



**ALBERTA CAMPING**  
ASSOCIATION

# **STANDARDS MANUAL**

## **2022 REVISION**

[www.albertacamping.com](http://www.albertacamping.com)

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**BRINGING ALBERTA CAMPS TOGETHER**



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### **Revisions and Updates**

The Alberta Camping Association Camping Standards Manual is a dynamic and continuously evolving document. Therefore, we request that all members keep the Alberta Camping Association informed about events or circumstances that may have a direct impact on the operation of camps in Alberta. Suggestions are always welcome and should be submitted in writing directly to the Board of Directors.

Revisions are undertaken regularly, and it is the responsibility of the user to ensure they have access to the most recent edition, which shall be provided freely.

Questions regarding the standards review process should be directed to [info@albertacamping.com](mailto:info@albertacamping.com) and [standards@albertacamping.com](mailto:standards@albertacamping.com)



### Accreditation Visit Charts and Documentation

Camp/Organization:	_____
Date and Time of Visit:	_____
Camp Representative:	_____
Document Reviewer:	_____
Lead Accreditation Visitor:	_____
Secondary Accreditation Visitor:	_____
Additional Accreditation Visitor:	_____

The Accreditation Visit Charts in this document are to be used by the Alberta Camping Association and the organization being accredited to manage and report the accreditation process. At the end of the Accreditation Visit, a copy of this manual with the charts filled out (physical or digital) should be left with the Camp Representative. The Camp Representative and all Accreditation Visitors must sign the last page at the end of the visit indicating they confirm the details set out in the report.

The information in these charts can be used to support organizations in their initial steps through the accreditation process and ensure a successful path forward. Items marked as "Documentation" will be assessed prior to any Accreditation Visit. As an organization being accredited, it is the expectation that you prepare all applicable documentation prior to May 1 of your accreditation year, uploading files to the provided Google Drive folder. Every applicable documentation standard should have a form of proof to go with it. Applicable proof will then be subject to a quality assurance review prior to the organization's scheduled accreditation visit.

Any questions should be directed to:

Executive Director | 403-703-2013 | [info@albertacamping.com](mailto:info@albertacamping.com)

Standards Chair | [standards@albertacamping.com](mailto:standards@albertacamping.com) (September-May)

Accreditation Coordinator | [accreditation@albertacamping.com](mailto:accreditation@albertacamping.com) (June-August)



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## Introduction

The Alberta Camping Association (ACA) is the formal provincial section and affiliate of the Canadian Camping Association, which was first incorporated in Ottawa in November 1949. The Alberta section was incorporated under the auspices of the Alberta Societies Act on December 17, 1971, after the by-laws stating its purpose and the conditions of accredited membership had been formally ratified and passed at the annual meeting of the ACA earlier that year. The first set of Standards for Organized Camps within Alberta was published soon after the incorporation proceedings.

The Alberta Camping Association develops and maintains standards for summer and youth camps in Alberta. It is through the accreditation program that we help the general public identify high quality, safe, inclusive and fun camp experiences. Accreditation is important so that parents know the best places to send their children. Just as parents would look for a licensed childcare facility, it is important to look for an accredited camp.

Revision of the Camping Standards Manual reflects the contemporary environment of organized camping and the increasingly complex challenges faced by our members. Through annual revision of standards, the ACA continues to promote the safety of those who participate in our programs and use our services.



There are two headings beneath each standard section:

- Mandatory standards are those standards to which every camp must comply. These standards are based on our industry's best operational practices and applicable federal and provincial legislation. Mandatory standards are intended to satisfy liability insurance requirements. They include camp administration, camp facilities, camp health and sanitation, various camp programs and safety.

Camps that meet or achieve all the mandatory standards are formally recognized as accredited camps of the association.

- Recommendations are to augment the level of service that member camps provide their clients. They are not mandatory for camps, but they are intended to provide members with insight into future standards, which could eventually become mandatory.

The Camping Standards Manual recognizes four types of accreditations:

- Day Camp programs provide educational and recreational opportunities through a variety of activities that are supervised by trained leaders, operated at a permanent site or urban park, during normal daylight hours and for a sustained period of no less than one week. The campers return home each night.
- Summer Overnight and Year-Round Camp programs provide overnight accommodation and recreation programs supervised by trained leaders. This may also include off-site trip programs that involve backpacking, biking, skiing, riding, canoeing, sailing, etc., from one campsite to the next, along a pre-determined route, for the duration of at least one night. Campsites may not always be established facilities along that route.
- Program Only is for organizations which offer programs but do not own their own site. These programs may rent space, use public space or follow another model. These camps must use facilities that meet the Standards for facilities, but may be exempt from the process of reviewing facility standards if they use an Accredited site. Program Only camps will ALSO fall under the Day or Overnight designation.



- Facility Only is for places that do not offer programs however provide a facility or site for groups who develop and facilitate programs. These groups are referred to as User Groups. Year-Round Camp programs provide instructors and leaders to user groups such as but not limited to schools, clubs, and special interest groups. Year-round Camp programs may also provide overnight accommodation however the camp might not necessarily be responsible for overnight supervision of children. Winter activities and programs conducted at a camp must adhere to the Year-Round Camp program standards.

What is a 'camp'?

Camps enhance the physical, social, or emotional experience of participants through an activity or set of activities.

Mandatory standards apply to all three types of camps unless otherwise specifically stated.

The ACA Camping Standards Manual is a dynamic and continuously evolving document. Therefore, we request that all members keep the board informed about events or circumstances that may have a direct impact on the operation of camps in Alberta. Suggestions are always welcome and should be submitted in writing to the ACA Board of Directors.





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### Accredited Camp Logo

The Alberta Camping Association accredited camp logo represents a seal of approval for those camps that meet the standards described in the ACA Standards Manual. The ACA does not signify approval of a camp in any area not covered by the ACA Standards Manual.

The accredited camp logo is a way for camps to communicate to the general public, and other camping professionals that they provide high quality, safe, inclusive, & fun camp experiences. Parents, as they would look for a licensed childcare, look to the Alberta Camping Association accredited camp logo.

The Alberta Camping Association logo does not represent a seal of approval by the ACA Board of Directors and its members. Members are encouraged to check business and personal references when conducting business with other ACA members.

The use of any of the ACA logos by non-members is strictly prohibited and violates copyright law.

Members may use the logos by adhering to the following conditions:

- It must appear in accordance with the [ACA Brand Guidelines](#).
- The graphic and the font in the ACA logo may not be stylized or altered in any other way.
- The use of “Accredited Camp” is strictly prohibited except by those member camps that currently hold an accredited camp status.



**ALBERTA CAMPING**  
ASSOCIATION

ACCREDITED CAMP



## Glossary

### Staff Terminology

Camp Director	Minimum Requirement: Degree in relevant field of study or an equivalent number of years post high school completion, plus a minimum of 2.5 years' experience in recreation camp management, program management, and/or administration or equivalent; responsible for the operation of the recreational camp management and administrative tasks.
Day Camp Director	Minimum Requirement: Second year post-secondary student or equivalent number of years post high school completion, plus a minimum of 2 years' experience in recreation camp management, program management, and/or administration or equivalent; responsible for the operation of day camp management and administrative tasks.
Camp Manager	Legal Adult Age; Hired to oversee and coordinate the camp programs, policies, fundraising and camp committee.
Camp Administrator/ Camp Registrar	Legal Adult Age; Hired to oversee and coordinate administration.
Camp Coordinator	Legal Adult Age; Full-time staff position, hired to oversee and coordinate the camp programs.
Program Coordinator	Second year post-secondary student or equivalent in years; responsible for the supervision of camp programs and activities.
Activity Supervisor	Activity Supervisors possess a provincially or nationally recognized instructor certification or have minimum 2 years' experience instructing with site-specific training, consisting of, but not limited to, group safety management and emergency procedures.
Waterfront Coordinator	Legal Adult Age; NL or Red Cross certified; responsible for all waterfront programs and activities including supervision.
Trip Leader	Legal adult with leadership and participation experience at the discretion of the camp director; or a Certified Guide with a nationally recognized guiding agency (OCC, ACMG, ACC etc.) for the type of trip they will lead;



	responsible for camp programs and activities that take participants to areas past the facility's adjacent land.
Activity Leader	Legal Adult age: responsible for all aspects of safety and supervision for the specific activity determined by the standard this term is used under. Possess a provincially or nationally recognized instructor certification or have experience instructing with site-specific training. Activity leaders may also be camp counsellors.
Health Care Provider	Legal Adult age: Minimum of Standard First Aid and Level B CPR is required if the camp is within 20 minutes to a definitive medical care facility. Minimum of Advanced First Aid and Level C CPR if the travel distance of the camp is greater than 20 minutes driving distance to a definitive medical care facility. (OH&S 2006); responsible for providing health care for campers and staff and coordinating all activities in the camp health care centre.
Food Handler	Minimum of one employee with Food Safe Certificate; A person working in or for a food establishment, whose function permits him or her to be in contact with any food or utensil.
Camp Counsellor/ Cabin Leader/ Senior Counsellor (for recreation and trip camps)	Legal Adult Age; responsible for a group of campers throughout the camp session. If leading an activity, he/she must possess a provincially or nationally recognized instructor certification or have experience instructing with site-specific training.
Day Camp Leader	Legal Adult Age; responsible for a group of campers throughout the camp session.
Assistant Camp Counsellor/ Junior Counsellor	Minimum: Enrolled in grade10 high school or equivalent; assists a camp counsellor or must be under adult supervision.



### General Terms

Act	Refers to any Government of the Province of Alberta legislation published in the Alberta Gazette, i.e., the Public Health Act.
Accommodation	Any buildings or structures used for camp purposes like overnight sleeping, eating or program purposes
Active Rope	Active rope (challenge course, climbing wall, and natural climbing activities) refers to any rope which a participant is currently tied into, whether climbing, descending or waiting their turn.
Adjacent Land	Within 2km of Camp Facility or within 2-way radio communication.
Advanced First Aid	Any single first aid course over 35 hours which provides provincial certification and that has a curriculum approved by a medical advisory board and includes CPR Level C.
ALS Ambulance	A station that has an Advanced Life Support (ALS) level of care and an ambulance on call 24 hours a day and is staffed with at least one EMT-P (paramedic).
Campground	Land on which persons are permitted to erect tents and park recreational vehicles for the purpose of overnight camping. This can include buildings, structures, vehicles, or enclosures that are located on the same land and are used as part of the facility
Disaster	A calamity caused by an accident, an act of war, an insurrection or by forces of nature that can result in serious harm to people or damage to property.
Emergency	A present or imminent event that requires prompt co-ordination, action, or special regulation to protect the health, safety or welfare of people or to limit damage to property.
First Aid Station	An infirmary or room dedicated to caring and treating the sick or injured, storing and dispensing medications, and other related functions. A first aid station is usually under the supervision of camp health care personnel.
Food Area	Any area of a food establishment where food is prepared, processed, served, or stored.
Food Establishment	A place, premise, or vehicle, where food is prepared, processed, served, stored, handled or transported.
Habitable Room	A room that is used wholly or in part for accommodation purposes.



Housing	Any building that is used wholly or in part for accommodation purposes.
Hazards – Human Made	A condition created by humans that may jeopardize the safety of people in the area, i.e., poorly stored fuels, contaminated water supply, inadequately marked depressions or pits, poorly maintained vehicles or other equipment or structures
Hazards – Natural	Natural conditions such as a tree on the verge of falling on a trail, an unsupervised waterfront area, weather extremes, etc.
Health Care Facility	A hospital or other place where acute, intermediate or extended health care services are provided.
Hospital	A diagnostic and treatment centre that has an emergency department or resuscitation area and a physician available or on call 24 hours a day.
Nuisance	A condition that could become injurious or dangerous to the public health or could hinder the prevention or suppression of disease.
Out-Trips	Any off-site wilderness/adventure activity travelling beyond adjacent land.
Personal Fall Protection Equipment (UIAA/ CE approved equipment)	For climbing: Harness (full body or waist), 10.5mm dynamic rope, climbing helmet, belay device, top rope anchors. For Rappelling: Harness (full body or waist), dynamic rope, climbing helmet, rappelling device, 6mm prussic cord, top rope anchors. For High Ropes: Harness (full body or waist), dynamic rope and top rope anchors (if belay is required), lanyards, climbing helmet, locking clips. For ice climbing: Harness (full body or waist), dynamic rope (2x8mm or 10mm), climbing helmet, eye glasses, belay device, top rope anchors, one adze ice axe, one hammer ice axe, full shank boots, ice climbing crampons, waterproof outer shell. For mountaineering: Harness (full body or waist), dynamic rope (2x8mm or 10mm), prussic cord, climbing helmet, belay device, top rope anchors, ice axe, minimum $\frac{3}{4}$ shank boots, ice crampons, waterproof outer shell.
Policies and Procedures	A camp's practices for achieving stated objectives that lead to accreditation.
Potable Water	Water that is safe for human consumption.
Recreation Area	A campground or a recreation camp.



Recreation Camp	A camp that contains accommodation facilities and is used wholly or in part for recreational purposes.
Remote Recreation Area Out Trip Location	A recreational area that is used for overnight camping and is located so that it is accessible by foot, horseback, water, air or off-highway vehicle. This area must be located more than two kilometres from a traveled roadway.
Sanitize	To treat a surface in such a way as to reduce the level of micro-organisms so it is not unsanitary.
Standard First Aid	Any single first aid course over 12 hours which also includes a Level B or C CPR that provides provincial or national certification and has a curriculum approved by a medical advisory board. (St. John Standard First Aid, Red Cross, NLS).
Standards	A camp's practices for achieving stated objectives that lead to accreditation. The provincial governing body guidelines based on best practice, local, provincial, and federal legislation. The instrument to which all member camps will be tested for accreditation.
Surface Travel Time	The time required to drive to a health care facility, under normal travel conditions, using the available means of transportation.
Swimming Pool	A structure containing a pool of water: <ul style="list-style-type: none"> <li>• That is greater than 60 centimetres at its greatest depth,</li> <li>• That is used for recreation, healing, therapy, or other similar purpose and means all buildings and equipment used in connection with the structure</li> </ul> But does not include: <ul style="list-style-type: none"> <li>• A swimming pool that is constructed for the use of a single-family dwelling unit and used only by the owners and their guests, unless the structure is operated as a business</li> <li>• A swimming pool that is drained, cleaned, and filled after each use by everyone</li> </ul>
User Group	Groups or organizations renting a recognized camp facility.
Vehicle	Any motorized conveyance, including certain boats.
Waste and Waste Material	Refuse, garbage and any other substance or material for disposal.



Waterfront	An area designated for swimming and shoreline recreation. The waterfront includes both the beach and the swimming area and includes rivers, lakes, and ponds
Waterfront Owner	A person or agency that owns a piece of land with an adjacent body of water and designates that land as a waterfront.

### List of Abbreviations

ACA	Alberta Camping Association
ACCT	Association for Challenge Course Technology
ACMG	Association of Canadian Mountain Guides
ABCCRS	Alberta/BC Cave Rescue Service
CE	Community European Norm
CFO	Chief Firearms Officer
CPR	Cardiopulmonary Resuscitation
CSA	Canadian Standards Association
CWA	Climbing Wall Association
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
FOIP	Freedom of Information & Protection of Privacy Act
IMBA	International Mountain Bicycling Association
NCCP	National Coaching Certification Program
NL	National Lifeguard certified by Lifesaving Society
NOLS	National Outdoor Leadership School
OHS	Occupational Health and Safety
PA	Paddle Alberta
PC	Paddle Canada
PFD	Personal Flotation Device
PIPA	Protection of Information and Privacy Act
RCMP	Royal Canadian Mounted Police
RSA	Revised Statute of Alberta
UIAA	Union International des Association d'Alpinisme





## 1. Camp Administration

Successful and safe operation of each camp begins with effective administration. The ACA encourages the highest possible standard of management.

### 1.1 General Administration

- 1.1.1 Every camp must complete the annual standards compliance form when they renew their ACA membership.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	To be completed each year by the camp. To be kept by the ACA within their chosen Customer Relationship Management system.			
Justification:				



- 1.1.2 Every camp must provide a formal written statement of the philosophy and purpose of the camp and state specific objectives for the mental, physical or spiritual development of the campers.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's website or provided documents to find their philosophy, purpose and objectives.			
Justification:				



- 1.1.3 All information contained in a camp's advertising must be accurate and up to date.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's promotional material to ensure it is consistent and aligns with current programs.			
Justification:				



- 1.1.4 Every camp must have a crisis management plan that includes but is not limited to fire, emergencies, severe weather, land-based emergencies, water emergencies, lost client emergencies and death of a client. (See Appendix 7).

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review a camp's emergency procedure documentation.			
Justification:				







- 1.1.5 Every camp must ensure that camp personnel are qualified and trained to deal effectively with accident, illness, and other contingencies.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review Training Outline and Job Descriptions Ask a staff member about an emergency situation – what would they do			
Justification:				



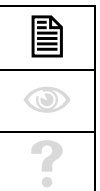
- 1.1.6 Every camp must prepare annual financial statements that meet the needs of stakeholders and/or government. It is recommended that camps prepare annual budgets pertaining to the camp's operations.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	View the camp's annual financial statements/ budget.			
Justification:				



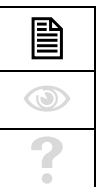
- 1.1.7 Camps must have a clear listing of available services that is easily accessible, allowing potential clients to make informed decision around participation.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	View a list of programs or services available on their website or other easily accessible medium.			
Justification:				



- 1.1.8 Every camp should provide a written policy stating the conditions under which refunds will be granted, such as sickness and family emergencies etc.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	View the camp's cancellation and refund policy.			
Justification:				



- 1.1.9 Camps will not place hardship on staff and volunteers seeking to contact legal counsel or advice and provide staff with reasonable access to contacting legal services.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's human resources policies and procedures.			
Justification:				





## 1.2 Record Keeping

- 1.2.1 Every camp must maintain complete records about campers including names, ages, addresses, telephone numbers, emergency contact numbers and contact persons, and, if the camper is younger than 18 years of age, the signature of the parent or legal guardian. Registration records must be retained in a confidential file for a minimum of three (3) years.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's registration paperwork for the required questions and information. Review the camp's policy for retaining information.			
Justification:				



- 1.2.2 Every camp must adhere to applicable privacy and/or policy legislation (See Appendix 8).

