

The Camping Association of Nova Scotia and Prince Edward Island

Accreditation Standards Manual Revised & Approved January 2023



CANSPEI
Camping Association of NS & PEI



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Introduction

The Camping Association of Nova Scotia and Prince Edward Island

The Camping Association of Nova Scotia and Prince Edward Island (CANSPEI) is a non-for profit organization which was established in 1941 in partnership with other provincial, national, and international organizations. Today it is supported and funded by the Provincial Government of Nova Scotia.

The main purpose of CANSPEI is to support and promote organized overnight camping in Nova Scotia and Prince Edward Island. CANSPEI focuses on four major areas of camping:

- maintaining a membership program;
- providing professional development and training opportunities;
- functioning as an information resource for camps, children and parents;
- promoting overnight camping in Nova Scotia and PEI.

How to use this manual:

The standards found in this manual apply to all overnight camps in Nova Scotia and Prince Edward Island who choose to participate in the Accreditation Program.

Under each standard section of this manual there are two types of standards: Required and Desired.

Required Standards are the standards which every accredited member camp must meet. These standards have been developed based on government regulations, the Canadian Camping Association National Insurance Program and industry best practices. Required Standards are intended to reflect the industry best practices in risk management and camper safety. Accredited Member Camps must meet 100% of the required standards. Required standards are represented with an “R” at the beginning of the standard number.

Desired Standards are the standards that camps are encouraged to meet. They have been put together by industry professionals, and outline some of the industry’s best practices. Accredited Member Camps must meet at least 60% of the desired standards that apply to their camp. Desired standards are represented with a “D” at the beginning of the standard number.

In January 2023, we made some changes to update our Standards Manual. These changes are to support the safety of campers, volunteers and staff and to support camps in the turnover their Board of Directors may experience. When possible, rationale to the changes are given below the updated standard and the changes are highlighted in red text.

The Accreditation Manual is divided into five sections:

- Administration
- Personnel
- Health
- Site, Facilities & Equipment
- Programming

Member camps wishing to become accredited, as well as camps that wish to be re-accredited, must complete all sections of this manual that apply to them. Although some sections may not seem to apply to a specific camp, it is important for camps to read and understand all sections of this manual.

When completing the manual, there are three possible answers: “Yes”, “No” or “Not Applicable” (N/A). When completing this manual, camps should put an **initial** in the appropriate box for each question. Camps should complete each question honestly, and as accurately as possible. Any questions that camps are unsure of should be noted and presented to the camp's assigned Accreditation Committee Member.

Every statement that results with a “No” answer must be explained in detail in the space provided at the end of each section. If additional space is required, please attach an additional piece of paper. Explanations for “No” answers will be taken into consideration at the time of review, as well as when the committee reviews the camp's application for accreditation.

Glossary

Accreditation Committee	Volunteer CANSPEI members who supervise the accreditation process and make a recommendation to the CANSPEI board.
Assigned Accreditation Committee Member	A Volunteer CANSPEI member who is assigned to a camp during their accreditation process to support them in their accreditation.
Annual Accreditation Report	Each camp must complete this form annually, to advise CANSPEI of any changes in management, of any incidents during the camping season, and to report on activities during the camping season.
Annual Accreditation Undertaking	A “promissory note” from the camp indicating their plan to conduct their camping season in compliance with the CANSPEI Accreditation Standards.
Accreditation Visit	When accreditation visitors come to your camp to review the established standards, and to observe the campers and staff, in order to make a recommendation to the Membership and Accreditation Committee.
Accreditation Visitation Team	A team of volunteers authorized by CANSPEI to conduct accreditation visits.
Accredited Member Camp	A camp that meets the necessary required and desired standards for accreditation.
Camp Director/Designate	The person in charge of operations at the camp, who receives the visitation team.
CANSPEI	The Camping Association of Nova Scotia and Prince Edward Island.
CANSPEI Board	Volunteer CANSPEI member representatives who oversee the association and make final decisions about accreditation.
Conditional Accreditation	A camp that has been accredited on the condition that it implements a plan to meet all standards within a selected period of time.
Desired Standards	Standards recommended by CANSPEI, the government and other organizations. Accredited camps must meet at least 60% of desired standards.
Member Camp	A camp that is in good standing with CANSPEI.
Out trip	Any camp activity or trip that takes a group of campers off the main camp site overnight and/or to a remote location which is more than 30 minutes from the main camp or paramedics/EMT responders by vehicle.
Qualified Instructor (QI)	A boating instructor who holds the required certification for Canoeing, Kayaking, Stand-Up Paddle-boarding, according to the activity being performed
Qualified Operator	The operator of a motorized boat, who holds the applicable and valid operating license according to the Canada Shipping Act (2001) and Transport Canada regulations.
Required Standards	Government regulations and Canadian Camping Association and CANSPEI requirements, which must receive 100% compliance for accreditation.
The Camp	The camp that is being discussed/evaluated.

Accreditation Process

In order for a camp to be eligible to become an Accredited Member Camp, they must first become a CANSPEI member, maintain their good standing, and have been in operation for a minimum of one year. Once a camp has been approved as an Accredited Member Camp, they may maintain accreditation for a maximum of five years before re-accreditation.

CANSPEI is not responsible or liable for any accidents or incidents that take place at an Accredited Camp or if the Accredited Camp fails to subsequently follow the CANSPEI Accreditation Standards.

If there are any major changes in camp operations, programming or facilities, the camp is required to inform CANSPEI of the changes and demonstrate how the camp continues to meet the Accreditation Standards

The goal of CANSPEI's accreditation program is to promote the safety and well-being of campers, volunteers and staff while they attend our member camps. This goal is operationalized by way of the CANSPEI accreditation standards manual. This manual lays out accreditation standards that are generally recognized camping best practices. These standards derive from municipal, provincial and federal organizations that work to create optimal and safe environments for all to participate in recreational activities.

- camp administration
- hiring
- training and certifications
- facilities
- maintenance
- program planning and delivery
- food service operation
- camp sanitation
- emergency planning and first aid safety.

Accreditation / Re-accreditation Process

In order to become accredited or reaccredited, a camp must:

1. Fill out CANSPEI **Accreditation Application Form**
2. Download the CANSPEI Accreditation Standards Manual
3. Review the Accreditation Standards Manual to make sure you are in compliance with all applicable standards

4. Review the [Accreditation Documentary Audit Checklist](#) and assemble your camp's documentation.
5. Email info@canspei.ca to receive an Assigned Accreditation Committee Member. If you are applying for reaccreditation, you will be assigned one in **January** of the re-accreditation year. If there is a conflict of interest for the person who is assigned to your camp, please contact the Secretary of the CANSPEI board for reassignment.
 - a. All documentation (Accreditation Documentary Audit Checklist) to support accreditation or reaccreditation should be submitted via email or another acceptable digital format to your Assigned Accreditation Committee Member by **March 31st** of the Accreditation Year. This information is retained by CANSPEI to support future accreditations and the camp.
 - b. Send in your camp's \$100 accreditation / re-accreditation application fee
 - c. Any unsuccessful and/or conditional applicants will be notified of their status by **April 30th** of the Accreditation Year. Appeals to this will be made to the Accreditation Committee via email by no later than **May 15th**.
 - d. Temporarily successful applicants will be notified of their status by **April 30th** of the Accreditation Year. A Accreditation Visitation Audit will be scheduled by the Assigned Accreditation Committee Member for the Summer Session.
6. Submit all the information required in the [Annual Filing](#).

After your Assigned Accreditation Committee Member has completed their review, they will then make a recommendation to the CANSPEI accreditation committee on whether to accredit your camp or if they feel additional work is still required to be done before accreditation can be bestowed.

If there are no barriers to accreditation, the committee will then make a final recommendation to the board of directors, who have the final approval on all camp accreditations. If your camp is approved for accreditation, you will receive an email from the Assigned Accreditation Committee Member and/or the CANSPEI president confirming your temporary accreditation & a temporary certificate.

After a successful Accreditation Visitation Audit is complete, your camp will receive a full Accreditation Certificate with an issue date and expiry date. An issue date is the day on which a camp's Temporary Accreditation is issued. The expiry date is on May 1st of the 5 year Accreditation anniversary.

Deferral Process

We recognize that many camps exist by the dedication of volunteers and long-time employees. The turn-over of Boards or Employees can impact a camp's readiness for a thorough and impactful accreditation process. Although it is discouraged, CANSPEI acknowledges that a deferral process may be how we can best support a camp during difficult years. In order for a camp to defer their accreditation without loss of accreditation they must:

- Have 5 years of consistent Annual Filings and Annual Undertakings
- Submit a letter to request deferral by the Chair or equivalent of their Board of Directors which includes
 - Why the deferral is being requested
 - How long they are requesting the deferral process to stand (Maximum one (1) year)
 - Ways they plan to uphold the standards during this deferral period
 - What supports are in place to help them obtain all requirements to submit for Accreditation before the end of the deferral period.

Camps who submit a deferral letter to the Accreditation Committee will receive an individualized timeline from the committee. The Accreditation Committee will present the letter to the CANSPEI Board of Directors, who reserve the right to approve or deny the request.

The Fine Print

Accreditation by CANSPEI is conditional upon the accredited camp meeting a number of terms, conditions, and requirements. The board of directors of the association may rescind and terminate any camp's accreditation if they feel there is valid reason to do so. Things that may lead to a revoking of accreditation include:

1. Not paying applicable fees owed to CANSPEI

2. Failing to comply with CANSPEI's mandatory accreditation standards
3. Failing to send in your camp's yearly filing
4. A significant change to the camp's operations or management that could potentially limit the camp's ability to comply with CANSPEI mandatory standards. It is the responsibility of all our association's accredited camps to notify the association of any such significant changes.

If a camp's accreditation is rescinded or terminated by the association for any of the causes outlined above, the association will notify the camp of such in writing. No refund of any previous accreditation or accreditation application fee will be made. The notified camp can, in turn, write to the board of directors to appeal the rescinding of their accreditation. The camp can do so by email or postage. In such a case, the board of directors will contact the camp and discuss these issues with the camp. Subsequently, the association's board may decide to either reinstate the camp's accreditation or confirm the termination of the camp's accreditation status. If the camp's accreditation status is confirmed to be terminated, the camp can become accredited again by undergoing a full accreditation audit and paying the applicable accreditation fee.

