

## **Standards-at-a-Glance**

This is a general overview of the ACA standards. While each standard is listed here, the specific details, interpretation, and compliance information are not included. Standards-at-a-Glance is a reference to the basics. Camps or individuals who need complete details should refer to the book titled *Accreditation Process Guide*, which can be ordered online or by calling 888-229-5745. Note: Standards that begin with an asterisk are mandatory standards. If you are having trouble finding the information you need, please contact ACA with your specific questions.

### **SF — Site and Food Service**

**\*SF-1 Emergency Exits:** Buildings used for sleeping must have at least two options for exit.

**\*SF-2 Care of Hazardous Materials:** Must be used only by trained persons, stored appropriately.

**SF-3 Contact with Local Officials:** Camp must annually notify fire and law enforcement officials of camp operation.

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

**SF-5 Utility Systems:** Camp must have blueprints available for lines, cut off points, etc.

**SF-6 Electrical Evaluation:** Qualified personnel must conduct annual exam.

**SF-7 Maintenance Program:** Camp must have system for safety inspections and maintenance procedures.

**SF-8 Facilities in Good Repair:** Buildings, structures, activity areas must be in good repair.

**SF-9 Playgrounds:** Camp staff should check all playgrounds to verify they are in good repair prior to camper use.

**SF-10 Clean Camp Site:** Clean and sanitary conditions must be throughout camp site.

**SF-11 Power Tools:** Must be used only by trained persons, safety devices intact, in good repair.

**SF-12 Fire Equipment Exam:** Camp must conduct annual safety examination on smoke detectors, fire extinguishers, etc.

**SF-13 Smoke Detectors:** Smoke detectors must be in all buildings used for sleeping.

**SF-14 Carbon Monoxide Detectors:** Must be in all buildings used for sleeping that has fuel-burning equipment within the building.

**SF-15 Permanent Sleeping Quarters:** Must have ventilation, temperature control, space for movement, space between beds.

**SF-16 Bunk Guardrails:** Upper bunks must have guardrails if used for children under 16.

**SF-17 Hand Washing Facilities:** Sinks near toilet area. 1:10 persons (resident); 1:30 (day).

**SF-18 Hot Water Controls:** Temperature must be regulated to prevent scalding.

**SF-19 Food Service Areas:** Must be clean and protected from rodents/insects.

**SF-20 Refrigeration:** Perishable food must be kept below 40 degrees, checked and logged daily.

**SF-21 Garbage Cans:** Cans in dining/kitchen areas must be covered when not in use.

**SF-22 Food Service Supervisor:** Must have documentation of training/experience in food service management.

**SF-23 Sanitized Utensils and Surfaces:** Staff must follow procedures for cleaned/sanitized utensils and food contact surfaces.

**SF-24 Food Temperatures:** Food must be cooked and held at safe temperatures.

**SF-25 Dish Washing:** All dishes and utensils must be cleaned and sanitized.

**SF-26 Dish Drying and Storage:** Dishes must be air dried, covered.

**SF-27 Food Handling Procedures:** Must supply advice to user groups about clean/sanitary utensils and surfaces, and safe temperatures for food. (Rental)

**SF-28 Dishwashing Procedures:** Must supply advice to user groups about appropriate washing, sanitizing, drying procedures. (Rental)

## **TR—Transportation**

**\*TR-1 Emergency Transportation:** Must be available at all times; may be provided by the camp, user groups, or prearranged with community services.

**TR-2 Traffic Control:** Camp must have signs posted for speed limits, traffic and parking areas, delivery and pick-up.

**TR-3 Arrival and Departure:** Must use procedures for safe arrival and departure, loading and unloading vehicles.

**TR-4 Non-passenger Vehicles:** Transportation in non-passenger vehicles must be prohibited.

**TR-5 Transportation Information to Parents:** Parents must be provided with written pick-up/drop-off times, safety procedures, and safety rules for van/bus.

**TR-6 Transportation Policies:** Must follow policies for supervision ratios and availability of health information in vehicles.

**TR-7 Accident Procedures:** A staff member trained on accident procedures must be in each vehicle transporting campers.

**TR-8 Bus/Van Supervisor:** Vehicles transporting 15 or more campers must have a staff person, in addition to the driver, trained in safety responsibilities and group management.

