



# **STANDARDS FOR ORGANIZED CAMP ACCREDITATION**

## **❖ OVERNIGHT AND DAY PROGRAMS**



## Manitoba Camping Association

### Programs and Services

- Member Communications & Networking
- Accreditation
  - Overnight Camps
  - Day Camps
- Training and Development
- Marketing and Promotions
- Partnerships
- Lobbying
- New Camps
- Sunshine Fund

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### Acknowledgements

Thanks to the many organizations that supported the development of these standards through the years. Thank you also to the volunteers on the Accreditation Committee who have invested their time to ensure the standards manual reflects best practices to ensure that camp is a safe place for children to attend.

Special thanks to the Winnipeg Foundation for their continued support of our work in the community. Their commitment enables the MCA to continue providing services that improve the welfare of children in Manitoba and enhance the quality and safety of camps in Manitoba.

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## **Introduction**

The MCA is a community of professionals dedicated to setting a high standard of excellence in camp programs while enriching the lives of children and youth through the camp and outdoor learning experience. As an active member of the Canadian Camping Association the MCA supports the camp industry through research, advocacy, public awareness, training, and professional development.

## **Core Values**

Personal growth & enrichment: for children and youth through a camping experience

Integrity: in all aspects of operation

Accountability and transparency

Collaboration: sharing of info, knowledge and perspectives

Safety: for all involved

Financial accessibility

Environmental outdoor experience

Members in good standing have access to a variety of opportunities in the areas of marketing and promotions, training and development, access to information and resources

## **To Be Called an Accredited Camp:**

A camp that is aspiring to become accredited must be in operation and a member for at least one year before the camp can apply for accreditation status. The standards manual requires completion by the camp, followed by a visit from MCA staff and committee members to support the camp and help ensure best risk management practices are implemented.

Re-accreditation visits take place every three years, however camps are required to sign and submit a Statement of Compliance each year.

Accreditation applies to the operation as seen at the time of the visit, additional visits may be required for new activities if the camp experienced significant change in program, staff, management, board, ownership, site and/or facilities.

## MCA Accreditation Process 2023

### Overview of the Accreditation Program

The camp industry has an important impact in the lives of children and staff. As such our goal at the Manitoba Camping Association (MCA) is to help the industry flourish and provide member camps the opportunity to be the best they can be. We look forward to visiting your camp and would like to prepare you for the process and the accreditation visit.

A camp that is aspiring to become accredited must be in operation and a member in good standing for at least one year before the camp can apply for accreditation status.

The Standards and Accreditation program is managed as a subcommittee of the MCA board whose commitment is to ensure safety for all and build a culture of fellowship, to help camps strive to meet and exceed best practices in the camp industry.

Each year the MCA under the guidance of the Standards and Accreditation Committee, reviews the Standards Manual to ensure that it is efficient and reflects current industry best practices.

Accreditation may not be granted on the initial visit however the committee will work with camps to help elevate areas to the standards required. Once a camp receives accredited status, re-accreditation visits take place once every three years.

In order to maintain accredited status during the three-year period camps must agree to comply with the standards at all times and are required to sign and submit an annual Statement of Compliance each year at the time of membership renewal.

Accreditation applies to the operation as seen at the time of the visit. Additional visits may be required for new activities or if the camp has experienced significant changes in program, staff, management, board, ownership, site and/or facilities.

### Process


The process of becoming an accredited camp and maintaining that status requires the following:

1. Current Standards Manual must be completed and submitted to the MCA prior to or at the visit.
2. The MCA executive director/visiting team will work with you to select a date where full program operations are taking place. This visit includes a full site tour and a review of written documentation. 👁️ added to manual to help identify what paperwork is needed to be viewed.
3. The visiting team will consist of no less than two qualified people that are members of the Standards and Accreditation Committee (see Visitor Qualifications, page 6).
4. The visiting committee must be present for one camp meal or snack.
5. The Standards and Accreditation Committee will prepare a report summarizing information and providing feedback from the site visit and review of documentation. The goal is this report will be provided to the camp within 10 business days (could be slightly longer depending on how full visitation schedule is). At that time camps will have 30 days (unless otherwise specified) to make necessary changes, if required, as identified in the report.

6. Once accreditation or reaccreditation is achieved, the camp will be provided with a certificate of accreditation valid for three years.
7. Camps not satisfied with their results may request a review, at which time they have the option to present their case to the board in person. A repeat of the visitation process is required at least every three years (reaccreditation visits may take place in less than 3-years based on various factors determined by the Board).

### **The Visit**

The purpose of the Accreditation is to ensure all members of the MCA are following the best practices as outlined in the Standards Manual. As with other professional industries, the MCA is an umbrella association established to strengthen the industry it represents. By establishing a process that works with camps to maintain best practices, these efforts will help develop positive public perception of camp.

- Enjoy the visitors. Ask questions, seek feedback, and share ideas.
- Check that your Health Inspector has completed their visits and you have current Permits or an inspection report or letter indicating that Permits are to be issued. You may need to start this early (April/May) to ensure it is complete at the visit.
- Complete your own assessment of the camps achievement of the standards.
- Correct any items that do not meet the required standards.
- Review all camp documentation to ensure it is up to date and reflects current practice.
- Organize documentation so that it can be located quickly during the visit. Copies of staff handbooks, registration and health forms, maintenance report forms or other commonly used forms or documents must be available in a single binder to hand around to the visiting team. “Eyeballs”  in manual indicate the paper items to be collected for team to view.
- Arrange for relevant staff to be available during the visit. The visiting team will want to have the on-site Director available for the duration of the visit, and will also want to speak with the primary camp Health Officer and head Lifeguard at some stage during the day. Other staff that may be helpful to have available include the Maintenance/Operations Manager and Program Director.

Prior to a camp’s accreditation visit, it may be helpful to have senior staff join an Accreditation Team visit of another camp to assist them in preparation for their camp’s visit and to further educate them on accreditation standards and the importance of same.

### **Visitor Qualifications**

The camp visitation team will include a minimum of two of the following:

1. Any member of the MCA Standards and Accreditation Committee that have a strong background in camp operations
2. MCA Board Member
3. MCA Executive Director
4. Person currently involved in a senior role in an MCA accredited overnight camp or a person who has held one of the above positions within the past five years and left the position in good standing.

Visiting teams may include additional people who do not hold the above positions/qualifications as long as the minimum above is achieved.



### **Questions, Feedback, Suggestions?**

We are here to work with our members and foster a collaborative culture. If at any time you have questions, feedback, or suggestions please feel free to contact any member of the Standards and Accreditation Committee or Staff.

**Jared Clarke** – Calvary Temple Camp, MCA Board member – [jclarke@ctwinnipeg.com](mailto:jclarke@ctwinnipeg.com)

**Audrey Hicks** – Manager -Training and Risk Management, Camp Manitou - [ahicks@tnse.com](mailto:ahicks@tnse.com)

**Erin Kangas** – BN, MCA Board Member – [ekangas77@gmail.com](mailto:ekangas77@gmail.com)

**Kim Scherger** – MCA Executive Director – [kimscherger@manitobacamping.ca](mailto:kimscherger@manitobacamping.ca)





**Ethan Winder** – Committee Chair; Winkler Bible Camp - [ethan@winklerbiblecamp.com](mailto:ethan@winklerbiblecamp.com)




**Lexie Yurman** – BB Camp, MCA Board member – [lyurman@bbcampa.ca](mailto:lyurman@bbcampa.ca)





**Standards:** 👁️ = written paperwork to be viewed/digitally sent to the MCA




DOCUMENTATION		CHECK ALL THAT APPLY
CF1	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, August 29, 1988 or amendments or updates and Ontario Regulations.	YES NO N/A 👁️
CF2	Provincial Health License for the Kitchen for all camps providing meals for campers and staff.	YES NO N/A 👁️
CF3	Provincial Health License for any swimming pool on site and used by campers and staff.	YES NO N/A 👁️
CAMPSITE, FACILITIES, EQUIPMENT		
CF4	Up to date master maintenance site plan that details the location of all buildings, utilities, utility lines, sanitation lines and equipment (water lines, water heaters, dishwashers, stoves, furnaces, water pumps, fire alarms and extinguishers, electrical panels, swimming pool, etc.)	YES NO N/A 👁️
CF5	Clearly delegated responsibilities for overall maintenance.	YES NO N/A 👁️
CF6	Operations manuals for all utilities and equipment covering routine inspection, maintenance and servicing and contact details for routine and emergency servicing.	YES NO N/A 👁️
CF7	Routine maintenance schedules, checklist and sign off. Maintenance notification systems and documentation systems recording problems and follow-up.	YES NO N/A 👁️
CF8	Routine site inspection schedules and sign off (must include all fireplaces, chimneys, fuel storage areas and other potential fire hazard areas).	YES NO N/A 👁️
CF9	Clearly delegated responsibilities for those assigned to carry out these duties.	YES NO N/A 👁️
CF10	Completion of cabin cleaning between all sessions or bookings or a minimum of weekly (Recreational Camps Regulation 327/88R, August 29, 1988, clause 8a).	YES NO N/A










CF11	Systems to ensure a timely clean-up is provided for unexpected spills, messes etc. For chemical spills check SDS sheets for methodology. Additionally, the camp is to have SDS sheets on site for all of the following items: petroleum products, herbicides/pesticides, dangerous, toxic, or flammable chemicals (e.g. pool chemicals, bleaches, etc.).	YES NO N/A 
CF12	There are documented procedures in place for ongoing identification, evaluation and management of risks. These are part of the maintenance routine inspections and notification systems.	YES NO N/A 
CF13	Licensing requirements for all firearms used by the camp are documented, and said firearms are stored according to legislation.	YES NO N/A 
CF14	There is a natural outdoor activity area large enough for group participation in outdoor games.	YES NO N/A
CF15	There is an indoor activity area or areas that are large enough to provide for all participants to participate in indoor activities at one time (e.g. due to inclement weather).	YES NO N/A
CF16	There is a kitchen/food handling area with a sheltered dining area and the person in charge has a Food Handlers License.  <i>*NEW Quick Reference Guides for Kitchen/Food services, available in appendix</i>	YES NO N/A 
CF17	There are washrooms with visible night accessibility and provide privacy.	YES NO N/A
CF18	There is a health care centre with: <ul style="list-style-type: none"> <li>○ Adequate space for Private consultation.</li> <li>○ A rest area.</li> <li>○ Appropriate storage, including lockable storage for medications</li> <li>○ Visible night accessibility.</li> <li>○ Easy access to potable water appropriate hand washing &amp; sterilizing facilities (e.g. running water and soap or anti-bacterial rub).</li> <li>○ A minimum of two beds or one per 50 campers with the ability to provide gender privacy.</li> </ul>	YES NO N/A
CF19	There are sufficient sleeping quarters for all staff, volunteers and campers (e.g. cabins, tents, trailers, etc.) as per Public Health Act – Recreational Camps Regulations.	YES NO N/A






CF20	<p>There is connection to public utility water supplies, or there is an approved water treatment system together with water potability testing reports of the frequency determined by the local health inspector. Where the camp does not have written indication of the required frequency of testing, testing is required:</p> <ul style="list-style-type: none"> <li>○ As per government standards in Ontario &amp; Manitoba <a href="https://www.gov.mb.ca/waterstewardship/odw/reg-info/acts-regs/index.html">https://www.gov.mb.ca/waterstewardship/odw/reg-info/acts-regs/index.html</a></li> <li>○ <a href="http://www.ontario.ca/laws/regulation/030170">http://www.ontario.ca/laws/regulation/030170</a></li> </ul>	<p>YES NO N/A</p> 
CF21	<p>There is connection to public utility sewage disposal, or there is an approved sewage disposal/treatment system.</p>	<p>YES NO N/A</p>
CF22	<p>There is an on-site waste storage with limited access that appears to be clean and safe.</p>	<p>YES NO N/A</p>
CF23	<p>There is a reliable telephone service or other reliable immediate person-to-person communication network to allow for contact to emergency services, off site camp office and camper emergency contacts.</p>	<p>YES NO N/A</p>
CF24	<p>Building permits and blueprints (plans) are required for all new construction as of 2007 and retained for the lifetime of the structure.</p>	<p>YES NO N/A</p> 
CF25	<p>Cooking facilities and refrigeration facilities for infants' food in the family units or available from a central food service.</p>	<p>YES NO N/A</p>
CF26	<p>A special play area for small children in residence at the campsite (e.g. staff children).</p>	<p>YES NO N/A</p>
CF27	<p>Camp has in-house training for equipment operators prior to use of equipment such as tractors, skid steers, riding mowers, golf carts, ATV's, etc. This training should be documented in the employees file.</p>	<p>YES NO N/A</p> 
CF28	<p>The size of Site and Facilities appears appropriate for the number of campers, staff and other site users.</p>	<p>YES NO N/A</p>
CF29	<p>The Site and Facilities appear to be clean and in a safe state of repair.</p>	<p>YES NO N/A</p>




