

List of Manual Changes to APG listed by Page #

<b>Page</b>	<b>Action</b>
Page 12	Delete bullet # 4 under " <b>Eligibility</b> "
Page 34	Add to mandatory Standards list <b><u>PD-24B Activities involving motorized vehicles.</u></b>
Page 48	SF-5 Replace "and" with " <b><u>or</u></b> "
Page 82	TR-1 3 Remove from title " <b><u>With Drivers</u></b> "
Page 114	HW-20 Change "Management" to " <b><u>Administration</u></b> "
Page 129	OM-5 Add to the DNA " <b><u>under the current standards</u></b> "
Page 149	HR-4B is now " <b>Mandatory</b> "
Page 151	HR-5 Delete from "Applies to" list the phrase " <b><u>user-group programs</u></b> "
Page 186	Add " <b><u>paintball</u></b> " to the list of activities requiring injury-protection equipment (third bullet).
Page 233	PA-29B Remove from body of standard " <b><u>bumper boats</u></b> "
Page 234	Delete " <b><u>and sites away from camp</u></b> "
Page 236	PA-32 Delete from "Applies to" list the phrase " <b><u>user-group programs</u></b> "
Page 241	Change to read as: " <b><u>belay system</u></b> " & " <b><u>initiative activities (that require spotting)</u></b> " activities.
Pages 265-267	For PH-3 through PH-8 add: " <b><u>Does not apply to pony rides.</u></b> "
Page 269	Applicability box add " <b><u>except pony rides</u></b> " to read: <b><u>all riding activities (except pony rides).</u></b>
Page 293	Applicability box, final sentence, Change to " <b><u>PT-15</u></b> " to " <b><u>PT-19</u></b> "



## **List of Changes to the ACA Accreditation Process Guide (2006).**

The following list indicates Standards to which revisions/corrections have been made. The initial revisions were posted in June 2007 with additional slight corrections made in September 2007. This version also includes Standards Revisions voted on by the Council of Delegates in Dec. 2007. There is an asterisk by the December revisions.

This document includes all pages to which revisions were made AS WELL AS THE "other side of the page" so the entire document can be printed front to back (Example: Changes were made to Standard SF-6 on page 49, we have included page 50 as well). This will allow you to simply pull out the old page and insert the new/revised page.

Some changes are minor word changes (which could still significantly impact the Standard) and are listed at the very end of this document. You are encouraged to write the changes directly into your APG.

### ***We encourage you to print these changes and include them in your APG.***

The format of the changes LOOK like your original APG and have the revision dates at the bottom of each page.

- SF-2** CARE OF HAZARDOUS MATERIALS, p. 45, 46
- SF-6** ELECTRICAL EVALUATION, p. 49
- SF-12** FIRE EQUIPMENT EVALUATION, p. 50
- HW-2** HEALTH HISTORY, p. 94
- HW-6** HEALTH EXAM, p. 100
- HW-8** HEALTH SCREENING FOR RESIDENT CAMPS (Parts B & C have been combined), p. 102, 103
- HW-9** HEALTH INFORMATION REVIEW FOR DAY CAMPS (2nd bullet in original standard deleted as it was addressed elsewhere), p. 104
- \*\*HW-17** AVAILABILITY OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
- OM-17** CAMPER SECURITY, p. 139
- OM-19** USER GROUP RESPONSIBILITIES, p. 142
- \*\*HR-4** STAFF SCREENING, pp. 149, 150
- PD-6** CAMP GOALS AND OUTCOMES, p. 177
- \*PD-23** ADDITIONAL FIREARM SAFETY, p. 195
- PD-24** PROTECTIVE HEADGEAR, p. 196
- PA-15** SWIM LIFEGUARD SKILLS, p. 219
- PA** Applicability box, p. 224
- PA-24** PERSONAL FLOTATION DEVICES (PFDs), p. 229
- \*PC-15** PROTECTIVE HEADGEAR, p. 255
- PH** Standards Applicability Box, p.262
- PH-1** PONY RIDES, p. 263
- PH-10** HORSE MEDICATIONS, p. 273
- PH-15** RIDER APPAREL, P. 273
- PT-13** TRAVEL CAMP PROCEDURES, p. 291
- PT-18** PERSONAL FLOTATION DEVICES (PFDs) IN WATERCRAFT ACTIVITIES, p. 297
- GLOSSARY** (complete glossary) pp. 299, 304
- INDEX** (complete index) pp. 307, 315

### **ADDITIONAL CHANGES IN APG—CHANGES TO BE MADE TO YOUR APG**

Revisions to Standards as of \*January 2008; \*\*January 2010



## SF-2 CARE OF HAZARDOUS MATERIALS

### MANDATORY (ALL)

Does the camp require that gas and liquid flammables, explosives, livestock medications, and other hazardous materials be:

- Handled only by persons trained or experienced in their safe use and disposal, and stored appropriately:
  - ✓ With access limited to trained persons,
  - ✓ In closed, safe containers that are plainly labeled as to contents, and
  - ✓ In locations separate from food? YES NO

**INTERPRETATION:** Liquid flammables include gasoline, kerosene, and other liquid fuels. Poisonous materials include cleaning agents, insecticides, weed killers, or other substances labeled as poisonous.

This standard deals with all livestock medications. Medications used for livestock are often very potent due to the size of the animals for which they are developed. Such medications may be flavored or scented so that animals are more receptive to their use. To avoid accidental ingestion, campers should not have access to these items.

Individuals who are learning, under the direct supervision of trained personnel, to use flammable or hazardous materials are in compliance with the standard. Protective equipment, such as gloves and masks, must be provided when appropriate. Limiting access, to trained persons may include storing materials in areas that are off-limits to all except designated staff; or storing materials in locked buildings, rooms, cabinets, or containers; or training all participants on correct handling of certain materials such as kerosene for lanterns or bleach for cleaning. Whether stored in the same room or at different locations, it should be evident that hazardous materials can clearly be identified from other substances such as canned or boxed food. Directors may want to check with local officials for other recommendations concerning storage and handling of flammable or poisonous substances. Such local officials might include fire officials, insurance underwriters, and Occupational Safety and Health Association (OSHA) staff.

"Safe disposal" may include information on proper disposal of containers and substances, as well as procedures for spills of toxic or poisonous substances. Material Safety Data Sheets (MSDS), available from suppliers and manufacturers, provide information on safe handling and disposal of hazardous materials. Directors should be aware of local OSHA regulations regarding the availability and use of the MSDS.

Large, easily-recognizable, above-ground tanks such as propane or gas tanks do not need special labeling. The intent of labeling is to prevent accidental, inappropriate use of flammable or poisonous substances.

**Does not apply if no flammable, explosive, poisonous materials, or livestock medications are used or stored on-site.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

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The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on storage and use of hazardous materials.

**COMPLIANCE DEMONSTRATION:** Visitor observation of storage and handling of listed substances; director/staff description of handling procedures.



## SF-6 ELECTRICAL EVALUATION

Does the camp have written evidence that an electrical evaluation is conducted annually by qualified personnel? YES NO

**INTERPRETATION:** “Qualified personnel” include persons qualified by local statute or regulation, persons with training or experience in basic electrical evaluation, electricians, other appropriately licensed individuals, or camp staff and maintenance personnel with appropriate training.

An evaluation should be conducted in all facilities with electrical service, including the swimming pool, water pumps, living areas for campers and staff, program buildings or program areas, food service and storage areas, maintenance areas, and dining halls. This standard applies to public facilities used for the camp’s base of operation and does not apply to off-site trips.

“Written evidence” may include a receipt, a letter or memo, a log, a dated checklist, a notation signed by the staff, or other written evidence that the inspection took place. Camps that use public facilities such as parks as their base of operations should secure evidence of the electrical evaluation from appropriate authorities.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on electrical evaluation.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written evidence of annual evaluation; director/staff description of procedures and qualifications of the personnel used to conduct the evaluation.

### WRITTEN DOCUMENTATION IS REQUIRED



**Does not apply if no electrical service is on the site.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

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## SF-7 MAINTENANCE PROGRAM

Does the camp have written evidence of a system for regular safety inspections and maintenance procedures for buildings, structures, and grounds? YES NO
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### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

**INTERPRETATION:** "Written evidence" of a maintenance system could include repair-request forms, facility checklists, job descriptions, and written maintenance schedules and procedures. "Grounds" includes activity areas, trails, parking lots, etc.

On a nonowned site, only the areas in immediate use and for which the camp program has jurisdiction need to be evaluated. "Written evidence" could include maintenance procedures from the site owner or operator, or written policies to use only properly maintained sites.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written evidence of maintenance program; director/staff description of maintenance procedures.

### WRITTEN DOCUMENTATION IS REQUIRED



## SF-12 FIRE EQUIPMENT EVALUATION

Does the camp have written evidence that qualified personnel annually conduct a safety examination of applicable fire equipment in the following areas:

- Smoke detectors, carbon monoxide (CO) detectors, and other detection devices (detailing the location and working condition of each),
- Fire extinguishers (detailing the type, location, and readiness of each),
- Sprinkler systems, fire suppression systems (properly located, in working order), and, fire equipment applicable for use in:
  - Fireplaces, chimneys, and any open fire areas,
  - Storage and use of areas for flammable materials and fuel, and
  - Cooking areas? YES NO

**Does not apply if no fire equipment is needed.**

**INTERPRETATION:** “Qualified personnel” include persons specifically trained and experienced in fire safety and equipment, as qualified by local statute or regulation (e.g., fire inspectors, insurance personnel). This requirement may be met by camp personnel if they possess such qualifications. Different individuals are likely to conduct different aspects of the evaluation.

“Readiness” implies that all fire extinguishers have been inspected and are tagged, dated, and operational. “Written evidence” may include a receipt, a letter or memo, a log, a dated checklist, a notation signed by the staff, or other written evidence that the inspection took place.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on fire equipment evaluation.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written evidence of annual evaluations; director/staff description of procedures and individuals used to conduct the evaluation.

### WRITTEN DOCUMENTATION IS REQUIRED

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

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## SF-13 SMOKE DETECTORS

Are all buildings used for sleeping constructed or equipped with smoke detection equipment in working order?	YES	NO
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**Does not apply if 30% or more of the wall area is screened or open or if the camp has no buildings used for sleeping.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

**INTERPRETATION:** The standard applies ONLY to sleeping quarters located in buildings. "Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Depending on the structural design, yurts and RVs may be included in this standard if used for sleeping quarters. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or user groups. Day camps with overnights in buildings will also score this standard.

This standard does not suggest or imply that fire detection and alarm devices are inappropriate for structures not included in this standard. However, these devices are not required universally because of the wide diversity of such shelters. Private residential areas for year-round staff totally independent of camper sleeping areas are not applicable.

**COMPLIANCE DEMONSTRATION:** Visitor observation and tests of smoke detectors in randomly selected sleeping areas.



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In Standards HW-1A, HW-1B, and HW-1C, the standard specifies a minimum requirement of first-aid certification. Persons with a higher level of training, such as a licensed physician, registered nurse, emergency-medical technician, paramedic, or an advanced level of wilderness emergency care may also be used. Camps should evaluate their location, clientele, and activities, and provide person(s) with a higher level of training to provide emergency first-aid coverage, if appropriate. CPR certification must be appropriate for the age of the campers served.

In Standard HW-1B, "second-level" courses would include a minimum of 12 hours of first-aid training and would cover topics necessary to provide emergency care in a camp where access to the next level of care is available within one hour or less.

In Standard HW-1C, "wilderness first-aid" courses generally provide at least 16-20 hours of training. Camps may determine that a higher level of wilderness first-aid training is more appropriate for their trips or remote locations.

In nonmedical religious camps, a person must be on duty who is designated to handle health and incident/accident situations who meets the qualifications specified in writing by the religious body.

The ACA website, [www.acacamps.org](http://www.acacamps.org), should be consulted for certifying bodies.

**COMPLIANCE DEMONSTRATION:** Visitor observation of certification cards and licenses; director/staff explanation of coverage.

### **WRITTEN DOCUMENTATION IS REQUIRED**



## HW-2 HEALTH HISTORY

**MANDATORY  
(ALL)**

Does the camp receive from each camper and seasonal staff person a current, signed health history, requesting all of the following information in relation to the activities in which the camper/staff may participate in camp:

- Description of any camp activities from which the camper/staff should be exempted for health reasons,
  - Record of past medical treatment, if any,
  - Record of allergies, dietary restrictions,
  - Record of immunizations including date of last tetanus shot,
  - Record of current medications, prescribed and over-the-counter, and
  - Description of any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp?
- YES NO

**Does not apply to  
year-round staff.**

**Applies to:**

- **Day camps**
- **Resident camps**

**INTERPRETATION:** A "health history" is a current record of an individual's past and present health status that is completed and signed by an individual adult or the parent or guardian of a minor. "Current" means prepared for the camp season. The required signature serves as evidence that the individual adult or the parent/guardian has supplied complete and accurate health information related to the camper or staff participation in specific activities, as outlined in Standard PD-11.

NOTE: If camps have staff or minors who do not have immunizations or other medical records for religious or other reasons, a "record" can be a signed refusal or a signed waiver form.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on waivers and health-history information.

**COMPLIANCE DEMONSTRATION:** Visitor observation of randomly selected health-history records.

**WRITTEN DOCUMENTATION IS REQUIRED**

## HW-5 CONTACT INFORMATION

Does the camp have the following written information, for campers and seasonal staff, on-site or with the trip and travel group:

- Name,
  - Birth date and age of each minor,
  - Home address, telephone number, and cell phone number,
  - Name, address, and telephone number including business phone(s) of adult(s) responsible for each minor,
  - Telephone number(s) of persons to contact in case of emergency during the individual's stay at camp, and
  - Name and telephone number of individual's physician or health-care facility (if available)?
- YES NO

**INTERPRETATION:** The intent of this standard is to have appropriate information immediately available in case of an emergency. "If available" in the last sub-section of Standard HW-5 means that if the individual has a regular family physician or clinic, the information should be obtained and duly noted.

