



**The Camping
Association of Nova
Scotia and Prince
Edward Island
Accreditation Standards
Manual
Revised June 2020**



Our Camp will conduct our Camp's operations and programs in full and complete compliance to the Camp Accreditation Mandatory Standards of the Camping Association of Nova Scotia & Prince Edward Island that apply to our Camp's operations and programming.

Camp Name: _____

Legal Name of the Operator of the Camp: _____

Signature

Title

Date

Please clearly print the representative's full name below:

First Name

Initial

Last/Surname

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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.

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 X 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 be discussed during the accreditation visit.

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 visit, 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.
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 Accreditation Process is fully outlined on our website at:

www.canspei.ca/accreditation/

The three components of the 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;
3. **The Camp Annual Undertaking**, which indicates that the camp will follow and maintain their compliance to the Accreditation Standards.

PDF copies of the above documents are available for downloading from the web page above.

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	The camp practices appropriate financial management practices, which include at least the following: <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 	<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								
R.1.8	The camp adheres to the approved CANSPEI counselor-camper ratios. These ratios should be: <table border="1" data-bbox="306 1472 1130 1635"> <thead> <tr> <th>For Campers who are:</th> <th>The Ratio should be at least:</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Ratios for campers with physical or mental challenges should be discussed with the camper's parent or guardian.</p>	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	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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									

Section 1: Administration

R.1.9	The camp has a written policy regarding the use and release of all personal information of staff, volunteers and campers.	<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

Record Keeping: Required

R.1.11	The camp uses registration forms for all campers that include, but are not limited to, the following information: <ul style="list-style-type: none"> • Name • Address • Birthday and/or school grade • Emergency contact name and telephone number • Name, address, telephone number and signature of legal guardian • Any medical conditions, allergies and current medications • Name for their family doctor • Health Card number or MSI (Medical Service Insurance), or equivalent 	<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	The camp has a formal, written Emergency Plan and a risk management process that are both understood & practiced by all staff, which includes, but is not limited to, procedures for the following events: <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	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.1.16	The camp's Building Evacuation procedures 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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 1: Administration

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	The camp has one vehicle designated and made available at all times for emergency transportation, or can call for emergency ambulance transportation.	<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.	<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	The camp complies with local fire marshal code for fire safety regulations.	<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	The camp is aware of and complies with open fire burning permission, as issued by the provincial government or the Local Fire Department.	<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
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	The camp has confirmed the nearest emergency medical facility, and their hours of operation. (Please note not all emergency medical facilities are open 24/7)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Camp Safety: Desired

D.1.5	The camp stores propane tanks properly and they are only used by staff who are familiar with their safe operation.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 1: Administration

D.1.6	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
D.1.7	When transporting campers in a vehicle, there a list of who is being transported by that vehicle.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.1.8	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.1.9	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	<ol style="list-style-type: none"> 1. Criminal Record Checks (CRC) 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. 2. 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. 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.4	The camp 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.2.5	<p>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:</p> <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. 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 2: Personnel

R.2.6	<p>Staff hiring contracts and/or letter of employment offers must also include:</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 • an emergency medical procedures consent • a commitment to abide by all camp policies 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.7	<p>The camp complies with all regulations and requirements of Canada Revenue Agency regarding employee salary administration.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.8	<p>If the camp employs foreign staff, the camp complies with all regulations regarding employment of foreign staff.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.9	<p>The camp has written policies regarding each of the following:</p> <ul style="list-style-type: none"> ▪ Accessibility ▪ Equality ▪ Inclusion ▪ Anti-harassment (See Appendix 6) 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.10	<p>The camp has a written policy and procedural checklist regarding identifying, dealing with and reporting abuse. See Appendix 6 for details.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.11	<p>The camp has a written Social/Sexual Relations policy that addresses the following relationships:</p> <ul style="list-style-type: none"> • Camper to Camper • Staff to Staff • Staff to Camper 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.2.12	<p>The camp has a written policy to address Staff to Camper social networking and communication during and following the camp session.</p>	

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 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
D.2.4	In camps of one week duration or longer, every staff member has at least 24 consecutive hours free from all responsibility.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.2.5	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.2.6	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.2.7	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

Staff: Required

R.2.13	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.2.14	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

Section 2: Personnel

R.2.15	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.2.16	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.2.17	The Camp Counselors are 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

Staff: Desired

D.2.8	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.2.18	<p>The camp has a written staff manual that is available to all staff, and includes, but is not limited to:</p> <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.2.19	<p>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:</p> <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

Section 2: Personnel

<p>R.2.20 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.</p>	<p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a</p>
<p>R.2.21 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.</p>	<p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a</p>

Training: Desired

<p>D.2.9 The camp has ongoing in-service training available to all staff at various levels.</p>	<p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a</p>
<p>D.2.10 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. 	<p><input type="checkbox"/>yes <input type="checkbox"/>no <input type="checkbox"/>n/a</p>

<p>Section Summary: Personnel</p>	<p>Total answered YES</p>
<p>Required Standards</p>	<p>____ / ____</p>
<p>Desired Standards</p>	<p>____ / ____</p>

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	All staff and volunteers are aware of the location of the infirmary and First Aid equipment and supplies.	<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. See Appendix 2 for a suggested general guide for such a policy from the Sun Safety Policy Implementation Project.	<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

Medical Facilities: Required

R.3.7	The camp has designated one individual as the camp's First Aid Responder ("Camp Nurse"). This individual holds one of the following titles: <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 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.8	Upon arriving to 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 may be kept on the camper's person.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 3: Health