CF30	All garbage receptacles in camper and kitchen areas appear to have been emptied recently and are in a clean state.	YES NO N/A
CF31	Site and Facilities, other than those isolated from use by either distance or fences, appear to be free of hazards, including but not limited to: <ul style="list-style-type: none"> <li>○ Natural or man-made debris.</li> <li>○ Dangerous trees or foliage.</li> <li>○ Damage to buildings, paths, wharves or other facilities or infrastructure.</li> <li>○ Exposed wiring.</li> </ul>	YES NO N/A
CF32	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 NO N/A 
CF33	There is documentation showing completion of the following inspections: <ul style="list-style-type: none"> <li>• Weekly staff inspection of fire extinguishers (visual inspection to ensure that it hasn't been discharged)</li> <li>• Annual professional inspection of fire extinguishers, smoke/and or heat detectors, and fire suppression system</li> <li>• Weekly staff testing of battery operated smoke detectors in sleeping quarters</li> </ul>	YES NO N/A 
CF34	There is a listing of: <ul style="list-style-type: none"> <li>○ Location and type of all fire extinguishers</li> <li>○ Location and type of all smoke and/or heat detectors and alarms</li> </ul>	YES NO N/A 
CF35	There a written fire emergency plan with which all staff are thoroughly familiar, including staff usage of fire extinguishers.	YES NO N/A 
CF36	All fire places allow for appropriate distances between the fire and the building or natural environment and are constructed to restrict movement of the fire out of the fireplace/fire pit.	YES NO N/A
CF37	There are appropriate smoke, heat detectors, carbon monoxide detectors, alarms and fire extinguishers in kitchen and dining areas, recreation rooms, buildings that contain flammable chemicals or solutions and frequently used buildings.	YES NO N/A

CF38	Fire extinguishers are appropriate for use (e.g. for use on the type of fire possible in the area).	YES NO N/A
CF39	There are smoke or fire detectors and fire extinguishers at or in all sleeping quarters. (Verify fire marshal regulation)	YES NO N/A
CF40	There are adequate means of egress from buildings as defined Provincial fire and building codes (e.g. two exits per floor).	YES NO N/A
CF41	There are Exit signs posted in dining, recreation and other buildings where groups congregate, and these signs are easily visible as per fire and building codes.	YES NO N/A
<b>NOTE:</b>	<p>While there is a need for some dangerous or toxic products on site, this need should be kept to a minimum, and the storage and handling of these items should maximize safety.</p> <p>Dangerous or Toxic Products include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Petroleum products</li> <li>• Herbicides and Pesticides</li> <li>• Dangerous, toxic or flammable chemicals (e.g. pool chemicals)</li> <li>• Cleaning products</li> <li>• Power tools and other dangerous equipment</li> <li>• Firearms (including all types of guns regardless of muzzle velocity)</li> </ul>	
CF42	The camp has a listing of all dangerous and toxic products that are used on site, under what conditions and where they are stored.	YES NO N/A 
CF43	Provide documented evidence of WHMIS 2015 (GHS) training for all staff in a supervisory position. Camps are recommended to use WHMIS 2015 (GHS) video in staff training.	YES NO N/A 
CF44	Documented procedures require that processes for storage and use of petroleum products and high toxicity cleaning products (e.g. bleach) are determined and overseen by WHMIS 2015 (GHS trained staff). <ul style="list-style-type: none"> <li>• Dangerous and toxic products are clearly labeled.</li> </ul>	YES NO N/A 
CF45	Dangerous and toxic products as defined by WHMIS 2015 (GHS) are stored under lock and key so that campers on-site cannot access them. Household cleaners are stored out of site and used under staff supervision.	YES NO N/A



CF46	There are no animals in or evidence of animal access into the kitchen, food preparation and eating areas.	YES NO N/A
CF47	Copies of vaccination reports indicating current rabies immunization for all susceptible animals on site (e.g. cats, dogs, relevant petting zoo and nature centre animals). Currency will be assessed by indication of date and period of vaccination or next vaccination due date on the vaccination report.	YES NO N/A 
CF48	The camp has a written environmental management policy incorporated into the camps policy and procedures manuals. For legislated requirements visit the Environment Act <a href="http://web2.gov.mb.ca/laws/statutes/ccsm/e125e.php">http://web2.gov.mb.ca/laws/statutes/ccsm/e125e.php</a>	YES NO N/A 
CF49	The environmental plan addresses the following: <ul style="list-style-type: none"> <li>• Protection of indigenous flora and fauna and actively seeking to maximize site bio-diversity.</li> <li>• In planning for site development, following environmental principles such as minimum impact and minimum energy consumption.</li> <li>• Actively seeking to minimize non-renewable energy consumption through improvements in site electricity (lights, appliances etc.), camp and camper transport, etc.</li> <li>• Actively seeking to use materials, products and foods that have a minimal impact on the environment in terms of production, transfer to the site and use. Actively resisting use of toxic cleaning products and other chemicals.</li> </ul>	YES NO N/A
CF50	Policies and procedures are in place to reduce and manage waste, including minimal use of disposable plastic and paper products.	YES NO N/A 
<b>MANAGEMENT AND ADMINISTRATION</b>		
MA1	The camp has comprehensive liability insurance covering – <ul style="list-style-type: none"> <li>• Campers, staff, volunteers and visitors while on the site.</li> <li>• Campers, staff, volunteers and visitors while using camp transportation or being transported on camp business in non-owned vehicles.</li> <li>• A minimum of \$1 million per incident.</li> </ul>	YES NO N/A
<b>NOTE</b>	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 Comprehensive liability insurance including MCA as an additional insured. If the camp’s insurance company will not extend this coverage, please provide the MCA with documentation from the insurer indicating such.	




MA2	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 NO N/A 
MA3	<p>Accidents and incidents (e.g. disclosure of abuse) are documented by first hand witnesses including a minimum of:</p> <ul style="list-style-type: none"> <li>• Name of witness.</li> <li>• Name/s of all persons involved.</li> <li>• Date, time and location of the incident.</li> <li>• An objective and detailed description of the incident.</li> <li>• Action taken.</li> <li>• Signature of witness.</li> </ul>	YES NO N/A 
MA4	<p>The camp has a documented review of all accident and incident reports showing:</p> <ul style="list-style-type: none"> <li>• Location (including activity) and severity of all incidents.</li> <li>• An action/prevention plan for all locations with repeat moderate accidents/incidents or a single severe accident/incident.</li> <li>• The MCA must be notified as soon as possible of any major incidents, and if media has been in contact with the camp.</li> <li>• A section or separate form for Mental Health.</li> </ul>	YES NO N/A 
MA5	<p>The camp has documented emergency policies and procedures for management of emergencies including but not limited to:</p> <ul style="list-style-type: none"> <li>• Single casualty accident / incident / other medical emergency.</li> <li>• Group or mass casualty accident / incident / other medical emergency.</li> <li>• Fire.</li> <li>• Lost child Death of a camper, visitor or staff member.</li> <li>• Severe weather (for camps in known severe weather areas).</li> </ul> <p>And these policies and procedures cover:</p> <ul style="list-style-type: none"> <li>• Not moving an injured person unless suitably qualified (EMR and/or Lifeguard certified).</li> <li>• Chain of responsibility –</li> <li>• Who to contact in the emergency (e.g. Director/Camp Health Officer).</li> <li>• Who will call emergency services.</li> <li>• Who has decision-making authority.</li> <li>• Who and when to contact Managing bodies and/or Legal Counsel.</li> <li>• When emergency services will be called, method for calling them and standard directions to the camp.</li> <li>• Emergency alarms.</li> <li>• Caring for those campers not involved in the emergency.</li> <li>• Emergency meeting places.</li> <li>• Maps of the campsite indicating at least emergency meeting points</li> <li>• Missing child search plan (e.g. division into search sections or other as appropriate to the camp).</li> <li>• Hostile Intruder Policy.</li> </ul>	YES NO N/A 





MA6	<p>The camp has a primary Designated Health Officer who is responsible for caring for the health and emergency medical needs of campers and staff and whose position description includes responsibility for:</p> <ul style="list-style-type: none"> <li>• Reviewing camper medical forms and preparing appropriately for the needs of children due to arrive at camp.</li> <li>• Sharing information on medical forms with camp staff as needed to care for the needs of the camper (e.g. notify kitchen of dietary needs).</li> <li>• Maintaining all first aid supplies in the health centre and in all camp first aid kits to ensure there are adequate up to date supplies.</li> <li>• Managing accidents/incidents/other medical emergencies.</li> <li>• Maintaining detailed records of all actions taken in relation to the health and first aid needs of campers in a secure way that can be verified, including date, time, camper name, action taken and initials of person completing the notes (eg) a bound book with pre-numbered pages – avoid leaving blank lines). <b>Bound book to be marked on the front cover stating “Confidential. To be used for legal counsel only.”</b></li> <li>• Ensuring all medications provided in the original container and are surrendered and stored under lock.</li> <li>• Supervising children’s self-medication as per instructions on the container and keeping records of such supervision.</li> <li>• Managing disposal of all contaminated items and sharps for the camp.</li> </ul>	<p>YES NO N/A</p> 
MA7	<p>The camp shall have written procedures for dealing with the death of a camper or staff member.</p>	<p>YES NO N/A</p> 
MA8	<p>Storage of all records for an appropriate length of time: Financial - 7 years Medical Logs, Accidents/Incident Reports to camper age of majority plus 7 years.</p>	<p>YES NO N/A</p> 
MA9	<p>Camp child abuse reporting policy for staff. Includes procedures for staff to report reasonable belief of abuse to the camp administrator / director or an alternative camp officer (at least two avenues for reporting are to be provided). <b>Manitoba intake:</b> ANCR #204-944-4200; toll free #1-888-945-2627 (available 24 hours to handle emergency and non-emergency calls to support children and families). <b>NW Ontario:</b> Child &amp; Family Services, Kenora #807-467-5437; Toll free: #1-800-465-1100</p>	<p>YES NO N/A</p> 
MA10	<p>Requirement for the camp administrator/director or camp officer receiving the report to provide feedback to the staff making the report, including details of actions taken.</p>	<p>YES NO N/A</p>
MA11	<p>Procedures for staff to report reasonable belief of abuse directly to the relevant office of Child and Family Services or other relevant agency without having to go through camp staff or officers (for cases where they suspect the administrator/director, do not feel safe reporting through that person or feel that a report to that person has not been followed up appropriately)</p>	<p>YES NO N/A</p> 





MA12	<p>Staff protection guidelines are detailed in staff handbooks and include:</p> <ul style="list-style-type: none"> <li>• Appropriate touch</li> <li>• Staff should never be alone with a child where they can't be seen (e.g. indoors or in a secluded outdoor spot)</li> <li>• Staff should never flirt with or enter into a relationship more than a friendship with any camper</li> <li>• Counsellors in Training and volunteers also receive this training and guidelines apply to these positions.</li> </ul>	<p>YES NO N/A</p> 
MA13	<p>The camp is able to demonstrate through documentation that the following procedures are used:</p> <p><b>For all full-time staff 18 and over:</b></p> <ul style="list-style-type: none"> <li>• An appropriate result on a Criminal Record Check (CRC) are to be completed once every 5 years;</li> <li>• For all full-time staff over the age of 25 a Vulnerable Sector Search completed in conjunction with the CRC.</li> </ul> <p><b>For seasonal staff over the age of 18:</b></p> <ul style="list-style-type: none"> <li>• An appropriate result on a criminal record check completed annually.</li> <li>• For returning staff the criminal record check must be completed not less than every third year. Returning seasonal staff are defined as those that work consecutive camp seasons.</li> </ul> <p><b>For seasonal staff over the age of 25, a VSS must accompany the CRC.</b></p> <p><b>For staff under the age of 18:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 2 adult reference (at least one who is non-related) checks must be completed prior to the commencement of their duties.</li> <li>• Recommend obtaining a signed statement by the staff person indicating their lack of criminal activity or conviction.</li> </ul> <p><b>NOTE: Note: Some camps may be mandated by their insurers to follow a higher standard.</b></p>	<p>YES NO N/A</p> 
<b>INCLUSION – ACCREDITATION</b>		
INC1	<p>The camp has policy and procedures documents showing that the decision on whether a camper or staff member can attend is based on a systematic individual assessment of needs and suitability of the camp for that individual, as opposed to just using the condition 'label'.</p>	<p>YES NO N/A</p> 







INC2	<p>The camp has policy and procedures documents showing an understanding of what restrictions may be imposed by the site, facilities, staffing, programs, and other resources. Some examples include;</p> <ul style="list-style-type: none"> <li>• Campers must be able to operate in a ratio of eight children per counselor or be accompanied by a support worker</li> <li>• Facilities and resources allow for a suitable number of support workers depending upon camper’s needs</li> <li>• The site is located on a hillside with steep paths and many stairs and would therefore not be suitable for a camper in a wheelchair or with other mobility difficulties that would make the site difficult to navigate</li> </ul>	<p>YES NO N/A</p> 
INC3	<p>The camp is able to demonstrate that: External services were contacted in an attempt to access support services to include an individual camper with special needs where that support would have allowed for inclusion OR Where support services were not available or the camp was unable to provide a positive camp experience for that individual due to site, facilities, staffing, program or other resource constraints, the camp provided the family with at least one contact name and number to assist their search for an alternate camping opportunity.</p> <p><b>NOTE:</b> These standards have been developed to align with Canadian Human Rights principles. For information on support workers and other resources for campers with special needs or for specialist assistance on inclusion issues contact; Society for Manitobans with Disabilities – (204) 975-3010 Children’s Special Services – (204) 945-7485</p>	<p>YES NO N/A</p> 
INC4	<p>Campers with special needs in attendance are seen to be participating in appropriate camp activities.</p>	<p>YES NO N/A</p>
INC5	<p>Where a camper or campers with special needs are in attendance at the camp, the facilities are accessible to those campers, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Cabins and washrooms where they are required for use by the individual camper with special needs,</li> <li>• Dining areas, access ways and other areas where campers congregate are accessible to all campers in attendance (For example: If there is a camper in a wheelchair, ramps/accessible walkways, wider doorways, large size toilet cubicles, etc. must be in place for all areas above).</li> </ul>	<p>YES NO N/A</p>






