

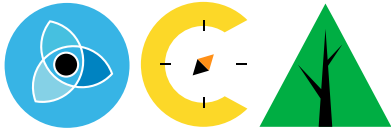
# 2026 Standards



ONTARIO CAMPS  
ASSOCIATION



# LOGO



**ONTARIO CAMPS  
ASSOCIATION**

*Community. Leadership. Life.*

The Ontario Camps Association Accredited Camp logo is a registered trademark. Any use of the OCA signs, seals, and logos is a privilege reserved for camps that are currently accredited. Such symbolism represents to the public that a camp has met the criteria for accreditation.

It is inappropriate for camps to advertise or imply that accreditation has been applied for or earned until notification has been received by the Ontario Camps Association indicating that all accreditation requirements have been met and verified by an on-site visit.

Any improper use of accreditation symbols or statements should be reported to the OCA office and is subject to prosecution to the full extent of the law.

# DISCLAIMER

The purpose of these Standards is to educate camp directors, owners, operators and camp personnel regarding regulations, practices and procedures followed generally within OCA Accredited camps. These Standards also provide a basis for accreditation of camps by the Ontario Camps Association. It should be recognized that there may be aspects of each Standard that may not be applicable to all camps. Further, it is not the intention of the Ontario Camps Association to attempt to include in these Standards every practice or procedure that might be desirable for or implemented by a camp, since conditions, facilities and goals or objectives of camps are not identical or uniform.

In developing and applying these Standards in the accreditation process, the Ontario Camps Association does not undertake to verify the continuous adherence by Accredited Camps or their owners, operators, directors or personnel to every applicable Standard. The Ontario Camps Association also does not warrant or guarantee that compliance with these Standards will prevent any or all injury or loss that may be caused by activities, facilities, equipment, practices or procedures at Accredited Camps that are the subject of these Standards. The Ontario Camps Association specifically does not assume any responsibility or liability for any such injury or loss.

Further, the Ontario Camps Association hereby expressly disclaims any responsibility, liability or duty to affiliated camps, directors, owners, camp personal and to campers and their families/guardians, for any such liability arising out of injury or loss to any person by the failure of such camps, directors, owners and camp personnel to adhere to these standards.

# CONTENTS

## INTRODUCTION

|                                                                          |    |
|--------------------------------------------------------------------------|----|
| Historical Background.....                                               | 4  |
| The Ontario Camps Association: Our Purpose, Values and Promise .....     | 5  |
| Accreditation Process.....                                               | 7  |
| Preparation for the Visit.....                                           | 11 |
| The Visit.....                                                           | 12 |
| After the Visit.....                                                     | 13 |
| Code of Professional Ethics.....                                         | 19 |
| Statement on Antisemitism.....                                           | 20 |
| Statement on Equity, Diversity and Inclusion & Land Acknowledgment ..... | 22 |

## STANDARDS

|                                              |     |
|----------------------------------------------|-----|
| MA Management and Administration .....       | 23  |
| HR Human Resources .....                     | 39  |
| CP Child Protection.....                     | 54  |
| CFE Campsite, Facilities and Equipment ..... | 59  |
| HC Health Care .....                         | 75  |
| FD Food Service .....                        | 93  |
| TR All Trips and Excursions .....            | 104 |
| TN Transportation .....                      | 146 |
| PG Programming .....                         | 152 |
| LP Land Programmes .....                     | 160 |
| BT Boating .....                             | 188 |
| SW Swimming .....                            | 197 |
| OE Outdoor Education Centres .....           | 222 |

## APPENDIX

|                        |     |
|------------------------|-----|
| Glossary .....         | 231 |
| Standards Summary..... | 235 |

## PHOTOGRAPHS ARE GENEROUSLY SHARED BY:

Ahmek: Taylor Statten Camps, Appleby College Camps, Bayview Glen Camp, Brock University – Camps, C.Y.O. Camp Marydale, Camp Arowhon, Camp Can-Aqua, Camp Cherith Ontario, Camp Gesher, Camp Huron, Camp Kandalore, Camp Mi-A-Kon-Da, Camp Mini-Yo-We, Camp Muskoka, Camp Northland-B'nai Brith, Camp Northway, Camp Oonto, Camp Pathfinder, Camp Ponacka, Camp Robin Hood, Camp Tamarack, Camp Wabikon, Camp Wabun, Camp Walden, Camp Wanapitei, Camp Wenonah, CampBrain, Campfire Circle, Canadian Adventure Camp, Elite Basketball: Elite Training Centre, Glen Bernard Camp, Harbourfront Centre Camps, Hollows Camp, Keewaydin Camp, Lake Scugog Camp: United Church, Medeba, Moorelands Camp, Muskoka Woods, Northwaters & Landskib, Red Pine Camp, Royal Canadian Riding Academy, Toronto Zoo: Zoo Camps, Wapomeo: Taylor Statten Camps, YMCA GTA: Cedar Glen Outdoor Centre, and YMCA of Three Rivers.

# INTRODUCTION

## Historical Background

Although there were very few children's camps in the 1930s, a small group of camp visionaries took it upon themselves to meet regularly to discuss issues of common concern, such as the importance of offering a well-balanced programme, providing a good diet, properly maintaining facilities and equipment, developing an appreciation for our environment and building character. At the time, the founders of

Ontario's camp movement operated privately owned camps, but because their backgrounds were often established at the YMCA, YWCA and Canadian Girls-In-Training (CGIT), they were quick to also include agencies and churches that operated camps. As this group of camp professionals grew so did their vision, and, as such, in 1932 the Ontario Camping Association (OCA) was formed.

With the post-war baby boom, the number of camps in Ontario multiplied rapidly and the OCA grew accordingly. For thousands of children, camp became an integral part of growing up. Besides traditional

programming, camps began to specialize in different areas such as extended canoe trips, specific activity focuses, programmes that catered to different special needs and interests.

Over the past 80+ years, the diversity amongst OCA Members has expanded, and each of its more than 400 camps and outdoor education centres is extremely unique in its own right. In fact, the huge university that exists amongst the OCA membership is one of the Association's strengths. Our operations are large and small, vary in gender identity, are located in remote settings or downtown buildings, use rustic or modern facilities, offer specialized or general programmes, serve a broad spectrum of special needs in all seasons.

With more than 600 Members (approximately 400 Accredited Camps /Outdoor Education Centres and 200 Individual Members, Affiliates and Preferred Vendors), the OCA is much larger, and broader, than our founders ever imagined. With this growth and expansion, the OCA has not lost sight of the primary reasons for establishment. We move forward with anticipation and purpose of supporting best practices for quality and safety of experiences at camps and outdoor education centres for the people of Ontario.



For more information on the history of the Ontario Camps Association, visit our archives at Trent University Archives.



# The Ontario Camps Association: Our Purpose, Values and Promise

The essence of the Ontario Camps Association (OCA) is to bring camps together to continuously improve camping and outdoor education in Ontario. The Association provides health and safety standards, educational conferences and workshops, resources and information to increase the capacity of understanding the value of outdoor education and camp experiences at large and for the industry, campers/ participants, staff and the public at large.

## OUR PILLARS

### A) Commitment to Safe Operation

- Standards Visit Process
- Standards Visits
- Training and Education
- OCA Risk, Emergency and Crisis Resource Guide
- Committees: Standards Accreditation, Standards Review, Health Care, etc.
- Utilizing the expertise of Professionals
- Partnerships and Networks

### B) Professional and Caring Community

- Mentoring Members
- Code of Ethics
- Conferences and Workshops
- Networking/Information Sharing
- Board Members: Professionals
- Professional Partnerships with Lawyers, Insurance, Education, etc.
- OCA Professional Staff
- Professional Preferred Vendors

### C) Advocacy and Education

- Committees: Health Care, Bylaws, Government Relations, Finance, etc.
- Website, Newsletters
- Volunteer Recognition
- Email Alerts
- Mentoring New and Established Camps/Outdoor Education Centres

## OUR VISION

Enriching, safe and high quality camp experiences for generations to come.

## OUR MISSION

To support, strengthen, and advocate for the enrichment of the camp experience in Ontario through accreditation, education, promotion and inclusive community building.

## OUR CORE VALUES

### A) Integrity

- Demonstrating honesty and fairness at all times.

### B) Respect

- Recognizing and protecting the inherent worth of every person, including oneself.

### C) Responsibility

- Being dependable and accountable for choices, actions and commitments.

### D) Inclusiveness

- Fostering a sense of belonging for all.

### E) Caring

- Building relationships and demonstrating concern for the needs of others.

### F) Openness

- Ability and willingness to embrace new and different ideas and to be open to change.

The services provided by OCA include educational programmes, conferences, accreditation support, mentoring, networking, monitoring and lobbying legislation at the federal and provincial levels and more.

OCA's Accredited Camps and Outdoor Education Centres offer programmes and operations which are very diverse. Operations range from day and overnight outdoor education centres and camps; they are owned privately, operated by agencies, the government or special needs organizations, or by commercial entities. Many of the traditional properties are still located by lakes and rivers; however, the growing community provides outdoor education and camp experiences in many unique settings such as hospitals, hotels, universities, colleges, commercial buildings, and municipal and conservation authority parks, etc. Operations may last for a month, from one week to three weeks or they could be offered as a one or two day programme. People attend our programs on their own, booked by a parent/guardian or come with their school or social group.

Programmes provided are as diverse as the people who attend camp; from engineering, to photography, to pet care, to learning new or ancestral languages, to canoeing and kayaking, to sports, academia,





therapy, religion and more, OCA's programs offer unique and inspiring enrichment opportunities. OCA's Accredited Members deliver valuable programmes, providing opportunities to learn powerful lessons in community, character building, outdoor education, skill development, acceptance and healthy living.

## Accreditation Process

### PURPOSE

The central purpose and focus of the Ontario Camps Association's (OCA) Accreditation Programme is to help camps create an enriching, positive, safe and healthy experience for the campers and staff in their care. Using the Standards, camp owners/directors can examine their entire operation and determine if and where improvements should be made.

As stated earlier, the OCA was founded in 1933; however, the introduction of the Standards Programme and process for Accreditation occurred in 1965. At that time, the document, A Study of Camps Practices, listed the best camps practices as determined by the membership of the OCA. Simultaneously, the Standards Visitation Programme began and camps had to meet the applicable standards for their camp in order to become an Accredited Member of OCA. The Standards document is a living document that has been revised over a dozen times in its entirety and is modified annually to reflect insight and best practices. Since 2000, OCA Members have asked for Year-round Standards to use as a tool not only for their summer camps during July and August but for year-round programmes from September to June. In 2014, the Standards Review Committee took on the task of creating Year-round Standards and in 2016 the draft Year-round Standards were presented to the OCA Board of Directors and to the Membership for their review, comments and approval. We are pleased to expand our insight and knowledge from and to so many Outdoor Education Centres now as well.

Membership in the OCA and a commitment to follow the Standards listed in the Guidelines for Accreditation are not required to operate a camp or outdoor education centre. However, camp owners/directors /outdoor education centre operators who do belong to OCA and voluntarily comply with the Standards recognize the importance of health and safety and the value of high standards. Every time an operator signs an annual membership renewal form or a page of a Standards Visitation Form, they are re-committing to upholding the OCA Standards.

As stated in the Our Purpose, Values and Promise section, every OCA operation is unique; however, there are commonalities where concern for health and safety must be addressed: the participants, the staff, the

programme, the site and facility, and business practises. Therefore, one set of standards is used for all. Despite the many differences that make each camp or outdoor education centre special, they must carefully study the Standards and strive to meet the intent and objective of Standards that apply to its operation.

Where an accredited camp/outdoor education centre is located outside of Ontario, it is recognized that it may not operate in accordance with Ontario laws mentioned in the Standards, but rather in accordance with the laws of its jurisdiction(s).

OCA is not a licensing body. The Standards Programme and Accreditation are not imposed by any government or external body. Professional camp leaders and all OCA Members determine these “best camps practises.”

### **APPLICABILITY OF STANDARDS**

The Standards are intended to quantify all operations and programmes of summer camp to ensure that the OCA Standards are being met. At this time the Standards are meant to be utilized as a tool to assist senior management operators as to where they apply. These Standards also define areas of responsibilities for Day and Overnight Camps, Outdoor Education Centres (September to June) and Rental Groups.

There are occasions when federal and provincial laws coincide with OCA Standards, and others that are not linked to government regulations but are considered Best Practises. There will be instances where a law or regulation does not apply to a camp, but the standard still does. Camps and outdoor education centres should always abide by the more stringent regulation, laws or governing standards.

Accreditation is the responsibility of the Board of Directors of the OCA.

### **DIFFERENT REQUIREMENTS FOR SPECIFIC GROUPS**

The Standards may vary based on who is delivering the programme or services and who has the responsibility for supervision for participants. For example, the requirements for collecting and maintaining health information and health care supervision are different when the camp is operating an overnight camp versus a weekend group that rents an outdoor education facility to run their own programme.

### **MULTI-SITE ORGANIZATIONS WITH BETWEEN 3-9 SITES**

Accreditation for multi-site organizations with between 3-9 sites that are owned and managed by the same group is based on an organization, not individual camps/outdoor education centres. For these organizations if they have between 3-5 sites, 2 sites will be visited. If they have between 6-9 sites, 3 sites will be visited. Camps/outdoor

**NOTE: Camps/outdoor education centres that provide before and after camp care are required to follow all appropriate standards during this programme time.**

education centres will be visited once every four years, with one sign-off completed by the organization's OCA membership administrator to confirm that each director under their supervision is compliant with OCA's current standards. Visits need to reflect the diversity of camps/outdoor education centres offering different programs. If a new site is added, OCA would visit at the next opportunity. If an existing camp/outdoor education centre moves location, it will wait until the four-year visit. OCA will pick the sites to be visited, not the organization.

### **MULTI-SITE ORGANIZATIONS WITH 10 OR MORE SITES**

Accreditation for multi-site organizations with 10 or more sites that are owned and managed by the same group is based on an organization, not individual camps/outdoor education centres. For these organizations, 25% of camps/outdoor education centres will be visited once every four years, with one sign-off completed by the organization's OCA membership administrator to confirm that each director under their supervision is compliant with OCA's current standards. Visits need to reflect the diversity of camps/outdoor education centres offering different programs. If a new site is added, OCA would visit at the next opportunity. If an existing camp/outdoor education centre moves location, it will wait until the four-year visit. OCA will pick the sites to be visited, not the organization.

### **ELIGIBILITY**

The Ontario Camps Association Constitution and By-Law #3.01 (2025) Section 3, pages 5-7, contains the requirements of membership in the OCA.

Camps are eligible to begin the accreditation process when they:

- Have operated for a minimum 100 camper days (number of campers x number of days);
- Have operated for a minimum of one fiscal year;
- Deliver camp programmes and services that are in keeping with the OCA's values; and,
- Agree to the Standards Visits Process every four years once they are accredited.

### **PROCESS FOR ACCREDITATION FOR A NON-MEMBER CAMP/OUTDOOR EDUCATION CENTRE**

Camps/outdoor education centres applying for accreditation who meet the eligibility requirements and have paid the appropriate dues will submit their application by March 20.

The Membership Committee will meet to review the applications. Applicants will be called if their applications are not complete or if





### PROVISIONAL ONE (P1) APPLICANTS:

- *May advance to P2 status if they have answered:*  
"YES" to all but three applicable Mandatory Standards.
- *May remain at P1 status if they have answered:*  
"NO" to more than three applicable Mandatory Standards.

### PROVISIONAL TWO (P2) APPLICANTS:

- *May become accredited for four years if they have answered:*  
"YES" to all applicable Mandatory Standards.
- *May become accredited for one year if they have answered:*  
"NO" to one applicable Mandatory Standard AND they provide a satisfactory Letter of Response.
- *May remain at P2 status if they have answered:*  
"NO" to more than one applicable Mandatory Standard.

further information is required.

The Membership Committee will make a recommendation to the Board of Directors listing the applicants they deem ready for the accreditation process.

The Board will approve the list of applicants to become Provisional One (P1) Applicants. They will be assigned mentors and scheduled for the Standards Training in April.

Standards Visitors will be assigned in the spring and the camp/outdoor education centre and Visitor will be notified following the assignment. It is the camp/outdoor education centre Standards Representative's responsibility to contact the Visitor and schedule a Visit in July (or when the outdoor education centre/camp is operating) and to also schedule a rainy day date. Visits should not be scheduled in the final weeks of operation. Before the Visit, it is the director or owner's responsibility to complete the electronic Answer Sheets. Camps must submit their answer sheets no later than June 1 and outdoor education centres no less than 45 days prior to their scheduled visit. Responses are encouraged as soon as possible.

From September to November, and at other times as required, the Standards Accreditation Committee meets to review the Visits and make recommendations to the OCA Board on whether a camp/outdoor education centre may move from a P1 Applicant to a Provisional Two (P2) Applicant. Following the Board Meetings, applicants are notified of the Board's decision.

Outdoor education centres/camps that become P2 Applicants will have a Standards Visit the following operational season. No more than one visit in any calendar year will occur. If they meet all of the applicable Standards, the P2 applicant may become an Accredited Member.

### **PROCESS FOR ACCREDITATION FOR AN ACCREDITED CAMP/ OUTDOOR EDUCATION CENTRE ADDING A NEW LOCATION**

An Accredited Camp/Outdoor Education Centre expanding its operations by adding a new camp/outdoor education centre location will bypass the Provisional One status and begin as a Provisional Two camp/outdoor education centre, working towards accreditation. The new location will have a Standards Visit at the next opportunity and if 100% of applicable mandatory and 90% of applicable recommended standards are met, will become accredited in the months following the visit.

# Preparation for the Visit

## PRIOR TO THE VISIT

The camp/outdoor education centre is responsible for contacting their assigned Visitor to arrange a mutually convenient date for the visit. The initial contact should be made as soon as the Visitor's name and contact information is received. The date for the Visit should be set as early in the operational period (e.g., July for summer operations) as possible. At this time, an alternate date could also be set in case the first date has to be changed.

Once the date(s) are scheduled, it is the camp/outdoor education centre's responsibility to notify the OCA office of the agreed date(s).

The Visitor and/or outdoor education centre/camp must contact the OCA office if difficulty is experienced in arranging the Visit or if, for any reason, the Visit cannot be completed.

The Visitor should review all the Standards and Compliance information prior to the Visit to ensure that they are familiar with all aspects of the Standards.

The camp director/lead outdoor education centre operator should review all the Standards and complete the electronic Step 1 Answer Sheets no later than June 1 for camps and no less than 45 days prior to the scheduled visit for outdoor education centres (responses are encouraged as soon as possible). The Standards Representative should prepare all materials outlined in the Standards for review and discussion with their Visitor.

If the Standards Representative is unsure of the meaning of a question, they should call the OCA office at 416-485-0425 or 1-844-485-0425 prior to the Visit.

In the spring, summer camps will be emailed online Step 1 Answer Sheets. For those camps without Internet, a hard copy of the Sep 1 Answer Sheets will be mailed. The online Step 1 Answer Sheets must be completed by June 1. The Visitor will also be given this information for the Visit. This process will be different for operations which aren't summer-specific and will be outlined in communication to all parties. Plan to submit Answer Sheets at least 45 days prior to the start of your operating season.

The director/lead outdoor education centre operator should include staff in all aspects of the Visit, by providing them with a hard copy or electronic version of the Standards, educating them on the Standards relevant to their part of the outdoor education centre/camp's operation, outlining what a Visit entails and providing them with information regarding the Ontario Camps Association.

**NOTE:** Both parties are responsible for ensuring that all questions are answered. ALL "NO" AND "NOT APPLICABLE" ANSWERS SHOULD BE DISCUSSED AND A FULL, DETAILED EXPLANATION WRITTEN BY THE DIRECTOR AND VISITOR.

## The Visit

### VISITORS

Visitors are OCA Members who volunteer to be Standards Visitors. They are senior professionals and have been in the camp or outdoor education industry for many years. Standards Visitors must attend yearly training as each year new information is added to the Standards. Many Visitors are camp professionals and understand the importance of accreditation and the scope of laws, regulations and procedures of camps. Visitors to outdoor education centres are professionals with expertise and experience in the specific operations of outdoor education centres. At times, Senior Visitors may be accompanied by Junior or Intro Visitors. Junior and Intro Visitors are training to become Visitors. They must attend training sessions and complete practical training time on Visits with Senior Visitors.

### THE VISIT

Each visit is unique, and dependent on the operation, its programmes and its size, along with the experience of the Visitor and what is observed at the time. The following section describes what might take place on a typical visit, but may not apply in all circumstances, except as otherwise required by the Standards.

The Hybrid Visit was created as part of the Standards Visit Safety Guidelines for 2021 to minimize on-site exposure to outside guests due to local health regulation guidelines or extenuating circumstances related to COVID-19. This hybrid process consisted of a more in-depth Virtual Review of documentation ahead of an On-Site Visit (tour). Members were very receptive to the new Hybrid Visit, and found the process easier and faster having done a Virtual Review prior to the On-Site Visit, so moving forward, we'll continue with The Hybrid Visit format! The Virtual Review must occur no more than one (1) month prior to the On-Site Visit. This portion of the visit consists of a document review to show compliance with each applicable Standard using a Compliance Checklist and a review of the answer sheets. The On-Site Visit occurs on a typical operational programme day and will be around one to two hours. Visitors usually arrive during or shortly after breakfast or during opening activities. They will spend the morning touring, observing and learning about the camp or outdoor education centre. Visitors will observe, if applicable, living areas including sleeping accommodations for participants, groups and staff, food preparation and dining areas, aquatic activity areas, health care areas, vehicles used for transportation and/or watercraft used, maintenance and fuel storage areas, programme and activity areas, and the office. During the tour, the Visitor should be able to talk with staff and participants and visit with the whole community during a meal or a facility-wide activity.

Following the tour, Visitors will meet with the standards representative to determine compliance with each Standard that applies. Written documentation, such as policies and procedures, staff training schedules and topics, logs, certificates, staff handbooks, etc., should be available for the Visitor to review. During the visit, Standards Representatives and Visitors will work together to complete Step 2 Answer Sheets. A verification code will be sent to visitors for approval upon completion.

## After the Visit

### CRITERIA FOR ACCREDITATION OR RE-ACCREDITATION

An outdoor education centre or camp operation must comply with 100% of all applicable Mandatory Standards. They must also comply with 90% of the Recommended Standards in each section. However, in a section where one "NO" response brings the operation below 90% compliance, then one "NO" response will be allowed.

Operations that comply with 100% of all applicable Mandatory Standards and 90% of the Recommended Standards in each section of the Standards will be accredited or re-accredited.

Below are steps that may be taken regarding an operation's status in the accreditation process after a Standards Visit.

**Note: For each section where the number of applicable Recommended Standards has not been met, it will equate to an additional Mandatory Standard being answered "NO".**

If an operation does not meet the criteria for Accreditation, the Standards Accreditation Committee will conduct a review.

This review may involve personal contact with the owner/director of the operation and the Visitor. The contents of the review, the evaluation of the Standards Accreditation Committee, and its recommendation will be forwarded to the OCA Board.

Please be aware that the Possible Outcomes (listed in the column on pages 10 and 13) are only guidelines for the Standards Accreditation Committee to use when making recommendations to the OCA's Board of Directors; the final decision about an operation's status in the accreditation process is at the sole discretion of the Board and may vary from the Possible Outcomes listed on pages 10 and 13.

The Board may revoke the membership of any operation if, in the opinion of the Board, the continued membership of the camp or outdoor education centre is detrimental to the OCA or if the outdoor education centre/camp does not adhere to the objectives, goals or Standards of the OCA. An appeal process to the Board is available.

### ACCREDITED CAMPS AND OUTDOOR EDUCATION CENTRES

- *May be re-accredited for four years if they have answered:*  
"YES" to all applicable Mandatory Standards; **OR** "NO" to one applicable Mandatory Standard AND they provide a satisfactory Letter of Response.
- *May be re-accredited for one year if they have answered:*  
"NO" to two to three applicable Mandatory Standards AND they provide a satisfactory Letter of Response; **OR** "NO" to one to two applicable Mandatory Standards PLUS have a history of previous deficiencies which have not been addressed AND they provide a satisfactory Letter of Response.
- *May revert back to P2 status if they have answered:*  
"NO" to four or more applicable Mandatory Standards; **OR** "NO" to three applicable Mandatory Standards PLUS have a history of previous deficiencies which have not been addressed.



## BOARD RESPONSES

The Board may act in one of the following ways:

1. The operation will be accredited or re-accredited as a Member for four years.
2. The Board will require a Letter of Response from the operation to show evidence of its intent to comply with the Standards before accreditation or re-accreditation is given for four years.
3. The Board will require a Letter of Response from the operation to show evidence of its intent to comply with the Standards before accreditation or re-accreditation is given for one year and the operation is re-visited the following year. **NOTE: If your operation is re-visited the following year, there will be a charge of \$150.**
4. The operation does not become accredited and will remain as a Provisional Applicant or the Accredited Camp will revert back to Provisional status.

## NOTIFICATION

Each camp or outdoor education centre operation Visited will receive a letter from the OCA office providing the Board's decision on their membership status.

## ACCREDITATION RESPONSIBILITIES

Accredited outdoor education centres or camps must execute the OCA Trademark License Agreement and display the "OCA Accredited Member" logo in the following locations:

- website;
- printed marketing materials;
- manuals (plus information regarding the OCA in manuals); and,
- electronic communications as part of the signature.

## APPEALS

A member may appeal the Board's decision.

The member and the President agree to a mutually acceptable date for the member to meet with the Board of Directors. The member may then present evidence to challenge the findings of the Standards Accreditation Committee and the Board's decision. The Standards Accreditation Committee may attend the meeting. Once the member has made their case, the Board may in its sole discretion: allow the appeal, allow the appeal with any additional requirements with which the member must comply; or deny the appeal. The denial of an appeal is final and may not be further appealed.

RE-VISITS

A camp or outdoor education centre operation may be re-visited\* at any time, as determined by the Board, the Standards Accreditation Committee or the OCA Executive Director. Some of the reasons for scheduling an additional accreditation visit after a shorter delay than usual are set out below. These examples are not exhaustive and re-visits may also occur due to other reasons.

- Four years have passed since the last visit;
- The operation was not accredited in the previous year’s visit;
- The operation remained accredited but had to comply with Standards listed in a Letter of Response;
- The operation is a Provisional One or Provisional Two Applicant.
- The operation has moved to a new site;
- The operation has a new owner;
- The operation has a new on-site director;
- Other factors related to accreditation;
- Complaints received about the operation; or,
- A lapsed provisional or accredited member rejoining the OCA.

Where an accreditation visit occurs outside of the regular four-year visit cycle or for a provisional camp working towards accreditation, a re-visit fine based on the below tiered table will be charged to your organization.

| Tier             | Criteria                                                                                                                                                                                                                           | Fee (CAD) |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 - Moderate     | Applies when an accredited camp is requested to complete a virtual review, this could be a result of incomplete documentation, unclear policies and protocols or inconsistencies.                                                  | \$75      |
| 2 - Transitional | Applies when a change in leadership (new owner, director, etc.), a change in location, a new individual oversees the year-round standards at the organization, or a full revisit is requested for accredited or provisional camps. | \$125     |
| 3 - Severe       | Applies to Camps/OECs where complaints or grievances are brought forward toward one or multiple sites, serious safety violations or disregard for standards or a lapsed accredited or provisional rejoining the OCA.               | \$150     |

\*Format of re-visits may be a full re-visit, including a Virtual Review and On-Site Visit or a Virtual Review only. If multiple sites require a re-visit, a separate fee will apply to each location. Which tier of the tiered fine chart an organization receives is up to the discretion of the OCA Office and the Standards Accreditation Chairs.

RE-VISITS MAY ALSO OCCUR DUE TO...

- operations of the camp or outdoor education centre moving to a new site;
- a new owner;
- a new on-site director;
- factors related to accreditation;
- complaints; or,
- a lapsed provisional or accredited member rejoining the OCA after any period.

\*This is not an exhaustive list and re-visits may also occur due to other reasons. For a re-visit outside of the regular four-year visit cycle and active provisional camp working towards accreditation, a re-visit fee will be charged based on the fine table.

## REMOVAL OF ACCREDITATION

The OCA Board on the recommendation of the Standards Accreditation Committee may remove a camp's accreditation status for any reason including, but not limited, to:

- A camp or outdoor education centre refuses to schedule an accreditation visit;
- A visit occurs; however, the minimum criteria established for accreditation are not met; or,
- A camp or outdoor education centre does not agree to the annual Membership Agreement terms.

## FORMAT OF STANDARDS

Mandatory Standards are easily recognized in each section as the text is bolded within the boxes listing the Standards. Standards that are recommended are deemed "Best Practises" by the Association and its Members and are in regular type and are also listed with the Mandatory Standards in numerical order within each section.

Each Mandatory and Recommended Standard requires a "YES", "NO" or "NOT APPLICABLE" (NA) response. Occasionally, where a question is relevant to two sections of the Standards, the question is repeated for the benefit of informing the different staff in the separate areas. In some cases, explanatory statements follow the question to provide the reason behind the Standard and/or to facilitate understanding. To achieve or maintain accreditation, an outdoor education centre or camp must comply with 100% of all applicable Mandatory Standards. They must also comply with 90% of the Recommended Standards in each section. However, in a section where one "NO" response brings the camp below 90% compliance, then one "NO" response will be allowed. Where a camp answers a Mandatory or Recommended Standard as "NO" or "NOT APPLICABLE", a written explanation is required.



## CONTEXTUAL EDUCATION AND COMPLIANCE DEMONSTRATION

Below each list of Standards are two additional designated sections:

1. **Contextual Education:** Contextual Education provides directors/owners/operators and Visitors assistance in understanding the terminology of the Standard, education regarding the Standard and its intent. The goal of Contextual Education is to bring consistency to the answers.
2. **Compliance Demonstration:** Compliance Demonstration identifies for directors/owners/operators and Visitors the following:
  - **Written Documentation:** Written policies and procedures that must be seen by the Visitor when specified by a Standard.
  - **Visitor Interviews:** Procedures or policies not specified

in the Standards to be in writing may be described by the director/owner/operator, staff or participants.

- **Visitor Observation:** The Visitors' tour of the outdoor education facility or camp will give them an informal opportunity to observe facilities, interactions, signage, etc., and the implementation of policies and procedures in programmes. Standards required to be in practise or to be easily observed are to be verified by the Visitor through discussion or observation to ascertain that the implementation has occurred.

## CAMP OPERATIONS VARIATIONS

Throughout the Standards the terms "camper" and "participants" are used interchangeably and should be read and understood accordingly, depending on the composition of each operation or program.