The two components of the initial CANSPEI Accreditation Process are:

1. **The Accreditation Standards Manual** (this document);
2. **The Documentary Checklist**, indicating documentation that the camp must show to the Accreditation Visitation Team;

The two components of the ongoing (annual) CANSPEI Accreditation Process are:

1. **The Camp Annual Undertaking**, which indicates that the camp will follow and maintain their compliance to the Accreditation Standards in **June**.
2. **Annual Filing**, which is the submission of certain documents to CANSPEI annually in **December**.

Section 1: Administration

General Administration: Required

R.1.1	The camp has a formal written mission statement, outlining its objectives as a camp. The mission statement should be available to be viewed by staff, volunteers, campers and their families.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.2	The camp has a written policy regarding the conditions under which refunds will be granted.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.3	<p>The camp practices appropriate financial management practices, which include at least the following:</p> <ul style="list-style-type: none"> • Annual budget approval process • Ongoing financial accounting and management review process • Annual filings of financial statements with the appropriate regulatory authority • The camp practices appropriate annual filings with CANSPEI twice a year. <p>(Change Rationale: Not all CANSPEI camp members are doing this. We acknowledge that there may be a change in the Board of Directors and we hope that this standard can support this happening more routinely.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.4	The camp maintains a list of the current Board of Directors and their contact information.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.5	The camp's policy manual describes the governance and management oversight of the camp by both the Board of Directors and the management staff of the camp.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.6	The camp has a written policy on smoking and the use of drugs and/or alcohol while on camp property.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.7	In order to operate a camp vehicle, staff or volunteers must hold a valid provincial driver's license appropriate for the vehicle they are operating.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 1: Administration

R.1.8	The camp adheres to the approved CANSPEI counselor-camper ratios. These ratios should be:	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a								
	<table border="1"> <tr> <th>For Campers who are:</th> <th>The Ratio should be at least:</th> </tr> <tr> <td>Ages 6 and under</td> <td>1:6</td> </tr> <tr> <td>Ages 7 to 14</td> <td>1:8</td> </tr> <tr> <td>Ages 15 and older</td> <td>1:10</td> </tr> </table>		For Campers who are:	The Ratio should be at least:	Ages 6 and under	1:6	Ages 7 to 14	1:8	Ages 15 and older	1:10
	For Campers who are:		The Ratio should be at least:							
	Ages 6 and under		1:6							
	Ages 7 to 14		1:8							
Ages 15 and older	1:10									
Ratios for campers with additional behavioural or medical needs should be discussed with the camper's parent or guardian.										
(Change Rational: Language change was updated here to respect the evolving language that is respectful and inclusive)										

R.1.9	The camp has a written policy regarding the use and release of all personal information and photos of staff, volunteers and campers. (Change Rational: Not all camps had a photo release and this should support them in creating policy to protect campers, volunteers and staff of photos/media usage)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.10	The camp has a written policy regarding the follow up procedure of any serious accident, illness or death that occurs at camp.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

General Administration: Desired

D.1.1	A camp representative attends at least one CANSPEI Annual General Meeting every three years.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.1.2	The camp has registered for the CANSPEI newsletters (info@canspei.ca).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 1: Administration

Record Keeping: Required

R.1.11	<p>The camp uses registration forms for all campers that include, but are not limited to, the following information:</p> <ul style="list-style-type: none">• Name• Address• Birthday• Emergency contact name and telephone number• Name, address, telephone number and signature of legal guardian• Any medical conditions, allergies and current medications• Health Card number or MSI (Medical Service Insurance), or equivalent• Emergency procedure consent• Permission for photo and video consent and their usage <p>(Change Rational: Not all camps had a photo release and this should support them in creating policy to protect campers, volunteers and staff of photos/media usage)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.12	The camp retains registration forms for seven (7) years.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.13	The camp has a Release of Campers policy, and maintains a Sign-Out/Sign-In log for all campers leaving or returning to camp, which includes the name of the person(s) with whom they left the camp.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 1: Administration

Record Keeping: Desired

D.1.3	The camp has a written process in place to evaluate each camp session. The results are reviewed and used to make future changes. This process includes evaluations from directors, staff, volunteers, campers & camper's families (when possible).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Insurance: Required

R.1.14	The camp carries general liability insurance, as well as other appropriate insurance coverage for the camps capital investments, vehicles, program activities, staff, volunteers & campers. See appendix 1.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Insurance: Desired

D.1.4	The camp has workers compensation insurance for all eligible staff, in accordance with provincial legislation.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Camp Safety: Required

R.1.15	<p>The camp has a formal, written Emergency Plan and a risk management process that are both understood & practiced by all staff, Camps should consult with their local fire departments, police detachments and emergency health services on Emergency Plans. Annually these should be reviewed by the camp's Board of Directors or relevant camp personnel. This includes, but is not limited to, procedures for the following events:</p> <ul style="list-style-type: none">• Fire• Natural disasters & severe weather• Missing person• Aquatic emergency• Serious injury or incident• Communicable disease outbreak• Intruder/stranger in camp• Camp emergency evacuation• Dangerous animal encounters• Camp staff incapacity <p>(Change Rationale: Many NS & PEI camps are in unique areas with a unique surrounding. To improve the interprofessional collaboration of emergency services and camps, this is required to make camp easier to find in an emergency and improve the response time by decreasing barriers before the emergency occurs)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 1: Administration

R.1.16	<p>The camp's Building Evacuation procedures & maximum capacities are clearly posted in all major buildings (i.e. sleeping quarters, dining facility or indoor activities centers) and staff manuals. They clearly identify where to go and what to do, in the event of an emergency. This includes whom to contact, as well as the civic address and telephone number of the camp.</p> <p>(Change Rationale: This is required in most jurisdictions and supports safer camping opportunities in camp buildings)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.17	The camp participates in, and documents, a pre-planned emergency procedure drill (e.g. fire drill) with all staff and campers at least once per session.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.18	<p>The camp has one vehicle designated and made available at all times for emergency transportation, or can call for emergency ambulance transportation.</p> <p>If camps transport campers, they must have a Camper Transportation Policy to accompany this, a copy of the operator's driver's license and insurance, or have blanket commercial policies for your driver, must be obtained for the duration of the season and retained in records for seven (7) years.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.19	The camp completes a written report for any incident and/or accident that occurs involving campers, volunteers, staff or visitors. Reports are kept for a minimum of seven (7) years. A sample is provided in our resources	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.20	The camp has smoke alarms properly installed in all sleeping areas and major buildings. These are tested once per month, and cleaned at least once per year. A written record of the testing and maintenance is kept.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.21	<p>The camp complies with local fire marshal code for fire safety regulations. Fire inspections from local municipalities must be issued and retained in records for a minimum of seven (7) years</p> <p>(Change Rationale: Many camps have not had this in their records so this supports them in assuring that this is done.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.22	The camp has trained appropriate staff in the location, maintenance and operation of firefighting equipment.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.23	<p>The camp is aware of and complies with open fire burning permission as applicable by local governing guidelines.</p> <p>(Change Rational: Exemption permits exist in some areas and we wish to be inclusive of safe, permitted burning)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.24	All electrical wiring at the camp has been properly installed or inspected by a licensed electrician or otherwise approved for use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.25	All camp electrical equipment is properly grounded, used only by authorized personnel, and stored safely and securely when not in use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 1: Administration

R.1.26	The camp has a written policy and procedures requiring visitors to sign in with staff upon arriving on site.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.27	<ol style="list-style-type: none"> 1. Criminal Record Checks (CRC) with Vulnerable Sector Checks or equivalent are mandatory for Board of Director members 18 years and older. 2. CRCs for the new Board of Directors must not be more than six months old on submission to the Secretary or equivalent. CRCs may be valid for a period up to a maximum of three years, if and when those members have remained on the Board of Directors for that camp in each of the intervening years. 3. Child Abuse Registries (CARs) are mandatory for Board of Director members 16 years and older in provinces where the registry exists. 4. CARs for the new Board of Directors must not be more than six months old on submission to the Secretary or equivalent. CRCs may be valid for a period up to a maximum of three years, if and when those members have remained on the Board of Directors for that camp in each of the intervening years. <p>(Change Rationale: Our mandate of accreditation is to “promote the safety and well-being of campers, volunteers and staff while they attend our member camps. This goal is operationalized by way of the CANSPEI accreditation standards manual”. Campers, volunteers and staff in our country have experienced adverse situations due to the lack of safety at camps. This is to deter and prevent individuals with malintention in accessing vulnerable individuals while in the care of our camps in NS and PEI.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.28	<p>Camps should have a confidentiality, security and access policy. A sample of this is available in our resources.</p> <p>(Change Rationale: Not all camps have confidentiality policies and these can improve the privacy for our vulnerable individuals, young volunteers and staff.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.29	<p>The camp stores propane tanks properly and they are only used by staff who are familiar with their safe operation. Propane tank volume levels and surrounding areas should be checked weekly during operational season and records retained for a minimum of seven (7) years</p> <p>(Change Rationale: Irving oil suggests this to all camps and recreation facilities, especially as locations can be difficult to reach in case of an emergency.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Camp Safety: Desired

D.1.5	The camp has checked the driving records of any and all personnel who operate a camp vehicle (available from the Department of Transportation).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 1: Administration

D.1.6	When transporting campers in a camp vehicle, there is a list of who is being transported by that vehicle and insurance certificates for that vehicle.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.1.7	All vehicles transporting staff, volunteers or campers are equipped with appropriate emergency accessories (first aid kit, fire extinguisher, etc.).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.1.8	The camp owners, operators and/or managers have access to legal counsel.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section Summary: Administration	Total answered YES
Required Standards	____/____
Desired Standards	____/____

Notes:

Section 2: Personnel

General: Required

R.2.1	The camp has a written application or resume on file for each staff member or volunteer.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.2	The camp has completed and documented a minimum of two (2) reference checks for all prospective staff and volunteers. A standard reference check form should be used for this purpose. Reference checks for returning staff may be considered still in force at the discretion of the camp. Prospective staff and volunteers must be interviewed prior to being hired.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.3	<p>5. Criminal Record Checks (CRC) with Vulnerable Sector Checks or equivalent are mandatory for camp staff (paid and volunteer) 18 years and older who have direct supervision and duty of care responsibilities for campers or are in a position of trust.</p> <p>6. CRCs for new staff must not be more than six months old. In the case of returning full time staff, Camps may decide that CRCs may be valid for a period up to a maximum of three years, if and when those staff have worked at their Camp in each of the intervening years.</p> <p>For those less than 18 years old, a written letter of reference from a teacher or community member that suggests comments on their:</p> <ul style="list-style-type: none"> - Level of responsibility - Professionalism - Ability to work safely - Acknowledges that to their knowledge there's no reason they shouldn't work with minors or vulnerable individuals <p>Child Abuse Registries (CAR) are mandatory for camp staff 16 years and older(paid and volunteer) in provinces where the registry exists. CARs for new staff must not be more than six months old. In the case of returning full time staff, Camps may decide that CARs may be valid for a period up to a maximum of three years, if and when those staff have worked at their Camp in each of the intervening years.</p> <p>(Change Rationale: Our mandate of accreditation is to “promote the safety and well-being of campers, volunteers and staff while they attend our member camps. This goal is operationalized by way of the CANSPEI accreditation standards manual”. Campers, volunteers and staff in our country have experienced adverse situations due to the lack of safety at camps. This is to deter and</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 2: Personnel

	prevent individuals with malintention in accessing vulnerable individuals while in the care of our camps in NS and PEI)	
R.2.4	Confidentiality agreements are reviewed and signed by any volunteer, staff or Board of Director member who has access to registration information, medication information or information of a minor. A sample of this is available in our resources. (Change Rationale: Not all camps have confidentiality agreements for these individuals and these can improve the privacy for our vulnerable individuals, young volunteers and staff)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.5	The camp has a human resources policy and has a written job description for each job, which is reviewed and updated when required.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.6	There is a written contract, or letter of employment, for every staff member, which is signed by both the employee and employer, that addresses the following: <ul style="list-style-type: none"> • Salary / wage (if paid staff) • Terms of employment • Benefits (if applicable) • A job performance evaluation process • References to the Camp's inclusion, equality and health & safety policies - particularly those duty of care policies which, if not followed, will result in the staff person's termination or other disciplinary actions. • Commitment to abide by all camp policies (Change Rationale: From the direction of the Camp Safety Network, this is valuable to have within a contract or else there is no grounds to hold staff accountable to the policies. See OMI session data in our resources)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.7	Staff hiring contracts and/or letter of employment offers must also include: <ul style="list-style-type: none"> • the staff's medical forms, which includes: <ul style="list-style-type: none"> o Name o Address o Birthdate o Emergency contact name and telephone numbers o Any relevant medical information • a photo release consent • a commitment to abide by all camp policies 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 2: Personnel

R.2.8	<p>Staff hiring contracts and/or letter of employment offers must also include the following if they are a minor:</p> <ul style="list-style-type: none"> the staff's medical forms, which includes: <ul style="list-style-type: none"> Name Address Birthdate Emergency contact name and telephone numbers Any relevant medical information a photo release consent signed by a parent or guardian an emergency medical procedures consent if there is absence of a parent or guardian (A sample of this is provided in our resources) a commitment to abide by all camp policies that is co-signed by a guardian <p>(Change Rationale: This change supports camps in protecting them and their employed minors in case of discrepancy or emergency)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.9	The camp complies with all regulations and requirements of Canada Revenue Agency regarding employee salary administration.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.10	If the camp employs foreign staff, the camp complies with all regulations regarding employment of foreign staff.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.11	<p>The camp has written policies regarding each of the following:</p> <ul style="list-style-type: none"> Accessibility Equality Inclusion Anti-harassment <p>(Examples can be found in our resources)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.12	The camp has a written policy and procedural checklist regarding identifying, dealing with and reporting abuse.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.13	<p>The camp has a written Social/Sexual Relations policy that addresses relationships between campers, volunteers, staff and board members.</p> <p>(Change Rationale: Language changes to suit any relationship that is deemed inappropriate or unprofessional)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.14	The camp has a written policy to address Staff to Camper social networking and communication during and following the camp session.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.15	<p>The camp follows local labour laws for staff time off daily.</p> <p>(Change Rationale: As per the advice of Camp Safety Network, we are not exempt from labor laws with our staff members. This is to encourage camps to begin the work towards a better work environment that practices adequate mental wellness for volunteers and staff)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 2: Personnel

R. 2. 16	In camps of one week duration or longer, every staff member has at least 24 consecutive hours free from all responsibility. (Change Rationale: As per the advice of Camp Safety Network, we are not exempt from labor laws with our staff members. This is to encourage camps to begin the work towards a better work environment that practices adequate mental wellness for volunteers and staff)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 2: Personnel

General: Desired

D.2.1	The camp has written policies and/or procedures, which are reviewed annually, that address the following: <ul style="list-style-type: none"> • Staff salaries • Time off • Absence from work • Health examination and histories • Conditions of terminations • Performance evaluations • Personal conduct • Any special conditions of service 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.2.2	The camp provides opportunities for staff, volunteers and campers to practice their religious customs, and to have the freedom to discuss spiritual matters.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.2.3	The camp provides opportunity for all staff and volunteers to express their feelings to their supervisors regarding matters such as policies and regulations.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.2.4	The camp provides a separate facility or area for staff privacy and freedom from campers.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.2.5	The Camp includes releases, waivers and indemnifications within your Camp's staff hiring documents and contracts, to offer additional risk management and legal protection to the Camp.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D2.6	The camp provides every staff member at least two hours each day free from all responsibility.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Staff: Required

R.2.4	The Camp Director is at least the age of majority and should have a minimum of 2 years of camp related experience and/or a minimum of 2 years in administration, programming and/or other similar experience.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.5	The Camp Director has the necessary competence to manage all aspects of the day to day camp operations and program in full compliance with CANSPEI Accreditation Standards.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

R.2.6	The camp demonstrates that there are resources and support in place to assist the Camp Director in their role.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.7	When the Camp Director is absent, a competent staff member, over the age of majority, is left in authority.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.8	The Camp Counselors and Program Staff must be a minimum of 16 years old, are a minimum of two years older than the oldest camper they are the lead supervisor for, and have appropriate education and/or experience for the activities they are responsible for, with the exception of special programming for adults.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 2: Personnel

Staff: Desired

D.2.7	The Camp Director is a graduate of a college or university program, or they have equivalent experience.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Training: Required

R.2.9	The camp has a written staff manual that is available to all staff, and includes, but is not limited to: <ul style="list-style-type: none"> • The camp's Mission Statement • Objectives and expectations • Personnel Policies • Job Descriptions • Emergency Procedures 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.10	The camp provides a training period to all camp staff and volunteers who have a high level of involvement with campers. Training takes place (onsite where required), prior to commencement of program, and includes, but is not limited to, the following topics: <ul style="list-style-type: none"> • Site orientation • Emergency procedures • Risk management • Staff roles/responsibilities/expectations • Program specific training • Behavior management • Abuse protocol • Camper wellness • Out-trip policies (if applicable) 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.11	Camps must provide a minimum of 2 days training for a single camp session of 5 days or less. A camp must provide a minimum of 5 days training for two or more camp sessions, of a minimum of 5 days.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.12	The Camp will ensure that at least 75% of all camp counsellors and 100% of all program staff must have First Aid certification. For camp counsellors the minimum level of First Aid certification is Emergency First Aid + CPR level C. For program staff the minimum First Aid certification is Standard + CPR level C.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Training: Desired

D.2.8	The camp has ongoing in-service training available to all staff at various levels.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 2: Personnel

D.2.9	<p>The camp trains all staff and volunteers who have a high level of involvement with campers in the following areas if applicable:</p> <ul style="list-style-type: none"> • Proper handling of bedwetting • Basic diabetes care, including recognition and treatment of hypoglycemia • Daily care including dressing, feeding, and toileting as recommended by the primary care providers • Handling of choking and seizures • Care of prescribed prosthetic/orthopedic devices (e.g. braces, special shoes, splints, artificial limbs, etc.) • Recognizing abrasions or sores from poorly fitting prostheses, wheelchairs, braces, etc. 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section Summary: Personnel	Total answered YES
Required Standards	____/____
Desired Standards	____/____

Notes:

Section 3: Health

General: Required

R.3.1	The camp notifies parents, guardians or emergency contact when a serious illness or injury occurs at camp, involving their related staffer, volunteer or camper.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.2	The camp provides hand-washing or sanitizing facilities close to all eating and toilet facilities, in accordance with public health standards.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.3	The camp has a first aid policy and all staff and volunteers are aware of the location of the First Aid Centre and First Aid equipment and supplies. (Change Rationale: Language update from “infirmary”)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.4	The camp has a written policy regarding sun safety that is followed by all campers, staff and volunteers. (Change Rationale: Research tells us that both policy and education can change people’s behaviors in the sun. Sun Safe Nova Scotia is ready to help in both of these areas and to assist CANSPEI camps as they keep campers, volunteers and staff safe in the sun. For policy templates, educational and training resources, please contact Sun Safe Nova Scotia at sunsafety@eastlink.ca .)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.5	If the camp’s policy allows pets to be present at camp for an extended period, or if the camp has a petting zoo or an animal therapy program, it is mandatory that the camp ensures all animals are vaccinated and the camp has a copy of vaccination records.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.6	The camp follows provincial health and safety regulations and requirements.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.7	The camp has policies on tick-borne illness prevention and posted reminders for campers, volunteers and staff to perform self-checks. (Change Rationale: With tick-borne illness on the rise in Maritime provinces, it is valuable to ensure that campers, volunteers and staff are aware of and practice safe tick protocols to support public health measures)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 3: Health

General: Desired

D.3.1	The camp has their Sun Aware Certification through the Melanoma Network of Canada (Change Rationale: This was suggested by the Sun Safe Nova Scotia)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Medical Facilities: Required

R.3.8	The camp has designated one individual as the camp's First Aid Responder. This individual holds one of the following titles and their certification or licensure status is retained by the camp for seven (7) years: <ul style="list-style-type: none"> • Licensed physician • Registered nurse • Licensed practical nurse • Certified nursing assistant • First aid attendant (EMT or Advanced First Aid) • Certified Standard First Aid (Change Rationale: The title "Nurse", and furthermore "Camp Nurse" is protected in both NS and PEI per the hyperlinked reports)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.9	Upon arriving at camp, campers hand over all medications and dispensing instructions to the camp's designated First Aid Responder, with the possible exception of inhalers and Epi-pens, which must be kept on the camper's person. (Change Rationale: Life-saving medication should be in the direct vicinity of the camper that requires it. There has been adversity and loss in school systems where this hasn't been practiced)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

