



ALBERTA CAMPING ASSOCIATION

Standards Manual

2024 Revision

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Revisions and Updates

The Alberta Camping Association Standards Manual is a dynamic and continuously evolving document. Therefore, all members have a responsibility to keep the Alberta Camping Association informed about events or circumstances that may have a direct impact on the operation of camps in Alberta.

If you have feedback or a concern about anything in the ACA Standards Manual, please use the following form to share your thoughts with the ACA Standards Committee: <https://forms.gle/szT25Q6msogrGiEF8>

The ACA Standards Committee makes recommendations to the ACA Board regarding standard revisions and the ACA Board makes the final decisions regarding what standard revisions to present to the ACA members for approval.

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 to ACA members.



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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.

Camps enhance the physical, social and/or emotional experience of participants through an activity or set of activities. The Alberta Camping Association develops and maintains clear, achievable and mandatory standards for Alberta member camps based on relevant legislation & industry standards. Camps that meet or achieve all the ACA standards and pay the required fee are formally recognized as accredited camps of the Alberta Camping Association.

It is through the accreditation program that the ACA helps the general public identify camps that are compliant with our standards. 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.

Revisions of the ACA Standards Manual reflect the contemporary environment of organized camping and the increasingly complex challenges faced by our members. Through our Standard Manual & Accreditation process, the ACA continues to promote the safety of those who participate in our member camps' programs and services.



The ACA Standards Manual recognizes four types of accreditations that are defined in the Glossary:

1. Day Camps
2. Overnight Camp
3. Program Only Camps
4. Facility Only Camps

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. ACA accreditation does not signify approval of a camp by the ACA Board or the ACA members 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 are in compliance with the ACA Standards. Parents, as they would look for a licensed childcare, look to the Alberta Camping Association accredited camp logo.

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.



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- The use of “ACA Accredited Camp” is strictly prohibited except by those ACA member camps that currently hold an accredited camp status.



ALBERTA CAMPING
ASSOCIATION

ACCREDITED CAMP



Glossary

ACA Accreditation Terms

Day Camps	Provide educational and recreational opportunities through a variety of activities that are supervised by trained leaders, operated at a permanent site or park, during normal daylight hours and for a sustained period of no less than 5 days. The campers return home each night.
Overnight Camps	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 predetermined route, for the duration of at least one night. Campsites may not always be established facilities along that route.
Program Only Camps	Provide 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 that are responsible for supervision of minors or other vulnerable persons will ALSO fall under the Day or Overnight designation.
Facility Only Camps	Do not provide programs but instead provide a facility or site for Rentals & User Group who develop and facilitate their own programs. If a Facility Only camp also provides instructors/activity leaders for Rentals & User Groups, they must also be accredited as a Program Only camp. If a camp is responsible for supervision of minors or other vulnerable persons, they must be accredited as a Day Camp or an Overnight Camp.



New Member - Accreditation Pending	Camp has paid their ACA fees and started working towards compliance with the ACA Standards this calendar year
Accreditation Pending	Camp has paid their ACA fees and is working towards compliance with the ACA Standards
Accredited	Camp has paid their ACA fees and successfully completed their accreditation process including demonstrating their compliance with the ACA Standards at least every 3 years. The ACA Board has the authority to grant a 4th-year extension on a case-by-case basis.

Staff Terminology

Staff	The term “staff” will be used to refer to both paid and volunteer staff
Camp Director / Executive Director	Responsible for all aspects of a camp’s operations. This individual is the staff member with the most authority and is generally the one person that reports directly to the camp’s board
Day Camp Director	Responsible for all aspects of a day camp’s operations. This individual is the staff member with the most authority and is generally the one person that reports directly to the camp’s board
Camp Administrator/ Camp Registrar	Responsible to oversee and coordinate administration.
Cabin Leader / Camp Counsellor (for recreation and trip camps)	Responsible for a group of campers throughout the camp session. If leading an activity, the Cabin Leader must also satisfy any Activity Leader requirements Note: These individuals are also commonly referred to as “counsellors”. In respecting the profession of counsellors and recognizing that camp staff in general are not trained to be professional counsellors, the ACA asks that the term “cabin leader” be used but



	recognizes that this is the same role referred to as "counsellor" in the Alberta Employment Standards.
Assistant Cabin Leader / Junior Cabin Leader	Assists a Cabin Leader or must be under adult supervision while supervising children.
Activity Supervisor	Responsible for all aspects of safety and supervision for the specific activity determined by the standard this term is used under. Alberta Employment Standards refer to this role as "Activity Instructor".
Activity Leader	Assists with safety and supervision for the specific activity determined by the standard this term is used under. Alberta Employment Standards refer to this role as "Activity Instructor".
Out-Trip Leader	Activity Supervisors and Leaders who participate in camp programs and activities that take participants to areas past the facility's adjacent land. Alberta Employment Standards refer to this role as "Activity Instructor".
Health Care Provider	Responsible for providing health care for campers and staff and coordinating all activities in the camp health care centre.
Food Handler	A person working in or for a food establishment, whose function permits them to be in contact with any food or utensil.
Temporary Resident	Anyone in Canada who is not a Canadian citizen nor a permanent resident.



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 property or within 2-way radio communication.
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.
Duty of Care	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.
Emergency	A present or imminent event that requires prompt coordination, action, or special regulation to protect the health, safety or welfare of people or to limit damage to property.



First Aid, Basic/Emergency, Intermediate/Standard & Advanced	3 levels of First Aid certification. Courses must be approved by Alberta OHS. Note that the ACA requires CPR C certification whenever a standard requires any level of first aid training for a given camp staff member
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.
Immediate Family	Father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child, step-child (including child of common-law partner), ward, father-in-law,



	<p>mother-in-law, grandchild, grandparent, any person who stands in the place of a relative for the individual whether or not there is any degree of consanguinity between such person and the individual or any one permanently residing with the individual.</p> <p>For the purpose of this definition, "Common-law partner" means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited with the individual for a period of at least one year.</p>
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 trip travelling beyond adjacent land.
Personal Fall Protection Equipment (UIAA/ CE approved equipment)	<p>For climbing: Harness (full body or waist), 10.5mm dynamic rope, climbing helmet, belay device, top rope anchors.</p> <p>For Rappelling: Harness (full body or waist), dynamic rope, climbing helmet, rappelling device, 6mm prussic cord, top rope anchors.</p> <p>For High Ropes: Harness (full body or waist), dynamic rope and top rope anchors (if belay is required), lanyards, climbing helmet, locking clips.</p> <p>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.</p> <p>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.</p>
Police Information Check (PIC)	A process of securing information from the police about individuals. For the purposes of the ACA



	Standards Manual, a PIC will include a Canadian Criminal Record Check (CCRC) and Persons Query of the Canadian Police Information Center (CPIC) for other criminal convictions and judicial matters as reported by local police jurisdictions. The report will define whether someone has a criminal record, or it may provide details of actual offences. If a PIC processed by a private third-party provider indicates the existence of additional information, the camp must secure the details of the actual offences through a police department.
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.
Rental / User Group	Groups or organizations renting a recognized camp facility.
Sanitize	To treat a surface in such a way as to reduce the level of micro-organisms so it is not unsanitary.
Standard of Care	A legal term referring to what would be expected in individual circumstances by a reasonable or prudent person. For example, the law requires that we take reasonable care to screen individuals thoroughly to ensure the safety of our clients
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	<p>A structure containing a pool of water:</p> <ul style="list-style-type: none"> • That is greater than 60 centimetres at its greatest depth, • That is used for recreation, healing, therapy, or other similar purpose and means all buildings and equipment used in connection with the structure <p>But does not include:</p> <ul style="list-style-type: none"> • 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 • A swimming pool that is drained, cleaned, and filled after each use by everyone
Vehicle	Any motorized conveyance, including certain boats.
Vulnerable person	<p>A person who, because of their age, a disability or other circumstances, whether temporary or permanent,</p> <ul style="list-style-type: none"> A. is in a position of dependency on others; or B. is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them. <p>This definition includes all minors.</p>
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.
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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.	
1.1.2	Every camp must provide a formal written statement of purpose and goals of the camp and state specific objectives for the mental, physical and/or spiritual development of the campers. These shall be readily accessible to current and prospective parents, campers & paid and volunteer staff.	
1.1.3	All information contained in a camp's advertising, informed consent forms & waiver forms must be complete, accurate and up to date including all structured programming and policies regarding unstructured programming.	
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).	
1.1.5	Every camp must ensure that camp personnel are qualified and trained to deal effectively with accident, illness, and other contingencies.	
1.1.6	Every camp must prepare annual financial statements that meet the needs of stakeholders and government. Most financial records must be retained for 7 years.	CRA Charity Books and Records
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.	
1.1.8	Every camp must publicly publish a written policy stating the conditions under which refunds will be granted, such as sickness, family emergencies, etc.	