The OCA Standards apply year-round to all operations and programmes of camps and outdoor education providers. For the purposes of these Standards the four following modes of operation are defined:

- **Day Camps:** Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. The camper goes home to a parent or guardian each night, except for an occasional overnight.
- **Family Camps:** Sessions vary in length. The programme is facilitated and staffed by the camp, yet the direct supervision and care of individual campers is generally the responsibility of the families who come to camp, except during specific programs that require direct supervision by camp staff. Campers of all ages stay overnight, and the camp is responsible for providing food and (facilitating) some or all programming throughout the day. Some of the programming may include short-term direct supervision of campers.
- **Overnight Camps:** Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. Campers stay overnight, and the camp is responsible for campers 24 hours a day. Tripping and travel camp programmes are types of overnight camps that may not have a home base location. Such programmes run as an extension of overnight camps or may be an exclusive tripping or traveling camp, specializing only in tripping, traveling or touring programmes.
- **Outdoor Education:** Programmes and sites that are operated and staffed primarily by the outdoor education provider. Sessions and seasons vary in length, and time of year, depending on the provider. The programme is facilitated by the provider,





and the supervision of the group's individual participants during programmes is primarily the responsibility of that outdoor education provider. Supervision of the participants during non-programmed times or overnight may be the responsibility of third parties such as chaperones, teachers, group organizers or by the outdoor education provider. The varying facets of Outdoor Education programs include:

- **Outdoor Education:** Intentional delivery of curriculum or learning outcomes for a group through outdoor experiences based in pedagogy and practice.
- **Outdoor Recreation:** Pleasurable outdoor experiences not linked to curriculum but rather with soft-skill development outcomes like team building, communication, and fun!
- **Environmental Education:** In, of and about nature but not necessarily linked to curriculum.
- **Adventure Leadership:** Risk interplaying with reward (higher risk for higher reward). Examples being out tripping based providers and programs.
- **Rental Groups:** Sessions vary in length. Rentals are groups or programmes that rent or lease the outdoor education centre or camp's facilities, and perhaps some services, to operate their own events, programmes or retreats. Rental groups may include other camps, clubs, youth groups, individuals and outdoor education programmes run by other groups (third party) or specialty programmes. The camp or outdoor education centre may be contracted for some staff and services such as lifeguards or food service, but the primary responsibility for the participants' supervision and general programming is with the rental group.
- **Virtual Program:** Sessions vary in length. The programme is operated and staffed by the camp, and the direct supervision of individual campers is not the camp's responsibility as the program takes place using a virtual platform instead of in person. The camper participates using a device with an internet connection and may include activity videos, video conferences/ groups or chat rooms.

In the margins of the Standards, applicable categories above are listed, indicating to which of the categories each Standard applies.

## Code of Professional Ethics

- **Communication:** We shall be professional and accurate in all communication to staff, participants and families/guardians, to maintain confidentiality, to eliminate misunderstanding, and to prevent recruitment of another camp or outdoor education centre's staff. Members must also refrain from using another operation's name in their literature and marketing materials without written consent.
- **Advertising:** We shall ensure that all programmes, facilities and services are accurately advertised.  
All Accredited Members agree to execute the OCA Trademark Licence Agreement and use either the approved Association logo or the statement "Accredited Member of the Ontario Camps Association" in all advertising.
- **Money:** We shall conduct all financial dealings according to legal and fair business practises.
- **Privacy:** We shall protect the confidentiality of participants, parents and staff.
- **Employment:** We shall ask all applicants if they have been employed by another camp or outdoor education centre. If so, the person in charge of hiring, will, after obtaining consent, contact the previous camp or outdoor education centre director for reference and good character.
- **Requests:** We shall request approval of members for the use of files, lists, equipment and supplies of another outdoor education centre or camp, whether it is in operation or not.



## Statement on Antisemitism

At the Ontario Camps Association, we believe in the transformative power of camp for all children and youth. As an accreditation organization that helps set the standard for quality camping in Ontario, our primary concern is always the safety and well-being of campers, and we work continuously with our members to strengthen the inclusive experiences that define the camping world.

The Ontario Camps Association continues to be deeply concerned about the rise in antisemitism in our province and across the country, and recognize its very real impacts on the safety, well-being, and operations of our Jewish members. This includes Jewish camps and outdoor education centres, Jewish campers, Jewish businesses and organizations, and all volunteers and staff working with and for the OCA. We also understand that these camps, individuals and their families are facing increasing adversity and violence, and we extend our heartfelt empathy and support to all those affected by this.

The Ontario Camps Association unequivocally condemns antisemitism.

Through our dedication to fostering a nurturing and safe environment for all, we are committed to addressing the challenges posed by antisemitism within our community. We encourage open, respectful conversations to create an atmosphere where everyone feels respected and valued.

Further, we remain unwavering in our commitment to our core values and to living those values in all that we do, including fostering understanding, encouraging empathy, and maintaining an environment where every individual is treated with respect and dignity. We continue to listen, explore, and incorporate feedback to determine the next steps to support our members and their communities including training and education on antisemitism and ongoing meetings with those affected.

We urge our community to join us in upholding our principles and values, to help ensure that our camps and association continue to be spaces of learning, growth, and mutual respect, unaffected by the divisiveness of global circumstances. Let us unite around what brings us together: our shared love for the camp experience and our dedication to creating positive, life-changing experiences for all children and youth.

*- On behalf of the 2023 OCA Board of Director*

*(Amended by the Board of Directors and Joy Levy, Executive Director, June 23, 2025)*

These additional resources may be helpful to anyone who may experience or witness incidents of antisemitism or is interested in learning more about how to combat it:

- **B'nai Brith Canada:** <https://www.bnaibrith.ca/> B'nai Brith Canada is the country's oldest independent Jewish Human Rights organization.
- **Centre for Israel & Jewish Affairs:** <https://www.cija.ca/> The CIJA is the advocacy agent of Jewish Federations of Canada-UJA, representing Jewish Federations across Canada.
- **Friends of Simon Wiesenthal Center:** <https://www.fswc.ca/> FSWC works to build a more inclusive and respectful Canada by sharing the lessons of the Holocaust, advocating for human rights, and combatting both antisemitism and hate in all its forms.
- **Government of Canada Statement of Intent on Combatting Antisemitism:** <https://www.publicsafety.gc.ca/cnt/cntrng-crm/nt-ht/ntnl-frm-cmbttng-ntsmtsm/stmnt-ntnt-en.aspx> Adopted March 6, 2025 by Public Safety Canada
- **Holocaust Memorial Museum – Educational Resources:** <https://www.ushmm.org/> The USHMM offers educational resources and materials to help promote Holocaust awareness and tolerance.
- **International Holocaust Remembrance Alliance:** <https://www.holocaustremembrance.com/> The IHRA unites governments and experts to strengthen, advance and promote Holocaust education, research and remembrance.

## Statement on Equity, Diversity & Inclusion

The Ontario Camps Association strives to provide member camps with education, support and resources with the goal of creating safe spaces for all campers, staff and families that recognize and integrate people's race, religion, cultural identity, indigenous identity, place of origin, sexual orientation, gender identity, income and family structure.

## Land Acknowledgment

The Ontario Camps Association and its members operate on the traditional territories of Indigenous nations who have lived on these lands for millennia. Ontario is covered by 46 treaties and unceded territories, and remains home to Indigenous people alongside settlers, newcomers, and descendants of enslaved people.

We are grateful to live and work on this land.

We are committed to truth-sharing and active steps towards reconciliation. This includes recognizing our responsibilities to the land and its inhabitants. Our camp professionals are engaged in unlearning colonial legacies and re-evaluating traditions. As an Association, we support these efforts through professional development, educational resources, and reconciliation initiatives.





**ONTARIO CAMPS  
ASSOCIATION**

**MA**

# **Section MA**

# **Management and Administration**

This section contains sub-sections relating to Application, Operations/Records, Insurance, Risk Management and Crisis Response, Vehicles, and Rental Groups.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

The purpose of these Standards is to address general risk management and safety issues relevant to camp management.

Management practises are intended to create a positive, protective environment for campers, staff and other participants.

OCA camps range from day camps and multi-week overnight camp programmes to schools and private rental groups who lease the camp at any time of the year. These Standards provide a framework for the development of procedures in important areas such as risk management, without dictating content of those policies and procedures required for each unique site or programme.

## Relevant Regulations and Resources

- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- [Active Shooter How to Respond - U.S. Department of Homeland Security](#)
- [College of Nurses of Ontario](#)
- [Duty to Accommodate – Ontario Human Rights Commission](#)
- [Federal Labour Legislation](#)
- [Guidelines for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario](#)
- [Right To Be: resources for harassment on the street, online and in the workplace](#)
- [Ministry of Health](#)
- [OCA Camp Safety Plan Resource and Templates](#)
- [OCA Risk, Emergency and Crisis Resource Guide](#)
- [Ontario Camps Association – Core Values](#)
- [Ontario Human Rights Code](#)
- [Ontario Human Rights Code - Policy on Preventing Sexual and Gender-Based Harassment](#)
- [Ontario Ministry of Children, Community and Social Services](#)
- [Ontario Ministry of Education](#)
- [Ontario Ministry of Labour - Preventing Workplace Violence and Workplace Harassment](#)

## Relevant Regulations and Resources (Cont'd)

- [Ontario Ministry of Labour - Employment Standards Act](#)
- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)
- [Ministry for Seniors and Accessibility – About Accessibility Laws](#)

### Resources for Inclusion of Racialized People and Groups

- [KAIROS Canada - Indigenous Rights](#)
- [National Centre for Truth and Reconciliation](#)
- [Ontario Federation of Labour: Anti-Racism Resource List](#)
- [Ontario Human Rights Commission - Racial Discrimination, Race, and Racism](#)
- [The United Nations Declaration on the Rights of Indigenous Peoples](#)
- [Delivering on Truth and Reconciliation Commission Calls to Action](#)

### Resources for Inclusion of 2SLGBTQ+ People and Groups

- [Ontario Human Rights Code - Policy Discrimination and Harassment Because of Sexual Orientation](#)
- [Ontario Human Rights Code - Policy on Preventing Discrimination because of Gender Identity and Gender Expression](#)
- [Ontario Human Rights Code - Policy on Preventing Sexual and Gender-Based Harassment](#)
- [The 519](#)



# MA.1. Application

|                |                                                                                                                            |            |           |           |
|----------------|----------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| <b>MA.1.1.</b> | <b>Does the camp have a system in place to obtain all relevant information about each camper?</b>                          | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| MA.1.2.        | Is each application form signed by a parent or guardian?                                                                   | Yes        | No        | NA        |
| MA.1.3.        | Does the application form provide the necessary written terms of the contract between the parent or guardian and the camp? | Yes        | No        | NA        |
| MA.1.4.        | Has the camp received legal advice on how long to keep all application forms?                                              | Yes        | No        | NA        |

## MANDATORY:

### MA.1.1.

#### Applies to:

- Day Camps
- Overnight Camps
- Virtual Programs
- Family Camps

## MA.1. Contextual Education

**MA.1.1. Camps should strive to obtain all necessary information about a camper and document this information through the application process or through further communications with the parent or guardian. This could include information relating to behaviour, medical conditions, and limits to participation.**

MA.1.2. Electronic signatures are acceptable. Check with your legal advisor to ensure legal compliance.

MA.1.3. Does the application form provide the necessary written terms of the contract between the registering party (parent, guardian, etc.) and the camp?

MA.1.4. Archived data may be required in future legal proceedings in which their retrieval is necessary.

## MA.1. Compliance Demonstration

### Visitor Written Documentation:

MA.1.2. Check box for e-signature (or contract in regards to outdoor education bookings).

### Visitor Observation/Discussion:

MA.1.3. A physical copy of the application form (or contract for outdoor education). Director/staff explanation of the process.

MA.1.4. Archival database or storage.

**MANDATORY:**

MA.2.1., 2.2., 2.3., 2.4., 2.5., 2.6., 2.9.

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Virtual Programs
- Family Camps

MA.2. Operations/Records

|         |                                                                                                                                                                                                                                                                                         |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| MA.2.1. | Does the camp follow all applicable provincial and federal laws and regulations for any programs that it operates, and, for any programs operating outside Ontario, where there is no equivalent provincial legislation, does the camp follow the applicable Ontario law or regulation? | Yes | No | NA |
| MA.2.2. | Does the camp prepare annual financial statements as required by law?                                                                                                                                                                                                                   | Yes | No | NA |
| MA.2.3. | Does the camp comply with the Personal Information Protection and Electronic Documents Act?                                                                                                                                                                                             | Yes | No | NA |
| MA.2.4. | Pertaining to the requirements of your camp, are you complying with the Accessibility for Ontarians with Disabilities Act (AODA)?                                                                                                                                                       | Yes | No | NA |
| MA.2.5. | Where applicable does your camp adhere to the Child Care and Early Years Act (CCEYA)?                                                                                                                                                                                                   | Yes | No | NA |
| MA.2.6. | Does the camp implement recommendations or orders, which are issued following regulatory inspections?                                                                                                                                                                                   | Yes | No | NA |
| MA.2.7. | Does the camp have a written mandate, philosophy or mission statement?                                                                                                                                                                                                                  | Yes | No | NA |
| MA.2.8. | Does the camp have written guidelines regulating appropriate participant behaviour (e.g., participant code of conduct, bullying prevention, etc.)?                                                                                                                                      | Yes | No | NA |
| MA.2.9. | Does the camp have written policies and practices preventing discrimination to provide positive spaces for participants, staff, and volunteers by aligning their core values with the OCA's core values (see Contextual Education) and the Ontario Human Rights Code?                   | Yes | No | NA |

Continued



|          |                                                                                                                                                                                                                          |     |    |    |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| MA.2.10. | Does the camp have written Diversity, Equity and Inclusion policies and practices that explicitly address the inclusion and support of racialized and 2SLGBTQ+ campers, families, staff, and volunteers?                 | Yes | No | NA |
| MA.2.11. | Does the camp have a written policy for staff during their time off regulating staff use of facility and equipment. when campers may or may not be onsite, and has this been reviewed with the camps insurance provider? | Yes | No | NA |

## MA.2. Contextual Education

**MA.2.1.** For clarity, in the absence of an equivalent law in a particular province, the camp is still required to meet the expectation as stated in the relevant Ontario law.

**MA.2.2.** The type of financial statements depends on the nature of the camp ownership. It is recommended that camps keep up-to-date budgets pertaining to the camp's operation.

**MA.2.3.** The Personal Information Protection and Electronic Documents Act (PIPEDA) is federal legislation that requires you, among other things, to obtain the clear consent of an individual before you collect, use or disclose personal information about that individual, use the information only for the purposes for which you have consent, protect the information from unauthorized access and use, keep the information up to date and correctly filed so that decisions are based on correct information, destroy information when you no longer need it for the original purpose, and implement accountability mechanisms in your organizations to ensure compliance with the act. Camps are required to be familiar with and adhere to any aspect of the legislation or regulations that apply in their circumstances.

**MA.2.4.** What is the Accessibility for Ontarians with Disabilities Act?

Enacted in 2005, the Accessibility for Ontarians with Disabilities Act (AODA) was set to establish a process for developing and enforcing accessibility standards to ensure that people of all abilities have the opportunity to participate fully in everyday life, with a goal of making Ontario more accessible by 2025.



### How do I know if my camp needs to be compliant?

AODA applies to all camps that are public, non-profit or private sector organizations, have at least one (1) employee in Ontario and are provincially regulated.

### Who is considered an employee?

The Ontario Government considers an employee to be all full-time, part-time, seasonal and contract workers. With most employees, you pay wages or a salary, have control over the work assigned and have a right to control the details of the work.

Do not count employees outside Ontario. Do not count volunteers or independent contractors, though you are responsible for ensuring that the services they provide on your behalf follow the rules of Ontario's accessibility standards. You may also need to ensure these individuals are trained to meet the requirements.

### Do I need to complete a compliance report?

In 2017, businesses and non-profits with 20 or more employees must file an accessibility compliance report with the Government of Ontario ([ontario.ca/page/completing-your-accessibility-compliance-report#section-1](https://ontario.ca/page/completing-your-accessibility-compliance-report#section-1)).

[ontario.ca/page/accessibility-laws](https://ontario.ca/page/accessibility-laws)

**MA.2.5.** As of July 2015 camps can no longer accept participants under the age of four unless the camp is a licensed child centre under the CCEYA. The CCEYA is an act that used to not apply to children's summer camps but now does apply to children that attend camp if they are the age of four while they attend the summer camp. Exceptions have been made where up to five children under the age of four in the same cohort can attend under that age of four without it being governing, but the camp should check to see if such discretion is permitted.

**MA.2.6.** Government authorities will routinely inspect camps and issue reports. A list of recommendations or orders from the authorities may be issued, and must be implemented by the camp.

MA.2.7. The camp has a written mission or philosophy that is clearly articulated and this guides all decisions, programming and staffing. These are "big picture" and guide everything else in the camp. Parents, guardians, groups and participants should be aware of this mandate.

MA.2.8. Camps are committed to creating a safe space for participants and staff; guidelines for proactive measures, reactive strategies and consequences for participant behavior are an important part of setting clear expectations for participants and having documentation guiding staff responses to behaviour ensures a more consistent participant

management strategy. Consequences for behaviour gives the camp a tool to communicate to participants, parents and guardians that behaviours contrary to what is considered safe can result in remediation or removal from the program.

**MA.2.9. The core values of the OCA are:**

- **Integrity – Demonstrating honesty and fairness at all times.**
- **Respect – Recognizing and protecting the inherent worth of every person, including oneself.**
- **Responsibility – Being dependable and accountable for choices, actions and commitments.**
- **Inclusiveness – Fostering a sense of belonging for all.**
- **Caring – Building relationships and demonstrating concern for the needs of others.**
- **Openness – Ability and willingness to embrace new and different ideas and to be open to change.**

**Camps must have written policies that demonstrate their commitment to providing positive spaces for participants, staff, and volunteers. These policies must be posted visibly to the public. By aligning with these values means that existing camp values are parallel and not in opposition to the OCA core values. Discriminating in a manner contrary to the Ontario Human Rights Code is prohibited, and would result in a failure to meet this standard.**

**Staff training must include the camp's values and a review of the policies related to providing positive spaces for participants, staff and volunteers.**

**Positive space is a welcoming and culturally inclusive environment.**

MA.2.10. Camps should have written Diversity, Equity and Inclusion policies that explicitly address the inclusion and support of racialized, 2SLGBTQ+ and religious people and groups. It is recommended that camps have written Diversity, Equity and Inclusion policies that explicitly address the inclusion and support of racialized, 2SLGBTQ+ and religious people and groups. General Diversity Equity Inclusion (DEI) policies, while important, may not always address the specific issues faced by certain groups, potentially leaving them excluded or overlooked. This standard is recommended to enhance general DEI policies with targeted efforts to create a more inclusive community for camps and organizations for whom it is appropriate. Staff training should include information on, but not be limited to: the camp's anti-discrimination policies; general terminology; how race, gender and sexual identity, and religion may impact a person's experience at camp; how to create an inclusive environment at camp; how to identify and deal with microaggressions; and how to address racist, homophobia,



transphobic, antisemitic, Islamophobic and other oppressive or discriminatory comments or actions.

The terms “racialized” recognizes that race is a social construct and is a more appropriate term to use than the outdated and inaccurate terms “racial minority” or “visible minority”. Racialized people and groups can include, but is not necessarily limited to, Indigenous people, as well as people classified as “visible minorities” under the Canadian census and may include people impacted by antisemitism and Islamophobia.

2SLGTBQ+ people and groups can include, but is not necessarily limited to, Two-Spirited, lesbian, gay, bisexual, transgender, trans+, queer, gender creative and non-binary campers, and others who do not identify as heterosexual/straight or cisgender.

MA.2.11. Camps must determine the most appropriate use of their site, equipment and facilities. It is recommended that all OCA Standards are adhered to even when participants are not involved. : Camps should obtain a legal opinion as to their individual course of action and then consult their insurer.

## MA.2. Compliance Demonstration

**Visitor Observation/Discussion/Written Documentation:**

**MA.2.2. Camp annual financial statement.**

**MA.2.3. Director/staff explanation of the process.**

**MA.2.5. Review of any government agency reports issued and compliance.**

MA.2.8. Written workplace protocols for alcohol, tobacco, drugs, workplace violence, harassment, sexual harassment and bullying.

**MA.2.9. Standards Visitors will review a camp’s written policies. Standards Visitors will review all training materials (topics, training schedules, in-service training, staff development). Camps may further demonstrate adherence to this standard by developing an individual accommodation plan when requested by a participant (and/or a family/guardians).The plan would be developed by the camp and participant (and/or family/guardians) subject to a camp’s duty to accommodate.**

**This can also be further demonstrated through designating non-gender specific bathrooms, using gender neutral pronouns, or considering whether to request information on one’s gender identity rather than ‘sex’ on application forms, as examples.**



## MA.3. Insurance

|         |                                                                                                                                                                                                                                |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| MA.3.1. | Is your insurance provider aware of all the program types (day camps, overnight camps, outdoor education centres, family camps, rentals, virtual programs) your camp runs and do you have the appropriate liability insurance? | Yes | No | NA |
| MA.3.2. | Does the camp carry appropriate fire and property insurance?                                                                                                                                                                   | Yes | No | NA |
| MA.3.3. | Does the camp carry insurance for staff members' personal vehicles if used for camp business (e.g., transporting campers, camp requested supply runs, or staff on camp business), if applicable?                               | Yes | No | NA |
| MA.3.4. | Does the camp carry insurance for vehicles rented by the camp, if applicable?                                                                                                                                                  | Yes | No | NA |
| MA.3.5. | If the camp has a Board of Directors, does the camp carry director and officer liability insurance?                                                                                                                            | Yes | No | NA |
| MA.3.6. | Are the camp's health professionals adequately insured for liability and malpractice if applicable?                                                                                                                            | Yes | No | NA |
| MA.3.7. | Has the camp determined if it requires any employee insurance/benefit package?                                                                                                                                                 | Yes | No | NA |
| MA.3.8. | Is an annual review made of the insurance coverage?                                                                                                                                                                            | Yes | No | NA |
| MA.3.9. | Is the OCA added annually to your insurance policy as an Additional Insured, or in cases where your camp cannot has your camp considered all factors and determined it's not feasible?                                         | Yes | No | NA |

### MANDATORY:

MA.3.1., 3.2., 3.6.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Virtual Programs
- Family Camps

## MA.3. Contextual Education

**MA.3.1. and MA.3.2.** When purchasing an insurance policy, the camp director should consult an insurance agent/broker to determine adequate coverage for all camp facilities, equipment, programmes, activities, vehicles, buildings, participants, staff and visitors. Insurance is necessary to protect the assets of the camp and provide payment in case of liability issues.



**PHYSICAL ASSET INSURANCE:** This coverage is often called *All Risk Property Insurance*. Camps have unique activities, which may not be covered under a standard policy format. For example, ropes courses, climbing walls and docks are not normally included in standard insurance policies. Special attention must also be paid to these areas, as well as to watercraft and motors. Physical asset insurance should also include property in transit, food and medications dependent on cold storage, the reproduction of important documents, and the costs associated with fighting a fire.

**BUSINESS INTERRUPTION INSURANCE** may allow a camp to continue to pay salaries, property taxes, and other expenses in certain circumstances when a camp's operation is interrupted by an unforeseen event. Extra expense insurance is also recommended to cover increased costs to operate the camp after a physical asset is damaged or destroyed. **Liability Insurance:** It is recommended that coverage be a minimum of five million dollars (\$5,000,000). It is highly recommended that camps obtain advice on the appropriate amount of insurance, since lawsuits can easily involve higher claims. Coverage should be extended to provide indemnity for staff, volunteers and others that could be named in a lawsuit. Liability certificates should be kept indefinitely in case of future claims.

MA.3.3. and 3.4. Camps should update their insurance company or broker annually about how personal vehicles are used for business purposes and receive feedback on any additional insurance that they may need to carry. Furthermore, camps should advise employees that may use personal vehicles for camp business from time to time to advise their respective insurance companies or brokers accordingly prior to doing so.

**MA.3.6. Also see Health Care.** Camps should ensure that health professionals have adequate liability and malpractice insurance. If they do not, the camp's insurance policy must have the appropriate coverage. In Ontario, health professionals may obtain insurance through their professional associations. Medical staff must be licensed to practise in Ontario, so that their medical insurance applies in Ontario. Non-professional staff, such as first aiders, would normally be covered by the camp's general policy.

MA.3.7. Although camps are not required to provide coverage to employees for workplace accidents through the Workplace Safety Insurance Board (formerly known as "Workers Compensation"), it is advisable to discuss compensation for accident and sickness with an agent or broker/consultant. Accident and sickness coverage may also be extended to participants, summer staff and volunteers.

MA.3.8. An annual update of all values of buildings and capital improvements to calculate replacement cost is necessary to determine “appropriate” coverage.

MA.3.9. Additional Insured: A person other than the named insured who is protected by the terms of the policy.

## MA.3. Compliance Demonstration

### Visitor Observation/Discussion/Written Documentation:

**MA.3.1., and 3.2. Appropriate insurance coverage, including fire, on record. A physical copy of the insurance seen by the Visitor.**

MA.3.3., and 3.7. Director/staff explanation of the process.

MA.3.5., **3.6.**, and 3.7. If appropriate the OCA should be named as additional insured on insurance, and a physical copy of the insurance naming the OCA as an additional insured, Board of Directors insurance policy and for health care staff available for the Visitor.



**MANDATORY:**

ALL

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Virtual Programs
- Family Camps

## MA.4. Risk Management and Crisis Response

|         |                                                                                                                                                                                                                                                                                               |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| MA.4.1. | Does the camp have written policies and rules, which promote safety for all participants and staff?                                                                                                                                                                                           | Yes | No | NA |
| MA.4.2. | Does the camp have a written Crisis Response Plan?                                                                                                                                                                                                                                            | Yes | No | NA |
| MA.4.3. | Has the camp determined the need for policies and procedures pertaining to probable emergency events (i.e., Severe Weather, Lockdown, Hold and Secure and Shelter in Place, Evacuation, etc.)? If the camp has determined need, does the camp possess written policies, procedures and plans? | Yes | No | NA |
| MA.4.4. | Does the camp have a system in place to adequately track participant attendance? This includes arrival to camp, departure from camp, and early or emergency departures.                                                                                                                       | Yes | No | NA |
| MA.4.5. | Is a written report completed for any incident and/or accident that has occurred?                                                                                                                                                                                                             | Yes | No | NA |
| MA.4.6. | Does the camp have a Camp Safety Plan?                                                                                                                                                                                                                                                        | Yes | No | NA |

## MA.4. Contextual Education

**MA.4.1.** The camp must address risk management concerns in camp operations, and identify areas that may be site-specific. The staff should be encouraged to bring to the attention of the directors anything that could compromise anyone's safety. Rental and short-term resident programmes should be made aware of your safety protocols prior to their arrival. Your camp philosophy should instill a safety standard that protects everyone at camp.

**MA.4.2.** The OCA Crisis Response Manual is available from the OCA office.

**MA.4.3.** Camps must provide a safe environment for participants and staff. The possibility of a major incident of violence is a reality

that camps must contend with. Camps must individually determine if this event is likely to affect them and develop procedures accordingly. Everyone who spends any amount of time at camp must be informed on how to protect themselves. Responses to violence must take into account the site and facilities in which the camp is operating and ensure that all individuals are protected as much as possible. Considerations when developing this policy must include Roles and Responsibilities, Initiating Procedure, Procedures for Main Buildings, Procedures for Outbuildings, Procedures of Open Areas, Fire Alarms and Ending the Procedure.

**MA.4.5.** Camps should complete a report form for any significant incident and/or accident. The purpose of this form is to act as an information gathering and communication tool, as well as to track patterns of injuries or incidents. The OCA Crisis Response Resource Manual provides sample incident report forms.

**MA.4.6.** All OCA camps (overnight, day, outdoor education centres) require a Camp Safety Plan. Details are provided in O. Reg. 503/17, s.10. Contact the OCA office for the OCA Camp Safety Plan Resource and Templates.

## MA.4. Compliance Demonstration

Visitor Observation and Interviews:

**MA.4.1.** Written policies and procedures that promote participant and staff safety. Director/staff level of understanding of their own policies and procedures, OCA Standards.

**MA.4.2.** Written Crisis Response Plan.

**MA.4.3.** Written weather related emergency plans. Written Emergency management Plan, and other industry practises specific to the camp.

**MA.4.6.** An incident/accident report viewed.



**MANDATORY:**

MA.5.1., 5.2., 5.3.

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps



MA.5. Vehicles

THESE STANDARDS APPLY TO VEHICLES OWNED OR LEASED BY THE CAMP.

|         |                                                                                                                                                              |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| MA.5.1. | Does the camp check the license validity and driving record of each driver on camp business?                                                                 | Yes | No | NA |
| MA.5.2. | For land vehicles, do staff hold the required class of license issued by the Ontario Ministry of Transportation or equivalent when driving on camp business? | Yes | No | NA |
| MA.5.3. | Are all vehicles and equipment in safe operating condition?                                                                                                  | Yes | No | NA |
| MA.5.4. | Do drivers check towing equipment prior to use?                                                                                                              | Yes | No | NA |

MA.5. Contextual Education

**MA.5.1. and MA.5.2.** It is the camp’s responsibility to ensure that all individuals who drive a vehicle for any camp business hold the appropriate license. Camp business includes transporting participants or staff, picking up mail or supplies, transporting garbage to the dump, etc. Drivers’ abstracts can be obtained online from Service Ontario.

**MA.5.3.** All vehicles, owned or leased by the camp or by staff, must be in good repair and should have a first aid kit. It is also recommended that each vehicle have a record of use to ensure proper maintenance.

MA.5.4. The driver must check that the hitch size is correct, that the chains are fastened properly, that the trailer lights are working, that the tires are properly inflated and that the load is properly distributed and secured. Towing increases the risk of rollover.

MA.5. Compliance Demonstration

Contract/agreement terms should include:

**Visitor Interview:** Discussion and review with director of class licenses.

**Written Documentation:** Documentation of licenses held by the operators.



## MA.6. Rental Groups

|         |                                                                                                                                                                                 |     |    |    |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| MA.6.1. | Does the camp have a written agreement and contract with each rental group that outlines dates, expected number of participants, rental fees, and on-site terms and conditions? | Yes | No | NA |
| MA.6.2. | Upon arrival are groups informed about emergency procedures and contact information?                                                                                            | Yes | No | NA |
| MA.6.3. | If the camp rents its facility, does the camp require the rental group to add the camp as an “additionally named insured” to the rental group’s insurance?                      | Yes | No | NA |

### **MANDATORY:**

**NONE**

### **Applies to:**

- Rental Groups

## MA.6. Contextual Education

Written contracts should be in place that deal with as many aspects of the programme, but perhaps most importantly with the sharing of risk between the two organizations. Insurance is another important consideration. Waivers for adults are extremely valuable.

Contract/agreement terms should include:

- terms of use, including dates, times and costs;
- cancellation, minimum fees and refund policies;
- services that will be provided by the camp;
- costs and conditions for the use of the facilities and equipment;
- insurance; and, waivers.

Conditions for the use may include such aspects as adult supervision, expectations, clean-up responsibilities and the reporting of damage

## MA.6. Compliance Demonstration

### **Visitor Observation and Interview:**

MA.6.1. Written agreement between the camp and Renter.

MA.6.2. Camp’s handbook of policies and procedures, including weather related emergency plans, Crisis Response Plan, workplace protocols for alcohol, tobacco, drugs, workplace violence, harassment, sexual harassment and bullying.

MA.6.3. Copy waiver, releasing the camp of all health care responsibilities.

MA.6.4. For further details camps should consult with their insurance provider.



