



# GUIDELINES FOR ACCREDITATION

Approved, January 2008

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# UNDERSTANDING THE *GUIDELINES FOR ACCREDITATION*

The main purpose of the Ontario Camping Association (OCA) Accreditation Program is to help camps create an enriching, positive, safe and healthy experience for the children and staff in their care. Using the *Guidelines for Accreditation*, camp owners/directors can examine their entire operation and determine if and where improvements should be made.

Although the OCA was founded in 1933, the introduction of the Standards Program and Accreditation occurred in 1965. At that time, the document, *A Study of Camping Practices*, listed the best camping practices as determined by the membership of the OCA. Simultaneously, the Standards Visitation Program began and camps had to meet the standards in order to become accredited members of OCA. The document was revised in 1979, 1981, 1991 and 2006 and continues to be revised as required. The current standards document is called, *Guidelines for Accreditation*.

Membership in OCA and a commitment to follow the standards listed in the *Guidelines for Accreditation* are not required to operate a camp. However, camp owners/directors who do belong to OCA and voluntarily comply with the *Guidelines for Accreditation* recognize the importance of health and safety and the value of high standards. Every time a camp owner/director signs an annual membership renewal form or a page of a Standards Visitation Form, the camp is re-committing to uphold OCA standards all day, every day, every year.

Every OCA camp is unique. There are day and resident camps and private, agency and not-for-profit camps. Camps are located in urban, rural and wilderness settings. Some operate indoors, others outdoors. Some run a general activity program while others offer specialty programs. Some serve the general population while others serve a special needs group. Although camps can be very different, there are commonalities where concern for health and safety must be addressed: the campers, the staff, the program, the site and facility, and business practices. Therefore, one set of standards is used for all camps. Despite the many differences that make each camp special, a camp must carefully study every standard and strive to meet the intent and objective of every standard that applies to their operation.

OCA is not a licensing body. Some standards duplicate government regulations, but frequently, an OCA standard is higher. The document includes areas not covered by government regulations. The Standards Program and Accreditation are not imposed by any government or external body. Professional camp leaders, all OCA members, determine these "best camping practices."

In the *Guidelines for Accreditation*, Mandatory Standards (printed in bold type) and Recommended Standards (printed in regular type) are presented in question form requiring a "yes", "no" or "not applicable" response. Occasionally, where a question is relevant to two sections of the standards, the question is repeated for the benefit of informing the different staff in the separate areas. In some cases, explanatory statements follow the question to provide the reason behind the standard and/or to facilitate understanding. To achieve or maintain accreditation, a camp must answer "yes" to all applicable Mandatory Standards and "yes" to 90% of the applicable Recommended Standards in each section. Where a camp deems a Mandatory or Recommended Standard to be "not applicable", a written explanation is required.

Each section begins with a list of relevant regulations and resources with website addresses. At times, copies of the regulations must be on hand to answer some of the questions.

An accredited camp is normally visited every four years. When there is a significant change in the camp ownership, site or program or if the OCA Board deems it necessary, an additional visit will be scheduled.

# ACCREDITATION OF A CAMP

Accreditation is the responsibility of the Board of Directors of the OCA.

The Ontario Camping Association Constitution and By-Law 1.D (2006) Section 8.1a Camp Members (pp11-15) and Section 8.1e Provisional Membership (pp. 15-16) contain the details of membership and accreditation in OCA.

## PROCESS TO OBTAIN ACCREDITATION BY A NON-MEMBER CAMP

1. An owner/operator or designate applies to the OCA for Provisional Membership.
2. The Membership Committee of OCA ensures that the application is complete and includes all prerequisite letters and documentation.
3. The Board approves the camp as a Provisional Member in its first year of a two-year accreditation process.
4. In the spring, the Standards Committee assigns a visitor who contacts the camp to answer questions, make suggestions, and encourage involvement in OCA.
5. During the following summer, the assigned visitor does a Standards Visit.
6. The Answer Sheet, Director's Summation Form and Visitor's Summation Form are returned to the office.
7. The Standards Committee reviews these forms and informs the camp of any areas of concern.
8. An accreditation visit takes place the second summer. The Standards Committee assigns a different, experienced OCA visitor. All forms are returned to the office.
9. A Provisional Camp shall at the end of the third year lose all rights of membership in OCA unless it becomes an accredited member within that period. After a one-year lapse, the camp may reapply to become a Provisional Camp Member.

## PRIOR TO THE VISIT

The visitor is responsible for contacting the camp to arrange a mutually convenient date for the visit. The initial contact should be made as soon as the Standards Committee appoints the visitor. The date for the visit should be set as early in the summer as possible. At this time, an alternate date could be set in case the first date has to be changed. The camp notifies the OCA office of the agreed date.

The visitor and/or the camp must contact the OCA office if difficulty is experienced in arranging the visit or if, for any reason, the visit cannot be completed.

The visitor reviews the *Guidelines for Accreditation* just prior to the visit to ensure that he or she is familiar with all aspects of the standards.

The camp director completely reviews the *Guidelines for Accreditation*, completes the Answer Sheet, and prepares to discuss all answers with the visitor. If the camp director is unsure of the meaning of a question, he or she may leave the question blank and seek clarification from the visitor before answering. The director may choose to photocopy sections and distribute them to staff members to educate them on the standards relevant to their part of the camp operation.

## THE VISIT

A good visit involves a minimum time period of four hours.

The director accompanies the visitor on a complete tour of the facilities. During the tour, there should be an exchange of ideas in which the visitor and the director can freely ask questions of each other regarding any aspect of the camp. In a co-operative and supportive manner, colleagues may discuss concerns related to the specific camp or camping in general. The visitor should be able to talk with staff and campers and visit with the whole camp during a meal or a camp-wide activity.

The director and the visitor review the *Guidelines for Accreditation* and every answer. Both parties are responsible for ensuring that all questions are answered. ALL "NO" AND "NOT APPLICABLE" ANSWERS SHOULD BE DISCUSSED AND A FULL EXPLANATION WRITTEN BY THE DIRECTOR AND VISITOR.

The camp is responsible for mailing the completed forms to the OCA office. The visitor is responsible for mailing the Visitor Summation Form to the OCA office.

## AFTER THE VISIT

In September, the Standards Committee reviews the Answer Sheet and other forms that have been completed by the camp and the visitor. The committee makes a recommendation to the Board.

The Board will automatically accredit the camp if the camp meets all applicable Mandatory Standards and complies with ninety percent (90%) of the applicable Recommended Standards in each section.

If a camp does not respond "yes" to all applicable Mandatory Standards and/or does not attain a minimum of 90% of the applicable Recommended Standards in each section, the Standards Committee will conduct a review.

This review may involve personal contact with the owner/director of the camp and the visitor. The contents of the review, the evaluation of the Standards Committee, and its recommendation will be forwarded to the OCA Board.

The Board must act in one of the following ways:

1. The camp is accredited as a Camp Member or is re-accredited and continues as a Camp Member.
2. The Board requires a letter of undertaking from the camp to show evidence of its intent to comply with the *Guidelines for Accreditation* before accreditation or re-accreditation is given.

3. The Board requires a letter of undertaking from the camp to show evidence of its intent to comply with the *Guidelines for Accreditation* before accreditation or re-accreditation is given and the camp is visited the following year.
4. The camp is not accredited and remains a Provisional Member or reverts back to Provisional status.

Each camp visited will receive a letter from the OCA office giving the Board's decision on the camp's membership status. Accredited camps are encouraged to display the "OCA Accredited Camp" sign in a prominent location at camp and use the OCA logo in their marketing.

#### APPEALS

A member camp may appeal the Board's decision. The By-Laws 1.D (2006) 8.1 a. viii define the appeal process.

The member camp and the President agree to a mutually acceptable date for the camp member to meet with the Board at the OCA office. The camp may then present evidence to challenge the findings of the Standards Committee and the Board's decision. The Standards Committee may attend the meeting.

The Board may revoke the membership of any camp if, in the opinion of the Board, the continued membership of the camp is detrimental to the OCA or if the camp does not adhere to the objectives, goals or standards of the OCA. The camp may appeal such a decision of the Board.

# MANAGEMENT AND ADMINISTRATION

## RELEVANT REGULATIONS AND RESOURCES

Personal Information Protection and Electronic Documents Act (PIPEDA)

<[www.privcom.gc.ca/legislation/02\\_06\\_01\\_e.asp](http://www.privcom.gc.ca/legislation/02_06_01_e.asp)>

Federal Labour Legislation <[www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)>

Ontario Ministry of Labour, Employment Standards <[www.labour.gov.on.ca/english/es/index.html](http://www.labour.gov.on.ca/english/es/index.html)>

Ontario Human Rights Code <[www.ohrc.on.ca/english/code/index.html](http://www.ohrc.on.ca/english/code/index.html)>

*OCA Crisis Reponse Manual* available from the OCA office

## GENERAL NOTES

### LEADERS IN TRAINING (LITs/CITs)

Leaders in training participate in a planned training program to prepare for future positions as staff members and leaders in the community. If LITs/CITs assume staff responsibility, they should have direct supervision. LITs/CITs should receive ongoing evaluation.

### VOLUNTEER STAFF

Volunteer staff assume the role and responsibilities of staff without pay. If volunteers assume this responsibility, they should meet the minimum age and requirements as recommended for that position and should be treated as staff members. All OCA standards relating to staff apply to camp volunteers.

### CAMP DIRECTOR

The camp director is the person on site with day-to-day responsibility for the care and management of the campers, staff and overall facility. The director makes informed decisions, supports the aims and philosophy of the camp and maintains the standards of the Ontario Camping Association in the best interest of the campers and the camp. A camp director's education, experience and professional background should prepare him/her for this varying and demanding role.

## QUESTIONS

### ADMINISTRATION

MA1 Is each registration form signed by a parent or guardian?

MA2 Does the registration form provide the necessary written terms of the contract between the parent or guardian and the camp?

Camper registration forms should request all important information about the child and must include signed consent from the parent or guardian for the child to participate. Explanation of relevant camper participation, financial and legal obligations of the parent or guardian, and the cancellation and refund policy should also be on registration forms or on other literature. The camp literature must provide a full disclosure of all camp activities in which campers may take part.

- MA3 Does the camp have a system in place to obtain all relevant information about each camper?**  
Camps should strive to obtain all necessary information about a camper and document this information through the registration process or through further communications with the parent or guardian. This could include information relating to behaviour, medical conditions, and limits to participation.
- MA4 Is a written report completed for any incident and/or accident that has occurred?**  
Camps should complete a report form for any significant incident and/or accident. The purpose of this form is to act as an information gathering and communication tool, as well as to track patterns of injuries or incidents. The *OCA Crisis Response Manual* provides sample incident report forms.
- MA5 Has the camp received legal advice on how long to keep all registration forms?**
- MA6 Does the camp prepare annual financial statements, as required by law?**  
The type of financial statements depends on the nature of the camp ownership. It is recommended that camps keep up-to-date budgets pertaining to the camp's operation.
- MA7 Does the camp comply with the Personal Information Protection and Electronic Documents Act?**  
The Personal Information Protection and Electronic Documents Act (PIPEDA) is federal legislation that requires you to: obtain the clear consent of an individual before you collect, use or disclose personal information about that individual; use the information only for the purposes for which you have consent; protect the information from unauthorized access and use; keep the information up to date and correctly filed so that decisions are based on correct information; destroy information when you no longer need it for the original purpose, and implement accountability mechanisms in your organizations to ensure compliance with the act.

## INSURANCE

- MA8 Does the camp have the appropriate insurance?**  
When purchasing an insurance policy, the camp director should consult an insurance agent/broker to determine adequate coverage for all camp facilities, equipment, programs, activities, vehicles, buildings, campers, staff and visitors. Insurance is necessary to protect the assets of the camp and provide payment in case of liability issues.
- Physical Asset Insurance: This coverage is often called All Risk Property Insurance. Camps have unique activities, which may not be covered under a standard policy format. For example, ropes courses, climbing walls and docks are not normally included in standard insurance policies. Special attention must also be paid to these areas, as well as to watercraft and motors. Physical asset insurance should also include property in transit, food and medications dependant on cold storage, the reproduction of important documents, and the costs associated with fighting a fire.
- Business Interruption Insurance allows a camp to continue to pay salaries, property taxes, and other expenses. Extra expense insurance is also recommended to cover increased costs to operate the camp after a physical asset is damaged or destroyed.
- Liability Insurance: It is recommended that coverage be a minimum of five million dollars (\$5,000,000). It is highly recommended that camps obtain advice on the

appropriate amount of insurance, since lawsuits can easily involve higher claims. Coverage should be extended to provide indemnity for staff, volunteers and others that could be named in a lawsuit. Liability certificates should be kept indefinitely in case of future claims.

MA9 Does the camp carry non-owned Motor Vehicle Insurance, if applicable?

When camp employees, on camp business, use a vehicle, which is not owned by the camp, a non-owned auto insurance policy covers the camp for damage caused to the car, and liability for injuries to its occupants, or to pedestrians, in the event of an accident.

Auto Insurance is mandatory in Ontario and camps must make sure all of their vehicles have adequate coverage. If personal vehicles are used to transport campers and staff, an endorsement on each vehicle is required. This is called permission to carry passengers for compensation.

MA10 If the camp has a board of directors, does the camp carry Director and Officer Liability Insurance?

MA11 Are the camp's doctors and nurses adequately insured for liability and malpractice?

See also Healthcare HC12.

Camps should ensure that medical professionals have adequate Liability and Malpractice Insurance. If they do not, make sure the camp's policy has appropriate coverage. In Ontario, nurses may obtain insurance through their professional association. It is recommended that medical staff be licensed to practise in Ontario so that their medical insurance applies in Ontario. Nursing students and other non-professional staff, such as first aiders, would normally be covered by the camp's general policy.

MA12 Has the camp determined if it requires any employee insurance/benefit package?

Although camps are not required to provide coverage of the Workplace Safety Insurance Board (formerly known as "Workers Compensation"), it is advisable to discuss compensation for accident and sickness with an agent or broker/consultant.

Accident and sickness coverage may also be extended to campers, summer staff and volunteers.