R.3.10	The camp keeps all medications in a locked storage area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.11	Camps must have a policy on medication administration. All designated First Aiders who handle medication should have training on safe medication administration - either camp specific or professional. Only those with adequate training should be permitted to do so on site. The camp allows only the designated personnel (e.g. First Aid Responder or Camp Director) to dispense medications. (Change Rationale: Medication administration is a high-risk task that requires adequate training and policy.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 3: Health

R.3.12	<p>The camp keeps a log of all medications given to staff, volunteers and campers, including both prescription and non-prescription drugs. Staff and volunteer ability to perform self-administration can be determined by the Camp Director. This log is kept on file for a minimum of seven (7) years. The log is signed by the designated personnel, and a witness is required after each issue of prescription medications. If the dispensing person is a licensed medical professional, the witness is not required.</p> <p>(Change Rationale: Some staff / volunteers may wish to self-administer medication and should be able to if so deemed safe by the Camp Director)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.13	The camp is equipped with a First Aid Kit that follows provincial standards (NS & PEI - CSA Standards).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.14	<p>The camp's designated personnel have reviewed all health records, in confidentiality, of staff, volunteers and campers, which have been provided to the camp prior to their arrival or at registration. Clarification of medical and behavioural needs must be completed prior to parent/guardian departure. Only medical information that needs to be shared with other staff for safety purposes is done so with approval of the Camp Director.</p> <p>(Change Rationale: To respect privacy, only what needs to be shared for a camper, volunteer or staff member's safety is shared with those required to know the information.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.15	The camp has a First Aid Centre or isolation quarters that meets the requirements outlined in the provincial First Aid Regulations, where possible.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.16	The camp's First Aid Centre is equipped with exterior lighting, where possible, so campers can locate it at night.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.17	The camp disposes of used hypodermic needles and sharps in appropriate sealed containers marked "Bio-Hazard".	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.18	The camp has a written policy and procedure, known and understood by all staff, regarding the safe handling of infectious diseases and blood-borne pathogens.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.19	The camp's designated personnel keep a first aid log, which is signed by the designated personnel after each first aid incident.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.20	The camp director, or person in charge of health care, reports promptly to the public health all occurrences of 2 individuals or more of the camp population experiencing similar symptoms including those of suspected foodborne-illness . If unsure, the healthcare provider should contact 811. All contact with public health should be recorded by camps and retained in records for seven (7) years.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 3: Health

	<p>Camps must have a policy that notes how they reduce the risks for foodborne-illnesses at camp.</p> <p>(Change Rationale: No data supporting the previous percentage was found in research, rather depending on the definition of community it's reportable between 2 - 3 instances per Public Health. Therefore healthcare providers are encouraged to consult 811 with any suspected illness congruent with foodborne-illness. Foodborne-illness can be dangerous and lethal, camps should have policies and procedures to prevent against this to align with Food Handler's courses in their area.)</p>	
R.3.21	Upon arriving at camp, the camp confirms and updates with campers and their guardians any changes in medical information, as well as any changes in their current health.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Medical Facilities: Desired

D.3.1	If the camp has a camper(s) with a medical condition(s) that requires daily monitoring, the camp has a licensed physician on-site or on-call as required by the condition(s).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.3.2	In the case that the camp does not have a licensed physician on-site, they have arranged for one to be on-call, or can call the appropriate provincial facility (such as 911, 811, medical clinic, etc.).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.3.3	The camp includes the designated First Aid personnel in the yearly evaluation of the medical health program.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.3.4	<p>The camp has an AED that is checked annually and acknowledged by local emergency health services</p> <p>(Change Rationale: AED are life saving devices that can improve the outcomes in emergency resuscitations. Pads for the appropriate ages at your camp should be available as well. Eventually this would be a required standard, however we acknowledge that they can be expensive for camps to initially acquire)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.3.5	<p>The camp has 2 on-site Regular EpiPens that are checked annually and within expiry listing.</p> <p>(Change Rationale: Policies and/or resources exist in NS and PEI to prevent ill-outcomes from anaphylaxis. Anaphylaxis occurs for the first time in many children and youth as they discover new foods, these can happen in new environments such as camps. Eventually this would be a required standard, however we acknowledge that they can be expensive for camps to initially acquire)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 3: Health

Meals and Nutrition: Required

R.3.22	The camp has a written menu plan which provides campers with a nutritious, balanced diet.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.23	The camp has made satisfactory arrangements with staff, volunteers and campers who have special dietary needs.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.24	All food purchased by the camp must be provided by a provincially licensed source, where possible.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Meals and Nutrition: Desired

D.3.4	The camp maintains records of food supplies used during any one camping season that includes types of foods purchased, costs, meal counts and menus served.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.3.5	<p>Camps list the dietary needs that they can accommodate on their websites and registration forms.</p> <p>(Change Rationale: By listing what you can accommodate makes it safer and more efficient for families/guardians of campers with food allergies/requirements)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section Summary: Health	Total answered YES
Required Standards	____/____
Desired Standards	____/____

Notes:

Section 4: Site, Facilities & Equipment

General: Required

R.4.1	The camp is maintained according to the applicable legislation and codes set by the federal and/or provincial government, including WHMIS protocols. These Acts and Regulations are required for all types of camps. It is the responsibility of the camp to ensure that they are following the appropriate codes and regulations, and to be familiar with any changes and updates that may occur.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.2	The camp has clearly identified all areas that are out-of-bounds to campers, verbally or physically .	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.3	The camp has an emergency list of maintenance contact individuals that is posted by a telephone. (Change Rationale: This has been supportive for camps in emergency situations, therefore it is recommended to help other camps in emergency situations)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

General: Desired

D.4.1	The camp has a long-range (3-5 years or more) plan for the lands owned or leased by the camp. This includes projected usage compatible with the environmental characteristics of the property.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Site and Buildings: Required

R.4.4	All camp buildings are equipped with window screening or other protective measures to guard against insects and rodents.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.5	All assembly areas (e.g. dining hall, main lodge, etc.) have a certificate or notice of approved occupant capacity, in accordance with provincial regulations.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.6	All camp buildings are checked on a regular (daily, weekly, seasonal) basis, as required to identify areas that are in need of maintenance, in order to keep them safe for use. A maintenance log is required to be retained in your records for seven (7) years.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.7	The campsite is free from all unnecessary hazards, and existing hazards are clearly identified, and if serious, fenced or cordoned off (e.g. abandoned wells, derelict cabins and unused equipment).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 4: Site, Facilities & Equipment

Water Supply: Required

R.4.8	It is the responsibility of the camp to ensure that the potable water supply has been routinely tested by the facility owner, and approved by the appropriate provincial regulatory agency or department, unless the camp is on a regulated municipal water source.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.9	The camp maintains all results from water quality tests for seven (7) years, if they are the owner of the facility. Records should be retained online and in the camp kitchen facilities.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.10	The camp has a water supply backup plan in the event the primary one were to fail. (For example, in the event of a power outage, where well pumps do not function, bottled water will be provided.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.11	If the camp's water supply requires treatment in order to make it potable, at least one person on call is knowledgeable of, and responsible for, an acceptable treatment operation. (Change Rationale: Not every camp has an on-site property manager or equivalent, therefore it is acceptable to also have someone who is on-call for this situation as well)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Water Supply: Desired

D.4.2	The camp is a Registered Public Drinking Water Supply with the Nova Scotia Department of Environment or equivalent.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Sewage Disposal: Required

R.4.12	The camp's sewage disposal system has been approved or grandfathered by the applicable provincial regulatory agency or department.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.13	The septic system is kept in good working condition and provides clean, safe and sanitary conditions throughout camp.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.14	The camp has a sewage disposal backup plan in the event the primary one were to fail (e.g. Porta-Potties).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Sewage Disposal: Desired

D.4.3	Someone is available on call understands the operation of the septic system.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.4	The area above and around the septic bed is dry and free from unpleasant odors.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 4: Site, Facilities & Equipment

Waste Disposal: Required

R.4.15	The camp disposes of all waste in a safe, sanitary manner, which has been approved by the appropriate municipal or provincial regulatory agency or department.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.16	The camp makes every effort to remove waste as often as necessary, in order to maintain sanitary conditions and animal mitigation. (Change Rationale: We acknowledge that waste removal can often attract animals which is a safety concern in many parts of NS and PEI. Therefore waste removal also must consider animal mitigation as well)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.17	The camp stores all waste in a manner that prevents odors, insects, and rodents from spreading to sleeping accommodations and food service areas.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.18	The camp ensures all garbage and refuse is deposited in a leak-proof, clean and durable container that is equipped with a tight-fitting lid (if possible).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Waste Disposal: Desired

D.4.5	The camp has a composting program in accordance with provincial regulations.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.6	The camp recycles all possible materials.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Sanitation Facilities: Required

R.4.19	The camp's sanitation facilities adhere to the requirements outlined by the applicable municipal or provincial regulatory agency or department.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.20	The camp provides the minimum number of toilets for campers as per provincial and municipal guidelines (NS & PEI) (Change Rationale: CANSPEI removed specific numbers from this list and rather we encourage camps to follow what the provincial and municipal guidelines recommend.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.21	The camp provides toilet facilities that meet the following requirements: <ul style="list-style-type: none"> • Enclosed so that a person is sheltered from view and protected from the natural elements • Adequately ventilated and illuminated • Kept in a clean and sanitary condition • Provided with a sufficient supply of toilet paper • Provided with a waste receptacle • Maintained in good working condition • In the case of a self-contained unit, emptied and serviced at intervals to ensure that the unit does not overflow. 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.22	The water supply provided in the sanitation facilities can be adjusted to come within a range of 35°C and 45°C	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 4: Site, Facilities & Equipment

Sanitation Facilities: Desired

D.4.7	All bathroom and shower facilities are equipped with exterior lighting, so staff, volunteers and campers can locate them in the dark.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.8	<p>The camp provides a minimum of 1 shower for every 10 people of the same gender.</p> <p>(Change Rationale: Moved to desired as many of our member camps do not currently have this and we acknowledge that there are alternate ways to reach optimal hygiene. Eventually this would become a required standard, however time is needed as this is an important but expensive upgrade for many camps.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Sleeping Quarters: Required

