



**Camping Association Of Nova Scotia**  
**S e r v i n g N S & P E I**

## **Accreditation Standards Manual**



**For more information please email us:**  
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**January 1, 2014**

**The Camping Association of Nova Scotia**  
Serving Nova Scotia and Prince Edward Island

**Accreditation Standards Manual**  
**January 1, 2014**

**Camp Name:**

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**Accreditation visit date:**

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**Accreditation Visitation Team:**

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**Name of Camp Representative:**

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Based on Accreditation Visit, the Accreditation Visitation Team is recommending that this camp

- Be fully accredited
- Be accredited, after certain areas are addressed
- Be re-visited
- Not be accredited



# Contents

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## Table of Contents

|                                                         |            |
|---------------------------------------------------------|------------|
| <b>Introduction .....</b>                               | <b>i</b>   |
| <b>The Camping Association of Nova Scotia .....</b>     | <b>i</b>   |
| <b>How to use this manual .....</b>                     | <b>i</b>   |
| <b>Glossary .....</b>                                   | <b>iii</b> |
| <b>Accreditation Process .....</b>                      | <b>iv</b>  |
| <b>Section 1: Administration .....</b>                  | <b>1</b>   |
| <b>Section 2: Personnel .....</b>                       | <b>7</b>   |
| <b>Section 3: Health .....</b>                          | <b>12</b>  |
| <b>Section 4: Site, Facilities &amp; Equipment.....</b> | <b>16</b>  |
| <b>Section 5: Programming.....</b>                      | <b>23</b>  |

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# Introduction

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## The Camping Association of Nova Scotia

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

The main purpose of CANS is to support and promote organized camping in Nova Scotia and Prince Edward Island. CANS focuses on four major areas of camping: maintaining a membership program, provide professional development and training opportunities, function as an information resource for camps, children and parents, and to promote residential camping in Nova Scotia and PEI.

## How to use this manual

The standards found in this manual apply to all residential camps and pioneer 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 to which each accredited member camp must meet. These standards have been compiled from 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 of CANS 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 of CANS meet 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 CANS members who supervise the accreditation process and make a recommendation to the CANS board.                                                                                                      |
| Accreditation Verification    | Each camp must complete this form annually, in the years between accreditation visits.                                                                                                                           |
| 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 CANS to conduct accreditation visits.                                                                                                                                         |
| Accredited Member Camp        | A camp that meets 100% of the required standards.                                                                                                                                                                |
| Camp Director/Designate       | The person in charge of operations at the camp, who receives the visitation team.                                                                                                                                |
| CANS                          | The Camping Association of Nova Scotia.                                                                                                                                                                          |
| CANS Board                    | Volunteer CANS members 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 CANS, the government and other organizations. Accredited camps meet 80% of desired standards.                                                                                           |
| Member Camp                   | A camp that is in good standing with CANS and is preparing for an accreditation visit.                                                                                                                           |
| 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 via vehicle, or paramedics/EMT responders. |
| Required Standards            | Government regulations, Canadian Camping Association, and CANS 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 Camp, the camp must first become a CANS Member, maintain their good standing and have been in operation for a minimum of one year.

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

If there are any major changes in camp operations, programming or facilities, the camp is required to inform CANS 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.campingns.ca/members/accreditation-process](http://www.campingns.ca/members/accreditation-process)

The 3 components of the CANS Accreditation Process are:

1. **The Accreditation Standards Manual**
2. **The Documentary Check List**, of documentation that the camp must show to the Accreditation Visitation Team.
3. **The Camp Annual Undertaking**, that the camp will follow and maintain their compliance to the Accreditation Standards Manual.

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

## Section 1: Administration

---

### General Administration: Required

|       |                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.1.1 | The camp has a formal written mission statement, outlining its objectives as a camp, which is available for viewing to 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 that 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"> <li>• Annual budget approval process</li> <li>• Ongoing financial accounting and management review process</li> <li>• Annual filings of financial statements with the appropriate regulatory authority</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.4 | All published statements advertising the camp are accurate and complete.                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.5 | 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.1.6 | The camp's staff and/or volunteers, who operate a camp vehicle, hold a valid provincial driver's license (or equivalent) appropriate for the vehicle they are operating.                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.7 | The camp has given written notice to operate a summer camp to the Department of Health and Wellness.                                                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.8 | The camp adheres to the approved CANS camper-counselor ratios. See appendix 1.1                                                                                                                                                                                                                                                                           | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

### General Administration: Desired

|       |                                                                                                                                   |                                                                                       |
|-------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.1.1 | 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 |
| D.1.2 | The camp has a written policy and procedures regarding the release of campers to persons other than the camper's legal guardians. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.1.3 | 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 |

Section 1: Administration

|       |                                                                                                                |                                                                                       |
|-------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.1.4 | The camp has a written policy regarding the use of on-line social media between staff, volunteers and campers. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.1.5 | The camp's insurance policy is available for viewing to staff, excluding coverage amounts.                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.1.6 | A camp representative attends at least one CANS Annual General Meeting every three years.                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.1.7 | A camp representative volunteers for committee work (accreditation, training, special events, etc.)            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.1.8 | The camp has staff attend CANS training so they are trained to meet CANS standards.                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.1.9 | The camp has registered for Canadian Camping Association newsletters.                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

**Record Keeping: Required**

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.1.9  | The camp uses registration forms for all campers that includes, but is not limited to, the following information: <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Birthday &amp; school grade</li> <li>• Emergency contact name and telephone number</li> <li>• Name, address, telephone number and signature of legal guardian</li> <li>• Any medical conditions, allergies and current medications</li> <li>• Name and telephone number for their family doctor</li> <li>• Health Card number (MSI or equivalent)</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.10 | The camp retains registration forms for seven (7) years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.11 | 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 |

**Insurance: Required**

|        |                                                                                                                                                                                    |                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.1.12 | The camp carries general liability insurance, as well as other appropriate insurance coverage for the camps capital investments, vehicles, program activities, staff, volunteers & | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

Section 1: Administration

campers. See appendix 1.2

**Insurance: Desired**

D.1.10 The camp has workers compensation insurance for all eligible staff, in accordance with provincial legislation. yes no n/a