**ONTARIO CAMPS  
ASSOCIATION**

**HR**

# **Section HR**

## **Human Resources**

This section contains sub-sections relating to Management, Hiring and Recruitment, Staff Training and Conduct, Camper-to-Staff Ratio, Occupational Health and Safety, and Workplace Hazardous Materials Information System (WHMIS) Insurance.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.



## General Notes

The Human Resources (HR) Standards pertain to staff and volunteers employed by the camp.

**LEADERS IN TRAINING (LITs/CITs):** Leaders in training participate in a planned training programme to prepare for future positions as staff members and leaders in the community. If LITs/CITs assume staff responsibility, they should have direct supervision. LITs/CITs should receive ongoing evaluation.

**VOLUNTEER STAFF:** Volunteer staff assume the role and responsibilities of staff without pay. If volunteers assume this responsibility, they should meet the minimum age and requirements as recommended for that position and should be treated as staff members. All OCA Standards relating to staff apply to camp volunteers.

**CAMP DIRECTOR:** The camp director is the person on site with day-to-day responsibility for the care and management of the participants, staff and overall facility. The director makes informed decisions, supports the aims and philosophy of the camp and maintains the Standards of the Ontario Camps Association in the best interest of the participants and the camp. A camp director's education, experience and professional background should prepare them for this varying and demanding role.

**DESIGNATE:** An individual who in the absence of the camp director, will assume the on-site responsibility for the care and management of the participants, staff and camp operations. The designate should have the knowledge and experience to make informed decisions and maintains the Standards of the Ontario Camps Association in the best interest of the participants and the camp.

## Relevant Regulations and Resources

- [Accessibility for Ontarians with Disabilities Act \(AODA\)](#)
- [College of Nurses of Ontario](#)
- [The 519](#)
- [Ontario Human Rights Commission - Employment](#)
- [Federal Labour Standards](#)
- [Ministry of Health](#)
- [OCA Risk, Emergency, and Crisis Resource Guide](#)
- [Ontario Camps Association – Core Values](#)
- [Ontario Human Rights Code and System](#)
- [Ontario Human Rights Code - Policy on Preventing Sexual and Gender-Based Harassment](#)
- [Ontario Ministry of Children, Community, and Social Services](#)
- [Ontario Ministry of Labour - Preventing Workplace Violence and Workplace Harassment](#)
- [Ontario Ministry of Labour, Employment Standards Act](#)
- [Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)
- [Ministry for Seniors and Accessibility – About Accessibility Law](#)



# HR.1. Management

|         |                                                                                                                                                                                                        |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HR.1.1. | Does the camp management possess the range of experience and knowledge to operate their camp in a physical or virtual environment successfully and to ensure a safe and professional camp environment? | Yes | No | NA |
| HR.1.2. | Do members of the camp management participate in professional development through the OCA or some other relevant professional/organization?                                                            | Yes | No | NA |
| HR.1.3. | Does the camp director (or designate) have adequate training and/or experience corresponding to the size and scope of the camp?                                                                        | Yes | No | NA |
| HR.1.4. | Does the camp director abide by the "Code of Professional Ethics"?                                                                                                                                     | Yes | No | NA |

## MANDATORY:

HR.1.1., 1.3., 1.4.

## Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Virtual Programs
- Family Camps

## HR.1. Contextual Education

**HR.1.1.** The total set of skills required to operate a safe and professional summer camp must be in place in the organizational structure, although not necessarily with a single person. Considerable experience, skill and expertise are required to operate a safe, successful camp. The range of camp experience must be commensurate with the roles of all managers.

**HR.1.3.** The on-site camp director must have the maturity, education, skills and experience to run the operation day-to-day as defined in the General Notes. In the absence of the camp director, an acting director must be appointed.

**HR.1.4.** The Code of Professional Ethics is included on page 15.

## HR.1. Compliance Demonstration

HR.1.1. to HR.1.4.

**Visitor Observation:** Review of HR protocols, formalized training schedule and materials, counsellor handbook, etc.



**MANDATORY:**

HR.2.1., 2.2., 2.6., 2.7., 2.8.,  
2.9., 2.11., 2.12., 2.13., 2.14.

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Virtual Programs
- Family Camps

## HR.2. Hiring and Recruitment

|          |                                                                                                                                                                    |     |    |    |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HR.2.1.  | Does the camp comply with all human rights legislation?                                                                                                            | Yes | No | NA |
| HR.2.2.  | Does the camp comply with all applicable labour legislation?                                                                                                       | Yes | No | NA |
| HR.2.3.  | In an overnight camp, will all programme staff be at least 17 years of age within the calendar year?                                                               | Yes | No | NA |
| HR.2.4.  | In a day camp, will all programme staff be at least 16 years of age within the calendar year?                                                                      | Yes | No | NA |
| HR.2.5.  | Does the camp provide a written job description for each position at camp?                                                                                         | Yes | No | NA |
| HR.2.6.  | In the process of selecting staff, does the camp gather appropriate information on each applicant?                                                                 | Yes | No | NA |
| HR.2.7.  | Are at least two references checked on each staff member who is new to your camp?                                                                                  | Yes | No | NA |
| HR.2.8.  | For staff 18 years of age and older, does the camp require a Criminal Record Check from each staff member before commencement of employment?                       | Yes | No | NA |
| HR.2.9.  | For staff younger than 18 years of age, is a voluntary disclosure obtained?                                                                                        | Yes | No | NA |
| HR.2.10. | Do returning staff members submit Criminal Record Checks every three years before commencing their employment?                                                     | Yes | No | NA |
| HR.2.11. | If a staff member has been associated with another camp or children's organization, is every effort made to obtain a written or verbal reference from that source? | Yes | No | NA |
| HR.2.12. | Before being hired, is every staff member interviewed, whether in-person or by phone/video conference, by a person with the authority to make a decision?          | Yes | No | NA |

Continued

|          |                                                                                                                                                                                                   |     |    |    |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HR.2.13. | Does the camp annually issue and receive a signed copy of a written employment contract for all seasonal personnel?                                                                               | Yes | No | NA |
| HR.2.14. | Does the camp have written policies and practices that align hiring and training of staff and volunteers with the OCA's core values (see Contextual Education) and the Ontario Human Rights Code? | Yes | No | NA |

## HR.2. Contextual Education

**HR.2.1. and 2.2.** When hiring, camp boards, owners and directors should be familiar with the human rights legislation, as well as all other provincial or federal employment legislation, which is applicable to their camps. This includes legislation around day off policies, safety procedures, etc as some roles may not qualify or allow for standard practice. . Camps are strongly encouraged to review any exemptions to employment standards and their application within the camp program with their legal counsel.

HR.2.3. and 2.4. "Programme Staff" includes all staff who have direct supervisory and programming responsibilities with participants, whether in an assistant role or not. Being a Programme Staff is a demanding job that requires maturity and emotional stability. Age is only one factor that assists camps in determining the maturity of staff. It is recommended to place first time staff members under the direct supervision of a senior staff member. Camps will determine the level of responsibility to be given to a first time staff member based on numerous factors, which may include, for example, successful completion in an LIT/CIT programme or other past experience.

**HR.2.6.** Camp personnel files should include copies of current staff qualification certificates such as swimming qualifications, first aid, CPR, the staff application, references and other pertinent material such as successful completion of a Criminal Record Check where applicable.

**HR.2.7.** References are an essential staff screening tool to help camp directors confirm that their decisions are appropriate. A reference through an LIT/CIT programme may be sufficient. If an applicant comes directly through your own LIT/CIT programme, references are not required. References should be obtained from people who are qualified to judge the applicant's personal integrity as well as professional ability. A reference may be oral or written. Record the date and comments of the reference check. References must be handled in a confidential manner.



**HR.2.8.** Staff who turn 18 over the course of their employment, have three months to produce a Criminal Records Check, if still under contract.

**HR.2.9.** A voluntary disclosure statement asks the individual to attest that they do not have any type of criminal record. It is often difficult to get a Criminal Record Check done for anyone under the age of 19, and therefore a statement signed by the applicant and parent or guardian may be the next best solution.

**HR.2.11.** If a camp director has knowledge that an applicant has worked with children before, whether in a camp, school or other setting, it is critical that a reference be obtained from that source with the applicant's permission and subject to labour and privacy legislation.

**HR.2.13.** An employment contract for both paid and volunteer staff should be drawn up in duplicate annually (one copy for the employee and one for the camp files) and should include all details concerning remuneration, hours of work, and conditions of employment. It should be signed annually by both employer and employee.

If the staff member is under 18 years of age, the camp may wish to have the parent or guardian sign on behalf of their child or alternatively add a clause in the contract that the parent or guardian has read the contract and agrees to its terms. The camp should obtain legal advice in this regard.

**HR.2.14.** The core values of the OCA are:

- Integrity – Demonstrating honesty and fairness at all times.
- Respect – Recognizing and protecting the inherent worth of every person, including oneself.
- Responsibility – Being dependable and accountable for choices, actions and commitments.
- Inclusiveness – Fostering a sense of belonging for all.
- Caring – Building relationships and demonstrating concern for the needs of others.
- Openness – Ability and willingness to embrace new and different ideas and to be open to change.

Camps must ensure their Hiring and Recruitment policies reflect the OCA core values. By aligning with these values means that existing camp values are parallel and not in opposition to the OCA core values. These values should also where appropriate be included on staff applications and in training manuals. Discriminating and denying employment or volunteer opportunities in a manner contrary to the Ontario Human Rights Code is prohibited, and would result in a failure to meet this standard.

## HR.2. Compliance Demonstration

HR.2.1. to HR.2.14.

**Visitor Observation: Review of hiring procedures and employment contracts.**

**Visitor Interview: Discussion regarding all hiring practises.**

**HR.2.14. Standards** Visitors must be able to review related policies in camp manuals and/or hiring/recruitment documents. Camps must further demonstrate this by developing written policies to welcome all staff and volunteers.

**Staff training** must include the camp's values.

**Standards** Visitors will review all training materials (topics, training schedules, in-service training, staff development).



**MANDATORY:**

HR.3.1., 3.2., 3.3., 3.5., 3.6., 3.7.

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Virtual Programs
- Family Camps

## HR.3. Staff Training and Conduct

|         |                                                                                                                                                           |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HR.3.1. | Does the camp offer opportunities for staff training prior to participant arrival?                                                                        | Yes | No | NA |
| HR.3.2. | Does the camp have a staff manual? Do camp staff sign and acknowledge that they have received and read the information in the staff manual?               | Yes | No | NA |
| HR.3.3. | Are all staff trained in emergency procedures?                                                                                                            | Yes | No | NA |
| HR.3.4. | Does the camp have a set of written policies and practises regulating acceptable staff behaviour?                                                         | Yes | No | NA |
| HR.3.5. | Does the camp director ensure that staff members have regular evaluations?                                                                                | Yes | No | NA |
| HR.3.6. | Does the camp have a written alcohol, tobacco, and drug policy?                                                                                           | Yes | No | NA |
| HR.3.7. | Does the camp have written policies with respect to workplace violence and workplace harassment as required under Bill 168 and are these policies posted? | Yes | No | NA |

## HR.3. Contextual Education

**HR.3.1.** The majority of the time should be spent on orientation and training in camp skills and programme, and not in the physical preparation of the camp. It should provide an opportunity for the staff members to understand the camp philosophy and become familiar with the campsite, facilities, and one another.

Training must include as a minimum: the responsibility and role of the staff member, the rules and policies of the camp, a review of the relevant aspects of the staff manual, and a review and practise of all emergency procedures. It is important that you ensure the safety and contentment of not only your participants but also your staff. That means that your staff are appropriately trained to do the specific tasks assigned to them, and that you provide appropriate supervision. Through staff meetings, suggestion boxes or private meetings with the director, staff should be able to express any concerns about their welfare, working conditions and their environment.



**HR.3.2.** A staff manual or training document is essential and may include history, a map, philosophy, staff organization, job descriptions, emergency procedures, programme ideas, leadership techniques, medical resource materials, bullying, risk management, behaviour management techniques, essential rules, regulations, policies and procedures. This manual should be available on site any time to anyone.

HR.3.4. Camp is committed to creating a safe space for participants and staff; guidelines for proactive measures, reactive strategies and consequences for staff behavior are an important part of setting clear expectations for staff and having documentation guiding staff responses to inappropriate behaviour. Regulation of staff behaviour implies that there are consequences for behaviour outside of what the camp considers to be acceptable.

**HR.3.5.** The evaluation should allow for an interaction between the staff member and the appropriate supervisor. It should clearly indicate how well the staff member has been performing.

**HR.3.7.** As of June 15, 2010, all employers are required to be in compliance with the Occupational Health and Safety Act, Bill 168, including sexual harassment. For more information visit the Ministry of Labour website. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

## HR.3. Compliance Demonstration

HR.3.1. to HR.3.4.

**Visitor Observation:** Review of training schedules, staff manuals, emergency procedures, protocols, and evaluation materials.

**Visitor Interview:** Discussion regarding staff manuals and training confirmation by staff. Discussion with director regarding personal transportation safety with all staff.

HR.3.6. to HR.3.7.

**Visitor Observation and Interviews:** Written workplace protocols for alcohol, tobacco, drugs, workplace violence, harassment, sexual harassment and bullying.



**MANDATORY:**

HR.4.1., 4.2.

**Applies to:**

- Day Camps
- Overnight Camps
- Family Camps



## HR.4. Camper-to-Staff Ratio

|         |                                                                                                                                                       |     |    |    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HR.4.1. | For all camps where minors or vulnerable persons attend without their guardians, does the camp have an overall camper-to-staff ratio of 8:1 or better | Yes | No | NA |
| HR.4.2. | Does the camp evaluate the supervision requirements and level of risk of each activity in order to adjust the camper-to-staff ratios accordingly?     | Yes | No | NA |
| HR.4.3. | During all organized activities, does the camp adhere to the OCA recommended camper-to-staff ratios?                                                  | Yes | No | NA |

## HR.4. Contextual Education

**HR.4.1.** The overall ratio applies to the entire camp population on any given day, divided by the number of staff who have direct responsibility for the supervision of campers or programming of activities. Maintenance, office and support staff are not included in this calculation.

**HR.4.2.** Camps must exercise good judgment in determining an appropriate camper-to-staff ratio for each activity and programme. Fewer staff may be acceptable in controlled environments. Conversely, more staff are recommended when campers participate in higher risk activities, during technical instruction, or when additional staff may not be close by.

**HR.4.3.** The recommended activity ratios are:

- Children five years and under: maximum of six campers to one staff member (6:1).
- Children six and over: maximum of 10 campers to one staff member (10:1).
- LITs/CITs are excluded from these ratios.

## HR.4. Compliance Demonstration

**HR.4.1. to HR.4.3.**

**Visitor Observation:** Camper to staff ratios and activity ratios during camp tour.

**Visitor Interview:** Discussion regarding ratios with camp director.

## HR.5. Occupational Health and Safety

|         |                                                                                                                                                |     |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HR.5.1. | Have all staff completed required Occupational Health and Safety Awareness training through a qualified trainer or individual or online video? | Yes | No | NA |
| HR.5.2. | Does the camp keep records and can prove their staff has been given all necessary training?                                                    | Yes | No | NA |
| HR.5.3. | Does the camp keep appropriate records of all work accidents, health and safety complaints, and health hazards?                                | Yes | No | NA |
| HR.5.4. | Does the camp have systems and policies in place in order to prevent hazards in the workplace?                                                 | Yes | No | NA |
| HR.5.5. | Does the camp post the health and safety act, and its health and safety policy and manuals in easy view for all staff to see?                  | Yes | No | NA |
| HR.5.6. | Does the camp meet legislative requirements regarding a health and safety representative or health and safety committee?                       | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Virtual Programs
- Family Camps

## HR.5. Contextual Education

The Ontario Ministry of Labour governs Occupational Health and Safety at camps. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances. Some examples follow.

**HR.5.1.** Occupational Health and Safety Awareness training is required by law at the commencement of employment. The legislation allows employers to forego mandatory training if the employee has completed the required training previously and the camp verifies that the previous training meets the requirements of the legislation.

The Occupational Health and Safety Awareness training videos are available at:

- [labour.gov.on.ca/english/hs/elearn/worker/foursteps.php](http://labour.gov.on.ca/english/hs/elearn/worker/foursteps.php)
- [labour.gov.on.ca/english/hs/training/workers.php](http://labour.gov.on.ca/english/hs/training/workers.php)
- [labour.gov.on.ca/english/hs/training/supervisors.php](http://labour.gov.on.ca/english/hs/training/supervisors.php)

**HR.5.2.** Training can be done via a video or by encompassing such training in the staff risk management session(s).

**HR.5.3.** Personal information (including health information) should be kept in accordance with PIPEDA (and/or PHIPA) and the camp's privacy policy.

If referencing incidents in committee or board minutes or reports, ensure that names, medical and personal information is abbreviated (or such) and comments are brief and void of details.

**HR.5.6.** If there are more than five workers, a representative or committee is required. See <https://www.ontario.ca/page/posters-required-workplace> for details.

## HR.5. Compliance Demonstration

HR.5.1. to HR.5.6.

**Visitor Observation:** Are all health and safety posters or rules visible?

**Visitor Interview:** Discussion regarding health and safety training, records of training, records of incidents/accident forms, health and safety policies and procedures, and health and safety representative(s)/committee.



## HR.6. Workplace Hazardous Materials Information System (WHMIS)

|         |                                                                                                                    |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HR.6.1. | Are hazardous products used at camp properly identified and labeled?                                               | Yes | No | NA |
| HR.6.2. | Does the camp have labels or Safety Data Sheets (SDS) for hazardous products used at camp, which fall under WHMIS? | Yes | No | NA |
| HR.6.3. | Are staff provided with the applicable WHMIS training based on their job responsibilities?                         | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## HR.6. Contextual Education

**HR.6.1., 6.2. and 6.3.** WHMIS is a Federal-Provincial government regulated hazard communication system meant to provide information about how to handle, store, use or dispose of hazardous materials in the workplace. There are provincial laws and regulations that govern the implementation of WHMIS in the workplace. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances as they may apply throughout this section. The goal of WHMIS is to reduce accidents and prevent health hazards. Materials can include, but are not limited to, cleaning products, laundry detergent, bleaches, fire extinguishers, aerosol cans and dishwashing detergents. All hazardous products must be stored in safe and secure locations.

There are three important parts of WHMIS:

**Labels:** All hazardous products must carry labels that clearly identify the product and provide information about it, including what to do in case of accidental ingestion. If liquids are transferred from the original container to smaller containers, these new containers must be labelled with the same information.

**LABELS or Safety Data Sheets (SDS):** SDS must be available for every hazardous product used at camp. The SDS provides much more detailed information about the product. SDS should be obtained from the supplier. Many are available online. These sheets must be stored in a location that is readily accessible to all employees.

**Worker Education:** All employees must be provided with up-to-date information about the hazardous products they will or may come in contact with throughout their employment at camp. Written records of the employee education must be kept.

## HR.6. Compliance Demonstration

**Visitor Observation:** Material Safety Data Sheets or Safety Data Sheets should be readily available.







**ONTARIO CAMPS  
ASSOCIATION**

**CP**

# **Section CP** **Child** **Protection**

This section contains a sub-section relating to General Child Protection.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

This section is to ensure that camps provide an environment for campers and staff (under the age of 18) that is free from physical abuse, sexual abuse, psychological abuse, and neglect.

Camps should have policies that prioritize the well-being of children including guidelines on appropriate behaviour and interactions between staff and campers.

Several Standards, most notably from Hiring and Recruitment and Management and Administration also support this process.

## Relevant Regulations and Resources

- [Government of Ontario - Child Welfare and Child Protection Services](#)
- [Child, Youth, and Family Services Act](#)
- [Ontario Child Welfare: Eligibility Spectrum](#)
- [Ontario Association of Children's Aid Societies: Locate a Children's Aid Society or Indigenous Child and Family Well-Being Agency](#)
- [Ontario Association of Children's Aid Societies: Resources and Supports for Ontario Families](#)



## CP.1. General Child Protection

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Virtual Programs
- Family Camps

CP

CHILD PROTECTION



|         |                                                                                                                                                                                                                                                                                                     |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| CP.1.1. | Does the camp have clear policies and procedures regarding appropriate behaviour, relationships and boundaries between staff and campers or other vulnerable individuals?                                                                                                                           | Yes | No | NA |
| CP.1.2. | Does the camp have clear policies and procedures regarding appropriate behavior between campers that can be considered abuse, assault or harassment (for example, non-consensual physical sex acts or touching between minors, non-consensual sharing of video or images of a sexual nature, etc.)? | Yes | No | NA |
| CP.1.3. | When LIT's, CIT's, interns, or other 'transitional/in-training' roles exist at camp, does the camp have clear policies and procedures regarding appropriate behavior, relationships, and boundaries between these roles as they relate to both campers and staff?                                   | Yes | No | NA |
| CP.1.4. | Does the camp have clear policies and procedures designed to limit opportunities for abuse (For example, minimizing or regulating one-on-one situations, supervision in washrooms, etc.)?                                                                                                           | Yes | No | NA |
| CP.1.5. | Does the camp have clear policies and procedures for reporting suspected abuse or neglect?                                                                                                                                                                                                          | Yes | No | NA |
| CP.1.6. | Does the camp foster an environment where children feel safe to express themselves, and/or educate them about their rights and encourage them to speak up about any discomfort or concerns?                                                                                                         | Yes | No | NA |
| CP.1.7. | Do staff receive training regarding child protection policies and procedures?                                                                                                                                                                                                                       | Yes | No | NA |

|         |                                                                                                                                                                                                                                                                                                                                                    |  |  |  |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| CP.1.8. | If a staff member or camper is bringing their own support person (e.g., a Personal Support Worker or 1:1 support person) who is not affiliated with the camp, has the camp determined whether this individual must provide a Criminal Record Check, and have they ensured the support person is educated in the camp's Child Protection Policies?" |  |  |  |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

## CP.1. Contextual Education

**CP.1.1. Contextual Education:** The camp must clearly articulate what interactions with campers are inappropriate, and should consider interactions at camp, outside of camp, and on social media.

Examples include, but are not limited to abusive language, inappropriate touching, sexually explicit language, etc.

Important to note that the Child and Family Services Act protects children up to the age of 18. As many camps employ staff between the ages of 16-18, those staff are covered by Child, Youth and Family Services Act. Policies should consider protection of these staff as part of this legislation.

**CP.1.3.** It should be clear to LIT's/CIT's/interns as well as to staff members what the appropriate boundaries are between LIT's/CIT's/interns and staff members, as well as what the appropriate boundaries are between LIT's/CIT's/interns and campers.

**When setting clear policies, camps must ensure that the standing of an individual is clearly articulated as part of the policy.**

**CP.1.5. Contextual Education: Child, Youth and Family Services Act,** provides that everyone who has reasonable grounds to suspect that a child is in need of protection has a duty to report. All Camps should have a process for making reports to the local children's aid society informed by the Child, Youth and Family Services Act.

**This includes a child who is or may be suffering from abuse or neglect. For people who perform professional or official duties with children, failure to report abuse or neglect in the**



**course of professional duties is an offence under the Act.**

**CP.1.7. Contextual Education: Child, Youth and Family Services Act.**

**CP.1.8. - It is the camp's responsibility to assess whether a support person must provide a Criminal Record Check. This decision should be guided by factors such as whether the program is day or overnight, accommodation arrangements, supervision practices, and other relevant operational considerations.**

**Regardless of whether a Criminal Record Check is required, all support persons must be informed of and understand the camp's Child Protection policies and procedures.**

## CP.1. Compliance Demonstration

**Visitor Observation:** Review of written policies and procedures. Review of training materials (topics, schedules). Review of staff manual, code of conduct, etc.

**Visitor Interview:** Interview staff regarding content of staff training, impact on culture of the camp, etc.



**ONTARIO CAMPS  
ASSOCIATION**

**CFE**

# **Section CFE**

## **Campsite, Facilities and Equipment**

This section contains sub-sections relating to Campsite/Facilities, Fire Equipment and Safety, Electrical and Power Equipment, Garbage Management, Environmental Responsibility, Animal Interaction, and Overnight Operations.



## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

If camps operate their programs on rental or leased facilities or operate in their parent organization's facilities they are still required to ensure and verify that these Standards are being met.

They should review these Standards with the owner of the facilities before the OCA visit and must acquire any necessary documentation for their files. It may be helpful for the owner of the facilities to be present for this component of the visit. A detailed written record of the review should be kept.

**NOTE: In the codes and regulations, "participant" means everyone at camp, and therefore includes both participants and staff.**

Most newly constructed or renovated buildings must conform to the Ontario Building Code (OBC) and Municipal Zoning Bylaws. In OBC, some children's camps are classified as C-residential, and come under Part 9 - Housing and Small Buildings. However, the barrier-free requirements that may apply are in Part 3.

Wherever the camp is located, the health and safety of participants, staff and visitors is the top priority. Camps should proactively develop safety procedures and emergency response plans for their own situations.

## Relevant Regulations and Resources

- [Algonquin Park Black Bear Safety](#)
- [Canadian Playground Safety Institute](#)
- [Canadian Standards Association \(CSA\)](#)
- [Criminal Code of Canada](#)
- [Fact Sheet on water specifically for children's camps](#)
- [Fish and Wildlife Conservation Act](#)
- [Health Protection & Promotion Act, O. Reg. 503/17: Recreational Camps; Reg. 565 – Public Pools](#)
- [Ministry of Natural Resources and Forestry \(MRNF\)](#)
- [Ministry of the Environment](#)
- [Municipal Zoning Bylaws](#)
- [Ontario Building Code 2006 \(OBC\)](#)

- [Ontario Fire Protection and Prevention Act](#)
- [Ontario Government - Bear Wise](#)
- [Ontario Occupational Health and Safety Act](#)
- [Ontario Safe Drinking Water Act, 2002, O. Reg. 170/03](#)
- [Parachute - Playgrounds and Play Spaces](#)
- [Underwriters Laboratories \(UL\) - Product Safety Testing](#)
- [Workplace Hazardous Materials Information System \(WHMIS\)](#)

- [Ontario - Prevent Conflicts with Wildlife](#)•
- [Ontario - Strategy for Preventing and Managing Human Wildlife Conflicts in Ontario](#)

- Bear Saver
- Haul-All \*\*

# CFE.1. Campsite/Facilities

|           |                                                                                                                                              |     |    |    |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| CFE.1.1.  | Does the number of toilets/privies comply with current regulations and the Ontario Building Code?                                            | Yes | No | NA |
| CFE.1.2.  | Are hand washing facilities available near all toilets/privies?                                                                              | Yes | No | NA |
| CFE.1.3.  | Are toilets/privies cleaned at least daily and are staff monitoring, reporting and cleaning the toilets/privies when required?               | Yes | No | NA |
| CFE.1.4.  | Does the drinking water system comply with the Ontario Safe Drinking Water Act?                                                              | Yes | No | NA |
| CFE.1.5.  | Does the camp provide privacy and security for participants and staff?                                                                       | Yes | No | NA |
| CFE.1.6.  | Does the site have adequate space and equipment for conducting the activities described in the camp's promotional literature?                | Yes | No | NA |
| CFE.1.7.  | Does the camp have adequate sheltered programme space to accommodate participants during inclement weather?                                  | Yes | No | NA |
| CFE.1.8.  | Is playground equipment inspected monthly and is the inspection recorded?                                                                    | Yes | No | NA |
| CFE.1.9.  | Are all facilities safe for use?                                                                                                             | Yes | No | NA |
| CFE.1.10. | Are all facilities checked regularly for hazards and damage?                                                                                 | Yes | No | NA |
| CFE.1.11. | Are the trees surrounding the camp buildings and in the areas frequented by participants inspected regularly?                                | Yes | No | NA |
| CFE.1.12. | Does the camp have accurate site plans available on-site showing the location of utilities, sanitation lines and other underground services? | Yes | No | NA |

## MANDATORY:

CFE.1.1., 1.2., 1.4., 1.8., 1.9., 1.10.

## Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## CFE.1. Contextual Education

**CFE.1.1.** This is an Ontario Regulation. For example, health regulations prescribe that overnight camps are required to have at least one separate hygiene facility for each sex at camp, a minimum of one toilet/privy for every ten participants of each sex, a washroom with toilet and sink near the kitchen for use by the kitchen staff, screened windows, self-closing, tight-fitting doors and adequate ventilation. In male washrooms, half the required toilets can be urinals. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

Some camps may be subject to requirements of the Ontario Building Code. For example, day camps would normally fall under GROUP A-2 Assembly occupancy regulations in the Ontario Building Code (OBC), which list various requirements depending on level of occupancy. As a minimum, day camps should follow the OBC regulations as they pertain to elementary and secondary schools: at least one toilet plus sink for each 30 males and each 26 females. In male washrooms, half of the toilets may be urinals. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances as they may apply throughout this section.

**CFE.1.2.** This is an Ontario Regulation. Health regulations for some camps require at least two lavatories with hot and cold water per flush toilet, and a wash basin in the kitchen. Privies require waterless hand sanitizing products, single-use moist hand wet-wipes or cold water in a pail or other portable container.

CFE.1.3. This is an Ontario Regulation. Toilet facilities are required to be sanitary (with respect to smelling clean/free of dirt/free of contaminating materials) and in good repair.

Staff are encouraged to report any concerns regarding cleanliness or supplies that need to be replaced at their earliest opportunity so that the toilet/privy can be dealt with quickly.

Staff responsible for cleaning the washrooms should check on the toilets/privies at regular intervals throughout the day and document in the chart/log that must be posted in each washroom.

Staff responsible for cleaning the washrooms should follow all of the safety guidelines (WHMIS) when cleaning the facilities such as using gloves and wearing eye protection when using cleaning solutions such as bleach.

**CFE.1.4.** This is an Ontario Regulation. Camps, except those that obtain their drinking water from municipal sources, must comply with the Ontario Safe Drinking Water Act 2002, O. Regulation

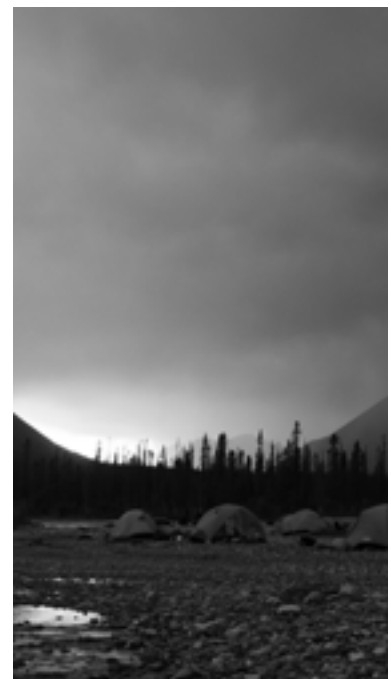
**170/03.** This Act prescribes a number of requirements for the provision of drinking water to participants and staff. For example, camps that fall under the Act may be required to have a trained and certified individual carry out the required testing, ensure that this individual is re-certified every three years, carry out accurate water testing according to the Ministry of the Environment schedule, retain test records for at least five years, understand the procedure for reporting an adverse test result, and submit an annual report to the Ministry of the Environment.

