

British Columbia Camping Association 2011



Best Practices For Organized Day Camps For Children and Families

“Handbook of Desirable Practices”

Camp Name:

The BCCA Best Practices Process - Summation

1. BCCA Day Camps self-identify to adopt and abide by Day Camp Best Practices
2. BCCA Day Camp Best Practices are shared with all members of the management team and front line workers as minimal practices.
3. Participating Day Camps submit a letter of acceptance to the BCCA prior to their camping season on an annual basis to confirm adoption and implementation of Best Practices.
4. Participating Day Camps agree to a random process of visitation by other BCCA members to help ensure Best Practices are being met.
5. Following the end of the Day Camp program season, the Day Camp completes a short summary around its season with respect to the Best Practices.
6. The BCCA Day Camp Committee evaluates the reports and recommends action to the BCCA Executive
8. The BCCA Executive approves/amends applications for participating Day Camps.
9. The Day Camp is notified of their Best Practices standing with the BCCA annually, or as required.
10. A Day Camp may appeal any decision in writing to the BCCA Executive within 60 days of receiving notification

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INTRODUCTION AND DEFINITION OF TERMS

The purpose of this handbook is to provide the operators of Day Camps in BC, and those individuals or agencies planning such services, with information and Best Practices, endorsed by the BCCA.

The intent is to provide BCCA Day Camps with materials to aid in developing and improving Day Camp services in British Columbia, for British Columbians. Best Practices are a means for Camp Personnel to evaluate their operations, and to request support via the BCCA. Consultation service is also available on request.

Best Practices are not intended as a deterrent, but rather as a motivator toward quality camping. Services to accomplish this are Resource Materials, BCCA Conference, Consultation, Newsletters, BCCA Board Meetings (all welcome), Informed Advice, and finally, the annual Summary of Service.

Definition of terms

Best Practice Camp	A Day Camp that agrees to operate by 100% of all “Required”, and at least 80% of all “Desirable” Best Practices.
Best Practices Committee	Volunteer members who supervise the Best Practices process. Overseen by a Best Practices Chair and members of the BCCA Board of Directors.
Best Practice Support	Participating Day camps may request Best Practice support from current members on an as per necessity basis.
Camp Supervisor/Designate	The person in charge of operations, who will oversee implementation of Best Practices and ensure compliance.
Required Best Practices	These appear in BOLD PRINT . A camp must have 100% compliance to be accepted as a recognized Best Practices Day Camp.
Desirable Best Practices	These appear in normal print. A camp must reach at least 80% compliance to be accepted as a recognized Best Practices Day Camp
BCCA Board of Directors	Volunteers voted into office by the membership, charged with overseeing all BCCA functions.
Verification of Standing	Participating Day Camps verify willingness and intent to meet the Best Practices annually.
Confirmation Letter	Annually, along with dues, participating camps shall submit a signed Confirmation Letter stating intent to compliance with Best Practices.
Summary of Service	Annually, participating day camps will submit a written summary of service in relation to the ends of the Best Practices. Reporting forms are available.
Certificate of Participation	An annual renewal decal to be placed on a BCCA Day Camp sign and posted in a central/relevant location.

The Best Practices Process and Eligibility

An aspiring camp must have been in operation for at least one year before full participation shall be established.

The maximum term a camp may hold Best Practice standing is for 1 year. Annual renewal with a Confirmation Letter and a Summary of Service report are required by all Best Practices participants.

Best Practices apply to operations during any given year (January-December). A renewed Confirmation Letter 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.

Extenuating circumstances are considered if a Best Practice is not being met; in these cases camps shall document these in the Confirmation Letter and Summary of Service report.

BEST PRACTICES PROCESS

Best Practices Process

Step 1 At the beginning of each year and prior to the annual AGM, BCCA mails information to the camp requiring Best Practice renewal. A new camp must request participation interest in writing.

Step 2 Camps receive a copy of the Best Practices Handbook, and the names of members for support.

Step 3 **The camp pays annual dues and submits a Confirmation Letter accepting the terms and conditions of the Best Practices Handbook**

The camp must confirm the following materials exist at the time of renewal and in the Confirmation Letter:

- 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
- f) Latest Public Health Report, on the kitchen, if meals are served.
- g) Permits to operate: Kitchen; Swimming Pool and Hot Tub; and Water Supply if applicable
- h) Camper Health Record and Accident Report
- i) Emergency and Safety Procedures
- j) Program Record and guidelines
- k) Sample Menu
- l) Policy Manual
- m) Staff Training Manual

Step 4 The camp communicates around any challenges with Best Practices throughout the season.

Step 5 **Summary of Service reports must be submitted to the Day Camp Committee no later than September 30.**

Step 6 The Day Camp Committee evaluates every camp report individually, and will conduct an in-

depth review should the camp not meet 100% of Required, and/or 80% of Desirable Standards. **Program Best Practices apply whether the program is offered on or off site.** Explanations for any NO answer will be carefully considered.

The Day Camp Committee will make one of three possible recommendations to the BCCA Executive.

- 1) The Camp will be accepted for renewal
 - a) For a period of 1 year, with or without provisions.
- 2) Some form of additional consultation may be necessary, (i.e. the BCCA may require the camp to show compliance with the Best Practices in writing, or may ask to meet with a representative of the camp with regard to certain aspects of the Best Practices.)
- 3) The camp should not be accredited and remains or reverts to Accreditation Pending.

The camp will be notified in writing of BCCA Board decisions, and may appeal such decisions in writing, including reasons for appeal within 60 days of notification of the Board's decision.

The formal Certificate of Participation will be mailed to the camp or presented at the Annual BCCA Conference.

Note: BCCA reserves the right to revoke day camps participation at the discretion of the Board.

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BEST PRACTICES CONFIRMATION LETTER

By way of this letter, _____ (Camp Name) agrees to abide by, enforce and hold with the utmost respect the principles as outlined in this Day Camp Best Practices Handbook. We shall ensure proper dissemination and training to make this possible, where and as required. We shall inform our customers of our Best Practices Day Camps standing in an overt and public manner.

To our knowledge, and except as addressed in any attached pages, we accept adherence to the Best Practices Handbook as published for the year of participation. This letter also confirms that the following documents exist in tact for the year of participation:

- applicable
- a) Philosophy, Aims, Objectives
 - b) Brochure and Promotional Material
 - c) Registration and Medical Forms
 - d) Staff Training Schedule and Staff Manual
 - e) Staff Contract, Application, Job Description
 - f) Latest Public Health Report for kitchen if meals are served.
 - g) Permits to operate: Kitchen; Swimming Pool and Hot Tub; and Water Supply if applicable
 - h) Camper Health Record and Accident Report
 - i) Emergency and Safety Procedures
 - j) Program Record and guidelines
 - k) Sample Menu
 - l) Policy Manual
 - m) Staff Training Manual

**Exceptions to the above shall be noted in an attached page with explanations for review and consideration.*

The camp agrees to submit a Summary of Services report by Sept 30 to the Day Camp Committee for review for renewal.

Camp Supervisor/ Designate

Date

BEST PRACTICES

1.0 ADMINISTRATION

Good administration practices – record keeping, policies, structures, insurance coverage, etc. are an essential part of running a quality camp and may also prove valuable from a legal point of view.

All camps must document and provide emergency communication and the availability of emergency services (Fire, Medical, Police).

- 1.1 Are all camp promotional materials accurate, complete, and do they clearly describe the activities and objectives of the camp?**
- 1.2 Does the camp have a registration form for each camper that includes the following: camper's name, age, address, email address, medical information, home phone, parent's or guardian's name and an alternate phone number?**
- 1.3 Does the camp have documented policies and systems in place that fulfil the requirements of the Personal Information Protection Act (Bill 38-2003)?**
- 1.4 Does the camp have a minimum of \$3,000,000 liability insurance coverage that is current and properly recorded for each occurrence?**
- 1.5 Has the day camp named the British Columbia Camping Association on their current insurance policy?**
- 1.55 Has the day camp named 3rd party business, associations or affiliations in current insurance policy?**
- 1.6 Are all hard copies and computer files properly stored? Are camper confidentiality and long-term legal record keeping in accordance with the law? (i.e. medical forms, accident reports, consent/waiver forms, health log book, registration info. cabin leader and cabin groups...)**
- 1.7 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**
 - g) Driving and Transportation Policy**
 - h) Involvement within community.**
- 1.8 Does the camp have a policy, and is each staff person aware of the policy, with respect to which campers will be released to? (i.e. relatives and friends)**
- 1.9 Is the camp or the operating agency registered with WCB if there are any paid staff?**
- 1.10 Can the camp operator confirm that relevant BCCA Best Practices are communicated**

in writing to persons responsible for departments or operations that are covered by BCCA Best Practices (i.e. Waterfront, Kitchen, Administration, Health and Safety...)?