Section 1: Administration

**Camp Safety: Required**

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.1.13 | <p>The camp has a formal, written Emergency Plans and a risk management process that are understood &amp; practiced by all staff, which includes, but is not limited to, procedures for the following events:</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Natural disasters &amp; severe weather</li> <li>• Missing person</li> <li>• Aquatic emergency</li> <li>• Serious injury or incident</li> <li>• Communicable disease outbreak</li> <li>• Intruder/stranger in camp</li> <li>• Camp emergency evacuation</li> <li>• Dangerous animal encounters</li> <li>• Camp staff in capacity emergency plan</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.14 | <p>The camp's Emergency building evacuation procedures are clearly posted in all major buildings and staff manuals. They clearly identify where to go and what to do, in the event of an emergency. This includes whom to contact, as well as the civic address and telephone number of the camp.</p>                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.15 | <p>The camp participates in, and documents, a pre-planned emergency procedure drill with all staff and campers at least once a session.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.16 | <p>The camp has one vehicle designated and made available at all times for emergency transportation, or will ensure that emergency ambulance transportation is available.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.17 | <p>The camp completes a written report for any incident and/or accident that has occurred to campers, volunteers, staff and/or visitors. Reports are kept for a minimum of seven (7) years.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.18 | <p>The camp has smoke alarms properly installed in all sleeping areas and major buildings, for which a written record is kept, which are tested once per month, and cleaned twice per year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.19 | <p>The camp complies with local fire marshal code for fire safety regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.20 | <p>The camp has trained appropriate staff in the location, maintenance and operation of firefighting equipment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 1: Administration

|        |                                                                                                                                                                               |                                                                                       |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.1.21 | The camp is aware of and complies with open fire burning permission, as issued by the Department of Natural Resources, or the Local Fire Department.                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.22 | All electrical wiring at the camp has been properly installed by a licensed electrician or otherwise approved for use, and is regularly inspected.                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.1.23 | All 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.1.24 | In efforts to provide security to staff, volunteers and campers, 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.1.25 | 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.1.11 | 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 |
| D.1.12 | 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.1.13 | 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.1.14 | 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.1.15 | 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 |
| D.1.16 | The camp has informed local hospitals and medical clinics of their camp schedule, to help prepare them for the possible injuries that may arise.     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 1: Administration

| <b>Section Summary: Administration</b> | <b>Total answered YES</b> |
|----------------------------------------|---------------------------|
| Required Standards                     | ___ / ___                 |
| Desired Standards                      | ___ / ___                 |

**Notes:**

## Section 2: Personnel

---

### General: Required

|       |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.2.1 | The camp follows generally recognized HR hiring best practices.                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.2 | 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.2.3 | The camp has completed and documented a minimum of two (2) reference checks for all prospective staff and volunteers, and are interviewed prior to being hired.                                                                                                                                                                                                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.4 | All staff and volunteers have successfully completed a Criminal Record Check and a Vulnerable Sector Check.                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.5 | The camp has a written job description for each position, which is reviewed annually by the camp director, and updated when required, for every staff and volunteer position.                                                                                                                                                                                                                                | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.6 | There is a written contract, or letter of employment, for every staff member and volunteer, which is signed by both the employee and employer, that identifies the following: <ul style="list-style-type: none"> <li>• Salary, wages or lack there of</li> <li>• Terms of employment</li> <li>• Benefits</li> <li>• References to job description and camp policies</li> <li>• Other expectations</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.7 | Prior to arriving at camp, all staff and volunteers provide the camp with the following information: <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Birthday</li> <li>• Emergency contact name and telephone number</li> <li>• Medical information form</li> </ul>                                                                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.8 | The camp complies with all regulations and requirements of Canada Revenue Agency regarding employee salary administration.                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.9 | If the camp employs foreign staff, the camp complies with all regulations regarding employment of foreign staff.                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 2: Personnel

|        |                                                                                                                                                                                                                             |                                                                                       |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.2.10 | <p>The camp has written policies regarding each of the following:</p> <ul style="list-style-type: none"> <li>▪ Accessibility</li> <li>▪ Equity</li> <li>▪ Inclusion</li> <li>▪ Abuse</li> <li>▪ Anti-harassment.</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.11 | <p>The camp has a written policy and procedural checklist regarding identifying, dealing with and reporting abuse.</p>                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

**General: Desired**

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.2.1 | <p>The camp has written policies, which are reviewed annually, that address the following:</p> <ul style="list-style-type: none"> <li>• Staff salaries</li> <li>• Time off</li> <li>• Absence from work</li> <li>• Health examination and histories</li> <li>• Insurance</li> <li>• Conditions of terminations</li> <li>• Performance evaluations</li> <li>• Personal conduct</li> <li>• Any special conditions of service</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.2.2 | <p>The camp provides opportunities for staff, volunteers and campers to practice their religious customs, and to have the freedom to discuss spiritual matters.</p>                                                                                                                                                                                                                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.2.3 | <p>The camp has at least 30% of past staff return to camp to ensure continuity and stability.</p>                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.2.4 | <p>The camp provides every staff member at least two hours each day free from all responsibility.</p>                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.2.5 | <p>In camps of one week duration or longer, every staff member has at least 24 consecutive hours free from all responsibility.</p>                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.2.6 | <p>The camp provides opportunity for all staff and volunteers to express their feelings to their supervisors regarding matters such as policies and regulations.</p>                                                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.2.7 | <p>The camp provides a separate facility or area for staff privacy and freedom from campers.</p>                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 2: Personnel

**Staff: Required**

|        |                                                                                                                                                                                                                                                                                                           |                                                                                       |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.2.12 | The Camp Director is the minimum age of majority, has a minimum of 4 years of camp related experience and 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.2.13 | The camp demonstrates that the Camp Director has a background with sufficient education, training and experience so as to ensure the Camp Director has the necessary competence to manage all aspects of the day to day camp operations and program in full compliance with CANS Accreditation Standards. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.14 | If it is the Camp Directors first year, the camp demonstrates that there are resources and support in place to assist the new Camp Director in their new role.                                                                                                                                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.15 | 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.2.16 | 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 |
|-------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

**Training: Required**

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.2.17 | The camp has a written staff manual that is available to all staff, and includes, but is not limited to, the information found in appendix 2.1                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.18 | The camp provides a training period to all camp staff and volunteers who have a high level of involvement with campers. Training takes place (onsite where required), prior to commencement of program, and includes, but is not limited to, the following topics: <ul style="list-style-type: none"> <li>• Site orientation</li> <li>• Emergency procedures</li> <li>• Risk management</li> <li>• Staff roles/responsibilities/expectations</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

## Section 2: Personnel

|        |                                                                                                                                                                                                                                  |                                                                                       |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|        | <ul style="list-style-type: none"> <li>• Program specific training</li> <li>• Staff and camper behaviour Management</li> <li>• Abuse protocol</li> <li>• Camper wellness</li> <li>• Out-trip policies (if applicable)</li> </ul> |                                                                                       |
| R.2.19 | Camps must provide a minimum of 2 days training for a single camp session of 5 days or less. A camp must provide a minimum of 5 days training for two or more camp sessions, of a minimum of 5 days.                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.20 | The camp requires all program staff and counselors have a minimum of Emergency First Aid and CPR level A                                                                                                                         | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.2.21 | The camp requires a minimum of one staff member to have a minimum of Standard First Aid and CRP level C                                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