**MA13 Does the camp carry appropriate Fire Insurance?**

An annual update of all values of buildings and capital improvements to calculate replacement cost is necessary to determine "appropriate" coverage.

MA14 Is an annual review made of the insurance coverage?

## MANAGEMENT

**MA15 Does the camp management possess the range of experience and knowledge to operate their camp successfully and to ensure a safe and professional camping environment?**

The total set of skills required to operate a safe and professional summer camp must be in place in the organizational structure, although not necessarily with a single person. Considerable experience, skill and expertise is required to operate a safe, successful camp. The range of camp experience must be commensurate with the roles of all managers.

MA16 Do members of the camp management participate in professional development through the OCA or some other relevant professional organization?

**MA17 Does the camp director have adequate training and/or experience corresponding to the size and scope of the camp?**

The on-site camp director must have the maturity, education, skills and experience to run the operation day to day as defined in the General Notes. In the absence of the camp director, an acting director must be appointed.

**MA18 Does the camp director abide by the "Code of Professional Ethics"?**

This code is included in the introduction to the *Guidelines for Accreditation*.

MA19 Does the camp director participate in the OCA Accreditation Program as a visitor?

It is recommended that the camp director visit another camp in operation, at least every four years, where distance permits. This can be achieved by contacting the OCA and requesting to become a standards visitor.

**MA20 Does the camp have written policies and rules, which promote safety for all campers and staff?**

The camp must address risk management concerns in camp operations, and identify areas that may be site-specific. The staff should be encouraged to bring to the attention of the directors anything that could compromise anyone's safety. Your camp philosophy should instill a safety standard that protects everyone at camp

**MA21 Does the camp have a crisis response plan?**

The *OCA Crisis Response Manual* is available from the OCA office.

**MA22 Does the camp have an alcohol, tobacco, and drug policy?**

MA23 Does the camp have a harassment policy?

MA24 Does the camp have a bullying prevention policy?

**MA25 Does the camp implement recommendations or orders, which are issued following regulatory inspections?**

Government agencies will routinely inspect camps and issue reports. A list of recommendations or orders from the agency may be issued, and must be implemented by the camp.

## HIRING

MA26 In a residential camp, have all program staff completed Ontario's grade 11 or equivalent?

"Program staff" includes all staff who have direct supervisory and programming responsibilities with campers, whether in an assistant role or not. "Or equivalent" means a counsellor will be a minimum of 17 years of age by December 31 of the current year.

Counselling is a demanding job that requires maturity and emotional stability. Age is only one factor that assists camps in determining the maturity of staff. It is recommended to place first time staff members under direct supervision of a senior staff member. Camps will determine the level of responsibility to be given to a first time staff member based on numerous factors, which may include, for example, successful completion in a LIT/CIT program or other past experience.

MA27 In a day camp, have all program staff completed Ontario's grade 10 or equivalent?  
See MA26 for definitions of "program staff" and "or equivalent".

**MA28 Does the camp use a written employment contract for all personnel?**

An employment contract for both paid and volunteer staff should be drawn up in duplicate (one copy for the employee and one for the camp files) and should include all details concerning remuneration, hours of work, and conditions of employment. It should be signed by both employer and employee.

If the staff member is under 18, the camp may wish to have the parent or guardian sign on behalf of their child or alternatively add a clause in the contract that the parent or guardian has read the contract and agrees to its terms. The camp should obtain legal advice in this regard.

**MA29 Does the camp comply with all human rights legislation?**

When hiring, camp boards, owners and directors should be familiar with the human rights legislation, as well as all other provincial or federal employment legislation, which is applicable to their camps.

**MA30 Does the camp comply with all provincial and federal labour legislation?**

MA31 Does the camp provide a written job description for each position at camp?

**MA32 In the process of selecting staff, does the camp gather appropriate information on each applicant?**

Camp personnel files should include copies of current staff qualification certificates such as swimming qualifications, first aid, CPR, the staff application, references and other pertinent material such as successful completion of a Criminal Record Check where applicable.

**MA33 Are at least two references checked on each new staff applicant where possible?**

References are an essential staff screening tool to help camp directors confirm that their decisions are appropriate. There may be occasions where only one suitable reference is available.

A reference through a LIT/CIT program may be sufficient. References should be obtained from people who are qualified to judge the applicant's personal integrity as well as professional ability. A reference may be oral or written. Record the date and comments when following up a reference. References must be handled in a confidential manner.

MA34 Does the camp request a Criminal Record Check from each new staff member before commencement of employment?

A Criminal Record Check is another method of screening potential staff members. These checks are strongly recommended especially when the staff member is new to your camp. Some camps prefer to have all returning staff and returning LITs/CITs complete a voluntary disclosure statement, which asks the individual to attest that they do not have any type of criminal record.

Applicants under 18 years of age may have to apply in person as they fall under the provisions of the Youth Criminal Justice Act. The record must be given directly to the youth who may then choose to share the information with the camp. It is often difficult

to get a Criminal Record Check done for anyone under the age of 18, and therefore a statement signed by the applicant and parent or guardian is the next best solution.

**MA35 Before being hired, is every staff member interviewed, whether in person or by phone/video conference, by a person with the authority to make a decision?**

- MA36 If a staff member has been associated with another camp or children's organization, is every effort made to obtain a written or verbal reference from that source?  
If a camp director has knowledge that an applicant has worked with children before, whether in a camp, school or other setting, it is critical that a reference be obtained from that source.

STAFF AND TRAINING

**MA37 Are all staff trained in emergency procedures?**

**MA38 Does the camp offer opportunities for staff training prior to camper arrival?**

The majority of the time should be spent on orientation and training in camp skills and program, and not in the physical preparation of the camp. It should provide an opportunity for the staff members to understand the camp philosophy and become familiar with the campsite, facilities, and one another.

Training must include as a minimum: the responsibility and role of the staff member, the rules and policies of the camp, a review of the relevant aspects of the staff manual, and a review and practice of all emergency procedures.

It is important that you ensure the safety and contentment of not only your campers but also your staff. That means that your staff are appropriately trained to do the specific tasks assigned to them, and that you provide appropriate supervision.

Through staff meetings, suggestion boxes or private meetings with the director, staff should be able to express any concerns about their welfare, working conditions and their environment.

**MA39 Is a staff manual or training document available to all staff?**

A staff manual or training document is essential and may include: history, a map, philosophy, staff organization, job descriptions, emergency procedures, program ideas, leadership techniques, medical resource materials, bullying, risk management, behaviour management techniques, essential rules, regulations, policies and procedures.

- MA40 Does the camp have a set of written policies and practices outlining acceptable staff behaviour?

**MA41 Does the camp director ensure that staff members have regular evaluations?**

The evaluation should allow for an interaction between the staff member and the appropriate supervisor. It should clearly indicate how well the staff member has been performing.

**MA42 Does the camp have an overall camper-to-staff ratio of 8:1 or better?**

The overall ratio applies to the entire camp population on any given day, divided by the number of staff who have direct responsibility for the supervision of campers or programming of activities. Maintenance, office and support staff are not included in this calculation.

**MA43 Does the camp evaluate the supervision requirements and level of risk of each activity in order to adjust the camper-to-staff ratios accordingly?**

Camps must exercise good judgement in determining an appropriate camper-to-staff ratio for each activity and program. Fewer staff may be acceptable in controlled environments. Conversely, more staff are recommended when campers participate in higher risk activities, during technical instruction, or when additional staff may not be close by.

**MA44 During all organized activities, does the camp adhere to the OCA recommended camper-to-staff ratios?**

The recommended activity ratios are:

Children 5 years and under: maximum of 6 campers to 1 staff member.

Children 6 and over: maximum of 10 campers to 1 staff member.

LITs/CITs are excluded from these ratios.

# CAMPSITE, FACILITIES AND EQUIPMENT

## RELEVANT REGULATIONS AND RESOURCES

Health Protection & Promotion Act, R.R.O. 1990, Reg. 568 – Recreational Camps

Health Protection & Promotion Act, O. Reg. 565 – Public Pools

Regulations are available from <[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)>

Ontario Safe Drinking Water Act, 2002, O. Reg. 170/03

Ministry of the Environment <[www.ene.gov.on.ca/water.htm](http://www.ene.gov.on.ca/water.htm)>

Fact Sheet on water specifically for children's camps.

<[www.ene.gov.on.ca/envision/gp/4713e.pdf](http://www.ene.gov.on.ca/envision/gp/4713e.pdf)>

Ontario Building Code 2006 (OBC)

Ontario Fire Code

Ontario Occupational Health & Safety Act

Workplace Hazardous Materials Information System

Municipal Zoning Bylaws

Canadian Standards Association (CSA) <[www.csa.ca](http://www.csa.ca)>

Underwriters Laboratories (UL)

## GENERAL NOTES

Note that in the codes and regulations "camper" means everyone at camp, and therefore includes both campers and staff.

Camps that rent or lease their facilities or operate in their parent organization's facilities are still required to meet these standards. They should review these standards with the owner before the OCA visit. It may be helpful for the owner to be present for this component of the visit.

Newly constructed or renovated buildings must conform to the Ontario Building Code (OBC) and Municipal Zoning Bylaws. In OBC, children's camps are classified as C-residential, and come under Part 9 - Housing and Small Buildings. However, the Barrier Free requirements are in Part 3.

Wherever the camp is located, the health and safety of campers, staff and visitors is the top priority. Camps should proactively develop safety procedures and emergency response plans for their own situations.

## QUESTIONS

### ONTARIO REGULATIONS

**CF1 If a residential camp has been closed for more than thirty days, has the camp notified in writing the local Medical Officer of Health fourteen days prior to the reopening of the camp?**

Sixty days written notice is required prior to the opening of a camp for the first time.

**CF2 If the camp has a swimming pool, has the camp operator notified in writing the local Medical Officer of Health fourteen days prior to the pool reopening?**

The letter should include the date the pool will be re-opened, the name and address of the operator and the A or B classification of the pool.

**CF3 Does the number of toilets/privies comply with current regulations and the Ontario Building Code?**

The regulations require at least one separate hygiene facility for each sex at camp, a minimum of one toilet/privy for every ten campers of each sex, a washroom with toilet and basin near the kitchen for use by the kitchen staff, screened windows, self-closing, tight-fitting doors and adequate ventilation.

In male washrooms, half the required toilets can be urinals.

**CF4 Are hand washing facilities available near all toilets/privies and in food preparation areas?**

The regulations require at least two lavatories with hot and cold water per flush toilet, and a washbasin in the kitchen.

Privies require waterless hand sanitizing products, single-use moist hand towelettes or cold water in a pail or other portable container.

**CF5 Are toilets/privies cleaned daily?**

Toilet facilities are required to be sanitary and in good repair.

**CF6 Do sleeping quarters, other than tents, have the minimum floor area as required?**

Where there are no beds, the minimum is 3.72 m<sup>2</sup> (40 sq.ft.) per person.

Where there are single beds, double or triple bunks, the minimum is 2.79 m<sup>2</sup> (30 sq.ft.) per bed.

**CF7 Where tents are used for accommodation, does the camp limit the number of occupants according to the manufacturer's recommendations?**

**CF8 Does the drinking water system comply with the Ontario Safe Drinking Water Act?**

Camps, except those that obtain their drinking water from municipal sources, must comply with the Ontario Safe Drinking Water Act 2002, O. Regulation 170/03.

Camps that fall under the act are required to have a trained and certified individual carry out the required testing, ensure that this individual is re-certified every 3 years, carry out accurate water testing according to the Ministry of the Environment schedule, retain test records for at least 5 years, understand the procedure for reporting an adverse test result, and submit an annual report to the Ministry of the Environment.

**CAMPSITE**

**CF9 Does the campsite provide privacy from the general public and security for campers and staff?**

Camps located near public facilities or within residential areas should have a reasonable amount of space for the camp's exclusive use, free from the intrusion of uninvited persons or the general public. If privacy and security are not possible, the camp should have procedures to control and minimize interaction between the campers and the public.

**CF10 Does the site have adequate space and equipment for conducting the activities described in the camp's promotional literature?**

**CF11 Does the camp have adequate sheltered program space to accommodate campers during inclement weather?**

For assembly occupancies without fixed seating, OBC requires at least 3m<sup>2</sup> (10 sq.ft.) per person.

CF12 Is playground equipment inspected regularly?  
The Canadian Standards Association (CSA) has established standards for play spaces and equipment in Canada.

**CF13 Are all facilities safe for use?**

**CF14 Are all facilities checked regularly for hazards and damage?**

CF15 Does the camp have accurate site plans showing the location of all utilities, sanitation lines and other underground services?

CF16 Does the camp have a long-range plan for ongoing maintenance?

CF17 Does the camp have a long-range plan for the development of its site and facilities?

#### FIRE EQUIPMENT AND SAFETY

**CF18 Are smoke detectors located in all sleeping, assembly and cooking areas?**

Smoke detectors are required adjacent to all sleeping areas in permanent and semi-permanent buildings. Current codes require that they be hardwired, unless there is no electricity in the building. All detection devices must be checked regularly. It is recommended that smoke detectors be replaced every 10 years.

**CF19 Are carbon monoxide detectors located where combustible fuels are used for heating?**

Carbon monoxide is a by-product of incomplete combustion and is produced when any fire burns with insufficient air. A carbon monoxide detector must be placed in every enclosed location that contains a "combustion appliance", any kind of heating or refrigerating unit that burns fuel. It is recommended that carbon monoxide detectors be replaced every 10 years.

**CF20 Are fire emergency procedures posted in key locations?**

A written fire emergency plan should be known and practised by all campers and staff. This plan should be posted throughout the site/facility, particularly beside telephones. A written fire emergency plan includes 911 or the local emergency phone number, the municipal address of the camp, information on the alarm system, the procedure to be followed by each staff member and camper, a map showing the location and type of fire fighting equipment, an assembly location, a method of accounting for everyone, and a procedure for evacuation.

