variety of situations. The contextual education section may help in determining applicability and defining terms.

The second is “Compliance Demonstration,” which identifies for directors and visitors the minimum expectation of the ACA National Standards Commission as to how compliance with the standard should be determined. The compliance demonstration might include the following:

- *Written documentation:* Written procedures/documents must be seen by the visitor when specified by the standard or a margin note. Written procedures/documents shall be evaluated by the visitor to see that they contain the specifics required by the standard.
- *Visitor interviews:* Procedures or policies not specified in the standard or in the margin note to be in writing may be described by the camp administration, staff, or campers.
- *Visitor observation:* The visitors’ tour around the property will give them an informal opportunity to observe facilities, interactions, and the implementation of policies and procedures in camp programs. Standards required to be “in practice” or “rehearsed” are to be verified by the visitor through discussion or observation to ascertain that implementation has occurred.

Programs, activities, and modes of operation not observed on the day of the visit are to be scored by visitors based on written documentation and discussion of the standard’s requirements with appropriate camp staff.

Resources

Additional resources to assist the camp administrator in the preparation for their accreditation visit can be found on the ACA website: ACAcamp.org. Look under “Accreditation” for “Resources.” Downloadable documents include:

- ✓ Standards at a Glance
- ✓ List of Standards indicating mandatory status, if written documentation is required, etc.
- ✓ List of Mandatory Standards
- ✓ List of standards in the required Written Documentation Review
- ✓ Skill verification charts
- ✓ Examples of various policies and procedures

Logos*

After earning accreditation, the camp may use the ACA accredited camp logo and will receive an accredited camp sign. The use of ACA accreditation signs and logos is a privilege reserved for camps that are currently accredited. All indications of ACA accreditation are protected by U.S. patent and copyright laws.

qualified personnel: An individual whose competency is affirmed by local statute or regulation (appropriately licensed, certified, etc.), or camp personnel/other persons who have documented training and experience in a specific area or field.

recognized certification: Must be recognized by the certifying body as appropriate for the specific aquatic activity or other specialized areas. A list of recognized courses is available through the American Camp Association.

rental or lease programs: Other camps, groups, or programs rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats. The group may even be from within the camp's parent organization. Includes most troop and club campouts, youth weekend retreats, outdoor education run by other groups, or specialty programs that operate their session at the camp's facility. The camp may supply some staff and services, such as lifeguards and food service, but the primary responsibility for camper supervision and general programming is with the group. May be short or long sessions. The group utilizing the camp facilities and maintaining the responsibility for their program is called the rental group.

rental group: See rental or lease programs.

rental-group leaders or staff: Leaders, chaperones, staff, volunteers, and supervisors provided by the user group. These persons are not directly supervised by the camp. The person in charge of the user group may have the title camp director or group leader.

rescue equipment: The equipment necessary to facilitate a rescue and appropriate to the activity. In aquatics, includes rescue tube, backboards, ring buoys, reaching devices, designated rescue boats, etc.

resident camp: Program is operated and staffed by the camp and supervision of individual campers is a camp responsibility. Campers stay overnight and camp is responsible for campers 24 hours a day.

short-term camps: If resident camp, sessions are three nights or less. If day camp, session is less than 25 hours in a 5-day period and campers always go home at the end of the day. Program is operated and staffed primarily by the camp.

short-term staff: Staff (paid or unpaid) who are contracted for two weeks or less, excluding the training period.

site without facilities: Site that does not have buildings used for permanent sleeping quarters or substantial capital investment in structures.

small craft: Recreational watercraft up to 26 feet in length, such as canoes, kayaks, sailboats, rowboats, ski boats, rafts.

special medical needs: Includes conditions that require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program. Examples include chronic conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer or AIDS, or physically disabling conditions such as spina bifida. Also, behavior issues that require medication, individuals with severe allergies, and individuals requiring special diets

special-needs campers: Campers with physical, medical, or behavioral characteristics who require additional assistance or supervision to participate fully or safely. Examples include campers with physical disabilities, emotional disturbances, learning disabilities, mental retardation, or medical conditions such as diabetes, cancer, and asthma.

specialized activity leader: The persons providing direct, on-site leadership at any specialized program activity.

specialized activity supervisor: An adult with certification or documented training and experience in a specialized activity. This person provides training and supervision to the specialized activity leaders.

specialized program activity: Activity whose safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations. Examples of specialized activities include ropes courses, archery or other target sports, gymnastics, bicycling, motorized vehicles. See guidelines for determining specialized activities in the PD section.

spotting: Practice intended to reduce the potential of risk of physical injury to a participant. Typically, spotting requires no specialized equipment and involves one or more persons working together to be ready to catch, lift, or physically support the participant, if necessary.

staff: May be paid employees and/or volunteers. Staff also includes contracted staff in AD.25, as noted in the standard itself.

SUP: Stand-up paddle board

support personnel: Those who provide services to the site other than activity programming, and may include positions such as office staff, maintenance staff, food service staff, aides or volunteers, or drivers.

treatment procedures: Includes commonly accepted treatments, appropriate to the health-care provider's credentials, for minor illnesses or injuries and general first-aid guidelines. Also includes identification of points at which professional medical treatment or advice should be sought. Such procedures should be developed, revised, or reviewed by a licensed physician.

trips: Day trips, field trips, excursions, out-of-camp-activities,* and overnight trips offered by the camp. If the trip is three nights or longer and the group moves from one site to another site, it is considered an *extended trip/travel*. The group may travel under their own power or by guided vehicle or animal (e.g., bicycle, canoe, horse) or use motorized transportation (e.g., van, bus, car, plane) to move from one site to another for a variety of experiences.

vendor or public facility or provider: When a third party is providing equipment and access to a program site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers, but are not responsible for the supervision of the activity. Also includes the use of another camp's facility.

visitor: An individual trained and certified by the American Camp Association to conduct accreditation visits in the ACA Accreditation Program.

watercraft: All small craft (e.g., canoes, sailboats, rowboats, kayaks), paddleboats, personal watercraft, motorboats, and fishing boats. Also includes sailboards, stand-up paddle boards, inner tubes, water skis, rafts.

watercraft activity: Includes use of small craft (canoeing, sailing, rowing, kayaking, rafting, motorboating, etc.), as well as boardsailing, waterskiing, windsurfing, etc.

youth group: For the purposes of the standards, a group with children under age 18 who are unaccompanied by a parent or guardian.

ADMINISTRATION

Administrative standards include policies and procedures for which key administrative staff are most typically responsible for writing and distributing. Topics include transportation, risk management, emergency procedures, policies related to camp staff, and various program areas. For some key topics, the writing and maintaining of the policy/procedure is addressed in this section of standards, and the training and implementation of the procedure is in the staff training standards.

ADMINISTRATION: Site and Transportation

The camp's transportation practices promote safety, minimize risk, and help administrators consider the critical aspect of traffic control, vehicular safety, driver qualifications and camper education.

All camps must score AD.1 through AD.4.

Transportation standards AD.5 through AD.10* apply to any and all transportation of campers, staff, or rental group members provided by, planned for, or arranged by the camp, whether in owned, leased, private, or commercial *land* vehicles. This includes as examples:

- Camp-arranged transportation to and from camp
- Transportation to activity* sites such as pools, stables, lakes, or vendor-provided programs
- Transportation for day trips or field trips
- Transportation for **non-emergency** doctor visits (even the occasional visit)
- Transportation to trip sites and within the trip/travel program itself
- Group transportation in any kind of passenger vehicle, including bus, van, SUV, and car

These standards *do not apply* to use of regularly scheduled public transportation (e.g., trains, limos, buses, taxis, Uber) or to watercraft transportation, such as ferries, whose operations are subject to local or other regulations. They do not apply to rental groups that provide their own transportation.

These standards are *not scored* for camp maintenance vehicles (e.g., tractors, trucks, golf carts) **unless** they are used to transport persons other than maintenance staff, housekeeping staff, health supervisors, or administrative staff. However, camps are advised to consider the requirements of transportation standards when establishing guidelines for any vehicle used within the camp operation.

This section applicability also includes the additional transportation standards, FA.22 through FA.24, ST.18, ST.19, and ST.39.*

ADMINISTRATION: Health and Wellness

Camps vary in their healthcare needs based on clientele, type, and length of program. It is important to evaluate your various resources (including personnel) and confirm you have what is most appropriate specific to the healthcare needs of your clientele.

ADMINISTRATION: Risk Management

The purpose of these standards is to address general risk management and safety issues relevant to the camp operation and clientele served. These standards address practices related to emergencies, protection of participants, and other areas of risk management for strategic planning. They provide for the development of procedures in important risk management areas, yet do so without attempting to dictate the content of those procedures for each unique site or program.

Many of the policies, procedures, and practices will be implemented directly by the camp staff and may be provided to a rental group with a copy of their contract agreement or both.

ADMINISTRATION: Human Resources

The physical, emotional, and mental well-being of campers is the most important part of a camp's work. This can be more readily accomplished when a camp has a thorough screening and hiring process.

Personnel to be considered in the screening process include:

- Volunteer and paid staff involved with the operation of both the site and programming
- Volunteer and paid staff who are supervised by the camp operator/director, and
- Volunteer and paid staff for which the operator/director has overall responsibility for selection, training, supervision, and dismissal.

While these standards do not generally apply to consultants, workshop leaders, or vendors, administrators should consider the requirements of screening in utilizing such persons.

ADMINISTRATION: Program and Trips of Any Length*

The camp provides program activities as a means of achieving its developmental goals and outcomes, conducted in ways that protect the health, safety, and well-being of its campers.

The program standards in this section address general program activities, specialized activities (including adventure/challenge and horseback riding), aquatics, and trips of any length.

AD.8 TRANSPORTATION ORIENTATION

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|--|
| AD.8.1 Does the camp require that all passengers receive an orientation to safety regulations and procedures concerning vehicles in use? <p style="text-align: right;">YES NO</p> |
|--|

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: AD.8.1 does not apply if the camp never provides transportation for campers or staff.

Contextual Education

Training provided to passengers* should occur on their first day of being transported and should include evacuation procedures, where possible and allowed, if buses are used for transportation. Training topics should include wearing restraint devices (if provided), remaining seated while the vehicle is in motion, not blocking exit doors with equipment, not distracting the driver, etc.

Compliance Demonstration

Written documentation:

- List of safety regulations covered with all passengers

Visitor interviews:

- Director/staff description of how/when the training is provided to passengers

AD.9 DRIVER REQUIREMENTS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: AD.9.1 does not apply if individual only drives golf carts.

DNA: AD.9.1 does not apply if camp never provides drivers for vehicles

AD.9.1 Does the camp verify that all drivers provided by the camp meet minimum requirements, including:

- A. Driving records that have been reviewed within the last four (4) months for seasonally hired drivers or within the last twelve (12) months for year-round drivers to determine driver suitability, and
- B. Drivers have the appropriate license(s) for the vehicle(s) to be driven? YES NO

Contextual Education

Driving records “reviewed” means that the state police records for each driver have been checked by either the camp or the camp’s insurance agent. Such a review would include evaluation of past driving records for revocation or suspension of license, moving violations, accidents, or charges for DWI or DUI. The camp should have procedures for conducting reviews and evaluating the results of such reviews prior to driver assignments.

Compliance Demonstration

Written documentation:

- Lists of drivers whose driving record has been reviewed and by whom

Visitor interviews:

- Director/staff description of process used for driving record checks

AD.19 SAFETY ORIENTATION AND EMERGENCY PLAN

AD.19.1 Does the camp require that campers, staff, and rental groups be oriented to established written safety regulations and emergency procedures for the general camp area that include:

- A. Identification of boundaries for living areas and general activity areas;
- B. Expectations for appropriate behavior;
- C. Precautions concerning natural or physical hazards of the site; and
- D. For natural disasters and other reasonably foreseeable emergencies, what to do in case of emergency including building and site evacuation procedures? YES NO

Training and rehearsal of this plan is scored in standard ST.23.

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

Included in Required Written Documentation Review

Contextual Education

Boundaries, behaviors, precautions, and emergency procedures can be described verbally in an orientation, marked with posted signs, and/or provided in information given to group leaders.

These points may be included in a written list, which may be bullet points on a memo, signs posted on the wall, or a literal checklist. The intent is to assure that all points are covered with all campers, staff, and rental groups.

The phrase “Natural disasters and other reasonably foreseeable emergencies” includes natural disasters that are typical of the area (e.g., storms, earthquakes, wildfires, floods) as well as emergencies such as power outages and other local threats. Emergency procedures should be specific to the site, staffing, type of camp operation, and clientele. The complexity of procedures will vary based on camp location, type of operation, staff responsibility for supervision of individuals, and availability and responsibility of staff when rental groups are present. Camps are advised to include local officials in the development of emergency plans and/or share their emergency plans with local officials.

Compliance Demonstration

Written documentation:

- Emergency plans listing actions for foreseeable emergencies
- List of items to be included in safety orientation

AD.20 MISSING PERSON PROCEDURE

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

Included in Required Written Documentation Review

AD.20.1 Does the camp have written search-and-rescue procedures for lost, missing, or runaway persons so staff are familiar with their responsibilities and know how to implement those procedures? Training and rehearsal of this plan is scored in standard ST.24.

YES NO

Contextual Education

Procedures should include appropriate steps to contact camp authorities, local and state emergency resources, and parents or guardians. These procedures should specify responsibilities of staff in carrying out procedures with individual campers in day and resident camps and for assisting short-term camp participants.

Compliance Demonstration

Written documentation:

- Copy of the search-and-rescue procedures shared with staff

AD.21 EMERGENCY COMMUNICATIONS

Does the camp have written emergency communication procedures specifying:

AD.21.1 A system for communication from persons at the site of the incident (including out-of-camp trips) to camp administrative and health personnel, as well as to community emergency services as appropriate (e.g., health, law enforcement)? YES NO

AD.21.2 Who will contact parents or guardians of minors directly supervised by the camp? YES NO

AD.21.3 Who from the camp can communicate with the media? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

Included in Required Written Documentation Review

Contextual Education

Communication systems may include cellular phones, electronic devices, or signals where appropriate, as well as alternative plans to summon emergency help and relay necessary information. Plans may also include cautions to staff regarding use of social media.

Emergency communication procedures may be a part of the written materials established in standard AD.19.

Compliance Demonstration

Written documentation:

- The camp's emergency communication plan

Visitor interviews:

- Director/staff description of procedures

AD.22 CAMPERS IN PUBLIC AREAS

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

DNA: AD.22.1 does not apply if camp is not operated on property open to the public or camp does not take campers to public areas.

AD.22.1 For the protection of campers in public places and/or* when in contact with the public, does the camp specify:

- A. Guidelines for ratios of staff supervising campers;
- B. Safety regulations and behavior guidelines for campers; and
- C. Emergency procedures for campers and staff members* if someone is separated or missing from the group?

YES NO

Contextual Education

This standard applies to all activities where public contact with campers who are directly supervised by the camp can reasonably be expected, including tripping, tours, field trips, sporting events, and use of public facilities or parks. Procedures should address regulations and guidelines for safety when on public transportation or at motels/hotels, public campgrounds, public restrooms, public rest stops, amusement parks, or other public attractions.

Compliance Demonstration

Written documentation:

- Procedures to be followed when campers interact with the public

Visitor interviews:

- Director/staff description of how campers are oriented to procedures

AD.23 CAMPER RELEASE/VERIFICATION

Does the camp:

AD.23.1 Specify to whom a minor camper may be released other than the legal parent or guardian? YES NO

AD.23.2 Use a system that allows the camp to verify the status of absentee campers at the beginning of the day (day camp) or session (resident camp)? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

Contextual Education

AD.23.1 includes procedures for releasing campers to authorized persons during camp (e.g., a visit) or at the end of the camp day/session. These procedures may include the policy that the camp will follow if a minor is not picked up within a reasonable time (e.g., supervision and extra charges).

For AD.23.2, "absentee campers" are participants who are not present when the camp expects to assume responsibility for those individuals. The procedures should specify the time that the check is done. The policies should specify to whom the practices apply, for example, to campers transported by the camp but not to those who are delivered to camp by the parents/guardians.

Compliance Demonstration

Written documentation:

- Camper release information
- Procedure for verifying absence

Visitor interviews:

- Directors/staff description of procedures

HUMAN RESOURCES

AD.24 HIRING POLICIES

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term camps**
- **Camps serving rental groups**

Written Documentation Required

Included in Required Written Documentation Review

Does the camp have written hiring policies that:

AD.24.1 Identify appropriate application and screening processes for each job category? YES NO

AD.24.2 Have been reviewed by legal counsel or a human resources professional within the last three (3) years? YES NO

Contextual Education

Developing hiring policies should include a review of the staff application form(s), job descriptions, interviewing requirements, and initial screening techniques to determine the appropriate content and steps for each type of position. The camp must determine, with the advice of a professional, which items are appropriate for each type of staff position and which may be required by law. For example, the screening process for a kitchen or grounds worker may be different than that for a cabin counselor or program specialist. AD.24.2 specifically alerts camps of the need to develop policies and practices with the aid of sound legal and professional advice.

State and local entities have different requirements that may govern practices. This policy should be set in conjunction with recommendations from the insurance company and legal counsel.

Compliance Demonstration

Written documentation:

- Confirmation of review of hiring policies
- Reference forms
- Staff applications
- Hiring checklist (if used)

Visitor interviews:

- Director/staff description of application and screening process
- Process used for legal/HR review

AD.26 SUBSEQUENT CRIMINAL BACKGROUND CHECKS (cont.)

Contextual Education

All camp staff, paid and volunteer, employed and contracted; full-time, year-round, seasonal, and part-time; who are based on camp property must be included in the screening process. This includes on-site operational personnel as well as staff members working from a central office who come to the camp as a part of their responsibility. "Contracted" staff working in a typical staff role having contact with campers, such as food service, housekeeping, or maintenance personnel, or specialized program leaders, should be screened. Guest program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.

A criminal background check seeks information regarding additional criminal behavior, reported according to levels indicating the nature of the crime and the risk of repeat offense. The camp must have a specific plan for securing criminal background checks based on state laws, availability of data, cost, and type of staff. In many cases, a criminal record for minors may be available if a crime was committed in which the individual was charged as an adult. If a staff member is not eighteen (18) years of age at the start of employment, a criminal background check should be completed within three (3) months of the individual turning eighteen (18) if they are still employed by the camp at that time. Camps that hire international staff should consider the screening practices of international placement agencies—in many cases, criminal background checks are provided through those agencies.