- 1.11 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?**

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2.0 PERSONNEL

All references to ‘personnel’ or ‘staff’ should be understood to mean both paid staff and volunteer positions. A *camp leader* is a person who is responsible for a group of campers for a specific period of time, who will instruct them and care for them in the manner of a caring parent. A screening process must be established for hiring and evaluating all staff to ensure that each has the ability and empathy to work with campers and provide a positive role model for them. The screening process must address issues such as child abuse, police records and character references.

A documented minimum of 32 hours of thorough training for all *program staff* who have direct contact with campers (i.e. counsellors and instructional staff) is considered reasonable and necessary. This must include, but not be limited to, child abuse policies, skill training in leadership, motivation, parenting, hygiene and organization. A block of this training must be held at the day camp location with emphasis on orientation, camp skills, program and day camp location hazards.

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; however refer to section 22 for details particular to 3rd party contractors. An acceptable leader/camper ratio is 1 leader for each group of 10campers. Variations may occur dependent on age and other factors.

Each camp must have a competent supervisor who is responsible for all aspects of day-to-day operations.

Staff

- 2.1 Has the Camp Supervisor had at least 2 years of leadership and administration experience in camping or a related field?**
- 2.2 Does the Camp Supervisor/Designate have relevant experience?
- 2.3 If the camp supervisor is away from the camp, is there someone left in charge, who does not have direct responsibility for the care of children?
- 2.4 Is there a competent adult supervisor available at all times, including night-time when required?**
- 2.5 Is there a written Job Description for each position?**
- 2.6 Is there a written application and/or resume on file for all personnel?**
- 2.7 Are at least 2 documented references required and checked for each paid staff and volunteer?**
- 2.8 Is there a written job contract or letter of offer for each staff member, both paid and volunteer?**
- 2.9 Has each staff person been interviewed by the camp senior personnel?**
- 2.10 Is there a written policy statement regarding child abuse issues and is it available to each staff person?**
- 2.11 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?

- 2.12 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?**
- 2.13 Is an original Criminal Record Check with a Vulnerable Sector Search done for each staff member or volunteer over the age of 18 years prior to commencing work? This includes maintenance, food service and administrative staff.**
- 2.14 Are Criminal Record Checks done annually for all staff and volunteers who are not continuously employed, on a year round basis (i.e. seasonal staff and volunteers).**
- 2.15 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 s/he is supervising.**
 - b) Day camp leaders for Overnight Stays are at least 17 years old and at least 2 years older than the oldest camper s/he is supervising?**
- 2.16 Is the leader/camper ratio 1 to 10 or better?**
- 2.17 Are there opportunities for two-way staff/administration (Camp Supervisor) communication?**
- 2.18 Does each staff person have at least one free rest period each day?**
- 2.19 Does each staff person have regular scheduled days off?**
- 2.20 Have a minimum of 30% of past staff returned to ensure continuity and stability of staff?**

Training

- 2.21 Does the camp have a documented minimum 32-hour training program prior to the camp session for leadership and program staff?**
- 2.22 Does the camp have a pre-camp training program which is a minimum of 8 hours and happens at the day camp location?**
- 2.23 Does the camp have a pre-camp training program which is a minimum of 16 hours at the day camp location?**
- 2.24 Are all staff trained in procedures to follow in the event of health or other emergencies that have the potential to affect camper safety?**
- 2.25 Is each staff person adequately instructed regarding the specifics of his/her duties?**

3.0 SITE, FACILITIES AND EQUIPMENT

Whenever new buildings are constructed, they must meet current standards of the applicable building code. In some cases, older buildings will have to be upgraded to meet current health and safety standards. These Best Practices suggest some upgrading procedures based on common sense and experience. The final decision on required facility standards lies with local inspection authorities (health, fire and building inspectors).

It is acceptable, and in some cases 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 the safety of the campers.

Many camps face the dilemma of trying to provide a natural, outdoor environment while located near public facilities or residential areas. When this is the case, it is important that the camp has a reasonable amount of space for its exclusive use and that some means of excluding the general public are in place.

Tents and tarps are acceptable temporary summer accommodation when a waterproof ground sheet is provided.

Camps that rent, visit, contract or otherwise utilize public and/or private spaces for camp activities must still confirm **that all spaces used comply with Best Practices as outlined.**

Site

- 3.1 Are sites free from unnecessary hazards (i.e. abandoned wells, derelict cabins, unused equipment)?**
- 3.2 Are existing hazards clearly identified and, if serious, fenced off?**
- 3.3 Do sites provide an environment suitable for conducting the activities described in the camp's promotional literature?**
- 3.4 Do sites provide reasonable security from accidental or unwanted intrusion?**
- 3.5 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?

Facilities: General

- 3.6 Do all facilities appear to be well maintained and in clean condition?**
- 3.7 Does the camp have available maps, charts, blue prints and/or site plans that outline the location of all utilities, sanitation lines and other underground services?
- 3.8 Can the camp operator assure that any current construction or renovations comply with provincial regulations? (i.e. plumbing, electrical, gas, building codes...)**
- 3.9 Is there a permit to operate a swimming pool and/or hot tub? (If not, is there a letter requesting a health officer visit to attain the permit?)if applicable.**
- 3.10 Are campers made aware of areas that are out of bounds for non-safety reasons (kitchen, staff accommodations)?**

- 3.11 Does the camp have an acceptable method of collecting, storing, removing or disposing of garbage that minimizes odour, insect, animal and rodent problems?**
- 3.12 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, does the camp have a letter on file requesting a visit from the medical health officer to obtain a water permit or have the water supply tested?**
- 3.13 Does the camp water distribution system provide sufficient pressure and volume to operate properly throughout the camping season?**
- 3.14 Is there a documented contingency plan of action for power failures and water shortages?
- 3.15 Are procedures to be followed in the event of a fire posted in each building?**
- 3.16 Has a response plan been developed with local/regional fire fighting authorities as to how a serious fire at camp will be dealt with?**
- 3.17 If fire response access is difficult, does the camp have its own fire fighting system?**
- 3.18 Are staff trained in the use of the fire fighting equipment?

Buildings

- 3.19 Does the camp have adequate sheltered program space to house campers during inclement weather?**
- 3.20 Do assembly areas have a certificate of approved occupant capacity from the local Fire official?
- 3.21 In the absence of an occupancy certificate from the Fire Official, are assembly areas equipped with the following:
- a) Fire alarm or other audible emergency signal for use in evacuating the assembly area(s)
 - b) Smoke or heat detectors**
 - c) Emergency lights (even a designated flashlight)
 - d) Exit signs on doors with access to outside
 - e) A minimum of 2 exit doors**
 - f) 12 square feet per person?
 - g) Is there a letter on file to the fire official requesting a visit to attain a permit?**
- 3.22 Have older buildings been upgraded in the following areas:**
- a) Are electrical outlets located in washrooms and outdoors protected by Ground Fault type breakers?
 - b) Are the electrical outlets in all buildings of the polarized (one prong wider than the other) and grounded (3 prong) types?
 - c) 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)?