**Applies to:**

- Day camps
- Resident camps

**COMPLIANCE DEMONSTRATION:** Visitor observation of randomly selected camper and staff records.

### WRITTEN DOCUMENTATION IS REQUIRED



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## HW-6 HEALTH EXAM

For each resident and trip/travel camper and seasonal staff member, does the camp require written verification from licensed medical provider that the individual has had a health examination within the past 24 months, and does the record include:

- Any physical condition requiring restriction(s) on participation in the camp program and a description of that restriction,
- Date of the health examination,
- Any current or on-going treatment or medications, and
- Date the form was signed by the physician? YES NO

**Does not apply to day camps and non-medical religious camps.**

**Does not apply to year-round staff.**

**Applies to:**  
▪ Resident camps

**INTERPRETATION:** "Licensed medical provider" includes licensed physicians, and, in some states, physician's assistants and certified or certification-eligible nurse practitioners who are licensed by the state in which the camp is located to conduct health examinations.

The written verification required to meet this standard does not need to come from a new health exam, specifically for camp. A form with the listed information and physician's recommendation for participation in camp, based on an exam completed within the past 24 months, may be used.

An exemption from a physical examination might be requested based on religious beliefs of individual campers or staff. A sample release form is available on the CD-ROM under HW-7; it provides a sample statement that is of general good health, that the individual is free from communicable diseases, and that the individual who signs the form releases the camp from responsibility for any impairment of health that might occur as a result of this exemption.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on waiver forms.

**COMPLIANCE DEMONSTRATION:** Visitor observation of randomly selected camper and staff health-exam records.

**WRITTEN DOCUMENTATION IS REQUIRED**

## HW-7 PERMISSION TO TREAT

For minors, and adults needing cognitive assistance, does the camp have signed permission to provide routine health care, dispense medications, and seek emergency medical treatment; or a signed waiver refusing permission to treat? YES NO

**INTERPRETATION:** “Routine health care” may include, but is not limited to, those treatment procedures addressed in Standard HW-12. Some states require parental permission for care-givers to dispense over-the-counter medications, such as analgesics, cough syrup, and other topical ointments.

Although most camps are not subject to HIPAA (Health Information Portability and Accountability Act) privacy regulations, some camps have found it helpful to also have permission for the release of any records necessary for treatment, referral, billing, or insurance purposes.

If parents or guardians refuse to sign a permission-to-treat form, for religious or other reasons, the camp should have a signed form that specifies the action to be taken if the person needs care or treatment, and releases the camp from liability if the parent or guardian cannot be reached in an emergency.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on permission forms.

**COMPLIANCE DEMONSTRATION:** Visitor observation of randomly selected records.

### WRITTEN DOCUMENTATION IS REQUIRED



#### Applies to:

- Day camps
- Resident camps

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## HW-8 HEALTH SCREENING FOR RESIDENT CAMPS

Does the camp have a procedure in practice for a health screening of campers and seasonal staff within 24 hours of the first arrival at camp that:

HW-8A: Is conducted by persons with the following qualifications:

- For resident and trip or travel camps not primarily serving campers with special medical needs, a licensed medical provider or an RN or an adult following specific written instructions of a licensed physician, and
- For camps primarily serving persons with special medical needs, a licensed medical provider or an RN?

HW-8B: Includes procedures and written evidence of the screening results to:

- Check for observable evidence of illness, injury, or communicable disease,
- Verify and update health-history information to identify any medication, changes in health status or special needs that may require further follow-up, and
- Review and collect any medications to be dispensed during the staff's and camper's stay at camp? YES NO

**Does not apply to day camps and non-medical religious camps.**

**Applies to:**  
▪ **Resident camps**

**INTERPRETATION:** The purpose of a health screening is to verify and update the health history received from each camper prior to participation in camp activities and to assure that the camp staff is prepared to respond to the particular health-care needs of the campers.

Written documentation of the screening simply involves recording that the screening took place and the results. It can be as basic as a checkmark on the health form that verifies that the information on the form is current, with notations regarding any changes. Any significant finding during screening would require more detailed documentation. The documentation should be signed by the screening personnel and dated.

"Further follow-up" may include not only advising appropriate staff of specific needs, allergies, or restrictions, but also contacting parents or health professionals to gather further information to help ensure a successful camp experience.

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\*Additional health-review and screening considerations for trip and travel camps are found in Standard PT-9.

**COMPLIANCE DEMONSTRATION:** Director/staff explanation of the screening process; visitor observation of randomly selected records of screening completed for current campers and staff (with written acknowledgement of some kind). Visitor observation of license(s) and/or written screening instructions should occur.

**WRITTEN DOCUMENTATION IS REQUIRED**

**SECTION HW**



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## HW-9 HEALTH INFORMATION REVIEW FOR DAY CAMPS

**Does not apply to resident camps and non-medical religious camps.**

**\*HW-9B does not apply to day camps that are not primarily serving persons with special medical needs.**

**Applies to:**  
▪ **Day camps**

HW-9A: Does the camp have procedures in practice that require staff members to:

- Review the health histories of campers and seasonal staff within 24 hours of the first arrival at camp,
- Collect any medications to be dispensed during the camper's enrollment? YES NO

HW-9B: For camps primarily serving persons with special medical needs, the review is conducted by a licensed medical provider YES NO

**INTERPRETATION:** The purpose of the health-history review of every camper and staff member is to identify any medical needs that affect participation in camp activities. The staff should have access for consultation with the health care provider as needed.

Although not required by the standard, written verification of the review is recommended.

**COMPLIANCE DEMONSTRATION:** Director/staff explanation of health information review process.

## HW-10 INFORM STAFF OF SPECIFIC NEEDS

**Applies to:**  
▪ **Day camps**  
▪ **Resident camps**

Does the camp have procedures in practice for informing staff of any specific needs of campers for whom they are responsible?

YES NO

**INTERPRETATION:** The intent of this standard is that all appropriate staff be informed of medical, physical, or other needs or restrictions of campers under their supervision, whether in the cabin or in program activities. This requirement may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems, such as choking, seizures, and hypoglycemia; care and handling of campers with wheelchairs, prosthetic, and orthopedic devices; and any other specialized needs or limitations of individual campers.

**COMPLIANCE DEMONSTRATION:** Director/staff explanation of procedures and their implementation.

## HW-16 HEALTH-CARE CENTER

Does the camp have a health-care shelter or center available to handle first aid and emergency cases that provides:

- Protection from the elements,
- Space for treatment of injury and illness,
- A lockable medication storage system,
- Available toilet(s),
- Available water for drinking and cleaning?

And, except for day camps,

- One bed per 50 campers and staff, and
- Isolation, quiet, and privacy?

YES NO

**INTERPRETATION:** "Available" toilets and water refers to the fact that these items should be located in or next to the health-care area so that ill or injured persons have easy access. Sufficient amounts of water for drinking and cleansing should be on hand.

It is most desirable to have any medicinal drugs locked in a cabinet at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the health-care facility or first-aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the health-care staff. Those drugs needing refrigeration may be stored in a locked refrigerator, or in a locked container within the refrigerator. While health-care facility concerns cannot be specified for camps operating without a base site, these programs should still provide a lockable storage system for medications.

**COMPLIANCE DEMONSTRATION:** Visitor observation of the facility in use.



**Does not apply to camps with no base site.**

**Applies to:**

- Day camps
- Resident camps

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## HW-17 AVAILABILITY OF AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED)\*\*

### Does Not Apply to:

- Nonmedical religious camps.
- Trip or travel camps or other off-site programs.

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Does the camp have access to an AED (automated external defibrillator) available to the majority of the camp population, within the timeframe recommended by authoritative sources, and managed by trained personnel? The AED may be located on the camp property or available through another provider. YES NO

**INTERPRETATION:** Examples of authoritative sources include American Red Cross, American Heart Association, American Academy of Pediatrics, OSHA. The camp administration should determine the placement of the AED(s) based on population served and activities conducted.

**COMPLIANCE DEMONSTRATION:** Explanation of process used to determine where the AED will be located, who is trained in use of the AED and who is responsible for the maintenance of the AED.



## OM-17 CAMPER SECURITY

Does the camp have written policies in practice that specify procedures and responsibility for minors, including:

OM-17A: Release of campers who are minors to a parent or to persons other than the parent or legal guardian? Yes No

OM-17B: Checking on absentee campers at the beginning of the day or session? Yes No

**INTERPRETATION:** Standard OM-17A involves procedures for releasing campers to authorized persons during camp (for example, a visit) or at the end of the camp session. These procedures may include the policy that the camp will follow if a minor is not picked up within a reasonable time (e.g., supervision requirement and possible extra charges).

Standard OM-17B addresses “absentee campers” who are participants, but who are not present at the camp when the camp expects to assume responsibility for those individuals. The policies should specify when and how the camp will make contact with a Parent/guardian on any unexplained absentee camper. For example, day camps normally assume responsibility for a camper at the beginning of each day, while resident camps assume responsibility for a participant on the first day of a session.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a sample release form.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written procedures; director/staff explanation of procedures in practice.

### **WRITTEN DOCUMENTATION IS REQUIRED**



### **Applies to:**

- Day camps
- Resident camps
- Short-term resident programs

## RENTING TO USER GROUPS

This subsection addresses the rental or leasing of camp facilities to user groups. Standards OM-18 and OM-19 *DO NOT APPLY* if the camp does not lease facilities or services to user groups.



## OM-18 USE AGREEMENT

Does the camp utilize a written use agreement, signed by authorized representatives of the camp and the user group, that includes the following (as applicable):

- Terms of use, including dates, times, and costs;
- Cancellation, minimum fees, and refund policies;
- Services that will be provided by the camp for the group, such as food service, recreation options, program staff, transportation, and
- Costs and conditions for use of any recreational equipment or services? Yes No

**INTERPRETATION:** This standard does not require that all items listed will be provided for all user groups. The use agreement will normally include requirements from Standard OM-19. Conditions for use may specify such aspects as adult supervision, expectations for youth groups, clean-up responsibilities, and the reporting of damaged facilities or equipment.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on sample guidelines and considerations for use agreements.

**COMPLIANCE DEMONSTRATION:** Visitor observation of forms and information used.

### **WRITTEN DOCUMENTATION IS REQUIRED**

**Applies to:**

- **User-group programs**



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## OM-19 USER-GROUP RESPONSIBILITIES

### Applies to:

- User-group programs

Does the camp require the written user-group agreement to specify:

- Party responsible to provide first aid, emergency care, and emergency transportation,
  - Party responsible to supervise the group and its behavior,
  - Party responsible to supervise any specialized recreational activities,
  - Required orientation to the camp's safety procedures and regulations, and
  - Any insurance coverage to be provided by the group?
  - \*Recommendations to user group leaders of need for appropriate screening policies for all user group staff with responsibility for or access to campers.
- YES NO

**INTERPRETATION:** Standard HW-24 defines the responsibility for the provision of first aid and emergency care. Standard OM-19 covers the supervision of the group and its behavior, including defining who has the authority to eject individuals from the property. This standard may be combined with the requirements of Standard OM-18.

"Specialized recreation activities" are any activities whose safe conduct requires supervision by persons with specialized training and skills (e.g., swimming, archery, ropes course, etc.). Supervision for general recreation activities, along with all other general activities not specified in the contract, would normally fall under that part of this standard that addresses the supervision of the group and its behavior.

Orientation for user groups should include general safety regulations, communication in an emergency (e.g., weather, missing persons), security concerns, and warning systems. Groups should know how to get emergency assistance and how to contact the site owner.

**COMPLIANCE DEMONSTRATION:** Visitor observation of information and/or forms utilized; director description of orientation process.

### **WRITTEN DOCUMENTATION IS REQUIRED**

## HR-4 STAFF SCREENING

## MANDATORY

HR 4A and HR 4B

Does the camp have written evidence of a policy in practice that requires screening for all camp staff with responsibility for or access to campers that includes::

HR-4A: Annually for all camp staff—paid, volunteer, and contracted:

- A voluntary disclosure statement, and
- \*\* A Check of the National Sex Offender Public Website OR written verification that a check of the Sex Offender Registry in all 50 states and U.S. territories has been conducted. YES NO

HR-4B: For new camp staff 18 years and older, paid, volunteer, and contracted, a criminal background check? YES NO

HR-4C: For new camp staff, at least two reference checks and verification of previous work (including volunteer) history? YES NO

HR-4D: For new camp staff, personal interview by the camp director or a designated representative? YES NO

**INTERPRETATION:** \*The camp must implement established screening policies for its own operation. All camp staff (e.g., volunteer, employed, and contracted; full-time and part-time, international) who could have unsupervised access to children must be included in the screening process. This requirement includes on-site operational personnel, as well as staff members working from a central office who come to the camp as a part of their responsibility. Guest-program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.

A “voluntary disclosure statement” is a signed statement that, at minimum, attests to the non-conviction of violent crimes and crimes against children. It may include further information about other criminal behavior, previous addresses, and other data relevant to the camp and position. The policy should be reviewed by legal counsel. The “voluntary disclosure statement” may be included on the application form or with the release of information form, or may be a separate document. The statement should be secured from ALL staff, including international staff. A statement must be signed by all staff annually, regardless of previous or continued employment.

The Dru Sjodin National Sex Offender Public Website (a free service at [www.nsopw.gov](http://www.nsopw.gov)) will only reflect certain types of criminal sexual behavior. A criminal background check seeks additional records of other types of criminal behavior. Criminal background checks are available through a variety of agencies and private vendors, each with its own level of coverage, accuracy, timeliness of providing information, and cost.

- **Applies to:**
- **Day camps**
- **Resident camps**
- **Short-term resident programs**

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Consult the ACA Accreditation Standards Resource CD-ROM for detailed information on criminal background checks.

The camp must have a specific plan for securing criminal background checks based on state laws, availability of data, cost, and type of staff. For staff from other countries, criminal background checks are increasingly provided through the international placement agencies. Availability of criminal background checks for international staff and volunteers vary by the country of origin. The international placement agencies have recommendations concerning the minimum types of checks that should be performed. Consult the ACA Accreditation Standards Resource CD-ROM for further information on criminal background checks.