Compliance Demonstration

Written documentation:

- Application or receipt for securing background checks

Visitor interviews:

- Director description of process used to complete background checks

AD.27 ANNUAL STAFF SCREENING

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ALL

Written Documentation Required

Does the camp require *annual* screening for all camp staff (18 and older) based on camp property (directors, counselors, administrative, and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) that includes:

AD.27.1 A disclosure statement? YES NO

AD.27.2 A check of the National Sex Offender Public website or verification that a check of the sex offender registry of all fifty (50) states has been completed?

YES NO

Contextual Education

All camp staff, paid and volunteer, employed and contracted; full-time, year-round, seasonal, and part-time; who are based on camp property must be included in the screening process. This includes on-site operational personnel as well as staff members working from a central office who come to the camp as a part of their responsibility. "Contracted" staff working in a typical staff role with contact with campers, such as food service, housekeeping, or maintenance personnel, or specialized program leaders, should be screened. Guest program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.

A "disclosure statement" is a statement signed by the staff member attesting, at minimum, to the non-conviction of violent crimes and crimes against children. It may also include information about other criminal behavior, previous addresses, and other data relevant to the camp and position. It should be reviewed by legal counsel and comply with state regulations. A statement must be signed by all staff annually regardless of previous or continued employment. Note: This is different from the release signed by someone to allow a criminal background check to be completed.

The US Department of Justice National Sex Offender Public website (a free service at www.nsopw.gov) will only reflect criminal sexual behavior.

Compliance Demonstration

Written documentation:

- Screening procedures used
- Blank copy of disclosure form
- Verification of completion of the check of the NSOPW (checklist acceptable)

Visitor interviews:

- Director description of process used to complete the NSOPW check

TRIP OR EXTENDED TRIP/TRAVEL

AD.34 EMERGENCY ASSISTANCE

For each type of out-of-camp activity, does the camp have written procedures that specify:

AD.34.1 The availability and accessibility of emergency assistance?
YES NO

AD.34.2 Procedures to follow if a participant cannot continue with the out-of-camp activity?
YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

DNA: AD.34.1 and AD.34.2 do not apply if out-of-camp activities never occur.*

Contextual Education

In AD.34.1, “availability and accessibility of emergency assistance” includes distance and time from assistance, as well as available methods for communicating the need for emergency assistance such as radios, cell phones, or emergency locator beacons.

In AD.34.2, procedures for one who “cannot continue” may include addressing situations such as illness, injury, family emergency, behavioral issues, or mental, emotional, or social health challenges.

Compliance Demonstration

Written documentation:

- Out-of-camp procedures addressing the standard

Visitor interviews:

- Director/staff description of process for accessing emergency assistance and how to respond if a participant can’t continue

AD.35 TRIP ITINERARY/DESIGNATED PERSON

Applies to:

- Day camp
- Resident camp
- Short-term camps

Written Documentation Required

DNA: AD.35.1 does not apply if out-of-camp activities never occur.

AD.35.1 Are details of all out-of-camp trips planned in advance and made known to a designated person in the camp office, or a responsible individual not located in the camp office? Information shall include:

- A. Roster of participants;
- B. Departure and return times;
- C. Inclement weather plans;
- D. Intended route(s); and
- E. Plans for communication with the designated person?

YES NO

Contextual Education

In Part A, “roster of participants” may be a complete list or a previously identified group (e.g., patrol, cabin, unit), with any exceptions noted. In Part E, “plans for communications” should identify times and means of contact that are planned in advance and made known to all parties.

Camp officials and sometimes local authorities may need to contact a group regarding weather warnings or other emergency information. Emergency services personnel may require information on planned routes if a group does not report in regularly. In addition, itinerary details may be necessary should parents need to contact a participant in an emergency. If international travel occurs, it is important to consider the various components of this standard from that perspective.

Compliance Demonstration

Written documentation:

- Copy of trip itinerary including all required information

Visitor observations:

- Viewing of select out-of-camp activity information

Visitor interviews:

- Director/staff explanation of procedures and implementation

AD.36 EXTENDED TRIP/TRAVEL* PROCEDURES

AD.36.1 Do transportation procedures for extended trip/travel programs* specify:

- A. Emergency procedures, including plans for alternate drivers, communications, and alternate routes;
- B. Provisions for nontravel days for long trips; and
- C. If drivers are provided by the camp, guidelines for acceptable travel times and conditions, length of travel day, appropriate rest stops, and use of relief drivers? YES NO

Applies to:

- Day camp
- Resident camp

Written Documentation Required

DNA: AD.36.1 does not apply if extended trip/travel program* does not require drivers.

Contextual Education

The requirements of this standard are in addition to those in the Transportation section. Groups should have a minimum of one relief driver for every two vehicles.

For transportation occurring for international travel, it is important for the camp to verify types of available communication, flexibility to adjust emergency procedures as necessary, and verify the reliability of any providers.

Compliance Demonstration

Written documentation:

- Transportation procedures specific to extended trip/travel program*

CAMPS THAT SERVE RENTAL GROUPS

AD.37 RENTAL AGREEMENT

Applies to:

- **Camps serving rental groups**

Written Documentation Required

Included in Required Written Documentation Review

AD.37.1 Does the camp require a written use agreement, signed by authorized representatives of the camp and the rental group, that includes (as applicable):

- A. Terms of use, including dates, times, and costs;
- B. Cancellation, minimum fees, and refund policies;
- C. Services that will be provided by the camp for the group, such as food service, recreation options, program staff, transportation; and
- D. Any additional costs and conditions for use of any recreational equipment or services?

YES NO

Contextual Education

"Conditions for use" may specify aspects as adult supervision, expectations for youth groups, clean-up responsibilities, and reporting of damage to facilities or equipment.

Compliance Demonstration

Written documentation:

- Blank rental group agreement and/or forms used with rental groups
- Randomly selected rental group forms

AD.38 RENTAL GROUP RESPONSIBILITIES

- AD.38.1 Does the written rental group agreement specify:
- A. Party responsible to provide first aid, emergency care, and emergency transportation;
 - B. Party responsible to supervise the group and its behavior;
 - C. Party responsible to supervise any specialized recreational activities;
 - D. Required orientation to the camp's safety procedures and regulations;
 - E. Any insurance coverage to be provided by the group; and
 - F. Recommendations to rental group leaders of the need for appropriate screening policies for all rental-group staff with responsibility for or access to campers? YES NO

Applies to:
• **Camps serving rental groups**

Written Documentation Required

Included in Required Written Documentation Review

Contextual Education

Regarding Part B, supervision of the group and its behavior includes defining who has the authority to remove individuals from the property.

In Part C, "specialized recreation activities" are any activities whose safe conduct requires supervision by persons with specialized training and skills (e.g., swimming, archery, ropes course use). Supervision for general recreation activities, along with all other general activities not specified in the contract, would normally fall under Part B of this standard (supervision of the group and its behavior).

Regarding Part D, orientation for rental groups should include general safety regulations, communication in an emergency (e.g., weather, missing persons), security concerns, and warning systems. Groups should know how to get emergency assistance and how to contact the site owner.

Topics covered in this standard might also be covered in a camp's Rental Group Manual. If this is done, a statement in the agreement must reference acceptance of responsibilities /requirements as described in the Rental Group Manual.

Compliance Demonstration

Written documentation:

- Blank rental group agreement
- List of information covered in orientation

Visitor interviews:

- Director/staff description of orientation process

AD.39 RENTAL GROUP FOOD HANDLING PROCEDURES

Applies to:

- Camps serving rental groups

Written Documentation Required

DNA: AD.39.1 does not apply if rental groups never use camp kitchen facilities for meal preparation.

AD.39.1 Does the camp advise rental group leaders in writing of procedures for use of kitchen facilities that include:

- A. Using only clean and sanitized utensils and equipment during food preparation,
- B. Cleaning and sanitizing food contact surfaces after each use, and
- C. Minimizing the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F? YES NO

Contextual Education

When rental groups prepare and serve their own meals, instructions to help prevent contamination of foods may be posted or provided as part of information concerning use of the camp.

“Sanitized utensils” must be cleaned and sanitized according to the guidelines in standard FA.17. “Food contact surfaces” means any surface that contacts raw food during preparation. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times of use.

The intent is to help ensure that foods are cooked and held at appropriate temperatures. People involved in food preparation should take appropriate safety precautions when holding, cooling, thawing, serving, or otherwise preparing food. Most states establish 140°F as the minimum temperature for holding potentially hazardous foods, whether in steam tables or on the stove. Camps should have the means and procedures to monitor temperatures periodically in the main food service operation area.

Compliance Demonstration

Written documentation:

- Procedures for rental group reference

Visitor observations:

- Food preparation when possible

AD.40 RENTAL GROUP DISHWASHING PROCEDURES

| |
|---|
| AD.40.1 Are rental groups advised in writing of appropriate procedures for washing, sanitizing, and drying of dishes and food service utensils? YES NO |
|---|

Applies to:
• **Camps serving rental groups**

Written Documentation Required

DNA: AD.40.1 does not apply if rental groups never use camp kitchen facilities for meal preparation.

Contextual Education

“Appropriate” procedures are those that meet the requirements of standards FA.17 and FA.18. Procedures may be posted or provided in information or orientation materials for rental groups.

Compliance Demonstration

Written documentation:

- Procedures for rental group reference

Visitor observations:

- Dishwashing process when possible

AD.41 RENTAL GROUPS—CONDITIONS

Applies to:

- **Camps serving rental groups**

Written Documentation Required

Included in Required Written Documentation Review

DNA: AD.41.1 does not apply if camp never provides program equipment or facilities for rental group use.*

| | |
|--|--------|
| AD.41.1 Does the camp advise rental groups, in writing, of any conditions for use, safety guidelines, supervision requirements, warnings, or restrictions for program activities, equipment, and facilities available to them? | YES NO |
|--|--------|

Contextual Education

“In writing” includes signs, trail markers, posted regulations or restrictions, and written materials provided to rental groups as appropriate. For some activities such as hiking or tennis, which are generally considered part of participants’ common experience, hours for use and precautions may be sufficient. Other activities such as horseback riding, cross-country skiing, or tobogganing may require more specific information or warnings about trail difficulty or hazardous conditions.

Restrictions or conditions specified may be included in the written agreement with the rental group (AD.37 and AD.38).

“Conditions for use” may include the use of participant waivers, permission forms, and expectations for behavior or proper use of equipment. Camps should specify ratios and type of supervisors required for specific activities or facilities, such as adult supervisors required for youth in recreation facilities.

If the camp allows rental groups to use specialized activity facilities or equipment (e.g., archery equipment or ropes course elements) without camp staff leadership, supervisory requirements and conditions for use should at least be consistent with those specified in the standards for camp use.

Compliance Demonstration

Written documentation:

- Materials provided to rental group referencing items in the standard
- Posted information (if applicable)

Visitor interviews:

- Director explanation of system used to inform rental groups

AD.44 HEALTH INFORMATION

AD.44.1 Does the camp obtain or advise rental group leaders to obtain this information:

- A. Names and addresses of all participants;
- B. Emergency contact names and numbers;
- C. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site;
- D. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver?

YES NO

AD.44.2 Does the camp advise rental group leaders of the need for all medication (both prescription and over-the-counter) to be stored under lock except when in the controlled possession of the person responsible for administering them? YES NO

Note: Exceptions would be for a limited amount of medication for life-threatening conditions carried by camper or staff person (e.g., bee sting medication or inhaler) or limited medications approved for storage in first-aid kits.*

Contextual Education

The intent of this standard is to have appropriate information immediately available in case of an emergency. Whoever is taking responsibility for providing emergency care, whether that is the rental group or the camp, should have immediate access to the information.

Compliance Demonstration

Written documentation:

- Instructions to rental group leaders

Applies to:

- **Camps serving rental groups**

MANDATORY

AD.44.2

Written Documentation Required

Included in Required Written Documentation Review

DNA: AD.44.2 does not apply if no drugs are kept in camp or carried on trips.*

DNA: AD.44.2 does not apply if the camp primarily serves campers with diabetes and the written camp philosophy of diabetes management requires self-administration of insulin. Individuals may carry a limited amount of medication for life-threatening conditions (e.g., bee sting medication, inhaler).*

VENDOR PROVIDED SPECIALIZED AND AQUATIC PROGRAM

AD.45 VENDOR PROVIDED SPECIALIZED PROGRAM ACTIVITIES

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term camps**

Written Documentation Required

DNA: AD.45.1, AD.45.2, and AD.45.3 do not apply if camp never uses vendors for specialized program activities.

DNA: AD.45.2 does not apply if camp never uses vendors with constructed elements or areas for adventure/challenge activities.

DNA: AD.45.3 does not apply if camp never uses vendors for horseback riding activities.

Does the camp select only providers of:

AD.45.1 Specialized program activities who:

- A. Provide an adequate number of instructors/leaders whose qualifications have been verified by the provider;
- B. Use equipment that is appropriate in size and type and is in good repair;
- C. Provide a safety orientation to participants; AND
- D. Has established safety and emergency procedures for the activity offered? YES NO

AD.45.2 Adventure/challenge activities with facilities and areas that meet nationally recognized guidelines for construction and maintenance? YES NO

AD.45.3 Horseback riding activities that provide physically sound horses and equipment* suitable for the ability and* skill levels of participants? YES NO

Contextual Education

Information about the facility's instructor qualifications, equipment, and operating procedures may be found in promotional materials or in the leasing/use agreement.* Qualifications, ratios, and procedures must be consistent with those recommended by appropriate authoritative sources.

Camps using vendor-provided specialized activities must also score ST.7.1 First Aid and CPR.*

Compliance Demonstration

Written documentation:

- Policy for selecting public providers
- Copies of agreement/verification from the provider

Visitor interviews:

- Director explanation of procedures used in selection of vendor or public facilities

FACILITIES

The camp's facilities, safety protocols, vehicles, and food service safety should promote health and safety and minimize risk. Facilities make an important contribution to the overall experience and significantly affect the safety of participants.

Whether a camp's program is held on a site owned, rented, or leased, and/or it uses owned, leased, charter, or commercial transportation, the program operator must be certain that provisions have been made for items in this section unless the "Does Not Apply" statement(s) indicates otherwise.

The site and food service standards are:

- Scored for camps using a base camp
- Not scored for camps that run only extended trip/travel programs
- Not scored for day camps with no base camp that are held each day on a different site

FACILITIES: Site

These standards are not intended to be applied to homes or buildings that are on camp property that are used solely as private residences of staff, or applied to buildings that are not accessible to campers, rental groups, and/or staff.

FACILITIES: Food Service

The food service standards are intended to be applied to the camp's regular food service system in day camps, resident camps, short-term programs, and rental groups for whom the camp provides meals, whether centralized in a dining hall(s) or decentralized in units. If someone other than the camp prepares meals, the food service standards would be scored if the camp is responsible for storage, serving, and cleanup of food; or if the camp is the sole user of the on-site services (not one of many groups served as in a restaurant or dorm).

However, even when the food service standards are not scored, camps should consider the requirements of the food service standards when contracting with appropriately licensed services and verifying their practices.

Day camps in which campers and staff normally bring their own lunches and have only occasional cookouts or serve only drinks or snacks are required to score only FA.14*, FA.15, and FA.16.

If meals/snacks are *not* prepared or served in camp by the camp or by rental groups, or are prepared off site and/or served only on special occasions by a commercial kitchen for the camp or rental group, DNA FA.15 through FA.20 and ST.1. Camp must score FA.14.*

When rental groups use camp facilities to prepare their own meals, standards FA.14,* FA.15, FA.16, AD.39, and AD.40 are required to be scored.

Standards FA.14 through FA.20 do not apply if the camp uses a non-owned, ACA-accredited site.*

Standards FA.15 through FA.20 and standard ST.1 food service supervisor do not apply if the camp can produce a copy of a health inspection report that includes the kitchen. The report must indicate inspection has been conducted within the past 15 months resulting in a passing score. The camp is required to share a copy of the health inspection report indicating a passing score with the visitor to use the DNA option for this set of standards. Camp must score FA.14.*

FACILITIES: Transportation

Whether owned or leased, any vehicles provided by the camp and used to transport campers and/or staff must be maintained in safe operating condition.

All camps must score FA.21 whether they provide transportation or not.

Transportation standards apply to any and all transportation of campers, staff, or rental group members provided by, planned for, or arranged by the camp, whether in owned, leased, private, or commercial *land* vehicles. This includes as examples:

- Camp-arranged transportation to and from camp
- Transportation to activity sites such as pools, stables, lakes, or vendor-provided programs
- Transportation for day trips or field trips
- Transportation for **non-emergency** doctor visits (even the occasional visit)
- Transportation to trip sites and within the trip/travel program itself
- Group transportation in any kind of passenger vehicle, including bus, van, SUV, and car*

These standards *do not apply* to use of regularly scheduled public transportation (e.g., trains, limos, buses, taxis, Uber) or to watercraft transportation, such as ferries, whose operations are subject to local or other regulations. They do not apply to rental groups that provide their own transportation.*

These standards are *not scored* for camp maintenance vehicles (e.g., tractors, trucks, golf carts) **unless** they are used to transport persons other than maintenance staff, housekeeping staff, health supervisors, or administrative staff. However, camps are advised to consider the requirements of transportation standards when establishing guidelines for any vehicle used within the camp operation.*

Standard FA.22 applies to any and all land transportation of campers, staff, or rental group members planned by, planned for, or arranged by the camp, including charter vehicles with hired drivers.*

Standards FA.23 and FA.24 are scored for all transportation provided by and for the camp when the camp provides drivers, whether the vehicles are owned, leased, rented, or borrowed. They do not apply to rental groups providing their own transportation.

SITE AND FOOD SERVICE*

APPLICABILITY: Standards FA.1 through FA.11 do not apply if the camp is using a non-owned, ACA-accredited site.

FA.1 EMERGENCY EXITS

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

FA.1.1 At least one easily accessible emergency exit in addition to the main door or entrance and not immediately adjacent/next to the main door or entrance? YES NO

FA.1.2 A direct means of emergency exit to the outside from each sleeping floor not location on ground level? YES NO

This standard may be met by providing a written statement from the local fire inspection 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 must be met as written.

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ALL

DNA: FA.1.1 and FA.1.2 do not apply if campers, staff, or rental groups never stay overnight in buildings.