**CF21 Does the camp practise or review fire drills with each new group of campers and staff?**

**CF22 Is the proper fire fighting equipment for the anticipated type of fire readily available?**

Fire extinguishers are labeled according to the type of fire they are designed to extinguish. Choose the right extinguisher for the job. Place fire extinguishers in easily accessible locations near escape route exits. A fire suppressant system is required in the range hood.

**CF23 Is the fire safety equipment checked monthly?**

Monthly, check all smoke and carbon monoxide detectors, other alarm systems and firefighting equipment. Remove the extinguisher from its bracket for a close visual inspection. Ensure that the extinguisher's gauge is in the OK area, that the protective

pin is in place and that there are no obstructions in the hose or nozzle that will affect operation. Attach a tag to each extinguisher to document date of inspections. Service extinguishers as required and at least annually.

**CF24 Are buildings with more than one floor equipped with at least two means of exit from each floor?**

**CF25 Are flammable, hazardous and toxic materials stored in properly marked containers in a secure area?**

CF26 Has the camp director or designate made yearly contact with local emergency services in order to co-ordinate an efficient response during an emergency at camp?

Prior contact with appropriate emergency services will enable the camp director to know what fire protection equipment and resources are available in the local community. If the water at camp is not under pressure, the local fire department should be notified so that they will respond to any alarm with the appropriate equipment.

#### ELECTRICAL AND POWERED EQUIPMENT

**CF27 Is the use of power tools and heavy equipment restricted to authorized individuals?**

CF28 Are all electrical equipment, fixtures and wiring maintained in good repair?  
All plug-in electrical equipment must be CSA or UL approved.

**CF29 Are power tools and heavy equipment stored in secure locations?**

CF30 Is all equipment checked regularly and repaired in a timely manner?

#### ENVIRONMENTAL RESPONSIBILITY

CF31 Does the camp reduce, recycle, reuse and/or compost?

Camps should be role models for good environmental practices such as composting, recycling, re-using, reducing waste and conserving energy. In day-to-day operations, the use of energy efficient equipment and appliances is encouraged. Camps contemplating renovations or new buildings are encouraged to utilize environmentally sustainable building design and construction. From year to year, camps should monitor changes in the site, the land, watercourses, vegetation, shoreline, waterfront and shallows, in order to assess levels of environmental impact, and rehabilitate where needed. See also Food Service FD38 and FD39.

CF32 Does the camp have adequate garbage receptacles to ensure the site is kept litter free?  
These should be labelled to separate recyclable materials from other waste.

**CF33 Are aerosol containers, paint, propane tanks, batteries, medical waste, "sharps" and other hazardous materials disposed of in accordance with provincial regulations and municipal by-laws?**

CF34 Are the trees surrounding the camp buildings and in the areas frequented by campers inspected regularly?

## WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

### **CF35 Does the camp have Material Safety Data Sheets for hazardous products used at camp, which fall under WHMIS?**

WHMIS is a Canadian hazard communication system meant to provide information about how to handle, store, use or dispose of hazardous materials in the workplace. The goal of WHMIS is to reduce accidents and prevent health hazards. Hazardous materials can include cleaning products, laundry detergent, bleaches and dishwashing detergents ordered from a supplier, not material that is packaged as a consumer product in quantities normally used by the consuming public. All hazardous products must be stored in safe and secure locations.

There are three important parts of WHMIS:

**Labels** – All hazardous products must carry labels that clearly identify the product and provide information about it, including what to do in case of accidental ingestion. If liquids are transferred from the original container to smaller containers, these new containers must be labelled with the same information.

**Material Safety Data Sheets (MSDS)** – MSDS must be available for every hazardous product used at camp. The MSDS provide much more detailed information about the product. MSDS should be obtained from the supplier. Many are available online. These sheets must be stored in a location that is readily accessible to all employees.

**Worker Education** – All employees must be provided with up-to-date information about the hazardous products they will come in contact with throughout their employment at camp. Written records of the employee education must be kept.

# HEALTHCARE

## RELEVANT REGULATIONS AND RESOURCES

Recreational Camps under the Health Protection and Promotion Act, Regulation 568 of the Revised Regulations of Ontario, 1990

Personal Health Information Protection Act (PHIPA)

<[www.health.gov.on.ca/english/providers/legislation/priv.html](http://www.health.gov.on.ca/english/providers/legislation/priv.html)>

A healthcare manual specific to the camp

Canadian First Aid Manual such as St. John's Ambulance or Red Cross

A current drug compendium

A communicable disease textbook

A pediatric illnesses textbook

Available from the OCA office:

*Camp Health Issues* - a collection of articles pertaining to health and safety issues

*OCA Crisis Response Manual*

*Running an Effective Camp Health Centre* - a video/DVD

Compendium of Standards of Practice for Nurses in Ontario - available from the College of Nurses of Ontario

Contact information for camp doctor

Contact information for telehealth and poison control centre

Telehealth 1-866-797-0000 and Ontario Poison Centre 1-800-268-9017

## GENERAL NOTES

Healthcare staff are the designated staff who provide health care and emergency treatment. This may include doctors, nurses, registered practical nurses and first aiders.

## QUESTIONS

### HEALTHCARE GENERAL

#### **HC1 Does the camp have written objectives for healthcare?**

Healthcare is any care given to campers and staff on or off the campsite to treat an illness or injury. This care may be given by a licensed physician, registered nurse (RN), registered practical nurse (RPN), first aider or, on an out-trip, by a designated individual. All persons taking such responsibility follow the procedures for care as set down by the camp in their Medication Guidelines and Treatment Guidelines (see HC20, HC21). Well-documented objectives give guidance to the healthcare staff, clarify their role at camp and assist in the yearly evaluation of the health program.

#### **HC2 Is health care/supervision easily accessible to campers and staff during the camp's operating hours?**

Health supervision is any activity carried out by the healthcare staff to promote and maintain good health. This includes teaching and consultation.

## HEALTHCARE PROCEDURES

**HC3 Are written procedures and equipment available for all campers and staff to prevent spread of infections?**

Policies and equipment should be available to all persons on site and on out-trips. The major elements are: hand washing; the use of protective barriers, such as gloves and face mask; cleaning with a disinfectant and care of equipment; and the disposal of medical waste.

**HC4 Are written procedures available for encouraging campers and staff to practise sun protective behaviour?**

**HC5 Are written procedures available for preventing and managing allergic reactions?**

**HC6 Are written procedures available for the management of outbreaks of communicable diseases?**

The camp should obtain a list of reportable diseases from the local Public Health Department.

**HC7 Are written procedures available for the management of accidents, medical emergencies or death?**

The *OCA Crisis Response Manual* is a valuable reference.

HC8 Is guidance given to healthcare staff for making appropriate contact with parents or guardians?  
Any significant change(s) in a camper's behaviour or medical condition warrants a call to the parents or guardians. The camp should also contact the parents or guardians if inadequate health information has been received. All contacts should be documented.

HC9 Is the healthcare staff involved in an on-going evaluation and development of procedures for the medical/healthcare program?  
An annual review is recommended.

## HEALTHCARE STAFF

**HC10 Is one or more of the following staff on site at all times: licensed physician, registered nurse, registered practical nurse or certified first aider?**

Staff qualifications should be adequate to manage the healthcare needs of the specific camp.

The OCA highly recommends that camps employ only registered health professionals such as physicians, registered nurses or registered practical nurses. RN/RPNs are responsible for practising in accordance with the standards of the profession, for maintaining a level of competence and for remaining aware of changes in current practices throughout their nursing career. RN/RPNs are accountable for their practice. They are regulated by the College of Nurses of Ontario (CNO) and the Regulated Health Professions and Nursing Acts. The use of the term "Nurse" is protected and can only be used to describe a RN or RPN.

A copy of the physician's, RN's or RPN's current license should be on file and their status with either the College of Physicians and Surgeons or the College of Nurses of Ontario checked prior to making an employment offer. Any physician or nurse must be licensed to practise in Ontario.

First aiders must have a current Canadian Red Cross Society or St. John's Ambulance Standard First Aid Certificate or a certificate that the Ministry of Health deems to be equivalent. Copies of current first aid certificates held by staff should be kept on file.

- HC11 Has contact been made with a local physician, medical clinic or hospital emergency department to notify them of the camp's operation and the possible need for future service?  
When the healthcare staff is other than a licensed physician, an agreement for medical service and consultation should be made with a local on-call physician. Arrangements should be made with the nearest hospital, if necessary, for emergency care.
- HC12 Are the camp's doctors and nurses adequately insured for liability and malpractice?  
See also Management and Administration MA11.  
The camp physician and/or registered nurse(s) should be encouraged to carry their own Malpractice Insurance. In Ontario, nurses may obtain Malpractice Insurance through their professional organization.
- HC13 Is an orientation provided for new and returning healthcare staff?  
An orientation for all healthcare staff as part of precamp training assists them in feeling part of the camp staff and makes them aware of staff organization, the lines of communication, the community resources and the general camp policies specific to the health program. This is particularly important for new healthcare staff.  
Evaluations of the healthcare staff should be performed on a regular basis.

#### HEALTH CENTRE

**HC14 Is the health centre adequately equipped to handle the anticipated health needs of the specific camp?**

In every camp, there should be a health centre or designated area, which allows for the isolation of sick and injured staff and campers. It provides a place to rest or for overnight accommodation.

The health centre requires adequate equipment and supplies to handle all the normal medical and first aid needs of the specific camp. Consult with medical personnel before ordering stock, oral, injectable and topical medications. Keep medications and equipment simple and to a minimum. A yearly inventory establishes the required stock.

A telephone or other means of communication should be accessible.

A vehicle or other means of transportation should be easily accessible.

#### HEALTH RECORDS

**HC15 Does the camp have a health record giving the camper's and staff's health history, health care needs and limits of his/her participation?**

The personal health record for a camper or staff member should include a health history of illnesses, accidents, disabilities and immunization together with a current health record of medications, treatments, allergies or other conditions that may affect the individual while at camp.

The parent or guardian must notify the camp if their child has been in contact with a communicable disease within three weeks prior to arrival at camp.

**HC16 Is documentation kept by the healthcare staff specifying the frequency and type of care received by each camper and staff by the responsible camp physician or by the hospital or other local healthcare service?**

The documentation consists of on-going anecdotal notes written by the healthcare staff concerning such events as medications or treatments administered, changes in medical status, accidents, injuries, first aid, overnight stays in the health centre, periodic health inspections and treatments by the camp physician and/or the local hospital.

**HC17 Are incident forms completed and filed after each health-related incident?**

Complete an incident form after every incident, accident, medical problem, behavioural problem or other unusual event. Store incident forms separate from the camper's/staff's file.

See also management and Administration MA4.

**HC18 Are health information and health records kept in a confidential manner?**

The information on the personal health records is confidential and is available only to the director, healthcare staff, the camp physician and staff on a "need-to-know" basis with appropriate consent. To ensure privacy, health records must be stored in a secure location, and destroyed when they become obsolete.

Camp directors and healthcare staff must be aware of their responsibilities under the Personal Health Information Protection Act (PHIPA).

**HC19 Are health records kept for a time period as advised by the camp's legal counsel?**

TREATMENT AND MEDICATION GUIDELINES AND MEDICAL DIRECTIVES

**HC20 Are current Treatment and Medication Guidelines and Medical Directives understood by all healthcare staff?**

Treatment Guidelines are written protocols to manage illness and accidents. These treatment procedures are followed by the healthcare staff when giving care to campers and staff on the campsite, and by the trip leader or designated staff when on an out-trip.

Medication Guidelines give guidance for the administration of "over the counter", non-prescription medications. Using the original label for guidance, compile a list of medications, which includes: the name of the medication, indications for its use, appropriate dosage according to age and/or weight, the route of administration, the frequency with which the medication should be administered, and the commonly occurring symptoms that indicate the medication is needed. If the medications used at camp are only over the counter medications and the treatments are basic first aid, nurses do not require Medical Directives signed by a physician.

Treatment and Medication Guidelines do not need to be signed by a physician.

**HC21 If Medical Directives are used, has the responsible physician signed them for the current year?**

Medical Directives are prescriptions for procedures, treatments, drug administrations or interventions. They can apply to more than one individual. A Medical Directive is always written and refers to an order from a physician. Medical Directives are required for a RN/RPN to carry out procedures or give medications, other than "over the counter" medications and existing prescriptions.

If Medical Directives are used at camp, they must be developed jointly by the camp physician and the camp nursing staff and must be signed by the responsible physician annually after each review.

## MEDICATIONS

### **HC22 Are medications at camp stored in a locked facility and handled and monitored in a controlled manner?**

Personal medications brought by campers and staff to camp must be in the original containers and clearly indicate the name of the medication, the dosage, the route of administration and the frequency with which the medication should be administered.

Medications (oral, injectable, topical) are managed as follows: all personal medications for campers and staff are stored in a locked cupboard or under refrigeration, if necessary, in the health centre; the healthcare staff or person responsible for healthcare administers them; if individuals practise self-administration, the healthcare staff supervises this process; outdated medications are properly discarded.

### **HC23 Are the out-trip staff trained in the management of medications on out-trips?**

Any medications included in the first aid kits should be clearly labeled with the name of the medication, the indications for use, the appropriate dosages according to age, the route of administration, and the frequency.

See also TR22.

## EMERGENCIES

### **HC24 Is transportation available at all times in the event of an emergency?**

### **HC25 Is there a telephone or other means of communication readily available to the camp?**

### **HC26 Are emergency telephone numbers posted next to each telephone?**

Recommended numbers include: 911 or the following where applicable: Fire Department, Police Department, Rescue Squad, Air Rescue, Ambulance, poison centre, anti-venom centre, on-call physician, camp caretaker (if off site) and the local health department.

### **HC27 Does information posted next to each telephone include concise directions to the site?**

Include the municipal address. Submit a map of the campsite detailing its access and internal routes to all of the departments and centres that may be called in the case of an emergency. A visit to the camp by a member of each of the above organizations will help establish a better working relationship between the camp and the local community.

### **HC28 Are healthcare staff familiar with the camp's Crisis Response Plan?**

Involve the healthcare staff in the development and organization of the camp's Crisis Response Plan. Transportation should be available for the removal of sick or injured persons to hospital when an ambulance is not necessary.

