



**ALBERTA CAMPING**  
ASSOCIATION

# ACCREDITATION ORIENTATION

WHAT TO EXPECT AS A VISITOR OR CAMP

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# ACCREDITATION VISIT HOSTS

- Each camp to be visited will have a representative (Director, Board member or other leadership personnel) to host the visitors
- The Visit Host will:
  - Provide a tour of the site
  - Answer questions about how the camp is meeting each standard
  - Share their ideas for visitors to bring back to their site
  - Learn from the visitors ideas for improvement
  - Develop a greater familiarity with the ACA Standards
  - Be the initial contact person for post-visit follow-up

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# ACCREDITATION VISITORS

- Every camp being accredited this year will be visited by a team of 2 visitors
  - One of our ACA Staff Members (including summer Accreditation Coordinators) or Board Members will serve as the Primary Visitor.
  - We are looking for volunteers to serve as Secondary Visitors
- Visitors will have the opportunity to:
  - See another camp's site
  - Provide feedback on how the camp is doing different things
  - Share their ideas for improvement
  - Learn from the host camp ideas to bring back to their site
  - Develop a greater familiarity with the ACA Standards

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# THE ACCREDITATION PROCESS

Timeline	Step
January 31	Camps receive Notice of Visit
Feb 28/29	Camps Select their Preferred Visit Dates and ACA Staff Schedule Visits
March	Volunteers sign up to be secondary Visitors
May 31	Deadline for submitting documents for Review
May/June	ACA Summer staff will review documents
June-August	Visits will occur, reports submitted to S&A Chair
September	S&A Committee will review visit reports
October	Fully compliant camps will be approved by ACA Board
October	Non-compliant camps will be sent a letter indicating areas the they need to work on
Dec 31	Deadline for non-compliant camps to submit compliance affirmations

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# Preparing for your Visit - Host Camp

Once your camp has been notified of your upcoming visit, you will need to fill out the online form selecting your preferred visit dates. ACA Staff will then select the best option and arrange for visitors.

You should prepare for your visit by going through the most current revision of the standards manual (updates are made by the end of March after any changes are approved at the AGM). Ensure that you know where /how to verify each standard.

You will see that the manual indicates how a standard is verified. For any standards listed as “Documentation” you will need to send files showing these items to [accreditation@albertacamping.com](mailto:accreditation@albertacamping.com).

Prepare for the day of your visit by ensuring you have the full 4 hours to be with the visitors. Be prepared to take the visitors on a full tour of your site.

You should also have all of the documents you sent ahead of time handy in case the visitors have any questions.

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# ACCREDITATION DOCUMENTS

Camps will be asked to submit documents pertaining to the standards by May 31

These documents will be reviewed by ACA staff.

The staff will make notes on the Manual/Accreditor Tool of any documents items requiring follow up during the visit.

Any items missing from the document checklist will need to be reviewed during the visit.

Note that some document items will also have site-visit components.

Documents will not be retained after the camp's accreditation is approved by the board. Unless the camp agrees to provide them as examples.

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# ACCREDITATION DOCUMENTS

- Policies Manual
- Operations/Procedures Manual
- Program Manuals outlining operations of each program area
- Strategic Plan / Masterplan
- Promotional brochures/material
- Registration form (for campers)
  - blank Medical form (for campers)
  - blank Registration confirmation package (sent to registered campers)
  - Sign-in form upon arrival (may be just medical update)
- Staff & Volunteer Hiring/Screening Policy manual including...
  - detailed job descriptions
  - application form ~ blank
  - screening record form (references, police check, etc.) ~ blank
  - hiring confirmation/contract ~ blank
  - medical form ~ blank
  - Staff Training Manual
- Insurance certificate (summary page(s))
- Workers Compensation Board summary page
- Critical Incident reporting form ~ blank

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# SETTING UP THE VISIT

- The ACA office will put both visitors and the camp to be visited in touch
- These individuals will be responsible for arranging the details of the visit
  - Selecting a meeting time
  - Arranging travel, ensuring visitors have directions
  - Arranging for any meals to be eaten while at the site
- All visit details should be set by the end of June
- If, as a host camp, you have not been contacted to arrange these details, please contact the ACA office

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# WHAT TO EXPECT ON THE VISIT

- Upon arrival, the Visitors should be greeted and shown to the bathrooms (they may have just finished a long drive)
- The Visit Host and Visitors should sit down together in a quiet space (typically an office) and go through any documents which were incomplete or required follow-up
- They will then read through the standards, with the Visitors reading them off and the Host explaining if and how they meet the standard
- One of the Visitors will make notes on the Accreditor Tool
- The Host will then take the Visitors on a tour of the facility. This tour should include all buildings and program areas, and Visitors will be looking for specific standards items
  - Smoke detectors
  - Locked meds
  - First aid kits

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# WHAT TO EXPECT ON THE VISIT

- The visitors may stop along the tour to ask staff clarifying questions, or may ask the Host to arrange for a brief interview with a seasonal or front-line staff member
- Allow time at the end of the tour for anyone to ask questions
- A copy of the Accreditor Tool should be made and left with the host camp (or if done digitally, sent to them)
- Both parties should sign the Accreditor Tool
- Visitors should ensure the Host is aware of any items being marked “non-compliant” so they may begin work on these items
- Both parties should thank each other for their time

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# AFTER THE VISIT

- Visitors should send a copy of the Accreditor Tool to the camp (or leave it there at the end of the visit) and to the Standards & Accreditation Committee Chair.
- The S&A Committee will review all visit reports in September, and letters will be sent to all camps indicating if they have been found compliant or non-compliant.
- Camps who are fully compliant will be brought before the ACA Board at a meeting in October for approval, and will then receive their official approval letter and new seal for their certificate

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# AFTER THE VISIT

- Camps who have items of non-compliance will be informed of what these items are, and what steps they need to take to be in compliance.
- Camps will have until December 31st of the same year to send affirmation of their compliance, as outlined in their visit report letter to the Standards and Accreditation Committee. The S&A Chair will bring these camps to the board for approval as they are received.
- Camps with outstanding items on non-compliance after December 31st will be listed as “Accreditation Pending” for the following year, and will have until the end of the following year to come into compliance. If, by the end of the following year, the camp has not been able to meet all necessary standards, they will forfeit the ACcredited status, and must have a full visit again to renew their membership.

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# ADDITIONAL NOTES

- To help balance the number of visits and volunteer visitors, we request that those receiving a visit send a visitor to another camp
- All visitors and hosts should familiarize themselves with the standards prior to the visit
- Mileage covered for visitors
- Authority of visitors
  - reporting
  - authority of recommendation
  - day-of observation
- Responsibility of camps
  - ongoing compliance
    - ensuring their visit happens
    - submitting documents

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# QUESTIONS

ANY QUESTIONS ABOUT ACCREDITATION, THE  
PROCESS, OR THE STANDARDS

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