**TR-9 Safety Procedures:** Procedures must include seating limits, use of seat belts, passengers remaining seated, convoy procedures, and wheelchair-handling procedures.

**TR-10 Transportation Orientation:** All passengers must be oriented to the safety regulations and procedures.

**TR-11 Emergency Equipment:** All vehicles must be stocked with first aid kits and emergency accessories.

**TR-12 Private Vehicle Use:** Camp must obtain written permission from owners to use private vehicles to transport campers.

**TR-13 Leased, Rented or Chartered Vehicles with Drivers:** Camp must select providers who have regular maintenance/safety checks and verify record/experience of provided drivers.

**TR-14 Mechanical Evaluations:** All vehicles used by the camp must be evaluated for mechanical soundness.

**TR-15 Safety Checks:** Policy must specify frequency and details of vehicle safety checks.

**TR-16 Driver Requirements:** Driving records must be reviewed, license must be appropriate for vehicle to be driven, and any required drug tests must have been passed.

**TR-17 Training for Drivers:** Drivers must be trained on written procedures for backing up, loading/unloading passengers, breakdowns, evacuation, camper behavior, refueling, and safety checks.

**TR-18 Driver Skill Verification:** Camp must have written evidence that drivers have had behind-the-wheel training and practice if they will be driving a vehicle that differs in size/capacity from their regularly driven vehicle.

### **HW—Health and Wellness**

**\*HW-1 First Aid and Emergency Care Personnel:** A staff member with training in the appropriate level of first aid and CPR must be on duty at all times in camp and on camp trips. (D/R)

**\*HW-2 Health History:** Health history information must be gathered from parents and seasonal staff that includes current health conditions, past medical treatment, immunizations, and allergies. (D/R)

**HW-3 Health Care Policies/Procedures:** Written policies must include scope and limits of services provided, authority/responsibilities of camp staff, provision of equipment and supplies, emergency health care assistance, etc. (D/R)

**HW-4 Policy/Procedure Review:** Health care policies and procedures (as required in HW-3) must be reviewed within the last 3 years by a physician or registered nurse. (D/R)

**HW-5 Contact Information:** Information must be gathered on campers and seasonal staff that includes name, birth date/age, name/address/phone of adult responsible for each minor, phone of emergency contact, and name/phone of individual's physician. (D/R)

**HW-6 Health Exam:** Each resident camper and seasonal staff member must have doctor-signed health exam form in past 24 months. (R)

**HW-7 Permission to Treat:** Parents of minors must sign permission form for camp to provide routine health care, administer prescribed medications, and seek emergency medical treatment. (D/R)

**HW-8 Health Screening for Resident Camps:** The appropriate staff person must conduct health review and screening for incoming campers and seasonal staff. (D/R)

**HW-9 Health Information Review for Day Camps:** Procedures that require staff to review health histories of campers within 24 hours of arrival, collect any medications to be dispensed and advise appropriate staff of special needs.

**HW-10 Inform Staff of Special Needs:** Camp must inform appropriate staff of any special needs of campers for whom they're responsible. (D/R)

**HW-11 Health Care Personnel:** Resident camp must have a licensed physician or registered nurse on site daily. Day camp may have prearranged phone access. (D/R)

**HW-12 Treatment Procedures:** Health care staff must follow written treatment procedures, annually reviewed by a licensed physician, for reasonably anticipated injury/illness. (D/R)

**HW-13 Staff Training:** Staff must be trained in role/responsibilities in health care. (D/R)

**HW-14 Away from Main Camp:** For times away from the main camp, a staff member must be oriented to provide routine health care for participants and to handle emergencies. (D/R)

**HW-15 Special Medical Needs:** For camp sessions primarily serving persons with special needs, the camp must have available sufficient medical staff, a system for evaluating the camp's ability to serve persons with specific needs, and information about the camp's philosophy and approach to serving this population. (D/R)

**HW-16 Health Care Center:** Camp must have an area available that provides protection from the elements, has space for treatment, has a lockable storage area for medication, has an available toilet and drinking water, has 1 bed for every 50 persons in camp, and has a place for isolation/privacy. (D/R)

**HW-17 Availability of an AED:** The camp has assessed the need for an AED at the camp location.

**HW-18 Supervision in Health Care Center:** Persons in the health care center must be supervised continually. (D/R)

**HW-19 Parent Notification:** Parents/guardians must know when they will be notified of illness/injury of their camper. (D/R)

**HW-20 Medication Management:** All drugs must be stored under lock. Prescription drugs must be dispensed only under directions of physician. Nonprescription drugs

dispensed only under written health care procedures or signed instruction of parent/guardian. (D/R)

**HW-21 Recordkeeping:** Camp must keep a health log and reports of all incidents requiring professional medical treatment. (D/R)

**HW-22 Record Maintenance:** All forms and records must be kept at least for the period of statutory limits. (D/R)

**\*HW-23 Emergency Care Personnel:** Camp must either provide or advise group to provide appropriately certified first aid/CPR persons. (ST/Rental)

**HW-24 Health Care Planning:** For groups, camp must identify who is responsible for first aid/emergency care and transportation, availability of first aid supplies/equipment, and training/information for staff, families, and groups concerning emergency procedures and reporting requirements. (ST/Rental)

**HW-25 Health Information:** Camp must gather or advise group to gather emergency contacts for all participants, any persons with allergies or health conditions, and signed permission to treat minors. (ST/Rental)

### **OM—Operational Management**

**OM-1 Review of Foundational Practices:** Camps need written evidence of a policy in practice that recommendations in the foundational practices are reviewed annually.

**\*OM-2 Firearms Control:** Any firearms and ammunition in camp must be stored under lock.

**OM-3 Risk Management Planning:** Camp must identify and analyze risk exposures, and take risk control measures.

**OM-4 Incident Analysis:** Camp must annually review incidents, accidents, or injuries, and modify or change procedures as needed.

**OM-5 Assessment of Standards Compliance:** Camp must verify annually that accreditation standards are being followed.

**OM-6 Intruders:** Camp must review security concerns and train staff/campers about steps to take to address possible intruders.

**OM-7 Emergency Procedures:** Emergency procedures must be established to respond to reasonably foreseeable emergencies in camp (such as fire or weather).

**OM-8 Safety Orientation:** Campers, staff, and groups must be oriented to established written safety regulations and emergency procedures.

**OM-9 Insurance Coverage:** Camp must have applicable coverage for general liability, fire and extended risk on buildings, motor vehicles, workers' compensation, campers.

**OM-10 Personal Property Regulations:** Camp must advise all participants of regulations for possession and use of alcohol/drugs, personal sports equipment, vehicles, animals, and weapons while at camp.

**OM-11 Smoking Policies:** Camp must prohibit smoking or allow smoking only in appropriate designated areas.

**OM-12 Staff Emergency Training:** Staff must participate in training and rehearsal on responsibilities in emergency situations. (D/R/ST)

**OM-13 Incident Reporting:** Staff must complete written reports on incidents/accidents. (D/R/ST)

**OM-14 Missing Person Procedure:** Camp must develop procedures and train staff for persons lost, missing, or runaway. (D/R/ST)

**OM-15 Emergency Communications:** Camp must have a system of communication back to camp regarding emergencies, for contacting parents/guardians, and for dealing with the media. (D/R/ST)

**OM-16 Campers in Public Areas:** Camp must have policies for when campers are in contact with the public that include ratios, location, and responsibilities of staff, safety regulations and behavior guidelines, and emergency procedures if someone gets separated from group. (D/R/ST)

**OM-17 Camper Security:** Camp must have procedures for release of campers and verification of absentees. (D/R/ST)

**OM-18 Use Agreement:** For groups, camp must have a written use agreement that includes terms of use, cancellation, minimum fees, refund policy, etc. (Rental)

**OM-19 User Group Responsibilities:** The user group agreement must specify parties responsible for emergencies, supervision, recreational activities, insurance coverage, etc.

## **HR—Human Resources**

**HR-1 Director Qualifications:** The on-site director must have a bachelor's degree, at least two seasons of camp supervisory experience, have attended a professional development workshop in the past 3 years, and be at least 25 years old. (If special needs camp, director must have 24 weeks experience with that special population.) (D/R)

**HR-2 Special Needs Staff Requirements:** In special needs camp, 20% of staff with supervisory responsibilities must have a bachelor's degree relevant to clientele served OR at least 24 weeks experience with population. (D/R)

**HR-3 Hiring Policies:** Policies must include application and screening process for each job category and have been reviewed by legal counsel/human resources personnel within last 3 years.

**\*HR-4 Staff Screening:** Policies must require criminal background checks, reference checks, and personal interviews for all staff being hired who will have responsibility for or access to campers.

**HR-5 Diversity:** Camp must recruit staff whose racial/ethnic background reflects that of camper population served. Staff training for acceptance and respect of diversity.

**HR-6 Job Descriptions/Information:** Staff must have job descriptions and information on nature/diversity of the camp program and population served.

**HR-7 Job Training:** All staff must have training on specific job functions and expectations of acceptable performance.

**HR-8 Personnel Policies:** Written policy must address benefits, time off, performance evaluation, personal conduct, etc.

**HR-9 Camper Supervision Ratios:** General minimum ratios of staff on duty with campers in day and resident camp settings are recognized. Camp may specify exceptions/or any times that a minimum of two staff members are required.

**HR-10 Staff Age Requirements:** 80% of staff used to meet supervision ratios must be at least 18 and all staff are at least 16 years old and 2 years older than the minors with whom they're working.

**HR-11- Precamp Staff Training:** Precamp staff training (actual instruction time) must address the specific topics specified in the standard.

**HR-12 Late Hire Training:** Camp must provide training for any late-hired staff. (D/R/ST)

**HR-13 In-Service Training:** Camp must provide in-service training to staff. (D/R/ST)

**HR-14 Camp Staff Responsibilities for General Camp Activities:** Staff must be trained on camper supervision responsibilities during structured and unstructured time including nighttime supervision. (D/R/ST)

**HR-15 Staff/Camper Interactions:** Staff must be trained and expected to speak with and listen to campers respectfully and focus attention primarily on the campers and that promotes physical and emotional safety. (D/R/ST)

**HR-16 Behavior Management and Discipline:** Staff must be trained to teach problem-solving skills to achieve positive outcomes, to use positive behavior management (forbidding corporal punishment) and to recognize, prevent, and report child abuse. (D/R/ST)

**HR-17 Sensitive Issue Policy:** Staff must be trained to respond appropriately to socially sensitive issues. (D/R/ST)

**HR-18 Supervision of Staff:** Supervisory staff must know who they supervise and must be trained in the performance review system. (D/R/ST)

**HR-19 Supervisor Training:** Supervisory staff must be trained to monitor performance and to reinforce acceptable staff performance and address inappropriate staff behavior. (D/R/ST)

**HR-20 Staff Observation:** Camp must have a system of regular observations of staff to provide coaching, encouragement, and necessary corrections for improvement of performance. (D/R/ST)

**HR-21 Staff Time Off:** Resident camp staff must have at least 2 hours of free time each day plus 24 hours each 2 weeks (in at least 12-hour blocks). Special needs camps, 24 consecutive hours off each 2 weeks. (R)

## **PD—Program Design and Activities**

**\*PD-1 Overnights and Trips:** Campers and staff must be trained in food preparation, use and care of camp stoves, testing/treating drinking water, cleaning cooking utensils, and minimizing environmental impact.

**PD-2 Outdoor Opportunities:** Camp must have access to opportunities to enrich the outdoor learning experience.

**PD-3 Environmental Practices:** Camp must evaluate and minimize environmental impact of activities.

**PD-4 Program Equipment:** Program equipment must be well-maintained, checked for safety, stored appropriately, and suited for the size and ability of users.

**PD-5 User-Group Conditions:** Groups must be advised of any conditions for use, safety guidelines, requirements, warnings, etc. for activities, equipment and facilities that are available to them. (Rental)

**PD-6 Camp Goals and Outcomes:** Camp must have a written statement of goals, which identifies intended behavioral outcomes, have shared them with staff, and use them to evaluate the program. Also includes informing parents of goals. (D/R/ST)

**PD-7 Camp Experience Evaluation:** Camps need multiple sources of feedback on the accomplishment of the established outcomes related to all areas of camp to help improve the quality of camp.

**PD-8 Program Variety:** Camp must offer multiple program activities that are related to the goals and allow for campers to experience progression, challenge, and success. (D/R)

**PD-9 Camper Involvement in Program Planning:** Camps should encourage the involvement of campers in program planning and design by offering flexible programs and intentional opportunities for campers to practice decision making.

**PD-10 Social Development:** Camp programs should provide specific activities that are designed to help campers develop socially.

**PD-11 Activity Information and Permission:** Camp must inform campers and parents of anticipated activities, and gather permission to participate. (D/R/ST)

**PD-12 Environmental Activities:** Camp must provide program activities that help develop comfort, appreciation, awareness, and responsibility toward the natural environment. (D/R/ST)

**PD-13 Emergency Information:** Leaders of out-of-camp activities must know how to access emergency information on the participants, including health histories, insurance information, and signed permission-to-treat forms. (D/R/ST)

**PD-14 Details and Designated Person:** Details of out-of-camp activities must be planned in advance and made known to a designated person remaining at camp.

Information must include roster of group, departure/return times, bad weather plans, intended route, and communication plans. (D/R/ST)

*The following PD Standards specifically relate to specialized activities, which are those activities that utilize equipment, animals, or tools whose use by campers requires supervision by a person skilled in their use (e.g., archery, rocketry). Also includes activities that involve camper use of fire or heat-producing equipment (e.g., kilns), and activities requiring injury-protection equipment (e.g., helmets).*

**PD-15 Supervisor Qualifications:** The overall supervisor for each specialized activity (such as archery) must be an adult with certification or documented training and experience in that activity.

**PD-16 Staff Skill Verification:** Staff teaching specialized program activities must have their skills verified and evaluated prior to leading activities.

**PD-17 Supervision of Activity Leaders:** Camp must document regular observations of specialized activity leaders.

**PD-18 Supervision of Specialized Activity Areas:** Camps should control access specialized activity areas.

**PD-19 Operating Procedures:** Camp must establish operating procedures for every specialized activity in camp, based on recommendations from authoritative sources for each activity.

**PD-20 Safety Orientation:** Participants in specialized activities must have a safety orientation before participating.

**PD-21 Competency Demonstration:** Participants of specialized activities must be strictly monitored until competency is demonstrated with appropriate activity equipment.

**PD-22 Archery Safety:** Archery activity leaders must utilize clear safety signals and range commands. Camp must have a range that has a supplemental backstop or specific safety zones and range must have clearly delineated rear and side safety buffers.

**\*PD-23 Additional Firearm Safety:** Camps must require a system for redundant safety of all firearms and ammunition requiring separate locations or access systems. Camps should also require that activity leaders must utilize clear safety signals and range commands to control activity and firing line and during the retrieval of targets.

**\*PD-24 Protective Headgear:** Protective headgear must be worn by all campers and staff participating in motorized vehicle and bicycle activities.

**PD-25 Go-Kart Safety:** Go-karts must be equipped with roll bars and restraint devices.

**PD-26 ATV Safety:** ATVs must have size and speed restrictions for younger drivers. No passengers allowed on ATVs, and ATVs must not be operated on paved or public roads.

**\*PD-27 Boarding and Skating Safety Apparel:** Camps must require campers and staff involved in all boarding, in-line skating, and hockey activities to wear a helmet. Camps should require campers and staff in these same activities to wear knee and elbow pads.

**PD-28 Public Providers of Specialized Activities:** Camp must select public providers for specialized activities that provide an adequate number of qualified instructors/leaders and use equipment that is appropriately sized and in good repair. (D/R/ST)

**PD-29 Camper Supervision Off Site or with Public Providers:** Staff accompanying campers to activity sites away from camp must be trained in their supervisory roles and responsibilities. (D/R/ST)

#### **PA—Program/Aquatics**

**PA-1 Aquatics Supervisor Qualifications:** The overall supervisor of the aquatic facility, staff and program must be a person who is appropriately certified, has experience or training in managing/supervising a similar aquatic area, and is at least 21 years old.

**PA-2 Supervision of Activity Leaders:** Camps must document regular observations of aquatic activity leaders.

**PA-3 Lookouts:** Lookouts must be oriented to responsibilities and are able to demonstrate elementary forms of non swimming rescue.

**PA-4 Supervision Ratios:** Camps must specify ratios of aquatic-certified persons and lookouts on duty at each aquatic area, with a minimum of one adult and one other staff member. Certified persons and lookouts must be attentive to their responsibilities and located in appropriate positions for observation and assistance.

**PA-5 Safety Regulations:** Camps must orient participants of aquatic activities to safety rules and regulations.

**PA-6 Emergency Procedures:** Aquatic staff must rehearse emergency procedures.

**PA-7 First Aid Kits:** Every aquatic area must have an appropriately stocked first aid kit.

**PA-8 Impaired Mobility Procedures:** Camps must remove seatbelts or ties from persons in wheelchairs while in boats, and must provide a physical barrier to keep wheelchairs from accidentally rolling into the water from docks or water's edge.

**PA-9 Safety Systems:** Camp must have a system in place to quickly account for all participants in each aquatic activity.

**PA-10 Participant Classification:** Camp must evaluate and classify participants' swimming abilities and assign them to appropriate swimming areas, equipment, facilities, and activities.

**PA-11 Swimming Pools:** Pools must have a fence to control access, water depths clearly marked, posted rules, available rescue equipment, and adequate maintenance procedures for sanitation and safety.

**PA-12 Natural Bodies of Water:** Natural bodies of water used in camp for aquatic activities must have controlled access, designated activity areas, and posted rules for use. Known hazards must be eliminated. Equipment must be maintained. Rescue equipment must be available.

**PA-13 Aquatic Sites Away from Camp:** Camp staff must orient participants to rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. Staff are trained on their roles and responsibilities regarding supervision.

**\*PA-14 Swim Lifeguard Qualifications:** Camp must have an appropriately certified lifeguard for each swimming activity.

**\*PA-15 Swim Lifeguard Skills:** Camps must have written documentation that every lifeguard has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded.

**\*PA-16 Staff Swimming:** Camp must require certified lifeguards be present for staff swimming times.

**\*PA-17 First Aid/CPR:** Camp must have an appropriately certified first aid/CPR person at each separate swimming location.

**\*PA-18 SCUBA Diving Activities:** Camp must have an appropriately certified SCUBA instructor to supervise SCUBA diving activities.

**PA-19 Swimming Lessons:** Swimming lessons must be conducted by an appropriately certified swim instructor and be guarded by someone who is out of the water.

**\*PA-20 Watercraft Guard Certification:** Camps must have an appropriately certified instructor or lifeguard for boating activities.

**\*PA-21 Watercraft Rescue skills:** Camp must have written documentation that every camp watercraft guard had demonstrated skill in water rescue and emergency procedures specific to the type of water and activities being conducted

**\*PA-22 Watercraft Safety for Staff, All-Adult Groups and Families:** Camps must have written evidence that participants are supervised by certified personnel or instructed on written procedures that specify to wear a PFD at all times, the safety regulations to be followed, and that a checkout system must be used.

**\*PA-23 First Aid/CPR:** Camp must have an appropriately certified first aid/CPR person at each separate boating location.

**\*PA-24 PFDs:** All persons in watercraft must wear safe and appropriate PFDs.

**PA-25 Personal Watercraft:** Use must be prohibited by anyone under age 16.

**PA-26 Watercraft Activity Orientation:** Participants must know how to enter and exit a boat, use PFDs, and how to react if boat capsizes.

**PA-27 Watercraft Instruction:** Boating instructors must be appropriately trained and certified.

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

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

**\*PA-30 Public Providers of Swimming:** Camp must use only staffed public facilities that provide persons with appropriate certification in lifeguarding, first aid, and CPR.

(D/R/ST)

**\*PA-31 Public Providers of Boating:** Camp must use only staffed public facilities that provide persons with appropriate certification for watercraft instruction, lifeguarding, first aid, and CPR. (D/R/ST)

**\*PA-32 PFDs at Public Aquatic Facilities:** All persons in watercraft must wear safe and appropriate PFDs. (D/R/ST)

**PA-33 Watercraft Activity Orientation with Public Facilities or Providers:**

Participants must know how to enter and exit a boat, use PFDs, and how to react if boat capsizes. (D/R/ST)

**PA-34 Aquatic Sites Away from Camp:** Camp staff must orient participants to rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. (D/R/ST)

**PA-35 Camper Supervision at Public Aquatic Facilities:** Staff accompanying campers to aquatic sites away from camp must be trained in their supervisory roles and responsibilities. (D/R/ST)

**PA-36 Personal Watercraft at Staffed Public Aquatic Facilities:** Use must be prohibited by anyone under age 16. (D/R/ST)

**PC—Program/Adventure Challenge (e.g., Climbing, Rappelling, Ropes Courses)**

**PC-1 Adventure/Challenge Supervisor:** The overall supervisor for adventure/challenge activities must be an adult with certification or documented training and experience in those activities.

**PC-2 Supervisor Qualifications:** The overall supervisor for adventure/challenge activities must have at least 6 week's experience supervising similar types of programs.

**PC-3 Staff Skill Verification:** Staff teaching adventure/challenge activities must have their skills verified and evaluated prior to leading activities.

**PC-4 Supervision of Activity Leaders:** Camp must document regular observations of adventure/challenge leaders.

**PC-5 Operating Procedures:** Camp must have operating procedures (i.e., eligibility requirements, ratios, safety regulations, emergency procedures) for every adventure/challenge activity in camp, based on recommendations from authoritative sources.

**PC-6 Adventure/Challenge Equipment:** Equipment used must be appropriate to the size and ability of users, and be stored to safeguard effectiveness.

**PC-7 Equipment Maintenance:** Equipment and elements must be safety checked prior to each use and regularly inspected and maintained.

**PC-8 Activity Supervision:** Adventure/challenge equipment is available for use by participants only when a qualified leader is present and actively supervising the activity, and safety rules are in practice.

**PC-9 Spotters and Belayers:** Must be trained and supervised, and must be located in positions to observe and assist.

**PC-10 Access Control:** Camp must control access to adventure/challenge activity areas.

**PC-11 Annual Inspection:** Camp must have annual inspection by qualified personnel of all adventure/challenge elements.

**PC-12 First Aider:** Camp must have an appropriately certified first aid person on duty at adventure/challenge activities.

**PC-13 Safety Orientation:** Participants must be given a safety orientation before participating.

**PC-14 Competency Demonstration:** Participants must be strictly monitored until competency is demonstrated with appropriate activity equipment.

**\*PC-15 Protective Headgear:** Camp must require use of helmets by all participants when rock climbing, rappelling, spelunking, or using high ropes elements.

**PC-16 Public Providers of Adventure/Challenge Activities:** Camp must select only public providers that provide an adequate number of qualified instructors/leaders and must use equipment that is appropriately sized and in good repair. (D/R/ST)

**PC-17 Camper Supervision Off Site or with Public Providers:** Staff accompanying campers to adventure/challenge activity sites away from camp must be trained in their supervisory roles and responsibilities. (D/R/ST)

## **PH—Program/Horseback Riding**

**\*PH-1 Pony Rides:** Camps must have procedures for pony rides that require protective headgear, adequate number of qualified persons available to assist riders, and use of ponies and horses that are sound with equipment that is appropriate and in good repair.

**PH-2 Supervisor Qualifications:** The overall supervisor of horseback riding facility, staff, and program must be appropriately certified, experienced in managing/supervising at a horseback riding facility, and be at least 21 years old.

**PH-3 Supervision of Riding Staff:** Camp must document regular observations of riding leaders.

**PH-4 Staff Skill Verification:** Camps must have written evidence that the skills of each staff member teaching or assisting in horseback riding activities are verified and evaluated by the area director or supervisor.

**PH-5 Supervision Ratios:** Camp must specify ratios of trained riding staff on duty at each type of horseback riding activity, with a minimum of one adult and one other staff member.

**PH-6 Riding Equipment:** Riding equipment must be safety checked prior to each use, and removed if not in good repair.

**PH-7 Classifying Horses:** Before use by participants, riding staff must classify horses for rider skill levels.

**PH-8 Horse Suitability:** Riding staff must daily check physical soundness of each horse and remove unsound horses from the riding program.

**PH-9 Riding Facilities:** Stables, corrals, paddocks, and rings must be located away from camp living areas, have access controlled, and be clean with a supply of fresh water.