## HEALTH ASSESSMENTS

### **HC29 Is there a procedure for the early identification of health issues?**

Health assessments are brief screening procedures to obtain an impression of the health status of each camper. This assessment should be carried out as soon as possible after the campers arrive at camp. The following are suggested areas for attention: skin, eyes, teeth, mouth, hair, personal hygiene and general appearance. During staff training, instruct camp staff on what they need to continue to observe daily with their campers.

A review of each staff member's medical history by the healthcare staff is recommended.

#### HEALTH TEACHING

- HC30 Is the person in charge of healthcare given time, during staff orientation, to discuss the health program with the whole staff?
- Allocate sufficient time during staff orientation for the healthcare staff to introduce the philosophy of the camp health program, the extent of the health program, and staff responsibilities for the health of campers and the maintenance of their own health. Use every opportunity to teach campers about health matters such as hand washing, personal hygiene, sun protection and healthy eating.

# FOOD SERVICE

## RELEVANT REGULATIONS AND RESOURCES

Food Premises Regulation under the Health Protection and Promotion Act, Regulation 562 of the Revised Regulations of Ontario, 1990 applies to day camps serving food.

Recreational Camps under the Health Protection and Promotion Act, Regulation 568 of the Revised Regulations of Ontario, 1990, applies to resident camps.

Guelph Food Technology Centre: Hazard Analysis Critical Control Points (HACCP) has become synonymous with food safety. Recognized worldwide, it has become a food safety yardstick acceptable to both industry and the government. HACCP provides a systematic and pro-active evaluation of foods by determining the risks from biological, chemical and physical hazards.

Policies for Food Service Staff should be based on the principles recently adopted by Public Health authorities. The Hazard Analysis Critical Control Points (HACCP) Food Service Safety Manual, by Joan K. Loken, 1995 is one resource.

Many Public Health Offices are now offering Safe Food Handling Courses. Check with your local Public Health Department.

Workplace Hazard Management Information System (WHMIS) is a comprehensive plan for providing information on the safe use of hazardous materials in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education. Material Safety Data Sheets provide basic information on a material or chemical product. They contain information on the properties and potential hazards of the material, how to use it safely, and what to do if there is an emergency such as ingestion or contamination. See Campsite CF35.

Composting in bear country <[www.rdkb.com/siteengine/activepage.asp?PageID=21&bhcp=1](http://www.rdkb.com/siteengine/activepage.asp?PageID=21&bhcp=1)>

Cookbooks for quantity cooking

## GENERAL NOTES

Today, more than ever, food safety and sanitation are important issues for camps. The health and safety of campers and staff, as well as the reputation of the camp, are dependent upon the food service staff ensuring that the food provided at camp is stored, prepared, cooked and served in a safe manner and that leftovers are stored safely.

Food borne illness, often called "food poisoning", occurs when a person gets sick as a result of eating food that has been contaminated with bacteria, parasites or viruses. Food needs to be handled correctly to ensure that it does not become contaminated and that the bacteria already in the food do not have an opportunity to multiply. Making sure that the food purchased and prepared at camp remains safe reduces the risk of food borne illness at camp.

## QUESTIONS

### MENUS

**FD1 Do the menus follow Canada's Food Guide?**

### FOOD SERVICE PERSONNEL

**FD2 Is at least one person in the food service area knowledgeable about safe food handling?**

**FD3 Are food service personnel free from infectious diseases that may be spread through the medium of food?**

Food service personnel must avoid contact with food if they are ill or have open sores or cuts. Good personal hygiene practised by the food service staff is one of the most important factors in preventing food borne illnesses.

**FD4 Do the food service personnel wear clean outer garments and a clean apron for each meal and as necessary?**

Food service personnel should not wear jewelry in food preparation areas.

**FD5 Do food service personnel confine their hair effectively?**

**FD6 Do food service personnel wash hands with soap and hot water and follow the 6-step procedure before starting work, after every use of toilet or urinal and as often as necessary while cooking?**

6-Step Procedure: (1) wet hands with running water, (2) apply soap, (3) scrub each hand for at least 20 seconds, (4) rinse hands with running water, (5) dry hands with paper towel or hand dryer, (6) turn off taps using a paper towel.

**FD7 Is smoking prohibited in the food service area?**

FD8 Are the food service personnel included in the precamp orientation?

FD9 Are signs posted to remind staff of proper procedures for food handling, preparation and service?

### KITCHEN

**FD10 Are the kitchen work surfaces maintained in a clean and sanitary condition?**

**FD11 Is there adequate natural and artificial light over all work and dishwashing areas?**

**FD12 Is the kitchen well ventilated?**

FD13 Is excess heat in the kitchen controlled for the health and comfort of the staff?

**FD 14 Are effective measures in place to keep insects and rodents out of the kitchen?**

### SAFE FOOD HANDLING

FD15 Is all food purchased from an approved, inspected source?

Avoid purchasing dented, bloated, rusted or unlabelled cans. Pre-packed goods should be purchased in airtight containers. Consume foods by the "Best Before" date.

- FD16 Is cold and frozen food delivered in a container with proper temperature control?**
- FD17 Are all milk and milk products pasteurized?**
- FD18 Are only Canada Grade A or B eggs purchased?**  
Do not use cracked or grade C eggs.
- FD19 Is the refrigeration of milk and other perishable or hazardous foods maintained at 5°C (41°F) or lower?**
- FD20 Is all frozen food stored at a temperature of minus 18°C (0°F) or lower?**
- FD21 Are accurate and easily-read thermometers available in each refrigerator and freezer?**
- FD22 Are these temperatures recorded according to instructions from your local Health Authority?**
- FD23 Are food products not requiring refrigeration stored in closed containers and in areas designated for food storage only?**
- FD24 Are the areas designated for food storage, preparation, and service maintained clean and free from insects, rodents, vermin, dust and fumes?**
- FD25 Are all preparation equipment and utensils maintained clean and free from insects, rodents, vermin, dust and fumes?**
- FD26 Is the time that food is left un-refrigerated kept to a minimum, to ensure food temperatures do not rise above the safe limit?**
- FD27 Are temperatures monitored during cooking to ensure temperatures remain within designated safety parameters?**  
Food service staff should use an accurate thermometer to determine temperature.
- FD28 Is hot food maintained at 60°C (140°F) or higher until served?**
- FD29 Are cutting boards, blocks, tables and equipment kept in good repair and sanitized between each use?**  
Food service staff should protect all food and food products properly during storage, preparation, display and service. It is essential to avoid cross contamination between raw products and cooked products. A separate cutting board should be used for raw meats. Raw foods should be stored separate from and below cooked or ready-to-eat foods.
- FD30 Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible?**
- FD31 Are frozen foods thawed under refrigeration or in cold running water or immediately put in the oven for cooking?**
- FD32 Are toxic or poisonous substances stored in a separate area from food?**

**FD33 Are toxic or poisonous substances kept in sturdy, clearly labeled containers?**

Substances necessary for maintenance of sanitary conditions must be used carefully so that food is not contaminated.

GARBAGE MANAGEMENT

**FD34 Is garbage deposited in leak-proof, durable containers equipped with tight-fitting lids?**

**FD35 Is the storage area for garbage maintained clean and dry?**

**FD36 Is garbage removed after each meal from any room in which food is prepared, served or stored?**

**FD37 Are garbage receptacles cleaned when required and air-dried?**

FD38 Are glass, plastic, paper, cardboard and metal recycled if facilities exist?  
See also Campsite, Facilities and Equipment CF31.

FD39 Does the camp compost?

Camps must use their own judgment regarding composting. If camps cannot maintain their compost in a manner that does not attract bears, they shouldn't compost. Place your compost bin in an area that is more difficult for bears to find. Keep it away from known bear pathways.

The key to composting in bear country is understanding that bears find food with their noses. If your compost pile does not smell, it will probably not attract bears. Keep your compost odour-free. Do not add cooked or left-over food scraps to your pile. Maintain a ratio of at least 3 brown (leaves etc.) to 1 green (vegetable scraps). Make sure your pile does not go anaerobic. Your bin must have adequate ventilation and should be turned regularly.

When adding kitchen scraps, mix in an equal amount of carbon such as leaves or sawdust. Try trenching smelly foods deep in your garden.

It is almost impossible to build a bear-proof compost bin, but there are some useful compost bins available for purchase.

Maintain a worm bin. Call the Public Education Coordinator for help in setting up a working worm bin.

HOUSEKEEPING AND CLEANING

**FD40 Are all dishes and equipment washed in accordance with Ministry of Health standards?**

**FD41 Is all food-processing equipment, including pots and pans, cleaned and sanitized after each use?**

**FD42 Are all used kitchen cloths, towels and aprons washed daily?**

**FD43 Are walls, ceilings, exhaust systems, filters and floors in the food service and dining areas kept clean?**

**FD44 Are stoves and grills kept clean and grease pans emptied regularly?**

**FD45 Are mops rinsed and hung in a well-ventilated place after each use?**

# TRANSPORTATION

## RELEVANT REGULATIONS AND RESOURCES

Ministry of Transportation <[www.mto.gov.on.ca/english/safety/schoolbus/schoolbus.htm](http://www.mto.gov.on.ca/english/safety/schoolbus/schoolbus.htm)>

## GENERAL NOTES

Transportation includes the movement of people to, from and around the site as well as the use of vehicles for maintenance, delivery or other camp business.

Vehicle Insurance is covered in Management and Administration, MA8 and MA9.

Many camps hire a bus company to transport campers and staff to camp or to off-site programs. It is important to research the company that you employ to ensure that the company has a good safety record and insurance deemed adequate by your camp insurance provider.

## QUESTIONS

### SAFETY

#### **TN1 Does the camp have written policies and procedures for each type of transportation provided for campers?**

Accurate attendance procedures should be in place for every pick up and drop off situation.

##### Door to Door Transportation

Pick up and drop off procedures should consider safe boarding and disembarking, the communication method between the home and the camp, and the procedure when a parent or guardian is not available to receive a camper. Written instructions from the parent or guardian may permit a camper to be left at home unattended or with a specific alternate.

##### Central Pick Up and Drop Off Locations

Designate safe loading and unloading areas and identify these areas with clear signage. Often schools and recreation centres are used for central pick up and drop off locations as they usually offer a safe entrance and exit to and from the area or have a marked drop off area. For residential camps, there must be space for baggage. Approval may be required from the owner of the pick up or drop off location.

For day camps in urban settings, sometimes an off-duty police officer is contracted to help direct traffic.

Staff must be instructed in the procedures to follow if a camper does not appear when the bus is to leave or when an unexpected camper wishes to board a bus.

Staff must also understand the maximum wait times and procedures at the drop off, if a camper is not permitted to leave on his/her own.

#### Airports and Railway Stations

Reliable updated travel information must be available to ensure that arriving campers are met at the proper time and proper place. Contact information should be in the hands of the camp, the camper and the parents or guardians. If traveling from outside of Canada, a letter of authorization from each custodial parent is required.

The supervisor must make certain that the departing camper is taken by the proper authority to board the train or plane and not left stranded. Many camps give campers a travel pouch containing camp contact information, identification, emergency money and other travel documents.

- TN2 Does the driver or assistant have an accurate list of the names of campers and staff traveling in a camp vehicle?**
- TN3 Is a copy of the list kept at camp?**
- TN4 Does the camp provide one or more trained supervisors in each vehicle?  
Bus companies train their drivers to be in control of their vehicles ensuring passengers follow the rules of the camp and the company. Including drivers in staff training helps them to understand camp transportation procedures.  
Training can include: safe loading and unloading procedures, crossing streets, taking attendance, dealing with parents and their concerns, successful bus programs, emergency procedures, vehicle safety rules, incident reports, behaviour management, how and when to contact the camp office.
- TN5 Prior to the start of camp, are staff trained in their responsibilities during the transporting of campers?
- TN6 Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?**  
Use seat belts if they are provided.  
Camps that use fifteen passenger vans should consider removing the rear seat when the van only has a few people in it in order to reduce loading behind the vehicle's rear axle.
- TN7 Are all vehicles and equipment in safe operating condition?**  
All vehicles, owned or leased by the camp or by staff, must be in good repair and should have a first aid kit. It is also recommended that each vehicle have a record of use to ensure proper maintenance.
- TN8 Do drivers check towing equipment prior to use?  
The driver must check that the hitch size is correct, that the chains are fastened properly, that the trailer lights are working, that the tires are properly inflated and that the load is properly distributed and secured. Towing increases the risk of rollover.
- TN9 Does the camp discuss personal transportation safety with all staff?  
All safety rules apply to staff on their days off or free time. In precamp remind staff of the importance of safe driving, having a designated driver and the risks found in local road conditions. Camps may give out emergency contact numbers so that staff can contact the camp to indicate that they may be late or are taking a taxi. Staff should not feel pressured to "speed" to get to camp.

## PUBLIC TRANSPORTATION

**TN10 Are campers traveling on public transportation supervised by trained staff?**

Staff and campers must understand the route and how to use the various modes of transportation.

A procedure should be in place to maintain a consistent count of campers as they board and then leave any mode of transportation.

TN11 Are campers traveling on public transportation given ID and/or camp contacts?

TN12 Are campers traveling on public transportation trained in how to obtain the assistance of the authorities?

## DRIVERS

**TN13 Does the camp check the license validity and driving record of each driver on camp business?**

Drivers should provide license numbers to the camp for a driver profile review. Driving experience is important.

**TN14 Do staff hold the required class of license issued by the Ontario Ministry of Transport or equivalent for the camp vehicle they are driving?**

# PROGRAM GENERAL

## GENERAL NOTES

Although some programs require specific standards, there are general standards that apply to all camp activities.

For each activity, the camp must assess the risk involved for both campers and staff. This assessment should cover all aspects of the program including equipment, training, and supervision. If an assessment determines there is an element of risk that can be minimized in a reasonable fashion, the camp should minimize or eliminate the risk.

A safety orientation, including rules and safety practices, is recommended before the start of all activities. Due to the dangers involved in the misuse of certain equipment or vehicles, staff should monitor campers carefully as they are learning.