LEADERSHIP – ACCREDITATION		
<b>NOTE</b>	<p>In these standards, the term ‘staff’ includes those who are either paid or volunteers. As such it should be noted that camps will take equal care in the recruitment, selection (screening), training and evaluation of paid and volunteer staff. Paid and volunteer staff shall be held to the same standards of performance for the position held.</p> <p>The term ‘Parent’ or ‘Parents’ includes parents, legal guardians or adults charged with the legal care and control of the minor aged camper or staff.</p>	
L1	The Camp Director has had at least two (2) years’ experience in administration and leadership in an organized camp or related field.	YES NO N/A
L2	If the Director or similar is absent or unable to fulfil their duties, there is at least one single person delegated responsibility of director’s daily duties	YES NO N/A 
L3	<p>The camp uses a staff application form requesting a minimum of the following information from applicants:</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Contact address and phone number</li> <li>• Current relevant licenses/certifications, etc.</li> <li>• Skills relevant to the position applied for</li> <li>• Experience relevant to the position applied for</li> <li>• Medical or other conditions which may impact on the staff members ability to perform the duties of the position at an appropriate standard</li> <li>• Names and contact details of two references</li> </ul> <p>Note: Camps wishing to keep application forms and other personnel documentation on file are advised to note their intention to do so on the application form and contract. All questions on staff applications must comply with Human Rights Legislation.</p>	YES NO N/A 
L4	<p>The camp has position specifications for each position which show clearly:</p> <ul style="list-style-type: none"> <li>• Skills, experience, qualifications and characteristics required for the position</li> <li>• A description of the responsibilities of the position.</li> <li>• The camp position the jobholder would report to and be supervised by be at least four years older than the campers they will be working with or 18 years of age.</li> </ul>	YES NO N/A 








<p>L5</p>	<p>For all staff positions, the minimum skills, experience and qualifications for areas such as handling of vehicles, dangerous or toxic products and programming areas.</p> <p>These include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Current drivers' license for any person operating a camp vehicle.</li> <li>• Current boat license appropriate to the size and use of the boats operated by that person.</li> <li>• Licenses and Certifications required by law.</li> </ul> <p><b>NOTE:</b> Please refer to the following sections of this Standards Manual for the skills, experience, qualifications and characteristics required for other positions as listed; Camp Health Officer – See Health Activity Leaders (e.g. Lifeguards, Archery Leaders, etc.) – See Program</p>	<p>YES NO N/A</p> 
<p>L6</p>	<p>The camp is able to demonstrate through documentation that the following selection procedures are used: For all staff an appropriate result on a Criminal Record Check (to include a 'Vulnerable Persons Check' – must be requested) completed within the twelve (12) months prior to commencement of duties.</p> <p><b>NOTE:</b> The camp may wish to carry out an Abuse Registry Check but it should be noted these are currently available only in Manitoba and Alberta. Abuse Registry Checks may be an insurance company requirement.</p> <p>For all staff working in one week or more on a regular shift basis:</p> <ul style="list-style-type: none"> <li>• A personal (face to face or telephone) interview between an appropriate senior staff person and the applicant and a minimum of two written or verbal reference checks,</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Previous employment with the camp within the two years immediately preceding the appointment with an appropriate result in their final performance review.</p>	<p>YES NO N/A</p> 
<p>L7</p>	<p>The policies and procedures described in the camp training schedule are included in a staff handbook that is provided to all staff.</p>	<p>YES NO N/A</p> 
<p>L8</p>	<p>The camp is able to demonstrate that all staff have a designated supervisor or mentor who is able to provide guidance and support.</p>	<p>YES NO N/A</p> 

L9	<p>The camp has a staff evaluation form for use in performance evaluation, and aiming to assess performance in terms of:</p> <ul style="list-style-type: none"> <li>• Relationships with children/campers.</li> <li>• Relationships with staff</li> <li>• Conduct as per the camp expected standards of conduct</li> <li>• Job related skills.</li> </ul>	<p>YES NO N/A</p> 
L10	<p>The camp is able to demonstrate through documentation that staff are provided with meaningful evaluation.</p>	<p>YES NO N/A</p> 
L11	<p>The camp demonstrates that appropriate supervision (e.g. staff are aware of where campers are at all times) is provided from the time of arrival at camp for all minor aged campers not under the responsibility of their parents in the staff camper ratio indicated in standard L3.</p> <ul style="list-style-type: none"> <li>• One staff member to eight (1:8) minor aged campers aged 8 years and older</li> <li>• One staff member to six (1:6) campers aged 7 years and younger</li> </ul>	<p>YES NO N/A</p> 
L12	<p>The camp has a written and signed contract for each employee that shows clearly:</p> <ul style="list-style-type: none"> <li>• Position held</li> <li>• Pay, conditions and benefits of employment</li> <li>• Method and timing of payment</li> <li>• Employment commencement and termination dates</li> <li>• Signature from staff member stating awareness of, and agreement with all terms and conditions</li> <li>• Signature of parent or legal guardian for any staff member under 16 years of age stating awareness of, and agreement with all terms and conditions</li> </ul>	<p>YES NO N/A</p> 
L13	<p>The camp provides each employee with documentation of specific terms and conditions either in the employment contract or as a staff handbook referred to in the employment contract, including but not limited to details of:</p> <ul style="list-style-type: none"> <li>• Expected standards of conduct</li> <li>• Time-off, holidays and curfew</li> <li>• Discipline procedures, including termination (dismissal)</li> <li>• Performance evaluation criteria and processes</li> </ul>	<p>YES NO N/A</p> 






L14	<p>The camp has a documented counselor and activity leader training schedule (minimum of 32 hours) that includes a minimum of:</p> <ul style="list-style-type: none"> <li>• The camp program;</li> <li>• Camp philosophy and objectives and how to implement them</li> <li>• Program outline</li> <li>• Counselor responsibilities during various program segments (e.g. Meal times, activities, bedtime, etc.)</li> <li>• Two hours emergency response training provided by the camp health officer or a qualified first aid instructor;</li> <li>• Handling the scene of an incident including</li> <li>• Camp policies and procedures</li> <li>• Caring for the safety of non-affected children</li> <li>• Getting assistance</li> <li>• Managing the immediate safety and survival needs of the affected camper</li> <li>• Leaving the scene intact for any follow up investigation</li> <li>• Emergency procedures;</li> </ul> <p>Distribute, outline, and practice of camp policy and procedures for:</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Missing Child</li> <li>• Water Search</li> <li>• Accident/Injury or other medical emergency</li> <li>• Mass Casualty</li> <li>• Campsite orientation; <ul style="list-style-type: none"> <li>○ Health Care Centre</li> <li>○ Emergency meeting point</li> <li>○ Activity areas</li> <li>○ Out of bounds / supervised access only areas</li> <li>○ Staff only areas (smoking area; staff lounge / common room etc.)</li> </ul> </li> <li>• Child Protection; <ul style="list-style-type: none"> <li>○ Duty of care of all camp staff</li> <li>○ Camp Child Abuse reporting policies, procedures and phone numbers</li> <li>○ Staff protection guidelines (e.g. safe touch guidelines, avoid being alone with a child)</li> <li>○ How to handle disclosure of abuse by a camper available at camp, including a staff resource person</li> <li>○ Children are protected from the risk of physical, emotional or sexual abuse at camp and the risk of false accusation of staff is minimized, thus protecting children, staff, the individual camp and the camping industry.</li> </ul> </li> </ul>	<p>YES NO N/A</p> 
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<p>L14 continued</p>	<p>There are four aspects to be considered in delivering child protection</p> <ul style="list-style-type: none"> <li>• Not allowing access to children to those people who have treated children inappropriately previously (use of screening procedures)</li> <li>• Removing or minimizing the opportunity to abuse</li> <li>• Establishing clear guidelines of appropriate ways to relate to children and others at camp, including appropriate touch and relationship guidelines;</li> <li>• Make the child aware at the earliest possible opportunity that they are required to tell the Director/Administrator and/or Child and Family Services (CFS).</li> <li>• Allow the child to tell their story without probing for more information; such probing may interfere with future actions to seek justice.</li> <li>• Make personal notes at the earliest possible time following the conversation, quoting as close as possible important aspects of what the child said. These notes should be as objective as possible, relying on he/she said as opposed to 'I know / feel'. Such notes are useful in recalling the event if required.</li> <li>• Report the conversation to the Director / Administrator or CFS as appropriate at the first possible opportunity.</li> <li>• Confidentiality is about protecting the child! Reporting child abuse to the appropriate people is a part of protecting the child. Telling others outside this group is not appropriate and should not be done under any circumstances.</li> </ul> <p>Behaviour Management :</p> <ul style="list-style-type: none"> <li>• Camp policies and procedures and guidelines for use, including escalation of consequences</li> <li>• Camp sanctioned behaviour management tools</li> <li>• Unacceptable behaviour management tools (e.g. use of physical punishment)</li> <li>• Behaviour management resources available at camp including staff resource person</li> </ul>	
<p>L15</p>	<p>Camp staff appear to be following the principles of child protection (e.g. never alone with a child in an enclosed area, appropriate touch etc.).</p>	<p>YES NO N/A </p>
<p>L16</p>	<p>Staff are seen to be behaving appropriately for the environment including but not limited to:</p> <ul style="list-style-type: none"> <li>• Speaking positively to children and others, not using swearing or offensive language such as calling others 'dumb or other such insults</li> <li>• Smoking must comply with Provincial Regulations</li> <li>• Being attentive to children in their care, including actively supervising during activities</li> <li>• Complying with activity and camp safety standards.</li> </ul>	<p>YES NO N/A </p>
<p>L17</p> <p><b>NOTE:</b></p>	<p>There is evidence in sleeping quarters that there is a minimum of one counselor to every eight minor aged campers sleeping in each room except on family camps where minor aged campers share sleeping quarters with their parents/legal guardians.</p> <p>Best practice for there be a ratio of two counselors/supervisors to every eight minor aged campers sleeping in each room.</p>	<p>YES NO N/A </p>




L18	The required staff child ratio is to be maintained during the course of activities except where the child's parents/legal guardians are present and have been advised that they are responsible for child supervision.	YES NO N/A
<b>NOTE:</b>	See the Transportation Accreditation section for information on supervision requirements for campers being transported to or from camp.	
<b>HEALTH CARE – ACCREDITATION</b>		
HC1	The written camp menu follows good nutrition of healthy balanced meals and menu.	YES NO N/A 
HC2	<p>The camp has a medical form that it uses to collect health information required to manage the camper's and staff's health needs at camp, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Medications the campers and staff will be taking during camp</li> <li>• Conditions that may require management at camp (e.g. asthma, allergies)</li> <li>• Conditions that may affect the campers and staffs participation at camp (e.g. disabilities, behavioral diagnoses, etc.)</li> <li>• Medical vulnerabilities the campers and staff may have (e.g. extreme sun sensitivity, heart condition, etc.)</li> <li>• Request for details of how the camp should manage the conditions or respond in the case of exposure (e.g. to an allergen)</li> <li>• Request for permission from the parent / guardian to seek emergency medical treatment, for persons under 18 years of age.</li> </ul>	YES NO N/A 
<b>NOTE:</b>	<p>It is not legal to ask whether the child has/had either hepatitis or HIV. By using standard/universal precautions and required kitchen management processes, the possibility of cross infection from these conditions is unlikely.</p> <p>Forms should be written in such a way to require a response to each question, demonstrating that the parent/guardian has read and answered the question.</p>	
HC3	The camp has a process to ensure the medical information is provided or updated for all campers and staff within 30 days of commencement of camp.	YES NO N/A 
HC4	<p>The camp has medical policies and processes requiring:</p> <ul style="list-style-type: none"> <li>• Parental written approval prior to any child being provided with either prescription or non-prescription medication, unless under the specific and individual orders of a physician</li> <li>• Surrender of all staff and camper medications to be locked under designated health officer, except in the following circumstances: (continued...)</li> </ul>	YES NO N/A 



<p>HC4 continued</p>	<ul style="list-style-type: none"> <li>• A staff member is accommodated separately from children or is provided with separate locked facilities and is delegated responsibility for keeping their own medications under lock</li> <li>• At a family camp where medications may be stored in a locked box or cupboard within the family's accommodations</li> <li>• Asthma inhalers and EpiPen's, which can be carried by the camper or staff member that may require them.</li> </ul>	
<p>HC5</p>	<p>The camp has documented infection control procedures that follow the principles of Universal or Standard Precautions, and these procedures are included in information provided to all staff (counsellors, activity leaders, kitchen staff etc.).</p> <p>These procedures should include but not be limited to:</p> <ul style="list-style-type: none"> <li>• When and how to wash hands.</li> <li>• When and how to use gloves, including how to take them off.</li> <li>• Disposal of gloves, sharps and contaminated items in allocated containers and disposal of these containers through an appropriate facility (e.g. hospital).</li> <li>• Washing of surfaces, clothes and other contaminated items.</li> </ul>	<p>YES NO N/A</p> 
<p>HC6</p>	<p>Children have continuous access to drinking water of the standard defined by Standard S6</p>	<p>YES NO N/A</p> 
<p>HC7</p>	<p>The Designated Health Officer on duty is easily located at any time and are they able to demonstrate the camp medical policy and procedures.</p>	<p>YES NO N/A</p> 
<p>HC8</p>	<p>All prescription and potentially dangerous medications are seen to be in a locked cupboard or box, including refrigerated medications, or where there are currently no refrigerated medications, the facilities for keeping them under lock are present.</p>	<p>YES NO N/A</p> 
<p>HC9</p>	<p>There are disposal containers available for contaminated items including:</p> <ul style="list-style-type: none"> <li>• A labeled and lined bin for general contaminated items</li> <li>• A labeled hard plastic container for sharps.</li> <li>• Where there is camper access to these disposal containers (e.g. they are outside the health centre or campers may be left alone in the health centre), the containers are of the standards used in public health care facilities.</li> </ul>	<p>YES NO N/A</p> 
<p>HC10</p>	<p>There are first aid kits and/or supplies available at or easily accessible to:</p> <ul style="list-style-type: none"> <li>• The Health Care Centre</li> <li>• Swimming activity areas</li> <li>• Major program areas</li> <li>• The kitchen</li> <li>• The Camp Health Officer on Duty</li> <li>• Vehicles and Boats used for transportation</li> </ul>	<p>YES NO N/A</p> 









