



BRITISH COLUMBIA CAMPS ASSOCIATION

2020 Accreditation Standards

PROMOTING SAFE AND QUALITY CAMPS IN BC

CONTACT US

LAUREN MARUTT, PROGRAM COORDINATOR

E. info@bccamping.org **P.** (250) 617 5112

PAUL CHATTERTON, ACCREDITATION CHAIR

E. accreditation@bccamping.org

bccamps.org



BRITISH COLUMBIA
CAMPS ASSOCIATION



@BCCAMPS

CONTENTS

INTRODUCTION AND DEFINITION OF TERMS	2
ACCREDITATION STANDARDS	
SECTION A: CAMP MANAGEMENT & HUMAN RESOURCES	
A1.0 ADMINISTRATION	9
A2.0 POLICY	10
A3.0 PERSONNEL	11
A4.0 TRAINING	13
SECTION B: CAMP FACILITY	
B1.0 SITE & FACILITY	14
B2.0 BUILDINGS	15
B3.0 EQUIPMENT	18
B4.0 PLAYGROUNDS	18
SECTION C: HEALTH & SAFETY	
C1.0 FIRST AID & HEALTH	21
C2.0 SANITATION	26
C3.0 SAFETY	27
C4.0 TRANSPORTATION	28
SECTION D: PROGRAM	
D1.0 PROGRAM GENERAL	31
D2.0 RANGE SPORTS	32
D3.0 ROCK CLIMBING & RAPPELLING	34
D4.0 CHALLENGE COURSES	36
D5.0 HORSEBACK RIDING	39
D6.0 CYCLING	41
D7.0 LAND TRAMPOLINES	42
SECTION E: WATER SAFETY & SPORT	
E1.0 WATERFRONT & POOL: SUPERVISION AND SWIMMING	44
E2.0 DISTANCE SWIMS	48
E3.0 GENERAL BOATING	48
E4.0 PADDLE & CAMPER-OPERATED WATERCRAFT	50
E5.0 POWER BOATING	51
SECTION F: OUT-TRIPPING: DAY AND OVERNIGHT	
F1.0 GENERAL OUT-TRIPPING	54
F2.0 OUT-TRIP FOOD SAFETY	58
F3.0 FRONT COUNTRY & URBAN OUT-TRIPS	58
F4.0 BACKCOUNTRY OUT-TRIPS	59
APPENDIX A: DECLARATION OF USER & OWNER RESPONSIBILITIES FOR NON-SITE SPECIFIC CAMPS	61

INTRODUCTION AND DEFINITION OF TERMS

BRITISH COLUMBIA CAMPS ASSOCIATION

The British Columbia Camps Association (BCCA) is composed of 50 camps across British Columbia, including agency, religious, not for profit and private camps. We believe that safe and quality camp experiences play an integral part in the development of children, youth, and adults and contribute to healthy communities. The BCCA is committed to providing opportunities for development, networking and collaboration for its members. We are a proud affiliate of the Canadian Camping Association.

Purposes

- To encourage the development and maintenance of high standards of camps throughout British Columbia.
- To provide Accreditation Standards and to maintain information regarding industry standards as they pertain to camps.
- To administer a volunteer-driven, peer reviewed accreditation process.
- To give such leadership and stimulation as is necessary for the promotion of the camping movement in British Columbia.
- To educate and inform members on current events in camping and to act as a coordinating body for camps in British Columbia.
- To speak for camps at the provincial level and to present their collective interests to the Government of British Columbia.

BCCA MEMBERS

The BCCA primarily accredits overnight children's summer camps, but Accreditation is applicable to day camps and some camp-like operations, such as outdoor recreation organizations and educational summer experiences. All BCCA member camps in good standing, having paid their membership fees, can undergo the Accreditation process.

All members start at the aspiring level, and go through a peer-reviewed process to achieve Accreditation. Camps seeking Accreditation are dedicated to providing safe and quality camp experiences and strive to maintain BCCA standards. An aspiring camp must be in operation for at least one (1) year before an Accreditation Visit will be made. The BCCA is available for consultation and support prior to the first official Accreditation Visit.

Accredited members are expected to maintain all required standards during the time between Accreditation Visit. Failure to do so may result in a required visit or reduction of an Accreditation Term.

The BCCA depends on volunteers to help carry out the Accreditation Visitation Process. We encourage all member camps to provide at least one (1) volunteer each year to take part in a visit for another camp.

ACCREDITATION

The purpose of the Accreditation process is to provide the operators of overnight camps in British Columbia, and those individuals or agencies planning such services, with materials to aid in developing and improving camp services in British Columbia. The BCCA Accreditation Standards provide guidelines for best practice in all areas of camp based on industry standard. We provide a means for camp professionals to evaluate their operations and to request a formal evaluation and consultation from fellow BCCA Members.

Benefits of Accreditation

- External review of safety standards and practices
- Networking with peers
- Recognized by parents
- Industry stamp of excellence
- Opportunity to improve operations
- Access to resources and mentorship
- Benefit for insurance coverage
- Feature on BCCA website
- Use of BCCA logo on camp's website

Accreditation applies to the operation as seen at the time of the visit. Additional Accreditation visits may be required if there is significant change in program, staff, management, board, ownership, site, and/or facilities. It is the responsibility of the camp to notify the BCCA of any significant change.

ACCREDITATION STANDARDS

The standards as outlined in this manual serve as the basis for BCCA Accreditation. These standards provide an overview of best practices for many of the areas involved with operating a summer camp. These standards in no way are intended to supersede the requirements of applicable governing bodies such as health authorities, WorkSafeBC, Transport Canada, or provincial or federal law.

The BCCA is dedicated to driving the industry towards excellence and informing its members on changes to the industry that could impact risk management at their camps. These standards are updated and changed annually and it is important that camps review the standards each year once they are released. New or significantly changed standards are highlighted in yellow.

Program Standards apply whether the program is offered on or off site. Standards apply to day camps as well as overnight camps. A camp may apply in writing to the BCCA for an exemption to a standard. This application should include a detailed overview of how the camp has mitigated risk and held industry requirements in the areas of said standard. The application will be evaluated by the Accreditation Chair and the BCCA Board and an exemption may or may not be granted. Exemptions may be rescinded at any point by the discretion of the BCCA Board of Directors and will be re-evaluated at the time of future Accreditation Visits.

DEFINITION OF TERMS

Accreditation Chair	An elected member of the BCCA Board of Directors who oversees all Accreditation matters for the BCCA and works with member camps to address items of concern or deficiency.
Accreditation Term	The length of time after an Accreditation Visit that Accreditation is valid, as determined by the BCCA Board of Directors. Accreditation Terms are between 1-4 years.
Accreditation Visit	Occuring during the summer season, while camp is in session. Two visitors assigned by the BCCA tour the camp with the Camp Director to assess compliance to the BCCA Standards.
Accredited Member	A camp that meets 100% of all required standards, and at least 80% of all desirable standards that apply to their camp, and who has paid the current year's membership fees.
Aspiring Member	A camp that has paid the current year's membership fees, and is preparing for an Accreditation Visit. They have not yet demonstrated full compliance to the required standards. Camps whose Accreditation status is 'Aspiring' must acknowledge this if using the BCCA name or logo in promotional material.
BCCA Board of Directors	Elected camp professionals who volunteer to represent all BCCA member camps and oversee the operations of the BCCA. All Accreditation Terms are determined by vote at a meeting of the directors.
Camp Director/Designate	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 British Columbia Camps Association in the best interest of the campers and the camp. A camp director's education, experience and professional background should prepare them for this varying and demanding role.
Desirable Standards	These are Standards in normal print. A camp must reach at least 80% compliance of applicable standards for Accreditation.

Non-Site Specific Camp	This is a camp whose main site or location is not owned or operated by the camp in question and therefore some applicable items in the standards manual are the responsibility of the owner/operator. It is the responsibility of both parties to identify where responsibility lies for each applicable section of the standards and report to the BCCA.
Required Standards	These are standards in BOLD PRINT (also denoted with number being <u>underlined</u>). A camp must have 100% compliance for Accreditation.
Visitation Team	The volunteers assigned to conduct the Accreditation visit and complete visit paperwork. The visitation team will consist of 2 individuals with experience in the camp industry. The Visit Lead, having experience with previous Accreditation Visits, will take responsibility for the visit paperwork submission. The Visit Second serves to support and verify the visit process.

ACCREDITATION PROCESS

SPRING

- In the spring of each year, notice will be given to camps requiring Accreditation Visits. Camps who could require a visit include Aspiring Member camps, those camps for which their Accreditation expires during that year, and camps that have had a significant change in leadership or operation.
- The Accreditation Chair assigns 2 visitors to complete the Accreditation visit. An email is sent to the Visitation Team and the Camp Director/Designate to arrange a mutually convenient visitation date and time **while the camp is in session**. This email includes a current copy of the BCCA Accreditation Standards and the complete Accreditation Package including forms to be completed.
- The camp must provide the following materials directly to the visitors at least 30 days in advance of the visit:
 - a) Philosophy, Aims, Objectives
 - b) Brochure and Promotional Material
 - c) Registration and Medical Forms
 - d) Staff Training Schedule and Manual
 - e) Staff Contract, Application, Job Description

Visitors should obtain permission from the camp prior to copying any camp information or before using it for purposes outside the current BCCA visit.

SUMMER

- During the visit, the Visitation Team will need 4-6 hours with the Camp Director including a complete camp tour, time for observation of the programs, and completion of the visit paperwork. The Visitation Team should make note of any deficiencies and take photos where applicable.
- **The camp must have the following available for the Visitation Team during the visit:**
 - a) Latest Public Health Report on the kitchen
 - b) Necessary Permits to operate: Kitchen, Swimming Pool and Hot Tub, Water Supply, etc.
 - c) Copies of certificates: Lifeguards, Kitchen Staff, First Aid workers, and Drivers
 - d) Camper Health Record and Accident Report
 - e) Emergency and Safety Procedures
 - f) Program Record and guidelines
 - g) Sample Menu
 - h) Policy Manual
 - i) Staff Training Manual
 - j) Any other material required to complete the Accreditation Visit.
- The Camp Director and Visitors review and answer each question of the Standards. **Each question MUST be answered.** The number of any NO answer must be circled on the Standards Summary Sheet and then fully explained in the space provided. The forms supplied as well as all pages containing NO answers are to be submitted to the Accreditation Chair. Poor practices will be brought immediately to the attention of the camp and the BCCA Board.
- Visitors do not suggest a term for Accreditation. Terms are chosen by the BCCA Board.
- The BCCA must be contacted immediately if the visit is cancelled for any reason. **When the camp cancels the visit, their Accreditation Status reverts to Aspiring Member.**

FALL & WINTER

- Accreditation Paperwork must be submitted by the Visit Lead to the BCCA (info@bccamping.org) **within 30 days of visit** and **no later than September 30.**
- Visitors may request reimbursement of travel expenses by applying in writing to the Accreditation Chair, for the following acceptable expenses:
 - I. Mileage at \$0.35/km or actual fuel costs (must report total km travelled for either option)
 - II. Ferry and highway toll costs
 - III. Other expenses (accommodation, etc.) authorized in advance by the Accreditation Chair

Camps being accredited are required to pay for all private/water transportation required for the Accreditation Visit. Visitors will not be reimbursed for traffic violations. **Expense claims must be submitted prior to the end of the calendar year in which the visit occurred.**

- Following the submission of visit paperwork, the BCCA will follow-up with the camp regarding any Required Standards not met. The camp should submit proof of compliance or a written plan to meet deficient Standards before the coming camp season. This submission of proof of compliance should be submitted in a timely fashion in the fall to guarantee evaluation by the BCCA Board of Directors. Proof of compliance submitted that is submitted after the end of the calendar year may not be considered in the accrediting decision.
- The BCCA Board of Directors evaluates every Accreditation Visit Report individually and explanations for any NO answer will be carefully considered. The BCCA Board of Directors will make one of three possible decisions:
 - 1) The Camp will be given an Accreditation term for or a period of 1-4 years. Accreditation terms follow the progression shown below, as seen fit by the BCCA Board of Directors.
 - 2) Some form of additional consultation may be necessary, (i.e. the BCCA may require the camp to show compliance with the Standards, in writing, before Accreditation is given, or may ask to meet with a representative of the camp with regard to certain aspects of the visit or Standards.)
 - 3) The camp will not be accredited, and remains/reverts to being an Aspiring Member.
- The camp will be notified by email including a letter outlining the BCCA Board's Accreditation decision. A camp may appeal the decision in writing, including reasons for appeal within 60 days of notification of the Board's decision.
- Accreditation signs along with yearly decals will be available at the BCCA Annual General Meeting at the BC Camping Conference. Camps who are unable to attend will receive their signs and decal in the mail following the conference. A list of the Accreditation terms and camps due for Accreditation Visits will be published with the Annual Report, presented at the AGM and available to members thereafter.