DNA: FA.1.2 does not apply if all sleeping quarters are at ground level.

DNA: FA.1.1 and FA.1.2 do not apply if the camp is using a non-owned, ACA-accredited site.

Contextual Education

"Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or rental groups. Day camps with overnights in buildings will also score this standard.

In FA.1.1, emergency exits should be located as far away and opposite the main entrances as possible so they could be used if the main entrance is blocked. State or local fire officials or insurance underwriters may provide guidance as to what constitutes an acceptable escape plan.

The emergency-exit needs of persons with disabilities should be considered. Ground-level entrances should be accessible without the use of lifts or elevators to facilitate easy access and quick evacuation. In split-level buildings with ground-level access on only one side, emergency exits from upper-level sleeping quarters must facilitate quick, safe evacuation for everyone in case the ground-level exit is blocked.

(cont.)

FA.1 EMERGENCY EXITS *(cont.)*

In FA.1.2, “to the outside” means that either the escape is on the outside of the building or an enclosed stairway exits directly to the outside at ground level.

Compliance Demonstration

Visitor observations:

- Randomly selected sleeping areas, particularly those with sleeping areas not on ground level

FA.2 CARE OF HAZARDOUS MATERIALS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY

DNA: FA.2.1 does not apply if no flammable, explosive, poisonous materials or livestock medications are used or stored on site. If livestock medication is used only for livestock involved in programming, score only PD.18.

DNA: FA.2.1 does not apply if the camp is using a non-owned ACA accredited site.

FA.2.1 Does the camp require that gas and liquid flammables, explosives, livestock medications, and other hazardous materials be:

- A. Handled only by individuals 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 individuals,
 2. In closed, safe containers plainly labeled with content information, and
 3. In locations separate from food? YES NO

Contextual Education

Liquid flammables include gasoline, kerosene, and other liquid fuels. Poisonous materials include cleaning agents, insecticides, weed killers, or other substances labeled as poisonous. Medications used for livestock are often very potent due to the size of the animals for which they are developed. To avoid accidental ingestion, campers should not have access to these items.

Regarding Part A of the standard, protective equipment such as gloves and masks must be provided when appropriate. Individuals learning to use flammable or hazardous materials under the direct supervision of trained personnel would be in compliance with the standard.

Regarding Part B of the standard, the camp may limit access to trained individuals by storing materials in areas off limits to all except designated staff; storing materials in locked buildings, rooms, cabinets, or containers; or training all participants on correct handling of certain materials (such as kerosene for lanterns or bleach for cleaning). Large, easily recognizable, above-ground tanks, such as

(cont.)

APPLICABILITY: Standards FA.4 through FA.7 do not apply if the camp is conducted on a non-owned, accredited or non-ACA-accredited site. It is still important the camp administration consider the requirements of the standards in contracting with a rental site and verify as possible.

FA.4 WATER TESTING

FA.4.1 Does the camp confirm that all water sources used for drinking or food preparation currently meet state or federal drinking water standards? YES NO

Contextual Education

This standard applies to water that comes from the camp’s own wells or reservoir system, not to water provided by a municipal or other water authority responsible for its own testing. “Currently” means that for a continuously used water supply, testing is done at least quarterly.

If part or all of a camp’s water supply is not continuously used, it is recommended that testing be conducted within thirty (30) days preceding the first use.

Compliance Demonstration

Written documentation:

- Current, approved water test results from the appropriate authority

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written

Documentation Required

DNA: FA.4.1 does not apply if on a community (public) water supply.

DNA: FA.4.1 does not apply if camp is on a non-owned site (accredited or non-accredited).

FA.5 ELECTRICAL EVALUATION

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: FA.5.1 does not apply if no electrical service on site.

DNA: FA.5.1 does not apply if camp is on a non-owned site (accredited or non-accredited).

| | | |
|--|-----|----|
| FA.5.1 Does the camp ensure an electrical evaluation is conducted annually by qualified personnel? | YES | NO |
|--|-----|----|

Contextual Education

“Qualified personnel” includes individuals qualified by local statute or regulation, those with training or experience in basic electrical evaluation; electricians, other appropriately licensed individuals; or camp staff and maintenance personnel with appropriate training.

The evaluation should cover all facilities with electrical services, including the swimming pool, water pumps, living areas for campers and staff, program buildings or program areas, food service and storage areas, maintenance areas, and dining halls.

Compliance Demonstration

Written documentation:

- Evidence of annual electrical evaluation (e.g., a receipt, a letter, a memo, a log, a dated checklist, a notation signed by staff)

Visitor interviews:

- Director/staff description of procedures and qualifications of personnel used to conduct the evaluation

FA.14 HANDWASHING FACILITIES

FA.14.1 Are handwashing facilities adjacent to toilets and readily available in areas where food is prepared and consumed? YES NO

Contextual Education

Camps may meet the intent of this standard by providing a supply of soap and fresh water or by making waterless hand sanitizing products available. "Where food is prepared and consumed" includes areas used for regular meals, as well as locations for occasional and informal consumption of food.

Compliance Demonstration

Visitor interviews:

- Director/staff explanation of procedures for locations with and without access to water

Visitor observations:

- Handwashing facilities in relation to randomly selected toilet facilities and eating locations

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term camps**
- **Camps serving rental groups**

DNA: FA.14.1 does not apply if the camp is using a non-owned, ACA-accredited site.

APPLICABILITY: Standards FA.15 through FA.20 and standard ST.1 food service supervisor do not apply if the camp can produce a copy of a health inspection report that includes the kitchen. The report must indicate that the inspection has been conducted within the past 15 months resulting in a passing score. The camp is required to share a copy of the health inspection report indicating a passing score with the visitor to use the DNA option for this set of standards. Camp must also score FA.14.*

FA.15 FOOD SERVICE AREAS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: FA.15.1 does not apply if a health inspection which includes the kitchen has been conducted within the past 15 months resulting in a passing score.

DNA: FA.15.1 does not apply if the camp is using a non-owned, ACA-accredited site.

DNA: FA.15.1 does not apply if meals or snacks are not prepared or served in camp by the camp or by rental groups, or are prepared off site and/or served only on special occasions by a commercial kitchen for the camp or rental group.*

FA.15.1 Are food preparation and storage areas free from accumulated dirt and grease and protected from rodents and insects? YES NO

Contextual Education

Food preparation and storage areas should be kept clean for health purposes. To protect from rodents and insects, screens or doors should be used. Stored food should be kept off the floor or in properly sealed containers.

Compliance Demonstration

Written documentation:

- Copy of passing health inspection report conducted within 15 months if using this option

Visitor interviews:

- Staff explanation of procedures

Visitor observations:

- Food preparation areas and storage areas

FA.16 REFRIGERATION

FA.16.1 Does the camp ensure proper storage of potentially hazardous foods at 40°F or below by:

- A. Providing thermometers or comparable technology for all mechanical refrigeration units,
 - B. Monitoring temperatures for each mechanical refrigeration unit, and
 - C. Notifying appropriate personnel if the temperature exceeds 40°F?
- YES NO

Contextual Education

“Potentially hazardous foods” are those foods or ingredients, natural or synthetic, in a form capable of supporting growth of infectious or toxic microorganisms (i.e., milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustaceans). Such food should be maintained at temperatures below 40°F. Rental groups and camp staff should know to whom and how to report temperature problems in refrigerators so that prompt corrective action and alternate storage can be arranged.

This standard applies to all mechanical refrigeration units holding food for staff, campers, or rental groups including the camp kitchen, health center, staff house, unit shelters, and lodges. This standard does not apply to freezers, ice chests, or coolers.

Compliance Demonstration

Written documentation:

- Copy of passing health inspection report conducted within 15 months if using this option

Visitor interviews:

- Staff explanation of monitoring procedures and system for reporting and correction

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: FA.16.1 does not apply if camp uses no refrigeration units.

DNA: FA.16.1 does not apply if a health inspection which includes the kitchen has been conducted within the past 15 months resulting in a passing score.

DNA: FA.16.1 does not apply if the camp is using a non-owned, ACA-accredited site.

DNA: FA.16.1 does not apply if meals or snacks are not prepared or served in camp by the camp or by rental groups, or are prepared off site and/or served only on special occasions by a commercial kitchen for the camp or rental group.*

FA.17 FOOD TEMPERATURES

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: FA.17.1 does not apply if a health inspection which includes the kitchen has been conducted within the past 15 months resulting in a passing score.

DNA: FA.17.1 does not apply if the camp is using a non-owned, ACA-accredited site.

DNA: FA.17.1 does not apply if meals or snacks are not prepared or served in camp by the camp or by rental groups, or are prepared off site and/or served only on special occasions by a commercial kitchen for the camp or rental group.*

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|---|
| FA.17.1 Are food service staff required to minimize the time that potentially hazardous cooked foods remain in the food temperature danger zone of 40°F to 140°F? <p style="text-align: right;">YES NO</p> |
|---|

Contextual Education

The intent is to help ensure that foods are cooked and held at appropriate temperatures. Food service staff should take appropriate safety precautions when holding, cooling, thawing, serving, and so on. Most states establish 140°F as the minimum temperature for holding potentially hazardous foods whether in steam tables or on the stove. "Potentially hazardous cooked foods" are those foods or ingredients, natural or synthetic, in a form capable of supporting growth of infectious or toxic microorganisms (e.g., milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustaceans). Camps should have the means and procedures to monitor temperatures periodically wherever food is served by food service staff.

Compliance Demonstration

Written documentation:

- Copy of passing health inspection report conducted within 15 months if using this option

Visitor interviews:

- Staff explanation of procedures used

Visitor observations:

- Food preparation area and food holding process

FA.18 SANITIZED UTENSILS AND SURFACES

FA.18.1 Are food service staff required to:

- A. Use only clean and sanitized utensils and equipment during food preparation, and
- B. Clean and sanitize food contact surfaces after each use?

YES NO

Contextual Education

“Utensils” include all items used in the preparation or serving of food. “Sanitized utensils” must be cleaned and sanitized according to the guidelines in standard FA.19. “Food contact surfaces” refers to anything—including counters, cutting boards, and utensils—that contacts raw food during preparation. Local health authorities can provide guidance on the strength and use of sanitizing agents.

Compliance Demonstration

Written documentation:

- Copy of passing health inspection report conducted within 15 months if using this option

Visitor interviews:

- Director/staff explanation of process

Visitor observations:

- Food preparation process and area

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: FA.18.1 does not apply if a health inspection which includes the kitchen has been conducted within the past 15 months resulting in a passing score.

DNA: FA.18.1 does not apply if the camp is using a non-owned, ACA-accredited site.

DNA: FA.18.1 does not apply if meals or snacks are not prepared or served in camp by the camp or by rental groups, or are prepared off site and/or served only on special occasions by a commercial kitchen for the camp or rental group.*

FA.19 DISH WASHING

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: FA.19.1 does not apply if a health inspection which includes the kitchen has been conducted within the past 15 months resulting in a passing score.

DNA: FA.19.1 does not apply if the camp is using a non-owned, ACA-accredited site.

DNA: FA.19.1 does not apply if meals or snacks are not prepared or served in camp by the camp or by rental groups, or are prepared off site and/or served only on special occasions by a commercial kitchen for the camp or rental group.*

DNA: FA.19.1 does not apply if the camp only uses disposable dishes and food service utensils.*

FA.19.1 Does the camp require that dishes and food service utensils be washed and sanitized after each use according to the following procedures:

- A. For mechanical dishwashers:
 1. Wash water is at least 100°F; and
 2. Rinse water is at least 180°F, or an approved chemical sanitizer is used as directed;
- B. For dishes and food service utensils washed by hand:
 1. Wash and initial rinse temperatures are at least 100°F; and
 2. Second rinse process is used with an approved chemical sanitizer? YES NO

Contextual Education

“Food service utensils” include all items used in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second rinse requirement.

Job descriptions or procedures should specify who is responsible for monitoring temperatures.

Compliance Demonstration

Written documentation:

- Copy of passing health inspection report conducted within 15 months if using this option

Visitor interviews:

- Staff description of procedures

Visitor observations:

- Dishwashing and sanitizing process

FA.20 DISH DRYING AND STORAGE

FA.20.1 Does the camp require that all dishes and food service utensils:

- A. Be air dried, and
 - B. Be protected from dust and contamination between use?
- YES NO

Contextual Education

“Food service utensils” include all items used in the preparation or serving of food. Local health authorities can provide guidance on proper storage practices.

Compliance Demonstration

Written documentation:

- Copy of passing health inspection report conducted within 15 months if using this option

Visitor interviews:

- Staff description of procedures

Visitor observation:

- Dish and utensil drying process

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: FA.20.1 does not apply if a health inspection which includes the kitchen has been conducted within the past 15 months resulting in a passing score.

DNA: FA.20.1 does not apply if the camp is using a non-owned, ACA-accredited site.

DNA: FA.20.1 does not apply if meals or snacks are not prepared or served in camp by the camp or by rental groups, or are prepared off site and/or served only on special occasions by a commercial kitchen for the camp or rental group.*

DNA: FA.20.1 does not apply if the camp only uses disposable dishes and food service utensils.*

TRANSPORTATION

FA.21 NONPASSENGER VEHICLES

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term camps**
- **Camps serving rental groups**

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|---|
| FA.21.1 Does the camp prohibit the transportation of persons in vehicles or parts of the vehicle not designed for passengers? |
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| |
|--------|
| YES NO |
|--------|

Contextual Education

The intent of this standard is to prohibit the transportation of individuals in the back of pickup trucks or wagons where seats are not attached to the vehicles. The exception is when wagons or trucks are driven at slow speeds (5–10 mph) off public roads, and where protective devices are provided to keep people from falling out or off of the vehicle. Rental groups should be informed of this policy.

Compliance Demonstration

Visitor interviews:

- Director/staff description of policy in place

Visitor observations:

- Observation of vehicles on property

APPLICABILITY: FA.22 through FA.24 do not apply to maintenance vehicles (tractors, trucks, golf carts) unless they are used to transport persons other than maintenance staff, housekeeping staff, health supervisors, or administrative staff. Standards apply if campers and/or staff* are ever transported.

FA.22 EMERGENCY EQUIPMENT

FA.22.1 Does the camp require that all motor vehicles used by the camp for transportation be equipped with appropriate emergency accessories including first-aid kits, fire extinguishers, and reflectors?
YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: FA.22.1 does not apply if transportation is never provided by, planned for, or arranged by the camp and/or charter service.*

Contextual Education

“Emergency accessories” may also include other supplies, such as shovels or blankets, which may be necessitated by weather conditions. “Equipped” means these articles are in the vehicle when transporting campers or staff. The camp may keep this equipment in a central location for use at the appropriate time.

Compliance Demonstration

Visitor interviews:

- Director/staff description of procedures for equipping vehicles

Visitor observations:

- Observation of randomly selected vehicles and equipment

FA.23 MECHANICAL EVALUATIONS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

FA.23.1 Does the camp require that all motor vehicles used by the camp to transport passengers be evaluated for mechanical soundness by qualified personnel:

- A. At least quarterly for year-round camps, or
- B. Within the month prior to seasonal use?

YES NO

Written Documentation Required

DNA: FA.23.1 does not apply if the camp never provides drivers.*

DNA: FA.23.1 does not apply to private vehicles.*

Contextual Education

This standard applies to all vehicles driven by camp drivers that are used by the camp to transport campers, camp staff, or rental-group participants. "Qualified personnel" include mechanics or other persons with training or experience in vehicle maintenance. The evaluation may be done by qualified personnel from the leasing company. "Evaluating mechanical soundness" means checking and making any repairs necessary to assure the readiness of the vehicles to transport passengers. Depending on their scope and intent, state vehicle inspections may not be sufficient to meet the requirements of the standard.

Compliance Demonstration

Written documentation:

- Maintenance receipts
- Entries in a log book attesting to maintenance

Visitor interviews:

- Director/staff description of procedures followed

FA.24 SAFETY CHECKS

Does the camp require safety checks on vehicles used to transport persons that include:

FA.24.1 Checking the tires for proper inflation and wear visually each day the vehicle is used and at least weekly using a tire gauge?

YES NO

FA.24.2 Establishing a schedule frequency and process for checking all of these items:

- A. Lights,
- B. Windshield and wiper condition,
- C. Emergency flashers,
- D. Horn,
- E. Brakes,
- F. Mirror, and
- G. Fluid levels?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: FA.24.1 and FA.24.2 do not apply if the camp never provides drivers.*

Contextual Education

When checking tires for proper inflation, staff should be especially careful to determine the proper tire inflation by the tire type and size, or one that is established by the manufacturer's guidelines for the vehicle. For an accurate read the vehicle should be parked for three or more hours prior to checking the tire pressure.

Directors should check local codes for frequency of safety checks required for the items in this standard. A checklist should be used to verify compliance with this standard.

Compliance Demonstration

Written documentation:

- Policy for vehicle safety checks
- Written verification of safety checks completed for randomly selected vehicles

Visitor interviews:

- Director/staff description of policy implementation

HW.4 HEALTH INFORMATION FOR SHORT-TERM AND FAMILY CAMP PARTICIPANTS

HW.4.1 Does the camp obtain the following information for all campers:

- A. Names and addresses of all participants;
- B. Emergency contact names and contact information to include preferred phone numbers;
- C. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site;
- D. For minors without a custodial parent/guardian on site,* record of current medications, both prescribed and over-the-counter; and
- E. For minors without a custodial parent/guardian on site, signed permission to seek treatment or a signed waiver for refusal of treatment for religious or personal reasons?

YES NO

Applies to:

- Resident camps (family camp only)*
- Short-term camps

MANDATORY

**Written
Documentation
Required**

Contextual Education

"All campers" includes both minor and adult campers.

The intent of this standard is to have appropriate information immediately available in case of an emergency. Information may be in the form of a health history or included on the application. Camps should have immediate access to the information.

Compliance Demonstration

Written documentation:

- Example of forms or checklists in which information is collected and maintained

Visitor interviews:

- Description of how information is obtained

HW.5 HEALTH EXAM

Applies to:

- Resident camps

Written Documentation Required

DNA: HW.5.1 and HW.5.2 do not apply to nonmedical religious camps.

DNA: HW.5.2 does not apply if the camp has completed their assessment and does not require a health exam.