R.4.23	When tents are used, the number of occupants does not exceed the manufacturers recommended limits.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.24	If sleeping quarters are used during the winter months, the camp maintains a comfortable temperature for the occupant(s).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.25	The camp provides each camper with a personal sleeping space, either a single bed, or a single double-tiered bunk bed.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.26	When bunk beds are used, there is a minimum of 3 ft of unobstructed clearance between the top bunk and the ceiling.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.27	All permanent sleeping quarters provide adequate ventilation.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.28	There is adequate lighting, natural or artificial, that allows for normal activities to take place without discomfort.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.29	All permanent sleeping quarters are equipped with a minimum of two possible exits, in the case of an emergency (including windows; second story windows must be equipped with a fixed means of escape).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.30	<p>Cabin quarters meet provincial or municipal guidelines for required footage per camper and bunk distances.</p> <p>(Change Rational: Many member camps weren't aware of this guideline, therefore it was added to support alignment with provincial and/or municipal standards)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.31	The camp ensures staff & volunteers sleep in separate tents from campers, and their tents are positioned so that all camper tents are visible and closely supervised.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.32	The camp ensures that all tents are well ventilated.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.33	The campers must sleep on a sleeping pad or mattress.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.34	The camp ensures all tents are inspected daily for moisture and mold.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.35	The camp ensures all tent sites have adequate drainage.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 4: Site, Facilities & Equipment

Kitchen and Dining Areas: Required

R.4.36	The camp has been approved by the appropriate provincial regulatory agency or department and holds a current Food Establishment Permit, or has made application for such and is currently following food-handling practices as outlined by the appropriate provincial regulatory agency or department. This includes maintaining time and temperature logs for refrigeration units.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.37	All individuals on site who manage food must have, at minimum, an active Food Safety Handlers Course (or equivalent) and the certificate must be retained and posted within the area. Supervision of those without their Food Safety Handlers Course in their management of food is required by someone who does have this certificate. (Change Rationale: Many camps have staff help to distribute food or cook during outtrips. This addition supports the safety and hygiene for all during food handling)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.38	The camp director or a present Board of Directors member should also have an active Food Safety Handlers Course (or equivalent) and the certificate must be retained and posted within the area. (Change Rationale: The supervising body of kitchen staff should be able to acknowledge any areas for improvement or appropriate application of policies for the kitchen.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.39	Records of routine fridge, freezer and food temperatures, cleaning schedules, cold and hot food holding, and all other records required of provincial Food Safety Handlers are maintained and retained for seven (7) years.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Environmental Protection: Desired

D.4.8	The camp has set limits on the maximum number of people that the camp environment, both base and wilderness, can handle.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.9	The camp has made significant effort to develop traffic patterns in order to minimize environmental impact (e.g. parking lots, marked hiking trails, etc.).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.10	The camp promotes sound environmental stewardship as part of campsite development.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.11	The camp makes every effort to avoid the use of harsh chemicals for weed and algae control.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.12	The camp has a policy regarding the preservation of natural florae and faunae.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.4.13	The camp refrains from having staff, volunteers and/or campers wash with soap in any lake or river.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 4: Site, Facilities & Equipment

Section Summary: Site, Facilities & Equipment	Total answered YES
Required Standards	____/____
Desired Standards	____/____

Notes:

Section 5: Programming

General: Required

The following standards apply to all camp programs and activities.

R.5.1	The camp programs can be adjusted for different age groups, abilities and interests of the campers.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.2	The camp provides campers opportunities to develop in the following ways: <ul style="list-style-type: none"> Developing communication skills Showing consideration for others Making new friends Feeling comfortable relating to other campers and staff 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.2	The camp has a Daily Program Plan which indicates the scheduled events for the day. This shall be posted for campers and staff to view.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.3	The camp knows the whereabouts of each camper at all times, so that they can be located in a timely manner.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.4	The camp engages in a mix of individual, small group and whole camp activities.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.5	The camp has written rules and procedures to minimize risk, for all programs, which participants are made aware of prior to participation.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.6	The camp takes weather conditions into consideration prior to starting any activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.7	The camp ensures that during each program time there is a minimum of one staff member present who has experience and/or training in the given program.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.8	The camp ensures that all facilitators and participants are equipped with the appropriate safety equipment for each program area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.9	All equipment has a regular (recorded) inspection, and the equipment is maintained in good operating condition and stored safely after use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.10	The safety rules and procedures for each program area are kept in in the approximate area of the program	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.11	If campers are unable to participate in a scheduled program, adequate supervision is provided. (Change Rationale: Updated from a desired standard to a required standard to ensure camps are providing adequate care to all campers at all times)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

General: Desired

D.5.1	The camp provides opportunities for campers to choose, either on an individual or group basis, some of the activities in which they will participate.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 5: Programming

D.5.2	The camp provides a quiet resting period as part of the daily routine.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.3	The camp completes an End of Program Summary form for major program areas. See Appendix 5.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

All Programs must adequately consider the following seven areas:

1. Training requirements & ratios
2. Facility safety
3. Equipment safety
4. Participant safety
5. Program pre-planning
6. Emergency policies/procedures
7. Record-keeping

All standards have been separated into these areas for reference.

(Change Rationale: The reorganization of program standards is intended to simplify the reading/understanding of this manual for camps/camp management)

Archery: Required

These archery standards also apply to other human powered target shooting such as slingshots and axe-throwing.

	Training Requirements & Ratios	
R.5.12	All archery activities must be supervised and lead by a fully Qualified Instructor (QI) who is defined as a person on the camp's program staff who holds, at a minimum, a NASP (National Archery School Program) Archery Instructor certification or equivalent.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.13	For all archery activities the camp and the leading QI will ensure the supervision ratio of 1 QI for no more than 8 participants. Additional camp staff should be present with younger campers and for campers with diverse behavioral, intellectual or physical needs. (Change Rationale: Language update)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety	
R.5.14	A red flag must be flown and/or sign stating that the "Range is Open" must be posted when the activity is running.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.15	The QI will designate a range safety officer, responsible for the overall conduct of the range.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.16	The QI must complete an inspection and safety check of the archery range and all archery program equipment and all communications and emergency equipment prior to the archery activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.17	The camp will ensure the range is situated in a safe place, and access is prohibited to those not participating.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.18	When the range is open, the entrance(s) to any paths leading to the range must be controlled and/or monitored to ensure campers who are not participating in the activity do not wander onto the range.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.19	The camp will ensure that there is a hillside or blocking curtain or bales behind the target butts area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.20	Paths to and from the range must never pass directly behind a target butt area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.21	A minimum of 25 feet (8.0 meters) is necessary between any paths to/from the range and any shooting lanes that are parallel to those paths.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.22	The QI will ensure the shooting line is clearly marked.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.23	Waiting points and assembly areas must be situated behind the shooting line. Butt bales or curtains must not leak arrows or be reinforced with any material which could damage arrows or are likely to cause bounce-outs.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.24	The QI will ensure no one is to be in front of the shooting line when archers are on the shooting line.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.25	The QI will ensure that archers will load their bows (i.e. nock arrow) ONLY on the shooting line.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.26	The QI will ensure that the shooting distance from the shooting line to the target areas must be a minimum of 5 m (16 ft.), maximum of 10 m (33 ft.).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.27	Shooting lanes must be cleared so the arrows will not strike foliage or branches or other obstructions.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.28	A minimum of 6 feet (2 meters) is necessary between shooting lanes that are parallel to each other.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
R.5.29	All equipment is stored in a safe, locked place, accessible only to authorized personnel. The Qualified Instructor (QI) is responsible for ensuring that all equipment is returned to the storage area after use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.30	All targets are firmly anchored to the ground to prevent tipping over during a shoot.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.31	The camp will ensure that no crossbows are permitted in camp archery programs.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.32	All arrows are collected at the end of each session.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

	Participant Safety	
R.5.33	The lead QI must complete a Safety Briefing for all staff and camper participants prior to commencement of the activity. These safety precautions must be adhered to at all times. A sample is provided in our resources.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.34	The QI will ensure no loose jewelry and no loose-fitting clothing on the upper body is worn by archers. Suitable footwear must be worn (e.g., running shoes, hiking boots). No sandals are allowed to be worn. Long hair must be tied back.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.35	Bow length and weight should correspond to the height and strength of the participant.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	
	Emergency Policies & Procedures	
R.5.36	There is a written emergency plan for the range area, and all participants are aware of the procedures.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.37	The QI must ensure a First Aid Kit is present for the archery activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.38	The QI will ensure they have VHF or mobile phone communications with higher camp authority at all times.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	
R.5.39	For all archery activities the lead/senior QI (if there are 2 or more) will ensure an Archery Activity Log is completed. The QI must sign the log and pass it over to the Camp Director at the end of the activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Archery: Desired

D.5.4	The QI will ensure arm guards and eye protection are worn by all archers.	
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Horseback Riding: Required

	Training Requirements & Ratios	
	Facility Safety	
R.5.40	All stables, corrals, paddocks and instructional rings are off-limits, and posted as such, unless supervised.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.41	All barns, stables and corrals are located a minimum of 100m away from all living and/or dining areas.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
R.5.42	All riding equipment, gear and tack are safety-inspected regularly and checked prior to any riding activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.43	All horses used in the riding program are healthy, well-conditioned, and free from sores that might be aggravated by equipment or use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	

Section 5: Programming

R.5.44	All riders wear helmets and proper footwear at all times in the presence of horses.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	
R.5.45	Participants are taught about the care and grooming of the animals.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Emergency Policies & Procedures	
	Record-Keeping	

Arts and Crafts: Required

	Training Requirements & Ratios	
	Facility Safety	
R.5.46	The arts and crafts area is well ventilated.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.47	All areas used for arts and crafts activities are properly lit.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
R.5.48	The camp keeps safety guards on all power tools and other mechanical equipment used for arts and crafts activities, and these guards are checked regularly.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.49	All tools for woodworking, carving, leather-craft, etc. are in good operating condition and are stored safely after use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	
	Advance Planning	

Section 5: Programming

R.5.50	<p>Arts & crafts respect the policies regarding diversity, inclusion and accessibility. Arts & crafts are not appropriate cultures or cultural symbols.</p> <p>(Change rationale: CANSPEI recognizes that all member camps exist on the ancestral and unceded territories of the Mi'kmaq peoples, and in seeking to follow the Calls to Action of the Truth and Reconciliation Commission, this addition is intended to support camps in understanding and recognizing the role camps play in truth and reconciliation - as well as ensuring inclusion and accessibility)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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	Emergency Policies & Procedures	
	Record-Keeping	

Challenge Course: Required

The following standards apply to all low ropes and high ropes courses (including climbing walls and zip lines), unless specified.