## QUESTIONS

- PG1 Does the camp's promotional material describe the range and extent of the programs offered?  
All programs should be included in the camp promotional material so each parent or guardian is aware of the range and extent of the programs offered for their child at the camp.
- PG2 For every activity, is there at least one staff member who is experienced and knowledgeable in the activity?**  
The staff member at each activity must be able to make proper judgments concerning the participants' equipment, use of facilities and equipment, safety rules and procedures. Each activity must be geared to the age, ability and the limitations of the campers participating.
- PG3 Are safety procedures in place to protect campers and staff from exposure to harsh chemicals or other potential hazards?**  
If electrical equipment is used at an activity, the staff member must ensure safety protocols and procedures are in place in case of an accident.
- PG4 Does the camp designate staff to be responsible for supervising each activity?**  
The camp director or designate must ensure proper supervision including sound guidelines, safety regulations and emergency procedures for each and every activity as well as the proper maintenance of all facilities and equipment for the activities.  
  
As part of the supervision, each activity should be evaluated and reviewed annually.
- PG5 Does the camp provide safety rules and procedures for each activity to ensure that all equipment is handled by campers and staff in a safe manner?**

**PG6 Does the camp properly maintain the equipment and facilities of each activity?**

Camps should establish procedures to ensure that equipment is checked regularly and indicate who is to check the equipment. Activity staff must ensure their equipment has been installed in a safe manner.

**PG7 Does the camp have written procedures to minimize risk in each activity?**

**PG8 Does all safety equipment have Canadian Standards Association approval?**

Many sports programs will require certain equipment to be worn by the participants.

# TRIPS AND EXCURSIONS

## RELEVANT REGULATIONS AND RESOURCES

Canadian Coast Guard <[www.ccg.gcc.gc.ca](http://www.ccg.gcc.gc.ca)>  
*OCA Crisis Response Manual*  
A Wilderness Medicine Manual

## GENERAL NOTES

This section applies to all day trips, overnights, extended trips and wilderness travel programs, any one of which may take place on land or water.

These trips away from the main campsite may range from a picnic in a nearby park, an excursion to the local zoo, a visit to an amusement park to a canoe trip in the wilderness. Trips may vary in purpose, duration, location and mode of travel. Whether the campers are away for a day, overnight or a month, the group is independent of the support services available at the main campsite.

### WILDERNESS TRAVEL PROGRAM (WTP)

A Wilderness Travel Program may be one part of a camp's program or it may be the sole purpose of the camp. The program consists of an autonomous group travelling through the wilderness. The duration of the trip is a minimum of five nights and the participants may be more than eight hours away from emergency assistance.

## QUESTIONS

### LEADERSHIP AND SAFETY

**TR1 Is the trip leader at least 18 years of age?**

TR2 Is the assistant leader at least 17 years of age?

There must be at least two leaders per trip, each capable of shouldering the responsibility to lead effectively. Trip leaders must be diligent and alert at all times. In the absence of the support of camp staff and facilities, the trip leaders are solely responsible for meeting all the campers' needs. Also, the children are away from normal routines and security. Trip leaders for extended trips and wilderness travel must have prior tripping experience commensurate with the length of the trip and its degree of challenge.

TR3 Is the assistant leader skilled enough to take over leadership in an emergency?

**TR4 When the trip includes swimming or boating, does one leader hold a current Bronze Cross or equivalent?**

This standard applies to all activities in or on the water. The minimum requirement for the lifeguard/trip leader is a Bronze Cross. Equivalent means any certification from another province or country that, at the discretion of the camp director, is similar in scope and intent. The camp director is responsible for researching such alternative out-of-province certification.

- TR5 When the trip includes swimming or boating, do at least two of the trip leaders hold a current Bronze Cross or equivalent?
- TR6 Is one leader currently certified in Standard First Aid/CPR or an equivalent course?**
- TR7 Are both leaders currently certified in Standard First Aid /CPR or an equivalent course?
- TR8 Does each trip leader participate in trip planning?**  
 Pre-trip research may include: communication points, transportation arrangements, access points, facility evacuation plans, emergency meeting spots, procedures in case someone is separated from the group, camper supervision in urban centres, proposed route, total mileage, location of campsites and portages, knowledge of water quality, special equipment requirements, fragile nature areas, rapid ratings, degree of difficulty of route, leased or private lands, climate, topography and map references. This research will depend on the type of trip.
- For trips travelling on water, all participants should receive instruction in boating skills prior to departure.
- TR9 If climbing and/or caving are part of the program, are potential hazards determined prior to starting the activity?
- TR10 Does the camp train the tripping staff in tripping emergency procedures?**  
 Emergency procedures may include a missing person, swamped canoe, serious injury, evacuation methods, and fire fighting.
- TR11 Does the camp research drop off areas, meeting points, locations of emergency phones, park procedures, and age and/or ability restrictions?
- TR12 Are trip leaders given additional training in the management and supervision of campers at an off-site location?
- TR13 Do the trip leaders have a method of communicating with the camp in case of emergency?
- TR14 Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip?**
- TR15 Is the camp director aware of the limitations and/or health concerns of all participants on the trip?
- TR16 Is a written trip plan left at the main site?**  
 A trip plan should include names of all participants, points of emergency access, route, anticipated campsites, and contingency plans. The trip plan should be left at the main site and a copy of the trip plan and a map should be carried by one of the trip leaders.
- TR17 Do the trip leaders ensure that no one goes out of sight without a buddy, a whistle or other communicating device?
- TR18 Do the trip leaders know and follow the safety procedures if the trip encounters potentially dangerous wildlife?  
 Dangerous wildlife might include a bear, moose, poisonous snake or rabid animal.

**TR19 Is the staff to camper ratio at least one staff to every eight campers?**

If the participants are LITs/CITs, this ratio does not apply; a higher ratio would be acceptable.

HEALTH AND SANITATION

**TR20 Is a well-stocked first-aid kit and medication kit, if needed, properly secured in an accessible daypack?**

The first-aid kit should contain sufficient supplies and equipment to handle anticipated emergency situations, with adequate instructions. The amount and type of supplies will vary with the length of time away, available assistance, and specific needs of the trip participants.

**TR21 Does every participant with a known allergy or asthma carry the required medication?**

TR22 Do the trip leaders carry, administer, and document the use of personal medicine?

**TR23 Is there an adequate supply of sunscreen on the trip?**

A sun protection policy, including the use of sun hats and sunglasses, is particularly important on trips on the water or in open areas with prolonged sun exposure.

**TR24 Is there an adequate supply of drinking water available on the trip?**

TR25 Is all water used for drinking and cooking treated?

TR26 Are sanitary dish washing procedures explained to the group and followed?  
Wash dishes well away from the lake or river.

TR27 Are procedures for personal cleanliness explained to the group and followed?  
On a campsite, if a privy is provided, use it.

TR28 If no toilet facility is available, is human waste buried in active topsoil at least 75m (250 ft.) from water and food?

TR29 Is a record kept of health irregularities during the trip?

TR30 Is the record of health irregularities reviewed with the healthcare staff upon return?

TR31 Does the menu provide a balanced, nutritious diet?

TR32 Does the menu acknowledge individual allergies?

TR33 Are participants aware of how to protect themselves from insect bites?

CHOOSING AND MAINTAINING A CAMPING OR PROGRAM SITE

This includes picnic, program or meeting sites for day trips.

**TR34 Upon arrival, is the site made free from hazards, such as broken glass or waste?**

TR35 When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?

- TR36 Is low-impact camping explained by the trip leader and practised by all participants?  
Low-impact camping practices include: using established tent sites only; respecting vulnerable vegetation and ground cover; avoiding use of nails, wire, glass or makeshift structures on a site; restricting fires to the approved fire pit; never leaving charred logs, but burning all firewood to ash; and removing all litter and plastic from the site. Ideally trippers should strive to achieve no-trace camping. "Pack it in; pack it out".
- TR37 Is garbage carried out and disposed of properly?
- TR38 Is the cutting of live trees avoided?**  
Live wood burns poorly. Teach trip participants how to distinguish live from dead wood. Keep firewood to a minimum.

#### EQUIPMENT

- TR39 Does the camp director or staff ensure that safety inspections of all tripping equipment are completed regularly?**  
Equipment may include cooking shelters, equipment, tarps and coolers.
- TR40 Does the choice of all equipment consider the safety of the participants?  
It is recommended that extended trips carry high quality equipment that is well maintained and provides optimal safety and comfort for all participants. It is important to consider potential challenges the trip may offer, including terrain, weather, and animals. Night-time food storage equipment is needed where animals are a potential risk.
- TR41 Does the choice of all equipment consider potential challenges during the trip?
- TR42 Does the choice of all equipment allow participants to minimize the impact on the environment?
- TR43 Do all makeshift repairs receive the necessary attention before the equipment is sent out on another trip?

FOR TRIPS USING WATERCRAFT, ALSO ANSWER TR44 – TR53. OTHERWISE SKIP TO TR54.

- TR44 Does every person in a watercraft have a Canadian government approved Personal Flotation Device (PFD)?**  
The PFD must be the correct size for each person.  
See also Boating BT17.
- TR45 If the trip leader determines that current conditions pose an increased risk, does every person in a watercraft wear an approved PFD?**  
Participants who are not competent paddlers or who are weak or non-swimmers must wear a PFD. Increased risks might include but are not restricted to: currents, high winds, waves, stormy weather or cold water.
- TR46 Are the watercraft maintained and repaired to be safe for use?**  
See also Boating BT13.
- TR47 Do watercraft have the requisite safety devices required by the Canadian Coast Guard?**  
See also Boating BT11.
- TR48 Are the watercraft suitable for carrying the loads they are assigned to carry?**

- TR49 Are the watercraft designed to provide safe transportation in keeping with the demands of the route?
- TR50 Does the staff carry watercraft-repair supplies?
- TR51 For white water trips, are the participants fitted with helmets and PFDs specific to the river conditions?**
- TR52 For white water trips, are ropes and rescue equipment readily available?**
- TR53 For white water trips, do the tripping staff have the necessary experience and/or certification for the degree of difficulty?**

FOR TRIPS INVOLVING ONE OR MORE OVERNIGHT STAYS ANSWER TR54 – TR58

- TR54 Are there sufficient tents, tarpaulins or flies to shelter all the participants comfortably?
- TR55 Are the tents, tarpaulins or flies pitched safely away from the fire?**
- TR56 Are the tents, tarpaulins or flies self-contained, with all necessary pegs, poles, and rope?
- TR57 Do the staff carry tent-repair supplies?
- TR58 Are new campsites established only after the leader is convinced no existing sites are available within a reasonable distance?  
 An ideal campsite provides privacy for the group. If there are other campers at nearby sites, their privacy should be respected. The length of stay at any one campsite is best limited to two nights, to allow other campers to make use of them.

CAMPS WITH WILDERNESS TRAVEL PROGRAMS ANSWER QUESTIONS TR59 – TR72

- TR59 Has the trip leader acquired experience as an assistant leader on a prior trip of similar duration and level of difficulty?
- TR60 Does the trip leader have wilderness first aid training?**
- TR61 Does the trip leader have the necessary skills to manage the degree of difficulty on the trip?**  
 Leaders on wilderness trips require sound judgement and decision-making skills.
- TR62 Do the pre-trip literature, promotional materials and discussions assist the participant in preparing for the program, including specifying the physical fitness requirements, expectations, degree of risk and program details?
- TR63 Is there a written policy and procedure to be followed in the event of an accident or disaster?  
 The *OCA Crisis Response Manual* is a helpful resource.
- TR64 Does the camp thoroughly research the safety, program and logistical aspects of a new route before implementation?
- TR65 Does the camp maintain records, which identify the leaders, the names of participants, their tripping experience and home contact information?

- TR66 Does the camp have a medical form signed by a parent or guardian giving the participant's medical history and particularly specifying any limits of his/her participation?
- TR67 Are trip participants trained in rescue techniques appropriate to the trip?
- TR68 Does the trip leader carry a reliable and appropriate communication device that meets the needs and remoteness of the trip?
- TR69 Does the camp fully examine and assess the reliability and insurance status of any transportation service being employed?
- TR70 Does the camp communicate with parents and camp insurance agents if unusual or unexpected transportation services are involved?
- TR71 Upon return from the trip, do the trip leaders conduct an evaluation?
- TR72 Is the trip evaluation reviewed by the camp director and/or head of tripping?

# CHALLENGE COURSES

## RELEVANT REGULATIONS AND RESOURCES

Challenges Unlimited <[www.challengesunlimited.com](http://www.challengesunlimited.com)>  
Adventure Works Associates Inc. <[www.adventureworks.org](http://www.adventureworks.org)>  
Association for Challenge Course Technology (A.C.C.T.) <[www.acctinfo.org](http://www.acctinfo.org)>  
Climbing Wall Association <[www.climbingwall.org](http://www.climbingwall.org)>

## GENERAL NOTES

A challenge course is a series of individual and group, physical, social and emotional challenges that require a combination of teamwork, skills and individual commitment. Challenge courses are constructed outdoors using trees or utility poles and ropes, cables and wood. These courses may also be constructed indoors within an existing structure.

High elements require a person to climb higher than can be safely spotted from the ground and require a belay system to protect the participant. This includes indoor and outdoor climbing walls.

Low elements are non-belayed activities below shoulder height, which focus on a set goal within a supportive group environment. This includes indoor and outdoor bouldering walls. Low elements can be removable.

Initiative tasks challenge the group to utilize its resources to solve a set problem. Initiative can use permanent or portable equipment either indoors or outdoors.

## QUESTIONS

CAMPS WITH ANY TYPE OF CHALLENGE COURSE ANSWER QUESTIONS CC1- CC22

**CC1 Has the challenge course been installed using the minimum standard recommended by The Association for Challenge Course Technology (A.C.C.T.)?**

The primary concern is for the safety of the participants.