Lavatory Facilities

- 3.23 Are washrooms and infirmary equipped with exterior lighting so campers can locate them at night or is portable lighting available (i.e. flashlights) when buildings do not have exterior lighting?**
- 3.24 Does the camp provide toilet and lavatory facilities available to the campers as follows?**

Number of persons accommodated at camp	Minimum number of toilets or privy seats	Minimum number of washbasins or sinks
1 – 9	1	1
10 – 24	2	2
25 – 49	3	3
50 – 100	5	5
over 100	Add 1 toilet or privy and 1 washbasin for each additional 10 persons	

- 3.25 Are lavatory facilities located less than 70 metres (200') from primary facilities and/or camper activity spaces?**
- 3.26 Are toilet and lavatory facilities maintained daily and in clean condition?**
- 3.27 Are all surfaces (except ceilings) made of impervious materials?**
- 3.28 Are toilet and lavatory facilities adequately ventilated and properly lighted?**
- 3.29 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 ground water does not enter the pit or vault, and the waste material cannot contaminate the water supply?**
- 3.30 Are hand-cleaning facilities available at all privies (outhouses)?**
- 3.31 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 Ministry (i.e. Environment, Lands and Parks)?**

Sleeping Accommodations *-For day camp overnight experiences*

- 3.32 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)?**
- 3.33 Are all permanent sleeping areas equipped with a minimum of 2 possible exits (including windows)?**
- 3.34 Have suitable escape routes been identified for accommodations?**
- 3.35 When beds are provided, are they located so that there is 2 feet clearance between heads?**

- 3.36 If bunk beds are used, is there 3 feet of unobstructed head room for each bunk?**
- 3.37 Are all bunk rails available for top bunk beds?**
- 3.38 Do bunk beds have ladders?
- 3.39 Are smoke detectors installed in all sleeping accommodations?**
- 3.40 Are camps on a reliable source of Hydro (i.e. BC Hydro) using hard-wired smoke detectors?
or
In camps where power outages are frequent, are smoke detectors equipped with batteries?
- 3.41 Are carbon monoxide detectors installed in sleeping areas where combustible fuels are used for heating (i.e. natural gas, propane, oil, and wood)?**

Equipment

- 3.42 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?**
- 3.43 Is potentially hazardous equipment/material clearly labelled and kept in a locked or secure storage area? (i.e. paints, chemicals, cleaners, combustible fuels, etc.)**
- 3.44 Does all equipment undergo regular safety and functional checks to ensure proper and safe operation?**
- 3.45 Is all damage to equipment repaired immediately or the item removed from service?**
- 3.46 Are fire extinguishers located in all meeting rooms and other areas where fires are possible (workshop and kitchens)?**
- 3.47 Are all fire extinguishers tested and certified annually?**
- 3.48 Have all mobile equipment operators received adequate training?**

4.0 PROGRAM - GENERAL

A camp's program must be planned, administered and supervised to achieve the stated objectives of the camp. Specialized programs (i.e. risk activities, religious programs and intense educational programs) are to be in keeping with the camp's philosophy and must be included in the camp's promotional materials. Safety rules and procedures must be in place for all programs, posted appropriately and both campers and staff are to be familiar with them before participating in that activity.

Definition: "*Challenge by Choice*" – Creating an encouraging and supportive atmosphere that allows participants to retain the right to choose the timing for a challenge attempt.

- 4.1 Does the camp know the whereabouts of each camper at all times?**
- 4.2 Does the camp maintain a written daily program record that is kept on file?**
- 4.3 Do campers participate in outdoor group activities?**
- 4.4 Does the program reflect the stated objectives of the camp, as per promotional materials?**
- 4.5 Are written rules and procedures in place for all programs that require specialized equipment and/or technical leadership?**
- 4.6 Are all participants made aware of the rules and procedures for each activity prior to participation?**
- 4.7 Does the program provide for rest and quiet periods during the day's activities?
- 4.8 If campers decline to participate in a program, is adequate alternate supervision provided?**
- 4.9 Are activities geared to the ages, abilities and interests of the campers?**
- 4.10 Does the program allow for progression and improvement in specific skills?
- 4.11 If the camp has a fire building program, does it include instruction in controlling and extinguishing fires?**
- 4.12 Are water buckets or similar equipment readily available at all cook and camp fires?**
- 4.13 Does the camp have fire permits, if required?**
- 4.14 Are the principles of "*challenge by choice*" implemented in such a way so as to prevent camper intimidation?**
- 4.15 Does the camp have a written policy to reduce the spread of lice through shared equipment (i.e. helmets)?**

5.0 PROGRAMS – SPECIFIC

6.0 ARCHERY

Unlike most activities, the safety of archery participants is not dependant on the technical skills of the leader. It is more important that the leader has a thorough knowledge of the safety procedures to follow than it is for him/her to be a skilled archer. However, it is only with experience and practice that potential leaders will gain the familiarity with these Best Practices that will enable them to safely conduct archery programs.

- 6.1 Is the archery range situated in a clearly identified area?**
- 6.2 Are suitable precautions in place to prevent accidental access to the range?**
- 6.3 Are campers and staff aware that access is prohibited to the archery range unless they are participating in the activity?**
- 6.4 Is archery equipment kept in a secure, locked storage area when not in use?**
- 6.5 Are archery leaders trained in archery safety procedures?**
- 6.6 Are compound bows prohibited in the archery programs?
- 6.7 Are the archery rules posted and/or reviewed prior to each session?**
- 6.8 Is the equipment inspected before each use? (i.e. cracked bows, frayed or knotted strings, damaged arrows)**
- 6.9 Is defective equipment removed from use until it can be repaired?**
- 6.10 Is there a designated shooting line that participants cannot cross without the leaders permission?**
- 6.11 Are the targets, backings and butts made of materials that prevent arrows from bouncing or ricochet ?**
- 6.12 Are suitable backdrops in place to catch arrows that miss targets?
- 6.13 Is there a first aid kit available at the archery site?
- 6.14 Is there at least one trained archery leader to a maximum of 8 shooters?**
- 6.15 Is there a second leader available to supervise non-shooting participants?
- 6.16 Are bows and arrows only accessible to shooters on the shooting line?**

7.0 RIFLERY

For the purpose of Camp Riflery Programs, a firearm (pistol, rifle...) means any barrelled weapon from which any shot, bullet 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 (i.e. paintball). 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, camps using firearms having a muzzle velocity greater than 152 m/s. cannot participate as participants of BCCA Best Practices.** It is up to the individual camp to have these programs approved by the proper authorities (i.e. pellet guns).

- 7.1 **Is the Riflery range situated in an area away from all campers?**
- 7.2 **Is access prohibited to campers and staff not participating?**
- 7.3 **Are suitable precautions in place to ensure inadvertent access?**
- 7.4 **Is the Riflery equipment and ammunition stored separately in secure and locked storage units?**
- 7.5 **Is there a written and instructed lesson plan that includes rifle safety, range safety, firearm parts, ammunition, communication and range commands prior to shooting?**
- 7.6 **Is safety equipment used at all times? (i.e. eye protection)**
- 7.7 **Are rifles regularly maintained and inspected for defects prior to daily use?**
- 7.8 **Are maintenance checks and repairs documented in a log-book?**
- 7.9 **Are firearms experiencing trouble rendered incapable of firing (i.e. disassembled) and immediately removed from the range for repairs?**
- 7.10 **Are targets mounted in such a manor as to minimize damage to property or people and are shooting lines clearly marked?**
- 7.11 **Are targets and backdrops firmly secured, made of absorbent products, and backed by soil or other suitable to prevent shrapnel or stray pellets from escaping the riflery range?**
- 7.12 **Is Riflery restricted to participants 8 years of age or older?**
- 7.13 **Is a ratio of qualified capable adult (range master) to shooters 1:8?**
- 7.14 **Is there a second leader available to supervise non-shooting participants?**
- 7.15 **Does the Range Master hold a current Firearm Acquisition Certificate?**
- 7.16 **Has the Range Master taken a formal training course outside of the camps training (i.e. provincial hunting course (CORE), NRA, shooting course)?**

- 7.17 Has the Rifle range been inspected by local authorities such as the RCMP or Provincial Wildlife Officer?
- 7.18 Are Riflery rules posted at the range?**
- 7.19 Is a first aid kit available at the range?**
- 7.20 Are firearms restricted to single shot of .177 calibre or less?**
- 7.21 Are firearms always pointed up range and is the shooting facility conducive to this?**
- 7.22 Is there means to prevent firearms from shooting outside of the target zone?**
- 7.23 Is shooting from a standing position prohibited?
- 7.24 Do all participants, during a cease-fire, put down their firearm in an inoperable condition?**

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8.0 ROCK CLIMBING AND RAPELLING

Rock climbing and rappelling are one of the fastest growing physical activities in society today and this is reflected in camp activities. It must be recognized that proper procedures for safety must be developed before starting this program activity at camp. Equipment has a finite life span, so the responsibility is on the camp to keep up-to-date logs on all equipment used in the rock climbing/rappelling program.