Does the camp:

HW.5.1 Assess and determine the need for campers to have a physical exam by an appropriately licensed healthcare provider?
YES NO

HW.5.2 Require completion of the health exam within the previous 24 months?
YES NO

Contextual Education

Based on a camp's location and program offerings, the camp should consider the need for each participant to have a current health exam, taking into account factors such as the level of physical exertion, length of the program, distance from EMS, and other variables. The risk profile for some individuals and/or the risk profile of some camp programs may indicate the need for a physical exam that attests to the person's ability to safely participate in the program. If the camp determines such an exam is warranted, the camp should provide a health exam form to parents for completion. Camps should also be aware that some state regulations require completion of a physical (health exam). Consequently, even if ACA standards do not require an exam, a camp in such a state would need to respond to the state regulation.

"Licensed healthcare provider" includes licensed prescribers and in some states includes physician's assistants and certified nurse practitioners or other healthcare providers licensed by the state in which the camp is located.

Compliance Demonstration

Written documentation:

- Copy of blank health exam if required

Visitor interviews:

- Director description of method used to determine need to require or not require a health exam

HW.6 HEALTH SCREENING FOR RESIDENT CAMPS

HW.6.1 Do campers undergo a health screening within twenty-four (24) hours of first arrival at camp that:

- A. Is conducted by individuals with these qualifications:
 1. For camps not primarily serving campers with special medical needs, a licensed healthcare provider or an adult following specific written instructions provided by a licensed prescriber; or
 2. For camps primarily serving persons with special medical needs, a licensed healthcare provider?
 - B. And the health screening includes:
 1. A check for observable evidence of illness, injury, and/or communicable disease or conditions (such as lice);
 2. Verification and updating of health history information to identify any medication, changes in health status, or special needs that may require further follow-up;
 3. Review and collection of any medications to be administered during the camper's stay at camp; and
 4. Documentation of results of screening for each camper?
- YES NO

Applies to:

- Resident camps

Written Documentation Required

DNA: HW.6.1 does not apply to nonmedical religious camps.

Contextual Education

The purpose of the screening is to verify and update the health history received from each camper prior to participation in camp activities, and to assure that the camp staff is prepared to respond to any specific healthcare needs of campers.

"Licensed healthcare provider" includes licensed prescribers and in some states includes physician's assistants and certified nurse practitioners or other healthcare providers licensed by the state in which the camp is located.

Written documentation of the screening is to record (1) that the screening took place and (2) exam results. It can be as simple as a check mark on the health form that verifies that information is current, with notations regarding any changes. Any significant findings during screening would require more detailed information. The documentation should be signed and dated by screening personnel.

"Further follow-up" may include not only advising appropriate staff of specific needs, allergies, or restrictions, but also contacting parents or health professionals to gather further information to help provide a successful camp experience.

Additional health review and screening considerations for extended trip/travel* camps may be required based on the type and length of a trip, and time between initial screening and the start of the trip.

(cont.)

HW.6 HEALTH SCREENING FOR RESIDENT CAMPS *(cont.)*

Compliance Demonstration

Written documentation:

- Screening instructions
- Random sample of screening documentation

Visitor interviews:

- Director/staff explanation of the screening process
- Director explanation of medication collection process

HW.7 HEALTH INFORMATION REVIEW AND SCREENING FOR DAY CAMPS AND SHORT-TERM CAMPS

Applies to:

- Day camps
- Short-term camps*

DNA: HW.7.1 does not apply to nonmedical religious camps.

DNA: HW.7.2 does not apply to camps that do not serve persons with special medical needs.

Does the camp's health information review and opening day screening include:

HW.7.1 Designate staff members who:

- Review the health information of campers within twenty-four (24) hours of campers' first arrival at camp;
- Collect any medications to be administered during a camper's enrollment? YES NO

HW.7.2 For camps serving individuals with special medical needs, a review of the health information and screening process by a licensed healthcare provider? YES NO

Contextual Education

The purpose of the health information review of every camper is to identify any health needs that might affect participation in camp activities. Staff members should have access to a consultation with a health professional as needed.

Compliance Demonstration

Visitor interviews:

- Director/staff explanation of health information review process
- Explanation of medication collection method

HW.8 PARENT NOTIFICATION

Does the camp:

HW.8.1 Provide custodial parent(s)/guardian(s) with a written description of situations in which they will be notified of an illness or injury to their camper? YES NO

HW.8.2 Document when a parent/guardian has been notified, including attempts to notify a parent/guardian, due to a camper's illness or injury? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps

**Written
Documentation
Required**

**Included in
Required Written
Documentation
Review**

Contextual Education

Parents or guardians must have a clear understanding of the camp's policies for when they will be notified if their camper becomes ill or is injured.

Compliance Demonstration

Written documentation:

- Method by which information is shared with parent(s)/guardian(s)
- Method by which camp documents parent/guardian communication

HW.9 HEALTHCARE POLICIES

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

Included in Required Written Documentation Review

DNA: HW.9.1 does not apply to short-term camps.

DNA: HW.9.2 E does not apply if a nonmedical religious camp or if all healthcare for all programs is provided by licensed prescribers or nurse practitioners.

Are healthcare policies and/or procedures for each type of camp operation:

HW.9.1 Reviewed at least every three (3) years by a licensed healthcare professional whose scope of practice allows such a review? YES NO

HW.9.2 Written so they include:

- Scope and limits of camp healthcare services provided, including qualifications and locations of personnel;
- Authority and responsibilities of the camp healthcare administrator and provider;
- Authority and responsibilities of other camp staff to provide health and emergency care;
- Guidelines for when to access additional external medical and mental health resources; and
- Treatment procedures allowed under the scope of practice of the designated healthcare provider(s) for dealing with reasonably anticipated illnesses and injuries? YES NO

Contextual Education

“Each type of camp operation” refers to day camp, resident camp, short-term camp, and extended trip/travel* programs. Concerns for rental groups are addressed in standard AD.43 but may also be included here. The review should also include the camp’s administrative staff and the camp’s healthcare administrator and staff.

A healthcare professional’s “scope of practice” is typically defined by law/license and defines the procedures, actions, and processes permitted for that licensed individual. The individual’s scope of practice is limited to that which the law allows for specific education and experience, and defined demonstrated competency.

“Scope and limits” refers to the specific healthcare services provided to individuals and groups served by the camp, such as summer youth camps and trips. The policies should define what is and what is not provided in terms of services and personnel (including personnel qualifications). Camps also need to evaluate where (on and off site) they may need first-aid or health certified personnel, based on characteristics of participants, location of the activity, and type of activity.

The “authority and responsibility of the healthcare administrator and provider” should define whether these two functions are held by the same person. Camps with separate administrative and provider functions should define the responsibilities for each position. Job description(s) may be used to meet this requirement.

(cont.)

HW.11 HEALTHCARE EQUIPMENT, SUPPLIES, AND EMERGENCY ASSISTANCE

HW.11.1 Has the camp identified and shared with all necessary personnel:

- A. Required healthcare equipment and supplies and the method by which it will be obtained; and
- B. Procedures for obtaining emergency healthcare assistance?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

Contextual Education

“Equipment and supplies” identifies any healthcare and emergency equipment including first-aid kits that will be maintained on site. This will vary based on the camp’s clientele, staffing pattern for healthcare, and distance to additional medical resources. Camps may consider having first-aid kits available at locations where a person certified in first aid is required.

Procedures should be identified for how individuals, on or off site, can “obtain emergency healthcare assistance,” including while in remote areas on the camp property and locations used for overnight or day trips. Staff should be trained in these procedures.

Compliance Demonstration

Written documentation:

- Equipment and supply list and “order” method
- Emergency assistance procedures

Visitor interviews:

- Staff/director description of how equipment and supplies are ordered and maintained
- Staff/director description of emergency assistance procedures

HW.12 AVAILABILITY OF AN AED

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: HW.12.1 does not apply to nonmedical religious camps.

DNA: HW.12.1 does not apply to extended trip/travel* camps or other off-site programs.

HW.12.1 Does the camp have continual access to an automated external defibrillator (AED) available to most of the camp population within the timeframe recommended by authoritative sources and managed by trained personnel*? The AED may be located on the camp property, readily available when individuals are on site or available through another provider. YES NO

Contextual Education

Examples of authoritative sources include: American Red Cross, American Heart Association, American Academy of Pediatrics, or OSHA. The camp administration should determine placement of the AED(s) based on the population served and activities conducted.

Compliance Demonstration

Visitor interviews:

- Director explanation of the process used to determine where the AED will be located, who is trained in use of the AED, and who is responsible for the maintenance of the AED

HW.13 MEDICATION STORAGE AND ADMINISTRATION

HW.13.1 Does the camp require all drugs to be stored under lock except when in the controlled possession of the person responsible for administering them:

- | | |
|--|--------|
| A. For prescription drugs—given only under the specific directions of a licensed prescriber; | |
| B. For nonprescription drugs—given per the camp’s written procedures (see standard HW.9) or under the signed instruction of the custodial parent/guardian as allowed or the individual’s licensed prescriber*? | YES NO |

Note: Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or staff person (e.g., bee sting medication or inhaler) or limited medications approved for storage in first-aid kits.

Applies to:

- Day camps
- Resident camps
- Short-term camps

MANDATORY

Written Documentation Required

DNA: HW.13.1 does not apply if no drugs are kept in camp or carried on trips. Does not apply to insulin if the camp primarily serves campers with diabetes and the written camp philosophy of diabetes management requires self-administration of insulin.

Contextual Education

The intent of this standard is to assure that all medications belonging to both campers and staff members be stored under control of the camp healthcare provider or trip staff.

Any drugs from staff members submitted to the healthcare staff should be accepted in a manner that does not require the staff member to disclose the type of medication that he/she is taking unless: (a) a staff member chooses to share this information voluntarily; or (b) the medication could impair the staff member’s ability to perform the essential functions of their position, in which case a discussion should occur and reasonable accommodation be considered. Staff members will need to “self-medicate” should they not share what medication is being stored. Any knowledge of prescription medication taken by staff must be kept in the strictest of confidence and shared only on a specific need-to-know basis. Camp staff medication can be locked in a separate area provided specifically for them (such as a locker). The intent is to have medication secure and unavailable to anyone other than to whom it is prescribed or for whom it is purchased (over the counter).

Drugs should be locked in a cabinet or storage box at all times. In cases where there is full-time licensed healthcare professional/staff and the healthcare facility or first-aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the healthcare staff. Drugs requiring refrigeration may be stored in a locked refrigerator or in a locked container within the refrigerator.

(cont.)

HW.13 MEDICATION STORAGE AND ADMINISTRATION *(cont.)*

Medications include all prescription medications, as well as all over-the-counter drugs that are potentially hazardous if misused (e.g., Tylenol, cold tablets). They can also include herbal remedies. "Controlled possession" means under the immediate and direct supervision or control of the person taking the medication or of a staff member. "Specific directions of a licensed prescriber" include directions on an original prescription bottle, a note on the signed health examination record, or something in writing from a licensed prescriber.

The only camps who may choose "does not apply" to the insulin portion of this standard are camps primarily serving campers with diabetes (i.e., more than 50 percent of enrolled campers are diabetic), or where the camp educational philosophy of diabetes management specifies that camper control of insulin is part of the training program.

Compliance Demonstration

Written documentation:

- Written instructions for medication

Visitor observations:

- Drug storage areas

Visitor interviews:

- Director/staff description of the procedures in use

HW.14 RECORDKEEPING

Applies to:

- Day camps
- Resident camps
- Short-term camps

**Written
Documentation
Required**

Does the camp maintain:

HW.14.1 A recordkeeping system in which at least the following information is permanently recorded:

- Date, time, and legal name of the injured or ill person;
- General description of injury or illness;
- Description of treatment (if administered), including any treatment administered away from the healthcare facility;
- Administration of all medications; and
- Initials of person evaluating and treating? YES NO

HW.14.2 Reports of all health incidents resulting in injury requiring professional medical treatment? YES NO

(cont.)

STAFF AND SUPERVISION

The key to any camp's success is its personnel. One of the unique features of a camp is the vital and all-encompassing leadership role demanded of its personnel in the camp community. Camp personnel are expected to assume many responsibilities, deliver a wide range of services, and complete numerous tasks in an environment of constant close human interaction, all with quality results. Some persons may work with the site operation, some with the program, and some with both.

The physical, emotional, and mental well-being of campers is of utmost importance. This can be more readily accomplished when a camp has a system that includes clearly identified staff qualifications, well-planned staff training, and appropriate supervision of campers and staff. The requirements included in the standards vary according to the nature of the positions in question.

Personnel to be considered in scoring this section of standards include:

- Volunteer and paid staff involved with the operation of both the site and programming;
- Volunteer and paid staff who are supervised by the camp operator/director; and
- Volunteer and paid staff for which the camp operator/director has overall responsibility for selection, training, supervision, and dismissal.

Generally, these standards do not apply to consultants (unless otherwise noted in a specific standard), workshop leaders, and other personnel who are not part of the camp's staff. However, administrators should consider the requirements of the human resources standards in utilizing such persons.

As with all standards, it is important to read the "Does Not Apply" statement to determine applicability for your camp.

STAFF QUALIFICATIONS

ST.1 FOOD SERVICE SUPERVISOR

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.1.1 does not apply if a health inspection that includes the kitchen has been conducted within the past 15 months resulting in a passing score.

DNA: ST.1.1 does not apply if food service is never provided by the camp.

DNA: ST.1.1 does not apply if non-owned site is currently ACA-accredited.

| |
|--|
| <p>ST.1.1 Is the food service operation under the overall supervision of a person that has training and/or experience in food service management?</p> <p style="text-align: right;">YES NO</p> |
|--|

Contextual Education

The intent of this standard is to assure that food service staff members and operations are supervised by person(s) with training or experience in areas such as sanitation, menu planning, food preparation and protection, hygiene, personnel supervision, and recordkeeping.

See Facilities Section (FA) for ST.1.1 applicability.*

Compliance Demonstration

Written documentation:

- Acceptable certification and/or experience OR
- Copy of health inspection report

ST.5 DIRECTOR QUALIFICATIONS

Does the on-site director for day and resident camp programs have these qualifications:

ST.5.1 At least two prior seasons of administrative or supervisory experience in an organized camp? YES NO

ST.5.2 Completes an average of five (5) hours per year of professional development that addresses the individual's needs related to the ACA core competencies? YES NO

ST.5.3 Is at least 25 years of age? YES NO

ST.5.4 If the camp primarily serves campers with special needs, at least twenty-four (24) weeks of experience working with that special population? YES NO

Applies to:

- Day camps
- Resident camps

Written Documentation Required

DNA: ST.5.4 does not apply if camp does not operate a program that primarily serves campers with special needs.

Contextual Education

The on-site director is the person on site responsible for day-to-day decision making and supervision of the program and staff.

The ACA core competencies identify thirteen (13) core areas of critical skills and knowledge areas that guide the practices and professional development of camp professionals.

Compliance Demonstration

Written documentation:

- Verification of previous experience
- Verification of professional development

Visitor interviews:

- Director description of qualifications

ST.6 SPECIAL NEEDS STAFF REQUIREMENTS

Applies to:

- Day camps
- Resident camps

DNA: ST.6.1 does not apply if camp does not operate a day or resident camp program that primarily serves campers with special needs.

ST.6.1 Do at least 25 percent of the day and resident camp administrative and program personnel with staff supervisory responsibilities have at least sixteen (16) weeks of experience working with special needs populations or have a bachelor's degree in an area relevant to the clientele served? YES NO

Contextual Education

Serving campers with special needs (to include special medical needs) requires skills and experience beyond that required for other camp operations. The intent of this standard is to ensure a minimum level of specialized training and experience at the administrative and staff supervisory levels.

Compliance Demonstration

Visitor interviews:

- Director explanation of camp's percentage of staff who meet requirement

ST.7 FIRST-AID, CPR/AED FOR SPECIALIZED PROGRAMS AND AQUATICS ACTIVITIES*

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ST.7.4*

Written Documentation Required

Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible:

ST.7.1 For all specialized program activities who has current certification from a recognized provider in first aid?* YES NO

ST.7.2 For all specialized program activities who has current certification from a recognized provider in age-appropriate CPR/AED (cardiopulmonary resuscitation and use of an automated external defibrillator)?* YES NO

ST.7.3 At each separate swimming and/or watercraft location (e.g., pool, lake, river) who has current certification from a recognized provider in first aid?* YES NO

ST.7.4 At each separate swimming and/or watercraft location (e.g., pool, lake, river) who has current certification from a recognized provider in age-appropriate CPR/AED (cardiopulmonary resuscitation and use of an automated external defibrillator)?* YES NO

(cont.)

ST.7 FIRST-AID, CPR/AED FOR SPECIALIZED PROGRAMS AND AQUATICS ACTIVITIES* (cont.)

Contextual Education

“On duty” means readily available to render needed assistance.

For specialized activities, the certified staff member may be from the camp, vendor, or the rental group. Camps must advise rental groups of requirements in a contract or other written instruction (see AD.37, AD.38, and AD.41). See PD section applicability and glossary for the specialized program activity definition.*

For aquatic activities, the certified staff member may be from the camp or the rental group. Camps must advise rental groups of requirements in a contract or other written instruction (see AD.37, AD.38, and AD.41). When swimming and/or watercraft aquatic activity supervision is vendor-provided or use public facilities camps must score AD.46 and/or AD.47.*

Based on the location of the activity site in relation to additional medical support, a camp should consider if someone in addition to the lifeguard/supervising staff member should have current first-aid and CPR/AED certification.

For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

Compliance Demonstration

Written documentation:

- Current certification cards
- Instructions shared with rental groups, when applicable

DNA: ST.7.1 and ST.7.2 do not apply if the camp and/or rental group never offers specialized program activities.*

DNA: ST.7.3 and ST.7.4 do not apply if the camp and/or rental group never offers aquatic activities.*

DNA: ST.7.3 and ST.7.4 do not apply if the camp only uses vendor-provided personnel for each separate aquatic activity.*

ST.8 SUPERVISOR QUALIFICATIONS, SPECIALIZED ACTIVITIES

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.8.1 does not apply if the camp never offers* specialized program activities.

DNA: ST.8.1 does not apply if camp only uses vendor-provided personnel for each type of specialized program activity.*

ST.8.1 Does the camp provide an overall supervisor for each type of specialized activity who:

- A. Is an adult (18 years of age or older);
- B. Holds a current certification specific to that activity. If the certificate does not have an "expiration date," the certificate must have been earned within the past two years; *and**
- C. Has documented experience of engaging in said activity within the past two years?