R.3.9	The camp keeps all medications in a locked storage area.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.10	The camp allows only the designated personnel (e.g. “Camp Nurse” or Camp Director) to dispense medications.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.11	The camp keeps a log of all medications given to staff, volunteers and campers, including both prescription and non-prescription drugs. 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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.12	The camp is equipped with a First Aid Kit that follows provincial standards.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.13	The camp’s designated personnel have reviewed all health records of staff, volunteers and campers, which have been provided to the camp prior to their arrival or at registration.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.14	The camp has an infirmary 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.3.15	The camps infirmary 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.3.16	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.3.17	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.3.18	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.3.19	The camp director, or person in charge of health care, reports promptly to the local hospital or clinic all occurrences of unusual infections or maladies including suspected food poisoning.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.3.20	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

Section 3: Health

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

Meals and Nutrition: Required

R.3.21	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.3.22	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.3.23	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
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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 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.	<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.4.3	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.4.4	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.4.5	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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.6	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.4.7	It is the responsibility of the camp to ensure that the potable water supply has been 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.4.8	The camp maintains all results from water quality tests for seven (7) years, if they are the owner of the facility.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.4.9	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

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
D.4.3	If the camp's water supply requires treatment in order to make it potable, at least one person is knowledgeable of, and responsible for, an acceptable treatment operation.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.4.4	If the camp's water supply is treated, it is tested at least once a month during camp operation for bacterial content, and chlorinated water is tested daily to assess chlorine residual.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Sewage Disposal: Required

R.4.10	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.4.11	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.4.12	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

Section 4: Site, Facilities & Equipment

Sewage Disposal: Desired

D.4.5	The camp director or operator understands the operation of the septic system.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.4.6	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

Waste Disposal: Required

R.4.13	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.4.14	The camp makes every effort to remove waste as often as necessary, in order to maintain sanitary conditions.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.4.15	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.4.16	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.4.7	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.4.8	The camp recycles all possible materials.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Sanitation Facilities: Required

R.4.17	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
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Section 4: Site, Facilities & Equipment

<p>R.4.18 The camp provides the following minimum number of toilets for each gender during overnight operation.</p> <ul style="list-style-type: none"> • 0 – 9 people : 1 toilet • 10 – 24 people : 2 toilets • 25 – 49 people : 3 toilets • 50 – 74 people : 4 toilets • 75 – 100 people : 5 toilets • 100+ people : 5 toilets, plus 1 toilet for every 30 additional people. <p>Where 2 or more toilets are required, for males, urinals may be substituted for the equal number of toilets.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p>R.4.19 The camp provides toilet facilities that meet the following requirements:</p> <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
<p>R.4.20 The camp provides a minimum of 1 shower for every 10 people of the same gender.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p>R.4.21 The water supply provided in the sanitation facilities can be adjusted to come within a range of 35°C and 45°C</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Sanitation Facilities: Desired

<p>D.4.9 All bathroom and shower facilities are equipped with exterior lighting, so staff, volunteers and campers can locate them in the dark.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Sleeping Quarters: Required

<p>R.4.22 When tents are used, the number of occupants does not exceed the manufacturers recommended limits.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
<p>R.4.23 If sleeping quarters are used during the winter months, the camp maintains a comfortable temperature for the occupant(s).</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 4: Site, Facilities & Equipment

Sleeping Quarters for Cabins: Required

R.4.24	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.4.25	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.4.26	All permanent sleeping quarters provide adequate ventilation.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.27	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.4.28	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

Sleeping Quarters for Pioneer Camps: Required

R.4.29	The camp ensures staff 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.4.30	The camp ensures that all tents are well ventilated.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.31	The campers must sleep on a sleeping pad or mattress.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.4.32	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.4.33	The camp ensures all tent sites have adequate drainage.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Kitchen and Dining Areas: Required

R.4.34	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 maintain time and temperature logs for refrigeration units.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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Section 4: Site, Facilities & Equipment

Environmental Protection: Desired

D.4.10	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.4.11	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.4.12	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.4.13	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.4.14	The camp has a policy regarding the preservation of natural flora and fauna.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.4.15	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 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 are designed to foster understanding and appreciation of individual differences and group cooperation.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.2	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.5.3	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.5.4	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.5.5	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.5.6	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.5.7	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.5.8	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.5.9	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.5.10	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

Section 5: Programming

R.5.11	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
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General: Desired

D.5.1	The safety rules and procedures for each program area are kept in an appropriate location.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.5.2	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
D.5.3	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.5.4	If campers are unable to participate in a scheduled program, adequate supervision is provided.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.5.5	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

Archery: Required

These archery standards also apply to other human powered target shooting such as slingshots.