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's policy for retaining information.			
Justification:				



- 1.2.3 Every camp must obtain written consent authorizing emergency medical treatment and/or First Aid from the parents or legal guardians of all clients.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's registration paperwork for the required questions and information.			
Justification:				



- 1.2.4 Every camp must obtain a current statement of health for every camper prior to or upon his or her arrival at the camp. These files must be maintained for confidential use only.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's registration paperwork for the required questions and information.			
Justification:				





- 1.2.5 Every camp must maintain accurate records of every accident, illness or critical incident requiring hospitalization or treatment by a physician. These records should be kept in a confidential file for a minimum of three (3) years.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's registration paperwork for the required questions and information. Review the camp's policy for retaining information.			
Justification:				



- 1.2.6 Every camp must have a screening process for each new staff person and volunteer. This process must include:

- an interview;
- reference checks; and
- a criminal record check including vulnerable sector search for all staff and volunteers age 18 or older. The criminal record check should be updated every 3 years.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's registration paperwork for the required questions and information.			
Justification:	(please list specific letters not met)			



- 1.2.7 Records that the camps receive through this screening process must be kept in a confidential file for a minimum of three (3) years post-employment.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's policy for retaining information.			
Justification:				



- 1.2.8 Every camp requires written permission from the parents or guardians of campers whose photographs are to be used for any camp advertising or promotional materials. The camp must hold these consent forms for a minimum of three (3) years.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's registration paperwork for the required questions and information. Review the camp's policy for retaining information.			
Justification:				





1.2.9 Every camper must be signed in by a parent or legal guardian upon their arrival at the camp and signed out by a parent or legal guardian before their departure. Any other adults signing in or out the camper must have prior written documentation from the parent or legal guardian provided to the camp.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camps child safety & protection policy and/ or standard operating procedures for sign in and sign out.			
Justification:				



1.2.10 Campers have the option of signing themselves in and out of camp if their parent or legal guardian has provided prior written consent.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's policy safety & protection and/or standard operating procedures for sign in and sign out.			
Justification:				



### Record Keeping Recommendations

- Registration Forms should be retained for 3 years.
- Financial Records should be retained for 7 years.
- Medical Records should be retained for 3 years.
- Incident or Accident Documentation should be retained until the participant is 2 years after legal adult age.
- If available, every camp should include an Intervention Record Check (available only for residence of Alberta and does not apply to non-residents) as part of the staff and volunteer screening process. A Level 2 criminal record check includes vulnerability reference check through Canadian Security Intelligent Services.
- Every camp should keep reports and evaluations from previous years for analysis and improvement.
- Every camp should establish inventories of non-expendable materials, supplies and equipment.
- Every camp should maintain records of food supplies consumed during the camping season, including types of food purchased, costs, meal counts, menus, and inventories.
- For employing international staff, member camps should use a third-party hiring agency responsible for screening international employees.



### 1.3 Insurance & Liabilities

- 1.3.1 Every camp must ensure that the camp's capital investments, program activities, camp directors, board of directors, staff and volunteers are fully insured during normal operations.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's insurance coverage.			
Justification:				



- 1.3.2 Every camp must apply for Alberta Worker's Compensation Board (AWCB) coverage for all staff. Charitable organizations and religious groups, who own and operate youth camps, must have all staff covered by AWCB.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's WCB coverage.			
Justification:				



### 1.4 Camp Safety

- 1.4.1 Every camp must ensure that camp personnel are well versed in and understand properly planned emergency procedures and practice them regularly.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Interview			
Explanation:	Ask staff what the procedure is in an emergency (medical, fire, lost participant etc.) and how often these are practiced.			
Justification:				



- 1.4.2 Every camp must conspicuously post fire emergency procedures in each camp building. Every camp must conduct fire drills with their clients on a regular basis, under the supervision of on-site camp personnel.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's emergency policies and procedures. Observe fire emergency procedures in each camp building.			
Justification:				





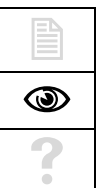
- 1.4.3 Every camp must always have a registered vehicle to be used in emergencies available on-site when the camp's program is running.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's transportation policy and/ or emergency procedures.			
Justification:				



- 1.4.4 Every camp must have emergency telephone numbers, land location and directions to the camp conspicuously posted by every telephone on-site.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the required details around the camp site.			
Justification:				



- 1.4.5 Camps must have written emergency communication protocols for both on-site and off-site activities.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's emergency policies and procedures.			
Justification:				



- 1.4.6 Camps must have a policy on the use of online social networks between staff, volunteers, and campers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's Child Safety & Protection policy and/ or social media policy.			
Justification:				





## 2. Human Resources

### 2.1 General Human Resources

- 2.1.1 Every camp must review their camp personnel policies annually, updating as required, make them available to all camp employees (both paid and volunteer) prior to employment, and ensure that employees are up to date on changes in policies, procedures, and practices for all program activities.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review the camp's HR policy and procedures. Ask staff for their interpretation of specific policies and procedures to check understanding.			
Justification:				



- 2.1.2 Camp personnel policies must clearly state the terms and conditions of employment, including wages and benefits, access to legal counsel, the extent to which employees and volunteers are covered by the camp's liability insurance, expected standards of personal conduct, terms of resignation and grounds for dismissal. These policies must be made available to all staff.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's HR policy and procedures.			
Justification:				



- 2.1.3 Every camp must provide all prospective employees with detailed job descriptions and employment contracts. These must be reviewed annually and updated as required.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's HR policy and procedures. Review the camp's job board and job descriptions.			
Justification:				



- 2.1.4 Day camp administrators or day camp directors will provide pre-camp training and orientation sessions for key camp personnel, camp counsellors and volunteers, and conduct these sessions for a minimum of 24 hours or one weekend session on the day camp site.

Camp Types:	Day, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's pre camp training schedule.			
Justification:				





- 2.1.5 Camp administrators must assure that all camp personnel and volunteers are treated equally and in accordance with the Canadian Charter of Rights and Freedoms.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's HR policy and procedures.			
Justification:				



- 2.1.6 Camps using sub-contractors to deliver programs must ensure that all program standards are being followed for the activity that has been sub-contracted.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's HR policy and procedures, and/or contractor policy/manuals and contract agreements.			
Justification:				



- 2.1.7 Camps using sub-contractors as the sole supervisors of children must ensure that all required standards are being followed.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's HR policy and procedures, and/or contractor policy/manuals and contract agreements.			
Justification:				



### General Human Resources Recommendations

- Member camps employing any individuals under legal adult age should consider obtaining the written consent of the minor's parents or guardians for the activities undertaken as a part of their role.
- See the appendix entitled "Organizational Standards for Volunteer Involvement" for more information regarding volunteer use. The material covered in this appendix is not mandatory for camps to follow but can be a useful resource.





## 2.2 Camp Directors

- 2.2.1 All directors of recreational and trip camps must have a university degree or an equivalent number of years post high school completion plus a minimum of 2.5 years of camp management and administration experience. All directors must be a minimum of 21 years of age.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review the camp director's resume and/ or ask them about their experiences.			
Justification:				



- 2.2.2 All day camp directors must be a second year post-secondary student or an equivalent number of years post high school completion, plus a minimum of 2 years experience in recreation camp management, program management, and/or administration or equivalent.

Camp Types:	Day, Program only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review the camp director's resume and/ or ask them about their experiences.			
Justification:				



- 2.2.3 All Directors of camps are responsible for the management and administration of camp.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp director's job description.			
Justification:				



- 2.2.4 Camp directors must formally authorize another qualified staff member to act on their behalf during their absences from camp.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review the job descriptions of the camp leadership team and/ or ask staff what happens when the director is offsite.			
Justification:				





## 2.3 Camp Counsellors

### 2.3.1 Campers must be supervised during camps hours of operation.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp counsellor's job description. Observe programs while on the camp site.			
Justification:				



### 2.3.2 Camp counsellors must be of Legal Adult age.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp counsellor's job description.			
Justification:				



### 2.3.3 Assistant camp counsellors must be enrolled in grade 10 high school studies or equivalent.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the assistant camp counsellor's job description.			
Justification:				



### 2.3.4 Assistant camp counsellors under Legal adult age must be a minimum of two years older than the campers assigned to them.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review the assistant camp counsellor's job description. Ask staff what age groups they are responsible for.			
Justification:				



### 2.3.5 Camps that serve adult clientele with special needs do not require the two-year age difference for assistant camp counsellors.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Exception to above. Ensure camp meets requirements for this element.			
Justification:				





## 2.4 Training & Orientation

2.4.1 Camp training for all camp program personnel or individuals with a high level of involvement with the campers, regardless of whether they are staff or volunteers, must cover the following curriculum:

- a) Site Orientation
- b) Emergency Procedures
- c) Risk Management
- d) Staff Roles/ Responsibilities/ Expectations
- e) Staff Code of Conduct
- f) Program Specific Training
- g) Program Planning (Back pocket/ rainy day games)
- h) Age Characteristics
- i) Behaviour Management
- j) Abuse Protocol
- k) Camper Wellness/ Inclusion
- l) Out-trip Policies (If Applicable)

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's pre camp training schedule, and training/ orientation documents.			
Justification:	(please list specific letters not met)			



2.4.2 Camp training for all support staff or camp personnel with a low level of involvement must cover the following curriculum:

- a) Site Orientation
- b) Emergency Procedures
- c) Risk Management
- d) Staff Roles/ Responsibilities/ Expectations
- e) Staff Code of Conduct
- f) Abuse Protocol

Camp Types:	Day, Overnight, Program only, Facility Only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's pre camp training schedule, and training/ orientation documents.			
Justification:	(please list specific letters not met)			





2.4.3 Training days for staff and volunteers must be completed prior to commencement of program and must include on-site orientation highlighting emergency procedures.

Camp Types:	Day, Overnight, Program only, Facility Only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's pre camp training schedule, and training/ orientation documents.			
Justification:				



2.4.4 Training for all non-permanent staff (staff without continuous employment) must be done on an annual basis.

Camp Types:	Day, Overnight, Program only, Facility Only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's pre camp training schedule, and training/ orientation documents. Review the camp's hiring and onboarding procedures.			
Justification:				



### Training & Orientation Recommendations

- The following is standard practice throughout the camping industry on time devoted to training staff:
  - Full-Time (Six to Eight Days/ 72-96hrs)
  - Seasonal Staff (Five to Seven Days/ 60-84hrs)
  - One Week Staff (Four Days/ 48hrs)
  - Weekend Staff (Two Days/ 24hrs)
- These times do not include the time spent getting standard first aid certification or any other certification. That should be done on top of in-house training.

## 2.5 Supervision Ratios

The following are minimum supervision standards which can be followed under ideal circumstances, and do not imply adequate supervision in all scenarios. Camps should exercise judgement and caution in determining when these ratios are sufficient. In accordance with the mandate of the ACA, these ratios are intended for children under 18 years of age and specialized populations.



## 2.5.1 Ratios for Onsite Programs and Activities

### a) Day Camps

Age of Campers	Number of Counsellors	Number of Campers
6 years or less	1	8
7 years to 10 years	1	10
11 years to 14 years	1	12
15 years or greater	1	15

### b) Overnight Camps

Age of Campers	Number of Counsellors	Number of Campers
6 years or less	1	6
7 years to 14 years	1	8
15 years or greater	1	10

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's child safety and protection policies and /or ratio requirements. Observe program ratios when on site.			
Justification:	(please list specific ratios not met)			



## 2.5.2 Additional Ratios for Tripping Programs & Offsite Activities

### a) Day Trips in Urban Settings

Age of Campers	Number of Counsellors	Number of Campers
6 years or less	1	8
7 years to 10 years	1	10
11 years to 14 years	1	12
15 years or greater	1	15

### b) Overnight Trips & Wilderness Day Trips

Age of Campers	Number of Counsellors	Number of Campers
6 years or less	1	8
7 years to 10 years	1	10
11 years to 14 years	1	12
15 years or greater	1	15

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's child safety and protection policies and /or ratio requirements. Observe program ratios when on site.			
Justification:	(please list specific ratios not met)			





- 2.5.3 Ratios for Facilitation & Instruction (where camp staff are responsible for program delivery only and user groups provide supervision ratios): 1 facilitator to 30 participants.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's child safety and protection policies and /or ratio requirements. Observe program ratios when on site.			
Justification:				



### 3. Site, Facility & Equipment

#### 3.1 General Site, Facility & Equipment

- 3.1.1 Camps that operate Summer or Year-round programs must use an ACA accredited site, or a site that meets ACA standards.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the ACA accreditation records. *note, if a Program Only Member uses an ACA Accredited site, the remainder of Section 3 can be marked as "N/A", with the exception of 3.6.3			
Justification:				



- 3.1.2 An employee from the site or facility must provide the user group with an on-site orientation and review regulations of the site/facility including but not limited to muster point location, communications, and first aid equipment available for use.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review emails and/ or documentation that proves this orientation took place.			
Justification:				



- 3.1.3 Every camp must be maintained according to the applicable legislation and codes. (Please refer to Appendix I for a listing of Acts and Regulations or refer to the Queen's Printer). All of the standards are federal and/or provincial legislation and are mandatory for all types of camps. It is the responsibility of the camp administration to ensure that the camp is following all applicable codes and regulations. It is also the responsibility of the camp administration to be familiar with current codes and regulations and how they apply to individual member camps between revisions of the Camping Standards Manual. The topics covered include:



- a) Public Health Act: Food Service
- b) Sewage and Waste Disposal – Alberta Environment
- c) Waste
- d) Alberta Municipal Affairs
  - i. Building Code
  - ii. Plumbing Code
  - iii. Fire Code
  - iv. Electrical and Communication Utility Code
  - v. Safety Codes Act
- e) Permit to Burn – Alberta Sustainable Resources Development
- f) Fireplaces and Wood Burning Stoves
- g) Accommodation
- h) Recreation Areas
- i) Nuisance and General Sanitation
- j) Outdoor Privies and Toilet Facilities
- k) Potable Water
- l) Water Well Regulations
- m) Public Beaches
- n) Swimming Pools
- o) Domestic and Farm Animals
- p) Firearms and other Offensive Weapons
- q) Release of Substances
- r) Pesticides
- s) Heritage Act
- t) Environmental Protection and Enhancement Act
- u) Workers Compensation Board
- v) Occupational Health and Safety Act

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp permits and documentation. Ensure that the camp has all required permits for its operations.			
Justification:	(please list specific letters not met)			



3.1.4 Member camps must clearly identify areas that are out-of-bounds to campers. These areas include:

- a) Corrals and other Animal Enclosures
- b) Pools and Waterfront Areas
- c) Kitchens, Utility Rooms, Storage Rooms, Equipment Sheds
- d) Maintenance Areas



- e) Climbing Walls and Fitness Courses
- f) Campsite Perimeters
- g) Challenge Courses

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe fencing and signage walking around the site. A site map may also be useful for assessing this element.			
Justification:	(please list specific letters not met)			



3.1.5 Signs must indicate when the areas may be entered, and the conditions for entry.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe signage when walking around the site.			
Justification:				



3.1.6 Every camp must possess a master site plan. This plan must include guidelines for the development, improvement and administration of the lands, buildings, structures and utilities under its jurisdiction, and provisions for annual reviews and amendments.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp master plan. Ensure it meets all required elements.			
Justification:				



3.1.7 Every camp must use a fire safety checklist to establish a maintenance program for all camp facilities. These checklists must outline the measures necessary to keep the facilities operating safely.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp fire safety checklist.			
Justification:				



3.1.8 Every camp must have indoor program areas large enough to accommodate all campers safely during inclement weather.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the program capacity of the camp, compared to fire code capacity for all buildings.			
Justification:				







### General Site, Facility & Equipment Recommendations

- Member camps are requested to provide a maintenance checklist that includes daily, weekly, monthly, and semi-annual or annual inspections. Examples are available through ACA.
- Each year, a member camp should conduct a safety audit on the site and each building on the site to address any deficiencies for safety.
- Member camps are requested to recycle all recyclable material and dispose of hazardous materials at a recognized hazardous disposal facility.

### 3.2 Fabric Structures

Fabric structures include teepees, tent cabins, yurts, pavilion tents, rental type tents, covered wagons, big tarps, pup tents, etc.

- 3.2.1 All fabric structures must be made of fire retardant materials and must have a clearly visible label.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the structure. Review the labelling and information contained on said label.			
Justification:				



- 3.2.2 Member camps must position any fabric structures at a site in a way that is consistent with its size, usage and type of program served regarding:

- Wind
- Snow Load
- Flooding
- Toilet and Washing Facilities
- Safety, Security and Evacuation or Access

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the structure and ensure it meets the required criteria.			
Justification:	(please list specific letters not met)			





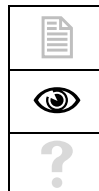
- 3.2.3 Camps must erect fabric structures according to current methodology and safety procedures and in a manner consistent with their size, usage and type of program served regarding the safety and comfort of the end user.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the set up of the fabric structure and the standard operating procedure for when set up occurs.			
Justification:				



- 3.2.4 If a fabric structure requires supporting components (frame, poles, timbers), those components must be consistent with the size and usage of the structure and the type of program it serves. Any missing or broken supporting components must be replaced with new structural members equal to or better than the originals.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the structure to ensure it is in good repair and constructed appropriately.			
Justification:				



- 3.2.5 Any fabric structure over 1000 sq. must comply with the National Building Code.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the size of the structure and compare it to the national building code.			
Justification:				



### 3.3 Fire Safety

This section is to complement rather than replace the Alberta Fire Code. All member camps are required to follow the fire code as it applies to each member's site, facility, and equipment. If member camps want more information about the fire code, please contact the Queen's Printer through the contact information found in Appendix 1 or contact your local fire department. Member camps must receive an official fire inspection from the local fire marshal or their designate when any adjustments or additions are completed on any structures, roadways, or on the grounds of the camp.