OR*

- D. If the supervisor does not possess a current certification, is the verification of documented supervisor training and documented experience of engaging in the activity within the past two years available? YES NO

Contextual Education

Supervisors qualifications for adventure/challenge, horseback riding, and aquatic activities are scored in ST.9, ST.10, and ST.11 respectively and are NOT SCORED here in ST.8.*

The intent of this standard is to assure that at least one person in camp who is certified, documented, and/or experienced in each of the activities offered is providing supervision for conduct of each identified activity. This individual needs the knowledge and experience to make judgments concerning participants, equipment, facilities, safety considerations, supervision, execution, and procedures for the activity. This supervisor also needs to provide training and supervision to enable specialized activity leaders to carry out their responsibilities but does not necessarily need to be present at each activity.

The camp is responsible for meeting Part A and either Parts B and C or Part D.* Documentation of training must be available for each type of activity if more than one is identified (e.g., archery and riflery).

Camps that use vendor-provided personnel for specialized activities score AD.45.1.*

Compliance Demonstration

Written documentation:

- Certification or documented training and experience for each type of specialized activity offered

ST.9 ADVENTURE/CHALLENGE SUPERVISOR QUALIFICATIONS

Does the camp provide:

ST.9.1 An overall supervisor for adventure/challenge activities who meets these qualifications:

- A. Is an adult (18 years of age or older);
- B. Holds a current certification specific to that activity or challenge course "system" from a recognized organization or certifying body. If the certificate does not have an "expiration date," the certificate must have been earned within the past two years; and
- C. Has documented experience of engaging in said activity within the past two years? OR
- D. If the supervisor does not have a current certification, is the verification of documented training and documented experience of leading/facilitating the type of activity within the past two years available? YES NO

ST.9.2 An overall supervisor for adventure/challenge activities who has experience of at least four (4) weeks in a management or supervisory capacity in similar type(s) of program(s) within the past three (3) years? YES NO

Contextual Education

In ST.9.1, documentation of training must be available for each category of adventure/challenge activity if more than one type is offered (e.g., ropes course and spelunking). A "recognized organization" includes national and regional resources for specific activities such as those offered by appropriate authoritative sources or a course from a university or training center. Check the ACA website, ACAcamps.org, for a list of authoritative sources.

In ST.9.2, "experience" should represent a background in supervising a total operations including daily checks of the course and equipment and supervising staff. Experience assisting a supervisor in a similar program is also sufficient to meet the requirements of this standard if that experience includes all aspects of the program.

Camps that use vendor-provided personnel for adventure/challenge activities score AD.45.1 and AD.45.2.*

Compliance Demonstration

Written documentation:

- Certification or documentation of training and experience for each type of adventure/challenge activity offered
- Written verification of at least four (4) weeks of experience

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.9.1 and ST.9.2 do not apply if camp never offers adventure/challenge activities.*

DNA: ST.9.1 and ST.9.2 do not apply if camp only uses vendor-provided personnel for all adventure/challenge activities.*

ST.10 HORSEBACK RIDING SUPERVISOR QUALIFICATIONS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.10.1 and ST.10.2 do not apply if camp never offers horseback riding.*

DNA: ST.10.1 and ST.10.2 do not apply if camp only uses vendor-provided personnel for all horseback riding.*

DNA: ST.10.1 and ST.10.2 do not apply to pony rides.

Does the camp provide:

ST.10.1 An overall supervisor for all horseback riding facilities, staff, and program operations who meets these qualifications:

- A. Is an adult (18 years of age or older);
- B. Holds a current certification as an instructor from a recognized organization or riding school. If the certificate does not have an "expiration date," the certificate must have been earned within the past two (2) years; and
- C. Has documented experience of engaging in said activity within the past two (2) years? OR
- D. If the supervisor does not have a current certification, do they have documented endorsements of successful experience in teaching formal horseback riding instruction within the past two (2) years? YES NO

ST.10.2 An overall supervisor for horseback riding facilities, staff, and program operations who has experience of at least four (4) weeks of management or supervisory experience at a horseback riding facility in the past three (3) years? YES NO

Contextual Education

In ST.10.1-B, "instructor" in this standard refers to completion of courses that require skills and competency in riding with a focus on riding instruction techniques, safety, and stable management. Check the ACA website, ACAcamps.org, for certifying bodies.

"Documented endorsements" may include letters of reference from former employers, students, or coworkers, as well as brochures or advertisements identifying programs where the individual is listed as an instructor. "Formal horseback riding instruction" requires that the program for which the individual served as an instructor was an established program that followed a systematic course of training and required demonstration of prescribed levels of knowledge and competency.

In ST.10.2, "experience" should represent a background in supervising a total operation, including instruction, stable management, care and feeding of horses, scheduling, staff supervision, and equipment care. Experience assisting a supervisor in a similar program is also sufficient to meet the requirements of this standard if that experience includes all aspects of the program.

Camps that use vendor-provided personnel for horseback riding activities score AD.45.1 and AD.45.3.*

(cont.)

ST.10 HORSEBACK RIDING SUPERVISOR QUALIFICATIONS

(cont.)

Compliance Demonstration

Written documentation:

- Certification card or other documented evidence
- Verification of four (4) weeks of experience
- Verification of age

ST.11 AQUATICS SUPERVISOR QUALIFICATIONS

Does the camp provide:

ST.11.1 A supervisor for the program operation of each aquatic area (to include supervising staff) who meets these qualifications:

- A. Is an adult (18 years of age or older); and
- B. Holds or has evidence of having held one of the following certifications within the past three (3) years:
 1. Lifeguard training from a recognized certifying body;
 2. Instructor or instructor trainer rating from a recognized boating or watercraft organization; or
 3. Equivalent certification? YES NO

ST.11.2 A supervisor for the program operation of each aquatic area (to include supervising staff) who has experience or training of at least four (4) weeks previously in a management or supervisory position at a similar aquatic area in the past three (3) years, or has completed additional aquatics management or supervisory training from a nationally recognized aquatics organization within the past three (3) years? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.11.1 and ST.11.2 do not apply if camp never offers aquatic activities.*

DNA: ST.11.1 and ST.11.2 do not apply if camp only uses vendor-provided personnel for all aquatic activities.*

DNA: ST.11.1 and ST.11.2 do not apply to extended trip/travel programs. Score ST.17.*

Contextual Education

Separate aquatic activities in camp, such as swimming and watercraft activities, may have separate staff members serving in this function, or one person may be supervising all aquatic areas.

Although current certification is preferred, a qualified, experienced individual to oversee and administer aquatics programs is more important. Certification alone does not indicate that an individual has administrative experience in the broader aspects of aquatic management.

(cont.)

ST.11 AQUATICS SUPERVISOR QUALIFICATIONS *(cont.)*

“Additional aquatics management or supervision training” goes beyond lifeguard training and is intended to provide training in facility and equipment management and personnel supervision.

Check ACA’s website, ACAcamps.org, for a list of recognized certifying bodies.

Camps that use vendor-provided personnel for aquatic program activities score AD.46 and/or AD.47.*

Camps that offer aquatic activities as part of an extended trip/travel program score ST.17.*

Compliance Demonstration

Written documentation:

- Certification cards
- Documented experience

Visitor interviews:

- Director description of staff qualifications

ST.12 SWIM LIFEGUARD CERTIFICATION AND SKILLS VERIFICATION

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term camps**
- **Camps serving rental groups**

MANDATORY ALL

Written Documentation Required

DNA: ST.12.1, ST.12.2, and ST.12.3 do not apply if camp never offers swimming activities.*

To guard each swimming activity, does the camp:

ST.12.1 Provide a person who has current certification as a lifeguard by a recognized certifying body? And are lifeguards positioned in locations where they are able to provide effective surveillance, and in close enough proximity to participants to readily respond and execute rescue in an incident/emergency? YES NO

ST.12.2 In addition to lifeguard certification, does the camp document that every camp lifeguard has demonstrated skills in rescue and emergency procedures specific to the camp’s swimming area(s) and activities guarded? YES NO

AND/OR

ST.12.3 Advise each rental group in writing to provide an individual with current certification as a lifeguard by a recognized certifying body? YES NO

(cont.)

ST.12 SWIM LIFEGUARD CERTIFICATION AND SKILLS VERIFICATION *(cont.)*

Contextual Education

This standard applies to non-staffed public facilities (e.g., hotel pool, state park, beach) as well as in-camp facilities. In these situations, camps use their own staff, who must meet the requirements of this standard. It also applies to both instructional and recreational swimming activities.

ACA strongly recommends a guard has certification specific to the environment they will be guarding (e.g., waterfront, waterpark, pool).

The intent of this standard is to confirm lifeguards can execute not only the skills represented by the certification but also to be sure that lifeguards have the appropriate training and skills to perform rescues specific to the location, type of water, and activities for which they will be guarding. In some cases, additional certification may be required, as in surf or whitewater conditions. These skills must be observed, verified, and documented by qualified personnel. "Qualified personnel" is someone with current and documented experience in lifeguard instruction, lifeguard evaluation, and/or assessment for the type of water and activities offered.

Check the ACA website, ACAcamp.org, for recognized certifying bodies.

Camps that use vendor-provided personnel for swimming activities score AD.46 and/or AD.47.*

Camps that offer aquatic activities as part of an extended trip/travel program score ST.17.*

Compliance Demonstration

Written documentation:

- Current certification cards AND
- Completed skills checklist or other written documentation for all guards (must be specific to the camp facility)
- Instructions shared with rental groups, when applicable

Visitor interviews:

- Director/staff description of implementation

Visitor observations:

- Randomly selected swimming activities
- Director/staff description of skills verification process

DNA: ST.12.1 and ST.12.2 do not apply if camp only uses vendor-provided personnel for all swimming activities.*

DNA: ST.12.1 and ST.12.2 do not apply if rental groups provide their own lifeguards.

DNA: ST.12.3 does not apply if rental groups never provide personnel for* swimming activities.

DNA: ST.12.1, ST.12.2, and ST.12.3 do not apply to extended trip/travel programs. Score ST.17.

ST.13 SCUBA DIVING ACTIVITIES

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ALL

Written

Documentation Required

DNA: ST.13.1 and ST.13.2 do not apply if SCUBA diving does not occur.

DNA: ST.13.2 does not apply if rental groups never offer SCUBA diving.

Whenever SCUBA diving occurs:

ST.13.1 Does the camp provide:

- For any SCUBA activities involving noncertified divers, an adult with current SCUBA instructor rating from a recognized certifying body; and
- For SCUBA activities in which ALL participants are dive certified, an adult with at least current divemaster certification from a recognized certifying body? YES NO

ST.13.2 Are rental groups advised in writing to provide:

- For any SCUBA activities involving noncertified divers, an adult with a current SCUBA instructor rating from a recognized certifying body; and
- For SCUBA activities in which ALL participants are dive certified, an adult with at least current divemaster certification from a recognized certifying body? YES NO

Contextual Education

Because supervision and rescue skills required for SCUBA diving activities are specialized and different than those for other aquatic activities, the certifications for the supervising adult must be appropriate to the activity.

Check the ACA website, ACAcamps.org, for information on recognized certifying bodies.

Compliance Demonstration

Written documentation:

- Current certification cards
- Instructions shared with rental groups, when applicable

ST.14 INSTRUCTIONAL SWIMMING ACTIVITIES

For all instructional swimming activities:

ST.14.1 Does the camp provide a swim instructor:

- A. With certification from a recognized certifying body or equivalent certification; or
- B. Who has documented experience in teaching instructional swim activities within the past two (2) years? YES NO

ST.14.2 Does the camp have a lifeguard out of the water continuously watching over the activity (see ST.12 and/or AD.46*)? YES NO

ST.14.3 Are rental groups advised in writing to provide a lifeguard out of the water continuously to watch over the activity if the instructor is in the water with participants? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.14.1, ST.14.2, and ST.14.3 do not apply if camp never offers* instructional swimming activities.

DNA: ST.14.3 does not apply if rental groups never offer* instructional swimming activities.

Contextual Education

A swimming instructor does not necessarily have lifeguard certification. If the instructor is not also a lifeguard, an additional certified lifeguard is necessary to maintain compliance with mandatory standard(s) ST.12 and/or AD.46.* If the lifeguard is in the water instructing participants, an additional lifeguard must be guarding the activity.

Standards ST.14.1 and ST.14.2 apply if camp uses vendor-provided lifeguard for swimming activities (AD.46). ST.14.1 swim instructor can be provided by the vendor or camp.*

Check the ACA website, ACAcamps.org, for information on recognized certifying bodies.

Compliance Demonstration

Written documentation:

- Certification cards or documented experience
- Information provided to rental groups regarding swim instructors and lifeguards

Visitor interviews:

- Director/staff description of procedures

Visitor observations:

- Instructional swim activities when possible

ST.15 WATERCRAFT GUARD CERTIFICATION AND SKILLS VERIFICATION*

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ALL

Written Documentation Required

DNA: ST.15.1, ST.15.2, and ST.15.3 do not apply if camp never offers* watercraft activities.

DNA: ST.15.1 and ST.15.2 do not apply if camp only uses vendor-provided personnel for watercraft activities.*

DNA: ST.15.1 and ST.15.2 do not apply if rental groups provide their own personnel for watercraft use.*

DNA: ST.15.3 does not apply if rental groups never provide personnel* for watercraft use.

DNA: ST.15.1, ST.15.2, and ST.15.3 do not apply to extended trip/travel programs. Score ST.17.

To guard each watercraft activity for day and resident camp programs and for youth groups, does the camp provide:

ST.15.1 A person who holds one of the following:

- | | |
|---|--------|
| A. Current instructor rating in the appropriate craft from a recognized certifying body; or | |
| B. Current lifeguard training from a nationally recognized certifying body; or | |
| C. Other acceptable certification or license? | YES NO |

ST.15.2 In addition to certification used to meet ST.15.1, does the camp require that every camp watercraft guard demonstrate skill in water rescue and emergency procedures for the type of water and activities conducted? YES NO

ST.15.3 When the camp is serving a rental group, is the rental group advised in writing to provide a person with this training and/or certification:

- | | |
|---|--------|
| A. Current instructor rating in the appropriate craft from a recognized certifying body; or | |
| B. Current lifeguard training from a recognized certifying body; or | |
| C. Other acceptable certification or license? | YES NO |

Contextual Education

All watercraft activities in day and resident camps must have an appropriately certified person on duty with rescue skills appropriate to the activity and aquatic location. *Watercraft guards must be positioned in locations where they are able to provide effective surveillance, and in close enough proximity to participants to readily respond and execute rescue in an incident/emergency.* Because most lifeguard training courses are pool based, camps must be certain staff members also have appropriate boating training and rescue skills.

“Skill in water rescue and emergency procedures” refers to the ability to execute rescue skills in the location of the activity (e.g., lake, ocean, river) and specific to the watercraft being supervised. Certification courses to meet lifeguard requirements often do not include rescue and emergency training specific to the craft and location; therefore, camps may need to provide or arrange for additional skills training.

(cont.)

ST.15 WATERCRAFT GUARD CERTIFICATION AND SKILLS VERIFICATION* (cont.)

“Other acceptable certification or license” includes certifications and licenses accepted by ACA to meet the certification requirements of this standard. For example, persons certified in whitewater rescue are deemed to have acceptable certification for those activities that take place on whitewater. Check the ACA website, ACAcamp.org, for information on certifying bodies.

“Youth groups” include youth rental groups as well as short-term residential programs provided by camp for youth. Rental groups should be advised in contracts or other written instructions of appropriate certification requirements for aquatic personnel.

This standard also applies to non-staffed public facilities. In these situations, the camp staff accompanying the campers must meet the requirements of this standard. Camps that use vendor-provided personnel for watercraft activities score AD.47.*

Compliance Demonstration

Written documentation:

- Certification cards/licenses AND
- Completed skills checklist or other written documentation for all guards (specific to the camp facility and watercraft activities)

Visitor interviews:

- Instructions shared with rental groups when applicable

Visitor observations:

- Randomly selected watercraft activities

ST.16 EXTENDED TRIP/TRAVEL LEADER QUALIFICATIONS

Applies to:

- Day camp
- Resident camp

Written Documentation Required

DNA: ST.16.1 does not apply if camp never offers extended trip/travel programs.*

ST.16.1 Is each extended trip and travel group led by a staff person who possesses documented:

- Skills relevant to the extended trip/travel* activities;
- Endorsements or observations of good judgment and ability to assume leadership independently;
- Experience or training in appropriately handling camper behavior;
- Experience on trips of similar size, duration, and locale; and
- Is at least 18 years or older? YES NO

Contextual Education

The intent is that one designated leader on each trip meets both the skill/experience requirements *and* the age requirement. In choosing this individual, it is important to consider many factors including if the camp is in the US or abroad. Knowledge of and sensitivity to other cultures is critical for trips outside the US.

“Documented” evidence of qualifications may include evaluations of the staff member from previous trips, letters of reference referring to the requirements of the standard, evaluations from those who trained the staff member, or staff performance reviews from previous summers.

Compliance Demonstration

Written documentation:

- Evidence of staff qualifications

Visitor interviews:

- Director/staff description of leader qualification

ST.17 EXTENDED TRIP/TRAVEL AQUATIC SUPERVISOR QUALIFICATIONS

ST.17.1 Are all aquatic activities on extended trip/travel programs 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 recognized certifying body; or
 3. Other acceptable certification or license; and/or
- B. For swimming activities has:
1. Certification as a lifeguard from a recognized certifying body; or
 2. Acceptable certification other than lifeguard as in Part A, *and* participants are wearing personal floatation device (PFDs)?
- YES NO

Applies to:

- Day camp
- Resident camp

MANDATORY

Written Documentation Required

DNA: ST.17.1 does not apply if camp never offers extended trip/travel programs.*

DNA: ST.17.1 does not apply if aquatic activities never occur during extended trip/travel* programs.

Contextual Education

Lifeguards must be positioned in locations where they are able to provide effective surveillance, and in close enough proximity to participants to readily respond and execute rescue in an incident/emergency.

“Staff member,” for the purpose of this standard, refers to a camp staff member or a staff person of the outfitter or aquatic organization/facility providing the instruction or supervision of the activity. If persons other than camp staff are on duty at the activity, the camp must have assurances that the qualifications required by this standard are met. Such assurances may be in the contract for services, in a letter from the facility manager, advertised personnel requirements for guard or guide positions, or local laws or regulations.