R.5.12	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.5.13	There is a clearly visible warning when range is in use.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.14	The range has a designated range safety officer, responsible for the overall conduct of the range.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.15	Safety precautions are discussed with participants prior to starting the program, and are adhered to at all times.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.16	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

Section 5: Programming

R.5.17	The shooting line is clearly marked.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.18	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.5.19	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.5.20	The lead QI must complete a Safety Briefing for all staff and camper participants prior to commencement of the activity. See Appendix 6.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.21	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
R.5.22	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.5.23	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
R.5.24	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.5.25	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.5.26	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 special needs campers.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.27	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.5.28	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

Section 5: Programming

R.5.29	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.5.30	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.5.31	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.5.32	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.5.33	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.5.34	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
R.5.35	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.5.36	The QI will ensure the shooting line is clearly marked.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.37	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.5.38	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.5.39	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.5.40	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.5.41	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
R.5.42	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

Archery: Desired

D.5.6	The QI will ensure arm guards and eye protection are worn by all archers.			
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Horseback Riding: Required

R.5.43	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.5.44	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
R.5.45	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
R.5.46	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.5.47	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
R.5.48	Participants are taught about the care and grooming of the animals.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Arts and Crafts: Required

R.5.49	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.5.50	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
R.5.51	The arts and crafts area is well ventilated.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.52	All areas used for arts and crafts activities are properly lit.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Section 5: Programming

Challenge Course: Required

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

R.5.53	The camp has operating policies in place regarding the use of the ropes course and initiative task equipment, including closure during foul weather periods and when equipment and apparatus are wet and slippery.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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	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.5.56	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.5.57	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.5.58	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
R.5.59	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
R.5.60	Only fully trained and experienced staff are responsible for the planning, instructing, safety and evaluations of the camps challenge course program. 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. 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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

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R.5.61	In the case of low ropes, the challenge course is safety 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.5.62	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.5.63	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
R.5.64	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.5.65	All equipment is used and replaced according to manufacturer's recommendations.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.66	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.5.67	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.5.68	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
R.5.69	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

Section 5: Programming

R.5.70	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
R.5.71	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

Challenge Course: Desired

D.5.6	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.5.7	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
D.5.8	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.5.9	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.5.10	All ropes used are ultra-violet resistant.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.5.11	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.5.12	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

Section 5: Programming

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.

Certification Standards for Boating Activities

R.5.72 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: <ul style="list-style-type: none">• <u>Canoeing</u><ul style="list-style-type: none">○ The CANSPEI Camp Canoe Instructor Certification, OR○ The Paddle Canada (PC) Waterfront Instructor Certification, OR○ Equivalent Certification• <u>Kayaking</u><ul style="list-style-type: none">○ The CANSPEI Camp Kayak Instructor Certification, OR○ The PC Community Kayak Instructor 1 Lake Certification, or the PC Waterfront Kayak Instructor Certification (for sea kayaking), OR○ Equivalent Certification• <u>Stand-Up Paddleboard (SUP)</u><ul style="list-style-type: none">○ The Paddle Canada Basic SUP Instructor-Trainer Certification	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.73 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.	

Standards for ALL Boating Activities:

R.5.74 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.5.75 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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

R.5.76	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.5.77	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
R.5.78	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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.79	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
R.5.80	The QI/O must ensure a watertight 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.5.81	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

Section 5: Programming

R.5.82	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.5.83	A PDF/Lifejacket Inspection must be done prior to departure to ensure that the PFDs and Lifejackets to be used are: <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. 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.84	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
R.5.85	Boating activities will not take place in areas where there are swimmers present.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.86	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.5.87	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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
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

Section 5: Programming

R.5.89	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
R.5.90	The QI/O will ensure that all boating activities take place ONLY between one hour after sunrise and one hour before sunset.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Standards for Human-Powered Boating Activities

R.5.91	<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.5.92	<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

Section 5: Programming

R.5.93	<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
R.5.94	<p>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.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.95	<p>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.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.96	<p>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.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.97	<p>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.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.98	<p>The QI will ensure that any equipment that is carried on each boat, which is not being used while paddling, is secured in place.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

Standards for all Motorized Boating Activities

R.5.99	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.5.100	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.5.101	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.5.102	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
R.5.103	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
R.5.104	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
R.5.105	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

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R.5.106	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
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Boating: Desired

D.5.13	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.5.14	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.5.15	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.

R.5.107	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.5.108	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.5.109	The lifeguard is a minimum of 16 years old and holds a valid Royal Life Saving Society Canada – National Lifeguard Certification or equivalent. The lifeguard must be trained on all of the emergency equipment they will be using at the area they are supervising that may be required to use so that they can effectively supervise to the area that they are responsible for.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.110	If the camp has an assistant lifeguard, they are a minimum of 16 years old and have a Royal Life Saving Canada Bronze Cross Award that was received or renewed within the past two years.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Section 5: Programming

R.5.111	Assistant lifeguards are prohibited from supervising the area alone.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.112	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.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.113	<p>Swimming programs do not exceed the following swimmers to lifeguards/assistant lifeguards ratios.</p> <ul style="list-style-type: none"> • 1 – 50 Swimmers: 1 Lifeguard • 51 – 100 Swimmers: 1 Lifeguard & 1 Assistant Lifeguard • 101 – 200 Swimmers: 1 Lifeguard & 2 Assistant Lifeguards • 201 – 300 Swimmers: 2 Lifeguards & 2 Assistant Lifeguards 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.114	<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 special needs groups • 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 • Weather conditions 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.115	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.5.116	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

Section 5: Programming

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	When only one lifeguard is on duty, there is another designated staff member present, available to assist in the event of an emergency.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.119	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.5.120	There is safe access to the swimming area.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.121	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.5.122	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
R.5.123	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.5.124	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.5.125	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.5.126	The requirements for Special Needs groups are addressed.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.127	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.5.128	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.5.129	Swimming alone is forbidden.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.130	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
R.5.131	All swimming areas are free from garbage, pollution and other hazards.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a

Section 5: Programming

R.5.132	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.5.133	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
R.5.134	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