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.	
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.	Alberta Limitations Act, 3 Limitation Periods & 5.1.2 Minors
1.2.2	Every camp must adhere to applicable privacy and/or policy legislation (See Appendix 8).	
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.	
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.	
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 must be kept in a confidential file for a minimum of three (3) years or at least three (3) years after the participant reaches legal adult age, whichever is longer	Alberta Limitations Act, 3 Limitation Periods & 5.1.2 Minors
1.2.6	Every camp must have a screening process for each new paid and volunteer staff person. For Canadian citizens & permanent residents staff, this process must include at minimum:	Industry Standard
Info for ACA Members	[REDACTED]	
a)	an interview;	Industry Standard



	reference checks from adults outside the applicant's Immediate Family (see glossary) who have known the applicant for at least b) 1 year;	Industry Standard
	a Police Information Check (PIC, including a Canadian Criminal Record Check (CCRC) and Persons Query of the Canadian Police Information Center (CPIC) for other criminal convictions and judicial matters as reported by local police jurisdictions) for those age 18 or older and a PIC or voluntary disclosure signed by both the staff member and a parent for staff younger than 18 years of age. A PIC dated within 3 years must be on file for every current volunteer or paid staff person age 18 or older; c) and	Industry Standard
Info for ACA Members	[REDACTED]	
	d) identity verification	Industry Standard
1.2.7	Every camp must use a vulnerable sector search dated after the most recent addition to the Canadian pardoned offenders database as part of their screening process for all paid and volunteer staff who have (or could choose to have) any in-person or virtual interaction with vulnerable (see glossary) campers and/or staff and who are older than the youngest person currently in the Canadian pardoned sex offender database. Any roles thought to be exempt from this requirement must be submitted to the ACA Standards Committee for confirmation.	Industry Standard
Info for ACA Members	[REDACTED]	
1.2.8	Every camp must also ensure a thorough screening process for any Temporary Resident paid and volunteer staff including	Industry Standard



	wherever possible equivalents to the screening requirements for other staff.	
1.2.9	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.	
1.2.10	Every camp requires written permission from the parents or guardians of minors 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 or at least three (3) years after the participant reaches legal adult age, whichever is longer	Alberta Limitations Act, 3 Limitation Periods & 5.1.2 Minors
1.2.11	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.	
1.2.12	If camps allow campers the option of signing themselves in and out of camp, this must be done with prior written consent from the camper's parent or legal guardian.	
1.3 Insurance & Liabilities		
1.3.1	Every camp must ensure that the camp's capital investments, program activities, paid & volunteer staff, and board of directors are fully insured during normal operations.	
1.3.2	Every camp must apply for Alberta Workers' 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.	
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.	
1.4.2	Every camp must conduct emergency drills with their clients on a regular basis, under the supervision of on-site camp personnel.	



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, unless alternate transportation (ie. ambulance, public transit) is immediately available.	
1.4.4	Every camp must have emergency telephone numbers (including numbers for local emergency services if outside of 911 range, local RCMP non-emergency number, and Camp Leadership contacts in case of emergency), land location and directions to the camp conspicuously posted by every telephone on-site.	
1.4.5	Camps must have written emergency communication protocols for both on-site and off-site activities.	
1.4.6	Camps must have a policy on the use of online social networks between staff, volunteers, and campers.	
1.5 Child Protection		
1.5.1	Every camp must have a child safety & protection policy that contains, at minimum, information on all mandatory Alberta Camping Association child safety & protection standards (section 1.5).	
1.5.2	Every camp must comply with the Child, Youth and Family Enhancement Act Section 4, Part 1, Division 1. (I.E. Duty to Report).	
1.5.3	Every camp will define staff and volunteer roles and responsibilities with regards to preventing and responding to child safety & protection concerns.	
1.5.4	Every camp will have a written policy regarding visual recording equipment (including cell phones) in areas where individuals may not be fully clothed.	
1.5.5	All staff and volunteers will sign a statement annually indicating that they have read and agree to abide by the camp's child safety & protection policy.	
1.5.6	Every camp will have a procedure for responding to and/ or supporting a disclosure and/ or allegation of abuse, including an allegation of abuse against a staff or volunteer.	




1.5.7	Every camp will document any disclosures and/ or allegations of abuse **and store according to FOIP**	
1.5.8	Every camp will have a procedure for investigating allegations of abuse against a staff or volunteer.	
1.5.9	Every camp will have a process for reporting complaints and concerns that is public, accessible, and confidential and has the option for anonymity.	
1.5.10	Staff and volunteers must implement and comply with the camp's child safety and protection policy.	
1.5.11	Every camp must provide all staff and volunteers with training that contains, at minimum:	
	a) Information on the Child, Youth and Family Enhancement Act Section 4, Part 1, Division 1 (I.E. Duty to Report).	
	b) Information on recognising a child in need, including child abuse, neglect and sexual exploitation.	
	c) How to respond to and/ or support a disclosure and/ or allegation of abuse.	
	d) Information on proper conduct around and when interacting with participants including appropriate touch, supervision, and (electronic) communication.	

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.	
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.	
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.	
2.1.4	Camps must assure that all camp personnel and volunteers are treated equally and in accordance with the Canadian Charter of Rights and Freedoms.	
2.1.5	Camps using sub-contractors to deliver programs must ensure that all program standards are being followed for the activity that has been sub-contracted. If those sub-contractors are ACA accredited, the applicable sections may be marked as N/A.	
2.1.6	Camps using sub-contractors as the sole supervisors of children must ensure that all required standards are being followed. If those sub-contractors are ACA accredited, the applicable sections may be marked as N/A.	
2.1.7	Member camps employing any individuals under legal adult age must obtain the written consent of the minor's parents or guardians for the activities undertaken as a part of their role.	Industry Standard
2.1.8	A visitor/guest is anyone who is not a paid or volunteer staff member and is not a camper, except minor children of paid or volunteer staff who live at camp. While vulnerable (see glossary) campers and/or staff are present at the camp, visitors/guests:	
Info for ACA Members		
	a) must be clearly identifiable to both campers and staff as visitors/guests;	
	b) must be supervised at all times by a paid or volunteer staff member who has been fully screened;	



	do not count towards staff when determining supervision ratios but minors do count towards camper numbers when	
	c) determining supervision ratios	
	d) may not be included in personal care	
	e) may not stay overnight or sleep at the camp;	
	f) may not routinely visit the camp since they must then be screened as a paid or volunteer staff.	
Info for ACA Members	[REDACTED]	
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.	
Info for ACA Members	[REDACTED]	
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.	



Info for ACA Members	[REDACTED]	
2.2.3	All Directors of camps are responsible for the management and administration of camp.	
2.2.4	Camp directors must formally authorize another qualified staff member to act on their behalf during their absences from camp.	
2.3 Cabin Leaders		
2.3.1	Campers must be supervised during camps hours of operation.	
2.3.2	Cabin Leaders must be 17 years of age and at least 2 years older than the oldest camper they will be supervising	Industry Standard
2.3.3	Assistant Cabin Leaders must be enrolled in grade 10 high school studies equivalent or higher and must be under the supervision of an adult staff member while supervising children. The adult may only supervise 1 Assistant Cabin Leader at a time, can not also themselves be supervising a different group of campers, must be able to effectively supervise (eg. have line-of-sight) and must be in close proximity (i.e. within a reasonable distance to respond to an emergency).	
2.3.4	Assistant Cabin Leaders under Legal adult age must be a minimum of two years older than the campers assigned to them.	
2.3.5	Camps that serve adult clientele with special needs do not require the two-year age difference for Assistant Cabin Leaders	
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 (see 1.5.10)	
	k) Camper Wellness/ Inclusion	
	l) Out-trip Policies (If Applicable)	
2.4.2	Camp training for all support staff or camp personnel with a low level of involvement must cover the following curriculum. This includes an age-appropriate version for children of paid or volunteer staff who live at camp and who are not themselves paid or volunteer staff nor campers:	
	a) Site Orientation	
	b) Emergency Procedures	
	c) Risk Management	
	d) Staff Roles/ Responsibilities/ Expectations	
	e) Staff Code of Conduct	
	f) Abuse Protocol	
2.4.3	Training days for staff and volunteers must be completed prior to the commencement of program and must include on-site orientation highlighting emergency procedures and location of medical supplies including practicing and executing emergency evacuations to ensure that all staff are familiar with route and role during the evacuation of large groups.	
2.4.4	Training for all non-permanent staff (staff without continuous employment) must be done on an annual basis.	