Documented skills must specifically address water rescue skills appropriate for the activity, the craft, and the type of aquatic area in use (e.g., whitewater rafting, deep-lake canoeing, open-water sailing). Because most lifeguard training courses are pool based, camps must be certain staff members also have appropriate boating training and rescue skills. Certification courses listed may or may not include rescue and emergency training specific to the craft and location; therefore, camps may need to provide or arrange for additional training to meet the requirements of the standard.

(cont.)

ST.17 EXTENDED TRIP/TRAVEL AQUATIC SUPERVISOR QUALIFICATIONS *(cont.)*

“Other acceptable certification or license” means recognized by an ACA-recognized certifying body as appropriate for the specific aquatic activity or area.

Check the ACA website, ACAcamps.org, for information on certifying bodies.

Compliance Demonstration

Written documentation:

- Current certification cards/licenses
- Documentation of skills
- Method by which verified public provider meets the standard when applicable

Visitor interviews:

- Director/staff description of how the standard is met

STAFF TRAINING

ST.18 VEHICLE NONDRIVER TRAINING

ST.18.1 Does the camp require that any vehicle transporting fifteen (15) or more campers carry, in addition to the driver, a camp staff member who has been trained in safety responsibilities and group management? YES NO

Contextual Education

The camp should analyze situations that may require additional staff supervision when determining transportation supervision ratios. For example, a camp may want to avoid instances when a child would be left alone in a vehicle with only one staff member. Examples of safety responsibilities related to supervision include managing behavior, accounting for all passengers, and ensuring use of restraint devices.

See Administration (AD) section for transportation applicability.*

Compliance Demonstration

Written documentation:

- Policies regarding supervision during transport

Visitor interviews:

- Director/staff description of implementation of transportation policies

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.18.1 does not apply if camp never offers* transportation for campers.

DNA: ST.18.1 does not apply if camp never transports fifteen (15) or more campers in any vehicle.*

ST.19 TRAINING FOR DRIVERS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.19.1 does not apply if camp does not provide drivers.

ST.19.1 Does the camp provide training for camp drivers that includes instructions for:

- A. Behind-the-wheel driving when the vehicle to be driven differs in size/capacity from drivers' regularly driven vehicle;
- B. Backing up;
- C. Loading and unloading passengers at pick-up and drop-off points;
- D. Dealing with vehicular breakdowns or passenger illness;
- E. Handling camper behavior;
- F. Location of campers during refueling;
- G. Checking the vehicle prior to the occupants' transportation; and
- H. If buses are used, evacuation procedures? YES NO

Contextual Education

Camp administrators need to verify that drivers possess the skills to appropriately handle the vehicles to be driven. The intent of this standard is to go beyond the training required for a driver's license, focusing on the camp's procedures regarding the items listed for the specific vehicle including the camp's minivan or SUV. Training should be provided behind the wheel and through a review of written procedures.

See Administration (AD) section for transportation applicability.*

Compliance Demonstration

Written documentation:

- List of instructions identifying what is covered in driver training
- Evidence of training (date occurred, roster, etc.)

Visitor interviews:

- Director/staff description of training provided

ST.21 STAFF TRAINING FOR ROLE IN HEALTHCARE *(cont.)*

Compliance Demonstration

Written documentation:

- Training outline/notes OR written procedures followed

Visitor interviews:

- Director/staff description of training

ST.22 CAMP SECURITY TRAINING AND REHEARSAL

ST.22.1 Does the camp provide training for staff, campers, and rental groups; and rehearsal for staff and campers; regarding steps to take in the event of an intruder, unauthorized guest, or active threat occurring at the camp? This training and rehearsal should be based on the plan established in AD.18.*

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

Contextual Education

If the camp is operating on a public or non-owned site, "camp" refers to the living and/or program areas being used by the camp group(s).

Compliance Demonstration

Written documentation:

- Training plan schedule indicating date(s) of training and/or how information is shared with rental groups
- Date(s) of when rehearsal was conducted

Visitor interviews:

- Director/staff/camper explanation of how to deal with intruders, active threats, and unauthorized guests

ST.23 EMERGENCY PLAN TRAINING AND REHEARSAL*

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

ST.23.1 Does the camp provide training for staff, campers, and rental groups; and rehearsal for staff and campers; regarding responding appropriately to natural disasters and other reasonably foreseeable emergencies, including what to do if an emergency occurs and building/site evacuation procedures? The training and rehearsal should be based on the plan established in AD.19.* YES NO

Contextual Education

The phrase “natural disasters and other reasonably foreseeable emergencies” includes natural disasters that are typical of the area (e.g., storms, earthquakes, wildfires, floods), as well as emergencies such as power outages and other local threats.

Compliance Demonstration

Written documentation:

- Training plan and schedule to indicate date(s) of training and/or how information is shared with rental groups
- Dates rehearsals are held

Visitor interviews:

- Director/staff description of emergency plan and rehearsals

ST.24 MISSING PERSON TRAINING AND REHEARSAL*

ST.24.1 Does the camp provide training and rehearsal for staff and campers on search-and-rescue procedure for lost, missing, and/or runaway persons so staff are familiar with their responsibilities and know how to implement such procedures? This training should be based on the plan established in AD.20. YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

Contextual Education

The camp should consider the frequency of rehearsals based on camper population served, staffing model, proximity and location of authorities, etc.

Compliance Demonstration

Written documentation:

- Training plan and schedule to indicate date(s) of training
- Dates rehearsal(s) was held

Visitor interviews:

- Director/staff description of training and rehearsal

ST.25 PRECAMP STAFF TRAINING

Applies to:

- Day camps
- Resident camps
- Short-term camps

Written Documentation Required

ST.25.1 Before assuming job responsibilities, are all camp staff directly involved in camp programming and camper supervision provided training by the camp that includes at least the following topics:

- A. Camp purpose, focus, mission, intended outcomes, and how these are implemented in camp structure and program activities;
- B. Developmental needs of campers to be served and the resulting differences necessary for program and structure;
- C. Objectives, safety considerations, skills progression, operating procedures, and competencies required for program activities;
- D. Age-appropriate behavior management and camper supervision techniques to help create a physically and emotionally safe environment;
- E. Clear expectations for staff performance and conduct, including sexual harassment policies;
- F. Recognition, prevention, and reporting of child abuse; and
- G. Emergency procedures and staff members' roles in implementation?

YES NO

Contextual Education

Covering all the topics listed, along with the other training needs of camps, will generally require at least two to three (2 to 3) days for short-term day camps, and five to six (5 to 6) days for resident camps.

Regarding Part F, the training related to “recognition, prevention, and reporting of child abuse” should include information on the identification and prevention of all types of abuse—physical, sexual, emotional, and verbal. It should also cover abuse in all situations—camper to camper, camp staff to camper, and other adult to camper—as well as abuse taking place both outside and within the camp setting. Staff should receive training in the state’s child abuse laws including definitions of abusive behavior, reporting requirements, and penalties. Practices concerning staff-to-staff abuse should be addressed in the camp’s personnel policies.

Because staff training is so critical to running a safe and effective program for campers, procedures should ensure that late hires and replacement staff are trained in all the areas typically addressed during precamp training. For example, the camp might arrange for late hires to receive training through individual training sessions with the staff person’s supervisor, orientation sessions with activity specialists, periods of “apprenticeship” under fully trained staff, or self-study of relevant topics.

(cont.)

ST.25 PRECAMP STAFF TRAINING *(cont.)*

Compliance Demonstration

Written documentation:

- Precamp staff training schedules
- Precamp staff materials, notebook, agenda

Visitor interviews:

- Director/staff description of training and resources provided to staff members

ST.26 JOB TRAINING SPECIFIC TO ROLE

ST.26.1 Prior to assuming job responsibilities, does each camp staff member receive training specific to his or her individual job requirements and responsibilities, including clear expectations for acceptable job performance? YES NO

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term camps**
- **Camps serving rental groups**

Contextual Education

The intent of this standard is that each person assuming job responsibilities, regardless of the time of year, be provided training in the camp's expectations of his or her specific responsibilities. Job training should include specific job skills, reporting and supervisory relationships, and acceptable and unacceptable behaviors for staff members. In addition, staff may require training in the use of equipment, safety and emergency procedures including those associated with responding to mental, emotional, and social health needs; identifying and managing environmental and other hazards; handling accidents; or providing services to rental groups or campers.

To achieve an acceptable level of job performance and behavior, staff members must also be provided with a clear understanding of what is expected of them by camp administrators and supervisors.

Compliance Demonstration

Visitor interviews:

- Director description of system used for training all types of staff members
- Staff description of training received

ST.27 SUPERVISOR TRAINING

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups when staff supervise others

Written Documentation Required

ST.27.1 Have all supervisors been provided written guidelines and specific training to help them:*

- | | |
|--|--------|
| A. Monitor the performance of staff members they supervise; | |
| B. Identify and reinforce or correct staff behavior, as appropriate; and | |
| C. Carry out their responsibilities in the camp's performance review system? | YES NO |

Contextual Education

To effectively observe and evaluate, supervisors need to be able to identify the acceptable levels of job performance and appropriate behaviors of the staff positions they supervise. Acceptable job performance and appropriate behavior include, for example, acting as a positive role model for campers, enforcing safety rules, utilizing appropriate teaching techniques, encouraging positive interactions among campers, and settling disputes. Training for supervisors should include how and when to observe staff, what to look for, and how to communicate suggestions for improvement.

Supervisors should also develop skills in identifying and addressing inappropriate staff behavior with campers and/or with other staff.

Supervisors need to receive specific training on ways to evaluate staff member's performance. Depending on the camp, the performance review system may range from verbal recommendations at the end of a season or session, to formal written performance appraisals based on observations and supervisory conferences over the entire season or year.

Compliance Demonstration

Written documentation:

- Supervisor guidelines and training content/materials

Visitor interviews:

- Director/staff description of training provided

ST.36 TRAINING ON 1:1 CAMPER*-TO-STAFF INTERACTIONS

Does the camp:

ST.36.1 Provide training based on their policy to all staff members 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

AND/OR

ST.36.2 Advise rental groups to provide training to all staff members to minimize the potential of any rental group staffer being in a one-on-one camper–personnel situation when out of sight of others? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps that serve rental groups

MANDATORY ALL

**Written
Documentation
Required**

Contextual Education

Appropriate supervision and interaction between campers and staff (to include counselors, support staff, and administrative staff) are key to camper–staff safety. Policies and staff training should be provided to all camp staff to make them aware of the need to avoid situations in which they may find themselves in a one-on-one situation with a camper when out of sight of others. Consideration should be given to:

- Restroom and shower protocols
- The healthcare setting
- Special needs campers who may need personal care assistance
- The desire or need for staff–camper one-on-one conversations
- Program design

Methods to consider include operating under the “rule of three” being in auditory or visual range of others when a situation requires one-on-one interaction; and providing settings that are in sight of others but not in the “middle of it all.”

Resources are available on the ACA website at ACAcamps.org.

Compliance Demonstration

Written documentation:

- Training schedule that indicates when staff training occurred and/or where information is shared with rental group when applicable

Visitor interviews:

- Director description of what and how information is covered

ST.37 HEALTH CENTER SUPERVISION

Applies to:

- Day camps
- Resident camps
- Short-term camps

DNA: ST.37.1 does not apply to camps with no base site.

| |
|--|
| ST.37.1 Does the camp require continual supervision of all campers in the health center and all staff as necessary based on the reason staff members are in the health center? YES NO |
|--|

Contextual Education

“Continual supervision” means that at least one staff member is always present when campers or staff are in the healthcare facility for health or medical reasons. A healthcare provider or a staff member may be following the directions of the provider.

Compliance Demonstration

Visitor interviews:

- Staff description of procedures in place

ST.40 SUPERVISION RATIOS FOR SPECIALIZED PROGRAM ACTIVITIES*

For each type of specialized program activity, does the camp specify and maintain:

ST.40.1 Sufficient ratios of trained staff to participants required to meet the camp's guidelines established in writing? YES NO

ST.40.2 Ratios for supervision of campers and youth groups that also indicate when it is necessary to include a minimum of two (2) staff members, at least one of whom is an adult? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.40.1 and ST.40.2 do not apply if camp only uses vendor-provided specialized program activities.

DNA: ST.40.1 and ST.40.2 do not apply if camp never offers any specialized program activities.

Contextual Education

Ratios should be established in accordance with those recommended by authoritative sources and appropriate to the type of specialized activity, the characteristics and skills of participants, and the activity area and size. Camper-to-staff ratios should be no less than the minimums identified in standard ST.35.

Compliance Demonstration

Written documentation:

- Materials indicating ratios for all specialized program activities offered

Visitor observations:

- Randomly selected activities

ST.41 SUPERVISION RATIOS FOR TRIPS OF ANY LENGTH*

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: ST.41.1 and ST.41.2 do not apply if camp never offers trips of any length.*

DNA: ST.41.3 does not apply if the camp never offers extended trip/travel programs.*

For trips of any length,* does the camp specify and maintain:

ST.41.1 Sufficient ratios of trained staff to participants required to meet the camp's guidelines established in writing?* YES NO

ST.41.2 Ratios for supervision of campers and youth groups that also* indicate when it is necessary to include a minimum of two (2) staff members, at least one of whom is an adult? YES NO

ST.41.3 For each extended trip/travel, at least one staff member in addition to the qualified trip leader? YES NO

Contextual Education

Ratios should be established in accordance with those recommended by authoritative sources and appropriate to the type of specialized activity, the characteristics and skills of participants, and the activity area and size. Camper-to-staff ratios* should be no less than the minimums identified in standard ST.35.

A "qualified" extended trip/travel leader is one who meets the qualifications of standard ST.16. See also standard ST.3, which specifies requirements for certified first-aid personnel on trips.

Compliance Demonstration

Written documentation:

- Materials indicating ratios for all trips offered

Visitor observations:

- Randomly selected activities

ST.42 AQUATIC SUPERVISION RATIOS*

Does the camp specify and maintain and/or advise rental groups to specify and maintain:

ST.42.1 Minimum ratios of aquatic-certified individuals and lookouts on duty for each type of aquatic activity developed according to the type of activity, the area, and the characteristics of the participants?
YES NO

ST.42.2 A minimum of two (2) trained staff members are present at all times, at least one of whom is an adult?
YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA ST.42.1 and ST.42.2 do not apply if the camp and/or rental groups never offer any type of aquatic activities.*

Contextual Education

ST.42.1 and ST.42.2 apply to all aquatic activities offered by the camp, including on trips of any length. Aquatic-certified individuals and lookouts may be from the camp or vendor-provided. Aquatic activities that are supervised by a vendor must also score AD.46 and/or AD.47.*

Ratios for each activity should be established in accordance with the type of activity, the area, and the characteristics of participants. Camps may seek the recommendations of authoritative sources. When rental groups provide their own aquatics personnel, they must be advised of the camp's aquatic supervision and ratio requirements.

In ST.42.2, the intent is to ensure that at least two (2) trained individuals are available at all times, and at least one (1) staff member is eighteen (18) years old or older. In many situations, only one person needs certification if the second individual has been trained to carry out secondary duties (e.g., maintaining surveillance, clearing the area, contacting additional help) in the event of an emergency. "Staff members" in this standard may be from the camp, rental group, or vendor. If vendor-provided personnel are used, ratios may be a combination of those established by the public facility, contracted service or vendor, and those specified by the camp.*

(cont.)

ST.42 AQUATIC SUPERVISION RATIOS* *(cont.)***Compliance Demonstration**

Written documentation:

- Established ratios for program offered by camp
- Information shared with rental groups who offer aquatic activities—when applicable

Visitor interviews:

- Director/staff description of procedures to provide required coverage

Visitor observations:

- Randomly selected aquatic activities

PROGRAM DESIGN AND ACTIVITIES

Program is the heart of camp—where camp philosophy and objectives are implemented in a sustained experience that provides a creative, recreational, and educational opportunity in group living, often in the outdoors. Camp programming uses trained leadership and often the resources of the natural surroundings to contribute to each camper’s mental, physical, social, and spiritual growth.

The camp provides program activities as a means of achieving its developmental goals and outcomes, conducted in ways that protect the health, safety, and well-being of its campers.

Program standards allow the flexibility for each camp to take advantage of its own unique programming strengths and determine its own procedures while still addressing areas of program planning, analysis, and delivery.

Defining specific standards for all potential and unique program activities is impossible and impractical. However, three basic concepts need to be at the core of any activity offered in camp. The program standards require the camp administration to address the following important considerations:

1. Qualified supervision of the activity,
2. Sound guidelines, safety regulations, and emergency procedures for conduct of the activity, and
3. Provision and maintenance of acceptable facilities and equipment.

The standards included in this section address both general program activities and specialized program activities, including horseback riding, challenge/adventure programs, and trips of any length.

PROGRAM: Specialized Program Activities*

Guidelines to determine if an activity should be considered a specialized program:

- Activities that use equipment, animals, or tools whose use by campers requires supervision by a person skilled in their use (such as horseback riding, adventure/challenge activities, archery, bicycles, all-terrain vehicles [ATVs], go-karts, gymnastics, power tools, model rocketry, lacrosse, or shooting sports); and specific sport-related programs (such as soccer camp, baseball camp);
- Activities that involve camper use of fire (such as fire building for cookouts), or camper use of heat-producing equipment or substances (such as woodburning tools or kilns);
- Activities that require injury-protection equipment, such as helmets, goggles, or padding (used for example in wrestling or fencing, competitive baseball, competitive soccer, paintball); and
- Activities that require a specialized skill set or knowledge, such as edible plants, ice fishing, pyrotechnics, and circus stunts that occur in the air (trapeze, tightrope, etc.).

If any of the preceding guidelines fit, the activity/program should be considered a specialized activity/program and scored accordingly.

PROGRAM GENERAL

PD.1 PROGRAM PROGRESSION

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term camps**

| | |
|--|---------------|
| <p>PD.1.1 Does the camp offer program activities that implement camp goals and outcomes and provide campers the opportunity to experience progression, challenge, and success?</p> | <p>YES NO</p> |
|--|---------------|

Contextual Education

The intent is that each camper experience activities that provide the opportunity for progression, challenge, and success. This may include a natural progression that comes with practice and guidance such as swimming, horseback riding, canoeing, or archery. It may also include activities made available as campers reach minimum age levels or abilities. Examples of this may include, “the twelve-year-olds get to go on an overnight trip” or “if you succeed on the climbing wall, then next time you can climb the rock face.”