	Training Requirements & Ratios	
R.5.51	All staff members involved in facilitating the challenge course have training from a recognized organization such as the Atlantic Climbing School, Project Adventure, AdventureWorks, Challenges Unlimited Inc., CANSPEI or equivalent.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.52	<p>Only fully trained and experienced staff are responsible for the planning, instructing, safety and evaluations of the camps challenge course program.</p> <p>In the case of Low Ropes, the <u>minimum</u> certification level necessary to operate a Low Ropes course is the CANSPEI Camp Low Ropes/Elements Instructor certification or an equivalent.</p> <p>In the case of High Ropes, the <u>minimum</u> certification level necessary to operate a High Ropes course is ACCT L2 High Ropes certification.</p> <p>(Change Rationale: CANSPEI has not offered the low ropes course in an adequate time frame to uphold it as being the minimum training.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 5: Programming

R.5.53	High Ropes and Climbing Wall only: When a friction belay device is being used, only trained staff members are responsible for belaying.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety	
R.5.54	The camp has followed the Challenge Course Installation Standards developed by the Association for Challenge Course Technology (ACCT) when installing the course.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.55	In the case of low ropes, the challenge course is safely inspected annually by a CANSPEI Certified Low Ropes & Challenge Course Instructor, or other trained individual, and the inspection report is kept on file.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.56	In the case of high ropes, the challenge course is safety inspected annually by a professional ACCT certified vendor member (or equivalent). The inspection report is kept on file.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.57	The challenge course is kept out of bounds to participants, except when under the supervision of trained and experienced staff.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.58	All hazardous debris and rocks have been removed from course prior to use, and any exposed tree roots have been protected with ground cover.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.59	The facilitator conducts a visual pre-use inspection prior to each use, and results are recorded, initialed by the inspector, and kept on file. Pre-use inspection includes evaluating the natural environment, structure of the course, belay devices (if applicable), and climbing apparatus (i.e. anything the climber will touch. ex. Helmets, harnesses, ropes, carabineers, ladders, climbing wall, etc.). See appendix 5.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.60	High Ropes and Climbing Wall only: The camp completes a full aerial inspection of the course, prior to use, following a major storm, lightning, or if it has been longer than one month since the course was last used. Aerial inspection includes, but is not limited to, inspecting all elements of the course at eye level (tops of utility poles, all cables and bolts, etc.) See appendix 5.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
R.5.61	All equipment is stored safely and securely, and is maintained by the experienced staff responsible for the program.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.62	The camp keeps written records of the purchase or donation of all safety equipment (ropes, helmets, harnesses, belay devices, etc.) to identify purchase or donation date.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.63	All equipment is used and replaced according to manufacturer's recommendations.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	
R.5.64	All safety rules are fully explained to participants prior to the activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.65	When spotting is required, participants are instructed in proper spotting techniques (SPLAF - Stance, Position, Location, Absorb force, Focus).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.66	High Ropes and Climbing Wall only: All participants must wear properly fitting helmets at all times.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.67	High Ropes and Climbing Wall only: When belay systems are being used, each participant is clipped in at all times.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	
R.5.68	The Qualified Instructor must assess weather conditions and course impact prior to hosting the program. Wet challenge courses are unsafe challenge courses. The QI has the ability to cancel the program if they deem it unsafe to run. (Change Rationale: Including weather checks as a required standard is a vital step to ensuring all program leaders and participants are safe)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Emergency Policies & Procedures	
R.5.68	The camp has operating policies in place regarding the use of the ropes course and initiative task equipment	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	
R.5.69	The challenge course director or facilitator keeps a daily log of who attended sessions, how they went, any accidents that occurred, and what elements were used. See appendix 5.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Challenge Course: Desired

D.5.5	The challenge course sequencing is appropriate for the group using it.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.6	When living trees are being used as anchors or connecting points for any apparatus, the mode of attachment ensures the survival of the tree used.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

D.5.7	All apparatus and structures are built for longevity by using pressure-treated lumber and steel cables on all permanent courses.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.8	High Ropes and Climbing Walls only: When small children are participating, chest harnesses are used.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.9	All ropes used are ultra-violet resistant.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.10	High Ropes and Climbing Wall only: The camp keeps written records of how many participants have used each climbing rope.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.11	At the end of every program block, a form of debrief session takes place with the participants to discuss observations, challenges, and successes.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Boating: Required

The following standards apply to all boating activities, including canoeing, kayaking, sailing, water-skiing, tubing, knee-boarding, Stand-Up Paddle boarding (SUP) and windsurfing, unless specified.

Note: When it is noted that a group at least 30 minutes away from the waterfront requires something in the standards below, that means 30 minutes away from either being rescued by someone at the waterfront or 30 minutes for supplies to be brought to the area. This can be by car, motorized vehicle, motorized boat or manual boat (canoe/kayak or equivalent)

Boating: Required

	Training Requirements & Ratios	
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Section 5: Programming

R.5.70	<p>All human powered group boating activities must be supervised and lead by a fully Qualified Instructor (QI) who is defined as a person on the camp's staff who holds, at a minimum, the following Instructor Certification levels for the following boating activities:</p> <ul style="list-style-type: none"> • <u>Canoeing</u> <ul style="list-style-type: none"> o The CANSPEI Camp Canoe Instructor Certification, OR o The Paddle Canada (PC) Waterfront Instructor Certification, OR o Equivalent Certification • <u>Kayaking</u> <ul style="list-style-type: none"> o The CANSPEI Camp Kayak Instructor Certification, OR o The PC Community Kayak Instructor 1 Lake Certification, or the PC Waterfront Kayak Instructor Certification (for sea kayaking), OR o Equivalent Certification • <u>Stand-Up Paddleboard (SUP)</u> The Paddle Canada Basic SUP Instructor-Trainer Certification 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.71	<p>For all motorized boating activities, a Qualified Operator (QO) operating the boat must have the applicable and valid operating license as required by the Canada Shipping Act (CSA), 2001, and Transport Canada Regulations.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety (Waterfront)	
R.5.72	<p>Camps must ensure that all boating activities be conducted ONLY in low wind (below 15 knots or 28 km/hr), low wave (no evidence of whitecaps, too small to capsize a boat), and slow moving (0.5 knots or 1 km/hr) water conditions.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.73	<p>The QI/O must conduct a Risk and Hazard Assessment of the intended boating route to identify potential hazards (e.g. equipment failure, weather, tides, currents, shoals, etc.) along the route.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.74	<p>Boating activities will not take place in areas where there are swimmers present.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.75	<p>For all boating activities away from the immediate waterfront area, the QI/O will avoid boating in areas of heavy motorized boating traffic and avoid shipping lanes and channels.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.76	<p>The QI/O will ensure that all boating activities take place ONLY between one hour after sunrise and one hour before sunset.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

	Equipment Safety	
R.5.77	<p>A PDF/Lifejacket Inspection must be done prior to departure to ensure that the PFDs and Lifejackets to be used are:</p> <ul style="list-style-type: none"> • In proper working order, • Without defect for all straps, buckles and zippers, • There are no rips or tears, and • They are all dry <p>Are approved by the federal government or equivalent.</p> <p>(Change Rationale: to ensure the highest level of participant safety, all PFDs must meet national standards established by federal government)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.78	The QI/O will ensure that all PFDs and Lifejackets are hung up to dry after use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	
R.5.79	The QI/O must complete a Safety Briefing (see Appendix 6 for the CANSPEI template) for all staff and camper participants in the boating group prior to departure.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	
R.5.80	All boating activities and vessels must comply with the CSA, and with the pertinent Transport Canada Safety Regulations.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

R.5.81	For all boating activities where the boat is <u>up to</u> 6 meters in length, the QI/O will ensure all boats carry the required equipment in compliance with Transport Canada's Small Vessel Regulations. For boats <u>greater than</u> 6 meters in length, consult the CSA Small Vessel Regulations (SOR/2010-91) for the required safety equipment.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.82	The Qualified Instructor/Operator (QI/O) must complete a weather forecast check, as well as safety checks of the general boating area, and all boating, communications and emergency equipment prior to use. Boating should only be conducted when the current weather and forecast is for low winds and free of precipitation and/or fog, and there is no forecast for lightning, for the duration of the activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.83	The QI/O must be familiar with the intended boating route. For Out-trip boating, the QI/O must, at a minimum, conduct a detailed and thorough map/chart reconnaissance of the intended route.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.84	The QI/O must provide the boating group's Trip Plan to the camp or waterfront Director before departure, for all boating beyond 5 minutes from the camp's immediate waterfront area. (The "immediate waterfront area" is within audible hailing distance of a camp staff person who is positioned on the waterfront.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Emergency Policies & Procedures	
R.5.85	For all boating activities, a Rescue Boat must be available at all times and in communications at all times with the boating group. In the case of human powered boating, this will typically be the boats of the QI and/or Senior Leadership Team, who are trained in capsized boat in-water rescue procedures. The Rescue Boat must be capable of reaching the boating group participants who require assistance in under 5 minutes.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.86	The QI/O must ensure a watertight workplace standard First Aid kit accompanies all boating activities beyond 5 minutes from the camp's immediate waterfront area. When boating in the camp's immediate waterfront area, if the F/A kit does not accompany the boats, it should be positioned and readily available at the waterfront.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.87	For all boating activities beyond 5 minutes from the camp's immediate waterfront area, or out of line of sight or voice range, the QI/O (at a minimum) and, ideally, all the leadership team will have cellular phone or VHF communications at all times with the camp, as well as communications within the boating group leadership team.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	
R.5.88	For all boating activities, the QI/O will ensure a Boating Activity Log is completed at the end of the boating activity (see Appendix 5).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Human-Powered Boating **Required**

	Training Requirements & Ratios	
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Section 5: Programming