2.5 Supervision Ratios

The following are minimum supervision standards which must be followed but do not imply adequate supervision in all scenarios. Camps must exercise judgment 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. Minor volunteers who are too young to be Assistant Cabin Leaders count as campers for these supervision ratios. Assistant Cabin Leaders do not count when determining supervision ratios - neither on the staff side nor on the camper side

2.5.1	Ratios for Onsite Programs and Activities	
	Day Camps unless supervisors meet qualification requirements outlined in Alberta Early Learning & Child Care Regulation for a) higher supervision ratios	Alberta - Early Learning and Child Care Regulation (2021-02-01)
Age of Campers	Number of Supervisors	Number of Campers
less than 12 months	1	3
12 months to less than 19 months	1	4
19 months to less than 3 years	1	6
3 years to less than 4 years	1	8
4 years or older	1	10
	b) Overnight Camps	
Age of Campers	Number of Supervisors	Number of Campers
6 or less	1	6
7-14	1	8
15 or more	1	10
2.5.2		
Info for ACA		



Members		
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.	
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.	
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 King'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 ACA 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	
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) Trails and obvious exit points along campsite perimeters	
	g) Challenge Courses	
Info for ACA Members	[REDACTED]	
3.1.5	Signs must indicate when the areas may be entered, and the conditions for entry.	
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.	



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.	
3.1.8	Every camp must have indoor program areas large enough to accommodate all campers safely during inclement weather.	
3.1.9	Every camp must create a maintenance checklist that includes daily, weekly, monthly, semi-annual and annual inspections.	
Info for ACA Members	[REDACTED]	
3.1.10	If camp property is used during the non-summer months, camps 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.	
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	Fabric structures must comply with Fire Code. Proof of a fire marshal inspection within the past year will be accepted as proof of compliance with Fire Code	2019 Fire Code (Alberta Edition), 2.9 Tents and Air-Supported Structures
Compliance Verification Info for ACA Members	[REDACTED]	[REDACTED]
Compliance Verification Info for ACA Members	[REDACTED]	[REDACTED]
Compliance Verification Info for ACA Members	[REDACTED]	[REDACTED]



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:	
	a) Wind	
	b) Snow Load	
	c) Flooding	
	d) Toilet and Washing Facilities	
	e) Safety, Security and Evacuation or Access	
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.	
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.	
3.2.5	Any fabric structure over 1000 sq. must comply with the National Building Code.	
3.3 Fire Safety		
This section is to complement rather than replace the Alberta Fire Code.		
3.3.1	All member camps are required to follow the fire code as it applies to each member's site, facility, and equipment. Proof of a fire marshal inspection within the past year will be accepted as proof of compliance with Fire Code	2019 Fire Code (Alberta Edition)
3.3.2	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.	
3.3.3	Every camp must conspicuously post fire emergency procedures in each camp building.	
3.3.4	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.	
3.3.5	Every camp must provide and maintain fire detectors, whether heat or smoke-activated, in compliance with the Alberta Building Code and Fire Code. Proof of a fire marshal inspection within the past year will be accepted as proof of compliance with Fire Code	
Compliance Verification Info for ACA Members	[REDACTED]	
Compliance Verification Info for ACA Members	[REDACTED]	[REDACTED]
Compliance Verification Info for ACA Members	[REDACTED]	[REDACTED]
3.3.6	Every camp must have a fire evacuation plan.	
3.4 Safety		
3.6.1	Every camp must ensure that flammable liquids and combustible liquids are not stored inside buildings used for accommodation nor in rooms containing open flames (eg. furnace rooms) except as specifically allowed in Fire Code	2019 Fire Code (Alberta Edition), 4.2.4 in Flammable and Combustible Liquids
3.6.2	Camps must maintain, store and operate barbeques in a safe manner	
3.6.3	Camps using fireworks must comply with municipal or county	



	by-laws and follow manufacturer's procedures for safe use.	
3.6.4	Every camp must store chemicals in compliance with the Safety Data Sheet (SDS). 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.	
3.5 Food Services		
This section applies to all camps that prepare food for staff and/or guests		
3.7.1	Every camp providing Food Services must have a valid, posted Food Handling Permit except where specifically exempted by the Alberta Public Health Act	Alberta Public Health Act (Food Regulation, 31-2006)
Info for ACA Members	[REDACTED]	[REDACTED]
3.7.2	Every camp providing Food Services must have at least one paid or volunteer staff member with a valid, posted Food Handler Certification. If there are 6 or more food handlers working at any time, the staff member with the Food Handler Certification must be present	Alberta Public Health Act (Food Regulation, 31-2006)
3.7.3	Every camp providing Food Services must obtain all food that is liable under law to inspection from a source that is subject to such inspection. Proof of a health inspection of the camp's Food Services within the past year will be accepted as proof of compliance for this standard	Alberta Public Health Act (Food Regulation, 31-2006)
Compliance Verification Info for ACA Members	[REDACTED]	[REDACTED]
Info for ACA Members	[REDACTED]	[REDACTED]
Compliance Verification	[REDACTED]	[REDACTED]



Info for ACA Members		
3.7.4	Every camp providing Food Services must have a written policy regarding communicable diseases in relation to Food Services which adheres to the Communicable Diseases Regulation referenced in Alberta Food Regulation	Alberta Public Health Act (Food Regulation, 31-2006)
3.7.5	Every camp providing Food Services that does not have a consistent supervisor present in the Food Services area must have signs posted to remind staff of proper procedures for food handling, preparation and service. This is to ensure that temporary food handlers are ready access to this information. Proof of a health inspection of the camp's Food Services within the past year will be accepted as proof of compliance for this standard	Alberta Public Health Act (Food Regulation, 31-2006)
3.7.6	Every camp providing Food Services need to record refrigeration and freezer temperatures according to instruction received from their local Health Authority. Proof of a health inspection of the camp's Food Services within the past year will be accepted as proof of compliance for this standard	Alberta Public Health Act (Food Regulation, 31-2006)
3.7.7	Every camp providing Food Services must store toxic and/or poisonous substances in a separate area from food. Proof of a health inspection of the camp's Food Services within the past year will be accepted as proof of compliance for this standard	Alberta Public Health Act (Food Regulation, 31-2006)
3.7.8	Every camp providing Food Services must maintain a written record of all pest control measures used in the Food Services and surrounding areas. Proof of a health inspection of the camp's Food Services within the past year will be accepted as proof of compliance for this standard	Alberta Public Health Act (Food Regulation, 31-2006)
4. Transportation		
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.	
4.1.2	The drivers of camp vehicles must be licensed and insured according to provincial motor vehicle regulations.	
4.1.3	Every camp must have a driver's abstract on file for all drivers of camp vehicles who drive passengers, including paid or volunteer staff if driven offsite. If the passengers are minors and/or campers, the driver's abstract must be dated within 30 days of date of employment or hire and renewed annually	Carrier Services Section of Alberta Transportation
4.1.4	Every camp vehicle used to transport passengers offsite (including paid or volunteer staff) must have an annual Commercial Vehicle Inspection.	Carrier Services Section of Alberta Transportation
4.1.5	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.	
4.1.6	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.	
4.1.7	Camps must perform pre-trip safety inspections on every vehicle before transporting campers and camp personnel off-site.	
4.1.8	Every vehicle that a camp uses for transporting campers and camp personnel must be equipped with the following items:	
	a) A first aid kit sufficient for the number of passengers on board.	
	b) Emergency accessories. Minimum accessories include fire extinguisher flashlights, and road reflectors or flares.	
	c) Basic Tools.	
4.1.9	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.	
4.1.10	Campers under 18 years of age shall not assist in the repair of any camp vehicle.	
4.1.11	Campers 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 generally illegal in Alberta. Transporting camp personnel, including volunteers, is not allowed unless approved in writing by OHS, RCMP & the	



	camp's insurance.	
4.1.12	Member camps are to use vehicles as recommended by manufacturer, including but not limited to ATV, OHV, golf carts, tractors, trailers, and snowmobiles.	
4.1.13	Every camp must provide designated parking areas within the camp to separate vehicles from eating, living, and sleeping and program areas.	
4.1.14	A Federal Daily Driver's log must be used in the following circumstances:	
	a) Camps are transporting goods or persons a distance greater than 160 km from their main site.	
	b) When the vehicle and driver are not returning to camp in the same day (overnight trip).	

5. Rentals and User Groups

This "Rental and User Groups" section applies to any situations where a camp is paid by another organization (ie. rather than by individual families) and is not responsible for supervision (ie. the group brings chaperons/supervisors for any minors). All specific program activity standards outlined in other sections of this standards manual concerning mandatory certifications, necessary equipment, etc. apply whenever the camp is supervising those activities for a Rental / User Group.

5.1 Rentals and User Groups

5.1.1	Every camp must have written agreements with the user groups, signed by the responsible user group leader, specifying dates, fees, sites, and facilities to be used, and the policies governing their use.	
5.1.2	The camp administration must have an action plan for orienting each user group to the camp's policies and standard practices.	
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.	
5.1.4	Supervision Ratio: Every camp, based on site-specific safety concerns, will establish a written policy which states the ratio of camp staff to rental/user group participants (including both	



	adults & minors) and the ratio of onsite adults to minors. Camps delivering programs but not responsible for the supervision of children, a ratio of 1 camp staff member for every 30 participants is required. Specific activity supervision ratios still apply.	
5.1.5	All camps must have liability insurance that will cover user groups.	
5.1.6	All staff, and a representative from any rental/user group must be made aware of evacuation procedures for each building and for site evacuation.	

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.	AB OHS - Part 11: First Aid (2021)
6.1.2	Member camps must keep these records in a confidential file for a minimum of three (3) years or at least three (3) years after the participant reaches legal adult age, whichever is longer	Alberta Limitations Act, 3 Limitation Periods & 5.1.2 Minors
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 or at least three (3) years after the participant reaches legal adult age, whichever is longer	Alberta Limitations Act, 3 Limitation Periods & 5.1.2 Minors
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 or at least three (3) years after the participant reaches legal adult age, whichever is longer, stored in one of the following secure manners:	Alberta Limitations Act, 3 Limitation Periods & 5.1.2 Minors



	<p>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</p> <p>a) backed up appropriately.</p>	
	<p>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</p> <p>b) confidential file.</p>	
6.1.5	<p>Camp health personnel must maintain and initial formal records/documentation of treatment, including all medication administration (both prescription and over-the-counter), using one of the following methods:</p>	
	<p>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</p> <p>a) College of Licenced Practical Nurses of Alberta (CLPNA).</p>	
	<p>In a bound ledger with numbered pages. Entries must be made</p> <p>b) in ink and no lines may be skipped.</p>	
	<p>An alternative method for secure record keeping of medical</p> <p>c) records which makes it evident if the records have been altered</p>	
Info for ACA Members	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
6.1.6	<p>Camp administrators, in cooperation with camp health care personnel, will retain individual statements of health for each staff person. These records must include disclosures of any limitations that affect the employee's performance and must be kept confidential.</p>	
6.1.7	<p>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.</p>	



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 must 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.

6.2.2	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.	
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.	
6.2.4	All camps must provide hand-cleaning facilities close to all eating and toilet facilities in accordance with public health standards.	

6.3 Body Substance Isolation Procedures

This section details the Personal Protective Equipment required to ensure the health and safety of staff and campers.

6.3.1	Camps must have CPR barrier devices or pocket masks equipped with a one-way valve; and disposable latex or vinyl gloves.	
6.3.2	Camps must sterilize or safely dispose of any equipment or materials contaminated with body substances.	
6.3.3	Camps must dispose of contaminated "sharps" such as needles and lancets in a clearly labeled "sharps" container provided for that purpose.	

6.4 Camp First Aid Stations & Equipment

ACA standards are based on the Province of Alberta's Occupational Health and Safety Code (OHS) Part 11: First Aid & Schedule 2: First Aid. 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.	
6.4.2	Camp administrators must ensure that all camp personnel know the location of first aid equipment and supplies.	
6.4.3	Camps must supply every camp first aid station with first aid supplies and equipment. Supplies and equipment minimums are determined by OHS based on the surface travel distance to the nearest health care facility or ALS ambulance and the number of persons (campers, staff and volunteers) present at the camp. For example, if these standards require an Advanced First Aid certification, then oxygen, SPO2 sensor, appropriately sized Oropharyngeal airways (OPAs), etc are also required.	
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.	
6.4.5	Recreational camps must have the ability to isolate sick and injured campers and staff.	
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.	
6.4.7	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).	
6.4.8	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).	
6.4.9	Camp staff must keep all personal medications appropriately secured and inaccessible to campers. Camps must ensure an appropriate storage location is available to staff.	
6.4.10	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.	



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.”	
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.	
	A registered nurse, nurse practitioner or licensed practical nurse currently in good professional standing with their b) professional association.	
	An Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) or Advanced Care Paramedic (ACP) currently in good professional standing with their professional c) association.	
	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) and at least 1 other staff member trained in bag d) valve mask ventilation.	
	Standard/CSA Intermediate 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/CSA Intermediate First Aid acceptable to the director of medical services (the Province of Alberta, The Occupational e) Health & Safety Act, First Aid Regulations).	
6.5.3	Health care and health supervision must be available to campers and camp personnel 24 hours per day.	
6.5.4	Each camp must provide the medical personnel, supplies and equipment appropriate to the type of program that camp is operating.	
6.5.5	Any camp serving special populations must provide medical personnel capable of caring for their clientele.	



6.5.6	Every camp must ensure that the ACA has up-to-date location information to share with Alberta Emergency Medical Services. This is done as a part of annual membership renewal.	
6.5.7	Camps that operate (either main site or out-trips) outside of reliable telephone (landline or cell phone) access, must arrange a means of contacting Emergency Services, local RCMP or Search and Rescue as appropriate.	
6.5.8	Staff may only use specialized medical equipment that they have received proper training on, and or certification to use.	
6.5.9	Cabin Leaders must hold current Basic First Aid with CPR 'C' Training.	
6.5.10	Camps must have two or more staff on-site with a minimum of Intermediate First Aid with CPR 'C' and AED Training.	
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 Intermediate First Aid with CPR 'C' and AED Training.	
6.5.12	Depending on how many people are onsite, camps need to provide additional Intermediate First Aiders beyond what is required in 6.5.9 as per the following:	
	50-99 one additional Intermediate First Aider	
	99-199 two additional Intermediate First Aider	
	200+ one additional Intermediate First Aider for each increment of 1-100	
6.5.13	Camps operating Oncology Camps must comply with guidelines established by the Children's Oncology Camping Association (COCA). Gold Ribbon Accreditation with COCA will be treated as confirmation of compliance.	

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.	
7.1.2	Equipment used in an educational program or activity must be appropriate to the age, size, and ability of the participants.	
7.1.3	All equipment must be maintained in a safe operating condition through regular safety checks.	
7.1.4	All equipment must be securely stored to prevent unauthorized use leading to accidents, and to ensure its future safety and effectiveness.	
<h2>7.2 Horse Camp & Trail Riding Programs</h2>		
<p>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. Current certification with the Certified Horsemanship Association (CHA) or Equestrian Canada will be accepted as proof of compliance with this section</p>		
7.2.1	Camps that operate stables on a for-profit basis must obtain the appropriate business license(s).	
7.2.2	Animal facilities are maintained in accordance with acceptable standards, in a location away from food service and sleeping areas.	
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.	
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.	
7.2.5	Supervision Ratio: Riding programs must have 1 Wrangler/Activity Leader per 16 campers.	
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.	



7.2.7	Riding camps must have all riding equipment, gear, and tack safety-inspected regularly, and checked prior to any riding activity.	
7.2.8	Stables, corrals, and riding equipment must be off-limits to all campers except under supervision by qualified personnel.	
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.	
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.	
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.	
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.	
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.	
7.3 Archery		
<p>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.</p>		
7.3.1	Range Master must possess at minimum current National Coaching Certification Program (NCCP) "Trained" status in Archery, National Archery in Schools Program (NASP) certification or have experience instructing archery with site-specific training, consisting of, but not limited to, group safety management and emergency procedures.	
Info for ACA Members	[REDACTED]	



7.3.2	Supervision Ratio: The size of archery groups at the firing line must not exceed four (4) archers to one (1) activity leader who is not also simultaneously supervising spectators	Archery Canada Range Safety Officer Training Manual (2022)
7.3.3	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.	
7.3.4	Camps must ensure the following. Proof of an archery range inspection by an Archery Canada Judge/Official and no subsequent range alterations will be accepted as proof of compliance for this standard.	
	a) 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).	
	b) Targets are firmly anchored to prevent tipping during a shoot.	
	c) That there is sufficient "dead space" behind the targets to accommodate arrows shot high or wide of the mark. Overshoot distance is at least 50m. Total distance from shooting line to overshoot line must be at least 120m if targets are set at 70m or less. Minimum overshoot distances can be less if mitigated by alternatives approved by Archery Canada.	Archery Canada Range Safety Officer Training Manual (2022)
	d) Spectators must stay behind the shooting line and a minimum of 5 meters away from outdoor shooting lanes and 3 meters away from indoor shooting lanes. Outdoor shooting lanes with clear visual barriers for spectators may reduce the separation to 3m.	Archery Canada Range Safety Officer Training Manual (2022)
7.3.5	Camps must inspect bows regularly for wear or defects. They must replace worn strings immediately.	
7.3.6	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.	
7.3.7	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.	
7.3.8	Camps must have operating policies and procedures in place regarding archery, including safe use during various weather settings, and when the equipment is wet.	Archery Canada Range Safety Officer Training Manual (2022)
7.3.9	Camps must store all equipment safely and securely in a locked storage unit.	



7.3.10	Camp staff must fully explain safety rules to participants and ensure that they always adhere to them.	
7.3.11	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.	
7.3.12	The range master must explain the signals to campers and demonstrate how to follow them throughout the archery program.	
7.3.13	Archers may never "dry fire" a bow (ie. fire a bow without an arrow)	
7.3.14	When using compound bows, archers must use triggers rather than bare hands	Archery Canada Range Safety Officer Training Manual (2022)
Info for ACA Members	[REDACTED]	
7.3.15	The bows must always be pointed down range.	
7.3.16	Archers must not pick up their bow unless they are on the shooting line and the Range Master has confirmed that the range is clear of all other archers and spectators and has indicated that it is safe to proceed	Archery Canada Range Safety Officer Training Manual (2022)
7.3.17	Archers who have completed shooting must stay at shooting line and keep their bow until the range master gives the command to put the bows down.	Archery Canada Range Safety Officer Training Manual (2022)
7.3.18	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.	
7.3.19	Camps must stress care and safety to the campers when they are removing arrows from the buttresses or backstops.	

7.4 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.

7.4.1	Where applicable, all firearms must be registered with the Canadian Firearms Centre. Low velocity firearms and pellet guns are exempt from this standard.	
7.4.2	All camps engaging in riflery programs must comply with the Criminal Code of Canada.	
7.4.3	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.	
7.4.4	Participants must demonstrate understanding and respect for all safety precautions before being allowed to participate in riflery programs.	
7.4.5	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.	
7.4.6	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.	
7.4.7	Riflery camps must keep all firearms trigger locked and stored in a gun locker when not in use. Ammunition must be stored separately.	
7.4.8	The camps must inspect all firearms and ammunition regularly and maintain them in good working order.	
7.4.9	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.	
7.4.10	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.	
7.4.11	All participants must observe approved firing procedures,	



	including the respectful conduct of participants on the firing line.	
7.4.12	Camps must have a policy, in writing, which defines the minimum age for participation in riflery programs.	
7.4.13	Supervision Ratio: Riflery groups must not exceed the ratio of four (4) participants to one (1) certified range master.	
7.4.14	A certified range master (Range Officer), as recognized by the Chief Firearms Office, must be present while firing ranges are in use.	
7.4.15	The range master must ensure the safety of the participants and activity leaders throughout the activity.	
7.4.16	All camp participants who engage in riflery activities must have appropriate eye and ear protection.	
7.4.17	For firearms with a firing speed greater than 500 feet per second a proper license is required.	
7.4.18	All participants must have received instruction in an introduction to firearms safety before they begin any range activity.	
7.4.19	Minors shooting must be within arms reach of a responsible adult.	
7.4.20	All instructors handling firearms must be licensed through the Canadian Firearms Centre.	

7.5 Outdoor Winter Camping

The outdoor winter program is an extension of the summer camping program. However, outdoor winter 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, outdoor winter camping can be an enjoyable, rewarding experience.

7.5.1	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.	
7.5.2	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.	
7.5.3	Camp staff conducting outdoor and/or out-trip winter 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.	
7.5.4	Outdoor and/or out-trip winter camp activity leaders must assess existing and potential climate conditions, including avalanche hazards.	
7.5.5	Outdoor and/or out-trip winter camp activities must not take place in areas where avalanche hazards exist without the supervision of a professional guide	
7.5.6	Outdoor and/or out-trip winter camping requires extra program personnel and back-up staff. There must be no less than three (3) experienced personnel, including two (2) with Intermediate First Aid with CPR 'C' and AED per group.	
7.5.7	Medical forms and camp registration forms must indicate the physical condition and preparedness of prospective participants. Outdoor and/or out-trip winter camp administration must select participants based on their ability to endure the rigorous of the planned activity.	
7.5.8	Outdoor and/or out-trip winter camping activities must meet or exceed the standards of "Leave No Trace" prescribed for summer camping.	
<h2>7.6 Challenge Course Programs</h2>		
<p>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.</p>		
7.6.1	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.	
7.6.2	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.	
7.6.3	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.	
7.6.4	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).	
7.6.5	Challenge course activity leaders must hold Basic First Aid with CPR 'C' equivalent or better first aid training.	
7.6.6	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.	
7.6.7	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.	
7.6.8	Activity Leaders and Supervisors must have documentation of their training and experience.	
7.6.9	Member camps that have high rope course activities must have available at the course an industry recognized rescue system.	
7.6.10	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.	
7.6.11	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.	
7.6.12	Activity leaders, supervisors, and participants must belay using	



	approved belay devices and follow the manufacturers' recommendations for use.	
7.6.13	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.	
7.6.14	For challenge course elements where climbing equipment is not used, camps must follow spotting directions received from an external ACCT trainer	
7.6.15	Camps with challenge courses must replace all ropes, slings, prusik cords, accessory cords, belay devices, harnesses, carabiners, and other equipment according to the manufacturer's recommendations or condition, whichever comes first.	
7.6.16	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.	
7.6.17	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.	
7.6.18	Challenge course structures must be inspected adequately for damage and wear before each use.	
7.6.19	Challenge course staff must explain the safety rules to the participants prior to the activity.	
7.6.20	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.	
7.6.21	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.	
7.6.22	Supervision Ratio: 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) Cabin Leader for five (5) active ropes. The ropes must not be set up in such a way as to endanger any of the participants.

8. Camp Programs – Water Based

8.1 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 & waterfront safety standard set out by the most current provincial legislation. Owners and users must obey all provincial and municipal legislation, regulations and by-laws specific to their community. Supporting referenced documents can include the Alberta Pool Standards, the Lifesaving Society Public Pool Safety Standards and the Lifesaving Society Waterfront Safety Standards.