LENGTH OF ACCREDITATION TERM

Barring extenuating circumstances, Accreditation Terms follow the schedule below. The maximum term a camp may be accredited for is four (4) years.

- | | |
|----------------------------|---|
| - First Visit (e.g. 2002) | 1 Year Full Accreditation |
| - Second Visit (e.g. 2003) | 2 Year Full Accreditation |
| - Third Visit (e.g. 2005) | 3 Year Full Accreditation |
| - Fourth Visit (e.g. 2008) | 3 Year Full Accreditation (must have two consecutive 3 Year terms prior to advancing to a 4 Year term) |
| - Fifth Visit (e.g. 2011) | 4 Year Full Accreditation |
| - Sixth Visit (e.g. 2015) | 4 Year Full Accreditation (camps remain at 4 Year terms as they demonstrate consistency in maintaining Standards) |

The BCCA Board of Directors may choose to hold a camp back from advancement or reduce an Accreditation term. The reasons for this decision may include, but are not limited to:

- The camp did not meet one or more Required Standard at the time of the Accreditation Visit, and were unable to show compliance in the timeline given by the BCCA.
- The camp did not meet a significant amount of Required Standards at the time of visit, but have shown compliance before the time of the accrediting decision.
- The camp has had significant changes in leadership, facility, or operation.
- The camp has outstanding BCCA membership dues.
- Not being able to complete an Accreditation Visit because of camp failure to arrange.
- Ceasing operations for a year or more.

The BCCA reserves the right to revoke membership at the discretion of the Board.

ACCREDITATION STANDARDS

Section A: CAMP MANAGEMENT & HUMAN RESOURCES

A1.0 ADMINISTRATION

Context:

Good administration practices play an essential part in creating a positive, proactive environment for campers, staff and clients. The purpose of the below mentioned standards is to address general risk management and safety, through record keeping, policies, structures, insurance coverage, etc.

A1.01 Are all camp promotional materials accurate, complete, and do they clearly describe the activities and objectives of the camp?

A1.02 Does the camp have a registration form for each camper that includes the following: camper's name, age, address, home phone, parent's or guardian's name, and an alternate phone number?

A1.03 Does the camp have appropriate liability insurance for their operations and size (minimum of \$3,000,000 coverage) that is current and properly recorded for each occurrence?

A1.04 Has the member camp named the British Columbia Camps Association as an additional insured or an additional named insured on their current insurance policy?

A1.05 Are all hard copies and computer files properly stored to protect camper confidentiality and ensure long-term legal record keeping (e.g. medical forms, accident reports, consent/waiver forms, health log book, registration info, cabin groups, etc.)?

A1.06 Are camper and staff records kept for a time period as advised by the camp's legal counsel?

The BCCA has received an expert legal opinion that all camper records should be stored for at least 5 years. A child has two years after they turn 19 to initiate a lawsuit so the BCCA recommends that camper records are kept permanently (or at least until the child turns 22) whenever an incident report is filed.

A1.07 Can the camp operator confirm that relevant BCCA Standards are communicated in writing to persons responsible for departments or operations that are covered by BCCA Standards (i.e. Waterfront, Kitchen, Health and Safety, etc.)?

A1.08 For Non-Site Specific Camps, has the Declaration of User & Owner Responsibilities been signed by both parties for submission to the BCCA with the Accreditation Summary? (See Appendix A)

A2.0 POLICY

Context:

It is imperative that summer camps maintain policies that meet or surpass industry standards. Camp professionals should be well versed in laws and standards that apply to their camps and make every effort to stay up to date on any changes. Camp policies should be available and communicated to all staff members.

A2.01 Is the following written information given to all staff/volunteers (i.e. staff manual)?

- a) Personnel Policy**
- b) Waterfront Policy**
- c) Work Schedules**
- d) Safety Procedures**
- e) Emergency Procedures**
- f) Abuse or harassment policies at camp**

A2.02 Does the camp have documented policies and systems in place that fulfil the requirements of the Personnel Information Protection Act (Bill 38-2003)?

A2.03 Does the camp have a policy whereby serious accidents (i.e. would attract media interest) or injury are reported to the BCCA President or designate?

A2.04 Does the Camp have a policy, and is each staff person aware of the policy, with respect as to whom campers will be released to (i.e. relatives and friends)?

A2.05 Does the camp have a policy that outlines the procedure to follow in the event of a missing camper?

A2.06 Does the camp have an incident reporting policy that includes documenting and reporting medical and non-medical incidents that have the potential to affect camper or staff safety?

A2.07 Does the camp have a Workplace Harassment Policy?

A2.08 Does the camp have a policy in place for working alone or in isolation?

A2.09 Does the camp have a policy in place outlining the response to parent and public complaints?

A2.10 Does the camp have a written Code of Conduct and Code of Ethics that is reviewed with each staff member?

A2.11 Is there a written policy statement regarding child abuse issues and is it reviewed with each staff member?

A3.0 PERSONNEL

Context:

All references to "staff" in these standards should be understood to mean both paid and volunteer staff positions, with the expressed exception in C1.0 First Aid & Health as they apply to WorkSafeBC standards, or unless otherwise specified.

Leaders in Training (LIT/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.

Camp Leader: A person who is responsible for a group of campers for a specific period of time, who will live with them in close proximity (within sight or hearing distance at all times, day and night), instructs them, and cares for them in the manner of a caring parent.

Camp Director: 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 British Columbia Camps Association in the best interest of the campers and the camp. A camp director's education, experience and professional background should prepare them for this varying and demanding role.

Where a camp is engaging **independent or 3rd party contractors** to provide services (program, repair) it is not necessary to screen contractors as long as campers are supervised at all times by camp staff.

Staff

A3.01 Has the on-site Camp Director had at least 2 years of leadership and administration experience in camping or a related field (this person MUST be available for the visit)?

A3.02 Is the on-site Camp Director 25 years or older?

A3.03 If the on-site Camp Director is away from the camp for more than 24 hours, is the person delegated in authority in their absence, 25 years old and have 2 years of leadership and administrative experience?

A3.04 Is there a competent adult supervisor available at all times, including during the night?

A3.05 Is a written Job Description signed and kept on file for each staff member?

A3.06 Is there a written application and/or resume on file for all staff?

A3.07 Are at least 2 documented references required and checked for each staff member?

A3.08 Is there a written job contract for each staff member?

A3.09 Has each staff member been interviewed by the camp?

A3.10 Is each staff member required to sign a form that indicates that the staff member has read, understood, and agrees to comply with all camp policies and job description requirements?

A3.11 Is each staff member required to sign a form that indicates that the staff member is free of any pending criminal charges or convictions that would preclude them from working with children?

A3.12 Is an original Criminal Record Check (CRC) required for every staff or volunteer prior to their first day of employment?

A3.13 Are CRCs required at least once every five (5) years for all full time, year-round staff?

A3.14 Are CRCs done annually for all staff and volunteers who are not continuously employed (any time off exceeding 6 months is beyond 'continuously'), on a year-round basis (i.e. season staff and volunteers)?

A3.15 Is a Vulnerable Sector Search (or international equivalent) required, at least once, for every staff member and volunteer born before 1987?

A3.16 Does the camp meet the following minimum age requirements:

- a)** Day Camp Leaders are at least 16 years old and at least 2 years older than the oldest camper that they are supervising.
- b)** Overnight Camp Leaders are at least 17 years old and at least 2 years older than the oldest camper they are supervising?

A3.17 Are Overnight Camp Leaders at least 18 years old?

A3.18 Is the Camp Leader/camper ratio at least 1 to 8?

A3.19 Is the Camp Director available for two-way staff/administration communication?

A3.20 Does each staff person have at least one free rest period each day?

A3.21 Does each staff person have regular scheduled days off?

A3.22 Have a minimum of 30% of past staff returned to ensure continuity and stability of staff?

A4.0 TRAINING

Context:

Quality training is foundational for a successful camp season. Camp Directors and Operators should take care to develop adequate training programs for all levels of camp work.

A4.01 Does the camp have a documented minimum 32-hour training program prior to the camp session for leadership and program staff?

A4.02 Does the camp have a pre-camp on-site training program that is a minimum of 8 hours?

A4.03 Does the camp have a pre-camp on-site training program that is a minimum of 16 hours?

A4.04 Are all staff trained in procedures to follow in the event of health or other emergencies that have the potential to affect camper safety?

A4.05 Is each staff person adequately instructed regarding the specifics of their duties?

A4.06 Does the camp have a documented training program for New and Young Workers that includes the following:

- (a) the name and contact information for the young or new worker's supervisor;**
- (b) the employer's and young or new worker's rights and responsibilities under the Workers Compensation Act and this Regulation including the reporting of unsafe conditions and the right to refuse to perform unsafe work;**
- (c) workplace health and safety rules;**
- (d) hazards to which the young or new worker may be exposed;**
- (e) working alone or in isolation;**
- (f) violence in the workplace;**
- (g) personal protective equipment;**
- (h) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries;**
- (i) emergency procedures;**
- (j) instruction and demonstration of the young or new worker's work task or work process;**
- (k) the employer's health and safety program;**
- (l) WHMIS information as applicable to the young or new worker's workplace;**
- (m) contact information for the occupational health and safety committee or the worker health and safety representative, as applicable to the workplace.**

As per the WorkSafeBC Occupational Health and Safety Regulation section 3.22-3.25?

Section B: CAMP FACILITY

B1.0 SITE & FACILITY

Context:

It is acceptable, and sometimes desirable, for camps to provide a rustic setting with few amenities. However, the camp site and facilities must be kept clean and maintained in good working order to ensure camper safety.

B1.01 Is the site free from unnecessary hazards (i.e. abandoned wells, derelict cabins, unused equipment) or are existing hazards clearly identified, and if serious, fenced off?

B1.02 Does the site provide an environment suitable for conducting the activities described in the camp's promotional material?

B1.03 Does the site provide reasonable security from accidental or unwanted intrusion?

B1.04 If the camp is located near populated areas, commercial resorts, or public recreation facilities (parks), are fencing and signs (or some other alternative) in place to prevent accidental intrusion by the general public?

B1.05 Do all facilities appear to be well maintained and in clean condition?

B1.06 Does the camp have available maps, charts, blueprints, and/or site plans that outline the location of all utilities, sanitation lines, and other underground services?

B1.07 Can the camp operator assure that any current construction or renovations comply with provincial regulations (i.e. plumbing, electrical, gas, building codes, etc.)?

B1.08 Are signs or suitable precautions in place to make campers aware of areas that are out of bounds (e.g. kitchen, workshop, staff accommodations)?

B1.09 Does the camp have a permit to operate a water supply system (not required if they are on municipal or regional water system)? If not:

- has the camp submitted a water sample to the health authority for testing, and:
- does the camp have documented monthly tests of the water's potability?

B1.10 Does the camp water distribution system provide sufficient pressure and volume to operate properly throughout the camping season?

B1.11 Does the camp have an acceptable method of collecting, storing, removing, or disposing of garbage that minimizes odour, insect, animal, and rodent problems?