HC11	<p>In the Health Care Centre, there is a list of first aid supplies kept on hand, and the list was sourced either directly or indirectly from Workplace Safety and Health Act, First Aid Regulation 140/98* or amendments or updates. *Replaced by MB Reg217/2006.</p> <p><b>Note: Appendix A has list of First Aid room requirements and First Aid supplies.</b></p>	<p>YES NO N/A</p> 
HC12	<p>Camps shall provide access to resources that allow the Designated Health Officer to enhance their understanding of medications taken by campers.</p> <p>Alternatives include:</p> <ul style="list-style-type: none"> <li>• A Drug Reference Manual no older than 3 years (available through Pharmacies)</li> <li>• Internet Access with the relevant site bookmarked (www.rxlist.com).</li> <li>• Name and phone number of a Pharmacist who has agreed to provide advice to the camp displayed in the Health Centre.</li> </ul> <p><b>Note: Mental Health Resources available through Mental Health Services for Children, Youth &amp; Families: <a href="https://matc.ca/resources/">https://matc.ca/resources/</a></b></p>	<p>YES NO N/A</p> 
HC13	<p>Program leadership holds a minimum of the Standard First Aid Certificate &amp; CPR - C, from a recognized certified body (e.g., Program Director, Waterfront Director, Head Wrangler, Boating Director, Section Heads, e t c .)</p> <p><b>NOTE:</b> The intention of this standard is First Aid is readily available to all areas of camp at all times.</p>	<p>YES NO N/A</p> 
HC14	<p>The camp is able to demonstrate that a single qualified person is delegated responsibility for acting as Camp Health Officer and taking over management of all accidents/incidents/other medical emergencies and supervising camper self-medication whenever the primary Camp Health Officer is not available, and that systems are in place to ensure this person is aware when they are on duty as the Camp Health Officer.</p>	<p>YES NO N/A</p> 
HC15	<p>The Health Officer on duty should not have any responsibilities that would hinder their ability to respond immediately to an incident.</p>	<p>YES NO N/A</p>
HC16	<p>The camp has a copy of qualifications for the Designated Health Officer(s) demonstrating that they hold at least:</p> <ul style="list-style-type: none"> <li>• Current Standard First Aid and current CPR certification when working at a camp that is readily accessible to emergency medical services.</li> <li>• Sites/camps that don't have emergency services readily available should consider advanced training such as Wilderness First Aid, EMR training, licensed RN, licensed physician or equivalent.</li> <li>• If a person has a suspected spinal injury, they should NOT be moved or transported by the camp. Remote sites should consult with health services.</li> </ul> <p><b>NOTE: Camps should not advertise they have a "camp nurse" unless the Designated Health Officer is a Registered Nurse.</b></p>	<p>YES NO N/A</p> 

TRANSPORTATION – LAND & WATER		
<b>NOTE:</b>	The term vehicle in this document includes: All land and water vehicles, including those that are towed behind another vehicle (e.g. cars, buses, boats, etc.), and different sizes and types of vehicles are affected by diverse Provincial and Federal legislation regulations, licensing requirements etc. It is the camps responsibility to maintain up to date knowledge of and compliance with these requirements for all vehicles owned and operated by them.	
TN1	<p>The camp has documented evidence to demonstrate they are aware of the operating requirements of vehicles they own and operate, including:</p> <ul style="list-style-type: none"> <li>• License/operator card/certification/other required to operate (photocopy shall be kept on file at the camp).</li> <li>• Maximum capacity (passengers and load limit).</li> <li>• Proper use of passenger restraints and other safety devices (e.g. air bag, emergency exits etc.).</li> <li>• Proper storage of gear, including guidelines for storage of gear within the passenger compartment (e.g. heavy items under seats, no hazardous materials, etc.).</li> <li>• Annual vehicle safety checks.</li> </ul>	YES NO N/A 
TN2	The camp has documented evidence that demonstrates the operating requirements of all vehicles they own and operate are met.	YES NO N/A 
TN3	The camp has documented process that ensures all people operating any vehicle for camp business with staff or campers as passengers has the required operating licenses/permits and is familiar with the safe and legal operation of the vehicle which they are utilizing.	YES NO N/A 
TN4	<p>Where camp staff use their own vehicles for camp business, their employment agreement or a separate agreement includes the terms of use including:</p> <ul style="list-style-type: none"> <li>• Their commitment that the vehicle is in safe operating condition (as in TN1 &amp; TN2)</li> <li>• Their agreement to operate the vehicle in a safe and lawful manner.</li> <li>• Their commitment to notify the camp of any changes in their driving record or vehicle insurance status.</li> <li>• Clear agreement of which drivers’ insurance is applied first to any claim (camp or vehicle owner).</li> <li>• Clear agreement of who holds responsibility for damage to the vehicle.</li> <li>• Minimum amount of passenger insurance coverage required for the vehicle and responsibility for securing that insurance.</li> </ul>	YES NO N/A 



TN5	<p>There is documented evidence that all camp owned vehicles are maintained in safe operating condition. Any vehicles transporting campers requires an annual Safety Certificate. All other camp owned vehicles minimum requirement is a vehicle inspection report.</p> <p>Evidence shall include an annual Safety Certificate, or vehicle inspection report covering a minimum of brakes, steering and tires provided by a licensed mechanic.</p>	<p>YES NO N/A</p> 
TN6	<p>Where groups of four or more campers are being transported, the camp is able to demonstrate that the following procedures are required and provided:</p> <ul style="list-style-type: none"> <li>• In addition to the driver, there is at least one camp staff person in the vehicle</li> <li>• One of either the driver or additional staff person has current Standard First Aid certification.</li> <li>• There is a basic first aid kit in the vehicle.</li> <li>• There is an appropriate sized BC fire extinguisher in the vehicle.</li> <li>• There is an accurate list of campers being transported in the vehicle.</li> <li>• A copy of the list of campers being transported is kept at a designated location other than in the vehicle.</li> <li>• Where more than one vehicle is being used to transport campers, the list of campers indicates which vehicle each camper is traveling in, and changes to these vehicle allocations are not made on route.</li> <li>• A communication device is carried in the vehicle so that the camp or emergency services can be contacted in the case of an emergency (e.g. cell phone, reliable two-way radio, etc.).</li> <li>• For remote travel or no cell service, a back-up plan should be in place in case of emergency</li> </ul>	<p>YES NO N/A</p>
TN7	<p>Where external organizations are hired/ enlisted to provide vehicles and/or drivers, the camp has documented evidence (see contract) that the company meets all the requirements of providing appropriate vehicles, drivers and insurance (e.g. hire contract, copy of company license, etc.).</p>	<p>YES NO N/A</p> 
TN8	<p>When groups of campers are being transported, there is written record kept on the vehicle/bus by a supervising staff person or adult, which indicates who should or should not be present in the vehicle and is this record consulted and updated at each loading and unloading point.</p>	<p>YES NO N/A</p> 

TN9	<p>With regards to marine vessels – Transport Canada Guidelines must be followed for all camp marine vessels and operators. Relevant regulations as follows:</p> <ul style="list-style-type: none"> <li>• Ministry of Transportation <a href="http://www.mto.gov.on.ca/english/safety/schoolbus/schoolbus.htm">www.mto.gov.on.ca/english/safety/schoolbus/schoolbus.htm</a></li> <li>• Transport – Small Vessel Compliance Program <a href="http://www.tc.gc.ca/eng/marinesafety/svcp-menu-3633.htm">http://www.tc.gc.ca/eng/marinesafety/svcp-menu-3633.htm</a></li> <li>• Transport Canada – Small Commercial Vessel Registration - <a href="http://www.tc.gc.ca/eng/marinesafety/debs-small-vessels-registration-licensing-880.htm">http://www.tc.gc.ca/eng/marinesafety/debs-small-vessels-registration-licensing-880.htm</a></li> <li>• Transport Canada – Pleasure Craft License - <a href="http://www.tc.gc.ca/eng/marinesafety/debs-obs-paperwork-paperwork_boat_licence-1898.htm">http://www.tc.gc.ca/eng/marinesafety/debs-obs-paperwork-paperwork_boat_licence-1898.htm</a></li> <li>• Transport Canada – Limited Masters License - <a href="http://www.tc.gc.ca/eng/marinesafety/tp-archive-tp2293-menu-3111.htm">http://www.tc.gc.ca/eng/marinesafety/tp-archive-tp2293-menu-3111.htm</a></li> <li>• Transport Canada – Passenger Guidelines - <a href="http://www.tc.gc.ca/eng/mediaroom/backgrounders-b07-m012-5172.htm">http://www.tc.gc.ca/eng/mediaroom/backgrounders-b07-m012-5172.htm</a></li> <li>• Transport Canada – Small Vessel Operator Proficiency (SVOP) - <a href="http://www.tc.gc.ca/eng/marinesafety/tp-tp14692-menu-1373.htm">http://www.tc.gc.ca/eng/marinesafety/tp-tp14692-menu-1373.htm</a></li> </ul>	<p>YES NO N/A</p>
TN10	<p>Copies of licenses are on file for all boat operators, including notes as to which boats they are licensed to operate. (Allocated from aquatic activities.)</p>	<p>YES NO N/A </p>
TN11	<p>There is a vehicle/boat and driver ready and available for emergency transportation.</p>	<p>YES NO N/A</p>
TN12	<p>All motorized vehicles/boats used to transport camp staff on camp related business or campers on a regular basis have an appropriate sized BC fire extinguisher and first aid kit on board (minimum 'Standard First Aid Kit').</p>	<p>YES NO N/A</p>
<b>PROGRAM ACCREDITATION</b>		
<b>NOTE</b>	<p>While some camps may choose to provide targeted skill development (e.g. achieve canoeing certification), others may want to provide a fun safe environment without specific targeted skill development.</p> <p>These standards do not favour one approach over the other.</p> <p>Desirable practice is that all campers should be engaged at all times.</p>	
P1	<p>There is a written program schedule, specific to individual session types, showing allocation of time for:</p> <ul style="list-style-type: none"> <li>• Activity or skills sessions</li> <li>• A rest or low activity time each day</li> <li>• A standardized routine covering at least wake up and bed times, meal times and session times</li> <li>• There is a written program in a format that could be easily understood by parents, and is available upon request</li> </ul>	<p>YES NO N/A </p>




P2	Campers are under the supervision of camp staff at all times except where their parents are present and responsible for supervision.	YES NO N/A
P3	During the activity or skill sessions, all campers are offered an opportunity to participate.	YES NO N/A
P4	Staff show an awareness of differing needs of campers and modify activities accordingly (e.g. including age and size appropriate equipment).	YES NO N/A
P5	The camp provides a display of the program / schedule or verbal program/ schedule reminders so that staff and campers know where they should be throughout the day.	YES NO N/A
P6	The infrastructure and equipment used for the activity is in a good state of repair.	YES NO N/A
P7	The activity leader has been provided with a documented inspection checklist defining required checks and frequency (what and when) that is used to check that infrastructure and equipment is safe for use.	YES NO N/A
<b>NOTE:</b>	Programs that require equipment checklists or inspection logs should be kept at the site of the program activity, or where the equipment is stored.	
P8	The activity leader demonstrates knowledge of the safety rules and standards for operation of the activity.	YES NO N/A
P9	Systems are available: <ul style="list-style-type: none"> <li>To communicate safety rules and procedures to all participants</li> <li>To gain emergency assistance from a person with Standard First Aid</li> </ul>	YES NO N/A
P10	Where an activity is rated high risk in terms of probability and severity of potential incidents and there are no specific activity standards provided by the MCA for that activity, that camp can show documented evidence of external recommendations of best practice for the activity and how these recommendations have been applied. See Appendix for a listing of contacts.	YES NO N/A 