Securing a criminal background check, references, verification of previous work, and interviews applies to the hiring of new staff, seasonal and year round. Staff are considered "new" upon initial hiring, and if there has been a break in employment of 12 months or more. Year-round staff, including directors, must be screened upon entry and thereafter according to the policy of the camp (see Standard HR-3).

Some "seasonal staff" may be year-round employees of the parent organization (agency staff, clergy, religious educators). These persons may be treated as "year-round staff" PROVIDED THAT the parent organization has a policy in practice for screening and supervising that meets the criteria of the standard.

"Verification" of work history means evaluation of the timeframes of previous jobs to determine reasons for any gaps in employment and spot checking to verify that the applicant was employed or licensed as claimed. Standards in other areas, such as transportation, aquatics, and program, also call for specific types of record checks or documentation of skills which may be undertaken as part of the screening process. The standard does not require visitors to be given access to confidential files. "Written evidence of the screening process in practice" may include the application or receipt for securing background checks.

"Personal interview" means face-to-face or by phone for all applicants, including internationals, conducted by the camp director or a designated representative. In addition to interviews conducted by a staff placement agency, camps should make their own contact with applicants before hiring to confirm the applicant's language and communication skills, identify their expectations for the job, determine their suitability for the specific job offered, and provide specific information to the applicants about the camp program and location.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for sample forms and additional information on screening practices related to international staff.

**COMPLIANCE DEMONSTRATION:** \*Visitor observation of written evidence of the screening policy in practice; director description of the screening process.

### **WRITTEN DOCUMENTATION IS REQUIRED**

## PD-6 CAMP GOALS AND OUTCOMES

To help to provide a quality camp experience has the camp:

PD-6A: Established a written statement of overall goals for participants?  
YES NO

PD-6B: Identified, in writing, specific observable behavioral outcomes that address the developmental needs of campers?  
YES NO

PD-6C: Provided materials and training strategies for staff to help campers achieve established outcomes in the camp program?  
YES NO

PD-6D: Informed parents and campers of the goals of the camp experience?  
YES NO

**INTERPRETATION:** Goals express the purpose of the camp's operation. For some camps, their goals and expected outcomes may be articulated in their mission statement. From these broad goals, the camp can determine specific outcomes that are desired as a result of participating in the camp activities and experiences. If goals of a national organization are used, they must relate to desired outcomes for the specific camp and clientele. Outcomes for short-term programs may be different than those for a day or extended-stay resident camp.

Outcomes are measured or observed changes in the behavior of the campers. For example, changes may be seen in a camper's relationship to other campers or a camper's willingness to assume responsibility. Changes may also be observed in attitudes or in values, as expressed by a person's choices or use of language. Behavioral changes may be observed at camp and even later observed by the parent of the camper.

Outcomes are the indicators or observable evidence of the achievement of a goal. For example, if the goal is "to develop the decision-making skills needed to succeed in a constantly changing world," a desired outcome might be "campers practice making individual and group decisions." Some indicators of meeting this outcome include that campers are able to choose the appropriate clothes to wear without help and that staff observe individuals participating in the planning for their cookout.

Parents and campers should be informed of the goals of the camp. Sharing information concerning the nature of the outcomes is also encouraged so parents and campers may more easily evaluate the effect of the camp experience. This communication can be accomplished through the promotion and registration materials, as well as by specific correspondence with parents and other adults working with the campers. In the case of religious or agency

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs

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camps, it may be helpful to communicate the camp goals and expected outcomes to religious leaders and agency staff who will follow up with the camper after the camp experience.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on program goals and outcomes.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written goals and expected outcomes and of schedules and materials used in training staff in this area; visitor observation of promotional pieces or specific communication to parents and campers regarding goals and outcomes; director/staff description of goals and outcomes desired.

**WRITTEN DOCUMENTATION IS REQUIRED**



## PD-23 ADDITIONAL FIREARM SAFETY

### MANDATORY (PD-23A)

Does the camp require the following for all firearm activities:

PD-23A: When not in use, all firearms are stored in a locked cabinet or closet, within a locked room or inaccessible area for redundant safety; and all ammunition is stored in either a third location or container, requiring a separate key or access system?

YES NO

PD-23B: Shooting range design that includes:

- A bullet trap or a supplementary backstop and specific safety zone behind the targets,
- Clearly delineated rear and side safety buffers, known to the entire camp population,
- Clearly defined firing line,
- \*A plan for dealing with spent lead bullets consistent with applicable local environmental regulations

YES NO

PD-23C: Clear safety signals and range commands to control both the activity at the firing line and during the retrieval of targets?

YES NO

**INTERPRETATION:** \*This standard applies to all program activities that use firearms and air/pellet guns. "Redundant safety" for firearms can also be met by utilizing gun locks on each rifle or locking each one up within the gun safe. Establishing safety buffers and zones around the shooting range is critical to safe operation of the activity. All persons who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. Camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access.

Safety signals and range commands are the specific directives and instructions utilized to assure the orderly and safe operation of the range. Participants must learn and follow commands to demonstrate proper respect for the potential danger involved with the unsafe use of firearms. Although retrieval of targets is not a part of paintball activities, the expectation is that safety signals and range commands will be used to safely control the activity.

\*For additional information regarding spent lead bullets, visit: [www.ACAcamps.org/accreditation](http://www.ACAcamps.org/accreditation); select "Resources/Tools."

**COMPLIANCE DEMONSTRATION:** \*Visitor observation of activities; director/staff description of shooting range design and plan for dealing with spent lead bullets; staff and camper description of safety procedures used.

**Does not apply if firearm (e.g., rifle, pistol, or shotgun) activities are never provided.**

**\*PD-23 does not apply to paintball.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

## PD-24 PROTECTIVE HEADGEAR

**MANDATORY  
(ALL)**

### PD 24A

**Does not apply if bicycling activities are never provided.**

### PD 24B

**Does not apply if motorized vehicle activities are never provided.**

**\*Does not apply to golf carts.**

#### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Does the camp require that helmets be worn by all participants (staff and campers) when engaged in:

PD-24A: Activities involving bicycling?	YES	NO
PD-24B: Activities involving any kind of motorized vehicle?	YES	NO

**INTERPRETATION:** PD-24A requires helmets to be worn in any program activity that involves bicycling on any surface provided by the camp, the camper, or a vendor. This standard does not apply to riding four-wheeled pedal bikes. If bicycle riding occurs outside of a program activity, helmets are not required to be worn, but all riders are encouraged to wear helmets as a way to model good safety practices. Standard PD-24B includes any program activity involving motorized vehicles such as motorcycles, motor bikes, go-karts, ATVs, etc.

Helmets should be appropriately sized and designed specifically for the activity being conducted, given that helmet construction standards vary for different activities. Helmets may be supplied by the camp or by a staffed public facility or vendor.

**COMPLIANCE DEMONSTRATION:** Visitor observation of activities; staff and camper description of helmets required.

## PD-25 GO-KART SAFETY

**Does not apply if go-karts are never used.**

#### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Does the camp require that go-karts be equipped with roll bars and restraint devices?

YES NO

**INTERPRETATION:** Camp go-karts, as well as go-karts at public facilities, must be properly equipped. Such equipment should include the required roll bars and appropriate restraint devices, such as seat belts, harnesses, and restraining bars.

**COMPLIANCE DEMONSTRATION:** Visitor observation of go-karts; director/staff description of policy's implementation.

## PA-15 SWIM LIFEGUARD SKILLS

**MANDATORY  
(ALL)**

Does the camp have written documentation that every camp lifeguard has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded? YES NO

**INTERPRETATION:** These skills must be verified and documented by the camp aquatics supervisor. The intent of this standard is to help assure that lifeguards can execute the skills represented by the certification that they hold, and to be sure that they have the appropriate training and skills to perform rescues in the type of water/location (e.g., pool, lake, ocean, river, whitewater, etc.) and type of activities being guarded. In some cases, additional certification may be required, as in surf or whitewater conditions. Skills of the aquatic supervisor may be evaluated by his/her supervisor or another currently certified lifeguard. When lifeguards are trained at the camp facility, the camp should have the lifeguard trainer demonstrate competency in the skills essential for that particular campsite. When lifeguards are NOT trained at the camp facility, the camp should have the lifeguards demonstrate competency in the skills essential for that particular campsite.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for lifeguard skills and rescue verification checklist.

**COMPLIANCE DEMONSTRATION:** Visitor observation of completed skill checklists/verification documents specific to the aquatic area and activities guarded; and/or written instructions to user groups; director/staff description of skill verification process.

### WRITTEN DOCUMENTATION IS REQUIRED



**Does not apply if the camp only serves user groups who provide their own lifeguards.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

## PA-16 STAFF SWIMMING

**MANDATORY  
(ALL)**

For camp STAFF use of swimming facilities, does the camp implement a written policy that requires certified lifeguards be present at all times, and do procedures specify when guards or lookouts must be out of the water? YES NO

**Does not apply if the camp's swimming facilities are never available for staff use.**

### **Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

**INTERPRETATION:** Camp policy may state no staff use during times when regular activities and guards are not scheduled. Factors such as age, type of facility, size of group, time of day, and regular aquatic schedule should be considered.

Staff use of swimming facilities is primarily a seasonal staff concern. The standard is not intended to regulate use of aquatic facilities by year-round resident site staff and their families, who swim at times not connected to camp programming. Leaders or staff with user groups are considered part of the group, as such, and are subject to the requirements for groups (see Standards PA-14, PA-15).

**COMPLIANCE DEMONSTRATION:** Visitor observation of written policy; director/staff description of procedures.

### **WRITTEN DOCUMENTATION IS REQUIRED**



## PA-19 SWIMMING LESSONS

For all instructional swimming activities, does the camp provide or are user groups advised in writing to provide:

PA-19A: A swim instructor with certification from a nationally recognized certifying body or equivalent certification? YES NO

PA-19B: A lifeguard or lookout who is out of the water continuously watching over the activity if the instructor is in the water with participants? YES NO

PA-19C: Noncertified instructional assistants who function under the direct supervision of a certified instructor, follow the specific directions of that instructor, and have demonstrated elementary rescue skills? YES NO

**Does not apply if swimming lessons are not provided.**

**PA-19C does not apply if noncertified instructional assistants are not used.**

**INTERPRETATION:** A swimming instructor does not necessarily have to be certified as a lifeguard. Accordingly, if the instructor is not also a lifeguard, an additional certified lifeguard is necessary to maintain compliance with mandatory Standard PA-14. If the instructor in the water is also a lifeguard, a lookout may be used. "Noncertified instructional assistants" are teaching assistants without current instructor certification who are under the immediate supervision and direction of the certified instructor.

The ACA website, [www.acacamps.org](http://www.acacamps.org), should be consulted for additional information on certifying bodies for lifeguards.

**COMPLIANCE DEMONSTRATION:** Visitor observation of certification cards; director/staff description of procedures; observation of written instruction to user groups; visitor observation of swimming lessons.

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

### WRITTEN DOCUMENTATION IS REQUIRED



## WATERCRAFT ACTIVITIES

Watercraft activities include all use of small craft (e.g., canoes, sailboats, rowboats, kayaks, rafts, paddleboats, personal watercraft, motorboats, and fishing boats). These activities also include boardsailing, tubing, waterskiing, rafting, etc. However, bumper boats are not included as watercraft activities and should be scored as a specialized activity.

All watercraft activities in camp, staffed either by the camp or by user groups, and all watercraft activities away from camp that are staffed by the camp are scored in Standards PA-20 through PA-29. If *NO* watercraft activities occur, or if the camp uses *ONLY* staffed public facilities or providers for watercraft activities, Standards PA-20 through PA-29 *DO NOT APPLY*.



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## PA-24 PERSONAL FLOTATION DEVICES (PFDs) MANDATORY (ALL)

Does the camp implement a policy that PFDs that are safe for use be worn by all persons in watercraft activities?	YES	NO
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**INTERPRETATION:** The standard applies to all participants in watercraft activities and to staff driving boats of any kind up to 26 feet in length. This standard *DOES NOT APPLY* to staff lifeguarding from a watercraft.

PFDs are to be worn by campers and staff in all types of small craft, such as canoes, kayaks, rowboats, sail boats, sailboards, ski boats, water skiing, etc. PFDs must be appropriate for the type of water and the activity.

“Safe for use” means that PFDs are: Coast Guard approved; of proper type, size, and fit for each user; sufficiently buoyant to support designated weight; and in serviceable condition (clasps, zippers, etc., are in working condition).

PFDs must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable, as determined by regulating organizations governing the body of water in use, should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or by individuals of certain ages. When user groups provide their own aquatics personnel, they must be advised of camp policies on the use of PFDs.

One exception to this standard exists. Because PFDs interfere with correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if the following conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a non-swimmer is aboard a crew shell, he or she must wear a PFD.

The *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on PFDs.

**COMPLIANCE DEMONSTRATION:** Visitor observation of PFD use in randomly selected watercraft activities; director/staff description of procedures and their implementation.

**Does not apply if watercraft activities never occur.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

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## PA-25 PERSONAL WATERCRAFT

Does the camp prohibit personal watercraft use by anyone under the age of 16? <span style="float: right;">YES NO</span>
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**Does not apply if personal watercraft are never used.**

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

**INTERPRETATION:** The use of personal watercraft in camps for other than rescue operations should be evaluated in light of environmental concerns, local regulations that may restrict their use, and recommendations of watercraft manufacturers and watercraft law administrators.

Camps that choose to utilize personal watercraft for programming should be familiar with safety studies and should adhere to the recommendations of watercraft manufacturers and safety groups, such as the Consumer Product Safety Commission. Age restrictions are required because young campers generally do not have the physical size and coordination to operate such craft safely, according to manufacturers. In addition, young campers may not have the experience and judgment necessary to operate a motorized craft. User groups must be advised of the camp's policies on personal watercraft use.

**COMPLIANCE DEMONSTRATION:** Director/staff description of policy and implementation; visitor observation of watercraft use.