CFE.1.5. Camps located near public facilities or within residential areas should have a reasonable amount of space for the camp's exclusive use, free from the intrusion of uninvited persons or the general public. If privacy and security are not possible, the camp should have procedures to control and minimize interaction between the participants and the public.

CFE.1.6. and 1.7. Consideration to be given in order to be safe when participating in the activities in the space allotted. Maximum occupancy signage must be posted in all indoor spaces and these maximum numbers must be abided by. For assembly occupancies without fixed seating, the Ontario Building Code (OBC) may apply, which requires at least 3m<sup>2</sup> (10 sq. ft.) per person. Complying with local fire regulations must also be considered.

**CFE.1.8.** The Canadian Standards Association (CSA) has established standards for play spaces and equipment in Canada. A "playground" is a play area with constructed apparatus in a defined space on which participants swing, climb, slide, jump, and play in an unstructured way. It does not include gymnastics or initiatives equipment in which an individual or group activity is directed, or an open field or games court. A playground includes a single swing, tire swing or other "homemade" equipment and the related area to any such apparatus.

Staff should establish a schedule for checking playgrounds used by participants, on a regular basis if used daily, or immediately prior to the experience if used only occasionally by participants. The regular checks by staff of playground equipment should verify, for example, that all equipment is moving freely, that structures are sound, that no sharp edges or points exist, and that loose-fill materials are in place on the surface around the playground. Camp owners/directors should be aware of any regulations that specifically address playgrounds and inspection/safety requirements. This Standard applies to playgrounds on camp property and off site.



**CFE.1.9.** As per O. Reg. 503/17, s. 14(c), “Every operator shall ensure that the recreational camp is free from any condition that may endanger the health or safety of the participants or camp staff members of the camp.”

CFE.1.12. Camp staff should have information immediately available to enable them to locate cut-off points in the event of an emergency as well as for routine maintenance. Information may be obtained from utility companies or suppliers and from property files. Charts or descriptions should be available for immediate inspection.

## CFE.1. Compliance Demonstration

### Visitor Observation

### Visitor Interview/Discussion

**Written Documentation: Current approved notification from Public Health.**

CFE.1.3. Current, approved water test results from the appropriate authority. (Does not apply if on a community - public - water supply.)





## CFE.2. Fire Equipment and Safety

|           |                                                                                                                                                                 |     |    |    |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| CFE.2.1.  | Is the camp in compliance with the Fire Prevention and Protection Act and the Ontario Fire Code?                                                                | Yes | No | NA |
| CFE.2.2.  | Are smoke detectors located in all assembly areas as required by local jurisdiction?                                                                            | Yes | No | NA |
| CFE.2.3.  | Are carbon monoxide detectors located where fuel-burning appliances are used?                                                                                   | Yes | No | NA |
| CFE.2.4.  | Does the camp have a written fire emergency plan?                                                                                                               | Yes | No | NA |
| CFE.2.5.  | Are fire emergency procedures posted in key locations?                                                                                                          | Yes | No | NA |
| CFE.2.6.  | Does the camp practise or review fire drills with each new group of participants and staff?                                                                     | Yes | No | NA |
| CFE.2.7.  | Is the proper firefighting equipment for the anticipated type of fire readily available?                                                                        | Yes | No | NA |
| CFE.2.8.  | During the camp's period of operations, is the fire safety equipment checked monthly?                                                                           | Yes | No | NA |
| CFE.2.9.  | Are buildings with more than one floor equipped with at least two means of exit from each floor?                                                                | Yes | No | NA |
| CFE.2.10. | Are flammable, hazardous and toxic materials stored in properly marked containers in a secure area?                                                             | Yes | No | NA |
| CFE.2.11. | Has the camp director or designate made yearly contact with local emergency services in order to co-ordinate an efficient response during an emergency at camp? | Yes | No | NA |

### MANDATORY:

CFE.2.1., 2.2., 2.3., 2.4., 2.5., 2.6., 2.7., 2.8., 2.9., 2.10.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## CFE.2. Contextual Education

Not all codes, legislation or regulations apply in all circumstances. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances as they may apply throughout this section.

**CFE.2.2.** Smoke detectors are required adjacent to all sleeping areas in permanent and semi-permanent buildings as defined by your local fire/building inspector. Current codes may require that they be hardwired, unless there is no electricity in the building. All detection devices must be checked regularly. It is recommended that smoke detectors be replaced every 10 years.

**CFE.2.3.** Carbon monoxide is a by-product of incomplete combustion of fuels such as natural gas, propane, heating oil, kerosene, coal, charcoal, gasoline or wood. A carbon monoxide detector must be installed if any kind of fuel-burning appliance is used. The Ontario Building Code identifies where carbon monoxide detectors are to be located. It is recommended that carbon monoxide detectors be replaced every 10 years.

**CFE.2.4.** A written fire emergency plan should be known and practised by all participants and staff. A written fire emergency plan includes 911 and/or the local emergency phone number, the municipal address of the camp, information on the alarm system, the procedure to be followed by each staff member and participant, a map showing the location and type of firefighting equipment, an assembly location, a method of accounting for everyone, and a procedure for evacuation.

**CFE.2.5.** As per O. Reg. 213/07: FIRE CODE (filed May 25, 2007 under Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4), Section 2.8 Emergency Planning, Posting fire emergency procedures.

**CFE.2.6.** The camp should have a documented plan of how fire drills are to be carried out and how frequently they are to be practised (it is recommended that these drills be practised at least once within the first day or two of a camp session).

**CFE.2.8.** Monthly, check all smoke and carbon monoxide detectors, other alarm systems and firefighting equipment. Remove the extinguisher from its bracket for a close visual inspection. Ensure that the extinguisher's gauge is in the "OK" area, that the protective pin is in place and that there are no obstructions in the hose or nozzle that will affect operation. Attach a tag to each extinguisher to document date of inspections. Service extinguishers as required and, at least, annually.

**CFE.2.9.** Camps should refer to O. Reg. 213/07 Fire Code, s.9.3.3.1 and s.9.3.3.2 for further details. Camps should also consult with their local Fire Officials.

**CFE.2.11.** Prior contact with appropriate emergency services, such as police, fire, hospital, and local medical facility, will enable the camp director to know what fire protection equipment and resources are available in the local community. If the water at camp is not under

pressure, the local fire department should be notified so that they will respond to any alarm with the appropriate equipment.

## CFE.2. Compliance Demonstration

**Visitor Observation:** Tour of camp facilities.

**Visitor Interview:** Director to explain the type of program and use of site in relation to access to washrooms, etc.



**MANDATORY:**

CFE.3.1., 3.2.

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps



## CFE.3. Electrical and Power Equipment

|          |                                                                                     |     |    |    |
|----------|-------------------------------------------------------------------------------------|-----|----|----|
| CFE.3.1. | Is the use of power tools and heavy equipment restricted to authorized individuals? | Yes | No | NA |
| CFE.3.2. | Are power tools and heavy equipment stored in secure locations?                     | Yes | No | NA |
| CFE.3.3. | Are all electrical equipment, fixtures and wiring maintained in good repair?        | Yes | No | NA |
| CFE.3.4. | Is all equipment checked regularly and repaired in a timely manner?                 | Yes | No | NA |

### CFE.3. Contextual Education

**CFE.3.1., 3.2., 3.3. and 3.4.** These standards apply to tools and machines used by participants and staff in program activities as well as for maintenance. Camps that use volunteer crews for maintenance projects should have procedures to ensure proper handling of power tools.

**CFE.3.2.** All power tools and heavy equipment must be stored in secure locations where only authorized personnel have access. Signage should indicate that this is a restricted area.

CFE.3.3. All plug-in electrical equipment must be CSA or UL approved.

CFE.3.4. All equipment should be checked regularly and repaired in a timely manner. Staff should report any concerns immediately to a point person who will ensure that the issues are dealt with quickly and effectively. This process should be outlined in the policy and procedures and a log should be kept by the site manager.

### CFE.3. Compliance Demonstration

**Visitor Observation:** Tour of camp facilities.

## CFE.4. Garbage Management

|          |                                                                                                                |     |    |    |
|----------|----------------------------------------------------------------------------------------------------------------|-----|----|----|
| CFE.4.1. | Is garbage deposited in leak-proof, durable containers equipped with tight-fitting lids?                       | Yes | No | NA |
| CFE.4.2. | Is the storage area for garbage maintained clean and dry?                                                      | Yes | No | NA |
| CFE.4.3. | Is garbage removed as often as necessary from all areas in which food is prepared, served, stored or consumed? | Yes | No | NA |
| CFE.4.4. | Are garbage receptacles cleaned when required and air-dried?                                                   | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## CFE.4. Contextual Education

**CFE.4.1., 4.2., 4.3., and 4.4.** The collection, handling, storage and recycling of garbage or waste relates to a number of camp health, safety and environmental issues. The intent of these regulations is to assure that waste is collected, moved and stored in a way that minimizes garbage leaks, breakage, and dispersal of waste on the floor or on the ground. It is also intended to prevent the attraction of flies, vermin and other animals into buildings or around facilities.

It is recognized that some collection may occur in open containers either with bags or without, but that this waste should be deposited in a manner that conforms to the goal of the regulation. It is understood that bags may be used in conjunction with containers and that durable, sealed bags may be used for storage but only if they are contained within a durable and closed container. The garbage storage area or areas should be maintained in a manner that furthers these objectives.

Waste or garbage should not be left in the dining or food preparation area between meals but should be removed and/or properly stored.

## CFE.4. Compliance Demonstration

**Visitor Observation:** Tour of camp facilities.

**Visitor Interview:** Director/staff description of cleaning procedure and review of the handling procedures of potentially hazardous materials.

**Written Documentation:** Logs/lists.

**MANDATORY:**

**CFE.5.4.**

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps



# CFE.5. Environmental Responsibility

|          |                                                                                                                                                                                                    |            |           |           |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| CFE.5.1. | Does the camp have adequate garbage receptacles to ensure the site is kept litter free?                                                                                                            | Yes        | No        | NA        |
| CFE.5.2. | Where possible, does the camp reduce, reuse, and recycle?                                                                                                                                          | Yes        | No        | NA        |
| CFE.5.3. | Does your camp compost, or in cases where your camp does not, has your camp considered all animal and environmental factors and determined it's not feasible?                                      | Yes        | No        | NA        |
| CFE.5.4. | <b>Are aerosol containers, paint, propane tanks, batteries, medical waste, "sharps" and other hazardous materials disposed of in accordance with provincial regulations and municipal by-laws?</b> | <b>Yes</b> | <b>No</b> | <b>NA</b> |

## CFE.5. Contextual Education

CFE.5.1. and 5.2. Garbage receptacles should be labelled to separate recyclable materials from other waste.

CFE.5.2. Camps should be role models for good environmental practises such as composting, recycling, reusing, reducing waste and conserving energy. In day-to-day operations, the use of energy efficient equipment and appliances is encouraged. Camps contemplating renovations or new buildings are encouraged to utilize environmentally sustainable building design and construction.

From year-to-year, camps should monitor changes in the site, the land, watercourses, vegetation, shoreline, waterfront and shallows, in order to assess levels of environmental impact, and rehabilitate where needed.

## CFE.5. Compliance Demonstration

**Visitor Observation:** Tour of camp facilities – randomly selected sleeping quarters throughout the site.



## CFE.6. Animal Interaction

### INCLUDES URBAN WILDLIFE.

|          |                                                                                                                              |     |    |    |
|----------|------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| CFE.6.1. | Is the camp compliant with animal control regulations?                                                                       | Yes | No | NA |
| CFE.6.2. | Does the camp have policies and protocols in place to deter, regulate or minimize uncontrolled/unwanted animal interactions? | Yes | No | NA |
| CFE.6.3. | Does the camp provide animal interaction and animal safety training for staff and review for all participants?               | Yes | No | NA |

## CFE.6. Contextual Education

CFE.6.1. Dangerous wildlife can be an issue for both overnight and day camps. This might include a dog, moose, poisonous snake or rabid animal. In urban areas, this could include a racoon, coyote, or an off-leash dog. Camps should check with local municipalities for local animal/wildlife regulations.

CFE.6.2. The first and most important step to minimize unwanted animal interactions is to remove what is attracting the animal. Many animals are attracted by smells and rewarded with an easy meal (e.g., garbage that is easily accessible). It is important to empty the outdoor garbage containers as often as possible. Camps in Bear Country should also refer to the Bear Wise program for specific bear deterrent protocols.

[ontario.ca/page/prevent-bear-encounters-bear-wise](https://ontario.ca/page/prevent-bear-encounters-bear-wise)

CFE.6.3. Camp employees are responsible for providing safe experiences for participants, as well as keeping themselves safe. The best preventative tool to minimize conflicts is education. Camp directors, counsellors and staff should be trained, and a review done with participants, to identify potential risks and what to do in these given situations.

## CFE.6. Compliance Demonstration

**Visitor Observation:** Policies and procedures regarding garbage, Bear Wise training for staff and participants, emergency numbers posted and process for reporting nuisance bears should be readily available.

### MANDATORY:

NONE

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

### EDUCATIONAL MATERIALS

This can include:

- Reading educational fact sheets (Appendix A)
- Reviewing the MNRF Bear Wise website (Appendix B)
- Reviewing relevant policies and regulations (Appendix B)
- Reviewing and becoming familiar with OCA Standards and developing a camp-specific black bear protocol (Appendix C)
- Participating in bear presentations/workshops
- Participating in bear encounter training
- Reporting a bear encounter to the MNRF by calling Bear Wise reporting line at 1-866-514-2327.

**MANDATORY:**

CFE.7.1., 7.2., 7.4.

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## CFE.7. Overnight Operations

IF DAY CAMPERS ARE STAYING OVERNIGHT AT ANY TIME, INCLUDING JUST ONE NIGHT, THIS SECTION NEEDS TO BE COMPLETED.

|          |                                                                                                                                                                               |     |    |    |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| CFE.7.1. | If an overnight camp has been closed for more than 30 days, has the camp notified in writing the local Medical Officer of Health 14 days prior to the re-opening of the camp? | Yes | No | NA |
| CFE.7.2. | Do sleeping quarters, other than tents, have the minimum floor area as required?                                                                                              | Yes | No | NA |
| CFE.7.3. | Where tents are used for on-site, fixed accommodation, does the camp limit the number of occupants according to the manufacturer's recommendations?                           | Yes | No | NA |
| CFE.7.4. | Are smoke detectors located in all sleeping areas as required by local jurisdiction?                                                                                          | Yes | No | NA |

**Overnight Camps:** Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. Campers stay overnight, and the camp is responsible for campers 24 hours a day. Tripping and travel camp programmes are types of overnight camps that may not have a home base location. Such programmes run as an extension of overnight camps or may be an exclusive tripping or traveling camp, specializing only in tripping, traveling or touring programmes.

## CFE.7. Contextual Education

**CFE.7.1.** This is an Ontario Regulation. Current regulations require 60 days' written notice to the Medical Officer of Health prior to the opening of a camp for the very first time at that location/facility. If the operation of that camp is interrupted for more than a thirty day period, 14 days' notice in writing must be made to the local Medical Officer of Health. As such, most camps must provide notice at least annually, prior to the summer season. Camps should confirm requirements directly with their local health unit. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

**CFE.7.2.** This is an Ontario Regulation. Current regulations for some camps require that where there are no beds, the minimum floor area should be at least 3.72 m<sup>2</sup> (40 sq. ft.) per person. Where there are single beds, double or triple bunks, the minimum floor area should be at least 2.79 m<sup>2</sup> (30 sq. ft.) per bed.

**CFE.7.4.** Smoke detectors are required adjacent to all sleeping areas in permanent and semi-permanent buildings as defined by your local fire/building inspector. Current codes may require that they be hardwired, unless there is no electricity in the building. All detection devices must be checked regularly. It is recommended that smoke detectors be replaced every 10 years.

## CFE.7. Compliance Demonstration

### Written Documentation:

CFE.7.1. Current, approved notification by the Ministry of Health.





**ONTARIO CAMPS  
ASSOCIATION**

**HC**

# **Section HC**

## **Health Care**

This section contains sub-sections relating to General Health Care, Health Centre, and Health Care Procedures.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

Every camp needs a health care programme that is well thought out and meets the needs of the camp, the campers and their families/guardians. The health care plan will be based on the needs of campers, type of and length of the programme and the distance to off-site medical care and facilities.

Potential health risks to the camper and staff members need to be identified and evaluated, and plans for prevention and appropriate care need to be identified in order to determine the appropriate qualifications of health staff. Health staff are the designated staff who provide health care and emergency treatment. This may include Doctors, Nurse Practitioners (NP), Registered Nurses (RN), Registered Practical Nurses (RPN), and First Aiders (including students in a nursing programme, new graduates from a nursing programme, paramedics and all others who have a current standard first aid certificate).

Camps need to decide the type of health care provider and health care protocols that are best for their camp programme based on their clientele, location, length of programme, access to higher

level of care and the types of programmes offered.

There are two classifications of health staff, Regulated Health Professionals (RHP) and Unregulated Care Providers (UCP) defined as follows:

### Regulated Health Professional (RHP):

- **Nurse:** Nurse Practitioner (NP), Registered Nurse (RN), Registered Practical Nurse (RPN)
- **Medical Doctor (MD):** Licensed Physician

### Unregulated Care Provider (UCP):

- **First Aider:** This includes students in a nursing programme, certified first aid certificate holder, paramedics, regulated health care providers who are not licensed or certified to practise in Ontario.
- This class may use the terms Health Care Assistant or Aid, First Aider, or similar title. They may not use the term "Nurse".

### Camp Health Information Custodians:

- Camp director/senior staff/health care staff

Rental groups are responsible for their participants' health and safety.

The camp should review all policies and procedures for each rental group prior to the group being on site.

Rental groups should designate an individual who will be responsible in an emergency and provide the camp with any incident/accident reports following the emergency or incident.

## Relevant Regulations and Resources

- A communicable disease textbook
- A current drug compendium
- A healthcare manual specific to the camp
- A pediatric illnesses textbook
- Camp Health Issues - a collection of articles pertaining to health and safety issues

## Relevant Regulations and Resources (Cont'd)

- Canadian First Aid Manual such as St. John's Ambulance.
- [Centers for Disease Control and Prevention – Heads Up](#)
- [College of Nurses of Ontario Standards & Guidelines](#)
- [College of Nurses of Ontario: Confidentiality and Privacy—Personal Health Information](#)
- Contact information for camp doctor; Telehealth Ontario: 1-866-797-0000; Poison control centre: 1-800-268-9017; and your local Public Health department
- [Regulated Health Profession Acts](#)
- [Information and Privacy Commissioner of Ontario, Fact Sheet, Health Information Custodians Working for Non-Health Information Custodians](#)
- [OCA Crisis Response Resource Manual](#)
- [Occupational Health and Safety Act, R.S.O. 1990, c. O.1 Ministry of Labour](#)
- [Ontario Human Rights Commission Policy on employment related medical information](#)
- [Ontario Neurotrauma Foundation](#)
- [Parachute](#)
- [Personal Health Information Protection Act \(PHIPA\)](#)
- [Recreational Camps under the Health Protection and Promotion Act, O. Reg. 503/17: Recreational Camps](#)
- [Rowan's Law: Concussion Awareness Resources](#)
- [Rowan's Law: Concussion Safety](#)
- [Sabrina's Law](#)
- [Ryan's law](#)
- [The College of Physicians and Surgeons of Ontario - Confidentiality of Personal Health Information](#)





## HC.1. General Health Care

|         |                                                                                                                                                          |     |    |    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HC.1.1. | Is one or more Regulated Health Professional (RHP) or Unregulated Care Provider (UCP) on-site at all times?                                              | Yes | No | NA |
| HC.1.2. | Does the camp have written objectives/goals identifying the promotion of health and wellbeing as a priority for operations and programing?               | Yes | No | NA |
| HC.1.3. | Is an orientation provided for new and returning health care staff before they assume responsibility for providing health care?                          | Yes | No | NA |
| HC.1.4. | Are the health care staff involved in on-going evaluation and development of guidelines, policies and procedures for the medical/ health care programme? | Yes | No | NA |

### **MANDATORY:**

**ALL**

### **Applies to:**

- Day Camps
- Overnight Camps
- Family Camps

HC

HEALTH CARE

## HC.1. Contextual Education

**HC.1.1.** Staff qualifications should be adequate to manage the specific health care needs of the camp.

Regulated health professionals (RHPs) are responsible for practicing in accordance with the standards of their profession, for maintaining a level of competence and for being aware of changes in current practices. In Ontario, RHPs are governed under the Regulated Health Professions Act, 1991 (RHPA) and Health Profession Acts (e.g., Medicine Act, 1991). In addition, Nurses are regulated by the College of Nurses of Ontario (CNO) and Medical Doctors by the College of Physicians and Surgeons of Ontario (CPSO). If practitioners are not licensed to practice in Ontario, they are considered to be an Unregulated Care Provider (UCP). Camps must be familiar with the abilities, qualifications and experience of any health care providers at camp and ensure that their level of training is appropriate for the camp.

**RHPs** - A copy of the RHP's current license must be on file at camp and their status with either the CPSO or the CNO and current cardiopulmonary resuscitation (CPR-C or higher).

**UCPs** - Must hold a current Standard First Aid and CPR certificate

(or Intermediate First Aid, per CSA Z1210-17 Standards). The course must be at least 14 hours long, with  $\geq 50\%$  completed in person. Training must include CPR for all age groups present at camp and the use of an AED.

**HC.1.2.** When developing policies and procedures for the camp, the health of all stakeholders must be taken into account; this includes policies, procedures and guidelines for the health care staff that clarifies their role at camp and assists in the yearly evaluation of the health programme. Health care is any care given to campers and staff on or off the campsite to prevent or treat an illness or injury.

**HC.1.3.** An orientation for all health care staff is required. This ensures all health staff understand the organization, the lines of communication, the community resources, the general camp policies, and their camp's health care policies. This is particularly important for new health care staff. Where a health care provider is arriving mid-session or mid-camp they must be provided with a verbal or written report from the previous health staff to ensure the new staff member is aware of the general health status of the camp and any ongoing issues.

The development of a Health Care Manual, containing the above information provides the health care staff with the information they will require in an accessible manner.

The orientation must be documented and signed by the health care staff's supervisor.

**HC.1.4.** Camp leadership should have a process to obtain feedback from each health care staff member on an ongoing basis and at the end of the staff member's stay at camp. The camp health manual, health policies, procedures and guidelines should be reviewed annually with input from the camp health care team.

## HC.1. Compliance Demonstration

**HC.1.1. to HC.1.4.**

**Written Documentation:** Copy of all health care staff certifications/licenses on file.

**Visitor Interview:** Is the camp director aware of health care staff qualifications?



## HC.2. Health Centre

|         |                                                                                                                                                                                                                    |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HC.2.1. | Is the health centre adequately equipped to handle the anticipated health needs of the specific camp?                                                                                                              | Yes | No | NA |
| HC.2.2. | Is health care/supervision easily accessible to campers and staff during the camp's operating hours?                                                                                                               | Yes | No | NA |
| HC.2.3. | Is there a telephone or other means of communication readily available?                                                                                                                                            | Yes | No | NA |
| HC.2.4. | Does the camp collect health information for all minors or vulnerable persons that do not attend with their guardians, including any special needs and accommodations required for participation in camp activity? | Yes | No | NA |
| HC.2.5. | Where possible, and with the staff's consent, do camps collect any necessary health information for staff members?                                                                                                 | Yes | No | NA |
| HC.2.6. | Is documentation completed and kept by the health care staff specifying the frequency and type of care received by each camper and staff?                                                                          | Yes | No | NA |
| HC.2.7. | Are incident/accident report forms completed and filed after each health-related incident?                                                                                                                         | Yes | No | NA |
| HC.2.8. | Are health information and health records kept in a confidential manner?                                                                                                                                           | Yes | No | NA |
| HC.2.9. | Are health records kept for a time period as advised by the camp's legal counsel?                                                                                                                                  | Yes | No | NA |

### MANDATORY:

HC.2.1., 2.2., 2.3., 2.4., 2.6., 2.7., 2.8., 2.9.

### Applies to:

- Day Camps
- Overnight Camps
- Family Camps

HC

HEALTH CARE

## HC.2. Contextual Education

**HC.2.1.** A camp must have a health care centre or appropriate designated area, which allows for the assessment and care of unwell and injured staff and campers. This area must be easily accessible and provide a place to rest, to isolate a sick camper or staff and, for overnight camps, accommodation for overnight

stays. It must be easily accessible for emergency transportation.

The health centre requires adequate equipment and supplies to handle all anticipated medical and emergency first aid needs specific for the camp. Camps should consider purchasing an Automatic External Defibrillator (AED). While cardiac arrest usually involve older adults (staff, guest, parents, off season rental groups), cardiac arrest can occur in children. Success resuscitation with an AED is time critical.

Camps subject to the Occupational Health and Safety Act must comply with Regulation 1101 under Section 3 of the Workplace Safety and Insurance Act. It requires camps to ensure that first aid kits and stations are in the charge of workers who hold valid first aid certificates issued by a training agency recognized by the WSIB. It also dictates what first aid equipment is required to be onsite.

The camp should have a designated individual who oversees the ordering and inventory of all camp health equipment and supplies on an annual basis.

A list of stock medications should be maintained. Including all stock of oral, injectable and topical medications.

**HC.2.2.** Health supervision is any activity carried out by the health care staff to promote and maintain good health.

Staff and campers need to be informed of the process to access health care (such as obtaining their daily medications) and in emergencies.

Refer to All Trips and Excursions for Health Care related standards on trips.

**HC.2.3.** A telephone or other means of communication must be accessible from the health care center. Health care staff must have access to and adequate knowledge of use of any internal communication devices (i.e., radios, walkie talkies, mobile phone, etc.) during all operating times.

The camp must have a policy for external communications (to families/guardians) and for contacting emergency medical services (911/EMS). Access numbers for emergency medical services serving the area must be posted next to the telephone.

**HC.2.4.** Camps must be aware that the collection of health information may be governed under the Personal Health Information Protection Act (PHIPA), 2004 and/or the Personal Information Protection and Electronic Documents Act, SC 2000, c 5 (PIPEDA) and follow the requirements therein.

The personal health history is a current record of existent and past health information. This must be completed before the camper attends camp and updated within three weeks of the start of camp, if there are any changes to the content. It must be clear that the parent or guardian must notify the camp if their child has been in contact with a communicable disease within three weeks prior to arrival at camp and this must be documented on the health form.

The health information must include:

1. **Contact information including the camper's name, date of birth, home address and phone number, guardian's name(s) and contact information (including at least 2 different emergency contact numbers).**
2. **Health information including information about illnesses, communicable diseases, physical, mental or psychological disabilities, immunization status\*, immunization (in particular date of last tetanus vaccination), a list of current medications and medications that will be given at camp (both prescription and over the counter), treatments, allergies, dietary restrictions and all other conditions that may affect the individual while at camp.**

**\*Camp should have protocols in place for those who do not have up-to-date immunizations. Review the OCA Immunization Best Practices document.**

3. **Description of camp activities the camper should be exempt from due to health reasons.**
4. **Consent for treatment with the parent/guardian's signature and date.**

HC.2.5. Medical information of any kind is amongst the most private of all information. When it comes to requesting medical information from a staff member, camps need to make sure that they are respecting the staff member's privacy, while obtaining the needed information to perform their role at camp. There are guidelines provided in the Ontario Human Rights Code and through federal and provincial legislation which determines what information may be collected, how it may be collected, and how it is stored and disposed of, including:

- Personal Information Protection and Electronic Documents Act, SC 2000, c 5 (PIPEDA)
- Ontario's Personal Health Information Protection Act (PHIPA)
- The Occupational Health and Safety Act (OHSA)
- Ontario Human Rights Code
- Workplace Safety and Insurance Board (WSIB)





Once a conditional offer of employment is made, the staff member can be asked to review the essential duties of the job and inform the designated manager/director if they need accommodations to perform the essential duties of the job. The employee does not have to disclose medical information that does not relate to the essential duties of the job. Employees must not be singled out for questioning based on their appearance –all staff members must be asked the same questions about accommodation. There are exceptions, if a person's physical, mental or psychological restriction cannot be safely accommodated in the position sought, the camp must offer another position in which the exceptionality can be accommodated. For example, if an individual has frequent seizures at night, they might not be appropriate to be the night security person. Every assessment should be conducted on a case-by-case basis.

Once an offer of employment has been made, the employee may disclose any medical information that is necessary to enable appropriate accommodations. "The focus should always be on the functional limitations associated with the disability/illness, rather than a person's diagnosis." (Ontario Human Rights Commission)

During the recruitment/application process, camps can encourage a staff member to request assistance using wording along the lines of:

We are committed to an accessible workplace and one that is free from discrimination in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Should you require accommodation through any stage of the recruitment and hiring process, please make it known when you are contracted and we will work with you to meet your needs. If you require an accommodation in applying for a posting, please contact...

A staff member who requires accommodation to perform the essential duties of a job has a responsibility to communicate their needs in sufficient detail and to cooperate in consultations to enable the camp to respond to the request. (Ontario Human Rights Commission)

Collecting Medical Information once a conditional job offer has been made:

- Camps should only collect medical information that may be required at camp. This may just be an emergency contact, and serious allergies and special diets. serious allergies or special dietary restrictions.
- In order to assist in collecting relevant health information, using a blanket statement in the camp staff medical form may be appropriate. Consider using wording along the lines of:



*The position you are applying for is a physically demanding role working with children. This role requires you to be alert and able to respond to the needs of a child in your care at all times and during potential emergencies. Do you have any current conditions or limitations that may make it difficult for you to safely perform your job duties? Consider providing the employee with a job description in conjunction with the camp's accommodation policy and a description of the physical camp site.*

Protecting the staff member's Medical Information:

- All medical information must be stored, secured and maintained away from the staff member's employment record;
- Consideration must be given for how the information is collected, secured and stored throughout the year;
- If the camp is using electronic health records consideration must be given to how this information is stored and who has access to the data; and
- Consent must be obtained from the staff member to collect this information, identifying who will have access to this information, where it will be stored, and under what circumstances it will be accessed.

For Camps that employ Regulated Health Care Providers:

- Regulated Health Care Providers are able to collect additional medical information from staff members under PHIPA.
- As most camps do not hire Regulated Health Care Providers year-round, how the staff member's medical information is secured and stored, once camp is over, must be considered.

**HC.2.6. Any medical care provided in or out of the health care center must be documented by the health care staff or delegate providing care. All events such as medications or treatments administered, changes in medical or health status, accidents, injuries, first aid provided, overnight stays in the health centre, contact with parents/guardians in relation to a health care matter must be documented.**

**All health care providers must follow their college or regulatory board standards. All documentation by a Regulated Health Care Professional must be in adherence with their college standards and/or best practices.**

**Documentation must include:**

- **date, time, and name of person injured or ill;**
- **general description of assessment (injury, illness and intervention);**
- **description of treatment (if administered), including all treatment within or outside of the health centre;**

- administration of any medications; routine medications must be documented on a daily medication administration record (MAR) with initials of person assessing and providing medication;
- when relevant, when “follow up” should be carried out; and,
- signature or initials of health care provider. If using initials, a master signature sheet with full signature and initials must be on file with the camp.

