



ALBERTA CAMPING
ASSOCIATION

Standards Manual

2025 Revision

albertacamping.com

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All rights reserved. This document is for the use of Alberta Camping Association members and may be freely printed by ACA members for their own use for study and adherence to the standards listed herein.

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 reach out to the ACA at info@albertacamping.com

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:

Day Camps, Overnight Camp, Program Only Camps and Facility Only Camps



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Accredited Camp Logo

The Alberta Camping Association accredited camp logo represents a seal of approval for those camps that meet the standards described in the ACA Standards Manual. 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.
- The use of “ACA Accredited Camp” is strictly prohibited except by those ACA member camps that currently hold an accredited camp status.



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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.

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



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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.



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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.

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”.



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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.



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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

Disastor

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



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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.



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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 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, 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.

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.

Nuisance

A condition that could become injurious or dangerous to the public health or could hinder the prevention or suppression of disease.



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Out-Trips

Any trip travelling beyond adjacent land.

Personal Fall Protection Equipment (UIAA/ CE approved equipment)

For climbing: Harness (full body or waist), 10.5mm dynamic rope, climbing helmet, belay device, top rope anchors.

For Rappelling: Harness (full body or waist), dynamic rope, climbing helmet, rappelling device, 6mm prussic cord, top rope anchors.

For High Ropes: Harness (full body or waist), dynamic rope and top rope anchors (if belay is required), lanyards, climbing helmet, locking clips.

For ice climbing: Harness (full body or waist), dynamic rope (2x8mm or 10mm), climbing helmet, eye glasses, belay device, top rope anchors, one adze ice axe, one hammer ice axe, full shank boots, ice climbing crampons, waterproof outer shell.

For mountaineering: Harness (full body or waist), dynamic rope (2x8mm or 10mm), prussic cord, climbing helmet, belay device, top rope anchors, ice axe, minimum $\frac{3}{4}$ shank boots, ice crampons, waterproof outer shell.

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.



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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.



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Swimming Pool

A structure containing a pool of water 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. But does not include 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 or a swimming pool that is drained, cleaned, and filled after each use by everyone

Vehicle

Any motorized conveyance, including certain boats.

Vulnerable Person

A person who, because of their age, a disability or other circumstances, whether temporary or permanent, is in a position of dependency on others; or 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. This definition includes all minors.

Waste/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
- NCCA** - National Coaching Certification Program
- NL** - National Lifeguard certified by Lifesaving Society
- NLOS** - 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



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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 or spiritual development of the campers. These should be readily accessible to current and prospective parents and campers.	
1.1.3	All information contained in a camp’s advertising must be accurate and up to date.	
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/or government. It is recommended that camps prepare annual budgets pertaining to the camp’s operations.	
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 should provide a written policy stating the conditions under which refunds will be granted, such as sickness and 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.	
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 should be kept in a confidential file for a minimum of three (3) years.	



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1.2.6	<p>Every camp must have a screening process for each new staff person and volunteer. This process must include:</p>	
a)	<p>an interview;</p>	
b)	<p>reference checks; and</p>	
c)	<p>a criminal record check including vulnerable sector search for all staff and volunteers age 18 or older. The criminal record check should be updated every 3 years.</p>	
1.2.7	<p>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.</p>	
1.2.8	<p>Every camp requires written permission from the parents or guardians of campers whose photographs are to be used for any camp advertising or promotional materials. The camp must hold these consent forms for a minimum of three (3) years.</p>	
1.2.9	<p>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.</p>	
1.2.10	<p>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.</p>	
<p>Record Keeping Recommendations</p>		
*	<p>Registration Forms should be retained for 3 years.</p>	



*	Financial Records should be retained for 7 years.	
*	Medical Records should be retained for 3 years.	
*	Incident or Accident Documentation should be retained until the participant is 2 years after legal adult age.	
*	A Level 2 criminal record check includes vulnerability reference check through Canadian Security Intelligent Services.	
*	Every camp should keep reports and evaluations from previous years for analysis and improvement.	
*	Every camp should establish inventories of non-expendable materials, supplies and equipment.	
*	Every camp should maintain records of food supplies consumed during the camping season, including types of food purchased, costs, meal counts, menus, and inventories.	
*	For employing international staff, member camps should use a third-party hiring agency responsible for screening international employees.	

1.3 Insurance & Liabilities

1.3.1	Every camp must ensure that the camp's capital investments, program activities, camp directors, board of directors, staff and volunteers are fully insured during normal operations.	
1.3.2	Every camp must apply for Alberta Worker's Compensation Board (AWCB) coverage for all staff. Charitable organizations and religious groups, who own and operate youth camps, must have all staff covered by AWCB.	



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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).	
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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	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.	
1.5.5	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.	
1.5.6	Every camp will document any disclosures and/ or allegations of abuse **and store according to FOIP**	
1.5.7	Every camp will have a procedure for investigating allegations of abuse against a staff or volunteer.	
1.5.8	Every c camp will have a process for reporting complaints and concerns that is public, accessible, and confidential and has the option for anonymity.	
1.5.9	Staff and volunteers must implement and comply with the camp’s child safety and protection policy.	
1.5.10	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



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<p>2.1.1</p>	<p>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.</p>	
<p>2.1.2</p>	<p>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.</p>	
<p>2.1.3</p>	<p>Every camp must provide all prospective employees with detailed job descriptions and employment contracts. These must be reviewed annually and updated as required.</p>	
<p>2.1.4</p>	<p>Camp administrators must assure that all camp personnel and volunteers are treated equally and in accordance with the Canadian Charter of Rights and Freedoms.</p>	
<p>2.1.5</p>	<p>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.</p>	
<p>2.1.6</p>	<p>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.</p>	
<p>General Human Resources Recommendations</p>		



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

2.2 Camp Directors

2.2.1	<p>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.</p>	
2.2.2	<p>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.</p>	
2.2.3	<p>All Directors of camps are responsible for the management and administration of camp.</p>	
2.2.4	<p>Camp directors must formally authorize another qualified staff member to act on their behalf during their absences from camp.</p>	

2.3 Camp Counsellors

2.3.1	<p>Campers must be supervised during camps hours</p>	
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	of operation.	
2.3.2	Camp counsellors must be of Legal Adult age.	
2.3.3	Assistant camp counsellors must be enrolled in grade 10 high school studies or equivalent, and must be under the supervision of an adult member of staff while supervising children. The adult must be in close proximity (i.e. the same room/building, within a reasonable distance to respond to an emergency).	
2.3.4	Assistant camp counsellors 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 camp counsellors.	

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:	
	f) Abuse Protocol	
2.4.3	Training days for staff and volunteers must be completed prior to commencement of program and must include on-site orientation highlighting emergency procedures.	
2.4.4	Training for all non-permanent staff (staff without continuous employment) must be done on an annual basis.	
Training & Orientation Recommendations		
The following is standard practice throughout the camping industry on time devoted to training staff:		
*	Full-Time (Six to Eight Days/ 72-96hrs)	
*	Seasonal Staff (Five to Seven Days/ 60-84hrs)	
*	One Week Staff (Four Days/ 48hrs)	



*	Weekend Staff (Two Days/ 24hrs)
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These times do not include the time spent getting first aid certification or any other certification. That should be done on top of in-house training.