R.5.135	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.5.136	The following safety equipment is present and available for use: <ul style="list-style-type: none"> • Spinal board, or similar device designed to transport a person who has a suspected spinal injury • First aid kit • Barrier device (CPR mask) • Blanket 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.137	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.5.138	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.5.139	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.5.140	The camp checks and records the chemical readings and frequency of tests as followed, or at times approved by the Department of Health:	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a															
	<table border="1"> <thead> <tr> <th>Chemical</th> <th>Frequency of Test</th> <th>Range</th> </tr> </thead> <tbody> <tr> <td>(FAC) Chlorine</td> <td>4 hours</td> <td>1.0 – 2.0 ppm</td> </tr> <tr> <td>PH</td> <td>4 hours</td> <td>7.2 – 7.8</td> </tr> <tr> <td>Alkalinity</td> <td>Weekly</td> <td>80 – 120 ppm</td> </tr> <tr> <td>Calcium Hardness</td> <td>Weekly</td> <td>200 – 275 ppm</td> </tr> </tbody> </table>	Chemical	Frequency of Test	Range	(FAC) Chlorine	4 hours	1.0 – 2.0 ppm	PH	4 hours	7.2 – 7.8	Alkalinity	Weekly	80 – 120 ppm	Calcium Hardness	Weekly	200 – 275 ppm	
Chemical	Frequency of Test	Range															
(FAC) Chlorine	4 hours	1.0 – 2.0 ppm															
PH	4 hours	7.2 – 7.8															
Alkalinity	Weekly	80 – 120 ppm															
Calcium Hardness	Weekly	200 – 275 ppm															
R.5.141	Training is provided for staff who handle chemicals.	<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															

Waterfront Swimming Only: Required

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 • 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
R.5.145	There are clearly defined areas for different waterfront activities.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.146	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.5.147	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

Section 5: Programming

R.5.148	The following safety equipment is present and available for use: <ul style="list-style-type: none"> • Spinal board • Whistle or bullhorn • First aid kit • Emergency phone or wireless communication with access to the local Emergency Medical Services System (VHF radio) • Rescue aids (Minimum of one per lifeguard: rescue can or tube preferred). • Barrier devices (CPR mask) • Blanket • Chair 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.149	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.5.150	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.5.151	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.5.152	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

Swimming: Desired

D.5.22	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.5.23	The swimming area rules are printed on visible, legible signs.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.24	The camp tests the swimming skills of all staff members.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
D.5.25	All lifeguards and assistant lifeguards on duty wear appropriate uniforms that easily identify them.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Section 5: Programming

D.5.26	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.5.27	Swimming in the dark is discouraged.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

Swimming Pools Only: Desired

D.5.28	<p>The depth of the water is clearly marked on the edge of the deck, next to the pool.</p> <p>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.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
--------	--	---

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.

R.5.133	<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.5.134	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.5.135	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.5.136	The group leaders are a minimum of 18 years old.	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.137	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.5.138	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

Section 5: Programming

R.5.139	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.5.140	The camp and the trip leader each have a detailed, written record of each route on file, which includes the following information: <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 	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
R.5.141	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.5.142	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.5.143	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.5.144	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.5.145	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.5.146	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.5.147	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.5.148	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.5.149	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.5.150	All medication included in the 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

Section 5: Programming

R.5.151	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.5.152	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
R.5.153	All menus are designed to take into account: <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 • extra food in the event of an emergency. 	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.154	All water used for drinking and cooking is purified when necessary.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
R.5.155	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
R.5.156	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.5.157	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.5.158	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.5.159	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.5.160	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.5.161	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.5.162	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

Section 5: Programming

R.5.164	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
R.5.165	For out trips with a waterfront component, 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

Out Trips: Desired

D.5.29	The combination of male and female staff is appropriate for the trip.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.5.30	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
D.5.31	When choosing a campsite, staff and participants attempt to follow a leave-no-trace policy.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.5.32	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.5.33	The cutting of live trees is kept to a minimum.	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
D.5.34	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
D.5.35	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
D.5.36	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.5.37	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

Section 5: Programming

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

Notes

Appendices

Applicable Nova Scotia Acts, Codes and Regulations

The official statutes and regulations should be consulted for the purpose of interpreting and applying the law.

Official copies of Nova Scotia Legislation are available in print and electronic form from:

Nova Scotia Registry of Regulations

P.O. Box 7

Halifax, Nova Scotia

B3J 2L6

Phone: (902) 424-6723

Fax: (902) 424-7120

regofregs@gov.ns.ca

www.gov.ns.ca

<http://www.gov.ns.ca/just/regulations/index.htm>

Appendix 1: Insurance

Membership in the Canadian Camping Association (CCA) and Provincial Camping Associations (PCA) allows camps to have access to the National Insurance Program, which provides comprehensive insurance coverage designed specifically for the needs and uniqueness of the camping industry. A number of camps across Canada take part in this insurance program.

For over twenty years, the CCA Insurance Committee has worked with Nancy Brown to develop the program for CCA Accredited Member camps. Camps may participate in the CCA insurance program and retain their current broker/agent relationship. Sub-brokers are responsible for approximately 1/3 of the camps currently in the program.

Nancy Brown of **Firstbrook, Cassie and Anderson** is the authorized insurance broker for the CCA.

Website: www.nbrown.com

Email: nbrown@pathcom.com

Phone: 905-683-4629

Appendix 2: Sun Safety

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.

Appendices

For educational and training resources, please visit www.cancercare.ns.ca/recreation. On this site there are a variety of useful supports, such as staff training resources, sun safe activities for campers and an information letter for parents.