<b>SWIMMING</b>		
<b>NOTE</b>	<p>Water visibility and swim area size differences should be taken into account when assessing these processes.</p> <p>For regulations governing swimming pools and waterfronts see Manitoba Regulation 132/97 or Health Protection and Promotion Act RRO 1990 Regulation 565 Public Pools and RRO 1990 Regulation 568 Recreational Camps</p>	
SW1	<p>Documented procedures for all swimming include:</p> <ul style="list-style-type: none"> <li>• Required completion of a swimming proficiency test of at least 15 metres/50 feet unassisted swimming on their front, demonstrating comfort with putting their face in the water prior to entering water deeper than chest deep without wearing a PFD</li> <li>• Requirement that anyone who has not passed the swimming proficiency test (above) does not enter water deeper than chest deep without wearing a PFD</li> </ul> <p>Use of a “buddy system” that includes a minimum of:</p> <ul style="list-style-type: none"> <li>• Groups of two and no more than three campers in each buddy group</li> <li>• Systems to ensure the lifeguard knows the total number of buddy groups swimming at any given time</li> <li>• A specified signal upon which each camper is to find their buddy and stay with them until all children are accounted for</li> <li>• Procedures for checking that all campers are present and accounted for at the time of the buddy check</li> </ul>	<p>YES NO N/A</p> 
SW2	<p>There are documented water search procedures that include:</p> <ul style="list-style-type: none"> <li>• A diagram of the swimming area including any search area divisions</li> <li>• Procedures for carrying out the search</li> <li>• Delegation of responsibility for oversight of the search</li> <li>• Water search practice schedule and sign off when completed.</li> </ul>	<p>YES NO N/A</p> 
SW3	<p>The written position description of Lifeguard responsibilities includes:</p> <ul style="list-style-type: none"> <li>• Assessing the swimming conditions and making decisions as to conduct or continuation of swimming activities.</li> <li>• Hazard removal or reporting to maintenance.</li> <li>• Overseeing supervisors to ensure they are fulfilling their responsibilities</li> <li>• Establishing and managing buddy system.</li> <li>• Conducting swim tests.</li> <li>• Implementing a system whereby children who have passed a swim test are easily identifiable from outside the water.</li> <li>• Responding to water based emergencies.</li> </ul>	<p>YES NO N/A</p> 
SW4	<p>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.</p>	<p>YES NO N/A</p> 



SW5	<p>Camper access to the natural bodies of water when not in use is restricted by at least one of the following:</p> <ul style="list-style-type: none"> <li>• Distance from commonly used areas combined with designation as out of bounds</li> <li>• Signage clearly indicating no unsupervised access to the area</li> <li>• Some form of barricade (e.g. fencing, rope etc.).</li> </ul>	<p>YES NO N/A</p>															
SW6	Access to constructed swimming pools is restricted by a locked enclosure when not in use	<p>YES NO N/A</p>															
SW7	Water and weather conditions appear to be safe for swimming. Consider lightning or thunder activity, strong currents or undertows, water pollution, debris in the water, wind, sandbars etc.	<p>YES NO N/A</p>															
SW8	The limits of swimming areas in natural bodies of water are marked in a way that is clearly visible. Options include but are not limited to jetties, buoys, rope with evenly spaced floats etc.	<p>YES NO N/A</p>															
SW9	Activities involving hard-bottomed boats, boards or other incompatible activities are kept separate from swimming areas by use of separate location, corridors of separation or some other method.	<p>YES NO N/A</p>															
SW10	<p>While swimming is in progress, the following guidelines are in practice. Lifeguards are actively supervising the swimmers from a position outside the water.</p> <table border="1" data-bbox="308 1144 1323 1396"> <thead> <tr> <th>Number of Swimmers</th> <th>Number of Lifeguards</th> <th>Assistant Lifeguards or additional lifeguards on deck</th> </tr> </thead> <tbody> <tr> <td>1-30</td> <td>1</td> <td>0</td> </tr> <tr> <td>31-75</td> <td>1</td> <td>1</td> </tr> <tr> <td>76-150</td> <td>2</td> <td>1</td> </tr> <tr> <td>151-250</td> <td>2</td> <td>2</td> </tr> </tbody> </table>	Number of Swimmers	Number of Lifeguards	Assistant Lifeguards or additional lifeguards on deck	1-30	1	0	31-75	1	1	76-150	2	1	151-250	2	2	<p>YES NO N/A</p>
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SW11	While swimming is in progress, camp staff supervisors are actively watching the campers from in the water or at the edge, spread evenly through or about the area.	<p>YES NO N/A</p>															
SW12	<p>The following items must be in the “Lifeguard Station” and easily accessible while swimming is in progress:</p> <ul style="list-style-type: none"> <li>• Minimum of one rescue aid appropriate to the swimming location (e.g. rope, buoys or reaching pole)</li> <li>• Gloves</li> <li>• Barrier device for rescue breathing / CPR</li> <li>• Spine Board</li> </ul>	<p>YES NO N/A</p>															




SW13	<p>The Lifeguard is able to demonstrate the systems used to communicate:</p> <ul style="list-style-type: none"> <li>• Who are the designated Lifeguards on duty (e.g. uniforms or other visible indication)</li> <li>• Safety rules</li> <li>• Initiation and completion of a buddy check or head count</li> <li>• When to exit the water</li> <li>• The need for emergency assistance to the camp health officer or other camp staff</li> </ul>	<p>YES NO N/A</p>
SW14	<p>A sign or signs are posted near the swimming area outlining safety precautions and rules.</p>	<p>YES NO N/A</p> 
SW15	<p>Documented procedures for pools and swimming areas include:</p> <ul style="list-style-type: none"> <li>• Pre-season and weekly check of conditions of infrastructure (jetties, decks, ladders, slides, diving boards etc.) looking for damage, and repair of any damage that may represent a safety concern</li> <li>• Pre-season checks of the bottom of any natural swimming area for logs, rocks or other debris and, removal of debris or relocation of the swim area to a safe area</li> <li>• List of wind, water and weather conditions to be checked daily as applicable to the particular swimming area (e.g. lightning or thunder activity, currents, waves, sandbar activity etc.). Water visibility differences should be taken into account when assessing processes.</li> </ul>	<p>YES NO N/A</p> 










BOATING & OTHER AQUATIC ACTIVITIES																										
BT1	<p>Legislated and regulated boat safety equipment and distress equipment required for the types of boats in use at the camp is documented and shall include the following listed within the table below.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><b>Canoes/Kayaks/Rowboats Rowing Shells/Sailboats (less than 6 M)</b></th> <th style="text-align: left; width: 33%;"><b>Sailboards</b></th> <th style="text-align: left; width: 33%;"><b>Paddleboats/Water cycles</b></th> </tr> </thead> <tbody> <tr> <td>1. PFD or Lifejacket for each person</td> <td>1. PFD or Lifejacket for each person</td> <td>1. PFD or Lifejacket for each person</td> </tr> <tr> <td>2. Buoyant heaving line 15 M in length</td> <td>2. Buoyant heaving line 15 M in length</td> <td>2. Buoyant heaving line 15 M in length</td> </tr> <tr> <td>3. One manual propelling device or anchor with 15 M of chain rope or wire</td> <td>3. One manual propelling device</td> <td>3. One manual propelling device</td> </tr> <tr> <td>4. Watertight flashlight or 3 Canadian approved flares of Type A, B or C</td> <td>4. Watertight flashlight or 3 Canadian approved flares of Type A, B or C</td> <td>4. Watertight flashlight or 3 Canadian approved flares of Type A, B or C</td> </tr> <tr> <td>5. Sound signaling device</td> <td>5. Sound signaling device</td> <td>5. Sound signaling device</td> </tr> <tr> <td>6. Bailer</td> <td></td> <td>6. Bailer</td> </tr> <tr> <td> No exemptions</td> <td> 2,3 and 4 not mandatory if each person is wearing a Canadian Approved PFD or engaged in an official competition</td> <td> 2, 3 and 6 not mandatory if each person wearing a Canadian Approved PFD</td> </tr> </tbody> </table>	<b>Canoes/Kayaks/Rowboats Rowing Shells/Sailboats (less than 6 M)</b>	<b>Sailboards</b>	<b>Paddleboats/Water cycles</b>	1. PFD or Lifejacket for each person	1. PFD or Lifejacket for each person	1. PFD or Lifejacket for each person	2. Buoyant heaving line 15 M in length	2. Buoyant heaving line 15 M in length	2. Buoyant heaving line 15 M in length	3. One manual propelling device or anchor with 15 M of chain rope or wire	3. One manual propelling device	3. One manual propelling device	4. Watertight flashlight or 3 Canadian approved flares of Type A, B or C	4. Watertight flashlight or 3 Canadian approved flares of Type A, B or C	4. Watertight flashlight or 3 Canadian approved flares of Type A, B or C	5. Sound signaling device	5. Sound signaling device	5. Sound signaling device	6. Bailer		6. Bailer	 No exemptions	 2,3 and 4 not mandatory if each person is wearing a Canadian Approved PFD or engaged in an official competition	 2, 3 and 6 not mandatory if each person wearing a Canadian Approved PFD	<p>YES NO N/A</p> 
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BT2	Required licenses for all boat operators and boats used by the camp are documented and operators have demonstrated their ability to use same.	<p>YES NO N/A</p> 																								
BT3	Copies of licenses are on file for all boat operators, including notes as to which boats they are licensed to operate.	<p>YES NO N/A</p> 																								
BT4	<p>All people participating in water activities other than swimming and wading are seen to be wearing PFDs or lifejackets (PFDs and lifejackets must be of a design approved by Transport Canada and they must be in good condition). Where water activities are conducted outside of swimming areas, PFDs or lifejackets must be worn.</p> <p><b>NOTE</b> Camps are responsible for maintaining up to date knowledge of current Legislated and Regulated requirements relating to use of boats and modifying their kits and programs accordingly, currently the Canada Shipping Act, Small Vessel Regulations, C.R.C., c.1487.</p>	<p>YES NO N/A</p>																								
BT5	There is a rescue boat, or access to one, for all water activities taking place outside the swim area. (Powerboat is recommended.)	<p>YES NO N/A</p>																								




BT6	All equipment (boats, PFDs, rescue equipment etc.) is in a good state of repair.	YES NO N/A
BT7	Boat safety equipment and distress equipment required by legislation and regulation is on board for all boats in use.	YES NO N/A
<b>WALL/ROCK CLIMBING</b>		
CL1	<p>The camp has documented evidence that at minimum one Activity Leader have ACCT Level 1 certification (40 hour course) or equivalent.</p> <p>For equivalent please refer to the Climbing Chart attached in the appendix.</p>	YES NO N/A  
CL2	<p>The camp has written training program that all climbing instructors/ belayers must complete before instructing. A documented retesting of belayers/ instructor if they have not participated in belaying for a period of 3 months or more.</p> <ul style="list-style-type: none"> <li>This training program should include: safe belaying methods (including demonstration of safe belaying methods), proper care and use of all climbing equipment, how to teach rock climbing, how to teach and tie the knots used in the camps climbing program, proper communication and climbing rules for the camp.</li> <li>Other good training topics are how to build and recognize safe climbing anchors, how to run safe rappelling, climbing rescue methods and how to escape a belay.</li> </ul>	YES NO N/A  
CL3.1	The climbing equipment is designed specifically for climbing and meets UIAA and/or industry standards.	YES NO N/A
CL3.2	Climbing ropes, slings, prussic/accessory cords and webbing is inspected regularly for flat spots, sheathing separating, dirty, signs of wear, and is maintained in a dry condition. Equipment is replaced at a minimum every five years.	YES NO N/A  
CL3.3	<p>There is a log of all climbing equipment that is involved in safety of users (e.g. climbing ropes, webbing, carabineers, harnesses, helmets, anchors)</p> <ul style="list-style-type: none"> <li>There is a log on climbing equipment.</li> <li>Camps must adhere to manufacturer's guidelines regarding the care and retirement of climbing gear. It is recommended that climbing equipment be retired after 5 years.</li> <li>Logs include manufacture date (if available) and commencement of use for each item as well as a record of all safety checks done on the different points of the climbing system.</li> </ul>	YES NO N/A  
CL4	The area below a bouldering wall is adequately maintained and provides appropriate protection to prevent injury to climbers.	YES NO N/A





CL5	<p>The camp has a policy about how high climbers can safely boulder without a belay.</p> <p><b>NOTE A:</b> The MCA strongly recommends proper safety precautions e.g.) spotter, padding. Also, if campers boulder above 2 metres (climber feet) greater protection should be in place.</p> <p><b>NOTE B:</b> If new to industry, please contact a professional in the industry or another camp with climbing program for more information.</p>	<p>YES NO N/A</p> 
CL6	<p>Top-rope climbing is when staff and campers climb above the limit set by the camp for bouldering and need to be on belay. The climber must be harnessed into top-rope belay system. Climbers must be using the following gear and are checked by the belayer or trained staff immediately prior to climbing to ensure:</p> <ul style="list-style-type: none"> <li>• They are wearing a harness with buckles secured correctly at legs and waist (doubled back, or auto locked).</li> <li>• Climbing rope is attached directly to harness or by a carabiner correctly</li> <li>• Knots are correct</li> <li>• Carabineers are closed and locked</li> <li>• Climbers are wearing a hard-shelled climbing helmet when climbing on natural Rock climbing faces or when there is chance of falling objects on artificial climbing walls.</li> </ul> <p><b>NOTE:</b> Camps should consider sizes and weights of campers e.g.) ground anchoring, tree, person</p>	<p>YES NO N/A</p>
CL7	<p>Top rope belayers are anchored to a minimum of two independent anchors when belaying from above the climber. This applies to both artificial climbing walls and natural rock faces.</p>	<p>YES NO N/A</p>
CL8	<p>All climbing/rappelling programs must use mechanical friction devices.</p>	<p>YES NO N/A</p>
CL9	<p>Carabiners, friction devices, ropes or other equipment are retired after having been damaged.</p>	<p>YES NO N/A</p> 
CL10	<p>The structure of the climbing wall, frame and belay anchors do not show more than a minimum of wear or rotting.</p>	<p>YES NO N/A</p>
CL11	<p>Natural rock faces are clear and free of loose debris. Artificial climbing walls' staff should be instructed to identify any loose handholds for immediate repair or removal. Fixed climbing sites require two permanent anchors (eg) trees, rocks, bolts, etc) If mechanical temporary placement anchors are used there are a minimum of three.</p>	<p>YES NO N/A</p>
CL12	<p>Campers not climbing are in a safe area outside the belay area and are being supervised.</p>	<p>YES NO N/A</p>