## PA-26 WATERCRAFT ACTIVITY ORIENTATION

Does the camp have procedures that specify that all persons using watercraft be provided the following training prior to use: <ul style="list-style-type: none"><li>▪ Boarding and debarking, trimming, and movement on the craft,</li><li>▪ The use of PFDs, and</li><li>▪ Self-rescue in case of capsize or swamping?</li></ul> <span style="float: right;">YES NO</span>
---

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

**INTERPRETATION:** This standard applies to the use of all watercraft, including sailboats, rowboats, canoes, sailboards, and rafts, as well as motorized boats by camp staff, campers, and other participants. Training may be provided by camp staff or user-group leaders. Training in the use of PFDs may include floating in PFDs to test fit and acquaint participants with the buoyancy they provide, if the participants' physical condition and/or water conditions permit. Training in self-rescue may include an actual "tip test" for appropriate craft, where conditions permit.

**COMPLIANCE DEMONSTRATION:** Visitor observation of randomly selected watercraft activities when possible; director/staff description of training procedures or instructions to user groups.

## PC-15 PROTECTIVE HEADGEAR

**MANDATORY  
(ALL)**

Does the camp implement a policy that requires the use of protective headgear by all participants when rock climbing, rappelling, spelunking, and when using high—ropes course elements or a vertical climbing wall/tower? YES NO

**INTERPRETATION:** The above listed standard requires that protective headgear will be used by active participants in any above listed activities because a head injury could result from the impact of a falling rock or loose object, or hitting the head when climbing, falling or swinging. The type of headgear must be appropriate to the situation.

An active participant is defined as:

- in spelunking, anyone participating in the activity.
- in any kind of climbing or high ropes activity (including a zip line), the person on belay.

This standard applies to both indoor and outdoor climbing experiences that use a belay system. A zip line is considered a "high ropes" activity even if there are no other elements. See the Glossary for further definition of high ropes, low ropes and initiatives.

Aqua zips (zip lines that end in water) are an exception to this standard. Experts have determined that protective headgear should not be worn if zip line participants end up in the water. However, helmets should be worn if the participant is belayed to the aqua zip platform, then the helmet removed once the participant has reached the launch platform for the aqua zip line. If access to the aqua zip does not require a belay, then a helmet is not needed.

Camps are encouraged to define in their policy any other situations where they want other participants to wear helmets (i.e. belayers, persons in the "drop zone", persons waiting on real rock walls, etc.) either for safety or to model good practice.

**COMPLIANCE DEMONSTRATION:** Visitor observation of activities; director/staff explanation of policy's implementation.

**Does not apply if climbing, rappelling, spelunking, and high-ropes or vertical-climbing wall/tower activities are never provided.**

**Does not apply to aqua zips if no belay system is needed.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SECTION PC

## PC-16 PUBLIC PROVIDERS OF ADVENTURE/CHALLENGE

Does the camp implement a policy to select only staffed public provider(s) of adventure/challenge activities that:

PC-16A: Provide an adequate number of instructors and leaders whose qualifications have been verified by the provider? YES NO

PC-16B: Utilize equipment that is appropriate in size and type and is in good repair? YES NO

PC-16C: Utilize facilities and areas that meet nationally recognized guidelines for construction and maintenance? YES NO

**Does not apply if the camp never uses staffed public facilities or providers for adventure/challenge activities.**

**PC-16C does not apply if constructed elements or areas are never used.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

**INTERPRETATION:** Information about the facility's instructor qualifications, facilities, equipment, and operating procedures may be found either in promotional materials for the public providers of adventure/challenge activities or in the leasing/use agreement between the provider and the camp, or may be verified by personal observation and inquiry by a camp representative. Qualifications, ratios, and procedures must be consistent with those recommended by authoritative sources. The ACA website, [www.acacamps.org](http://www.acacamps.org), should be consulted for a list of authoritative sources for information on public providers of adventure/challenge activities.

**COMPLIANCE DEMONSTRATION:** Director description of policy and procedures used in selection.



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Many camps offer horseback riding to their participants, either on the camp property or at a separate facility. As in other specialized program activities, safety is a central concern. The Horseback Riding standards set high expectations for trained supervision, appropriate instruction, and safety precautions, and well-planned emergency procedures.

## APPLICABILITY

The Horseback Riding standards apply to all riding activities, including, but not limited to, English riding, western riding, trail riding, bareback riding, ring work, vaulting, and pony rides.

All camps, including trip/travel camps, that include horseback riding as a part of the program must score the PH section of the standards. The Horseback Riding standards are applicable as follows:

- Camps with horseback riding facilities and programs on camp property and under camp staff supervision score Standards PH-1 through PH-15. This requirement includes camps providing riding staff and equipment for user groups.
- Camps using staffed public facilities or providers for riding activities score Standards PH-11 through PH-17.
- Camps that have their own riding programs *AND* use staffed public facilities for some activities score Standards PH-1 through PH-17.
- If user groups provide their own riding leaders or equipment for horseback riding activities, these standards are not scored. However, user groups should be advised of any requirements or conditions for use (see Standard PD-5). Camps should consider the requirements of the Program—Horseback Riding standards when establishing guidelines for user groups.

## Foundational Practices

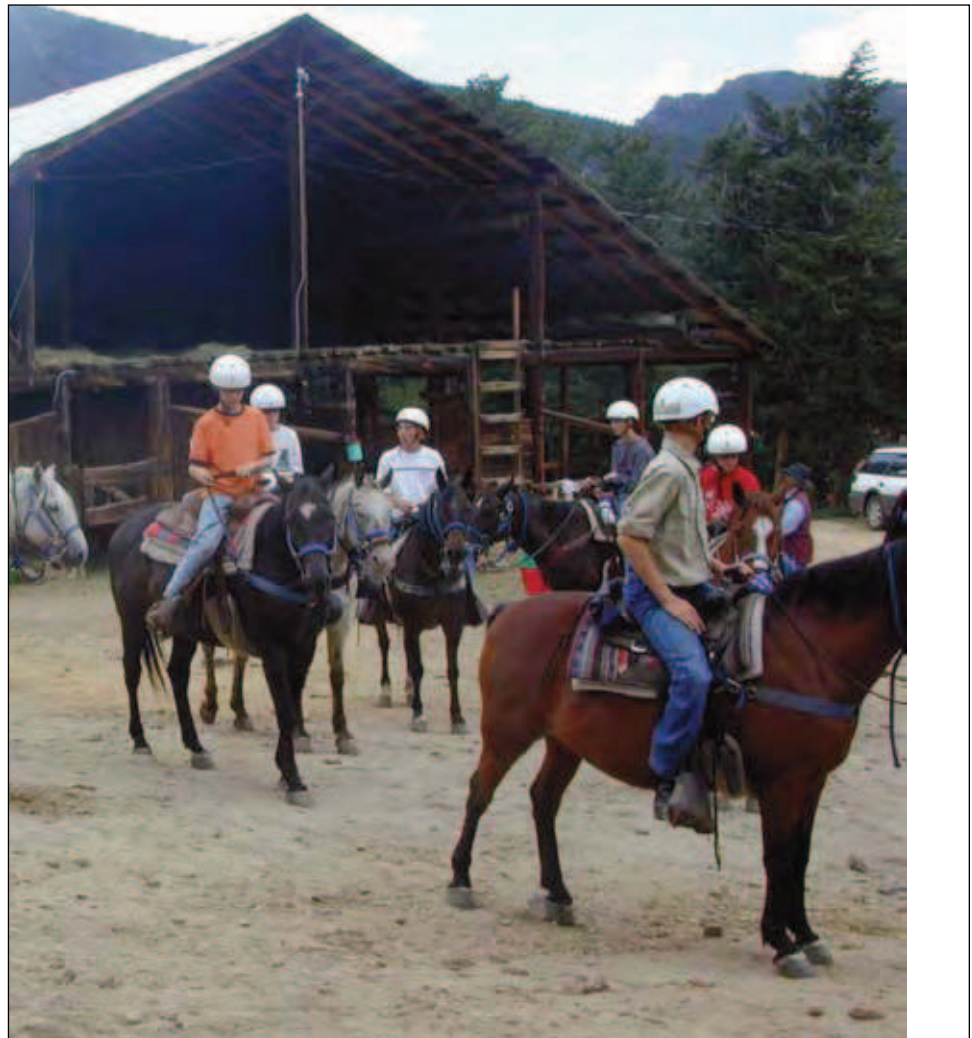
Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice as applicable in every camp. The annual review of these foundational practices is scored in Standard OM-1.

A Foundational Practice related to horseback riding is:

- Maximum workday for horses

#### CAMPS WITH RIDING STAFF AND FACILITIES

If only pony rides are offered (either by the camp or at staffed public facilities), Standard PH-1 is the only applicable standard unless the ponies are stabled on the property- then PH-9 and PH-10 are also applicable. Standards PH-1 through PH-10 are applicable to all camps that provide all other horseback-riding activities for campers, staff, or groups. Camp staff are responsible for the site, horses, medication, and equipment. Standards PH-1 through PH-10 DO NOT APPLY to camps that ONLY use staffed public facilities for horseback-riding and NEVER provide their own riding programs.



## PH-1 PONY RIDES

## MANDATORY (PH-1A)

Does the camp have procedures in practice for the conduct of pony rides that:

PH-1A: Require the use of protective headgear specifically designed for horseback riding? YES NO

PH-1B: Provide an adequate number of qualified persons assisting with mounting and dismounting, leading the horse or pony, and assisting riders, as necessary? YES NO

PH-1B: Utilize sound horses or ponies, and equipment that is appropriate in size and type and is in good repair? YES NO

**INTERPRETATION:** Pony rides (conducted at the camp or at staffed public facilities) are activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected or allowed to control the horse or pony. As a rule, the rider is lifted on and off the animal or mounts from a mounting platform.

“Qualified” refers to individuals who have been trained specifically to handle and control horses, to assess the level of care and assistance needed for riders, and to respond appropriately to rescue or emergency situations. The number of staff or assistants required will depend on the activities, riding area, and clientele. For riders with special needs, specific therapeutic riding training should be required for staff.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on pony rides.

**COMPLIANCE DEMONSTRATION:** Director/staff explanation of activity procedures; visitor observation of pony-ride activity.



**Does not apply if the camp does not provide pony rides.**

**If the camp only offers pony rides, the rest of the section does not apply unless the ponies are stabled on the property (then also score PH-9 and PH-10).**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

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## PH-2 SUPERVISOR QUALIFICATIONS

Does a staff member who meets the following qualifications oversee all horseback-riding facilities, staff, and program operations:

PH-2A: Certification — holds one of the following:

- Certification as an instructor from a nationally recognized organization or riding school, or
- Documented endorsements of successful experience in formal horseback-riding instruction? YES NO

PH-2B: Experience — has at least six-weeks management or supervisory experience at a horseback-riding facility? YES NO

PH-2C: Age — is at least 21 years of age? YES NO

**Does not apply to pony rides.**

**Applies to:**

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

facilities for horseback-riding and NEVER provide their own riding programs.

**INTERPRETATION:** "Instructor" refers to the completion of courses that require skills and competency in riding and that focus on riding-instruction techniques, safety, as well as stable management.

"Documented endorsements" may include letters of reference from former employers, students, or co-workers, as well as brochures or advertisements announcing programs where the individual is listed as instructor. "Formal instruction" requires that the program for which the individual instructed was an established program that involved a systematic course of training and required a demonstration of prescribed levels of knowledge and competency.

"Experience" should include background in supervising a total operation including instruction, stable management, care and feeding of horses, scheduling, staff supervision, and equipment care.

The ACA website, [www.acacamps.org](http://www.acacamps.org), and the *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on certifying bodies for horseback-riding professionals.

**COMPLIANCE DEMONSTRATION:** Visitor observation of certification card or other documented evidence; director/staff explanation of qualifications.

### **WRITTEN DOCUMENTATION IS REQUIRED**

## PH-6 RIDING EQUIPMENT

Does the camp require that riding equipment be safety checked each day of use, and that equipment that is not in good repair be removed from service? YES NO

**INTERPRETATION:** Riding equipment should be appropriate for its intended use and sized correctly for both rider and horse. Riding equipment, including saddles, bridles, girths, ropes, etc., should be checked carefully for such factors as excessive wear or deterioration. The equipment check should assure an adequate supply of appropriately sized equipment for participants.

**COMPLIANCE DEMONSTRATION:** Visitor observation of equipment in use at riding activities; director/staff description of system in use.

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

## PH-7 CLASSIFYING HORSES

Does the camp require that the riding staff classify horses for various rider skill levels prior to use by participants? YES NO

**INTERPRETATION:** Evaluating horses is an especially critical concern early in the season when they have not been ridden regularly. Animal disposition can change from year to year or with the addition of new horses. Staff should have comprehensive knowledge of the horses and their suitability for various riding levels.

**COMPLIANCE DEMONSTRATION:** Director/staff description of classification procedures.

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

## PH-8 HORSE SUITABILITY

Does the camp require that riding staff check daily the physical soundness of each horse and remove unsound horses from the riding program? YES NO

**INTERPRETATION:** A check for "physical soundness" includes checking for problems that may affect the performance or disposition of the horse, such as saddle sores, lameness, or a sore mouth.

**COMPLIANCE DEMONSTRATION:** Director/staff description of procedures used.

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

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## PH-9 RIDING FACILITIES

Are the stables, corrals, paddocks, and riding rings of the camp:

PH-9A: Located away from living areas, with procedures in practice to control access? YES NO

PH-9B: Clean, free from accumulation of manure, and provided with a plentiful supply of fresh water? YES NO

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

**INTERPRETATION:** "Away from" means that living areas (other than those for persons caring for horses) are located far enough from livestock to avoid increased flies, insects, undue odor, increased dust and dirt, etc. Access may be controlled by such things as scheduling, education, or regulations, as well as with posted "off limits" signs and physical barriers. Campers should never be around the horses without supervision. Fresh water should be readily available, but should not create a potential safety hazard (e.g., having tubs of water inside the riding ring).

**COMPLIANCE DEMONSTRATION:** Visitor observation of stable and corral areas; director/staff description of procedures to maintain cleanliness and control access.