**CC2 Has the climbing wall been installed using the minimum standards recommended by the Climbing Wall Association?**

**CC3 Is the challenge course designed, installed and operated to deter unauthorized access and use?**

**CC4 Annually, prior to the camp season, has a qualified challenge course professional, as defined by A.C.C.T., completed a safety inspection of the course and provided a written report to the camp director?**

**CC5 Does the camp implement the recommendations from the annual inspection prior to the use of the challenge course?**

- CC6 Is there an annual inspection of the ground beneath the challenge course for proper drainage, rotting of poles or trees, insect or animal damage and potential future hazards?**
- CC7 Are all trees and poles in the challenge course inspected on an ongoing basis to determine their health?**
- CC8 Do trained camp staff inspect the challenge course and equipment prior to each use?**
- CC9 Have all instructors completed a training course appropriate to the site and program?**  
Challenge course instructors must have completed a course offered by a challenge course professional trainer.
- CC10 Have all spotters received proper instruction in their roles?**
- CC11 Does the camp have a written emergency plan for the challenge course?**  
The written emergency plan must describe the appropriate response for medical emergencies, injuries, panic attacks and equipment failures.
- CC12 Are the instructional staff trained in the written emergency plan?**
- CC13 Are the numbers of instructors and spotters sufficient for the number of participants engaged in the challenge course as recommended by the installer or qualified challenge course professional?
- CC14 When high elements are in use, are at least two trained staff supervising?
- CC15 When low elements are in use, is at least one trained staff supervising?
- CC16 Are the safety rules posted and explained to the campers prior to their participation?**
- CC17 Is safety terminology explained and used by both staff and campers?
- CC18 Does all safety equipment meet the manufacturer's and installer's recommendations?**
- CC19 Is an ongoing, written record maintained and kept on file detailing the condition of the challenge course and the safety and belay equipment?
- CC20 Are near-miss incidents recorded for future assessment of risk?
- CC21 Is a first aid kit accessible when the challenge course is in use?
- CC22 Do the instructors have a communication method to summon assistance while the challenge course is in use?
- CAMPS WITH HIGH ELEMENTS ALSO ANSWER QUESTIONS CC23 TO CC29
- CC23 Are helmets, ropes, harnesses, carabineers and belay devices inspected on a use-by-use basis?**  
The staff and participants must wear full safety equipment. For high elements, this will include a helmet, harness and belay system for all activities.

**CC24 Is the challenge equipment removed and stored in a cool, dry, locked area while not in use?**

**CC25 Are the high elements and climbing equipment used only for the purpose of a challenge course program?**

CC26 If campers are belaying, are there sufficient belayers for the weight of the climber when using a belay post?

CC27 Is a standardized system of communication used among instructors on the high elements and the staff spotting on the ground and campers dismounting the elements?

**CC28 Are all campers and staff equipped with helmets, harnesses, locking carabineers and a belay system when they are on high elements?**

**CC29 Does the head of challenge courses have easy access to equipment for a participant rescue?**

CAMPS WITH LOW ELEMENTS AND INITIATIVE TASKS ALSO ANSWER QUESTIONS CC30 TO CC32.

**CC30 Are portable low elements and initiatives removed and stored in a locked area when not in use?**

CC31 Is the equipment for portable low elements and initiatives used only for the purpose of initiative challenges?

CC32 Is the area below a bouldering wall appropriately and sufficiently padded according to manufacturer's recommendations to prevent injury to climbers?

# RIDING

## RELEVANT REGULATIONS AND RESOURCES

Horse Riding Safety Act <[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)> Required for commercial riding establishments  
Ministry of Agriculture, Food and Rural Affairs <[www.omafra.gov.on.ca](http://www.omafra.gov.on.ca)> and Ministry of the  
Environment <[www.ene.gov.on.ca](http://www.ene.gov.on.ca)> both have links to "nutrient management"  
Ontario Equestrian Federation <[www.horse.on.ca](http://www.horse.on.ca)>  
*The Smart Equestrian*, ThinkFirst Canada <[www.thinkfirst.ca](http://www.thinkfirst.ca)>, an injury prevention program  
American Society for Testing and Materials/Safety Equipment Institute (ASTM/SEI) for helmets

## GENERAL NOTES

The riding director or senior instructor has day-to-day responsibility for supervising all riding activities and must be at least 18 years of age. As there are significant responsibilities and pressures inherent in supervising staff, campers and horses, this person must have appropriate riding and supervision experience, including knowledge of stable management and horse care.

An atmosphere conducive to the horses' health and well being must be maintained at all times. It is imperative that the care and well being of all horses used for riding be under the supervision of a knowledgeable horse person.

A precamp training period should include instruction for all riding staff to ensure that they are familiar with all aspects of the riding program, horse care and stable management.

"Horse" includes pony.

## QUESTIONS

### RIDING PROGRAM

**RD1 Is the camp or head riding instructor a member of the Ontario Equestrian Federation?**

**RD2 Is the riding director or senior instructor at least 18 years of age?**

**RD3 Is there at least one person with first aid qualifications at the barn, when campers are present?**

The stable and riding area shall always be supervised by riding staff. First aid training equivalent to Standard First Aid and CPR- Level C is essential. A stocked first aid kit must be located in the barn and emergency equipment must be easily accessible.

**RD4 Is there at least one person with first aid qualifications on all trail rides?**

**RD5 Are barn rules posted and explained to all participants?**

**RD6 Are properly sized ASTM/SEI approved helmets worn by all riders?**

**RD7 Do all riders wear hard soled, unadorned footwear with a heel no less than 1.5 cm?**

RD8 Is it forbidden for all riders to ride alone outside the ring?  
A second staff member should be close by and available when schooling alone in the ring.

**RD9 Does the camp have a written emergency plan for the riding program?**  
The emergency plan is a component of the overall camp plan. It should be posted at the barn.

**RD10 Is the written emergency plan explained to all riders?**

RD11 Do the riding staff supervise campers in the stable and riding area?

**RD12 At the start of each season, are horses evaluated for their suitability to the program?**  
Horses should be well schooled prior to the start of each season. Experienced instructors should establish the temperament and degree of training required for each horse, and then work with the horse until it is deemed suitable for children.

RD13 Are riders assessed and placed in classes according to their ability?

RD14 Is the ratio at least one staff to six riders?

RD15 Is there a minimum of two staff on trail and group rides?

#### HORSE CARE

RD16 Are daily health checks carried out on all horses?  
Daily health checks include checking for sores, loss of appetite, hoof or eye problems or any sign of illness.

**RD17 Do all horses have up to date rabies and tetanus vaccinations?**  
Your veterinarian may recommend other vaccinations such as West Nile and flu under certain conditions.

**RD18 Are horses fed and watered to maintain optimal health and well-being?**  
Horses must be provided with fresh, clean water at all times and good quality hay with no mould or dust. Salt should be freely available. Grain and other hard feeds should be provided depending on the temperament and workload of the horse.

RD19 Are the horses given adequate breaks, access to water and rest during the workday?  
The comfort of the horse should always be considered. This includes regular grooming, bits cleaned after each ride, girths and saddle pads cleaned regularly and well fitting saddles and bridles. It is recommended that each horse have individual tack or at least bridle and bit. It is ideal if horses have paddocks or pasture where they may roam during their free time.

Horses should be worked no more than four hours per day and no more than one hour without a break including loosened girth and access to water. Weather and environmental conditions may reduce the number of hours that the horses can be worked.

RD20 Is protection from the elements provided?

RD21 Are horses given a twenty-four hour break from riding each week?  
The camp must have enough horses to allow a sick horse adequate time off.

RD22 Does the stable have access to a farrier and veterinarian?

RD23 Are the horses' hind feet unshod unless recommended by a farrier?

#### STABLE MANAGEMENT

RD24 Is the stable area and fencing kept clean and in good repair?

RD25 Is manure removed daily for proper disposal?

RD26 Is the tack well maintained, cleaned regularly and stored properly?  
Tack should be checked prior to every lesson and kept clean and well maintained. Saddle pads should be washed regularly.

RD27 Is barn equipment such as pitchforks and shovels stored in a safe manner?

**RD28 Is a properly maintained fire extinguisher located at one or more exits?**  
The stable is a smoke-free area. Flammable materials should not be stored in the stable vicinity.

# HOCKEY SPORTS

## RELEVANT REGULATIONS AND RESOURCES

Canadian Standards Association (CSA)

## GENERAL NOTES

All the following standards apply to ice hockey and also to roller hockey, ball hockey and floor hockey as described below.

## QUESTIONS

### **HS1 Are all campers wearing the required safety equipment while playing hockey?**

All equipment worn by campers and staff must meet the safety standards endorsed by the Canadian Standards Association (CSA).

#### Ice Hockey

All campers on the ice must wear full equipment, including helmet with face mask, facial cage or visor.

#### Roller Hockey

Roller hockey requires full head protection, including helmet with face mask, facial cage or visor. Shin pads, gloves/wrist protection, elbow pads and wrist guards are recommended for all players.

In addition to full head protection, leg, arm/chest, and groin protection are recommended for goaltenders.

#### Ball Hockey

In ball hockey, campers use wood or composite hockey sticks, and usually play on a paved surface with a hard ball. For contact ball hockey, full head protection including helmet with face mask, facial cage or visor is required. For non-contact ball hockey, some type of eye protection is required.

#### Floor Hockey

As floor hockey is usually played on a softer surface with plastic sticks and a softer ball, eye protection is required.

### **HS2 If staff are actively playing, not coaching, are they encouraged to wear certified helmets?**

It is recommended that staff should wear helmets since staff are role models for campers and are under the same risk as campers if actively playing. Usually staff do not participate in the game, but rather are coaching or instructing. In such instances, helmets are not mandatory although they are recommended. It is also acknowledged that some professional staff may not agree to wear hockey helmets and accordingly staff are encouraged but not required to wear certified helmets on the ice while instructing.

### **HS3 Are sticks in a safe condition?**

**HS4 Are the playing surfaces in a safe condition?**

Playing surfaces should be free from any cracks and hazardous conditions such as thin areas where dirt or concrete may break through.

CAMPS WITH AN ICE HOCKEY PROGRAM ANSWER HS5 TO HS15.

**HS5 Is the entire playing surface clearly visible?**

Staff must use discretion at times when the climate creates a "fog" making visibility a concern. Play must be halted until the playing surface is clearly visible.

HS6 Is at least one certified first aider in the arena at all times when campers or staff are on the ice?

HS7 Is a first aid kit in the arena at all times when campers or staff are on the ice?

HS8 Is a stretcher available at the rink?

HS9 Is ambulance service available?

Arrangements with a local doctor and ambulance service must be established prior to commencing the activities. Off-site or rented facilities usually supply all medical needs.

HS10 Is at least one staff member in a supervisory role at all times when any campers are on the ice?

**HS11 Are all dressing rooms supervised by gender specific staff while campers are present?**

HS12 If dressing rooms are used, are they sanitized as necessary and kept clean?

HS13 Is there sufficient space for equipment to dry between sessions?

HS14 When using facilities or arenas not owned by the camp, has the camp reviewed the facility's emergency procedures and medical assistance?

HS15 When using facilities or arenas not owned by the camp, does the camp have procedures to prevent intrusion by uninvited persons?

# TARGET SPORTS

## RELEVANT REGULATIONS AND RESOURCES

Ontario Regulations for purchase of ammunition.  
Municipal By-laws for discharge of firearms.

## GENERAL NOTES

### SAFETY FIRST:

Air guns and bows and arrows are projectile weapons and are inherently dangerous. The safety of everybody on or near the shooting range is the first priority. Strong discipline with standardized commands must be maintained on the shooting range to ensure that projectiles are aimed only at the targets, and that no one moves into the active line of fire.

### SHOOTING RANGE:

The shooting range is designed or intended for the safe discharge, on a regular and structured basis, of firearms or bows and arrows for target practice or competition. The range should be located with safety as the first consideration. It should face away from buildings, paths or other activity areas. There should be a well established safety zone behind the targets. A hillside backdrop is ideal. Preferably, the range should face north to prevent the sun's glare from interfering with seeing the targets and anyone straying behind them. Bushy areas behind targets should be cleared as much as possible for ease in finding arrows.

Camps should post signs or warnings and install physical barriers to restrict access to the shooting range. Clearly defined lines should mark the shooting area.

### EQUIPMENT:

Air guns are a type of firearm that uses compressed air or carbon dioxide to propel a projectile.

BB guns are a type of air gun that propels spherical BB pellets.

Air guns with a projectile velocity below 152 m/s (500 f/s) are not regulated under federal gun control laws or the Hazardous Products Act.

Ontario requires the purchaser of air gun and BB gun ammunition to be 18 years of age or older.

Municipalities regulate the discharge of firearms, including air guns.

All the equipment should be checked every day prior to use. Instructors should have the training, equipment and supplies to clean the air guns or do minor repairs on the bows and arrows.

## QUESTIONS

**TS1 Are the instructors experienced in these activities and the safety precautions required for them?**

**SAFETY RULES FOR AIR GUNS AND ARCHERY:**

All participants must understand clearly defined shooting commands.

All participants and spectators must stay behind the shooting line.

At any one time all shooters must use the same shooting line.

Keep the weapon pointed in a safe direction, specifically away from people.

Be sure of your target and of what is beyond it.

Wait for the command before starting to shoot.

Wait for the command "CLEAR" before walking, not running toward the targets.

**ADDITIONAL RULES FOR AIR GUNS:**

Always keep the gun unloaded until ready to aim and shoot.

Always keep your finger away from the trigger until ready to shoot.

**ADDITIONAL RULES FOR ARCHERY:**

Never shoot an arrow straight up into the air.

Never draw the bowstring back farther than the length of the arrow.

Never draw the bowstring back until ready to shoot.

To remove an arrow from the target, always stand to one side and ensure that no one is directly behind you.

**TS2 Are the safety rules posted, taught and enforced?**

**TS3 Is the shooting range located away from other camp activities?**

TS4 Are precautions in place to prevent unwanted access to the shooting range?

TS5 Are shooting lines clearly marked?

**TS6 Is all the equipment inspected for defects prior to use?**

**TS7 Is all equipment maintained in a safe condition?**

CAMPS WITH AN AIR GUN PROGRAM ANSWER QUESTIONS TS8 AND TS9.

**TS8 Are the guns and ammunition stored separately from each other in secure, locked locations?**

**TS9 Are safety glasses worn by all participants at all times?**

All participants and staff must wear eye protection.