CL13	There is a storage area for climbing equipment that restricts unauthorized access and keeps equipment out of the weather. It is recommended that camps have the means of closing the climbing wall or cliff to prohibit unsupervised access when not in use.	YES NO N/A
CL14	A sign or signs are posted near the climbing area outlining safety precautions and rules.	YES NO N/A 
CL15	Climbing anchors on artificial walls comply with industry standards and must be properly engineered. <b>Note A:</b> All climbing anchors needed meet or exceed 22 KN. <b>Note B:</b> Camps should consider how they service their wall to ensure work safe regulations are being followed. For more information contact MB Work Safe.	YES NO N/A
CL16	All climbing programs end if adequate lighting is not available.	YES NO N/A
<b>ROPES COURSE</b>		
RC 1	The camp has documented evidence that at minimum one Activity Leader have ACCT Level 1 certification (40-hour course) or equivalent.  For equivalent please refer to the Climbing Chart attached in the appendix.	YES NO N/A 
RC2	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: <ul style="list-style-type: none"> <li>• An annual inspection of the high ropes course and equipment and</li> <li>• Annual training or recertification for staff involved in provision of high ropes activities</li> </ul>	YES NO N/A 
RC3	The structure and program conducted follow the Association of Challenge Course Technologies Standards.	YES NO N/A
RC4	Camp is able to close the ropes course to prohibit unsupervised access when not in use.	YES NO N/A




ZIP LINE		
ZL1	<p>There is documented evidence that a recognized zip line provider or someone certified by such a provider has completed:</p> <ul style="list-style-type: none"> <li>• An annual inspection of the zip line, and</li> <li>• Annual training or recertification for staff involved in provision of zip line activities.</li> </ul>	YES NO N/A 
ZL2	<p>The camp has documented evidence that at minimum one activity leader have ACCT Level 1 certification (40-hour course) or equivalent. <b>For equivalent please refer to the Climbing Chart attached in the appendix.</b></p>	YES NO N/A 
ZL3	The camp is able to close the zip line to prohibit unsupervised use.	YES NO N/A
LOW ROPES COURSE		
LRC1	<p>The course shows proper construction of course, including ground condition to be free from debris, roots, proper drainage and protection.</p> <p>There is documented evidence/record keeping of annual inspection before season usage and daily visual inspection during season before usage. There are maintenance and incident reports when necessary.</p> <p>There is evidence of signage posted near the climbing area outlining safety precautions and rules. Camp has written policies for: risk management and emergency procedures, equipment usage and safety rules written, and verbalized to, and understood by all staff &amp; campers. This should include site specific safety and security for course, when not in use.</p> <p>First Aid kit available and relevant first aid training of head staff.</p> <p>Staff Training – Head Instructor must have completed appropriate site-specific training and be onsite at all times during programming. All spotters must receive proper site-specific instruction for their role.</p> <p>Programming – There are lesson plans in place to ensure program success.</p>	YES NO N/A 

BICYCLING ACTIVITIES (I.E. TRAIL RIDING, BMX)		
BA1	<p>The documented pre-activity inspection checklist includes:</p> <ul style="list-style-type: none"> <li>• Helmets in good condition</li> <li>• Brakes are in safe working condition</li> <li>• Tires are at an appropriate PSI (pounds per square inch tire pressure)</li> <li>• Handlebars are aligned correctly and are not loose</li> <li>• Quick release or wheel nuts are tightened</li> </ul>	YES NO N/A  
BA2	<p>Documented procedures for operation of Bicycle activities includes providing campers with instruction regarding:</p> <ul style="list-style-type: none"> <li>• The presence of any known hazards in the riding area and their appropriate management</li> <li>• Protocols of safety and courtesy when riding with or near other riders or other people</li> <li>• Orientation and lessons on the techniques of shifting and braking properly before a group-ride.</li> </ul>	YES NO N/A  
BA3	<p>Documented procedures for operation of bicycle activities that take campers more than one kilometer from camp property, require that the group take:</p> <ul style="list-style-type: none"> <li>• A bike repair kit and a person competent in basic bicycle repair</li> <li>• A first aid kit and person qualified to respond to emergencies likely to be encountered for the time it takes to get assistance</li> </ul> <p><b>NOTE</b> It may be beneficial to teach campers how to fall properly under controlled conditions (e.g. soft ground) before riding on trails or on other uneven surfaces. Consideration given to elbow and kneepads.</p> <p>Camps should be aware that riding on trails can cause erosion problems, especially if riding in wet conditions, and select or change trails or modify riding activities accordingly.</p>	YES NO N/A  
BA4	<p>All person riding bicycles are:</p> <ul style="list-style-type: none"> <li>• Wearing a certified helmet</li> <li>• Wearing appropriate footwear</li> <li>• Using appropriate sized bikes</li> </ul>	YES NO N/A
BA5	The riding area used appears to be suitable to the ability of the group	YES NO N/A
BA6	The camp is able to demonstrate that the activity leader(s) has/have sufficient experience and/or qualifications to instruct and supervise the activity, manage potential hazards and deal with emergency situations	YES NO N/A
BA7	A sign or signs are posted near the riding area or at storage location of bicycles outlining safety precautions and rules.	YES NO N/A  








HORSEBACK RIDING/EQUESTRIAN		
HR1	The camp is able to demonstrate that the horsemanship director/coordinator has CHA – Certified Horsemanship Association or CEF – Canadian Equestrian Federation qualifications.	YES NO N/A 
HR2	The camp is able to demonstrate that other staff assisting in activity leadership is familiar with the handling of horses and potential hazards and have a minimum of training workshop and staff training evaluation.	YES NO N/A 
HR3	<p>Documented procedures for operation of horse riding activities includes:</p> <ul style="list-style-type: none"> <li>• Pre-ride checks that the saddle is appropriately fitted, girth tightened, and stirrups adjusted or safety checks</li> <li>• Providing campers with instruction regarding: <ul style="list-style-type: none"> <li>i) Appropriate mounting procedures and body position while riding</li> <li>ii) General safe riding procedures</li> <li>iii) The presence of any known hazards in the riding area and their appropriate management</li> <li>iv) Protocols of safety and courtesy when riding with or near other riders or other people.</li> </ul> </li> <li>• Regular equipment checks and withdrawal or repair to ensure all equipment in use is in safe working condition.</li> <li>• Documented information on each horse being used in the program – name, age, breed, markings, history, inoculation (Rabies recommended) and farrier work and contact with a veterinarian is available.</li> <li>• Logged minor and major incidents documented and filed with horse name, rancher, date, time and nature of incident.</li> </ul>	YES NO N/A  
HR4	<p>All people riding horses are wearing:</p> <ul style="list-style-type: none"> <li>• A certified riding helmet with no visual damage</li> <li>• Long pants</li> <li>• Closed toe footwear</li> </ul>	YES NO N/A
HR5	All people riding horses are wearing footwear with a heel OR the stirrups of the saddle they are using are fitted with tapideros.	YES NO N/A
HR6	All campers within the area are under supervision of camp staff.	YES NO N/A




HR8	Campers not riding horses are in an area away from where horse-riding is underway.	YES NO N/A
HR9	A sign or signs are posted near the riding area outlining safety precautions and rules.	YES NO N/A 
HR10	The camp is able to demonstrate that the care of the horses including stabling, feeding, watering and otherwise tending to the animals and ensuring the areas where the horses are kept are safe for use is overseen by a staff person who has sufficient relevant experience and/or qualifications.	YES NO N/A
HR11	The camp is able to demonstrate that procedures are in place to ensure all horses are of a temperament appropriate for use by participants.	YES NO N/A 
HR12	One horse per rider in each class.	YES NO N/A
HR13	On “Trail Rides” there is a minimum of two staff for rides up to 6 riders, and minimum of three staff for rides with 7 to 12 people, twelve being the maximum number of riders.	YES NO N/A
<b>TARGET SHOOTING (ARCHERY, AIR GUNS ETC)</b> <b>**DOES NOT INCLUDE FIREARMS**</b>		
TS1	The camp has documented safety procedures for all target activities	YES NO N/A 
TS2	The camp has documented equipment maintenance and safety procedures including documentation of completion of maintenance routines and safety inspections.	YES NO N/A 
TS3	Campers waiting for their turn are in a safe area a minimum of three metres behind the shooting line and are being supervised	YES NO N/A
TS4	Camp staff are supervising and ensuring all campers are following safety instructions including: <ul style="list-style-type: none"> <li>• All participants to stay in the waiting area behind the shooting line or are involved in an alternate activity in a safe area when not shooting</li> <li>• All participants to remain behind the shooting line until a safe signal has been given</li> <li>• Loaded bows, air guns, sling shots, etc. are pointed towards the targets only</li> </ul>	YES NO N/A







TS5	<p>There are systems and/or structures in place to ensure people are not behind the target range while program is in progress.</p> <p>Options include:</p> <ul style="list-style-type: none"> <li>• Clear view to allow cessation of the activity if people are around</li> <li>• Bush or other physical barriers that restrict human entry to the area</li> </ul>	<p>YES NO N/A</p>
TS6	<p>Equipment appears to be in a good state of repair.</p>	<p>YES NO N/A</p>
TS7	<p>There is a storage area for archery and air gun equipment, where all equipment is kept under lock at all times when not in use.</p> <p>Legislated and regulated standards of storage and use must be maintained.</p>	<p>YES NO N/A</p>
TS8	<p>A sign or signs are posted near the target area outlining safety precautions and rules.</p> <p><b>NOTE</b> The camp should give consideration to the type of targets being used, e.g. glass bottles will shatter and possibly result in glass flying back toward participants, also the use of cans presents sharp surfaces to participants cleaning up, etc.</p>	<p>YES NO N/A</p> 
<b>PAINT BALL PROGRAMS</b>		
PB1	<p>The camp has documented equipment maintenance and safety procedures including documentation of completion of maintenance routines and safety inspections.</p>	<p>YES NO N/A</p> 
PB2	<p>There are systems and/or structures in place to ensure that spectators are not in the arena while the program is in progress.</p> <p>Options include: *Net *Bush or other physical barriers that restrict human entry to area</p>	<p>YES NO N/A</p>
PB3	<p>There is a documented pre-activity inspection checklist including:</p> <ul style="list-style-type: none"> <li>*Masks and other personal protective equipment are in good condition</li> <li>*Markers are clean and in safe working condition</li> <li>*Tanks are in good working condition and are filled to an appropriate pressure</li> <li>*Arena is clear of any debris and/or broken elements</li> </ul>	<p>YES NO N/A</p> 
PB4	<p>Campers waiting for their turn are in a safe area outside of the paintball arena and are being supervised.</p>	<p>YES NO N/A</p>

<b>PB5</b>	Equipment appears to be in a good state of repair.	YES NO N/A
<b>PB6</b>	There is a locked storage area for paintball guns/markers/CO2 when not in use.	YES NO N/A
<b>PB7</b>	A sign or signs are posted near the paintball area outlining safety precautions and rules.	YES NO N/A
<b>PB8</b>	Safety measures are in place when not in the arena.	YES NO N/A
<b>PB9</b>	The camp is able to demonstrate that the activity leader(s) has/have sufficient experience and/or qualifications to instruct and supervise the activity, manage potential hazards and deal with emergency situations.	YES NO N/A
<b>PB10</b>	All persons in the paintball arena are: *wearing a paintball mask *wearing appropriate footwear and clothing	YES NO N/A
<b>PB11</b>	Documented procedures for operation of Paintball activities includes providing campers with instruction regarding: *The presence of any known hazards in the arena and their appropriate management. *Protocols of safety and courtesy including a “mercy” rule when within close proximity of other players. *Lessons on how to properly use paintball equipment.	YES NO N/A
<b>OUT TRIPPING</b>		
	<p>Definition of out tripping is activities that take a group of campers off the accredited site overnight, or to a location remote enough where emergency response is longer than two hours away. This would therefore include non-accredited satellite sites owned by the camp as well as all other non-owned camping sites.</p> <p>Some out-trips may be within 10 minutes of the camp site and therefore have easier access to standard camp resources, while others may be remote and/or inaccessible by camp vehicles (motorboat or automobile).</p> <p>The specifics of each out-tripping location and itinerary should be taken into consideration in determining the degree of additional information required to manage the trip within reasonable safety standards.</p>	