- 3.3.1 A residential building requiring a fire alarm must have a comprehensive emergency plan in place. This plan must be posted conspicuously throughout the building for reference by campers, volunteers, and staff.

Camp Types:	Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe emergency plans posted conspicuously throughout buildings.			
Justification:				





- 3.3.2 Every camp must obtain all permits required for the operation of incinerators and open fires from the local municipal office and have them renewed as required. For fires on crown land, contact local government representative for fire permit.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the permits provided by the municipality and ensure they are valid.			
Justification:				



### 3.4 Fire Alarms, Smoke Detectors and CO Detectors

- 3.4.1 Member camps must provide and maintain fire detectors, whether heat or smoke activated, in compliance with the Alberta Building Code.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe heat/smoke detectors throughout the buildings.			
Justification:				



- 3.4.2 Every camp must test smoke alarms monthly, during the operating season.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camps records and/or procedures for testing smoke alarms.			
Justification:				



- 3.4.3 Member camps must test batteries at least once (1) a month and replace them as required.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camps records and/or procedures for testing smoke alarms.			
Justification:				



- 3.4.4 Every camp must clean all alarms two (2) times per year.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camps records and/or procedures for cleaning smoke alarms.			
Justification:				





- 3.4.5 Carbon Monoxide detectors will be in place in any building that is used for client accommodations and in which combustible products are burned. CO detectors shall be mounted in places to alert the occupants that such hazard is present.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe CO detectors throughout camp buildings.			
Justification:				



### 3.5 Evacuation Procedures

- 3.5.1 Every camp must have a fire evacuation plan.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the fire evacuation plan.			
Justification:				



- 3.5.2 All camp staff and volunteers must receive training of the evacuation plan prior to the arrival of clients.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review training records. Ask staff what the plan would be if they were required to evacuate.			
Justification:				



- 3.5.3 All clients must be made aware of evacuation procedures.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review communications or agendas for community meetings/ welcome talks/ paperwork.			
Justification:				



### Evacuation Procedure Recommendations

- Member Camps must practice and execute emergency evacuations during training to ensure that all staff are familiar with route and role during the evacuation of large groups.



### 3.6 Safety

- 3.6.1 Member camps must ensure that lawnmowers and gasoline are not stored inside buildings used for client accommodation.

Camp Types:	Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe where lawnmowers and gasoline are stored.			
Justification:				



- 3.6.2 Camps must maintain, store and operate barbeques in a safe manner

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the state, storage and operation (if applicable) of barbeques.			
Justification:				



- 3.6.3 Camps using fireworks must comply with municipal or county by-laws and follow manufacturer's procedures for safe use.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the policy or standard operating procedure for firework use.			
Justification:				



- 3.6.4 Every camp must store chemicals in compliance with the Safety Data Sheet (SDS). All flammable chemicals must not be stored in rooms containing open flames (e.g., Furnace rooms) or buildings used for client accommodation. All labels and safety data sheets must be compliant with Workplace Hazardous Material Information System 2015. SDS binders must be readily available and be in a spot with open access.

Camp Types:	Day, Overnight, (Program only), Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe chemicals stored in compliance with SDS. Observe chemicals stored away from open flames and accommodation buildings. Observe SDS sheets/binders readily available and accessible.			
Justification:				





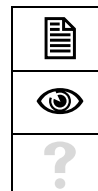
## 4. Transportation & Motor Vehicles

### 4.1 General Transport & Motor Vehicles

4.1.1 All vehicles must be equipped with written safety procedures. Procedures must include:

- a) Safe seating and the use of seat belts and/or child restraints, as required by law in Alberta or province or Territory of operation.
- b) Proof of valid operating license and insurance coverage.
- c) Written emergency procedures.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review vehicle safety procedures. Observe safety procedures in vehicles.			
Justification:	(please list specific letters not met)			



4.1.2 The drivers of camp vehicles must be licensed and insured according to provincial motor vehicle regulations.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp driver's policy, approved drivers list and insurance.			
Justification:				



4.1.3 All vehicles, and trailers used by a camp must comply with the motor vehicle regulations of the province or territory in which they are traveling.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review vehicle safety procedures.			
Justification:				



4.1.4 Member camps must maintain all camp vehicles in safe operating condition. A maintenance log must be kept for each vehicle, detailing dates of routine and circumstantial maintenance.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp vehicle maintenance log.			
Justification:				





4.1.5 Camps must perform pre-trip safety inspections on every vehicle before transporting campers and camp personnel off-site.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review vehicle pre-trip inspection form			
Justification:				



4.1.6 Every vehicle that a camp uses for transporting campers and camp personnel must be equipped with the following items:

- A first aid kit sufficient for the number of passengers on board.
- Emergency accessories. Minimum accessories include fire extinguisher flashlights, and road reflectors or flares.
- Basic Tools.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the required equipment within camp vehicles.			
Justification:	(please list specific letters not met)			



4.1.7 All drivers and vehicles used by a camp, including those rented, leased, or privately owned, must be covered by liability and accident insurance according to government standards.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp insurance relating to approved drivers.			
Justification:				



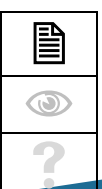
4.1.8 Campers shall not assist in the repair of any camp vehicle.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review safety policies and procedures relating to vehicle maintenance.			
Justification:				



4.1.9 Campers and camp personnel, including volunteers, must never be transported on open deck trucks, or in any vehicle not designed for the safe seating of passengers.  
Transportation in the box of a pickup truck is illegal in Alberta.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp driving policy and or vehicle use policy and procedures.			
Justification:				





4.1.10 Member camps are to use vehicles as recommended by manufacturer, including but not limited to ATV, OHV, golf carts, tractors, trailers, and snowmobiles.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe vehicles being used in the recommended way.			
Justification:				



4.1.11 Every camp must provide designated parking areas within the camp to separate vehicles from eating, living, and sleeping and program areas.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe parking areas.			
Justification:				



4.1.12 A Federal Daily Driver's log must be used in the following circumstances:

- Camps are transporting goods or persons a distance greater than 160km from their main site.
- When the vehicle and driver are not returning to camp in the same day (overnight trip).

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review federal daily driver log kept by camp in the required circumstances.			
Justification:				



### General Transport & Motor Vehicle Recommendations

- When exercising the duty of care, it is recommended that drivers do not drive when tired or otherwise impaired.
- For transporting children under a height of 145cm, ACA encourages the use of booster seats (car seats) to permit safe use of passenger restraints.





## 5. Year-Round Camping

The standards listed here apply in addition to those prescribed for summer camps. All activity standards concerning mandatory certifications, necessary equipment, etc. are applicable; consult specific program standards within this manual for further clarification.

### 5.1 Year-Round Camping

- 5.1.1 The camp administrator must have a written agreement with the user group, signed by the responsible user group leader, specifying dates, fees, sites, and facilities to be used, and the policies governing their use.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review a blank user group agreement.			
Justification:				



- 5.1.2 The camp administration must have an action plan for orienting each user group to the camp's policies and standard practices.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the user group orientation procedures.			
Justification:				



- 5.1.3 Every user group and its members must be thoroughly familiar with camp procedures, including emergency procedures, either through group orientation or by means of a written policy statement.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the user group orientation procedures.			
Justification:				



- 5.1.4 Camp administrators must ensure that the camp is prepared for all seasonal requirements. Emphasis shall be placed on heating, insulation of water and sewer lines, snow removal from walkways and roads, fire prevention and other safety precautions.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review regular maintenance records/ procedures, checking for furnace, hot water tanks and insulation documentation, as well as procedures for seasonal site care.			
Justification:				





5.1.5 Each member camp, based on-site-specific safety concerns, will decide the ratio of staff to participants.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp ratio requirements for user groups.			
Justification:				



5.1.6 All camps must have liability insurance that will cover user groups.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's liability insurance and or policy for use group insurance.			
Justification:				



5.1.7 For off-site activities, specific activity ratios apply.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's ratio requirements for off-site programming year-round.			
Justification:				



5.1.8 Camps delivering programs but not responsible for the supervision of children, a ratio of 1 staff member for every 30 participants is required.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camp's ratio requirements for user group programming.			
Justification:				



### Year-Round Camping Recommendations

- The ACA strongly encourages user groups to make their own provisions for accident insurance coverage.
- Camp administrators should encourage user groups to practice energy conservation by: Distributing a written plan for the conservation of heat and electricity, Posting conservation tips and related signs and notices throughout the camp buildings and facilities.
- User groups should provide an adult to child ratio of 1:12 when responsible for the health and wellness of children.
- Camps may ask user groups to purchase their own liability insurance, so that claims are not made against the camp insurance.



## 6. Camp Health Care, Medical & First Aid

### 6.1 Medical Records

- 6.1.1 Complete records for all campers, volunteers and staff shall include names, addresses, emergency telephone contact numbers and, for those under the age of 18 years of age, the signature of the legal guardian. The camp will retain these records for confidential use only, and make them accessible to camp administrators and the camp health care personnel.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camps registration forms and/ or medical forms. Review the camps privacy policy.			
Justification:				



- 6.1.2 Member camps must keep these records in a confidential file for a minimum of three (3) years.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's privacy policy. Observe the secure location of camper records.			
Justification:				



- 6.1.3 Camp health care personnel must have access to written records of the statement of health (medical history form) for each camper, volunteer, and staff prior to or upon their arrival at the campsite. A parent or guardian must sign this statement if the staff member or camper is under 18 years of age. Camps must store these records as confidential documents, for a minimum of three (3) years.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review the camps registration forms and/ or medical forms. Review the camps privacy policy.			
Justification:				



- 6.1.4 Every camp must keep accurate records of each accident or illness, requiring treatment of any kind, for a minimum of three (3) years, stored in one of the following secure manners:

- If Camp health care personnel use an electronic database system to maintain records as described in 6.1.2, the system must have data encryption software, to prevent record tampering. At the end of each year, electronic records will be backed up appropriately.



- b) Records as described in 6.1.2 must be maintained according to privacy legislation or the camp's individual privacy policy. All ledgers, electronic copies and hard copies must be stored in a confidential file.

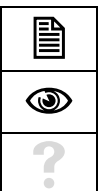
Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Review the camp's privacy policy. Observe the secure storage location of files.			
Justification:	(please indicate the record keeping method being used)			



**6.1.5 Camp health personnel must maintain and initial formal records of treatment, including all medication administration, using one of the following methods:**

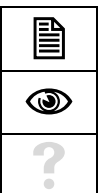
- a) In accordance with the professional standards of the College of Physicians and Surgeons of Alberta (CPSA) or the College and Association of Registered Nurses of Alberta (CARNA) or College of Licenced Practical Nurses of Alberta (CLPNA).
- b) In a bound ledger with numbered pages. Entries should be made in ink and no lines may be skipped.
- c) An alternative method for secure record keeping of medical records which must be submitted to the ACA standards committee for approval.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Observe the method being used to ensure it meets the requirements.			
Justification:	(please indicate the record keeping method being used)			



**6.1.6 Camp health care personnel must document and initial all prescription or over-the-counter medications that they administer.**

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Observe the method being used to ensure it meets the requirements.			
Justification:	(please indicate the record keeping method being used)			





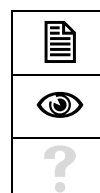
- 6.1.7 Camp health care personnel that meet the requirements of 6.5.2 a) or 6.5.2 b) must maintain records in accordance with professional standards of the College of Physicians and Surgeons of Alberta (CAPSA) or the College and Association of Registered Nurses of Alberta (CARNA).

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Observe the method being used to ensure it meets the requirements.			
Justification:	(please indicate the record keeping method being used)			



- 6.1.8 Camp health care personnel that meet the requirements of 6.5.2 c), d), and e) must use a bound ledger with numbered pages, entries must be made in ink and no lines may be skipped.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Observe the method being used to ensure it meets the requirements.			
Justification:	(please indicate the record keeping method being used)			



- 6.1.9 Camp health care personnel with an alternative method for secure record keeping of medical records must submit a request to the ACA standards committee for approval every year of operation.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review ACA records for request. Observe the method being used to ensure it meets the requirements.			
Justification:	(please indicate the record keeping method being used)			



- 6.1.10 If Camp health care personnel use an electronic database system to maintain records as described in 6.1.2 and 6.1.3, the system must have date encryption software, to prevent record tampering. At the end of each year, electronic record keeping systems must be saved to a compact disc (CD) accompanied with an initialed hard copy.

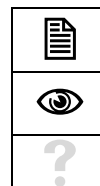
Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Observe the method being used to ensure it meets the requirements.			
Justification:	(please indicate the record keeping method being used)			





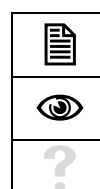
6.1.11 Records as described in 6.1.2 and 6.1.3 must be maintained according to privacy legislation or the camp's individual privacy policy. All ledgers, electronic copies and hard copies must be stored in a confidential file for a minimum of three (3) years.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Observe the secure storage location for files.			
Justification:				



6.1.12 Camp administrators, in cooperation with camp health care personnel, will retain individual statements of health for each staff person. These records should include disclosures of any limitations that affect the employee's performance and must be kept confidential.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review the camp's incident report /record keeping procedure. Observe the secure storage location for files.			
Justification:				



6.1.13 Camps must receive written permission from a camper's parent or guardian regarding dosage and frequency for any prescription medication sent to camp. Medications must be in original containers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review a blank registration/medical form for this information.			
Justification:				



### Medical Records Recommendations

- All Camps should maintain an inventory of health care supplies and equipment, noting expiry and recertification dates as appropriate.
- Special needs and member camps operating medical camps must maintain an inventory of medical supplies and equipment. Equipment must be monitored and controlled by the designated health care provider according to the manufactures' recommendations.
- A complete review of health care supplies and equipment should take place annually to ensure that equipment is in good working condition and that medications and supplies have not passed the expiry date.
- Ongoing inventory control records should be kept on file for a minimum of three years. They should also keep records to assist the camp administration or health care personnel in monitoring patterns of illness or injury to avoid preventable incidents. Review all medical treatment or incident reports as part of annual risk management strategy.



## 6.2 Hygiene

Camp administrators must develop effective written objectives and procedures for the best possible health care and personal hygiene for the campers and staff. A health care professional or a camp health care provider should participate in the development of these objectives and procedures. Well-documented objectives provide health care personnel with a clear definition of their role in implementing, evaluating, and improving the camp health care program.

### 6.2.1 Health care and health supervision must be available to campers and camp personnel 24 hours per day.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review camp health care provider scheduling/ job descriptions. Review camp health care policy. Observe Health care personnel presence.			
Justification:				



### 6.2.2 Camp administration or the camp health care provider must promptly report all occurrences or suspected occurrences of food poisoning or communicable diseases, such as measles, mumps or chickenpox to a medical health office or local board of health.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp health care policy/procedure.			
Justification:				



### 6.2.3 Qualified camp personnel must monitor the health of all campers and staff and promptly address any change in the health status of any individual.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review camp health care provider scheduling/ job descriptions. Review camp health care policy. Observe Health care personnel presence.			
Justification:				



### 6.2.4 All camps must provide hand-cleaning facilities close to all eating and toilet facilities in accordance with public health standards.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the location of hand cleaning facilities.			
Justification:				







### 6.3 Body Substance Isolation Procedures

To ensure the safety of staff and campers, first aid providers must have access to Barrier Substance Isolation equipment and supplies.

- 6.3.1 Camps must have CPR barrier devices or pocket masks (preferably equipped with a one-way valve); and disposable latex or vinyl gloves.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe barrier devices and/or pockets masks and gloves within first aid kits.			
Justification:				



- 6.3.2 Camps must sterilize or safely dispose of any equipment or materials contaminated with body substances.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review equipment cleaning and/or first aid policy.			
Justification:				



- 6.3.3 Camps must dispose of contaminated "sharps" such as needles and lancets in a clearly labeled "sharps" container provided for that purpose.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe sharps container(s) available in first aid and/or bathroom facilities.			
Justification:				



### 6.4 Camp First Aid Stations & Equipment

ACA standards are based on the Province of Alberta Occupational Health and Safety Act, First Aid Regulation. Members must adhere to the following standards regarding first aid stations, infirmaries, and equipment.