2.5 Supervision Ratios

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

2.5.1	Ratios for Onsite Programs and Activities
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a)	Day Camps (See table in Standards Manual PDF)
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b)	Overnight Camps (See table in Standards Manual PDF)
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2.5.2	Additional Ratios for Tripping Programs & Offsite Activities
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a)	Day Trips in Urban Settings (See table in Standards Manual PDF)
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b)	Overnight Trips & Wilderness Day Trips (See table in Standards Manual PDF)
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2.5.3	Ratios for Facilitation & Instruction (where camp staff are responsible for program delivery only and user groups provide supervision ratios): 1 facilitator to 30 participants.
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3. Site, Facility & Equipment



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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 Queen's Printer). All of the standards are federal and/or provincial legislation and are mandatory for all types of camps. It is the responsibility of the camp administration to ensure that the camp is following all applicable codes and regulations. It is also the responsibility of the camp administration to be familiar with current codes and regulations and how they apply to individual member camps between revisions of the Camping Standards Manual. The topics covered include:	
a)	Public Health Act: Food Service	
b)	Sewage and Waste Disposal – Alberta Environment	
c)	Waste	
d)	Alberta Municipal Affairs	
i.	Building Code	
ii.	Plumbing Code	
iii.	Fire Code	



iv.	Electrical and Communication Utility Code	
v.	Safety Codes Act	
e)	Permit to Burn – Alberta Sustainable Resources Development	
f)	Fireplaces and Wood Burning Stoves	
g)	Accommodation	
h)	Recreation Areas	
i)	Nuisance and General Sanitation	
j)	Outdoor Privies and Toilet Facilities	
k)	Potable Water	
l)	Water Well Regulations	
m)	Public Beaches	
n)	Swimming Pools	
o)	Domestic and Farm Animals	
p)	Firearms and other Offensive Weapons	
q)	Release of Substances	
r)	Pesticides	
s)	Heritage Act	



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	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	
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	



	<p>facilities. These checklists must outline the measures necessary to keep the facilities operating safely.</p>	
3.1.8	<p>Every camp must have indoor program areas large enough to accommodate all campers safely during inclement weather.</p>	
<p>General Site, Facility & Equipment Recommendations</p>		
*	<p>Member camps are requested to provide a maintenance checklist that includes daily, weekly, monthly, and semi-annual or annual inspections. Examples are available through ACA.</p>	
*	<p>Each year, a member camp should conduct a safety audit on the site and each building on the site to address any deficiencies for safety.</p>	
*	<p>Member camps are requested to recycle all recyclable material and dispose of hazardous materials at a recognized hazardous disposal facility.</p>	
<p>3.2 Fabric Structures</p>		
	<p>Fabric structures include teepees, tent cabins, yurts, pavilion tents, rental type tents, covered wagons, big tarps, pup tents, etc.</p>	
3.2.1	<p>All fabric structures must be made of fire retardant materials and must have a clearly visible label.</p>	
3.2.2		
3.2.3	<p>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:</p>	
a)	<p>Wind</p>	



b)	Snow Load	
c)	Flooding	
d)	Toilet and Washing Facilities	
e)	Safety, Security and Evacuation or Access	
3.2.4	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.	
3.2.5	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.	
3.2.6	Any fabric structure over 1000 sq. must comply with the National Building Code.	
3.3 Fire Safety		
<p>This section is to complement rather than replace the Alberta Fire Code. All member camps are required to follow the fire code as it applies to each member’s site, facility, and equipment. If member camps want more information about the fire code, please contact the Queen’s Printer through the contact information found in Appendix 1 or contact your local fire department. Member camps must receive an official fire inspection from the local fire marshal or their designate when any adjustments or additions are completed on any structures, roadways, or on the grounds of the camp.</p>		
3.3.1	Every camp must conspicuously post fire emergency procedures in each camp building.	
3.3.2	Every camp must obtain all permits required for the operation of incinerators and open fires from the local municipal office and have them renewed	



as required. For fires on crown land, contact local government representative for fire permit.

3.4 Fire Alarms, Smoke Detectors and CO Detectors

3.4.1

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

3.4.2

Camps must perform regular tests on smoke/fire detection systems. Commercial systems should be inspected annually by a professional company. Household-style smoke detectors should be tested monthly during the operating season, and batteries replaced as required.

3.4.3

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

3.4.4

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

3.5 Evacuation Procedures

3.5.1

Every camp must have a fire evacuation plan.

3.5.2

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

3.5.3

All staff, and a representative from any rental/user group must be made aware of evacuation procedures for each building and for site evacuation.

Evacuation Procedure Recommendations



*	<p>Member Camps must practice and execute emergency evacuations during training to ensure that all staff are familiar with route and role during the evacuation of large groups.</p>	
<p>3.6 Safety</p>		
3.6.1	<p>Member camps must ensure that lawnmowers and gasoline are not stored inside buildings used for client accommodation.</p>	
3.6.2	<p>Camps must maintain, store and operate barbeques in a safe manner</p>	
3.6.3	<p>Camps using fireworks must comply with municipal or county by-laws and follow manufacturer’s procedures for safe use.</p>	
3.6.4	<p>Every camp must store chemicals in compliance with the Safety Data Sheet (SDS). All flammable chemicals must not be stored in rooms containing open flames (e.g., Furnace rooms) or buildings used for client accommodation. All labels and safety data sheets must be compliant with Workplace Hazardous Material Information System 2015. SDS binders must be readily available and be in a spot with open access.</p>	

4. Transportation & Motor Vehicles

4.1 General Transport & Motor Vehicles



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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	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.	
4.1.4	Member camps must maintain all camp vehicles in safe operating condition. A maintenance log must be kept for each vehicle, detailing dates of routine and circumstantial maintenance.	
4.1.5	Camps must perform pre-trip safety inspections on every vehicle before transporting campers and camp personnel off-site.	
4.1.6	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.	
4.1.7	All drivers and vehicles used by a camp, including those rented, leased, or privately owned, must be covered by liability and accident insurance according to government standards.	
4.1.8	Campers under 18 years of age shall not assist in the repair of any camp vehicle.	
4.1.9	Campers and camp personnel, including volunteers, must never be transported on open deck trucks, or in any vehicle not designed for the safe seating of passengers. Transportation in the box of a pickup truck is illegal in Alberta.	
4.1.10	Member camps are to use vehicles as recommended by manufacturer, including but not limited to ATV, OHV, golf carts, tractors, trailers, and snowmobiles.	
4.1.11	Every camp must provide designated parking areas within the camp to separate vehicles from eating, living, and sleeping and program areas.	
4.1.12	A Federal Daily Driver’s log must be used in the following circumstances:	
a)	Camps are transporting goods or persons a distance greater that 160km from their main site.	
b)	When the vehicle and driver are not returning to camp in the same day (overnight trip).	
General Transport & Motor Vehicle Recommendations		
*	When exercising the duty of care, it is recommended that drivers do not drive when tired or otherwise impaired.	



*

For transporting children under a height of 145cm, ACA encourages the use of booster seats (car seats) to permit safe use of passenger restraints.

5. Year-Round Camping

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



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standards within this manual for further clarification.

5.1 Year-Round Camping

5.1.1	The camp administrator must have a written agreement with the user group, signed by the responsible user group leader, specifying dates, fees, sites, and facilities to be used, and the policies governing their use.	
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	Camp administrators must ensure that the camp is prepared for all seasonal requirements. Emphasis shall be placed on heating, insulation of water and sewer lines, snow removal from walkways and roads, fire prevention and other safety precautions.	
5.1.5	Each member camp, based on site-specific safety concerns, will decide the ratio of staff to participants.	
5.1.6	All camps must have liability insurance that will cover user groups.	
5.1.7	For off-site activities, specific activity ratios apply.	
5.1.8	Camps delivering programs but not responsible for the supervision of children, a ratio of 1 staff member for every 30 participants is required.	