8.1.1	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.	
8.1.2	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.	
Info for ACA Members	[REDACTED]	
8.1.3	Waterfront Activity Supervisors must be a minimum of legal adult age, must supervise when waterfront activities are occurring and must possess a current nationally recognized	



	lifeguard certification if supervising 5 or more other lifeguards.	
8.1.4	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.	
8.1.5	During aquatic activities, such as canoeing, kayaking, sailing, windsurfing, 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.	
8.1.6	Camps must ensure that lifeguards are provided with any equipment required as per their training (i.e., Lifeguard tube for Red Cross lifeguards).	
8.1.7	Camps must provide a written safety policies and procedures manual for either pool or waterfront sites.	
Info for ACA Members	[REDACTED]	
8.2 Swimming (Waterfront & Pools)		
8.2.1	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.	
8.2.2	All on- and off-site swimming in water more than 1.2m deep at its deepest point must have a minimum of one (1) Lifeguard on duty. For water 60 cm to 1.2m deep at its deepest point, camps can use a Lifeguard, trained Wading Pool, Shallow Water, or Beach Attendant as appropriate to the aquatic setting.	Alberta Pool Standards (2018)
8.2.3	Supervision Ratio: If there are more than 30 swimmers, there must be a proportionate number of lifeguards or assistant lifeguards added. The nature of the waterfront/pool area, the age of the swimmers, their proficiency in the water and use of PFDs or Lifejackets determines the ratio of lifeguards and assistant lifeguards to swimmers. A 1:30 ratio may not be exceeded unless all swimmers are wearing lifejackets and/or PFDs.	



8.2.4	Camps with pools must follow the Alberta Pool Standards as set by Alberta Health.	
8.2.5	Camps must equip their swimming areas with devices that alert all swimmers to emergencies, such as whistles, air horns or sirens.	
8.2.6	Camps with swimming and diving areas must equip them with a spine board for safely transporting an individual who has suffered a spinal injury.	
8.2.7	Swimming areas must have one (1) or more reach and throw assists readily available for rescues.	
8.2.8	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.	
8.2.9	Camps must have the limits of any waterfront swimming area clearly marked with appropriate signs and floats.	
8.2.10	Camps must not permit swimming after dark and before sunrise, unless in a properly lit pool.	
8.2.11	Diving is prohibited in unfamiliar waters.	
8.2.12	Camps must properly secure swimming areas when there is no lifeguard on duty.	
8.2.13	Camps must clearly post guidelines and instructions for the safe use of recreational aquatic equipment.	
8.2.14	Camps must maintain all piers, floats, platforms, and decks in a safe condition.	

8.3 Watercraft

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.

8.3.1	Activity leaders must instruct participants on the use of any watercraft before the activity begins.	
8.3.2	Activity leaders must explain safety rules to all participants.	



8.3.3	Camps must have a system of activity surveillance for constant supervision and safety.	
8.3.4	Camps must keep a rescue boat in readiness for immediate use.	
8.3.5	Camps must keep boats and aquatic equipment maintained in safe operating condition.	
8.3.6	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.	
Compliance Verification Info for ACA Members	[REDACTED]	
8.3.7	At least one (1) Activity Leader supervising a watercraft activity must hold a current Standard/CSA Intermediate 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 provincially or nationally recognized skill level certification in the watercraft discipline they intend to supervise and site-specific training for instruction, safety and rescue.	
	c) A Nationally Recognized Lifeguard certification.	
8.3.8	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.	
8.3.9	Authorized waterfront staff must safety check all equipment before using it.	
8.3.10	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.	



8.3.11	All watercraft operators must seek the protection of shore in the event of inclement weather such as lightning, wind, storm, etc.	
8.3.12	All watercraft operators must maintain ample freeboard and they must not exceed the manufacturer's specifications for loads.	
8.3.13	Camps must ensure that all watercraft have sufficient floatation to keep them afloat even in the event that they become swamped.	
8.3.14	Watercraft activity conducted in the dark must have proper lighting and risk management in accordance with the Canadian Safe Boating Guide	

8.4 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 Out-Trip sections, as well as the general boating standards listed above.

8.4.1	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.	
8.4.2	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.	
8.4.3	Camps must supply Activity Supervisors and Leaders with the necessary safety and emergency equipment, including a river knife, which must be attached to each Activity Supervisor or Leader's personal floatation device (PFD), in a safe and accessible manner.	
8.4.4	Camps must ensure that Activity Supervisors and Leaders are fully trained in the use of the emergency and safety equipment before they undertake any kayak river trip.	
8.4.5	Activity Supervisors and Leaders must be aware of the unique hazards associated with cold water and they must be trained to respond to cold water emergencies.	
8.4.6	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.	
8.4.7	Supervision Ratio: River day trips require one (1) Activity	



	Supervisor for every six (6) camper boats, in accordance with current Paddle Canada standards	
8.4.8	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.	
8.4.9	Helmets must be worn for all swift water (class 2 and higher) activities.	

8.5 Moving Water Kayaking

8.5.1	If camps are using skirts on their kayaks, then all participants must be able to use them properly and comfortably perform a “wet exit.”	
8.5.2	Helmets must be worn for all activities in white water kayaks on moving water, including class 1 moving water.	

8.6 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.”

8.6.1	Effective September 15, 2009, all operators of a powerboat of any length, must obtain a Pleasure Craft Operating Card.	
8.6.2	All camps must follow the age/horsepower restrictions that apply to them according to the “Safe Boating Guide.”	
8.6.3	Camps must provide powerboat operation orientation to all Activity Leaders who are likely to operate powerboats.	
8.6.4	Camps with motorized watercraft must only permit those who are trained and who hold a Pleasure Craft Operators Card to operate those vessels.	

9 Camp Programs - Out-Trips

Out-trip programs provide opportunities for campers to develop outdoor skills while encouraging sensitivity toward the environment. Out-trip programs may be any activity that involves leaving the main camp property beyond adjacent lands (see glossary), 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 must also adhere to the applicable section.

9.1 Camp Programs - Out-Trips

9.1.1	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; possible weather conditions and emergency response.	
9.1.2	Camp administrators must inform campers and their legal guardians about the natural hazards that they likely could encounter during out-trip activities. They must also inform them about the procedures for emergencies and nighttime security.	
9.1.3	All standard operational and safety regulations enforced by camp administrators and program directors must also apply to all out-trip activities, camping and campsites.	
9.1.4	Out-trip 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.	
9.1.5	Camp administrators must ensure that the out-trip organizers have obtained all the necessary licenses and permits, and registered the activity and group with the appropriate authorities, where required.	
9.1.6	Camp administrators must ensure that all trips comply with land use regulations in their respective areas.	
9.1.7	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.	
9.1.8	Supervision Ratio: For out-trips, the staff must include one (1) out-trip leader and one (1) Cabin Leader per eight (8) campers.	
9.1.9	Staff 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.	
9.1.10	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.	
9.1.11	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.	
9.1.12	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.	
9.1.13	Out-trips camps must inspect all camping equipment prior to the out-trip.	
9.1.14	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.	
9.1.15	Out-trip camps must obtain a record of every participant's physical abilities prior to out-trips to assist out-trip leaders in planning appropriate trip itineraries according to the needs and abilities of the group.	
9.1.16	The Out-Trip Leader requires a wilderness first aid certification with a minimum instruction time of 40 hours.	
9.1.17	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.	
9.1.18	Camps must label all medications included in first aid kits for out-trips with instructions for proper usage and dosage.	
9.2 Winter Out-Trips		
9.2.1	All winter overnight expeditions must follow "Out-Trip Program" standards previously listed.	
9.2.2	Before assuming leadership of a group, activity supervisors	



	must have documentation showing a minimum of ten (10) winter overnight outings.	
9.2.3	Supervision Ratio: A minimum of two (2) staff must accompany any overnight winter outing.	
9.2.4	Camp administrators have the obligation to cancel any trip because of adverse conditions.	
9.2.5	Activity Supervisors must ensure that every camper wears adequate clothing and has brought sufficient extra clothing.	
9.2.6	Winter camps must have all winter camping equipment inspected prior to the expedition.	

9.3 Flat Water Out-Trips

Flat water out-trip 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 out-trip 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-trip standards listed in Out-Trip Programs.

9.3.1	Camps must ensure that out-trip leaders demonstrate, during each current season, competence in an environment with hazards like that of the river that will be travelled.	
9.3.2	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.	
9.3.3	Out-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.	

9.4 Moving Water Out-Trips

Flat water out-trip 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 out-trip 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-trip standards listed in Out-Trip Programs.