Below is a policy template (an electronic version can be found at www.cancercare.ns.ca/recreation). This template can help camps create and implement a Sun Safe policy. There may be some procedures in the template that are not applicable or feasible at particular camps. Adapt the policy so it works for your camp and enables everyone to have a fun and sun safe summer.

Sample Sun Safety Policy

Policy Statement: It is the policy of _____ Camp that staff will take measures to protect campers, volunteers and themselves against the harmful effects of the sun.

Purpose: To assist in providing a sun safe environment for campers, volunteers and staff.

Why is this important? Skin cancer is the most common form of cancer. Overexposure to the ultraviolet (UV) rays from the sun is the primary risk factor for skin cancer. Reducing exposure to the sun's rays when the UV Index is moderate or high can prevent most skin cancer. As staff, volunteers and campers spend a lot of time outdoors during the summer season, _____ Camp will work with staff, volunteers, parents and campers to reduce this risk. Risk reduction efforts will include education about skin protection through the adoption of comprehensive sun safe behaviors while outdoors. It is not the intent of this policy that _____ Camp eliminates outdoor activities, but rather to support them in a proactive, sun safe manner.

Procedures

Board of Directors/Camp Director

Keep a supply of non-scented hypoallergenic sunscreen (SPF 30+) at program sites for those staff, volunteers and campers who may have forgotten theirs.

Provide staff with a wide-brimmed hat and t-shirt (tank tops are not sun-safe) as part of their summer uniform. If ball hats are worn, staff should be reminded to apply sunscreen to ears and back of neck.

Inform staff that their hat and t-shirt must be worn at all times when outside. In instances where the wearing of a t-shirt or hat would impede staff from performing duties (i.e. instructing), other methods of protection from the sun are to be employed (e.g. shade umbrellas, rash guards/swim shirts, etc.).

Provide training and orientation to those staff who will spend a significant amount of time outdoors. At times when the running of a session is not feasible (i.e. time restraints and/or not a sufficient number of staff to offer an educational session), staff are to be given a sun safety education package.

Appendices

Include an information letter along with registration materials to parents re: the policy, and provide the necessary information for compliance (i.e. information on sunscreen, suitable clothing, etc.) to increase the chance that parents will follow the policy.

Inform parents that if, for any reason (e.g. allergy), they do not wish for their child to use sunscreen products, they must advise the camp in writing.

Include sun safety information in the camp brochures.

Include sun safety policy and information on website.

Award staff and participants for their sun safety efforts through recognition and praise.

Program Staff

When designing and implementing programs and special events:

- Consult Environment Canada for the UV Index report and adjust your program plan accordingly.
- When the UV Index is high or moderate, try to schedule (when possible) the bulk of outdoor programming before 11:00 am or after 4:00 pm.
- Post the UV Index daily in a specified location known to staff, volunteers and campers.
- Ensure adequate shade is provided for the program participants and staff. This can be accomplished through the provision of umbrellas during outings, or having outdoor activities take place in well-treed areas. When natural shade is not available, consider alternate portable arrangements such as gazebos or shade tents. Perhaps a change of location is required.
- Be aware that concrete, sand, glass and water are surfaces that reflect UV rays, increasing the amount of exposure. Limit time spend on or near reflective surfaces when possible.
- If possible, post sun safety signage and posters in your camp buildings, washrooms and cabins.

During programs and special events;

- Provide developmentally appropriate, accurate information and activities about the practice of sun safety where and when appropriate for programs.
- Include sun safety activities in programs and look for unique ways to reinforce the sun safety message, such as with stickers, games, etc.
- Make reasonable effort, to the extent that it is possible, to see that sunscreen (SPF 30+) is applied on all program participants 30 minutes before going outside. Once outside, staff should, to the extent that it is possible, make a reasonable effort to see that sunscreen is reapplied every 2 hours and after water activities.
- If campers are outside, their hat must be worn (except when it may not be safe to do so, such as when swimming).

Appendices

- Model safe sun practices and be ambassadors of sun safety through the use of protective clothing, sunscreen application and limiting long periods of sun exposure. Set a good example. If the staff practice sensible sun habits, campers will too.

Sunscreen application

Ask staff, volunteers and participants to provide their own sunscreen (SPF 30+) and hat. Lip balm and sunglasses are also encouraged.

During the registration process, request authorization from parents/guardians to apply sunscreen on participants who are unable to apply their own sunscreen or need help with the application. If assistance is needed, apply sunscreen in public, open areas with two or more staff present.

Supervise the application of sunscreen among program participants, to ensure adequate coverage. A child may pair up with a child of the same sex for the application of sunscreen.

Make parents and guardians aware that staff will not be applying sunscreen on campers unless assistance is required and that it is the responsibility of the parent/guardian to ensure that campers are responsible to apply it. Parents and/or guardians could assist the staff by teaching the camper how to apply sunscreen for themselves. Starting the application of sunscreen at an early age encourages it to become a lifelong habit.