Compliance Demonstration

Visitor interviews:

- Director/staff explanation of program activities

Visitor observations:

- Program activities and schedules

PD.2 PROGRAM EQUIPMENT MAINTENANCE AND SAFETY CHECKS

PD.2.1 Does the camp have written procedures for all program equipment that include:

- A. Equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness; and
- B. Equipment is removed from service if not in good repair? YES NO

PD.2.2 For all specialized activities and equipment used for any trip, does the camp have written procedures for all program equipment that include:

- A. Equipment is appropriate to the size and ability of the user; and
- B. Equipment has a safety check prior to each use? YES NO

PD.2.3 For all adventure/challenge course equipment, does the camp have written procedures that include maintaining written records of regular inspection and maintenance of all adventure/challenge elements and equipment? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camp
- Camps serving rental groups if any equipment is provided

Written Documentation Required

Included in Required Written Documentation Review

DNA: PD.2.2 does not apply if no equipment for specialized program activities or trips is provided by the camp.

DNA: PD.2.3 does not apply if no equipment for specialized program activities is provided by the camp.

Contextual Education

“Equipment” includes all equipment used to carry out both general and specialized program activities such as archery, sports, outdoor living skills, crafts, backpacking, adventure/challenge activities, horseback riding, or other specialized program activities. For example, if the camp offers adventure/challenge activities, equipment may include apparel (e.g., helmets, gloves), harnesses, ropes, light sources for spelunking and other gear. Similarly, if the camp offers horseback riding, equipment may include saddles, bridles, girths, ropes-related equipment. This standard applies to equipment provided by the camp and/or participants (such as backpacks on trips).

Camp staff should follow specific guidelines from authoritative sources on what to look for in conducting safety checks prior to each use. “Elements” in PD.2.5 are relevant in the context of adventure/challenge activities and refer to stations or events in ropes courses and challenge courses, to climbing walls, rappelling towers, zip lines, Tarzan swings, and related elements.

In the context of horseback riding, equipment (including saddles, bridles, girths, and ropes) should be checked carefully for excessive wear or deterioration. The equipment check should assure an adequate supply of appropriately sized equipment for participants.

(cont.)

PD.2 PROGRAM EQUIPMENT MAINTENANCE AND SAFETY CHECKS *(cont.)*

Authoritative source guidelines should also be followed regarding documentation needed for inspections, use, maintenance, and replacement. Maintenance records for equipment include hours of use and falls on climbing and belay ropes; inspection records for harnesses, carabiners, helmets, and webbing; and purchase, cleaning, and replacement dates for equipment. For trip equipment, checks should be specific to the equipment used: water filters, stoves, tents, etc.

Compliance Demonstration

Written documentation:

- Procedures outlining all aspects of equipment (size, use, safety checks, etc.)
- Checklist of equipment inspection and maintenance

Visitor interviews:

- Director/staff description of procedures for safety checks

PD.3 PROGRAM SAFETY*

Applies to:

- Day camps
- Resident camps
- Short-term camps

MANDATORY PD.3.1

Written Documentation Required

DNA: PD.3.1 does not apply when campfires, camp stoves or flammable liquids are not used.

Does the camp require training for campers and staff based on written procedures that mandate:

PD.3.1 Individuals using campfires, camp stoves, or flammable liquids are instructed in their proper use and care and supervised until competency is demonstrated? YES NO

PD.3.2 All drinking water obtained is boiled, filtered, or chemically treated as appropriate? YES NO

PD.3.3 Food is prepared and stored under safe and sanitary conditions with specialized care given to maintaining potentially hazardous foods at proper temperatures? YES NO

PD.3.4 Food utensils are cleaned and sanitized after each use and protected from contamination between use? YES NO

PD.3.5 Applicable procedures are followed to minimize environmental impact on campsites or natural areas? YES NO

(cont.)

PD.3 PROGRAM SAFETY* (cont.)

Contextual Education

Standards PD.3.1 through PD.3.5 are applicable for programs occurring in camp or on trips of any length.

Procedures and training for PD.3.1 should specify steps for proper camp stove use and any restrictions on participant use of stoves or flammable fuels.

The intent of PD.3.2 is to address questionable water supplies, not those that have been tested by public authorities for residential or public use. Water from natural bodies of water or springs should be treated if there is no assurance that the supply has been approved by local authorities for human consumption. The camp should use appropriate water purification methods based on advice from local authorities to identify possible contaminants for that area or specific water supply.

Compliance Demonstration

Written documentation:

- Written procedures specifically addressing practices to be used

Visitor interviews:

- Director/staff description of training and implementation

DNA: PD.3.2 does not apply if all drinking water is provided from the camp's approved water supply, a tested and approved source, or by a public drinking water supply.

DNA: PD.3.3 does not apply when food is not stored or prepared by the group.

DNA: PD.3.4 does not apply when disposable food utensils are used exclusively or if food utensils are not carried by the group.

DNA: PD.3.5 does not apply when camp sites or natural areas are not used.

PD.4 DOCUMENTATION AND EMERGENCY INFORMATION FOR TRIPS OF ANY LENGTH*

Applies to:

- Day camp
- Resident camp
- Short-term camps

Written Documentation Required

DNA: PD.4.1 and PD.4.2 do not apply if trips of any length* never occur.

Does the camp specify when the leader of any trip must possess emergency information, including:*

PD.4.1 Emergency information for each group member, such as:

- Copies of health forms; and
- Signed permission from parents or guardians of each minor to seek medical treatment, or a signed religious waiver?

YES NO

PD.4.2 Documents that fully identify the group, its leadership, insurance coverage, and home base or contact? YES NO

Contextual Education

In developing the policy, the director should consider variables including distance from camp, ease of getting information to a potential treatment site, length of trip, type of activity, mode of transportation, and availability of medical care.

Trip leaders and potential emergency providers should know who to contact if an unplanned or emergency event occurs.

Compliance Demonstration

Written documentation:

- Written policy
- Sample documents
- List/sample of additional documents carried on trips

Visitor interviews:

- Director/staff description of when/what documents are taken on trips

PROGRAM, SPECIALIZED ACTIVITIES (INCLUDING CHALLENGE/ADVENTURE AND HORSEBACK RIDING)

APPLICABILITY: For PD.5 through PD.22, see PD section applicability and glossary for the definition of “specialized program activity.” PD.5, PD.6, and PD.7 apply only if the specialized program activity is under the supervision of camp personnel (see ST.8 through ST.10). PD.8 through PD.19 apply to all camp supervised and vendor-provided specialized program activities.*

PD.5 SAFETY ORIENTATION FOR SPECIALIZED ACTIVITIES

PD.5.1 Does the camp require that staff members provide participants with a safety orientation before engaging in specialized program activities? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PD.5.1 does not apply if camp never offers specialized program activities.*

DNA: PD.5.1 does not apply if camp only uses vendor-provided specialized program activities.*

Contextual Education

The safety orientation should include safety rules and regulations, proper use of protective equipment, safety signals, and practices to be used as appropriate. Orientation should also include necessary information on the characteristics and boundaries of the area. Camps that offer vendor-provided specialized activities score AD.45.*

Compliance Demonstration

Written documentation:

- Written procedures/checklist for safety orientation

Visitor interviews:

- Staff/camper description of safety orientation

PD.6 SPOTTERS AND BELAYERS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PD.6.1 does not apply if the camp never offers adventure/challenge, gymnastics, cheerleading, or other activities that require spotting or if activities are only vendor-provided.*

PD.6.1 Does the camp require that spotters and belayers of adventure/challenge, gymnastics, cheerleading, or other specialized program activities that require spotting* are:

- A. Instructed in proper procedures and directly supervised until competency is demonstrated?
- B. Located in positions from which they can continuously observe (spot) and quickly assist any participant? YES NO

Contextual Education

All adventure/challenge activities require some level of spotting or belaying. For adventure/challenge, gymnastics, cheerleading, or other specialized program activities that require spotting,* the level of instruction and competency required will vary, depending on the type of activity, the area, and the abilities of participants.

Camps that offer vendor-provided specialized program activities score AD.45.*

Compliance Demonstration

Written documentation:

- Verification of training

Visitor interviews:

- Director/staff description of procedures

Visitor observations:

- Selected activities

PD.7 SAFETY AND EMERGENCY PROCEDURES

PD.7.1 Does the camp have safety regulations and emergency/rescue procedures based on each type of specialized activity, and based on information from authoritative sources? YES NO

Contextual Education

The intent of this standard is that each of the specialized program activities a camp conducts with their staff members include safety regulations and emergency/rescue procedures. The camp may have separate procedures for each activity, or they may have combined procedures, with exceptions noted for differences related to the specific activities.

Camps that offer vendor-provided specialized program activities score AD.45.*

Compliance Demonstration

Written documentation:

- Safety regulations and identified concerns for each area
- Emergency and rescue procedures

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PD.7.1 does not apply if the camp never offers specialized program activities.*

DNA: PD.7.1 does not apply if camp only uses vendor-provided specialized program activities.*

PD.8 ARCHERY SAFETY

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ALL

DNA: PD.8.1, PD.8.2, and PD.8.3 do not apply if camp never offers archery activities.*

Does the camp require these safety elements for all archery activities:

PD.8.1 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, known to the entire camp population; and | |
| C. Clearly defined shooting line(s)? | YES NO |

PD.8.2 Clear safety signals and range commands to control activity at the firing line and during the retrieval of arrows? YES NO

PD.8.3 When not in use, bows and arrows are stored in a locked cabinet or closet, not accessible except to staff members? YES NO

Contextual Education

Establishing safety buffers and zones around the archery range is critical to safe operation of the activity. Everyone who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. Camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access.

“Safety signals and range commands” are the specific commands and instructions used to assure the orderly and safe operation of the range. Participants must learn and follow commands to demonstrate respect for the potential danger involved with the unsafe use of archery equipment.

The locked “cabinet or closet” can be at the range or in a different building. Preventing unauthorized access is important.

Compliance Demonstration

Visitor observations:

- Activity area and activity in action

Visitor interviews:

- Staff and camper description of procedures used

PD.11 ATV SAFETY

PD.11.1 Does the camp implement policies for use of ATVs which include:

- A. ATVs operated by persons under the age of sixteen (16) are equipped with engines smaller than 90cc and steps have been taken to control the speed capability of these vehicles;
- B. No passengers are allowed; and
- C. ATVs are not operated on paved or public roads? YES NO

Contextual Education

Camps who use ATVs for programming (in camp, provided by a vendor, or at a public facility) should be familiar with safety studies and follow recommendations of manufacturers and safety groups such as the Consumer Product Safety Commission (CPSC). Restrictions in size and power are required because young campers generally do not have the physical size and coordination to operate such vehicles safely, according to manufacturers. In addition, young campers may not have the experience and judgment necessary to operate a motorized vehicle.

Compliance Demonstration

Written documentation:

- ATV use policy

Visitor observations:

- ATVs in use

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PD.11.1 does not apply if ATVs are never provided by the camp, vendors, or public facilities.

PD.12 PROTECTIVE HEADGEAR

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY ALL

DNA: PD.12.1 does not apply if bicycling activities are never provided by camp or vendors.

DNA: PD.12.2 does not apply if motorized vehicle activities are never provided by camp or vendors.

DNA: PD.12.2 does not apply to use of motorized vehicles for maintenance purposes. Does not apply to golf carts.

DNA: PD.12.3 does not apply if climbing, rappelling, spelunking, high ropes or vertical climbing wall/tower activities are never provided by camp or vendor. Does not apply to zip lines that end in a water source. Does not apply to manufactured climbing walls that use an auto-belay system.

Does the camp require that helmets be worn by all participants (staff and campers) engaged in:

PD.12.1 Activities involving bicycling? YES NO

PD.12.2 Activities involving any kind of motorized vehicle? YES NO

PD.12.3 For all active participants of* adventure/challenge activities that involve rock climbing, rappelling, spelunking, high ropes (including zip lines), or vertical climbing walls/towers? YES NO

PD.12.4 Activities involving boarding, in-line skating, snow skiing, and hockey? YES NO

Contextual Education

Helmets should be appropriately sized and designed for the specific activity, as helmet construction standards vary with different activities. This standard requires the use of helmets approved by the American Society for Testing and Materials (ASTM) or UIAA. A helmet should fit the user comfortably, not obscure the user's vision, and be secured with a chin strap. Helmets may be supplied by the camp or by a staffed public facility, vendor, or may be the personal property of the camper or staff.

In PD.12.2: "Motorized vehicles" include motorcycles, motor bikes, go-karts, and ATVs.

In PD.12.3: An "active participant" is defined as:

- In spelunking, anyone participating in the activity,
- In any kind of climbing or high-ropes activity (including a zip line), the person climbing.

Camps are encouraged to define in their policy any additional situations in which other participants should wear helmets (e.g., belayers on natural rock walls, persons in the "drop zone," persons waiting on real rock walls) either for safety or to model good practice.

In PD.12.4: The term "boarding" refers only to boarding activities that take place on land—skateboarding, snowboarding, or mountain boarding. It does not refer to wakeboarding. "Skating" includes any kind of activity on wheeled skates, such as roller blading and in-line skating. It does not include roller skating in an indoor rink or contained, smooth surface outdoor rink or ice skating. "Hockey" includes both roller hockey and ice hockey, but does not include field hockey or floor hockey.

(cont.)

PD.12 PROTECTIVE HEADGEAR *(cont.)*

Compliance Demonstration

Visitor observations:

- Use of helmets on all activities

Visitor interviews:

- Camper description of helmets required

DNA: PD.12.4 does not apply if skateboarding, snowboarding, mountain boarding, in-line skating, snow skiing, or hockey are never provided by camp or vendor.

PD.13 SAFETY APPAREL

Does the camp require campers and staff to wear the following safety gear and apparel when appropriate to the activities offered:

PD.13.1 For skateboarding, mountain boarding, in-line skating, roller blading, roller hockey, or ice skating the use of knee pads, elbow pads, and wrist guards? YES NO

PD.13.2 For firearm activities, the use of ear and eye protection? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PD.13.1 does not apply if skateboarding, mountain boarding, in-line skating, roller blading, roller hockey, or ice skating is never provided by camp or vendor.

DNA: PD.13.2 does not apply if firearm activities are never provided by camp or vendor. DNA to ear protection for air rifles and BB guns and when "quiet" ammunition is used.

Contextual Education

Safety gear should be appropriately sized and designed specifically for the activity being conducted, as construction standards vary with different activities. Safety gear may be supplied by the camp, by the staffed public facility, provider, or individual user.

Quiet bullets are defined as those with a decibel reading of less than 85 dB(A), the noise level at which OSHA requires hearing protection in the workplace.

Compliance Demonstration

Visitor observations:

- Activities in action

Visitor interviews:

- Staff/camper description of safety gear required

PD.14 ANNUAL INSPECTION OF ADVENTURE/CHALLENGE COURSE ELEMENTS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PD.14.1 does not apply if the camp does not have a ropes course, challenge course, climbing wall, rappelling tower, zip line, or other such constructed adventure/challenge area for which they are responsible.*

| |
|---|
| <p>PD.14.1 Do qualified personnel annually inspect course elements for integrity of hardware, materials, and equipment and provide the camp with a written report including recommendations for repairs, replacement, and potential closure of an element? YES NO</p> |
|---|

Contextual Education

“Qualified personnel” have current and documented experience in construction and evaluation of the type of course they are inspecting and are following authoritative sources and peer-accepted practices in construction and inspection. The expectation is that recommendations concerning the safety of the course and potential closure of an element will be addressed, including non-use of an element.

Compliance Demonstration

Written documentation:

- Procedures outlining inspection process
- Inspection report

Visitor interviews:

- Director description of qualifications of person

PD.20 CLASSIFYING HORSES

PD.20.1 Before use by participants, do riding staff classify horses for various rider skill levels? YES NO

Contextual Education

Evaluating horses is especially important early in the season when they have not been ridden regularly. Animal disposition can change from year to year, or with the addition of new horses. Staff members should have comprehensive knowledge of the horses and their suitability for various riding levels.

Camps that offer vendor-provided horseback riding score AD.45.*

Compliance Demonstration

Visitor interviews:

- Director/staff description of classification procedures

PD.21 HORSE PHYSICAL SOUNDNESS

PD.21.1 Does the camp require that riding staff check the physical soundness of each horse daily and remove unsound horses from the riding program? YES NO

Contextual Education

A check for "physical soundness" includes checking for problems that may affect the performance or disposition of the horse such as saddle sores, lameness, or a sore mouth.

Camps that offer vendor-provided horseback riding score AD.45.*

Compliance Demonstration

Visitor interviews:

- Director/staff description of procedures used

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PD.20.1 does not apply if horseback riding activities are never offered* by camp. Does not apply to pony rides.

DNA: PD.20.1 does not apply if camp only uses vendor-provided horseback riding activities.*

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

DNA: PD.21.1 does not apply if horseback riding activities are never offered* by camp. Does not apply to pony rides.

DNA: PD.21.1 does not apply if camp only uses vendor-provided horseback riding activities.*

PD.22 RIDER CLASSIFICATION

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PD.22.1 does not apply if horseback riding activities are never offered* by camp. Does not apply to pony rides.

DNA: PD.22.1 does not apply if camp only uses vendor-provided horseback riding activities.*

PD.22.1 Does the camp require that riding staff:

- | | |
|---|--------|
| A. Evaluate and classify each participant's riding ability; and | |
| B. Assign each participant to horses, equipment, and activities commensurate with his or her ability? | YES NO |

Contextual Education

This standard applies to instructional and recreational riding activities for individual campers, participants, and staff members. Evaluation does not necessarily require a riding test. Participants may be interviewed and assigned to appropriate horses or activities in a controlled environment. Actual skills should be demonstrated prior to taking participants on trail rides.

Camps that offer vendor-provided horseback riding score AD.45.*

Compliance Demonstration

Visitor interviews:

- Director/staff description of procedures used

PROGRAM AQUATICS

Many camps offer aquatic activities as a major program element for campers. Swimming and boating activities take place in and on pools, ponds, lakes, rivers, ocean fronts, and creeks. Safety is a central concern in all aquatic activities, and the purpose of the aquatic standards is to set an expectation for trained and certified supervision (scored in the Staff and Supervision Section), appropriate safety precautions, and well-planned emergency procedures.

