

HIGH ADVENTURE ACTIVITIES CAMP POLICIES SAMPLE

CAMP LICENSING RULES

BUREAU OF COMMUNITY AND HEALTH SYSTEMS

LICENSING RULES FOR CHILDREN'S AND ADULT FOSTER CARE CAMPS

CAMP SAMPLE

Samples of Required Written Material

This document is a set of sample written materials as required by the Bureau of Community and Health Systems (BCHS) for the Camp Licensing Rules. They are not finished products but rather samples to help you in developing your own required written forms and statements. It was created to help organizations through the state licensing process. For clarification, please see the actual rule in the BCHS Licensing Rules for Children's and Adult Foster Care Camps.

The remainder of the manual contains documentation that you will need and find helpful in planning your camp. You can build a staff handbook with this information.

It is the responsibility of each camp organization to expand and complete the finished products so that they can be used by the camp for staff manuals, training, handouts, etc. It is suggested that you have all of your policies and procedures reviewed by others including the camp board, the camp's attorney, the insurance agent and individual staff members.

It is required that the health service policy be annually reviewed and approved by a licensed physician.

To enhance the use of your time and that of your licensing consultant, it is suggested that your written materials be reviewed by your licensing consultant prior to the camp season and their onsite visit. This early review will reduce the amount of time that the consultant spends doing the onsite review. Materials should be sent directly to your camp consultant.

For additional assistance, you may call James Vanden Heuvel, Camp Licensing Consultant at (616) 901-3730.

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High Adventure Activity RULE 401 (2)

HORSEBACK RIDING

- A. HORSEBACK RIDING WILL BE HELD ON CAMP.
- B. HORSEBACK RIDING WILL BE UNDER THE CONTROL OF DIRECTION OF THE CAMP SAMPLE STAFF AND OUR CAMP COORDINATOR.
- C. HORSEBACK RIDING WILL CONSIST OF CAMPERS SITTING ON THE HORSE WITH A VOLUNTEER SITTING DIRECTLY BEHIND THEM AND HAVING THE HORSE LED AROUND A SMALL AREA. ADDITIONAL STAFF WILL BE PLACED AROUND THE HORSE.

The horse area is located on the west side of camp. No camper is to be in the general area without adult supervision, and no camper or staff member should be in the riding ring or stable without a Director.

EQUIPMENT

Equipment for riding is stored in the shed, which remains locked until the Riding Director is in the area to feed or supervise campers or staff members. Equipment consists of: Saddles, bridles, stirrups and other appropriate tack, and Helmets equipped with chin straps. All equipment is to be inspected by the Riding Director before each use. This includes proper fitting of tack on each horse before use.

OPERATION:

GENERAL

All riding programs are conducted by the Riding Director. The Riding Director sets the standards for each of the levels of riding as well as the general standards for conduct around the horses. The riding program will operate no more than 10 horses. Staff/camper ratios will be 1 instructor /six campers per instructor, or 1 instructor/five campers when both staff members are on duty. Ratio will be lowered for beginners.

EACH CAMPER OR STAFF MEMBER IS EXPECTED TO:

- 1) Conduct themselves quietly and calmly around all horses.
- 2) Move slowly and speak to the horse gently when moving from behind.
- 3) Dismount to adjust clothing or equipment.
- 4) Always approach a group of riders at a walk.
- 5) Keep a horse length distance between horses.
- 6) Be considerate of fellow campers and avoid behavior around horses which might cause others to be injured.
- 7) Remember that a horse is a living thing; treat him with kindness.

TRAIL RIDES

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All trail rides take place within camp property unless pre-arranged with the Camp Administrator. For each trail ride:

- 1) Two instructors will accompany.
- 2) Instructors will set the pace according to the most timid rider or the slowest horse.
- 3) Riders will ride in a single file line.
- 4) Instructors will inspect all trails prior to their use by campers.
- 5) In the case of accident, the Riding Director will return to camp with the group, avoiding unnecessary haste. Assistant Riding Director is to remain with the camper until help arrives.
- 6) When approaching the stables, have all horses at walk.