- 8.1 Is the rock climbing equipment designed specifically for climbing and does it meet UIAA and/or industry standards?**
- 8.2 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?**
- 8.3 Is there a log on any climbing equipment over 4 years of age?**
- 8.4 Is there a log kept on the use of climbing equipment?
- 8.5 Are carabiners, friction devices, ropes or other equipment retired after having been damaged?**
- 8.6 Do the rock climbing anchors used comply with industry standards with a minimum of two independent anchors used for each climb?
- 8.7 Do fixed climbing sites require 2 permanent anchors (i.e. trees, rock bolts)?**
- 8.8 If mechanical temporary placement anchors are used, are a minimum of 3 required?**
- 8.9 Do all participants wear a properly fitted harness and helmet in good condition?**
- 8.10 Are harnesses suitable for camper age and body type used in climbing/rappelling programs?**
- 8.11 Are helmets retired after evidence of damage?**
- 8.12 Is the climber to climbing instructor ratio no greater than 4 to 1?**
- 8.13 Are all climbing ropes, equipment, and artificial structures checked for defects or damage before each use?
- 8.14 Are permanent anchor systems checked daily?**
- 8.15 Are campers and staff instructed to identify any loose handholds for immediate repair?**
- 8.16 Is there an instructional lesson plan (outlining rules, communication, gear use and techniques) done for each climbing session prior to actual climbing?**
- 8.17 Have climbing instructors undertaken any formal training courses offered outside of the camp training program? (i.e. Canada West Mountain School, ACMG)
- 8.18 Does the camp have, in writing, a training program that all climbing instructors must**

complete before instructing.

- 8.19 Are top rope belayers anchored to a minimum of two independent anchors when belaying from above the climber?**
- 8.20 Are belayers attached to a suitable anchor when belaying from below the climber?
- 8.21 Is the site closed, posted and inaccessible to campers when not supervised?**
- 8.22 Do outdoor climbing programs end at dusk?**
- 8.23 Do all climbing programs end if adequate lighting is not available?**
- 8.24 Do all climbing/rappelling programs use mechanical friction devices and not allow classic or body belaying?**
- 8.25 Are all climbers under 19 years of age top roped? (i.e. no lead climbing)**
- 8.26 Are ropes, harnesses and webbing dated (with date of purchase) and numbered?**
- 8.27 Is all climbing equipment removed or secured when the site is not in use?**
- 8.28 Are natural rock surfaces checked for loose rock or debris before each use?**
- 8.29 If visiting a climbing gym or private climbing contractor, does this provider meet the above best practices, as well as undergo regular annual inspections?**

9.0 ROPES COURSES AND CHALLENGE ACTIVITIES

Other names for ropes courses may include: challenge courses, initiative tasks, co-operative games, adventure programs, or adventure education.

A ropes 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. Ropes courses include low and high rope or cable courses that may involve the need for belayers, spotters, safety equipment, the use of wooden structures or the natural environment (trees, stumps...).

Ropes activities are divided into two categories:

Low Ropes Courses

- a) Under 36" off the ground - spotters at the camps discretion
- b) Over 36" off the ground - spotters required

and/or

High Ropes Courses

- a) Above 6' off the ground (requiring safety gear and a belayer because participants cannot be safely spotted from the ground).

Construction

- 9.1 Has the ropes course been installed using a minimum of 3/8" aircraft cable?**
- 9.2 Have a minimum of 2 properly fitted clamps been used to secure each cable end?**
- 9.3 Where tree wraps are used, has suitable tree protection been used?**
- 9.4 When bolting through trees has drop forged hardware with 5/8" bolts and fender washers been used?**
- 9.5 Is the use of choker wraps and lag bolts prohibited?**
- 9.6 Has the course been built by a trained or certified builder?
- 9.7 Can the camp confirm the following aspects of the course have been inspected annually for:**
 - a) wear on cables, ropes and connecting hardware
 - b) correct tension (torque) on bolts and other connecting hardware
- 9.8 Are all trees used in and around the course area inspected annually to determine their health?**
- 9.9 Is there an inspection process in place to continually monitor and report the condition of all ropes, cables, and fittings during the course of the year?**

Procedures

- 9.10 Does all climbing equipment used with ropes courses meet the criteria defined under Rock Climbing within this document?**

- 9.11 Have all instructors completed a training course appropriate to the site and program?**
- 9.12 Are there written policies provided to instructors and leaders on ropes course safety, management, lesson plans, goals, debriefing and general rules?**
- 9.13 Is there a minimum of one qualified instructor to 8 participants for low ropes courses?**
- 9.14 Is there a minimum of one qualified instructor to 4 participants for high ropes courses?**
- 9.15 Is there a standardized system of communication between instructors on the high ropes courses and the staff spotting on the ground or campers coming off the dismounted elements?**
- 9.16 Are the safety rules and/or equipment use clearly explained and posted prior to participation?**
- 9.17 Is the ropes course designed and signed to deter unauthorized access?**
- 9.18 Is there a designed lesson plan to promote success for each participant or group?
- 9.19 If visiting private contractor, does this provider meet the above best practices, as well as undergo regular annual inspections?**

10.0 GENERAL BOATING

(includes canoeing, kayaking, rowing, sailing, board sailing and paddle boards)

All camps must be aware of the Canadian Coast Guard Regulations which came into effect as of the 1999 boating season. The Canadian Coast Guard considers all inland lakes and rivers to be navigable waterways and thus subject to their enforcement authority (i.e. Sasamat, Cultus, Evans, etc.)

Emergency Boat: "A boat ready and prepared, not engaged in a duty that could not be abandoned in the case of emergency that could attend to an emergency.

- 10.1 Is everyone (campers and staff) required to wear Canadian Coast Guard approved Pfd's while boating?**
- 10.2 Do camps use Pfd's with high visibility colours (red/orange/yellow)?
- 10.3 Are whistles attached to each PFD rated for 25kg or greater?
- 10.4 Are the use of inflatable Pfd's prohibited in the camp?**
- 10.5 Are wetsuits required to be worn while wind surfing in cold water and/or while canoeing/kayaking in cold water above grade 2?
- 10.6 Are campers under 19 years of age under constant adult supervision while using watercraft?**
- 10.7 Are boating programs conducted so as not interfere with swimmers?**
- 10.8 Is an emergency boat, suitably equipped (i.e. meets Canadian Coast Guard regulations and the requirements of the program), available during boating sessions?**
- 10.9 Is the emergency boat capable of reaching participants in under 5 minutes?**
- 10.10 Are all small craft (defined by Transport Canada as all boats less than 6m in length) equipped as follows:**
- a) **MOT/Canadian Coast Guard approved PFD per person**
 - b) **Bailer**
 - c) **Spare paddle(s)**
 - d) **Sound signaling device**
 - e) **Light visible from 360 degrees (if used at night)**
 - f) **15 m buoyant heaving line or approved throwing device (required when travelling away from supervised waterfront)**

Vessels travelling on a body of water where they may be more than 1 nautical mile from shore and are more than 6 m. in length must also carry:

- g) **Fire extinguishers (power boats)**
- h) **A watertight flashlight and 6 Canadian approved flares, of which 3 must be of either Type A, B, or C. (power boats)**
- i) **Spare Paddles (all watercraft)**

- 10.11 Do all powerboat and personal watercraft operators meet the age, competency and**

licensing requirements as defined (1999) by the Canadian Coast Guard?