Appendix 4: Food Handling Practices

A copy of the Nova Scotia Food Retail and Food Services Code can be found at:

<https://novascotia.ca/agri/documents/food-safety/NSFoodCode.pdf>

A copy of the Prince Edward Island Food Premises Program can be found at:

<https://www.princeedwardisland.ca/en/information/health-and-wellness/food-premises-program>

Appendices

Appendix 5: Logs

Appendix 5.1 - Challenge Course Log

Challenge Course
End of Program Summary Form

Group Name: _____ Date: _____

of Participants: _____ Age Range: _____ Time: _____

Facilitators: _____

List of Initiative games done: _____

Elements used: Low Ropes: _____

Elements used: High Ropes: _____

Pre-use Inspection Log was filled out prior to activity? Yes No

Were there any incidents or accidents? Yes No

Were there any near misses? Yes No

Was an incident/accident form required to be completed? Yes No

Were the rope/webbing logs filled out? Yes No

Weather conditions: _____

Comments: _____

Lead Facilitator signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Appendices

Appendix 5.2 – Challenge Course Pre-Use Inspection Form

Date	Natural Environment -Trees in area -Exposed roots and rocks, holes in ground -Weather -Ground litter & new growth -Wood chip coverage (min 4 inches under elements) -Wasp/other insects/animals	Structure of Element - Inspect from ground anchor to ground anchor - Guy s: termination, proper tension, rod not bent or shifted/moved/creeping - Guy guards (yellow covers) : check for wasps nesting in guy guards - Poles : Woodpecker holes, soil built up at base of poles and firm into ground, signs of ants	Belay System -Belay cable connected with proper drape. Backup loops in place. -Belay anchors (pulleys or quick links & shear reduction devices) properly oriented, functioning properly and quick links fully closed -Anchor on belay cable	Climbing Apparatus being used and inspected -Tires/hand & foot lines/lumber/ropes/platforms/climbing holds are properly connected and oriented -Check for ants/wasps/birds nesting on elements, in framing, lumber or in climbing apparatus	Helmets, Harnesses & Ropes -Check for proper stitching -Check for fraying, melting or deformities -Check proper function of clips & buckles -Ensure there are no cracks or dents in helmets	Initials of Inspector

Date	Instructor comments	Supervisor comments
	Signature:	Signature:

Appendices

Appendix 5.3 – Aerial Inspection Form

Aerial Inspection Form

Instructors: _____

Date of Inspection: _____

Element:	Bolt connections & staples: Check for looseness, bends, nicks, corrosion, heat damage or discoloration (i.e. lightning strike)	Wire rope cable: Corrosion, kinks, broken strands, lightning damage, proper drape, wear points	Cable terminations Ferrules cracked or split, broken strands around ferrule, strand vise slippage, bent or deformed, or point loaded bail, cable clamps tightness, missing service sleeve	Lumber Slivers, check around fasteners
<input type="checkbox"/> Team Swing				
<input type="checkbox"/> Vertical Play Ground				
<input type="checkbox"/> Climbing Tower				
<input type="checkbox"/> 12ft Climbing Wall				
<input type="checkbox"/> 8ft Climbing Wall				
<input type="checkbox"/> Team All Aboard				
<input type="checkbox"/> Aerial Trust Drive				
<input type="checkbox"/> JRD Posts				

Aerial Inspection Form – Page 2

Instructors Comments: *Include any action taken to fix a variance*

Supervisor Comments: *Include any action taken to fix a variance*

Lead Instructor Signature: _____

Supervisor Signature: _____

Appendices

Appendix 5.4 – End of Program Summary Form

End of Program Summary Form

Group Name: _____ Date: _____

of Participants: _____ Age Range: _____ Time: _____

Facilitators/Lifeguard on duty: _____

List of games played: _____

Were there any incidents or accidents? Yes No

Were there any near misses? Yes No

Was an incident/accident form required to be completed? Yes No

Weather Conditions: _____

Comments: _____

Lead Facilitator signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Appendices

Appendix 5.5 – Sample Archery Log



Archery Activity Log

Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Bows:	# Campers:		

Lead Instructor:	List of other Camp Staff:
Additional Instructors:	

Participants:	Comments on Program/Issues/Near Misses:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

16.	Arrows recovered <input type="radio"/> Bows and Arrows stored <input type="radio"/>
17.	Activity Leader's Signature:
18.	

Safety Checklist		Safety Briefing
	√	<ol style="list-style-type: none"> 1. ID Activity Instructor/Leader and other staff 2. Description of shooting activity and equipment 3. Range Rules – see Page 8 of Archery Standards 4. Clothing not impeding / Safety guards 5. Start time and duration 6. Sequence of shooting 7. Other key information 8. Emergency plan – Hazards and risks 9. Required personal kit 10. Meals and Hydration 11. Q & A
Roll Call		
Range Inspected		
Equipment Inspected / Targets set up		
Flag or "Range Open" sign up		
Safety Briefing Completed		
Range Entrance Closed / Under Observation		
First Aid Kit OK		
Cell or Radio Communications Check OK		
Hydration/Sunscreen/Hat Check OK		
Clothing / Jewelry / Sharp Object check		