OT1	There is a risk assessment and risk management plan in place that addresses the specific concerns of each type of out-tripping itinerary.	YES NO N/A 
OT2	Camp liability insurance covers all out-tripping.	YES NO N/A 
OT3	The camp has written environmental management policies or procedures that relate specifically to use of non-owned camping areas addressing at a minimum, issues of waste disposal and low-impact camping.	YES NO N/A 
OT4	The means by which potable water is provided during out-trips is defined in the camp's out-tripping documentation.	YES NO N/A 
OT5	The means by which camper and staff health information is made available to staff leading the out-trip is defined in the camp's out-tripping documentation.	YES NO N/A 
<b>NOTE</b>	If originals of forms are sent on the out-trip, the camp must have access to duplicates.	
OT6	The camp has written emergency response plans to cover the specific concerns of each type of out-tripping itinerary, and all out-tripping staff are familiar with these procedures (e.g. out-trippers do not return to the main site at the expected time).	YES NO N/A 
OT7	All activities conducted during the out-trip (e.g. swimming, boating, climbing, etc.) follow all activity standards as outlined in this accreditation manual (e.g. staff/child ratios, staff qualifications, equipment, safety checks, safety equipment, etc.).	YES NO N/A
OT8	There is a minimum of two staff with each out-tripping group.	YES NO N/A
OT9	A written trip plan is kept at the main camp including: <ul style="list-style-type: none"> <li>• Full names of all staff and camper participants (including staff certifications).</li> <li>• Route and itinerary details, including nominated emergency rendezvous points.</li> <li>• Expected time of return.</li> <li>• A listing of emergency equipment available to the trip leaders.</li> </ul>	YES NO N/A 
OT10	The trip leader has experience in the type of activity.	YES NO N/A
OT11	Each out-trip group has some form of reliable communication in case of an emergency.	YES NO N/A

OT12	All parents/guardians are informed of the nature and duration of the out-trip in which their child/ward will be participating and are provided with a full itinerary on request.	YES NO N/A 								
OT13	<p>The camp has a training program and/or camper skill assessment prior to allowing campers to participate in the out-trip that includes:</p> <ul style="list-style-type: none"> <li>• Hazards likely to be encountered and how to manage those hazards</li> <li>• Use of equipment including regular and emergency equipment</li> </ul>	YES NO N/A								
OT14	Where out-trips travel over water or have an aquatic component (e.g. canoeing, kayaking, sailing, boating, swimming, etc.) at least one leader will have lifesaving certification (Minimum Level of Bronze Cross).	YES NO N/A 								
OT15	<p>Every out-trip includes a person with the minimum first aid qualifications as outlined in the following table:</p> <table border="0" data-bbox="337 919 1258 1444"> <thead> <tr> <th data-bbox="337 919 500 951"><b>Trip Definition</b></th> <th data-bbox="1003 919 1161 951"><b>Qualifications</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="345 951 922 1077"> <ol style="list-style-type: none"> <li>1. Have a reliable method of communication (radio, or phone, etc.)</li> <li>2. Can be reached by staff at the main site within 10 minutes.</li> </ol> </td> <td data-bbox="1011 951 1230 1056">                     Emergency First Aid Equivalent (8 hrs training)                 </td> </tr> <tr> <td data-bbox="345 1119 971 1276"> <ol style="list-style-type: none"> <li>1. Have a reliable method of communication (radio, or phone, etc.) or are in an area with cottages and/or regular use by boaters, etc.</li> <li>2. No easy or timely access from staff at main site</li> <li>3. Within 20 minutes of external emergency services</li> </ol> </td> <td data-bbox="1011 1119 1218 1224">                     Standard First Aid Equivalent (16 hours training)                 </td> </tr> <tr> <td data-bbox="345 1318 963 1444"> <ol style="list-style-type: none"> <li>1. Have a reliable method of communication (radio, or phone, satellite phone, SPOT Messenger or similar system, etc.)</li> <li>2. Remote</li> </ol> </td> <td data-bbox="1011 1318 1255 1413">                     Wilderness First Aid Equivalent (32-40 hours training)                 </td> </tr> </tbody> </table>	<b>Trip Definition</b>	<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Have a reliable method of communication (radio, or phone, etc.)</li> <li>2. Can be reached by staff at the main site within 10 minutes.</li> </ol>	Emergency First Aid Equivalent (8 hrs training)	<ol style="list-style-type: none"> <li>1. Have a reliable method of communication (radio, or phone, etc.) or are in an area with cottages and/or regular use by boaters, etc.</li> <li>2. No easy or timely access from staff at main site</li> <li>3. Within 20 minutes of external emergency services</li> </ol>	Standard First Aid Equivalent (16 hours training)	<ol style="list-style-type: none"> <li>1. Have a reliable method of communication (radio, or phone, satellite phone, SPOT Messenger or similar system, etc.)</li> <li>2. Remote</li> </ol>	Wilderness First Aid Equivalent (32-40 hours training)	YES NO N/A 
<b>Trip Definition</b>	<b>Qualifications</b>									
<ol style="list-style-type: none"> <li>1. Have a reliable method of communication (radio, or phone, etc.)</li> <li>2. Can be reached by staff at the main site within 10 minutes.</li> </ol>	Emergency First Aid Equivalent (8 hrs training)									
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OTHER PROGRAMMING		
OP1	All programs not dealt with in this “Standards Manual” conform to either the standards set out by their National Sports Governing Body or by ‘Industry Standards.’	YES NO N/A
SUMMER CAMPING OPERATIONS ON NON-OWNED SITES - ACCREDITATION		
NO1	<p>The camp has a written agreement that defines their responsibility for providing:</p> <ul style="list-style-type: none"> <li>• Site and Facilities at fully accredited standards.</li> <li>• Risk Management as related to the site and facilities.</li> <li>• That all camp staff on duty during the rental are provided as per the screening, qualifications and supervision standards outlined in Staffing Accreditation.</li> <li>• Documented emergency procedures for fire or severe weather.</li> </ul>	YES NO N/A 
NO2	<p>There is a standard format for a written agreement between the camp and rental group that as a minimum, defines who is responsible for:</p> <ul style="list-style-type: none"> <li>• Provision of supervision of children, including setting of staff to child ratios.</li> <li>• Provision of qualified activity leaders, lifeguards and other specialist staff as required by the program, including setting of specialist staff to child ratios.</li> <li>• Provision of a qualified first aid / health officer.</li> <li>• Provision of first aid supplies.</li> <li>• Provision of emergency transportation.</li> <li>• Screening, training and supervision of non-camp staff.</li> <li>• All aspects of menu and meal preparation.</li> <li>• Development and implementation of emergency procedures for medical emergencies, lost child and death of a camper, visitor or staff member of the rental group.</li> <li>• Preparation of a program schedule.</li> <li>• Provision of activity or skill sessions and associated standards.</li> <li>• Transportation of participants to and from the camp.</li> </ul>	YES NO N/A 
<b>NOTE</b>	<p>Some responsibilities may be split between the camp and rental group. The specifics of such split responsibilities should be documented.</p> <p>Camps may wish to provide a range of package options for rental groups where the camp takes on more or less responsibility for the items above. The requirement for Accreditation is that these responsibilities are clarified in writing prior to commencement of the camp.</p>	
NO3	Wherever the written agreement defines a responsibility as belonging to the camp, the camp fulfills that responsibility at Accreditation Standards unless specifically stated otherwise in the rental agreement.	YES NO N/A 

<b>OFF SEASON RENTALS – RECOMMENDED STANDARDS</b>	
	<p>Both the camp and rental group have a clear understanding of their roles and responsibilities in relation to the rental. Rental and other groups may choose a camp because of its accreditation status. Because of this, the relevance, roles and responsibilities of that status to the user group must be clarified in rental agreements. The “Recommended Standards” for this section are the same as outlined in “Summer Camping Operations On A Non Owned Site.”</p>

## LEGISLATION & RESOURCES QUICK REFERENCE GUIDE

The following Legislation and Regulations are applicable to camps in Manitoba and Ontario. This list is a guide and not intended to be used as the only source of information on relevant legislation and regulations. If there are any other resources that you would like to see on this list, please contact the Executive Director.

1. The Child and Family Services Act: <http://web2.gov.mb.ca/laws/statutes/ccsm/c080e.php>
2. The Environment Act: <http://web2.gov.mb.ca/laws/statutes/ccsm/e125e.php>
3. Public Health Act: <http://www.gov.mb.ca/health/publichealth/act.html>
4. Manitoba Recreational Camps Regulation:  
<https://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/camps.html>
5. Swimming Pools & Other Water Recreation Facilities Regulation:  
<http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=132/97>
6. Collection and Disposal of Wastes Regulation:  
[https://www.gov.mb.ca/sd/waste\\_management/solid\\_waste\\_management/index.html](https://www.gov.mb.ca/sd/waste_management/solid_waste_management/index.html)
7. Dwellings and Buildings Regulation:  
<https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=322/88R>
8. Food and Food Handling Establishments Regulation:  
<http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=339/88%20R>
9. Sanitary Areas Regulation - page 10 of:  
<https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=327/88R>
10. Protection of Water Sources Regulation: [https://www.gov.mb.ca/sd/water/drinking-water/acts\\_regulations/index.html](https://www.gov.mb.ca/sd/water/drinking-water/acts_regulations/index.html)
11. Manitoba Drinking Water Safety Act: <http://web2.gov.mb.ca/laws/statutes/2002/c03602e.php>
12. Ontario Safe Drinking Water Act: <https://www.ontario.ca/laws/regulation/030170>
13. Manitoba Workplace Health and Safety Act:  
<http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>
14. Manitoba Employment Standards Code: <http://web2.gov.mb.ca/laws/statutes/ccsm/e110e.php>
15. Ontario Employment Standards Act: <https://www.labour.gov.on.ca/english/es/>
16. Ontario Health Protection and Promotion Act: <https://www.ontario.ca/laws/statute/90h07>
17. Association for Challenge Course Technology Standards: <https://acctinfo.site-ym.com>
18. Challenges Unlimited Zip line Inspection:  
<https://challengesunlimited.com/inspection/> or  
<https://ziplinescanada.ca/wp-content/uploads/2021/09/Guidelines-to-Installing-A-Zip-Line-1.pdf>
19. Paddle Canada <http://www.paddlecanada.ca/>
20. Canadian Horsemanship Association: <https://cha.horse/>
21. Manitoba Government Education and School Bus safety:  
<https://www.edu.gov.mb.ca/k12/ptu/education.html>
22. Ontario Ministry of Transportation: <http://www.mto.gov.on.ca/english/safety/school-bus-safety.shtml>
23. Transport – Small Vessel Compliance Program: <https://tc.canada.ca/en/marine-transportation>
24. Transport Canada – Small Commercial Vessel Registration:  
<http://www.tc.gc.ca/eng/marinesafety/oep-vesselreg-menu-728.htm>

25. Transport Canada – Pleasure Craft License: <https://tc.canada.ca/en/marine-transportation/vessel-licensing-registration/pleasure-craft-licensing>
26. Transport Canada –Small Vessel Operator Proficiency (SVOP):  
<https://tc.canada.ca/en/marine-transportation/marine-safety/small-vessel-operator-proficiency-training-course-tp-14692-e>
27. KLINIC 24 Hour Emergency Crisis Line: #204-786-8686 or toll free #1-888-322-3019  
**Note: If in Ontario and the camper of staff is a Manitoba resident, you can call the KLINIC number.**
28. NW Ontario Child & Family Services, Kenora: #1-807-467-5437 or toll free #1-800-465-1100  
**\*consider adding above emergency numbers to your staff manual**
29. Climbing Training Resources:
  - A. Kori Cuthbert, B. Kin, CSEP-CEP, Climbing Coordinator - Recreation Services  
145 Frank Kennedy Centre  
University of Manitoba,  
Winnipeg, MB R3T 2N2  
P: (204) 474-9142; Email: [kori.cuthbert@umanitoba.ca](mailto:kori.cuthbert@umanitoba.ca)  
Offers: ACMG Climbing Top Rope Instructor Course & Climbing Training off-site
  - B. Audrey Hicks, Manager - Training and Risk Management, True North Youth Foundation – Camp Manitou  
Acct Level II Equivalent and Climbing Wall Instructor Training  
with 3rd Party Insurance for training only at Camp Manitou, MB  
P: #204-305-0141; Email: [ahicks@tnse.com](mailto:ahicks@tnse.com)  
Offers: Climbing Training off-site
  - C. Peter Bailey, Canadian Ropes Course Company  
1800 Baflour St.  
Fenwick, ON L0S 1C0  
P: #905-892-9086
  - D. Andrew Higginson, P. Eng. ACCT Inspector  
Ropes Courses / Ziplines / Climbing Walls  
High Performance Climbing Walls, Cobble Hill, BC  
P: #778-654-3362 OR #250-815-5115; Email [ahigginson@climbingwalls.net](mailto:ahigginson@climbingwalls.net)  
Offers: -ACCT Inspections / Engineering Inspections  
-Design & Engineering Services  
-Construction & Installation  
-Maintenance  
-Climbing Equipment – Ropes, Harnesses, Helmets
30. Climbing Training Chart –page 58



## APPENDIX A– Kitchen Reminders Posters

### Quick Reference **BEFORE** you walk into the kitchen:

1. Wash your hands...a lot
2. Wear closed toed shoes
3. Wear a hairnet or hat



### Quick Reference for Senior Kitchen Staff

1. Wash your hands...a lot.
2. Show your annual permit.
3. Don't leave scoops in bulk dry food bins.
4. Ensure thermometers are working and accurate in all coolers and freezers.
5. Ensure leftover food is wrapped and dated in coolers and freezers.
6. Take garbage out daily & clean bins.
7. Clean inside the microwave.
8. Check your dishwasher temperature/test the chemicals.
9. Soak dishcloths in correct level of chemical solution.
10. Store chemicals safely away from food.