LEADERSHIP

The Riding Director is an experienced horsewoman that is at least 21 years of age. She should have four years experience riding and caring for horses, and at least 8 weeks experience as riding instructor. The Assistant Riding Director should have at least two years experience riding and caring for horses.

SAFETY PRECAUTIONS

Each camper is to wear clothing appropriate for riding. Long pants, hard shoes, and helmets are all worn to prevent injuries and discomfort as much as possible. Horses will be brought to each rider when the Riding Director has seen that each horse is tacked properly and each rider is attired correctly. The Riding Director or Assistant Riding Director remains at the side of the horse while the rider is mounting. After the rider has mounted, the Riding Director or Assistant Director will check the tack on each horse to ensure proper fit. No camper is to be in the horse area without adult supervision.

HORSE TIME SCHEDULE

FEED Horses are brought in on mornings when they are to be used. They are fed, watered, and given ample time to eat and rest before being worked. Each horse is grained according to its own needs as well as its work schedule. They are also grained in the afternoon during their hour break. We use a premixed sweet feed. Hay is given morning and evening; water is kept before them at all times.

TIME Morning feed is at 7:45 a.m., first ride tacks up and grooms at 9:30 rides at 10:00 a.m. Morning rides end at 12:30 p.m. and the horses rest until 2:30 p.m. They then work until about 5:00 p.m. Some days they are also used from 6:30 until 7:30 p.m.

High Adventure Activity RULE 401 (2)

AQUATIC

DESCRIPTION OF WATER FRONT

Waterfront is located on Lake Huron directly east of the Lodge. It is entirely enclosed by ropes both on the beach and in the water. The only access allowed by campers and staff is at the gate between the lifeguard stand and the buddy board. The lifeguard stand is located at the top of the beach in the center. The buddy board is visible from the lifeguard stand and to the beach. The Waterfront swim area is divided into four areas.

1. Beach - from the top (west) of the roped in area to the shoreline.
1. Red/Beginner area - from the shoreline to the first buoy-line. (approximately three and a half feet deep).
2. Blue/Intermediate area - from the first buoy-line to the second buoy-line. (approximately five and a half feet deep)
4. White/Swimmer/Raft area - from the second rope to raft. approximately six feet deep)
5. Watercraft area (launching) located south of the Swim area, north of the pier.

GENERAL PROCEDURES

All campers are given a waterfront orientation the first time they come down. The orientation includes general rules, swim areas, buddy board operation, staff, testing, & safety procedures.

SAFETY RULES

- No one is allowed on the Waterfront without Aquatic Supervisor present.
- No campers come to the Waterfront without a staff person.
- No aquatic activities after dusk.
- No swimming outside the designated areas.
- No swimming in areas beyond tested ability.

All campers are tested their first time in the water by the waterfront staff. The campers are separated into those who do not want to test, those who want to test for blue area, and those who want to test for white area. One staff stays on shore and records test result on camper roster. One staff member works in each area with testing swimmers, one staff member oversees operation. When the staff member in the water signals they are ready, several swimmers are sent out to them; they are put through the test and sent back to shore. The staff person signals the result of each to the recorder. If a child does not make it, they are allowed to try again later in the session.

Their buddy tags are then marked with the corresponding color of their ability level or area they can swim in and they are not allowed to swim in an area greater than tested for.

TESTING

Red area - non-swimmers/anyone

Blue area - must be able to swim width of swim area (long way), float for two minutes and tread water for one minute.

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White/Raft area - Five-minute continuous swim test, float for two minutes, and tread water for two minutes.

CAMPER ACCOUNTABILITY

The Buddy System is used to check in and out of the waterfront. Check onto the Buddy Board with a buddy going into the same area. Odd numbered swimmers are the “guards” buddy in that area. Buddy checks (whistle) are called at least every ten minutes. Swimmers entering or leaving the water other than at the beginning or end of swim time must tell guard for the area. Check buddy tags into home spot when leaving area. Everyone changes his or her own tags.

STAFFING

There is an Aquatic Supervisor present at each aquatic activity, and at least one aquatic observer per ten campers or fraction thereof. If 50 or more campers are engaged in a waterfront activity one of the observers will have also be an ALS, or LFG, with CPR. There is also one staff person on the buddy board during all free swim periods.

QUALIFICATIONS:

Waterfront Supervisor is: _____ (name)

Waterfront Observers are: _____ (name)

_____ (name) _____ (name)

_____ (name) _____ (name)

AQUATIC SUPERVISOR:

UNDER 50 campers - be on duty at each aquatic activity, be responsible to enforce rules, meet the requirements for Advanced Life and CPR or Lifeguard, must be over 18 years of age

OVER 50 campers - (other than pool) all of the above, as well as meet the requirements of a Water Safety Instructor

AQUATIC OBSERVER: - not less than 16 years of age, meet basic requirements of Basic Water Safety

- ON DUTY:
- 20 OR FEWER PARTICIPANTS: 1 Aquatic Supervisor *
1 Aquatic Observer
 - 21 TO 30 PARTICIPANTS: 1 Aquatic Supervisor *
2 Aquatic Observers
 - 31 TO 40 PARTICIPANTS: 1 Aquatic Supervisor *
3 Aquatic Observers
 - 41 TO 50 PARTICIPANTS: 1 Aquatic Supervisor *
4 Aquatic Observers

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- 51 TO 60 PARTICIPANTS: 1 Aquatic Supervisor (must be adult)
4 Aquatic Observers
1 Aquatic Observer with ALS & CPR, or LFG
note: two of these staff must be adults)
- 61 OR MORE PARTICIPANTS: Same as above but add one
Aquatic Observer per 10 additional participants

NOTES: * = An Adult Aquatic Observer may serve as an Aquatic Supervisor if assisted by a lifeguard. Guards must not be involved in activities that may distract them from their duties. CPR course must be at least an 8 hour course

MAINTENANCE

Daily Check on:

- Lines enclosing Waterfront
- Buddy Board
- Safety and Rescue equipment

Periodic Checks (weekly and/or after rough weather) on:

- Raft placement
- Anchors
- Bottom of Swim area

EQUIPMENT

SAFETY AND RESCUE

- | | |
|------------------------|---------------------------|
| Reach Poles | First Aid Kit |
| Ring Buoys | Rescue Tubes |
| Torpedo Buoy | Whistles |
| Back Board with straps | Rescue Board |
| Bull Horn | P.F.D.s |
| Emergency Rescue Boat | Masks, Fins, and Snorkels |

RECREATIONAL

- Rowboat
- Kayak
- Inner Tubes
- Beach Toys
- Noodles

WATERCRAFT ACTIVITIES

- **Aquatic supervisor** supervising at all times
- In over 4 ft. of water Aquatic Observer on beach watching watercraft activity and rescue boat near by
- Everyone wears a P.F.D. and is instructed in its use
- Basis boating safety taught before using watercraft
- Must be at least an intermediate swimmer to use watercraft and have instruction before going out, non-swimmers must be accompanied by waterfront staff
- No watercraft in the swimming area
- No boating after dark

NOTE: Waterfront activities are flexible due to location of waterfront. (weather and wave action) All waterfront activities may be restricted at any time under the discretion of the Waterfront Director due to weather/wave condition.

High Adventure Activity RULE 401 (2)

WOODSHOP

Woodshop Safety Procedures

BAND SAW

- 1) Make sure band saw is unplugged while you check machine.
 - Check blade and replace if needed (use instructions).
 - Replace all guards.
 - Check area to make sure nothing will interfere with work.
 - Make sure switch is off and plug in machine.
- 2) Set blade guide to 1/4 inch above work piece on table.
- 3) Put on your safety goggles.
- 4) Turn on machine and begin to work.
 - Hold piece firmly down on table.
 - Guide piece slowly into blade.
 - Be sure that hands are on either side of the work piece. Do not at any time have your hands in the path of the blade.
 - Continue cutting through the work piece by gently pushing it toward blade. Do not pull the work piece back toward you. Do not backup or reverse! If you are stuck and need to backup, stop and turn off machine and gently wiggle the piece back off blade so you can cut in again.
- 5) If a piece of wood cutting is on table and in the way:
 - Use a small piece of wood to move it away from blade and off table.
 - Do not reach in near the blade with your fingers.
- 6) If a piece of the wood falls into the blade hole:
 - Turn the machine off
 - Use a stick to try and disengage it
 - If that does not work unplug machine and get it out
- 7) If the blade comes off turn off machine immediately and unplug it. Follow directions in manual for replacing it.
- 8) Do not talk to people or look away from machine while you are cutting.
- 9) When you are done turn off machine and leave goggles on knob.

DRILL (Hand drill)

- 1) Make sure drill is unplugged while you change drill bits.
 - Select drill and hand tighten into chock.
 - Spin chock by hand to see that the drill is properly centered in the chuck.
 - Tighten chuck with key
 - Check area to make sure nothing will interfere with work.
 - Make sure switch is off and plug in drill.
- 2) Securely clamp work piece to the table.
 - Check to make sure piece is overhanging and you will not drill through table.
- 3) Turn on power and begin.
 - Slowly lower the drill bit into the work piece.
 - Apply firm even pressure until hole is drilled.
 - Back drill back out of hole slowly keeping drill vertical.
- 4) Do not talk to people or look away from machine while you are drilling.

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- 5) When you are done turn off drill and unplug.
 - Take drill bit out of drill and replace in case.
 - Put drill and bits away.

COPING SAW

- 1) Make sure coping saw has a good blade in properly.
 - Check blade and replace if needed (use instructions).
 - Make sure teeth are pointing outward and back toward handle. Blade should be taught.
 - Check area to make sure nothing will interfere with work.
- 2) Clamp work piece to workbench or support it with a hardwood coping saw support (clamped to bench).
- 3) Begin to work.
 - Hold piece firmly down on support.
 - Begin cutting by firmly pulling down on saw handle.
 - Gently push the blade into the work as you pull down.
- 4) If the blade breaks or comes off replace it.
- 5) Do not talk to people or look away from your tool while you are cutting.
- 6) When you are done return hardwood support block and coping saw to proper location.

ELECTRIC SANDER

- 1) Make sure sander is unplugged while you check machine.
 - Check paper and replace if needed (see instructions).
 - Fasten on sandpaper with spring clips provided.
 - Check area to make sure nothing will interfere with work.
 - Do not use in wet locations or without shoes on!
 - Make sure switch is off and plug in machine.
- 2) Hold the sander and turn on poser.
- 3) Clamp down piece and begin sanding:
 - Move sander slowly in the direction of the grain.
 - Keep sander in motion until desired smoothness is achieved.
 - Stop and turn off machine while you change paper or when done.
- 4) Do not talk to people or look away from machine while you are using it.
- 5) When you are done turn off machine and return to cupboard.

WOOD BURNING

- 1) Always assume that a wood burning iron is hot when you reach for it.
 - Make sure wood burner is unplugged while you get in place to use it.
 - Check area to make sure nothing will interfere with work.
 - Select burning tip and install in iron (see directions).
- 2) Plug in iron.
 - Be sure that the iron is resting on it's cradle or that tip is not in contact with anything.
 - Check to make sure that no combustibles such as solvents, wood chips or paper are in near proximity to the iron.
- 3) Turn on the iron and begin to work.
 - Hold wood piece firmly down on table.
 - Slowly push lightly on tool and begin to draw line.
 - Keep tip moving slowly along work.
 - Do not stay in one place too long.

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- 4) Be careful not to talk to others or wave the wood burner in the air.
- 5) When finished turn the burner off. RETURN it to the cradle or resting place and unplug.

EMERGENCY PROCEDURES FOR WOODSHOP

A woodshop instructor will be present all times. A communication device to call for assistance will be available at all times. A first aid kit will be available.

MINOR PROBLEM:

If someone has a minor problem that will take your full attention, class will be halted or the office will be called to send additional staff.

- Handle problem
- Talk with them once over and process what happened.
- Write incident report and let counselor know about incident

EMERGENCY:

If a person is injured or is in danger in some way.

- Use all methods above
- Call 911 or other help if needed and clear bystanders from area
- Evaluate problem and direct people to provide additional assistance if needed
- Handle the problem
- Complete any first aid needed
- Talk down situation if possible
- Write incident report and let counselor know about incident

High Adventure Activity RULE 401 (2)

ARCHERY

The archery range is located on the north side of camp, past the dining hall facility. The area is designated by yellow ropes and a warning sign. No camper is to be in this area unless with an adult supervisor. The area is situated so that all arrows are to be directed away from the main areas of camp. Hay bales are placed at the north end of the range, with only trees and underbrush behind.

EQUIPMENT

Equipment for archery is located in the shed that is west of the archery range. Equipment is gathered before the activity by the adult supervisor responsible. During use, if any equipment is damaged, the adult present should set that piece to the side and report it to the Administrative Staff. They will see that maintenance is alerted to the situation.

OPERATION

No one is to shoot an arrow until the instructor has so stated, and everyone shoots together. On the first round, each camper's hand and body position, as well as bow and arrow position are checked and monitored. If a camper is not following the directions as stated, they are re-instructed and monitored as they shoot. Generally, each camper shoots three arrows per round.

When each camper has finished the round, they are to put their bow on the ground, sit behind it and wait until given the command to look for arrows at the target. Campers return and stand behind their bow and place their arrows on the ground in front of them, NO camper is to pick up their bow until the instructor has returned to position behind the campers and gives the command to shoot.

LEADERSHIP

Archery is one of the activities in which each staff member participates during pre-camp. At this time, someone that is qualified, either by having had a class in archery or years of experience instructs the staff in teaching archery to campers as well as using the equipment themselves. Each staff member is evaluated on his or her technique and his or her ability to demonstrate proper care and usage of the equipment. Only those staff members that appear qualified are asked to instruct archery.

SAFETY PRECAUTIONS

No camper is to be at the archery range unaccompanied by an adult. When campers arrive at the range, they are to stay outside the yellow ropes until the instructor opens the gate and asks them to step in. Only those campers designated to shoot at that time should be in the roped-in area. No more than six people should be shooting at one time. No one should pass the line of shooting until all the arrows have been shot and the bows have been laid down. Emergency phone is located in kitchen.

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High Adventure Activity RULE 401 (2)

HIGH ROPES COURSE

STAFF QUALIFICATIONS

Staff has an understanding and has been trained to meet or exceed standards which pertain to the challenge course field through the Association for Challenge Course Technology. These standards include but are not limited to proper equipment wear, set up and take down of the ropes course, knots, belay techniques and emergency takedown procedures. Staff will follow written policies and procedures regarding the high ropes course. Staff will have basic First Aid and CPR. Staff has documented training during a pre-camp session showing they have demonstrated the skills necessary to work the high ropes course.

SUPERVISION

Staff will provide appropriate supervision of participants and oversight of the activities based on the skill, number, and experience of the participants. Staff will be located in appropriate positions based on the design of the high ropes course in order to provide adequate supervision. Staff/camper ratios will be determined by design of the high ropes course with a general ratio of being 1 instructor for every 5 participants with a minimum of 2 staff on the course at all times.

PARTICIPATION AND SAFETY CONSIDERATIONS

Participants are provided with adequate instruction which covers getting on the high ropes course to include but not limited to proper commands, use of equipment, and risk management procedures. Participants will proceed at a pace that is appropriate for all group members which will help create a safe psychological and physical environment. Participants will be continually assessed for safe use of the high ropes course based on physical and psychological limitations. Participants will be briefed prior to the activity. This briefing as a minimum will cover expectations for behavior, a discussion of goals and objectives and other issues such as food, water and clothing requirements. The program has its ropes course, training and equipment inspected by a qualified challenge course professional per the Association of Challenge Course Technology on a periodic basis. A first aid kit and emergency takedown kit will be located at the ropes course when the course is in use.

RESPONSIBILITIES OF STAFF

All participants must have signed and completed a Hold Harmless Form before entering the course. Staff will be aware of inherent risks of their high ropes course based on location, design and population being served. Staff will insure all gear is in good working order prior to being used. Staff will insure the ropes course has been inspected and is in good repair prior to being used. Staff will insure all gear is being worn correctly and used safely based on industry standards. Staff will insure all participants go through a ground school and understand commands, transfers and all other protocols related to the high ropes course. There will be a minimum of two staff at all times on the high ropes course to include setup and takedown time. Staff will insure each days use is recorded in a log to include but not limited to number of participants, staff running the course, weather of the day, gear use and any near misses.

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EMERGENCY GUIDELINES

The facilitator and group members are responsible for safety. At any time an activity may be stopped to ensure the safety of all involved individuals. Participants as well as facilitators have the right and obligation to stop an activity. The program will have a policy and procedure that details how to respond to an emergency based on their location and the construction of their high ropes course. All incidents and accidents will be reported and logged. Staff will have a means of communicating to the main office in the event of an emergency.

The high ropes course area is off limits without a guide or an instructor

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High Adventure Activity RULE 401 (2)

CLIMBING / RAPPELLING

SUPERVISION

STAFF QUALIFICATIONS

Staff is familiar with and has been trained to meet or exceed climbing and rappel standards as documented through the American Mountain Guides Association, Climbing Wall Association and the Association of Challenge Course Technology. Staff will have the maturity and judgment to maintain a safe, secure environment both physically and emotionally. Staff will have Basic First Aid and CPR. (Due to the isolation of most climbing sites staff should have advanced medical training) Staff has documented training during a pre-camp session showing they have demonstrated the skills necessary to safely run a climbing / rappel site for individuals and groups.

SUPERVISION

Staff will provide appropriate supervision of participants and oversight of the activities based on the skill, number, and experience of the participants. General ratio is 1 instructor for every 5 climbers based on experience of the climbers, climb site and environmental hazards with a minimum of 2 staff present at all times. When participants are beginners or novices, staff must maintain contact with participants that will allow them to confirm that equipment, spotting, knots, belaying, and anchors are being used properly.

PARTICIPATION AND SAFETY CONSIDERATIONS

Participants will proceed at a pace that is appropriate for all group members and which will reasonably prevent injury or illness. Climbers are mindful to not climb too fast for their belayers. Climbers are careful and deliberate in their selection and the use of foot and handholds in order to climb efficiently and avoid causing rockfall. Participants will practice and have a strong understanding of skills needed to perform climbing and rappel activities prior to the event. Participants will be properly dressed and wear appropriate safety gear prior to climbing or rappelling. Participants are given a safety briefing prior to climbing or rappelling that will cover such areas as expectations for behavior, a discussion of goals and objectives, along with inherent risks involved with the activity. Participants will stretch prior to the activity.

RESPONSIBILITIES OF THE STAFF

Staff must insure they are following written program expectations such as supervising requirements, equipment requirements, types of anchors, use of helmets and working near edges. Staff will monitor the strenuousness of the activity and adjust the pace as needed. Staff will gauge a participant's fitness and comfort levels, and if / when a person is physically, mentally or emotionally unable to complete an activity, the participant may not be required to continue. Staff will insure the activity at the climb or rappel site is being conducted properly. Staff will insure the program is following accepted industry standards. Staff will insure participants are tying into the climbing rope using direct tie-ins or locking carabiners. Staff will insure participants are using helmets, harnesses are properly fitted and there is an understanding of a communication system between the climber and the belayer. Climbing routes and rappel sites will be selected based on participant's skill levels. Staff will have the entire group present when presenting important information. Staff will insure that participants not involved in the activity are at a distance away from cliff edges and from falling items.