Year-Round Camping Recommendations



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

6. Camp Health Care, Medical & First Aid

6.1 Medical Records



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<p>6.1.1</p>	<p>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.</p>	
<p>6.1.2</p>	<p>Member camps must keep these records in a confidential file for a minimum of three (3) years.</p>	
<p>6.1.3</p>	<p>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.</p>	
<p>6.1.4</p>	<p>Every camp must keep accurate records of each accident or illness, requiring treatment of any kind, for a minimum of three (3) years, stored in one of the following secure manners:</p>	
<p>a)</p>	<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 backed up appropriately.</p>	
<p>b)</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 confidential file.</p>	
<p>6.1.5</p>	<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>	



a)	<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 College of Licenced Practical Nurses of Alberta (CLPNA).</p>	
b)	<p>In a bound ledger with numbered pages. Entries should be made in ink and no lines may be skipped.</p>	
c)	<p>An alternative method for secure record keeping of medical records which must be submitted to the ACA standards committee for approval.</p>	
6.1.6	<p>Camp health care personnel that meet the requirements of 6.5.2 a) or 6.5.2 b) must maintain records in accordance with professional standards of the College of Physicians and Surgeons of Alberta (CAPSA) or the College and Association of Registered Nurses of Alberta (CARNA).</p>	
6.1.7	<p>Camp health care personnel that meet the requirements of 6.5.2 c), d), and e) must use a bound ledger with numbered pages, entries must be made in ink and no lines may be skipped.</p>	
6.1.8	<p>Camp health care personnel with an alternative method for secure record keeping of medical records must submit a request to the ACA standards committee for approval every year of operation.</p>	
6.1.9	<p>If Camp health care personnel use an electronic database system to maintain records as described in 6.1.2 and 6.1.3, the system must have date encryption software, to prevent record tampering. At the end of each year, electronic record keeping systems must be saved to a secure back-up.</p>	
6.1.10	<p>Records as described in 6.1.2 and 6.1.3 must be maintained according to privacy legislation or the camp's individual privacy policy. All ledgers, electronic copies and hard copies must be stored</p>	



	in a confidential file for a minimum of three (3) years.	
6.1.11	Camp administrators, in cooperation with camp health care personnel, will retain individual statements of health for each staff person. These records should include disclosures of any limitations that affect the employee's performance and must be kept confidential.	
6.1.12	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.	
Medical Records Recommendations		
*	All Camps should maintain an inventory of health care supplies and equipment, noting expiry and recertification dates as appropriate.	
*	Special needs and member camps operating medical camps must maintain an inventory of medical supplies and equipment. Equipment must be monitored and controlled by the designated health care provider according to the manufactures' recommendations.	
*	A complete review of health care supplies and equipment should take place annually to ensure that equipment is in good working condition and that medications and supplies have not passed the expiry date.	
*	Ongoing inventory control records should be kept on file for a minimum of three years. They should also keep records to assist the camp administration or health care personnel in monitoring patterns of illness or injury to avoid preventable incidents. Review all medical treatment or incident reports as part of annual risk management strategy.	



6.2 Hygiene

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

6.2.1	Health care and health supervision must be available to campers and camp personnel 24 hours per day.	
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 Occupational Health and Safety Act, First Aid Regulation. Members must adhere to the following standards regarding first aid stations, infirmaries, and equipment.		
6.4.1	Camps must maintain facilities, equipment and supplies in a clean, dry, and serviceable condition, and make them accessible during all working hours.	
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	<p>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.</p>	
6.4.7	<p>Trip camps and out trip programs must carry a first aid kit. The kit must be supplied according to the number of participants (campers, volunteers, and staff) on the trip, the duration of the trip, and the availability of professional assistance in the event of an emergency.</p>	
6.4.8	<p>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).</p>	
6.4.9	<p>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).</p>	
6.4.10	<p>Camp staff must keep all personal medications appropriately secured and inaccessible to campers. Camps must ensure an appropriate storage location is available to staff.</p>	
6.4.11	<p>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.</p>	
6.4.12	<p>Camps must label all medications included in first aid kits for out-trips with instructions for proper usage and dosage.</p>	

Camp First Aid Stations & Equipment Recommendations



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*	Camp health care providers should prepare a list of required stock medications.	
6.5 Camp Medical Personnel & First Aid Training		
6.5.1	The camp must provide health care providers and maintain first aid services, equipment and supplies for all campers and staff in accordance with the Province of Alberta “Occupational Health & Safety Act, First Aid Regulations.”	
6.5.2	The camp health care provider must be of Legal Adult Age, live in residence and be fully responsible to the camp administration for the health care of all campers, staff, and volunteers. The camp health care provider must be one of the following:	
a)	A licensed medical physician.	
b)	A registered nurse, nurse practitioner or licensed practical nurse currently in good professional standing with their professional association.	
c)	An Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) or Advanced Care Paramedic (ACP) currently in good professional standing with their professional association.	
d)	Advanced First Aid - Minimum requirement for camps greater than 20 minutes travel time to a medical care facility. A first aid attendant who has current qualifications in Advanced First Aid acceptable to the director of medical services (the Province of Alberta, The Occupational Health & Safety Act, First Aid Regulations) and at least 1 other staff member trained in bag valve mask ventilation.	



e)	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 Health & Safety Act, First Aid Regulations).	
6.5.3	Each camp must provide the medical personnel, supplies and equipment appropriate to the type of program that camp is operating.	
6.5.4	Any camp serving special populations must provide medical personnel capable of caring for their clientele.	
6.5.5	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.	
6.5.6	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.	
6.5.7	Staff may only use specialized medical equipment that they have received proper training on, and or certification to use.	
6.5.8	Camp Counsellors must hold current Basic First Aid with CPR 'C' Training.	
6.5.9	Camps should have two or more staff on-site with a minimum of Intermediate First Aid with CPR 'C' and AED Training.	
6.5.10	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	



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	with CPR 'C' and AED Training.	
6.5.11	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	
6.5.12	For Trips into non-adjacent land, wilderness or remote areas, the Trip Leader requires a wilderness first aid certification with a minimum instruction time of 40 hours.	
6.5.13	Camps operating Oncology Camps must comply with guidelines established by the Children's Oncology Camping Association (COCA).	
Camp Medical Personnel & First Aid Training Recommendations		
*	Camps without a medical doctor in residence should have one on retainer as a medical advisor. This physician should approve the camp's health, safety and medical standards and serve as a resource for on-site medical personnel.	
*	Nurses who are volunteering or are hired with a camp must comply with Camp Nurse Guidelines for Registered Nurse.	
*	Camps supplying oxygen equipment and personnel trained to use it should also consider supplying airway equipment such as a Bag Valve Mask, Oral Pharyngeal Airways, etc.	



*	Camps with certified personnel, especially those further than 20 minutes surface travel time from a medical facility, should stock spinal immobilization equipment, including a spinal board, straps, rigid cervical immobilization collars and lateral head stabilization.	
*	Medication Orientation should be provided to all staff as part of the pre-camp training.	
*	Camps must be adequately insured to cover medical errors and omissions coverage for all medical personnel.	
*	Camp medical stations should be laid out and equipped to handle the anticipated health needs of the camp population including:	
*	Isolation areas for sick and injured campers and staff.	
*	Designated treatment area large enough to support the population size of camp and ensure confidentiality and privacy of campers and staff.	
*	Provisions for overnight accommodations for campers, staff, and medical support personnel. (Ontario Camping Association).	
*	Teach and adopt the following components as part of medical orientation training:	
*	Philosophy and extent of health care provision.	
*	Staff responsibilities – maintaining good personal health and healthy campers.	
*	Hand washing to minimize the risk of infection and for disease control.	



*	Health and Wellness for campers and staff.	
*	On extended trips in remote areas, Trip Leaders should have an 80-hour wilderness first aid certification	
*	Camps operating Oncology Camps should complete their Gold Ribbon Accreditation through the Children’s Oncology Camping Association (COCA)	
*	Camps should inform local hospitals if they are hosting a large event bringing in upwards of 1000 people, so they can be prepared for the possibility of higher patient intake.	

7. Camp Programs – Land Based



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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.

Educational Program Recommendations

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

*

7.2 Horse Camp & Trail Riding Programs



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

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

Horse Camp & Trail Riding Program Recommendations

*	Riding camps should provide covered stirrups or trapaderos.	
*	Riding camps should limit the party size for short riding trips to two (2) staff to eight (8) children.	
*	Camps that offer two-day riding trips should provide one packhorse for every two (2) riders.	
*	Camps that offer wilderness-riding trips should limit the maximum number of horses in a pack string to 12 animals.	
*	Horse camping groups should avoid camping near open water & natural beauty spots.	



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*	Riders should not tie or picket their horses within one 100 meters of any lake, stream, or spring. Riding camps should use hobbles to restrain horse stock and to limit damage to vegetation and soil.	
*	Camps should use padding between the halter rope and any tree to reduce damage to tree bark.	
*	The ACA urges horse camping groups to travel on existing trails and to use defined campsites.	
*	Wranglers should ensure that their stock is of gentle temperament.	
*	Horse camping groups should carry veterinary supplies suitable to the number of equestrian stocks, including pharmaceutical supplies, insect repellent, spare shoes and tools and other necessary equipment.	

7.3 Out Tripping Programs

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

7.3.1	Camp administrators must develop written procedures for investigating all off-site camping areas and routes to ensure that the proposed trip meets the prescribed safety requirements for the following: length of trip; program itinerary; potential hazards; degree of difficulty; possible weather conditions and emergency response.	
7.3.2	Camp administrators must inform campers and their legal guardians about the natural hazards that they likely could encounter during out tripping activities. They must also inform them about the procedures for emergencies and nighttime security.	



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7.3.3	All standard operational and safety regulations enforced by camp administrators and program directors must also apply to all off-site out tripping activities, camping and campsites.	
7.3.4	Out tripping camp leaders must file their itineraries (route card) for all out trips and short-term out-of-camp trips with the camp administration prior to departure.	
7.3.5	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.	
7.3.6	Camp administrators must ensure that all trips comply with land use regulations in their respective areas.	
7.3.7	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.	
7.3.8	Out tripping to adjacent lands must assign at least two (2) counsellors or one (1) counsellor and one (1) assistant counsellor, to any group of eight (8) campers or less.	
7.3.9	For excursions into wilderness areas, or farther away than adjacent lands, the staffing ratio must be one (1) trip leader and one (1) counsellor per eight (8) campers. For additional campers, there must be one additional counselor per 8 campers.	
7.3.10	Counsellors leading out trips must be trained and experienced. They must be aware of the level of physical fitness required of themselves and the campers. In addition to leadership, they must be competent to respond to issues of public safety	



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	and to emergencies, according to procedures established by the camp.	
7.3.11	One staff member who is trained in Wilderness First Aid must be responsible for maintaining a First Aid Kit No. 2 (see appendix 2), or any other kit that will accommodate the nature of the out-trip program, the size of the group, the duration of the trip and the remoteness of the destination.	
7.3.12	Staff must anticipate natural hazards and ensure that there is adequate safety equipment, such as helmets when the danger of rock fall is present and mountaineering axes in the event of concealed snow slopes on trails or passes.	
7.3.13	Out trip camps that venture into higher alpine areas for camping, or where there is the potential to be caught overnight must be equipped with high alpine or four season tents and cooking stoves suitable for higher elevations.	
7.3.14	Out trips camps must inspect all camping equipment prior to the out trip.	
7.3.15	Out trip camps must make pre-trip information available to prospective participants and their legal guardians to inform them of the nature of the activity, their personal responsibilities, and the preparation necessary for safe participation.	
7.3.16	Out trip camps must obtain a record of every participant's medical prior to rigorous hikes and out trips to assist out trip leaders in planning appropriate trip itineraries according to the needs and abilities of the group.	
Out Tripping Program Recommendations		
*	Program directors should obtain a record of the hiking and out tripping experience of each participant prior to the trip, to assist the out-trip leader in establishing a balance of experienced and inexperienced participants within each group and	



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	<p>planning appropriate trip itineraries according to the needs and abilities of the group.</p>	
*	<p>First aid kits that accompany trips into non-adjacent land, wilderness or remote areas should also include a list of participants with emergency contact information.</p>	

7.4 Archery

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

7.4.1	<p>Activity leaders must possess a provincially or nationally recognized archery instructor certification or have experience instructing archery with site-specific training, consisting of, but not limited to, group safety management and emergency procedures.</p>	
7.4.2	<p>The size of archery groups at the firing line must not exceed four (4) archers to one (1) activity leader.</p>	
7.4.3	<p>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.</p>	
7.4.4	<p>Camp staff must fully explain safety rules to participants and ensure that they always adhere to them.</p>	
7.4.5	<p>Camps must ensure that:</p>	
a)	<p>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).</p>	



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.	
7.4.6	Camps must inspect bows regularly for wear or defects. They must replace worn strings immediately.	
7.4.7	Camps must inspect arrows regularly for cracks, damaged nocks, and missing points. Defects may cause an arrow to split, which could result in injury to archers and spectators.	
7.4.8	Camps must ensure that one (1) delegated individual (a range master) is responsible for the safe conduct of the shooting. Camps must use a whistle to control the shoot for large groups of, more than 12 participants at the range. For smaller groups, 12 or less, verbal commands are sufficient.	
7.4.9	The range master must explain the whistle signals to campers and demonstrate how to follow them throughout the archery program.	
7.4.10	Archers must not draw the bow, with or without the arrow, unless they are on the shooting line. The range must be clear of all other archers and spectators. The bow must always be pointed down range.	
7.4.11	No archer may cross the shooting line until the range master has determined that all archers have finished shooting. Archers are not to retrieve their arrows until the range master gives the signal.	
7.4.12	No archer may put an arrow on the string or draw the bow until the range master determines that the range is clear.	



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7.4.13	Spectators must stay a minimum of 5 meters away from shooting lanes.	
7.4.14	Inexperienced archers must not shoot more than 10 meters.	
7.4.15	Archers who have completed shooting must move off the line.	
7.4.16	Camps must store all equipment safely and securely in a locked storage unit.	
7.4.17	Camps must stress care and safety to the campers when they are removing arrows from the buttresses or backstops.	
7.4.18	Camps must have an emergency first aid kit and an emergency action plan, which outlines the responsibilities of the instructors in the event of an emergency, in place at the archery range.	