- 10.12 On small lakes, or travel less than 1 km from launching point, does the camp require:**
- a) A leader competently trained in boating rescue procedures accompany the group, or
 - b) A spotter from the shore having access to suitability equipped motorized rescue boat?
- 10.13 Are appropriate rescue techniques established for each type of watercraft used?
- 10.14 Does the program allow campers and staff to practice dealing with swamped or capsized craft, person overboard, and equipment failure?**
- 10.15 Are boaters made aware of all local water hazards (i.e. tides, currents, shoals, shipping lanes, etc.)?**
- 10.16 Do all open canoes have a minimum of 15 cm (6") of freeboard when underway? (method to regulate the number of passengers and/or weight capacity)**
- 10.17 When paddling longer waterways (i.e. over 1 km from land or channel crossings) participants are required to demonstrate the ability to conduct deep water rescues and the ability to tow swamped boats and campers to shore?**
- 10.18 Do campers demonstrate competency in deep water while wearing a PFD before going into canoe/kayak/personal sail craft?
- 10.19 Have small craft boating program instructors taken provincial certifications or training programs outside of the camp training?
- 10.20 Are campers properly hydrated and wearing appropriate sun protection in all boating programs to prevent thermal injuries?**
- 10.21 Are campers properly protected from cold or hypothermia injuries in boating programs?**
- 10.22 If using a private contractor for boating, does this provider meet the above best practices, as well as undergo regular annual inspections?**

11.0 KAYAKING PROTOCOLS

- 11.1 Do kayak trips more than 2 hours away from camp require a tandem boat? (unless a motorized vessel is present)**
- 11.2 For paddling moving water in grade 2 plus conditions, are camps required to follow Recreational Canoeing Association of BC standards for canoes and White Water Kayak Association of BC standards for kayaking?**
- 11.3 Are kayaks away from the waterfront equipped with a spare paddle, spray skirt, throw bags, water pumps, paddle floats, spare parts, and duct tape?**
- 11.4 If spray skirts are used in kayaking, do all participants under the age of 19 years of age practice wet exits?**

12.0 CANOEING - VOYAGEURS

- 12.1 Are a minimum of 2 voyageur canoes required when going over 2 hours away from the camp unless the boat is equipped with a self inflatable rescue raft?**
- 12.2 Do voyageur canoes travelling on salt water or on fresh water with the potential to be more than one nautical mile from shore also carry:
a) a watertight flashlight, and
b) 6 Canadian approved flares of Type A, B, or C?**

13.0 WATER SKIING and WAKEBOARDING

Water skiing Best Practices apply to all activities where participants are towed. This includes kneeboards, as well as tubes.

- 13.1 Are Canadian Coast Guard approved PFD's required for all participants (campers and staff)?**
- 13.2 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 of 14 years old) with radio communication to a second boat (capable of transporting oxygen, spine board and blankets) with a maximum 10 minute response time?**
- 13.3 Are boat operators over 18 years of age?**
- 13.4 Do boat operators hold the Canadian Coast Guard safe boating certificate?
- 13.5 Are safety checks made of all equipment prior to skiing?**
- 13.6 Are emergency procedures practiced regularly including deep-water recovery of injured persons?**
- 13.7 Is the boat equipped with an Occupational First Aid Level I first aid kit or equivalent?**
- 13.8 Is the boat motor turned off when retrieving the person from the water?**
- 13.9 Does the boat operator or spotter have a basic first aid certificate?**
- 13.10 Is the boat operator trained or certified in dealing with thermal injuries? (i.e. hypothermia, dehydration, sunburns....)**
- 13.11 Is each water skier tested for swimming ability before program participation?**
- 13.12 Is each skier taught the hand signals for 1) faster, 2) slower, 3) return to dock, 4) all's OK. 5) turn directions, 6) dropping a ski**
- 13.13 Is there an enforced maximum speed of 50 km/hr?
- 13.14 Are skiers instructed to clasp their hands over their heads if they have fallen?**
- 13.15 Is the water a minimum of 2 meters deep wherever the skier may participate?**
- 13.16 Are all ski boats a minimum of 70 meters apart?**
- 13.17 Is the ski area examined for debris or hazards prior to each program session?**
- 13.18 Does the skiing environment allow for a minimum of an 800 meter course to avoid constant risky manoeuvring?**

- 13.19 Is skiing conducted away from dangerous fixed objects such as docks, rocks, deadheads?**
- 13.20 Are water conditions appropriate for the age and proficiency of participants (i.e. wind and water conditions)?**
- 13.21 Is ‘spraying’ or ‘buzzing’ other skiers, boaters or swimmers prohibited?**
- 13.22 Is skiing prohibited between dusk and dawn?**

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14.0 HORSEBACK RIDING

The horseback riding program must be under the supervision of the 'Riding Supervisor' who has the day-to-day responsibility for supervising all riding activities and who must be a minimum of 21 years of age. This person must have appropriate riding and supervisory experience, as there are significant responsibilities and pressures inherent in supervising staff, campers and horses.

As in all risk activities, procedures governing the activity must be in writing.

Safe Riding Regulations must be clearly posted in the stable area. The Regulations must include the following:

- a) The stable will always be supervised when in use.
- b) Ride only when others are present.
- c) Before feeding horses, seek permission from a supervisor.
- d) A quiet environment for the horses is to be maintained.
- e) The stable is a non-smoking area.

All riders using an English saddle or taking part in competitive Western Games must wear helmets (approved equestrian helmet i.e. SEI approved). Traditionally, Western trail riders have not worn helmets, however it is recommended that all riders wear helmets at all times when riding. All riders are to wear boots with heels. No waffle soled boots should be allowed. In order for a participant to be safe and comfortable, long pants and a shirt should also be worn when riding.

Horses should be well schooled by trained instructors prior to the start of each riding season in order to establish the degree of training and temperament of the horses. A health check of all the horses should be completed on a regular basis by the 'Riding Supervisor'.

It is recommended that the camp establish seasonal, weekly and daily schedules for checking and cleaning riding area, stable and equipment. Equipment must be stored in an orderly fashion to ensure safety for both people and horses. The safety of the stable is a must, and therefore, fire extinguishers must be in or near the stable; there must be a minimum of two exits from the stable and electrical wiring is to be inspected on a regular basis. Also, first aid equipment such as stretchers, spinal boards, and a first aid kit as well as a person trained in first aid is to be readily accessible when the stable is in use.

One riding instructor may teach up to 6 campers in a riding class at any one time, or 12 campers with the assistance of an Assistant. It is recommended that at least two staff persons be on site of the riding class (including the Instructor) to deal with any emergencies. One staff person must accompany every 5 - 6 campers on trail rides, with a minimum of two staff on every ride, one designated at the front and the other at the tail.

It should be noted that horses with their hind feet unshod may cause a less serious injury in the event of a kick.

14.1 Does the riding program meet all of the Standards as set out in the CHA-AHSE group riding standards?

14.2 Is the camp accredited by the CHA-AHSE?

14.3 In the case where an off-site riding program is used, is the program provider accredited by the CHA-AHSE?

14.4 Does the camp have a current copy of the CHA-AHSE Accreditation Standards?

14.5 If using a private contractor for riding, does this provider meet the above best practices,

as well as undergo regular annual inspections?

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15.0 OUTTRIPPING- DAY AND OVERNIGHT

Any departure from the camp that results in an emergency medical response time of over 1 hour is defined as an out trip. This includes day, as well as overnight excursions.

Many camps provide, as a component of their program, out trips for their camp population. It is recognised that out tripping is a potentially high-risk activity and, therefore, requires extra precautions, preparation, training and skill for those involved in the trip. It should also be noted that trips of varying length and difficulty require different levels of skill, preparation and training (i.e. wilderness, exploration and camp-outs).

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.

The camp also must have procedures in place that govern emergencies, communication, transportation, equipment failure and any other possible contingencies.

All participants must be evaluated prior to any trip to ensure that they are adequately trained, are of the appropriate temperament, are able to function in the group and are aware of all safety precautions, emergency procedures and demands of the trip. The participants must be closely supervised at all times, and the ratio of 1 staff to 6 participants is to be maintained for all trips.