R.5.89	<p>For all human-powered boating activities, the following maximum Boat-to-QI supervision ratios must be maintained:</p> <ul style="list-style-type: none"> • For waterfront area canoe, kayak and SUP boating: 1 QI : 8 boats • For out-trips more than 30 minutes from the waterfront: 1 QI : 6 boats <p>Additional Qualified Instructors should be present with the boating group where a risk assessment for weather conditions, skill level and previous experience or age of the campers deems this necessary.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.90	<p>For all human-powered boating activities, <u>in addition to the above-noted Boat-to-QI ratios</u>, the following maximum Boating Participant-to-Accompanying-Staff ratios must be maintained:</p> <ul style="list-style-type: none"> • For waterfront area canoe, kayak and SUP boating: 1 Camp Staff : 6 campers • For out-trips more than 30 minutes from the waterfront: 1 Camp Staff : 4 campers <p>Additional Camp Staff should be present where a risk assessment for weather conditions, skill level and previous experience or age of the campers deems this necessary.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety (Waterfront/Route)	

Section 5: Programming

R.5.91	<p>All human-powered boating activities should ideally be conducted within a 5-10 minute boating distance to the closest shore. This is a dynamic boundary and depends on the boating group's headwind to the closest shore and the age, strength, fatigue levels and experience of the boating group.</p> <p>The maximum boating distance to the shore should be no more than 15 minutes and only then for a limited time, such as when it is necessary for crossing a body of water from one shoreline to the other shoreline.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
R.5.92	The QI will ensure that all canoes must have a minimum of 178mm (7") of freeboard (the side of the boat above the waterline) when underway so as to ensure that the boats are not overloaded.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.93	The QI will ensure that any equipment that is carried on each boat, which is not being used while paddling, is secured in place.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	
	Advance Planning	
	Emergency Policies & Procedures	
R.5.94	For all human-powered boating activities, including out-trips over 30 minutes from the camp waterfront, the QI must ensure that all camp staff and camper participants in the boating group have completed an emergency wet-exit and in-water boat recovery drill prior to any departure from the camp's immediate waterfront area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.95	The QI will ensure that all kayaking must be done without the apron, so as to facilitate the boater's wet exit from the kayak in the event of a capsizing. This eliminates the need for teaching the emergency removal of the apron when the boater is suspended upside down in the water.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.96	If the water temperature is less than 15°C, the QI will ensure that equipment is immediately available or that procedures are established to protect the participants from the effects of hypothermia or cold shock resulting from swamping, capsizing or falling overboard.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	

Section 5: Programming

Motorized Boating Required

	Training Requirements & Ratios	
R.5.97	All motorized boating or boating involving a towed flotation device (e.g. water-skis, tube, kneeboard or wakeboard) must be supervised and operated by a person fully trained in towing operations, who is also a Qualified Operator.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.98	When towing activities are taking place, the Camp Director will ensure that all drivers and spotters participating in the activity are trained in the safe operation of the towing boat.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.99	For all towed activities (e.g. water-skiing, tubing, kneeboarding or wakeboarding), the QO will ensure that there is at least one person onboard the motorized boat who has been trained and who is responsible for spotting at all times.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety	
	Equipment Safety	
R.5.100	The QO operating the motor boat will ensure that a boat re-boarding device is available on the boat if the vertical height to be climbed is more than 0.5 meters.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	
R.5.101	The QO will ensure that the number of passengers in the boat does not exceed the boat's stated passenger limit.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.102	For all motorized boating activities, the QO will ensure that each person in a watercraft or on a towed flotation device (e.g. water-skis, tube, kneeboard or wakeboard) must wear a government-approved and properly fitted PFD or Lifejacket at all times.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.103	For all towed activities (e.g. water-skiing, tubing, kneeboarding or wakeboarding), the QO will ensure that there is seating available on the towing vessel for each person being towed in the event that a recovery of that person is necessary.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	
R.5.104	The QO will ensure that the Camp Lifeguard has assessed the swimming ability of all participants in any towing activity before they participate in the program activity.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Emergency Policies & Procedures	
	Record-Keeping	

Section 5: Programming

Boating: Desired

D.5.12	On a day trip beyond the immediate waterfront area, in addition to doing a weather forecast check prior to boating, the QI/O should also regularly check (at least 2-3 times over the course of the day) for weather updates.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.13	Boating participants who are unable to swim or who are more nervous should be assigned to the boats of the camp staff.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.14	All PFDs are made with high-visibility colors (e.g. red, orange or yellow).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Swimming: Required

The following standards apply to both pool and waterfront swimming, unless specified.

	Training Requirements & Ratios	
R.5.105	The camp has a staff member designated as Waterfront Director, who is responsible for the supervision of all water-related activities, and who is a minimum of 19 years old.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.106	The camp has a minimum of one lifeguard on duty during all on-site and off-site aquatic activities.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.107	The lifeguard is a minimum of 16 years old and holds a valid Royal Life Saving Society Canada – National Lifeguard Certification or equivalent, appropriate to the area they are supervising Note: The requirement to have waterfront training is now in our desired portion of the manual (Updated Mar 15/23)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.108	If the camp has an assistant lifeguard, they are a minimum of 15 years old and have a Royal Life Saving Canada Bronze Cross Award that was received or renewed within the past two years. (Change Rationale: The age has changed for LSSC)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.109	Assistant lifeguards are prohibited from supervising the area alone.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.110	<p>Swimming programs do not exceed the following swimmers to lifeguards/assistant lifeguards ratios as per the Lifesaving Society of Canada.</p> <p>(Change Rationale: Updated to a link rather than ratios that may change with updates)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.111	<p>At all times, when there is a person in or near the water, there is a lifeguard visibly on duty, who is responsible for supervising the water. The waterfront, or swimming area is off limits when qualified supervisory personnel are not available.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.112	<p>When only one lifeguard is on duty, there is another designated staff member present, available to assist in the event of an emergency. When in a Waterfront setting, the sole lifeguard must be in the best viewing position (dock/raft or chair) with the designated staff member on land.</p> <p>(Change Rationale: when in waterfront settings, guarding positions and options may vary. It is important that waterfront staff evaluate and strategically place a solo lifeguard to ensure optimal viewing/access in case of emergency.)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.113	<p>The following factors are taken into consideration when deciding on the number of lifeguards on duty:</p> <ul style="list-style-type: none"> • Number of swimmers • Disbursement of swimmers • Size of area • Air and water visibility • Special activities and/or campers with diverse intellectual, behavioral or cognitive needs • Availability and placement of equipment • Emergency response time <p>Waterfront swimming also considers the following:</p> <ul style="list-style-type: none"> • Currents & tides • Surf and water conditions • Bottom conditions • Waterfront design <p>Weather conditions</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.114	The camp provides all lifeguards and assistant lifeguards with an in-service orientation and training session prior to the camping season, which covers emergency procedures, job requirements and any other information pertinent to the performance of the required duties.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.115	All program staff and counselors must be aware of and involved with training at the waterfront. This includes, but is not limited to, water rescues, waterfront sweeps, spinal rescues, missing campers at the waterfront and emergency responses. (Change Rationale: water/waterfront activities inherently carry a higher risk, and as such, it is vital that all staff who may be with campers in/near the water are aware of emergency waterfront procedures/policies.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.116	The camp has a photocopy of all lifeguard and assistant lifeguard certifications on file.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.117	All lifeguards and assistant lifeguards on duty are free from all other tasks, such as administration, programming or maintenance tasks, when swimmers are in or near the water.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.118	The lifeguard has access to an audible sound signal to alert bathers of an emergency situation (e.g. bullhorn or whistle).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.119	All lifeguards and assistant lifeguards take steps to minimize sun reflection and glare to ensure their ability to see swimmers.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.120	There are at least two appropriate rescue aids available at all times for use by lifeguards in the event of a water rescue.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.121	All swimmers participating in a distance swim (i.e. outside of the regular swimming area) are accompanied by at least two people in a boat, and one of those people is a lifeguard.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.122	All lifeguards and assistant lifeguards on duty wear appropriate uniforms that easily identify them. (Change Rationale: changed from desired to required standard - uniform is standard lifeguarding practice, and on duty lifeguards/assistant lifeguards should be easily visible to campers/staff/others.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety (Waterfront or Pool)	

Section 5: Programming

R.5.123	There is safe access to the swimming area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.124	Swimming alone is forbidden.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.125	All swimming areas are free from garbage, pollution and other hazards.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
R.5.126	The lifeguard or assistant lifeguard checks all recreational equipment used in the swimming area on a regular basis.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.127	All piers, floats, platforms, docks, decks, diving boards and slides utilized during swimming programs are maintained in safe condition and are checked regularly by lifeguards and/or maintenance staff.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	
R.5.128	At the start of each new session, all waterfront rules and emergency procedures are explained to all campers.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.129	All campers, regardless of behavioral and/or physical needs, are required to perform a swim test. Swim test standards should reflect the Lifesaving Society Swim to Survive program. Campers, volunteers and staff who refuse this test are required to wear a PFD while in the water. (Change rationale: water/waterfront activities inherently carry a higher risk, and as such, camps should take preventative measures to reduce risk - i.e. ensuring adequate swim abilities prior to swimming)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.130	The camp uses a check-in, check-out system for all swimming and waterfront activities.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.131	There is a systematic check of campers at regular intervals when campers are in the swimming area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	
R.5.132	The requirements for campers with diverse intellectual, behavioral and/or cognitive needs groups are accomodated	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Emergency Policies & Procedures	
R.5.133	There is a written policy to address both standard operating procedures and emergency protocol.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.134	Waterfront policies include that no one is permitted in the water with thunder and lightning warnings, nor for 30 minutes after the last clap of thunder and/or lightning. (Change rationale: Including weather checks/safety requirements is a vital step to ensuring all program leaders and participants are safe)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	
R.5.135	The camp keeps documentation of all incidents and accidents that take place at the swimming area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.136	The Waterfront Director keeps a log of program activities, number of participants, lifeguards and assistant lifeguards on duty, weather conditions and record of incidents and/or accidents (see Appendix 5).	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Swimming Pools Only: Required