- 6.4.1 Camps must maintain facilities, equipment and supplies in a clean, dry, and serviceable condition, and make them accessible during all working hours.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe facilities, equipment and supplies.			
Justification:				







- 6.4.2 Camp administrators must ensure that all camp personnel know the location of first aid equipment and supplies.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review staff orientation plans. Ask staff where they would find first aid supplies.			
Justification:				



- 6.4.3 Camps must supply every camp first aid station with first aid supplies and equipment. Supplies and equipment are determined according to the following considerations: The surface travel distance to the nearest health care facility or ALS ambulance. The skill and level of training of the camp's medical personnel. The number of persons (campers, staff and volunteers) present at the camp.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe first aid kits/stations.			
Justification:				



- 6.4.4 The camp medical facility must have the adequate equipment and supplies required to handle the normal medical and first aid needs of the camp. Camps serving medically sensitive populations must provide advanced health care facilities to meet the needs of the populations being served.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe facilities, equipment and supplies.			
Justification:				



- 6.4.5 Recreational camps must have the ability to isolate sick and injured campers and staff.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe isolation space.			
Justification:				



- 6.4.6 Emergency communications systems must be in place to always summon first aid or medical personnel. (Camp radio, cell phones) First aid and medical personnel must have access to a means of communication to contact the local health care facility and emergency transportation services.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe communication systems at camp (ie. Radios, cell phones, etc.)			
Justification:				





- 6.4.7 Trip camps and out trip programs must carry a first aid kit. The kit must be supplied according to the number of participants (campers, volunteers, and staff) on the trip, the duration of the trip, and the availability of professional assistance in the event of an emergency.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review first aid policy for tripping programs. Observe tripping first aid kits if available.			
Justification:				



- 6.4.8 First aid kits and supplies must reflect the competency level of the camp health care provider as well as specific OH&S requirements (see appendix 2).

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe first aid kits –look to see that they meet the policy/procedure and OH&S standards.			
Justification:				



- 6.4.9 Camps must keep all personal and stock medications for campers appropriately secured, accessible only to camp health care personnel. The exception is medication which campers or camp personnel must carry for immediate access to in case of emergencies (i.e., EpiPens and inhalers).

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe medication storage.			
Justification:				



- 6.4.10 Camp staff must keep all personal medications appropriately secured and inaccessible to campers. Camps must ensure an appropriate storage location is available to staff.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe medication storage.			
Justification:				



- 6.4.11 Camp health care personnel must administer over-the-counter medications in accordance with the drug manufacturer's recommendations or according to instructions given by a camper's parent, guardian, physician, or qualified practitioner.

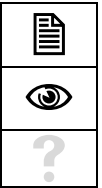
Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp health care policy and medical forms.			
Justification:				





6.4.12 Camps must label all medications included in first aid kits for out-trips with instructions for proper usage and dosage.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review first aid policy for tripping programs. Observe tripping first aid kits if available.			
Justification:				



### Camp First Aid Stations & Equipment Recommendations

- Camp health care providers should prepare a list of required stock medications.

## 6.5 Camp Medical Personnel & First Aid Training

6.5.1 The camp must provide health care providers and maintain first aid services, equipment and supplies for all campers and staff in accordance with the Province of Alberta "Occupational Health & Safety Act, First Aid Regulations."

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review camp health care provider scheduling/ job descriptions. Review camp health care policy. Observe Health care personnel presence.			
Justification:				



6.5.2 The camp health care provider must be of Legal Adult Age, live in residence and be fully responsible to the camp administration for the health care of all campers, staff, and volunteers. The camp health care provider must be one of the following:

- a) A licensed medical physician.
- b) A registered nurse, nurse practitioner or licensed practical nurse currently in good professional standing with their professional association.
- c) An Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) or Advanced Care Paramedic (ACP) currently in good professional standing with their professional association.
- d) Advanced First Aid - Minimum requirement for camps greater than 20 minutes travel time to a medical care facility. A first aid attendant who has current qualifications in Advanced First Aid acceptable to the director of medical services (the Province of Alberta, The Occupational Health & Safety Act, First Aid Regulations).



- e) Standard First Aid – Minimum requirement for camps within 20 minutes travel time to a medical care facility. A first aid attendant who has current qualifications in Standard First Aid acceptable to the director of medical services (the Province of Alberta, The Occupational Health & Safety Act, First Aid Regulations).

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review documentation including job postings and resumes related to the camp health care provider.			
Justification:	(please indicate the level of health care training at the camp)			



- 6.5.3 Each camp must provide the medical personnel, supplies and equipment appropriate to the type of program that camp is operating.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review camp health care provider scheduling/ job descriptions. Review camp health care policy. Observe Health care personnel presence.			
Justification:				



- 6.5.4 Any camp serving special populations must provide medical personnel capable of caring for their clientele.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review camp health care provider scheduling/ job descriptions. Review camp health care policy. Observe Health care personnel presence.			
Justification:				



- 6.5.5 Every camp must arrange with nearby physicians, hospitals, clinics, and Emergency Medical Services (EMS) to attend to medical emergencies at camp and during trips. Camps must renew these arrangements annually.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review ACA records for EMS contact information from the camp.			
Justification:				



- 6.5.6 Staff may only use specialized medical equipment that they have received proper training on, and or certification to use.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review Staff Training records and health care policy/procedures.			
Justification:				





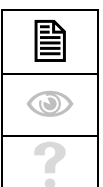
6.5.7 Medical personnel or the camp administration must provide local EMS with maps showing access routes to the campsites and activity areas.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review ACA records for EMS contact information from the camp.			
Justification:				



6.5.8 Nurses who are volunteering or are hired with a camp must be registered with the appropriate provincial organization.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, policies and procedures regarding health care staff and volunteer training/registration requirements.			
Justification:				



6.5.9 Camp Counsellors and Assistant Camp Counsellors must hold current Emergency First Aid and Level C CPR Training.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, policies and procedures regarding staff and volunteer first aid training requirements.			
Justification:				



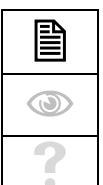
6.5.10 Camps should have two or more staff on-site with a minimum of Standard First Aid.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, policies and procedures regarding staff and volunteer first aid training requirements.			
Justification:				



6.5.11 If campers will not have access to the Camp Health Care Provider within 10 minutes of an incident, their supervisor must have Standard First Aid.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, policies and procedures regarding staff and volunteer first aid training requirements.			
Justification:				





6.5.12 All Activity Supervisors, Activity Leaders and Trip Leaders will have a minimum of Standard First Aid.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, policies and procedures regarding staff and volunteer first aid training requirements.			
Justification:				



6.5.13 For Trips into non-adjacent land, wilderness or remote areas, the Trip Leader requires a wilderness first aid certification with a minimum instruction time of 40 hours.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, policies and procedures regarding staff and volunteer first aid training requirements.			
Justification:				



6.5.14 Camps operating Oncology Camps must comply with guidelines established by the Canadian Association of Pediatric Oncology Camps. The guidelines have been adopted from the Children's Oncology Camping Association- International Guidelines.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, policies and procedures regarding staff and volunteer first aid training requirements.			
Justification:				



### Camp Medical Personnel & First Aid Training Recommendations

- Camps without a medical doctor in residence should have one on retainer as a medical advisor. This physician should approve the camp's health, safety and medical standards and serve as a resource for on-site medical personnel.
- Nurses who are volunteering or are hired with a camp must comply with Camp Nurse Guidelines for Registered Nurse.
- Camps supplying oxygen equipment and personnel trained to use it should also consider supplying airway equipment such as a Bag Valve Mask, Oral Pharyngeal Airways, etc.
- Camps with certified personnel, especially those further than 20 minutes surface travel time from a medical facility, should stock spinal immobilization equipment, including a spinal board, straps, rigid cervical immobilization collars and lateral head stabilization.
- Medication Orientation should be provided to all staff as part of the pre-camp training.
- Camps must be adequately insured to cover medical errors and omissions coverage for all medical personnel.



- Camp medical stations should be laid out and equipped to handle the anticipated health needs of the camp population including:
  - Isolation areas for sick and injured campers and staff.
  - Designated treatment area large enough to support the population size of camp and ensure confidentiality and privacy of campers and staff.
  - Provisions for overnight accommodations for campers, staff, and medical support personnel. (Ontario Camping Association).
- Teach and adopt the following components as part of medical orientation training:
  - Philosophy and extent of health care provision.
  - Staff responsibilities – maintaining good personal health and healthy campers.
  - Hand washing to minimize the risk of infection and for disease control.
  - Health and Wellness for campers and staff.
- On extended trips in remote areas, Trip Leaders should have an 80-hour wilderness first aid certification

## 7. Camp Programs – Land Based

Program standards are designed to accommodate each camp's pursuit of its objectives. The basic standards are mandatory, but the strategies adopted for implementing the standards may be flexible. The term "program" used throughout this section applies to all camp activities.

### 7.1 Educational Programs

Educational programs provide opportunities for campers to learn new skills through participation, study, and experimentation in safe surroundings. Qualified and enthusiastic program staff are the most effective teachers, role models and mentors.

- 7.1.1 All personnel responsible for educational program activities must understand the abilities and limitations of the various age groups, developmental stages, and individual concerns of campers regarding each activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review standard operating procedures and lesson plans for educational programs. Observe programs as applicable.			
Justification:				







- 7.1.2 Equipment used in an educational program or activity must be appropriate to the age, size, and ability of the participants.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe programs and equipment being used.			
Justification:				



- 7.1.3 All equipment must be maintained in a safe operating condition through regular safety checks.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review inspection and safety check records/procedures.			
Justification:				



- 7.1.4 All equipment must be securely stored to prevent unauthorized use leading to accidents, and to ensure its future safety and effectiveness.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe storage of Program Equipment.			
Justification:				



### Educational Program Recommendations

- Educational programs should encourage responsibility toward the natural environment to preserve the quality of the environment, encourage enjoyment and conservation of open spaces and to promote the wise use of natural resources.

## 7.2 Horse Camp & Trail Riding Programs

Horse camps and trail riding programs provide safe, enjoyable opportunities for campers to develop the skills required to handle and care for horses. The riding program staff, or wranglers, must have the experience and patience to instruct participants who may not possess any knowledge of domestic animals, and who may in fact be afraid of them.

- 7.2.1 Camps that operate stables on a for-profit basis must obtain the appropriate business license(s).

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review business licenses.			
Justification:				







**7.2.2 Animal facilities are maintained in accordance with acceptable standards, in a location away from food service and sleeping areas.**

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe animal facility quality and location.			
Justification:				



**7.2.3 Riding camps must have written policies and procedures for the conduct of horse-riding programs to ensure maximum safety for the participants and livestock.**

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review written policies and procedures for horse riding programs.			
Justification:				



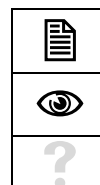
**7.2.4 Wranglers and activity leaders involved in riding programs must be knowledgeable and able to provide detailed riding and safety instruction to all participants prior to any riding activity.**

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe a riding program and instructor.			
Justification:				



**7.2.5 Riding programs must have 1 Wrangler/Activity Leader per 16 campers.**

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review camp ratios policy/procedures. Observe ratios in action if applicable.			
Justification:				



**7.2.6 Riding camps must monitor the riding areas for hazards to the riders and animals and make every effort to remove those hazards.**

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe program spaces to ensure they are clear of hazards.			
Justification:				





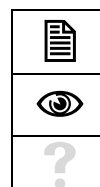
7.2.7 Riding camps must have all riding equipment, gear, and tack safety-inspected regularly, and checked prior to any riding activity.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review inspections and equipment checks/ procedures.			
Justification:				



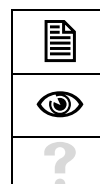
7.2.8 Stables, corrals, and riding equipment must be off-limits to all campers except under supervision by qualified personnel.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riding program policies and procedures. Observe program spaces and camper access.			
Justification:				



7.2.9 Campers must wear proper riding attire, including a helmet designed for horseback riding activities and related types of head injuries, plus boots or shoes with heels, during all riding activities.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riding program policies and procedures. Observe program in action to ensure proper equipment is used.			
Justification:				



7.2.10 The camp horses, used during a riding program, must be healthy, well-conditioned and free from sores that might be aggravated by equipment or use.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe horses for obvious signs of poor health or injuries.			
Justification:				



7.2.11 Riding camps must ensure that fire extinguishers are available in or near stables; that each stable has at least two (2) exits; and that stable wiring is inspected regularly and repaired to reduce fire danger.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe stables for proper equipment.			
Justification:				





7.2.12 Riding camps must obtain grazing permits and information on the condition and availability of meadows for sustained grazing along planned routes, in advance from, Alberta Sustainable Resource Development, the Canadian Parks Service, or any other landowner or agency.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review permits.			
Justification:				



7.2.13 ACA members that are private, for profit, a campground or similar institution, that intend on using crown land, must obtain a “Commercial Trail Rider Disposition” from Alberta Sustainable Resource Development.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review “Commercial Trail Riding Disposition”.			
Justification:				



### Horse Camp & Trail Riding Program Recommendations

- Riding camps should provide covered stirrups or trapaderos.
- Riding camps should limit the party size for short riding trips to two (2) staff to eight (8) children.
- Camps that offer two-day riding trips should provide one packhorse for every two (2) riders.
- Camps that offer wilderness-riding trips should limit the maximum number of horses in a pack string to 12 animals.
- Horse camping groups should avoid camping near open water and natural beauty spots.
- Riders should not tie or picket their horses within one 100 meters of any lake, stream, or spring. Riding camps should use hobbles to restrain horse stock and to limit damage to vegetation and soil.
- Camps should use padding between the halter rope and any tree to reduce damage to tree bark.
- The ACA urges horse camping groups to travel on existing trails and to use defined campsites.
- Wranglers should ensure that their stock is of gentle temperament.
- Horse camping groups should carry veterinary supplies suitable to the number of equestrian stocks, including pharmaceutical supplies, insect repellent, spare shoes and tools and other necessary equipment.



### 7.3 Out Tripping Programs

Out tripping programs provide opportunities for campers to develop outdoor skills while encouraging sensitivity toward the environment. Out tripping programs may be any activity that involves leaving the main camp property, such as hiking, canoeing, cycling, etc. Program staff must exhibit leadership qualities and enthusiasm for safe adventure in a fragile natural environment. Activities involving moving water also adhere to Section 12.5, 12.6, and 12.7.

- 7.3.1 Camp administrators must develop written procedures for investigating all off-site camping areas and routes to ensure that the proposed trip meets the prescribed safety requirements for the following: length of trip; program itinerary; potential hazards; degree of difficulty; climatic variability and emergency response.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review procedures for investigating offsite camping areas and routes. Review scouting trip notes.			
Justification:				



- 7.3.2 Camp administrators must inform campers and their legal guardians about the natural hazards that they likely could encounter during out tripping activities. They must also inform them about the procedures for emergencies and nighttime security.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review communications to campers and parents and/ or waiver signed by families.			
Justification:				



- 7.3.3 All standard operational and safety regulations enforced by camp administrators and program directors must also apply to all off-site out tripping activities, camping and campsites.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review standard operating procedures, emergency response procedures and out trip procedures.			
Justification:				



- 7.3.4 Out tripping camp leaders must file their itineraries (route card) for all out trips and short-term out-of-camp trips with the camp administration prior to departure.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review out-tripping itineraries.			
Justification:				





- 7.3.5 Camp administrators must register the activity and group with Park Wardens, Park Rangers, and in some cases with the R.C.M.P for out trips to remote areas, such as national or provincial parks and wilderness areas. They must also ensure that the out-trip organizers have obtained all the necessary licenses and permits.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review permits, passes and registrations.			
Justification:				



- 7.3.6 Camp administrators must provide a policy stating procedures for purifying drinking water, preparing meals, storing food, cleaning up the site, disposing of garbage, managing human waste, and responding to wildlife, such as bears. The principles of "Leave No Trace" shall apply.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review standard operating procedures for out tripping ensuring all the required elements are included.			
Justification:				



- 7.3.7 Out tripping to adjacent lands must assign at least two (2) counsellors or one (1) counsellor and one (1) assistant counsellor, to any group of eight (8) campers or less.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp ratios.			
Justification:				



- 7.3.8 For excursions into wilderness areas, or farther away than adjacent lands, the staffing ratio must be one (1) trip leader and one (1) counsellor per eight (8) campers. For additional campers, there must be one additional counselor per 8 campers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camp ratios.			
Justification:				





- 7.3.9 Counsellors leading out trips must be trained and experienced. They must be aware of the level of physical fitness required of themselves and the campers. In addition to leadership, they must be competent to respond to issues of public safety and to emergencies, according to procedures established by the camp.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job descriptions, resumes and training records.			
Justification:				



- 7.3.10 All staff members participating in off-site trips must hold a current Standard First Aid and Level B CPR certification equivalent or better. For trips into non-adjacent land, wilderness or remote areas, trip leaders must hold a current Advanced Wilderness First Aid certification or equivalent.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review certification records.			
Justification:				



- 7.3.11 One staff member who is trained in Wilderness First Aid must be responsible for maintaining a First Aid Kit No. 2 (see appendix 2), or any other kit that will accommodate the nature of the out-trip program, the size of the group, the duration of the trip and the remoteness of the destination.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review certification records. Review Procedures for first aid kit requirements.			
Justification:				



- 7.3.12 Staff must anticipate natural hazards and ensure that there is adequate safety equipment, such as helmets when the danger of rock fall is present and mountaineering axes in the event of concealed snow slopes on trails or passes.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review out tripping standard operating procedures.			
Justification:				





7.3.13 Out trip camps that venture into higher alpine areas for camping, or where there is the potential to be caught overnight must be equipped with high alpine or four season tents and cooking stoves suitable for higher elevations.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review out tripping standard operating procedures.			
Justification:				



7.3.14 Out trips camps must inspect all camping equipment prior to the out trip.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review inspection records.			
Justification:				



7.3.15 Out trip camps must make pre-trip information available to prospective participants and their legal guardians to inform them of the nature of the activity, their personal responsibilities, and the preparation necessary for safe participation.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review communications to campers and parents and/ or waiver signed by families.			
Justification:				



7.3.16 Out trip camps must obtain a record of every participant's medical prior to rigorous hikes and out trips to assist out trip leaders in planning appropriate trip itineraries according to the needs and abilities of the group.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review registration process and medical record collection forms.			
Justification:				



### Out Tripping Program Recommendations

- Program directors should obtain a record of the hiking and out tripping experience of each participant prior to the trip, to assist the out-trip leader in establishing a balance of experienced and inexperienced participants within each group and planning appropriate trip itineraries according to the needs and abilities of the group.
- First aid kits that accompany trips into non-adjacent land, wilderness or remote areas should also include a list of participants with emergency contact information.