### Training: Desired

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.2.9  | The camp has ongoing in-service training available to all staff at various levels.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.2.10 | <p>The camp trains all staff and volunteers who have a high level of involvement with campers in the following areas if applicable:</p> <ul style="list-style-type: none"> <li>• Proper handling of bedwetting</li> <li>• Basic diabetes care, including recognition and treatment of hypoglycemia</li> <li>• Daily care including dressing, feeding, and toileting as recommended by the primary care providers</li> <li>• Handling of choking and seizures</li> <li>• Care of prescribed prosthetic and orthopedic devices such as braces, special shoes, splints, artificial limbs, etc.</li> <li>• Recognizing abrasions or sores from poorly fitting prostheses, wheelchairs, braces, etc.</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 2: Personnel

| <b>Section Summary: Personnel</b> | <b>Total answered YES</b> |
|-----------------------------------|---------------------------|
| Required Standards                | ___ / ___                 |
| Desired Standards                 | ___ / ___                 |

**Notes:**

## Section 3: Health

### General: Required

|       |                                                                                                                                                                                                                                |                                                                                       |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.3.1 | The camp notifies parents, guardians or next of kin, when a serious illness or injury occurs at camp, involving any staff, 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 3.1 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, 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 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. This individual holds one of the following titles: <ul style="list-style-type: none"> <li>• Licensed physician</li> <li>• Registered nurse</li> <li>• Licensed practical nurse</li> <li>• Certified nursing assistant</li> <li>• First aid attendant (EMT or Advanced First Aid)</li> <li>• Certified Standard First Aid</li> </ul> | <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 over to the camp's designated personnel, with the exception of inhalers and epi-pens.                                                                                                                                                                                                                                    | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| 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 |

### Section 3: Health

|        |                                                                                                                                                                                                 |                                                                                       |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.3.10 | The camp allows only the designated personnel 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, which is kept on file for a minimum of seven (7) years. | <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 camps designated personnel has reviewed all health records of staff, volunteers and campers, which have been provided to the camp prior to their arrival.                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.3.14 | All medical history provided to the camp has been obtained within the last six months.                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.3.15 | The camp has an infirmary or isolation quarters that meets the requirements outlined in the provincial First Aid Regulations.                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.3.16 | The camp's infirmary is equipped with one bed for every 50 campers.                                                                                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.3.17 | The camps infirmary is equipped with exterior lighting, so campers can locate it at night.                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.3.18 | 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.3.19 | 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.3.20 | The camp's designated personnel keeps a first aid log, which is signed by the designated personnel.                                                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.3.21 | The camp's designated personnel keeps a medication-dispensing log, which is signed by the designated personnel and a witness.                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.3.22 | The camp director, or person in charge of health care, reports promptly to the local medical officer all occurrences of unusual infections or maladies including food poisoning.                | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

### Section 3: Health

|        |                                                                                                                                                                            |                              |                             |                              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.3.23 | Upon arriving to camp, the camp confirms and updates with campers and their guardians, any changes in medical information, as well as any changes in their current health. | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|

#### Medical Facilities: Desired

|       |                                                                                                                                                                                                            |                              |                             |                              |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| D.3.1 | If the camp has a camper(s) with a medical condition(s) that requires daily monitoring, the camp has a licensed physician on-site or on-call as required by the condition(s).                              | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| D.3.2 | In the case that the camp does not have a licensed physician on-site, they have arranged for one to be on-call, or will 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 health care staff 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.3.24 | The camp has a written menu plan which follows the Canada Food Guide.                                          | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.3.25 | 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.3.26 | The camp purchases all food from a provincially licensed source.                                               | <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 |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|

Section 3: Health

| <b>Section Summary: Health</b> | <b>Total answered YES</b> |
|--------------------------------|---------------------------|
| 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.<br><br>These Acts and Regulations are set by the provincial and/or federal legislation and 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 |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

### 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 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, seasonally) basis, as required to identify areas that are in need of maintenance, in order to keep them safe.                       | <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 (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 camps responsibility 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.                                                                                                                                                                  | <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 camps water supply requires treatment in order to make it potable, 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 |
| D.4.5 | The camp has an alternative water source in the case of contamination or, if using a well, the well runs dry.                                                                             | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

### Sewage Disposal: Required

|        |                                                                                                                                   |                              |                             |                              |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.4.10 | The camps 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.                                             | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

### Sewage Disposal: Desired

|       |                                                                               |                              |                             |                              |
|-------|-------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| D.4.6 | 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 |
|-------|-------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|

## Section 4: Site, Facilities & Equipment

|       |                                                                                 |                              |                             |                              |
|-------|---------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| D.4.7 | 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.                   | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

### Waste Disposal: Desired

|       |                                                                                |                              |                             |                              |
|-------|--------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| D.4.8 | The camp has a composting program in accordance to the provincial regulations. | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| D.4.9 | 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 camps sanitation facilities adhere to the requirements outlined in the applicable municipal or provincial regulatory agency or department.                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.4.18 | <p>The camp provides the following minimum number of toilets for each gender.</p> <ul style="list-style-type: none"> <li>• 0 – 9 people : 1 toilet</li> <li>• 10 – 24 people : 2 toilets</li> <li>• 25 – 49 people : 3 toilets</li> <li>• 50 – 74 people : 4 toilets</li> <li>• 75 – 100 people : 5 toilets</li> <li>• 100+ people: 5 toilets, plus 1 toilet for every 30 additional people.</li> </ul> <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 |

## Section 4: Site, Facilities & Equipment

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.4.19 | The camp provides toilet facilities that meet the following requirements: <ul style="list-style-type: none"> <li>• Enclosed so that a person is sheltered from view and protected from the natural elements</li> <li>• Adequately ventilated and illuminated</li> <li>• Kept in a clean and sanitary condition</li> <li>• Provided with a sufficient supply of toilet paper</li> <li>• Provided with a waste receptacle</li> <li>• Maintained in good working condition</li> <li>• In the case of a self-contained unit, emptied and serviced at intervals to ensure that the unit does not overflow.</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.4.20 | The camp provides a minimum of 1 shower for every 10 people of the same gender.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.4.21 | The water supply provided in the sanitation facilities can be manually adjusted to come within a range of 35°C and 45°C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

### Sanitation Facilities: Desired

|        |                                                                                                                                       |                                                                                       |
|--------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.4.10 | All bathroom and shower facilities are equipped with exterior lighting, so staff, volunteers and campers can locate them in the dark. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
|--------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

### Sleeping Quarters: Required

|        |                                                                                                                                                            |                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.4.22 | When tents are used, the number of occupants is equal to the manufacturers recommended limits.                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.4.23 | If sleeping quarters are used during the winter months, the camp maintains an indoor temperature of 22°C, or a comfortable temperature of the occupant(s). | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

### 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, the ceiling is a minimum of 8 ft. in height, and 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, in accordance with provincial regulations.                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