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Staff will insure participants are hydrated, taking breaks and maintaining appropriate energy levels during the activity. Programming will not be conducted at night or during diminished conditions. Staff will insure a first aid kit is at the location. Staff will insure all equipment is safe for use and in good conditions prior to course use. Upon course completion staff will log and check equipment.

EQUIPMENT REQUIREMENTS

Equipment needs will vary depending upon location, size of group, type of activity and the needs and expectations of the participants.

- ropes: standard single dynamic or static 10.5 to 11mm UIAA certified 50 to 60 meter rope
- webbing: 1-inch tubular webbing of various lengths, cordelette 7 to 8mm that is 5 to 7 meters long
- harness and helmets: 1 each per participant and instructor
- belay tools, locking and non locking carabiners, nuts, cams, hexs as needed
- rescue gear: 4 locking carabiners, prussic loops with rigging, Grigri

EMERGENCY PROCEDURES

The facilitators and group members are responsible for safety. At any time an activity may be stopped to ensure the safety of all involved individuals. Participants as well facilitators have the right and obligation to stop an activity. The program will have a policy and procedure that details how to respond to an emergency based on their location and other variables. The emergency response should include but is not limited to scene management, external assistance, rescue procedures, and notification. All incidents and accidents will be reported and logged.

High Adventure Activity RULE 401 (2)

GROUP INITIATIVE

SUPERVISION

STAFF QUALIFICATIONS

Staff has been trained in Pre-camp on organization, operation, safety, and first aid.

Staff will be evaluated during pre-camp for skill level and ability to control activity. Only experienced staff will supervise area. Newer staff may assist in the area.

SUPERVISION

The activity will have a ratio of 1 adult to 10 children, and this number will be adjusted according to skill level of children.

Older children will not need as much supervision if they are with others that have done the activity before or been prepared through teaching.

PARTICIPATION AND SAFETY CONSIDERATIONS

ELIGIBILITY REQUIREMENTS

All campers shall participate in instruction and specially supervised practice of skills involved. They will be evaluated as a group to determine which activities they will work on.

RISK IDENTIFICATION

- Abrasions, ropes, trees, wood
- Splinters
- Burns, sun and rope
- Twisted ankles, broken bones
- Head injuries, winded
- Environmental damage

SAFETY RULES

Thoroughly explained to all children

- Appropriate clothing for activity
- Shoes must be worn at all times
- The entire group is responsible for each other. Spotters are responsible for safety at each move, leader is always there to spot if needed
- No put downs or negative statements, no clowning or wild behavior
 - People are evaluated by leader and asked for any special injuries or weaknesses that leader should be aware of
- A first aider is nearby
- Everyone must stay with the group, no uninvited guests
 - Everyone not involved directly in a task is a spotter and is responsible for others safety
- Each activity has limits set to make the activity as safe as possible.
- The activity area is off limits with out a guide or instructor
- No one should attempt an activity without proper instruction first

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GROUP INITIATIVES EMERGENCY PROCEDURES

- A first aid kit is available in room nearby, if wound is small. treat, record in health book keep clean and report to Health Officer
- If injury is more involved do temporary first aid and have staff walk them to H.O.
- If severe send one staff running with information regarding accident, extent, location and help needed to office

PROGRAM/ EQUIPMENT DESCRIPTION

SKILL LEVEL AND ACTIVITY TYPES

- Campers will progress in the activity from basic skills in a progressive manor to advanced forms. Campers who are doing an activity easily will be challenged with another limitation
- They are many different initiatives each with many different levels of use, some are physical, some are mental

EQUIPMENT

All equipment is inventoried and checked at beginning of season. Each time equipment is used it is evaluated and removed if damaged. Each week the staff member in charge of initiatives thoroughly checks area and equipment. staff are responsible to re-inspect area before they put children on activity.