Ear protection is not required but is beneficial.

CAMPS WITH AN ARCHERY PROGRAM ANSWER QUESTION TS10.

**TS10 Is the archery equipment stored in a locked location?**

# CYCLE SPORTS

## RELEVANT REGULATIONS AND RESOURCES

Ontario Mountain Bike Instructor <[www.ontariocycling.org](http://www.ontariocycling.org)>

CANBIKE <[www.canadian-cycling.com](http://www.canadian-cycling.com)>

National Coaching Program <[www.coach.ca](http://www.coach.ca)>

## GENERAL NOTES

Cycle sports include cycling, mountain biking, and extreme biking in camp and off-site.

Extreme biking takes place on difficult terrain or courses where there is a high risk of injury.

The program supervisor should check all program plans daily to ensure safety and high quality. The cycle sports staff should inform the head of cycling of all selected routes and trails on a standard form.

Included with a copy of the route should be: participant names, time of departure, length of route, expected duration and any possible concerns or hazards.

## QUESTIONS

**CS1 Have all cycling staff been trained for their position and in the safety procedures of the program?**

All cycle sports staff should have riding experience commensurate with the program being offered and be at least 16 years of age.

Precamp training for everyone involved in the cycle sports program should include: trail and riding safety rules, search procedure for a missing camper, procedure for injured camper or staff, program goals, group control, and cyclist clothing and equipment.

**CS2 Are all cycling staff trained in first aid and CPR?**

**CS3 Are campers instructed in all rules and safety procedures at the beginning of each session?**

Establish safety rules and procedures for all campers and staff. Begin by explaining all safety rules and procedures to all participants. Reinforce the rules throughout the activity.

**CS4 Is there a written emergency plan?**

**CS5 Are emergency procedures practised?**

**CS6 Is riding alone prohibited?**

**CS7 Are all traffic laws and signs obeyed?**

**CS8 Do cycling staff ensure that campers ride in single file on public and private roads?**

- CS9 Does every cycling staff member carry a first aid kit?  
Staff should always have extra water and food and be aware of the hydration needs of all participants.
- CS10 Does at least one cycling staff member carry a communication device on off-site routes?
- CS11 Does the camp adhere to the staff to camper ratios?  
It is recommended that the staff to camper ratios be:  
6 - 8 years 1:4  
8 and older 1:6  
Certain trail rides may require additional staff to ensure the safety of all participants.
- CS12 Are selected routes and trails maintained to minimize risk?
- CS13 Is at least one person on the trip familiar with the selected routes and trails?
- CS14 Do all cyclists wear cycling helmets approved by the Canadian Standards Association?**  
Hockey and skateboard helmets are not approved for cycling. Ball hats should not be worn under helmets.
- CS15 Are the helmets inspected before each use for cracks and damage?**
- CS16 Are helmets and bikes fitted properly to each individual rider?**
- CS17 Are closed-toed shoes worn by all campers and staff?
- CS18 Is a bike check performed on all bikes before use?**
- CS19 Do the cycling staff carry bike repair kits and know how to fix basic problems?
- CAMPS WITH EXTREME BIKING ANSWER CS20 TO CS25
- CS20 Does the program ensure progressive skill development prior to attempting difficult routes?
- CS21 Does the program supervisor inspect any new jumps, obstacles or drops prior to use by campers?
- CS22 Does the cycling staff have the ability to block off high risk or inappropriate routes to prevent lower-skilled riders from attempting them?
- CS23 Do the technical routes provide path alternatives where difficult crossings are encountered?
- CS24 In the case of remote locations on a technical ride, is there an emergency access or exit route planned and available for riders?
- CS25 For highly technical routes, do riders have sufficient protective equipment for the route being attempted (wrist guards, jaw protector moto-cross helmet, knee protection, elbow pads)?

# BOATING

## RELEVANT REGULATIONS AND RESOURCES

Canadian Coast Guard regulations for small craft <[www.tc.gc.ca/BoatingSafety/regs.htm](http://www.tc.gc.ca/BoatingSafety/regs.htm)>

Minimum equipment requirements <[www.tc.gc.ca/BoatingSafety/sbg-gsn/menu.htm](http://www.tc.gc.ca/BoatingSafety/sbg-gsn/menu.htm)>

Canadian Coast Guard approved testing agencies

<[www.tc.gc.ca/BoatingSafety/providers/search/cp-list.asp](http://www.tc.gc.ca/BoatingSafety/providers/search/cp-list.asp)>

Canadian Coast Guard *Safe Boating Guide*

## GENERAL NOTES

This section applies to activities which occur within the normal camp boating areas, not an off-site trip or excursion.

Watercraft are divided into two categories:

1. Non-power boats include canoes, kayaks, sailboats, sailboards, and rowboats.
2. Power boats include Personal Watercraft (PWC, Jet Ski, Seadoo), inboard and outboard motorboats, and barges.

For the purposes of this section, water-skiing includes all activities where a person is pulled behind a power boat such as aquaplaning, wakeboarding, barefooting or tubing.

A Pleasure Craft Operator Card (PCO card) is required for anyone operating a power-driven recreational vessel and is obtained by scoring a minimum of 75% on a multiple-choice exam to prove a basic level of understanding of boating safety and Canadian regulations. There are many agencies which offer courses and examinations in order to obtain a PCO card.

## QUESTIONS

### BOATING STAFF

**BT1 Does each activity head have a current Bronze Cross or NLS?**

Each boating activity must have a designated "head". In the absence of the head, a person who meets the qualifications for head, must be designated acting-head.

**BT2 Does each activity head, whose job includes operating a power boat, have a Pleasure Craft Operator Card?**

**BT3 Is each activity head trained, knowledgeable and skilled?**

Certification, experience, knowledge and the number of staff affect a program's safety. An evaluation of the age, experience, maturity and skills of an individual indicates his/her suitability to supervise an activity.

**BT4 Do the boating staff hold a minimum of a current Bronze Medallion or equivalent, as well as a Pleasure Craft Operator Card where required?**

“Or equivalent” means a swimming certification from another province or country that is similar in its intent and scope. It is the camp director’s responsibility to ensure to his/her satisfaction that the other certification is equal to or better than the standard’s requirements. Boating staff are required to hold a PCO card if their job description includes operating a power boat.

**BT5 For each boating activity, do the boating staff have the necessary training, knowledge and skill to teach and supervise?**

A job description for each position defines the skill, knowledge, training, experience and teaching requirements needed to fill the position. Training for boating activities may include: the use of lifejackets; boarding, movement and disembarking of watercraft and self-rescue in the event of capsizing or swamping.

**BT6 Are staff assigned to operate power boats provided with additional training in power boat operation and emergency procedures?**

It is recommended that specific training be given for all boat drivers based on their responsibility. Training may include: common rules of boating; the use of throttle, shift and steering; the safe operation and fueling of the boat; procedures in the event of mechanical failure; safe loading and unloading; the procedure for downed skiers and any other relevant information.

BOATING PROGRAM AND EQUIPMENT

**BT7 Does the camp have written operational procedures for each boating program area?**

**BT8 Does the camp have written emergency procedures for each boating program area?**

Camp staff at waterfront activities must be trained in and practise the emergency procedures so that they are prepared to handle an emergency effectively.

**BT9 Are the boating staff trained in both the operational and emergency procedures?**

**BT10 Do the boating operational procedures adhere to Canadian Coast Guard regulations?**

The Canadian Coast Guard’s *Safe Boating Guide* is an excellent resource and details required equipment, operator restrictions, and “rules of the water”.

**BT11 Are watercraft checked before each use to ensure the required equipment is in place?**

Minimum equipment requirements are described in the *Safe Boating Guide*.

**BT12 Are watercraft and related equipment checked on a regular basis for damage?**

**BT13 Are watercraft and related equipment repaired and maintained to be safe for use?**

See also Tripping TR46

**BT14 Is a system in place to track campers and watercraft at each program area?**

Each waterfront area must have a check-out/check-in system to monitor the entry and exit of staff and campers and the condition of the watercraft.

**BT15 Are watercraft banned from areas where there are swimmers?**

**BT16 Is a suitably-equipped emergency watercraft operational for emergencies at all times?**

An emergency craft may be a power or non-power boat.

**BT17 Does every person in a watercraft have a Canadian government approved PFD?**

The PFD must be the correct size for each person on board. See also Tripping TR44

**BT18 Do non-swimmers wear an approved PFD in a watercraft?**

**BT19 If the camp is unaware of a person's swimming abilities, is it mandatory for the person to wear a PFD in a watercraft?**

**BT20 Do sailors wear an approved PFD?**

**BT21 Do sailboarders wear an approved PFD?**

**BT22 Do all persons using a personal watercraft wear an approved PFD?**

**BT23 If conditions are such that there is an increased risk, does every person in a watercraft wear an approved PFD?**

Increased risk can include non-swimmers, unassessed swimmers, inexperienced or untrained paddlers, fast currents, high winds, waves, cold water, or high levels of boat traffic.

#### WATER-SKIING AND POWERBOATING

**BT24 Do all water-skiers wear an approved PFD?**

**BT25 During water-ski activities, does the watercraft have a designated driver and a spotter with designated seats for each of them?**

The two people in a ski boat are:

1. The driver who holds a Pleasure Craft Operator Card and
2. The observer who is facing the skier.

The ski boat must have designated seats for both the driver and the observer while allowing for suitable safe space for a skier in case of an emergency. It is recommended that anyone who goes skiing should pass a designated skill test (eg. swim test) designed to show competency in an open and deep water environment.

**BT26 Can the boat safely accommodate the skiers in the event of an emergency?**

**BT27 Does the camp have safety procedures to deal with a skier in distress?**

**BT28 If a PWC is used for water-skiing purposes, is it equipped with double spotter mirrors and an automatic emergency shut-off?**

There must be room on the PWC for an observer.

**BT29 Do the staff check the water-ski equipment regularly for wear and tear?**

It is recommended that the equipment be checked before each use.

**BT30 Do ski boats follow driving patterns in order to avoid obstacles and remain a safe distance from other boats?**

# SWIMMING

## RELEVANT REGULATIONS AND RESOURCES

Health Protection and Promotion Act R.R.O. 1990, Regulation 565 Public Pools. This regulation governs the operation of pools at both residential camps (Class A pools) and day camps (Class B pools). If the camp pool is open to the public, it is a Class A pool.

The Ontario Building Code, Section 3.11 Public Pools. This regulation governs the design and construction of indoor and outdoor pools, their surroundings and their required ancillary facilities.

Health Protection and Promotion Act R.R.O. 1990, Regulation 568 Recreational Camps. This regulation governs the operation of residential camps that operate a waterfront area that is used for any aquatic activity.

These documents are available online at <[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)>.

## GENERAL NOTES

These guidelines apply to both pools and waterfronts.

### SWIMMING AREA

A swimming area may be:

- an outdoor swimming pool
- an indoor swimming pool
- a wading pool not exceeding 0.75m (2 ft. 6 in.) in depth
- a shallow water pool not exceeding 1.10m (3 ft. 6 in.) in depth
- a natural waterfront area such as a lakefront, beachfront, riverfront or pond.

A "lifeguard" is responsible for supervising swimmers to ensure their safety. Where a specific qualification is required, the individual question will specify the necessary level.

It is suggested that all lifeguards have a rescue aid at hand, a whistle and a readily accessible fanny pack containing protective gloves, protective mask, band aids, gauze pads and a mini first-aid booklet.

## QUESTIONS

### SWIMMING - GENERAL

**SW1 Is the pool/waterfront director at least 18 years of age, experienced, and certified with a current National Lifeguard Service (NLS) pool or waterfront option?**

A pool/waterfront director is mandatory in a camp that offers a recreational and/or instructional swim program in water deeper than 1.10 metres (3 feet 6 inches).

The pool/waterfront director has day-to-day responsibility for the supervision of the swim program. In the absence of the pool/waterfront director, a qualified, adequately prepared substitute must assume responsibility. A pool/ waterfront director may have responsibility for other aquatic activities. However, this section refers only to this individual's responsibilities for the recreational and/or instructional swim program. Individuals may hold more than one title.

"Experienced" means having a minimum of 250 hours of direct experience specific to the duties for which the individual is hired.

"Current" means dated less than two years prior to the date on which an individual is working as the pool/waterfront director.

- SW2 Are all on-duty lifeguards and assistant lifeguards readily identifiable?  
"Readily identifiable" means "Lifeguard" is printed on a t-shirt, hat, tank top, jacket or bathing suit.
- SW3 Are swim staff knowledgeable of campers' and staff's swimming abilities and relevant medical issues?**  
The swimming staff must be aware of any physical, psychological, emotional and/or medical limitations of campers and/or staff that could affect their safety in the water.
- SW4 Does the camp have written operational procedures for each area used for swimming?**  
The day-to-day actions and policies are established to prevent accidents and injuries. These should include pool and/or waterfront rules for campers, staff and visitors and their implementation; preparation of pool/waterfront areas for swimmers; and requirements for checking equipment. The procedures should include a systematic check-in/check-out process for swimmers participating in instructional and/or recreational swims.
- SW5 Does the camp have written emergency procedures for each area used for swimming?**
- SW6 Are staff trained in the operational and emergency procedures?**  
Emergency procedures should be reviewed and practised on site by all staff both during precamp before the swim program begins and also during the season.
- SW7 Are staff trained in water search and evacuation procedures for each swimming area?**  
A universally recognized emergency signal will automatically begin a water search and alert all campers and staff to assemble for roll call. The water search must be organized to function during instructional swim classes, recreational swims, and special events.
- SW8 Are the water search procedures practised as necessary?**  
Water search procedures should be practised in precamp before the swim program begins and also during the season.
- SW9 Are the evacuation signals and procedures universally known and understood by all campers for each swimming area?**
- SW10 Is swimming alone forbidden?**
- SW11 Is swimming in the dark forbidden?**
- SW12 Are campers and staff restricted to clearly established swimming areas according to their ability?**
- SW13 Do swimmers wear something to identify their swimming abilities?  
The camp must assess and classify a camper's swimming ability by using a swim test or an assessment form.