The aquatic standards are to be applied to all instructional and recreational aquatic activities including but not limited to: swimming, boating, waterskiing, sailboarding, stand-up paddle boarding, SCUBA diving, rafting, waterpark activities, tubing, diving, and synchronized swimming.

The aquatic standards may not be applicable to all activities conducted near bodies of water or in shallow water if the water depth or conditions are such that a person in the water (intentionally or unintentionally) could be helped by someone trained in elementary, nonswimming forms of rescue. However, if lifeguarding precautions may be required due to water depth or conditions (such as current or temperature), the aquatic standards apply. For example, fishing activities that take place on the banks of a deep/swiftly flowing river or creek may require a guard. Likewise, fishing activities at the edge of a gently sloping, shallow pond may be supervised by noncertified personnel with appropriate training.

Aquatic activities occurring as part of trip or extended trip/travel programs (three nights or more) are also scored in this section.

Use of commercial vessels operated by licensed personnel, such as ferries and fishing boats for hire, need *not* be scored under the aquatic standards. However, even when the aquatics standards are not scored, administrators should consider the requirements of the standards when selecting vendors, activities, and locations.

If camp only uses vendor-provided personnel for all aquatic activities, only score PA.9 and for watercraft activities, PA.12 through PA.14 and PA.16. Camps must also score AD.46 and/or AD.47.*

PA.1 LOOKOUTS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PA.1.1 does not apply if camp never offers aquatic activities.*

DNA: PA.1.1 does not apply when lookouts are not used.*

DNA: PA.1.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.*

| |
|---|
| PA.1.1 Does the camp require lookouts to be oriented to their responsibilities? YES NO |
|---|

Contextual Education

Orientation for lookouts should include procedures for enforcement of safety regulations, their roles and responsibilities in assisting with accident and emergency procedures, and expectations for routine aquatics supervision.

Compliance Demonstration

Visitor interviews:

- Director/staff explanation of procedures being implemented

PA.2 AQUATIC SAFETY REGULATIONS

Are safety regulations:

PA.2.1 Established in writing by the camp for all aquatic activities?
YES NO

PA.2.2 Communicated:

- A. When the camp provides aquatics personnel—participants are oriented to regulations prior to their participation, and/or
- B. When rental groups provide aquatics personnel—rental group personnel are provided with written regulations for instruction to orient group members prior to their participation? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PA.2.1 and PA.2.2 do not apply if camp never offers* aquatic activities.

DNA: PA.2.1 and PA.2.2 do not apply if camp only uses vendor-provided personnel for aquatic activities.*

Contextual Education

Regulations should be specific to the aquatic area and activity and may include regulations established to meet other standards such as minimum ratios, safety systems, lookout responsibilities, evaluation and classification of participants, and use of personal flotation devices (PFDs). Regulations may also include weather restrictions, pool rules, watercraft regulations, navigation rules, diving restrictions, safety signals or commands, warning systems, behavior rules, and non-swimmer restrictions. Use of water recreation equipment such as inflatable, floating trampolines, and towable sleds may require specific safety regulations.

Compliance Demonstration

Written documentation:

- Safety regulations
- Instruction to rental groups, when applicable

Visitor interviews:

- Director/staff description of orientation procedures

PA.3 EMERGENCY PROCEDURES

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PA.3.1 and PA.3.2 do not apply if camp never offers* aquatic activities.

DNA: PA.3.1 and PA.3.2 do not apply if camp only uses vendor-provided personnel for aquatic activities.*

Are emergency procedures:

PA.3.1 Established by the camp for all aquatic activities? YES NO

PA.3.2 Rehearsed or communicated:

- A. When the camp provides aquatics personnel—camp aquatics personnel periodically rehearse the written procedures, and/or
- B. When rental groups provide aquatics personnel—rental group personnel receive written procedures that identify at least:
1. Features and hazards of aquatic areas available;
 2. Emergency and rescue equipment available; and
 3. Location of the nearest phone (and where the physical address and phone numbers of the location are posted, so the caller can identify location to emergency services)?
- YES NO

Contextual Education

Procedures and rehearsals should be specific to each aquatic area and the activities conducted there. “Features and hazards” of aquatic areas include currents, submerged rocks, shallow areas, and boundaries of swimming and watercraft areas.

When rental groups provide their own aquatics personnel, camps must have a procedure for informing those responsible for the safety of rental groups about the safety procedures and equipment available to them.

Compliance Demonstration

Written documentation:

- Copy of emergency procedures
- What is shared with rental groups, when applicable

Visitor interviews:

- Director/staff description of rehearsals

PA.4 SAFETY OF PERSONS WITH IMPAIRED MOBILITY (PERMANENT AND TEMPORARY)

PA.4.1 To protect campers and staff with mobility impairments around bodies of water, does the camp implement safety practices identifying:

- A. A means of preventing accidental access to the water, and
- B. Occasions when support equipment or mobility devices should be removed or not used—especially from individuals using a wheelchair (this may include straps, seatbelts, trays, or other devices that safely secure the person in the chair)?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PA.4.1 does not apply if camp never offers* aquatic activities.

DNA: PA.4.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.*

Contextual Education

The intent of this standard is for the camp to design and implement precautions to protect the safety of all participants, regardless of mobility needs and level of independence. Impaired mobility may be permanent or temporary such as a sprained ankle, injured knee, or other related conditions.

Occasions when support equipment is removed from individuals using a wheelchair may include when they are riding in a small craft, or when the possibility exists for them to accidentally enter the water. “Preventing accidental access to the water” may be accomplished by a physical barrier around the pool, on the dock, or adjacent to a natural body of water. It may also be accomplished through special staff supervision or other appropriate means.

Safety practices must be designed for the specific types of mobility impairment of the campers served. This information should be included as part of the safety regulations (see standard PA.2) and given to rental groups.

Compliance Demonstration

Visitor interviews:

- Staff/director description of safety practices used
- Information/instructions shared with rental group, when applicable

Visitor observations:

- Aquatic areas in use, when possible

PA.5 SAFETY SYSTEMS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PA.5.1 does not apply if camp never offers* aquatic activities.

DNA: PA.5.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.*

| |
|---|
| PA.5.1 Does the camp require a system to quickly account for all participants used at all aquatic activities and if applicable, the camp advises rental groups who provide their own supervision for aquatic activities to use some system? YES NO |
|---|

Contextual Education

The “buddy system” is a common example of a tracking or safety system for swimmers. Other systems may be employed to meet this standard. Tag boards and equipment checkout systems may be more appropriate for boating or other aquatic activities.

When rental groups provide their own supervision for aquatic activities, they must be advised to use safety systems and be informed about any equipment available (such as a buddy board) to support the camp’s established system.

Compliance Demonstration

Visitor interviews:

- Director/staff description of the system in place
- Method used to share information with rental groups, when applicable

PA.6 PARTICIPANT CLASSIFICATION

PA.6.1 Does the camp:

- A. Evaluate and classify participants' swimming abilities; and
- B. Assign participants to areas, equipment, facilities, and activities commensurate with their abilities? YES NO

Contextual Education

A swim test is not necessarily implied for all activities. Participants may be interviewed and placed in appropriate activities or areas until actual skills are demonstrated. For example, for short-term recreational swims, procedures may specify that participants remain in shallow water until they demonstrate their ability to swim a certain distance before they are allowed in deeper water. When rental groups provide their own aquatics personnel, they must be advised of camp requirements for evaluation and use of equipment.

Even if assignment to an activity presumes a beginner or nonskilled level for everyone, individuals should still be evaluated to identify any fears or conditions that could affect their safety.

Compliance Demonstration

Visitor interviews:

- Director/staff description of the participant evaluation and assignment system in place
- Method used to share information with rental groups, when served

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PA.6.1 does not apply if camp never offers* aquatic activities.

DNA: PA.6.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.*

PA.7 SWIMMING POOLS

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PA.7.1 does not apply if camp does not have a swimming pool.

DNA: PA.7.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.*

PA.7.1 Do camp swimming pool(s) have:

- A. Access to a pool controlled by a fence or other physical barrier;
 - B. Water depths clearly marked;
 - C. Routine maintenance procedures to address sanitation and safety concerns;
 - D. Pool rules posted in a visible location; and
 - E. Rescue equipment appropriate for site readily available and in good repair?
- YES NO

Contextual Education

The marking of water depths should comply with local and state guidelines and requirements. "Sanitation and safety concerns" include the use of appropriate chemical storage; presence of covered drains, nonskid decks, ladders and diving boards in good repair, and clear water; and absence of dirt, debris, and algae. Some states require a certified pool operator to manage pools.

"Pool rules" should be posted in legible print and may include items such as "walk on pool deck," "dive only in designated areas," "swim with a buddy," and "obey lifeguards."

"Rescue equipment" should include, at least: reaching devices, rescue tubes, and a backboard that meets minimum specifications established by rescue and training organizations.

Compliance Demonstration

Written documentation:

- Posted rules

Visitor interviews:

- Staff description of maintenance and sanitation procedures

Visitor observations:

- Pool area
- Posted rules

PA.8 NATURAL BODIES OF WATER USED FOR AQUATIC ACTIVITIES

PA.8.1 Do natural bodies of water used for aquatic activities have:

- A. Access controlled to docks, watercraft, and equipment;
- B. Rules for use of areas and equipment posted in a visible location;
- C. Known hazards eliminated or activities near them controlled;
- D. Facility equipment regularly checked and maintained;
- E. Separate areas designated for different types of aquatic activities; and
- F. Rescue equipment readily available and in good repair?

YES NO

Contextual Education

Controlling access to bodies of water does not necessarily imply physical barriers but may also include methods such as education and posting listed regulations. Access to watercraft and equipment may be more easily controlled with locks and barriers.

“Natural body of water” includes lakes, ponds (natural and man-made), and streams, rivers, and the ocean.

“Hazards” in bodies of water at camp, such as drop-offs, currents, and submerged objects, should be eliminated when possible or clearly designated with warnings.

“Facility equipment” includes docks, ladders, secured rafts, diving boards, and related equipment. A system for safety checks and regular maintenance should be in place for camp equipment.

“Areas for separate activities” (e.g., boating, swimming, waterskiing, fishing) may be designated by physical markers or by education, regulations, or scheduling. Swimming areas should have a clearly defined shallow area(s) for non-swimmers and defined areas for diving (if permitted). Swimming areas for non-swimmers may be defined by ropes, buoys, booms, or deck markings; diving areas may be marked, posted, or designated in regulations.

“Rescue equipment” should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts as appropriate to the activity.

(cont.)

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PA.8.1 does not apply if camp does not have a natural body of water used for aquatic activities.

DNA: PA.8.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.*

PA.8 NATURAL BODIES OF WATER USED FOR AQUATIC ACTIVITIES *(cont.)*

Compliance Demonstration

Written documentation:

- Posted rules

Visitor interviews:

- Staff description of maintenance and sanitation procedures

Visitor observations:

- Aquatic area
- Posted rules

PA.9 AQUATIC SITES*

Applies to:

- Day camps
- Resident camps
- Short-term camps*

Written Documentation Required

DNA: PA.9.1 does not apply if camp never uses aquatic sites away from camp and/or never uses vendor-provided or public facilities.*

PA.9.1 Does the camp have written policies or procedures that require these conditions to be met when using pools, waterparks, or natural bodies of water located away from camp and/or provided by a vendor or public facility (in camp or away from camp):*

- A. Campers and staff members are oriented to rules and boundaries;
- B. Trained staff assess water and weather conditions to identify hazards and determine appropriate activities;
- C. Camper access is limited, as appropriate;
- D. Facility and equipment appear to be in good repair; and*
- E. Rescue equipment is readily available and in good repair?

YES NO

Contextual Education

Camp staff members may be responsible for instruction or guarding aquatic activities at pools, beaches, lakes, and rivers; or public facility personnel may be in charge of guarding or instruction with camp staff members responsible for general camper supervision according to written policies and procedures established by the camp. Rules, boundaries, schedules, responsibilities, and communication should be reviewed with all individuals prior to participation.

(cont.)

PA.9 AQUATIC SITES* (cont.)

Trained staff members may be from the camp or from the public facility or contracted service. If camp staff personnel are lifeguarding, they must meet ST.12,* Lifeguard Qualifications for the environment. If lifeguarding is provided from the facility, AD.46 must be met. Appropriately trained personnel must also evaluate possible hazards in bodies of water and limit access and activities as necessary. Hazards include waves, rip tides, rapids, currents, animals common to the area, and winds. When appropriate, campers should be trained to identify hazardous conditions and implement needed actions.

“Camper* access” may include methods such as education and scheduling. For example, at a public beach the camp may want to designate specific times allowing camp participants to be in the water.

“Facility and equipment” includes docks, ladders, secured rafts, diving boards, watercraft, and PFDs. Camp staff members should consider limiting activities if equipment is in obvious disrepair.

In Part E, “rescue equipment” should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts as appropriate to the activity and environment.

Compliance Demonstration

Written documentation:

- Policy/procedures in practice

Visitor interviews:

- Director/staff description of areas and procedures in use
- Staff explanation of training and supervision

PA.10 STAFF SWIMMING

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY

Written Documentation Required

DNA: PA.10.1 does not apply if camp swimming facilities are never available for staff use.

DNA: PA.10.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.*

PA.10.1 For camp staff use of swimming facilities, does the camp require that certified lifeguards are present at all times? Lifeguards must be positioned in locations where they are able to provide effective surveillance, and in close enough proximity to participants to readily respond and execute rescue in case of an incident or emergency.

YES NO

Contextual Education

Camp policy may disallow staff use during times when regular activities and guards are not scheduled. Factors such as age, type of facility, size of group, time of day, and regular aquatic schedules should be considered.

The standard is not intended to regulate use of aquatic facilities by year-round resident site staff and their families who swim at times not connected to camp programming.

Compliance Demonstration

Written documentation:

- Copy of policy and procedures

Visitor interviews:

- Director/staff description of procedures

WATERCRAFT ACTIVITIES

Watercraft activities include all use of small craft (e.g., canoes, sailboats, rowboats, kayaks, rafts, paddleboards, personal watercraft, motorboats, and fishing boats). It also includes boardsailing, tubing, waterskiing, rafting, and so on. Bumper boats are not included in aquatic or watercraft activities and should be scored as a specialized activity.

PA.11 WATERCRAFT SAFETY FOR STAFF AND ALL-ADULT GROUPS

PA.11.1 For all-adult groups (to include staff at least 18 years of age), does the camp require all participants to wear a PFD, follow safety regulations, and:

- A. Be supervised by certified personnel as specified in standard ST.15, or
- B. Be instructed to implement a designated checkout system?

YES NO

Contextual Education

The standard requires that the procedures in either Part A or B are followed.

The standard is not intended to regulate use of watercraft by year-round resident site staff and their families whose use occurs at times when there is no camp programming. "All-adult group" means every member of the group participating in the activity is at least eighteen (18) years of age.

The purpose of the checkout system is to assure that a responsible staff person is aware that staff members on time-off or adult members of a group are using watercraft, and the designated staff member checks to see that all participants are accounted for after the activity. The checkout system may identify the participants, the equipment in use, the approximate area of use, and the time of return.

(cont.)

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

MANDATORY

Written Documentation Required

DNA: PA.11.1 does not apply if watercraft are never available for use by staff or all-adult groups.*

DNA: PA.11.1 does not apply to day, resident, or short-term youth campers, family groups, and youth groups.*

DNA: PA.11.1 does not apply if camp only uses vendor-provided personnel for watercraft activities.*

PA.11 WATERCRAFT SAFETY FOR STAFF AND ALL-ADULT GROUPS *(cont.)*

Compliance Demonstration

Written documentation:

- Current certification cards when following Part A
- Procedures followed when meeting Part B

Visitor interviews:

- Director/staff explanation of implementation

PA.14 WATERCRAFT ACTIVITY ORIENTATION

- PA.14.1 Are all individuals using watercraft given training prior to use for:
- A. Boarding and debarking, trimming, and movement in the craft;
 - B. Use of PFDs; and
 - C. Self-rescue should the watercraft capsize or flood? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups

DNA: PA.14.1 does not apply if watercraft activities are not provided by camp, vendor, or rental groups.

Contextual Education

This standard applies to the use of all watercraft including sailboats, kayaks, rowboats, canoes, sailboards, stand-up paddle boards (SUPs), and rafts as well as motorized boats used by camp staff members, campers, and other participants. Training may be provided by qualified camp staff representatives, vendors, or rental group leaders.

Training in the use of PFDs may include floating in PFDs to test fit and acquaint participants with buoyancy supplied, if participants' physical condition and/or water conditions permit.

Training in self-rescue may include an actual wet exit from appropriate craft, where conditions permit.

Compliance Demonstration

Visitor interviews:

- Director/staff description of training procedures or instructions to rental groups

Visitor observations:

- Randomly selected watercraft activities when possible

PA.15 WATERCRAFT INSTRUCTION

Applies to:

- Day camps
- Resident camp
- Short-term camps
- Camps serving rental groups

Written Documentation Required

DNA: PA.15.1 does not apply if watercraft instruction, including for canoeing, kayaking, sailing, stand-up paddle board (SUP), or rowing activities, are not offered.

DNA: PA.15.2 does not apply if other aquatic activities, such as waterskiing, boardsailing, jet skiing, are not conducted.

DNA: PA.15.1 and PA.15.2 do not apply if camp only uses vendor-provided personnel for watercraft activities.*

Does the camp provide—or is the rental group advised in writing to provide—a staff member to conduct watercraft instruction with these qualifications:

PA.15.1 Instructor rating in the appropriate craft (e.g., canoeing, sailing, rowing) from a recognized certifying body OR documentation of experience indicating knowledge and skills in teaching and supervision specific to the watercraft activities conducted?

YES NO

PA.15.2 Instructor rating in the activity from a nationally recognized certifying body in the aquatic activity (e.g., waterskiing) OR documented experience indicating specific knowledge and skills in teaching the activity?

YES NO

Contextual Education

The intent of this standard is to provide appropriate instructor-level supervision for boating lessons. If this individual is not also qualified to “guard” the activity, camps will need a second individual to maintain compliance with the mandatory standard ST.15. The level of skill and experience required of the instructor will vary with the aquatic area and type of activity. Supervising rowing on a shallow pond does not require the same level of expertise as instructing waterskiing on a large lake.

Compliance Demonstration

Written documentation:

- Certification cards
- Documentation of experience if not certification
- Instructions shared with rental groups when applicable