## APPENDIX B – First Aid Room Contents

Source: Manitoba Workplace Safety and Health, M.R. 159/2018

- (a) a first aid record book;
- (b) a space blanket;
- (c) hot and cold packs;
- (d) a spine board and straps;
- (e) an adjustable cervical collar or set of different sized cervical collars;
- (f) a stretcher;
- (g) a splint set;
- (h) a sphygmomanometer (blood pressure cuff);
- (i) a stethoscope;
- (j) a thermometer;
- (k) dressing forceps;
- (l) tongue depressors;
- (m) paper towels;

- (n) single-use, sanitary drinking cups;
- (o) a flashlight;
- (p) two washbasins, preferably stainless steel;
- (q) one kidney basin;
- (r) one instrument sterilizer;
- (s) one cabinet for dressings;
- (t) one magnifying loop with built-in lamp
- (u) one sanitary receptacle with lid and disposable plastic liners;
- (v) hospital-grade disinfectant;
- (w) the contents of the first aid kits required under subsection 5.12(1).

## APPENDIX C – First Aid Kit List Samples

First Aid Equipment & Supplies: source ACA Standards Manual

### **A Day Trip First Aid Kit consists of the following:**

- 10 antiseptic cleansing towelettes individually packaged.
- 25 sterile adhesive dressings individually packaged.
- 10 - 10 centimetres x 10 centimetres sterile gauze pads individually packaged.
- 2 10 centimetres x 10 centimetres sterile compress
- dressings, with ties, individually packaged.
- 2 - 15 centimetres x 15 centimetres sterile compress
- dressings, with ties, individually packaged.
- 2 conform gauze bandages — 75 millimetres wide.
- 3 cotton triangular bandages.
- 5 safety pins — assorted sizes.
- 1 pair of scissors.
- 1 pair of tweezers.
- 1 - 25 millimetres x 4.5 metres of adhesive tape.
- 1 crepe tension bandage — 75 millimetres wide.
- 1 resuscitation barrier device with a one-way valve.
- 4 pairs of disposable surgical gloves.
- 1 first aid instruction manual (condensed).
- 1 inventory of kit contents.
- 1 waterproof waste bag.

### **An Overnight First Aid Kit consists of the following:**

- 10 antiseptic cleansing towelettes individually packaged.
- 50 sterile adhesive dressings individually packaged.
- 20 - 10 centimetres x 10 centimetres sterile gauze pads individually packaged.
- 3 - 10 centimetres x 10 centimetres sterile compress.
- dressings, with ties, individually packaged.
- 3 - 15 centimetres x 15 centimetres sterile compress.

- dressings, with ties, individually packaged.
- 1 - 20 centimetres x 25 centimetres sterile abdominal dressing.
- 2 conform gauze bandages — 75 millimetres wide.
- 4 cotton triangular bandages.
- 8 safety pins — assorted sizes.
- 1 pair of scissors.
- 1 pair of tweezers.
- 1 - 25 millimetres x 4.5 metres rolls of adhesive tape.
- 2 crepe tension bandages — 75 millimetres wide.
- 1 resuscitation barrier device with a one-way valve.
- 6 pairs of disposable surgical gloves.
- 1 sterile, dry eye dressing.
- 1 first aid instruction manual (condensed).
- 1 inventory of kit contents.
- 1 waterproof waste bag.

**A Five Day First Aid Kit consists of the following:**

- 24 antiseptic cleansing towelettes, individually packaged.
- 100 sterile adhesive dressings individually packaged.
- 50 - 10 centimetres x 10 centimetres sterile gauze pads individually packaged.
- 6 - 10 centimetres x 10 centimetres sterile compress.
- dressings, with ties, individually packaged.
- 6 - 15 centimetres x 15 centimetres sterile compress.
- dressings, with ties, individually packaged.
- 4 - 20 centimetres x 25 centimetres sterile abdominal.
- dressings, individually packaged.
- 6 conform gauze bandages — 75 millimetres wide.
- 12 cotton triangular bandages.
- 12 safety pins — assorted sizes.
- 1 pair of scissors.
- 1 pair of tweezers.
- 2 - 25 millimetres x 4.5 metres rolls of adhesive tape.
- 4 crepe tension bandages — 75 millimetres wide.
- 1 resuscitation barrier device with a one-way valve.
- 12 pairs of disposable surgical gloves.
- 2 sterile, dry eye dressings individually packaged.
- 1 tubular finger bandage with applicator.
- 1 first aid instruction manual (condensed).
- 1 inventory of kit contents.
- 2 waterproof waste bags.



## APPENDIX – Accreditation Visit Report

NAME OF CAMP:

DATE OF VISIT:

ON SITE DIRECTORS' NAME:

ACCREDITATION REPORT COMPLETED BY:

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### 1. DOCUMENTATION

- CF 1 Annual Permit to operate camp obtained and displayed
- CF 2 Provincial Health License for the kitchen obtained and displayed
- CF 3 Provincial Health License for any pool on site obtained and displayed

Note: If health inspector has not been on site prior to MCA visit, documentation providing authorization is provided by MHA or OHA.

Comments:

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### 2. CAMPSITE, FACILITIES, AND EQUIPMENT

- Appropriate documents pertaining to standards manual and plans available for review (Binder)
- CF11 MSDS (storage of chemical)
- CF45 Pertains to storage of chemicals
- CF47 Vaccination record
- Fire inspection within 12 months of the last inspections

Comments:

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### 3. MANAGEMENT & ADMINISTRATION:

- MA1 Certificate of Liability insurance obtained and available for review
- MA4 Documented review of all accident and incident reports
- MA5 Emergency procedures
- MA8 Medical, Accident/Incident reports stored for appropriate length of time (camper age of majority plus 7 years)
- MA13 CRC and VSS documentation
- Policy and procedures, work place health and safety, working alone etc.



Management & Administration Comments:

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4. INCLUSION:

- INC1 The camp has policy and procedure that there is a systematic assessment to host children with special needs
- INC5 Facilities are accessible; specifically cabins, washrooms, dining areas

Comments:

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5. LEADERSHIP:

- L2 Documented evidence of the flow of leadership/oversight.
- L3 Camp uses a staff application form requesting relevant information: full name; current relevant licenses, certifications, skills, experience, medical conditions that may impact staff's ability to complete job, names of 2 references
- L4 Camp has job descriptions for staff, with responsibilities outlined, the person they report to is at least 4 years older or at least 18 years of age
- L5 Minimum skills, experience, qualifications, and characteristics | position specifications for staff handling vehicles, dangerous or toxic products include licensing and other certification is appropriate to the vehicle or product
- L17 Evidence in sleeping quarters ratio is 1:8

Comments:

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6. HEALTH:

- HC1 Sample menu available for review
- HC2 Sample medical form available for review
- HC10 First aid kits available and accessible
- HC13 Program leadership holds appropriate first aid certification
- HC16 Camp Health Officer holds appropriate certification – information – what is the EMS response time, highest level of training for Camp Health Officer

Comments:

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7. TRANSPORTATION:

- TN3 Documented process ensuring all people operating any vehicle for camp business with staff or campers as passengers has the required operating/licensing permits and is familiar with safe and legal operation of a vehicle which they are utilizing.
- TN5 Documented evidence that all camp vehicles are maintained in safe operating conditions. Evidence of annual safety or report covering minimum brakes, steering, and tires provided by a licensed mechanic.
- TN6 Groups of 4 or more campers are being transported, camp is able to demonstrate that there is at least one camp staff other than the driver in the vehicle. First aid, first aid kit, fire extinguisher, accurate list of campers, communication device in case of emergency.

Comments:

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8. PROGRAMS:

- P1 Program schedule available for review
- P6 Infrastructure and equipment are in good state of repair
- P8 Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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9. SWIMMING:

- SW4 Copies of lifeguard certificates available for review
- SW1 What distance does the camp use as a swim test (MCA Min 15m/50 feet)
- SW14 Lifeguard should be identifiable
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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10. BOATING:

- BT4 People are seen to be wearing lifejackets or PFDs
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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11. WALL/ROCK CLIMBING:

- CL1 Copy of activity leader certification/training certificate available for review
- CL3.3 Equipment logs available for review
- CL5 1m line marked on bouldering wall
- CL13 Storage area for equipment that restricts unauthorized access. Camps should have a means of closing the wall when not in use.
- CL14 Signage posting near climbing area outlining safety precautions and rules.
- Activity leader demonstrates knowledge of safety rules and standards in program areas
- Wall inspection paper work along with qualifications of the inspector (refer to chart)

Comments:

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12. HIGH ROPES COURSE:

- RC1 Minimum of 1 Activity Leader has their ACCT 1 or equivalent
- RC2 Copy of annual inspection report of high ropes course and equipment available for review
- RC3 Structure and program follow standards provided by Association of Challenge Course Technologies
- RC4 Camp is able to close course to prohibit unsupervised access when not in use
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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13. ZIPLINE:

- ZL1 Copy of annual inspection of zipline and equipment available for review and evidence of appropriate staff training available for review along with documentation of staff training
- ZL2 Copy of activity leader certification available for review
- ZL3 The camp is able to close the zip line to prohibit unsupervised use
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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14. LOW ROPES COURSE:

- LRC1 Copy of annual inspection report of low ropes course available for review
- Camp is able to close course to prohibit unsupervised access when not in use
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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15. BICYCLING ACTIVITIES

- BA6 What are the qualifications of activity leader? (program leadership, 1<sup>st</sup> aid, etc.)?
- BA3 What is the risk management plan or emergency action plan for the activity?
- What is the camper and staff ratio? 1:8 guideline
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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16. HORSES:

- HR1 Copy of appropriate certifications available for review
- HR3 Log book is up to date and updated with minor and major incidents
- HR4 People riding are wearing appropriate clothing and foot wear
- HR10 Care of horses is safe and appropriate (veterinarian reports)
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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17. TARGET SHOOTING:

- TS1 Documented safety procedures are available for review
- TS4 Camp staff maintaining safety and supervision at all times
- TS6 Equipment appears to be in good repair
- Activity leader demonstrates knowledge of safety rules and standards in program areas

Comments:

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18. OUT TRIPPING

- OT1 Risk management plan for out trips in place and available for review
- OT6 Emergency Response Plan
- OT9 Written trip plan kept at main camp (staff, participants, itinerary)
- OT11 Reliable communication
- OT15 Minimum first aid qualifications obtained by staff and copies available for review
- Activity leader demonstrates knowledge of safety rules and standards in program areas





Trip Definition	Qualifications
<ol style="list-style-type: none"><li>1. Have a reliable method of communication (radio, phone, etc.)</li><li>2. Can be reached by staff at the main site within 10 minutes.</li></ol>	Emergency First Aid or equivalent (8 hours training)
<ol style="list-style-type: none"><li>1. Have a reliable method of communication (radio, phone, etc.), or I an area with cottages and/or regular use by boaters, etc.</li><li>2. No easy or timely access from staff at main site.</li><li>3. Within 20 minutes of external emergency services.</li></ol>	Standard First Aid or equivalent (16 hours of training)
<ol style="list-style-type: none"><li>1. Have a reliable method of communication (radio, phone, satellite phone, SPOT messenger or similar system etc.)</li><li>2. Remote</li></ol>	Wilderness First Aid or equivalent (32-40 hours training)

Comments:

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### 19. LEGISLATION

What is your camps protocol to ensure that it is compliant with all the legislated requirements and how does the camp ensure that it stays current with legislative changes? (Safe Work etc.)

Comments:

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Additional General Feedback/Comments on Accreditation Visit:

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Report Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX E – CLIMBING TRAINING CHART

Activity Type	MCA Standard	In House Training	Appropriate Equivalent	Inspections
<b>Low Ropes and Bouldering**</b> participants are no more than 1m off the ground at all times, helmets are not mandatory	No specific training needed	YES to complement specific camp risk management policies and program expectations	N/A	Pre-use inspection and annual inspection by trained staff
<b>Climbing Wall Constructed Indoor or Outdoor</b>	Supervising staff trained by CWA Certified Instructor, qualified 3rd party or has their ACCT Level I certification.	YES to complement specific camp risk management policies and program expectations	ACMG Climbing Gym Level 1 Instructor, or ACMG Top Rope Instructor, or Training Provided by Ecole Nationale Escalade Quebec (meets UIAA training standards)	<ol style="list-style-type: none"> <li>1. Pre-use inspection by trained staff.</li> <li>2. Periodic inspection by trained supervising staff onsite.</li> <li>3. Annual inspection by trained 3rd party professional.</li> </ol>
<b>High Challenge Course Includes Zipline, Flying Squirrel, Giant Swing etc.</b> (Non-climbing wall)	ACCT Level 1 ACCT Level 2	YES to complement specific camp risk management policies and program expectations	N/A <b>Note:</b> Only the Program Manager for the Challenge Course is required to have ACCT certifications. Staff assisting this program are required to complete documented site specific training (sample checklist available)	<ol style="list-style-type: none"> <li>1. Pre-use inspection by trained staff</li> <li>2. Periodic inspection by ACCT Level 2 or higher</li> <li>3. Annual inspection by trained 3rd party professional</li> </ol>
<b>Outdoor Climbing on Natural Rock Face</b> (Top Rope)	ACMG Top Rope Instructor	YES to complement specific camp risk management policies and program expectations	N/A <b>Note:</b> Only the Program Manager for Outdoor & Natural Rock Face climbing is required to have ACCT or equivalent certifications. Staff assisting this program are required to complete documented site specific training. (sample checklist provided). ACMG Climbing Gym Level 1 Instructor, or ACMG Top Rope Instructor, or Training Provided by Ecole Nationale Escalade Quebec (meets UIAA training standards)	Pre-use inspection completed on a routine basis by certified onsite staff to ensure anchors are secure