Knowledge of a camper's ability will help to ensure safe participation in other water sports, which may require non-swimmers to wear a life jacket. Records of swimmers' abilities should be accessible at the pool/waterfront.

**SW14 Is each swimming instructor at least sixteen years old and certified with the necessary instructor qualifications specific to the camp's advertised swim program?**

#### LEISURE EQUIPMENT

**SW15 Is there an adequate depth of water for the safe use of all leisure equipment?**

A diving platform is a rigid board. A diving board is a flexible board. Leisure equipment also includes towers, slides and trampolines.

**SW16 Do the diving platforms and/or boards for both pools and waterfronts adhere to the R.R.O. 1990, Reg. 565?**

R.R.O. 1990, Regulation 565 governs pools with diving platforms greater than three metres in height above the water. The Ontario Building Code governs the physical requirements for all heights of diving boards or platforms and the water around them. When setting up leisure equipment at your pool or waterfront area, consider the following: adequate depth of water, possible hazards, safe distance from the swim or boating area, proper supervision, and participants' swimming ability. Check safety of equipment daily.

**SW17 Is the area around the diving platform, board, tower and/or slide free from all hazards such as swimmers, boats, and rocks?**

**SW18 Are all participants who use a diving board, platform, tower, slide, water trampoline or other water accessory aware of all safety rules relevant to this activity?**

**SW19 Is there supervision when campers and staff are using the diving board, platform, tower, slide, water trampoline or other water accessory?**

#### POOLS

IF THE CAMP OPERATES A POOL, ANSWER QUESTIONS SW20 THROUGH SW31.

**SW20 Do the pool practices and equipment comply with the Government of Ontario R.R.O. 1990, Reg. 565?**

Pool operators are required to maintain daily records and do regular inspections of the facility.

**SW21 Is all the required safety equipment under the regulations easily accessible at each pool?**

**SW22 Are the pool areas and all required safety equipment checked daily and kept in a clean and safe operational condition?**

**SW23 Are all pool safety rules posted in weather-protected, conspicuous positions as required by the regulations, and communicated to campers at the beginning of their stay?**

**SW24 Does each pool have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?**

The on-site communication centre may be in the camp office, director’s cabin, doctor’s office, health centre or swimming area, and may have direct communication with emergency medical services (EMS) by means of a telephone, walkie-talkie or equivalent. If the emergency telephone is not at the swimming area, there must be a means to summon assistance and advise the communication centre of the emergency.

**SW25 Is the swimming director familiar with the Government of Ontario regulations?**

**SW26 Are all pool lifeguards at least 16 years of age with a current NLS certificate?**

Current certificates are dated not more than two years prior to the date on which an individual is working as the lifeguard or assistant lifeguard. Originals or copies of the certificates must be on file at camp.

Lifeguards must be on duty during recreational swimming and instructional swimming.

In camps with a wading pool or a shallow water pool, a qualified shallow water pool attendant may replace lifeguards and assistant lifeguards.

Qualified shallow water pool attendant:

- is at least 16 years of age
- is a competent swimmer
- is trained in emergency procedures for the pool
- holds a current first-aid certificate (Refer to R.R.O. 1990, Regulation 565)

However, it is recommended that the wading/shallow water pool attendant hold a current Bronze Medallion or higher.

**SW27 Are all pool assistant lifeguards at least 16 years of age with a current Bronze Cross or Award of Distinction?**

**SW28 During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?**

Ratios for Pools

<i>Where there are assistant lifeguards and lifeguards on duty</i>		<i>Where there are only lifeguards on duty</i>	
<i>Number of bathers on the deck and in the pool</i>	<i>Minimum number of lifeguards and assistant lifeguards on duty</i>	<i>Number of bathers on the deck and in the pool</i>	<i>Minimum number of lifeguards on duty</i>
<i>0-30</i>	<i>1</i>	<i>0-30</i>	<i>1</i>
<i>31-100</i>	<i>2</i>	<i>31-125</i>	<i>2</i>
<i>101-200</i>	<i>3</i>	<i>126-250</i>	<i>3</i>
<i>201-300</i>	<i>4</i>	<i>251-400</i>	<i>4</i>
<i>300 or more</i>	<i>One additional lifeguard or assistant lifeguard for each additional 100 bathers or fraction thereof</i>	<i>400 or more</i>	<i>One additional lifeguard for each additional 150 bathers or fraction thereof</i>

**SW29 During recreational swimming in a wading pool or shallow water pool, does the camp adhere to the minimum regulated ratios of lifeguard/assistant lifeguards to swimmers?**

**SW30 When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements?**

*RATIOS FOR NON-SWIMMERS*

<i>Non-swimmers under the age of 6</i>	<i>Maximum of 2 non-swimmers per adult in the water</i>
<i>Non-swimmers between 6-9 years old</i>	<i>Maximum of 4 non-swimmers per adult in the water</i>  <i>This ratio may be increased to a maximum of eight bathers per adult if all bathers are wearing a lifejacket.</i>

**SW31 During recreational swimming, does the number of lifeguards equal or exceed the number of assistant lifeguards?**

**WATERFRONTS**

IF THE CAMP OPERATES A WATERFRONT AREA FOR SWIMMING, ANSWER QUESTIONS SW32 THROUGH SW44.

**SW32 Do the waterfront practices and equipment comply with the current Government of Ontario R.R.O. 1990, Reg. 568?**

**SW33 Is all the government-required safety equipment easily accessible at each waterfront area used for swimming?**

**SW34 Are the waterfront swimming areas and all required safety equipment checked daily and kept in a clean and safe operational condition?**

**SW35 Are all waterfront safety rules posted in weather-protected, conspicuous positions and communicated to campers at the beginning of their stay?**

**SW36 Does each waterfront swimming area have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?**

The on-site communication centre may be in the camp office, director’s cabin, doctor’s office, health centre or swimming area and may have direct communication with Emergency Medical Services (EMS) by means of a telephone, walkie-talkie or equivalent. If the emergency telephone is not at the swimming area, there must be a means to summon assistance and advise the communication centre of the emergency.

**SW37 Is the waterfront director familiar with the relevant regulations and resources listed above?**

**SW38 Are all waterfront lifeguards at least sixteen years of age with a current Bronze Cross or equivalent?**

“Equivalent” means any certification from another province or country that at the discretion of the camp director is similar in scope and intent. The camp director is responsible for researching alternatives.

SW39 Are all waterfront lifeguards at least sixteen years of age with a current NLS certificate or equivalent?

**SW40 Does a qualified trainer provide additional instruction in supervision, positioning, accident prevention and intervention, and emergency response to lifeguards who do not possess a current NLS certificate?**

"Qualified trainer" means a current NLS Instructor/Examiner or current NLS-certified lifeguard with waterfront experience.

**SW41 Are all waterfront assistant lifeguards at least sixteen years of age with a current Bronze Medallion or higher qualification?**

**SW42 During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?**

RATIOS FOR WATERFRONTS (on or off-site)

Number of lifeguards	Number of campers in the water
2	1- 25
3	26-100

When there are more than 100 campers in the water, one additional lifeguard is required for each additional twenty-five or fewer swimmers.

Additional lifeguards/assistant lifeguards may be needed.

Consider:

the weather and water conditions such as waves, currents, wind, water and air temperature, glare, turbidity,  
the size of the swimming area and bottom conditions,  
the experience, maturity, qualifications, location of lifeguards,  
the skill levels and disabilities of swimmers,  
and rescue equipment available.

**SW43 When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water-to-non-swimmers ratios, in addition to the lifeguard requirements?**

RATIOS FOR NON-SWIMMERS

Non-swimmers under the age of 6	Maximum of 2 non-swimmers per adult in the water
Non-swimmers between 6-9 years old	Maximum of 4 non-swimmers per adult in the water  This ratio may be increased to a maximum of eight bathers per adult if all bathers are wearing a lifejacket.

**SW44 During recreational swimming, does the number of lifeguards equal or exceed the number of assistant lifeguards?**

## LONG DISTANCE SWIMS

IF THE CAMP HAS LONG DISTANCE SWIMS AT A WATERFRONT ANSWER QUESTIONS SW45 THROUGH SW50

**SW45 Does the waterfront director review and approve the rules and safety procedures of all long distance swims?**

If possible, long distance swims should be near the shore. Lifeguards in accompanying watercraft must remain close to the swimmers. For the safety of all swimmers, consider the competency of swimmers, qualifications of lifeguards, length of swim, distance from shore, water conditions, weather, and other users of the area. Additional lifeguards should be provided if specific circumstances warrant.

**SW46 Are long distance swimmers, outside the regular swim area, accompanied and directly supervised by a qualified lifeguard or assistant lifeguard?**

**SW47 Are lifeguards/assistant lifeguards supervising a long distance swim, outside the regular swim area, positioned in a suitable watercraft so they may render immediate assistance to a swimmer in distress?**

SW48 During long distance swims, outside the regular swim area but within 25m of shore, is there a minimum of one lifeguard/assistant lifeguard for every four swimmers?

SW49 During long distance swims, outside the regular swim area and beyond 25m of shore, is there one lifeguard/assistant lifeguard for each swimmer?

SW50 Are long distance swims, outside the regular swim area and beyond 25m of shore, directly supervised by at least one NLS certified lifeguard?

## OFF-SITE SWIMMING

IF CAMPERS TRAVEL TO ANOTHER SWIMMING FACILITY, SUCH AS A MUNICIPAL POOL OR WATERFRONT, OR ANOTHER CAMP, WHERE SUPERVISION IS PROVIDED BY THE EXTERNAL FACILITY STAFF, ANSWER QUESTIONS SW51 – SW58.

**SW51 Does the camp ensure that the OCA swimming standards are in place at the off-site facility?**

Upon arrival at the host facility, a camp representative should sign in and provide the facility with the number of male and female participants. Male and female camp counsellors must be available for supervision in respective change rooms. The camp, in coordination with the facility supervisor, must implement a systematic check of all participants.

SW52 Does the camp provide the off-site facility staff with essential camper medical and behavioural information?

SW53 During each visit, is a specific camp staff member appointed to communicate and exchange information with the off-site facility staff?

If possible, a qualified camp lifeguard should accompany the campers and staff as the liaison between the camp and the facility. It is recommended that this individual has completed the Aquatic Supervisor Training course.

**SW54 During off-site recreational swims, are the proper staff to non-swimmer ratios in place?**

RATIOS FOR NON-SWIMMERS

Non-swimmers under the age of 6	Maximum of 2 non-swimmers per adult in the water
Non-swimmers between 6-9 years old	Maximum of 4 non-swimmers per adult in the water  This ratio may be increased to a maximum of eight bathers per adult if all bathers are wearing a lifejacket.

**SW55 Are the staff who accompany the campers off-site trained in their off-site role?**

**SW56 Are the staff who accompany the campers during off-site recreational swimming clearly identified?**

The camp staff should wear identifiable clothing while off-site.

**SW57 Do the staff who accompany the campers off-site enter the water with the campers who require direct or additional supervision?**

The off-site facility staff should test all first-time users for their swimming ability. Swimmers and non-swimmers should be clearly identified.

**SW58 Do the staff who accompany the campers off-site assist with supervision and controlling campers' behaviour?**

# SNORKELLING AND SCUBA DIVING

## RELEVANT REGULATIONS AND RESOURCES

National Association of Underwater Instructors <[www.nauai.com](http://www.nauai.com)>

Professional Association of Diving Instructors <[www.padi.com](http://www.padi.com)>

American-Canadian Underwater Certification <[www.acuc.org](http://www.acuc.org)>

Divers Alert Network <[www.diversalertnetwork.org](http://www.diversalertnetwork.org)>

Ontario Underwater Council <[www.underwatercouncil.com](http://www.underwatercouncil.com)>

## QUESTIONS

IF THE CAMP OFFERS SNORKELLING AS AN ACTIVITY, ANSWER QUESTIONS SB1 – SB4

IF THE CAMP OFFERS SNORKELLING AND SCUBA DIVING, ANSWER ALL QUESTIONS.

**SB1 Are participants required to successfully complete a swimming evaluation before beginning instruction in snorkelling or scuba diving?**

It is recommended that participants be able to complete, as a minimum, a 50m distance swim, and a five-minute treading water test.

**SB2 Does the camp provide lifeguard supervision when snorkellers or divers are in the water?**

For the purposes of this section, lifeguard supervision means a staff member who holds a current Bronze Cross or higher and is trained in the camp's emergency procedures.

**SB3 Is the buddy system used for all in-water sessions?**

**SB4 Is snorkelling equipment inspected before each use?**

**SB5 Do participants complete a detailed medical questionnaire prior to involvement in scuba diving?**

Participants should be medically screened as suitable for recreational diving by an appropriate medical examination. However, this may not always be possible or feasible. If the participant is not examined by a physician, the parent or guardian of the participant (or the participant him/herself if over the age of 18) should be required to complete a medical questionnaire to identify diseases or physical conditions, which may constitute a diving-related risk.

**SB6 Are participants trained in snorkelling prior to the use of scuba equipment?**

**SB7 Do staff supervising and training divers hold current instructor certifications from NAUI, PADI or ACUC?**

**SB8 Is scuba equipment inspected before each use?**

**SB9 Are scuba tanks filled with air from an inspected source?**

Air sources must meet the Canadian Standards Association's standard for Compressed Breathing Air and Systems, and display a certificate of inspection. This standard sets out the allowable ranges of gases in compressed breathing air including oxygen (20-22% by volume), nitrogen and rare gases (78-80% by volume), and the maximum permissible concentrations of impurities such as carbon monoxide, carbon dioxide, methane, volatile non-methane hydrocarbons, volatile halogenated hydrocarbons, as well as oils, particulates, and condensates, moisture, and odour.

**SB10 Do the scuba tanks have a current hydrostatic test and visual test?**

Tanks must be hydrostatically tested every five years, and visually inspected every year.

**SB11 Is a divers' flag used when divers are in the water?**

**SB12 Are all staff and campers made aware of the meaning of the divers' flag?**

**SB13 Has the camp reviewed the need for additional insurance for scuba diving instruction?**

See also Management and Administration MA8.