## PH-10 HORSE MEDICATIONS

Does the camp require that all horse medications are:

- Handled only by persons trained or experienced in their safe use, and
- Secured in an area away from camper access and locked up when not in use? YES NO

### Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

**INTERPRETATION:** Medications used for horses, ponies, and other livestock are normally very potent because of the size of the animals for which they are developed. Such medications may be flavored or scented so that the animals are more receptive to their use. To avoid accidental ingestion, campers should not have access to these items.

This standard requires that all horse medications be stored under the control of the appropriate riding staff. Secured areas could include areas off limits to all people except designated staff, as well as locked cabinets or containers.

Fly spray or wipes, commonly used for horses, can be a concentrated insecticide. All users should be trained in their application.

## PH-15 RIDER APPAREL

## MANDATORY (PH-15A)

Do camp policies in practice require the following safety apparel be worn by campers and camp staff:

PH-15A: Protective headgear specifically designed for horseback riding?  
YES NO

PH-15B: Shoes or boots which provide protection from:

- Injury from being stepped on by horses, and
- If stirrups are used, feet becoming wedged into the stirrup (when stirrups are not specifically designed to prevent this occurrence)

YES NO

PH-15C: Long trousers?  
YES NO

**INTERPRETATION:** This standard does not require the camp to use a particular brand of helmet, but highly recommends one that is approved by the American Society for Testing and Materials (ASTM). In consultation with authoritative sources, the camp director should determine the appropriate type of helmet, based on the type and level of activity. Most horsemanship organizations can provide a list of protective headgear that has undergone safety tests and has met minimum criteria for protection. A helmet should fit the rider comfortably, not obscure the rider's vision, and be secured with a chin strap. Vaulting while riding a horse is an exception to Standard PH-15A. Vaulting is an activity in which campers perform a combination of gymnastics and dance routines on a moving horse.

Footwear must be enclosed with a flat sole and discernible heel to prevent the foot from sliding forward through the stirrup. Any enclosed shoes, such as athletic shoes, are acceptable when tapaderos, "peacock" stirrups, or other devices designed to protect the rider's foot from slipping through the stirrup are used.

**COMPLIANCE DEMONSTRATION:** Visitor observation of horseback riding activity; director/staff description of policy and procedures in practice.



**Does not apply to vaulting activities on a lunge line.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

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## PH-16 PUBLIC PROVIDERS OF HORSEBACK RIDING

**Does not apply if the camp never uses staffed public facilities or providers for riding activities.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs

Does the camp implement a policy to select only provider(s) of horseback-riding activities that:

PH-16A: Provide an adequate number of riding staff whose qualifications have been verified by the provider? YES NO

PH-16B: Provide physically sound horses suitable for the skill levels of participants? YES NO

PH-16C: Utilize equipment that is appropriate in size and type and is in good repair? YES NO

**INTERPRETATION:** Information about the facility's riding instructor qualifications, equipment, and operating procedures may be found either in promotional materials for the public provider or in the leasing/use agreement between the camp and the provider, or may be verified by personal observation and inquiry by a camp representative. Qualifications and staff-camper ratios must be consistent with those recommended by appropriate authoritative sources.

**COMPLIANCE DEMONSTRATION:** Director description of policy and procedures used in selection.

## PH-17 CAMPER SUPERVISION OFF-SITE OR WITH PUBLIC PROVIDERS

**Does not apply if the camp never uses off-site facilities or public providers for horseback-riding activities.**

**Applies to:**

- Day camps
- Resident camps
- Short-term resident programs

Are staff accompanying campers to horseback-riding facilities off-site or with public providers trained on written procedures that specify their supervisory roles and responsibilities? YES NO

**INTERPRETATION:** When campers are at riding facilities off-site or with public providers who bring instructors, horses, and equipment to the camp, staff must know their supervisory responsibilities. Written procedures need to clarify responsibilities for such factors as location of staff, camper behavior management, communication, and health-related matters. Responsibilities of staff will vary, depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written procedures; director/staff explanation of training and supervision practices.

**WRITTEN DOCUMENTATION IS REQUIRED**

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## PT-12 EQUIPMENT MAINTENANCE INFORMATION

Does the camp implement written procedures specifying safety checks, maintenance, and replacement of equipment utilized on trips? YES NO

**INTERPRETATION:** This standard applies to all equipment utilized on trips, supplied by the camp or by participants. Equipment includes items such as watercraft, paddles, axes, tents, stoves, backpacks, saddles, PFDs, etc. Procedures should require equipment checks prior to and during the trip and procedures for replacement or repair, if necessary.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written procedures; director/staff description of equipment checks and maintenance.

### WRITTEN DOCUMENTATION IS REQUIRED

**Does not apply for travel programs that do not involve specialized equipment.**

**Applies to:**

- Day camps
- Resident camps

## PT-13 TRAVEL CAMP PROCEDURES

Does the camp have written transportation procedures for travel camping that specify:

- Emergency procedures, including plans for alternate drivers, communications, and alternate routes,
- Provision for non-travel days for long trips, and
- If drivers are provided by the camp, guidelines for acceptable travel times and conditions, length of travel day, appropriate rest stops, and use of relief drivers? YES NO

**INTERPRETATION:** The requirements of this standard are in addition to those in the section on Transportation standards. Groups should have a minimum of one relief driver for every two vehicles.

**COMPLIANCE DEMONSTRATION:** Observation of written procedures.

### WRITTEN DOCUMENTATION IS REQUIRED

**Does not apply if trips do not require drivers.**

**Applies to:**

- Day camps
- Resident camps

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## PT-14 CAMPER SUPERVISION WITH PUBLIC PROVIDERS

Does the camp require staff accompanying campers to activities with public providers be trained on written procedures that specify their supervisory roles and responsibilities? YES NO

**Does not apply if the camp never uses public providers for activities on travel programs.**

**Applies to:**

- Day camps
- Resident camps

**INTERPRETATION:** When campers are engaged in activities with public providers who provide instructors and equipment, the camp staff must know their roles concerning supervisory responsibility. Written procedures need to clarify responsibilities for such factors as location of staff, camper behavior management, communication, and health-related matters. Responsibilities of camp staff will vary, depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

**COMPLIANCE DEMONSTRATION:** Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

### **WRITTEN DOCUMENTATION IS REQUIRED**



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## PT-18 PERSONAL FLOTATION DEVICES (PFDs) MANDATORY IN WATERCRAFT ACTIVITIES (ALL)

Does the camp implement a policy that personal flotation devices (PFDs) that are safe for use be worn by all persons in watercraft activities?  
YES NO

**INTERPRETATION:** The standard applies to all participants in watercraft activities and to staff driving boats of any kind up to 26 feet in length. This standard DOES NOT APPLY to staff lifeguarding from a watercraft.

PFDs are to be worn by campers and staff in all types of small craft, such as canoes, kayaks, rowboats, sail boats, sailboards, ski boats, water skiing, etc. PFDs must be appropriate for the type of water and the activity.

“Safe for use” means that PFDs are: Coast Guard approved; of proper type, size, and fit for each user; sufficiently buoyant to support designated weight; and in serviceable condition (clasps, zippers, etc., are in working condition).

PFDs must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable, as determined by regulating organizations governing the body of water in use, should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or by individuals of certain ages. When user groups provide their own aquatics personnel, they must be advised of camp policies on the use of PFDs.

One exception to this standard exists. Because PFDs interfere with correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if the following conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a nonswimmer is aboard a crew shell, he or she must wear a PFD.

The *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on PFDs.

**COMPLIANCE DEMONSTRATION:** Visitor observation of PFD use in randomly selected watercraft activities; director/staff description of procedures and their implementation.

**Does not apply for travel programs in which watercraft activities never occur.**

**Applies to:**

- Day camps
- Resident camps

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## PT-19 WATERCRAFT TRAINING

Does the camp require that persons using watercraft be provided the following craft-specific training prior to use:

- Handling, trimming, loading, and movement on the craft,
- The use of PFDs, and
- Self-rescue in case of capsize or swamping situations?      YES   NO

**Does not apply if watercraft are not used.**

**Applies to:**

- Day camps
- Resident camps

**INTERPRETATION:** Training in the use of PFDs may include floating in PFDs to test fit and acquaint participants with buoyancy, if the participants' physical condition and water conditions permit. Self-rescue may include an actual "tip test" when conditions permit.

**COMPLIANCE DEMONSTRATION:** Director/staff description of procedures and training.



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## Glossary of Terms Used Within the ACA Standards

**Administrative personnel:** Camp staff with supervisory and administrative responsibilities; may include positions such as camp director, assistant director, business manager, food-service director, health supervisor, or heads of program departments.

**Adult:** Any person 18 or older.

**Adventure/challenge activities:** Activities requiring spotting and/or belays including ropes-course activities, spelunking, climbing, rappelling, initiative activities, and similar activities. Examples also include activities at climbing walls, rappelling towers or sites, zip lines, caves, and challenge courses.

**Aquatic activity:** Any activity, whether recreational or instructional, occurring in, on, or near water.

**Aquatic area:** The physical site of a specific aquatic activity. The aquatic area for swimming may be a pool, a lake, the oceanfront, or other body of water. On a lake, there may be several aquatic areas such as one for swimming, another for boating, and another for waterskiing.

**Arrival and departure:** Refers to what occurs on camp property as campers come to or leave the camp premises.

**Associate visitor:** A member of the American Camp Association who has completed at least 21 hours of training in order to assume responsibilities as a visitor conducting camp accreditation visits. This individual shares the responsibility of a visit with a lead visitor.

**Authoritative sources:** Published standards, guidelines, or other instructional materials from nationally recognized organizations or experts in a particular activity.

**Automated external defibrillator (AED):** A portable device that checks a person's heart rhythm, determines if that rhythm is irregular, and, if so, gives the heart an electric shock to restore it to a natural state.

**Belayer:** In climbing, belaying is a safeguarding technique used to limit possible falls of a climber. This task is usually assigned to a belayer, who passes the rope through a belay device, which increases friction and controls the rope.

**Boardsailing:** Also called sailboarding, windsurfing; operating a nonmotorized, one-person sailing craft.

**Camp or camping:** A sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

**Camp director:** The individual on the campsite who holds the primary overall responsibility of the administration of program operations and support services (business, food service, health services, maintenance). These responsibilities may be delegated to other staff and the supportive functions shared by or coordinated by the site manager when applicable.

**Camp staff:** Paid or unpaid staff hired, trained, and directly supervised by the camp who may be seasonal or year-round, full or part-time.

**Camper:** Generally refers to children, youth, and adults who participate in the camp experience.

**Certification:** As used in the Health Care and Aquatic standards denotes that the individual holds the appropriate level of certification, and that such certification is current (earned

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or recertified within the past three years). As used in the Program standards, indicates current instructor-level status from a nationally recognized certifying body or organization

**Counselor-in-training (CIT) or junior counselor:** Campers in leadership training programs.

**Counselor-support personnel:** Auxiliary camp staff to aid special-needs campers in daily living tasks. They generally do not have sole camper supervision responsibility and are often called aides or volunteers. They may be paid or unpaid.

**Day camp:** Sessions generally at least five days and may be much longer, operated and staffed by the camp. Camper goes home to parent or guardian each night, except for occasional overnight. It is principally oriented to providing such programming for children during school vacation periods. See also "camp."

**Documented training and experience:** Written evidence of competence in a leadership role. This may include records of previous leadership and/or training to instruct the activity, course completion certificates or cards, letters of reference, and/or written evaluation of previous successful leadership work.

**Drugs:** Includes all prescription medications as well as all over-the-counter drugs which are potentially hazardous if misused (e.g., aspirin, cold tablets, etc.).

**Emergency accessories:** Includes reflectors, fire extinguishers, or other supplies necessitated by weather conditions, such as shovels and blankets.

**Emergency exit:** Does not imply a particular structure or evacuation device, but means a quick, safe, accessible alternative exit. Windows with screening could be considered emergency exits if occupants are informed of procedures for exit and could easily and safely escape through them.

**Environmental hazards:** May include those related to weather, terrain, or other conditions such as the presence of animals, poisonous plants, etc.

**Equivalent certification:** Must be recognized by the certifying body as appropriate for the specific aquatic activity or other specialized areas. A list of approved courses is available through ACA.

**Family camp:** Sessions operated and staffed by the camp for parents and children as family groups. Parents and guardians are on-site and have frequent contact with and can make decisions on behalf of their children. Sessions may vary in length and could be part of a user-group's program.

**Food handlers:** Food-service staff and any campers or program staff who regularly prepare food in decentralized living units.

**General camp activities:** Those activities that do not require special technical skills, equipment, or safety regulations other than general ones that apply throughout the camp.

**Goal:** General statement about an organization and its programs that reflects the organization's purpose or mission statement; often written as broad statements that define the outcomes to be targeted.

**Gymnastics:** A sport that requires an individual to perform tumbling, handsprings, handstands, vaulting, and/or other acrobatic skills.

**Hand-washing facility:** A supply of soap and fresh water, suitable for washing. It does not necessarily imply running water and may include the availability of waterless hand-sanitizing products.

**Health care:** A general term that includes first aid, medication management, and provision of prescribed medical treatment and health practices as described in the health-care policy and procedures. It is more than mere treatment. Camp health care includes prevention and wellness practices.

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**Health-care administrator:** Refers to the person who coordinates all health-care functions and develops the health-care plan. This person generally sees that people delivering first aid or health care in camp have been appropriately trained, makes arrangements with external providers (e.g., physician, dentist, psychiatrist, clinician), and specifies how communication about health issues will occur. In some small camps, this may be the camp director. More commonly, this role is part of the camp nurse or physician's job description. If a camp has a different nurse or health-care provider each week, another staff member may fulfill the role of administrator, to provide continuity to the camp's health-care delivery system.

**Health-care provider:** Refers to the person with day-to-day responsibility to implement the camp's health-care plan. This includes providing individual health care, maintaining health records, administering medications, and collaborating with external health-care providers. This may be the same person as the administrator, or it may be someone different. Some camps may have multiple health-care providers, for short segments of time, throughout the operating season.

**Health history:** An annually updated record of one's past and present health status that is completed by the individual or by the parent/guardian if a minor.