Appendices

1. Safety Briefing. The required CANSPEI Safety Briefing, delivered by the QI, includes:

1. Identification of the Camp Archery Instructor who is leading the activity and the rest of the Instructors and staff leadership team members and their roles.
2. Nature of the activity, destination & the expected challenge level of the activity. Make sure everyone is within their comfort zone and match the necessary skills and experience level to the challenge level of the activity.
3. Range Rules:
 - Shooting is done ONLY when Camp Archery Instructor is present and supervising. The range is closed at all other times.
 - Explain range set-up and layout including: backstop and safety curtain, waiting point/line, shooting line, target line
 - Equipment explanation and usage
 - The QI will explain the steps to shooting and the whistle and verbal commands.
 - Arrows are to be pointed downrange at all times when notched on the string AND never point your bow or arrows at anyone, even if there's no arrow drawn
 - Archers are to shoot at the targets ONLY
 - Archers are only to shoot on the instructor's word of command (or whistle signal) and all at the same time and in the same direction as other archers.
 - NO running is permitted
 - Everyone is to wait until all archers have finished before going to the target butts to retrieve their arrows. Archers are only to leave the firing line when given the word of command (or whistle signal) and will move as a single group in line abreast, led by a QI, to the target butts to retrieve their arrows.
 - Once all archers have retrieved their arrows, they will turn around as a group and face the shooting line, and only leave the butts when given the word of command (or whistle signal), moving as a single group in line abreast back to the shooting line.
4. Conduct a Practice Demonstration.
5. Required Personal Kit: This information is provided usually before the Safety Briefing. However, double check that everyone, at a minimum, has their hat, sun-glasses, sun screen, bug-juice, personal water bottle and any other necessary personal kit as required for the activity and weather conditions.
6. Explain the Emergency Plan.
7. Do a radio / cell phone check with the Camp Director.
8. Ask for Questions.

Suggestions:

- a) Remember that one of our Accreditation Standards is for Sun Safety. Whenever you give a briefing or teach a class, try to find overhead shade protection and have the group assemble there for their briefing or class. Make sure all campers and staff have applied sun screen before you start the activity.
- b) As with all teaching classes, make sure you arrange the group so that everyone has a clear view of you, what you are pointing at or demonstrating, and always try to face the group as much as possible.

Appendices

Appendix 5.6 - Sample Biking Log



Biking Activity Log

Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Bikes: _____	# Campers: _____		

Lead Instructor:	List of other Camp Staff:
Additional Instructors:	

Participants:	Description of Activity:
1.	
2.	
3.	
4.	
5.	

	Comments on Program/Issues/Near Misses:
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

16. Helmets/Bikes stored Course inspected

17. Activity Leader's Signature: _____

18. _____

Safety Checklist	√	Safety Briefing
Roll Call		1. ID Activity Leader and staff
Safety briefing completed		2. Walk the course with participants
Bike Course checked		3. Rules of the track
Bikes checked		4. Start time and Duration
Helmets inspected and Fit Tests OK		5. Key information participants need to know
First Aid Kit OK		6. Emergency Plan – Hazards and Risks
Cell or Radio Communications Check OK		7. Required Personal Kit and Required Team Kit
Hydration/Sunscreen/Hat Check OK		8. Meals and Hydration
		9. Communications Plan
		10. Q & A

Appendices

Appendix 5.7 – Sample Low Ropes Log



Low Ropes Activity Log

Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Campers:			
Lead Instructor:	List of other Camp Staff:		
Additional Instructors:			
Participants:	Description of Challenge:		
1.			
2.			
3.			
4.			
5.			
	Comments on Program/Issues/Near Misses:		
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.	Activity Leader's Signature:		
17.			
Safety Checklist		√	Safety Briefing
Roll Call			1. ID Course Instructor and other staff
Safety briefing completed			2. Course Rules
Weather forecast OK			3. Description of Challenge and Outcome Goals
Course Inspected			4. Anticipated Challenge Level
Equipment and Ropes Inspected			5. Start time and Duration
Helmets Inspected and Fit Test OK			6. Sequence of Challenge Tasks
All participants taught SPLAF			7. Key Information Participants Need to Know
Cell or Radio Communications Check OK			8. Emergency Plan – Hazards and Risks
Clothing/Jewelry/Sharp Objects check			9. Required Personal Kit and Required Team Kit
Gloves for each participant			10. Meals and Hydration
Hydration/Sunscreen/Hat Check OK			11. Q & A
First Aid Kit OK			

Appendices

Appendix 5.8 – Sample Swimming Log



Swimming Activity Log

Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Swimmers:			

Lead Lifeguard:	List of other Camp Staff:
Additional Lifeguards:	

Participants:	Comments on Program/Issues/Near Misses:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	Waterfront Closed <input type="radio"/> Equipment stored <input type="radio"/>
17.	Lifeguard's Signature:
18.	

Safety Checklist	√	Safety Briefing
Roll Call	√	<ol style="list-style-type: none"> 1. ID Lifeguard(s) and other staff 2. Anticipated length of swim 3. Forecasted weather and wind speed/direction 4. Tide information (if on ocean) 5. Other key information swimmers need to know 6. Swimming rules and whistle signals 7. Ensure Buddies are paired 8. Emergency plan – Hazards and risks 9. Hydration / Sunscreen / Hat Check 10. Q & A
Weather Forecast OK		
Swim area roped off and flags out		
Spinal Backboard, restraints and straps		
Rescue Tube/cans		
Lifeguard chair/station		
First Aid Kit, blankets		
Cell or Radio Communications Check OK		
Rescue board / kayak		
Mask / fins / snorkel		
Safety Briefing completed		

Appendices

Appendix 5.9 – Sample Boating Log



Boating Activity Log

Camp: _____

Date: _____

Team/Cabin Name:	Start Time	End Time	Day of the week
# Boaters:			

Qualified Instructor/Operator:	List of other Camp Staff:
Additional Instructors:	

Participants:	Comments on Program/Issues/Near Misses:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	Equipment stored <input type="radio"/>
17.	Instructor's Signature:
18.	