B1.12 Is there a documented contingency plan of action for power failures and water shortages?

B1.13 Are the procedures to be followed in the event of a fire posted in each building?

B1.14 Has a response plan been developed with local/regional fire fighting authorities as to how a serious fire at camp will be dealt with?

B1.15 If fire response access is difficult, does the camp have its own fire fighting system?

B1.16 Are staff trained in the use of the firefighting equipment?

B1.17 Does the site conduct an annual tree assessment to identify and remedy hazard or danger trees in areas of congregation or surrounding buildings?

B2.0 BUILDINGS

Context:

New buildings must meet the current standards of the applicable building code, upon construction. In some cases, older buildings will have to be upgraded to meet current health and safety standards. These accreditation standards suggest some upgrading procedures based on common areas in the camp industry. It is a camp's responsibility to learn and understand the legal requirements that pertain to them in regards to their facility, and to ensure that they are in compliance.

B2.01 Does the camp have adequate sheltered program space to house campers during inclement weather?

B2.02 Do assembly areas have a certificate of approved occupant capacity from the local Fire Official? If not:

1. is there a letter on file to the Fire Official requesting a visit to attain a permit, and:
2. are assembly areas equipped with the following:
 - a. smoke or heat detectors
 - b. a minimum of 2 exit doors and
 - c. Fire alarm or other audible emergency signal for use in evacuating the assembly area(s)
 - d. Emergency lights (even a designated flashlight)
 - e. Illuminated exit signs on doors with access to outside
 - f. 1.1 square metres (12 square feet) per person

B2.03 Are electrical outlets located in washrooms and outdoors protected by Ground Fault type breakers?

B2.04 Are the electrical outlets in all buildings of the polarized (one prong wider than the other) and grounded (3 prong) types?

B2.05 Have railings around balconies and decks more than 24" above the ground been upgraded to current building code standards (to prevent children from climbing through or over them)?

B2.06 Have suitable escape routes been identified for accommodations?

B2.07 Are illuminated exit signs, compliant with applicable BC Building Codes, used for emergency exits in the following:

- a) a building more than 2 storeys in building height,
- b) a building having an occupant load of more than 150, or
- c) a room or floor area that has a fire escape as part of a required means of egress

B2.08 Are smoke detectors installed in all sleeping accommodations; tested annually and documented?

B2.09 Are Fire Detectors, Smoke Detectors, and Fire Alarm systems installed as needed and in compliance with the current BC Building Code? Can be found at: <http://free.bcpublications.ca/>

B2.10 Are camps on a reliable source of Hydro (i.e. BC Hydro) using hard-wired smoke detectors and/or are camps where power outages are frequent, are smoke detectors equipped with batteries?

Lavatory Facilities

B2.11 Are washrooms and infirmary equipped with exterior lighting so campers can locate them at night or is portable lighting available (e.g. flashlights) when buildings do not have exterior lighting?

B2.12 Does the camp provide a minimum amount of toilet and lavatory facilities available to those accommodated at camp as follows or BC Building Code (whichever is greater)? (Note: bathing facilities or showers are required for camps of 5 days or more)

Number of persons accommodated at camp	Minimum number of toilets or privy seats	Minimum number of washbasins or sinks	Minimum number of showers or baths
1 – 9	1	1	1
10 – 24	2	2	1
25 – 49	3	3	2
50 – 100	5	5	3
Over 100	Add 1 toilet or privy, and 1 washbasin, for each additional 10 persons. Add 1 shower or bath for each additional 20 persons.		

* If certain populations (e.g. campers) are restricted from access to some facilities, these calculations must be done to ensure each population plus the total amount of persons accommodated on site meet the minimum standards. As an example, a camp with 150 campers, and 100 staff members, must have the following:

	Required for 150 campers	Required for 100 staff members	Required for total 250 accommodated
Toilets or privies	10 accessible to campers	5 accessible to staff	20 total on site
Washbasins or sinks	10 accessible to campers	5 accessible to staff	20 total on site
Showers or baths	6 accessible to campers	3 accessible to staff	11 total on site

B2.13 Are lavatory facilities located less than 70 metres (200') from living quarters?

B2.14 Are toilet and lavatory facilities maintained daily and in clean condition?

B2.15 Are all surfaces (except ceilings) made of materials that are impervious to moisture (such as linoleum, vinyl, concrete, acrylic, laminates, or wood with applied waterproof coatings)?

B2.16 Are toilet and lavatory facilities adequately ventilated and equipped with adequate lighting?

B2.17 If privies (outhouses) are used are they constructed and maintained so that: rodents, insects, and domestic pets do not have access to the waste material; surface or groundwater does not enter the pit or vault; and the waste material cannot contaminate the water supply?

B2.18 Are hand-cleaning facilities available at all privies (outhouses)?

B2.19 Does the design, installation, and operation of the camp's sewage disposal or treatment system, including septic tank or field systems, meet the approval of the appropriate health department or regulatory body?

Sleeping Accommodations

B2.20 Do permanent sleeping areas allow for 30 sq. ft. per person (suggest 40 sq. ft. if walkers are used and 50 sq. ft. if wheelchairs are used)?

B2.21 Are all permanent sleeping areas equipped with a minimum of 2 possible exits (including windows)?

B2.22 Are beds located so that there is 60 cm (2 feet) clearance between heads?

B2.23 If bunk beds are used, is there 90 cm (3 feet) of unobstructed head-room for each bunk?

B2.24 Are all bunk rails available for top bunk beds?

B2.25 Do bunk beds have ladders?

B2.26 Are carbon monoxide detectors installed in sleeping areas where combustible fuels are used for heating (e.g. natural gas, propane, oil, wood)?

B3.0 EQUIPMENT

B3.01 Does the camp ensure that potentially dangerous areas such as workshops with power tools, electrical distribution systems, and mechanical operations are locked when not supervised by competent personnel?

B3.02 Is potentially hazardous equipment/material clearly labelled and kept in a ventilated and locked or secure storage area (e.g. paints, chemicals, cleaners, combustible fuels, etc.)?

B3.03 Does all equipment undergo regular safety and functional checks to ensure proper and safe operation?

B3.04 Is all damage to equipment repaired immediately or the item removed from service?

B3.05 Are fire extinguishers located in all meeting rooms and other areas where fires are possible (workshop and kitchens)?

B3.06 Are all fire extinguishers tested and certified annually?

B3.07 Have all mobile equipment operators received adequate training?

B4.0 PLAYGROUNDS

Context:

Playground: an area that includes play structures and equipment that is anchored to the ground, having natural stability, and not intended to be moved. Playgrounds are intended for supervised free play of children.

B4.01 Have CSA standards been considered in the design and installation of playground equipment?

B4.02 Is there an inspection and maintenance log on the playground?

B4.03 Do all participants using playground equipment wear shoes and clothing appropriate in a playground situation?

B4.04 Is playground equipment manufactured and constructed of materials that have demonstrated durability in the playground or a similar outdoor setting?

- B4.05** Does the surface beneath the playground equipment extend 1.8m beyond each side of the playground element and consist of CSA approved materials such as:
a) Loosefill (sand, pea gravel, shredded wood products) at least 30 cm deep or
b) Unitary shock absorbing materials (synthetic turf, rubber mats)?
- B4.06 Is the playground surrounded by an obstacle-free area that extends at least 3.6m beyond playground elements in order to minimize risk for pedestrian traffic near the play equipment?
- B4.07** Are openings less than 7.5 cm or more than 25 cm to prevent a child's head or neck from becoming trapped?
- B4.08** Are swing seats made of shock absorbent/flexible material to prevent injury?
- B4.09** For swing elements, are the following standards met:
a) is there at least 60 cm between each swing element, when measured at 1.5m above the ground surface
b) is there at least 75 cm between swing support structures and the swing, when measured at 1.5m above the ground surface
c) the bottom of the swing measure no less than 30cm above the ground surface?
- B4.10** For stairways and ramps, are continuous handrails provided on each side, except where protective barriers are used (the handrails attached to the side of the stairs or ramp shall be immediately available for use at the beginning of the first step)?
- B4.11** Are guardrails provided on elevated platforms, landings, walkways, ramps, stairways, and similar transitional play surfaces greater than 75 cm above the ground surface (guardrails shall completely surround the elevated surface, except for entrance and exit openings)?
- B4.12 Are there protective barriers on elevated surfaces greater than 1.2m above the ground surface, with the exception of stairways and stepladders? Protective barriers must be at least 95 cm high, discourage climbing, and prevent attempts to pass through the barrier.
- B4.13** Do slides with flat, open slide bedways have sidewalls with a height of 10cm or greater that extend along both sides of the slide bedway for the entire length of the sliding surface?
- B4.14** Are metal slides positioned so they are not exposed to direct sunlight?
- B4.15** Are ropes appropriate for the play structure chosen on the basis of durability, strength, elasticity, weights, resistance to vandalism, potential to cause skin burns or abrasion, requirements for maintenance and resistance to ultraviolet degradation?

B4.16 Are fasteners and connecting and covering devices tightened and secure so that they cannot loosen or be removable without the use of tools?

B4.17 Does the underside of horizontal rotating equipment (such as merry-go-rounds) allow for 25cm space to prevent head entrapment?

B4.18 Is shock absorbing material (such as automobile tires) embedded in the underlying protective surfacing beneath the ends of fulcrum see-saws or to the underside of each occupant position?

B4.19 Is the distance between see-saws no less than 1.2m and see-saws constructed so that the maximum attainable seat height is 1.5m above the ground surface?

Section C: HEALTH & SAFETY

C1.0 FIRST AID & HEALTH

Context:

Camps owe both a legal and moral duty of care to their staff, volunteers, campers and other guests. This section covers legal responsibilities to “workers” under WorkSafeBC regulations as well as policies and procedures for campers.

Many camps rely heavily on volunteers in addition to paid staff. It is important for the camp to understand the legal liability implications of having volunteers and whether they would be considered “workers” by WorkSafeBC. The Workers Compensation Act (WCA) does not explicitly mention volunteers, however the WorkSafeBC Assessment Manual states that “volunteers or other persons not receiving payment for their service are generally not workers.” If an individual is a volunteer and not a “worker” under the WCA, they are not under the no-fault insurance policy of the WCA and they retain the right to sue the camp for any injuries suffered in the course of performing volunteer work.

Determining whether an individual is a volunteer or worker is not straightforward. Workers Compensation Act Appeal Decisions have found that both cash and “non-cash” payments (e.g. ski lift pass, gift certificates, food) are sufficient for an individual to be considered a “worker.” However, in at least one decision, the Appeal Division of WorkSafeBC found that providing a place to live and food were insufficient consideration to turn a volunteer arrangement into an employment relationship. In the event of an injury claim, WorkSafeBC will review the specific circumstances to determine whether or not an individual is a worker or volunteer, on the basis of the nature of the work performed, and the amount of remuneration offered in exchange for the individual’s services.

There are practical implications for determining whether the volunteers at your camp are considered “workers” or not. Requirements for joint health and safety committees and first aid requirements are based on the number of employees. Camps should contact WorkSafeBC for information on determining volunteer or worker status or for coverage about special insurance coverage for volunteers that may be available through WorkSafeBC. (source: www.go2HR.ca)

Definitions:

- | | |
|---------------------------|--|
| Basic First Aid | Any single first aid course between 8-34 hrs that provides provincial or national certification and has a curriculum approved by a medical advisory board (e.g. WorkSafeBC Occupational First Aid, St. John First Aid, Red Cross, NLS, etc.) |
| Advanced First Aid | Any single first aid course over 35 hrs that provides provincial certification and that has a curriculum approved by a medical advisory board (e.g. WorkSafeBC Occupational First Aid, Wilderness First Aid, etc.) |

Nurse A registered nurse or registered psychiatric nurse, licensed to work in BC, who has been employed in nursing within the past 2 years.