**Health personnel:** Persons employed to perform health-related functions and duties and may include the health-care provider, doctors, nurses, first aiders, and other persons charged primarily with health and/or first-aid responsibilities.

**Health-care center:** A designated area for health care and supervision (sometimes called an infirmary) which provides shelter from the elements and has toilets and a water supply for drinking and cleaning available in or next to the facility for easy access.

**High Ropes:** Challenge-course activities that are located above ground and require a belay to insure the safety of the participants. Examples of high-ropes activities include ascending, descending, and traversing the course at the established height. Elements such as tree climbing, zip lines, and climbing walls may be ways to accomplish these activities. Support and safety during these activities are provided by using some type of belay, safety ropes, and wearing an appropriate helmet.

**Infectious waste:** Such things as syringes, needles, or dressings wet with body fluids or blood. The use of barriers (CPT-barrier masks or gloves), hand-washing, sanitizing procedures, and appropriate waste disposal should be considered in developing procedures in this area.

**Initiative Activities for Ropes Courses:** Activities that provide participants with opportunities to enhance problem solving, team work, trust, communication and other team building skills. These activities are usually conducted at ground level. If however, spotting is necessary these activities would be considered "adventure activities".

**In-service training:** Refers to training that occurs during the camp season while the camp is in operation.

**In loco parentis:** Legal term for the principle of being in place of the parent. It applies when the camp has supervisory responsibility for minors.

**Landlord:** Provider of a facility and basic services to groups. Has a duty to provide a reasonably safe facility and to provide information about which users may not have special knowledge. State laws may dictate specific responsibilities.

**Lifeguard or guard:** A staff member with the required certification to provide lifesaving and rescue skills in a specific water environment (i.e. pool, waterfront, surf, water park, etc.).

**Licensed medical provider:** Health care professionals that include licensed physicians, and in some states physician's assistants, and certified or certification-eligible nurse practitioners.

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**Lookout:** Sometimes called “watcher” or “observer,” may be any noncertified staff member assigned by and under the direct supervision of certified aquatic personnel, utilized in addition to certified persons to be additional “eyes” watching swimmers or boaters.

**Low ropes:** Low ropes encourage participants to traverse a course over established elements or props. Low-ropes activities typically involve such factors as strengthening, agility, balancing, team work, and problem solving. Examples of low-ropes activities include balancing on a low beam or walking across a pole, while holding a rope. Support and safety during these activities are provided by the use of spotters on activities above ground and, depending upon the activity, wearing an appropriate helmet.

**Man-made hazards:** May include public roads through camp property, construction activities on the campsite, abandoned wells, or other facilities on the site that may pose a risk.

**Medical care:** Refers to directives from a physician pertaining to the treatment of a given person’s injury, illness, or health concern. In some states, physician’s assistants and nurse practitioners may also be qualified to give medical care, under circumstances defined by state law. Medical care commonly includes administration of prescribed medication and practices which support recovery and/or maintenance of a person’s health.

**Natural hazards:** The presence on-site of cliffs, poisonous snakes, wild animals, or other conditions of nature that may pose a risk to humans.

**Noncertified instructional assistants:** Teaching assistants without current certification who are under the immediate supervision and direction of the certified instructor.

**Nonmedical religious camp:** Refers to a camp primarily serving persons who depend on spiritual means alone, through prayer, for prevention and healing of disease, in accordance with their religious beliefs. Because of this reliance upon faith rather than traditional medical intervention, participants object to physical examination, immunization, or medical treatment. The Christian Science Church is an example of such a religious group.

**Outcomes:** The results, impacts, or effects of something.

**Overnight/short trip:** Trips, field trips, excursions, overnights of two nights or less.

**Participants:** All persons involved in the camping operation including staff, campers, and groups.

**Personal watercraft:** A craft that uses an inboard motor powering a water jet pump as the primary source of power and which is designed to be operated by a person sitting, standing, or kneeling on rather than in the boat.

**PFD:** As used in these standards denotes a U.S. Coast Guard approved Type I, II, III, or V Personal Flotation Device (PFD).

**Pick-up and drop-off:** Refers to the camp picking up or returning a camper to his/her home or a central location.

**Pony rides:** Activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected or allowed to control the horse or pony. Usually the rider is lifted on and off the animal or mounts from a mounting platform.

**Primarily serves campers with special needs:** More than 50 percent of the campers enrolled for the camp season are special-needs campers. (See definition of special-needs campers.)

**Program activity:** An individual event, class, or instructional period occurring under staff leadership or supervision that provides opportunity for recreational or educational participation by campers.

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**Program personnel:** Camp staff directly involved in camp programming and camper supervision; may include such positions as unit supervisors, activity specialists, activity coordinators, and counselors.

**Qualified personnel:** An individual whose competency is affirmed by local statute or regulation (appropriately licensed, certified, etc.), or camp personnel/other persons who have training and experience in a specific area or field.

**Rental or lease programs:** Other camps, groups, or programs rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats. The group may even be from within the camp's parent organization. Includes most troop and club campouts, youth weekend retreats, outdoor education run by other groups, or specialty programs that operate their session at the camp's facility. The camp may supply some staff and services, such as lifeguards and food service, but the primary responsibility for camper supervision and general programming is with the group. May be short or long sessions. The group utilizing the camp facilities and maintaining the responsibility for their program is called the User Group.

**Rescue equipment:** (In aquatics) Includes backboards, ring buoys, reaching devices, designated rescue boats, etc., appropriate to the activity.

**Resident camp:** Sessions are generally at least five days (four nights) and may be multiple weeks in length. Program is operated and staffed by the camp and supervision of individual campers is a camp responsibility. Campers stay overnight and camp is responsible for campers 24 hours a day.

**Seasonal staff:** May be paid employees or volunteers. Generally, seasonal staff are those not from the local area who work for a defined period of time and who rely on the camp health-care system as their first treatment in case of illness or injury. These standards *DO NOT APPLY* to staff who live in the local area and have established their own health-care options, even if those staff contribute to a seasonal program.

**Short-term residential programs run by the camp:** Sessions are generally three nights or less. Run and staffed primarily by the camp and include weekend retreats, short environmental programs, skill-training weekends, parent-child programs, etc. The camp staff is sometimes supplemented by adults from a participating group.

**Short-term staff:** Staff (paid or unpaid) who are contracted for two weeks or less, excluding the training period.

**Site without facilities:** Site that does not have buildings used for permanent sleeping quarters or substantial capital investment in structures.

**Small craft:** Recreational watercraft up to 26 feet in length, such as canoes, kayaks, sailboats, rowboats, ski boats, rafts, etc.

**Special medical needs:** Includes conditions which require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program. Examples include chronic conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer or AIDS, or physically disabling conditions such as spina bifida.

**Special-needs campers:** Campers with physical, medical, or behavioral characteristics who require additional assistance or supervision to participate fully or safely. Examples include campers with physical disabilities, emotional disturbances, learning disabilities, mental retardation, or medical conditions such as diabetes, cancer, and asthma.

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**Specialized program activity:** Activities whose safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations. Examples of specialized activities include such programs as ropes courses, archery or other target sports, gymnastics, bicycling, motorized vehicles, etc.

**Specialized activity leader:** The persons providing direct, on-site leadership at any specialized program activity.

**Specialized activity supervisor:** An adult with certification or training and experience in a specialized activity. This person provides training and supervision to the specialized activity leaders.

**Spotting:** (Climbing) A technique used in climbing that monitors and helps prevent injury from possible falls. The spotter stands below the climber to redirect and minimize injury to the climber if a fall should occur.

**Staffed public facility or provider:** Facility not on the campsite, or vendors providing equipment and access to a program site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers, but are not responsible for the supervision of the activity. Also includes the use of another camp's facility.

**Support personnel:** Those who provide services to the site other than activity programming and may include positions such as office work, maintenance, food service, aides or volunteers, or drivers.

**Treatment procedures:** Includes commonly accepted treatments, appropriate to the health-care provider's credentials, for minor illnesses or injuries and general first-aid guidelines. Also includes identification of points at which professional medical treatment or advice should be sought. Such procedures should be developed, revised, or reviewed by a licensed physician.

**Trip and travel camping programs:** Any program conducted or sponsored by the camp in which a group moves from one site to another for three nights or more. In backcountry and wilderness tripping, individuals move under their own power or by individually guided vehicle or animal (e.g., bicycle, canoe, horse). In travel camping, a group uses motorized transportation (e.g., van, bus, car, plane) to move from one site to another for experiences in different environments. Trip and travel programs are run as an extension of resident or day camp or may be an exclusive trip-and-travel camp..

**User group:** See rental or lease programs.

**User-group leaders or staff:** Leaders, chaperones, staff, volunteers, and supervisors provided by the user group. These persons are not directly supervised by the camp. The person in charge of the user group may have the title camp director or dean.

**Visitor:** An individual trained and certified by the American Camp Association to conduct accreditation visits in the ACA Accreditation Program.

**Watercraft:** All small craft (i.e., canoes, sailboats, rowboats, kayaks, etc.), paddleboats, personal watercraft, motorboats, and fishing boats.

**Watercraft activity:** Includes use of small craft (canoeing, sailing, rowing, kayaking, rafting, motorboating, etc.), as well as boardsailing, waterskiing, windsurfing, etc.

**Youth group:** For the purposes of the standards, a group with children under age 18 who are unaccompanied by a parent or guardian.

## A

access control (PC-10), 251  
accessibility, guidelines, 56  
accident procedures (TR-7), 78  
accreditation  
    criteria, 15  
    levels of requirements, 19-20  
    procedures for revisitation, 18  
    program, 11-15  
    purpose, 11-12  
    removal of accreditation, 18  
    review and appeal, 17-18  
accreditation year, 17  
activity information and permission (PD-11), 183  
activity supervision (PC-8), 249  
administrative personnel, defined, 299  
adult, defined, 299  
adventure/challenge activities, defined, 299  
adventure/challenge equipment (PA-6), 248  
adventure/challenge supervisor (PC-1), 243  
AEDs (automated external defibrillator), 112  
American Camp Association (ACA), 10  
    mission, 12  
American Diabetes Association, 14  
Americans with Disabilities Act Accessibility Guidelines (ADAAG), 56  
Americans with Disabilities Act of 1990 (ADA), 15, 152  
annual inspection (PC-11), 251  
aquatic activity, defined, 299  
aquatic area, defined, 299  
aquatic procedures (PT-16), 295  
aquatic sites (PA-34), 237  
aquatic sites away from camp (PA-13), 216  
aquatic supervision ratios (PT-15), 294  
aquatic supervisor qualifications (PT-2), 280-281  
aquatics supervisor qualifications (PA-1), 205  
archery safety (PD-22), 194  
arrival and departure (TR-3), 73  
    defined, 299  
assessment of standards compliance (OM-5), 129  
associate visitor, defined, 299  
authoritative sources, defined, 299  
automated external defibrillator (AED), defined, 299  
ATV safety (PD-26), 197  
availability of an automated external defibrillator (AED) (HW-17), 112  
away from the main camp (HW-14), 109

## B

behavior management and discipline (HR-16), 163  
belayer, defined, 299

---

boarding and skating safety apparel (PD-27), 198  
boardsailing, defined, 299  
boating, defined, 225  
buildings, defined, 44  
bunk guardrails (SF-16), 57  
bus/van supervisor (TR-8), 78

## C

camp, defined, 299  
camp director, defined, 299  
camp experience evaluation (PD-7), 179  
camp goals and outcomes (PD-6), 177-178  
camp staff, defined, 129  
camp staff responsibilities for general camp activities (HR-14), 161  
camper, defined, 299  
camper involvement in program planning (PD-9), 181  
camper security (OM-17), 139  
camper supervision at public aquatic facilities (PA-35), 238, (PT-17), 296  
camper supervision off-site or with public providers (PD-29), 200  
camper supervision with off-site or public providers (PC-17), 257  
camper supervision with public providers (PH-17), 274, (PT-14), 292  
camper supervision ratios (HR-9), 155-156  
campers in public areas (OM-16), 138  
camping, defined, 299  
campsite, defined, 76  
carbon monoxide detectors (SF-14), 55  
care of flammable and hazardous materials (SF-2), 45  
certification, defined, 300  
classifying horses (PH-7), 267  
clean campsite (SF-10), 52  
commercial driver's license (CDL), 87  
competency demonstration (PC-14), 254, (PD-21), 193  
compliance demonstration, guidelines, 21  
contact information (HW-5), 99  
contact with local officials (SF-3), 47  
counselor-in-training (CIT), defined, 300  
counselor-support personnel, defined, 300  
courses, professional development, 146  
criminal background checks, 148-150

## D

day camp, defined, 300  
details and designated person (PD-14), 185

diabetes, 114  
director qualifications (HR-1), 146  
dish drying and storage (SF-26), 66  
dishwashing procedures (SF-28), 68  
dishwashing (SF-25), 65  
diversity (HR-5), 151  
DNA (does not apply) standards format, 21  
documented training and experience, defined, 300  
driver requirements (TR-16), 86  
driver skill verification (TR-18), 88  
drop-off, defined, 76  
drugs, defined, 114, 300

## E

electrical evaluation (SF-6), 49  
eligibility for accreditation program, 12  
emergency accessories, defined, 80, 300  
emergency care personnel (HW-23), 118  
emergency communications (OM-15), 137  
emergency equipment (TR-11), 80  
emergency exit, defined, 300  
emergency exits (SF-1), 44  
emergency information (PD-13), 184  
emergency medical system (EMS) access, 92  
emergency procedures (OM-7), 130, (PA-6), 210  
environmental activities (PD-12), 184  
environmental hazards, defined, 188, 245, 285, 300  
environmental practices (PD-3), 173  
equipment maintenance (PC-7), 248  
equipment maintenance information (PT-12), 291  
equivalent certification, defined, 300  
evaluation of accreditation visit, 17-18  
evaluations of trip leaders (PT-6), 285-286

## F

facilities in good repair (SF-8), 51  
family camp, defined, 300  
fire equipment evaluation (SF-12), 53  
fire extinguishers, 53  
firearms control (OM-2), 125 ; (PD-23), 195  
first-aid and emergency-care personnel (HW-1), 92-93  
first-aid kits (PA-7), 211  
first aid/CPR (PA-17), 221, (PA-23), 228