9.4.1	Camps incorporating moving water out-trips in their regular	
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	camp program must prepare trip itineraries that have safety as their highest priority.	
9.4.2	Canoe out-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.	
9.4.3	Canoe out-trip leaders must possess a current Standard/CSA Intermediate First Aid and CPR, or equivalent certification.	
9.4.4	Supervision Ratio: There must be at least one (1) out-trip leader and one (1) Cabin Leader for every six (6) camper boats, in accordance with current Paddle Canada standards.	
9.4.5	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.	
9.4.6	Camps must supply out-trip leaders with the necessary safety and emergency equipment and ensure that they are fully trained in its use before out-trip leaders undertake any canoe trip.	
9.4.7	Camps must supply each out-trip leader with a river knife, securely attached to the trip leader's PFD, in a safe, accessible manner.	
9.4.8	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.	
9.4.9	Camps must ensure that out-trip leaders demonstrate, during each current season, competence in an environment with hazards like that of the river that will be travelled.	
9.4.10	Out-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.	
9.4.11	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.	



9.4.12	Trip leaders must keep logs or records of the pre-season exploratory scouting trips, highlighting the potential hazards, evacuation points and possible camping locations.	
9.4.13	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.	
9.4.14	Moving water out-trip canoes must include one extra PFD per trip.	

10. Camp Programs - Adventure Based

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.

10.1 Instructional Staff & Supervisors

10.1.1	Activity leaders and activity supervisors at adventure-based camps must hold Basic First Aid with CPR 'C' or higher. At least one staff member on-site must hold a certificate in advanced first aid.	
10.1.2	Activity supervisors have appropriate, documented training and experience to lead activities.	
10.1.3	A minimum of two (2) staff must accompany any adventure-based program.	
10.1.4	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.	
10.1.5	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.	
10.1.6	An activity leader must be a minimum of legal adult age and demonstrate competency for the tasks assigned by the activity supervisor.	
10.1.7	All activity leaders must have documentation of their training	



	and experience.	
10.1.8	Where fall protection is required, activity supervisors, activity leaders and participants must belay using UIAA / CE approved belay devices following the manufacturers' recommended use.	
10.2 Natural Rock-Climbing Programs		
10.2.1	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.	
10.2.2	The program prospectus must describe the mountain clothing and footwear to be worn during the activity.	
10.2.3	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.	
10.2.4	Camps must obtain the necessary permits before undertaking the proposed climbing activity.	
10.2.5	Activity supervisors and activity leaders must have a minimum of two (2) years experience, with an average of 10 climbs per year.	
10.2.6	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.	
10.2.7	Activity supervisors and activity leaders must clean major loose rock from the site and have secure belay sites in place.	
10.2.8	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.) or where loose rock or natural objects may be present, except where element or auto-belay manufacturers have specified that helmets should not be worn due to the potential for entrapment.	
10.2.9	Camps must use UIAA / CE approved equipment and perform an inspection for wear before each use.	
10.2.10	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.	
10.2.11	All other equipment has a limited life expectancy and camps must replace it on schedule, according to the manufacturers' recommendations.	
10.2.12	Camps must store equipment properly and keep a log or record indicating the date of purchase and the dates it was used.	
10.2.13	Activity leaders must periodically check belay methods and techniques during the activity.	
10.2.14	Camps must ensure that all anchor-building equipment is UIAA/CE approved and that they are placed and used according to the manufacturers' instructions.	
10.2.15	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.	
10.2.16	For multi-pitch rock climbing, there must be one (1) Supervisor to one (1) active rope or three (3) climbers	
10.3 Ice Climbing Programs		
10.3.1	Top roping activities do not take place on ice that exceeds a grade of WI 4.	
10.3.2	Top rope ice climbing must not take place in terrain rated higher than "simple", as defined by the ATES (Avalanche Terrain Exposure Scale)**.	
10.3.3	Sites chosen for ice climbing must be checked for objective hazards and current conditions to confirm the decision to use the routes, or not, on a given program day.	
10.3.4	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.) or where loose rock or natural objects may be present, except where element or auto-belay manufacturers have specified that helmets should not be worn due to the potential for entrapment.	
10.3.5	Participants and leaders must always wear proper footwear and crampons when on ice surfaces.	
10.3.6	Campers and staff must carry extra layers of warm clothing,	



	such as gloves, coat, pants, etc.	
10.3.7	Camps must use UIAA / CE approved equipment and perform an inspection for wear before each use.	
10.3.8	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.	
10.3.9	All other equipment has a limited life expectancy and camps must replace it on schedule, according to the manufacturers' recommendations.	
10.3.10	Camps must store all equipment properly and keep a log or record indicating the date of purchase and the dates of use.	
10.3.11	The activity supervisor must periodically check belay methods and techniques during the course of the activity.	
10.3.12	All anchors- whether natural, bolted, or ice – must be SERENE (Solid, Redundant, Equalized, No extensions) in construction.	
10.3.13	Ice anchors must be visually inspected throughout the day. In variable ice, warm or changing weather conditions anchors must be checked on an hourly basis.	
10.3.14	Activity leaders must have a minimum of two (2) years experience, with an average of 10 climbs per year. (From rock climbing standards).	
10.3.15	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.	
10.3.16	Participants are not allowed to lead climb or do multi-pitch climbs on ice unless the program is led by an ACMG certified Apprentice Alpine Guide (AAG), Alpine Guide (AG), or Mountain Guide (MG).	
10.3.17	Ice climbing programs must have one (1) trip leader per three (3) campers, and one (1) Cabin Leader per three (3) campers.	
Info for ACA Members	[REDACTED]	
Info for ACA Members	[REDACTED]	



10.4 Caving

10.4.1	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.	
10.4.2	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.	
10.4.3	Lead activity supervisors must hold a minimum of current wilderness first aid and CPR or equivalent certification.	
10.4.4	Supervision Ratio: There must be two (2) activity leaders on any hike to a cave in a remote wilderness area.	
10.4.5	All activity leaders must undergo cave rescue training.	
10.4.6	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.	
10.4.7	To ensure adequate staffing, activity leaders must assess the abilities of the participants.	
10.4.8	Supervision Ratio: Participant to activity leader ratio (there must be a lead activity supervisor in every group.)	
	1 activity leader must always enter the cave with at least 2	
	a) 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.	
10.4.9	Cave ventures must not exceed four (4) hours and must not require specialized equipment such as mechanical rope ascenders/descenders, bolts, etc.	
10.4.10	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.	
10.4.11	Activity leaders and participants must carry extra lights and batteries into the cave.	
10.4.12	Activity leaders must carry a rescue system.	



10.4.13	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.	
10.4.14	The lead activity supervisor must maintain an emergency communication source (e.g., cell phone, satellite phone or radio) at the cave entrance.	
10.4.15	All activity leaders must be aware of potential caving hazards and be able to explain them to participants. In addition, they must be able to identify special cave formations and explain the unique geological processes.	
10.4.16	Activity leaders must not use carbide lamps in caves identified as bat hibernacula.	
10.4.17	Camps must follow the Alberta Sustainable Resource Development guidelines for cave visitation.	
10.4.18	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.	
10.5 Cycle Touring & Mountain Biking		
10.5.1	Camp program itineraries must give the highest priority to the welfare and road safety of all participants.	
10.5.2	Activity leaders must be thoroughly knowledgeable and experienced in conducting cycle tours and mountain bike activities.	
10.5.3	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.	
10.5.4	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.	
10.5.5	Activity leaders must be trained in basic bicycle mechanics and be able to:	



	a) Overhaul a bicycle.	
	b) Perform backcountry repairs.	
	c) Understand wheel truing and repairs to tires and tubes.	
10.5.6	Activity Leaders must carry a basic bicycle tool kit which includes:	
	a) Allen keys in the following sizes - 2, 2.5, 3, 4, 5, 6, 8 mm.	
	b) Spoke wrenches.	
	c) Flat and Phillips screwdrivers.	
	d) Knife.	
	e) Two tire irons (levers).	
	f) Chain break.	
	g) Tubes (of the proper size), patch kit, and pump.	
10.5.7	Activity leaders must teach and demonstrate low impact cycling and the principles of "Leave No Trace" shall apply.	
10.5.8	Supervision Ratio: There must be at least two (2) Activity leaders for every six (6) riders for mountain bike or cycling out-trip programs. For urban programs or day trips one (1) activity leader plus regular program ratios apply.	
10.5.9	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.	
10.5.10	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.	
10.5.11	Supervision Ratio: There must be at least two (2) Activity leaders for every six (6) riders for mountain bike or cycling out-trip programs. For urban programs or day trips one (1) activity leader plus regular program ratios apply.	
10.5.12	All participants, including staff and volunteers, must wear Canadian Standards Association (CSA) and / or Snell approved bicycle helmets.	
10.5.13	Camp administrators must inform participants and their legal guardians of trip plans and of any special equipment required for their safety and welfare.	