7.5 Riflery

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

7.5.1	Where applicable, all firearms must be registered with the Canadian Firearms Centre. Low velocity firearms and pellet guns are exempt from this standard.	
7.5.2	All camps engaging in riflery programs must comply with the Criminal Code of Canada.	
7.5.3	Riflery camps must teach all participants basic rifle safety techniques. These techniques must be available to all participants in writing, and the	



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	range master and camp administrator must review them annually.	
7.5.4	Participants must demonstrate understanding and respect for all safety precautions before being allowed to participate in riflery programs.	
7.5.5	The Chief Firearms Office must inspect and approve the camp's rifle range before its initial use. Subsequent inspections may be required as determined by the Chief Firearms Office. Low velocity firearms and pellet guns are exempt from this standard. Camps must consult their local chief firearms office to ensure this exemption.	
7.5.6	The firing range must be constructed in accordance with the Canadian Firearms Centre Range Design and Construction Guidelines, available from the Chief Firearms Office. Low velocity firearms and pellet guns are exempt from this standard. Camps must consult their local chief firearms office to ensure this exemption.	
7.5.7	Riflery camps must keep all firearms trigger locked and stored in a gun locker when not in use. Ammunition must be stored separately.	
7.5.8	The camps must inspect all firearms and ammunition regularly and maintain them in good working order.	
7.5.9	The camp's range master must conduct a safety inspection and give the appropriate approval of the firing range before each use. This inspection must occur before participants receive firearms and ammunition.	
7.5.10	Riflery camps must ensure that the targets on the firing range are firmly secured to the ground and backed by a berm of earth sufficiently high enough to prevent stray bullets from escaping the range.	
7.5.11	All participants must observe approved firing procedures, including the respectful conduct of	



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	participants on the firing line.	
7.5.12	Camps must have a policy, in writing, which defines the minimum age for participation in riflery programs.	
7.5.13	Riflery groups must not exceed the ratio of four (4) participants to one (1) certified range master.	
7.5.14	A certified range master (Range Officer), as recognized by the Chief Firearms Office, must be present while firing ranges are in use.	
7.5.15	The range master must ensure the safety of the participants and activity leaders throughout the activity.	
7.5.16	All camp participants who engage in riflery activities must have appropriate eye and ear protection.	
7.5.17	For firearms with a firing speed greater than 500 feet per second a proper license is required.	
7.5.18	All participants must have received instruction in an introduction to firearms safety before they begin any range activity.	
7.5.19	Minors shooting must be within arms reach of a responsible adult.	
7.5.20	All instructors handling firearms must be licensed through the Canadian Firearms Centre.	
Riflery Recommendations		
*	For minors, under the age of 18, there must be a ratio of one (1) responsible adult for each shooter.	



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7.6 Snow Camp Programs

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

7.6.1	<p>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.</p>	
7.6.2	<p>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.</p>	
7.6.3	<p>Camp staff conducting snow camping activities must be physically fit, mature and have experience with adverse weather. They must demonstrate the ability to function in stressful situations and be keenly aware of their responsibility to lead participants safely to their destination and back.</p>	
7.6.4	<p>Snow camp activity leaders must assess existing and potential climate conditions, including avalanche hazards.</p>	
7.6.5	<p>Snow camp activities must not take place in areas where avalanche hazards exist without the supervision of a professional guide</p>	
7.6.6	<p>Snow camping requires extra program personnel and back-up staff. There must be no less than three (3) experienced personnel with Intermediate First Aid with CPR 'C' and AED to eight (8)</p>	



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	participants per group.	
7.6.7	Medical forms and camp registration forms must indicate the physical condition and preparedness of prospective participants. Snow camp administration must select participants based on their ability to endure the rigorous of the planned activity.	
7.6.8	Snow camping activities must meet or exceed the standards of “Leave No Trace” prescribed for summer camping.	

7.7 Challenge Course Programs

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

7.7.1	Every Alberta Camping Association member engaged in challenge course activities must follow the current Association of Challenge Course Technicians (ACCT) standards. Member camps must construct their challenge courses in accordance with the ACCT design, performance and inspection standards.	
7.7.2	Camps with challenge courses must have operating policies and procedures in place regarding the use of challenge courses, including safe use during various weather settings, and when the equipment is wet.	
7.7.3	Camps with challenge courses must provide activity leaders with written copies of the policies and procedures outlining specific activity guidelines, staff / participant ratios, foul weather recommendations, emergency procedures and general program sequencing recommendations.	



7.7.4	<p>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).</p>	
7.7.5	<p>Challenge course activity leaders must hold Basic First Aid with CPR 'C' equivalent or better first aid training.</p>	
7.7.6	<p>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.</p>	
7.7.7	<p>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.</p>	
7.7.8	<p>Activity Leaders and Supervisors must have documentation of their training and experience.</p>	
7.7.9	<p>Member camps that have high rope course activities must have available at the course an industry recognized rescue system.</p>	
7.7.10	<p>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.</p>	
7.7.11	<p>Camps must document the purchase dates and inspection checks for all equipment used during each program activity. The camps must keep these</p>	



	inspections in a log or record for the life of the equipment.	
7.7.12	Activity leaders, supervisors, and participants must belay using approved belay devices and follow the manufacturers' recommendations for use.	
7.7.13	All participants and staff must wear approved climbing helmets when in or around the fall zone of high elements where equipment is being moved overhead (I.E., zipline, rappelling etc.), except where element or auto-belay manufacturers have specified that helmets should not be worn due to the potential for entrapment.	
7.7.14	For challenge course elements where climbing equipment is not used, participants must engage in active spotting when specified by element designer/ manufacturer.	
7.7.15	Camps with challenge courses must replace all ropes, slings, prussic cords, accessory cords, belay devices, harnesses, carabiners, and other equipment according to the manufacturer's recommendations or condition, whichever comes first.	
7.7.16	Since the emphasis at challenge course camps is on safety, the integrity of all hardware, materials and equipment must be ensured. Camps must have their challenge courses inspected annually by a qualified professional as defined by the ACCT. Camps must keep the inspection report on file for the life of the challenge course.	
7.7.17	Camps that only have a climbing wall may follow Climbing Wall Association (CWA) industry practices or ACCT standards. Under CWA, inspections of climbing wall may be conducted by the professional installation or manufacturing company.	
7.7.18	Challenge course structures must be inspected adequately for damage and wear before each use.	



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7.7.19	Challenge course staff must explain the safety rules to the participants prior to the activity.	
7.7.20	Camps must ensure that all hazardous debris and rocks are removed from the challenge course area and that exposed tree roots are protected with ground cover such as wood chips or sawdust.	
7.7.21	Camps with challenge courses must limit authorized access to all participants except under the supervision of trained and experienced camp staff. Camps must ensure that every challenge course activity is supervised, without exception.	
7.7.22	Camps with climbing walls, must have one (1) activity leaders to a maximum of three (3) active ropes or one (1) activity leader and one (1) counselor for five (5) active ropes. The ropes must not be set up in such a way as to endanger any of the participants.	

8. Adventure Based Programs

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



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8.1 Instructional Staff & Supervisors

8.1.1	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.	
8.1.2	Activity supervisors have appropriate, documented training and experience to lead activities.	
8.1.3	A minimum of two (2) staff must accompany any adventure-based program.	
8.1.4	Activity supervisors must be a third year post-secondary student or equivalent or have completed a minimum of two (2) years of documented apprenticeship under a qualified activity supervisor in the specific program they intend to instruct.	
8.1.5	The activity supervisor must assign appropriate staff to each activity to ensure the safety of the participants. The supervisor may be elsewhere on-site, provided he/she has delegated competent instructors to supervise each activity.	
8.1.6	An activity leader must be a minimum of legal adult age and demonstrate competency for the tasks assigned by the activity supervisor.	
8.1.7	All activity leaders must have documentation of their training and experience.	
8.1.8	Where fall protection is required, activity supervisors, activity leaders and participants must belay using UIAA / CE approved belay devices following the manufacturers' recommended use.	