Documentation may also be required on incident sheets, phone call communication records, notes/documentation for guardians, and other camp specific forms. A list of staff names, titles and signatures should be kept on file annually for all staff that provide health care. There may be no need for a general daily log for the health centre if documentation is done on each camper and staff file.

**HC.2.7.** Incident/accident reports help ensure a safe camp environment, to better the workplace and to assist the camp administration to follow up on areas of concern (quality improvement). An incident/accident report form must be completed for all accidents, injuries, medical emergencies, significant behavioural issues, or other critical incidents (including critical incidents defined by the Ministry of Labour as set out below) that resulted in, or could have resulted in, significant injury or death (for example, near drowning, harnesses or life jackets not used properly, fall or injury as a result of malfunctioning equipment or terrain, etc.). An incident/accident report form must be completed for every individual involved in an occurrence. It must be dated and clearly explain details of the situation or event. All incident/accident reports should be reviewed by the camp’s administration and/or Occupational Health and Safety Committee (if the camp is required to have one). Incident/accident forms must be stored in a separate location from the camper’s/staff’s file.

There are certain labour laws and regulations that may apply to camps depending on the circumstances. The following are examples of legislation that may apply. Camps must notify the Ministry of Labour when there is a critical injury or death, currently defined as follows: if a person, whether a worker or not (this includes, for example, supervisors, employers, workers, unpaid family members, and visitors), has been critically injured (see definition below) or killed at the workplace, the employer must immediately notify an inspector at the nearest Ministry of Labour office, and the worker health and safety representative or joint health and safety committee (if any). Within 48 hours, the

employer must also notify, in writing, a Regional Director of the Ministry of Labour, giving the circumstances of the occurrence (section 51(1)). This notice must be by telephone or other direct means.

A “critical injury” is an injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- Consists of burns to a major portion of the body; or,
- Causes the loss of sight in an eye (Regulation 834).

**HC.2.8.** There are specific privacy laws and regulations pertaining to the collection and storage of personal health information that will apply to camps. Health records must be only accessible to those identified as health information “custodians”.

The Personal Health Information Protection Act, 2004 (PHIPA), is an Ontario law that governs the collection, use and disclosure of personal health information within the health sector. The objective is to keep personal health information confidential and secure, while allowing for the effective delivery of health care. Under this legislation, persons and organizations that provide health care are collectively known as health information “custodians”. The Act states information on all personal health records is confidential and is available only to the health care custodians, as defined by PHIPA. Other staff may be informed on a “need-to-know” basis with appropriate consent. Camp directors and health care staff must be aware of their responsibilities and legal rights under the act.

**Storing Records:** Health Custodians must take steps to protect personal health information against theft, loss, unauthorized use, disclosure, copying, modification, or disposal. Administrative (e.g. policies, training), physical (e.g. locked filing cabinets), and technical (e.g. passwords, encryption) safeguards and practices must be put in place to ensure the security of personal health information. All medical information must be stored, secured and maintained away from the staff member’s employment record.

Camps must have a plan on how personal health information is collected, secured and stored throughout the year.

If the camp is using electronic health records consideration must be given to how this information is stored and who has access to the data. Access must be limited to the designated health custodian.



**HC.2.9.** All medical records must be stored in a secure and confidential manner for a minimum of 10 years, or in the case of minors, 10 years from the time the camper would have reached the age of majority. Paper records may be scanned and the physical records confidentially destroyed.

## HC.2. Compliance Demonstration

**HC.2.1. to HC.2.2.**

**Written Documentation:** Objectives/goals reviewed annually.

**Visitor Interview:** Copy of objectives/goals available for review.  
Evidence of compliance with privacy legislation.



## HC.3. Health Care Procedures

|          |                                                                                                                                                                                                             |     |    |    |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| HC.3.1.  | Is there a procedure for the early identification of health issues?                                                                                                                                         | Yes | No | NA |
| HC.3.2.  | Is the person in charge of health care given time, during general staff orientation, to discuss the health programme with the whole staff?                                                                  | Yes | No | NA |
| HC.3.3.  | Is there a procedure in place to ensure camper health information is shared with appropriate camp staff?                                                                                                    | Yes | No | NA |
| HC.3.4.  | Are there current written Treatment and Medication Guidelines available for all health care staff?                                                                                                          | Yes | No | NA |
| HC.3.5.  | Are medications at camp stored and managed in a safe and secure manner and handled and monitored in a controlled manner?                                                                                    | Yes | No | NA |
| HC.3.6.  | Are written procedures and equipment available for all campers and staff to prevent spread of infections?                                                                                                   | Yes | No | NA |
| HC.3.7.  | Are written procedures available for the management of outbreaks of communicable diseases?                                                                                                                  | Yes | No | NA |
| HC.3.8.  | Are written procedures available for encouraging campers and staff to practise sun protective behaviour?                                                                                                    | Yes | No | NA |
| HC.3.9.  | Are written procedures available for preventing and managing allergic and anaphylactic reactions, asthma and the use of emergency medication (including rescue inhalers, epinephrine auto-injectors, etc.)? | Yes | No | NA |
| HC.3.10. | Does the camp have a written policy which is updated annually and reflects current medical practices for managing a concussion at camp?                                                                     | Yes | No | NA |
| HC.3.11. | Do health care staff know the procedure for making appropriate contact with parents or guardians?                                                                                                           | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Family Camps

HC

HEALTH CARE

## HC.3. Contextual Education

**HC.3.1.** All campers must have a health history submitted prior to the beginning of camp (see section 2.4 above). It must be reviewed by a health care custodian prior to the beginning of camp and there must be a process in place to follow up with parents/guardians for all medical issues that require further information (e.g. seizure disorder, diabetes, special diets, etc.).

All health care providers or designates (counsellors, directors, etc.) must be aware of any relevant health conditions, medications or allergies of a camper and be knowledgeable of what they need to observe, in what situations and to whom they should report concerns.

Staff members must be instructed to monitor themselves and report any areas of concern to the camp health care staff.

**HC.3.2.** Sufficient time must be allocated during staff orientation for the health care staff to introduce the philosophy of the camp health programme, the extent of services provided by the health programme, and the staff responsibilities with respect to the health of campers and the staff member's own maintenance of health. Health care staff must take opportunities through the session to educate and model preventative health care and wellness practices, such as hand washing, personal hygiene, sun safety, infectious disease, anaphylaxis, and healthy eating.

Staff members must be aware of the camp's expectations in providing health care and first aid. Staff must have relevant training for the provision of the level of first aid care expected for their position, and the camp must have documentation confirming up to date training and certification (where relevant).

**HC.3.3.** There must be a mechanism in place to ensure that all health care providers and designates (counsellors, directors, etc.) are made aware of any relevant health conditions (including physical, psychological or behavioural issues), special diets, medications or allergies that may be required to meet the individual camper's special needs as well as any necessary restrictions to camp activities. All information shared is kept confidential according to PHIPA and the camp's privacy policies.

**HC.3.4.** Treatment Guidelines are written protocols/procedures/statements to guide in the management of specific illness and accidents. These treatment guidelines are followed by the health care staff or delegate when providing care to campers and staff, at the camp, and by the trip leader or designated staff when on an out-trip.

Medication Guidelines give guidance for the administration of



“over-the-counter”, non-prescription medications. Using the original label for guidance, the list may include the name of the medication, indications for its use, appropriate dosage according to age and/or weight, the maximum daily dose, the route of administration, the frequency with which the medication should be administered, and the commonly occurring symptoms that indicate the medication is needed.

This list may be provided to guardians in a format that allows guardians to indicate which medications they consent to their camper having. This document could also indicate who (MD, RN, UCP, etc.) will be providing the medication and their qualifications (e.g., First Aider, camp administration, etc.).

**NOTE:** Treatment and Medication Guidelines do not need to be signed by a physician. Regulated Health Care Providers should follow best practice guidelines as outlined by their specific college. Camps that employ Unregulated Care Providers (UCP) should establish a protocol regarding under what circumstances the UCP will administer over-the-counter medication.

**HC.3.5. Personal medications (prescriptions and over-the counter) brought by campers and staff must be in the original containers. Prescription medications must have the original pharmacy label on the bottle and be up-to-date (not expired), clearly indicating the name of the individual, name of the medication, the dosage, the route of administration and the frequency with which the medication should be administered.**

Medications (e.g. oral, injectable, topical) are managed as follows:

- all personal medications for campers must be stored in a safe, secure and locked manner, and whenever possible, in the health centre
- camps should consider whether staff medication may be safely stored by staff in their own cabins depending on the type of medication, any special storage or administration requirements, the proximity of campers, the availability of a secure & locked location, the age of the staff member, and other factors that may be present.
- the health care staff or delegate administers all medication to campers, and may be required to do so for some staff.

If individual campers practice self-administration, health care staff (or trained camp staff) should supervise this process.

- Medications such as Epinephrine Auto Injectors (EAI) and inhalers or any emergency medications may be carried by the individual, after consultation with the camp health staff. Back up or spare emergency medication must be accessible and not locked up.
- All administered medication must be documented/signed





indicating what medication was given, the dosage, route and at what time.

- If a staff member keeps their medications, they must be stored in a secure location and not be accessible to campers – such as in a locked box in a staff cabin.

**HC.3.5.** Camps should consider whether staff non-emergency medication may be safely stored by staff in their own cabins depending on the type of medication, any special storage or administration requirements, the proximity of campers, the availability of a secure & locked location, the age of the staff member, and other factors that may be present. Safely stored means that it is not accessible to anyone other than the user of the medication. Emergency medication should be stored in a way that it is available in the case that the user is incapacitated.

**HC.3.6.** Preventing the spread of germs before they lead to an outbreak comes with good infection control practises. The OCA Communicable Infectious Disease Best Practices is a valuable resource for camps. Camps must have formalized policies and procedures outlining:

- The prevention and spread of infection (for example, cleaning of commonly touched surfaces, handwashing practices, etc.);
- Proper equipment to help prevent the spread of infection;
- the collection and storage of immunization records and the management of unvaccinated camp participants (including those who have not submitted immunization records); and,
- Training for all staff on universal precautions and how to prevent the spread of infection.

**HC.3.7.** Camps must have a policy for the management of outbreaks and communicable diseases. Camps must obtain and post a list of reportable and non-reportable diseases from the Public Health Unit Department (PH). A process and delegated person for reporting all reportable diseases to PH must be in place.

Written procedures should include:

- Infection prevention and control practices;
- A process for early identification of communicable disease;
- Methods of isolation/management; and,
- Communication with PHD, parent/guardian(s), and senior camp staff.

**HC.3.8.** Camps should have and implement sun safe practices with a written policy that promotes sun awareness and safety. Campers' families/guardians should be informed of the camp's sun safe practices and expectations. All staff must be provided sun

awareness training. Programme time for sunscreen application, re-application, adapt programmes accordingly during extreme weather alerts, high UV index reports per Environment Canada.

**HC.3.9.** Allergic reactions can be anything from a mild allergic reaction to a life-threatening allergic reaction (anaphylaxis).

**Camps must:**

- Have a written policy/guideline addressing prevention/limitation of allergy exposure, the collection of allergy information from camp participants, management of camp participants with known allergies/sensitivities, and the storage and signage of Epinephrine Auto Injectors/Epipens;
- Request an individualized plan of care or action plan for managing asthma and anaphylactic reactions;
- Encourage an “allergy aware” environment (see Sabrina’s law and Ryan’s law);
- Inform appropriate camp and kitchen staff of camper’s allergies and sensitivities;
- Educate and train staff in the signs and symptoms of an allergic and an anaphylactic reaction including the use of an Epinephrine Auto Injector (EAI/Epipen); and
- Provide information to families/guardians about the camp’s allergy policy and procedures.

**HC.3.10.** Concussions are serious injuries that may lead to long-lasting symptoms and long-term effects if not managed correctly (and even in some cases when managed correctly). Camps must have a written concussion policy that establishes rules for concussion prevention and management, including a removal-from-sport and return-to-sport protocols. All camp staff must be aware of the policy. See Rowan’s Law.

**HC.3.11.** Camps must:

- Have clear policies regarding who will contact families regarding all health issues;
- Identify and educate all staff as to the appropriate person to contact families/guardians for medical situations;
- Notify parent/guardian(s) of any significant change(s) in a camper’s health condition;
- Contact parent/guardian(s) if inadequate health information has been received; and
- Train staff in the proper documentation procedures.

## HC.3. Compliance Demonstration

**Written Documentation:** Orientation checklist or outline.

**Visitor Interview:** Director/staff description of treatments.



**ONTARIO CAMPS  
ASSOCIATION**

**FD**

# **Section FC**

## **Food Service**

This section contains sub-sections relating to Menus and Snacks, Food Service Personnel, Kitchen, Safe Food Handling, Housekeeping and Cleaning, and Programming.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

**If your camp provides/prepares snacks or meals of any kind, even on an infrequent basis (e.g. overnights, special programmes), you must answer and comply with the Food Service Standards.**

The Ontario Health Regulations prescribe the manner in which food may be transported and prepared, along with standards for cleaning and sanitizing dishes, among other things. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

Today, more than ever, food safety and sanitation are important issues for camps. The health and safety of participants and staff, as well as the reputation of the camp, are dependent upon the food service staff ensuring that any food, including snacks, provided at camp is stored, prepared, cooked and served in a safe manner and that leftovers are stored safely.

Food borne illness, often called "food poisoning", occurs when a person gets sick as a result of eating food that has been contaminated with bacteria,

parasites or viruses. Food needs to be handled correctly to ensure that it does not become contaminated and that the bacteria already in the food do not have an opportunity to multiply. Making sure that the food purchased and prepared at camp remains safe reduces the risk of food borne illness at camp.

Employing a third party (e.g. a caterer) to provide food services does not exempt the camp from meeting the following guidelines. Camp owners and directors must make the caterer aware of the guidelines, the need to meet or exceed the guidelines, and require the caterer to confirm their agreement in writing on a yearly basis.

**Note: Garbage Management has been moved to Campsite, Facilities, and Equipment.**

### Relevant Regulations and Resources

Food Premises Regulation under the Health Protection and Promotion Act, Regulation 562 of the Revised Regulations of Ontario, 1990 applies to day camps serving food.

**Guelph Food Technology Centre:** Hazard Analysis Critical Control Points (HACCP) has become synonymous with food safety. Recognized worldwide, it has become a food safety yardstick acceptable to both industry and the government.

HACCP provides a systematic and pro-active evaluation of foods by determining the risks from biological, chemical and physical hazards.

Many Public Health offices are now offering Safe Food Handling Courses. Check with your local Public Health department.

Policies for Food Service Staff should be based on the principles recently adopted by Public Health authorities. *The Hazard Analysis Critical Control Points (HACCP) Food Service Safety Manual*, by Joan K. Loken, 1995 is a resource.

Recreational Camps under the Health Protection and Promotion Act, O. Reg. 503/17, applies to resident camps. Section 19, Food premises, directs to O. Reg. 493/17, Food Premises, Parts III, IV and VI.

## FD.1. Menus and Snacks

### MANDATORY:

ALL

#### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

|         |                                                                                                                                                                     |     |    |    |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| FD.1.1. | Does the camp provide a healthy menu?                                                                                                                               | Yes | No | NA |
| FD.1.2. | If your camp provides snacks only or purchases food from a third party caterer that prepares food off-site, are they purchased, stored and served in a safe manner? | Yes | No | NA |

If your camp serves only snacks, you are only required to answer FD.1.2. If your camp serves pre-prepared snacks or food from a third party caterer that does not prepare the food at your camp, for example, cheese and crackers, veggies and dip, cake bought from grocery store, pizza, you need to answer FD.1.2. If your camp serves pre-packaged snacks, for example, granola bars, chips, cheese strings, answer “NA” to FD.1.2.

## FD.1. Contextual Education

**FD.1.1.** This Standard is to assure that camps serve meals that are nutritionally adequate. Menu planning should be guided by Health Canada’s standard on adequate amounts of essential food groups. Menus should also be created in recognition of the many health problems associated with a diet with excessive amounts of fats, especially trans fats and sugars. Where there is a choice to use non-trans fats cooking oils and fats the camp should be made aware of these alternatives and encouraged to do so.

## FD.1. Compliance Demonstration

**FD.1.1.** Visitor’s review of menu, food products and snack policy. Discussion with food service personnel and camp directors about efforts to create a nutritionally positive food experience for participants.





## FD.2. Food Service Personnel

|         |                                                                                                                                                                                                     |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| FD.2.1. | Is at least one person in the food service area knowledgeable about safe food handling?                                                                                                             | Yes | No | NA |
| FD.2.2. | Are food service personnel free from infectious diseases that may be spread through the medium of food?                                                                                             | Yes | No | NA |
| FD.2.3. | Do the food service personnel wear clean outer garments and a clean apron for each meal and as necessary?                                                                                           | Yes | No | NA |
| FD.2.4. | Do food service personnel confine their hair effectively?                                                                                                                                           | Yes | No | NA |
| FD.2.5. | Do food service personnel wash hands with soap and hot water and follow the six-step procedure before starting work, after every use of a toilet or urinal and as often as necessary while cooking? | Yes | No | NA |
| FD.2.6. | Is smoking prohibited in the food service area?                                                                                                                                                     | Yes | No | NA |
| FD.2.7. | Are the food service personnel aware and educated as to the camp's policies and procedures and their responsibilities during camp emergencies?                                                      | Yes | No | NA |
| FD.2.8. | Are signs posted to remind staff of proper procedures for food handling, preparation and service?                                                                                                   | Yes | No | NA |

### MANDATORY:

FD.2.1., 2.2., 2.3., 2.4., 2.5., 2.6.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

FD

FOOD SERVICE

## FD.2. Contextual Education

**FD.2.1.** The camp kitchen is a potential source of significant infections through the lack of cleanliness and the lack of knowledge of safe food handling procedures. Proper training and certification of safe food handling is essential at minimum for supervisory staff.

**FD.2.2.** Food service personnel must avoid contact with food if they are ill or have open sore or cuts and supervisory personnel must be knowledgeable about the health condition of food service staff and enforce proper practices.

**FD.2.3.** Good personal hygiene is critical to the avoidance of the spread of food borne illnesses. In this context food service personnel must be provided and wear clean work garments and aprons in the kitchen. They also need to avoid wearing articles like jewelry that could carry contamination.

**FD.2.4.** Hair should be confined by nets so as to not end up in food.

**FD.2.5.** Proper hand washing should adhere to the six-step procedure:

1. Wet hands with running water;
2. Apply soap;
3. Scrub each hand for at least 30 seconds;
4. Rinse hands with running water;
5. Dry hands with paper towel or hand dryer; and,
6. Turn off taps using a paper towel.

**FD.2.6.** Smoking in a food service area could lead to contamination and should never be allowed. After breaks that include smoking, the procedure for hand cleaning is important.

FD.2.7. Food service personnel are sometimes left out of general staff training, often inadvertently. It is essential that all staff including food service personnel be made aware of policies and procedures related to health and hygiene and should be trained in their responsibilities during camp emergencies.

FD.2.8. Post signs indicating proper procedures for the above. Should be prominently posted in bathrooms and in food service areas.

## FD.2. Compliance Demonstration

**FD.2.1. to FD.2.8.**

**Visitor Interview:** Staff explanation of procedures.

**Visitor Observation:** Food preparation and food storage areas.



## FD.3. Kitchen

|         |                                                                                     |     |    |    |
|---------|-------------------------------------------------------------------------------------|-----|----|----|
| FD.3.1. | Are hand washing facilities available in food preparation areas?                    | Yes | No | NA |
| FD.3.2. | Are fire suppression systems located in cooking areas if required by law?           | Yes | No | NA |
| FD.3.3. | Are the kitchen work surfaces maintained in a clean and sanitary condition?         | Yes | No | NA |
| FD.3.4. | Is there adequate natural and artificial light over all work and dishwashing areas? | Yes | No | NA |
| FD.3.5. | Is the kitchen well ventilated?                                                     | Yes | No | NA |
| FD.3.6. | Is excess heat in the kitchen controlled for the health and comfort of the staff?   | Yes | No | NA |
| FD.3.7. | Are effective measures in place to keep insects and rodents out of the kitchen?     | Yes | No | NA |

### MANDATORY:

FD.3.1., 3.2., 3.3., 3.4., 3.5., 3.7.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## FD.3. Contextual Education

**FD.3.1.** This is an Ontario Regulation. Health regulations for some camps require at least two lavatories with hot and cold water per flush toilet, and a wash basin in the kitchen. Privies require waterless hand sanitizing products, single-use moist hand wet-wipes or cold water in a pail or other portable container.

**FD.3.3.** Work surface areas should be kept clean for health purposes. Surfaces should be cleaned after each meal with the required dilute chlorine solution. Cleanliness is important to reduce attractants to insects and rodents. Food should be properly stored, covered and refrigerated if necessary or in secure storage areas. Work areas in the kitchen need to be adequately lit in order to facilitate cleanliness.

**FD.3.4. and 3.5.** Adequate lighting is essential for keeping work surfaces, appliances, equipment and floors clean. Proper ventilation is required especially in the areas of the stoves and dishwashing areas to prevent excess heat for the health and well-being of the staff.

**FD.3.7.** Insects and rodents in food service areas present health risks from the transmission of bacteria and viral infections.

## FD.3. Compliance Demonstration

FD.3.4. to FD.3.7.

**Visitor Interview:** Staff explanation of procedures.

**Visitor Observations:** Food preparation and storage areas.

## FD.4. Safe Food Handling

### MANDATORY:

**FD.4.2., 4.3., 4.4., 4.5., 4.6., 4.7., 4.8., 4.9., 4.10., 4.11., 4.12., 4.13., 4.14., 4.15., 4.16., 4.17., 4.18., 4.19.**

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

|          |                                                                                                                                              |     |    |    |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| FD.4.1.  | Is all food purchased from an approved, inspected source?                                                                                    | Yes | No | NA |
| FD.4.2.  | Is cold and frozen food delivered in a container with proper temperature control?                                                            | Yes | No | NA |
| FD.4.3.  | Are all milk and milk products pasteurized?                                                                                                  | Yes | No | NA |
| FD.4.4.  | Are only Canada Grade A or B eggs purchased?                                                                                                 | Yes | No | NA |
| FD.4.5.  | Is the refrigeration of milk and other perishable or hazardous foods maintained at 5°C (41°F) or lower?                                      | Yes | No | NA |
| FD.4.6.  | Is all frozen food stored at a temperature of -18°C (0°F) or lower?                                                                          | Yes | No | NA |
| FD.4.7.  | Are accurate and easily-read thermometers available in each refrigerator and freezer?                                                        | Yes | No | NA |
| FD.4.8.  | Are these temperatures recorded according to instructions from your local Health Authority?                                                  | Yes | No | NA |
| FD.4.9.  | Is the time that food is left un-refrigerated kept to a minimum, to ensure food temperatures do not rise above the safe limit?               | Yes | No | NA |
| FD.4.10. | Are frozen foods thawed under refrigeration or in cold running water or immediately put in the oven for cooking?                             | Yes | No | NA |
| FD.4.11. | Are the areas designated for food storage, preparation, and service maintained clean and free from insects, rodents, vermin, dust and fumes? | Yes | No | NA |
| FD.4.12. | Are food products not requiring refrigeration stored in closed containers and in areas designated for food storage only?                     | Yes | No | NA |
| FD.4.13. | Are all preparation equipment and utensils maintained clean and free from insects, rodents, vermin, dust and fumes?                          | Yes | No | NA |

Continued

FD

FOOD SERVICE

|          |                                                                                                                                         |     |    |    |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| FD.4.14. | Are temperatures monitored during cooking to ensure temperatures remain within designated safety parameters?                            | Yes | No | NA |
| FD.4.15. | Is hot food maintained at 60°C (140°F) or higher until served?                                                                          | Yes | No | NA |
| FD.4.16. | Are cutting boards, blocks, tables and equipment kept in good repair and sanitized between each use?                                    | Yes | No | NA |
| FD.4.17. | Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible? | Yes | No | NA |
| FD.4.18. | Are toxic or poisonous substances stored in a separate area from food?                                                                  | Yes | No | NA |
| FD.4.19. | Are toxic or poisonous substances kept in sturdy, clearly labelled containers?                                                          | Yes | No | NA |

## FD.4. Contextual Education

**FD.4.1.** Avoid purchasing dented, bloated, rusted or unlabeled cans. Pre-packed goods should be purchased in airtight containers. Consume foods by the “Best Before” date.

**FD.4.2.** Frozen foods should be delivered in refrigerated trucks or properly stored for delivery in coolers to prevent contamination from heat and other things that could undermine the integrity of the food.

**FD.4.3.** Raw milk is milk from cows, sheep, or goats that has not been pasteurized to kill harmful bacteria. This raw, unpasteurized milk can carry dangerous bacteria such as Salmonella, E. coli, and Listeria, which are responsible for causing numerous foodborne illnesses.

**FD.4.4.** Do not use cracked or Grade C eggs. If bacteria are present on the shell, they could enter the egg through a crack and contaminate the contents. Canada Grade C eggs are not sold to and are not suitable for consumers, but are used for commercial processing.

**FD.4.5.** Potentially hazardous foods are those foods or ingredients, natural or synthetic in a form capable of supporting growth of infectious and toxic microorganisms. These include milk or milk products, eggs, meat, poultry, fish and shellfish. Such food should be maintained at temperatures of 5°C (41°F) or lower. This



Standard applies to all areas of the camp where perishables are stored, the kitchen, health centre, out-trip facilities and staff.

**FD.4.6.** Frozen foods need to be kept at temperatures of -18°C (0°F) or lower. Temperatures of refrigerators and freezers are required by the Public Health Authority to be regularly monitored. In the event of a refrigeration breakdown there should be access to maintenance service for timely repair.

**FD.4.8., 4.9. and 4.10.** Foods in preparation can be dangerous if proper handling procedures are not followed. Food service staff should take appropriate safety precautions when holding, cooling, thawing and serving. Potentially dangerous foods are those that require refrigeration and can in excessive time at room temperature develop infectious or toxic microorganisms. Safe holding temperature limits vary and food service staff should be knowledgeable about these limits.

Improperly cooked eggs, meat, poultry, fish and shellfish, can be potentially hazardous. Food service staff should have proper training in temperatures required for cooked food safety and use an accurate thermometer to determine temperature.

**FD.4.11.** Food preparation and storage areas should be kept clean for health purposes. To protect from insects and rodents, screens, doors, cabinets, and proper sealable food containers should be used. Food should not be stored on the floor.

**FD.4.18.** Food service staff should protect all food and food products properly during storage, preparation, display and service. It is essential to avoid cross contamination between raw products and cooked products. A separate cutting board should be used for raw meats. Raw foods should be stored separate from and below cooked or ready-to-eat foods. Proper protocols should be maintained when non-food service personnel use the kitchen or when rental groups use the facility.

**FD.4.19.** Substances necessary for maintenance of sanitary conditions must be used carefully so that food is not contaminated.

## FD.4. Compliance Demonstration

### Visitor Observation:

FD.4.1. to FD.4.4. Staff information about food suppliers and delivery food order.

FD.4.5. to FD.4.8. Thermometers attached to or available for monitoring refrigeration equipment, temperature logs and of monitoring procedures.

FD.4.9. to FD.4.19. Discussion with camp's kitchen staff and observation by Visitor.



## FD.5. Housekeeping and Cleaning

|         |                                                                                                           |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------|-----|----|----|
| FD.5.1. | Are all dishes and equipment washed in accordance with Ministry of Health standards?                      | Yes | No | NA |
| FD.5.2. | Is all food-processing equipment, including pots and pans, cleaned and sanitized after each use?          | Yes | No | NA |
| FD.5.3. | Are all used kitchen cloths, towels and aprons clean?                                                     | Yes | No | NA |
| FD.5.4. | Are walls, ceilings, exhaust systems, filters and floors in the food service and dining areas kept clean? | Yes | No | NA |
| FD.5.5. | Are stoves and grills kept clean and grease pans emptied regularly?                                       | Yes | No | NA |
| FD.5.6. | Are mops rinsed and hung in a well-ventilated place after each use?                                       | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## FD.5. Contextual Education

**FD.5.1.** Current health regulations specify heat or chemical disinfection for dishes and utensils regardless of whether they are washed by machine or by hand. If using heat disinfection, wash water must be at least 100°F and rinse must be 180°F.

**FD.5.2.** If chemical disinfection is an approved sanitizer use as directed. Dishes and equipment includes all items in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second rinse requirement.

**FD.5.3.** Kitchen cloths, towels and aprons must be provided in a clean state. O. Reg. 493/17, s.3.16. must be followed.

## FD.5. Compliance Demonstration

FD.5.1. to FD.5.6.

**Visitor Discussion:** With camp's kitchen staff and observation and evidence of protocols being followed.



**MANDATORY:**

ALL

**Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Rental Groups
- Family Camps

## FD.6. Programming

|         |                                                                                             |     |    |    |
|---------|---------------------------------------------------------------------------------------------|-----|----|----|
| FD.6.1. | Is food used in programming being stored, handled, and prepared in a clean and safe manner? | Yes | No | NA |
|---------|---------------------------------------------------------------------------------------------|-----|----|----|

## FD.6. Contextual Education

**FD.6.1.** Some programs involve food preparation and/or cooking. This could be a cooking program, or a snack, marshmallows, bannock, hotdogs, etc. This food must still be treated accordingly.





**ONTARIO CAMPS  
ASSOCIATION**

**TR**

# **Section TR**

## **All Trips and Excursions**

This section contains sub-sections relating to Trip Swimming for All Trips, Moving Water for All Trips, Day Trips and Excursions, Tier-1/Overnight Trips, Tier-2/Extended Backcountry Trips, Tier-3/Wilderness Travel Programmes (WTP).

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## Relevant Regulations and Resources

- [Canadian Coast Guard](#)
- [OCA Crisis Response Resource Manual](#)
- [Ontario Ministry of Labour re: workplace harassment](#)
- ORCKA
- [Paddle Canada](#)
- [River Classification System and River Safety Resource #1](#)
- [River Classification System and River Safety Resource #2](#)
- [Transport Canada](#)
- [Whitewater Rescue Technician - example of recognized certification](#)
- A Wilderness Medicine Manual

## General Notes

This section applies to all day trips, overnights, extended trips and wilderness travel programmes, any of which may take place on land or water.

**DAY TRIPS AND EXCURSIONS:** OCA member camps and OECs conduct a wide range of day trips or excursions in urban, suburban and rural settings. These may range from a local hike, to a picnic at a nearby park or at the camp's home lake; to excursions to hiking trails, waterways, conservation areas; or to zoos or amusement parks. Other day trips are conducted in more distant park lands, crown lands or wild lands settings, including day-paddling, hiking or biking treks.

Day Trips vary in purpose, duration, location and modes of travel. Whether day trip/excursion participants are away for a few hours or the full day, the group is independent of the support services available at the main camp location.

Day Trip-Excursion standards cover staffing and supervision, trip planning, first aid and medication, food planning including special diets and allergies, health and sanitation, communication, transportation, coordination with third party providers, and emergency procedures.

Many camps use third party camps, campgrounds, municipal parks, accredited campsites, etc., for off-site programmes. It is important to research and obtain all of the appropriate documents reflected in the Standards from the facility that you are visiting to ensure they follow the Standards and can provide all appropriate documentation for your files.