## 7.4 Archery

Archery safety depends on four components: 1. A secure range; 2. Proper selection, use and care of equipment; 3. Adequate training for camp personnel; and 4. Adequate orientation for participants. The standards below are based on the rules target archers follow in competition.

- 7.4.1 Activity leaders must possess a provincially or nationally recognized archery instructor certification or have experience instructing archery with site-specific training, consisting of, but not limited to, group safety management and emergency procedures.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review job description, resume, certification records and/ or training records.			
Justification:				



- 7.4.2 The size of archery groups at the firing line must not exceed four (4) archers to one (1) activity leader.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



- 7.4.3 Camps must have a policy, in writing, which defines the maximum size of a group at the archery range, and the maximum number of archers at the firing line at any one time.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review archery procedures.			
Justification:				



- 7.4.4 Camp staff must fully explain safety rules to participants and ensure that they always adhere to them.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				







7.4.5 Camps must ensure that:

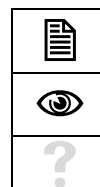
- The buttresses or backstops behind the targets can absorb the force of the arrow (hay and straw bales in good condition are acceptable backstop material).
- Targets are firmly anchored to prevent tipping during a shoot.
- That there is sufficient "dead space" behind the targets to accommodate arrows shot high or wide of the mark.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the archery range for appropriate features.			
Justification:	(please list specific letters not met)			



7.4.6 Camps must inspect bows regularly for wear or defects. They must replace worn strings immediately.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures and inspection records. Observe archery equipment state.			
Justification:				



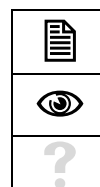
7.4.7 Camps must inspect arrows regularly for cracks, damaged nocks, and missing points. Defects may cause an arrow to split, which could result in injury to archers and spectators.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures and inspection records. Observe archery equipment condition.			
Justification:				



7.4.8 Camps must ensure that one (1) delegated individual (a range master) is responsible for the safe conduct of the shooting. Camps must use a whistle to control the shoot for large groups of, more than 12 participants at the range. For smaller groups, 12 or less, verbal commands are sufficient.

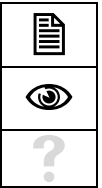
Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				





7.4.9 The range master must explain the whistle signals to campers and demonstrate how to follow them throughout the archery program.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



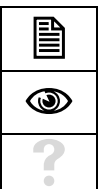
7.4.10 Archers must not draw the bow, with or without the arrow, unless they are on the shooting line. The range must be clear of all other archers and spectators. The bow must always be pointed down range.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



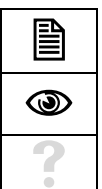
7.4.11 No archer may cross the shooting line until the range master has determined that all archers have finished shooting. Archers are not to retrieve their arrows until the range master gives the signal.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



7.4.12 No archer may put an arrow on the string or draw the bow until the range master determines that the range is clear.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



7.4.13 Spectators must stay a minimum of 5 meters away from shooting lanes.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				





7.4.14 Inexperienced archers must not shoot more than 10 meters.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



7.4.15 Archers who have completed shooting must move off the line.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



7.4.16 Camps must store all equipment safely and securely in a locked storage unit.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the secure storage location of archery equipment.			
Justification:				



7.4.17 Camps must stress care and safety to the campers when they are removing arrows from the buttresses or backstops.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review archery procedures. Observe a group at archery if available.			
Justification:				



7.4.18 Camps must have an emergency first aid kit and an emergency action plan, which outlines the responsibilities of the instructors in the event of an emergency, in place at the archery range.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe first aid kit and emergency action plan at archery range.			
Justification:				





## 7.5 Riflery

Riflery programs emphasize sportsmanship, safety and skill. In this section hand guns, rifles, pellet guns, B.B. guns, etc. will all be referred to as “firearms.” The ACA recognizes that according to the Government of Canada, pellet guns and low velocity firearms are exempt from specific legislation. However, many of the following standards will still apply. Specific standards will indicate if they are exempt to these types of guns, otherwise all mandatory standards will still apply.

- 7.5.1 Where applicable, all firearms must be registered with the Canadian Firearms Centre. Low velocity firearms and pellet guns are exempt from this standard.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review registration for all firearms.			
Justification:				



- 7.5.2 All camps engaging in riflery programs must comply with the Criminal Code of Canada.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review standard operating procedures.			
Justification:				



- 7.5.3 Riflery camps must teach all participants basic rifle safety techniques. These techniques must be available to all participants in writing, and the range master and camp administrator must review them annually.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review standard operating procedures.			
Justification:				



- 7.5.4 Participants must demonstrate understanding and respect for all safety precautions before being allowed to participate in riflery programs.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review standard operating procedures.			
Justification:				





- 7.5.5 The Chief Firearms Office must inspect and approve the camp's rifle range before its initial use. Subsequent inspections may be required as determined by the Chief Firearms Office. Low velocity firearms and pellet guns are exempt from this standard. Camps must consult their local chief firearms office to ensure this exemption.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review approval from the Chief Firearms Office.			
Justification:				



- 7.5.6 The firing range must be constructed in accordance with the Canadian Firearms Centre Range Design and Construction Guidelines, available from the Chief Firearms Office. Low velocity firearms and pellet guns are exempt from this standard. Camps must consult their local chief firearms office to ensure this exemption.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review approval from the Chief Firearms Office. Observe construction of range for safety.			
Justification:				



- 7.5.7 Riflery camps must keep all firearms trigger locked and stored in a gun locker when not in use. Ammunition must be stored separately.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe secure storage of riflery equipment.			
Justification:				



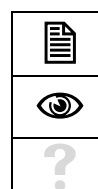
- 7.5.8 The camps must inspect all firearms and ammunition regularly and maintain them in good working order.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review inspection records.			
Justification:				



- 7.5.9 The camp's range master must conduct a safety inspection and give the appropriate approval of the firing range before each use. This inspection must occur before participants receive firearms and ammunition.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review inspection records. Observe a group at the riflery range if available.			
Justification:				





7.5.10 Riflery camps must ensure that the targets on the firing range are firmly secured to the ground and backed by a berm of earth sufficiently high enough to prevent stray bullets from escaping the range.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the firing range.			
Justification:				



7.5.11 All participants must observe approved firing procedures, including the respectful conduct of participants on the firing line.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riflery policies and procedures. Observe a group at the riflery range if available.			
Justification:				



7.5.12 Camps must have a policy, in writing, which defines the minimum age for participation in riflery programs.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review riflery policies and procedures.			
Justification:				



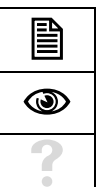
7.5.13 Riflery groups must not exceed the ratio of four (4) participants to one (1) certified range master.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riflery policies and procedures. Observe a group at the riflery range if available.			
Justification:				



7.5.14 A certified range master (Range Officer), as recognized by the Chief Firearms Office, must be present while firing ranges are in use.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review certification records. Observe a group at the riflery range if available.			
Justification:				





7.5.15 The range master must ensure the safety of the participants and activity leaders throughout the activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riflery policies and procedures. Observe a group at the riflery range if available.			
Justification:				



7.5.16 All camp participants who engage in riflery activities must have appropriate eye and ear protection.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riflery policies and procedures. Observe a group at the riflery range if available.			
Justification:				



7.5.17 For firearms with a firing speed greater than 500 feet per second a proper license is required.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review firearms licenses.			
Justification:				



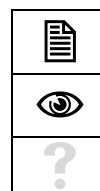
7.5.18 All participants must have received instruction in an introduction to firearms safety before they begin any range activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riflery policies and procedures. Observe a group at the riflery range if available.			
Justification:				



7.5.19 Minors shooting must be within arms reach of a responsible adult.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review riflery policies and procedures. Observe a group at the riflery range if available.			
Justification:				



7.5.20 All instructors handling firearms must be licensed through the Canadian Firearms Centre.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review riflery policies and procedures. Review staff certifications and job descriptions.			
Justification:				







## Riflery Recommendations

- For minors, under the age of 18, there must be a ratio of one (1) responsible adult for each shooter.

### 7.6 Snow Camp Programs

The snow camping program is an extension of the summer camping program. However, snow camping requires additional preparation to ensure the comfort and safety of the participants, especially if the program involves travel. Canadian winters demand physical and mental preparation along with technical camping skills. Frostbite and hypothermia are real hazards. With adequate preparation snow camping can be an enjoyable, rewarding experience.

- 7.6.1 Camp administrators must develop separate winter camping procedures consistent with the Camp philosophy and mandate. These procedures must address the special health and safety requirements of outdoor winter activities, including transportation to and from the camp or activity area, emergency and communication procedures, and training programs for personnel.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review winter camping procedures.			
Justification:				



- 7.6.2 Prior to the trip, camp administrators must inform participants and their legal guardians about the degree of difficulty the participants will likely encounter, the equipment necessary and the level of mental and physical conditioning required for a safe and enjoyable trip.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camper communications.			
Justification:				







- 7.6.3 Camp staff conducting snow camping activities must be physically fit, mature and have experience with adverse weather. They must demonstrate the ability to function in stressful situations and be keenly aware of their responsibility to lead participants safely to their destination and back.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review winter camping procedures. Review job descriptions.			
Justification:				



- 7.6.4 Snow camp activity leaders must assess existing and potential climate conditions, including avalanche hazards.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review winter camping procedures. Review trip logs.			
Justification:				



- 7.6.5 Snow camp activities must not take place in areas where avalanche hazards exist without the supervision of a professional guide

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review winter camping procedures.			
Justification:				



- 7.6.6 Snow camping requires extra program personnel and back-up staff. There must be no less than three (3) experienced personnel in total to eight (8) participants per group. All of the staff must hold current Standard First Aid and Level B CPR or equivalent first aid training.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review winter camping procedures.			
Justification:				



- 7.6.7 Medical forms and camp registration forms must indicate the physical condition and preparedness of prospective participants. Snow camp administration must select participants based on their ability to endure the rigorous of the planned activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review camper registration forms.			
Justification:				





**7.6.8** Snow camping activities must meet or exceed the standards of “Leave No Trace” prescribed for summer camping.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review winter camping procedures.			
Justification:				



## **7.7 Challenge Course Programs**

Challenge courses include low and high rope courses, zip lines, climbing walls, vertical playground, rappelling wall, bouldering walls and combinations of ropes and wooden structures (formerly referred to as Hebertism). Challenge Course standards apply to all the above unless specifically stated. These programs provide a safe, enjoyable challenge for the participants.

**7.7.1** Every Alberta Camping Association member engaged in challenge course activities must follow the current Association of Challenge Course Technicians (ACCT) standards. Member camps must construct their challenge courses in accordance with the ACCT design, performance and inspection standards.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures.			
Justification:				



**7.7.2** Camps with challenge courses must have operating policies and procedures in place regarding the use of challenge courses, including safe use during various weather settings, and when the equipment is wet.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures.			
Justification:				



**7.7.3** Camps with challenge courses must provide activity leaders with written copies of the policies and procedures outlining specific activity guidelines, staff / participant ratios, foul weather recommendations, emergency procedures and general program sequencing recommendations.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures.			
Justification:				





- 7.7.4 Only trained activity leaders and supervisors with on-site experience or orientation and familiar with local operating procedures shall be responsible for planning and instructing challenge course activities. Activity supervisors are equivalent to ACCT Challenge Course Managers (54-110 hours of training & 500 hours of experience) or ACCT Level 2 practitioners (24-80 hours of training & 200 hours of experience). Activity Leaders are equivalent to Level 1 practitioners (8-40 hours of training).

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review staff training records.			
Justification:				



- 7.7.5 Challenge course activity leaders must hold Standard First Aid and CPR equivalent or better first aid training.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review staff training records			
Justification:				



- 7.7.6 Challenge course activity leaders must be a minimum of legal adult age, and have annually completed specific training, including proper belay techniques, group management and emergency procedures.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review staff training records			
Justification:				



- 7.7.7 A minimum of two (2) staff must participate in supervising any challenge course activity that uses climbing equipment, E.G., belay rope or climbing harness. One (1) of these staff must be a challenge course activity leader.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review challenge course policies and procedures. Observe the challenge course being used with 2 staff present.			
Justification:				



- 7.7.8 Activity Leaders and Supervisors must have documentation of their training and experience.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review staff training records			
Justification:				





7.7.9 Member camps that have high rope course activities must have available at the course an industry recognized rescue system.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the rescue system present at the challenge course.			
Justification:				



7.7.10 Camps with a challenge course must use climbing equipment that meets ACCT standards and perform an inspection of wear prior to each use. Equipment must be professionally inspected annually in accordance with ACCT standards.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review challenge course policies and procedures and inspection records. Observe the equipment for approval and condition.			
Justification:				



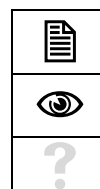
7.7.11 Camps must document the purchase dates and inspection checks for all equipment used during each program activity. The camps must keep these inspections in a log or record for the life of the equipment.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review inspection records and equipment logs.			
Justification:				



7.7.12 Activity leaders, supervisors, and participants must belay using approved belay devices and follow the manufacturers' recommendations for use.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review challenges course policies and procedures. Observe belay systems in use.			
Justification:				



7.7.13 All participants and staff must wear approved climbing helmets when in or around the fall zone of high elements where equipment is being moved overhead (I.E., zipline, rappelling etc.), except where element or auto-belay manufacturers have specified that helmets should not be worn due to the potential for entrapment.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe equipment available or in use as you are able.			
Justification:				





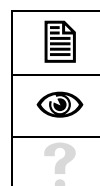
7.7.14 For challenge course elements where climbing equipment is not used, participants must engage in active spotting when specified by element designer/ manufacturer.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review challenge course policies and procedures. Observe a group using low challenge course elements if available.			
Justification:				



7.7.15 Camps with challenge courses must replace all ropes, slings, prussic cords, accessory cords, belay devices, harnesses, carabiners, and other equipment according to the manufacturer's recommendations or condition, whichever comes first.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review challenge course policies and procedures. Review equipment logs, observe equipment for dates and condition.			
Justification:				



7.7.16 Since the emphasis at challenge course camps is on safety, the integrity of all hardware, materials and equipment must be ensured. Camps must have their challenge courses inspected annually by a qualified professional as defined by the ACCT. Camps must keep the inspection report on file for the life of the challenge course.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review inspection records.			
Justification:				



7.7.17 Camps that only have a climbing wall may follow Climbing Wall Association (CWA) industry practices or ACCT standards. Under CWA, inspections of climbing wall may be conducted by the professional installation or manufacturing company.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review inspection records.			
Justification:				



7.7.18 Challenge course structures must be inspected adequately for damage and wear before each use.

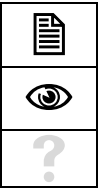
Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review challenge course policies and procedures. Review inspection records			
Justification:				





7.7.19 Challenge course staff must explain the safety rules to the participants prior to the activity.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review challenge course policies and procedures. Observe a group at the challenge course if available.			
Justification:				



7.7.20 Camps must ensure that all hazardous debris and rocks are removed from the challenge course area and that exposed tree roots are protected with ground cover such as wood chips or sawdust.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe challenge course area for hazards.			
Justification:				



7.7.21 Camps with challenge courses must limit authorized access to all participants except under the supervision of trained and experienced camp staff. Camps must ensure that every challenge course activity is supervised, without exception.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe access prevention methods (signs, locks etc.)			
Justification:				



7.7.22 Camps with climbing walls, must have one (1) activity leaders to a maximum of three (3) active ropes or one (1) activity leader and one (1) counselor for five (5) active ropes. The ropes must not be set up in such a way as to endanger any of the participants.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review challenge course policies and procedures. Observe a group at the climbing wall for staff ratios and rope set up.			
Justification:				





## 8. Adventure Based Programs

Adventure based programs develop individual skills and create team awareness. These programs involve elements of adventure and risk. Their primary objective is to foster respect for a fragile natural environment through enjoyable and safe camp activities.

### 8.1 Instructional Staff & Supervisors

- 8.1.1 Activity leaders and activity supervisors at adventure-based camps must hold Standard First Aid and CPR or wilderness first aid. At least one staff member on-site must hold a certificate in advanced first aid.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				



- 8.1.2 Activity supervisors have appropriate, documented training and experience to lead activities.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				



- 8.1.3 A minimum of two (2) staff must accompany any adventure-based program.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



- 8.1.4 Activity supervisors must be a third year post-secondary student or equivalent or have completed a minimum of two (2) years of documented apprenticeship under a qualified activity supervisor in the specific program they intend to instruct.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				







- 8.1.5 The activity supervisor must assign appropriate staff to each activity to ensure the safety of the participants. The supervisor may be elsewhere on-site, provided he/she has delegated competent instructors to supervise each activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				



- 8.1.6 An activity leader must be a minimum of legal adult age and demonstrate competency for the tasks assigned by the activity supervisor.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				



- 8.1.7 All activity leaders must have documentation of their training and experience.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				



- 8.1.8 Where fall protection is required, activity supervisors, activity leaders and participants must belay using UIAA / CE approved belay devices following the manufacturers' recommended use.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe belay devices (in use if possible).			
Justification:				



### Instructional Staff & Supervisor Recommendations

- All staff should be aware of the unique features in the environment and be able to point them out for the pleasure and instruction of the participants.