Instructional Staff & Supervisor Recommendations



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*	<p>All staff should be aware of the unique features in the environment and be able to point them out for the pleasure and instruction of the participants.</p>	
<h2 style="text-align: center;">8.2 Natural Rock-Climbing Programs</h2>		
8.2.1	<p>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.</p>	
8.2.2	<p>The program prospectus must describe the mountain clothing and footwear to be worn during the activity.</p>	
8.2.3	<p>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.</p>	
8.2.4	<p>Camps must obtain the necessary permits before undertaking the proposed climbing activity.</p>	
8.2.5	<p>Activity supervisors and activity leaders must have a minimum of two (2) years experience, with an average of 10 climbs per year.</p>	
8.2.6	<p>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.</p>	
8.2.7	<p>Activity supervisors and activity leaders should clean major loose rock from the site and have secure belay sites in place.</p>	



8.2.8	All participants and staff must wear approved climbing helmets when in or around the fall zone of high elements where equipment is being moved overhead (zipline, rappelling, etc.) 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.	
8.2.9	Camps must use UIAA / CE approved equipment and perform an inspection for wear before each use.	
8.2.10	Camps must replace all ropes, slings, prussic cord and accessory cords no more than five (5) years from the date of purchase, or according to the manufacturers' recommendations, which must not exceed five (5) years.	
8.2.11	All other equipment has a limited life expectancy and camps must replace it on schedule, according to the manufacturers' recommendations.	
8.2.12	Camps must store equipment properly and keep a log or record indicating the date of purchase and the dates it was used.	
8.2.13	Activity leaders must periodically check belay methods and techniques during the activity.	
8.2.14	Camps must ensure that all anchor-building equipment is UIAA/CE approved and that they are placed and used according to the manufacturers' instructions.	
8.2.15	There must be one (1) activity leader for a maximum of three (3) active ropes and two (2) activity leaders for five (5) active ropes. There cannot be more than five (5) active ropes at a natural rock site.	
8.2.16	For multi-pitch rock climbing, there must be one (1)	



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	Supervisor to one (1) active rope or three (3) climbers	
8.3 Ice Climbing Programs		
8.3.1	Top roping activities do not take place on ice that exceeds a grade of WI 4.	
8.3.2	Top rope ice climbing should not take place in terrain rated higher than “simple”, as defined by the ATES (Avalanche Terrain Exposure Scale)**.	
8.3.3	Sites chosen for ice climbing should be checked for objective hazards and current conditions to confirm the decision to use the routes, or not, on a given program day.	
8.3.4	All participants and staff must wear approved climbing helmets when in or around the fall zone of high elements where equipment is being moved overhead (zipline, rappelling, etc.) 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.	
8.3.5	Participants and leaders must always wear proper footwear and crampons when on ice surfaces.	
8.3.6	Campers and staff must carry extra layers of warm clothing, such as gloves, coat, pants, etc.	
8.3.7	Camps must use UIAA / CE approved equipment and perform an inspection for wear before each use.	
8.3.8	Camps must replace all ropes, slings, prussic cord and accessory cords no more than five (5) years from the date of purchase, or according to the manufacturers’ recommendations which must not exceed five (5) years.	



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8.3.9	All other equipment has a limited life expectancy and camps must replace it on schedule, according to the manufacturers' recommendations.	
8.3.10	Camps must store all equipment properly and keep a log or record indicating the date of purchase and the dates of use.	
8.3.11	The activity supervisor must periodically check belay methods and techniques during the course of the activity.	
8.3.12	All anchors- whether natural, bolted, or ice – should be SERENE (Solid, Redundant, Equalized, No extensions) in construction.	
8.3.13	Ice anchors should be visually inspected throughout the day. In variable ice, warm or changing weather conditions anchors should be checked on an hourly basis.	
8.3.14	Activity leaders must have a minimum of two (2) years experience, with an average of 10 climbs per year. (From rock climbing standards).	
8.3.15	Activity supervisors and activity leaders must be familiar with and able to perform self-rescue and adjacent rope rescue technique or comparable technique for aiding a stuck climber.	
8.3.16	Participants are not allowed to lead climb or do multi-pitch climbs on ice unless the program is led by an ACMG certified Apprentice Alpine Guide (AAG), Alpine Guide (AG), or Mountain Guide (MG).	
8.3.17	Ice climbing programs must have one (1) trip leader per three (3) campers, and one (1) counsellor per three (3) campers.	
Ice Climbing Program Recommendations		



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

8.4 Winter Overnight Expeditions

8.4.1	All winter overnight expeditions must follow “Out Tripping Program” standards previously listed.	
8.4.2	Before assuming leadership of a group, activity supervisors must have documentation showing a minimum of ten (10) winter overnight outings.	
8.4.3	A minimum of two (2) staff must accompany any overnight winter outing.	
8.4.4	Camp administrators have the obligation to cancel any trip because of adverse conditions.	
8.4.5	Activity Supervisors must ensure that every camper wears adequate clothing and has brought sufficient extra clothing.	
8.4.6	Winter camps must have all winter camping equipment inspected prior to the expedition.	

8.5 Caving

8.5.1	Caving camps must have a lead activity supervisor who is responsible for the safety of all those participating in caving activities, including staff,	
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	and activity leaders for every caving activity.	
8.5.2	Lead activity supervisors must be a minimum of legal adult age and have a minimum of 10 thorough exploratory trips on the intended route, within the previous two years.	
8.5.3	Lead activity supervisors must hold a minimum of current wilderness first aid and CPR or equivalent certification.	
8.5.4	There must be two (2) activity leaders on any hike to a cave in a remote wilderness area.	
8.5.5	All activity leaders must undergo cave rescue training.	
8.5.6	Activity leaders must be a minimum of legal adult age, hold a current wilderness first aid and CPR or equivalent certification and have participated in a pre-season exploratory trip.	
8.5.7	To ensure adequate staffing, activity leaders must assess the abilities of the participants.	
8.5.8	Participant to activity leader ratio (there must be a lead activity supervisor in every group.)	
a)	1 activity leader should always enter the cave with at least 2 clients (min. three people).	
b)	1 activity leader / 2 to 3 participants.	
c)	2 activity leader / 4 to 14 participants.	
d)	A maximum of 2 guided groups per operation per day.	
8.5.9	Cave ventures should not exceed four (4) hours and should not require specialized equipment such	



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	as mechanical rope ascenders/descenders, bolts, etc.	
8.5.10	Participants and staff entering a cave must wear protective clothing (e.g. coveralls/cave suits), UIAA / CE approved helmets, fitted with a lighting device, gloves and adequate footwear.	
8.5.11	Activity leaders and participants must carry extra lights and batteries into the cave.	
8.5.12	Activity leaders must carry a rescue system.	
8.5.13	Activity leaders shall carry a first aid kit appropriate to the size of the group, duct tape, 4 sources of light, 50 feet of 8mm cordlet, a source of heat, a space blanket, a multi-tool, extra warm clothes, food, and water.	
8.5.14	The lead activity supervisor must maintain an emergency communication source (e.g., cell phone, satellite phone or radio) at the cave entrance.	
8.5.15	All activity leaders must be aware of potential caving hazards and be able to explain them to participants. In addition, they should be able to identify special cave formations and explain the unique geological processes.	
8.5.16	Activity leaders must not use carbide lamps in caves identified as bat hibernacula.	
8.5.17	Camps must follow the Alberta Sustainable Resource Development guidelines for cave visitation.	
8.5.18	Caving camp participants must understand and respect that bats hibernate in caves, and that bats must not be disturbed during hibernation. Activity leaders must contact the Alberta Speleological Society for information regarding bat hibernation dates.	



