

Manitoba Camping Association
Annual Standards Compliance - Checklist
Required by June 1

Site & Equipment

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| 1. | Annual Permit to operate a Camp from the Medical Officer of Health. | 1d - <input type="checkbox"/> |
| 2. | Provincial Health License for the Kitchen Facilities. | 2d - <input type="checkbox"/> |
| 3. | Provincial Health License for Swimming Pool Facilities. | 3d - <input type="checkbox"/> |
| 4. | Written fire report or certification with the previous 12 months. | 14d - <input type="checkbox"/> |

Administration

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| 4. | Comprehensive Liability Insurance including MCA as “additional insured”. | 1d - <input type="checkbox"/> |
| 5. | Reserve or replacement insurance for infrastructure. | 2d - <input type="checkbox"/> |
| 6. | Review of accidents/incidents from previous year and prevention plan for reduction. | 4d - <input type="checkbox"/> |

Transportation

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| 7. | Annual Safety Certificate for all Camp Owned Vehicles. | 5d - <input type="checkbox"/> |
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Program A - Swimming

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| 8. | Verification of Lifeguard(s) qualifications – Copy of Certificate | 4d - <input type="checkbox"/> |
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Program B - Boating & Other Aquatic Activities

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| 9. | Copies of Licenses for all Boat Operators. | 3d - <input type="checkbox"/> |
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Program C - Wall/Rock Climbing

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| 10. | Minimum of ACC Level I Certification for all activity leaders or one year/season experience. | 1d - <input type="checkbox"/> |
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Program D – Ropes Courses

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| 11. | Annual inspection of Ropes Course. | 1d - <input type="checkbox"/> |
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Program F – Horse-Riding

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| 12. | CHA or CEF horsemanship qualifications. | 1d - <input type="checkbox"/> |
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Program H – Out-Tripping


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| 13. | Camp Liability Insurance coverage includes all Out-Trip activity. | 2d - <input type="checkbox"/> |
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Manitoba Camping Association


Annual Standards Compliance

Written Standards Documentation Section


SITE & EQUIPMENT ACCREDITATION

Site 1d General 	Annual Permit to Operate a Camp from the Medical Officer of Health indicating that the camp facilities comply with all items listed in the Recreational Camps Regulation 327/88R, or amendments or updates for camps located in Manitoba – a Health inspection report is adequate for camps located in National Parks or in Ontario.	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		NA	<input type="checkbox"/>


Site 2d General 	Provincial Health License for the Kitchen for all camps providing meals for campers and staff.	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		NA	<input type="checkbox"/>

Site 3d General 	Provincial Health License for any swimming pool on site and used by campers and staff.	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		NA	<input type="checkbox"/>


Notes - Any documented evidence from the relevant government agency or officer that demonstrates Permits have been or will be issued will be accepted.


Site 14d Fire 	Written report or certification dated within the previous twelve (12) months from a municipal or other qualified fire inspector or certified fire equipment inspection company prior to the first session of camp indicating that all fire safety regulations relevant to the camp environment have been met.	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		NA	<input type="checkbox"/>

ADMINISTRATION - ACCREDITATION


Admin 1d 	The camp has comprehensive liability insurance covering –	Yes	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Campers, staff, volunteers and visitors while on the site • Campers, staff, volunteers and visitors while using camp transportation or being transported on camp business in non-owned vehicles • A minimum of \$1 million per person per incident 	No	<input type="checkbox"/>
		NA	<input type="checkbox"/>

Recommendation	Yes	<input type="checkbox"/>
<i>While the mandatory standard is for \$1 million liability insurance per person per incident, camps are recommended to discuss their insurance needs with their broker and consider \$5 - \$10 million. The Manitoba Camping Association is also to be named in your camps insurance policy as an “Additional Insured”.</i>	No	<input type="checkbox"/>
	NA	<input type="checkbox"/>


Admin 2d 	There is documentation showing adequate reserves or replacement insurance to cover infrastructure replacement or repair from a range of causes including extended fire, snow load coverage insurance, etc.	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		NA	<input type="checkbox"/>

	Admin 4d	The camp has a documented review of all accident and incident reports showing	Yes	<input type="checkbox"/>
		<ul style="list-style-type: none"> • Location (including activity) and severity of all incidents • An action/prevention plan for all locations with repeat moderate accidents/incidents or a single severe accident/incident 	No	<input type="checkbox"/>
			NA	<input type="checkbox"/>


TRANSPORTATION – ACCREDITATION

	Trans 5d	There is documented evidence that all camp owned vehicles are maintained in safe operating condition. Evidence shall include an annual Safety Certificate, or vehicle inspection report covering a minimum of brakes, steering and tires provided by a licensed mechanic.	Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
			NA	<input type="checkbox"/>


PROGRAM A – SWIMMING

	Swim 4d	The camp has documented evidence (e.g. copies of certificates) that all camp lifeguards hold the current required qualifications as defined by Provincial or National legislation or regulations.	Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
			NA	<input type="checkbox"/>


PROGRAM B – BOATING AND OTHER AQUATIC ACTIVITIES

	Boat 3d	Copies of licenses are on file for all boat operators, including notes as to which boats they are licensed to operate.	Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
			NA	<input type="checkbox"/>


PROGRAM C – WALL/ROCK CLIMBING

	Climb 1d	The camp has documented evidence that the climbing wall activity leaders have a minimum of ACC Level 1 Climbing Instructor certification or equivalent, or one year/season experience assisting at a climbing wall or rock face.	Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
			NA	<input type="checkbox"/>


PROGRAM D – ROPES COURSES

	Ropes 1d	There is documented evidence that a recognized high ropes provider or someone certified by such a provider (e.g. Canadian Ropes Company; Challenges Unlimited Inc.; The Association for Challenge Course Technologies etc) has completed –	Yes	<input type="checkbox"/>
		<ul style="list-style-type: none"> • An annual inspection of the high ropes course and • Annual training or recertification for staff involved in provision of high ropes activities. 	No	<input type="checkbox"/>
			NA	<input type="checkbox"/>

PROGRAM F – HORSE-RIDING

	Horse 1d The camp is able to demonstrate that the horsemanship director/coordinator has CHA – Certified Horsemanship Association or CEF – Canadian Equestrian Federation qualifications.	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		NA	<input type="checkbox"/>

PROGRAM H - OUT-TRIPPING ACCREDITATION

	OT 2d Camp liability insurance covers all out-tripping.	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
		NA	<input type="checkbox"/>