## 8.2 Natural Rock-Climbing Programs

- 8.2.1 Camps with natural rock-climbing programs must provide participants' parents or guardians with a prospectus of the proposed activities. The parents or guardians must provide written, signed consent before participants are enrolled in these activities.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review participant communications.			
Justification:				



- 8.2.2 The program prospectus must describe the mountain clothing and footwear to be worn during the activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review participant communications.			
Justification:				



- 8.2.3 Program directors and activity leaders must be thoroughly familiar with the mountain area or climb site. Staff is expected to scout each trip prior to leading participants and must understand local weather patterns and be proficient in emergency and communication procedures.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and scouting trip logs.			
Justification:				



- 8.2.4 Camps must obtain the necessary permits before undertaking the proposed climbing activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review permits.			
Justification:				



- 8.2.5 Activity supervisors and activity leaders must have a minimum of two (2) years experience, with an average of 10 climbs per year.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				





- 8.2.6 Activity supervisors and activity leaders must be familiar with and able to perform self-rescue and adjacent rope rescue technique or comparable technique for aiding a stuck climber.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff training records, and staff certifications.			
Justification:				



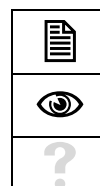
- 8.2.7 Activity supervisors and activity leaders should clean major loose rock from the site and have secure belay sites in place.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe the rock surface if onsite.			
Justification:				



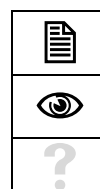
- 8.2.8 All participants and staff must wear approved climbing helmets when in or around the fall zone of high elements where equipment is being moved overhead (zipline, rappelling, etc.) except where element or auto-belay manufacturers have specified that helmets should not be worn due to the potential for entrapment.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment (in use if possible).			
Justification:				



- 8.2.9 Camps must use UIAA / CE approved equipment and perform an inspection for wear before each use.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment (in use if possible), check for condition.			
Justification:				



- 8.2.10 Camps must replace all ropes, slings, prussic cord and accessory cords no more than five (5) years from the date of purchase, or according to the manufacturers' recommendations, which must not exceed five (5) years.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment (in use if possible), check for dates and condition.			
Justification:				





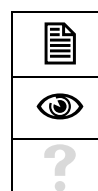
8.2.11 All other equipment has a limited life expectancy and camps must replace it on schedule, according to the manufacturers' recommendations.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment (in use if possible), check for dates and condition.			
Justification:				



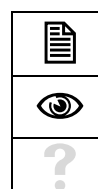
8.2.12 Camps must store equipment properly and keep a log or record indicating the date of purchase and the dates it was used.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures and equipment logs. Observe equipment storage.			
Justification:				



8.2.13 Activity leaders must periodically check belay methods and techniques during the activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group climbing on natural rock if possible.			
Justification:				



8.2.14 Camps must ensure that all anchor-building equipment is UIAA/CE approved and that they are placed and used according to the manufacturers' instructions.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment (in use if possible), check for dates and condition.			
Justification:				



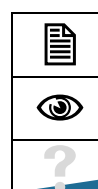
8.2.15 There must be one (1) activity leader for a maximum of three (3) active ropes and two (2) activity leaders for five (5) active ropes. There cannot be more than five (5) active ropes at a natural rock site.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group climbing on natural rock if possible.			
Justification:				



8.2.16 For multi-pitch rock climbing, there must be one (1) Supervisor to one (1) active rope or three (3) climbers

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and staff training/certifications. Observe a group climbing on natural rock if possible.			
Justification:				





### 8.3 Ice Climbing Programs

#### 8.3.1 Top roping activities do not take place on ice that exceeds a grade of WI 4.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and staff training/certifications. Observe a group climbing on ice if possible.			
Justification:				



#### 8.3.2 Top rope ice climbing should not take place in terrain rated higher than “simple”, as defined by the ATES (Avalanche Terrain Exposure Scale)\*\*.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group climbing on ice if possible.			
Justification:				



#### 8.3.3 Sites chosen for ice climbing should be checked for objective hazards and current conditions to confirm the decision to use the routes, or not, on a given program day.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and inspection reports.			
Justification:				



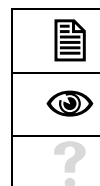
#### 8.3.4 All participants and staff must wear approved climbing helmets when in or around the fall zone of high elements where equipment is being moved overhead (zipline, rappelling, etc.) except where element or auto-belay manufacturers have specified that helmets should not be worn due to the potential for entrapment.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment available (in use if possible).			
Justification:				



#### 8.3.5 Participants and leaders must always wear proper footwear and crampons when on ice surfaces.

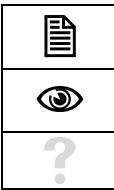
Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment available (in use if possible).			
Justification:				





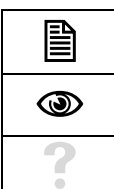
8.3.6 Campers and staff must carry extra layers of warm clothing, such as gloves, coat, pants, etc.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment available (in use if possible).			
Justification:				



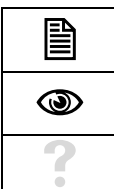
8.3.7 Camps must use UIAA / CE approved equipment and perform an inspection for wear before each use.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures and inspection reports. Observe equipment conditions (in use if possible).			
Justification:				



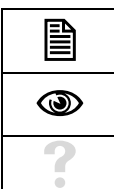
8.3.8 Camps must replace all ropes, slings, prussic cord and accessory cords no more than five (5) years from the date of purchase, or according to the manufacturers' recommendations which must not exceed five (5) years.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures and equipment logs. Observe equipment dates and conditions (in use if possible).			
Justification:				



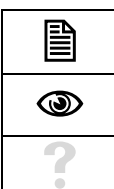
8.3.9 All other equipment has a limited life expectancy and camps must replace it on schedule, according to the manufacturers' recommendations.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures and equipment logs. Observe equipment dates and conditions (in use if possible).			
Justification:				



8.3.10 Camps must store all equipment properly and keep a log or record indicating the date of purchase and the dates of use.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures and equipment logs. Observe equipment storage.			
Justification:				





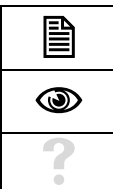
8.3.11 The activity supervisor must periodically check belay methods and techniques during the course of the activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group climbing on natural rock if possible.			
Justification:				



8.3.12 All anchors- whether natural, bolted, or ice – should be SERENE (Solid, Redundant, Equalized, No extensions) in construction.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe equipment available (in use if possible).			
Justification:				



8.3.13 Ice anchors should be visually inspected throughout the day. In variable ice, warm or changing weather conditions anchors should be checked on an hourly basis.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group climbing on natural rock if possible.			
Justification:				



8.3.14 Activity leaders must have a minimum of two (2) years experience, with an average of 10 climbs per year. (From rock climbing standards).

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, and staff training/certifications.			
Justification:				



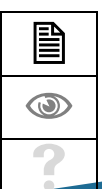
8.3.15 Activity supervisors and activity leaders must be familiar with and able to perform self-rescue and adjacent rope rescue technique or comparable technique for aiding a stuck climber.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, and staff training/certifications.			
Justification:				



8.3.16 Participants are not allowed to lead climb or do multi-pitch climbs on ice unless the program is led by an ACMG certified guide.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and staff training/certifications. Observe a group climbing on ice if possible.			
Justification:				







8.3.17 Ice climbing programs must have one (1) trip leader per three (3) campers, and one (1) counsellor per three (3) campers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and staff training/certifications. Observe a group climbing on ice if possible.			
Justification:				



### Ice Climbing Program Recommendations

- \*SRENE: Solid, Redundant, Equalized, No Extensions
- \*\*Simple Terrain: Exposure to low angle or primarily forested terrain. Some forest openings may involve the run-out zones of infrequent avalanches. Many options to reduce or eliminate exposure. No glacier travel.

## 8.4 Winter Overnight Expeditions

8.4.1 All winter overnight expeditions must follow “Out Tripping Program” standards previously listed.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



8.4.2 Before assuming leadership of a group, activity supervisors must have documentation showing a minimum of ten (10) winter overnight outings.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review staff training and certification records.			
Justification:				



8.4.3 A minimum of two (2) staff must accompany any overnight winter outing.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review camp ratio requirements.			
Justification:				





8.4.4 Camp administrators have the obligation to cancel any trip because of adverse conditions.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



8.4.5 Activity Supervisors must ensure that every camper wears adequate clothing and has brought sufficient extra clothing.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



8.4.6 Winter camps must have all winter camping equipment inspected prior to the expedition.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review Inspection Records			
Justification:				



## 8.5 Caving

8.5.1 Caving camps must have a lead activity supervisor who is responsible for the safety of all those participating in caving activities, including staff, and activity leaders for every caving activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and staff training/certifications. Observe a group caving if possible.			
Justification:				



8.5.2 Lead activity supervisors must be a minimum of legal adult age and have a minimum of 10 thorough exploratory trips on the intended route, within the previous two years.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, and staff training/certifications and or applicable job descriptions. Review scouting trip logs			
Justification:				





8.5.3 Lead activity supervisors must hold a minimum of current wilderness first aid and CPR or equivalent certification.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, and staff training/certifications and or applicable job descriptions.			
Justification:				



8.5.4 There must be two (2) activity leaders on any hike to a cave in a remote wilderness area.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and camp ratio requirements. Observe a group heading out to a cave if possible.			
Justification:				



8.5.5 All activity leaders must undergo cave rescue training.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, and staff training/certifications and or applicable job descriptions.			
Justification:				



8.5.6 Activity leaders must be a minimum of legal adult age, hold a current wilderness first aid and CPR or equivalent certification and have participated in a pre-season exploratory trip.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, and staff training/certifications and or applicable job descriptions. Review scouting trip logs			
Justification:				



8.5.7 To ensure adequate staffing, activity leaders must assess the abilities of the participants.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review policies and procedures. Ask an activity leader how they assess the abilities of participants.			
Justification:				





8.5.8 Participant to activity leader ratio (there must be a lead activity supervisor in every group.)

- a) 1 activity leader should always enter the cave with at least 2 clients (min. three people).
- b) 1 activity leader / 2 to 3 participants.
- c) 2 activity leader / 4 to 14 participants.
- d) A maximum of 2 guided groups per operation per day.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, and camp ratio requirements. Observe a group heading out to a cave if possible.			
Justification:	(please list specific letters not met)			



8.5.9 Cave ventures should not exceed four (4) hours and should not require specialized equipment such as mechanical rope ascenders and bolts, etc.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group heading out to a cave if possible.			
Justification:				



8.5.10 Participants and staff entering a cave must wear protective clothing (e.g. coveralls/cave suits), UIAA / CE approved helmets, fitted with a lighting device, gloves and adequate footwear.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group heading out to a cave if possible.			
Justification:				



8.5.11 Activity leaders and participants must carry extra lights and batteries into the cave.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group heading out to a cave if possible.			
Justification:				



8.5.12 Activity leaders must carry a rescue system.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group heading out to a cave if possible.			
Justification:				





8.5.13 Activity leaders shall carry a first aid kit appropriate to the size of the group, duct tape, 4 sources of light, 50 feet of 8mm cordlet, a source of heat, a space blanket, a multi-tool, extra warm clothes, food, and water.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group heading out to a cave if possible.			
Justification:				



8.5.14 The lead activity supervisor must maintain an emergency communication source (e.g., cell phone, satellite phone or radio) at the cave entrance.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group heading out to a cave if possible.			
Justification:				



8.5.15 All activity leaders must be aware of potential caving hazards and be able to explain them to participants. In addition, they should be able to identify special cave formations and explain the unique geological processes.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review policies and procedures. Ask an activity leader about hazards and cave formations if possible.			
Justification:				



8.5.16 Activity leaders must not use carbide lamps in caves identified as bat hibernacula.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



8.5.17 Camps must follow the Alberta Sustainable Resource Development guidelines for cave visitation.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				





8.5.18 Caving camp participants must understand and respect that bats hibernate in caves, and that bats must not be disturbed during hibernation. Activity leaders must contact the Alberta Speleological Society for information regarding bat hibernation dates.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



### Caving Recommendations

- Activity leaders should be aware of the various methods of monitoring their group and place strong emphasis on leadership and teamwork within the group.

## 8.6 Cycle Touring & Mountain Biking

8.6.1 Camp program itineraries must give the highest priority to the welfare and road safety of all participants.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



8.6.2 Activity leaders must be thoroughly knowledgeable and experienced in conducting cycle tours and mountain bike activities.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



8.6.3 Activity leaders leading activities on non-paved trails must demonstrate competency in mountain bike skills equivalent to the terrain or conditions they will experience during the program including, safe travel, emergency procedures, and participant well-being.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group mountain biking if possible.			
Justification:				





8.6.4 Activity leaders must demonstrate good cycling sense, abide by the laws, which govern bicycles in Alberta, uphold land restrictions and enforce and abide by the International Mountain Bicycling Association (IMBA) rules of the road.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group mountain biking if possible.			
Justification:				



8.6.5 Activity leaders must be trained in basic bicycle mechanics and carry a basic bicycle tool kit. An activity leader must be able to:

- Overhaul a bicycle.
- Perform backcountry repairs.
- Understand wheel truing and repairs to tires and tubes.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review policies and procedures. Ask a leader about how to perform these skills if possible.			
Justification:	(please list specific letters not met)			



8.6.6 The basic tool kit should include:

- Allen keys in the following sizes - 2, 2.5, 3, 4, 5, 6, 8 mm.
- Spoke wrenches.
- Flat and Phillips screwdrivers.
- Knife.
- Two tire irons (levers).
- Chain break.
- Tubes (of the proper size), patch kit, and pump.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe a biking tool kit.			
Justification:	(please list specific letters not met)			



8.6.7 Activity leaders must teach and demonstrate low impact cycling and the principles of "Leave No Trace" shall apply.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group mountain biking if possible.			
Justification:				







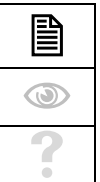
- 8.6.8 Activity leaders must research the route thoroughly and be fully aware of any risks and dangers that the cyclists may encounter. The route should be appropriate to the skill of the riders.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review any scouting trip logs or research notes.			
Justification:				



- 8.6.9 Activity leaders must establish a method of navigation to ensure that the group stays together and on course. He/she must designate instructors as leader and sweep. The sweep moves at the rate of the slowest rider, so the group stays intact and on course. Riders are required to stay between the leader and the sweep.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



- 8.6.10 Activity leaders must ensure that each member of the group has a working knowledge of the bicycle, knows how to ride safely, and can demonstrate the proper use of panniers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



- 8.6.11 There must be at least two (2) Activity leaders for every six (6) riders for mountain bike or cycling tripping programs. For urban programs or day trips one (1) activity leader plus regular program ratios apply.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and camp ratio requirements.			
Justification:				



- 8.6.12 All participants, including staff and volunteers, must wear Canadian Standards Association (CSA) and / or Snell approved bicycle helmets.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group on bikes if possible.			
Justification:				





8.6.13 Camp administrators must inform participants and their legal guardians of trip plans and of any special equipment required for their safety and welfare.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review pre-camp communication.			
Justification:				



8.6.14 Prior to any cycle tour, Activity leaders must give participants information on safe riding and road etiquette.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group preparing to leave for a cycling trip if possible.			
Justification:				



8.6.15 For off-road cycling, participants must observe the following International Mountain Bicycling Association rules:

- Ride on open trails only.
- Leave no trace.
- Maintain control of the bicycle.
- Always yield to the trail.
- Never spook animals.
- Plan ahead.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a group cycling if possible.			
Justification:	(please list specific letters not met)			



## 9. Camp Programs – Water Based

### 9.1 Waterfront Programs

Waterfront programs teach safe and enjoyable water-related skills. Activity Leaders must be qualified to teach the required skills and be committed to the highest level of water safety. Camps with waterfronts & pools must follow the most current pool safety standard set out by Alberta Health Services.



- 9.1.1 Waterfront programs must provide campers with opportunities to learn new aquatic skills, depending upon the swimming abilities of the participants and the availability of suitable facilities. These programs must have an Activity Leader who is always responsible for water-related activities, and for the health and safety of program participants, volunteers, and staff. Waterfront programs must also have qualified Activity Leaders as detailed in the appropriate section of the standards manual.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review staff training and certification, and applicable job descriptions.			
Justification:				



- 9.1.2 Residential camps operating waterfront programs must assess the swimming skills of the campers before the campers are allowed to participate in any waterfront activities. This can be achieved through a physical swim test or through the inclusion of a written component of the camp's registration form indicating the highest level of instruction achieved. This form would be completed and signed by the parent/guardian.

Camp Types:	Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review a blank registration form if applicable.			
Justification:				



- 9.1.3 Waterfront coordinators must be a minimum of legal adult age and possess a current nationally recognized lifeguard certification.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review staff training and certification, and applicable job descriptions.			
Justification:				



- 9.1.4 Camps must have a written policy regarding the certification of Lifeguards. This policy must specify the organization through which lifeguards are to be trained and certified. Lifeguards within each camp must have training from the same provider.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review staff training and certification, and applicable job descriptions.			
Justification:				





- 9.1.5 There must be at least one (1) qualified lifeguard supervising the waterfront area or be positioned in a boat close to the designated activity area during waterfront activities.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the waterfront in action.			
Justification:				



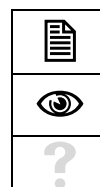
- 9.1.6 During aquatic activities, such as canoeing, kayaking, sailing, wind surfing, rowing, water skiing, skin or scuba diving and long-distance swimming, etc., there must be at least one (1) Activity Supervisor who holds a current national or provincial instructor's certification for that activity. Or there must be a staff member present who is a qualified lifeguard with experience instructing who has received site-specific emergency procedure training in that specific aquatic activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, staff certification, and applicable job descriptions. Observe the waterfront in action.			
Justification:				



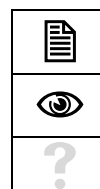
- 9.1.7 Waterfront programs must not exceed the ratio of one (1) lifeguard on active duty for every 30 participants (swimmers, boater, etc.) as recommended by organizations like the Life Saving Society.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe the waterfront in action.			
Justification:				



- 9.1.8 If there are more than 30 swimmers, there must be a proportionate number of lifeguards added. The nature of the waterfront area, the age of the swimmers and their proficiency in the water determines the ratio of lifeguards to swimmers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe the waterfront in action.			
Justification:				



- 9.1.9 Camps must ensure that lifeguards are provided with any equipment required as per their training (i.e., Lifeguard tube for Red Cross lifeguards).