---

first aider, adventure/challenge (PC-12), 253  
first aider, horse back riding (PH-13), 272  
food-contact surfaces, defined, 64  
food handlers, defined, 300  
food-handling procedures (SF-27), 67  
food-service areas (SF-19), 60  
food-service staff clothing, 26  
food-service supervisor (SF-22), 64  
food-service utensils, defined, 65-66  
food temperatures (SF-24), 65  
foundational practices, 25

## G

garbage cans (SF-21), 62  
general camp activities, defined, 155, 300  
go-kart safety (PD-25), 196  
gymnastics, defined, 300

## H

hand-washing facility, defined, 26, 300  
hand-washing facilities (SF-17), 58  
health and wellness (HW), 33, 89-120  
  applicability, 91  
  availability of an automated external defibrillator (AED) (HW-17), 112  
  away from main camp (HW-14), 109  
  contact information (HW-5), 99  
  emergency-care personnel (HW-23), 118  
  first-aid and emergency-care personnel (HW-1), 92-93  
  health-care center (HW-16), 111  
  health-care personnel (HW-11), 105-106  
  health-care planning (HW-24), 119  
  health-care policies/procedures (HW-3), 95-97  
  health exam (HW-6), 100  
  health history (HW-2), 94  
  health information (HW-25), 120  
  health information review for day camps (HW-9), 104  
  health screening for resident camps (HW-8), 102-103  
  inform staff of special needs (HW-10), 104  
  medication management (HW-20), 114  
  overview, 91  
  parent notification (HW-19), 113  
  permission to treat (HW-7), 101  
  policy/procedure review (HW-4), 98  
  record maintenance (HW-22), 116

  recordkeeping (HW-21), 115  
  short-term, residential, family programs, and rental to user groups, 117  
  special medical needs (HW-15), 110  
  staff training (HW-13), 108  
  supervision in the health-care center (HW-18), 113  
  treatment procedures (HW-12), 107  
health care, defined, 300  
health-care administrator, defined, 301  
health-care center, defined, 301  
health-care center (HW-16), 111  
health-care personnel (HW-11), 105-106  
health-care planning (HW-24), 119  
health-care policies/procedures (HW-3), 95-97  
health-care provider, defined, 301  
health exam (HW-6), 100  
health history, defined, 94, 301  
health history (HW-2), 94  
health information (HW-25), 120  
health information review for day camps (HR-9), 104  
health personnel, defined, 301  
health screening for resident camps (HW-8), 102-103  
high ropes, defined, 301  
hiring policies (HR-3), 148  
horse medications (PH-10), 268  
horse suitability (PH-8), 267  
hot-water controls (SF-18), 58  
human liabilities, defined, 126  
human resources (HR), 34, 143-166  
  applicability, 145  
  behavior management and discipline (HR-16), 163  
  camp/staff responsibilities for general camp activities (HR-14), 161  
  camper supervision ratios (HR-9) 155-156  
  director qualifications (HR-1), 146  
  diversity (HR-5), 151  
  foundational practices, 145  
  hiring policies (HR-3), 148  
  in-service training (HR-13), 160  
  job descriptions/information (HR-6), 152  
  job training (HR-7), 153  
  late-hire training (HR-12), 160  
  overview, 145  
  personnel policies (HR-8) 154  
  pre-camp staff training (HR-11), 159  
  sensitive issue policy (HR-17), 164  
  special needs staff requirements (HR-2), 147  
  staff age requirements (HR-10), 157  
  staff observation (HR-20), 166  
  staff time-off (HR-21), 166

- staff training and supervision requirements, 158
  - staff/camper interactions (HR-15), 162
  - supervision of staff (HR-18), 164
  - supervision training (HR-19), 165
- I**
- Immediate Corrective Action policy for camps not in compliance, 17
  - impaired mobility procedures (PA-8), 212
  - in loco parentis, defined, 201, 301
  - incident analysis (OM-4), 128
  - incident reporting (OM-13), 136
  - infectious waste, defined, 108, 301
  - inform staff of special needs (HW-10), 104
  - initiative activities for ropes courses, defined, 301
  - insect/weed control methods, 26
  - in-service training, defined, 160, 301
  - in-service training (HR-13), 160
  - insurance coverage (OM-9), 132
  - interpretation, of standards format, 21
  - intruders (OM-6), 129
- J**
- job descriptions/information (HR-6), 152
  - job training (HR-7), 153
  - junior counselor, defined, 300
- L**
- landlord, defined, 301
  - late-hire training (HR-12), 160
  - laundry facilities, 26, 42
  - leased, rented, or chartered vehicles with drivers (TR-13), 82
  - licensed medical personnel, defined, 100
  - lifeguard or guard, defined, 301
  - livestock medications (SF-2), 45
  - lookout, defined, 301
  - lookouts (PA-3), 207
  - low ropes, defined, 302
- M**
- mandatory standards, 31-38
  - man-made hazards, defined, 302
  - Material Safety Data Sheets (MSDS), 45
  - mechanical evaluations (TR-14), 84
  - mechanical soundness, defined, 84
  - medical care, defined, 302
  - medical emergency transportation (TR-1), 72
  - medication management, defined, 96
  - medication management (HW-20), 114
  - mental health resources, defined, 96
  - menus, 26, 42
  - missing person procedure (OM-14), 137
  - mission, ACA, 10-12
  - modes of operation, 22
  - motorized watercraft training (PA-28), 232
- N**
- National Standards Commission, 15, 17-18
  - natural bodies of water (PA-12), 215
  - natural hazards, defined, 288, 302
  - noncertified instructional assistants, defined, 223, 302
  - nonmedical religious camps, defined, 33, 302
  - nonowned sites, 42
  - nonpassenger vehicles (TR-4), 74
- O**
- operating procedures (PC-5), 247, (PD-19), 192
  - operational liabilities, defined, 126
  - operational management (OM), 34, 121-142
    - applicability, 123
    - assessment of standards compliance (OM-5), 129
    - camper security (OM-17), 139
    - campers in public areas (OM-16), 138
    - emergency communications (OM-15), 137
    - emergency procedures (OM-7), 130
    - firearms control (OM-2), 125
    - foundational practices, 123
    - incident analysis (OM-4), 128
    - incident reporting (OM-13), 136
    - insurance, 126
    - insurance coverage (OM-9), 132
    - intruders (OM-6), 129
    - inventories, 27, 123
    - legal counsel, 123
    - missing person procedure (OM-14), 137
    - overview, 123
    - personal information, 123
    - personal items, 27
    - personal property regulations (OM-10), 134
    - programs provided by camp, 135
    - renting to user groups, 140

---

review of foundational practices (OM-1), 124  
risk-management planning (OM-3), 126-127  
safety orientation (OM-8), 131  
smoking policies (OM-11), 134  
staff emergency training (OM-12), 136  
strategic planning, 123  
use agreement (OM-18), 141  
user-group responsibilities (OM-19), 142  
outdoor opportunities (PD-2), 173  
overnights and trips (PD-1), 171-172  
overnight/short trip, defined, 302

## P

parent notification (HW-19), 113  
participant classification (PA-10), 213  
participants, defined, 302  
permanent sleeping quarters (SF-15), 56  
permission forms, 101, 175, 183  
permission to treat (HW-7), 101  
permits and fees, 278  
personal flotation devices (PFDs) in watercraft activity (PT-18), 297  
personal information, 27, 123  
personal items, 27  
personal property regulations (OM-10), 134  
personal sports equipment, defined, 134  
personal watercraft, defined, 302  
personal watercraft (PA-25), 230  
personal watercraft at staffed public aquatic facilities (PA-36), 238  
personnel policies (HR-8), 154  
persons with disabilities, 26, 42, 44  
PFD, defined, 302  
PFDs (personal flotation devices) (PA-24), 229  
PFDs at public aquatic facilities (PA-32), 236  
pick-up, defined, 76, 302  
pit and chemical toilets, 27, 42  
playgrounds (SF-9), 27, 51  
policy/procedure review (HR-4), 98  
pony rides, defined, 263, 302  
pony rides (PH-1), 263  
potentially hazardous foods, defined, 61  
power tools (SF-11), 52  
pre-camp staff training (HR-11), 159  
pre-trip health screening (PT-9), 289  
primarily serves campers with special needs, defined, 302  
private vehicle use (TR-12), 81  
professional medical treatment, defined, 115  
program activity, defined, 302  
program design and activities (PD), 34-35, 167-200  
    activity information and permission (PD-11), 183  
    additional firearm safety (PD-23), 195  
    all specialized activities in and out of camp, 191  
    applicability, 169  
    archery safety (PD-22), 194  
    ATV safety (PD-26), 197  
    boarding and skating safety apparel (PD-27), 198  
    camps with day, resident, and short-term residential programs, 176  
    camp experience evaluation (PD-7), 179  
    camp goals and outcomes (PD-6), 177-178  
    camper involvement in program planning (PD-9), 181  
    camper supervision off-site or with public providers (PD-29), 200  
    competency demonstration (PD-21), 193  
    details and designated person (PD-14), 185  
    emergency information (PD-13), 184  
    environmental activities (PD-12), 184  
    environmental practices (PD-3), 173  
    foundational practices, 170  
    go-kart safety (PD-25), 196  
    operating procedures (PD-19), 192  
    outdoor opportunities (PD-2), 173  
    overnights and trips (PD-1), 171-172  
    overview, 169  
    program equipment (PD-4), 174  
    program goals and outcomes, 178  
    program variety (PD-8), 180  
    protective headgear (PD-24), 196  
    public provider of specialized activities (PD-28), 199  
    safety orientation (PD-20), 193  
    social development (PD-10), 182  
    specialized program activities, 186  
    staff skill verification (PD-16), 187  
    supervision of specialized activity areas (PD-18), 190  
    user groups—conditions (PD-5), 175  
program equipment (PD-4), 174  
program personnel, defined, 302  
program variety (PD-8), 180  
program—adventure/challenge (PC) 37, 239-258  
    access control (PC-10), 251  
    activity supervision (PC-8), 249  
    adventure/challenge equipment (PC-6), 248  
    adventure/challenge supervisor (PC-1), 243  
    all adventure/challenge activities in and out of camp, 252  
    annual inspection (PC-11), 251  
    applicability, 242  
    camper supervision with off-site or public providers (PC-17), 257

competency demonstration (PC-14), 254  
 constructed adventure/challenge areas, 250  
 equipment maintenance (PC-7), 248  
 first aider (PC-12), 253  
 operating procedures (PC-5), 247  
 overview, 241  
 protective headgear (PC-15), 255  
 public providers of adventure/challenge (PC-16), 256  
 safety orientation (PC-13), 254  
 spotters and belayers (PC-9), 249  
 staff skill verification (PC-3), 244  
 supervision of activity leaders (PC-4), 245-246  
 supervisor qualifications (PC-2), 244  
 program—aquatics (PA), 35-37, 201-238  
   applicability, 203  
   aquatic sites (PA-34), 237  
   aquatic sites away from camp (PA-13), 216  
   aquatics supervisor qualifications (PA-1), 205  
   camper supervision at public aquatic facilities (PA-35), 238  
   emergency procedures (PA-6), 210  
   first-aid kits (PA-7), 211  
   first aid/CPR (PA-17), 221  
   first aid/CPR (PA-23), 228  
   impaired mobility procedures (PA-8), 212  
   lookouts (PA-3), 207  
   motorized watercraft training (PA-28), 232  
   natural bodies of water (PA-12), 215  
   overall aquatics management, 204  
   overview, 203  
   participant classification (PA-10), 213  
   personal watercraft (PA-25), 230  
   personal watercraft at staffed public aquatic facilities (PA-36), 238  
   PFDs (personal flotation devices) (PA-24), 229  
   PFDs at public aquatic facilities (PA-32), 236  
   public providers of boating (PA-31), 235  
   public providers of swimming (PA-30), 235  
   safety regulations (PA-5), 209  
   safety systems (PA-9), 213  
   scuba diving activities (PA-18), 222  
   staff swimming (PA-16), 220  
   staffed public facilities or providers, 234  
   supervision of activity leaders (PA-2), 206  
   supervision ratios (PA-4), 208  
   swim lifeguard certification (PA-14), 218  
   swim lifeguard skills (PA-15), 219  
   swimming, 217  
   swimming lessons (PA-19), 223  
   swimming pools (PA-11), 214  
   watercraft activities, 224  
   watercraft activity orientation (PA-26), 230  
   watercraft activity orientation with public facilities or providers (PA-33), 236  
   watercraft guard certification (PA-20), 225  
   watercraft instruction (PA-27), 231  
   watercraft maintenance (PA-29), 233  
   watercraft rescue skills (PA-21), 226  
   watercraft safety for staff, all-adult groups, families (PA-22), 227  
   wheelchair procedures, 212  
 program—horseback riding (PH), 28, 259-274  
   all riding activities in and out of camp, 269  
   applicability, 261  
   camper supervision with public providers (PH-17), 274  
   camps with riding staff and facilities, 262  
   classifying horses (PH-7), 267  
   first aider (PH-13), 272  
   foundational practices, 261  
   horse medications (PH-10), 268  
   horse suitability (PH-8), 267  
   overview, 261  
   pony rides (PH-1), 263  
   public providers of horseback riding (PH-16), 274  
   rider apparel (PH-15), 273  
   rider classification (PH-14), 272  
   riding equipment (PH-6), 267  
   riding facilities (PH-9), 268  
   safety orientation (PH-12), 271  
   safety regulations and emergency procedures (PH-11), 270  
   staff skills verification (PH-4), 266  
   supervision of riding staff (PH-3), 165  
   supervision ratios (PH-5), 266  
   supervisor qualifications (PH-2), 264  
 program—trip and travel (PT), 38, 275-298  
   applicability, 277  
   aquatic activities on trip/travel programs, 293  
   aquatic procedures (PT-16), 295  
   aquatic supervision ratios (PT-15) 294  
   aquatic supervisor qualifications (PT-2), 280-281  
   camper supervision at public aquatic facilities (PT-17), 296

camper supervision with public providers (PT-14), 292  
equipment maintenance information (PT-12), 291  
evaluations of trip leaders (PT-6), 285-286  
foundational practices, 278  
overview, 277  
permits and fees (PT-12), 173  
PFDs (personal flotation devices) in watercraft activities (PT-18), 297  
pre-trip health screening (PT-9), 289  
supervision ratios (PT-4), 283  
travel camp procedures (PT-13), 291  
trip documentation and emergency (PT-10), 289  
trip itinerary (PT-11), 290  
trip leader qualifications (PT-3), 282  
trip orientation (PT-1), 279  
trip procedures (PT-8), 288  
trip requirements (PT-7), 287  
trip staff training (PT-5), 284  
water bottles, 29, 278  
watercraft training (PT-19), 298  
property resources, defined, 126  
protective headgear (PC-15), 255, (PD-24), 196  
public provider of specialized activities (PD-28), 199  
public providers of adventure/challenge (PC-16), 256  
public providers of boating (PA-31), 235  
public providers of horseback riding (PH-16), 274  
public providers of swimming (PA-30), 235