10.5.14	Prior to any cycle tour, Activity leaders must give participants information on safe riding and road etiquette.	
10.5.15	For off-road cycling, participants must observe the following International Mountain Bicycling Association rules:	
	a) Ride on open trails only.	
	b) Leave no trace.	
	c) Maintain control of the bicycle.	
	d) Always yield the trail.	
	e) Never spook animals.	
	f) Plan ahead.	



Appendices

A.1 Applicable Alberta Acts, Codes & Regulations

Copyright in the statutes and regulations, whether in print or electronic format, belongs to the Province of Alberta. No person may reproduce copies of Alberta Statutes and Regulations for any purpose without the prior consent of the King's Printer for Alberta.

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:

King's Printer Bookstore, Edmonton
Main Floor, Park Plaza
10611 98 Ave
Phone: (780) 427-4952
Fax: (780) 452-0668
www.qp.gov.ab.ca
<http://www.qp.gov.ab.ca/catalogue/>



A.2 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.



A.3 Canadian Code 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.

[Volunteer Canada's Standards of Practice for Volunteer Involvement](#) are as follows:

1. **Mission-Based Approach:** The Board of Directors and senior staff acknowledge, articulate and support the vital role of volunteers in achieving the organization's purpose or mission. Volunteer roles are clearly linked to the organization's mission.
2. **Human Resources:** The organization has an integrated human resources approach that includes paid employees, students and volunteers. Volunteers are welcomed and treated as valued and integral members of the organization's human resources team. Support for volunteer involvement includes providing appropriate resources.
3. **Infrastructure for Volunteer Involvement:** The organization adopts a policy framework and administrative procedures that define and support the involvement of volunteers. The organization has the required resources in place and has designated a qualified individual(s) responsible for supporting volunteer involvement. Standardized documentation, records management practices and procedures follow current relevant legislation.
4. **Evaluation: Tracking, Measuring and Reporting:** The organization measures and evaluates the effectiveness of its volunteer involvement strategy in helping to support its mandate. An evaluation framework is in place to assess the performance of individual volunteers and gauge volunteer satisfaction. Standardized documentation, records management practices and procedures track and record volunteer involvement.
5. **Volunteer Roles and Recruitment:** Volunteer roles contribute to the mission of the organization and clearly identify the skills and abilities needed. Volunteer roles involve volunteers in meaningful ways that reflect their skills, needs, interests and backgrounds. Volunteer recruitment incorporates a broad range of strategies to reach out to diverse sources of volunteers.



6. **Risk Management:** Risk management procedures are in place to assess, manage and/ or mitigate potential risks to the volunteers, the organization, its clients, staff, members and participants that may result from the delivery of a volunteer-led program or service. Applicable Health and Safety protocols are followed. Each volunteer role is assessed for level of risk as part of the screening process.
7. **Screening:** The organization has a clearly communicated and transparent screening process in place. It is aligned with the risk management approach and consistently applied across the organization. This may involve a Vulnerable Sector Check when vulnerable populations are involved. See Volunteer Canada's 10 Steps of Screening.
8. **Orientation and Training:** Volunteers receive an orientation to the organization including the policies and practices appropriate to each role. Each volunteer also receives training specific to their role and their individual needs.
9. **Support and Supervision:** Volunteers receive the level of support and supervision required for the role and are provided with regular opportunities to give and receive feedback.
10. **Recognition: Valuing Volunteer Involvement:** The organization acknowledges the contributions of volunteers using a range of recognition tools and activities that reflect the needs of the volunteer. The value and impact of volunteer contributions are understood and acknowledged within the organization and communicated to the volunteer. See Volunteer Canada's 2013 Volunteer Recognition Study and PREB.



A.4 First Aid Equipment & Supplies

Number 1 First Aid Kit

- 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.

Number 2 First Aid Kit

- 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.

Number 3 First Aid Kit

- 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.



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- 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.



A.5 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.

1. The accreditation process will include a review of relevant documents and a visit to the camp's property during normal operations so the ACA can accurately assess the camp's compliance to the ACA Standards
2. Generated reports will be reviewed by the ACA Standards & Accreditation Committee and committee recommendations regarding accreditation will require ACA Board approval
3. Non-compliant camps must provide confirmation of their compliance. The status of camps with outstanding items of non-compliance after December 31 of the same year will change to "Accreditation Pending"
4. Camps with outstanding items of non-compliance after the second December 31 will maintain their "Accreditation Pending" status but will need to restart the accreditation process in order to become "Accredited". Member Camps who require such a revisit must pay \$100 towards the cost of the visit.
5. As per the bylaws, "Accredited" status shall remain in effect for three years, unless the camp fails to meet the mandatory camping standards. The ACA Board has the authority to grant a 4th-year extension on a case-by-case basis.
6. As per the bylaws, failure to pay the membership fee and any late fees in full will result in termination of membership effective March 1st.
7. Members may hold the status "New Member - Accreditation Pending" until December 31 of the same year. After that, their status will change to either "Accreditation Pending" or "Accredited"
8. As per the bylaws, members must be either "Accredited" or "New Member - Accreditation Pending" in order to vote on ACA business
9. Bylaw III.2.1 states that "A member shall be deemed in "good standing" when the membership fee has been paid in full for the current year, and has met



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all membership requirements” and IV.1.3 states “All eligible members may exercise voting privileges in good standing and in attendance at the annual general meeting.” Therefore members must have paid their fees in full for the current year in order to be in good standing and therefore in order to vote.



A.6 Protocols for Addressing Accusations of Standards Violations

Standards violation claims must be submitted, in writing, to the ACA.

Claims must indicate:

- The name of the ACA member camp that is allegedly violating standards
- Which ACA Standards have allegedly been violated
- A description of the violation(s).
- The date(s) the violation(s) occurred.
- The names of witness(s).
- Any supporting evidence.
- The name of the complainant and contact information.

The ACA Executive Director, the ACA Board Chair and the ACA Standards Committee Chair will discuss the accusation promptly.

The ACA will contact a representative from the accused camp (Camp/Executive Director or Board Member) and explain the complaint.

If the accusation is related to an existing ACA Standard, the ACA will then give the camp up to five business days to prepare a response to the accusation.

The representative from the accused camp will discuss the accusation with the ACA Executive Director, the ACA Board Chair and the ACA Standards Committee Chair. The ACA representatives may request a written response from the accused camp.

The ACA Board will decide the best course of action based on the arguments presented. They will notify both parties in writing of the ACA board of directors' decision.



A.7 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



A.8 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.



- o The ACA's course of action with respect to the member camp's accreditation.
- o Proposals for changes in the ACA's Professional Code of Ethics, Camping Standards and Operating Policies.
- o The ACA's responses to each of the coroner's recommendations.
- o 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:
 - o The nature of the emergency-drowning, fire, lost person, etc.;
 - o The names and brief descriptions of the persons involved;
 - o 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?



Accreditation Visit Summary

Camp/Organization: _____

Date of Visit: _____

Fully Compliant? Yes No

Summary of standards marked “non-compliant”

Standard #	Why is it non-compliant?	Suggested solutions

Are there additional standards marked non-compliant? Yes No
If needed, attach extra pages listing additional non-compliant Standards



All parties involved in the visit sign below, in affirmation of agreement and understanding of the summary on the preceding pages. A copy of this summary should be left with the camp and the original returned to the Standards and Accreditation Chair.

	Name	Signature
Camp Representative:		
Camp Primary Contact:		
Document Reviewer:		
Lead Accreditation Visitor:		
Secondary Accreditation Visitor:		
Additional Accreditation Visitor:		