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe the equipment available at the waterfront.			
Justification:				





## Waterfront Program Recommendations

- Camps must provide a written safety policies and procedures manual for either pool or waterfront sites. Examples of such manuals are available from both the Lifesaving Society and the Red Cross.
- Camps should provide written instruction, procedures, and the location of the closest available telephone for activating 911 emergency service. This should be posted at the pool or waterfront in a location that is easily accessible.
- Camps should have motorized rescue craft driven by licensed operators who hold a Pleasure Craft Operators Card to operate those vessels.
- Camps should locate towel racks, change shelters and portable toilets conveniently near the swimming area.
- The waterfront program should encourage campers' use of and maintenance of any on-site waterfront and boating equipment, safely and conscientiously.
- Waterfront program directors must provide secure maintenance and storage facilities for boats, canoes, paddles, life preservers and other equipment.
- A swim test should consist of a minimum of the following: If in shallow water, begin in water, swim x amount metres, turn around to face guard, tread water for minimum 30 seconds. If in deep water, guard must be in water and follow the above swim set.

### 9.2 Swimming (Waterfront & Pools)

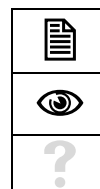
- 9.2.1 Camps with waterfront programs must explain the camp safety rules for swimming to all participants, volunteers and staff prior to any waterfront and pool activity.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe a rule talk if possible.			
Justification:				



- 9.2.2 All on- and off-site aquatic activities must have a minimum of one (1) lifeguard on duty.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe the waterfront or pool in action.			
Justification:				





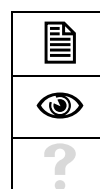
9.2.3 Swimming programs must not exceed the ratio of one (1) lifeguard on active duty for every 30 swimmers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe the waterfront or pool in action.			
Justification:				



9.2.4 If there are more than 30 swimmers, then camps should add the appropriate number of lifeguards. The nature of the waterfront/pool area, the age of the swimmers and their proficiency in the water determines the ratio of lifeguards to swimmers.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe the waterfront or pool in action.			
Justification:				



9.2.5 Camps that operate pools must adhere to the Pool Standards for Alberta, the lifeguard qualifications and ratios listed above.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



9.2.6 Camps with pools must follow the Alberta Pool Standards as set by Alberta Health.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



9.2.7 Camps must equip their swimming areas with devices that alert all swimmers to emergencies, such as whistles, air horns or sirens.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe signaling devices available at swimming areas.			
Justification:				





9.2.8 Camps with swimming and diving areas must equip them with a spine board for safely transporting an individual who has suffered a spinal injury.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe spine boards available at swimming areas.			
Justification:				



9.2.9 Swimming areas must have one (1) or more reach and throw assists readily available for rescues.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe reaching and throwing assists available at swimming areas.			
Justification:				



9.2.10 Camps must have a well-marked First Aid Kit as per provincial occupational health and safety regulations and related rescue equipment readily available in every swimming area. Lifeguards must know the location of this equipment and be fully trained to use it.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe first aid kit and rescue equipment available at swimming areas. Ask a lifeguard where they would find various rescue equipment.			
Justification:				



9.2.11 Camps must have the limits of any swimming area clearly marked with appropriate signs and floats.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe marked boundaries of swimming areas.			
Justification:				



9.2.12 Camps must not permit outdoor, waterfront activity after dark and before sunrise.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				



9.2.13 Diving is prohibited in unfamiliar waters.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures.			
Justification:				







9.2.14 Camps must properly secure swimming areas when there is no lifeguard on duty.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe method of securing swimming areas.			
Justification:				



9.2.15 Camps must clearly post guidelines and instructions for the safe use of recreational aquatic equipment.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe posted guidelines/instructions			
Justification:				



9.2.16 Camps must maintain all piers, floats, platforms, and decks in a safe condition.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe condition of waterfront and pool facilities.			
Justification:				



### Swimming (Waterfront & Pools) Recommendations

- Qualified staff should inspect recreational aquatic equipment before it is made available to campers.
- Swimmers engaged in distance swimming should be accompanied by a boat equipped with approved life saving equipment, crewed by one (1) licensed operator who holds a Pleasure Craft Operators Card and one (1) nationally recognized Lifeguard, capable of using the equipment effectively.
- Camps should position lifeguards on a tower overlooking the swimming area, in a boat immediately outside the swimming area or in a similarly suitable place that allows effective scanning.
- The “buddy system” of surveillance is highly recommended for all swimming activities.

## 9.3 Boating

In 1999, the Federal Canadian Coast Guard, Department of Fisheries and Oceans produced the “Safe Boating Guide.” All camps must follow the regulations listed within the guide. This section of standards covers any type of boating activity including kayaking, canoeing, rowing, sailing, and any other type of watercraft used for camping programs. These standards apply to both flat water and moving water environments.



9.3.1 Activity leaders must instruct participants on the use of any watercraft before the activity begins.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures Observe a leader providing instruction if possible.			
Justification:				



9.3.2 Activity leaders must explain safety rules to all participants.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures Observe a leader providing instruction if possible.			
Justification:				



9.3.3 Camps must have a system of activity surveillance for constant supervision and safety.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures Observe boating in action.			
Justification:				



9.3.4 Camps must keep a rescue boat in readiness for immediate use.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe rescue boat.			
Justification:				



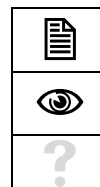
9.3.5 Camps must keep boats and aquatic equipment maintained in safe operating condition.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe condition of watercraft and related equipment.			
Justification:				



9.3.6 All persons on a watercraft must wear a Personal Floatation Device (PFD) or lifejacket, approved by the Canadian Coast Guard, Department of Fisheries and Oceans or the Department of Transportation Canada.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures Observe boating in action.			
Justification:				





9.3.7 At least one (1) Activity Leader supervising a watercraft activity must hold a current Standard First Aid and CPR certification and one (1) of the following certifications:

- a) A provincially or nationally recognized instructor level certification in the watercraft discipline they intend to supervise.
- b) A Nationally Recognized Lifeguard certification.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures, staff certifications and job descriptions Observe boating in action.			
Justification:	(please identify specific certification being used)			



9.3.8 Waterfront staff must assess and record campers' swimming abilities before they are allowed to participate in any boating activity. This can be achieved through a physical swim test or through the inclusion of a written component of the camp's registration forms, completed and signed by the parent/guardian.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review a blank registration form if applicable.			
Justification:				



9.3.9 Authorized waterfront staff must safety check all equipment before using it.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Review equipment check logs. Observe staff checking equipment if possible.			
Justification:				



9.3.10 Every canoe must be equipped with a noisemaker, such as an air horn or whistle, a bailer, and a throw bag with a minimum of fifteen meters of buoyant rope, in accordance with the Safe Boating Guide.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe required equipment, in use if possible.			
Justification:				



9.3.11 All watercraft operators must seek the protection of shore in the event of inclement weather such as lightning, wind, storm, etc.

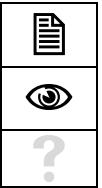
Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Interview			
Explanation:	Review policies and procedures. Ask staff what they do in the event of a storm on the water.			
Justification:				





9.3.12 All watercraft operators must maintain ample freeboard and they must not exceed the manufacturer's specifications for loads.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe load specifications on boats. Observe boats in use for ample freeboard.			
Justification:				



9.3.13 Camps must ensure that all watercraft have sufficient floatation to keep them afloat even in the event that they become swamped.

Camp Types:	Day, Overnight, Program only, Facility only	Yes	No	N/A
Verification:	Observation			
Explanation:	Observe boats for floatation.			
Justification:				



## 9.4 Flat Water Tripping

Flat water tripping standards encompass any boating out trip activity that takes place in a lake setting. These standards apply to all types of vessels involved in lake tripping activities. This section of standards must be followed along with the general boating standards listed above. In addition to the following standards, all trips must follow the out-tripping standards listed in Out Tripping Programs.

9.4.1 Trip leaders must hold a current instructor's certification from Paddle Canada (formerly CRCA) or equivalent from a recognized provincial, national, or international Association.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, staff certifications and job descriptions			
Justification:	(please identify specific certification being used)			



9.4.2 Camps must ensure that trip leaders demonstrate, during each current season, competence in an environment with hazards like that of the river that will be travelled.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff training records.			
Justification:				





- 9.4.3 Trip locations that are not scouted must be researched with regards to all potential hazards entrance, exit, and evacuation points, and potential camping locations. Locally recognized outfitting companies or organizations must be consulted regarding trip research. All research information must be documented.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, scouting trip logs and/or research notes.			
Justification:				



- 9.4.4 Trip leaders who have led the exact same trip in the previous year do not need to participate in a pre-season exploratory trip. But they must become familiar with any new hazards or environmental changes along the intended route.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, scouting trip logs and/or research notes.			
Justification:				



### Flat Water Tripping Recommendations

- Trip leaders must go on a pre-season exploratory scouting trip on the river or watercourse where they intend to trip during the tripping program.

## 9.5 Moving Water Boating

Moving water boating standards cover any boating activity that takes place in a river setting. These standards apply to all types of vessels involved in river activities. This section of standards must be followed in addition to the specific Moving Water Kayaking and Moving Water Tripping sections, as well as the general boating standards listed above.

- 9.5.1 Moving water program leaders must clearly establish swimming ability levels for participants. Participants must meet these levels before they are allowed to join the program.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review a blank registration form if applicable.			
Justification:				





- 9.5.2 Camps must inform participants and their parents or guardians about any additional equipment they must provide at their own cost that is necessary for their safety and well-being.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures. Review pre-camp communications.			
Justification:				



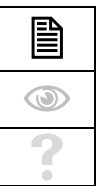
- 9.5.3 Camps must supply trip leaders with the necessary safety and emergency equipment, including a river knife, which must be attached to each trip leader's personal floatation device (PFD), in a safe and accessible manner.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe safety and emergency equipment available.			
Justification:				



- 9.5.4 Camps must ensure that trip leaders are fully trained in the use of the emergency and safety equipment before they undertake any kayak river trip.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff training records.			
Justification:				



- 9.5.5 Trip leaders and assistants must be aware of the unique hazards associated with cold water and they must be trained to respond to cold water emergencies.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff training records.			
Justification:				



- 9.5.6 Instructional staff must hold a current moving water/river instructor's certification from Paddle Canada or equivalent from the recognized provincial, national, or international association.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff certifications.			
Justification:				





9.5.7 River day trips require one (1) trip leader for every six (6) camper boats, in accordance with current Paddle Canada standards

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and camp ratio requirements.			
Justification:				



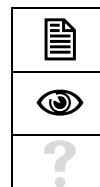
9.5.8 Camps that offer boating in a swift water (class 2 and higher) environment must have at least one (1) staff member who holds a swift water rescue certification or equivalent moving water rescue certification.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff certifications.			
Justification:				



9.5.9 Helmets must be worn for all swift water (class 2 and higher) activities.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe helmets available, in use if possible.			
Justification:				



## 9.6 Moving Water Kayaking

9.6.1 If camps are using skirts on their kayaks, then all participants must be able to use them properly and comfortably perform a “wet exit.”

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and program schedules for training and practice time.			
Justification:				



9.6.2 Helmets must be worn for all activities in white water kayaks on moving water, including class 1 moving water.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe helmets available, in use if possible.			
Justification:				







## 9.7 Moving Water Tripping

Moving water tripping standards cover any boat out trip activity that takes place in a river setting. These standards apply to all vessels involved in river activities. In addition to the following standards, all trips must follow the out-tripping standards listed in “Out Tripping Programs.”

- 9.7.1 Camps incorporating moving water tripping in their regular camp program must prepare trip itineraries that have safety as their highest priority.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and trip itineraries.			
Justification:				



- 9.7.2 Canoe trip leaders must hold a current moving water/river instructor's certification from Paddle Canada (formerly CRCA), or equivalent from a recognized provincial, national, or international association.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff certifications/job descriptions.			
Justification:				



- 9.7.3 Canoe trip leaders must possess a current Standard First Aid and CPR, or equivalent certification.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff certifications/job descriptions.			
Justification:				



- 9.7.4 There must be at least one (1) trip leader and one counselor for every six (6) camper boats, in accordance with current Paddle Canada standards.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and camp ratio requirements.			
Justification:				





- 9.7.5 Camps must provide participants with an orientation before they undertake any canoe trip. This orientation must include water safety and emergency procedures, canoe handling and rescue procedures.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and program schedules for training and practice time.			
Justification:				



- 9.7.6 Camps must supply trip leaders with the necessary safety and emergency equipment and ensure that they are fully trained in its use before trip leaders undertake any canoe trip.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe safety and emergency equipment available.			
Justification:				



- 9.7.7 Camps must supply each trip leader with a river knife, securely attached to the trip leader's PFD, in a safe, accessible manner.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe safety and emergency equipment available.			
Justification:				



- 9.7.8 Camps must make every effort to minimize the environmental impact of their activities on trips along watercourses and lakes, where campsites have not yet been established. This means carrying out all garbage.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and program schedules for training and practice time.			
Justification:				



- 9.7.9 Camps must ensure that trip leaders demonstrate, during each current season, competence in an environment with hazards like that of the river that will be travelled.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff training records.			
Justification:				





9.7.10 Trip locations that are not scouted must be researched with regards to all potential hazards entrance, exit, and evacuation points, and potential camping locations. Locally recognized outfitting companies or organizations must be consulted regarding trip research. All research information must be documented.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, scouting trip logs and/or research notes.			
Justification:				



9.7.11 Member camps participating in out trips of expedition length (trips greater than 21 days) need not adhere to the previous standard. However, these camps must conduct detailed research about the intended route so that all participants have a safe experience.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, scouting trip logs and/or research notes.			
Justification:				



9.7.12 Trip leaders must keep logs or records of the pre-season exploratory scouting trips, highlighting the potential hazards, evacuation points and possible camping locations.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, and scouting trip logs.			
Justification:				



9.7.13 Every person in a canoe must wear a lifejacket or PFD approved by the Canadian Coast Guard Department of Fisheries and Oceans, or the Department of Transportation.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation, Observation			
Explanation:	Review policies and procedures. Observe PFDs available.			
Justification:				





## Moving Water Tripping Recommendations

- Trip leaders must go on a pre-season exploratory scouting trip on the river or watercourse where they intend to trip during the tripping program.
- Canoe trip leaders should possess a swift water rescue certification or equivalent.
- Canoe trip leaders should possess a Wilderness First Aid certification or equivalent advanced first aid certification.
- Trip leaders must go on two pre-season exploratory scouting trips on the river or watercourse where they intend to trip during the program.
- Moving water tripping canoes should include one extra PFD per boat.

### 9.8 Power Boat Operation

This section is in accordance with the Canadian Coast Guard, Department of Fisheries and Oceans, and applies to the types of vessels as described in the “Safe Boating Guide.”

- 9.8.1 Effective September 15, 2009, all operators of a powerboat of any length, must obtain a Pleasure Craft Operating Card.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff certifications/job descriptions.			
Justification:				



- 9.8.2 All camps must follow the age/horsepower restrictions that apply to them according to the “Safe Boating Guide.”

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff certifications/job descriptions.			
Justification:				



- 9.8.3 Camps must provide powerboat operation orientation to all Activity Leaders who are likely to operate powerboats.

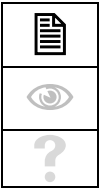
Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures and staff training schedules.			
Justification:				





9.8.4 Camps with motorized watercraft must only permit those who are trained and who hold a Pleasure Craft Operators Card to operate those vessels.

Camp Types:	Day, Overnight, Program only	Yes	No	N/A
Verification:	Documentation			
Explanation:	Review policies and procedures, training records and staff certifications/job descriptions.			
Justification:				



### Power Boat Operation Recommendations

- Camps are encouraged to make allowances for environmentally safe refuelling of power boats and to make environmentally based decisions when replacing equipment.
- Camps are encouraged to follow a regular maintenance schedule for power boats



## Appendices

### Applicable Alberta Acts, Codes & Regulations

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The official statutes and regulations should be consulted for all purposes of interpreting and applying the law.

Official copies of Alberta Legislation are available in print and electronic format from:

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<http://www.qp.gov.ab.ca/catalogue/>



## **First Aid Equipment & Supplies**

A Number 1 First Aid Kit consists of the following:

- 10 antiseptic cleansing towelettes individually packaged.
- 25 sterile adhesive dressings individually packaged.
- 10 10 centimetres x 10 centimetres sterile gauze pads individually packaged.
- 2 10 centimetres x 10 centimetres sterile compress dressings, with ties, individually packaged.
- 2 15 centimetres x 15 centimetres sterile compress dressings, with ties, individually packaged.
- 2 conform gauze bandages — 75 millimetres wide.
- 3 cotton triangular bandages.
- 5 safety pins — assorted sizes.
- 1 pair of scissors.
- 1 pair of tweezers.
- 1 25 millimetres x 4.5 metres of adhesive tape.
- 1 crepe tension bandage — 75 millimetres wide.
- 1 resuscitation barrier device with a one-way valve.
- 4 pairs of disposable surgical gloves.
- 1 first aid instruction manual (condensed).
- 1 inventory of kit contents.
- 1 waterproof waste bag.