## Section 4: Site, Facilities & Equipment

|        |                                                                                                                                                                                                         |                              |                             |                              |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| 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 |
| R.4.29 | The camp provides separate cabins for campers based on gender.                                                                                                                                          | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

### Sleeping Quarters for Pioneer Camps: Required

|        |                                                                                                                                                          |                              |                             |                              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.4.30 | The camp provides separate tents for campers based on gender.                                                                                            | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.4.31 | 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.4.32 | The camp ensures that all tents are well ventilated                                                                                                      | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.4.33 | The campers must sleep on a sleeping pad or mattress                                                                                                     | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.4.34 | The camp ensures all tents are inspected daily for moisture and mold.                                                                                    | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.4.35 | The camp ensures all tent sites have adequate drainage.                                                                                                  | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

### Kitchen and Dining Areas: Required

|        |                                                                                                                                                                                                                                                                      |                              |                             |                              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.4.36 | The camp has been approved by the appropriate provincial regulatory agency or department and holds a current Food Establishment Permit, or has made application for such and is currently following food-handling practices as outlined in the attached appendix 4.1 | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|

### Environmental Protection: Desired

|        |                                                                                                                                                        |                              |                             |                              |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| D.4.11 | 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.4.12 | The camp has made significant effort to develop traffic patterns in order to minimize environmental impact (parking lots, marked hiking trails, etc.). | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

#### Section 4: Site, Facilities & Equipment

|        |                                                                                                                                     |                                                                                       |
|--------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.4.13 | 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.4.14 | 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.4.15 | The camp has a policy regarding the preservation of natural flora and fauna and participates in a "leave no trace" camping program. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.4.16 | The camp refrains from having staff, volunteers and/or campers wash with soap in any lake or river.                                 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 4: Site, Facilities & Equipment

| <b>Section Summary: Site, Facilities &amp; Equipment</b> | <b>Total answered YES</b> |
|----------------------------------------------------------|---------------------------|
| Required Standards                                       | ____ / ____               |
| Desired Standards                                        | ____ / ____               |

**Notes:**

## Section 5: Programming

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### Required Standards

**General: Required** The following standards apply to all camp programs and activities.

|        |                                                                                                                                                                                                                                                                                                            |                              |                             |                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.5.1  | The camp has a stated purpose and objectives for each major program area.                                                                                                                                                                                                                                  | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.2  | 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.5.3  | The camp programs can be adjusted for different age groups, abilities, limitations and interests of the campers.                                                                                                                                                                                           | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.4  | The camp provides campers opportunities to develop in the following ways: <ul style="list-style-type: none"> <li>• Developing communication skills</li> <li>• Showing consideration for others</li> <li>• Making new friends</li> <li>• Feeling comfortable relating to other campers and staff</li> </ul> | <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.                                                                                                                                                                                                                                                | <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 identified 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 |
| R.5.11 | For each program there is at least one camp staff or volunteer present with experience and knowledge in the given program.                                                                                                                                                                                 | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.12 | The camp enforces a closed toe shoe policy when appropriate.                                                                                                                                                                                                                                               | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

Section 5: Programming

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|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.13 | All equipment is inspected and recorded regularly, maintained in good operating condition and stored safely after use.                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.14 | The camp adheres to a <i>Challenge by Choice</i> philosophy, and will encourage campers to determine their own level of participation, based on their individual level of comfort. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.15 | For any activity with a waterfront or pool component, a staff member with a bronze cross or higher certification must be present.                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

**General: Desired**

|       |                                                                                                                                                          |                                                                                       |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.5.1 | The camp keeps a record showing each camper's progress.                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.2 | The safety rules and procedures, for each program area, are posted in an appropriate location.                                                           | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.3 | The camp provides opportunities for campers to choose, either on an individual or group basis, some of the activities in which they will participate in. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.4 | 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.5.5 | 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.5.6 | The camp completes an End of Program Summary form for major program areas. See Appendix 5.4                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

**Target Sports: Required** These standards apply to both archery and riflery, unless specified.

|        |                                                                                                                    |                                                                                       |
|--------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.16 | All equipment is stored in a safe, locked and supervised place, accessible only to authorized personnel.           | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.17 | A daily log is kept that includes equipment use, accidents, and camper participation.                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.18 | 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.5.19 | 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.5.20 | 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 |

## Section 5: Programming

|        |                                                                                                                                                                                                                                                            |                              |                             |                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.5.21 | There is a written emergency plan for the range area, and all members are aware of the procedures.                                                                                                                                                         | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.22 | The shooting line is clearly marked.                                                                                                                                                                                                                       | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.23 | 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.5.24 | All participants use appropriate eye and ear protection.                                                                                                                                                                                                   | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.25 | There is a hillside, or clearly marked off-limits area, behind the target area.                                                                                                                                                                            | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.26 | 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.5.27 | Riflery only: The instructor has completed the Canadian Firearms Safety Course, which is renewed every five years.                                                                                                                                         | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.28 | Riflery only: If the program involves air rifles, the local municipality or county has deemed the use of air rifles legal.                                                                                                                                 | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.29 | Riflery only: All targets are backed by a berm of soil that is sufficiently high to prevent stray bullets from escaping the range.                                                                                                                         | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.30 | Riflery only: All rifles are stored unloaded, rendered inoperable with a secure locking device, or the removal of the bolt carrier or in a container, receptacle or room kept securely locked and constructed so it can not be easily broken open or into. | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.31 | Riflery only: All ammunition is not stored in a secure container or room, and is not readily accessible.                                                                                                                                                   | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.32 | Riflery only: All participants are over the age of 12.                                                                                                                                                                                                     | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.33 | Riflery only: All participants have an appropriate permit to handle a firearm.                                                                                                                                                                             | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.34 | Riflery only: The camp has obtained written consent from the campers' legal guardians to participate in the riflery program.                                                                                                                               | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.35 | The camp maintains the following ratios<br>Archery: 1 staff to 8 participants<br>Riflery: 1 staff to 5 participants                                                                                                                                        | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.36 | Archery: stray 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

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|--------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.5.37 | Riflery: The instructor has a Firearm Safety Instructor certification from the Wildlife Federation or an acceptable equivalent. | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
|--------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|

### Horseback Riding: Required

|        |                                                                                                                                        |                              |                             |                              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.5.38 | All stables, corrals, padlocks and instructional rings posted off-limits unless supervised.                                            | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.39 | All barns, stables, 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.5.40 | All riders wear helmets and proper footwear at all times when riding.                                                                  | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.41 | All riding equipment, gear and tack are safety-inspected regularly, and check prior to any riding activity.                            | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.42 | 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.5.43 | It is part of the program to teach participants 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.5.44 | The camp keeps safety guards on all power tools and other mechanical equipment used for arts and crafts activities, which are checked regularly. | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.45 | 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.5.46 | The arts and crafts area is well ventilated.                                                                                                     | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.47 | All areas used for arts and crafts activities are properly lit.                                                                                  | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