	Training Requirements & Ratios	
R.5.137	Training is provided for staff who handle chemicals.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety (Pool)	
R.5.138	The pool water is clear. If there was a black disk, 15cm in diameter on a white background, located on the bottom of the pool at its deepest point, it would be clearly visible from any point on the pool deck, up to nine meters away from the disc, while the pool is in operation.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.139	The pool is designed to circulate water continuously and the water flow rate of re-circulating water is such that the complete water turnover time is six hours.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.140	There is adequate and appropriate feeding and regulating equipment provided for introducing a disinfectant into the pool water re-circulation system.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.141	The camp checks and records the chemical readings and frequency of tests as followed, or at times approved by the Provincial Department of Health.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.142	When chemicals are not in use, they are stored in a secure, locked location.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.143	There is a physical barrier that controls access to the pool area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
	Participant Safety	
R.5.144	There are rules in place for the following: <ul style="list-style-type: none"> Activities that are unsafe to the swimmer or other swimmers The use of inflatable objects Ondeck games and activities General behavior	
	Advance Planning	
	Emergency Policies & Procedures	
R.5.145	When people experience infections due to suspected water/air quality, the Department of Health, or equivalent, is contacted.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.146	The following safety equipment is present and available for use: <ul style="list-style-type: none"> Spinal board First aid kit Barrier device (CPR mask) Blanket Whistle Rescue Aid (minimum of one per lifeguard; rescue can or tube) Access to an emergency phone (Change rationale: updating to reflect appropriate safety equipment required to operate a swimming area, in line with Lifesaving Society recommendations)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	

Waterfront Swimming Only: Required

	Training Requirements & Ratios	
	Facility Safety (Waterfront)	
R.5.147	There are clearly defined areas for different waterfront activities.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.148	There is a restricted wading area for non-swimmers that is marked off by buoys.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.149	Highly visible buoys are used to mark off all supervised swimming areas.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.150	If the area is larger than 2500m ² , or if the waterfront is a surf beach, the following equipment should also present and available for use: <ul style="list-style-type: none"> • A rowboat, paddleboard or motorized rescue vehicle • A lifeguard chair or tower 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.151	With the exception of swim patrol boats, all watercraft are banned from the swimming area during the times of swimming programs.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.152	At the start of each new session, and after all major storms, the bottom of the swimming area is inspected for dangers such as broken glass, metal refuse and new drop-offs.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.153	Environmental anomalies, such as fish kills, oil spills, unusual water taste or color, are reported immediately to the Environmental Emergencies Division of the Canadian Coast Guard.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
	Participant Safety	
R.5.154	There are rules in place for the following: <ul style="list-style-type: none"> • Activities that are unsafe to the swimmer or other swimmers • Operation of watercraft in the swimming area • The use of inflatable objects • Onshore games and activities General behavior	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	

Section 5: Programming

	Emergency Policies & Procedures	
R.5.155	<p>The following safety equipment is present and available for use:</p> <ul style="list-style-type: none"> • Spinal board • Whistle • First aid kit • Access to an emergency phone • Rescue aids (Minimum of one per lifeguard: rescue can or tube preferred). • Barrier devices (CPR mask) • Blanket 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	

Desired

D.5.15	The Lifesaving Society or the Canadian Red Cross has been contacted for a consultation or audit of the waterfront or pool swimming area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.16	The swimming area rules are printed on visible, legible signs.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.17	There is an oxygen kit available in the event of an emergency.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.18	Swimming in the dark is discouraged.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.19	<p>Waterfront areas have lifeguards with specific training for waterfront/surf specific areas.</p> <p>(Change rationale: water/waterfront activities inherently carry a higher risk, and lifeguarding a waterfront poses different challenges than lifeguarding a pool - e.g. water clarity, uncontrolled depth, etc. While not required at this time by the Lifesaving Society, CANSPEI strongly recommends camps pursue waterfront/surf specific training for waterfront areas to ensure that all precautions have been taken to ensure the safety of staff/volunteers/participants.)</p>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.20	<p>All staff have a waterfront safety training course such as Bronze Cross or SafeGuard.</p> <p>(Change rationale: water/waterfront activities inherently carry a higher risk, and courses such as Bronze Cross or SafeGuard provide basic waterfront safety information for non-lifeguards - allowing them to better support participants and lifeguards in ensuring a safe waterfront.)</p>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

Swimming Pools Only: Desired

D.5.21	The depth of the water is clearly marked on the edge of the deck, next to the pool. Marking is in letters at least 20cm in height and of a contrasting color, at minimum and maximum points, at drop off areas and at intermediate increments of depth spaced at not more than 7.5m intervals.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Out-trips: Required:

The following standards apply to out trips (i.e. “off campus” activities beyond a reasonably short walk) in all seasons, unless specified. If boating is involved, standards outlined in the Boating section are also followed.

	Training Requirements & Ratios	
R.5.156	There is a minimum of two staff members with adequate training, sufficient experience, and appropriate technical skills for the demands of the trip.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.157	The group leaders are a minimum of 18 years old.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.158	At least one staff member on the trip holds a valid, recognized Standard First Aid plus CPR level C certification.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.159	All trip leaders are trained in any potentially dangerous situations that may be encountered on the trip.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.160	For out trips with a watercraft , at least one trip leader possesses a Bronze Cross or higher qualification.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.161	All staff members participating in the trip are aware of the fish and wildlife regulations in the area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Facility Safety (Campsite)	
R.5.162	All campsites are free from hazards such as broken glass, garbage, sharp objects, fallen trees, etc., and provide privacy to participants.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.163	Camps will not allow out trips in areas designated for hunting during open hunting seasons.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.164	All food is sealed in containers and protected from dirt, water and animals.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.165	The trip staff designates specific function areas for swimming, kitchen, sleeping, chopping wood, fires, sanitation, etc.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.166	All human waste is buried in active topsoil when outhouses are not available.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.167	When choosing a campsite, staff and participants follow a leave-no-trace policy. (Change rationale: updated from desired to required to reflect increasing public awareness and promotion from various organizations (e.g. Hike NS) of the need to care for our environment/natural surroundings, and that camps can act as positive role models for campers/others in 'leaving no trace'.)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Equipment Safety	
R.5.1 68	All equipment taken on the trip is appropriate to the type of trip activity and is safe to use. Trip leaders have experience using it.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 69	The camp director or designate completes a safety inspection of all equipment before leaving for the trip, and upon arriving back to the camp.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 70	All tents, tarpaulins and/or flies are of suitable size and quantity to accommodate the number of participants.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 71	All tents, tarpaulins and/or flies are fire retardant and weather proof.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 72	In the event of equipment failure, there is extra equipment provided and/or necessary repair kits carried and/or procedures in place to replace damaged equipment.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 73	All trips carry proper repair kits for tents and canoes, if applicable, and trip leaders have been trained in their use.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Participant Safety	
R.5.1 74	Trip leaders ensure that no one goes out of sight without a buddy, a whistle or other communicating device.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 75	All on-trail activities are evaluated on a safety-first basis, with risks known and minimized where possible.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 76	All water used for drinking and cooking is purified when necessary.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

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R.5.1 77	There are sanitary procedures concerning washing dishes, personal cleanliness, clothes and human waste, which all participants are made aware of.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Advance Planning	
R.5.1 78	There is at least one staff member participating in the trip who has done a recent reconnaissance of the planned out trip area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 79	The roles and responsibilities of each staff member are clearly defined and understood.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.1 80	The camp director or designate and trip leaders are briefed and aware of the limitations of the campers and staff participating in the trip.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.181	<p>The camp director and the trip leader each have a detailed, written record of each route on file, which includes the following information:</p> <ul style="list-style-type: none"> • The group itinerary • A map of where the group will be • The proposed route • Planned and alternate campsites • Emergency access • List of participants • A toileting plan <p>A food safety plan (documented temperature checks, risk mitigation, etc.)</p> <p>(Change rationale: addition of toileting and food safety plan, as these measures directly relate to safety/health of participants and the environment).</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.182	All necessary permits and authorizations required are acquired prior to the trip.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.183	<p>All menus are designed to take into account:</p> <ul style="list-style-type: none"> • the weight factor of the trip • the allergies and dietary restrictions of the group • the need to consume perishable foods first • the different energy demands of the various days <p>extra food in the event of an emergency.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

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R.5.184	<p>In seeking peace and friendship with our indigenous brothers and sisters, out-trips are reflective of respectful use of the unceded territories on which they camp and without appropriation of the cultures or language.</p> <p>(Change rationale: recognizing that all CANSPEI camps exist on the ancestral and unceded territories of the Mi'kmaq peoples, and in seeking to follow the Calls to Action of the Truth and Reconciliation Commission, this addition is intended to support camps in understanding and recognizing the role camps play in truth and reconciliation)</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Emergency Policies & Procedures	
R.5.185	<p>The camp has a set of procedures that includes the following information:</p> <ul style="list-style-type: none"> • Considerations for transportation to and from their camp activity area(s) • Emergency and communication procedures • Required training for staff and trip leaders. 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.186	There are clear communication guidelines and emergency transportation arrangements for each trip.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.187	The trip leader has a cell phone or radio to communicate with the camp, and has a schedule for check ins.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.188	Trip leaders are fully aware of the procedures to follow in the event of any emergency.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.189	There is a suitably stocked first aid kit, properly secured, in an accessible daypack.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.190	All allergy or other emergency medications are carried in a properly secured, accessible, daypack.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.191	All medication included in the standard workplace first aid kits are clearly labeled with instructions for their proper use, the appropriate dosages, method of administration and frequency.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
	Record-Keeping	
R.5.192	The trip leader or designate supervises the taking of all personal medicine and records the same.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.193	There is a record of health irregularities kept during each trip, which is then reviewed by the camp's health care staff upon returning to camp.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

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	Desired	
D.5.21	New campsites are established only when no existing sites are available or safe, within a reasonable distance.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.22	The cutting of live trees is kept to a minimum.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.23	Trip leaders have a well-developed degree of weather know-how in order to be able to judge and assess existing and potential climate and ice conditions correctly.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.24	If the trip involves watercraft, the swimming skills and boat rescue skills of all participants have been tested prior to departure.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.25	<p>If the group travels beyond 30 minutes from the waterfront area, they must have at least one person with them that has remote first aid, wilderness first aid or equivalent training.</p> <p>(Change Rationale: In reflection with past Board Members, this improves the safety of campers, volunteers and staff and mitigates risk for the camps as well. This will be a required outcome in the 2024 update)</p>	

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Section Summary: Programming	Total answered YES
Required Standards	____/____
Desired Standards	____/____

Notes: