

MANITOBA CAMPING ASSOCIATION

Standards Manual

FOR ORGANIZED CAMP ACCREDITATION
OVERNIGHT & DAY CAMP PROGRAMS

| Updated April 2026



Table Of Contents

About.....	3
Contacting the MCA.....	4
Camp Memberships & Accreditation Process.....	5
Code of Ethics.....	7
Glossary of Terms.....	8
Standards Manual Legend.....	9
Documentation DC.....	10
Management & Administration MA.....	11
Leadership & Staffing LS.....	14
Site & Operations SO.....	19
Transportation - Land & Water TN.....	24
Inclusion IN.....	27
Healthcare HC.....	29
Kitchen & Foodservice KF.....	33
Program PR.....	34
Lifeguards & Swimming (Waterfront & Pool) SW.....	36
Lifeguards.....	36
Waterfront.....	38
Pool.....	39
Watercraft WC.....	41
General.....	41
Human Powered Vessel.....	42
Powered Watercraft.....	42
Target Shooting TS.....	43
Climbing & Courses CC.....	45
Wall/Rock Climbing.....	45
Bouldering.....	46
Challenge Course.....	47
Zip Line.....	47
Low Ropes Course.....	47
Bicycling Activities (i.e. Trail Riding, BMX) BA.....	48
Horseback Riding / Equestrian HR.....	49
Paint Ball Programs PB.....	51
Out-tripping OT.....	53
Summer Group Rentals & Camping Operations On Non-Owned Sites GC.....	56
Off Season Rentals - Recommended Standards GC.....	57

About

The Manitoba Camping Association (MCA), including the Sunshine Fund, is a charitable organization that supports and promotes camp, encourages best practices among the camping industry, manages the standards and accreditation of camp programs and strives to foster a culture of community among its membership, safety for all campers, user groups and staff.

As a community of camping professionals, the MCA is 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 camping industry through research, advocacy, public awareness, training, and professional development.

The camping industry has an important impact in the lives of children and staff. As such, our goal is to help the industry flourish and provide member camps the opportunity to be the best they can be. As a recognized leader in the camping industry, the MCA provides an “Accredited Member Badge” for camps to display on both digital and print materials providing visual assurance to the public of high quality and safe camp experiences with our member camps.

Core Values

- Personal growth and enrichment for children and youth through a camping experience
- Integrity in all aspects of operation
- Accountability and transparency
- Safety for all involved
- Collaboration, sharing of information, knowledge and perspectives
- Financial accessibility
- Environmental outdoor experience

Standards & Accreditation Committee | 2026

Kim Scherger	MCA Executive Director
Nancy Paschke	MCA Standards & Accreditation Coordinator
Kayla Yakielashek	MCA Community Outreach Coordinator
Jared Clarke	MCA Board President (Past Camp Director)
Lexie Yurman	MCA Board Vice-President (Past Camp Director)
Audrey Hicks	MCA Board Member (TNYF Training Center - Manager, Training & Risk Management)

Land Acknowledgement

Manitoba Camping Association acknowledges that we in Manitoba live, work and play on Treaty 1, 2, 3, 4 and 5 Territories and on the ancestral lands of the Anishinaabeg, Cree, Oji-Cree, Dakota and Dene Peoples and the homeland of the Metis Nation. We respect the Treaties that were made on these territories as they are an important reminder of the obligations to and shared responsibilities with Indigenous people. We are dedicated to having conversations from a place of learning and collaboration with the Indigenous community, as through education, we move forward on our journey of reconciliation. We acknowledge the harms and mistakes of the past and are committed to improving our relationships with the Indigenous community. Further, we believe that camps can contribute to healing and reconciliation.

Contacting the MCA

At times, a camp may face changes, uncertainty, or unexpected challenges that impact its staff, campers, or operations. During these moments, the MCA is here to stand with you, to offer guidance, care, and practical support for your camp and team. We also cherish the opportunity to celebrate your milestones, successes, and growth along the way. Through both the highs and the hardships, we want to walk beside you. Please keep us informed and reach out, as you're not alone, and the MCA is here to help.

When to Reach Out | accreditation@manitobacamping.ca

- Informal coffee meetings or phone calls
- Program or activity change or addition
- Removal of an activity area
- Site changes or new facility additions
- Senior staffing or staffing structure changes
- Major accident or incident
- Situation prompting media involvement with your camp
- Site or facility fire
- Death or serious incident

Questions, Feedback & Suggestions

We value members' feedback and work to foster a collaborative culture.

Our Standards and Accreditation Coordinator is available to provide clarification, offer additional support through the accreditation process and welcomes additional suggestions or insights to consider in our ongoing work towards best practices and excellence in the camping industry.

Contact Information

Executive Director: kim@manitobacamping.ca

Standards & Accreditation Coordinator: accreditation@manitobacamping.ca

Marketing & Communications: communications@manitobacamping.ca

Sunshine Fund: sunshinefund@manitobacamping.ca

Office Phone: 204.784.1130

Website: www.manitobacamping.ca

Manitoba Camping Association

Unit 6-1110 Henderson Hwy

Winnipeg, MB R2G 1L1

Camp Memberships & Accreditation Process

Membership Types

A camp that is aspiring to become accredited must be in operation, and a Rookie Member, for at least one year before the camp can apply for accreditation status. The accreditation document review and site visit processes offer support to the camp and ensures best risk management practices are implemented.

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 efficiency 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.

Awarded accreditation applies to the operation as seen at the time of the visit, additional follow-up visits may be required if the camp experiences significant change in program, staff or staffing structure, management, board, ownership, site and/or facilities.

Camp Member

This camp has completed the accreditation process, pays an annual membership fee, receives all membership benefits, conference discount and eligibility for sunshine funding. Additionally, these camps have voting privileges at MCA business meetings.

Camp Members automatically enter an accreditation evaluation and review every 3 years. Upon successful completion of the accreditation process, the Standards and Accreditation Committee submits recommendation for renewal to the MCA Board. At year end, the MCA Board reviews all recommendations, and a favourable vote renews their membership for another 3-year term.

Rookie Member

This camp has completed an initial assessment to verify their qualification for accreditation. Rookie membership is initiated with application and applicable fees. Rookie Membership offers basic membership benefits. To complete the accreditation process, the camp must complete at minimum one full document review and one full site visit, (average camps received two of each). Successful completion indicated with favourable MCA Board vote into membership. Rookie Camps do not hold a vote at MCA business meetings.

Qualifications for MCA Accreditation

The MCA defines organized camping as a sustained group experience of no less than 30 hours over a minimum of 4 consecutive days taking place in one of the following formats - overnight, wilderness, day or family camp, based on the following principles:

1. Must run at least fifty percent (50%) of outdoor programming.
2. Dedicated and committed to preserve the integrity, stability, and beauty of the environment.
3. Foster the physical, mental, social, spiritual, emotional and moral welfare of the participants.
4. Day Camps considerations are made for those which fall under the programming of an overnight camp OR takes place in a “non-urban” environment (*definition of non-urban remains at the discretion of the Standards Committee*).

The purpose of these standards is to ensure safety and best practices in the camping industry. **These standards provide the basis for accreditation of camps by the Manitoba Camping Association requiring 100% compliance for accreditation and MCA membership.**

The standards undergo annual reviews by the Standards and Accreditation Committee. Revision recommendations are submitted by the Standards and Accreditation Committee to the MCA Board for approval as deemed necessary.

Member Camps are notified of updates and revisions as they are implemented. It is the responsibility of the member to ensure they are referencing the most recent edition, which is provided freely to MCA members.

Additional third-party regulations referenced in relation to a standard are listed solely as a benefit to the member for ease of access. **Awareness and understanding of current MCA and industry regulations, and ensuring adherence, is the responsibility of the Camp Member.**

**MCA Member Camps in Ontario must adhere to Ontario Provincial regulations (where Manitoba provincial regulations are referenced) as it relates to their camp context.*

Accreditation Process

Each formal accreditation visit, Pre-accreditation (Rookie), Accreditation/Re-accreditation, New Director, and Follow-ups involve a documentation review and site visit. Specified electronic standards documentation is submitted to the MCA by a specified date for review. The accreditation team attends the camp on an agreed upon date for a site tour through the property and evaluation of the camp while in session. The visit led by the on-site director includes discussion, a meal, observation of camp activities, site tour and interactions with relevant staff (Program Director, Health Officer, Maintenance/Facilities/Operations Manager, Lifeguard and Cook).

The camp receives a follow-up report post-visit, summarizing evaluation results (observations and feedback of document review and site visit). All discrepancies as presented in the report must be brought into compliance within the specified time frame. The report and compliance results are then reviewed by the Standards and Accreditation Committee who submits their accreditation recommendation to the MCA Board of Directors for review and vote to grant or renew accreditation with the member.

Visitation Team Qualifications

The camp visitation team will be comprised of the following:

1. MCA Executive Director
2. MCA Standards and Accreditation Coordinator
3. Up to two additional attendees (selected by the Executive Director and Standards and Accreditation Coordinator) who meet the following criteria:
 - a. MCA Standards and Accreditation Committee Member
 - b. MCA Board Member
 - c. Individual holding a senior role at an MCA Member camp
 - d. Industry professional with an area of expertise as it relates to an area of specialized programming at the camp
 - e. A former industry professional who has held one of the above positions, in good standing, within the past five years

The MCA welcomes Camp Directors to attend another camp's accreditation as a guest to better understand and prepare for their own accreditation process. Contact the Standards & Accreditation Coordinator to make arrangements - accreditation@manitobacamping.ca

MCA accreditation indicates the Member Camp is in compliance with the standards as outlined. The MCA takes seriously its responsibility to ensure adherence and provide accountability for member camps. It is the commitment of the MCA to work with member camps to rectify areas of concern if found non-compliant before pausing or removing membership.

THE MCA HAS THE RIGHT TO FOLLOW-UP AND RE-EVALUATE ACCREDITATION STATUS MID ACCREDITATION CYCLE.

Code of Ethics

Exemplary Ethical Practices for All Members of the MCA

This Code of Ethics identifies principles that guide the conduct of the MCA and member camps, underscoring our commitment to integrity, truthfulness and understanding in both professional and personal roles.

1. Will behave in a way that reflects the values of the MCA to serve organized camps, affiliated programs, and the public by promoting better **outdoor** camping for all.
2. Will take responsibility for the well-being of others in their care.
3. Will abide by and comply with the laws of the community.
4. Will speak for the MCA only with authorization and will otherwise indicate that views and actions are personal.
5. Will respect the privacy of MCA staff, camps and the larger camp community, and will hold members accountable to the code of ethics by sharing relevant information with the MCA executive director (president or vice president).

Exemplary Ethical Practices for Camp Owners, Directors & Executives

The association recognizes the camp owner, director, board, and executive as primary professional persons assuming the greatest responsibility for actual camp practices. Therefore, in addition to the Code of Ethics for all members, an accredited camp operator or affiliate agrees to the following:

1. Will endeavour to provide an environment conducive to promoting and protecting the physical and emotional well-being of the campers and staff.
2. Shall seek to instill in staff and campers respect for the environment and campsite.
3. Shall follow equality, inclusivity and diversity practices for employment application and camper registration.
4. Shall employ individuals based on qualifications essential to job performance and camp operations.
5. Shall be truthful and fair in all dealings with campers, parents/guardians and staff.
6. Shall provide a registration policy including fees, payment schedules, discounts, dates of arrival and departure, and a clearly stated refund policy.
7. Shall provide for each staff member a written job description and employment agreement, including period of employment, compensation, benefits and exceptions.
8. Shall promptly consult with parents/guardians if a camper is not benefitting from the camp experience or if the camper's actions make removal necessary.
9. Shall pay the fees established by the MCA Board of Directors, which in turn pays the established fees by the CCA National Board of Directors.
10. Will respond to complaints received and make a good faith effort to resolve them in accordance with generally accepted good business practices.

Glossary of Terms

MCA	Manitoba Camping Association
Board of Directors	Consists of member camp representatives and industry professionals; the majority associated with an active overnight camp. The property and business of the MCA is managed by the Board.
Sunshine Fund	A program that provides funding to send children to camp who come from families who require financial assistance.
Accredited	Camp who has successfully completed the accreditation process, submits membership fees and Statement of Compliance each year, and is in good standing with the MCA.
Camp Member	Camp who aligns with the values of the MCA, paid membership fee, fully accredited, and in good standing with the MCA. Members hold one weighted vote at the AGM and are eligible for Sunshine Fund funding.
Rookie Member Camp	Camp who aligns with the values of the MCA, paid membership fee, and is working toward full membership.
Organized Camping	A sustained group experience of no less than 30 hours over a minimum of 4 consecutive days with at least fifty percent (50%) outdoor programming.
Overnight Camps	Provide overnight accommodation and outdoor recreational opportunities in a non-urban environment through a variety of activities supervised by trained leaders for a sustained period of time.
Day Camps	Provide educational and recreational opportunities through a variety of activities supervised by trained leaders. The campers return home each night.
Act	Refers to the specified regulation or legislation
Executive Director, Camp Director, General Manager	Senior leadership position(s) – individual(s) who offers oversight and/or direction to the function and execution of the camp or program (including oversight of camp site, facilities, staffing, policies, programs, etc.).
Staff	“Staff” includes those who are either paid or volunteer.
Cabin Leader	Individuals responsible for a group of campers or “cabin group” throughout the camp session. As the term "counsellor" (which is historically used to describe this role) implies designation through certification or training, it is recommended the more generic term "Cabin Leader" be used.
Activity Leader	Individual(s) responsible for the leadership, safety and supervision of a camp activity. Applicable to both large and small group settings.
Health Officer	The single qualified person overseeing management of all medical accidents or incidents, other day-to-day health needs, medical documentation, and medications for campers and staff.
Kitchen Manager, Head Cook, Food Services Manager	The individual holding a Food Handlers Certificate overseeing the kitchen and food preparation.
Parent	Includes parents, legal guardians or adults charged with the legal care of the minor aged camper or staff.
Vehicle	All land and water vehicles, including those that are towed behind another vehicle.

Standards Manual Legend





Code Standard Section Name

MA	Management & Administration
LS	Leadership & Staffing
SO	Site & Operations
TN	Transportation Land & Water
IN	Inclusion
HC	Healthcare
KF	Kitchen & Foodservice
PR	Program
SW	Lifeguards & Swimming (Waterfront & Pool)
WC	Watercraft
TS	Target Shooting
CC	Climbing & Courses
BA	Bicycling Activities (Trail Riding, BMX)
HR	Horseback Riding /Equestrian
PB	Paintball
OT	Out-Tripping
GC	Summer Group Rentals & Camping Operations on Non-Owned Site



KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body





KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body




Documentation | DC







DC1	Annual Permit to Operate a Camp from the Medical Officer of Health indicating that the camp facilities comply with all items listed in the <i>Recreational Camps Regulation</i> .	
	 Recreational Camps Regulation, 327/88 R VIEW	
DC2	Provincial Health License for the Kitchen for all camps providing meals for campers and staff.	
	 The Food and Food Handling Establishments Regulation, 339/88 R VIEW	
DC3	Provincial Health License for any swimming pool on site and used by campers and staff.	
	 Swimming Pools and Other Water Recreational Facilities Regulation, 132/97 VIEW	






KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body





Management & Administration | MA

<p>MA1</p>	<p>The camp has comprehensive liability insurance covering:</p> <ul style="list-style-type: none"> · Campers, staff, volunteers and visitors while on the site · Campers, staff, volunteers and visitors while using camp transportation or being transported on camp business in non-owned vehicles · A minimum of \$1 million per incident <p>NOTE: 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.</p>	
<p>MA2</p>	<p>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.</p>	
<p>MA3</p>	<p>Emergency Policies and Procedures are documented, available in staff manuals and for quick reference, and include at minimum:</p> <ul style="list-style-type: none"> · Single casualty accident/incident/other medical emergency · Group or mass casualty accident/incident/other medical emergency · Fire · Lost child · Death of a camper, visitor or staff member · Severe weather (for camps in known severe weather areas) <p>The stated policies and procedures cover:</p> <ul style="list-style-type: none"> · Not moving an injured person unless suitably qualified (EMR and/or Lifeguard certified) · Chain of responsibility · Who to contact in the emergency (e.g. Director/Camp Health Officer) · Who will call emergency services · Who has decision-making authority · Who and when to contact managing bodies and/or legal counsel · When emergency services will be called, method for calling them and standard directions to the camp · Emergency alarms · Caring for those campers not involved in the emergency · Emergency meeting places · Maps of the campsite indicating at least emergency meeting points · Missing child search plan (e.g. division into search sections or other as appropriate to the camp) · Hostile Intruder Policy · Debriefing and follow-up post event 	

MA4	The camp shall have written procedures for dealing with the death of a camper or staff member.	
MA5	<p>Accident and Incident Forms Accidents and incidents (e.g. disclosure of abuse) are documented by firsthand witnesses including a minimum of:</p> <ul style="list-style-type: none"> · Name of witness. · Name(s) of all persons involved. · Date, time and location of the incident. · An objective and detailed description of the incident. · Action taken. · Signature of witness. · Dated signature of Director indicating form has been reviewed 	
MA6	<p>Systems are in place to review documentation of all accident and incidents including:</p> <ul style="list-style-type: none"> · Location (including activity) and severity of all incidents · An action/prevention plan for all locations with repeat moderate accidents/incidents or a single severe accident/incident · Notification to the MCA of any major incidents, and if media has been in contact with the camp · A separate section, evaluation and/or form for Mental Health · Follow-up procedures for incident 	
MA7	<p>Camp has documented child abuse reporting policy for staff in place. Policy includes procedures for staff to report reasonable belief of abuse to the Camp Administrator, Director, or alternative Camp Officer (at least two avenues for reporting are to be provided).</p> <p>Manitoba Intake: Child and Family Services # (204) 944-4200; toll 1 (866) 345-9241 (available 24 hours to handle emergency and non-emergency calls to support children and families).</p> <p>NW Ontario: Child & Family Services, Kenora - Toll free: #1-800-465-1100</p>	
 The Child and Family Services Act, C.C.S.M. c. C80 VIEW		
MA8	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.	
MA9	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).	

MA10	Storage of all records for an appropriate length of time: <ul style="list-style-type: none"> • Financial - 7 years • Medical Logs, Accidents/Incident Reports - to camper age of majority plus 7 years 	
	 Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5 VIEW The Employment Standards Code, C.C.S.M. c. E110 VIEW	
MA11	Guns regardless of muzzle velocity should be stored and handled to maximize safety. Licensing requirements for all firearms used by the camp are documented, and said firearms are stored according to legislation.	 
MA12	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.	









KEY






			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body






Leadership & Staffing | LS










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.






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.

LS1	The Camp Director has had at least two (2) years’ experience in administration and leadership in an organized camp or related field.	
	 Recreational Camps Regulation, 327/88 R, s 6 VIEW	
LS2	If the Director is absent or unable to fulfil their duties, there is at least one single person delegated the responsibility of Director’s daily duties.	 
LS3	The camp uses a staff application form requesting a minimum of the following information from applicants: <ul style="list-style-type: none"> · Full Name · Contact address and phone number · Current relevant licences/certifications, etc. · Skills relevant to the position applied for · Experience relevant to the position applied for · Medical or other conditions which may impact on the staff members’ ability to perform the duties of the position at an appropriate standard · Names and contact details of two references <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>	
	 The Human Rights Code, C.C.S.M. c. H175 VIEW	
LS4	The camp has job description for each role which clearly shows: <ul style="list-style-type: none"> · Skills, experience, qualifications and characteristics required · A description of the responsibilities 	
LS5	All staff and volunteer hire processes are documented and include at minimum 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 (at least one who is non-related).	





<p>LS6</p>	<p>The camp's documentation demonstrates at minimum the following: All staff and volunteers 18 years+ have received an appropriate result on an Enhanced Criminal Record Check (ECRC) or Enhanced Police Information Check (EPIC) completed within twelve (12) months prior to commencement of duties. Full time staff – every 5 years Seasonal Staff - annually Seasonal returning Staff - every three years <i>*Returning seasonal staff are defined as those working consecutive camp seasons</i></p> <p>All staff and volunteers born February 28, 1986 or earlier must have a Vulnerable Sector Verification (VSV) or Vulnerable Sector Search (VSS) completed with their initial application, within the twelve (12) months prior to commencement of duties, and must be kept on file for the duration of their employment. Seasonal employees/volunteers do not need vulnerable sector re-checks if their initial check is on file.</p> <p>A voluntary disclosure statement attesting that the individual does not have a criminal record and is signed by: 18 years + – individual & witness Younger than 18 years – individual and parent/guardian</p> <p>All minor aged staff and volunteers (younger than 18 years) must have received at minimum 2 adult reference checks (at least one who is non-related) completed prior to the commencement of their duties.</p> <p>NOTE: Camps are encouraged to integrate Child Abuse Registry Checks into their back check processes. All back check processes must be in adherence with the camp's Insurance requirements who may mandate a higher standard.</p> <p>*ADDITIONAL EXPLANATIONS OF VARIOUS CHECKS AND DEFINITIONS ARE FOUND IN THE RESOURCE TOOLBOX.</p> <p>DATE OF IMPLEMENTATION: 2027</p>	 
<p>LS7</p>	<p>The camp has a written and signed contract for each employee that shows clearly:</p> <ul style="list-style-type: none"> • Position held • Pay, conditions and benefits of employment • Method and timing of payment • Employment commencement and termination dates • Signature from staff member stating awareness of, and agreement with all terms and conditions • 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 	
<p>LS8</p>	<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"> • Expected standards of conduct • Time-off, holidays and curfew • Discipline procedures, including termination (dismissal) • Performance evaluation criteria and processes 	
 The Employment Standards Code, C.C.S.M. c. E110 VIEW		

<p>LS9</p>	<p>All staff must meet minimum requirements for their position, licenses and certifications by law. These include but are not limited to:</p> <ul style="list-style-type: none"> · Current drivers' license for any person operating a camp vehicle. · Current boat license appropriate to the size and use of the boats operated by that person. <p>NOTE: Refer to the following sections of this Standards Manual for the skills, experience, and qualifications required for each camp area. Example – Camp Health Officer, see Health Care. Activity Leaders, see respective section.</p>	
<p>LS10</p>	<p>To ensure First Aid is readily available to all areas of camp at all times, program leadership staff (e.g., Program Director, Waterfront Director, Head Wrangler, Boating Director, Section Heads, Activities Lead, etc.) hold at minimum Intermediate First Aid with CPR-C (also referred to as Standard First Aid Certificate & CPR – C), from a recognized certified body.</p>	
<p>LS11</p>	<p>The camp has a documented annual staff training schedule (minimum of 32 hours) that includes a minimum of:</p> <ul style="list-style-type: none"> · The camp program · Camp philosophy and objectives and how to implement them · Program outline · Cabin Leader responsibilities during various program segments (e.g. mealtimes, activities, bedtime, etc.) · Two hours emergency response training provided by the camp Health Officer or a qualified First Aid Instructor · Handling the scene of an incident · Camp policies and procedures · Caring for the safety of non-affected children · Getting assistance · Managing the immediate safety and survival needs of the affected camper · Leaving the scene intact for any follow up investigation · Emergency procedures · Behaviour management <p>Distribute, outline, and practice of camp policy and procedures for:</p> <ul style="list-style-type: none"> · Fire · Missing Child · Water Search · Accident/Injury or other medical emergency · Mass casualty · Campsite orientation · Health Care Centre · Emergency meeting point · Activity areas · Out of bounds / supervised access only areas · Staff only areas (smoking area / staff lounge / common room, etc.) · Child Protection 	 
<p>LS12</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>LS13</p>	<p>Child Protection Policy Includes:</p> <ul style="list-style-type: none"> · Duty of care of all camp staff · Camp Child Abuse reporting policies, procedures and phone numbers · Staff protection guidelines (e.g. safe touch guidelines, avoid being alone with a child) · How to handle disclosure of abuse by a camper available at camp, including a staff resource person · 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. 	 
<p>LS14</p>	<p>Staff protection guidelines are detailed in Staff Handbooks and include:</p> <ul style="list-style-type: none"> · Appropriate touch · Staff should never be alone with a child where they can't be seen (e.g. indoors or in a secluded outdoor spot) · Staff should never flirt with or enter into a relationship more than a friendship with any camper · Cabin Leaders in training and volunteers also receive this training and guidelines apply to these positions 	 
<p>LS15</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>LS16</p>	<p>Staff are seen to be behaving appropriately for the environment including but not limited to:</p> <ul style="list-style-type: none"> · Speaking positively to children and others, not using swearing or offensive language such as calling others 'dumb or other such insults · Smoking must comply with Provincial Regulations · Being attentive to children in their care, including actively supervising during activities · Complying with activity and camp safety standards 	
<p>LS17</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>LS18</p>	<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"> · Relationships with children/campers · Relationships with staff · Conduct as per the camp expected standards of conduct · Job related skills 	















LS19	The camp is able to demonstrate through documentation that staff are provided with meaningful evaluation.	
LS20	The senior Cabin Leader to be at minimum 4 years older than the campers they will be working with, or 18 years of age.	
LS21	<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.</p> <ul style="list-style-type: none"> · One staff member to eight (1:8) minor aged campers aged 8 years and older · One staff member to six (1:6) campers aged 7 years and younger 	
LS22	<p>There is evidence in sleeping quarters that there is a minimum of one Cabin Leader to every eight minor aged campers sleeping in each room except for family camps where minor aged campers share sleeping quarters with their parents/legal guardians.</p> <p>NOTE: Best practice for there be a ratio of two cabin leaders/supervisors to every eight minor aged campers sleeping in each room.</p>	
LS23	<p>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.</p> <p>NOTE: See the TRANSPORTATION section for information on supervision requirements for campers being transported to or from camp.</p>	











KEY















			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body









Site & Operations | SO

SO1	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.)	
SO2	The size of site and facilities appears appropriate for the number of campers, staff and other site users.	
SO3	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.	
	 Recreational Camps Regulation, 327/88 R, ss 9, 10 VIEW	
SO4	Railing required for top bunks.	
SO5	Building permits and blueprints (plans) are required for all new construction as of 2007 and retained for the lifetime of the structure.	
SO6	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.	
	 The Fires Prevention and Emergency Response Act, Reg 82/2023 VIEW National Building Code of Canada VIEW	
SO7	There are adequate means of egress from buildings as defined in Provincial fire and building codes (e.g. two exits per floor).	
SO8	The Site and Facilities appear to be clean and in a safe state of repair.	





SO9	<p>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:</p> <ul style="list-style-type: none"> · Natural or man-made debris · Dangerous trees or foliage · Damage to buildings, paths, wharves or other facilities or infrastructure · Exposed wiring 	
SO10	<p>There are washrooms with visible night accessibility and provide privacy.</p>	
	 Recreational Camps Regulation, 327/88 R, s 4(1)(n) VIEW	
SO11	<p>There is connection to public utility sewage disposal, or there is an approved sewage disposal/treatment system.</p>	
	 The Environment Act, C.C.S.M. c. E125, Onsite Wastewater Management Systems Regulation, Reg 83/2003 VIEW The Public Health Act, C.C.S.M. c. P210, Water Works, Sewerage and Sewage Disposal Regulation, Reg 331/88 R VIEW	
SO12	<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.</p> <p>Where the camp does not have written indication of the required frequency of testing, testing is required as per government standards in Ontario & Manitoba.</p>	 
	 <p>Manitoba: The Public Health Act, C.C.S.M. c. p210, Water Supplies Regulation VIEW The Drinking Water Safety Act, C.C.S.M. c. D101 VIEW Recreational Camps Regulation, Manitoba Regulation 327/88 R, 4(1)(k) VIEW</p> <p>Ontario: Safe Drinking Water Act, 2002, Drinking Water Systems Reg 170/03) VIEW</p>	
SO13	<p>There is an on-site waste storage with limited access that appears to be clean and safe.</p>	
	 Recreational Camps Regulation, 327/88 R, s 4(1)(p) VIEW The Waste Reduction and Prevention Act, C.C.S.M. c. W40 VIEW	
SO14	<p>All garbage receptacles appear to have been emptied recently and are in a clean state.</p>	
SO15	<p>Completion of cabin cleaning between all occupants or a minimum of weekly.</p>	 
	 Recreational Camps Regulation, 327/88 R, s 8 VIEW	

<p>SO16</p>	<p>Camp has WHMIS program and training program in place and is reviewed by leadership annually.</p> <p>Camp has documented evidence (certificate) for WHMIS 2015 (GHS) training for Camp Directors and Senior Leaders (ie. maintenance, kitchen, housekeeping, program).</p> <p>Annual site-specific, in-house WHMIS training for all staff taught by certified staff or qualified external training provider.</p> <p>DATE OF IMPLEMENTATION: 2027</p>	 
 Canadian Centre for Occupational Health and Safety (CCOHS), WHMIS VIEW Manitoba Workplace Safety and Health Act and Regulation 2022, Part 35, s35.1(1) VIEW		
<p>SO17</p>	<p>Dangerous and toxic products as defined by WHIMIS 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.</p>	
<p>SO18</p>	<p>Dangerous or toxic products on site should be kept to a minimum, and the storage and handling of these items maximize safety.</p> <p>Dangerous or Toxic Products include but are not limited to:</p> <ul style="list-style-type: none"> • Petroleum products • Herbicides and Pesticides • Dangerous, toxic or flammable chemicals (e.g. pool chemicals) • Cleaning products • Power tools and other dangerous equipment • Firearms (including all types of guns regardless of muzzle velocity) <p>The Camp keeps documented records of all dangerous and toxic products that are used on site, under what conditions and where/how they are stored.</p>	 
<p>SO19</p>	<p>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 WHIMS 2015 (GHS trained staff).</p> <p>Dangerous and toxic products are clearly labeled.</p>	 
<p>SO20</p>	<p>SDS available in all storage locations containing the following: petroleum products, herbicides/pesticides, dangerous, toxic, or flammable chemicals (e.g. pool chemicals, bleaches, etc.).</p> <p>Master SDS Binder containing all site SDS stored in readily accessible location (ie. Health Office or Main Office).</p> <p>Systems in place to ensure timely clean-up for unexpected spills, messes, etc.</p>	
 Canadian Centre for Occupational Health and Safety (CCOHS), WHMIS VIEW Manitoba Workplace Safety and Health Act and Regulation 2022, Part 35, s35.1(1) VIEW		

SO21	The camp has a written Environmental Management Policy incorporated into the camp's policy and procedures manuals.	
	 The Environment Act, C.C.S.M. c. E125 VIEW	
SO22	<p>The environmental policy addresses the following:</p> <ul style="list-style-type: none"> • Protection of indigenous flora and fauna and actively seeking to maximize site bio-diversity. • In planning for site development, following environmental principles such as minimum impact and minimum energy consumption. • Actively seeking to minimize non-renewable energy consumption through improvements in site electricity (lights, appliances etc.), camp and camper transport, etc. <p>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.</p>	
SO23	Policies and procedures, such as “leave no trace” principles, are in place to reduce and manage waste, including minimal use of disposable plastics and paper products.	
	 Leave No Trace Canada VIEW	
SO24	Clearly delegated responsibilities for overall maintenance.	
SO25	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.	
SO26	Routine maintenance schedules, checklist and sign off. Maintenance notification systems and documentation systems recording problems and follow-up.	 
SO27	Operations Manuals for all utilities and equipment covering routine inspection, maintenance and servicing and contact details for routine and emergency servicing.	
SO28	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.	
	Camp has documented training, signed by supervisor, kept in employees file.	
SO29	Routine site inspection schedules and sign off (must include all fireplaces, chimneys, fuel storage areas and other potential fire hazard areas).	 




SO30	All fireplaces 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.	
SO31	There is a written fire emergency plan with which all staff are thoroughly familiar, including staff usage of fire extinguishers.	
SO32	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.	
SO33	There is a listing of: <ul style="list-style-type: none"> • Location and type of all fire extinguishers • Location and type of all smoke and/or heat detectors and alarms 	
SO34	<p>Appropriate fire prevention equipment is in place as outlined below with additional adherence to provincial and fire commissioner regulations.</p> <p>Smoke Detectors</p> <ul style="list-style-type: none"> • Residential Occupancy Buildings – Public corridors, exit stair shaft • Sleeping Accommodations • Ancillary Spaces – Water system rooms, cleaning supply and/or chemical storage rooms, common rooms, storage rooms, kitchen, lounges, etc. • Public buildings/offices/meeting spaces not equipped with fire alarm systems <p>Heat Detectors</p> <ul style="list-style-type: none"> • Storage rooms • Service rooms – Furnace room, garage, utility room • Janitors’ rooms • Laundry rooms <p>Carbon Monoxide Detectors</p> <ul style="list-style-type: none"> • All buildings which require annual Fire Safety Inspection • Maintenance Shops • Rooms containing a fireplace, wood burning stove, or any other fuel source <p>Fire Extinguishers</p> <ul style="list-style-type: none"> • Dispersed appropriately in all camp buildings – appropriate fire extinguisher for location • Located along normal paths of travel • In visible locations or indicated with sign <p> The Fires Prevention and Emergency Response Act, Reg 82/2023 VIEW National Building Code of Canada VIEW Manitoba Building Code, Reg 78/2023 VIEW Manitoba Workplace Safety and Health Act and Regulation 2022, Part 19 VIEW</p>	
SO35	There is documentation showing completion of the following inspections: <ul style="list-style-type: none"> • Weekly staff inspection of fire extinguishers (visual inspection to ensure that it hasn’t been discharged) • Annual professional inspection of fire extinguishers, smoke/and or heat detectors, and fire suppression system • Weekly staff testing of battery-operated smoke detectors in sleeping quarters 	 






KEY









			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Transportation - Land & Water | TN



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 camp’s responsibility to maintain up to date knowledge of and compliance with these requirements for all vehicles owned and operated by them.

TN1	<p>As it pertains to all camp vehicles (daily use vehicles, passenger vehicles, off-roading vehicles, trailers, water vessels, etc.), 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"> • License/Operator Card/certification/other required to operate (photocopy shall be kept on file at the camp) • Maximum capacity (passengers and load limit) • Proper use of passenger restraints and other safety devices (e.g. air bag, emergency exits etc.) • Proper storage of gear, including guidelines for storage of gear within the passenger compartment (e.g. heavy items under seats, no hazardous materials, etc.) • Annual vehicle safety checks 	
TN2	<p>The camp has documented process that ensures all people operating any vehicle (land or water) for camp business, with staff or campers as passengers, has the required operating licenses/permits and is trained on the safe and legal operation of the vehicle which they are utilizing.</p> <p>The camp conducts site specific training for any staff or volunteers operating camp vehicles - land and water (including maintenance vehicles, off-road vehicles, trailers, etc.).</p>	 





<p>TN3</p>	<p>The camp ensures that all camp owned vehicles are maintained in safe operating condition.</p> <p>Camp land vehicles must meet MPI requirements for all types. Insurance and safety specifications include but are not limited to:</p> <ul style="list-style-type: none"> • Passenger vehicles: 10 passengers or less (including driver) • Bus vehicles: 11 passengers or more (including driver) <p>All types of water transportation must be inspected annually by the camp for safety, and meet safety/ insurance requirements according to Transport Canada and Insurance provider.</p> <p><u>LAND VEHICLE SAFETY REQUIREMENTS:</u> <i>*MCA Vehicle inspection report found in “Resource Toolbox”</i></p> <p>Vehicles Transporting Campers and/or Minor Aged Staff Any vehicles transporting campers requires an annual Safety Certificate (Light Vehicle Inspection – COI).</p> <p>Regular-Use Land Vehicles Vehicles used for off-site transportation require annual Vehicle Inspection Report completed by licensed (Red Seal) mechanic.</p> <p>Regular Use Trailers Trailers used for off-site transportation require annual Vehicle Inspection Report completed by licensed (Red Seal) mechanic.</p> <p>Site Only Vehicles Unregistered vehicles or those used on site only (work vehicles), must receive a documented annual safety inspection by a trusted mechanic covering at minimum brakes, steering and tires.</p> <p>DATE OF IMPLEMENTATION: 2027</p>	  
<p>TN4</p>	<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"> • Their commitment that the vehicle is in safe operating condition (as in TN1) • Their agreement to operate the vehicle in a safe and lawful manner • Their commitment to notify the camp of any changes in their driving record or Vehicle Insurance status • Clear agreement of which Drivers’ Insurance is applied first to any claim (camp or vehicle owner) • Clear agreement of who holds responsibility for damage to the vehicle • Minimum amount of Passenger Insurance coverage required for the vehicle and responsibility for securing that insurance • Personal vehicles meet same safety and inspection requirements for camp vehicles in TN3. 	
<p>TN5</p>	<p>Where transportation is contracted out to external organizations or drivers, the camp has a contract which meets all regulation requirements for vehicles, drivers, and the camp’s insurance requirements.</p> <p>Contract is accessible for reference.</p> <p>Contract information includes at minimum: hire company name and contact, copy of company license, outline of transportation schedule, transportation expectations.</p>	



<p>TN6</p>	<p>Where campers are being transported, the following procedures are in place:</p> <ul style="list-style-type: none"> • In addition to the driver, there is at least one camp staff person in the vehicle (recommended 18+) • One of either the driver or additional staff person has current Intermediate First Aid with CPR-C (also referred to as Standard First Aid Certificate & CPR – C) • There is a basic First Aid kit in the vehicle • There is an appropriately sized BC fire extinguisher in the vehicle • There is an accurate list of staff and campers being transported in the vehicle • A copy of the transportation list is kept at a designated location other than in the vehicle (ie. camp office) • Where more than one vehicle is being used to transport campers, the transportation list indicates passengers (staff and campers) designated to a vehicle - changes to vehicle allocations are not made on route • 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.) <p>For remote travel or no cell service, a back-up plan must be in place in case of emergency</p>	
<p>TN7</p>	<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>TN8</p>	<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>TN9</p>	<p>There is a land vehicle and/or water vessel (as it pertains to the camp context) and designated driver(s) ready and available for emergency transportation during all camp programming.</p> <p>Designated emergency water vessel ready with lifejackets and safety/distress equipment for immediate access in emergency event.</p> <p> Recreational Camps Regulation, 327/88 R, s 4(1)(f) VIEW</p>	
<p>TN10</p>	<p>All water vessels must adhere to Transport Canada Guidelines. The camp is responsible to ensure understanding of:</p> <ul style="list-style-type: none"> • water regulations according to their context (ie. national and provincial park regulations) • water vessel qualifications (ie. Commercial vessel, small vessel, pleasure craft qualifications) • licensing requirements for their context and each vessel type <p>*Lifejackets or PFDs worn on all water vessels in natural bodies of water to be bright in colour (red, orange, yellow).</p> <p>DATE OF IMPLEMENTATION: 2027</p> <p> Canada Shipping Act, Small Vessel Regulations, C.R.C. c. 1487 VIEW Transport Canada VIEW</p>	 

KEY


			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Inclusion | IN






IN1	<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>	
IN2	<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"> • Campers must be able to operate in a ratio of eight children per Cabin Leader or be accompanied by a Support Worker • Facilities and resources allow for a suitable number of Support Workers depending upon camper's needs <p>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</p>	
IN3	<p>The camp is able to demonstrate that:</p> <ul style="list-style-type: none"> • 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. <p>OR</p> <ul style="list-style-type: none"> • 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>NOTE: These standards have been developed to align with Canadian Human Rights principles.</p> <p>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, Toll Free: 1 (866) 282-8041</p>	
 Canadian Human Rights Act, R.S.C., 1985,c H-6 VIEW		










IN4	Campers with special needs in attendance are seen to be participating in appropriate camp activities.	
IN5	<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"> · Cabins and washrooms where they are required for use by the individual camper with special needs <p>Dining areas, access ways and other areas where campers congregate are accessible to all campers in attendance <i>(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)</i></p>	








KEY







			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Healthcare | HC

HC1	<p>The camp has medical policies and processes requiring:</p> <ul style="list-style-type: none"> • Parental written approval prior to any child being provided with either prescription or non-prescription medication, unless under specific and individual orders of a Physician • Surrender of all staff and camper medications to be locked under designated Health Officer, except in the following circumstances: <ul style="list-style-type: none"> - 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 - At a family camp where medications may be stored in a locked box or cupboard within the family’s accommodation - Asthma inhalers and EpiPen’s, which can be carried by the camper or staff member that may require them. 	 
HC2	<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 (Cabin Leaders, Activity Leaders, Kitchen Staff etc.). These procedures should include but not be limited to:</p> <ul style="list-style-type: none"> • When and how to wash hands • When and how to use gloves, including how to take them off • Disposal of gloves, sharps and contaminated items in allocated containers and disposal of these containers through an appropriate facility (e.g. hospital) • Washing of surfaces, clothes and other contaminated items 	  
HC3	<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"> • Medications the campers and staff will be taking during camp • Conditions that may require management at camp (e.g. asthma, allergies) • Conditions that may affect the camper’s and staff’s participation at camp (e.g. disabilities, behavioral diagnoses, etc.) • Medical vulnerabilities the campers and staff may have (e.g. extreme sun sensitivity, heart condition, etc.) • Request for details of how the camp should manage the conditions or respond in the case of exposure (e.g. to an allergen) • Request for permission from the parent/guardian to seek emergency medical treatment, for persons under 18 years of age. <p>NOTE: 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. 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>	

HC4	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.	
HC5	Children have continuous access to drinking water as defined by Standard SO12.	
HC6	<p>There is a health care centre with:</p> <ul style="list-style-type: none"> • Adequate space for Private consultation • A rest area • Appropriate storage, including lockable storage for medications • Visible night accessibility • Easy access to potable water appropriate hand washing & sterilizing facilities (e.g. running water and soap or anti-bacterial rub) • Minimum of two beds or one per 50 campers with the ability to provide gender privacy 	
 Recreational Camps Regulation, 327/88 R, s 4(1)(a) VIEW Manitoba Workplace Safety and Health Act and Regulation 2022, Part 5 VIEW		
HC7	<p>All medications (available in the Health office and stored for campers) are double locked:</p> <ul style="list-style-type: none"> • The Health Office is locked • Medication storage cabinets have additional lock • Refrigerated medications are kept in a locked fridge (ie with hasp or cable lock on door) or in a locked compartment/box stored inside the fridge 	 
HC8	<p>The Health Office must contain basic first aid essentials for wounds, strains, and minor injuries including at minimum:</p> <ul style="list-style-type: none"> • Bandages/Dressings – Adhesive, gauze pads, cotton triangles, variety of bandages • Cleaning/Antiseptic – Wipes, soap, solution, disinfectant • Tools – Scissors, tweezers, disposable gloves, thermometer, tongue depressors, flashlight, single use cups, paper towels, eyewash station (compact & portable recommended), sharps disposal bin • Comfort/Safety Items – Bed/cot, Ice packs, emergency blanket, pain relief, splints, washroom accessibility in or near Health Office • Emergency Response Equipment – CPR mask, emergency “go bag”, Epi-Pen (recommended) • Documentation/Contacts – Camper & Staff Medical Forms, Medical Log, MARs, Emergency procedures, medical procedures, emergency contacts, current list of supplies/inventory kept in Health Office, list of on site first aid kits • Additional items as required for compliance with Manitoba Workplace Safety and Health <p>*Health Office must be in adherence with provincial regulations</p>	 
 Recreational Camps Regulation, 327/88 R, ss 4(1)(a), 4(1)(b) VIEW WCB, Safe Work Manitoba, First Aid Requirements VIEW Manitoba Workplace Safety and Health Act and Regulation 2022, Part 5 VIEW		








<p>HC9</p>	<p>Medical log is used to maintain detailed records in a secure way, of all actions taken in relation to the health and first aid needs of individuals (campers, staff, guests, etc.)</p> <p>Physical Medical Log Book specifications:</p> <ul style="list-style-type: none"> • Bound Book (perfect or case binding) • Numbered pages (pre-printed or hand-written in ink) • All entries verified by signature or initials • Notice on cover “Confidential. Authorized staff only – for medical record, reference, and legal” • Health Officer signature and initial log • Blank lines avoided between entries <p>Digital Medical Log specifications:</p> <ul style="list-style-type: none"> • Must be available for reference according to statute of limitations • The system must have data encryption software to prevent record tampering • In compliance with Manitoba’s Personal Health Information Act (PHIA) and Canada’s Personal Information Protection and Electronic Documents Act (PIPEDA) • Secure, only accessible by authorized staff • Time stamped entries • Name stamped entries 	 
 The Personal Health Information Act, C.C.S.M. c. P33.5 VIEW Personal Information Protection and Electronic Documents Act, S.C. 2000 VIEW		
<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"> • The Health Care Centre • Swimming activity areas • Major program areas • The kitchen • The Camp Health Officer on Duty • Vehicles and Boats used for transportation 	 
<p>HC11</p>	<p>There are disposal containers available for contaminated items including:</p> <ul style="list-style-type: none"> • A labeled and lined bin for general contaminated items • A labeled hard plastic container for sharps <p>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.</p>	
<p>HC12</p>	<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"> • Internet Access with the relevant site bookmarked (www.rxlist.com) • Name and phone number of a Pharmacist who has agreed to provide advice to the camp displayed in the Health Centre. <p>Note: Mental Health Resources available through Mental Health Services for Children, Youth & Families: https://matc.ca/resources/</p>	

<p>HC13</p>	<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"> • Reviewing camper medical forms and preparing appropriately for the needs of children due to arrive at camp. • 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). • 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. • Managing accidents/incidents/other medical emergencies. • 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). • Ensuring all medications provided in the original container and are surrendered and stored under lock. • Supervising children's self-medication as per instructions on the container and keeping records of such supervision. • Managing disposal of all contaminated items and sharps for the camp. 	
<p>HC14</p>	<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>HC15</p>	<p>The Health Officer on duty should not have any responsibilities that would hinder their ability to respond immediately to an incident.</p>	 
<p>HC16</p>	<p>The designated Health Officer on duty is easily located at any time and are able to demonstrate the camp Medical Policy and procedures.</p>	
<p>HC17</p>	<p>The camp has a copy of qualifications for the Designated Health Officer(s) demonstrating that they hold at minimum:</p> <ul style="list-style-type: none"> • Current Intermediate First Aid with CPR-C (also referred to as Standard First Aid & CPR-C) certification • Sites/camps that don't have emergency services readily available must have advanced training such as Wilderness First Aid, EMR training, licensed RN, licensed Physician or equivalent. • If a person has a suspected major injury, they should NOT be moved or transported by the camp. Remote sites should consult with health services. <p>*For site specific assessment contact the MCA</p>	

KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body








Kitchen & Foodservice | KF












KF1	There is a kitchen or food handling area with a sheltered dining area. The individual overseeing food preparation has Food Handlers Certificate displayed.	 
	 The Public Health Act, C.C.S.M. c. P210, Food and Food Handling Establishments Regulation Reg 339/88R VIEW	
KF2	The written camp menu follows good nutrition of healthy balanced meals and menu.	 
KF3	There are no animals in or evidence of animal access into the kitchen, food preparation and eating areas.	
KF4	Cooking facilities and refrigeration facilities for infants' food in the family units or available from a central food service.	

KEY


			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Program | PR

<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. These standards do not favour one approach over the other. Desirable practice is that all campers should be engaged at all times.</p>		
PR1	There is a natural outdoor activity area large enough for group participation in outdoor games.	
PR2	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).	
PR3	A special play area for small children in residence at the campsite (e.g. staff children).	
PR4	The camp's infrastructure and equipment as it relates to the summer program is in a good state of repair. Documented maintenance and repair records are in place and accessible for reference.	
PR5	There is a written program schedule, specific to individual session types, showing allocation of time for: <ul style="list-style-type: none"> • Activity or skills sessions • A rest or low activity time each day • A standardized routine covering at least wake up and bedtimes, meal times and session times • There is a written program in a format that could be easily understood by parents, and is available upon request 	
PR6	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.	
PR7	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.	

PR8	<p>Communication systems are in place:</p> <ul style="list-style-type: none"> • To communicate safety rules and procedures to all participants during camp activities • To gain emergency assistance from a person with Intermediate First Aid with CPR-C (also referred to as Standard First Aid Certificate & CPR – C) or Health Officer as circumstances require 	
PR9	Campers are under the supervision of camp staff at all times except where their parents are present and responsible for supervision.	
PR10	During the activity or skill sessions, all campers are offered an opportunity to participate.	
PR11	Staff show an awareness of differing needs of campers and modify activities accordingly (e.g. including age and size appropriate equipment).	
PR12	<p>Program activity/skill areas to be equipped with activity procedures, rules, ratios, and emergency procedures.</p> <p>Activity Leaders receive training (as it relates to individual activities/skills) and demonstrates knowledge of the safety rules and standards for operation of the activity.</p>	
PR13	<p>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.</p> <p>NOTE: Programs that require equipment checklists or inspection logs should be kept at the site of the program activity, or where the equipment is stored.</p>	 
PR14	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, the camp can show documented evidence of external recommendations of best practice for the activity and how these recommendations have been applied.	 
PR15	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’.	 





KEY







			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body










Lifeguards & Swimming (Waterfront & Pool) | SW













Water visibility and swim area size differences should be taken into account when assessing these processes.











Lifeguards

SW1	<p>There are documented water search procedures that include:</p> <ul style="list-style-type: none"> • A diagram of the swimming area including any search area divisions • Procedures for carrying out the search • Delegation of responsibility for oversight of the search • Water search practice schedule and sign off when completed. <p>There are documented emergency procedures that include at minimum:</p> <ul style="list-style-type: none"> • Communication systems • Waterfront evacuation • First Aid, water/land rescues • Weather related emergencies • Watercraft 	
SW2	<p>The written position description of Lifeguard responsibilities includes:</p> <ul style="list-style-type: none"> • Assessing the swimming conditions and making decisions as to conduct or continuation of swimming activities • Hazard removal or reporting to maintenance • Overseeing supervisors to ensure they are fulfilling their responsibilities • Establishing and managing buddy (waterfront) or head-count (pool) system • Conducting swim tests • Implementing a system whereby children who have passed a swim test are easily identifiable from outside the water • Responding to water-based emergencies • Proper lifeguard positioning and supervision of patrons at all times 	
SW3	<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>	
	 Recreational Camps Regulation, 327/88 R, s4 VIEW	


<p>SW4</p>	<p>The camp provides site-specific lifeguard training to be completed for each lifeguard prior to any lifeguarding duties. Training documentation to include - training outline, date, Trainer name and staff position, listed trainees, dated signatures (Trainer and Director).</p> <p>Training must include:</p> <ul style="list-style-type: none"> • Roles and responsibilities of each lifeguard position • Overview of hazards and risks – pool & waterfront specific • Waterfront/pool safety systems and emergency procedures • Supervision, buddy or head-count checks, scanning techniques • Aquatic program, operations and maintenance • Supplies and equipment procedures and policies 																
<p>SW5</p>	<p>While swimming is in progress, the following guidelines are in practice.</p> <p>Lifeguards are actively supervising the swimmers from a position outside the water. Lifeguards must be positioned to ensure a full visual of the entire swimming area at all times. Strategic placement can include lifeguard on platform, lifeguard chair, paddle board in swimming area, rescue kayak, etc.</p> <table border="1" data-bbox="289 800 1305 1115"> <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> <p>Lifeguard - National Lifeguard Certification Assistant Lifeguard - Bronze Cross Certification <i>*Ontario Camps comply with Ontario Regulations</i></p> <p> Recreational Camps Regulation, 327/88 R, s4 VIEW The Manitoba Coalition for Safer Waters, Category 1 VIEW</p>	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	
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>SW6</p>	<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"> • Approved aid for each Lifeguard • Reaching pole • Rescue aid with a line of no less than 1.6 meters in length • One additional rescue aid appropriate to the swimming location (e.g. rope, buoys or reaching pole) • Communication device • Whistle • Binoculars (for waterfront) • Spine Board • First Aid Kit <p> Recreational Camps Regulation, 327/88 R, s 4(1)(c) VIEW The Manitoba Coalition for Safer Waters, Category 1 VIEW</p>	 															

SW7	<p>The Lifeguard is able to demonstrate the systems used to communicate:</p> <ul style="list-style-type: none"> • Who are the designated Lifeguards on duty (e.g. uniforms or other visible indication) • Safety rules • Initiation and completion of a buddy check or head count • When to exit the water • The need for emergency assistance to the camp Health Officer or other camp staff 	
Waterfront		
SW8	<p>Documented procedures for all swimming include:</p> <ul style="list-style-type: none"> • Required completion of a swimming proficiency test of at least 15 meters/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 or life jacket. <p>Swim tests should be conducted in a manner that reduces the risk to the campers while assessing their ability.</p> <p>Anyone who has not taken or passed the swimming proficiency test (above) does not enter water deeper than chest deep without wearing a PFD or lifejacket.</p>	 
SW9	<p>Water and weather conditions appear to be safe for swimming. Consider lighting, thunder activity, strong currents or undertows, water pollution, debris in the water, wind, sandbars, etc.</p>	
SW10	<p>While swimming is in progress, camp staff supervisors are actively watching, spread appropriately throughout the area.</p>	
SW11	<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"> • Distance from commonly used areas combined with designation as out of bounds • Signage clearly indicating no unsupervised access to the area • Some form of barricade (e.g. fencing, rope etc.) 	
 Recreational Camps Regulation, 327/88 R, s 4(1)(e) VIEW		
SW12	<p>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>	
SW13	<p>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>	







SW14	<p>Waterfronts connected to larger bodies of water (lakes or river systems – access from cottages, campsites, beaches, etc.) additional waterfront signage must include:</p> <ul style="list-style-type: none"> • “No lifeguard on duty” sign posted when waterfront is not supervised • “In case of emergency” sign indicating lake, physical location, and local emergency phone number. 	 
SW15	<p>Documented procedures for swimming areas include:</p> <ul style="list-style-type: none"> • 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 • 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 • 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. 	
SW16	<p>A sign (or signs) are posted near the swimming area outlining safety precautions and rules and meet provincial signage regulation requirements.</p>	 
	 Recreational Camps Regulation, 327/88 R, s 4(1)(e) VIEW	
SW17	<p>Use of a “buddy system” that includes a minimum of:</p> <ul style="list-style-type: none"> • Groups of two and no more than three campers in each buddy group • Systems to ensure the lifeguard knows the total number of buddy groups swimming at any given time • A specified signal upon which each camper is to find their buddy and stay with them until all children are accounted for • Procedures for checking that all campers are present and accounted for at the time of the buddy check • Buddy checks should be completed on a regular basis (a maximum interval of every 15 minutes) 	  
SW18	<p>No swimming between sunset and sunrise without proper designated lighting in compliance with government regulations.</p>	
Pool		
SW19	<p>Documented procedures for all swimming include:</p> <ul style="list-style-type: none"> • Required completion of a swimming proficiency test of at least 15 meters/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 or life jacket. <p>Swim tests should be conducted in a manner that reduces the risk to the campers while assessing their ability. Anyone who has not taken or passed the swimming proficiency test (above) does not enter water deeper than chest deep without wearing a PFD or lifejacket.</p>	 






SW20	Water and weather conditions appear to be safe for swimming. Consider lightning, thunder activity, debris in the water, wind, etc.	
SW21	While swimming is in progress, camp staff supervisors are actively watching the campers from the water or from the platform, spread evenly through or about the area.	
SW22	Access to constructed swimming pools is restricted by a locked enclosure when not in use.	
SW23	A sign (or signs) are posted near the swimming area outlining safety precautions and rules and meet provincial signage regulation requirements.	 
	 Recreational Camps Regulation, 327/88 R, s 4(1)(e) VIEW	
SW24	Documented procedures for pools and swimming areas include: <ul style="list-style-type: none"> • Pre-season and weekly check of conditions of infrastructure (platforms, decks, ladders, slides, diving boards etc.) looking for damage, and repair of any damage that may represent a safety concern • Regular checks for water clarity, chemical testing, depth markers clearly visible, physical pool structure in good repair • For outdoor pools, list of wind, water and weather conditions to be checked daily as applicable to the particular swimming area (e.g. lightning or thunder activity, wind, etc.). Water visibility differences should be taken into account when assessing processes. 	
SW25	Use of proper pool supervision that includes a minimum of: <ul style="list-style-type: none"> • Pool area entry/exit supervision • Systems to ensure the lifeguard can verify the total number of swimmers at any given time (ie. head count) • Proper lifeguard positioning and scanning • A specified signal upon which lifeguards complete a head count for their “zone” if participant is unaccounted for 	 
SW26	No swimming between sunset and sunrise without proper designated lighting in compliance with government regulations.	