Refer to standards questions in 'Trip Swimming for all Trips'\* or 'Moving Water for all Trips' modules if these apply.

**\*Camps and OECs taking campers off-site for a swimming day trip that's supervised by external aquatic staff answer the 'Day Trips and Excursions' module in TR and the Off-Site Swimming module (SW.8.) in SW. They do not answer 'Trip Swimming for all Trips.'**

TR

ALL TRIPS AND  
EXCURSIONS

Equivalency for the purposes of lifeguard certifications is determined by the Minister of Health.

**TIER-1/OVERNIGHT TRIPS:** TR Tier-1 standards cover overnight trips away from the main camp location or OEC, which remain close to the main camp location or to front country access points, with resources for outside and emergency medical assistance. Whether campers are away for a single night or multiple nights, the group is independent of the support services at the main camp site. Trips may vary in purpose, duration, location or mode of travel.

The group's trip route remains within 8-hours' travel under their own power (excluding response by air support) to reach an access point where emergency medical services may be obtained.

Refer to standards questions in Trip Swimming or Moving Water modules if these apply.

Equivalency for the purposes of lifeguard certifications is determined by the Minister of Health.

**TIER-2/EXTENDED BACKCOUNTRY TRIPS:** Tier-2 standards cover multi-day trips away from the main camp or OEC location, which travel into more remote backcountry settings. These settings, combined with the trip's duration, difficulty, risk level, and maximum remoteness, dictate that enhanced wilderness travel skills, leader experience and training, equipment, and planning are required. Trip familiarization and pre-trip training becomes necessary for the campers/participants as well as staff.

Whether campers are away for a few nights or weeks, the group is independent of the support services at the main camp location. Trips may vary in purpose, duration, location or mode of travel.

The group's trip route includes areas exceeding 8-hours' travel under their own power (excluding response by air support) to reach an access point where emergency medical services may be obtained.

Refer to standards questions in Trip Swimming or

Moving Water modules if these apply.

Equivalency for the purposes of lifeguard certifications is determined by the Minister of Health.

### **TIER-3/WILDERNESS TRAVEL PROGRAMMES**

**(WTP):** Multi-day wilderness trips in extremely remote areas with limited access to any outside assistance or emergency services.

The group ventures over **8 hours of travel time** (under the group's own power) from an access point where outside or emergency medical services may be obtained (Tier-2); is able to live and travel for extended periods independent from any outside assistance; **AND at any point during the trip** can only be reached by outside assistance via remote air, vessel or rail services.



# TR.1. Trip Swimming for all Trips

FOR CAMPS SWIMMING AT A NON-REGULATED SWIMMING AREA AWAY FROM THE CAMP. THIS SECTION DOES NOT APPLY TO SWIMMING ACTIVITIES AT A THIRD-PARTY FACILITY WHERE SUPERVISION IS PROVIDED BY EXTERNAL AQUATIC STAFF; IN THAT CASE ANSWER SECTION SW.8. THIS SECTION DOES NOT APPLY TO USING A REGULATED (O. Reg. 503/17) WATERFRONT AWAY FROM THE CAMP; IN THAT CASE ANSWER SECTION SW.6.

|         |                                                                                                                                                                            |     |    |    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.1.1. | Does the camp's safety plan include a specific plan for swim activities and emergency procedures in non-designated areas on trips/ excursions?                             | Yes | No | NA |
| TR.1.2. | Are the trip's leaders trained in the camp's trip swim safety plan, including emergency procedures?                                                                        | Yes | No | NA |
| TR.1.3. | Does the trip's swimming supervisor hold a minimum current Bronze Cross certificate or equivalent certification approved by the Minister of Health?                        | Yes | No | NA |
| TR.1.4. | Are all trip leaders/swim supervisors aware of all participants swimming abilities and is this ability verified by Swimming Assessment at the earliest practical instance? | Yes | No | NA |
| TR.1.5. | Are all swimmers supervised by the swimming supervisor, and do all weak/non swimmers wear a PFD when in the water?                                                         | Yes | No | NA |
| TR.1.6. | Are there adequate practices in place to limit access to the water for all participants, if not do weak/non-swimmers wear lifejackets near the water?                      | Yes | No | NA |
| TR.1.7. | Before participants may swim, have trip leaders inspected any swim area, creating boundaries and evaluating access, bottom, depth, current, debris or other hazards?       | Yes | No | NA |
| TR.1.8. | Do the trip leaders determine that the weather and water conditions suitable for swimming?                                                                                 | Yes | No | NA |

Continued

## MANDATORY:

TR.1.1., 1.2., 1.3., 1.4., 1.5., 1.6., 1.7., 1.8., 1.9., 1.10., 1.11.

## Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

TR

ALL TRIPS AND  
EXCURSIONS



|          |                                                                                                                                                                  |     |    |    |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.1.9.  | Is swimming activity conducted only in daylight hours?                                                                                                           | Yes | No | NA |
| TR.1.10. | Is the qualified leader personally supervising swim activities at all times?                                                                                     | Yes | No | NA |
| TR.1.11. | Are available rescue aids, communications and first aid resources readily at hand?                                                                               | Yes | No | NA |
| TR.1.12. | Do all participants wear footwear when in the water?                                                                                                             | Yes | No | NA |
| TR.1.13. | If swimming without a lifejacket are participants supervised by the trip's swimming supervisor, and are participants confined to a marked and defined swim area? | Yes | No | NA |

## TR.1. Contextual Education

**TR.1.1. Non-designated swim areas** are areas not specifically designated for swimming. This would be any location other than a designated swimming area regulated under O. Reg. 503/17. Before swimming the area must have set boundaries for swimmers and be free of underwater hazards.



## TR.2. Moving Water for All Trips

|         |                                                                                                                                                                                                          |     |    |    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.2.1. | For all trips traveling routes including moving water as defined by the international river classification system, do leaders follow specific policies and practices included in the camp's safety plan? | Yes | No | NA |
| TR.2.2. | For all trips intending to paddle any moving water on the route, are appropriate PFDs, throw bags and other appropriate rescue equipment on board the trip?                                              | Yes | No | NA |
| TR.2.3. | For trips with routes including moving water, intending to paddle rapids of Class 2 or greater, are the participants fitted with helmets specific to the purpose?                                        | Yes | No | NA |
| TR.2.4. | For all trips paddling moving water, does the trip leader have sufficient prior experience in moving water paddling                                                                                      | Yes | No | NA |
| TR.2.5. | For all moving water trips, do the trip staff have the necessary paddling skills and/or certification, given the degree of difficulty?                                                                   | Yes | No | NA |
| TR.2.6. | For moving water trips paddling Class 2 rapids or greater, does the trip leader have a minimum certification of Whitewater Rescue Technician (WRT) or equivalent certification?                          | Yes | No | NA |
| TR.2.7. | For moving water trips encountering Class 2 rapids or greater, do trip participants receive orientation in river safety and swimming in moving water settings?                                           | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

TR

ALL TRIPS AND  
EXCURSIONS

## TR.2. Contextual Education

**TR.2.1.** In this standards section, 'moving water' refers to any rapids as described by the international river classification system. Resources on the classification system, and river

### **paddling safety basic practices:**

- [https://en.wikipedia.org/wiki/International\\_scale\\_of\\_river\\_difficulty#Classification](https://en.wikipedia.org/wiki/International_scale_of_river_difficulty#Classification)
- <https://paddling.com/learn/river-classifications>
- <https://mhoadventures.com/white-water-rapids-classification/>
- **American Whitewater is a non-profit organization promoting safe paddling and river preservation. For a useful overview of river paddling safety practices and river classification, see: <https://www.americanwhitewater.org/content/Wiki/safety:start?#vi>**

**TR.2.2.** When the trip has specifically planned NOT to run, line or track rapids along its route, the requirement to outfit with helmets, throw bags and rescue gear is not mandatory. Appropriate canoe safety kit contents and a z-drag rescue kit are strongly recommended.

**TR.2.3.** If you specifically don't paddle rapids over Class 1, e.g., portage others, then you don't need helmets on the trip.

**Resources:** River classification system.

**TR.2.4.** In addition to certifications as referenced in TR.2.5 does the trip leader have sufficient prior experience on moving water trips? Directors are encouraged to consider the number and duration of previous trips, and leadership experience when determining sufficient prior experience.

**TR.2.6.** The standard refers to a 'WRT' certification for a trip leader, or equivalent certification.

For WRT there are two different terms in common use. A Whitewater Rescue Technician course is distinct from a Whitewater Rescue Training course. The difference is in duration, topics covered, and in-the-field practice.

**WRT – Whitewater Rescue Training** (known by this name and others such as Swiftwater Rescue), this is generally a 2-day course with 4-6 hours pre-course prep. This is an elementary course, and can serve as an introduction to the Technician level training.

**WRT – Whitewater Rescue Technician.** This is often, but not always, offered as a 5-day course comprising whitewater rescue training of 2-days plus a 3-day Technician certification course.

**When choosing an equivalent course, seek the following content:**

**Learn from a professional instructor to gain in-the-field experience in:**

- river environment and hydrology, river settings hazards, prevention of incidents and accidents; • practice river swimming, wading, rope-throwing, foot or strainer entrapment, panicked swimmer drill, rescues and self-rescues;
- learn applicable knots, anchors and rope systems for recovering canoes and gear;
- practice rescues with available trip gear on-hand, and limited experience of fellow trip participants;
- learn river signals;
- participate in challenging river rescue simulations and drills.

**Equivalence:** When considering equivalence consider the above content and consider the course duration. Similar duration does not guarantee equivalence; conversely, drastically different duration may indicate insufficient time to cover or practice content adequately.

**Considerations:** Are all Whitewater Rescue Technician courses equivalent? No, some WRT courses are as short as 16 hours. Is a Swiftwater Rescue Technician (SRT) course equivalent? Key factors to consider are the specific curricula of these courses, time on river, and course duration. Many courses SRT courses are 2-days in length, and course providers may focus on front-country first responder techniques for incidents - accidents occurring in communities with fire department or rescue squad response.

**TR.2.7.** Practice swimming in moving water and how to choose a route and navigate rapids (obstacles to avoid), and demonstrate these skills before running rapids on a trip. Boundless manual recommends minimum 8 hours training for participants before going downriver where they will encounter rapids (it also acknowledges that some groups and individuals will require more time to develop the necessary skills).



## TR.3. Day Trips and Excursions

CAMPS AND OECS TAKING CAMPERS OFF-SITE FOR A SWIMMING DAY TRIP THAT'S SUPERVISED BY EXTERNAL AQUATIC STAFF ANSWER THE 'DAY TRIPS AND EXCURSIONS' MODULE IN TR AND THE OFF-SITE SWIMMING MODULE (SW.8.) IN SW. THEY DO NOT ANSWER 'TRIP SWIMMING FOR ALL TRIPS.'

### MANDATORY:

TR.3.1., 3.2., 3.3., 3.4., 3.5., 3.6., 3.9., 3.10., 3.11., 3.15., 3.16., 3.17., 3.18., 3.19., 3.21., 3.25., 3.28., 3.29., 3.34, 3.35., 3.36., 3.37., 3.38.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps



### Leadership and Safety

|         |                                                                                                                                                                                         |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.3.1. | Is the trip leader at least age 18 at the time of the trip?                                                                                                                             | Yes | No | NA |
| TR.3.2. | Is the assistant leader at least age 17 at time of trip, with adequate skills to take over in an emergency and lead the group safely?                                                   | Yes | No | NA |
| TR.3.3. | When the trip includes any swimming, does the camp meet standards set out in OCA (TR) module 'Trip Swimming for all Trips'?                                                             | Yes | No | NA |
| TR.3.4. | Is at least one trip leader currently certified in Standard First Aid/CPR or an equivalent course?                                                                                      | Yes | No | NA |
| TR.3.5. | Does at least one trip leader participate in trip planning?                                                                                                                             | Yes | No | NA |
| TR.3.6. | Does the camp train the leaders in trip emergency procedures?                                                                                                                           | Yes | No | NA |
| TR.3.7. | Does the camp train the leaders in how to manage and supervise participants during off-site activities?                                                                                 | Yes | No | NA |
| TR.3.8. | Does the camp research the trip location, drop off areas, meeting points, locations of emergency access/ phones, park procedures where applicable, and age and/or ability restrictions? | Yes | No | NA |
| TR.3.9. | Is a written trip plan left at the main camp location and a copy taken on the trip, including details of the itinerary, participants, and emergency procedures?                         | Yes | No | NA |

Continued

|                              |                                                                                                                                                                                                                        |     |    |    |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.3.10.                     | In case of emergency, do the trip leaders have a method of communicating with the camp as required by the trip location (e.g., cell phone, walkie talkie, satellite texter or phone)?                                  | Yes | No | NA |
| TR.3.11.                     | Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip and have plans to safely manage said limitations/concerns?                                                        | Yes | No | NA |
| TR.3.12.                     | Is the camp director aware of the limitations and/or health concerns of all participants on the trip?                                                                                                                  | Yes | No | NA |
| TR.3.13.                     | Do the trip leaders ensure that the group stays together, that no one goes out of sight without a buddy, whistle or other communicating device?                                                                        | Yes | No | NA |
| TR.3.14.                     | Do the trip leaders know and follow planned safety procedures for any unwanted animal interactions?                                                                                                                    | Yes | No | NA |
| TR.3.15.                     | Is the staff-to-participant ratio at least one staff to every eight participants (1:8)?                                                                                                                                | Yes | No | NA |
| TR.3.16.                     | If your camp is using third-party off-site facilities for program, have you done your due diligence to ensure they follow industry best practices and relevant government regulations?                                 | Yes | No | NA |
| <b>Health and Sanitation</b> |                                                                                                                                                                                                                        |     |    |    |
| TR.3.17.                     | Are the leaders familiar with every participant/staff with a known health/medical condition, carry any required Rx medications on the trip, and administer/document all Rx personal or PRN over-the-counter medicines? | Yes | No | NA |
| TR.3.18.                     | Is a well-stocked first aid kit and medication kit, if needed, properly secured in an accessible location?                                                                                                             | Yes | No | NA |
| TR.3.19.                     | Has a record of health irregularities been reviewed prior to departing on the trip?                                                                                                                                    | Yes | No | NA |

Continued



|                        |                                                                                                                                                                                                            |            |           |           |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| TR.3.20.               | Is a record kept of health/safety/ wellness irregularities during the trip, and reviewed with health care staff upon return?                                                                               | Yes        | No        | NA        |
| <b>TR.3.21.</b>        | <b>Is there adequate clothing, sunscreen, food and purified drinking water for all members of the trip?</b>                                                                                                | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| TR.3.22.               | Are there adequate measures to protect against biting insects, ticks and poisonous plants?                                                                                                                 | Yes        | No        | NA        |
| TR.3.23.               | Are procedures for personal hygiene including hand-washing practiced by the group?                                                                                                                         | Yes        | No        | NA        |
| TR.3.24.               | If no toilet facility is available, is human waste buried in active topsoil at least 75 m (250 ft.) from water and food?                                                                                   | Yes        | No        | NA        |
| <b>Programme Sites</b> |                                                                                                                                                                                                            |            |           |           |
| <b>TR.3.25.</b>        | <b>Upon arrival at an outdoor site, day campsite or facility, do staff check that the site is made free from hazards, such as dead fall, broken glass, waste, or hazards from activity of other users?</b> | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| TR.3.26.               | When traveling in a designated park, do the trip leaders know the park's policies and permissible activities?                                                                                              | Yes        | No        | NA        |
| TR.3.27.               | Are participants taught low-environmental impact practices by the trip leaders, including all garbage being carried out and disposed of properly?                                                          | Yes        | No        | NA        |
| <b>TR.3.28.</b>        | <b>Are proper camp fire practices observed, including location, observing wood restrictions, and completely extinguishing a camp fire?</b>                                                                 | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>Equipment</b>       |                                                                                                                                                                                                            |            |           |           |
| <b>TR.3.29.</b>        | <b>Does the camp director or staff ensure that safety inspections of all trip supplies and equipment are completed regularly?</b>                                                                          | <b>Yes</b> | <b>No</b> | <b>NA</b> |

Continued

|                                                           |                                                                                                                                                                                                          |     |    |    |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.3.30.                                                  | Does the choice of all equipment and supplies meet or exceed requirements of trip conditions, safety, and regulation?                                                                                    | Yes | No | NA |
| TR.3.31.                                                  | Does the choice of all equipment allow participants to minimize impact on the environment?                                                                                                               | Yes | No | NA |
| TR.3.32.                                                  | Do appropriate field repair kits for essential equipment go with the trip?                                                                                                                               | Yes | No | NA |
| TR.3.33.                                                  | Are needed repairs performed before the equipment is sent out on another trip?                                                                                                                           | Yes | No | NA |
| <b>Trips Using Watercraft answer TR.3.34. to TR.3.38.</b> |                                                                                                                                                                                                          |     |    |    |
| TR.3.34.                                                  | <b>Does every person in a human-powered vessel wear a Canadian government approved Personal Floatation Device (PFD) or Life Jacket?</b>                                                                  | Yes | No | NA |
| TR.3.35.                                                  | <b>Are the watercraft suitable and safe for the trip route and assigned loads? Do they have all safety devices as required by the Canadian Coast Guard?</b>                                              | Yes | No | NA |
| TR.3.36.                                                  | <b>Are the watercraft maintained and repaired to be safe for use? Are emergency repair supplies carried on trip?</b>                                                                                     | Yes | No | NA |
| TR.3.37.                                                  | <b>When the trip includes any boating on moving water, does the camp meet standards set out in OCA (TR) module 'Moving Water'?</b>                                                                       | Yes | No | NA |
| TR.3.38.                                                  | <b>When the trip includes any boating, does the supervising leader hold a current Bronze Cross, certificate or certification approved by the Minister of Health?</b>                                     | Yes | No | NA |
| <b>Trips With Food answer TR.3.39. to TR.3.42.</b>        |                                                                                                                                                                                                          |     |    |    |
| TR.3.39.                                                  | Is the trip food menu balanced, nutritious and adequate to the physical demands of the trip? Does it provide equally for all participants, including those with food allergies and dietary restrictions? | Yes | No | NA |

Continued



|          |                                                                                                                                                                                                                                                        |     |    |    |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.3.40. | Is food prepared within an adequate time line to be safely consumed?                                                                                                                                                                                   | Yes | No | NA |
| TR.3.41. | Is safe food preparation, packaging and disposal handled by methods to prevent contamination, food-borne illness, or animal interference?                                                                                                              | Yes | No | NA |
| TR.3.42. | If food dishware is washed, are sanitary, low-impact dishwashing procedures explained to the group and followed? Are all food dishes being washed away from shorelines with biodegradable soap and hot water, or washed/sanitized upon return to camp? | Yes | No | NA |

## TR.3. Contextual Education

**TR.3.1.** There must be a legal adult (18 years+) that is responsible for all participants. They must also have the relevant knowledge, experience and qualifications appropriate to lead the trip.

**TR.3.5.** Pre-trip planning may include communication points, transportation arrangements, access points, facility evacuation plans, emergency meeting spots, procedures if someone is separated from the group, participant supervision in urban centres, proposed route, total mileage, location of campsites and portages, knowledge of water quality, special equipment needs, fragile nature areas, rapid ratings, degree of difficulty of route, leased or private lands, climate, topography and map references. This planning will depend on the type of trip. For trips travelling on water, all participants should receive boating skills instruction prior to departure.

**TR.3.6.** Emergency procedures may include a missing person, swamped canoe, serious injury, evacuation methods, and firefighting. Training should include all major potential hazards and drills to practice procedures.

TR.3.8. Research may include discussion with other organizations, local experts, reading guidebooks/trip logs and connecting with park staff.

TR.3.12. This includes written documentation of health concerns both long-term and immediate in the trip leader's possession. Immediate health concerns should be determined by medical staff prior to trip departure and communicated in writing to the trip leader.

TR.3.13. Buddies are pre-established partnerships to ensure participants are not alone. Participants must be given device to communicate with main group/trip leaders in event of emergency if separating from group.

TR.3.14. Dangerous wildlife might include a bear, moose, poisonous snake or rabid animal. In urban areas this could include a raccoon, coyote or an off-leash dog. Training would include detailed policy explanation as to proper methods for dealing with dangerous wildlife.

**TR.3.15. If the participants are LITs/CITs, this ratio does not apply; a higher ratio would be acceptable. This ratio must be reduced based on high-risk participants, area or activities. Staff included in ratio must be capable of being in situation where they can manage the group alone.**

**TR.3.16. Things to look for, but not limited to, include certifications, inspection certificates, training (staff – proper training and certification), emergency procedures, clean and safe grounds and insurance. For more information, please see [acacamps.org/resource-library/campline/camp-contracting-service-providers-bigger-picture](http://acacamps.org/resource-library/campline/camp-contracting-service-providers-bigger-picture).**

**TR.3.17. If medication is required for a participant or staff then it must be taken on the trip and kept in a safe place (e.g., group first aid kit). Staff must ensure an appropriate amount of medication is brought, taking into account trip length, type of medication, conditions, etc.**

**Medications must be kept by the trip leader in a safe and secure location that can be accessed easily in an emergency. The trip leader must also be responsible for the distribution of all medication and recording of such distribution.**

**TR.3.18. The first-aid kit should contain sufficient supplies and equipment to handle anticipated emergency situations, with adequate instructions. The amount and type of supplies will vary with the length of time away, available assistance, and specific needs of the trip participants.**

TR.3.20. All medical considerations that occur on a trip must be outlined to the camp's medical staff on return and followed up with the participant if necessary.

**TR.3.21. A sun protection policy, including the use of sun hats and sunglasses, is particularly important on trips on the water or in open areas with prolonged sun exposure.**

**The amount of water needed will vary based on conditions and activities but there must be a reasonable amount of purified and clean water for each participant. If the trip leader and participants cannot carry or purchase the necessary water for the trip, then means to purify an adequate amount must be brought.**

TR.3.23. Proper handwashing or sanitizing before cooking and eating meals and after using the bathroom is necessary.

TR.3.24. On a campsite, if a privy is provided, use it. If no toilet or outhouse facility exists, waste must be buried carefully to avoid water contamination. Providing digging tool and teaching proper procedures is necessary.

**TR.3.25. Staff must be first to explore new outdoor camp/**





**programme sites and confirm that they are safe from possible deadfall, hazards that could cause injury or contamination, and risk of animal attack.**

TR.3.26. Parks have different rules and regulations than crown land and each park may be different. Trip leaders must know and adhere to the rules and regulations of each park.

TR.3.27. Low-impact camps practices include using established tent sites only; respecting vegetation and ground cover; avoiding use of nails, wire, glass or makeshift structures on a site; restricting fires to the approved fire pit; never leaving charred logs, but burning all firewood to ash; and removing all litter from the site. Ideally, trippers should strive to achieve no-trace camps. **“Pack it in; pack it out”.**

All non-biodegradable/burnable materials must be packed out as in line with a no-trace camping practice. Camp/programme sites should be left as clean as or cleaner than they were found.

TR.3.30. It is recommended that extended trips carry high quality equipment that is well maintained and provides optimal safety and comfort for all participants. It is important to consider potential challenges the trip may offer, including terrain, weather, and animals.

The variety of outdoor equipment is huge. Think about the proper trip equipment like ultra-light canoes for long portages and proper white water boats for river trips.

TR.3.31. Equipment brought can affect the impact on the environment. For example, bringing a stove eliminates the need for fires. Careful thought into what is needed for food, shelter and travel can help reduce the environmental impact.

TR.3.32. and 3.33. In the field (camp), repairs must be followed up with and more permanently fixed before going back out on trip. This will avoid future, more serious equipment problems. Having an equipment tracking, recording and inspection log will make this simpler.

**TR.3.34. The PFD must be the correct size for each person. PFDs should be appropriate for the trip and activities (e.g. if paddling white water, then a high quality paddling PFD should be worn).**

**TR.3.35. Regulations require that all water craft must have certain items such as buoyant heaving line, bailer, signaling device. These must be kept in each individual boat. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.**

**TR.3.36. Watercraft must be kept in good working order and be appropriate for the type of water the trip plans to paddle on (e.g. small lakes vs. rivers vs. large open water). Suitable material to do an in-field repair must be brought on each trip. This may be duct tape in some cases or more complex fixes such as epoxy or fiberglass kits.**

**TR.3.38. This Standard applies to all activities in or on the water. The minimum requirement for the swimming/boating supervisor**

**is a Bronze Cross, or equivalent. An NL is suggested, where possible. Equivalency for the purposes of lifeguard certifications is determined by the Minister of Health.**

TR.3.40. Depending on weather conditions, coolers and ice packs will keep your cooler refrigerated. Prepare perishable foods before the trip and keep it stored in the cooler until it can be reheated. This will help solve the possibility that foods will perish because the items will already have been cooked and would just need a little more heat before eating. This applies to anything such as pasta or meats that you choose not to freeze.

TR.3.42. Wash dishes well away from the lake or river. Dishes must be washed in warm water using soap. Water must be disposed of in hole that is dug far away from campsite and far from all bodies of water.

## TR.3. Compliance Demonstration

### TR.3.1. to 3.16.

**Visitor Observation: Tour of camp facilities, review all policies and procedures, training and programme plans, tripping plans, maps, documents, schedules, etc.**

**Visitor Interview: Director to provide a detailed overview of compliance to all Tripping Standards.**

### TR.3.17. to TR.3.24.

**Visitor Observation: Tour of camp facilities, equipment and health and safety posters/information/signs.**

**Visitor Interview: Director to provide a detailed overview of programme plus menus, protocols for medication, incident/accident forms and steps taken to reduce insect bites.**

### TR.3.25. to TR.3.28.

**Visitor Observation: Tour of camp facilities.**

**Visitor Interview: Director to provide a detailed overview of tripping programmes including information on low-impact camping, provincial park rules/handbook, etc.**

### TR.3.29. to TR.3.33.

**Visitor Observation: Tour of camp facilities, tripping gear, repair kits, tracking, recording and inspection logs.**

**Visitor Interview: Director to provide a overview of programme.**

### TR.3.34. to TR.3.38.

**Visitor Observation: Tour of camp facilities, equipment, number of PFDs and safety plans for trips.**

**Visitor Interview: Director to provide a overview of tripping programmes.**

### TR.3.39. to TR.3.42.

**Visitor Interview: Director to provide a detailed overview of tripping programmes.**



## TR.4. Tier-1/Overnight Trips

### MANDATORY:

TR.4.1., 4.2., 4.3., 4.4., 4.5.,  
4.6., 4.9., 4.10., 4.11., 4.15.,  
4.16., 4.17., 4.18., 4.19., 4.21.,  
4.23., 4.26., 4.27., 4.33. 4.34.,  
4.35., 4.36., 4.37., 4.39., 4.43.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

| Leadership and Safety |                                                                                                                                                                                         |     |    |    |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.4.1.               | Is the trip leader at least age 18 at the time of the trip?                                                                                                                             | Yes | No | NA |
| TR.4.2.               | Is the assistant leader at least age 17 at time of trip, with adequate skills to take over in an emergency and lead the group safely?                                                   | Yes | No | NA |
| TR.4.3.               | When the trip includes any swimming, does the camp meet standards set out in OCA (TR) module 'Trip Swimming for all Trips'?                                                             | Yes | No | NA |
| TR.4.4.               | Is at least one trip leader currently certified in Standard First Aid/CPR or an equivalent course?                                                                                      | Yes | No | NA |
| TR.4.5.               | Does at least one trip leader participate in trip planning?                                                                                                                             | Yes | No | NA |
| TR.4.6.               | Does the camp train the leaders in trip emergency procedures?                                                                                                                           | Yes | No | NA |
| TR.4.7.               | Does the camp train the leaders in the management and supervision of participants at an off-site location?                                                                              | Yes | No | NA |
| TR.4.8.               | Does the camp research the trip location, drop off areas, meeting points, locations of emergency access/ phones, park procedures where applicable, and age and/or ability restrictions? | Yes | No | NA |
| TR.4.9.               | Is a written trip plan left at the main camp location and a copy taken on the trip, including details of the itinerary, participants, and emergency procedures?                         | Yes | No | NA |
| TR.4.10.              | In case of emergency, do the trip leaders have a method of communicating with the camp as required by the trip location (e.g., cell phone, walkie talkie, satellite texter or phone)?   | Yes | No | NA |

Continued

|                              |                                                                                                                                                                                                               |     |    |    |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.4.11.                     | Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip and have plans to safely manage said limitations/concerns?                                               | Yes | No | NA |
| TR.4.12.                     | Is the camp director aware of the limitations and/or health concerns of all participants on the trip?                                                                                                         | Yes | No | NA |
| TR.4.13.                     | Do the trip leaders ensure that the group stays together, that no one goes out of sight without a buddy, whistle or other communicating device?                                                               | Yes | No | NA |
| TR.4.14.                     | Do the trip leaders know and follow planned safety procedures for any unwanted animal interactions?                                                                                                           | Yes | No | NA |
| TR.4.15.                     | Is the staff-to-participant ratio at least one staff to every eight participants (1:8)?                                                                                                                       | Yes | No | NA |
| TR.4.16.                     | If your camp is using third-party off-site facilities for program, have you done your due diligence to ensure they follow industry best practices and relevant government regulations?                        | Yes | No | NA |
| <b>Health and Sanitation</b> |                                                                                                                                                                                                               |     |    |    |
| TR.4.17.                     | Do the leaders plan for every participant/staff with a known health/medical condition, carry any required Rx medications on the trip, and administer/document all personal or PRN over-the-counter medicines? | Yes | No | NA |
| TR.4.18.                     | Is a well-stocked first aid kit and medication kit, if needed, properly secured in a waterproof container in an accessible location?                                                                          | Yes | No | NA |
| TR.4.19.                     | Has a record of health irregularities been reviewed prior to departing on the trip?                                                                                                                           | Yes | No | NA |
| TR.4.20.                     | Is a record kept of health/safety/wellness irregularities during the trip, and reviewed with health care staff upon return?                                                                                   | Yes | No | NA |

Continued





|                                |                                                                                                                                                                                          |     |    |    |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.4.21.                       | Is there adequate clothing, sunscreen, food and purified drinking water for all members of the trip?                                                                                     | Yes | No | NA |
| TR.4.22.                       | Are there adequate measures to protect against biting insects, ticks and poisonous plants?                                                                                               | Yes | No | NA |
| <b>Camping/Programme Sites</b> |                                                                                                                                                                                          |     |    |    |
| TR.4.23.                       | Upon arrival at an outdoor campsite or facility, do staff check that the site is made free from hazards, such as deadfall, broken glass, waste, or hazards from activity of other users? | Yes | No | NA |
| TR.4.24.                       | When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?                                                                           | Yes | No | NA |
| TR.4.25.                       | Are participants taught low-environmental impact camping by the trip leaders, including all garbage being carried out and disposed of properly?                                          | Yes | No | NA |
| TR.4.26.                       | Are proper camp fire practices observed, including location, observing wood restrictions, and completely extinguishing a camp fire?                                                      | Yes | No | NA |
| <b>Equipment</b>               |                                                                                                                                                                                          |     |    |    |
| TR.4.27.                       | Does the camp director or staff ensure that safety inspections of all trip supplies and equipment are completed regularly?                                                               | Yes | No | NA |
| TR.4.28.                       | Does the choice of all equipment and supplies meet or exceed requirements of trip conditions, safety, and regulation?                                                                    | Yes | No | NA |
| TR.4.29.                       | Does the choice of all equipment allow participants to minimize the impact on the environment?                                                                                           | Yes | No | NA |
| TR.4.30.                       | Does trip equipment include a camp stove to prepare the group's meals without fire if needed?                                                                                            | Yes | No | NA |
| TR.4.31.                       | Do appropriate field repair kits go with the trip?                                                                                                                                       | Yes | No | NA |

Continued

|                                                           |                                                                                                                                                             |     |    |    |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.4.32.                                                  | Are needed repairs performed before the equipment is sent out on another trip?                                                                              | Yes | No | NA |
| <b>Trips Using Watercraft answer TR.4.33. to TR.4.37.</b> |                                                                                                                                                             |     |    |    |
| TR.4.33.                                                  | <b>Does every person in a human-powered vessel wear a Canadian government approved Personal Floatation Device (PFD) or life jacket?</b>                     | Yes | No | NA |
| TR.4.34.                                                  | <b>Are the watercraft suitable and safe for the trip route and assigned loads? Do they have all safety devices as required by the Canadian Coast Guard?</b> | Yes | No | NA |
| TR.4.35.                                                  | <b>Are the watercraft maintained and repaired to be safe for use? Are emergency repair supplies carried on trip?</b>                                        | Yes | No | NA |
| TR.4.36.                                                  | <b>When the trip includes any boating, does the supervising leader hold a current Bronze Cross, or certification approved by the Minister of Health?</b>    | Yes | No | NA |
| TR.4.37.                                                  | <b>When the trip includes any boating on moving water, does the camp meet standards set out in OCA (TR) module 'Moving Water for all Trips'?</b>            | Yes | No | NA |
| <b>Overnight Stay</b>                                     |                                                                                                                                                             |     |    |    |
| TR.4.38.                                                  | Are there sufficient tents, tarpaulins or flies to shelter all the participants comfortably?                                                                | Yes | No | NA |
| TR.4.39.                                                  | <b>Are the tents, tarpaulins or flies pitched safely away from the fire and other hazards?</b>                                                              | Yes | No | NA |
| TR.4.40.                                                  | Are the tents, tarpaulins or flies self-contained, with all necessary pegs, poles, and rope?                                                                | Yes | No | NA |
| TR.4.41.                                                  | Do the staff carry supplies to make field repairs of necessary equipment?                                                                                   | Yes | No | NA |
| TR.4.42.                                                  | Are new campsites established only after the leader is convinced no existing sites are available within a reasonable distance?                              | Yes | No | NA |

Continued

|                  |                                                                                                                                                                                                     |     |    |    |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.4.43.         | Is all water purified or treated effectively for drinking and cooking?                                                                                                                              | Yes | No | NA |
| TR.4.44.         | Is a back-up secondary means of water purification taken on trip?                                                                                                                                   | Yes | No | NA |
| TR.4.45.         | Are sanitary, low-impact dish-washing procedures explained to the group and followed?                                                                                                               | Yes | No | NA |
| TR.4.46.         | Are all food dishes being washed away from shorelines, with biodegradable soap and hot water?                                                                                                       | Yes | No | NA |
| TR.4.47.         | Are procedures for personal hygiene including hand-washing practiced by the group?                                                                                                                  | Yes | No | NA |
| TR.4.48.         | If no toilet facility is available, is human waste buried in active topsoil at least 75 m (250 ft.) from water and food?                                                                            | Yes | No | NA |
| <b>Trip Food</b> |                                                                                                                                                                                                     |     |    |    |
| TR.4.49.         | Is the trip food menu balanced, nutritious and adequate to the physical demands of the trip? Does it provide equally for all participants, including those with allergies and dietary restrictions? | Yes | No | NA |
| TR.4.50.         | Is the food outfitted so as to be protected from damage during an extended period of overnight trip travel?                                                                                         | Yes | No | NA |
| TR.4.51.         | Is safe food preparation, packaging and disposal handled by methods to prevent contamination, food-borne illness, or animal interference?                                                           | Yes | No | NA |

## TR.4. Contextual Education

**TR.4.1.** There must be a legal adult (18 years+) that is responsible for all participants. They must also have the relevant knowledge, experience and qualifications appropriate to lead the trip.