A Number 2 First Aid Kit consists of the following:

- 10 antiseptic cleansing towelettes individually packaged.
- 50 sterile adhesive dressings individually packaged.
- 20 10 centimetres x 10 centimetres sterile gauze pads individually packaged.
- 3 10 centimetres x 10 centimetres sterile compress dressings, with ties, individually packaged.
- 3 15 centimetres x 15 centimetres sterile compress dressings, with ties, individually packaged.
- 1 20 centimetres x 25 centimetres sterile abdominal dressing.
- 2 conform gauze bandages — 75 millimetres wide.
- 4 cotton triangular bandages.
- 8 safety pins — assorted sizes.
- 1 pair of scissors.
- 1 pair of tweezers.
- 1 25 millimetres x 4.5 metres rolls of adhesive tape.





- 2 crepe tension bandages — 75 millimetres wide.
- 1 resuscitation barrier device with a one-way valve.
- 6 pairs of disposable surgical gloves.
- 1 sterile, dry eye dressing.
- 1 first aid instruction manual (condensed).
- 1 inventory of kit contents.
- 1 waterproof waste bag.

A Number 3 First Aid Kit consists of the following:

- 24 antiseptic cleansing towelettes, individually packaged.
- 100 sterile adhesive dressings individually packaged.
- 50 10 centimetres x 10 centimetres sterile gauze pads individually packaged.
- 6 10 centimetres x 10 centimetres sterile compress.
- dressings, with ties, individually packaged.
- 6 15 centimetres x 15 centimetres sterile compress.
- dressings, with ties, individually packaged.
- 4 20 centimetres x 25 centimetres sterile abdominal.
- dressings, individually packaged.
- 6 conform gauze bandages — 75 millimetres wide.
- 12 cotton triangular bandages.
- 12 safety pins — assorted sizes.
- 1 pair of scissors.
- 1 pair of tweezers.
- 2 25 millimetres x 4.5 metres rolls of adhesive tape.
- 4 crepe tension bandages — 75 millimetres wide.
- 1 resuscitation barrier device with a one-way valve.
- 12 pairs of disposable surgical gloves.
- 2 sterile, dry eye dressings individually packaged.
- 1 tubular finger bandage with applicator.
- 1 first aid instruction manual (condensed).
- 1 inventory of kit contents.
- 2 waterproof waste bags.



## **Protocols for Addressing Accusations of Standards Violations**

Standards violation claims must be submitted, in writing, to the ACA.

Claims must indicate:

- A description of the violation(s).
- The date(s) the violation(s) occurred.
- The member camp violating standards.
- The names of witness(s).
- Any supporting evidence.
- The name of the complainant and contact information.

The Executive Director of the ACA will initiate conversation with the complainant to discuss the accusation further.

The Executive Director, the Board Chair and the chair of Standards and Accreditation will discuss the accusation within 48 hours.

The ACA will contact a representative from the accused camp management (manager/director or board member) and explain the complaint.

The ACA will then give the camp up to five days to prepare a response to the accusation.

The representative from the accused camp management will discuss the accusation with the chair of Standards and Accreditation and the ACA Board Chair.

The chair of Standards and Accreditation and the Board Chair will decide the best course of action based on the arguments presented. Then they will notify both parties in writing of the ACA board of directors' decision.

If the case requires immediate action involving a vote from the board of directors, the ACA will call a special meeting, otherwise the chair of Standards and Accreditation will make a report at the next regularly scheduled board meeting.



## **Accreditation Process**

This information is current as of the standards manual ratification date. Please refer to detailed procedures in the Bylaws and Policies and Procedures of the ACA.

New member camps have two years to achieve accreditation and must receive an accreditation before the end of the two-year grace period. Member camps must be accredited every three years.

The Program Services Coordinator organizes the accreditation visits, which are implemented by members of the ACA board of directors.

Following the accreditation visit and the evaluation procedure, the camps must forward the appropriate forms, which they have completed, to the ACA office for approval.

Following completion of an accreditation visit, Member Camps who do not meet all applicable mandatory standards shall be listed as "Accreditation Pending".

Member Camps listed as "Accreditation Pending" will receive a letter from the Alberta Camping Association within two months of their visit to indicate which standards they are in violation of.

Member Camps listed as "Accreditation Pending" will have until the end of the calendar year to reply in writing, indicating policy or procedural changes undertaken to meet all applicable mandatory standards.

Member Camps listed as "Accreditation Pending" who fail to reply before the end of the calendar year will be considered "Not Accredited" for the upcoming year.

Member Camps listed as "Accreditation Pending" who fail to reply by the end of the following year will remain listed as "Not Accredited" and will require a re-visit to regain "Accredited" status.

Member Camps who let their membership lapse will require an accreditation visit during the year they rejoin the Association. If the membership has lapsed longer than five years, they will be considered a new member and allotted the two-year period to achieve accreditation.

Member Camps who require a revisit must pay the total cost of the visit.

The Standards and Accreditation committee presents a report of the camps recommended for accreditation to the board of directors for approval and certification.

Accredited Camps receive a formal certificate of recognition, as well as an "Accredited Member" gate plaque



## Critical Incidents

The following procedures are a resource to camp administrators to follow in the event of a serious injury or death.

### Recommendations

- The camp director or designate must report a serious accident or death during a camp program or activity to the ACA Board Chair or another available executive committee member by telephone or fax within 24 hours.
- The ACA Board Chair, board member or designate must advise all other board members of the incident immediately. The Board Chair may call a special meeting of the executive committee.
- Members of the ACA board are not to make a statement on behalf of the ACA or the camp director, unless approved in writing by the ACA board and the camp director.
- The director of the member camp must submit a written accident report to the ACA office within two weeks of the accident. This report must include the name of the person injured or deceased, and the date, time, location, and circumstances of the accident.
- The ACA Board Chair will request a meeting of the board following receipt of the report to determine:
  - The need for professional advice. The Board Chair is authorized to retain legal counsel.
  - The ACA's position at any scheduled inquest or inquiry.
  - The person to appear as a witness on behalf of the ACA.
  - The content and timing of ACA press releases.
  - The content of any correspondence with the director of the camp.
- If there is a coroner's inquest or a legal suit as a result of the accident the Board Chair of the ACA will convene a special meeting. At this meeting, board members will present and vote on recommendations. The recommendations will consider:
  - How to respond to a legal challenge.
  - The ACA's course of action with respect to the member camp's accreditation.
  - Proposals for changes in the ACA's Professional Code of Ethics, Camping Standards and Operating Policies.
  - The ACA's responses to each of the coroner's recommendations.
  - The contents of a press release.



### Action to Take during a Critical Incident

In the event of a critical incident during a camp program or activity, camp administrators are advised to take the following steps:

- Determine the nature of the emergency.
- Confirm that correct emergency action is in progress. If a death has occurred, cover the body and keep others away from the scene.
- Log each action in chronological order, including telephone calls.
- Summon emergency services. To ensure prompt assistance camp administrators must supply the following information:
  - The nature of the emergency-drowning, fire, lost person, etc.;
  - The names and brief descriptions of the persons involved;
  - The specific assistance required, i.e., police, fire brigade, ambulance, doctor, etc.
- In the event of a death inform the police immediately.
- Contact legal counsel.
- Inform your staff of the nature of the emergency and advise them on how to respond to emergency services, campers, parents and the media.
- Inform the campers of the nature of the emergency.
- Inform the parents or guardians listed on the camper's application form.
- Gather written statements from staff, witnesses and other persons involved. These statements must describe the actual conditions and circumstances leading up to the accident.
- Seek advice from legal counsel regarding press releases or correspondence with the parents of the campers. All written communications should be regarded as legal documents.

### Review and Record

- Camp administrators should evaluate serious accidents or deaths by following the outline below:
  - Were staff and campers trained to prevent the hazard that resulted in the accident?
  - What safety devices did the camp provide? When and by whom the devices were last checked or inspected?
  - Were the camp's emergency procedures adequate for the situation? What was the date of the last review or drill?
  - What specific instructions did staff receive when they practiced and reviewed emergency procedures?
  - What are the staff's current qualification or classification requirements? Is staff's training and competency an issue in this situation?



- What rescue procedures did staff employ and how effective were they? Did staff monitor vital signs from the moment they discovered the?
- How much time elapsed between the accident and staff's initiation of emergency treatment?
- Who arrived first on the scene and who administered the first treatment?
- Did staff advise the proper authorities and parents or guardians? Were emergency services promptly available?
- What arrangements did the camp make for the welfare and safety of other campers and staff?
- Do written statements reveal inconsistencies and identify problems or deficiencies?
- How could the camp have prevented the accident?
- What effect has the accident had on the staff and the organization, as well as on campers and their parents?
- What has the camp learned from the accident?

### **Crisis Management Planning**

What is a Crisis?

A crisis is an emergency resulting from an event, announcement, disaster, or controversial issue affecting a camp.

What is a Public Relations Crisis?

A public relations crisis is a situation, which focuses, or could focus, negative public attention on the camp.

What is a Situation?

A situation is a state that could lead to the initiation of a lawsuit or loss of public support, which could adversely affect the name of an agency or camp.

A camp can resolve a crisis by taking rational action and conducting clear communications. Whether the crisis is an event or a disaster, the camp's concern must be for the people who are directly involved - the campers, their parents, and the camp staff.

Critical Incident Stress Management (CISM) is part of the camp's crisis management plan. It is designed to reduce the duration and severity of an incident. Examples of possible crises include a:

1. Missing camper, where the police must be called
2. Serious bone fracture, involving a hospital visit
3. Camp intruder
4. Natural disaster
5. Sudden death



## **Personal Information Protection & Electronic Documents Act (PIPEDA)**

As of January 1, 2004, organizations formally not subject to the Act will be expected to become compliant and will be subject to the new rules in all respects. The Act does not provide for grandfathering. The Ten Principles of Personal Information Protection and Electronic Documents Act (PIPEDA) are as follows:

### **Principal 1 - Accountability**

An organization must designate an individual accountable for compliance with the 10 fair information principals.

### **Principal 2 – Identifying Purpose**

The organization shall identify the purpose for which personal information is collected at the time or before the information is collected.

### **Principal 3 – Consent**

Knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where inappropriate.

### **Principal 4 – Limited Collection**

Collection shall be limited to personal information, for the purpose the organization has identified.

### **Principal 5 – Limited Use, Disclosure and Retention**

Organizations shall not disclose personal information for any purpose other than those for which it was collected, except with consent or as required by law.

### **Principal 6 – Accuracy**

Organizations must ensure that personal information is accurate, complete and up to date for the purpose for which it is to be used.

### **Principal 7 – Safeguards**

Security safeguards shall protect personal information, appropriate to the sensitivity of that information.

### **Principal 8 – Openness**

An organization shall make readily available to individuals' specific information about its policies and practices relating to the management of personal information.

### **Principal 9 – Individual Access**

An individual shall be informed of the existence, use and disclosure of his or her personal information upon request and shall be given access to that information.

### **Principal 10 – Challenging Compliance**

An individual shall have the right to challenge compliance by making a complaint to PIPEDA's compliance officer.





## **Organizational Standards for Volunteer Involvement**

Volunteer organizations recognize that volunteers are vital human resources, and the organization will commit to the appropriate infrastructure by providing a safe and supportive environment. Volunteers make a commitment and are accountable to the organization. Volunteers will act responsibly and with integrity.

The Ten Standards for Volunteer Involvement are as follows:

1. The boards of directors and senior management acknowledge and support the vital role of volunteers in achieving the organization's purpose of mission.
2. The organization adopts policies and procedures to provide a framework that defines and supports the involvement of volunteers.
3. The organization designates a qualified person responsible for the volunteer program.
4. The organization consistently applies a clearly communicated.
5. Volunteer assignments address the purpose of the organization and involve volunteers in meaningful ways – reflecting their various abilities, needs and backgrounds.
6. Volunteer recruitment and selection reaches out to diverse sources of volunteers.
7. Volunteers receive an orientation to the organization, its policies and procedures, and receive training for their volunteer assignment.
8. Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
9. Volunteers are welcomed and treated as valuable and integral members of the organization's human resources.
10. The organization regularly acknowledges the contributions of volunteers with formal and informal recognition methods.



## **The Importance of Screening Paid Staff & Volunteers**

The most critical volunteer policy in a not-for-profit organization is the screening process. Policies for screening paid staff and volunteers serve many important functions. For example, they define expectations, delineate rules, establish boundaries, create a base for accountability and contribute to consistency and continuity.

### **Screening Terminology.**

"Duty of Care" is a legal principle, which stipulates the moral obligations of individuals and organizations to take reasonable measures to care for and protect their clients to an appropriate level or standard of care. If the clients are vulnerable and they cannot protect, defend, or assert themselves because of age, disability or circumstance, then that duty becomes more intense and the standard higher.

"Standard of Care," also a legal term, is expected in individual circumstances, by a reasonable or prudent person. The law requires that we take reasonable care to screen individuals thoroughly to ensure the safety of our clients.

A police record check is a process of securing information from the police about individuals. The report may define whether someone has a criminal record, or it may provide details of actual offences.

A position of trust identifies a setting in which someone is placed in a position of authority over another person in an ongoing relationship. Individuals in positions of trust may be family members, friends, caregivers, volunteers, or employees.



### Supervision Ratios

Standard	Activity	Supervisors  unless otherwise noted, the supervisor may count towards Counsellor/Program Staff Ratios	Counsellors/ Program Staff  where no ratio is listed, the general staff: camper ratios for the age group and camp type apply	Additional Notes
7.2.4 7.2.5	Horsemanship	1 Wrangler/ Activity Leader to 16 campers		
7.3.7 7.3.8 7.3.9 7.3.10	Hiking	1 Activity leader is required for trips beyond adjacent land. *They may NOT count towards supervision ratios	A minimum of 2 staff must be present when activities go beyond the immediate vicinity of other staff and/or buildings	
7.4.2	Archery	1 Range master with provincial or national certification or Specific on-site training to 4 archers at the firing line		* Range master may count towards supervision of up to 4 other campers not at the firing line
7.5.13 7.5.14	Riflery	1 Range master with provincial or national certification or Specific on-site training to 4 shooters at the firing line. *The Range Master may NOT count towards supervision ratios		* Range master and all participants over 18 must hold a current Possession and Acquisition Licence *Range master may NOT count towards supervision of additional campers not at the firing line



7.6.6 8.5.2 8.5.3	Winter Travel or Camping	1 Supervisor to 16 campers	A minimum of 2 staff must be present on winter travel activities	
7.7.4 7.7.5 7.7.6 7.7.7	Challenge Course -High Elements	1 Level 1 Challenge Course Practitioner or Activity Leader with specific on-site training per group	A minimum of 2 staff or volunteers must be involved in any activity requiring fall protection.	A Level 2 Challenge Course Practitioner must be available on call in case of emergencies requiring rescue.
7.7.4 7.7.5 7.7.6	Challenge Course -Low Elements	1 Level 1 Challenge Course Practitioner or Activity Leader with specific on-site training per group		
7.7.4 7.7.5 7.7.6 7.7.7	Vertical Playground	1 Level 1 Challenge Course Practitioner or Activity Leader with specific on-site training per group	A minimum of 2 staff or volunteers must be involved in any activity requiring fall protection.	A Level 2 Challenge Course Practitioner must be available on call in case of emergencies requiring rescue.
7.7.24	Climbing wall	1 Level 1 Challenge Course Practitioner or Activity Leader with specific on-site training per 3 active ropes	A minimum of 2 staff or volunteers must be involved in any activity requiring fall protection.	



8.1.3 8.1.4 8.1.6 8.1.7 8.2.3 8.2.5 8.2.6 8.2.14	Natural rock climbing	1 Level 1 Challenge Course Practitioner or Activity Leader with specific on-site training per 3 active ropes	A minimum of two (2) staff must accompany any adventure-based program.	
8.2.15	Multi-pitch rock climbing	1 Supervisor to 1 active rope or 3 climbers *the supervisor may NOT count towards counsellors/program staff	A minimum of two (2) staff must accompany any adventure-based program.	
8.3.17	Ice climbing	1 trip leader per 3 campers *the trip leader may NOT count towards counsellors/program staff	1 counsellor per 3 campers	
8.6.1 8.6.2 8.6.3 8.6.4 8.6.5 8.6.6	Caving	1 Lead Activity Supervisor /Group	A minimum of two (2) staff must accompany any adventure-based program.  1 activity leader per 2-3 campers 2 activity leaders per 4-14 campers	* Supervisor may count towards activity leaders
8.7.11	Cycling and Mountain Biking	Mountain Biking, Cycle Tripping: 2 Activity Leaders to 6 riders Urban, Day Tripping: 1 Activity Leader per group	A minimum of two (2) staff must accompany any adventure-based program.	



9.1.5 9.1.7 9.1.8 9.2.3 9.2.4	Swimming	1 Nationally Certified Lifeguard to 30 swimmers		Recommended: additional lifeguard should be available for rotation
9.3.7 9.4.1	Flatwater Boating	1 Provincially certified Instructor for type of watercraft being used or 1 Nationally Certified Lifeguard	1 Counsellor to 10 campers or 5 boats	1 Additional Supervisor for groups of more than 10 boats
9.3.7 9.5.6 9.5.7 9.5.8 9.6.4 9.7.2 9.7.3 9.7.4	Moving Water Boating	1 Provincially certified Instructor for the class of water being travelled, and the type of watercraft being used;  Camps offering trips on swiftwater (class 2 and higher) must have one Supervisor Certified in Swiftwater Rescue  River Day trips require 1 trip leader for every 6 camper boats	1 counsellor to 10 campers or 5 boats  Overnight trips: 1 trip leader <i>and</i> one counsellor / 6 camper boats	1 Additional Supervisor for groups of more than 10 boats  Camps that offer kayaking in a moving water environment must have at least one (1) staff member who holds a swift water rescue certification or equivalent moving water rescue certification.
9.5.7	Rafting - Moving Water	1 Certified Instructor per raft	1 counsellor per raft	