Safety Checklist		Safety Briefing
Roll Call	√	<ol style="list-style-type: none"> 1. ID Instructor(s)/Operator(s) and other staff 2. Nature of activity, destination, challenges 3. Planned route and expected weather and wind 4. Departure point and time 5. Expected duration, stopping points, ETA return 6. Boat order and formation plan 7. Required personal kit 8. Meals and hydration 9. Emergency plan, Rally/RV points 10. Communications Plan 11. Q & A
Weather Forecast OK		
Trip Plan submitted		
PFDs and Lifejackets inspected		
Emergency gear checked		
Risk and Hazard Assessment completed		
First Aid Kit, blankets		
Cell or Radio Communications Check OK		
Rescue boat identified		
Wet-exit training		
Safety Briefing completed		

Notes for Boating Safety Briefing

Indicate that you will take questions at the end of the safety briefing, to minimize interruptions. Remember to give the briefing out of the sun, ensuring that all participants can see you. After the safety briefing, but before entering the boats, ensure that a proper fit test is done for the PFD or lifejacket for each participant.

1. Identification of Trip Leader and the rest of the leadership team members and their roles.
2. Nature of the activity, destination and the expected challenge level of the activity – Make sure everyone is within their comfort zone before you depart, and that everyone has the necessary paddling skills and experience to match the trip challenge level.
3. Planned route and expected weather and wind – Point out the route to the group at the waterfront. If the route is out of line-of-sight, have a map or chart to show the route to the group. If no printed map is available, draw it on paper or in the dirt or sand. Give the weather and wind forecast. Ideally, boat upwind on the outbound leg, and downwind on the return.
4. Departure point and time.
5. Expected duration, stopping points and the ETA for return to the camp or home base.
6. Boat order and formation plan – on out-trips and on day trips away from the camp waterfront, clearly lay out the order of the boats in the boating column or formation, and the camper and staff assignments for each boat. Tell the group where YOU will be (i.e. your boat position in the column or formation) and where the rest of the leadership team will be.
7. Required personal kit – This information is provided before the safety briefing. However, double check that everyone, at a minimum, has their hat, sunglasses, sun screen, insect repellent, personal water bottle and any other necessary personal kit as required for the duration and weather conditions. Remember to ensure that campers and staff have their personal prescribed medications (includes Epi-Pen and Emergency puffer) for the day, in case you are delayed on the trip and miss their next dosage time.
8. Meals and hydration – Usually, the camp will be supplying the food/snacks and the supplemental hydration. If not, tell the group what food/water they need to bring before they come to the safety briefing.
9. Emergency plan and emergency rally/rendezvous (RV) points – Identify anticipated hazards and key challenges and your planned response, including hand signals and what to do if they capsize or get separated from the group or lost.
10. Communications plan – Do a radio/cellphone communications check with the camp staff and the leadership team before you depart.
11. Questions – Give all participants a moment to consider questions to ask.

Appendix 6 – Harassment and Abuse Policies

Your camp's policies should explain and define **Abuse and Harassment**. There are many resources online to assist your Camp in this. Your camp's Abuse and Harassment policies should state that your Camp will not tolerate these behaviors.

Harassment Policy

Your camp's **Harassment Policy** should outline and explain the administrative protocols and means for Camp staff or volunteers to report harassment, and protocols and steps for investigating an allegation of harassment. The policy should also state that, in the case of staff, this may result in an employment suspension and/or dismissal. If a camper is found to be harassing, bullying or abusing others at your Camp, your Policy should indicate that camper will be sent home.

Abuse Policy

Your camp's Abuse Policy should explain that any Abuse by Camp staff will be a basis for immediate suspension and/or dismissal. The policy must also clearly outline the procedural check-list of detailed steps that will be taken at your Camp in the event of a disclosure of Abuse against a camper or staff member, from the moment the disclosure is made to a staff person and the Camp Director is informed, until the final resolution of the matter.

These procedures must also explain the steps taken for a disclosure of Abuse in the camper's or staff person's home/ community location AND the steps taken for a disclosure of Abuse which may happen at your Camp. The policy must also clearly state that it is the legal responsibility of the person to whom the disclosure has been made to report the disclosure to the local police/RCMP and/or the Department of Community Services (DCS) Child Protection.

The policy must also clearly state that, in addition to reporting the allegation of abuse to the RCMP/DCS, your Camp Director will also report the alleged disclosure to their higher authority, such as the camp's Board of Directors and/or the President, if the alleged abuse happened at camp.

Appendix 7 – Risk Management

The camp has written safety rules and Risk Management procedures and practices to minimize risk for all the camp's operations and activity programs.

Risk Management is a management process for formally assessing and predicting the likelihood of risks / hazards occurring at your Camp and making judgements about the potential consequences that may result to the campers, staff and visitors as well as to the camp property and organization, if those risks / hazards actually happen. Once this likelihood/impact-consequence assessment is completed, the Camp then must develop appropriate operating policies, practices, safety rules, training programs and resources as well as deploy the appropriate equipment to mitigate the impact of those potential risks / hazards in their camp's operations and activity programming.

Camp staff are made aware of these procedures and safety rules, during the camp's training session, prior to the start of the camping season. Campers are made aware of the program safety rules prior to each program activity during the camping session. CANSPEI's *Safety Briefing* tools (for example, [Boating](#)) are the recommended templates for fulfilling this Standard requirement.

For some activities (e.g. Archery or Boating), camps may choose to simply state that a particular program area will adhere to and comply with the CANSPEI Accreditation Program Standards. Camps can then include the CANSPEI Accreditation Program Standards for that program in their camp's Policy Manual Appendix.