Note:

- Bronze Cross certificates are not accepted as first aid certificates.
- A registered nurse or registered psychiatric nurse does not meet the first aid requirements unless they hold a current first aid certificate as required (see chart).
- All above first aid courses must be current (unexpired) and relevant CPR courses must also be current.

C1.01 Is the camp or the operating agency registered with WorkSafeBC if there are any paid staff?

C1.02 Is there a joint health and safety committee in place as per WorkSafeBC regulations for an employer your size?

C1.03 When surface travel from camp to hospital or arrival of ambulance is less than 20 minutes, does the First Aid Attendant hold a valid Basic First Aid Certificate?

or

When surface travel from camp to hospital or arrival of ambulance is greater 20 minutes, does the First Aid Attendant hold a valid Advanced First Aid Certificate?

C1.04 Has the camp conducted a self-assessment of their workplace to determine the appropriate WorkSafeBC hazard rating for establishing an adequate and appropriate level of first aid coverage (as per WorkSafeBC OHS G3.16)?

C1.05 Does the camp meet the WorkSafeBC first aid regulations for employees as appropriate for their workplace?

The requirements for Moderate risk of injury workplaces are below. This does not preclude a camp from having a High rating and it is up to the camp to establish their own hazard rating. It is recommended that a camp contact WorkSafeBC if they have questions about the appropriate rating.

More than 20 minutes surface travel time to hospital

NUMBERS OF WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	FIRST AID CERTIFICATE REQUIRED FOR ATTENDANT	TRANSPORT-ATION REQUIRED
1	Personal First Aid Kit		Employer must provide and pay for immediate conveyance of injured worker to nearest medical treatment facility
2-5	Level 1 Kit	Level 1	
6-15	Level 1 Kit ETV Equipment	Level 1 with Transportation Endorsement	
16-50	Level 3 Kit Dressing Station ETV Equipment	Level 3	ETV
51-100	Level 3 Kit First Aid Room ETV Equipment	Level 3	ETV
101-300	Level 3 Kit First Aid Room Industrial Ambulance Equipment	Level 3	Industrial Ambulance

20 minutes or less surface travel time to hospital

NUMBER OF WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	FIRST AID CERTIFICATE REQUIRED FOR ATTENDANT	TRANSPORT-ATION REQUIRED
1	Personal First Aid Kit		Employer must provide and pay for immediate conveyance of injured worker to nearest medical treatment facility
2-5	Basic First Aid Kit		
6-25	Level 1 First Aid Kit	Level 1 Certificate	
26-75	Level 2 Kit Dressing Station	Level 2	
76 or more	Level 2 First Aid Kit First Aid Room	Level 2 Certificate	

C1.06 Is there a first aid station or health centre which includes an isolation area?

C1.07 Are first aid supplies, equivalent to a WorkSafe BC Level 1 kit, organized and readily available; does the kit contain a list with the required supplies and are all supplies present?

C1.08 Is the designated First Aid Person(s) available at all times, and free from any other duties that would delay their response?

The designated OFA attendant must be free from other duties that would preclude them from promptly providing an injured worker with the appropriate level of care. This may mean that more than one person is required for the provision of camper and staff first aid responsibilities.

C1.09 Is one person responsible to oversee the health, medications, and documentation of treatment of campers (this does not have to be the same person as C1.06)?

C1.10 If the resident camp population is over 100 people does the First Aid Attendant hold a valid Advanced First Aid Certificate?

C1.11 If the resident camp population is more than 100 people does the First Aid Attendant or Nurse have First Aid/Health Care as their primary responsibility?

C1.12 Are campers always under the supervision of a leader with Basic First Aid?

C1.13 Is there a Registered Nurse or someone with Provincially recognized training to distribute medication at camp?

C1.14 Are all health care and first aid staff provided written policies regarding:

- a)** medication dispensing
- b)** administering and documenting treatment
- c)** when to seek further medical assistance for illness and/or injury
- d)** when parents are to be notified regarding first aid treatment
- e)** management of communicable disease

C1.15 Does the camp have the following records that are listed sequentially, dated, and signed off by the overseeing first aid or dispensing attendant:

- a)** first aid or medical treatment
- b)** medication dispensing
- c)** accident reports

C1.16 Does the camp have reliable communication with emergency services?

C1.17 Is the camp able to provide emergency transportation at all times?

C1.18 Is the medical information for campers and staff stored in a secure place and accessible only to appropriate staff?

Health

C1.19 Are all medications for campers, including prescriptions and over the counter medications, stored and dispensed from a central secured area?

C1.20 Are all staff medications locked in a secured area away from camper access?

C1.21 Does the camp make every reasonable effort to obtain accurate and up to date medical information on campers just prior to their arrival at camp?

C1.22 Do all participants at camp have medical or health insurance (the plan number should be documented on the camp medical form)?

C1.23 Are campers required to have travel or trip insurance if not covered by BC Medical?

C1.24 Does the camp have health records for campers and staff on site or in cases where they are not available, a written request for health records which include:

- a) allergy information
- b) immunizations
- c) medications
- d) significant illnesses
- e) dietary restrictions
- f) any limitations which would affect camp experiences
- g) medical plan number

C1.25 Does the camp have a documented written policy to contact parents or guardians if the child requires urgent medical attention and is this policy available to parents?

C1.26 Are parents aware that the camp may seek medical support if reasonable efforts to contact the parent/guardian are unsuccessful?

C1.27 Is it the written policy of the camp to contact the local Medical Health Officer when there is an occurrence of a serious communicable disease or a suggestion of food poisoning?

C1.28 Is there a written menu plan?

C1.29 Have the principles of good nutrition been considered in planning your menu (e.g. Canada's Food Guide)?

C2.0 SANITATION

Context:

Ensuring the health of every camper and staff member is of utmost importance in the operation of a quality camp. Each camp must comply with the areas of the Health Act that govern camps, Sanitation and Operation of Food Premises, and Swimming Pool Regulations.

Of particular importance is the water supply, food service, and waste disposal permits. In addition, attention should be drawn to bathing areas, toilet and shower facilities, sleeping areas, and general maintenance.

FOODSAFE I and II, and HACCP are formal training courses offered by the regional health units. Certification is awarded for successful completion of FOODSAFE I and II courses.

C2.01 Are policies and procedures in place to ensure personnel are aware of protective measures and procedures for handling body fluids (e.g. blood, vomit, biohazards, sharps, etc.)?

C2.02 Does the camp have a current permit to operate a food premises?

C2.03 Is all food preparation and service under the supervision of a competent adult with appropriate training?

C2.04 Does the individual in charge of food service hold a current FOODSAFE Certificate completed within the last 5 years?

C2.05 Is there at least one person with FOODSAFE on duty at all times while food preparation is underway?

C2.06 Do all food service personnel hold a FOODSAFE Certificate?

C2.07 Do all personnel involved in food services receive orientation to FOODSAFE procedures?

C2.08 Are all food service areas:

- a) clean and sanitary;**
- b) well lit and ventilated;**
- c) equipped with a floor covering that is tight, smooth and non-absorbent; and**
- d) equipped with a means of controlling pests?**

C2.09 Are animals (except certified assistance dogs) excluded from any area where food is being prepared or served?

C2.10 Does the camp comply with WorkSafeBC Environmental Tobacco Smoke regulations (no smoking in any building an employee may have cause to enter during their course of work)?

C2.11 If smoking is permitted for staff on the grounds, is it restricted to areas not accessible/viewable to campers?

C2.12 Is smoking prohibited in any camp building (except private residences)?

C3.0 SAFETY

C3.01 Does the camp keep adequate records of all work accidents, health and safety complaints, and health hazards?

C3.02 Do the emergency procedures identify a central gathering area?

C3.03 Do the procedures specify who will be assigned to provide directions to emergency vehicles (for land, water, or air)?

C3.04 Are staff aware of the hours of operation of local medical facilities (i.e., hospital, clinic)?

C3.05 Do all camp participants and staff understand procedures to access/locate first aid/health care personnel at camp?

C3.06 Is the priority of the camp during a fire response as follows?

1. Evacuating Campers
2. Calling Fire-fighters
3. Reducing further hazards (e.g. shut off gas lines)

C3.07 Are emergency drills, involving campers and staff, held at least once each session of children's camp, preferably early in the camp session?

C3.08 Are emergency telephone numbers and concise directions to the site posted next to each telephone?

C3.09 Are staff who use chemical products aware of the necessary precautions as outlined in the WHMIS program?

C3.10 Does the camp have fire permits, if required?

C3.11 Does the camp monitor and comply with fire bans and restrictions posted by the BC Wildfire Service?

C3.12 Is there a policy in place requiring changes to programming in the event of inclement weather that poses significant risk to campers?

C4.0 TRANSPORTATION

Context:

Camps must ensure that all carriers used by the camp have adequate licensing, inspection certificates, and insurance. The camp is also responsible to ensure that all operators have a current license in the correct class. Camps should consider the risk and insurance requirements of using personal vehicles for camp business, especially transportation of campers.

C4.01 Does the camp have written policies and procedures for each type of transportation provided for campers?

C4.02 Is transportation available at all times in the event of an emergency?

C4.03 Are all motorized vehicles used for camp business operated by licensed drivers?

C4.04 Do all camp owned, leased, or borrowed vehicles used for camp business have a minimum of \$3,000,000 liability coverage?

C4.05 Do all camp owned, leased, or borrowed vehicles transporting campers, staff, or volunteers have a minimum of \$5,000,000 liability coverage?

C4.06 Do all camp owned, leased, or borrowed commercial vehicles transporting large numbers of campers, staff, or volunteers (busses, 15 passenger vans, etc.) have a minimum of \$10,000,000 liability coverage?

C4.07 Does the camp have Third Party Excess Liability (AVP212) insurance covering personal vehicle use of staff and volunteers on behalf of the camp?

C4.08 If camp staff or volunteers use their personal vehicle for the transportation of campers has the camp purchased ICBC's Special Excess Third Party Legal Liability (APV212) policy? This policy protects officers, employees and volunteers operating on behalf of the named insured (the camp) when driving vehicles owned by themselves or by others but not owned by the named insured.

C4.09 Are unlicensed camp vehicles covered by the camp's insurance underwriter?

C4.10 Do all drivers of camp vehicles have a current BC driver's license (see C4.09 for out-of-province drivers) of the correct class? This includes vehicles not required by law to be licensed on camp property.

Vehicles with a <u>capacity</u> of 10 or less (including driver)	Class 5
Buses and Vans with a <u>capacity</u> of 11 - 25 (including driver)	Class 4 (Unrestricted)
Buses with a <u>capacity</u> of more than 25 (including driver)	Class 2

C4.11 Have out-of-province drivers licenses been approved by the Motor Vehicle Branch as valid in BC to ascertain class equivalency?

C4.12 Does the camp check the license validity and are all drivers (including professional drivers involved with camper transport) on camp business required to supply an ICBC driver's abstract?

C4.13 Prior to the start of camp, are staff trained in their responsibilities during the transportation of campers?

C4.14 Does the operator or camp personnel have an accurate list of the names of campers and staff travelling while under the camp's supervision? Is a copy of the list kept at camp?

C4.15 Do all buses (including passenger vans) used to transport campers have a current Ministry of Transport certificate of safety inspection?

C4.16 Are camp personnel, in addition to the operator, present on vehicles with a seating capacity of 25 or more when the carrier is underway?

C4.17 Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?

C4.18 When transporting luggage, program material, and safety equipment, is it stored in a manner such that it does not block the aisles or exits and that it does not present a hazard in the event of an accident?

C4.19 Do all operators of motorized vehicles (i.e. golf carts, tractors, ATV's, rider mowers) receive sufficient safety and operational training?

C4.20 Are all operators aware that carriers must NOT be fuelled with passengers on board?

C4.21 Are diagnosis and repairs to critical systems of vehicles used to transport campers (e.g. brakes, steering, exhaust system, etc.) undertaken by a licensed mechanic?

C4.22 When using private vehicles for transporting campers, has the camp director or designate established that the vehicle appears to be maintained in a safe operating condition suitable for transporting campers? In cases where staff or volunteers use their private vehicle on a regular basis it is recommended that a safety inspection is required.

C4.23 Do all operators know the procedures for reporting/repairing mechanical defects of the camp vehicle?

C4.24 If drivers are expected to tow trailers, are they given appropriate training?

C4.25 When using chartered or hired watercraft to transport people, are they certified by Transport Canada to carry passengers (vessels carrying more than 12 passengers, or 5 gross tonnes or larger, is considered a passenger vessel)?

C4.26 When using chartered watercraft does the camp have 3rd party liability insurance that includes coverage for these activities?

C4.27 Do motorized camp watercraft meet all Transport Canada safety standards (see “Safe Boating Guide” from Transport Canada)?

SECTION D: PROGRAM

D1.0 PROGRAM GENERAL

Context:

A camp's program and activities require standards to ensure that campers, staff and other individuals participating or spectating are safe.

Challenge by Choice: Creating an encouraging and supportive atmosphere that allows the participant to retain the right to choose the timing for a challenge attempt.

D1.01 Does the camp know the whereabouts of each camper at all times?

D1.02 Does the camp maintain a written daily program record that is kept on file?

D1.03 Does the program reflect the stated objectives of the camp?

D1.04 Are written rules and procedures in place for all programs that require specialized equipment and/or technical leadership?

D1.05 Are all participants made aware of the rules and procedures for each activity prior to participation?

D1.06 Does the program provide for rest and quiet periods during the day's activities?

D1.07 If campers decline to participate in a program, is adequate alternate supervision provided?

D1.08 Are activities geared to the ages, abilities, and interests of the campers?

D1.09 Does the program allow for progression and improvement in specific skills?

D1.10 Are the principles of "challenge by choice" implemented in such a way so as to prevent camper intimidation?

D1.11 Does the camp have a written policy to reduce the spread of lice through shared equipment (e.g. helmets)?

D1.12 For activities that are not described in the standards, is your camp using the best practices established by the specific industry and do you have an emergency plan in place specific to that activity?

D1.13 For activities that are not described in the standards, have the policies, emergency plans, and operating procedures been submitted to the BCCA for review?

D1.14 If the camp has a fire building program, does it include instruction in controlling and extinguishing fires?

D1.15 Are water buckets or similar equipment readily available at all cook and campfires?

D1.16 Are cook and campfires built in existing fire rings when available, or in an area free of grass, twigs, leaves, and firewood. Note that the fire should be at least 4.6 metres (15 feet) away from tents, buildings, hanging branches, and any surrounding brush.

D1.17 Are participants in fire building programs always directly supervised by a camp staff?

D1.18 Do all fires at camp follow the Leave No Trace principles for minimizing campfire impacts? More information can be found at <https://www.leavenotrace.ca/principle-minimize-campfire-impacts>

D2.0 RANGE SPORTS

Context:

The following standards apply to all range sports, including archery and pelletry. With the added risk undertaken in range sport programs, adequate precautions are necessary to ensure the safety of campers, staff, and the public. Ranges should be situated away from the rest of camp programs, with clear signage and set up to prevent accidental interactions with the range. Staff should be well trained in range skill development as well as their responsibilities to facilitate a safe range program.

D2.01 Is the range situated in an area away from all campers and regular camp traffic?

D2.02 Is the range clearly identified, and is signage in place around the perimeter of the range to prevent accidental interaction with the range?

D2.03 Are suitable precautions in place to prevent accidental access to the range (natural barrier, fence, etc.)?

D2.04 Are campers and staff aware that access is prohibited to the range unless they are participating in the activity?

D2.05 Is equipment kept in a secure, locked storage area when not in use?

D2.06 Are leaders trained in range safety procedures and emergency medical response plans?

D2.07 Are the range rules posted and reviewed prior to each session?

D2.08 Is the equipment inspected before each use?

D2.09 Is defective equipment removed from use until it can be repaired?

D2.10 Are the targets, backings, and butts made of materials that prevent bouncing, ricochet, or shrapnel?

D2.11 Is there a designated shooting line that participants cannot cross without the leaders permission?

D2.12 Is a first aid kit available at the range?

D2.13 Is appropriate safety equipment used at all times (e.g. eye protection)?

D2.14 Is there at least one trained leader to a maximum of 8 shooters?

D2.15 Is there a second leader available to supervise non-shooting participants?

D2.16 Is equipment only accessible to shooters on the shooting line?

ARCHERY

D2.17 Are all bows designed for recreational use by children?

D2.18 Are suitable backdrops in place to catch arrows that miss targets?

RIFLERY/PELLETRY

Context:

For the purpose of Camp Riflery Programs, a **firearm** (e.g. pistol, rifle, etc.) means any barrelled weapon from which any shot, bullet, pellet, or other projectile can be discharged (with a muzzle velocity of less than 152 m/s.) and that is capable of causing serious bodily injury to a person. The **Range Master** is a qualified shooting instructor.

These standards do not pertain to firearms with a muzzle velocity of more than 152 m/s. Due to the complexity of Federal Regulations, the BCCA will not accredit programs that use firearms having a muzzle velocity greater than 152 m/s. It is up to the individual camp to have these programs approved by the proper authorities.

D2.19 Is there a written and instructed lesson plan that includes rifle safety, range safety, firearm parts, ammunition, communication, and range commands prior to shooting?

D2.20 Is the riflery equipment and ammunition stored separately in secure and locked storage units?

D2.21 Are rifles regularly maintained and inspected for defects prior to daily use?

D2.22 Are maintenance checks and repairs documented in a logbook?

D2.23 Are firearms experiencing trouble rendered incapable of firing (i.e. disassembled) and immediately removed from the range for repairs?

D2.24 Is riflery restricted to participants 8 years of age or older?

D2.25 Does the Range Master hold a current Possession and Acquisition Licence (PAL)?

D2.26 Has the Range Master taken a formal training course outside of the camp's training (e.g. provincial hunting course (CORE), BC Wildlife Federation, shooting course, etc.)?

D2.27 Has the Rifle range been inspected by local authorities such as the RCMP or Provincial Wildlife Officer?

D2.28 Are firearms restricted to single shot of .177 calibre or less?

D2.29 Are firearms always pointed down range and is the shooting facility conducive to this?

D2.30 Is there a means to prevent firearms from shooting outside of the target zone?

D2.31 Is shooting from a standing position prohibited?

D2.32 Do all participants, during a cease-fire, put down their firearm in an inoperable condition?

D2.24 Are firearms programs (as defined by Federal Regulations) adherent to the Firearms Act and approved by the proper authorities?

D3.0 ROCK CLIMBING & RAPPELLING

Context:

Rock Climbing and Rappelling standards include both indoor and outdoor climbing surfaces. Proper procedures for safety must be developed and followed. Camps must keep up-to-date logs on all equipment used in the rock climbing/rappelling program(s).

D3.01 Does the camp have, in writing, a training program that all climbing instructors must complete before instructing.

D3.02 Have climbing instructors undertaken any formal training courses offered outside of the camp training program? (i.e. Canada West Mountain School, ACMG)

D3.03 Do instructors have easy access to equipment for a participant or instructor rescue?

D3.04 Is there an instructional lesson plan (outlining rules, communication, gear use and techniques) done for each climbing session prior to actual climbing?

D3.05 Is the site closed, posted, and inaccessible to campers when not supervised?

D3.06 Are there at least two trained staff present when the climbing wall is in use?

D3.07 Is the climber to climbing instructor ratio no greater than 4 to 1?

D3.08 Are all climbers under 19 years of age top roped? (no lead climbing)

D3.09 Is the rock climbing equipment designed specifically for climbing and does it meet UIAA and/or industry standards?

D3.10 Do fixed climbing sites require two (2) independent permanent anchors for each climb?

D3.11 If mechanical temporary placement anchors are used, is a minimum of 3 required?

D3.12 Are top rope belayers anchored to a minimum of two independent anchors when belaying from above the climber?

D3.13 Are belayers attached to a suitable anchor when belaying from below the climber?

D3.14 Are campers and staff instructed to identify any loose handholds for immediate repair?

D3.15 Do outdoor climbing programs end at dusk?

D3.16 Do all climbing programs end if adequate lighting is not available?

D3.17 Are natural rock surfaces checked for loose rock or debris before each use?

D3.18 Are ropes, harnesses, and webbing dated (with date of purchase) and numbered?

D3.19 Is an ongoing, written record maintained and kept on file detailing the condition of the wall and the safety and belay equipment?

D3.20 Are climbing ropes and webbing inspected regularly (i.e. flat spots, sheathing separating, dirty, maintained in a dry condition) and replaced every 4 years or 100 days of use or 800 hours, whichever comes first?

D3.21 Do trained camp staff conduct a pre-use inspection of helmets, ropes, harnesses, carabiners, anchor systems, climbing structures, belay devices, and other equipment that is kept on file in a logbook?

D3.22 Are carabiners, friction devices, ropes, helmets or other equipment immediately removed after having been damaged?

D3.23 Is all climbing equipment removed or secured when the site is not in use?

D3.24 Do all climbing/rappelling programs use mechanical friction devices and not allow classic or body belaying?

D3.25 Is the belay device used as recommended by the manufacturer or installer?

D3.26 Do all participants wear a properly fitted harness appropriate to the size, age, and ability of the participants according to the manufacturer's standards?

D3.27 Do all participants wear a properly fitted helmet in good condition?

Bouldering Wall

Context:

The following bouldering wall standards apply to programs that boulder on the bottom sections of climbing or rock walls, in addition to dedicated bouldering walls.

D3.28 Is the area below an indoor bouldering wall appropriately and sufficiently padded to prevent injury to climbers?

D3.29 Is the area below an outdoor bouldering wall adequately maintained with a yielding surface as a fall zone to prevent injury to climbers?

D3.30 Does the camp have a bouldering policy that restricts bouldering to a maximum hand height of 3.5 metres above the ground?

D4.0 CHALLENGE COURSES

Context:

Other names for challenge courses may include: ropes courses (both high and low), climbing walls, zip lines, bouldering walls, initiative tasks, cooperative games, adventure programs, or adventure education.

A challenge course is a series of individual and/or group activities that include physical, social, and emotional challenges that require a combination of teamwork skills and individual commitment. Challenge courses include low and high rope or cable courses that may involve the need for belayers, spotters, personal protective equipment, the use of wooden structures, or the natural environment (e.g. trees, stumps, etc.).

Challenge Course ropes activities are divided into two categories:

1. Low Ropes Courses (*i.e. low elements, initiative tasks, bouldering/team walls, cooperative games, etc.*)
 - A challenge course activity, usually less than 45 cm (18 in.) above the ground, where the participant is spotted if needed to limit risk and where the use of a belay system is not required.
2. High Ropes Courses (*i.e. high elements, indoor and outdoor climbing walls, zip lines, etc.*)

- An element installed at a height that requires a participant to be connected to a life safety system. Support and safety is provided by using some type of belay and safety ropes and by wearing appropriate helmet and harness

General Challenge Course

D4.01 Has the challenge course (includes various elements as explained above) been installed to the most current edition of The Association for Challenge Course Technology (ACCT) installation standards or by other certified challenge course professional standards (e.g. Climbing Wall Association, Professional Ropes Course Association, etc.)?

D4.02 Has the course been installed by a qualified challenge course professional as defined by the ACCT?

D4.03 Prior to the camp season, has a qualified challenge course professional inspector, as defined by ACCT, completed an annual professional inspection of the course and equipment and provided a written report to the camp director?

D4.04 Does the camp implement the requirements from the annual inspection prior to the use of the challenge course?

D4.05 Following the challenge course inspection (9.3), when recommended by the inspector, are trees and/or poles, near the challenge course or used in the challenge course, inspected by an Arborist (trees) or by a certified pole inspector (poles)?

D4.06 Do camp staff perform a visual pre-use inspection of the challenge course and surrounding environment prior to each use?

D4.07 Is the course operated in accordance with the most current edition of the ACCT operations standards?

D4.08 Have all instructors and spotters received proper instruction in their roles?

D4.09 Does all personal protective equipment used with challenge courses meet the most current edition of the ACCT equipment standards and/or the manufacturer standards?

D4.10 Does the camp have a written emergency plan that includes a rescue plan for the challenge course?

D4.11 Have all instructors completed a training course appropriate to the site and program?

D4.12 Are the safety rules posted and equipment use clearly explained prior to participation?

D4.13 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?

D4.14 Are there written policies provided to instructors on ropes course safety (including inclement weather protocol), management, emergency procedures, lesson plans, goals, debriefing, and general rules?

D4.15 Do the instructors have a communication method to summon assistance while the challenge course is in use?

D4.16 Is a first aid kit accessible when the challenge course is in use?

D4.17 Is the ropes course designed and signage used to deter unauthorized access?

D4.18 Is there a lesson plan to promote success for each participant or group?

D4.19 Is there a staff member specifically trained in emergency rescues onsite and available when the challenge course is in use?

Low Ropes Elements

D4.20 When low elements are in use, is at least one staff supervising who is experienced with the elements in use?

D4.21 Are portable low elements and initiatives removed and stored in a locked area when not in use?

High Ropes Elements and Zip Lines

D4.22 Does a certified staff conduct a hands-on and in-air inspection of the challenge course or zip line seasonally throughout the time the course is in active use?

D4.23 Do trained camp staff conduct a pre-use inspection of helmets, ropes, harnesses, carabiners, and belay devices and other equipment prior to use?

D4.24 Is the equipment stored in a cool, dry, locked area when it is not in use?

D4.25 Is the personal protective equipment appropriate to the size and ability of the participants according to the manufacturer's standards?

D4.26 Are the results of all pre-use element, environment, and equipment inspections conducted by trained camp staff recorded and kept on file in a logbook?

- D4.27** Is equipment that has failed pre-use or other inspections identified and removed from use immediately?
- D4.28** Are there at least two trained staff present during the use of High Rope Course or Zip Line?
- D4.29** Is the belay device used as recommended by the manufacturer or installer?
- D4.30 Is a standardized system of communication used among instructors, spotters, and climbers?
- D4.31** Do instructors have easy access to equipment for a participant or instructor rescue?
- D4.32** If the course requires participants to perform their own connection/disconnection, is there a training area for hands-on practice and is an orientation provided prior to participation?
- D4.33** Are all campers, spotters, and staff protected by a belay system and helmets when they are climbing on high elements?
- D4.34** Is there a means in place to physically prevent participants from launching before they are properly attached to the zip line and the zip line is clear of obstructions?
- D4.35** If there is no direct line of sight and direct communication is not possible, is there a dedicated two-way voice communication system between launch and unloading areas of the zip line?

D5.0 HORSEBACK RIDING

Context:

Riding programs, either operated by the camp or by a third-party provider, must put the safety of horses and participants at top priority. Camps should refer to the CHA-AHSE Standards and keep an updated edition of the CHA-AHSE standards on site.

- D5.01 Is the camp or off-site riding program provider accredited by the CHA-AHSE?
- D5.02** Does the riding program meet all of the Standards as set out in the CHA-AHSE group riding standards?
- D5.03** Are barn rules posted and explained to all participants?
- D5.04** Does the camp have a written emergency plan for the riding program?
- D5.05** Is the written emergency plan explained to all riders?

- D5.06** Are campers in the stable and riding area always under the supervision of camp staff?
- D5.07** Is there at least one person with Basic First Aid Certification at the barn when campers are present?
- D5.08** Is the Riding Director at least 21 years of age and appropriately trained and experienced to supervise and instruct riding programs?
- D5.09** Is the instructor to camper ratio a minimum of 1:6?
- D5.10** Is there a minimum of two staff on the trail and group rides?
- D5.11** Is the barn equipped with a first aid kit?
- D5.12** Do all participants wear shoes and clothing appropriate in a riding situation?
- D5.13** Are properly sized riding helmets worn by all riders?
- D5.14** Is the tack inspected prior to the start of camp and checked, maintained, cleaned, and stored properly on a daily basis?
- D5.15** Is barn equipment such as pitchforks and shovels stored in a safe manner?
- D5.16** Is a properly maintained fire extinguisher located at one or more exits?
- D5.17** At the start of each season, are horses evaluated for their suitability to the program?
- D5.18** Are regular health checks carried out on all horses?
- D5.19** Are horses fed and watered to maintain optimal health and well-being?
- D5.20** Are the horses given adequate breaks, access to water and rest during the workday?
- D5.21** Are horses given a 24 hour break from riding each week?
- D5.22** Is manure removed daily for proper disposal?
- D5.23** Is there a first aid kit, electronic communication device (phone, radio, etc.), and whistle present on all trips?

D5.24 Do all riding excursions, of any duration or distance, that are independent of the main camp's support services, follow applicable standards outlined in the Out-tripping section?

D6.0 CYCLING

Context:

The following standards apply to all cycling programs including BMX and mountain biking. Camps who run off-site biking excursions should refer to the Out-Tripping standards in addition to this section.

D6.01 Are campers instructed in all rules and safety procedures at the beginning of each session?

D6.02 Are riding techniques taught to ensure safety and maximum enjoyment of activity?

D6.03 Is riding alone prohibited for all participants?

D6.04 Is there a written plan for dealing with emergencies?

D6.05 Does at least one instructor hold a Basic First Aid Certification with CPR training?

D6.06 Is the instructor to camper ratio a minimum of 1:6?

D6.07 Do all riders wear CSA approved bike helmets?

D6.08 Are helmets checked on a daily basis?

D6.09 Are damaged helmets repaired or removed from use?

D6.10 Are bikes inspected before every trip?

D6.11 Are maintenance checks and repairs documented in a logbook?

D6.12 Is water available for participants during cycling programs?

D6.13 Are helmets and bikes fitted properly to each camper?

D6.14 Are closed toed shoes worn by all campers and instructors when riding?

D6.15 For highly technical routes, do riders have sufficient protective equipment for the route being attempted (e.g. wrist guards, full-face helmet, knee protection, elbow pads)?

D6.16 Is there a first aid kit, electronic communication device (phone, radio, etc.), and whistle present on all trips?

D6.17 Do the instructors carry tool kits and know how to fix basic problems?

D6.18 Is the instructor knowledgeable and experienced in the activity, the inherent dangers, and safety precautions required?

D6.19 Are the instructors familiar with the trails used?

D6.20 Are all traffic laws and signs obeyed?

D6.21 Do cycling staff ensure that campers ride in single file on public and private roads?

D6.22 Are selected routes and trails maintained to minimize risk?

D6.23 Does the program supervisor inspect any new jumps, obstacles or drops prior for use by campers?

D6.24 Are routes selected with the technical ability of campers and participants in mind?

D6.25 Do all biking excursions, of any duration or distance, that are independent of the main camp's support services, follow applicable standards outlined in the Out-tripping section?

D6.26 Do instructors meet and teach the requirements for NCCP Level I mountain biking?

D7.0 LAND TRAMPOLINES

D7.01 Does the trampoline appear to be in proper working order (i.e. webbed beds, vinyl beds, springs, frame, hinges, etc.)?

D7.02 Is there an inspection and maintenance log on the trampoline?

D7.03 Is the trampoline used only with trained adult supervision?

D7.04 Does the trampoline instructor have a written lesson plan?

D7.05 Is there signage indicating trampoline safety rules?

D7.06 Is the trampoline identified as closed when there is no adult present?

D7.07 Are safety rules reviewed prior to participation?

D7.08 Are all participants spotted by leaders, or is there sufficient safety netting surrounding the trampoline?

D7.09 Is there a first aid kit available at the trampoline?

D7.10 Are the trampolines situated so that the rebounding surface is at ground level, or is the trampoline surrounded by sufficient safety netting?

D7.11 Is the trampoline properly secured on a level surface?

SECTION E: WATER SAFETY & SPORT

E1.0 WATERFRONT & POOL: SUPERVISION AND SWIMMING

The waterfront (ocean, lake, river, pool) must be under the supervision of the Waterfront Director who has day-to-day responsibility for all water activities. It is noted that the Waterfront Director may also be the Lifeguard. If this is the case, this person must be 19 years of age and cannot supervise other aspects of the waterfront while lifeguarding.

The required certificates for a lifeguard is a current National Lifeguard (NL) award (e.g. Pool, Waterpark, Waterfront), provided by the Lifesaving Society.

Boating programs must be organized so they do not interfere with the supervision of swimmers. Boating programs must be under the direction and supervision of adequately trained personnel and must have emergency and rescue procedures governing them.

Definitions:

Bathing: Recreational swimming in a wading pool (not exceeding 0.75 m in depth) or shallow water pool (not exceeding 1.1 m in depth) adhering to minimum lifeguard ratios, or in a non-designated swim area according to standards under F4.0 Backcountry Out-Trips.

Distance swim: Any organized swimming activity on any body of water that takes the swimmer beyond a certified lifeguard's range of ability to respond to an emergency in or on the water.

Pool: A body of water encased and managed within a properly built artificial structure for the purpose of swimming.

Waterfront: Any body of water and the land immediately adjacent to it (i.e. beach) used for camp program purposes. This might include swimming, boating, wading, or other activities in, on, or near the body of water. A waterfront may be at an ocean, lake, pond, river, stream, or pool regardless of the size of the body of water.

Lifejackets and PFDs: For some waterfront and swimming activities, and for all boating activities, a Transport Canada approved lifejacket or PFD is required. The PFD used should be appropriate to the programmed activity. Inflatable PFDs may not be used by campers or staff due to their varying effectiveness.

E1.01 Does the camp have in place a Drowning Prevention Policy?

E1.02 Does the camp have written safety rules, emergency procedures and a safety plan in place for every waterfront and pool used for swimming and boating activities?

E1.03 Are all participants who use a diving board, tower, or slide instructed in the activity safety rules?

E1.04 Prior to participation, are waterfront emergency procedures and safety rules explained to each camper?

E1.05 Is there a permit to operate a swimming pool and/or hot tub?

E1.06 Is a waterfront safety inspection carried out on a daily basis by the camp operator, camp director, or waterfront director and recorded in writing in a daily log?

Supervision

E1.07 Are all children's (aged 18 and under) swimming activities supervised by a NL certified guard and a competent adult (if the lifeguard is under 19 years of age)?

E1.08 Are all adult (19 and over) swimming activities supervised by a lifeguard who holds NL certification?

E1.09 When more than one lifeguard is on duty, is one identified as "in charge"?

E1.10 Are all lifeguards trained in operational and emergency procedures?

E1.11 Does the camp meet all the following lifeguard/swimmer ratios:

- all children are supervised by a lifeguard while swimming;
- at least two lifeguards are on duty if there are more than 30 swimmers;
- and the maximum swimmer/lifeguard ratio is 40:1.

E1.12 Are campers assessed for their swimming ability before participating in swimming or boating activities?

E1.13 Is there some visible means of identifying non-swimmers?

E1.14 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 (4:1 without PFDs or 8:1 with PFDs), in addition to the lifeguard requirements?

E1.15 Is swimming alone or from dusk to dawn forbidden?

E1.16 Is the lifeguard free of all other duties while lifeguarding?

- E1.17** Is there at least one 'backup' for the lifeguard on the waterfront at all times (minimum 16 years old and free from other duties that prohibit immediate response in an emergency situation)?
- E1.18** Are boating programs organized so as not to interfere with the supervision of swimmers?
- E1.19** Is there a system to monitor entry and exit of staff and campers into all waterfront areas, including watercraft boating areas?

Equipment

- E1.20** Are swimming pools, waterfront areas, and equipment checked daily and kept in a clean, safe, accessible, and operational condition?
- E1.21** Prior to each camp session, is there a documented inspection of waterfront equipment and safety devices?
- E1.22** Are safety rules for the use of the watercraft and for swimming (instructional and/or recreational) posted in weather-protected, conspicuous positions?
- E1.23** Is the waterfront equipped with a buoyant throwing aid (e.g. throwing ring) attached to a 6 mm buoyant line at least 8 m long?
- E1.24** Does each lifeguard carry one of the following rescue aids?
- a rescue can or tube attached to a shoulder loop and with a 6 mm buoyant line at least 1.6m in length
 - an adult life jacket/ PFD (can be worn over the lifeguard's shoulder)
- E1.25** Is the waterfront equipped with a paddleboard or other flotation assist?
- E1.26** Is the waterfront equipped with a non-conductive pole, with a blunt hook and having a handle of at least 3.65 metres long?
- E1.27** Is the waterfront equipped with a WorkSafeBC Level 1 First Aid Kit?
- E1.28** Is the waterfront equipped with a spine board with head support bracket and body straps?
- E1.29** Is the waterfront equipped with skin-diving equipment (mask, snorkel, fins) fitted to rescue personnel, binoculars, 25m of buoyant rope, and a drowning marker (not required for pools)?

E1.30 Is the waterfront equipped with a WorkSafeBC approved Oxygen unit with a one-way mask?

E1.31 Is there a documented annual professional inspection of the Oxygen unit?

E1.32 Is the Oxygen refilled when it reaches half a tank?

E1.33 Is the waterfront equipped with a resuscitation bag and mask, and oral airways?

E1.34 For camps where an enclosed swimming area is not possible is a boat available for guarding?

E1.35 For camps where an enclosed swimming area is not possible, does at least one lifeguard have an NL Waterfront certificate?

E1.36 Is the rescue boat stable enough to board a distressed swimmer over the side?

E1.37 Is the waterfront equipped with an air horn or other emergency sound-signalling device?

E1.38 Is emergency communication equipment provided in a location that is easily accessible to the waterfront and that is connected to an emergency service or the local telephone utility?

E1.39 Are daily safety checks made on diving boards, towers, and slides?

E1.40 Is there at least 2.75 metres (9 feet) of water depth (and free from underwater hazards) to ensure safety at the location where the participant would land in the water from the diving board, tower, or slide?

E1.41 Are any diving boards, towers, or slides securely fastened?

E1.42 In a pool environment is a daily record kept of chemical readings?

Site

E1.43 Are bathing beaches clean and safe, being free of garbage, pollution, refuse, dangerous rocks, holes, or other unnecessary hazards?

E1.44 Is footwear worn where smooth beaches are not available?

E1.45 Are known hazards minimized as much as possible and clearly marked with warning signs at all times?

E1.46 Is the waterfront properly signed as being Open/Closed for children's programs?

E1.47 For family camp programs is the waterfront posted as lifeguard on/off duty?

E1.48 Is the area used for swimming clearly defined (e.g. rope markers, floats, continuous visible boundary, etc.)?

E1.49 Is the swimming area marked to prevent accidental intrusion by boaters?

E2.0 DISTANCE SWIMS

Context:

The following standards apply to long-distance swimming outside of the designated swimming area and longer than 100 metres.

E2.01 Are distance swims organized and structured events with one boat accompanying each swimmer?

E2.02 Is each boat in distance swims equipped with extra PFDs, floatation assists, safety equipment, and sound signalling device, and is the boat travelling close enough to its designated swimmer to be able to respond to all situations?

E2.03 Does at least one lifeguard accompanying the swimmers hold a current NL Waterfront certification?

E2.04 Are all staff adequately trained to deal with the special circumstances of a distance swim?

E3.0 GENERAL BOATING

Context:

This section applies to all boating programs operated by the camp, including human-powered watercraft and motorized boats.

Emergency Boat: A boat ready and prepared to attend to an emergency. It cannot be engaged in a duty that could not be abandoned in the case of emergency. It must be capable of reaching and assisting any participant in under 5 minutes.

Boating Staff: Staff who have the necessary qualifications, training, knowledge, and skills to teach and supervise a boating activity.

REFERENCES:

Transport Canada, *Safe Boating Guide*, 2014: <http://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf>

E3.01 Are there written emergency procedures for every watercraft boating activity for the camp?

E3.02 Are boating safety rules and emergency procedures reviewed with each camper prior to participation?

E3.03 Are all campers and staff on boats or participating in boating activities required to wear a PFD approved and maintained to the current standard of Transport Canada?

E3.04 Are all staff trained to evaluate the condition of lifejackets and PFDS and ensure proper sizing and fit?

E3.05 Are lifejackets and PFDs with high visibility colours (red/orange/yellow) utilized?

E3.06 Are whistles attached to each lifejacket and PFD rated for 25kg or greater?

E3.07 Is the use of inflatable PFDs prohibited?

E3.08 Are campers assessed for their comfort level of being in deep water while wearing a lifejacket prior to boating activities?

E3.09 Are campers under 19 years of age under constant boating staff supervision while using watercraft?

E3.10 Are boating programs conducted so as not interfere with swimmers?

E3.11 Is an emergency boat, suitably equipped (i.e. meets Transport Canada regulations and the requirements of the program), available during boating sessions?

<https://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf> (page 16-19)

E3.12 Is the emergency boat capable of reaching participants in under 5 minutes?

E3.13 Do all watercraft have the appropriate *life saving appliances, visual signs, vessel safety equipment, navigation equipment, and firefighting equipment* as defined by the Transport Canada Safe Boating Guide?

<https://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf> (page 16-19)

E3.14 Are appropriate rescue techniques established for each type of watercraft used?

- E3.15** Do boating staff have the necessary training, knowledge, and skill to teach and supervise boating activities, including:
- a) holding a Pleasure Craft Operators Card where necessary;
 - b) having a minimum of Bronze Cross when not supervised by a certified lifeguard;
 - c) being trained and having opportunity to practice camp watercraft emergency procedures?
- E3.16 Do boating staff have provincially recognized certifications or training from boating programs outside of camp training?
- E3.17** Are boating staff trained or certified in dealing with thermal injuries (e.g. hypothermia, dehydration, sunburns, etc.)?
- E3.18** Are wetsuits required to be worn for coldwater activities that pose an increased risk of hypothermia?
- E3.19** Are campers properly hydrated and wearing appropriate sun protection in all boating programs to prevent thermal injuries?

E4.0 PADDLE & CAMPER-OPERATED WATERCRAFT

Context:

This section applies to all human-powered watercraft, including canoes, kayaks, sailboats, sailboards, windsurfers, stand up paddleboards, and rowboats. These watercraft must comply with Transport Canada's safety regulations. Visit: <https://www.tc.gc.ca/media/documents/marinesafety/TP-511e.pdf> for Transport Canada's Safe Boating Guide.

- E4.01** In situations that present minimal risk, are campers verbally instructed in dealing with swamped or capsized craft, person overboard, and equipment failure. In situations that present increased risk, (out tripping, ocean kayaking) are campers required to demonstrate dealing with swamped or capsized craft, person overboard and equipment failure?
- E4.02** Are campers made aware of all local water hazards and undergo a safety briefing prior to first use (e.g. tides, currents, shoals, shipping lanes, etc.)?
- E4.03** Do all open canoes have a minimum of 15 cm (6") of freeboard when underway (i.e. a method to regulate the number of passengers and/or weight capacity)?
- E4.04** Before paddling longer waterways (i.e. over 1 nautical mile from land or channel crossings), are campers required to demonstrate the ability to conduct deep water rescues and the ability to tow swamped boats and campers to shore?

E4.05 On travel less than 1 nautical mile from launching point, does the camp require a boating staff to accompany the group, or a spotter from the shore having access to a suitability equipped motorized rescue boat?

KAYAKING

E4.06 Do kayak trips more than 2 hours away from camp require a tandem boat (unless a motorized vessel is present)?

E4.07 For paddling moving water in grade 2 plus conditions, are camps required to follow CanoeKayak BC Whitewater Code of Safety standards? www.canoekayak.ca/safety/

E4.08 On kayaking trips away from the waterfront, are leaders equipped with throw bags, repair kits, water pumps, paddle floats, and spare paddles?

E4.09 If spray skirts are used in kayaking, do all participants under the age of 19 years of age practice wet exits?

VOYAGEUR CANOEING

E4.10 Are a minimum of 2 voyageur canoes required when going more than 200m from shore or over 2 hours away from the camp unless the boat is equipped with a self-inflatable rescue raft?

E4.11 Do voyageurs or big canoes with the potential to be more than 1 nautical mile from shore meet or exceed the minimum safety equipment required by Transport Canada as listed in the *Safe Boating Guide*?

E5.0 POWER BOATING

Context:

The following standards apply to all activities involving watercraft powered by one or more motors adding up to 10 hp (7.5 kW) or more. This includes all activities where participants are towed behind a motorized boat.

E5.01 Are emergency procedures practiced regularly, including deep-water recovery of injured persons?

E5.02 Are power boat operators over 18 years of age?

E5.03 Are the boats and boat operators properly licensed and certified:

- a) Do boat operators have their Pleasure Craft Operators Card (PCOC);
- b) Is the boat properly licensed under Transport Canada?

- E5.04** If only one boat is available, are there 2 responsible adults in the tow boat, one designated as the spotter, the other as the boat operator? Or, if two boats are available, is there one adult in the tow boat with a spotter (minimum 14 years old) with radio communication to a second boat (capable of transporting oxygen, spine board, and blankets) with a maximum 5-minute response time?
- E5.05** Does the boat operator or spotter have a basic first aid certificate?
- E5.06** Is the boat motor turned off when retrieving participants from the water?
- E5.07** Is each person being towed tested for swimming ability before program participation?
- E5.08** Is each participant taught hand signals for communication prior to participation (e.g. faster, slower, return to dock, all's okay, cut engine, turn directions, and dropping a ski)?
- E5.09** Are participants instructed to clasp their hands over their heads to signal "all's okay" if they have fallen?
- E5.10** Are safety checks made of all equipment prior to towing?
- E5.11** Are all manufacturer requirements of equipment being adhered to?
- E5.12** Is there an enforced maximum speed of 50 km/hr?
- E5.13** Is the water a minimum of 2 metres deep wherever the individuals being towed may participate?
- E5.14** Are all ski boats a minimum of 70 metres apart?
- E5.15** Is the ski area examined for debris or hazards prior to each program session?
- E5.16** Does the towing environment allow for a minimum of an 800 metre course to avoid constant risky manoeuvring?
- E5.17** Is towing conducted away from dangerous fixed objects such as docks, rocks, and deadheads?
- E5.18** Are water conditions appropriate for the age and proficiency of participants (i.e. wind and water conditions)?
- E5.19** Is 'spraying' or 'buzzing' other participants, boaters, or swimmers prohibited?
- E5.20** Is towing prohibited between dusk and dawn?

REFERENCES:

Standards are derived from Transport Canada Marine Safety:

<http://www.tc.gc.ca/eng/marinesafety/menu.htm>

Examples of hand signals can be found here:

<http://www.boaterexam.com/safety/safety-common-hand-signals.aspx>

Learn about licenses and how to obtain them here:

http://www.tc.gc.ca/eng/marinesafety/debs-obs-paperwork-paperwork_boat_licence-1898.htm

SECTION F: OUT-TRIPPING: DAY AND OVERNIGHT

F1.0 GENERAL OUT-TRIPPING

Context:

An out-trip is defined as any program-related departure, of any duration or distance, that is independent of the main camp's support services. All trips involving overnight stays away from the main camp site are considered an out-trip.

This section applies to all day trips, overnights, extended trips, and wilderness travel, any of which may take place on land or water. An out-trip may include a picnic in a nearby park, an excursion to a local zoo, a visit to an amusement park, or a canoe trip in the wilderness. Trips may vary in purpose, duration, location, and mode of travel.

For the purposes of these standards, the distinction is made between **frontcountry/ urban** and **backcountry/ wilderness** out-trip programs. Out-tripping is a potentially high-risk activity and, therefore, requires extra precautions, preparation, training, and skill for those involved in the trip. It is imperative that for any departure from a camp's main support services, camper safety is ensured and that risks have been considered and mitigated.