Section 5: Programming

**Challenge Course: Required** The following standards apply to all low ropes, high ropes and climbing walls, unless specified.

|        |                                                                                                                                                                                                                                                                 |                              |                             |                              |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.5.48 | The camp has operating policies in place regarding the use of the ropes course and initiative task equipment, including its safe use 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.5.49 | The camp has written policies in force, which are fully understood by staff, related to respecting the program, its leadership, staff-camper ratios, program safety, and emergency procedures, and any other program components that may be deemed appropriate. | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.50 | 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.5.51 | 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.5.52 | 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.5.53 | 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.5.54 | The camp keeps written records of the purchase of all safety equipment (ropes, helmets, harnesses, belay devices, etc).                                                                                                                                         | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.55 | All staff members involved in facilitating the challenge course have training from a recognized organization such as the Atlantic Rock Climbing School, Project Adventure, Adventure Works, Challenges Unlimited Inc., CANSPEI or equivalent.                   | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.56 | Only fully trained and experienced staff are responsible for the planning, instructing, safety and evaluations of the camps challenge course program.                                                                                                           | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.57 | In the case of low ropes, the challenge course is safely inspected annually by a CANS 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 |

## Section 5: Programming

|        |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.58 | In the case of high roes, the challenge course is safety inspected annually by a professional ACCT certified vendor member and the camp is provided the operating standards for the high ropes course by the vendor and the inspection report is kept on file.                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.59 | 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 5.1                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.60 | The facilitator conducts a visual pre-use inspection prior to each use, and results are recorded, initialed by inspector, and kept on file. Pre-use inspection includes evaluating the natural environment, structure of course, belay device (if applicable), and climbing apparatus (anything the climber will touch. ex. Helmets, harnesses, ropes, carabineers, ladders, climbing wall, etc.). See appendix 5.2 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.61 | 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.5.62 | 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.5.63 | 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.5.64 | All participants are supervised during all activities.                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.65 | High Ropes and Climbing Wall only: The camp completes a full aerial inspection of the course, prior to use, following a major storm, lightening, or if it has been longer than one month since the course was last used. Aerial inspection includes, but is not limited to, inspecting at all elements of the course at eye level (tops of utility poles, all cables and bolts, etc.) See appendix 5.3              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.66 | High Ropes and Climbing Wall only: All participants wear properly fitting helmets, at all times.                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.67 | High Ropes and Climbing Wall only: When belay systems are being used, all participants are clipped in at all times, and there is a backup system.                                                                                                                                                                                                                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.68 | 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 |

Section 5: Programming

**Challenge Course: Desired**

|        |                                                                                                                                                    |                              |                             |                              |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| D.5.7  | 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.5.8  | 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.5.9  | 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.5.10 | If utility poles are used instead of trees, class 2 poles are used.                                                                                | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| D.5.11 | 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.5.12 | All ropes used are ultra-violet resistant.                                                                                                         | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| D.5.13 | 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.5.14 | At the end of every program block, a form of debrief session takes place with the participants to discuss observations, challenges, and successes. | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

**Boating: Required** The following standards apply to all boating activities, including canoeing, kayaking, sailing, water-skiing, tubing, kneeboarding and windsurfing, unless specified.

|        |                                                                                                                                                                        |                              |                             |                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| R.5.69 | All persons in all boats wear properly fitting PFD's or lifejackets at all times, that have been approved by the Department of Transportation.                         | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.70 | All PFD's and lifejackets are inspected before and after each use.                                                                                                     | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.71 | All boats comply with the Department of Transportation regulations, and carry the required equipment.                                                                  | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.72 | The instructor or waterfront director completes a safety check of the general area and all equipment prior to use each day.                                            | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |
| R.5.73 | All activities using watercraft are supervised by fully qualified personnel. At minimum, boat drivers and instructors hold the following certifications or equivalent: | <input type="checkbox"/> yes | <input type="checkbox"/> no | <input type="checkbox"/> n/a |

## Section 5: Programming

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|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|        | <ul style="list-style-type: none"> <li>• Motorized boat drivers: Pleasure Craft Operator certificate.</li> <li>• Canoe Instructors: CANS Course, Paddle Canada or ORCA</li> <li>• Kayak Instructors: CANS Course, Paddle Canada or ORCA</li> <li>• Sailing Instructors: CANS <a href="#">Sail 1&amp;2</a> Coach Level</li> </ul> |                                                                                       |
| R.5.74 | The camp has a set, practiced routine for boating emergencies                                                                                                                                                                                                                                                                    | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.75 | The camp has a suitable equipped boat available and operational for emergencies.                                                                                                                                                                                                                                                 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.76 | There is a check-in and check-out system enforced for boating.                                                                                                                                                                                                                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.77 | All boating activities take place between one hour after sunrise and one hour before sunset.                                                                                                                                                                                                                                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.78 | Participants who are unable to swim are in boats accompanied by a competent swimmer.                                                                                                                                                                                                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.79 | All participants are made aware of all local water hazards (tides, currents, shoals, shipping lanes, etc.).                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.80 | The boating program allows participants to practice dealing with swamped or capsized watercrafts, person overboard and equipment failure.                                                                                                                                                                                        | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.81 | All PFD's and Lifejackets are dry before use, with working zippers and no rips or tears.                                                                                                                                                                                                                                         | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.82 | After use, all PFD's and Lifejackets are hung to dry.                                                                                                                                                                                                                                                                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.83 | Boating instructors keep a daily log of all boating activities including who participated, a general overview of how the activity went, any accidents that occurred, and weather conditions.                                                                                                                                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.84 | The ratio of one instructor to eight (8) campers is adhered to. Additional instructors may be present based on weather conditions, skill level and previous experience of the campers, and depending on whether a lifeguard is also present.                                                                                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.85 | The ratio of one staff for every six campers is adhered to, unless the trip involves canoes and/or kayaks, then the ratio of one staff for every four campers is adhered to.                                                                                                                                                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 5: Programming

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
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| R.5.86 | Sailing only: The ratio of one lead instructor and one additional instructor for every five campers in adhered to.                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.87 | Canoe and Kayak only: In white water, all participants are trained in procedures to handle emergencies.                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.88 | Sailing, water-skiing, tubing, kneeboarding and wakeboarding only: There is at least one person onboard the boat responsible for spotting at all times.                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.89 | Water-skiing, tubing, kneeboarding and wakeboarding only: There is seating available on the towing vessel for each person being towed in the event that recovery is necessary.                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.90 | When towing activities are taking place, all drivers participating are trained in the safe operation of the towing boat.                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.91 | For canoeing and kayaking beyond the camp's lifeguard immediate coverage of the waterfront area, at least e one of the leadership staff must hold a valid and recognized certification at least at the Standard First Aid+CPR C level.                                                                                                                                                                                                                                           | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.92 | For canoeing and kayaking beyond the camp's lifeguard immediate coverage of the waterfront area, all participants must have passed a wet-exit and boat/shore recovery drill.                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.93 | For canoeing and kayaking beyond the camp's lifeguard immediate coverage of the waterfront area and out of voice range contact, staff must have cellular or VHF communications at all times with the camp's logistical, safety, and emergency staff and support services. The camp must also be able to respond to and provide assistance in a canoeing or kayaking emergency within 30 minutes by the camp's vehicle or boat or within 30 minutes by Paramedics/EMT responders. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.94 | For canoeing and kayaking beyond 30 minutes from the camp's EMT/Paramedic emergency assistance, one of the leadership staff must hold a valid and recognized certification at least at the Wilderness First Aid level or have other appropriate emergency support.                                                                                                                                                                                                               | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

**Boating: Desired**

|        |                                                  |                                                                                       |
|--------|--------------------------------------------------|---------------------------------------------------------------------------------------|
| D.5.15 | All participants wear wetsuits when appropriate. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
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## Section 5: Programming

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|--------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.5.16 | If boating activity takes place on a large body of water, there is protection from ship crossings and busy harbor channels. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.17 | All towing ropes are the appropriate length and type for the activity that is taking place.                                 | <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.5.95  | The camp has a designated staff member responsible for the supervision of all water-related activities, and is a minimum of 19 years old.                                                                                                                                                                                                                                                                 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.96  | 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.5.97  | The lifeguard is a minimum of 16 years old and holds a valid Royal Life Saving Society Canada – National Lifeguard Certification or equivalent, appropriate to the area they are supervising – ie. For a waterfront program you must have a waterfront certified lifeguard. For a pool program, you must have a pool certified lifeguard.                                                                 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.98  | 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 |
| R.5.99  | Assistant lifeguards are prohibited from supervising the area alone.                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.100 | 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.5.101 | Swimming programs do not exceed the following swimmers to lifeguards/assistant lifeguards ratios. <ul style="list-style-type: none"> <li>• 1 – 50 Swimmers: 1 Lifeguard</li> <li>• 51 – 100 Swimmers: 1 Lifeguard &amp; 1 Assistant Lifeguard</li> <li>• 101 – 200 Swimmers: 1 Lifeguard &amp; 2 Assistant Lifeguards</li> <li>• 201 – 300 Swimmers: 2 Lifeguards &amp; 2 Assistant Lifeguards</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 5: Programming

|         |                                                                                                                                                                                                                                                                                                                        |                                                                                       |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.102 | The following factors are taken into consideration when deciding on the number of lifeguards on duty:                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
|         | <ul style="list-style-type: none"> <li>• Number of swimmers</li> <li>• Disbursement of swimmers</li> <li>• Size of area</li> <li>• Air and water visibility</li> <li>• Special activities and/or special needs groups</li> <li>• Availability and placement of equipment</li> <li>• Emergency response time</li> </ul> |                                                                                       |
|         | Waterfront swimming also considers the following:                                                                                                                                                                                                                                                                      |                                                                                       |
|         | <ul style="list-style-type: none"> <li>• Currents &amp; tides</li> <li>• Surf and water conditions</li> <li>• Bottom conditions</li> <li>• Waterfront design</li> <li>• Weather conditions</li> </ul>                                                                                                                  |                                                                                       |
| R.5.103 | The camp provides all lifeguards and assistant lifeguards with an in-service orientation and training session prior to duty, 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.5.104 | The camp has a photocopy of all lifeguard and assistant lifeguard certifications on file.                                                                                                                                                                                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.105 | 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.5.106 | 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.5.107 | 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 |
| R.5.108 | The lifeguard has access to an audible sound signal to alert bathers of an emergency situation.                                                                                                                                                                                                                        | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.109 | There is safe access to the swimming area.                                                                                                                                                                                                                                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.110 | The swimming area rules are printed on visible, legible signs.                                                                                                                                                                                                                                                         | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

## Section 5: Programming

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|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.111 | 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.5.112 | 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.5.113 | 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.5.114 | There is consistent enforcement of the rules.                                                                                                                                                                 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.115 | All lifeguards and assistant lifeguards take steps to minimize sun reflection and glare to endure their visibility of swimmers.                                                                               | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.116 | There are is 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.5.117 | The requirements for Special Needs groups are addressed.                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.118 | 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.5.119 | 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.5.120 | The camp tests the swimming skills of all staff members.                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.121 | Swimming alone is forbidden.                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.122 | There is a systematic check of campers used when campers are in the swimming area.                                                                                                                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.123 | All swimming areas are free from garbage, pollution and other hazards.                                                                                                                                        | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.124 | All swimmers participating in a distance swim, outside of the regular swimming area, is 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.5.125 | 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.5.126 | Waterfront director or lifeguard on duty keeps a log of program activities, number of participants, lifeguards and assistant lifeguards on duty, weather conditions and record of incidents and/or accidents. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

## Section 5: Programming

### Swimming: Desired

|        |                                                                                                                                                                  |                                                                                       |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.5.18 | Lifeguards and assistant lifeguards have an Oxygen Administration certification from either The Canadian Red Cross Society or St. John Ambulance, or equivalent. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.19 | 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.5.20 | 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.5.21 | Swimming in the dark is discouraged.                                                                                                                             | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 5: Programming

**Swimming Pools Only: Required**

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| R.5.127 | <p>The following safety equipment is present and available for use:</p> <ul style="list-style-type: none"> <li>• Spinal board, or similar device designed to transport a person who has a suspected spinal injury</li> <li>• First aid kit</li> <li>• Barrier device (CPR mask)</li> <li>• Blanket</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.128 | <p>The pool water is clear.</p> <p>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.</p>          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.129 | <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 |
| R.5.130 | <p>When people experience infections due to suspected water/air quality, the Department of Health, or equivalent, is contacted.</p>                                                                                                                                                                           | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.131 | <p>The pool is designed to circulate water continuously and the water flow rate of re-circulating water such that the complete water turnover time is six hours.</p>                                                                                                                                          | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.132 | <p>There is adequate and appropriate feeding and regulating equipment for introducing a disinfectant into the pool water re-circulation system provided.</p>                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 5: Programming

| R.5.133          | 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.5.134          | Training is provided for staff that handles chemicals.                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |                   |       |                |         |               |    |         |           |            |        |              |                  |        |               |  |
| R.5.135          | 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.5.136          | Pool only: 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**

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| R.5.137 | <p>There are rules in place for the following:</p> <ul style="list-style-type: none"> <li>• Activities that are unsafe to the swimmer or other swimmers</li> <li>• Operation of watercraft in the swimming area</li> <li>• The use of inflatable objects</li> <li>• Onshore games and activities</li> <li>• General behaviour</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.138 | There are clearly defined areas for different waterfront activities.                                                                                                                                                                                                                                                                     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.139 | There is a restricted wading area for non-swimmers that is marked off by a buoyed line.                                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.140 | 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

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| R.5.141 | The following safety equipment present and available for use: <ul style="list-style-type: none"> <li>• Spinal board</li> <li>• Sounding device</li> <li>• First aid kit</li> <li>• Emergency phone or wireless communication with access to the local Emergency Medical Services System (VHF radio)</li> <li>• Rescue aids (Minimum of one per lifeguard: rescue can or tube preferred).</li> <li>• Barrier devices (CPR mask)</li> <li>• Blanket</li> <li>• Mask, fins and snorkel</li> <li>• Chair</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.142 | If the area is larger than 2500m <sup>2</sup> , or if the waterfront is a surf beach, is the following equipment also present and available for use: <ul style="list-style-type: none"> <li>• A rowboat, paddleboard or motorized rescue vehicle</li> <li>• A lifeguard chair or tower</li> </ul>                                                                                                                                                                                                               | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.143 | With the exception of swim patrol boats, all watercraft is banned for the swimming area during the times of swimming programs.                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.144 | 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.5.145 | Environmental anomalies, such as fish kills, oil spills, unusual water taste or color, 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 |

**Out-trips: Required** The following standards apply to out trips in all seasons, unless specified. If boating is involved, standards outline in the Boating section are also followed.

|         |                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.146 | The camp has a set of camping procedures that includes the following information: <ul style="list-style-type: none"> <li>• Considerations for transportation to and from their camp of activity area(s)</li> <li>• Emergency and communication procedures</li> <li>• Required training for staff and trip leaders.</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
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Section 5: Programming

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|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.147 | 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.5.148 | There is at least one staff member participating in the trip who has done a reconnaissance of the planned out trip area.                                                                                                                                                                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.149 | The group leaders are a minimum of 18 years old.                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.150 | The roles and responsibilities of each staff member is clearly defined and understood.                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.151 | Each staff member takes part in the pre-trip research.                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.152 | At least one staff member on the trip holds a valid, recognized Standard First Aid plus CPR level C certification.                                                                                                                                                                                                                                                                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.153 | 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.5.154 | The camp and the trip leader each have a detailed, written records of each route on file, which includes the following information: <ul style="list-style-type: none"> <li>• The groups itinerary</li> <li>• A map of where the group will be</li> <li>• The proposed route</li> <li>• Planned and alternate campsites</li> <li>• Emergency access</li> <li>• List of participants</li> </ul> | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.155 | All trip leaders are trained in any potential dangerous situations that may be encountered on the trip.                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.156 | 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.5.157 | 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.5.158 | 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.5.159 | The trip leader has a cell phone or radio to communicate with the camp, and have a schedule for check ins.                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.160 | 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 |

## Section 5: Programming

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|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R.5.161 | 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.5.162 | 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.5.163 | 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.5.164 | All medication included in the first aid kits are clearly labeled with instructions for their proper use, the appropriate dosages, route of administration and frequency.                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.165 | The trip leader 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.5.166 | There is a record of health irregularities kept during each trip, which is then reviewed by the camps health care staff upon returning to camp.                                                                                                                                                | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.167 | All menus are designed to take into account the weight factor of the trip, the allergies and dietary restrictions of the group, the need to consume perishable foods first, and the different energy demands of the various days, as well as plan for extra food in the event of an emergency. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.168 | 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.5.169 | 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.5.170 | The trip staff designates specific function areas (swimming, kitchen, sleeping, chopping wood, fires, sanitation, etc.).                                                                                                                                                                       | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.171 | 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.5.172 | All equipment taken on the trip is appropriate to the type of trip taking place, is safe to use, and trip leaders have knowledge in its use and have experience using it.                                                                                                                      | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.173 | All equipment is use and replaced in accordance to manufacturers recommendations.                                                                                                                                                                                                              | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.174 | 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 |

## Section 5: Programming

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| R.5.175 | All tents, tarpaulins and/or flies are of suitable size to accommodate the number of participants.                                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.176 | 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.5.177 | The camp provides trip staff with enough time between trips to rest and prepare for the next trip.                                            | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.178 | All campsites are free from hazards and provide privacy to participants, such as broken glass, garbage, sharp objects, fallen trees, etc.     | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| R.5.179 | The trip leader is aware of the hunting seasons in the area, and if it is open in the area during the trip, and has informed the other staff. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

### Out Trips: Desired

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|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| D.5.22 | At least one leader participating in the trip has recently completed a reconnaissance on each route.                                                               | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.23 | 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.5.24 | 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.5.25 | 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 |
| D.5.26 | 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.5.27 | 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.5.28 | The cutting of live trees is kept to a minimum.                                                                                                                    | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.29 | 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.5.30 | 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.5.31 | Trip leaders have a well-developed degree of weather know how in order to be able to judge and assess existing and                                                 | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |

Section 5: Programming

|        |                                                                                                                                      |                                                                                       |
|--------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|        | potential climate and ice conditions correctly.                                                                                      |                                                                                       |
| D.5.32 | If the trip involves watercraft, the swimming skills and boat rescue skills of all participants have been tested prior to departure. | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a |
| D.5.33 | 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 |

Section 5: Programming

| <b>Section Summary: Programming</b> | <b>Total answered YES</b> |
|-------------------------------------|---------------------------|
| Required Standards                  | ____ / ____               |
| Desired Standards                   | ____ / ____               |

**Notes:**

# The Camping Association of Nova Scotia

Serving Nova Scotia and Prince Edward Island

## Accreditation Standards Appendix



## Applicable Nova Scotia Acts, Codes and Regulations

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

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

Nova Scotia The Registry of Regulations  
P.O. Box 7  
Halifax, Nova Scotia  
B3J 2L6  
Phone: (902) 424-6723  
Fax: (902) 424-7120  
[regofregs@gov.ns.ca](mailto:regofregs@gov.ns.ca)  
[www.gov.ns.ca](http://www.gov.ns.ca)  
<http://www.gov.ns.ca/just/regulations/index.htm>

## Appendix 1.1 – Standard

### CANS camper to counselor ratios

- For campers age six and under, is the ratio of counsellors to campers at least 1:6?
- For campers seven to ten years old, is the ratio of counsellors to campers at least 1:8?
- For campers eleven to fourteen years old, is the ratio of counsellors to campers at least 1:8?
- For campers fifteen years old and over, is the ratio of counsellors to campers at least 1:10?
  
- For campers that are severely or profoundly mentally disabled with multiple handicaps, is the counsellor to camper ratio 1:1?
- For campers that are severely disabled, needing frequent or constant assistance in activities, is the counsellor to camper ratio 1:2?
- For mildly disabled campers, needing occasional assistance in activities, is the counsellor to camper ratio at least 1:4?
- For mildly mentally disabled campers, is the counsellor to camper ratio at least 1:5?

## Appendix 1.2 – Standard

Membership in the CCA and 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. Currently, 156 camps across Canada take part in this insurance program.

For over twenty years, the CCA Insurance Committee (chaired by Skip Connett, Ontario) has worked with Nancy Brown to develop this 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 51 of the 156 camps currently in the program.

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

**Website:** [www.nbrown.com](http://www.nbrown.com)

**Email:** [nbrown@pathcom.com](mailto:nbrown@pathcom.com)

**Phone:** 905.683.4629

## Appendix 2.1 – Standard

Staff manual must include the following:

- The camp's mission statement
- Objectives and expectations
- Personnel policies
- Job descriptions
- Emergency procedures

## Appendix 3.1 – Standard

### Sun Safety sample policy

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 Nova Scotia camps as they keep campers, volunteers and staff safe in the sun.

For educational and training resources please visit [www.cancercare.ns.ca/recreation](http://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](http://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 campers, staff and volunteers 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 effect 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 sun screen (SPF 30+) at program sites for those staff, volunteers and campers who may have forgotten theirs or who are financially unable to provide it.

Provide staff with a wide-brimmed hat and t-shirt (tanks top 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 while outside. In instances where wearing a t-shirt or hat would impede staff from performing duties, (ie: instructing), other methods of protection from the sun are to be employed (ie: 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 such a session is not feasible (ie: 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.

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

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

Include sun safety information in summer camp brochure.

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 using a whiteboard or chalkboard.

Ensure adequate shade is provided for program participants and themselves. 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 spent on or near reflective surfaces when possible.

Post, if possible, 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 tattoos, stickers and games.

Make reasonable effort to the extent that it is possible to see that sun screen (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 sun screen 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 swimming).

Model safe sun practices and be ambassadors of sun safety – 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.

### **Sun Screen Application**

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

During the registration process, request authorization from parents and/or guardians to apply sun screen on participants who are unable to apply their own sunscreen or need help with the application.

If assistance is needed, help apply sunscreen in public, open areas, with two or more staff members present.

Supervise the application of sunscreen among program participants. 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 sun screen on campers unless assistance is required, and, that it is the responsibility of the parent and/or guardian to ensure that the campers are responsible to apply it. Parents and/or guardians could assist the staff by practicing the skill at home. Starting the application of sunscreen at an early age, encourages it to become a lifetime habit.

## **Appendix 4.1 – Standard**

Food-handling practices

[http://www.gov.ns.ca/agri/foodsafety/policies/summercamp\\_chk.shtml](http://www.gov.ns.ca/agri/foodsafety/policies/summercamp_chk.shtml)

## Appendix 5.1 – Standard

### Challenge Course Logs

#### Challenge Course End of Program Summary form

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Of participants: \_\_\_\_\_ Age Range: \_\_\_\_\_ Program Time: \_\_\_\_\_

Facilitators: \_\_\_\_\_

List of Initiative games group participated in: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 filled out?  Yes  No

Were the rope/webbing logs filled out?  Yes  No

Weather Conditions: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lead Facilitator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 5.2 – Standard

### Challenge Course Pre-Use Inspection form

| Date              | Natural Environment | Structure of Element | Belay System | Climbing Apparatus being used and inspected | Helmets, Harnesses & Ropes | Initials of Inspector |
|-------------------|---------------------|----------------------|--------------|---------------------------------------------|----------------------------|-----------------------|
| Ex.<br>16/08/2012 | ✓                   | ✓                    | ✓            | ✓ Climbing Wall                             | ✓                          | M. Collins            |
|                   |                     |                      |              |                                             |                            |                       |
|                   |                     |                      |              |                                             |                            |                       |
|                   |                     |                      |              |                                             |                            |                       |
|                   |                     |                      |              |                                             |                            |                       |
|                   |                     |                      |              |                                             |                            |                       |
|                   |                     |                      |              |                                             |                            |                       |
|                   |                     |                      |              |                                             |                            |                       |
|                   |                     |                      |              |                                             |                            |                       |

|       |                              |                             |
|-------|------------------------------|-----------------------------|
| Date: | <b>INSTRUCTORS COMMENTS:</b> | <b>SUPERVISOR COMMENTS:</b> |
|       | <b>SIGNATURE:</b>            | <b>SIGNATURE:</b>           |
|       | <b>SIGNATURE:</b>            | <b>SIGNATURE:</b>           |
|       | <b>SIGNATURE:</b>            | <b>SIGNATURE:</b>           |



## Appendix 5.3 – Standard

Challenge course, aerial inspection forms

### Aerial Inspection Form

INSTRUCTORS: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_ DD/MM/YYYY \_\_\_\_\_

| <i>Element:</i>                               | <b>Bolt connections &amp; staples:</b><br>checks around causing looseness;bent;loose;nicks;corrosion;heat damage and discoloration (i.e. lightning strike) | <b>Wire Rope Cable:</b><br>Corrosion; kinks; broken strands; lightning damage; proper drape, wear points). | <b>Cable Terminations</b><br>Ferrules cracked/split; broken strands around ferrule; strandwise slippage/bent or deformed or point loaded bail; cable clamps tightness; missing serving sleeves. | <b>Lumber</b><br>Slivers & Checking 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"/> 8 ft climbing wall   |                                                                                                                                                            |                                                                                                            |                                                                                                                                                                                                 |                                                       |
| <input type="checkbox"/> Team All aboard      |                                                                                                                                                            |                                                                                                            |                                                                                                                                                                                                 |                                                       |
| <input type="checkbox"/> Aerial Trust Dive    |                                                                                                                                                            |                                                                                                            |                                                                                                                                                                                                 |                                                       |
| <input type="checkbox"/> JRD Posts            |                                                                                                                                                            |                                                                                                            |                                                                                                                                                                                                 |                                                       |

## Aerial Inspection Form – pg 2

**INSTRUCTORS COMMENTS:** include any action taken to fix a variance

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**SUPERVISOR COMMENTS:** include any action taken to fix a variance

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---

---

**LEAD INSTRUCTOR SIGNATURE:**

---

**SUPERVISOR SIGNATURE:**

---

## Appendix 5.4 – Standard D.5.6

**End of program summary log:** Ideal for programs such as swimming, boating, archery, etc.

### End of Program Summary form

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Of participants: \_\_\_\_\_ Age Range: \_\_\_\_\_ Program Time: \_\_\_\_\_

Facilitators (lifeguards on duty): \_\_\_\_\_

List of games group participated in: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any incidents or accidents?  Yes  No

Were there any near misses?  Yes  No

Was an incident/accident form filled out?  Yes  No

Weather Conditions: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lead Facilitator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_