

## **Core / Foundational**

Just as the name implies, standards included in this section are “core” to a camp accredited by the American Camp Association. Users expect clean and repaired facilities and to be treated with respect and dignity. For day, resident, and short-term camps, clearly articulated goals, outcomes, and activities designed to assist in camper development are core to guiding the camp’s focus and programming.

## CR

## Core / Foundational

### CR.1 - RIGHTS AND DIGNITY OF CAMPER/STAFF

#### Applies to:

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

**CR.1.1 - Does the camp have a philosophy or statement specific to respecting the rights and dignity of all individuals that:**

- A. Is shared with all staff;**
- B. Staff are trained to facilitate; and**
- C. Is shared with parents/guardians and campers?**

#### Contextual Education

ACA and the camp community strives to be more inclusive and serve a more diverse population. The intent of this standard is for the camp's leadership to create a statement for the camp related to respecting the rights and dignities of all individuals. It should be shared with all campers, staff, and parents/guardians. Such a statement could mention expectations for respectful communications with and regarding all individuals, and might go on to specifically indicate individuals of varying abilities, cultures, genders, races, religions, and so on. The statement might speak to what the camp teaches, how campers and staff are expected to interact, the example staff sets for campers, and the examples that all camp participants set as they return to their own worlds. Training for staff may include both precamp and in-service sessions to help staff recognize and value individual differences within groups, particularly in relation to the camper populations served.

#### Compliance Demonstration

Visitor interviews:

- Explanation of philosophy or statement
- Director/staff description of how information is shared with camper and parents and staff are trained

## CR

## Core / Foundational

### CR.2 - CAMP GOALS AND OUTCOMES

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

#### Included in Required Written Documentation Review

**CR.2.1 - To help provide a quality camp experience, has the camp: Established a written statement of overall goals and outcomes for participants?**

**CR.2.2 - To help provide a quality camp experience, has the camp: Identified in writing specific measurable outcomes that address the campers' physical, social, and mental well-being?**

**CR.2.3 - To help provide a quality camp experience, has the camp: Provided staff with training strategies that help campers achieve established outcomes in the camp program?**

**CR.2.4 - To help provide a quality camp experience, has the camp: Informed parents and campers, as developmentally appropriate, of the intended outcomes of the camp experience?**

#### Contextual Education

Goals express the purpose of the camp's existence and operation. For some camps, this may be articulated in the mission statement. From these broad goals, the camp can determine specific outcomes that are desired as a result of participating in camp activities and experiences. If goals of a national organization are used, they must relate to desired outcomes for the specific camp and clientele. Outcomes for short-term programs may be different than those for a day camp or extended-stay resident camp. For purposes of this standard, an outcome is a skill, attitude, knowledge, or ability that a young person gains when they attend camp.

Parents and campers should be informed about the camp's goals, and given some ideas as to the nature of the outcomes that might be observed so they are able to evaluate the effect of the camp experience.

#### Compliance Demonstration

Written documentation:

- Goals and expected outcomes
- Schedules and materials used in staff training
- Promotional pieces and/or specific communication to parents/campers regarding goals and outcomes

Visitor interviews:

- Director/staff description of goals and outcomes desired

**CR**

**Core / Foundational**

**CR.3 - CAMPER DEVELOPMENT**

**Applies to:**

- Day camps
- Resident camps

**CR.3.1 - Does the camp program provide specific activities that are designed to help campers develop mental, emotional, social, and physical health?**

**Contextual Education**

The camp community provides an exceptional opportunity for campers to develop and experience mental, emotional, social, and physical health. To be effective, the camp must identify these areas as goals and foster specific activities or experiences to provide the greatest opportunity for age-appropriate mental, emotional, social, and physical health development to occur. Staff should be trained to lead the activities and be aware of the observable outcomes that indicate such development.

**Compliance Demonstration**

Visitor interviews:

- Director/staff explanation of training for staff
- Description of opportunities for growth to take place in the programs and living experiences

Visitor observations:

- Variety of activities taking place during the on-site visit

**CR**

**Core / Foundational**

**CR.4 - ENVIRONMENTAL ACTIVITIES**

**Applies to:**

- Day camps
- Resident camps

**CR.4.1 - Does the camp provide for each age group served, in day and resident camp programs, structured activities that help:**

**A. Develop awareness for the natural environment;**

**B. Build appreciation and responsibility for the natural environment; and**

**C. Foster a stewardship philosophy including practices to minimize the camp's impact on the environment?**

**Contextual Education**

The staff should be mindful of ways to help campers develop an awareness of the natural environment. This environmental education may be different for camps that take place in the outdoors vs. camps that occur indoors. Each age group should have opportunities to learn about the natural world through hands-on experiences that may involve art, music, games, nature activities, etc. Campers and staff should practice responsible behaviors such as recycling, water conservation, and minimizing environmental impacts, including proper trail use (even in urban settings). Knowledge and use of the Leave No Trace principles is strongly recommended.

**Compliance Demonstration**

Visitor interviews:

- Director/staff explanation of practices and programs

Visitor observations:

- Randomly selected programs

**CR**

**Core / Foundational**

**CR.5 - CONDITIONS OF FACILITIES, EQUIPMENT, AND VEHICLES**

**Applies to:**

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

**CR.5.1 - Are buildings, structures, grounds, equipment (including vehicles, if applicable) and activity areas maintained in good repair, and kept clean, safe, and sanitary?**

**Contextual Education**

This standard includes all buildings used in camp, such as cabins, platform tents, dining halls, lodges, shelters, program buildings, shower houses, restrooms; equipment used by maintenance staff (and occasionally counselors/campers); vehicles; and other camp facilities. Examples of structures to be in good repair include railings, porches, steps, floorboards, screens, and doors. Activity areas include pool and dock areas, hiking and ski trails, paths and walkways, playing fields and courts, playgrounds and other recreation and play areas, ropes courses, and overnight sites.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of maintenance procedures

Visitor observations:

- Camp facilities

## Administration : Site and Transportation

**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.

## AD

## Administration: Site and Transportation

### AD.1 - LOCAL EMERGENCY RESPONSE

#### Applies to:

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

#### MANDATORY

#### Written Documentation Required

DNA: AD.1.1 does not apply if the camp is using a non-owned ACA accredited site.

**AD.1.1 - Does the camp make annual contact with all applicable local emergency officials to notify them of the camp's dates of operation and relevant scope of programming (including items such as clients served, significant elements of the program, and overview of the facilities)?**

#### Contextual Education

The purpose of this communication is to verify emergency officials have the correct and appropriate emergency contact and response information for the camp. Contact should be made even if the camp has access to the 911 system. This may include fire, law enforcement, emergency medical services, civil defense, homeland security, forest service, national park service, or other local officials — depending on the location and risk management issues of the camp and its program sites. Even in locations where the camp is automatically covered by municipal emergency services, the camp should notify officials of the number, the age of campers and scope of the camp operation to assure that the camp's crisis response plan is consistent with local emergency procedures.

#### Compliance Demonstration

Written documentation:

- Copy of communication sent to the different local officials containing relevant information
- Notes from phone conversation(s) where relevant information was shared (This should include date, agency/office contacted and with whom the conversation was held)

Visitor interviews:

- Director explanation of annual contacts and the process used to verify/update emergency response information



## AD

## Administration: Site and Transportation

### AD.2 - EMERGENCY MEDICAL TRANSPORTATION

#### Applies to:

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

**AD.2.1 - If the camp does not use 911 for emergency medical transportation, does the camp have a policy that requires emergency transportation be available at all times by the camp being accredited or by the rental group?**

#### Contextual Education

“Available” by the camp means that specifically designated vehicle(s) are in operational order with enough fuel to reach primary emergency locations and are not being used for other jobs.

#### MANDATORY

#### Written Documentation Required

If rental groups are responsible for their own emergency transportation, this expectation should be identified in a contract or use agreement, or clearly specified in written procedures provided to groups. For additional safety, emergency numbers and directions to the camp should be posted or provided.

DNA: AD.2.1 does not apply to camps with no base site or to nonmedical religious camps.

#### Compliance Demonstration

Written documentation:

- Procedures for rental groups

DNA: AD.2.1 does not apply if a camp/rental group relies on 911 for emergency transportation.

Visitor interviews:

- Director/staff description of system and options

Visitor observations:

- Observation of designated vehicle(s) available when applicable

## AD

## Administration: Site and Transportation

### AD.3 - PRIVATE VEHICLE USE

#### Applies to:

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

#### Written Documentation Required

DNA: AD.3.1 does not apply if private vehicles are not used by the camp for transportation of campers or staff.

**AD.3.1 - Does the camp obtain written permission from the owners of private vehicles to use their vehicle(s) for transportation for camp business?**

#### Contextual Education

The purpose of this standard is to confirm that the owner specifically grants permission for the vehicle to be used for camp business. Permission is assumed (i.e., written authorization not required) if the owner is driving his or her own vehicle. Owners who grant permission are not required to show maintenance records on private vehicles. However, camps may want to advise vehicle owners that their permission implies their responsibility to have an adequately maintained and insured vehicle.

#### Compliance Demonstration

Written documentation:

- Randomly selected authorizations from private car owners

**AD**

**Administration: Site and Transportation**

**AD.4 - ARRIVAL AND DEPARTURE**

**Applies to:**

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

**AD.4.1 - Does the camp have procedures for the orderly arrival and departure of vehicles, procedures for the unloading and loading of vehicles, and guidelines for supervision of the area and people in it during this time?**

**Contextual Education**

The intent of this standard is to provide an orderly system for the arrival and departure of groups and/or individuals by bus or van and of individuals by personal vehicles. In this situation, some procedures may be as simple as designating parking areas and prohibiting traffic in most areas of the camp site. Camps that allow motorized traffic beyond the welcome area may need more elaborate plans.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of arrival/departure procedures

Visitor observations:

- Arrival/departure and unloading/loading of vehicles when possible

## AD

## Administration: Site and Transportation

### AD.5 - TRANSPORTATION INFORMATION FOR PARENTS

#### Applies to:

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

**AD.5.1 - Are parents or guardians of campers who are transported to/from camp provided written information including:**

- A. Pick-up and drop-off times and safety procedures related to pick-up and drop-off;**
- B. A system to communicate changes or emergencies that would affect campers' pick-up or drop-off time or location; and**
- C. Safety rules for van or bus travel if provided by the camp?**

#### Contextual Education

#### Written Documentation Required

Safety procedures include safety procedures at the pick-up and drop-off points, as well as camp policies concerning the responsibility of the care of children before pick-up and after drop-off. Pick-up and drop-off points may be individual homes, central locations, bus depots, airports, or other designated locations.

#### Included in Required Written Documentation Review

#### Compliance Demonstration

DNA: AD.5.1 does not apply if the camp never provides transportation for campers between camp and home or pick-up/drop-off points.

Written documentation:

- Materials shared with parents/guardians
- Copy of safety rules for van/bus travel

Visitor interviews:

- Director/staff description of system

## AD

## Administration: Site and Transportation

### AD.6 - ACCIDENT PROCEDURES

#### Applies to:

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

#### Written Documentation Required

DNA: AD.6.1 does not apply if the camp never provides transportation for campers or staff

**AD.6.1 - Does the camp require that each vehicle transporting campers and/or staff include a camp staff member who has been trained to follow written accident procedures for:**

- A. Providing or securing care for the injured;**
- B. Supervising the uninjured;**
- C. Specifying whom to notify in an emergency; and**
- D. Identifying witnesses and obtaining appropriate accident or emergency information?**

#### Contextual Education

The staff member who has been trained to follow written accident procedures may be the driver. Camps may also want to specify that the staff member be an adult, as defined by governing authorities.

#### Compliance Demonstration

Written documentation:

- Written accident procedures

Visitor interviews:

- Director/staff description of staff training

## AD

## Administration: Site and Transportation

### AD.7 - TRANSPORTATION SAFETY PROCEDURES

#### Applies to:

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

#### AD.7.1 - When transporting campers or staff, does the camp require:

- A. Vehicles are loaded only within the passenger seating limit established by the vehicle manufacturer;**
- B. All passengers wear restraint devices when provided and required including seat belts and booster seats per age/weight requirements;**
- C. All passengers remain seated while the vehicle is moving;**
- D. A list of individuals on each trip is readily available either in the vehicle(s) or at the camp office; and**
- E. Passengers in wheelchairs are seat-belted into wheelchairs that are in locked positions and secured to vehicles, when applicable?**

#### Written Documentation Required

#### Contextual Education

#### Included in Required Written Documentation Review

The intent of standard AD.7.1 is not to mandate restraint devices in vehicles such as school buses where seat belts are not required by law, although all applicable state regulations regarding restraint devices and child booster seats must be followed. Procedures should also specify when passengers under a certain size should be restricted to rear seats in vehicles when air bag safety is a concern. The requirement to remain seated may be modified, as appropriate, when campers are traveling in motor coaches with toilets on board. When passengers in wheelchairs are transferred to vehicle seats, they should wear the provided seat belts.

DNA: AD.7.1 does not apply if the camp never provides transportation for campers or staff.

#### Compliance Demonstration

Written documentation:

- Transportation policy that addresses items included in this standard

Visitor interviews:

- Director/staff description of implementation of the policy

**AD**

**Administration: Site and Transportation**

**AD.8 - TRANSPORTATION ORIENTATION**

**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.

**AD.8.1 - Does the camp require that all passengers receive an orientation to safety regulations and procedures concerning vehicles in use?**

**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

## Administration: Site and Transportation

### 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?**

#### 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

## Administration: Site and Transportation

### AD.10 - LEASED, RENTED, OR CHARTERED VEHICLES

#### Applies to:

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

#### Written Documentation Required

DNA: AD.10.1 does not apply if no vehicles are leased, rented, or chartered by the camp.

**AD.10.1 - Does the camp require the provider(s) of leased, rented, or chartered vehicles to provide written evidence that they:**

- A. Implement a system of regular maintenance and safety checks on vehicles; and;**
- B. Verify the acceptable driving record and experience of any drivers provided by the vendor?**

#### Contextual Education

"Written evidence" may include appropriate policies from the leasing company, a record of regular maintenance procedures, or a signed statement indicating the requirements that must be met by all drivers hired by the company. These statements may be found in the leasing contract, in promotional materials for the company, or in a checklist for bids. Other written assurances from the company may include a letter or signature on a statement prepared by the camp.

#### Compliance Demonstration

Written documentation:

- Copies of written evidence from leasing company such as contracts, promotional materials, checklists, or signed letters indicating compliance with standard

Visitor interviews:

- Director/staff description of leasing company selection process

**Administration  
: Health and  
Wellness**

**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: 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.

## AD

## Administration: Health and Wellness

### AD.11 - SPECIAL HEALTH NEEDS

#### Applies to:

- Day camps
- Resident camps

**AD.11.1 - To meet the special health needs of participants, are the following available: Information about the camp's philosophy and health management practices that is shared with parents and participants prior to enrollment so they can identify the camp's approach to health concerns?**

**AD.11.2 - To meet the special health needs of participants, are the following available: A system for evaluating the camp's ability to meet participants' special health needs prior to enrollment?**

**AD.11.3 - To meet the special health needs of participants, are the following available: Sufficient health staff to meet the needs of participants as recommended by a licensed prescriber familiar with such needs?**

#### Contextual Education

"Special health needs" include conditions that require special medical or health attention or care while the participant is in camp, including chronic physical conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer, or physically disabling conditions such as spina bifida. Consider mental, emotional, and social health needs of participants, especially for those who have a known diagnosed condition; and staff to appropriately meet those needs as recommended by a MESH (mental, emotional, and social health) professional familiar with camp practices.

#### Compliance Demonstration

Visitor interviews:

- Director/staff description of the camp's philosophy related to healthcare, how parents are informed, available medical staff, and systems and practices in place

**AD**

**Administration: Health and Wellness**

**AD.12 - RECORD MAINTENANCE**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps

**AD.12.1 - Does the camp maintain all health forms and records gathered or produced during the camp season for the period of statutory limits?**

**Contextual Education**

Health forms and records include, as applicable, health histories, health exam forms, permission-to-treat forms, health logs, medication logs, and incident reports. Camps may also consider including each year's health policies, treatment procedures, and protocols, along with information on healthcare providers and insurance providers.

While state laws vary, minors usually have up to two (2) years after they reach the age of majority to instigate litigation on their own behalf. OSHA's standard for Access to Employee Exposure and Medical Records [29 CFR 1910.1020] requires employers to keep employee medical records for the time they are employed plus another 30 years, and exposure records for 30 years.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of recordkeeping process

**Administration  
: Risk  
Management**

**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: 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.

## AD

## Administration: Risk Management

### AD.13 - RISK MANAGEMENT

#### Applies to:

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

#### Written Documentation Required

#### Included in Required Written Documentation Review

#### AD.13.1 - For risk management planning, has the camp:

**Identified and analyzed potential risks related to human, financial/operational, and property liabilities?**

#### AD.13.2 - For risk management planning, has the camp:

**Identified risk control techniques currently being implemented to reduce, control, or prevent potential loss in identified exposure areas?**

#### Contextual Education

While the requirements of the accreditation standards address many of the commonly identified risk management concerns in camp operations, a camp needs to evaluate its overall operations to identify areas that may be site-specific or not addressed by individual standards. Camp administrators need to evaluate risk exposure in three major areas:

##### 1. Human Liabilities

- *Standard of care liabilities (tort or third-party liabilities)*—injury to persons caused by negligence, such as injuries related to health services, maintenance, vehicle operation, attractive nuisances, staff selection, staff and camper supervision, inappropriate actions by staff or campers, and other hazards related to the conduct of people;
- *Loss of human resources (participants, staff, and/or volunteers)*—ramification of loss of a human resource on the operation, such as loss of public credibility; loss of income; loss of campers or staff due to stress, injury, illness, death, or other impairment;

##### 2. Financial/Operational Liabilities

- *Contract liabilities*—includes, as examples, lease or rental contracts, contracts for service, program activity contracts, employment agreements, insurance, and other policies that may bind the camp; and

##### 3. Property Resources

- *Property, buildings, and equipment loss*—loss due to fire, collapse, or other damage from natural disasters; breakdown of machinery or equipment; and other hazards related to facilities, property development, or the operation of equipment on the site and so forth.

Risk management materials should analyze risk exposure in all areas and specify techniques currently being implemented to reduce, control, or prevent identified risks.

In AD.13.2, “risk control techniques” include identifying what methods are being used to control risks and what specific techniques or steps are being taken as part of that method.

Camps may follow the outline and process provided in the Risk Exposure Chart on the ACA website, or may want to develop their own risk exposure chart or outline. In either case, the chart should identify the risk areas outlined above that require consideration by camp operators.

**Applies to:**

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

**Compliance Demonstration**

Written documentation:

- Materials or documents that identify risk exposures and control techniques to minimize risk

Visitor interviews:

- Director explanation of process

**Written Documentation Required**

Visitor observations:

- Implementation of stated control techniques where possible

**Included in Required Written Documentation Review**

## AD

## Administration: Risk Management

### AD.14 - INCIDENT REPORTING AND ANALYSIS

#### Applies to:

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

#### Written Documentation Required

**AD.14.1 - Are staff required to complete written reports describing incidents, accidents, “near misses,” and emergencies that may not result in injuries?**

**AD.14.2 - With assistance from outside advisors, does the camp;**  
**A. Annually review and analyze when and where incidents, accidents, and injuries occurred;**  
**B. Identify steps to reduce incidents, accidents, and injuries; and**  
**C. Modify procedures and implement changes as necessary?**

#### Contextual Education

The intent of this standard is twofold. First, to document circumstances, witnesses, and actions in serious situations that result in, or nearly result in, injury or danger to individuals. The camp director has the responsibility to determine the level of severity or seriousness of incidents that must be reported.

Examples of “incidents” and “accidents” include fires; natural disasters; danger from intruders or trespassers; crises arising out of camper, staff, or rental group behavior (e.g., fighting, serious emotional outbursts, threatening others); or other situations posing serious safety threats.

Examples of “near misses” and “emergencies not resulting in injury” may include lost campers, near drownings, or the use of drugs or alcohol by staff or participants.

The second intent of this standard is to verify that the camp has a system in place to regularly review all facets of the camp program and property to revise or develop appropriate policies, protocols, and risk management materials, as identified. The camp may use a safety committee, camp services committee, or other group with a representative mix of expertise in the camp’s programs and clientele to analyze the operation or the camp may consult with other outside advisors such as consultants, parents, healthcare personnel, insurance personnel, or other camp administrators. Review/analysis of annual fire and electrical safety exams (standards FA.5 and FA.6), ropes course inspections (standard PD.14), and health procedures review (standard HW.9) may be part of this process.

Camps exclusively serving rental groups may collect data from evaluation forms but may also require that accident/incident reports be completed as applicable.

#### Compliance Demonstration

Written documentation:

- Copy of blank accident/incident report form to be used by staff or rental group personnel
- Review of randomly selected completed forms
- Notes/comments from the review team and/or
- Steps to be taken to reduce incidents, accidents, and injuries

Visitor interviews:

- Director/staff description of reporting procedures
- Director/staff explanation of process for review, analysis, and change



## AD

## Administration: Risk Management

### AD.15 - INSURANCE COVERAGE

#### Applies to:

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

**AD.15.1 - Does the camp have the following insurance coverage in place:  
Commercial general liability coverage?**

**AD.15.2 - Does the camp have the following insurance coverage in place:  
Workers' compensation for all eligible and required staff?**

#### Written Documentation Required

#### Included in Required Written Documentation Review

**AD.15.3 - Does the camp have the following insurance coverage in place:  
At minimum, basic causes of loss on buildings coverage?**

DNA: AD.15.3 does not apply if camp does not own buildings.

**AD.15.4 - Does the camp have the following insurance coverage in place:  
Business personal property coverage (contents)?**

DNA: AD.15.5 does not apply if vehicles are not used in camp operation.

**AD.15.5 - Does the camp have the following insurance coverage in place:  
Motor vehicle insurance (as applicable):  
A. Coverage on all owned, hired, or leased vehicles; and/or  
B. Employer's non-ownership liability insurance on all non-owned vehicles?**

DNA: AD.15.6 does not apply if camp never provides day, resident, or short-term camp programs.

**AD.15.6 - Does the camp have the following insurance coverage in place:  
Coverage for campers (carried by the camp or written evidence that each camper has such coverage):  
A. For resident campers—medical and accident coverage; and/or  
B. For day campers and short-term campers—accident coverage?**

#### Contextual Education

Camps should check on exclusions in liability coverage to be sure all camp programs (e.g., tripping, horseback riding, aquatics, ropes course) are covered. When third-party providers of activities or services are used, camps are advised to confirm insurance coverage and requirements and request a Certificate of Insurance naming the camp as additionally insured.

Workers' compensation is generally required for all employees, including international staff. Camps are advised to check state laws for the applicability of workers' compensation for all staff and volunteers.

Business personal property insurance provides coverage for furniture, fixtures, merchandise, and all personal property owned by the camp and used for business, even if the camp does not

own the building.

Camps are advised to evaluate motor vehicle insurance coverage needed both for vehicles leased for the entire season as well as those hired for a day trip. Vehicles leased for the season need coverage for liability as well as physical damage. Camps should also consider implications of use of staff cars for camp business and determine insurance coverage accordingly.

Camper coverage may be provided by the camp, parents, agency, school, or individual. When the camp does not provide the coverage, written evidence of coverage must be provided (i.e., parent's signature along with the policy number).

### **Compliance Demonstration**

Written documentation:

- Insurance policies or letters of confirmation of coverage from agent
- Evidence of individual camper coverage

## AD

## Administration: Risk Management

### AD.16 - PERSONAL PROPERTY POLICY

#### Applies to:

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

**AD.16.1 - Are campers, parents/guardians, staff, and rental groups advised of the camp's policy regarding possession and use of:**

- A. Alcohol and drugs;**
- B. Personal equipment such as sports equipment and electronics;**
- C. Vehicles;**
- D. Animals; and**
- E. Weapons?**

#### Written Documentation Required

#### Contextual Education

Examples of drugs include prescription medication, over-the-counter medication, marijuana, tobacco, nicotine, electronic cigarettes, vaping, etc.

#### Included in Required Written Documentation Review

"Personal equipment" may include sports equipment such archery equipment, bats, hockey sticks, climbing gear, or other equipment that should be stored and handled safely for the protection of all people. Electronic equipment may include mobile phones, cameras, computers, etc. "Animals" may include pets and animals brought for use in a program, such as horses. Camps may require appropriate health and immunization records for any animals allowed in camp. The policies should address staff vehicles and the vehicles of campers who drive themselves to/from camp.

Camp regulations may also address the camp's search and seizure policies when possession of illegal substances or weapons is suspected.

#### Compliance Demonstration

Written documentation:

- Copies of information shared with campers, staff, parents/guardians, and rental groups

Visitor interviews:

- Director description of process for sharing information with campers, staff, parents/guardians, and rental group

## AD

## Administration: Risk Management

### AD.17 - NON-PROGRAM FIREARMS CONTROL

#### Applies to:

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

**AD.17.1 - For all firearms not used in programming, does the camp require that firearms and ammunition be stored under lock when not in use? Note: Firearms used for program purposes are scored in PD.9.**

#### Contextual Education

All firearms must be locked when not in use and stored in locations separate from ammunition. Trigger locks are acceptable when used correctly.

#### MANDATORY

DNA: AD.17.1 does not apply if no firearms or ammunition are allowed on property.

This standard is not intended to be applied to homes or buildings that are on camp property and used solely as private residences of staff, are designed for the exclusive use of the individual staff or families who live on site, or are not accessible to campers, rental groups, and staff. However, guns stored in the back of trucks that are accessible to campers and other persons on the property must be locked to meet the requirement of the standard.

#### Compliance Demonstration

Visitor interviews:

- Director/staff description of locking practices of firearms and ammunition

Visitor observations:

- Storage areas of firearms and ammunition

## AD

## Administration: Risk Management

### AD.18 - CAMP SECURITY AND ACTIVE THREATS

#### Applies to:

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

#### Written Documentation Required

#### Included in Required Written Documentation Review

**AD.18.1 - Does the camp conduct an annual review of the security concerns of the site and establish a written plan for how to address concerns such as possible intruders and active threats? Training and rehearsal of this plan is scored in standard ST.22.**

#### Contextual Education

Camps are strongly urged to work directly with their local authorities as they develop their plan for this standard as well as their “emergency plan” required in AD.18.1. Resources are available on the ACA website, ACAcamps.org, using the search words “camp security.” “Active threat” is defined as: as any incident, which by its deliberate nature creates an immediate threat or presents an imminent danger to the camp community. This includes active shooter situations.

In addition to addressing the intrusion of unauthorized persons, a camp should also consider how to address both invited and “surprise” guests.

If the camp is operating on a public or non-owned site, “site” refers to the living and/or program areas used by the camp group(s). Working with the rental site’s administration to develop the plan is recommended.

#### Compliance Demonstration

Written documentation:

- Plan and procedures on which training is based

## AD

## Administration: Risk Management

### AD.19 - SAFETY ORIENTATION AND EMERGENCY PLAN

#### Applies to:

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

**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?**

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

#### Written Documentation Required

#### 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.

#### Included in Required Written Documentation Review

#### Compliance Demonstration

Written documentation:

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

**AD**

**Administration: Risk Management**

**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.**

**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

## Administration: Risk Management

### AD.21 - EMERGENCY COMMUNICATIONS

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

**AD.21.1 - Does the camp have written emergency communication procedures specifying: 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)?**

#### Written Documentation Required

**AD.21.2 - Does the camp have written emergency communication procedures specifying: Who will contact parents or guardians of minors directly supervised by the camp?**

#### Included in Required Written Documentation Review

**AD.21.3 - Does the camp have written emergency communication procedures specifying: Who from the camp can communicate with the media?**

#### 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

## Administration: Risk Management

### 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;**

**C. Emergency procedures for campers and staff members if someone is separated or missing from the group?**

#### 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**

**Administration: Risk Management**

**AD.23 - CAMPER RELEASE/VERIFICATION**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps

**Written Documentation Required**

**AD.23.1 - Does the camp:**

**Specify to whom a minor camper may be released other than the legal parent or guardian?**

**AD.23.2 - Does the camp:**

**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)?**

**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

## **Admininstratio n: Human Resources**

### **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: 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.

## AD

## Admininstration: Human Resources

### AD.24 - HIRING POLICIES

#### Applies to:

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

#### AD.24.1 - Does the camp have written hiring policies that:

Identify appropriate application and screening processes for each job category?

#### AD.24.2 - Does the camp have written hiring policies that:

Have been reviewed by legal counsel or a human resources professional within the last three (3) years?

#### Written Documentation Required

#### Contextual Education

#### Included in Required Written Documentation Review

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

## Admininstration: Human Resources

### AD.25 - NEW STAFF SCREENING (YEAR-ROUND AND SEASONAL)

#### Applies to:

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

#### MANDATORY AD.25.1

#### Written Documentation Required

**AD.25.1 - Does the camp require screening for all new camp staff based on camp property (directors, counselors, administrative, and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) that includes:**

**A criminal background check for staff eighteen years of age and older?**

**AD.25.2 - Does the camp require screening for all new camp staff based on camp property (directors, counselors, administrative, and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) that includes:**

**At least two reference checks and verification of previous work (including volunteer) history?**

**AD.25.3 - Does the camp require screening for all new camp staff based on camp property (directors, counselors, administrative, and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) that includes:**

**A personal interview by the camp director or a designated representative?**

#### Contextual Education

Staff are considered “new” upon initial hiring and if there is a break in employment of twelve (12) months or more. Year-round staff, including directors, must be screened upon entry and thereafter according to the policy of the camp (See AD.24).

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 take into account the screening practices of international placement agencies—in many cases, criminal background checks are provided through those agencies.

“Verification” of work history means evaluation of the timeframes of previous jobs to determine reasons for any gaps in employment and spot checking to verify that the applicant was employed or licensed as claimed.

“Personal interviews” should occur face-to-face or by phone for all applicants, including international staff members. Even when initial interviews are conducted by a staff placement agency, camps should make their own contact with applicants before hiring to confirm language and communication skills, identify expectations for the job, determine the suitability for the specific job offered, and provide specific information about the camp program and location.

**Applies to:**

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

**MANDATORY  
AD.25.1**

**Written  
Documentation  
Required**

**Compliance Demonstration**

Written documentation:

- Screening procedures used
- Application or receipt for securing background checks

Visitor interviews:

- Director description of new hire screening process
- Director description of method used to verify work history

## AD

## Admininstration: Human Resources

### AD.26 - SUBSEQUENT CRIMINAL BACKGROUND CHECKS

#### Applies to:

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

**AD.26.1 - Does the camp require a criminal background check for returning and year-round camp staff based on camp property (directors, counselors, administrative and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) in the following time frames:**

**For *returning seasonal staff*, an *annual* criminal background check for staff eighteen (18) years of age and older to be initiated prior to the arrival of campers or prior to the start of employment for any late hires?**

#### MANDATORY ALL

#### Written Documentation Required

DNA: AD.26.2 does not apply if there are no year-round staff

**AD.26.2 - Does the camp require a criminal background check for returning and year-round camp staff based on camp property (directors, counselors, administrative and support staff; seasonal and year-round staff members; and paid, volunteer, and contracted personnel) in the following time frames:**

**For *year-round staff*: A criminal background check for staff eighteen (18) years of age and older at least every five years?**

#### 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

## Admininstration: Human Resources

### AD.27 - ANNUAL STAFF SCREENING

#### Applies to:

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

**AD.27.1 - 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:**

**A disclosure statement?**

#### MANDATORY ALL

#### Written Documentation Required

**AD.27.2 - 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:**

**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?**

#### 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](http://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



## AD

## Admininstration: Human Resources

### AD.28 - JOB DESCRIPTIONS/INFORMATION

#### Applies to:

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

#### Written Documentation Required

#### Included in Required Written Documentation Review

**AD.28.1 - Prior to accepting a position, is each camp staff member provided with:**

- A. A written job description that identifies the responsibilities and essential functions of the job, and**  
**B. Information on the nature and diversity of the total camp population, along with general characteristics of the camp and programs offered?**

#### Contextual Education

The intent of this standard is to help make staff aware, prior to accepting a position, of some of the responsibilities and job tasks they will assume.

Regarding Part A of the standard, job descriptions may be stand-alone documents provided at the interview or time of hire or may be form letters to the individuals where jobs are described. To be consistent with the Americans with Disabilities Act, job descriptions should identify the essential functions or tasks required for the job. "Essential functions" are those tasks and responsibilities the individual who holds the job would be expected to perform, with or without reasonable accommodation to be considered as qualified for the position. These functions must be job related and consistent with business necessity.

Examples of essential function might include:

- For a backpack counselor, the ability to lift and carry 40 pounds.
- For a swimming instructor, the ability to see and supervise participants in the swimming area.
- For staff living in group living situations, the ability to live in a cabin with others (campers and/or staff), eat meals in a large, noisy dining room, etc.
- Ability to address stressful situations appropriately in a fast-paced, interactive environment.

Regarding Part B of the standard, "information" may include materials such as staff manuals, camp brochures, schedules, or media presentations.

#### Compliance Demonstration

Written documentation:

- Randomly selected job descriptions
- Printed/electronic information showing the general characteristics of camp and programs offered

Visitor interviews:

- Director/staff description of materials and/or orientation provided

## AD

## Admininstration: Human Resources

### AD.29 - PERSONNEL POLICIES

#### Applies to:

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

**AD.29.1 - Does the camp provide all camp staff with written personnel policies that address the following:**

**A. General equal employment opportunity policies;**

**B. Benefits;**

**C. Time off, absence, and leaves of absence;**

**D. Performance evaluation processes including discipline procedures;**

**E. Conditions of severance and grievance procedures; and**

**F. Work rules and personal conduct, including sexual harassment policies?**

#### Written Documentation Required

#### Included in Required Written Documentation Review

#### Contextual Education

“Equal employment opportunity policies” confirm that the camp, in accordance with applicable federal laws, provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

“Work rules and personal conduct” should cover topics such as work hours, dress codes, safety rules, regulations on use of any camp vehicles or equipment, appropriate and inappropriate behaviors, and the use of drugs, controlled substances, or alcohol while on the job.

#### Compliance Demonstration

Written documentation:

- Personnel policies

Visitor interviews:

- Director/staff description of distribution process

**AD**

**Admininstration: Human Resources**

**AD.30 - STAFF TIME OFF**

**Applies to:**

- Resident camps

**AD.30.1 - Are staff members provided with time off:  
Daily when they do not have assigned camp responsibilities?**

**AD.30.2 - Are staff members provided with time off:  
Twenty-four (24) hours or more each two (2) weeks in blocks of not less than 12-  
consecutive hours throughout their time of employment?**

**Contextual Education**

“Do not have assigned camp responsibilities” means free time during which a staff member is not expected to be at a specific place or performing camp-related responsibilities. In trip or travel programs, consideration should be given to staff members’ needs for privacy and freedom from camper responsibility.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of procedures to implement the policy

## **Administration : Program and Trips of Any Length**

### **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: 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

## Administration: Program and Trips of Any Length

### AD.31 - CAMP EXPERIENCE EVALUATION

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

**AD.31.1 - Does the camp have an evaluation system in place that includes at least three (3) sources of feedback, documents whether stated goals/outcomes are met, and is applied to improve the quality of the camp experience?**

#### Contextual Education

The system of evaluation should use several methodologies to seek feedback from campers, parents, staff, and other stakeholders on both their satisfaction with the camp experience and evidence of achievement of the goals through measurable outcomes. According to ACA's Camp Program Quality Assessment tool, a quality program is one that consistently promotes beneficial outcomes among youth through structured activities, unstructured time, interactions with staff, and administration and policies. There are many ways a camp can measure the achievement of outcomes, including the following as examples (all documented in some manner, such as in notes, audio recordings, videos, photos):

- observing and recording behavioral changes;
- focused dialogue at staff meetings;
- camper and/or parent written or online surveys (related to all aspects of camp—program, administration, facilities, food service, staff, etc.);
- structured conversations with campers/parents/staff;
- documentation of involvement of campers in program planning;
- focus groups; telephone interviews; and online feedback tools.

It is important for the camp to receive feedback on its operational management (e.g., quality of food, cleanliness of the facilities, and efficiency of registration process) considering their impacts on program quality and the achievement of behavioral outcomes for the camper.

#### Compliance Demonstration

Written documentation:

- Copies of parent/camper/staff surveys (if applicable)
- Explanation and written evidence of all methods used to gain feedback (this might include dates of focus groups, staff meeting agendas, methods of camper involvement, etc.)

Visitor interviews:

- Director/staff description of what is done with the information learned (e.g., how are the various evaluation methods used to improve the overall camp experience?)

## AD

## Administration: Program and Trips of Any Length

### AD.32 - PROGRAM ELIGIBILITY FOR CAMP PROGRAMS

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

#### Included in Required Written Documentation Review

**AD.32.1 - Has the camp identified, in writing, any eligibility requirements necessary for a camper to participate in each program activity and/or trip offered by the camp?**

#### Contextual Education

A camp/program should determine the appropriate and safe age/size and mental, emotional and/or social health status necessary for camper participation in all programs offered. Eligibility might depend on the length of the program, availability of appropriately sized safety equipment, and the overall progression opportunities offered. If some programs are provided by an outside provider/ vendor, their eligibility requirements must be considered.

When trips of any length are offered, it is important to establish eligibility requirements for each type of trip and location. It is also important to consider the age, experience, physical, cognitive, and emotional health of all participants as well as length of trip, location, and skill level/s required.

“Types of trips” include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Requirements and risks will vary and should be specified for each trip.

#### Compliance Demonstration

Written documentation:

- Written list of eligibility requirements for programs offered. Note: If all campers are allowed to participate in all activities offered, this should be noted.

## AD

## Administration: Program and Trips of Any Length

### AD.33 - ACTIVITY INFORMATION AND PERMISSION

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

#### Included in Required Written Documentation Review

#### AD.33.1 - Does the camp:

Inform campers and their parents/guardians, in writing, of the specific nature of activities campers will be engaged in, the risks related to the activities (when applicable), and the degree of difficulty or physical challenge required by the activity (when applicable)?

#### AD.33.2 - Does the camp:

Require a signed statement from a parent/guardian that indicates approval for or denial of participation in camp activities by minor campers?

#### Contextual Education

Consent for minor campers to participate in camp activities should be based on an informed understanding of those activities. Camps may publish information about typical activities in a brochure or in a precamp packet, or include a list of the commonly offered activities on the statement to be signed. Activities that are not generally familiar to parents, such as rock climbing or rafting or higher-risk activities, should be noted in written information about the camp before permission to participate is requested. For short-term programs, activities may be listed or described on a flyer or communicated in a meeting with parents prior to the camp session.

When program activities occur away from the camp site, camps may wish to notify parents about the type and frequency of communication with the camp. If activities offered are under the supervision of someone else (such as horseback riding at the town stables where the stable staff are in charge, or use of another camp's ropes course), such a change in supervision should be noted.

#### Compliance Demonstration

Written documentation:

- Blank copy of statement required to be signed by parents/guardians
- List of anticipated camp activities provided to parents

Visitor interviews:

- Director description of process

Visitor observations:

- Randomly selected signed statements

**AD**

**Administration: Program and Trips of Any Length**

**AD.34 - EMERGENCY ASSISTANCE**

**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.

**AD.34.1 - For each type of out-of-camp activity, does the camp have written procedures that specify:**

**The availability and accessibility of emergency assistance?**

**AD.34.2 - For each type of out-of-camp activity, does the camp have written procedures that specify:**

**Procedures to follow if a participant cannot continue with the out-of-camp activity?**

**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

## Administration: Program and Trips of Any Length

### AD.35 - TRIP ITINERARY/DESIGNATED PERSON

#### Applies to:

- Day camps
- Resident camps
- 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?**

#### 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**

**Administration: Program and Trips of Any Length**

**AD.36 - EXTENDED TRIP/TRAVEL PROCEDURES**

**Applies to:**

- Day camps
- Resident camps

**Written Documentation Required**

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

**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?**

**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

**Administration  
: Camps that  
Serve Rental  
Groups**

**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: Camps That Serve Rental Groups**

When a camp serves rental groups, it is important to clearly identify who is responsible for what aspects and specific procedures to be followed related to food service and healthcare.

**AD**

**Administration: 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?**

**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**

**Administration: Camps that Serve Rental Groups**

**AD.38 - RENTAL GROUP RESPONSIBILITIES**

**Applies to:**

- Camps serving rental groups

**Written Documentation Required**

**Included in Required Written Documentation Review**

**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?**

**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

## Administration: Camps that Serve Rental Groups

### 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?**

#### 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

## Administration: Camps that Serve Rental Groups

### AD.40 - RENTAL GROUP DISHWASHING PROCEDURES

#### 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.

**AD.40.1 - Are rental groups advised in writing of appropriate procedures for washing, sanitizing, and drying of dishes and food service utensils?**

#### 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

## Administration: Camps that Serve Rental Groups

### AD.41 - RENTAL GROUPS - CONDITIONS

#### Applies to:

- Camps serving rental groups

**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?**

#### 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.

#### 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**

**Administration: Camps that Serve Rental Groups**

**AD.42 - EMERGENCY CARE PERSONNEL**

**Applies to:**

- Camps serving rental groups

**AD.42.1 - Does the camp provide, or advise rental group leaders to provide adults with the following qualifications to assume duty for emergency care:**

- A. Age appropriate CPR/AED certification from a recognized provider; and**  
**B. For youth groups, first-aid certification from a recognized provider?**

**MANDATORY**

**Written  
Documentation  
Required**

**Contextual Education**

For the purposes of the standards, a youth group is one with children under age eighteen (18) who are unaccompanied by a parent or guardian.

**Included in  
Required Written  
Documentation  
Review**

**Compliance Demonstration**

Written documentation:

- Information or contract language for user groups and/or camp staff certification cards

## AD

## Administration: Camps that Serve Rental Groups

### AD.43 - HEALTHCARE PLANNING

#### Applies to:

- Camps serving rental groups

#### Written Documentation Required

#### Included in Required Written Documentation Review

**AD.43.1 - Has the camp administration analyzed potential emergency care and first-aid needs for rental groups and identified:**

- A. Who is responsible for first aid and emergency care (rental groups or camp staff);**
- B. Who is responsible for emergency transportation (rental groups, camp, or community services);**
- C. Availability and storage of any first-aid supplies or equipment; and**
- D. Training and information to be provided to staff, families, and user groups concerning emergency procedures and reporting requirements?**

#### Contextual Education

The intent is for camps to analyze their operations and make conscious decisions about their role in first aid or emergency care for rental groups, which may represent a range of concerns from cuts and scratches to massive trauma. In many cases, camps may determine that rental groups should be responsible for their own first aid, including first-aid supplies, and emergency transportation. Once those decisions are made, they must be communicated to user groups in the contract (see standard AD.37).

"Reporting requirements," in Part D, indicate that the camp should make a deliberate decision about what reports it expects to receive from staff and user groups concerning accidents, incidents, injuries, and illnesses.

#### Compliance Demonstration

Written documentation:

- Information outlining responsibilities

## AD

## Administration: Camps that Serve Rental Groups

### AD.44 - HEALTH INFORMATION

#### 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).

#### 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?

#### 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?

**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

**Administration  
: Vendor-  
Provided  
Activities**

**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: Camps Using Vendor-Provided Specialized and Aquatic Activities**

This set of standards applies to all specialized (including adventure/challenge and horseback riding) and aquatic activities that occur when individuals other than camp staff are responsible for the site, equipment, and conducting and supervising the activity. Examples include taking a group of campers to a horseback-riding stable, an adventure park, or whitewater rafting. Camps most often accompany groups and may assist in supervision of campers but are not responsible for supervising and/or conducting the activity. If camp never uses vendors, AD.45 through AD.47 do not apply.

## AD

## Administration: Vendor-Provided Activities

### 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.

#### AD.45.1 - Does the camp select only providers of:

##### 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?

#### AD.45.2 - Does the camp select only providers of:

**Adventure/challenge activities with facilities and areas that meet nationally recognized guidelines for construction and maintenance?**

#### AD.45.3 - Does the camp select only providers of:

**Horseback riding activities that provide physically sound horses and equipment suitable for the ability and skill levels of participants?**

#### 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

**AD**

**Administration: Vendor-Provided Activities**

**AD.46 - VENDOR-PROVIDED SWIMMING (OR USE OF PUBLIC FACILITIES)**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps

**MANDATORY**

**Written Documentation Required**

DNA: AD.46.1 does not apply if the camp never uses vendor provided or public facilities for swimming.

**AD.46.1 - Does the camp use only vendor-provided or public swimming facilities with individuals on duty who possess current lifeguarding certification and current certification in first aid, CPR, and use of an AED?**

**Contextual Education**

This standard applies to all swimming activities at vendor provided or public facilities, whether instructional or recreational. The camp must have assurances that the qualifications required by this standard are met. Such assurances may be in a letter from the facility manager, advertised personnel requirements for guard positions, or local laws or regulations.

**Compliance Demonstration**

Written documentation:

- Proof that facility being used has currently certified lifeguards

Visitor interviews:

- Director description of vendor or facility selection process

## AD

## Administration: Vendor-Provided Activities

### AD.47 - VENDOR-PROVIDED WATERCRAFT ACTIVITIES (OR USE OF PUBLIC FACILITIES)

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### MANDATORY ALL

#### Written Documentation Required

DNA: AD.47.1 and AD.47.2 do not apply if the camp never uses vendor-provided or public facilities for watercraft activities.

**AD.47.1 - Does the camp use only vendor-provided or public facilities for watercraft activities with individuals on duty who hold:**

**Appropriate watercraft certification to include:**

- A. Current instructor rating in the appropriate craft from a recognized certifying body;**  
or
- B. Current lifeguard training from a recognized certifying body along with rescue skills verification for type of watercraft;**  
or
- C. Other acceptable certification or license?**

**AD.47.2 - Does the camp use only vendor-provided or public facilities for watercraft activities with individuals on duty who hold:**

**Current certification in first aid, CPR, and the use of an AED?**

#### Contextual Education

This standard applies to all watercraft activities at vendor-provided or public facilities, whether instructional or recreational. The camp must have assurances that the qualifications required by this standard are met. Such assurances may be in a letter from the facility manager, advertised personnel requirements for guard, instructor, or guide positions, or local laws or regulations.

#### Compliance Demonstration

Written documentation:

- Proof of facility use of currently qualified watercraft certification

Visitor interviews:

- Director description of vendor or facility use selection process

## Facilities: Site 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.

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

**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

## Facilities: Site

### FA.1 - EMERGENCY EXITS

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

#### Applies to:

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

**FA.1.1 - Are all buildings used for sleeping constructed or equipped with the following safety features:**

**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?**

**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.**

#### MANDATORY ALL

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

**FA.1.2 - Are all buildings used for sleeping constructed or equipped with the following safety features:**

**A direct means of emergency exit to the outside from each sleeping floor not location on ground level?**

**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.**

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

## FA

## Facilities: Site

### FA.2 - CARE OF HAZARDOUS MATERIALS

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

#### Applies to:

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

**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?**

#### 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.

#### 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 propane or gas tanks, do not need special labeling. The intent of labeling is to prevent accidental, inappropriate use of flammable or poisonous substances.

Material safety data sheets (MSDS), available from suppliers and manufacturers, provide information on safe handling and disposal of hazardous materials. Directors should be aware of local Occupational Safety and Health Administration (OSHA) regulations regarding the availability and use of the MSDS. Directors may also want to check with local officials (such as fire officials or insurance underwriters) for other recommendations concerning the storage and handling of flammable and poisonous substances.

#### Compliance Demonstration

Visitor interviews:

- Director/staff description of handling procedures for potentially hazardous materials

Visitor observations:

- Storage sites of hazardous materials
- Staff handling of hazardous materials as available

## FA

## Facilities: Site

### FA.3 - UTILITY SYSTEMS

#### Applies to:

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

#### Written Documentation Required

DNA: FA.3.1 does not apply if no utilities on site.

DNA: FA.3.1 does not apply if the camp is using a non-owned, ACA-accredited site.

#### FA.3.1 - Does the camp have on site:

- A. The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, or**  
**B. For a non-owned site, the written or posted telephone number of the individual or agency to contact in case of problems?**

#### Contextual Education

Camp staff should have information immediately available to enable them to locate cutoff points in the event of an emergency as well as for routine maintenance. Information may be obtained from utility companies or suppliers and from property files. Charts or descriptions should be available for immediate access.

#### Compliance Demonstration

Written documentation:

- Charts or blueprints with lines/cutoffs marked, *or*
- Written description of locations, *or*
- Posted contact information

## FA

## Facilities: Site

### FA.4 - WATER TESTING

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

**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.

#### Applies to:

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

#### 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?

##### 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.

#### Written Documentation Required

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.

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

#### Compliance Demonstration

Written documentation:

- Current, approved water test results from the appropriate authority

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

## FA

## Facilities: Site

### FA.5 - ELECTRICAL EVALUATION

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

**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.

#### Applies to:

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

#### FA.5.1 - Does the camp ensure an electrical evaluation is conducted annually by qualified personnel?

##### 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.

#### Written Documentation Required

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.

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

##### Compliance Demonstration

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

##### 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

## Facilities: Site

### FA.6 - FIRE AND SAFETY EQUIPMENT EVALUATION

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

**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.

#### Applies to:

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

#### Written Documentation Required

DNA: FA.6.1 does not apply if camp is on a non-owned site (accredited or non-accredited) although camp personnel should be aware of the location of fire extinguishers and alarms.

**FA.6.1 - Does the camp ensure that qualified personnel annually conduct a safety examination of the following fire equipment and areas to verify they are the appropriate type and functioning properly:**

**A. Smoke detectors, carbon monoxide (CO) detectors and other detection devices (detailing the location and working condition of each);**

**B. Fire extinguishers (detailing the type, location, and readiness of each); and**

**C. Sprinkler systems, fire suppression systems (properly located and in working order), and fire equipment applicable for use in:**

1. Fireplaces, chimneys, and any open fire areas; and
2. Cooking areas?

#### Contextual Education

“Qualified personnel” includes individuals specifically trained and experienced in fire safety and equipment (e.g., fire inspectors, insurance personnel). This may include camp personnel if they possess such qualifications. Different individuals are likely to conduct different aspects of the evaluation.

“Readiness” implies that all fire extinguishers have been inspected and are tagged, currently dated, and operational.

#### Compliance Demonstration

Written documentation:

- Evidence of annual evaluation such as receipt, letter from evaluator, log, dated checklist

Visitor interviews:

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

Visitor observations:

- Checking for current dates on the tags on fire extinguishers/equipment and other tagged equipment

## FA

## Facilities: Site

### FA.7 - POWER TOOLS

#### Applies to:

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

DNA: FA.7.1 does not apply if power tools are not used for any purpose (maintenance or program).

DNA: FA.7.1 does not apply if camp is on a non-owned site (accredited or non-accredited) and tools are not used for program.

#### FA.7.1 - Does the camp require power tools and machinery:

- A. Be equipped with necessary safety devices;**
- B. Be in good repair; and**
- C. Operated only by persons trained and experienced in their use?**

#### Contextual Education

This standard applies to tools and machines used by participants and staff in program activities as well as for maintenance. Camps that use volunteer crews for maintenance projects should have procedures to assure proper handling of power tools.

#### Compliance Demonstration

##### Visitor interviews:

- Director/staff description of policies and procedures for use of power tools and machinery

##### Visitor observations:

- Individuals using power tools/machinery when possible
- Power tools and machinery used by the camp (even if not in use at the time of visit)

## FA

## Facilities: Site

### FA.8 - PLAYGROUNDS

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

#### Applies to:

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

DNA: FA.8.1 does not apply if camp does not have a playground or playground apparatus, or never uses an off-site playground.

DNA: FA.8.1 does not apply if the camp is using a non-owned, ACA-accredited site.

**FA.8.1 - Does the camp staff check all playground apparatus and related areas to verify that equipment is in good repair for use by campers?**

#### Contextual Education

This standard applies to playgrounds on camp property and off-site. A “playground” is a play area with constructed apparatus in a defined space on which campers swing, climb, slide, jump, and play in an unstructured way. It does not include gymnastics or initiatives equipment in which an individual or group activity is directed, or an open field or games court. A playground includes a single swing, tire swing or other “homemade” equipment and the related area to any such apparatus.

Staff should establish a schedule for checking playgrounds used by campers on a regular basis if used daily, or immediately prior to the experience if used only occasionally by campers.

Regular checks by staff of playground equipment, on the camp or off site, should verify, for example, that all equipment is moving freely, that structures are sound, that no sharp edges or points exist, and that loose-fill materials are in place on the surface around the playground.

Camp owners/directors should be aware of any state/local regulations that specifically address playgrounds and inspection/safety requirements.

#### Compliance Demonstration

Visitor interviews:

- Director/staff description of maintenance procedures

Visitor observations:

- Playground and equipment (in use if possible)



## FA

## Facilities: Site

### FA.9 - PERMANENT SLEEPING QUARTERS

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

#### Applies to:

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

DNA: FA.9.1 does not apply if site has no permanent sleeping quarters.

DNA: FA.9.1 does not apply if the camp is using a non-owned, ACA-accredited site.

#### FA.9.1 - Do permanent sleeping quarters provide:

- A. A means for ventilation and temperature control;**
- B. At least thirty (30) inches between the sides of two beds; and**
- C. Adequate space to provide freedom of movement and allow exit in an emergency?**

#### Contextual Education

"Permanent sleeping quarters" refers to buildings, cabins, platform tents, covered wagons, yurts, RVs, and other structures that remain in a fixed location and are used as primary residences for campers, staff, or rental groups. Temporary shelters such as tents used for overnight camping and backpacking would not be subject to this standard.

#### Compliance Demonstration

Visitor observations:

- Randomly selected sleeping quarters throughout the site

<b>FA</b>	<b>Facilities: Site</b>
<b>FA.10 - SMOKE DETECTORS AND CARBON MONOXIDE (CO) DETECTORS</b>	

**Applies to:**

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

DNA: FA.10.1 and FA.10.2 do not apply if 30 percent or more of the wall area is screened or open, or if camp has no buildings used for sleeping.

DNA: FA.10.2 does not apply if no fuel burning equipment is present.

DNA: FA.10.1 and FA.10.2 do not apply if the camp is using a non-owned, ACA-accredited site.

**FA.10.1 - Are all buildings used for sleeping:**

**Constructed or equipped with smoke detection equipment in working order?**

**FA.10.2 - Are all buildings used for sleeping:**

**FA.10.2 Equipped with working CO detectors in any structure that contains fuel-burning equipment?**

**Contextual Education**

This standard applies only to sleeping quarters located in buildings. "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. The situation of private residents is covered in the applicability statements.

Part FA.10.2 of this standard applies to all enclosed structures that contain a combustible-fuel heat source (i.e., any kind of fuel that burns, and does not include electric heat units). A CO detector should be installed on each floor of a building or structure used for sleeping, and within each bedroom if occupants sleep with a closed door. The detector should be installed according to instructions specified with the equipment.

**Compliance Demonstration**

Visitor observations:

- Testing of random smoke and CO detectors
- Verification of placement in randomly selected buildings

## FA

## Facilities: Site

### FA.11 - BUNK GUARDRAILS

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

#### Applies to:

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

DNA: FA.11.1 does not apply if no bunk beds are used or if bunks are used only by persons sixteen (16) and older.

DNA: FA.11.1 does not apply if the camp is using a non-owned ACA accredited site.

**FA.11.1 - Does the camp require that upper bunks or beds, when the mattress base is more than 30 inches from the floor used by campers, be equipped with guardrails on each side of the bed (if the bed is attached to the wall no guardrail is required)?**

#### Contextual Education

The Consumer Product Safety Commission (CPSC) defines a bunk bed as: "a bed with the bottom of its mattress foundation more than 30 inches above the floor. The mattress foundation is the base or support on which you place the mattress."

Guardrails shall be attached so that they cannot be removed without either intentionally releasing a fastening device or applying forces sequentially in different directions.

To prevent entrapment or choking, CPSC recommends that the bottom of the rail be no more than three and one-half (3½) inches from the top of the bed frame, and that the top of the rail be at least five (5) inches above the top of the mattress.

#### Compliance Demonstration

Visitor observations:

- Randomly selected sleeping areas using bunk beds

## FA

## Facilities: Site

### FA.12 - HEALTHCARE CENTER

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

DNA: FA.12.1 does not apply to camps with no base site.

DNA: FA.12.1-C and FA.12.1-D do not apply for day camps

DNA: FA.12.1-C and FA.12.1-D do not apply for short-term camps

**FA.12.1 - Does the physical environment of the camp's healthcare shelter or center provide at minimum:**

**A. Available toilet(s),**

**B. Available water for drinking and cleaning,**

**C. One bed per fifty (50) campers and staff (except for day camps of any length); and**

**D. Isolation, quiet, and privacy for those admitted?**

#### Contextual Education

"Available" toilets and water means a location in or next to the healthcare area so that ill or injured persons have easy access. Sufficient amounts of water for drinking and cleansing should be on hand.

#### Compliance Demonstration

Visitor observations:

- Facility in use

## FA

## Facilities: Site

### FA.13 - ACCESS OF SPECIALIZED ACTIVITY AREAS

#### Applies to:

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

#### Written Documentation Required

DNA: FA.13.1 does not apply if the camp does not provide specialized program activities to include horseback riding and adventure/challenge areas.

**FA.13.1 - Does the camp control access to all specialized program activity areas except when a group is actively supervised by a qualified adult activity leader?**

#### Contextual Education

The intent of this standard is to prevent use of specialized activity areas by unauthorized or unsupervised persons, as well as to avoid potentially hazardous situations when the area is in use. Access may be controlled through scheduling, education, or regulations, as well as with posted "off limits" signs, physical barriers, and dismantled equipment.

The definition of a "specialized program activity area" will vary based on the types of activities offered. For example, if a camp offers adventure/challenge activities, access to activity areas including ropes courses, rappelling towers, and zip lines should be controlled. In the context of horseback riding, access to stables, corrals, paddocks, and riding rings should be controlled.

"Actively supervised" means the qualified adult is present and monitoring the activity.

"Qualified" means the activity leader at least meets the requirements of standards ST.33.

Levels of qualification may vary due to the age of participants and content of the activity.

#### Compliance Demonstration

Written documentation:

- Posted signs
- Written policy

Visitor interviews:

- Director/staff and camper explanation of staff coverage and access control measures

Visitor observations:

- Selected activity areas

## FA

## Facilities: Site

### FA.14 - HANDWASHING FACILITIES

**APPLICABILITY:** Standards FA.14 through FA.20 do not apply if the camp is using non-owned, ACA-accredited site.

#### 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.

#### FA.14.1 - Are handwashing facilities adjacent to toilets and readily available in areas where food is prepared and consumed?

##### 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

## **Facilities: Food Service**

### **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: 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.

## FA

## Facilities: Food Service

### FA.15 - FOOD SERVICE AREAS

**APPLICABILITY:** Standards FA.14 through FA.20 do not apply if the camp is using 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.

#### 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?

##### 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

## Facilities: Food Service

### FA.16 - REFRIGERATION

**APPLICABILITY:** Standards FA.14 through FA.20 do not apply if the camp is using 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.

#### 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.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?**

#### 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 degrees 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.

#### 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

## FA

## Facilities: Food Service

### FA.17 - FOOD TEMPERATURES

**APPLICABILITY:** Standards FA.14 through FA.20 do not apply if the camp is using 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.

#### 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.

#### 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?

##### 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 degrees 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

## Facilities: Food Service

### FA.18 - SANITIZED UTENSILS AND SURFACES

**APPLICABILITY:** Standards FA.14 through FA.20 do not apply if the camp is using 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.

#### 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.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?

#### 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

## FA

## Facilities: Food Service

### FA.19 - DISH WASHING

**APPLICABILITY:** Standards FA.14 through FA.20 do not apply if the camp is using 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.

#### 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?

#### 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

## Facilities: Food Service

### FA.20 - DISH DRYING AND STORAGE

**APPLICABILITY:** Standards FA.14 through FA.20 do not apply if the camp is using 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.

#### Applies to:

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

#### 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?

#### 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.

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.

#### 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

## Facilities: Transportation

### 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: 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.

## FA

## Facilities: Transportation

### FA.21 - NONPASSENGER VEHICLES

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

#### Applies to:

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

**FA.21.1 - Does the camp prohibit the transportation of persons in vehicles or parts of the vehicle not designed for passengers?**

#### 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

## FA

## Facilities: Transportation

### FA.22 - EMERGENCY EQUIPMENT

**APPLICABILITY:** 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.

**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.

#### 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.

**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?**

#### 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

## Facilities: Transportation

### FA.23 - MECHANICAL EVALUATION

**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.

#### Applies to:

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

#### 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.

**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?**

#### 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

## Facilities: Transportation

### FA.24 - SAFETY CHECKS

**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.

#### 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.

#### FA.24.1 - Does the camp require safety checks on vehicles used to transport persons that include:

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

#### FA.24.2 - Does the camp require safety checks on vehicles used to transport persons that include:

**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?**

#### 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

## Health and Wellness

### HEALTH AND WELLNESS

Camps vary in their healthcare needs based on clientele, type and length of program, number of trained healthcare providers on the camp staff, and distance from professional medical facilities.

Camps need to determine what type of healthcare provider and healthcare plan are in the best interest based on these factors.

All camps need a well-thought-out healthcare plan that provides for the needs of campers, staff, and rental groups. Potential health risks to the clientele need to be identified and evaluated, and plans for prevention and care need to be specified.

Depending on the type of programs and services the camp offers throughout the year, camps may need to address the requirements of standards for several types of camp operations. When a camp seeking accreditation provides day camp, resident camp, short-term resident camp, trip/travel camp, and/or leases to rental groups at any time during the year, the applicable health and wellness standards must be scored (NOTE: Refer to standards in the Administration Section when rental groups are served).

The American Camp Association standards define minimums in terms of staff, facilities, and procedures for healthcare. They also allow for flexibility in determining the specifics of healthcare planning.

Several designated standards are not scored for nonmedical religious campers or camps.

## HW

## Health and Wellness

### HW.1 - CAMPER HEALTH HISTORY

#### Applies to:

- Day camps
- Resident camps

#### MANDATORY

#### Written Documentation Required

**HW.1.1 - Does the camp require each camper to submit a current, signed health history that includes all of the following information in relation to the activities in which the camper may participate?**

- A. Record of allergies and/or dietary restrictions;**
- B. Record of current medications, both prescribed and over-the-counter;**
- C. Record of past health treatment, if any;**
- D. A statement from the custodial parent/guardian attesting that all immunizations required for school are up to date including the actual date (month/year) of last tetanus shot (a physician statement, a government immunization report, or a school immunization report is also acceptable);**
- E. Description of any current physical, mental, emotional, social health, developmental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp; and**
- F. Description of any camp activities the camper should be exempted from for health reasons?**

#### Contextual Education

A “health history” is a current record of one’s past and present health status completed and signed by an adult camper or the parent/guardian of a minor. “Current” means prepared specifically for the camp season.

The required signature serves as evidence that the adult camper or the custodial parent/guardian has supplied complete and accurate health information related to the camper’s participation in specific activities as outlined in AD.33.

NOTE: If camps have minors who do not have immunizations — for religious or other reasons — camps may allow a signed waiver or refusal.

#### Compliance Demonstration

Written documentation:

- Copy of blank health history
- Randomly selected camper health history forms

## HW

## Health and Wellness

### HW.2 - PERMISSION TO TREAT

#### Applies to:

- Day camps
- Resident camps

**HW.2.1 - For all minors and adults needing cognitive assistance does the camp have:**

- A. Signed permission to provide routine healthcare services, administer medications, and seek emergency services; or**
- B. A signed waiver refusing permission to treat by the custodial parent/guardian?**

#### Written Documentation Required

##### Contextual Education

“Routine healthcare” may include, but is not limited to, those treatment procedures addressed in standard HW.9. Regarding the administration of medications, some states require parental permission even for caregivers to administer over-the-counter medications such as analgesics, cough syrup, and topical ointments.

Camp directors should be aware of the privacy and confidentiality issues they need to address and if/how the Health Information Portability and Accountability Act (HIPAA) might impact them.

If parents or guardians refuse to sign a permission-to-treat form for religious or other reasons, the camp should have a signed form specifying action to be taken if the camper needs care or treatment and releases the camp from liability if the parent or guardian cannot be reached in an emergency.

##### Compliance Demonstration

Written documentation:

- Example of blank forms that request this information
- Randomly selected camper forms

## HW

## Health and Wellness

### HW.3 - CONTACT INFORMATION

#### Applies to:

- Day camps
- Resident camps

#### Written Documentation Required

**HW.3.1 - Does the camp have access to this information for campers on site or through the trip and travel group:**

- A. Name and birth date of each minor;**
- B. Home address;**
- C. Name, address, and telephone number including business phone(s) (if applicable) and cell phone number of parent/guardian responsible for each minor; or**
- D. Telephone number(s) of additional persons to contact in case of emergency during the individual's stay at camp?**

#### Contextual Education

The intent is to have appropriate information immediately available in case of an emergency.

#### Compliance Demonstration

Written documentation:

- Example of blank forms that request this information
- Randomly selected camper forms

## HW

## Health and Wellness

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

#### Applies to:

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

#### MANDATORY

#### Written Documentation Required

#### 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?**

#### 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

## Health and Wellness

### 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.

#### HW.5.1 - Does the camp:

**Assess and determine the need for campers to have a physical exam by an appropriately licensed healthcare provider?**

#### HW.5.2 - Does the camp:

**Require completion of the health exam within the previous 24 months?**

#### 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

## Health and Wellness

### HW.6 - HEALTH SCREENING FOR RESIDENT CAMPS

#### Applies to:

- Resident camps

#### Written Documentation Required

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

#### 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.

#### 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

## Health and Wellness

### HW.7 - HEALTH INFORMATION REVIEW AND SCREENING FOR DAY CAMPS & 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.

#### HW.7.1 - Does the camp's health information review and opening day screening include:

##### Designate staff members who:

- A. Review the health information of campers within twenty-four (24) hours of campers' first arrival at camp;
- B. Collect any medications to be administered during a camper's enrollment?

#### HW.7.2 - Does the camp's health information review and opening day screening include:

**For camps serving individuals with special medical needs, a review of the health information and screening process by a licensed healthcare provider?**

#### 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

## Health and Wellness

### HW.8 - PARENT NOTIFICATION

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

#### Included in Required Written Documentation Review

#### HW.8.1 - Does the camp:

**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?**

#### HW.8.2 - Does the camp:

**Document when a parent/guardian has been notified, including attempts to notify a parent/guardian, due to a camper's illness or injury?**

#### 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

## Health and Wellness

### 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.

#### HW.9.1 - Are healthcare policies and/or procedures for each type of camp operation:

**Reviewed at least every three (3) years by a licensed healthcare professional whose scope of practice allows such a review?**

#### HW.9.2 - Are healthcare policies and/or procedures for each type of camp operation:

**Written so they include:**

- A. Scope and limits of camp healthcare services provided, including qualifications and locations of personnel;**
- B. Authority and responsibilities of the camp healthcare administrator and provider;**
- C. Authority and responsibilities of other camp staff to provide health and emergency care;**
- D. Guidelines for when to access additional external medical and mental health resources; and**
- E. Treatment procedures allowed under the scope of practice of the designated healthcare provider(s) for dealing with reasonably anticipated illnesses and injuries?**

#### 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 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.

Written materials should identify names, locations, and phone numbers of additional health resources. When campers from a nonmedical religious tradition are part of the population, the camp’s materials should include appropriate contacts for health problems of nonmedical religious campers.

Mental health resources may include crisis team support, providing an opportunity for emotional support, and debriefing as needed following critical incidents. This may also include psychologists, psychiatrists, clergy, and hotline numbers.

“Treatment procedures” include those that are commonly accepted and appropriate to the

healthcare provider's credentials when providing care for illnesses or injuries. This may also include general first-aid guidelines and identify situations when professional medical treatment or advice should be sought. Camps with both licensed health center staff and non-licensed (tripping) staff should consider two separate treatment procedures, each reflecting the scope of the staff member's credential (e.g., first-aid certified vs. nurse licensed).

Procedures for care and treatment should be appropriate for the scope of practice of personnel providing healthcare in the camp (e.g., nurse, EMT, first-aider) and should be specific to reasonably anticipated camp injuries and illnesses. Because accepted practices and medications change frequently, these procedures and protocols should be reviewed annually to determine acceptability with current practice. The camp's healthcare provider should be present to review the procedures when possible.

Note: Treatment procedures may need to be signed annually depending on the scope of practice and/or credentials of the camp's healthcare provider.

### **Compliance Demonstration**

Written documentation:

- Policies and procedures to include treatment procedures

Visitor interviews:

- Director/staff description of dissemination methods

## HW

## Health and Wellness

### HW.10 - INFORM STAFF OF SPECIFIC NEEDS

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### HW.10.1 - Are staff informed of any specific needs of campers for whom they are responsible?

##### Contextual Education

All appropriate staff members should be informed of camper physical, mental, emotional, social, and developmental needs or restrictions of campers under their supervision, whether in the cabin or in program activities.

This may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems such as choking, seizures, and hypoglycemia; care and handling of campers with wheelchairs, prosthetic and orthopedic devices; and care of individual campers with any other specialized needs or behavioral challenges.

##### Compliance Demonstration

Visitor interviews:

- Director/staff explanation of procedures and their implementation

## HW

## Health and Wellness

### HW.11 - HEALTHCARE EQUIPMENT, SUPPLIES, AND EMERGENCY ASSISTANCE

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

#### 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?**

#### 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

## Health and Wellness

### 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.**

#### 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

## Health and Wellness

### HW.13 - MEDICATION STORAGE AND ADMINISTRATION

#### 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.

**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?**

**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.**

#### 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.

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.

**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.

**Compliance Demonstration**

Written documentation:

- Written instructions for medication

Visitor observations:

- Drug storage areas

Visitor interviews:

- Director/staff description of the procedures in use

## HW

## Health and Wellness

### HW.14 - RECORDKEEPING

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

#### HW.14.1 - Does the camp maintain:

**A recordkeeping system in which at least the following information is permanently recorded:**

**A. Date, time, and legal name of the injured or ill person;**

**B. General description of injury or illness;**

**C. Description of treatment (if administered), including any treatment administered away from the healthcare facility;**

**D. Administration of all medications; and**

**E. Initials of person evaluating and treating?**

#### HW.14.2 - Does the camp maintain:

**Reports of all health incidents resulting in injury requiring professional medical treatment?**

#### Contextual Education

An appropriate recordkeeping system should be developed by the camp that captures the information listed above and any other pertinent data (e.g., attempts to contact parents or contact with external healthcare providers on behalf of the camper or staff member). A bound book with preprinted page numbers and lined pages is frequently used to meet Part A of this standard. Such a system is particularly helpful when many people keep health records, or when records are kept by individuals without extensive medical training. Any system used should be reviewed by medical and legal counsel. Camps should keep separate records for campers and staff to meet OSHA regulations. Computerized records are acceptable under this standard only when there is a method of ascertaining when records have been altered.

The camp system should also include a method for capturing health records generated when a group is away from the camp's main health center.

The administration of medications on a daily, routine schedule to a number of campers and/or staff may be recorded on one form specific to that camp session and appended to the health records for that group or individual.

Regarding HW.14.2 of the standard, "professional medical treatment" includes all medical attention by or consultation with a licensed prescriber following an injury or incident.

#### Compliance Demonstration

Written documentation:

- Random logs and reports

Visitor interviews:

- Director/staff description of recordkeeping process

## HW

## Health and Wellness

### HW.15 - STAFF HEALTH HISTORY

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

DNA: HW.15.1 A, B, and C do not apply to short-term programs.

**HW.15.1 - Does the camp request each seasonal staff member to submit a current, signed health history (and qualified medical personnel's statement if the camp requires a physical) that includes the following information:**

**A. Based on the staff member's job description, clarification of any camp activities from which the staff member should be exempted or limited for health reasons as indicated by a qualified medical personnel (only required if the camp requires staff to have a health exam);**

**B. Date (month/year) of last tetanus shot;**

**C. A statement indicating if the staff member requires any medication that might impair their ability to perform the essential functions of their position (if so, the staff member must discuss details with the camp healthcare provide);**

**D. Record of allergies;**

**E. Whom to contact in case of emergency; and**

**F. Permission to treat in case of emergency?**

#### Contextual Education

A "health history" is a current record of one's past and present health status that is completed and signed by the staff member (or by a custodial adult if staff member is a minor). "Current" means prepared specifically for the camp season.

The required signature serves as evidence that the staff member has supplied complete and accurate health information related to the job description.

Disclosure by the staff of a medical condition or medication that could impair his/her ability to perform the essential functions of the position may indicate that the staff member is entitled to a reasonable accommodation under the ADA. The camp should consult legal counsel with any questions and/or concerns. Such disclosure should also be treated with the strictest of confidence and be shared only on a specific need-to-know basis.

Note: If camps have staff members who do not have immunizations, for religious or other reasons, a "record" can be a signed refusal or a signed waiver form.

If staff members refuse to sign a permission-to-treat form, for religious or other reasons, the camp should have a signed form that specifies action to be taken if the person needs care or treatment and releases the camp from liability.

#### Compliance Demonstration

Written documentation:

- Copy of blank health history

## HW

## Health and Wellness

### HW.16 - CONTACT INFORMATION FOR STAFF MEMBERS WHO ARE MINORS

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

**HW.16.1 - Does the camp have access to this information for all staff members who are minors (seasonal and year-round):**

**A. Birth date of each minor staff member;**

**B. Home address and preferred phone numbers (at least two) for each minor staff; and**

**C. Name, address, and telephone number including business phone(s) of parent/guardian responsible for each minor staff member?**

#### Written Documentation Required

DNA: HW.16.1 does not apply if the camp never has any staff members who are minors.

#### Contextual Education

The intent is to have appropriate information immediately available in case of an emergency.

#### Compliance Demonstration

Written documentation:

- Example of blank forms that request this information
- Randomly selected staff forms

## HW

## Health and Wellness

### HW.17 - HEALTH SCREENING FOR RESIDENT CAMP STAFF

#### Applies to:

- Resident camps

DNA: HW.17.1 does not apply to nonmedical religious camps.

**HW.17.1 - Does camp seasonal staff undergo a health screening prior to camper arrival that:**

**A. Is conducted by a licensed healthcare provider or an adult following specific instructions of an appropriately licensed prescriber?**

**B. And screening includes:**

1. **A check for observable evidence of illness, injury, or communicable diseases or condition;**
2. **Verification of and update to health history information to identify changes in health status, or special needs that may require follow-up?**

#### Contextual Education

The purpose of the screening is to verify and update the health history received from each staff member prior to participation in camp activities. "Licensed prescriber" includes licensed prescribers and in some states, physician's assistants and certified nurse practitioners, or other healthcare provider, licensed by the state in which the camp is located to conduct health examinations.

The staff health screening is a time to ascertain if the staff member can meet the essential functions of their job. At the camp's discretion and in addition to physical evaluation, screening of any mental health concerns may also be completed (i.e., questioning, review of meds).

#### Compliance Demonstration

Visitor interview:

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

## HW

## Health and Wellness

### HW.18 - FIRST-AID KITS

#### Applies to:

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

**HW.18.1 - In addition to the healthcare center, is a first-aid kit stocked with supplies appropriate to the location and activity, including personal protective equipment, readily available at these locations (where applicable):**

- A. Aquatic areas;**
- B. Specialized activity areas;**
- C. Out-of-camp trips;**
- D. Food service areas; and**
- E. Vehicle(s)?**

DNA: HW.18.1 does not apply if the camp does not provide or offer any of the activities listed, have a food service area, and does not provide any vehicles for camper transport.

#### Contextual Education

The extent of first-aid supplies immediately available to first-aiders may depend on the location of additional emergency help and supplies and the credentials and training of providers using the kit. Camps should also have a biohazard clean-up kit readily accessible for each aquatic and kitchen area. For example, a first-aid kit at the lake or river may need to be more extensive than one at a pool located next to the camp health center. Staff-supervised groups going off site must be sure to carry appropriate emergency supplies.

“Personal protective equipment” to prevent the spread of bloodborne pathogens should include at least a pocket mask or other breathing barrier and disposable gloves.

#### Compliance Demonstration

Visitor observations:

- Random first-aid kits seen in vehicles, food service areas, healthcare center, activity, and aquatic areas

## **Staff and Supervision: Qualifications**

### **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.



## ST

## Staff and Supervision: Qualifications

### ST.1 - FOOD SERVICE SUPERVISOR

#### Applies to:

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

**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?**

#### 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.

#### Written Documentation Required

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

#### Compliance Demonstration

Written documentation:

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

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.

## ST

## Staff and Supervision: Qualifications

### ST.2 - HEALTHCARE PROVIDER

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

DNA: ST.2.1, ST.2.2, ST.2.3, and ST.2.4 do not apply if camp types specified are never applicable.

DNA: ST.2.1, ST.2.2, ST.2.3, and ST.2.4 do not apply for exclusively trip/ travel camps.

#### ST.2.1 - Does the camp have a designated healthcare provider on site who:

**For day camps and short-term camps, is a licensed prescriber or registered nurse on site daily, or does the camp have access by phone or video to a licensed prescriber or registered nurse with whom prior written arrangements have been made to provide prompt consultation and other healthcare support to the camp?**

#### ST.2.2 - Does the camp have a designated healthcare provider on site who:

**For resident camps, is a licensed prescriber or registered nurse:**

- A. On-site daily— either continually or at some point throughout the day to conduct in-person consultation with the on-site healthcare provider; or**
- B. Available for a pre-arranged daily video “chat” with the camp healthcare provider to provide consultation and support?**

#### ST.2.3 - Does the camp have a designated healthcare provider on site who:

**For camp sessions primarily serving individuals with special medical needs, is the provider a licensed prescriber or registered nurse?**

#### ST.2.4 - Does the camp have a designated healthcare provider on site who:

**For nonmedical religious camps, is a provider an individual meeting qualifications specified in writing by the religious program?**

#### Contextual Education

In ST.2.1, “access by phone” should be to a specific licensed prescriber or registered nurse who is familiar with the camp’s healthcare needs. Access to a 911 emergency phone system or “Call a Nurse” (or similar) does not qualify as access to specific medical personnel providing ongoing consultation to oversee camp health.

In ST.2.2, “daily consultation” should include checking current health concerns or recent treatments and reviewing the health log and incident/accident reports.

“On the camp site daily” or “daily video chat” refers to a time each day when a person so licensed is on the property or available via video to consult with the healthcare staff. This individual—someone with healthcare or medical training—will evaluate camp health practices, review the medication log, and consult about trends and concerns to provide advice and input on current health and wellness concerns to the designated healthcare provider in camp. The video chat can be through an established tele-medical service or through another video chat service (Skype, Zoom, etc.)

Registered nurses and licensed prescribers are qualified to meet this standard only if they are

permanently or temporarily licensed or recognized by the state in which the camp is located. As a general rule, professional healthcare staff trained abroad are not permitted to fulfill the functions of a doctor or nurse until they have completed state board examinations and are licensed in the state. If using video chat, it is important to confirm the licensing status of that individual to practice in the state in which the camp is located.

For camps primarily serving persons with special medical needs, provision must be made for similarly qualified substitutes when the licensed prescriber or registered nurse must be away from camp for more than twelve (12) hours in a resident camp, or more than one day in a day camp.

In nonmedical religious camps, there must be a person on duty designated to handle health and incident/accident situations who meets the qualifications specified in writing by the religious body.

### **Compliance Demonstration**

Written documentation:

- Current certification cards or license of staff members meeting standard
- For ST.2.1: Written letter and/or agreement to provide consultation and support for day camps or short-term camps
- For ST.2.2: Written letter and/or agreement to provide consultation and support if using video chat for resident camps

Visitor interviews:

- Director description of healthcare provider coverage

## ST

## Staff and Supervision: Qualifications

### ST.3 - FIRST-AID AND EMERGENCY CARE PERSONNEL

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

**ST.3.1 - Does the camp require an adult with the following minimum qualifications to be on duty at all times when campers are present:**

**When access to the emergency medical system (EMS) is 30 minutes or less, certification by a recognized provider of training in first aid and CPR/AED (cardiopulmonary resuscitation and the use of an automated external defibrillator)?**

#### MANDATORY ALL

#### Written Documentation Required

DNA: ST.3.1, ST.3.2, and/or ST.3.3 do not apply if camp types or locations specified are never applicable.

**ST.3.2 - Does the camp require an adult with the following minimum qualifications to be on duty at all times when campers are present:**

**When access to emergency rescue systems or EMS is more than 30 minutes, certification from a recognized provider of training in wilderness first aid and CPR/AED?**

**ST.3.3 - Does the camp require an adult with the following minimum qualifications to be on duty at all times when campers are present:**

**For nonmedical religious camps, an individual meeting qualifications specified in writing by the religious sponsor?**

#### Contextual Education

“On duty at all times” means that the appropriately certified or licensed person is available in camp or on the trip, and staff or campers know how to contact them.

“Access to the emergency medical system (EMS)” means how long it would take before a person could receive a higher level of medical assistance at the site of the incident/accident.

When a camp offers trips (both short and long) off site, higher levels of certification may be required depending on the trips and anticipated access to emergency services. Camps should consider personnel requirements on all out-of-camp trips in relation to the distance requirements of this standard.

Camps should evaluate their location, clientele, and activities, and provide person(s) with a higher level of training to provide emergency first-aid coverage, if appropriate. CPR certification must be appropriate for the age of the campers served.

#### Compliance Demonstration

Written documentation:

- Current certification cards or licenses of staff members meeting standard

Visitor interviews:

- Director description of first-aid and emergency care personnel

## ST

## Staff and Supervision: Qualifications

### ST.4 - HEALTHCARE AWAY FROM MAIN CAMP

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

DNA: ST.4.1 does not apply if there are never hikes, trips, or activity locations where the camp healthcare provider is not immediately available.

**ST.4.1 - For any out-of-camp trips or activity locations or situations where the camp healthcare provider is not present or nearby, does the camp require that a staff member with current first-aid and CPR/ AED certification be designated and immediately available who has been oriented to:**

- A. Provide for routine healthcare needs for the designated group of participants; and**
- B. Handle life-threatening emergencies related to the health conditions of the participants and the environmental hazards associated with the area?**

#### Contextual Education

This standard applies to overnights, out-of-camp trips, or activity locations some distance from help in case of an emergency, as well as to times when the camp healthcare provider is on a day off or is out of camp.

Orientation for staff members may include instructions concerning medications for group participants, any restrictions for group members, and general health instructions related to the activity (e.g., precautions and treatment for sunburn, dehydration, altitude sickness, and hypothermia).

“Life-threatening emergencies” refers to reasonably expected potential emergencies related to known health conditions of the participants for a particular activity. If a child has epilepsy, for instance, a staff member should be trained in how to handle seizures; if a child is known to be allergic to bee stings, a staff member should be oriented to deal with that need.

#### Compliance Demonstration

Visitor interviews:

- Director/staff description of healthcare coverage and orientation

## ST

## Staff and Supervision: Qualifications

### ST.5 - DIRECTOR QUALIFICATIONS

#### Applies to:

- Day camps
- Resident camps

**ST.5.1 - Does the on-site director for day and resident camp programs have these qualifications:**

**At least two prior seasons of administrative or supervisory experience in an organized camp?**

#### Written Documentation Required

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

**ST.5.2 - Does the on-site director for day and resident camp programs have these qualifications:**

**Completes an average of five (5) hours per year of professional development that addresses the individual's needs related to the ACA core competencies?**

**ST.5.3 - Does the on-site director for day and resident camp programs have these qualifications:**

**Is at least 25 years of age?**

**ST.5.4 - Does the on-site director for day and resident camp programs have these qualifications:**

**If the camp primarily serves campers with special needs, at least twenty-four (24) weeks of experience working with that special population?**

#### 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

## Staff and Supervision: 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?**

#### 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

## Staff and Supervision: Qualifications

### 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

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.7.1 - Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible:**  
For all specialized program activities who has current certification from a recognized provider in first aid?

**ST.7.2 - Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible:**  
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)?

**ST.7.3 - Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible:**  
At each separate swimming and/or watercraft location (e.g., pool, lake, river) who has current certification from a recognized provider in first aid?

**ST.7.4 - Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible:**  
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)?

#### 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.



**Applies to:**

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

**Compliance Demonstration**

Written documentation:

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

**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.

## ST

## Staff and Supervision: Qualifications

### 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?**

#### 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

## Staff and Supervision: Qualifications

### ST.9 - ADVENTURE/CHALLENGE SUPERVISOR QUALIFICATIONS

#### 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 activity personnel.

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

#### ST.9.1 - Does the camp provide:

**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?**

#### ST.9.2 - Does the camp provide:

**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?**

#### 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](http://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

## ST

## Staff and Supervision: Qualifications

### 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 personnel.

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.

#### ST.10.1 - Does the camp provide:

**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?**

#### ST.10.2 - Does the camp provide:

**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?**

#### 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](http://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.

#### Compliance Demonstration

Written documentation:

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

## ST

## Staff and Supervision: Qualifications

### ST.11 - AQUATICS SUPERVISOR QUALIFICATIONS

#### 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.

#### ST.11.1 - Does the camp provide:

**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?

#### ST.11.2 - Does the camp provide:

**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?**

#### 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.

"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](http://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

## Staff and Supervision: Qualifications

### ST.12 - SWIM LIFEGUARD CERTIFICATION AND SKILLS VERIFICATION

#### Applies to:

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

#### ST.12.1 - To guard each swimming activity, does the camp:

**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?**

#### MANDATORY ALL

#### Written Documentation Required

#### ST.12.2 - To guard each swimming activity, does the camp:

**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?**

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

#### ST.12.3 - AND/OR

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

#### To guard each swimming activity, does the camp:

**Advise each rental group in writing to provide an individual with current certification as a lifeguard by a recognized certifying body?**

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

#### 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.

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

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

Check the ACA website, [ACAcamps.org](http://ACAcamps.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.

**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.

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

**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

## ST

## Staff and Supervision: Qualifications

### ST.13 - SCUBA DIVING ACTIVITIES

#### Applies to:

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

#### ST.13.1 - Whenever SCUBA diving occurs:

##### Does the camp provide:

- A. For any SCUBA activities involving noncertified divers, an adult with current SCUBA instructor rating from a recognized certifying body; and**  
**B. For SCUBA activities in which ALL participants are dive certified, an adult with at least current divemaster certification from a recognized certifying body?**

#### 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.

#### ST.13.2 - Whenever SCUBA diving occurs:

##### Are rental groups advised in writing to provide:

- A. For any SCUBA activities involving noncertified divers, an adult with a current SCUBA instructor rating from a recognized certifying body; and**  
**B. For SCUBA activities in which ALL participants are dive certified, an adult with at least current divemaster certification from a recognized certifying body?**

#### 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](http://ACAcamps.org), for information on recognized certifying bodies.

#### Compliance Demonstration

##### Written documentation:

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



## ST

## Staff and Supervision: Qualifications

### ST.14 - INSTRUCTIONAL SWIMMING ACTIVITIES

#### Applies to:

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

**ST.14.1 - For all instructional swimming activities: 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?**

#### Written Documentation Required

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

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

**ST.14.2 - For all instructional swimming activities:**

**Does the camp have a lifeguard out of the water continuously watching over the activity (see ST.12 and/or AD.46)?**

**ST.14.3 - For all instructional swimming activities:**

**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?**

#### 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, [ACAamps.org](http://ACAamps.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

## Staff and Supervision: Qualifications

### ST.15 - WATERCRAFT GUARD CERTIFICATION AND SKILLS VERIFICATION

#### Applies to:

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

**ST.15.1 - To guard each watercraft activity for day and resident camp programs and for youth groups, does the camp provide:**

**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?**

#### 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 provides 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.

**ST.15.2 - To guard each watercraft activity for day and resident camp programs and for youth groups, does the camp provide:**

**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?**

**ST.15.3 - To guard each watercraft activity for day and resident camp programs and for youth groups, does the camp provide:**

**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?**

#### 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.

“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, [ACAcamps.org](http://ACAcamps.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

## Staff and Supervision: Qualifications

### ST.16 - EXTENDED TRIP/TRAVEL LEADER QUALIFICATIONS

#### Applies to:

- Day camps
- Resident camps

#### 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:**

- A. Skills relevant to the extended trip/travel activities;**
- B. Endorsements or observations of good judgment and ability to assume leadership independently;**
- C. Experience or training in appropriately handling camper behavior;**
- D. Experience on trips of similar size, duration, and locale; and**
- E. Is at least 18 years or older?**

#### 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

## Staff and Supervision: Qualifications

### ST.17 - EXTENDED TRIP/TRAVEL AQUATIC SUPERVISOR QUALIFICATIONS

#### 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.

**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)?

#### 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.

“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](http://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 and Supervision: Training**

### **STAFF AND SUPERVISION : Training**

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.

## ST

## Staff and Supervision: Training

### ST.18 - VEHICLE NONDRIVER TRAINING

#### 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.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?**

#### 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

## ST

## Staff and Supervision: Training

### 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?**

#### 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

## Staff and Supervision: Training

### ST.20 - MOTORIZED WATERCRAFT TRAINING

#### Applies to:

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

#### Written Documentation Required

DNA: ST.20.1 and ST.20.2 do not apply if motorized watercraft or personal watercraft are never used.

#### ST.20.1 - Does the camp provide:

**All operators and drivers with training prior to the use of motorboats and motorized personal watercraft that includes procedures for:**

- A. Orientation to federal, state, and local watercraft laws including speed restrictions, operator age, and carriage requirements;**
- B. Familiarization with common navigation rules and boater courtesy;**
- C. Safely loading and unloading of passengers, including downed skiers, if applicable;**
- D. Dealing with mechanical failure; and**
- E. Refueling?**

#### ST.20.2 - Does the camp provide:

**On-the-water training in the specific type of watercraft to be used that includes:**

- A. Use of throttle, shift, and steering; and**
- B. Securing the craft at pier, dock, or mooring?**

#### Contextual Education

“Motorized boats” include ski boats, safety boats, motorized personal watercraft, outboards, and similar forms of watercraft.

“Carriage requirements” vary according to state and local regulations, along with the size of the vessel. Some requirements may include minimum numbers of PFDs, bells or whistles, visual distress signals, and the number of fire extinguishers that must be on board.

While the level or amount of training has not been specified by the standard, the intent is to provide boat-specific training even for individuals with experience operating motorized boats. It is particularly important for drivers to be oriented to site-specific speed limits and no-wake zones. Common navigation rules can be found at: [www.boatus.org/navigation-rules/](http://www.boatus.org/navigation-rules/)

Training may be provided by camp staff or rental group leaders. Training records are required for motorized boats used by the camp; written policies are required for rental groups if the camp does not provide supervision.

#### Compliance Demonstration

Written documentation:

- Training outline and records
- Information shared with rental groups when applicable

**ST****Staff and Supervision: Training****ST.21 - STAFF TRAINING FOR ROLE IN HEALTHCARE****Applies to:**

- Day camps
- Resident camps
- Short-term camps

**Written Documentation Required****ST.21.1 - Are camp staff trained to:**

- A. Identify their role and responsibilities related to camp healthcare;**
- B. Use healthcare supplies and equipment with which they may be furnished;**
- C. Identify those situations that should be attended to only by a designated healthcare provider; and**
- D. Use established sanitary procedures when dealing with infectious waste or body fluids?**

**Contextual Education**

The intent of this standard is to help assure that all camp staff members receive training about their roles for the identified situation and circumstances. Staff members require training to identify the limits and expectations of their participation in the delivery of healthcare, including first aid, in camp.

Roles and responsibilities of staff members will vary from camp to camp, but preventative roles may include watching for and planning to avoid illness, fatigue, dehydration, sunburn, ticks, and more. First-aid training should equip staff members to deal with reasonably anticipated healthcare concerns based on the clientele, location and activities. This could range from simple first-aid procedures to handling choking and seizures. Staff members may also require training in care for orthodontic, orthopedic, and prosthetic devices; persons in wheelchairs; individuals with bedwetting or homesickness, or those with mental, emotional, and social health concerns such as anxiety.

Regarding ST.21.1 D of the standard, “infectious waste” includes syringes, needles, or dressings wet with body fluids or blood. The use of barriers (e.g., CPR barriers, masks, or gloves), handwashing, sanitizing procedures, and appropriate waste disposal must be considered when developing procedures in this area. Camps with staff or campers requiring injections will need sharps containers for needle disposal. Biohazard bags (“red bags”) are required by OSHA for dressings or materials used to soak up blood, bodily fluids, or other potentially infectious waste. State departments of health can give guidance on appropriate handling and disposal procedures.

Universal precautions for bloodborne pathogens as established by OSHA are applicable to all camps.

**Compliance Demonstration**

Written documentation:

- Training outline/notes OR written procedures followed

Visitor interviews:

- Director/staff description of training

**ST**

**Staff and Supervision: Training**

**ST.22 - CAMP SECURITY TRAINING AND REHEARSAL**

**Applies to:**

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

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

**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).

**Written  
Documentation  
Required**

**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

## Staff and Supervision: Training

### ST.23 - EMERGENCY PLAN TRAINING AND REHEARSAL

#### Applies to:

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

**ST.23.1 - Does the camp provide training and rehearsal for staff, campers, and/or advise rental groups regarding how to respond appropriately to natural disasters and other reasonably foreseeable emergencies; to include what to do in case of an emergency and the potential for building and site evacuation procedures? The training and rehearsal should be based on the plan established in AD.19.**

#### Written Documentation Required

#### 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

## Staff and Supervision: Training

### ST.24 - MISSING PERSON TRAINING AND REHEARSAL

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

**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.**

#### 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

## Staff and Supervision: Training

### 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?**

#### 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.

#### 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

## Staff and Supervision: Training

### ST.26 - JOB TRAINING SPECIFIC TO ROLE

#### Applies to:

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

**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?**

#### 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**

**Staff and Supervision: Training**

**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?**

**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

## Staff and Supervision: Training

### ST.28 - CAMP STAFF RESPONSIBILITIES FOR GENERAL CAMP ACTIVITIES

#### Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups when camp has shared supervisory responsibilities

#### Written Documentation Required

**ST.28.1 - Has the camp established written procedures and trained staff members to supervise campers in various types of general and unstructured camp activities?**

#### Contextual Education

The training addressed in this standard should cover the responsibilities of any staff person on duty with campers during the general and unstructured activities of the camp day. These activities include everything that is not considered a specialized program in which designated and trained program staff members are responsible for campers. Unstructured camp activities include cabin time, night time, free time, playground, meal time, transitional periods, canteen, and personal hygiene periods (e.g., showers).

Supervision procedures and training should cover how to delineate roles when several staff members are present; what to look or listen for that may require action; intervention techniques; how and where to get additional help; location while on duty; and monitoring responsibilities specific to the activities, areas, and participants.

If camp staff personnel share supervision responsibilities with rental group leaders, procedures and training should clarify expectations for and responsibilities of both the camp staff and rental group leaders. Additional responsibilities specific to program specialists or program activities are noted in the program-related standards.

#### Compliance Demonstration

Written documentation:

- Training plan, schedule, and materials

Visitor interviews:

- Director/staff description of training

## ST

## Staff and Supervision: Training

### ST.29 - STAFF-CAMPER INTERACTION TRAINING

#### Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups when camp has shared supervisory responsibilities

**ST.29.1 - Has the camp established written procedures and trained staff members in areas relevant to creating a safe environment and expected to:**

- A. Speak with and listen to all campers respectfully;**
- B. Focus attention primarily on the campers; and**
- C. Promote mental, emotional, social, and physical health and safety?**

#### Contextual Education

The intent of this standard is to ensure that staff members are trained in techniques to promote a safe physical and emotional environment and positive staff–camper interactions. For example, staff should be trained to:

- Show respect for campers by calling them by their names or preferred nicknames;
- Use language easily understood by campers;
- Provide explanations for actions taken;
- Speak with campers at eye level;
- Use techniques that do not intentionally embarrass or ridicule campers or groups of people;
- Meet the mental, emotional, and social health needs of campers;
- Be sensitive to behaviors that indicate stress, and act on at-risk observations;
- Discourage and correct behaviors that include teasing, disrespectful behavior, belittling, or intimidation; and
- Carry out camp activities in different ways depending on the developmental level of the campers.

#### Written Documentation Required

#### Compliance Demonstration

Written documentation:

- Training schedule and materials

Visitor interviews:

- Director/staff description of training provided

Visitor observations:

- Camper/staff interaction

**ST**

**Staff and Supervision: Training**

**ST.30 - BEHAVIOR MANAGEMENT AND DISCIPLINE TRAINING**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups when camp has shared supervisory responsibilities

**Written Documentation Required**

**Included in Required Written Documentation Review**

**ST.30.1 - Has the camp established written procedures and trained staff members in behavior management procedures that include techniques to:**

- A. Teach problem-solving skills that achieve positive outcomes;**
- B. Recognize and address bullying; and**
- C. Implement fair and consistent disciplinary steps appropriate to the camper and situation?**

**Contextual Education**

The intent of this standard is to create an environment in which the campers are involved—in developmentally appropriate ways—in setting expectations and rules for how people should treat one another at camp. Training should enable staff members to develop competencies to guide group behavior to establish positive norms and employ appropriate problem-solving approaches.

Written procedures should identify the general philosophy and approach to discipline when it is necessary, including any progressive steps that may be implemented in disciplining a camper as well as identifying inappropriate techniques. Policies and procedures should emphasize the consistent and fair enforcement of rules.

**Compliance Demonstration**

Written documentation:

- Procedures related to behavior management techniques on which training is based

Visitor interviews:

- Director/staff description of training provided

Visitor observations:

- Camper/staff interaction and behavior management techniques used (if necessary)

**ST**

**Staff and Supervision: Training**

**ST.31 - SENSITIVE ISSUE POLICY TRAINING**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups when camp has shared supervisory responsibilities

**ST.31.1 - Has the camp established policies and trained staff members to recognize and know how to respond appropriately to socially sensitive conversations and behaviors?**

**Contextual Education**

Staff members should be able to recognize inappropriate conversation and behavior, and know how to respond. This might include a statement such as, "this is a discussion you should have at home" or "that's not a topic for camp." "Socially sensitive conversations and behaviors" may include topics such as smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce, and personal lives of staff members.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of procedures and training

## ST

## Staff and Supervision: Training

### ST.32 - EXTENDED TRIP/TRAVEL STAFF TRAINING

#### Applies to:

- Day camps
- Resident camps
- Camps serving rental groups when camp has shared supervisory responsibilities

#### Written Documentation Required

DNA: ST.32.1 does not apply if camp never offers extended trip/travel programs.

**ST.32.1 - Are trip and travel staff members provided with training, specific to the geography, climate, activities, and participants, to:**

- A. Assess safety concerns and potential activities hazards;**
- B. Enforce safety regulations and provide necessary instruction; and**
- C. Handle potential emergency situations?**

#### Contextual Education

“Training” may come from experience in leading similar programs, sessions conducted during staff orientation, or leadership development programs designed to train or certify trip or travel leaders. Because trip leaders do not have access to health center support services, thorough training is critical.

While it is always important to know how to handle emergencies, when traveling abroad this task may require additional work or study prior to travel to be prepared to handle an unexpected event.

#### Compliance Demonstration

Written documentation:

- Training schedule and topics

Visitor interviews:

- Director/staff description of training provided

**Staff and  
Supervision:  
Skill  
Verification  
and  
Observation**

**STAFF AND SUPERVISION: Skill Verification and Observation**

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.

**ST**

**Staff and Supervision: Skill Verification and Observation**

**ST.33 - SKILL VERIFICATION**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups when camp provides program staff

**Written Documentation Required**

DNA: ST.33.1 does not apply if the camp never provides staff for specialized program activities.

**ST.33.1 - Prior to leading activities, does the camp verify and evaluate the skills of each staff member teaching or assisting in specialized program activities?**

**Contextual Education**

It is important to verify skills, based on recommendations of authoritative sources, even for staffers with certifications.

**Compliance Demonstration**

Written documentation:

- Documentation of skills evaluation

Visitor interviews:

- Director/staff explanation of the process

**ST**

**Staff and Supervision: Skill Verification and Observation**

**ST.34 - STAFF OBSERVATION**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps serving rental groups when camp provides program or supervisory staff

**Written Documentation Required**

**ST.34.1 - Does the camp have a system of regular observations of staff members to provide support and ensure acceptable job performance criteria are continually practiced, and when applicable, observation and evaluation includes program areas (specialized activities, aquatics, trip staff)?**

**Contextual Education**

The intent of this standard is to ensure that observations of staff occur on a regular, systematic basis. The camp should establish guidelines that include specifications for how often observations should occur. However, the standard does not require that all staff members receive the same levels of supervision— staff with different backgrounds and skill levels may require different levels of supervision. Accordingly, the camp's guidelines should provide for observation levels that are appropriate to a staff member's skills, experience, requests for help, and previous evaluations. The frequency of observations may also vary based on factors such as the complexity of the program and length of the camp season, but an initial observation should occur early in the camp season with any corrective action requested be implemented immediately.

For program staff specifically, the intent of this standard includes that supervisors document observations of leaders conducting program activities with participants. Areas to evaluate include the staff enforcing established safety regulations; providing age- and ability-appropriate instruction to participants; and that staff members can identify and manage environmental and other hazards related to an activity. Documentation may include checklists, copies of performance evaluations, or notes taken by supervisors.

**Compliance Demonstration**

Written documentation:

- Verification of observation notes or other written system

Visitor interviews:

- Director/staff description of observation process

Visitor observations:

- Randomly selected activities



## **Staff and Supervision: Camper Supervision and Ratios**

### **STAFF AND SUPERVISION: Camper Supervision and Ratios**

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.

**ST**

**Staff and Supervision: Camper Supervision and Ratios**

**ST.35 - GENERAL CAMP ACTIVITIES SUPERVISION RATIOS AND STAFF AGE**

**Applies to:**

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

**ST.35.1 - Does the camp require and identify and/or advise rental groups to require and identify:**

**That ratios of staff who are on duty and supervising campers in units or living areas during unstructured time and in general camp activities should meet the following minimums?**

<b>Camper Age</b>	<b>Number Staff</b>	<b>Overnight Campers</b>	<b>Day-only Campers</b>
<b>5 years and younger</b>	<b>1</b>	<b>5</b>	<b>6</b>
<b>6–8 years</b>	<b>1</b>	<b>6</b>	<b>8</b>
<b>9–14 years</b>	<b>1</b>	<b>8</b>	<b>10</b>
<b>15-18 years</b>	<b>1</b>	<b>10</b>	<b>12</b>

**Written Documentation Required**

**ST.35.2 - Does the camp require and identify and/or advise rental groups to require and identify:**

**Exceptions (if any) to the general ratios in ST.35.1 for segments of the day when greater or fewer staff are required for supervision?**

**ST.35.3 - Does the camp require and identify and/or advise rental groups to require and identify:**

**Activities, locations, or situations where a minimum of two (2) staff members must be present?**

**ST.35.4 - Does the camp require and identify and/or advise rental groups to require and identify:**

**All staff members are at least sixteen (16) years of age and at least two (2) years older than the minors with whom they are working?**

**ST.35.5 - Does the camp require and identify and/or advise rental groups to require and identify:**

**At least 80 percent (100 percent for camps primarily serving persons with special needs) of the staff are eighteen (18) years of age or older?**

## Contextual Education

“General camp activities” are those that do not require special technical skills, equipment, or safety regulations other than those that generally apply throughout the camp. Examples include singing, nature studies, religious instruction, and crafts. Ratios and qualifications for supervision of specific program activities are covered in the standards dealing with those specific areas.

The camp should implement established supervision ratio policies for its own programs and advise leaders of rental groups about appropriate supervision ratios and policies. Appropriate supervision is one key to camper safety and program quality. Camps should evaluate their policies on a regular basis. To meet the appropriate ratios, a combination of camp staff and adult leaders for rental groups is acceptable.

Specific to ST.35.1, “staff” includes those individuals with the responsibility, authority, and training to provide direct supervision to camper groups. This may include counselors, general activity leaders, or other staff members who may provide supervision to campers without assistance. Junior counselors may be included in meeting the ratios in ST.35.1 only if they are considered staff and have received training and supervision to verify their ability to handle camper groups independently. “Staff” does not include campers in leadership training or counselors in training programs (often called CITs or LITs), other “counselor support personnel” (see glossary), or staff who have exclusive administrative, office, food service or maintenance duties.

In ST.35.2, any exceptions to the general ratios should be in accordance with the type of activity, the area, and characteristics of the participants. Camp policies may specify no exceptions. Exceptions for times such as free time, rest hour, after lights out, early morning, field trips, and overnights must be well-defined and justified; statistics indicate that these are the times when accidents and incidents are most likely to occur in camps.

In ST.35.3, camps must consciously determine when at least two (2) staff members are required to be present with camper groups, both for the sake of safety and to prevent situations that may increase the opportunity for child abuse. Examples of relevant activities and situations include overnights, trips, and showers.

When the camp serves campers with special physical, medical, cognitive, or behavioral needs who require additional staff support to participate in camp (e.g., physically or mentally disabled, developmentally delayed, emotionally disturbed), the following ratios of staff and counselor-support personnel to campers are suggested:

Camper Description	Staff	Campers
Needing constant and individual assistance or supervision	1	1
Needing close but not constant assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

Age ratios apply to programs staffed by the camp as well as to the instructions given to rental groups for supervision of youth.

## Compliance Demonstration

Written documentation:

- Supervision policies and ratios for campers and rental groups

Visitor interviews:

- Director/staff description of supervision practices

Visitor observations:

- Randomly selected camper groups and activities

## ST

## Staff and Supervision: Camper Supervision and Ratios

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

#### Applies to:

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

#### ST.36.1 - Does the camp:

**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?**

**AND/OR**

#### MANDATORY ALL

#### Written Documentation Required

#### ST.36.2 - Does the camp:

**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?**

#### 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](http://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**

**Staff and Supervision: Camper Supervision and Ratios**

**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?**

**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

## Staff and Supervision: Camper Supervision and Ratios

### ST.38 - CAMPER SUPERVISION AWAY FROM CAMP OR AT VENDOR PROVIDED PROGRAM

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

#### Written Documentation Required

DNA: ST.38.1 does not apply if camp never travels off site or never uses vendor for specialized or aquatic program activities.

**ST.38.1 - Are camp staff who accompany campers to any activity facilities off site and/or to programs provided by vendors (aquatic, specialized activity or while on trips) trained on written procedures that specify their supervisory roles and responsibilities?**

#### Contextual Education

When campers are at facilities off site for activities provided by the camp or vendors, and/or participating with vendor-provided programs who bring instructors, equipment, or animals (e.g., horses) to the camp, staff members must be aware of their supervisory responsibilities. Procedures must be written. Staff training should clarify responsibilities including location of staff, camper behavior management, communication, and health-related matters. Staff responsibilities will vary depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

#### Compliance Demonstration

Written documentation:

- Training plan, schedule, and materials

Visitor interviews:

- Directors/staff explanation of training and supervision practice

## ST

## Staff and Supervision: Camper Supervision and Ratios

### ST.39 - TRANSPORTATION SUPERVISION

#### Applies to:

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

#### Written Documentation Required

DNA: ST.39.1 does not apply if camp never transports campers.

**ST.39.1 - Does the camp establish written supervision ratios of staff to campers that consider the age, development and mental ability, and physical condition of all campers during transport?**

#### Contextual Education

The camp should analyze situations that may require additional staff supervision when determining transportation ratios. For example, a camp may want to avoid instances in which 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.

#### Compliance Demonstration

Written documentation:

- Established ratios regarding supervision during transport

Visitor interviews:

- Director/staff description of implementation of transportation policies

<b>ST</b>	<b>Staff and Supervision: Camper Supervision and Ratios</b> <b>ST.40 - SUPERVISION RATIOS FOR SPECIALIZED PROGRAM ACTIVITIES</b>
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**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.

**ST.40.1 - For each type of specialized program activity, does the camp specify and maintain:**

**Sufficient ratios of trained staff to participants required to meet the camp's guidelines established in writing?**

**ST.40.2 - For each type of specialized program activity, does the camp specify and maintain:**

**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?**

**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

## Staff and Supervision: Camper Supervision and Ratios

### ST.41 - SUPERVISION RATIOS FOR TRIPS OF ANY LENGTH

#### Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.

#### ST.41.1 - For trips of any length, does the camp specify and maintain:

**Sufficient ratios of trained staff to participants required to meet the camp's guidelines established in writing?**

#### ST.41.2 - For trips of any length, does the camp specify and maintain:

**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?**

#### ST.41.3 - For trips of any length, does the camp specify and maintain:

**For each extended trip/travel, at least one staff member in addition to the qualified trip leader?**

#### 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

## Staff and Supervision: Camper Supervision and Ratios

### ST.42 - AQUATIC SUPERVISION RATIOS

#### Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.

**ST.42.1 - Does the camp specify and maintain and/or advise rental groups to specify and maintain:**

**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?**

**ST.42.2 - Does the camp specify and maintain and/or advise rental groups to specify and maintain:**

**A minimum of two (2) trained staff members are present at all times, at least one of whom is an adult?**

#### Contextual Education

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.

#### 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: General

### 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.

**PD**

**Program: General**

**PD.1 - PROGRAM PROGRESSION**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps

**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?**

**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**

**Program: General**

**PD.2 - PROGRAM EQUIPMENT MAINTENANCE AND SAFETY CHECKS**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.

**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?**

**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?**

**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?**

**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.

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.

**Applies to:**

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

**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**

**Program: General**

**PD.3 - PROGRAM SAFETY**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps

**PD.3.1 - Does the camp require training for campers and staff based on written procedures that mandate:**

**Individuals using campfires, camp stoves, or flammable liquids are instructed in their proper use and care and supervised until competency is demonstrated?**

**MANDATORY**

**PD.3.1**

**Written Documentation Required**

**PD.3.2 - Does the camp require training for campers and staff based on written procedures that mandate:**

**All drinking water obtained is boiled, filtered, or chemically treated as appropriate?**

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

**Contextual Education**

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

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.

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

## PD

## Program: General

### PD.3 - PROGRAM SAFETY

#### Applies to:

- Day camps
- Resident camps
- Short-term camps

**PD.3.3 - Does the camp require training for campers and staff based on written procedures that mandate:**

**Food is prepared and stored under safe and sanitary conditions with specialized care given to maintaining potentially hazardous foods at proper temperatures?**

#### Written Documentation Required

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

**Food utensils are cleaned and sanitized after each use and protected from contamination between use?**

**PD.3.5 - Does the camp require training for campers and staff based on written procedures that mandate:**

**Applicable procedures are followed to minimize environmental impact on campsites or natural areas?**

#### Contextual Education

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

#### Compliance Demonstration

Written documentation:

- Written procedures specifically addressing practices to be used

Visitor interviews:

- Director/staff description of training and implementation



**PD**

**Program: General**

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

**Applies to:**

- Day camps
- Resident camps
- Short-term camps

**PD.4.1 - Does the camp specify when the leader of any trip must possess emergency information, including:**

**Emergency information for each group member, such as:**

**A. Copies of health forms; and**

**B. Signed permission from parents or guardians of each minor to seek medical treatment, or a signed religious waiver?**

**Written Documentation Required**

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

**PD.4.2 - Does the camp specify when the leader of any trip must possess emergency information, including:**

**Documents that fully identify the group, its leadership, insurance coverage, and home base or contact?**

**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

### **PROGRAM. SPECIALIZED ACTIVITIES (INCLUDING CHALLENGE/ADVENTURE AND HORSEBACK RIDING)**

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.

**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**

**Program: Specialized Activities**

**PD.5 - SAFETY ORIENTATION FOR SPECIALIZED ACTIVITIES**

**Applies to:**

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

**PD.5.1 - Does the camp require that staff members provide participants with a safety orientation before engaging in 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.

**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.

**Compliance Demonstration**

Written documentation:

- Written procedures/checklist for safety orientation

Visitor interviews:

- Staff/camper description of safety orientation

**PD**

**Program: Specialized Activities**

**PD.6 - SPOTTERS AND BELAYERS**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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?**

**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**

**Program: Specialized Activities**

**PD.7 - SAFETY AND EMERGENCY PROCEDURES**

**Applies to:**

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

**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?**

**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.

**Written Documentation Required**

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

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

**Compliance Demonstration**

Written documentation:

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

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

**PD**

**Program: Specialized Activities**

**PD.8 - ARCHERY SAFETY**

**Applies to:**

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

**PD.8.1 - Does the camp require these safety elements for all archery activities:**

**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)?**

**MANDATORY ALL**

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

**PD.8.2 - Does the camp require these safety elements for all archery activities:**

**Clear safety signals and range commands to control activity at the firing line and during the retrieval of arrows?**

**PD.8.3 - Does the camp require these safety elements for all archery activities:**

**When not in use, bows and arrows are stored in a locked cabinet or closet, not accessible except to staff members?**

**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**

**Program: Specialized Activities**

**PD.9 - RIFLE, PELLET GUN, AND AIR GUN SAFETY**

**Applies to:**

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

**MANDATORY ALL**

DNA: PD.9.1, PD.9.2, and PD.9.3 do not apply if firearm (e.g., rifle, pistol, shotgun) activities are never provided. Does not apply to paintball activities.

**PD.9.1 - Does the camp require these safety guidelines for all firearm activities:**

**When not in use, all rifles, pellet guns, and air guns are stored in a locked cabinet or closet, within a locked room or inaccessible area for redundant safety; and all ammunition is stored in either a third location or container requiring a separate key or access system?**

**PD.9.2 - Does the camp require these safety guidelines for all firearm activities:**

**Shooting range design that includes:**

- A. A bullet trap or a supplementary backstop and specific safety zone behind the targets;**
- B. Clearly delineated rear and side safety buffers, known to the entire camp population; and**
- C. A clearly defined firing line?**

**PD.9.3 - Does the camp require these safety guidelines for all firearm activities:**

**Clear safety signals and range commands to control both the activity at the firing line and during the retrieval of targets?**

**Contextual Education**

This standard applies to all program activities that use firearms, air guns, or pellet guns. "Redundant safety" for firearms may also be met with gun locks on each rifle or by locking each firearm in the gun safe. Ammunition must be locked separately.

Establishing safety buffers and zones around the shooting range is critical to safe operation of the activity. Individuals 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 firearms.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of shooting range design and buffer zones
- Staff/camper description of safety procedures

Visitor observations:

- Location where guns and ammunition are locked
- Shooting sports in action

**PD**

**Program: Specialized Activities**

**PD.10 - GO-KART SAFETY**

**Applies to:**

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

DNA: PD.10.1 does not apply if go-karts are never provided by the camp, vendors, or public facilities.

**PD.10.1 - Does the camp require that go-karts (and similar motorized program vehicles) be equipped with rollover protection devices such as roll bars, roll hoops or roll cages, and/or restraint devices such as seat belts or safety harnesses whenever these are applicable to the type of vehicle being used, activities being conducted, and recommended by the manufacturer?**

**Contextual Education**

In addition to the required roll bars, appropriate restraint devices include seat belts, harnesses, or restraining bars. Camp go-karts as well as go-karts at public facilities must be properly equipped.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of go-kart activities

Visitor observations:

- Go-karts, activity area



## PD

## Program: Specialized Activities

### PD.11 - ATV SAFETY

#### Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.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?**

#### 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

## PD

## Program: Specialized Activities

### PD.12 - PROTECTIVE HEADGEAR

#### Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.

**PD.12.1 - Does the camp require that helmets be worn by all participants (staff and campers) engaged in:**

**Activities involving bicycling?**

**PD.12.2 - Does the camp require that helmets be worn by all participants (staff and campers) engaged in:**

**Activities involving any kind of motorized vehicle?**

#### 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.

#### Compliance Demonstration

Visitor observations:

- Use of helmets on all activities

Visitor interviews:

- Camper description of helmets required

**PD**

**Program: Specialized Activities**

**PD.12 - PROTECTIVE HEADGEAR**

**Applies to:**

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

**MANDATORY ALL**

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.

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

**For all active participants of adventure/challenge activities that involve rock climbing, rappelling, spelunking, high ropes (including zip lines), or vertical climbing walls/towers?**

**PD.12.4 - Does the camp require that helmets be worn by all participants (staff and campers) engaged in:**

**Activities involving boarding, in-line skating, snow skiing, and hockey?**

**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.

**Compliance Demonstration**

Visitor observations:

- Use of helmets on all activities

Visitor interviews:

- Camper description of helmets required

**PD**

**Program: Specialized Activities**

**PD.13 - SAFETY APPAREL**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.

**PD.13.1 - Does the camp require campers and staff to wear the following safety gear and apparel when appropriate to the activities offered:**

**For skateboarding, mountain boarding, in-line skating, roller blading, roller hockey, or ice skating the use of knee pads, elbow pads, and wrist guards?**

**PD.13.2 - Does the camp require campers and staff to wear the following safety gear and apparel when appropriate to the activities offered:**

**For firearm activities, the use of ear and eye protection?**

**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

## Program: Specialized Activities

### PD.14 - ANNUAL INSPECTION OF ADVENTURE/CHALLENGE COURSE ELEMENTS

#### Applies to:

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.

**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?**

#### 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**

**Program: Specialized Activities**

**PD.15 - PROTECTIVE HEADGEAR FOR HORSEBACK RIDING**

**Applies to:**

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

**MANDATORY ALL**

**Written Documentation Required**

DNA: PD.15.1 and PD.15.2 do not apply if horseback riding activities are never provided by the camp or vendor.

DNA: PD.15.1 and PD.15.2 do not apply to vaulting activities on a lunge line.

**PD.15.1 - During horseback riding activities, including pony rides:**

**Does the camp require camp staff members and campers under the age of 18 to wear a helmet?**

**PD.15.2 - During horseback riding activities, including pony rides:**

**For campers and staff over the age of 18, does the camp require an individual to either wear a helmet or complete an acknowledgement of risk form (legal in the state in which the camp is located) if they choose not to wear a helmet. This document must:**

- A. Inform the participant of the advantages of equestrian helmet use;**
- B. Inform the participant of the risks associated with the choice not to wear a helmet;**
- C. State the participant is making an informed and voluntary decision;**
- D. Address any other facility, regulatory, legal, or liability issues; and**
- E. Include any language as required under state equine activity liability laws?**

**Contextual Education**

Helmets should be appropriately sized and designed specifically for the identified 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-approved). A helmet should fit the rider comfortably, not obscure the rider's vision, and be secured with a chin strap. Helmets may be supplied by the camp or by a staffed public facility or vendor, or a helmet may be the personal property of the camper or staff member. Any helmet used must be specific to the activity and be ASTM approved. Should a camp make the decision to allow riders over the age of 18 to NOT wear a helmet, staff should be reminded of the role-modeling staff have for campers.

Camps should be aware that the acknowledgment of risk is a legal document. Camps must understand the potential differences in the documentation an employee might sign (e.g., release or waiver). It is recommended that camps seek knowledgeable legal counsel in preparing this document.

Related to horseback riding, "vaulting" is an activity in which campers perform a combination of gymnastics and dance routines on a moving horse. See [www.americanvaultingassociation.org](http://www.americanvaultingassociation.org).

**Compliance Demonstration**

Written documentation:

- Copies of assumption of risk document if adults are allowed not to wear helmets Visitor observations:
- Use of helmets on all activities Visitor interviews:
- Camper description of helmets required

**PD**

**Program: Specialized Activities**

**PD.16 - PONY RIDES**

**Applies to:**

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

DNA: PD.16.1 and PD.16.2 do not apply if pony rides are never provided by camp or vendor.

**PD.16.1 - Does the camp have procedures in practice for the conduct of “pony” rides that include:**

**The use of sound horses or ponies?**

**PD.16.2 - Does the camp have procedures in practice for the conduct of “pony” rides that include:**

**Provision of an adequate number of qualified individuals assisting with mounting and dismounting, leading the horse or pony, and assisting riders as necessary?**

**Contextual Education**

Related to these standards, “pony” rides are activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected to have control or allowed unassisted control of the horse or pony, and the rider is usually lifted on and off the animal or mounts from a mounting platform.

In PD.16.2, “qualified” means individuals who have been trained specifically to handle and control horses, to assess the level of care and assistance needed for riders, and to respond appropriately to rescue or emergency situations. The number of staff members or assistants required will depend on the activities, riding area, and clientele. For riders with special needs, specific therapeutic riding training should be required for staff.

**Compliance Demonstration**

Visitor observations:

- Pony ride activity

Visitor interviews:

- Director and staff explanation of activity procedures

**PD**

**Program: Specialized Activities**

**PD.17 - RIDING AND LIVESTOCK FACILITIES**

**Applies to:**

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

DNA: PD.17.1 and PD.17.2 do not apply if horseback riding or livestock facilities are never located on camp property.

**PD.17.1 - Are stables, corrals, paddocks, riding rings, and other livestock areas:**

**Located away from living areas?**

**PD.17.2 - Are stables, corrals, paddocks, riding rings, and other livestock areas:**

**Clean, free from accumulation of manure, and provided with a plentiful supply of fresh water?**

**Contextual Education**

In PD.17.1, “away from” means that living areas (other than those for persons caring for horses) are located far enough away from livestock to avoid increased numbers of flies, insects, undue odor, or increased dust and dirt.

In PD.17.2, water should be readily available but not create a safety hazard that may be caused by having tubs of water inside a riding ring or enclosure.

PD.17.1 and PD.17.2 are to be scored when horses and/or livestock are temporarily brought on site for programming purposes (e.g., horses are brought on site to conduct horseback riding activities and leave at the end of the activity).

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of procedures to maintain cleanliness

Visitor observations:

- Stable and corral areas



**PD**

**Program: Specialized Activities**

**PD.18 - HORSE AND LIVESTOCK MEDICATIONS**

**Applies to:**

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

DNA: PD.18.1 does not apply if camp has no horse or livestock medication on property.

**PD.18.1 - Are all horse and livestock medications:**

- A. Handled only by individuals trained or experienced in their safe use; and**
- B. Secured in an area away from camper access and locked when not in use?**

**Contextual Education**

Medications used for horses, ponies, and other livestock are very potent due to the size of the animals for which they are developed. They may be flavored or scented so animals are more receptive to their use. To avoid accidental ingestion, campers should not have access to these items.

Fly spray or wipes, commonly used for horses, can be a concentrated insecticide. Although fly spray and wipes are not required to be kept under locked control, all users should be trained in appropriate use.

**Compliance Demonstration**

Visitor observations:

- Medication storage

Visitor interviews:

- Director/staff description of handling procedures

**PD**

**Program: Specialized Activities**

**PD.19 - SAFETY APPAREL FOR HORSEBACK RIDING**

**Applies to:**

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

DNA: PD.19.1 and PD.19.2 do not apply if horseback riding activities are never provided by camp or vendor. Does not apply to pony rides.

**PD.19.1 - Does the camp require campers and staff to wear the following safety gear and apparel during horseback riding:**

**Shoes or boots that provide protection from:**

**A. Injury from being stepped on by horses; and**

**B. If stirrups are used, feet becoming wedged into the stirrup (when stirrups are not specifically designed to prevent this occurrence)?**

**PD.19.2 - Does the camp require campers and staff to wear the following safety gear and apparel during horseback riding:**

**Long trousers?**

**Contextual Education**

Safety gear should be appropriately sized and designed especially for a specific activity, as construction standards vary with different activities. Safety gear may be supplied by the camp, by the vendor, or an individual user.

**Compliance Demonstration**

Visitor observations:

- Horseback riding in action

Visitor interviews:

- Staff/camper description of safety gear required

**PD**

**Program: Specialized Activities**

**PD.20 - CLASSIFYING HORSES**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.

**PD.20.1 - Before use by participants, do riding staff classify horses for various rider skill levels?**

**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**

**Program: Specialized Activities**

**PD.21 - HORSE PHYSICAL SOUNDNESS**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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.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?**

**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

**PD**

**Program: Specialized Activities**

**PD.22 - RIDER CLASSIFICATION**

**Applies to:**

- Day camps
- Resident camps
- Short-term camps
- Camps that serve 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?**

**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

**PD**

**Program: Specialized Activities**

**PD.23 - TRIP PROCEDURES**

**Applies to:**

- Day camps
- Resident camps

**Written Documentation Required**

**Included in Required Written Documentation Review**

DNA: PD.23.1 does not apply if trip/ travel programs three (3) night or longer are not taken.

**PD.23.1 - For each type of trip and travel program, has the camp established and implemented written:**

- A. Safety regulations;**
- B. Provision of appropriate protective or rescue equipment;**
- C. Training for participants to prepare for foreseeable risks such as heat- or cold-related emergencies and other natural hazards;**
- D. Conditioning, warm-up, and activity-sequence procedures where appropriate; and**
- E. Emergency and rescue procedures?**

**Contextual Education**

Operating procedures must be established for each type of trip and location. Examples include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Regulations, equipment, and training will vary and should be specified for each. These procedures should be specific to each locale where a program is offered (in the U.S. and abroad).

“Protective or rescue equipment” includes items such as first-aid and emergency-response supplies, signaling devices, communication devices, helmets, rescue ropes, and survival supplies as appropriate for the trip or tour activities. “Conditioning, warm-up, and activity sequencing” should be based upon the skills needed to participate in the trip (e.g., skills for extended whitewater paddling or high-altitude backpacking).

“Heat- or cold-related emergencies” include sunburn, sunstroke, dehydration, frostbite, hypothermia, or snow blindness. “Natural hazards” may include dangerous plants, animals, or terrain.

**Compliance Demonstration**

Written documentation:

- Trip/travel procedures

Visitor interviews:

- Director/staff description of trip staffing procedures

**PD**

**Program: Specialized Activities**

**PD.24 - TRIP ORIENTATION**

**Applies to:**

- Day camps
- Resident camps

**MANDATORY  
PD.24.2**

**Written  
Documentation  
Required**

DNA: PD.24.1 and PD.24.2 does not apply if trips or travel programs three (3) night or longer are NOT taken.

**PD.24.1 - Are all campers and staff required to participate in pretrip orientation based on written operating procedures which includes, at a minimum:**

**General information for the specific trip:**

- A. Safety regulations and emergency procedures for each activity conducted;**
- B. First-aid procedures;**
- C. Health and sanitation practices;**
- D. Practices to protect the environment;**
- E. Areas that are off limits; and**
- F. Rendezvous times and places?**

**PD.24.2 - Are all campers and staff required to participate in pretrip orientation based on written operating procedures which includes, at a minimum:**

**Specific information and training on how and where to obtain medical and emergency assistance on the trip?**

**Contextual Education**

“Pretrip” orientation means before leaving the base site location, or for camps with no base camp, during the first meeting of the group on the trip.

The training for PD.24.2 could include communication plans, preplanned contact points, what to do if separated from the group, identification of types of emergency assistance available in the trip area, and methods for obtaining assistance. The exact locations of assistance may be carried in various forms, including maps marked with locations, addresses and phone numbers of known emergency medical facilities; the phone number of the base camp or program office; and locations where phone or other emergency access is possible.

**Compliance Demonstration**

Written documentation:

- Trip/travel operating procedures

Visitor interviews:

- Director/staff description of orientation, information, and training provided
- Director/staff description of trip staffing procedures

Visitor observations:

- Examples of any resources provided (maps, etc.), if applicable.

## Program: Aquatic Activities

### 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.

**APPLICABILITY:** PA.1 to PA.10 are scored for all Aquatic Activities

**APPLICABILITY:** PA.11 to 16 are scored for Watercraft Activities. This 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** **Program: Aquatic Activities**  
**PA.1 - LOOKOUTS**

**Applies to:** **PA.1.1 - Does the camp require lookouts to be oriented to their responsibilities?**

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

**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.

DNA: PA.1.1 does not apply if camp never offers aquatic activities.

**Compliance Demonstration**

Visitor interviews:

- Director/staff explanation of procedures being implemented

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

## Program: Aquatic Activities

### PA.2 - AQUATIC SAFETY REGULATIONS

#### 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

#### PA.2.1 - Are safety regulations:

**Established in writing by the camp for all aquatic activities?**

#### PA.2.2 - Are safety regulations:

##### 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?**

#### 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

## Program: Aquatic Activities

### PA.3 - EMERGENCY PROCEDURES

#### 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

#### PA.3.1 - Are emergency procedures:

**Established by the camp for all aquatic activities?**

#### PA.3.2 - Are emergency procedures:

**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)?**

#### 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

## Program: Aquatic Activities

### PA.4 - SAFETY OF PERSONS WITH IMPAIRED MOBILITY (PERMANENT AND TEMPORARY)

#### 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.

**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)?**

#### 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

## Program: Aquatic Activities

### 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?**

#### 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

## Program: Aquatic Activities

### PA.6 - PARTICIPANT CLASSIFICATION

#### 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.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?**

#### 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

## PA

## Program: 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?**

#### 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

## Program: Aquatic Activities

### PA.8 - NATURAL BODIES OF WATER USED FOR AQUATIC ACTIVITIES

#### 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.8.1 - 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?**

#### 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.

#### Compliance Demonstration

Written documentation:

- Posted rules

Visitor interviews:

- Staff description of maintenance and sanitation procedures

Visitor observations:

- Aquatic area
- Posted rules



**PA**

**Program: Aquatic Activities**

**PA.9 - AQUATIC SITES**

**Applies to:**

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

**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?**

**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.

**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.)

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** **Program: Aquatic Activities**  
**PA.10 - STAFF SWIMMING**

**Applies to:**

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

**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.**

**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.

**MANDATORY**

**Written Documentation Required**

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.

DNA: PA.10.1 does not apply if camp swimming facilities are never available for staff use.

**Compliance Demonstration**

Written documentation:

- Copy of policy and procedures

DNA: PA.10.1 does not apply if camp only uses vendor-provided personnel for aquatic activities.

Visitor interviews:

- Director/staff description of procedures

## PA

## Program: Aquatic Activities

### PA.11 - WATERCRAFT SAFETY FOR STAFF AND ALL-ADULT GROUPS

#### Applies to:

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

#### 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.

#### MANDATORY

#### Written Documentation Required

DNA: PA.11.1 does not apply if watercraft are never available for use by staff or all-adult groups.

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.

DNA: PA.11.1 does not apply to day, resident, or short-term youth campers, family groups, and youth groups.

#### Compliance Demonstration

Written documentation:

- Current certification cards when following Part A
- Procedures followed when meeting Part B

DNA: PA.11.1 does not apply if camp only uses vendor-provided personnel for watercraft activities.

Visitor interviews:

- Director/staff explanation of implementation

## PA

## Program: Aquatic Activities

### PA.12 - PERSONAL FLOTATION DEVICE (PFDs)

#### Applies to:

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

#### MANDATORY

DNA: PA.12.1 does not apply if watercraft activities are never provided by the camp or a vendor.

**PA.12.1 - Does the camp require that personal flotation devices (PFDs) safe for use are worn by all individuals in watercraft activities offered through any program or by a vendor?**

#### Contextual Education

This standard:

- Applies to all watercraft activities.
- Applies to camp staff members driving boats of any kind up to twenty-six (26) feet in length.
- Does not apply to staff actively lifeguarding from a watercraft. Staff guarding from watercraft must have immediate access to a PFD.

PFDs should be worn by all campers and staff members in all types of small craft including canoes, kayaks, rowboats, sail boats, sailboards, ski boats, and while waterskiing. PFDs must be appropriate for the type of water and the activity.

"Safe for use" means that PFDs are:

- Coast Guard approved;
- Of proper type, size, and fit for each user;
- Sufficiently buoyant to support designated weight; and
- In serviceable condition (clasps, zippers, and other devices are in working condition).

PFDs must be worn on all watercraft under twenty-six (26) feet in length. Local regulations may also mandate use of PFDs for certain types of watercraft or certain ages. If rental groups provide their own aquatics personnel, they must be advised of camp policies on the use of PFDs.

*Exception*—Because PFDs interfere with the correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if these conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a non-swimmer is aboard a crew shell, he or she must wear a PFD.

#### Compliance Demonstration

Visitor interviews:

- Director/staff description of procedures used regarding PFDs

Visitor observations:

- Randomly selected watercraft activities

**PA**

**Program: Aquatic Activities**

**PA.13 - PERSONAL WATERCRAFT**

**Applies to:**

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

DNA: PA.13.1 does not apply if motorized personal watercraft are never provided by camp or vendor.

**PA.13.1 - Is motorized personal watercraft use by anyone under the age of sixteen (16) prohibited whether the program is offered by the camp or by a vendor?**

**Contextual Education**

The use of motorized personal watercraft in camps other than for rescue operations should be evaluated, taking into account safety, environmental concerns, local regulations that may restrict their use, and recommendations of manufacturers and watercraft law administrators.

Camps that choose to use personal watercraft for programming should be familiar with safety studies and follow recommendations of manufacturers and safety groups such as the Consumer Product Safety Commission (CPSC). Rental groups must be advised of a camp's policies on motorized personal watercraft use.

**Compliance Demonstration**

Visitor interviews:

- Director/staff description of policy and implementation

Visitor observations:

- Watercraft in use when possible

**PA**

**Program: Aquatic Activities**

**PA.14 - WATERCRAFT ACTIVITY ORIENTATION**

**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.

**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?**

**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

## Program: Aquatic Activities

### PA.15 - WATERCRAFT INSTRUCTION

#### Applies to:

- Day camps
- Resident camps
- 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.

**PA.15.1 - Does the camp provide—or is the rental group advised in writing to provide—a staff member to conduct watercraft instruction with these qualifications:**

**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?**

**PA.15.2 - Does the camp provide—or is the rental group advised in writing to provide—a staff member to conduct watercraft instruction with these qualifications:**

**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?**

#### 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

## PA

## Program: Aquatic Activities

### PA.16 - WATERCRAFT MAINTENANCE

#### Applies to:

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

#### Written Documentation Required

DNA: PA.16.1 does not apply if no nonmotorized watercraft and equipment is provided by the camp.

DNA: PA.16.2 does not apply if motorized watercraft or equipment is not provided by the camp.

**PA.16.1 - Are regular maintenance and safety checks conducted on all watercraft, including:**

**A schedule for reviewing the condition of canoes, rowboats, kayaks, sailboards, sailboats, rafts, and other nonmotorized watercraft?**

**PA.16.2 - Are regular maintenance and safety checks conducted on all watercraft, including:**

**Evidence of regular checks and maintenance of ski boats, motorized personal watercraft (jet skis), powered sailboats, and other motorized watercraft?**

#### Contextual Education

The procedures and schedule for maintenance should be established by the camp and will vary according to the type of equipment, use, and other factors specific to the camp. Reviewing the condition of nonmotorized watercraft must include additional equipment such as paddles and sails. "Evidence" of regular checks and maintenance on motorized watercraft may include maintenance logs, safety checklists, or written procedures specifying when and who has responsibility for maintaining and checking equipment.

#### Compliance Demonstration

Written documentation:

- Maintenance or checklist logs

Visitor interviews:

- Director/staff description of procedures