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Caving Recommendations

*

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

8.6 Cycle Touring & Mountain Biking

8.6.1

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

8.6.2

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

8.6.3

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

8.6.4

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

8.6.5

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.



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8.6.6	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.	
8.6.7	Activity leaders must teach and demonstrate low impact cycling and the principles of “Leave No Trace” shall apply.	
8.6.8	Activity leaders must research the route thoroughly and be fully aware of any risks and dangers that the cyclists may encounter. The route should be appropriate to the skill of the riders.	
8.6.9	Activity leaders must establish a method of navigation to ensure that the group stays together. They must designate instructors as lead and sweep. The sweep moves at the rate of the slowest rider, so the group stays intact. Riders are required to stay between the lead and the sweep.	
8.6.10	Activity leaders must ensure that each member of the group has a working knowledge of the bicycle, knows how to ride safely, and can demonstrate the proper use of panniers.	



8.6.11	There must be at least two (2) Activity leaders for every six (6) riders for mountain bike or cycling tripping programs. For urban programs or day trips one (1) activity leader plus regular program ratios apply.	
8.6.12	All participants, including staff and volunteers, must wear Canadian Standards Association (CSA) and / or Snell approved bicycle helmets.	
8.6.13	Camp administrators must inform participants and their legal guardians of trip plans and of any special equipment required for their safety and welfare.	
8.6.14	Prior to any cycle tour, Activity leaders must give participants information on safe riding and road etiquette.	
8.6.15	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.	

9. Camp Programs – Water Based



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9.1 Waterfront Programs

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

<p>9.1.1</p>	<p>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.</p>	
<p>9.1.2</p>	<p>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.</p>	
<p>9.1.3</p>	<p>Waterfront coordinators must be a minimum of legal adult age and possess a current nationally recognized lifeguard certification.</p>	
<p>9.1.4</p>	<p>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.</p>	



<p>9.1.5</p>	<p>During aquatic activities, such as canoeing, kayaking, sailing, wind surfing, rowing, water skiing, skin or scuba diving and long-distance swimming, etc., there must be at least one (1) Activity Supervisor who holds a current national or provincial instructor’s certification for that activity. Or there must be a staff member present who is a qualified lifeguard with experience instructing who has received site-specific emergency procedure training in that specific aquatic activity.</p>	
<p>9.1.6</p>	<p>Waterfront programs must not exceed the ratio of one (1) lifeguard on active duty for every 30 participants (whether swimming, on the dock or on shore) as recommended by organizations like the Life Saving Society.</p>	
<p>9.1.7</p>	<p>If there are more than 30 swimmers, there must be a proportionate number of lifeguards added. The nature of the waterfront area, the age of the swimmers and their proficiency in the water determines the ratio of lifeguards to swimmers.</p>	
<p>9.1.8</p>	<p>Camps must ensure that lifeguards are provided with any equipment required as per their training (i.e., Lifeguard tube for Red Cross lifeguards).</p>	
<p>Waterfront Program Recommendations</p>		
<p>*</p>	<p>Camps must provide a written safety policies and procedures manual for either pool or waterfront sites. Examples of such manuals are available from both the Lifesaving Society and the Red Cross.</p>	
<p>*</p>	<p>Camps should provide written instruction, procedures, and the location of the closest available telephone for activating 911 emergency service. This should be posted at the pool or waterfront in a location that is easily accessible.</p>	
<p>*</p>	<p>Camps should have motorized rescue craft driven by licensed operators who hold a Pleasure Craft Operators Card to operate those vessels.</p>	



*	Camps should locate towel racks, change shelters and portable toilets conveniently near the swimming area.	
*	The waterfront program should encourage campers' use of and maintenance of any on-site waterfront and boating equipment, safely and conscientiously.	
*	Waterfront program directors must provide secure maintenance and storage facilities for boats, canoes, paddles, life preservers and other equipment.	
*	A swim test should consist of a minimum of the following: If in shallow water, begin in water, swim x amount metres, turn around to face guard, tread water for minimum 30 seconds. If in deep water, guard must be in water and follow the above swim set.	

9.2 Swimming (Waterfront & Pools)

9.2.1	Camps with waterfront programs must explain the camp safety rules for swimming to all participants, volunteers and staff prior to any waterfront and pool activity.	
9.2.2	All on- and off-site aquatic activities must have a minimum of one (1) lifeguard on duty.	
9.2.3	Swimming programs must not exceed the ratio of one (1) lifeguard on active duty for every 30 swimmers.	
9.2.4	If there are more than 30 swimmers, then camps should add the appropriate number of lifeguards. The nature of the waterfront/pool area, the age of the swimmers and their proficiency in the water determines the ratio of lifeguards to swimmers.	



9.2.5	Camps with pools must follow the Alberta Pool Standards as set by Alberta Health.	
9.2.6	Camps must equip their swimming areas with devices that alert all swimmers to emergencies, such as whistles, air horns or sirens.	
9.2.7	Camps with swimming and diving areas must equip them with a spine board for safely transporting an individual who has suffered a spinal injury.	
9.2.8	Swimming areas must have one (1) or more reach and throw assists readily available for rescues.	
9.2.9	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.	
9.2.10	Camps must have the limits of any waterfront swimming area clearly marked with appropriate signs and floats.	
9.2.11	Camps must not permit swimming after dark and before sunrise, unless in a properly lit pool.	
9.2.12	Diving is prohibited in unfamiliar waters.	
9.2.13	Camps must properly secure swimming areas when there is no lifeguard on duty.	
9.2.14	Camps must clearly post guidelines and instructions for the safe use of recreational aquatic equipment.	
9.2.15	Camps must maintain all piers, floats, platforms, and decks in a safe condition.	



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Swimming (Waterfront & Pools) Recommendations

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

9.3 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.

9.3.1	Activity leaders must instruct participants on the use of any watercraft before the activity begins.	
9.3.2	Activity leaders must explain safety rules to all participants.	
9.3.3	Camps must have a system of activity surveillance for constant supervision and safety.	
9.3.4	Camps must keep a rescue boat in readiness for immediate use.	



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9.3.5	Camps must keep boats and aquatic equipment maintained in safe operating condition.	
9.3.6	All persons on a watercraft must wear a Personal Floatation Device (PFD) or lifejacket, approved by the Canadian Coast Guard, Department of Fisheries and Oceans or the Department of Transportation Canada.	
9.3.7	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 Nationally Recognized Lifeguard certification.	
9.3.8	Waterfront staff must assess and record campers' swimming abilities before they are allowed to participate in any boating activity. This can be achieved through a physical swim test or through the inclusion of a written component of the camp's registration forms, completed and signed by the parent/guardian.	
9.3.9	Authorized waterfront staff must safety check all equipment before using it.	
9.3.10	Every canoe must be equipped with a noisemaker, such as an air horn or whistle, a bailer, and a throw bag with a minimum of fifteen meters of buoyant rope, in accordance with the Safe Boating Guide.	
9.3.11	All watercraft operators must seek the protection of shore in the event of inclement weather such as lightning, wind, storm, etc.	