The following definitions and distinctions will be applied to this section of the Accreditation Standards:

FRONTCOUNTRY and URBAN Out-trips

Frontcountry out-trips occur in or near developed areas, including urban excursions. These areas can be easily reached by road or boat and within the service area of municipal emergency services or in close proximity to the main camp. Frontcountry and Urban areas are typically within one-hour surface response time of emergency assistance or enhanced camp first aid capabilities (without the use of air support).

BACKCOUNTRY Out-trips

Backcountry out-trips can only be reached by foot or boat and emergency support services may be up to eight or more hours away without air support. As time and distance from emergency services and difficulty of the terrain increases the camp must ensure that leaders have a higher level of training and preparedness to handle critical incidents.

Staff

Camps involved in an out-tripping program must provide their staff with required training needed for the trip and adequate supervision to ensure that all staff are prepared for each trip. Leadership is the key to any successful out-tripping program. Each trip leader must be mature, responsible, and experienced and must have consistently demonstrated good judgement.

F1.01 Are there two leaders for each trip, one designated as the group leader and the other as the assistant?

F1.02 Are there male and female leaders on all co-ed overnight out-trips?

F1.03 Are there male and female leaders on all co-ed out-trips?

F1.04 Is at least one group leader 19 years of age or older?

F1.05 Are two adult leaders (19 years of age or older) on all overnight out-trips?

F1.06 Are the roles and responsibilities of each leader clearly defined and understood by each leader?

F1.07 Is the compatibility of the leaders considered while planning the trips?

F1.08 Do the group leaders have experience in conditions and circumstances similar to those expected on the trip?

F1.09 Are the leaders and participants physically and emotionally fit, well rested, and well nourished prior to the trip and assessed in terms of age, maturity, emotional stability, health, fitness, and social skills?

F1.10 Are leaders aware of and trained in any foreseeable dangerous situations that may be encountered on the trip?

F1.11 Are leaders suitably trained and are contingency plans in place for emergencies?

F1.12 Is the Camp Director or adult designate available and equipped at all times to respond to emergency communications?

F1.13 Are leaders trained in the use of wireless communication and are all operator and equipment licenses attained (if used)?

F1.14 Do leaders know the location of the closest phone to access emergency support?

Pre-Trip Planning

Trips must be appropriate for the age and skill level of participants. Participants and their parents should be made aware of the demands and risks associated with the out-trip prior to the camp. All promotional material must explain the nature of the out-tripping program that a camper may be involved in.

F1.15 Is the trip suitable for the skill level and experience for the participants?

- F1.16** Are the participants fully aware of the nature of the activities and rigor involved in the out-trip?
- F1.17** Has permission been received for out-trip access to private property?
- F1.18** Are all necessary permits and authorizations acquired for trips into regional, provincial, or national parks?
- F1.19** Has at least one leader completed a reconnaissance and/or research on each route?
- F1.20** Has the following written information been provided to the camp director and recorded in an out-trip log by the out-trip leader prior to departure:
- a)** Group itinerary
 - b)** Map with description of route
 - c)** Program outline
 - d)** Time of departure and return
 - e)** Communication check in times
 - f)** Alternate routes or campsites
 - g)** Menu plan
 - h)** Equipment list
 - i)** List of all participants (campers and staff)
 - j)** Medication list
 - k)** Emergency response plan and contact information
- F1.21** Is all equipment (including climbing, boating, hiking, etc.) checked to ensure that it is in good condition before the trip?
- F1.22** Is the equipment suited to withstand the most demanding conditions of the trip?
- F1.23** Prior to the camp, are participants provided with a packing list of all the clothing and equipment they are responsible for bringing on the out-trip?
- F1.24** In case of breakage, is extra equipment provided, and/or are necessary repair kits carried (plus leaders trained to use them), and/or are procedures in place to replace the damaged items?
- F1.25** Are environmental considerations taken into account when selecting equipment for the trips?
- F1.26** Do trips in areas serviced by public UHF/VHF service or cellular networks carry wireless communication?
- F1.27** In areas not serviced by UHF/VHF radios or cell networks, have alternate distress communication methods been arranged (e.g. satellite phones, inReach, etc.)?
- F1.28** Are there clear wireless communication guidelines and emergency transportation arrangements for each out-trip?

F1.29 Are leaders aware if the hunting season is open in the area during the trip?

F1.30 Is a thorough risk assessment done on hunting areas if the season is open during an out-trip?

F1.31 Are trip leaders aware of fish and wildlife regulations?

F1.33 Is there a first aid kit carried on each out-trip?

F1.34 Are out-trip first aid kits appropriate for the number of participants, duration and type of trip? The Advanced Medical Kits Mountaineer is a recommended kit.
<https://www.mec.ca/en/product/6004-541/Mountaineer-First-Aid-Kit>

F1.35 Are all out-trip first aid kits checked and refilled on a regular basis?

F1.36 Are necessary medications included and clearly labelled with the name and directions for use in the first aid kit?

Procedures

F1.37 Do leaders monitor each participant's general health and cleanliness?

F1.38 Do the leaders know the whereabouts of their campers at all times, regardless of location?

F1.39 Are fuel burning appliances such as stoves, lanterns, and heaters prohibited to be used inside tents or cabins with a floor space of less than 4 square metres per occupant?

F1.40 Are campfires properly extinguished when unsupervised?

F1.41 Are campers sleeping around a campfire (including tents and sleeping bags) at least 3 metres away from the campfire?

F1.42 Is it normal practice to sleep 70 metres away from food and food preparation areas wherever possible?

F1.43 Is footwear worn at all times on an out-trip (including swimming or boating activities) unless the area is well defined and deemed safe for bare feet (i.e. area free of broken glass, shells, debris, etc.)?

F1.44 Is medication properly controlled, secured, labelled, and administered on out-trips as determined by a written camp policy?

F1.45 Is medication for campers held and administered by the out-trip leader during children's camps?

F1.46 Do all boating trips require 3 vessels capable of providing rescue in the event of a capsized, with the exception of Voyageurs and big canoes as dealt with in Standard E4.10?

F1.47 Are the seven principles of LNT (Leave No Trace) camping followed? These can be found at: <https://lnt.org/learn/7-principles>

- 1)** Plan Ahead and Prepare
- 2)** Travel and Camp on Durable Surfaces
- 3)** Dispose of Waste Properly
- 4)** Leave what you Find
- 5)** Minimize Campfire Impacts
- 6)** Respect Wildlife
- 7)** Be Considerate of Other Visitors

F2.0 OUT-TRIP FOOD SAFETY

F2.01 Is food sealed in properly closing containers and protected from dirt, water, and animals?

F2.02 Are Food Safe Standards considered and followed as closely as possible in the packing, storage and preparation of food that would normally be refrigerated?

F2.03 Are all participants required to bring their own water bottle?

F2.04 Is every effort made to ensure a safe and adequate supply of potable water?

F2.05 Is the menu planned to take into account the weight for carrying, allergies and dietary restrictions of participants, increased calorie requirements, emergency provisions, and consuming perishable foods first?

F2.06 Are there sanitary procedures in place including washing dishes, personal cleanliness, clothes, and human waste which all participants are made aware of?

F2.07 If dishes are used communally, are they washed in hot water with biodegradable soap and rinsed?

F3.0 FRONT COUNTRY & URBAN OUT-TRIPS

Context:

Frontcountry out-trips occur in or near developed areas, including urban excursions. The applicable standards apply and should be considered for any excursion where campers are taken off camp property.

F3.01 Does at least one group leader hold a current basic first aid with CPR certificate as

defined in the health care section?

F3.02 Does the trip leader have current advanced first aid as defined in the health care section?

F3.03 Do at least two group leaders hold a current CPR certification?

F3.04 Is swimming supervised by a certified lifeguard?

F3.05 Do boating programs follow the guidelines in Section E?

F3.06 Is the leader to participant ratio 1 to 8 or less?

F4.0 BACKCOUNTRY OUT-TRIPS

Context:

Backcountry out-trips require special skills, knowledge and planning. These and the preceding standards should be interpreted conservatively for more remote and committed trips and/or when environmental conditions are more demanding. It is recommended that camps considering or offering Backcountry and Wilderness tripping programs establish best practices by consulting outside experts or engaging in peer review of their programs.

F4.01 Is the leader to participant ratio 1 to 6 or less?

F4.02 Are leaders for backcountry day-trips carrying a leaders pack containing emergency food, survival gear, communication devices, extra clothing, and shelter?

F4.03 Are there two adult leaders (19 years of age or older), each capable of leading effectively, on overnight trips?

F4.04 For low-risk backcountry day trips, does one leader hold a minimum advanced first aid certification, as outlined in the First Aid & Health Section? Note: in 2021, 40-hour Wilderness First Aid will become the standard.

F4.05 For challenging back-country day trips and all overnight out trips, does one leader hold a minimum 40-hour Wilderness First Aid certification?

F4.06 For challenging back-country day trips and all overnight out trips, does the second leader hold a minimum 20-hour Wilderness First Aid certification or advanced first aid certification as described in the Health & Safety section?

F4.07 For multi-day, remote, or high-risk out trips, does one leader hold a minimum 80-hour Wilderness First Aid certification?

F4.08 Does at least one trip leader hold current CPR certification?

F4.09 Do at least two trip leaders hold current CPR certification?

F4.10 Are bathing activities limited to the following, regardless of the presence of a lifeguard?

- Campers have been assessed for swimming ability.
- Trip leaders have ensured the site is free of hazards.
- Campers are under the direct supervision of the most qualified WFA trip leader who has met the Swim to Survive+ standard.
- Without PFDs: For bathing purposes in water with shallow gradient and little to no current, the leader to camper ratio is 1:2 for water up to waist deep and 1:1 for water more than waist deep.
- With PFDs: leader to camper ratio is no more than 1:6 and there are no more than 12 swimmers at one time.
- Bathing and swimming is limited to daylight hours only.

F4.11 Can the Camp Director describe the capabilities and limitations of local emergency rescue services (SAR, RCMP, Coast Guard, air support, other) for out-tripping areas?

Appendix A: Declaration of User & Owner Responsibilities for Non-Site Specific Camps - Page 1/2

For the Accreditation of non-site specific camps, it is the responsibility of the camp and the host site to determine who carries the responsibility for each area of camp. These areas may include food service, lifeguarding, program areas, equipment, etc.

The following form must be completed by the camp organization and host site and submitted with the Accreditation Paperwork. Please indicate which party will assume responsibility for each area included in the standards. Camp organizations who use multiple host sites must submit this form for each site used. For Accreditation, Non-site Specific Camps operating at a BCCA host site do not need to be evaluated on the areas marked as the responsibility of the host site. For areas where responsibility is shared, please make note of the items overseen by each party in the space provided.

Non-Site Specific Camp:	
Director:	

Host Facility:	
Director/ Manager:	
Address:	

Section	Camp	Host Site	Notes
A1: Administration			
A2: Policy			
A3: Personnel			
A4: Training			
B1: Site & Facility			
B2: Buildings			
B3: Equipment			

Camp Signature:	Date	Host Signature:	Date

Declaration of User & Owner Responsibilities for Non-Site Specific Camps - Page 2/2

Section	Camp	Host Site	Notes
B4: Playgrounds			
C1: First Aid & Health			
C2: Sanitation			
C3: Safety			
C4: Transportation			
D1: Program General			
D2: Range Sports			
D3: Rock Climbing			
D4: Challenge Course			
D5: Horseback Riding			
D6: Cycling			
D7: Land Trampolines			
E1: Waterfront & Pool			
E2: Distance Swims			
E3: General Boating			
E4: Paddle Watercraft			
E5: Power Boating			
F1: General			
F2: Out-trip Food Safety			
F3: Front Country Out-Trips			
F4: Backcountry Out-Trips			

Camp Signature:	Date	Host Signature:	Date