**PH-10 Horse Medication:** Camp should require that all horse medications are handled only by persons trained or experienced in their safe use, and secured in an area away from camper access and locked up when not in use.

**PH-11 Safety Regulations and Emergency Procedures:** Camp must specify safety rules for horseback riding activities.

**PH-12 Safety Orientation:** Participants must be given a safety orientation before riding.

**PH-13 First Aider:** An appropriately certified first aider must be on duty at each horseback riding activity.

**PH-14 Rider Classification:** Camp must evaluate and classify riding abilities and assign participants to appropriate horses, equipment, and activities.

**\*PH-15 Rider Apparel:** Riders must wear riding helmets, and except for adult-led pony rides, riders must wear boots or appropriate shoes and long trousers.

**PH-16 Public Providers of Horseback Riding:** Camp must select only public providers that provide an adequate number of qualified riding staff, physically sound horses, and use equipment that is appropriately sized and in good repair. (D/R/ST)

**PH-17 Camper Supervision with Public Providers:** Staff accompanying campers to horseback riding activities at sites away from camp must be trained in their supervisory roles and responsibilities. (D/R/ST)

### **PT—Program/Trip and Travel**

**\*PT-1 Trip Orientation:** All participants must be oriented to safety regulations, emergency procedures, first aid procedures, health/sanitation practices, environmental protection, off limits areas, rendezvous times/places, and how to obtain medical and emergency assistance. (D/R)

**\*PT-2 Aquatic Supervisor Qualifications:** Aquatic staff must have appropriate certification and be trained in water rescue and emergency procedures specific to the location and activity. (D/R)

**PT-3 Trip Leader Qualifications:** Trip leader must have skills relevant to the trip activities, good judgment, experience in handling camper behavior, experience on similar trips, and be at least 21 years old.

**PT-4 Supervision Ratios:** Each trip group must have at least one staff member in addition to the leader, and sufficient staff to meet camp's established ratios. (D/R)

**PT-5 Trip Staff Training:** Trip staff must be trained to assess safety concerns, enforce safety regulations, handle emergencies, etc. (D/R)

**PT-6 Evaluations of Trip Leaders:** Camp must evaluate leaders and document their performance. (D/R)

**PT-7 Trip Requirements:** Camp must specify eligibility requirements, inform campers and parents about trip details, and establish procedures to follow if a participant cannot continue with the trip or travel program.

**PT-8 Trip Procedures:** Camp must specify safety, emergency, and rescue procedures for the trip/travel program. (D/R)

**PT-9 Pre-trip Health Screening:** Participants must be screened within 18 hours of departure on the trip, and trip staff must be advised of any medications to be administered or other concerns or restrictions. (D/R)

**PT-10 Trip Documentation and Emergency Information:** Trip leader must carry emergency information for each group member, including health forms and permission-to-treat forms, in addition to documents that fully identify the group, its leadership, insurance, and a home base contact. (D/R)

**PT-11 Trip Itinerary:** A written trip itinerary must be filed with the base camp or office. (D/R)

**PT-12 Equipment Maintenance:** Camp must safety check, maintain, and replace equipment used on trips. (D/R)

**PT-13 Travel Camp Procedures:** Transportation procedures must specify emergency procedures, provision for non-travel days, and guidelines for acceptable travel times, conditions, etc. (D/R)

**PT-14 Camper Supervision with Public Providers:** Staff accompanying campers to activity sites away from camp must be trained in their supervisory roles and responsibilities. (D/R/ST)

**PT-15 Aquatic Supervision Ratios:** Camp must specify ratios for lifeguards specific to activity, area, and characteristics of participants. (D/R)

**PT-16 Aquatic Procedures:** Camp staff must orient participants rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. (D/R)

**PT-17 Camper Supervision at Aquatic Activities and Areas:** Staff accompanying campers to aquatic activities on trips must be trained in their supervisory roles and responsibilities. (D/R)

**\*PT-18 PFDs:** All persons in watercraft must wear safe and appropriate PFDs. (D/R)

**PT-19 Watercraft Training:** Persons using watercraft must be trained in the specific craft to handle, trim, load, and move on the craft, use life jackets, and self-rescue. (D/R)