9.3.12	All watercraft operators must maintain ample freeboard and they must not exceed the manufacturer's specifications for loads.	
9.3.13	Camps must ensure that all watercraft have sufficient floatation to keep them afloat even in the event that they become swamped.	
9.3.14	Watercraft activity conducted in the dark must have proper lighting and risk management in accordance with the Canadian Safe Boating Guide	
9.4 Flat Water Tripping		
<p>Flat water tripping standards encompass any boating out trip activity that takes place in a lake setting. These standards apply to all types of vessels involved in lake tripping activities. This section of standards must be followed along with the general boating standards listed above. In addition to the following standards, all trips must follow the out-tripping standards listed in Out Tripping Programs.</p>		
9.4.1	Trip leaders must hold a current instructor's certification from Paddle Canada (formerly CRCA) or equivalent from a recognized provincial, national, or international Association.	
9.4.2	Camps must ensure that trip leaders demonstrate, during each current season, competence in an environment with hazards like that of the river that will be travelled.	
9.4.3	Trip locations that are not scouted must be researched with regards to all potential hazards entrance, exit, and evacuation points, and potential camping locations. Locally recognized outfitting companies or organizations must be consulted regarding trip research. All research information must be documented.	
9.4.4	Trip leaders who have led the exact same trip in the previous year do not need to participate in a pre-season exploratory trip. But they must become familiar with any new hazards or environmental changes along the intended route.	



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Flat Water Tripping Recommendations

*

Trip leaders must go on a pre-season exploratory scouting trip on the river or watercourse where they intend to trip during the tripping program.

9.5 Moving Water Boating

Moving water boating standards cover any boating activity that takes place in a river setting. These standards apply to all types of vessels involved in river activities. This section of standards must be followed in addition to the specific Moving Water Kayaking and Moving Water Tripping sections, as well as the general boating standards listed above.

9.5.1

Moving water program leaders must clearly establish swimming ability levels for participants. Participants must meet these levels before they are allowed to join the program.

9.5.2

Camps must inform participants and their parents or guardians about any additional equipment they must provide at their own cost that is necessary for their safety and well-being.

9.5.3

Camps must supply trip leaders with the necessary safety and emergency equipment, including a river knife, which must be attached to each trip leader’s personal floatation device (PFD), in a safe and accessible manner.

9.5.4

Camps must ensure that trip leaders are fully trained in the use of the emergency and safety equipment before they undertake any kayak river trip.

9.5.5

Trip leaders and assistants must be aware of the unique hazards associated with cold water and they must be trained to respond to cold water emergencies.

9.5.6

Instructional staff must hold a current moving water/river instructor’s certification from Paddle



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	Canada or equivalent from the recognized provincial, national, or international association.	
9.5.7	River day trips require one (1) trip leader for every six (6) camper boats, in accordance with current Paddle Canada standards	
9.5.8	Camps that offer boating in a swift water (class 2 and higher) environment must have at least one (1) staff member who holds a swift water rescue certification or equivalent moving water rescue certification.	
9.5.9	Helmets must be worn for all swift water (class 2 and higher) activities.	

9.6 Moving Water Kayaking

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

9.7 Moving Water Tripping

Moving water tripping standards cover any boat out trip activity that takes place in a river setting. These standards apply to all vessels involved in river activities. In addition to the following standards, all trips must follow the out-tripping standards listed in “Out Tripping Programs.”

9.7.1	Camps incorporating moving water tripping in their regular camp program must prepare trip itineraries that have safety as their highest priority.	
9.7.2	Canoe trip leaders must hold a current moving water/river instructor’s certification from Paddle	



	Canada (formerly CRCA), or equivalent from a recognized provincial, national, or international association.	
9.7.3	Canoe trip leaders must possess a current Standard/CSA Intermediate First Aid and CPR, or equivalent certification.	
9.7.4	There must be at least one (1) trip leader and one counselor for every six (6) camper boats, in accordance with current Paddle Canada standards.	
9.7.5	Camps must provide participants with an orientation before they undertake any canoe trip. This orientation must include water safety and emergency procedures, canoe handling and rescue procedures.	
9.7.6	Camps must supply trip leaders with the necessary safety and emergency equipment and ensure that they are fully trained in its use before trip leaders undertake any canoe trip.	
9.7.7	Camps must supply each trip leader with a river knife, securely attached to the trip leader’s PFD, in a safe, accessible manner.	
9.7.8	Camps must make every effort to minimize the environmental impact of their activities on trips along watercourses and lakes, where campsites have not yet been established. This means carrying out all garbage.	
9.7.9	Camps must ensure that trip leaders demonstrate, during each current season, competence in an environment with hazards like that of the river that will be travelled.	
9.7.10	Trip locations that are not scouted must be researched with regards to all potential hazards entrance, exit, and evacuation points, and potential camping locations. Locally recognized outfitting companies or organizations must be consulted regarding trip research. All research information	



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	must be documented.	
9.7.11	Member camps participating in out trips of expedition length (trips greater than 21 days) need not adhere to the previous standard. However, these camps must conduct detailed research about the intended route so that all participants have a safe experience.	
9.7.12	Trip leaders must keep logs or records of the pre-season exploratory scouting trips, highlighting the potential hazards, evacuation points and possible camping locations.	
9.7.13	Every person in a canoe must wear a lifejacket or PFD approved by the Canadian Coast Guard Department of Fisheries and Oceans, or the Department of Transportation.	
Moving Water Tripping Recommendations		
*	Canoe trip leaders should possess a swift water rescue certification or equivalent.	
*	Canoe trip leaders should possess a Wilderness First Aid certification or equivalent advanced first aid certification.	
*	Trip leaders must go on two pre-season exploratory scouting trips on the river or watercourse where they intend to trip during the program.	
*	Moving water tripping canoes should include one extra PFD per boat.	



9.8 Power Boat Operation

This section is in accordance with the Canadian Coast Guard, Department of Fisheries and Oceans, and applies to the types of vessels as described in the “Safe Boating Guide.”

9.8.1 All operators of a powerboat of any length, must obtain a Pleasure Craft Operating Card.

9.8.2 All camps must follow the age/horsepower restrictions that apply to them according to the “Safe Boating Guide.”

9.8.3 Camps must provide powerboat operation orientation to all Activity Leaders who are likely to operate powerboats.

9.8.4 Camps with motorized watercraft must only permit those who are trained and who hold a Pleasure Craft Operators Card to operate those vessels.

Power Boat Operation Recommendations

Camps are encouraged to make allowances for environmentally safe refuelling of power boats and to make environmentally based decisions when replacing equipment.

*

Camps are encouraged to follow a regular maintenance schedule for power boats



Appendices

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.

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.



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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:



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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.



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- 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.



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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.
- 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.



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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 all membership



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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.



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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



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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



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will consider:

- How to respond to a legal challenge.
- The ACA's course of action with respect to the member camp's accreditation.
- Proposals for changes in the ACA's Professional Code of Ethics, Camping Standards and Operating Policies.
- The ACA's responses to each of the coroner's recommendations.
- The contents of a press release.

Action to Take during a Critical Incident

In the event of a critical incident during a camp program or activity, camp administrators are advised to take the following steps:

- Determine the nature of the emergency.
- Confirm that correct emergency action is in progress. If a death has occurred, cover the body and keep others away from the scene.
- Log each action in chronological order, including telephone calls.
- Summon emergency services. To ensure prompt assistance camp administrators must supply the following information:
 - The nature of the emergency-drowning, fire, lost person, etc.;
 - The names and brief descriptions of the persons involved;\
 - The specific assistance required, i.e., police, fire brigade, ambulance, doctor, etc.
- In the event of a death inform the police immediately contact legal counsel.
- Inform your staff of the nature of the emergency and advise them on how to respond to emergency services, campers, parents and the media.
- Inform the campers of the nature of the emergency.
- Inform the parents or guardians listed on the camper's application form.
- Gather written statements from staff, witnesses and other persons involved. These statements must describe the actual conditions and circumstances leading up to the accident.



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- 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 injured party?
- 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?



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