**TR.4.2.** There must be at least two leaders per trip, each capable of shouldering the responsibility to lead effectively. Trip leaders must be diligent and alert at all times. In the absence of the support of camp staff and facilities, the trip leaders are solely responsible for meeting all the participants' needs. Also, the

participants are away from normal routines and security. Trip leaders for extended trips and wilderness travel must have prior tripping experience commensurate with the length of the trip and its degree of challenge.

**TR.4.4.** The intent is that at least one leader has a current first aid/CPR certificate appropriate to the duration, remoteness and activities undertaken on the trip. Standard First Aid equivalency can be judged based on course content or expert consultation.

**TR.4.5.** Pre-trip planning may include communication points, transportation arrangements, access points, facility evacuation plans, emergency meeting spots, procedures if someone is separated from the group, participant supervision in urban centres, proposed route, total mileage, location of campsites and portages, knowledge of water quality, special equipment needs, fragile nature areas, rapid ratings, degree of difficulty of route, leased or private lands, climate, topography and map references. This planning will depend on the type of trip. For trips travelling on water, all participants should receive boating skills instruction prior to departure.

**TR.4.6.** Emergency procedures may include a missing person, swamped canoe, serious injury, evacuation methods, and firefighting. Training should include all major potential hazards and drills to practice procedures.

TR.4.7. Additional training may include information on psychosocial and group management as well as more training to deal with sensitive issues that may arise such as increased vulnerability or disclosure of abuse.

TR.4.8. Research may include discussion with other organizations, local experts, reading guidebooks/trip logs and communication with park staff.

**TR.4.9.** A trip plan should include names of all participants, points of emergency access, route, anticipated campsites, and contingency plans. The trip plan should be left at the main site and a copy of the trip plan and a map should be carried by one of the trip leaders.

**TR.4.10.** Communication could be in the form of direct person-to-person verbal/text communication (i.e. cell phone where there is cell service, satellite phone or InReach device). Communication can also be in the form of one-way emergency communication such as Spot device or EPIRB.

TR.4.12. This includes written documentation of health concerns both long-term and immediate in the trip leader's possession. Immediate health concerns should be determined by medical staff prior to trip







departure and communicated in writing to the trip leader.

TR.4.13. Buddies are pre-established partnerships to ensure participants are not alone. Participants must be given device to communicate with main group/trip leaders in event of emergency if separating from group.

TR.4.14. Dangerous wildlife might include a bear, moose, poisonous snake or rabid animal. In urban areas this could include a raccoon, coyote or an off-leash dog. Training for this would include detailed policy explanation as to proper methods for dealing with dangerous wildlife.

**TR.4.15. If the participants are LITs/CITs, this ratio does not apply; a higher ratio would be acceptable. This ratio must be reduced based on high-risk participants, area or activities. Staff included in ratio must be capable of being in situation where they can manage the group alone.**

**TR.4.16. Things to look for, but not limited to, include certifications, inspection certificates, training (staff – proper training and certification), emergency procedures, clean and safe grounds and insurance. For more information, please see [acacamps.org/resource-library/campline/camp-contracting-service-providers-bigger-picture](https://acacamps.org/resource-library/campline/camp-contracting-service-providers-bigger-picture).**

**TR.4.17. If medication is required for a participant or staff then it must be taken on the trip and kept in a safe place (e.g., group first aid kit). Staff must ensure an appropriate amount of medication is brought, taking into account trip length, type of medication, conditions, etc.**

Medications must be kept by the trip leader in a safe and secure location that can be accessed easily in an emergency. The trip leader must also be responsible for the distribution of all medication and recording of such distribution.

**TR.4.18. The first-aid kit should contain sufficient supplies and equipment to handle anticipated emergency situations, with adequate instructions. The amount and type of supplies will vary with the length of time away, available assistance, and specific needs of the trip participants.**

TR.4.20. All medical incidents must be recorded either with individual incident reports (necessary for significant issues) or medical incident recording sheets. This includes injury and illness.

All medical considerations that occur on a trip must be outlined to the camp's medical staff on return and followed up with the participant if necessary.

**TR.4.21. A sun protection policy, including the use of sun hats and sunglasses, is particularly important on trips on the water or in**

open areas with prolonged sun exposure.

The amount of water needed will vary based on conditions and activities but there must be a reasonable amount of purified and clean water for each participant. If the trip leader and participants cannot carry or purchase the necessary water for the trip, then means to purify an adequate amount must be brought.

**TR.4.23. Staff must be first to explore new outdoor camp/programme sites and confirm that they are safe from possible deadfall, hazards that could cause injury or contamination, and risk of animal attack.**

TR.4.24. Parks have different rules and regulations than crown land and each park may be different. Trip leaders must know and adhere to the rules and regulations of each park.

TR.4.25. Low-impact camps practices include using established tent sites only; respecting vulnerable vegetation and ground cover; avoiding use of nails, wire, glass or makeshift structures on a site; restricting fires to the approved fire pit; never leaving charred logs, but burning all firewood to ash; and removing all litter and plastic from the site. Ideally, trippers should strive to achieve no-trace camps. "Pack it in; pack it out".

All non-biodegradable/burnable materials must be packed out as in line with a no-trace camping practice. Camp/programme sites should be left as clean as or cleaner than they were found.

**TR.4.27. Equipment may include cooking shelters, equipment, tarps and coolers. Inspection of safety equipment is most important such as checking white water rescue gear, lifejackets and bear deterrents, etc.**

TR.4.28. It is recommended that extended trips carry high quality equipment that is well maintained and provides optimal safety and comfort for all participants. It is important to consider potential challenges the trip may offer, including terrain, weather, and animals. Night-time food storage equipment is needed where animals are a potential risk.

The variety of outdoor equipment is huge and having the right gear for the trip can make or break it. Think about the proper trip equipment like ultra-light canoes for long portages and proper white water boats for river trips.

TR.4.29. Equipment brought can affect the impact on the environment. For example, bringing a stove eliminates the need for fires. Careful thought into what is needed for food, shelter and travel can help reduce the environmental impact.

TR.4.31. and TR.4.32. In the field (camp), repairs must be followed

up with and more permanently fixed before going back out on trip. This will avoid future, more serious equipment problems. Having an equipment tracking, recording and inspection log will make this simpler.

**TR.4.33. The PFD must be the correct size for each person. PFDs should be appropriate for the trip and activities (e.g., if paddling white water, then a high quality paddling PFD should be worn).**

**TR.4.34. Boats have a maximum recommended carrying capacity. Trip leaders must use their judgment and keep loads to a safe amount. A reasonable amount of freeboard is necessary for safety.**

**Watercraft must be appropriate for the route and type of travel being undertaken. Unsuitable watercraft will increase risk.**

Regulations require that all water craft must have certain items such as buoyant heaving line, bailer, signaling device. These must be kept in each individual boat. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

**TR.4.35. Watercraft must be kept in good working order and be appropriate for the type of water the trip plans to paddle on (e.g. small lakes vs. rivers vs. large open water).**

Suitable material to do an in-field repair must be brought on each trip. This may be duct tape in some cases or more complex fixes such as epoxy or fiberglass kits.

**TR.4.36. This Standard applies to all activities in or on the water. The minimum requirement for the swimming/boating supervisor is a Bronze Cross, Assistant Lifeguard certificate or equivalent. An NL is suggested, where possible. Equivalency for the purposes of lifeguard certifications is determined by the Minister of Health.**

TR.4.38. Each trip must bring equipment to shelter all participants from the elements if need be. Consider possible weather and ground conditions when deciding which method of shelter is best.

**TR.4.39. Shelters must be pitched far enough away from fires to minimize the risk of sparks igniting the material. Ideally shelters are upwind of fires to further decrease risk.**

TR.4.40. A self-contained shelter will eliminate the need to cut down trees or cut off tree limbs to put up a shelter. Self-contained shelters allow trips to have lower impact on the surrounding environment and are necessary to adhere to no-trace camping practices.

TR.4.41. Tents often have repair issues. Zippers jam and flies rip. Having equipment to fix these minor problems in the field is necessary. A pair of pliers and some duct tape is often sufficient.

TR.4.42. An ideal campsite provides privacy for the group. If there are other participants at nearby sites, their privacy should be respected. The length of stay at any one campsite is best limited to two nights to allow other participants to make use of them.

**TR.4.43. No water consumed by participants or used in the cooking of food may be straight from an untreated water source. Treatments such as boiling, chlorinating, UV filtering or charcoal pump filtering must be used.**

TR.4.46. Wash dishes well away from the lake or river. Dishes must be washed in warm water using soap. Water must be disposed of in hole that is dug far away from campsite and far from all bodies of water.

TR.4.47. Proper handwashing or sanitizing before cooking and eating meals and after using the bathroom is necessary.

TR.4.48. On a campsite, if a privy is provided, use it. If no toilet or outhouse facility exists, waste must be buried carefully to avoid water contamination. Providing digging tool and teaching proper procedures is necessary.

TR.4.51. Depending on weather conditions, coolers and ice packs will keep your cooler refrigerated for several days, but for no more than a week. For longer trips, keep drinks in one cooler and food that needs to be refrigerated in another. Prepare perishable foods before the trip and keep it stored in the cooler until it can be reheated. This will help solve the possibility that foods will perish because the items will already have been cooked and would just need a little more heat before eating. This applies to anything such as pasta or meats that you choose not to freeze. If required bear-proof containers should be used.

## TR.4. Compliance Demonstration

**TR.4.1. to 4.16.**

**Visitor Observation: Tour of camp facilities, review all policies and procedures, training and programme plans, tripping plans, maps, documents, schedules, etc.**

**Visitor Interview: Director to provide a detailed overview of compliance to all Tripping Standards.**

**TR.4.17. to TR.4.22.**

**Visitor Observation: Tour of camp facilities, equipment and health and safety posters/information/signs.**

**Visitor Interview: Director to provide a detailed overview of programme plus menus, protocols for medication, incident/accident forms and steps taken to reduce insect bites.**

**TR.4.23. to TR.4.26.**



**Visitor Observation:** Tour of camp facilities.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes including information on low-impact camping, provincial park rules/handbook, etc.

TR.4.27. to TR.4.32.

**Visitor Observation:** Tour of camp facilities, tripping gear, repair kits, tracking, recording and inspection logs.

**Visitor Interview:** Director to provide a detailed overview of programme.

TR.4.33. to TR.4.37.

**Visitor Observation:** Tour of camp facilities, equipment, number of PFDs and safety plans for trips.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes.

TR.4.38. to TR.4.48.

**Visitor Observation:** Tour of camp facilities, equipment, number of tents per trip, tent repair kits, etc.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes.

TR.4.49. to TR.4.51.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes.



## TR.5. Tier-2/Extended Backcountry Trips

| Leadership and Safety |                                                                                                                                                     |     |    |    |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.5.1.               | Is the trip leader at least age 18 at the time of the trip, with adequate skills and experience for leadership in backcountry settings?             | Yes | No | NA |
| TR.5.2.               | Is the trip leader age 19 or older at the time of the trip?                                                                                         | Yes | No | NA |
| TR.5.3.               | Is an assistant leader at least age 18 at time of trip, with adequate skills and experience to take over in an emergency and lead the group safely? | Yes | No | NA |
| TR.5.4.               | When the trip includes any swimming, does the camp meet standards set out in OCA (TR) module 'Trip Swimming for all Trips'?                         | Yes | No | NA |
| TR.5.5.               | Is the trip leader currently certified in a wilderness first aid course of 16-20 hours duration, including CPR-C?                                   | Yes | No | NA |
| TR.5.6.               | Is the trip leader currently certified in Wilderness Advanced First Aid (WAFA) or an equivalent course?                                             | Yes | No | NA |
| TR.5.7.               | Is the assistant trip leader currently certified in Standard First Aid/CPR or an equivalent course?                                                 | Yes | No | NA |
| TR.5.8.               | Is the assistant trip leader currently certified in a wilderness first aid course of 16-20 hours duration, including CPR-C?                         | Yes | No | NA |
| TR.5.9.               | Do both trip leaders participate in trip planning and become completely familiar with the trip plan?                                                | Yes | No | NA |
| TR.5.10.              | Does the camp train the leaders in trip emergency procedures?                                                                                       | Yes | No | NA |
| TR.5.11.              | Does the camp train the leaders in the management and supervision of participants at an off-site location?                                          | Yes | No | NA |

Continued

### MANDATORY:

TR.5.1., 5.3., 5.4., 5.5., 5.7., 5.9., 5.10., 5.13., 5.14., 5.15., 5.17., 5.18., 5.19., 5.20., 5.21., 5.22., 5.23., 5.24., 5.26., 5.28., 5.31., 5.32., 5.38., 5.39., 5.40., 5.41., 5.42., 5.44., 5.48.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

TR

ALL TRIPS AND  
EXCURSIONS



|          |                                                                                                                                                                                               |     |    |    |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.5.12. | Does the camp research the trip location, drop off areas, meeting points, locations of emergency access/ phones, park procedures where applicable, and age and/or ability restrictions?       | Yes | No | NA |
| TR.5.13. | <b>Is a written trip plan left at the main camp location and a copy taken on the trip, including details of the itinerary, participants, and emergency procedures?</b>                        | Yes | No | NA |
| TR.5.14. | <b>In case of emergency, do the trip leaders have a method of communicating with the camp as required by the trip location (e.g., cell phone, walkie talkie, satellite texter or phone)?</b>  | Yes | No | NA |
| TR.5.15. | <b>Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip and have plans to safely manage said limitations/concerns?</b>                        | Yes | No | NA |
| TR.5.16. | Is the camp director aware of the limitations and/or health concerns of all participants on the trip?                                                                                         | Yes | No | NA |
| TR.5.17. | <b>Do the trip leaders ensure that the group stays together, that no one goes out of sight without a buddy, whistle or other communicating device?</b>                                        | Yes | No | NA |
| TR.5.18. | <b>Do the trip leaders know and follow planned safety procedures for any unwanted animal interactions?</b>                                                                                    | Yes | No | NA |
| TR.5.19. | <b>Is the staff-to-participant ratio at least one staff to every six participants (1:6)?</b>                                                                                                  | Yes | No | NA |
| TR.5.20. | <b>If your camp is using third-party off-site facilities for program, have you done your due diligence to ensure they follow industry best practises and relevant government regulations?</b> | Yes | No | NA |

Continued

|                                |                                                                                                                                                                                                                        |     |    |    |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.5.21.                       | Do all trip participants receive active trip training and familiarization with the scope and route of the trip prior to departure?                                                                                     | Yes | No | NA |
| <b>Health and Sanitation</b>   |                                                                                                                                                                                                                        |     |    |    |
| TR.5.22.                       | Are the leaders familiar with every participant/staff with a known health/medical condition, carry any required Rx medications on the trip, and administer/document all Rx personal or PRN over-the-counter medicines? | Yes | No | NA |
| TR.5.23.                       | Is a well-stocked first aid kit and medication kit, if needed, properly secured in a waterproof container in an accessible location?                                                                                   | Yes | No | NA |
| TR.5.24.                       | Has a record of health irregularities been reviewed prior to departing on the trip?                                                                                                                                    | Yes | No | NA |
| TR.5.25.                       | Is a record kept of health/safety/ wellness irregularities during the trip, and reviewed with health care staff upon return?                                                                                           | Yes | No | NA |
| TR.5.26.                       | Is there adequate clothing, sunscreen, food and purified drinking water for all members of the trip?                                                                                                                   | Yes | No | NA |
| TR.5.27.                       | Are there adequate measures to protect against biting insects, ticks and poisonous plants?                                                                                                                             | Yes | No | NA |
| <b>Camping/Programme Sites</b> |                                                                                                                                                                                                                        |     |    |    |
| TR.5.28.                       | Upon arrival at an outdoor campsite or facility, do staff check that the site is made free from hazards, such as deadfall, broken glass, waste, or hazards from activity of other users?                               | Yes | No | NA |
| TR.5.29.                       | When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?                                                                                                         | Yes | No | NA |
| TR.5.30.                       | Are participants taught low-impact camping by the trip leaders, including all garbage being carried out and disposed of properly?                                                                                      | Yes | No | NA |

Continued



TR

ALL TRIPS AND  
EXCURSIONS



|                                                           |                                                                                                                                                      |     |    |    |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.5.31.                                                  | Are proper camp fire practices observed, including location, observing wood restrictions, and completely extinguishing a camp fire?                  | Yes | No | NA |
| <b>Equipment</b>                                          |                                                                                                                                                      |     |    |    |
| TR.5.32.                                                  | Does the camp director or staff ensure that safety inspections of all trip supplies and equipment are completed regularly?                           | Yes | No | NA |
| TR.5.33.                                                  | Does the choice of all equipment and supplies meet or exceed requirements of trip conditions, safety, and regulation?                                | Yes | No | NA |
| TR.5.34.                                                  | Does the choice of all equipment allow participants to minimize the impact on the environment?                                                       | Yes | No | NA |
| TR.5.35.                                                  | Does trip equipment include a camp stove to prepare the group's meals without fire if needed?                                                        | Yes | No | NA |
| TR.5.36.                                                  | Do appropriate field repair kits go with the trip?                                                                                                   | Yes | No | NA |
| TR.5.37.                                                  | Are needed repairs performed before the equipment is sent out on another trip?                                                                       | Yes | No | NA |
| <b>Trips Using Watercraft answer TR.5.38. to TR.5.42.</b> |                                                                                                                                                      |     |    |    |
| TR.5.38.                                                  | Does every person in a human-powered vessel wear a Canadian government approved Personal Floatation Device (PFD) or life jacket?                     | Yes | No | NA |
| TR.5.39.                                                  | Are the watercraft suitable and safe for the trip route and assigned loads? Do they have all safety devices as required by the Canadian Coast Guard? | Yes | No | NA |
| TR.5.40.                                                  | Are the watercraft maintained and repaired to be safe for use? Are emergency repair supplies carried on trip?                                        | Yes | No | NA |
| TR.5.41.                                                  | When the trip includes any boating, does the supervising leader hold a current Bronze Cross, or certification approved by the Minister of Health?    | Yes | No | NA |

Continued

|                       |                                                                                                                                                                                                     |     |    |    |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.5.42.              | <b>When the trip includes any boating on moving water, does the camp meet standards set out in OCA (TR) module 'Moving Water for all Trips'?</b>                                                    | Yes | No | NA |
| <b>Overnight Stay</b> |                                                                                                                                                                                                     |     |    |    |
| TR.5.43.              | Are there sufficient tents, tarpaulins or flies to shelter all the participants comfortably?                                                                                                        | Yes | No | NA |
| TR.5.44.              | <b>Are the tents, tarpaulins or flies pitched safely away from the fire and other hazards?</b>                                                                                                      | Yes | No | NA |
| TR.5.45.              | Are the tents, tarpaulins or flies self-contained, with all necessary pegs, poles, and rope?                                                                                                        | Yes | No | NA |
| TR.5.46.              | Do the staff carry supplies to make field repairs of necessary equipment?                                                                                                                           | Yes | No | NA |
| TR.5.47.              | Are new campsites established only after the leader is convinced no existing sites are available within a reasonable distance?                                                                      | Yes | No | NA |
| TR.5.48.              | <b>Is all water purified or treated effectively for drinking and cooking?</b>                                                                                                                       | Yes | No | NA |
| TR.5.49.              | Where water purification is performed on the trip, is there a secondary method of water purification on board?                                                                                      | Yes | No | NA |
| TR.5.50.              | Are sanitary, low-impact dish-washing procedures explained to the group and followed?                                                                                                               | Yes | No | NA |
| TR.5.51.              | Are all food dishes being washed away from shorelines, with biodegradable soap and hot water?                                                                                                       | Yes | No | NA |
| TR.5.52.              | Are procedures for personal hygiene including hand-washing practiced by the group?                                                                                                                  | Yes | No | NA |
| TR.5.53.              | If no toilet facility is available, is human waste buried in active topsoil at least 75 m (250 ft.) from water and food?                                                                            | Yes | No | NA |
| <b>Trip Food</b>      |                                                                                                                                                                                                     |     |    |    |
| TR.5.54.              | Is the trip food menu balanced, nutritious and adequate to the physical demands of the trip? Does it provide equally for all participants, including those with allergies and dietary restrictions? | Yes | No | NA |

Continued

|          |                                                                                                                                           |     |    |    |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.5.55. | Is the food outfitted so as to be protected from damage during an extended period of backcountry trip travel?                             | Yes | No | NA |
| TR.5.56. | Is food prepared within an adequate time line to be safely consumed?                                                                      | Yes | No | NA |
| TR.5.57. | Is safe food preparation, packaging and disposal handled by methods to prevent contamination, food-borne illness, or animal interference? | Yes | No | NA |

## TR.5. Contextual Education

**TR.5.1. There must be a legal adult (18 years+) that is responsible for all participants. They must also have the relevant knowledge, experience and qualifications appropriate to lead the trip.**

TR.5.2. For back country travel experiences, a leader with an additional year of maturity, training and experience is a real asset. An age 19 leader will have had by this age similar trips as a secondary leader, will have had the opportunity to complete higher levels of lifesaving and first aid training, and will likely have completed at least a year of university.

**TR.5.3. There must be at least two leaders per trip, each capable of shouldering the responsibility to lead effectively. Trip leaders must be diligent and alert at all times. In the absence of the support of camp staff and facilities, the trip leaders are solely responsible for meeting all the participants' needs. Also, the participants are away from normal routines and security. Trip leaders for extended trips and wilderness travel must have prior tripping experience commensurate with the length of the trip and its degree of challenge.**

The intent is that if it is necessary for the group to split up or if the primary leader is unable to lead for some reason the assistant leader has the necessary skills to take over. This can be through leadership and emergency preparedness training as well as qualifications and past experience.

**TR.5.5., TR.5.6. and TR.5.8. A key facet of wilderness first aid training is the leader's ability to manage injury and illness in a remote setting, hours from professional medical care. The most comprehensive courses are offered at this time by Wilderness Medical Assoc. (WMA) which provides a 2-day 16-hour course 'Wilderness First Aid' (WFA), and Red Cross which provides a 20-hour course 'Remote First Aid'.**

- St. John's Ambulance, Vital Signs and other providers offer various courses titled 'Wilderness First Aid' with varying curricula.
- CPR-C includes choking response, AED use, and CPR for children and babies as well as adults.

**TR.5.7.** The intent is that at least one leader has a current first aid/CPR certificate appropriate to the duration, remoteness and activities undertaken on the trip. Standard First Aid equivalency can be judged based on course content or expert consultation.

**TR.5.9.** Pre-trip planning may include communication points, transportation arrangements, access points, facility evacuation plans, emergency meeting spots, procedures if someone is separated from the group, participant supervision in urban centres, proposed route, total mileage, location of campsites and portages, knowledge of water quality, special equipment needs, fragile nature areas, rapid ratings, degree of difficulty of route, leased or private lands, climate, topography and map references. This planning will depend on the type of trip. For trips travelling on water, all participants should receive boating skills instruction prior to departure.

**TR.5.10.** Emergency procedures may include a missing person, swamped canoe, serious injury, evacuation methods, and firefighting. Training should include all major potential hazards and drills to practice procedures.

TR.5.11. Additional training may include information on psychosocial and group management as well as more training to deal with sensitive issues that may arise such as increased vulnerability or disclosure of abuse.

TR.5.12. Research may include discussion with other organizations, local experts, reading guidebooks/trip logs and communication with park staff.

**TR.5.13.** A trip plan should include names of all participants, points of emergency access, route, anticipated campsites, and contingency plans. The trip plan should be left at the main site and a copy of the trip plan and a map should be carried by one of the trip leaders.

**TR.5.14.** Communication could be in the form of direct person-to-person verbal/text communication (i.e. cell phone where there is cell service, satellite phone or InReach device). Communication can also be in the form of one-way emergency communication such as Spot device or EPIRB.

TR.5.16. This includes written documentation of health concerns both long-term and immediate in the trip leader's possession. Immediate health concerns should be determined by medical staff prior to trip departure and communicated in writing to the trip leader.







TR.5.17. Buddies are pre-established partnerships to ensure participants are not alone. Participants must be given device to communicate with main group/trip leaders in event of emergency if separating from group.

TR.5.18. Dangerous wildlife might include a bear, moose, poisonous snake or rabid animal. Training for this would include detailed policy explanation as to proper methods for dealing with dangerous wildlife.

**TR.5.19. If the participants are LITs/CITs, this ratio does not apply; a higher ratio would be acceptable. This ratio must be reduced based on high-risk participants, area or activities. Staff included in ratio must be capable of being in situation where they can manage the group alone.**

**TR.5.20. Things to look for, but not limited to, include certifications, inspection certificates, training (staff – proper training and certification), emergency procedures, clean and safe grounds and insurance. For more information, please see [acacamps.org/resource-library/campline/camp-contracting-service-providers-bigger-picture](http://acacamps.org/resource-library/campline/camp-contracting-service-providers-bigger-picture).**

**TR.5.22. If medication is required for a participant or staff then it must be taken on the trip and kept in a safe place (e.g., group first aid kit). Staff must ensure an appropriate amount of medication is brought, taking into account trip length, type of medication, conditions, etc.**

**Medications must be kept by the trip leader in a safe and secure location that can be accessed easily in an emergency. The trip leader must also be responsible for the distribution of all medication and recording of such distribution.**

**TR.5.23. The first-aid kit should contain sufficient supplies and equipment to handle anticipated emergency situations, with adequate instructions. The amount and type of supplies will vary with the length of time away, available assistance, and specific needs of the trip participants.**

TR.5.25. All medical incidents must be recorded either with individual incident reports (necessary for significant issues) or medical incident recording sheets. This includes injury and illness.

All medical considerations that occur on a trip must be outlined to the camp's medical staff on return and followed up with the participant if necessary.

**TR.5.26. A sun protection policy, including the use of sun hats and sunglasses, is particularly important on trips on the water or in open areas with prolonged sun exposure.**

**The amount of water needed will vary based on conditions and activities but there must be a reasonable amount of purified and clean water for each participant. If the trip leader and participants cannot carry or purchase the necessary water for the trip, then means to purify an adequate amount must be brought.**

**TR.5.28. Staff must be first to explore new outdoor camp/programme sites and confirm that they are safe from possible deadfall, hazards that could cause injury or contamination, and risk of animal attack.**

TR.5.29. Parks have different rules and regulations than crown land and each park may be different. Trip leaders must know and adhere to the rules and regulations of each park.

TR.5.30. Low-impact camps practices include using established tent sites only; respecting vulnerable vegetation and ground cover; avoiding use of nails, wire, glass or makeshift structures on a site; restricting fires to the approved fire pit; never leaving charred logs, but burning all firewood to ash; and removing all litter and plastic from the site. Ideally, trippers should strive to achieve no-trace camps. "Pack it in; pack it out".

All non-biodegradable/burnable materials must be packed out as in line with a no-trace camping practice. Camp/programme sites should be left as clean as or cleaner than they were found.