KEY





			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Watercraft | WC









General		
WC1	<p>Where watercraft activities are conducted outside of swimming areas, PFDs or lifejackets must be used in accordance with Transport Canada regulations. PFDs or lifejackets (in natural bodies of water PFDs or lifejackets are to be brightly coloured - red, orange or yellow) in good condition and of a design approved by Transport Canada.</p> <p>*Camps are responsible for maintaining up to date knowledge of current legislated and regulated requirements relating to use of boats, and modifying their kits, equipment, and programs accordingly.</p> <p>DATE OF IMPLEMENTATION: 2027</p>	 
 Canada Shipping Act, Small Vessel Regulations, C.R.C. c. 1487 VIEW Transport Canada VIEW		
WC2	<p>Required licenses for all boat operators and boats used by the camp are documented and operators have demonstrated their ability to use same.</p> <p>Copies of licenses are on file for all boat operators, including notes as to which boats they are licensed to operate.</p> <p>At least one crew member must have at minimum Intermediate First Aid with CPR-C (also referred to as Standard First Aid Certificate & CPR – C)</p>	
WC3	<p>There is a designated rescue water vessel and operator ready and available for emergency transportation during all camp programming.</p> <p>Designated emergency water vessel is ready with lifejackets and PFDs and safety/distress equipment for immediate access in emergency event.</p>	
WC4	<p>Boat safety equipment and distress equipment required by Transport Canada is on board for all boats in use and in good state of repair.</p>	









Human Powered Vessel		
WC5	<p>PADDLE BOARD</p> <ul style="list-style-type: none"> Required safety and distress equipment: Canadian-approved lifejacket or PFD must be worn Sound-signalling device Transport Canada required safety and distress equipment, and additional requirements 	
WC6	<p>SAILBOARDS & KITEBOARDS</p> <ul style="list-style-type: none"> Required safety and distress equipment: Canadian-approved lifejacket or PFD must be worn <i>* Lifejacket or PFD fitted with an automatic inflator not permitted</i> Sound-signalling device Transport Canada required safety and distress equipment, and additional requirements 	
WC7	<p>PADDLE BOATS, WATER CYCLES, KAYAK, SIT-ON-TOP KAYAK, & ROWBOAT</p> <p>Required safety and distress equipment:</p> <ul style="list-style-type: none"> Canadian-approved lifejacket or PFD must be worn Sound-signalling device Watertight flashlight if used after sunset/before sunrise or in periods of restricted visibility Transport Canada required safety and distress equipment, and additional requirements 	
WC8	<p>CANOE (under 18 ft)</p> <p>Required safety and distress equipment:</p> <ul style="list-style-type: none"> Canadian-approved lifejacket or PFD must be worn by each person Sound-signalling device Buoyant heaving line 15m in length Watertight flashlight or 3 Canadian approved flares of Type A, B or C Bailer Transport Canada required safety and distress equipment, and additional requirements 	
Powered Watercraft		
WC9	<p>POWER BOAT</p> <p>Required safety and distress equipment</p> <ul style="list-style-type: none"> Canadian-approved lifejacket or PFD must be worn by each person Sound-signalling device One buoyant heaving line 15m in length or one lifebuoy attached to a buoyant line at least 15 m long Watertight flashlight or 3 Canadian approved flares of Type A, B or C One manual propelling device Bailer All power (motorized) vessels used by camp must be registered as commercial vessels with Transport Canada <p>Transport Canada required safety and distress equipment, and additional requirements</p>	

KEY





			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Target Shooting | TS

TS1	<p>The camp has documented safety procedures for all target activities.</p> <p>Safety procedures must include a minimum of:</p> <ul style="list-style-type: none"> • Range rules and commands • Range Leader roles, ratios and supervision • Emergency procedures • Weather conditions and range interferences • Proper communication methods • Shooting and observation procedures 	 
TS2	The camp has documented equipment maintenance and safety procedures Including documentation of completion of maintenance routines and safety inspections.	
TS3	Campers waiting for their turn are in a safe area a minimum of three metres behind the shooting line and are being supervised.	
TS4	<p>Camp staff are supervising and ensuring all campers are following safety instructions including:</p> <ul style="list-style-type: none"> • 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 • All participants to remain behind the shooting line until a safe signal has been given • Loaded bows, air guns, sling shots, etc. are pointed towards the targets only 	
TS5	<p>There must be adequate “safe zones” in place around and in the range. Where safety zones are not possible, safety barriers are in place.</p> <p>Safe zones considerations include:</p> <ul style="list-style-type: none"> • End of range overshoot “dead space” • Sufficient shooting space for each archer on the shooting line • Along range sides • Behind shooting line <p>Barriers include: Netting, bank, bales, etc. (not hedge or penetrable fence)</p>	 
TS6	Equipment must be visually inspected before each use. Any equipment deficiency should be removed until repaired/replaced.	

<p>TS7</p>	<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>TS8</p>	<p>A sign or signs are posted near the target area outlining safety precautions and range procedures/rules.</p> <p>Range Leaders must fully explain range safety, procedures and rules to participants and ensure they always adhere to them.</p>	
<p>TS9</p>	<p>Targets must meet requirements for shooting equipment (considerations given to recurve, compound, or air gun requirements).</p> <p>Considerations must be given to the safety of alternative target shooting, including safety measures for bottles and other set-ups. (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>TS10</p>	<p>Shooting line must be clearly visible and affixed to the ground/floor securely (must not be a tripping hazard or able to move - skew shooting line accuracy).</p>	 
<p>TS11</p>	<p>“Archery Range in Use” signs must be in place on paths/walkways where range use/activity is not visible. Signs must be brightly coloured, clearly printed and noticeable. (Sandwich board style signs allow quick and efficient set-up).</p>	
<p>TS12</p>	<p>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.</p> <p>Camp has documented training for all staff who provide leadership at the range.</p>	

KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Climbing & Courses | CC

All climbing apparatus must have a documented annual climbing inspection by a qualified inspector.

Documented manufacture date and/or commencement of use for each piece of equipment.

A daily inspection log must be kept and include:




- All climbing equipment to be used
- Daily visual inspection of all climbing apparatus including different points of the climbing system











For included inspection items see *Resource Toolbox*.















All climbing programs end if adequate lighting is not available.

Camp is able to close the ropes course to prohibit unsupervised access when not in use.


Wall/Rock Climbing

CC1	<p>The camp has documented evidence that at minimum one Leadership Staff have:</p> <ul style="list-style-type: none"> • Canadian Association of Mountain Guides (CAMG) – Climbing Gym Instructor (Level 1) • Climbing Wall Association (CWA) – Instructor Level 1 (CW11) • Association of Challenge Course Technology (ACCT) – Level 1 or equivalent • Qualified 3rd party training or equivalent/experience portfolio 	
CC2	<p>The camp has written training program that all belayers must complete before belaying unsupervised. A documented retesting of belayers if they have not participated in belaying for a period of 3 months or more.</p> <p>Training program must include:</p> <ul style="list-style-type: none"> • Risk management • Knowledge, care, and use of all climbing equipment • Demonstration of appropriate required knots and use of carabiners • Proper belay technique with appropriate friction device (must be practiced and demonstrated) • Use of anchors (including size and weight considerations) • Any other site-specific training needed 	 








<p>CC3</p>	<p>The climbing equipment is designed specifically for climbing and meets industry standards.</p> <p>Proper inspection, repair, and replacement is based on industry standards (conditions and usage).</p> <p>If any equipment shows any signs of wear or fatigue – must be retired immediately. Recommended maximum service life:</p> <ul style="list-style-type: none"> • Ropes – no more than 1,000 cycles • Helmets/Harnesses – maximum 5 years • Friction device – maximum 5 years • Carabiners – maximum 2 years 	 
<p>CC4</p>	<p>A sign or signs are posted near the climbing area outlining safety precautions and rules.</p> <p>Campers not climbing are being properly supervised.</p>	
<p>CC5</p>	<p>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.</p>	
<p>CC6</p>	<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>CC7</p>	<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 (e.g. trees, rocks, bolts, etc). If mechanical temporary placement anchors are used there are a minimum of three.</p>	
<p>Bouldering</p>		
<p>CC8</p>	<p>The camp has a policy about how high climbers can safely boulder without a belay including safety precautions and procedures (e.g. spotter, padding). On bouldering wall, if climber's feet exceed 1 metre, greater protection and safety measures must be in place.</p> <p>There is a clearly visible one-meter line marked on climbing wall for reference.</p> <p>* For more information contact a professional in the industry - The International Federation of Sport Climbing (IFSC), or MCA for further assistance.</p>	  
<p>CC9</p>	<p>The area below the bouldering wall is adequately maintained and provides appropriate protection to prevent injury to climbers.</p>	

Challenge Course		
CC10	<p>The camp has documented evidence that:</p> <ul style="list-style-type: none"> Leadership Staff has Association of Challenge Course Technology (ACCT) – Level 2 or equivalent. All other belay staff have ACCT Level 1 certification or equivalent appropriate site/element specific training done by qualified trainer. 	 
CC11	The structure and program conducted follow the Association of Challenge Course Technologies Standards.	 
Zip Line		
CC12	There is documented evidence that a recognized zip line provider or someone duly qualified has completed annual training or recertification for staff involved in provision of zip line activities.	 
Low Ropes Course		
CC13	The course shows proper construction including ground condition free from debris and roots, has proper drainage and protection.	
CC14	<p>There is documented evidence/record keeping of annual inspection before season usage.</p> <p>Daily visual inspection with pre-activity checklist with maintenance log.</p>	 
CC15	Signage posted near the climbing area outlining safety precautions and rules.	
CC16	<p>Staff Training:</p> <ul style="list-style-type: none"> Head Instructor must have completed appropriate site-specific training and be on site at all times during programming. All spotters must receive proper site-specific instruction for their role. All staff receive review of safe use policies, risk management, emergency procedures and no access when course is closed. <p>Documented outline of verified instructors and spotters for course.</p>	 
CC17	Programming – There are lesson plans in place to ensure program success.	
CC18	The camp is able to close access to low ropes course or display appropriate use signage to prohibit unsupervised access when not in use.	

KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body







Bicycling Activities (i.e. Trail Riding, BMX) | BA










BA1	<p>The documented pre-activity inspection checklist includes:</p> <ul style="list-style-type: none"> • Helmets in good condition • Brakes are in safe working condition • Tires are at an appropriate PSI (pounds per square inch tire pressure) • Handlebars are aligned correctly and are not loose • Quick release or wheel nuts are tightened 	
BA2	<p>Documented procedures for operation of Bicycle activities includes providing campers with instruction regarding:</p> <ul style="list-style-type: none"> • The presence of any known hazards in the riding area and their appropriate management • Protocols of safety and courtesy when riding with or near other riders or other people • Orientation and lessons on the techniques of shifting and braking properly before a group-ride. 	
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"> • A bike repair kit and a person competent in basic bicycle repair • A first aid kit and person qualified to respond to emergencies likely to be encountered for the time it takes to get assistance <p>NOTE: 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>	
BA4	<p>All persons riding bicycles are:</p> <ul style="list-style-type: none"> • Wearing a certified helmet • Wearing appropriate footwear • Using appropriately sized bikes 	
BA5	The riding area used appears to be suitable to the ability of the group.	
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.	
BA7	A sign or signs are posted near the riding area or at storage location of bicycles outlining safety precautions and rules.	

KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Horseback Riding / Equestrian | HR









HR1	The camp is able to demonstrate that the horsemanship director/coordinator has CHA – Certified Horsemanship Association or CEF – Canadian Equestrian Federation qualifications.	
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.	 
HR3	<p>Documented procedures for operation of horse-riding activities includes:</p> <ul style="list-style-type: none"> • Pre-ride checks that the saddle is appropriately fitted, girth tightened, and stirrups adjusted or safety checks • Providing campers with instruction regarding: <ul style="list-style-type: none"> i) Appropriate mounting procedures and body position while riding ii) General safe riding procedures iii) The presence of any known hazards in the riding area and their appropriate management iv) Protocols of safety and courtesy when riding with or near other riders or other people. • Regular equipment checks and withdrawal or repair to ensure all equipment in use is in safe working condition • 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. • Logged minor and major incidents documented and filed with horse name, rancher, date, time and nature of incident 	
HR4	<p>All people riding horses are wearing:</p> <ul style="list-style-type: none"> • A certified riding helmet with no visual damage • Long pants • Closed toe footwear 	
HR5	All people riding horses are wearing footwear with a heel OR the stirrups of the saddle they are using are fitted with tapideros.	







HR6	All campers within the area are under supervision of camp staff.	
HR7	Campers not riding horses are in an area away from where horse-riding is underway.	
HR8	A sign or signs are posted near the riding area outlining safety precautions and rules.	
HR9	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.	 
HR10	The camp is able to demonstrate that procedures are in place to ensure all horses are of a temperament appropriate for use by participants.	
HR11	One horse per rider in each class.	
HR12	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.	 

KEY


			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Paint Ball Programs | PB

PB1	The camp has documented equipment maintenance and safety procedures including documentation of completion of maintenance routines and safety inspections.	
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:</p> <ul style="list-style-type: none"> • Net • Bush or other physical barriers that restrict human entry to area 	 
PB3	<p>There is a documented pre-activity inspection checklist including:</p> <ul style="list-style-type: none"> • Masks and other personal protective equipment are in good condition • Markers are clean and in safe working condition • Tanks are in good working condition and are filled to an appropriate pressure • Arena is clear of any debris and/or broken elements 	
PB4	Campers waiting for their turn are in a safe area outside of the paintball arena and are being supervised.	
PB5	Equipment appears to be in a good state of repair.	
PB6	There is a locked storage area for paintball guns/markers/CO2 when not in use.	
PB7	A sign or signs are posted near the paintball area outlining safety precautions and rules.	

PB8	Safety measures are in place when not in the arena.	
PB9	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.	 
PB10	All persons in the paintball arena are: <ul style="list-style-type: none"> • wearing a paintball mask • wearing appropriate footwear and clothing 	
PB11	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.	 

KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Out-tripping | OT

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.






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).













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.




Note: Group Leader should be neither the Lifeguard or Sole Wilderness First Aider. (Lifeguard could be the Wilderness First Aider.)

Trip planners must take the following into consideration for every trip:

- Leaders' experience
- Standard First Aid
- Motorized rescue access
- Reliable communication

OT1	There is a risk assessment and risk management plan in place that addresses the specific concerns of each type of out-tripping itinerary.	
OT2	Camp Liability Insurance covers all out-tripping.	
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.	 
OT4	The means by which potable water is provided during out-trips is defined in the camp's out-tripping documentation.	



OT5	<p>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.</p> <p>NOTE: If originals of forms are sent on the out-trip, the camp must have access to duplicates.</p>	
OT6	<p>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).</p>	
OT7	<p>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.).</p>	
OT8	<p>There is a minimum of two staff with each out-tripping group.</p>	
OT9	<p>A written trip plan is kept at the main camp including:</p> <ul style="list-style-type: none"> • Full names of all staff and camper participants (including staff certifications). • Route and itinerary details, including nominated emergency rendezvous points. • Expected time of return. • A listing of emergency equipment available to the trip leaders. 	
OT10	<p>The camp is able to demonstrate that the Trip Leader(s) has/have sufficient experience and/or qualifications as a Trip Leader, manage potential hazards and deal with emergency situations.</p> <p>Camp has documented training for all out trips and has all required certifications on file.</p>	  
OT11	<p>Each out-trip group has some form of reliable communication in case of an emergency.</p>	 
OT12	<p>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.</p>	 

<p>OT13</p>	<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"> • Hazards likely to be encountered and how to manage those hazards • Use of equipment including regular and emergency equipment 									
<p>OT14</p>	<p>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).</p>									
<p>OT15</p>	<p>Every out-trip includes a person with the minimum first aid qualifications as outlined in the following table:</p> <table border="1" data-bbox="315 674 1330 1430"> <thead> <tr> <th data-bbox="315 674 915 737">Trip Definition</th> <th data-bbox="915 674 1330 737">Qualifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="315 737 915 968"> <ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, etc.) 2. Can be reached by staff at the main site within 10 minutes. </td> <td data-bbox="915 737 1330 968"> <p>Emergency First Aid or Equivalent (8 hrs. training)</p> </td> </tr> <tr> <td data-bbox="315 968 915 1283"> <ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, etc.) or are in an area with cottages and/or regular use by boaters, etc. 2. No easy or timely access from staff at main site 3. Within 20 minutes of external emergency services </td> <td data-bbox="915 968 1330 1283"> <p>Standard First Aid or Equivalent (16 hrs. training)</p> </td> </tr> <tr> <td data-bbox="315 1283 915 1430"> <ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, satellite phone, SPOT Messenger or similar system, etc.) 2. Remote </td> <td data-bbox="915 1283 1330 1430"> <p>Wilderness First Aid or Equivalent (32-40 hrs. training)</p> </td> </tr> </tbody> </table>	Trip Definition	Qualifications	<ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, etc.) 2. Can be reached by staff at the main site within 10 minutes. 	<p>Emergency First Aid or Equivalent (8 hrs. training)</p>	<ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, etc.) or are in an area with cottages and/or regular use by boaters, etc. 2. No easy or timely access from staff at main site 3. Within 20 minutes of external emergency services 	<p>Standard First Aid or Equivalent (16 hrs. training)</p>	<ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, satellite phone, SPOT Messenger or similar system, etc.) 2. Remote 	<p>Wilderness First Aid or Equivalent (32-40 hrs. training)</p>	
Trip Definition	Qualifications									
<ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, etc.) 2. Can be reached by staff at the main site within 10 minutes. 	<p>Emergency First Aid or Equivalent (8 hrs. training)</p>									
<ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, etc.) or are in an area with cottages and/or regular use by boaters, etc. 2. No easy or timely access from staff at main site 3. Within 20 minutes of external emergency services 	<p>Standard First Aid or Equivalent (16 hrs. training)</p>									
<ol style="list-style-type: none"> 1. Have a reliable method of communication (radio, phone, satellite phone, SPOT Messenger or similar system, etc.) 2. Remote 	<p>Wilderness First Aid or Equivalent (32-40 hrs. training)</p>									

KEY

			
Documents	In-Person	Toolbox	Third-party Regulation
Verified by document submission	Verified at site visit	More resources available in the online Resource Toolbox	Regulation or Act from an outside governing body

Summer Group Rentals & Camping Operations On Non-Owned Sites | GC

GC1	<p>The camp has a written agreement that defines their responsibility for providing:</p> <ul style="list-style-type: none"> • Site and Facilities at fully accredited standards • Risk management as related to the site and facilities • That all camp staff on duty during the rental are provided as per the screening, qualifications and supervision standards outlined in Staffing Accreditation • Documented emergency procedures for fire or severe weather 	
GC2	<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"> • Provision of supervision of children, including setting of staff to child ratios • Provision of qualified Activity Leaders, Lifeguards and other specialized staff as required by the program, including setting of specialized staff to child ratios • Provision of a qualified First Aid / Health Officer • Provision of First Aid supplies • Provision of emergency transportation • Screening, training and supervision of non-camp staff • All aspects of menu and meal preparation • Development and implementation of emergency procedures for medical emergencies, lost child and death of a camper, visitor or staff member of the Rental Group • Preparation of a program schedule • Provision of activity or skill sessions and associated standards • Transportation of participants to and from the camp 	

Some responsibilities may be split between the camp and Rental Group. The specifics of such split responsibilities should be documented.

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.**

GC3

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.



Off Season Rentals - Recommended Standards | GC

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 GROUP RENTALS & CAMPING OPERATIONS ON NON-OWNED SITES.