Aquatic Procedures RULE 411

GENERAL PROCEDURES for Waterfront Area

All campers are given a waterfront orientation the first time they come down. The orientation includes general rules, swim areas, buddy board operation, staff, testing, & safety procedures.

SAFETY RULES

- No one is allowed on the Waterfront without Aquatic Supervisor present.
- No campers come to the Waterfront without a staff person.
- No aquatic activities after dusk.
- No swimming outside the designated areas.
- No swimming in areas beyond tested ability.

All campers are tested their first time in the water by the waterfront staff. The campers are separated into those who do not want to test, those who want to test for blue area, and those who want to test for white area. One staff stays on shore and records test result on camper roster. One staff member works in each area with testing swimmers, one staff member oversees operation. When the staff member in the water signals they are ready, several swimmers are sent out to them; they are put through the test and sent back to shore. The staff person signals the result of each to the recorder. If a child does not make it, they are allowed to try again later in the session.

Their buddy tags are then marked with the corresponding color of their ability level or area they can swim in and they are not allowed to swim in an area greater than tested for.

TESTING

- Red area - non-swimmers/anyone
- Blue area - must be able to swim width of swim area (long way), float for two minutes and tread water for one minute.
- White/Raft area - Five minute continuous swim test, float for two minutes and tread water for two minutes.

CAMPER ACCOUNTABILITY

The Buddy System is used to check in and out of the waterfront. Campers check onto the Buddy Board with a buddy going into the same area. Odd numbered swimmers are the "guards" buddy in that area. Swimmers entering or leaving the water other than at the beginning or end of swim time must wait for a buddy check and tell the guard for that area. They then check their buddy tags into the area they wish to enter or into it's original spot for if leaving area. Everyone changes their own tags.

Buddy checks (2 whistles) are called at least every ten minutes more often if conditions warrant. During a buddy check, everyone must stand still and quiet holding their buddies hand in the air. Guards point to their buddy if they have one. The Buddy Board Watcher counts the tags in each area and relays the information to the guards who count the swimmers. Any camper who wishes to leave or change a buddy tag must come out now. If the count is correct, a whistle is blown and campers continue to swim. If the count does not agree then emergency procedures are followed.

RAFT PROCEDURES

CAMP SAMPLE

There is no diving from raft unless waterfront staff allows and supervises. It is only done on the shore side of raft and in water greater than 5 feet except during lessons. Only 5 people are permitted on the raft at one time, and there is no horseplay of swimming under the dock. The raft is the outer boundary of the swimming area and swimmers cannot pass beyond it.

EMERGENCY PROCEDURES for Waterfront Area

GROUP: _____

DATE: _____

LOST SWIMMER

-buddy tag is on the board, no corresponding swimmer in the water.

W.S.I. (Waterfront Director) organizes and controls search procedure.

- Three blasts on the whistles to evacuate water.
- Send a runner (staff) to alert Administration to:
- Send staff to waterfront to assist
- Run a fire drill to account for all campers
- Alert Sheriff Department
- Assign staff to gather and account for all children on the waterfront.
- Begin water search.
- Walk through shallow water, (may use non-swimming and novice staff) link arms, feel with feet and watch for anything unusual. Walk with the direction of the waves, beginning just outside the rope and ending several beyond the rope at the other end. Cover the area from the shore to just beyond the first rope.
- If there is enough staff, begin deep water search at the same time, using W.S.I.'s and A.L.S.'s. Cover the entire blue and white area by diving down and swimming along the bottom, then cover the area just outside the ropes.
- Water search continues until child missing is found and brought to waterfront or outside help arrives.

SWIMMER IN TROUBLE

- Three blasts on the whistle to evacuate water.
- Observer may perform a non-swimming rescue if they are the first one to spot the emergency. Must also immediately alert the W.S.I. or A.L.S. who will perform any necessary swimming rescue.

SUSPECTED NECK OR BACK INJURY

- Three blasts on the whistle to evacuate the water.
- W.S.I. makes the contact with the victim and directs removal from water with the backboard.
- Runner (staff) is sent to alert administrator and nurse.