Camps are to ensure that all procedures, contingency plans and itineraries are documented. All brochures must explain the nature of the out tripping aspect of the program that a camper may become involved in.

Staff

- 15.1 Are there two leaders for each trip, one designated as the group leader and the other as the assistant?**
- 15.2 Are the roles and responsibilities of each leader clearly defined and understood by each leader?**
- 15.3 Is the compatibility of the leaders considered while planning the trips?**
- 15.4 Do the group leaders have experience in conditions and circumstances similar to those expected on the trip?**
- 15.5 Are there male and female leaders on all co-ed out trips?
- 15.6 Is at least one group leader 19 years of age or older?**
- 15.7 Are at least 2 leaders on each trip 19 years or older?
- 15.8 Are two adult leaders (over 19 years of age) used on multi-night trips?**
- 15.9 Does at least one group leader hold a current basic first aid certificate as defined in the health care section?**
- 15.10 For trips more than 2 hours away from EMS, does the trip leader have current advanced first

aid as defined in the health care section?

- 15.11 For all trips more than 4 hours away from EMS, does the trip leader have current advanced first aid as defined in the health care section?**
- 15.12 Do all group leaders hold a current basic first aid certificate that includes CPR?
- 15.13 Is at least one leader a certified lifeguard for any trip with a swimming component where the water is over the participants shoulders and PFD's are not worn?
- 15.14 Are campers under 19 years of age on out trips prohibited from entering water over their head unless supervised by a certified lifeguard or wearing a PFD?**
- 15.15 Is the leader to participant ratio 1 to 6 or less?**
- 15.16 Are the leaders and participants physically and emotionally fit, well rested and well nourished prior to the trip?**
- 15.17 Are the group members assessed in terms of age, maturity, emotional stability, health, fitness and social skills?**
- 15.18 Are leaders aware of and trained in any foreseeable dangerous situations that may be encountered on the trip?**
- 15.19 Are leaders suitably trained and are contingency plans in place for emergencies?**
- 15.20 Are leaders trained in the use of wireless communication and are all operator and equipment licenses attained? (If used)**
- 15.21 Do leaders know the location of the closest phone to access emergency support?**

Pre-Trip Planning

- 15.22 Have participants demonstrated the necessary technical and travel skills to undertake the trip, before departure?**
- 15.23 Are the participants fully aware of the nature of the activities and rigor involved in the out trip?**
- 15.24 Has permission been received for out trip access to private property?**
- 15.25 Are all necessary permits and authorizations acquired for trips into regional, provincial or national parks?**
- 15.26 Has at least one leader completed a reconnaissance on each trip in the past 18 months?**
- 15.27 Has the following written information been provided to the camp Supervisor 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

- 15.28 **Is all equipment, (including Pfd's, lifejackets, helmets, throwlines, canoes and packs) checked to ensure that it is in good condition before the trip?**
- 15.29 **Is the equipment suited to withstand the most demanding conditions of the trip?**
- 15.30 Are participants aware of the equipment (i.e. utensils, Pfd's, packs) they are responsible for bringing?
- 15.31 **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?**
- 15.32 Are environmental considerations taken into consideration when selecting equipment for the trips?
- 15.33 **Do trips in areas serviced by public UHF/VHF service or cellular networks carry wireless communication?**
- 15.34 **Are there clear wireless communication guidelines and emergency transportation arrangements for each out trip?**
- 15.35 **In areas not serviced by UHF/VHF radios or cell networks, have alternate distress communication methods been arranged (i.e. satellite phones, flares, smoke flares, torches...)**
- 15.36 Are leaders aware if a hunting season is open in the area during the trip?
- 15.37 **Is a thorough risk assessment done on hunting areas if the season is open during an out trip?**
- 15.38 Are trip leaders aware of fish and wildlife regulations?
- 15.39 **Are leaders for daytrips carrying a leaders pack containing emergency food, survival gear, communication devises, extra clothing and shelter?**
- 15.40 **Is there a first aid kit carried on each out trip?**
- 15.41 **Do out trip 1st aid kits comply with requirements outlined in the health section?**
- 15.42 **Are all camp first aid kits checked and refilled on a regular basis?**
- 15.43 **For an out trip, are necessary medications included and clearly labelled with the name and directions for use in the first aid kit?**

Food

- 15.44 Is food sealed in properly closing containers and protected from dirt, water and animals?**
- 15.45 Are items requiring refrigeration stored in a manner suitably acceptable to the health department standards (i.e. food safe, less than 5 degrees Celsius)?**
- 15.46 Is the practice of sharing water bottles discouraged?
- 15.47 Is every effort made to ensure a safe and adequate supply of potable water?
- 15.48 Is the menu planned to take into account the weight factor of the trip, the allergies and dietary restrictions of the group, the different energy demands of the various days, extra food in the event of an emergency and consuming perishable foods first?**
- 15.49 Are there sanitary procedures concerning washing dishes, personal cleanliness, clothes and human waste which all participants are made aware of?**
- 15.50 If dishes are used communally, are they washed in hot soapy water and rinsed in a bleach disinfectant?**

Procedures

- 15.51 Do leaders monitor each participant's general health and cleanliness?**
- 15.52 Do the leaders know the whereabouts of their campers at all times, regardless of location?**
- 15.53 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 meters per occupant?**
- 15.54 Are camp fires properly extinguished when unsupervised?**
- 15.55 Are campers sleeping around a campfire (including tents and sleeping bags) at least 3 meters away from the campfire?**
- 15.56 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...)?**
- 15.57 Is medication properly controlled, secured, labelled and administered on out trips as determined by written camp policy?**
- 15.58 Is medication for campers held and administered by the out trip leader during children's camps?**
- 15.59 Do all boating trips require 3 same type vessels on the trip?**
- 15.60 Do out trip leaders know and practice Minimum Impact Camping while on out trips in**

regards to:

- a) **Trail Etiquette**
- b) **Waste Disposal**
- c) **Campsite Selection**
- d) **Personal Sanitation**

15.61 If using a private contractor for out trips, does this provider meet the above best practices, as well as undergo regular annual inspections?

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16.0 WATERFRONT - SUPERVISION AND SWIMMING

The waterfront (ocean, lake, river, pool) must be under the supervision of the Waterfront Supervisor who has day-to-day responsibility of all water activities. It is noted that the Waterfront Supervisor 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.

Lifeguards must be currently certified with either NLS, or Lifesaving Society Bronze Cross.

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. (see the Boating section)

Supervision

- 16.1 Are all children's swimming activities supervised by:**
- a) A NLS certified guard who is at least 17 years old and;
 - b) A competent adult (if the lifeguard is under 19 years of age)
- 16.2 Do all lifeguards hold NLS certification?
- 16.3 Are all lifeguards at least 18 years of age?
- 16.4 When more than one lifeguard is on duty, is one identified as "in charge"?**
- 16.5 Are all lifeguards trained in operational and emergency procedures?**
- 16.6 Is a waterfront safety inspection carried out on a daily basis by the camp operator, camp Supervisor, or waterfront/swimming Supervisor and recorded in writing in a daily log?**
- 16.7 Does the camp meet all the following lifeguard/swimmer ratios:**
- all children are supervised by a lifeguard while swimming:
 - two lifeguards are on duty if there are more than 30 swimmers; and
 - the maximum swimmer/lifeguard ratio is - 40:1
- 16.8 Are campers evaluated as to their swimming ability before participating in bathing or boating activities?**
- 16.9 Is there some visible means of identifying non-swimmers?**
- 16.10 Are waterfront emergency procedures explained to each camper at the start of each new session?
- 16.11 Is swimming alone or from dusk to dawn forbidden?**
- 16.12 Is the Lifeguard free of all other duties while lifeguarding?**
- 16.13 Is there at least one 'back up' 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)?**

- 16.14** Are distance swims organized and structured events with one boat accompanying each swimmer?
- 16.15** Is the boat equipped with extra Pfd's, flotation 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?
- 16.16** Does at least one Lifeguard accompany the swimmers, and are all other staff adequately trained to deal with the special circumstances of a distance swim?
- 16.17** Are boating programs organized so as not to interfere with the supervision of swimmers?