## Q

qualified personnel, defined, 303

## R

record maintenance (HW-22), 116  
recordkeeping (HW-21), 115  
refrigeration (SF-20), 61  
religion, 170  
rental or lease programs, defined, 22, 303  
reporting requirements, defined, 119  
rescue equipment, defined, 214-216, 237, 288, 295, 303  
resident camp, defined, 303  
review of foundational practices (OM-1), 124  
rider apparel (PH-15), 273  
rider classification (PH-14), 272

rider equipment (PH-6), 267  
rider facilities (PH-9), 268  
risk-control techniques, defined, 126  
risk-management planning (OM-3), 126-127

## S

safety checks (TR-15), 85  
safety orientation (OM-8), 131, (PC-13), 254, (PD-20), 193  
safety orientation procedures (PH-12), 271  
safety procedures (TR-9), 79  
safety regulations and emergency procedures (PH-11), 270  
safety regulations (PA-5), 209  
safety systems (PA-9), 213  
sanitized utensils and surfaces (SF-23), 64  
scuba diving activities (PA-18), 222  
seasonal staff, defined, 93, 303  
second-level courses, defined, 93  
sensitive-issue policy (HR-17), 164  
sewage disposal, 42  
shelter during inclement weather, 26, 42  
short-term residential programs run by the camp, defined 303  
short-term staff, defined, 303  
site and food service (SF), 26-27, 39-68  
applicability, 41  
bunk guardrails (SF-16), 57  
carbon monoxide detectors (SF-14), 55  
care of flammable and hazardous materials (SF-2), 45  
clean campsite (SF-10), 52  
contact with local officials (SF-3), 47  
dish drying and storage (SF-26), 66  
dishwashing (SF-25), 65  
dishwashing procedures (SF-28), 68  
electrical evaluation (SF-6), 49  
emergency exits (SF-1), 44  
facilities in good repair (SF-8), 51  
fire equipment evaluation (SF-12), 153  
food-handling procedures (SF-27), 67  
food service, 59  
food-service areas (SF-19), 60  
food-service staff clothing, 26, 42  
food-service supervisor (SF-22), 64  
food temperatures (SF-24), 65  
foundational practices, 42  
garbage cans (SF-21), 62  
hand-washing facilities (SF-17), 58  
hot-water controls (SF-18), 58  
insect/weed control methods, 26  
laundry facilities, 26, 42  
maintenance program (SF-7), 50  
meals in camp, 63

menus, 26, 42  
 nonowned sites, 42, 48  
 overview, 41  
 permanent sleeping quarters (SF-15), 56  
 pit and chemical toilets, 27, 42  
 playgrounds (SF-9), 51  
 power tools (SF-11), 52  
 refrigeration (SF-20), 61  
 sanitized utensils and surfaces (SF-23), 64  
 sewage disposal, 42  
 shelter during inclement weather, 26, 42  
   site, 43  
 smoke detectors (SF-13), 54  
 toilet privacy, 42  
 utility systems (SF-5), 48  
 water testing (SF-4), 47  
 site without facilities, defined, 303  
 sleeping quarters, emergency exits, 44  
 small craft, defined, 229, 236, 297, 303  
 smoke detectors (SF-13), 54  
 smoking policies (OM-11), 134  
 social development (PD-10), 182  
 special medical needs, defined, 110, 303  
 special medical needs (HW-15), 110  
 special-needs campers, defined, 303  
 special needs staff requirements (HR-2), 147  
 specialized activity leader, defined, 304  
 specialized activity supervisor, defined, 304  
 specialized program activity, 277, 303  
 specialized recreation activities, defined, 142  
 spotters and belayers (PC-9), 249  
 spotting, defined, 304  
 staff age requirements (HR-10), 157  
 staff emergency training (OM-12), 136  
 staff observation (HR-20), 166  
 staff screening (HR-4), 149-150  
 staff skill verification (PC-3), 244, (PD-16), 187, (PH-4), 266  
 staff swimming (PA-16), 220  
 staff time-off (HR-21), 166  
 staff training (HW-13), 108  
 staffed public facility or provider, defined, 304  
 staff/camper interactions (HR-15), 162  
 standards  
   accreditation program, 11-15  
   history and development, 13-15  
 standards format, 20  
   compliance demonstration, 21  
   DNA (does not apply), 20-21  
   interpretation, 21  
   mandatory standards, 20  
   standard, 20  
   written procedures/documents, 21  
 standards program administration, 11-15  
   criteria for accreditation, 17  
   evaluation of visit, 17-18  
   national accreditation criteria, 15  
   notification of accreditation decision, 17  
   procedures for revisitation, 18  
   removal of accreditation, 18  
   visit preparation, 16  
   visitors, 16  
   visits, 16-17  
 standing orders, defined, 107  
 statement of compliance, 12, 306  
 strategic planning, 123  
 supervision in the health-care enter (HW-18), 113  
 supervision of activity leaders (PA-2), 206, (PC-4), 245-246, (PD-17), 188-189  
 supervision of riding staff (PH-3), 265  
 supervision of specialized activity areas (PD-18), 190  
 supervision of staff (HR-18), 164  
 supervision ratios (PA-4), 208, (PH-5), 266, (PT-4), 283  
 supervisor qualifications (PC-2), 244, (PD-15), 187, (PH-2), 264  
 supervisor training (HR-19), 165  
 support personnel, defined, 304  
 swim lifeguard certification (PA-14), 218  
 swim lifeguard skills (PA-15), 219  
 swimming lessons (PA-19), 223  
 swimming pools (PA-11), 214  
 symbols, accreditation program, 13

**T**

toilet privacy, 42  
 traffic control (TR-2), 73  
 training for drivers (TR-17), 87  
 transportation information for parents, (TR-5), 76  
 transportation orientation (TR-10), 80  
 transportation policies (TR-6), 77  
 transportation (TR), 32, 69-88  
   accident procedures (TR-7), 78  
   applicability, 71  
   arrival and departure (TR-3), 73  
   bus/van supervisor (TR-8), 78  
   camps providing drivers, 83  
   camps providing transportation, 75  
   driver requirements (TR-16), 86  
   driver skill verification (TR-18), 88  
   emergency equipment (TR-11), 80  
   leased, rented, or chartered vehicles with drivers (TR-13), 82  
   mechanical evaluations (TR-14), 84

---

medical emergency transportation (TR-1), 72  
nonpassenger vehicles (TR-4), 74  
overview, 71  
private vehicle use (TR-12), 81  
safety checks (TR-15), 85  
safety procedures (TR-9), 79  
traffic control (TR-2), 73  
training for drivers (TR-17), 87  
transportation information for parents (TR-5), 76  
transportation orientation (TR-10), 80  
transportation policies (TR-6), 77  
travel camp procedures (PT-13), 291  
treatment procedures, defined, 107, 304  
treatment procedures (HW-12), 107  
trip and travel camping programs, defined, 304  
trip documentation and emergency (PT-10), 289  
trip itinerary (PT-11), 290  
trip leader qualifications (PT-3), 282  
trip procedures (PT-8), 288  
trip requirements (PT-7), 287  
trip staff training (PT-5), 284  
trip orientation (PT-1), 279

## U

use agreement (OM-18), 141  
user group, defined, 304  
user-group leaders or staff, defined, 304  
user-group responsibilities (OM-19), 142  
user groups—conditions (PD-5), 175  
utility systems (SF-5), 48

## V

visitor, defined, 16, 304  
visits  
    evaluation, 17-18  
    preparation, 16

## W

water bottles, 29, 278  
water testing (SF-4), 47  
watercraft, defined, 304  
watercraft activity, defined, 304  
watercraft activity orientation (PA-26), 230  
watercraft activity orientation with public facilities or providers (PA-33), 236  
watercraft guard certification (PA-20), 225  
watercraft instruction (PA-27), 231  
watercraft maintenance (PA-29), 233  
watercraft rescue skills (PA-21), 226  
watercraft safety for staff, all-adult groups, families (PA-22), 227  
watercraft training (PT-19), 298  
watercraft, defined, 304  
wilderness first aid, defined, 93  
written procedures/documents, standards format, 21

## Y

youth group, defined, 304

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Camp John Marc (Meridian, TX): 278, 282  
Camp Laurel South (Casco, ME): 135, 250, 253  
Camp Mah-Kee-Nac (Lenox, MA): 180  
Camp Nashoba North (Raymond, ME): 290, 293  
Camp Pemigewasset (Wentworth, NH): 207  
Camp Riley (Martinsville, IN): 259  
Camp Runoia (Belgrade Lakes, ME): 284  
Camp Seafarer (Arapahoe, NC): 224, 234  
Camp Sea Gull (Arapahoe, NC): 60, 101, 194, 231, 298  
Camp Sunshine (Casco, ME): 74, 171  
Camp Walt Whitman (Piermont, NH): 140, 200, 218  
Camp Wawenock (Raymond, ME): 41, 42, 63, 64, 116, 127, 152, 170, 263  
Camp Woodmen (multiple locations): 111, 125  
Cheley Colorado Camps (Estes Park, CO): 69, 109, 131, 161, 172, 174, 191, 239, 255, 256, 257, 262, 269, 273, 275, 283, 286, 292, 296  
Children's Beach House (Lawes, DE): 212  
Coleman Country Day Camp (Merrick, NY): 151, 157  
Edwards YMCA Camp (East Troy, WI): 176  
4H Camp Howe (Goshen, MA): 77, 97, 139, 178  
Girl Scouts of Limberlost Council (Fort Wayne, IN/Bryce Hunt, photographer): 39, 45, 81, 118, 143, 146, 147, 153, 156, 157, 190, 223, 271  
Hoofbeat Ridge Resident Camp (Mazomanie, WI): 59, 270  
Paradise Farms Camps (Downingtown, PA): 76  
Putnam Lake YMCA (Mukwonago, WI): 158  
Tom Sawyer Camps (Altadena, CA): 89, 182, 189, 242, 294  
Wyonegonic Camps (Denmark, ME): 181  
YMCA Camp Ralph S. Mason (Hardwick, NJ/Kevin Barger, photographer): 31

## **ADDITIONAL CHANGES IN APG**

*The following changes are small and did not require a reprint of the entire page. We recommend you make the changes by hand in your APG.*

Add to mandatory Standards list (p. 34): PD-24B Activities involving motorized vehicles.

### **SF Section** (p. 48)

SF-5 Replace "and" with "or" to read:

Does the camp have on-site:

- The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, or
- For a non-owned site, the written or posted telephone number of the individual or agency to contact in case of problems?                      YES   NO

### **TR Section** (p. 82)

TR-13 Remove from title "With Drivers" to read:

TR-13 LEASED, RENTED, OR CHARTERED VEHICLES

### **HW Section** (p.114)

HW-20 Change "Management" to "Administration" to read as:

HW-20 MEDICATION ADMINISTRATION

### **OM Section** (p. 129)

OM-5 Add to the DNA "under the current standards" to read:

Does not apply to camps that are being visited for the first time under the current standards.

### **HR Section** (p. 151)

HR-5 Delete from "Applies to" list the phrase "user-group programs" to read:

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

## **ADDITIONAL CHANGES IN APG** *continued*

### **PT Section** (P. 186)

Add "paintball" to the list of activities requiring injury-protection equipment (third bullet).

Applicability box p. 293, final sentence, Change "PT-18" to "PT-19" to read:

#### AQUATIC ACTIVITIES ON TRIP/TRAVEL PROGRAMS

Applies to swimming, canoeing, kayaking, sailing, tubing, rafting, snorkeling, and all other aquatic activities on trips conducted by camp staff AND those occurring at staffed public facilities or contracted service providers. If aquatic activities NEVER occur on trip/travel programs, Standards PT-15 through PT-19 DO NOT APPLY.

### **PH Section**

For PH-3 through PH-8 add: "Does not apply to pony rides".

Applicability box p. 269 Add "except pony rides" to read:

#### ALL RIDING ACTIVITIES IN AND OUT OF CAMP

Standards PH-11 through PH-17 are applicable to all riding activities (except pony rides), including riding activities provided or staffed by the camp AND those conducted at staffed public facilities. Accordingly, all camps should score Standards PH-11 through PH-17.

### **PC Section**

Opening section (p. 241) to read as:

For the purposes of these standards, adventure/challenge activities are those requiring spotting and/or a belay system. This category includes challenge and ropes course activities, spelunking/caving, climbing (walls or sites), rappelling (towers or sites), initiative activities (that require spotting), zip lines, and similar activities. The ACA Accreditation Standards Resource CD-ROM should be consulted for additional information on challenge-course activities.

### **PA Section** (p. 233 and 236)

PA-29B Remove from body of standard "bumper boats" to read:

PA-29B: Written evidence of regular checks and maintenance of ski boats, personal watercraft (jet skis), powered sailboats, and other motorized watercraft? YES NO

PA-32 Delete from "Applies to" list the phrase "user-group programs" to read:

Applies to:

- Day camps
- Resident camps
- Short-term resident programs