Equipment

- 16.18** Is the waterfront equipped with a non-conductive pole with blunt hook having a handle of at least 12 feet (3.66 m) long?
- 16.19** Is the waterfront equipped with 1 throwing ring with a 1/4" rope attached and having a length not less than half the width of the designated swim area plus 10' (3 meters)?
- 16.20** Is the waterfront equipped with a WCB Level 1 First Aid Kit?
- 16.21** Is the waterfront equipped with a paddle-board or other flotation assist?
- 16.22** Is the waterfront equipped with a spine board with head support bracket and body straps?
- 16.23** Is the waterfront equipped with skin-diving equipment (i.e. mask, snorkel, fins) fitted to rescue personnel (not required for pools)?
- 16.24** Is the waterfront equipped with a WCB approved Oxygen unit with one-way mask?
- 16.25** Is there a documented yearly check of the Oxygen unit?
- 16.26** Is the Oxygen refilled when it reaches half a tank?
- 16.27** Is the waterfront equipped with resuscitation bag and mask, and oral airways?
- 16.28** In camps where an enclosed swimming area is not possible, is a boat available for guarding?
- 16.29** Is the rescue boat stable enough to board a distressed swimmer over the side?
- 16.30** Is the waterfront equipped with an air horn or other emergency sound signalling device?
- 16.31** Is waterfront equipment, and are safety devices inspected prior to each new camp session?
- 16.32** In a pool environment is a daily record kept of chemical readings?

- 16.33 Are daily safety checks made on diving boards, towers and slides?
- 16.34 Are swimming pool, waterfront areas and equipment checked daily and kept in a clean and safe operational condition?
- 16.35 Are safety rules for the use of the watercraft and for swimming (i.e. instructional and/or recreational) posted in weather-protected, conspicuous positions?
- 16.36 Is emergency communication equipment provided in the communications centre that is easily accessible to the waterfront and that is connected to an emergency service or the local telephone utility?
- 16.37 Are all participants who use a diving board, tower an/or slide instructed in the safety rules of this activity?
- 16.38 Is there an adequate 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, slide?
- 16.39 Is the diving board/tower/slide securely fastened?

Off Site

- 16.40 Are bathing beaches clean and safe being free of garbage, pollution, refuse, dangerous rocks, holes or other unnecessary hazards?
- 16.41 Is footwear worn where smooth beaches are not available?
- 16.42 Are known hazards minimized as much as possible and clearly marked with warning signs at all times?
- 16.43 Is the waterfront properly signed as being Open/Closed for children's programs?
- 16.44 For family camp programs is the waterfront posted as lifeguard on/off duty?
- 16.45 Is the area used for swimming clearly defined (i.e., rope markers, floats, continuous visible boundary) ?
- 16.46 Is the swimming area marked to prevent accidental intrusion by boaters?
- 16.47 When visiting unguarded beaches, are all swim programs supervised by a qualified lifeguard?
- 16.48 If visiting private contractor for swimming, does this provider meet the above best practices, as well as undergo regular annual inspections?

17.0 FIRST AID, HEALTH, SAFETY AND SANITATION

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.

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 (i.e., WCB 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 (i.e. WCB Occupational First Aid, Wilderness First Aid)

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 first aid requirements unless s/he holds 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.

First Aid

17.1 When surface travel from camp or camp program 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?

17.2 Does the camp meet the WCB first aid regulations for paid employees as shown in the following the charts? This will pertain to camp location and out trip location.

20 minutes or less surface travel time to hospital

NUMBER OF WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	FIRST AID CERTIFICATE REQUIRED FOR ATTENDANT	TRANSPORTATION REQUIRED	OTHER FIRST AID REQUIREMENTS
2-10	Basic Kit		Employer must provide and pay for immediate conveyance of injured worker to nearest medical treatment facility (Sec. 33.29)	Upgrade of certificate, transportation and equipment required in some cases (Sec.33.23)
11-50	Level 1 Kit	Level 1		
51-100	Level 2 Kit Dressing Station	Level 2		
101 or more	Level 2 Kit First Aid Room	Level 2		

More than 20 minutes surface travel time to hospital

NUMBERS OF WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	FIRST AID CERTIFICATE REQUIRED FOR ATTENDANT	TRANSPORTATION REQUIRED	OTHER FIRST AID REQUIREMENTS
2-5	Basic Kit		Employer must provide and pay for immediate conveyance of injured worker to nearest medical treatment facility (Sec. 33.29)	
6-30	Level 1 Kit	Level 1		
31-50	Level 1 Kit ETV Equipment	Level 1 with Transportation Endorsement		
51-75	Level 3 Kit Dressing Station ETV Equipment	Level 3		
76 or more	Level 3 Kit First Aid Room ETV Equipment	Level 3	ETV	

17.3 Is there a first aid station/health centre which includes an isolation area?

17.4 Are first aid supplies, equivalent to a WCB Level 1 kit organized and readily available?

17.5 If the above kit is not commercially prepared, does the kit contain a list with the required supplies and are all supplies present?

17.6 Do the contents of the First Aid Kit meet the WCB requirements for the camp (i.e. # of employees, distance)?

17.7 Is the designated First Aid Person(s) available at all times, and free from any other duties that would delay their response (this doesn't have to be the same person as 17.8)?

17.8 Is one person responsible to oversee the health, medications, and documentation of

campers (this doesn't have to be the same person as 17.7)?

- 17.9 If the camp population is over 100 people does the First Aid Attendant hold a valid Advanced First Aid Certificate?**
- 17.10 If the camp population is more than 100 people does the First Aid Attendant or nurse have First Aid/Health Care as his/her primary responsibility?**
- 17.11 Are campers supervised by a leader with basic first aid training?**
- 17.12 Is there a nurse at camp?
- 17.13 Are there written policies regarding:**
- a) medication dispensing
 - b) documentation of treatment
 - c) when to seek further medical assistance for illness and/or injury
 - d) when parents are to be notified regarding first aid treatment
- 17.14 Does the camp have reliable communication with emergency services?**
- 17.15 Is the camp able to provide emergency transportation at all times?**
- 17.16 Does the camp have the following records that are listed sequentially, dated and signed off by first aid or dispensing attendant:**
- a) first aid or medical treatment
 - b) medication dispensing
 - c) accident reports
 - d) attendance records
- 17.17 Is the medical information for campers and staff stored in a secure place and accessible only to appropriate staff?**

Health

- 17.18 Are all medications for campers, including prescriptions and over the counter medications stored and dispensed from a central secured area?**
- 17.19 Are all staff medications locked in a secured area away from camper access?**
- 17.20 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?**
- 17.21 Are policies and procedures in place to ensure personnel are aware of protective measures and procedures for handling body fluids (i.e. blood, vomit, biohazards, sharps)?**
- 17.22 Do all participants at camp have medical or health insurance? (plan number should be documented on the camp medical form)?
- 17.23 Are campers required to have travel or trip insurance if not covered by BC Medical?

- 17.24 Does the camp have health records for campers and staff on site 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**
- 17.25 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?**
- 17.26 Are parents aware that the camp may seek medical support if reasonable efforts to contact the parent/guardian are unsuccessful?**
- 17.27 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?**
- 17.28 Is there a written menu plan when food services are provided?
- 17.29 Have the principles of good nutrition been considered in planning your menu (i.e. Canada's Food Guide)?

Safety

- 17.30 Does the camp comply with WCB Smoking in the workplace regulations?**
- 17.31 If smoking is permitted on the grounds it is restricted to areas not accessible or viewable to campers?**
- 17.32 Smoking is prohibited in any camp building? (except private residences)**
- 17.33 Do the emergency procedures identify a central gathering area?**
- 17.34 Do the procedures specify who will be assigned to provide directions to emergency vehicles (land, water, or air)?
- 17.35 Are staff aware of the hours of operation of local medical facilities (i.e. hospital, clinic)?
- 17.36 Do all camp participants and staff understand procedures to access/locate first aid/health care personnel at camp?**
- 17.37 Is the priority of the camp fire response as follows:**
- 1. Evacuating Campers**
 - 2. Calling Fire-fighters**
 - 3. Reducing further hazards (i.e. shut off gas lines)**
- 17.38 Are emergency drills, involving campers and staff, held at least once each session of children's camp?

17.39 Are staff who use chemical products aware of the necessary precautions as outlined in the WHMIS program (WCB)?

Sanitation

17.40 Does the camp have a current "permit" to operate a food premises or is there a letter on file to Public Health requesting an inspection?

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

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

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

17.44 Do all food service personnel hold a FOODSAFE Certificate?

17.45 Do all personnel involved in food services receive orientation to FOODSAFE procedures?

17.46 Do all food service areas appear maintained in:

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

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

17.48 Does program follow FOODSAFE best practices?

17.49 If using and/or visiting a private contractor for food, does this provider meet the above best practices, as well as undergo regular annual inspections?

18.0 CYCLING

- 18.1 Do all riders wear CSA approved bike helmets?**
- 18.2 Are helmets checked on a daily basis?**
- 18.3 Are damaged helmets repaired or removed from use?**
- 18.4 Are bikes inspected before every trip?**
- 18.5 Are bikes maintained on a regular basis?**
- 18.6 Are all bikes used on out trips fitted with a water bottle?**
- 18.7 Are riding techniques taught to ensure safety and maximum enjoyment of activity?**
- 18.8 Is there a first aid kit, electronic communication device (phone, radio), and whistle present on all trips?**
- 18.9 Is the instructor knowledgeable and experienced in the activity, the inherent dangers and safety precautions required?**
- 18.10 Is the instructor – camper ratio a minimum of 1:6?**
- 18.11 Are helmets and bikes fitted properly to each camper?**
- 18.12 Are closed toed shoes worn by all campers and instructors when riding?**
- 18.13 Is there a written plan for dealing with emergencies?**
- 18.14 Is at least one of the instructors First Aid and CPR trained?**
- 18.15 Are the instructors familiar with the trails used?**
- 18.16 Do the instructors carry tool kits and know how to fix basic problems?**
- 18.17 Do all biking excursions follow the standards outlined in Out-tripping and Health sections?**
- 18.18 Do instructors meet and teach the requirements for NCCP Level I mountain biking?**

19.0 LAND TRAMPOLINES

- 19.1 Are summersaults restricted from all introductory programs with all novice participants?**
- 19.2 Does the trampoline appear to be in proper working order (i.e. webbed beds, vinyl beds, springs, frame, hinges, etc.)?**
- 19.3 Is there a maintenance log on the trampoline?**
- 19.4 Is the trampoline used only with trained adult supervision?**
- 19.5 Does the trampoline instructor have a written lesson plan?**
- 19.6 Is there signage indicating trampoline safety rules?**
- 19.7 Is the trampoline identified as closed when there is no adult present?**
- 19.8 Are safety rules reviewed prior to participation?**
- 19.9 Are all participants spotted by leaders?**
- 19.10 Are spotters trained in appropriate touch zones?**
- 19.11 Is there a first kit available at the trampoline?**
- 19.12 Do the instructors meet and teach the requirements for NCCP Level I trampolines??**
- 19.13 Are the trampolines situated so they are at ground level?**
- 19.14 Is the trampoline properly secured on a level surface?**

20.0 PLAYGROUND

- 20.1 Do all participant's, using playground equipment wear shoes appropriate in a playground situation?**
- 20.2 Is clothing with loose necklines or scarves removed or tucked away to prevent snagging?**
- 20.3 Does the surface beneath the playground equipment consist of sand, pea gravel, wood chips or other shock absorbing material at least 25-30 cm deep?**
- 20.4 Does all climbing equipment have guardrails and handrails to prevent falls?**
- 20.5 Are openings less the 7.5 cm or more than 25 cm to prevent a child's head or neck from becoming trapped?**
- 20.6 Are seats made of soft, shock absorbent material to prevent injury?**
- 20.7 Are toddler swings the bucket type?**
- 20.8 Are hangers at the top of the swing spaced wider than the seats (to prevent sideways motions)?**
- 20.9 Do handrails start at the bottom step and go all the way up the ladder?**
- 20.10 Are guardrails on top of slides at least 61 cm high?**
- 20.11 Are side-rails at least 10 cm high?**
- 20.12 Are metal slides positioned so they are not exposed to direct sunlight?**
- 20.13 Have CSA been considered in the design and installation of playground equipment?**
- 20.14 Does the playground meet local, provincial and CSA regulations?**

21.0 TRANSPORTATION

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.

In BC drivers abstracts can be acquired at no charge through ICBC.

- 21.1 Do all buses (including passenger vans) used to transport campers have a current Ministry of Transport certificate of safety inspection?**
- 21.2 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?**
- 21.3 Are camp personnel, in addition to the operator, present on vehicles with a seating capacity of 25 or more when the carrier is underway?**
- 21.4 Are all motorized camp vehicles insured and operated by licensed drivers?**
- 21.5 Are unlicensed vehicles covered by the camp's insurance underwriter?**
- 21.6 Do all drivers of camp vehicles have a current BC driver's license 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 |
- 21.7 Have out-of-province drivers license been assessed by the Motor Vehicle Branch as valid in BC and to ascertain class equivalency?**
- 21.8 Does the camp require professional drivers involved with camper transport (Class 1-4) to supply a driver's abstract?**
- 21.9 Are all drivers required to supply a driver's abstract (this is a driver's record available free of charge from any MVB)?**
- 21.10 Are all operators aware that carriers must NOT be fuelled with passengers on board?**
- 21.11 Do all operators know the procedures for reporting/repairing mechanical defects to the camp vehicle?**
- 21.12 Are diagnosis and repairs to critical systems of vehicles used to transport campers (i.e., brakes, steering, exhaust system, etc....) undertaken by a licensed mechanic?**
- 21.13 If drivers are expected to tow trailers, are they given appropriate training?**
- 21.14 When using chartered or hired watercraft to transport people, are they certified by the Canadian Coast Guard to carry passengers? (Vessels carrying more than 12 passengers, or 5 gross tonnes or larger, is considered a passenger vessel.)**
- 21.15 When using camp or privately owned watercraft (with a capacity of 12 or more) to**

transport people, do they undergo an annual courtesy Coast Guard inspection?

- 21.16 When using chartered watercraft does the camp have sufficient 3rd party liability insurance?**
- 21.17 Do motorized camp watercraft meet all Canadian Coast Guard safety standards? (See “Safety Afloat” from the Coast Guard)**
- 21.18 Do all operators of motorized vehicles (i.e. golf carts, tractors, ATV’s, rider mowers) receive sufficient safety and operational training?**
- 21.19 Do camp owned or leased vehicles have a minimum of \$3,000,000 liability?
- 21.20 Do all vehicles camp owned or leased vehicles transporting campers, staff, volunteers or while on camp business have a minimum of \$3,000,000 liability?**
- 21.21 Does the camp ensure all passengers under the age of 9 years old, or the applicable height/weight limits, use a CSA approved car seat during transportation?**
- 21.21 If using and/or visiting a private contractor for food, does this provider meet the above best practices, as well as undergo regular annual inspections?**

22.0 THIRD PARTY CONTRACTORS

Camp programs that utilize third-party contracted service providers to operate and deliver programs and services for their camp programs shall follow Best Practices list throughout this document, and in relation to those outlined in this section, to ensure safety and well-being for their campers.

- 22.1 Is the contractor reputable, with clearly documented programs and services applicable to the programs and activities as advertised by the camp?**
- 22.2 Has the contractor indicated, and provided documentation, that the camp has been added as an additional *named insured* on their insurance policy?**
- 22.3 Does the contractor hold a minimum of \$3 million dollars liability insurance?**
- 22.4 Does the contractor meets industry standards and follows best practices and standards for their programs, services and employees?**
- 22.5 Does the third-party contractor require signature of waiver and consent when providing staff supervision to campers?**
- 22.5 Are parents/guardians of campers aware that the camp uses a third-party service provider, and have they had an opportunity to review any waivers that may apply?**