**TR.5.32. Equipment may include cooking shelters, equipment, tarps and coolers. Inspection of safety equipment is most important such as checking white water rescue gear, lifejackets and bear deterrents, etc.**

TR.5.33. It is recommended that extended trips carry high quality equipment that is well maintained and provides optimal safety and comfort for all participants. It is important to consider potential challenges the trip may offer, including terrain, weather, and animals. Night-time food storage equipment is needed where animals are a potential risk.

The variety of outdoor equipment is huge and having the right gear for the trip can make or break it. Think about the proper trip equipment like ultra-light canoes for long portages and proper white water boats for river trips.

TR.5.34. Equipment brought can affect the impact on the environment. For example, bringing a stove eliminates the need for fires. Careful thought into what is needed for food, shelter and travel can help reduce the environmental impact.

TR.3.36. and TR.3.37. In the field (camp), repairs must be followed up with and more permanently fixed before going back out on trip. This will avoid future, more serious equipment problems. Having an equipment tracking, recording and inspection log will make this simpler.

**TR.5.38.** The PFD must be the correct size for each person. PFDs should be appropriate for the trip and activities (e.g. if paddling white water, then a high quality paddling PFD should be worn).

**TR.5.39.** Boats have a maximum recommended carrying capacity. Trip leaders must use their judgment and keep loads to a safe amount. A reasonable amount of freeboard is necessary for safety.

**Watercraft must be appropriate for the route and type of travel being undertaken. Unsuitable watercraft will increase risk.**

Regulations require that all water craft must have certain items such as buoyant heaving line, bailer, signaling device. These must be kept in each individual boat. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

**TR.5.40.** Watercraft must be kept in good working order and be appropriate for the type of water the trip plans to paddle on (e.g., small lakes vs. rivers vs. large open water).

Suitable material to do an in-field repair must be brought on each trip. This may be duct tape in some cases or more complex fixes such as epoxy or fiberglass kits.

**TR.5.41.** This Standard applies to all activities in or on the water. The minimum requirement for the swimming/boating supervisor is a Bronze Cross, or equivalent. An NL is suggested, where possible. Equivalency for the purposes of lifeguard certifications is determined by the Minister of Health.

TR.5.43 Each trip must bring equipment to shelter all participants from the elements if need be. Consider possible weather and ground conditions when deciding which method of shelter is best.

**TR.5.44.** Shelters must be pitched far enough away from fires to minimize the risk of sparks igniting the material. Ideally shelters are upwind of fires to further decrease risk.

TR.5.45. A self-contained shelter will eliminate the need to cut down trees or cut off tree limbs to put up a shelter. Self-contained shelters allow trips to have lower impact on the surrounding environment and are necessary to adhere to no-trace camping practices.

TR.5.46. Tents often have repair issues. Zippers jam and flies rip. Having equipment to fix these minor problems in the field is necessary. A pair of pliers and some duct tape is often sufficient.

TR.5.47. An ideal campsite provides privacy for the group. If there are other participants at nearby sites, their privacy should be respected. The length of stay at any one campsite is best limited to two nights to allow other participants to make use of them.

**TR.5.48. No water consumed by participants or used in the cooking of food may be straight from an untreated water source. Treatments such as boiling, chlorinating, UV filtering or charcoal pump filtering must be used.**

TR.5.51. Wash dishes well away from the lake or river. Dishes must be washed in warm water using soap. Water must be disposed of in hole that is dug far away from campsite and far from all bodies of water.

TR.5.52. Proper handwashing or sanitizing before cooking and eating meals and after using the bathroom is necessary.

TR.5.53. On a campsite, if a privy is provided, use it. If no toilet or outhouse facility exists, waste must be buried carefully to avoid water contamination. Providing digging tool and teaching proper procedures is necessary.

TR.5.56. Depending on weather conditions, coolers and ice packs will keep your cooler refrigerated for several days, but for no more than a week. For longer trips, keep drinks in one cooler and food that needs to be refrigerated in another. Prepare perishable foods before the trip and keep it stored in the cooler until it can be reheated. This will help solve the possibility that foods will perish because the items will already have been cooked and would just need a little more heat before eating. This applies to anything such as pasta or meats that you choose not to freeze.

TR.5.57. Depending on weather conditions, coolers and ice packs will keep your cooler refrigerated for several days, but for no more than a week. For longer trips, keep drinks in one cooler and food that needs to be refrigerated in another. Prepare perishable foods before the trip and keep it stored in the cooler until it can be reheated. This will help solve the possibility that foods will perish because the items will already have been cooked and would just need a little more heat before eating. This applies to anything such as pasta or meats that you choose not to freeze.

If required bear-proof containers should be used





## TR.5. Compliance Demonstration

TR.5.1. to 5.21.

**Visitor Observation:** Tour of camp facilities, review all policies and procedures, training and programme plans, tripping plans, maps, documents, schedules, etc.

**Visitor Interview:** Director to provide a detailed overview of compliance to all Tripping Standards.

TR.5.22. to TR.5.27.

**Visitor Observation:** Tour of camp facilities, equipment and health and safety posters/information/signs.

**Visitor Interview:** Director to provide a detailed overview of programme plus menus, protocols for medication, incident/accident forms and steps taken to reduce insect bites.

TR.5.28. to TR.5.31.

**Visitor Observation:** Tour of camp facilities.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes including information on low-impact camping, provincial park rules/handbook, etc.

TR.5.32. to TR.5.37.

**Visitor Observation:** Tour of camp facilities, tripping gear, repair kits, tracking, recording and inspection logs.

**Visitor Interview:** Director to provide a detailed overview of programme.

TR.5.38. to TR.5.42.

**Visitor Observation:** Tour of camp facilities, equipment, number of PFDs and safety plans for trips.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes.

TR.5.43. to TR.5.53.

**Visitor Observation:** Tour of camp facilities, equipment, number of tents per trip, tent repair kits, etc.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes.

TR.5.54. to TR.5.57.

**Visitor Interview:** Director to provide a detailed overview of tripping programmes.

## TR.6. Tier-3/Wilderness Travel Programmes (WTP)

|                 |                                                                                                                                                                                                                                      |            |           |           |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| TR.6.1.         | Does your organization meet the standards of TR.5?                                                                                                                                                                                   | Yes        | No        | NA        |
| <b>TR.6.2.</b>  | <b>Does at least one trip leader have wilderness first aid training appropriate to the remoteness and risks of the trip?</b>                                                                                                         | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>TR.6.3.</b>  | <b>Does the trip leader have the necessary skills to manage the degree of difficulty on the trip?</b>                                                                                                                                | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>TR.6.4.</b>  | <b>Are both trip leaders at least 18 years of age at the time of the trip?</b>                                                                                                                                                       | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| TR.6.5.         | Do the pre-trip literature, promotional materials and discussions assist the participant in preparing for the programme, including specifying the physical fitness requirements, expectations, degree of risk and programme details? | Yes        | No        | NA        |
| TR.6.6.         | Are trip participants trained in rescue techniques appropriate to the trip?                                                                                                                                                          | Yes        | No        | NA        |
| <b>TR.6.7.</b>  | <b>Does the trip leader carry a reliable and appropriate communication device that meets the needs and remoteness of the trip?</b>                                                                                                   | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| TR.6.8.         | Does the camp fully examine and assess the reliability and insurance status of any transportation service being employed?                                                                                                            | Yes        | No        | NA        |
| TR.6.9.         | Does the camp communicate with parents or guardians and camp insurance agents if unusual or unexpected transportation services are involved?                                                                                         | Yes        | No        | NA        |
| <b>TR.6.10.</b> | <b>Are trip participants trained in safety, emergency and rescue techniques appropriate to the length and remoteness of the trip?</b>                                                                                                | <b>Yes</b> | <b>No</b> | <b>NA</b> |

Continued

### MANDATORY:

**TR.6.2., 6.3., 6.4., 6.7., 6.10., 6.11.**

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres

TR

ALL TRIPS AND  
EXCURSIONS



|          |                                                                                                                       |     |    |    |
|----------|-----------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TR.6.11. | Is the trip evaluation reviewed by the camp director and/or head of tripping?                                         | Yes | No | NA |
| TR.6.12. | If climbing and/or caving are part of the programme, are potential hazards determined prior to starting the activity? | Yes | No | NA |

## TR.6. Contextual Education

TR.6.1. Trip leaders must have prior experience on trips of a similar nature to what they are leading. This means the leaders have been in similar locations and traveled similar distances prior to being the leader of a trip.

**TR.6.2. For a wilderness travel programme expedition, it is strongly recommended that a leader possess a WFR (Wilderness First Responder – 80 hours) or higher first aid certification, in order to have on-trip skills and knowledge of basic life support, injury/illness assessment, stabilizing of patients in adverse field conditions, triaging of multiple casualties, and record-keeping useful to advanced medical assistance.**

**TR.6.3. and TR.6.4. Leaders on wilderness trips require sound judgment and decision-making skills.**

TR.6.5. Pre-trip information given to participants must be comprehensive and let participants know what they are getting themselves into. This will allow for proper preparation in terms of mental readiness and physical preparedness.

TR.6.6. If canoeing, then canoe over canoe rescues should be taught. If paddling white water, basic white water rescue techniques such as throw bagging and offensive/defensive swimming should be taught. Things that will help keep the group be safer as a whole should be outlined before embarking.

**TR.6.7. Communication could be in the form of direct person-to-person verbal/text communication (i.e. cell phone where cell service, satellite phone or InReach device). Communication can also be in the form of one way emergency communication such as Spot device or EPIRB. Depending on the remoteness and risk level of the trip, one or more of these methods should be considered.**

TR.6.8. Camps should check references for all transportation providers and ensure they are reliable and have updated safety checks and insurance.

TR.6.9. If camps are sending participants in any vehicle that has not

been priorly approved by parents or guardians and the camp's insurance providers they must notify both parties and ensure that it is acceptable.

TR.6.11. Gathering post trip information is a crucial step to finding out what happened on a trip and how to make the next one better. A thorough debrief (both verbal and written) should be done by the trip leaders upon return.

TR.6.12. Hazards should be determined and assessed during pre-trip planning and immediately prior to undertaking the climbing/caving. Assessment should be done by a supervisor who has been trained, certified and is experienced in the activities planned. Assessments should include written documentation of hazards and strategies to avoid.

## TR.6. Compliance Demonstration

**TR.6.1. to TR.6.16.**

**Visitor Interview: Director to provide a detailed overview of wilderness travel programmes.**





**ONTARIO CAMPS  
ASSOCIATION**

**TN**

# **Section TN**

# **Transportation**

This section contains sub-sections relating to Safety, and Public Transportation.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## Relevant Regulations and Resources

Boating remains within the Transportation section as the regulations pertaining to boating apply to a wide range of uses, and are regulated by Transport Canada. Many camps offer ferry and barge services operating similar to bussing.

- [Ministry of Transportation](#)

### Small Vessel Registration

- [Pleasure Craft License](#)
- [Small Vessel Operator Proficiency \(SVOP\)](#)

### Transport Canada

- [Small Vessel Compliance Program](#)

## General Notes

Transportation includes the movement of people to, from and around the camp's site as well as the use of motorized vehicles for maintenance, delivery or other routine or urgent camp business. Transportation can be camp owned/rented/leased vehicles including cars, trucks, golf carts; public/semi-public transportation (including subway, bus, streetcar, ferry, shuttle, ride-share) and/or private, third party transportation (school bus, taxi, ride share).

Transportation can be within camp (e.g., deliveries or garbage pick up) or can be further than the property used by the camp and onto public roads.

Non-motorized use of vehicles is not covered within this section but may be covered in other sections (e.g., canoe used on a trip to transport campers from site to site). Motorized vehicles used for programming, e.g., go-karts, aren't not covered in this section.

Many camps hiring third party transportation providers to transport campers and staff to and from camp and/or to off-site programmes. It is important to research and obtain all of the appropriate documents reflected in the Standards from the company that you employ to ensure that the company has a good safety record and their insurance is deemed adequate by your camp insurance provider. Camps that hire third party transportation providers are still required to ensure and verify that these Standards are being met.

Review Standards with your third party transportation provider, keep a written record and annually acquire all documents for your files prior to the start of camp.

**MANDATORY:**

TN.1.1, 1.2., 1.3., 1.6., 1.7.

**Applies to:**

- Day Camps
- Overnight Camps
- Family Camps



## TN.1. Safety

|         |                                                                                                                                                                          |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TN.1.1. | Does the camp have written policies and procedures for each type of transportation?                                                                                      | Yes | No | NA |
| TN.1.2. | Does the driver or camp staff have an accurate list of the names of campers and staff traveling while under the camp's supervision?                                      | Yes | No | NA |
| TN.1.3. | Is a copy of the list kept at camp?                                                                                                                                      | Yes | No | NA |
| TN.1.4. | Does the camp provide one or more trained supervisors in each vehicle when transporting campers?                                                                         | Yes | No | NA |
| TN.1.5. | Prior to the start of camp, are staff trained in their responsibilities and safety related to the camp's transportation methods?                                         | Yes | No | NA |
| TN.1.6. | Prior to the start of camp, are staff trained in their additional responsibilities during the transporting of people (staff, campers, volunteers, guests, participants)? | Yes | No | NA |
| TN.1.7. | Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?                                           | Yes | No | NA |

## TN.1. Contextual Education

**TN.1.1.** Written procedures for types of transportation should include what vehicle should be safely used by which people for what purpose and when.

For uses of motorized vehicle methods of transportation which don't always involve moving people about, such as but not limited to, using the outdoor education centre/camp's maintenance vehicle to pick up supplies or a golf cart for housekeeping or doing camp's business in your own vehicle the procedures may be simple and include clauses like, "in-camp use only/not on public roads", "not to be used to transport participants", "staff members with a current full G license only", or "priority for this vehicle is for the food services' staff team during 8-6 daily".

When a Centre/Camp uses a vehicle or hires a company to use a vehicle to transport people, accurate attendance procedures should be in place for every pick-up and drop-off situation including daily charters, out-trips, field trips, and excursions.

Types of Transportation Considerations for Participant/Campers may include:

- **Door-to-Door Transportation:** Pick-up and drop-off procedures should consider safe boarding and disembarking, the communication method between the home and the camp, and the procedure when a parent or guardian is not available to receive a camper. Written instructions from the parent or guardian may permit a camper to be left at home unattended or with a specified alternative.
- **Central Pick-Up and Drop-Off Locations:** Designate safe loading and unloading areas and identify these areas with clear signage. Often schools and recreation centres are used for central pick-up and drop-off locations as they usually offer a safe entrance and exit to and from the area or have a marked drop-off area. For overnight camps, space for baggage should be considered if the baggage is arriving to camp with the campers/participants. Approval/permits may be required from the owner of the pick-up or drop-off location.
- For day camps in urban settings, sometimes an off-duty police officer is contracted, through the police service, to help direct traffic.
- **Airports and Railway Stations:** Reliable updated travel information must be available to ensure that arrivals are met at the proper time and proper place. Contact information should be in the hands of the centre/camp, the participant/camper and the parent(s) or guardian(s). If traveling from outside of Canada, a letter of authorization from each custodial parent/guardian is required. The camp must make certain that the departing camper is taken by the proper authority to board the train or plane and not left stranded. Many camps give campers a travel pouch containing camp contact information, identification, emergency money and other travel documents.

Staff must be instructed in the procedures to follow if a participant/camper does not appear when the bus transportation is to leave or when an unexpected participant/camper arrives to embark on the journey. Staff must understand the maximum wait times and procedures at the drop-off if a participant/camper is not permitted to leave on their own. If possible, communication with the camp should be easily available to help with decision making.



TN.1.4. Training can include safe loading and unloading procedures, crossing streets, taking attendance, dealing with parents or guardians and their concerns, successful bus programmes, emergency procedures, vehicle safety rules, incident reports, behaviour management, how and when to contact the camp office.

TN.1.5. Training should include the use seat belts if they are provided, speed limit compliance, number of people in car, use of technology and the handling of different sizes of vehicles. Camps should follow manufacturer recommendations for operation of any camp vehicle at all times. Camps should provide an orientation to staff members driving on camp business as to what to do in case of mechanical failure, incident and/or accident. Safety of participants should be the primary focus of all orientations/training.

**TN.1.7. Use seat belts if they are provided. Camps should follow manufacturer recommendations for operation of any camp vehicle at all times.**

## TN.1. Compliance Demonstration

**Visitor Observations:** All vehicles and equipment in safe operating condition and being operated appropriately for the centre/camp's setting. Also ask "When is this vehicle used in your operation? Who can use this vehicle?"

**Written Documentation:** Written policies and procedures, lists and copies of list of participants/campers being transported.



## TN.2. Public Transportation

|         |                                                                                                                         |     |    |    |
|---------|-------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| TN.2.1. | Are participants/campers traveling on public transportation supervised by trained staff?                                | Yes | No | NA |
| TN.2.2. | Are participants/campers traveling on public transportation given identification and/or camp contacts?                  | Yes | No | NA |
| TN.2.3. | Are participants/campers traveling on public transportation trained in how to obtain the assistance of the authorities? | Yes | No | NA |

### MANDATORY:

#### TN.2.1.

#### Applies to:

- Day Camps
- Overnight Camps
- Family Camps

## TN.2. Contextual Education

**TN.2.1. Staff and participants/campers must understand the route and how to use the various modes of transportation. A procedure should be in place to maintain a consistent count of participants/campers as they board and then leave any mode of transportation.**

## TN.2. Compliance Demonstration

**Visitor Observations:** How participants/campers are identified on public transportation.

**Visitor Interview:** Discussion with director regarding staff training.

**Written Documentation:** Written policies and procedures regarding public transportation.





**ONTARIO CAMPS  
ASSOCIATION**

**PG**

# **Section PG**

# **Programming**

This section contains sub-sections relating to General Programme, Programme Supervision, Programme Safety and Risk Management, and Virtual Programs.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

Within the camp experience, participants and staff set and achieve goals in a healthy and safe environment.

Programming is the key to such an experience. Through programme the camp philosophy and objectives are implemented in a sustained experience that provides a creative, recreational and educational opportunity for community living. Camp programming utilizes individuals who are trained and provide leadership to others to foster participants' mental, physical, social, spiritual and emotional growth.

Every programme or activity at camp requires a standard to ensure participants, staff and other individuals involved or spectating are safe.

**Although some programmes require specific standards, there are general standards that apply to all camp activities.** Camps can provide unique programming based on their strengths and skills. This provides opportunities for campers to succeed.

It may be difficult to develop specific standards for every programme and activity but programme standards should require camp administration to address the following important considerations:

1. Qualified supervision and instruction of the activity.
2. Sound guidelines, safety regulations and emergency procedures for each activity.
3. Provision and maintenance of acceptable facilities and equipment.

### General Standards:

A camp needs to ensure they are following these Standards and ask questions that are specific to their programme and/or activity.

For each activity, has the camp assessed the risk involved for both participants and staff? This assessment should cover all aspects of the programme including equipment, training and supervision. If an assessment determines there is an element of risk that can be minimized in a reasonable fashion, does the camp work towards minimizing or eliminating the risk? Should the activity even proceed?

A safety orientation, including rules and safety practices for all participants and staff, is recommended before the start of all activities.

Due to the dangers involved in the misuse of certain equipment or vehicles, staff should monitor participants carefully as they are learning.

### Specific Standards:

Specific standards should comply with and reflect all governmental regulations expectations as well as OPHEA's guidelines (unless specifically indicated) which in many cases are more extensive.

## Relevant Regulations and Resources

- [Canadian Safety Council](#)
- [Ontario Physical Education Association \(OPHEA\) Safety Standards](#)

## PG.1. General Programme

### MANDATORY:

NONE

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Virtual Programs
- Family Camps

|         |                                                                                                                                           |     |    |    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| PG.1.1. | Has the camp's management considered all of the laws, manufacturers' suggested use practises, and risks for all activities being offered? | Yes | No | NA |
| PG.1.2. | Does the camp accurately inform participants of the programmes they offer?                                                                | Yes | No | NA |
| PG.1.3. | Does the camp have an evaluation system in place that reflects feedback from participants?                                                | Yes | No | NA |

## PG.1. Contextual Education

PG.1.1. Has the camp director, owner, etc. been thorough and compliant in ensuring that this Standard is being followed. This is necessary to ensure practices and activities are safe and follow laws at all levels of government (e.g. Ministry of Labour). This sends a clear message to participants, staff and families/guardians that the camp takes these expectations seriously and provides a safe environment for all participants.

PG.1.2. Each parent or guardian should be made aware of the range and extent of the programmes offered for their camper at the camp. This can be done through such avenues as promotional materials (e.g. website, brochure, DVDs, application forms, waivers/consent forms, etc.).

PG.1.3. An effective evaluation system is essential for camp growth and success. Through consistent reflection and evaluation a camp will improve safety, programme and the experience for participants as well as staff. This should be done on an ongoing basis as well as formally throughout the year. This may include:

- informal chats with participants;
- senior staff reflections and discussions;
- surveys; or,
- formal evaluation through the camp session.

## PG.1. Compliance Demonstration

### PG.1.1. to PG.1.3.

**Visitor Observation:** Camp tour of activities and signage is visible (e.g. safety of equipment). Equipment is functional and in good condition.

**Visitor Interview:** Director provides all forms, policies and procedures, warranties, mission and vision of the camp. Literature, letters and/or marketing materials are clear, thorough and in parent/guardian friendly language.





## PG.2. Programme Supervision

### MANDATORY:

NONE

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Virtual Programs
- Family Camps

|         |                                                                                                                        |     |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| PG.2.1. | For every specialty activity, is there at least one staff member who is experienced and knowledgeable in the activity? | Yes | No | NA |
| PG.2.2. | Does the camp designate staff to be responsible for supervising each activity?                                         | Yes | No | NA |

## PG.2. Contextual Education

PG.2.1. An activity should have a designated “leader” or “head”. All staff should be trained and knowledgeable about the specific activity they are working on. Training may be more informal (e.g. tennis or land sports staff) or based on qualifications (e.g. swimming or high ropes). The staff member at each activity must be able to make proper judgments concerning the participants’ equipment, use of facilities and equipment, safety rules and procedures. Each activity must be geared to the age, ability and the limitations of the participants participating.

PG.2.2. The camp director or designate must ensure proper supervision including sound guidelines, safety regulations and emergency procedures for each and every activity as well as the proper maintenance of all facilities and equipment for the activities. As part of the supervision, each activity should be evaluated and reviewed annually.

## PG.2. Compliance Demonstration

### PG.2.1. to PG.2.2.

**Visitor Observation:** Camp tour of activities and signage is visible (e.g. safety of equipment). Equipment is functional and in good condition.

**Visitor Interview:** Certificates of training of staff are on file in the office.

PG

PROGRAMMING



## PG.3. Programme Safety and Risk Management

|         |                                                                                                                                                         |     |    |    |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| PG.3.1. | Are safety procedures in place to protect participants and staff from exposure to harsh chemicals or other potential hazards?                           | Yes | No | NA |
| PG.3.2. | Does the camp provide safety rules and procedures for each activity to ensure that all equipment is handled by participants and staff in a safe manner? | Yes | No | NA |
| PG.3.3. | Does the camp properly maintain the equipment and facilities of each activity?                                                                          | Yes | No | NA |
| PG.3.4. | Does the camp have written procedures to minimize risk in each activity?                                                                                | Yes | No | NA |
| PG.3.5. | Does all safety equipment have Canadian Standards Association (CSA) approval?                                                                           | Yes | No | NA |

### MANDATORY:

PG.3.1., 3.2., 3.3., 3.5.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Virtual Programs
- Family Camps

## PG.3. Contextual Education

**PG.3.1.** All hazardous chemical, materials, etc. must be stored in safe areas and only utilized by properly trained staff (e.g. maintenance or kitchen). Staff need to have the qualifications and certifications to use such materials. If electrical equipment is used at an activity, the staff member must ensure safety protocols and procedures are in place in case of an accident. (Review the section on WHMIS.)

**PG.3.2.** The literature produced by the camp should reflect safety standards set out by the Ministry of Labour, OCA, etc. This is clearly available and communicated to all stakeholders involved in the camp. Each activity reflects the appropriate safety standards set out by the camp. Staff are trained and have the necessary licenses. This is essential to ensure risk is minimized and safety is the first priority.

**PG.3.3.** Camps should establish procedures to ensure that equipment is checked regularly and indicate who is to check the equipment. Activity staff must ensure their equipment has been installed in a safe manner. Camps should ensure their maintenance schedule is consistent with the manufacturer's timelines. Ongoing maintenance may be required for certain equipment.

PG.3.4. A camp must ensure their literature reflects the risks associated with each activity and participation in camp activities in general. This needs to be available and communicated to all groups, parents/guardians, etc. accessing the camp facility. Where appropriate parents/guardians give signed permission to participate in certain activities that are deemed high risk.

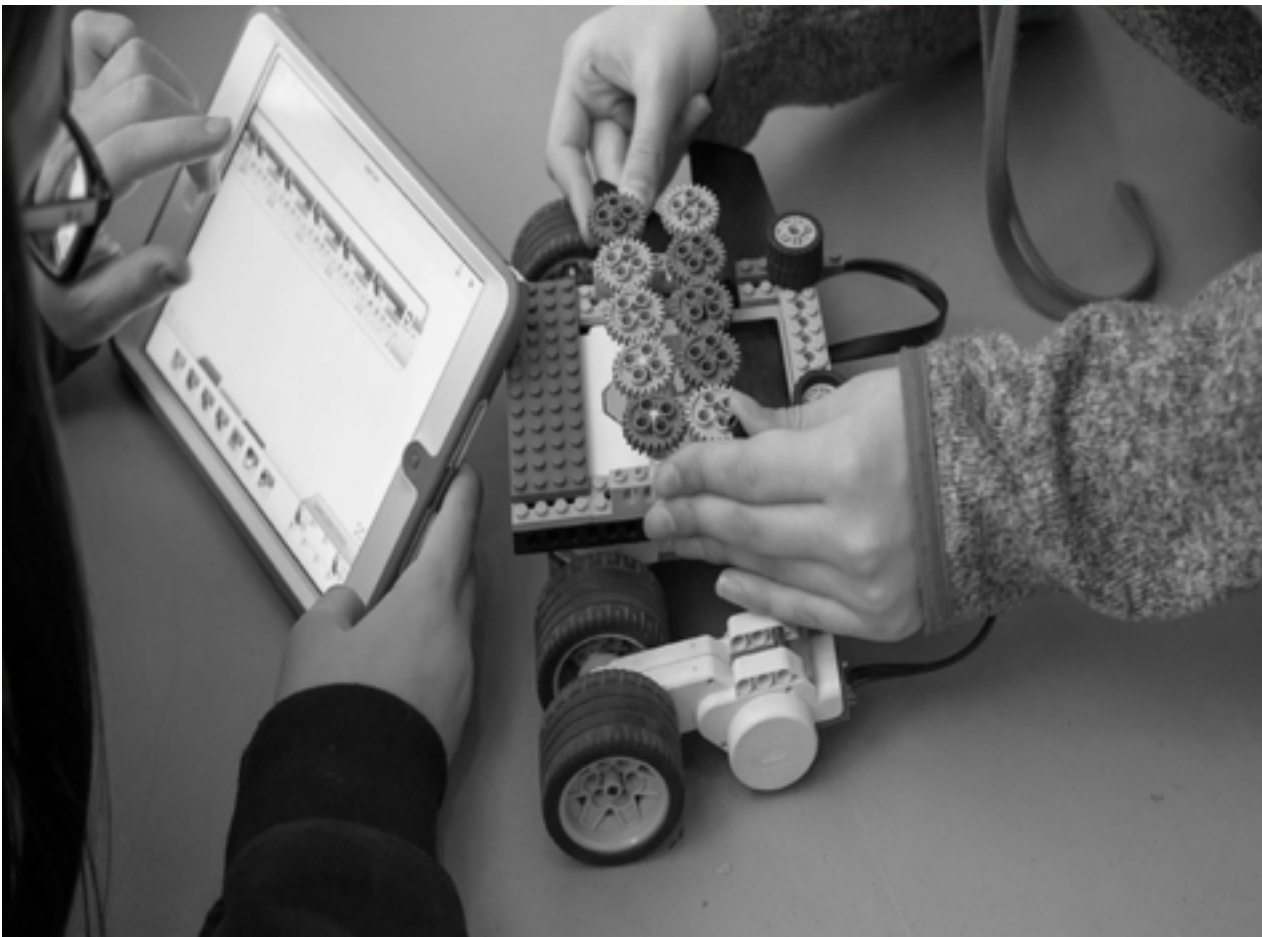
**PG.3.5. The camp needs to ensure their equipment is approved and meets CSA guidelines.**

## PG.3. Compliance Demonstration

**PG.3.1. to PG.3.5.**

**Visitor Observation: Camp tour of activities and signage is visible (e.g. safety of equipment). Equipment is functional and in good condition.**

**Visitor Interview: Certificates of training of staff are on file in the office, warranties, policies and procedures formalized, etc.**



# PG.4. Virtual Programs

|         |                                                                                                                   |     |    |    |
|---------|-------------------------------------------------------------------------------------------------------------------|-----|----|----|
| PG.4.1. | Have you consulted with the OCA Virtual Programs Guidance document and applied it as appropriate to your program? | Yes | No | NA |
|---------|-------------------------------------------------------------------------------------------------------------------|-----|----|----|

**MANDATORY:**  
**NONE**

**Applies to:**

- Virtual Programs

## PG.4. Contextual Education

PG.4.1. The OCA Virtual Programs Guidance is a living document that will be provided by OCA.





**ONTARIO CAMPS  
ASSOCIATION**

**LP**

# **Section LP**

## **Land**

## **Programming**

This section contains sub-sections relating to 'Challenge Courses - High Elements - Climbing Walls - Low Elements', Amusement Devices, 'Riding Programmes - General - Horse Care - Stable Management', Hockey Sports, Target Sports, Cycle Sports, and Trampolines.

# Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

The Land Programme Standards apply to land programmes which occur within the normal camp facility, not an off-site trip or excursion.

This section of the Standards deals with specific land activities or programmes such as:

- challenge courses;
- amusement devices;
- riding;
- hockey sports;
- target sports; and,
- cycle sports.

## Challenge Courses

A challenge course is considered to be an educational programme and skills training programme. It includes a series of individual and group, physical, social and emotional challenges that require a combination of teamwork, skills and individual commitment. Challenge courses are constructed outdoors using trees or utility poles and ropes, cables and wood. These courses may also be constructed indoors within an existing structure.

Terms such as "Ropes Course", "Adventure Course", "Hebertism Course", "Treetop Trekking", and others may be used to describe this activity. For the purpose of these Standards, the OCA uses the following terms and definitions:

High challenge course elements require a person to climb higher than can be safely spotted, above 1.5m (5 feet), from the ground and require a belay system to protect the participant. This includes indoor and outdoor climbing walls.

Low challenge course elements are non-belayed activities or obstacles which take place on structures (cables, beams, etc.) supporting participants more than 0.5m (1.5 feet) and below 1.5 m (5 feet) off the ground, which focus on a set goal within a supportive group environment. This includes indoor and outdoor bouldering walls. Low elements can be removable and include indoor and outdoor bouldering walls.

Initiative tasks challenge the group or individual to utilize their resources to solve a set of problems. Initiative tasks can use permanent or portable equipment either indoors or outdoors. Any supporting equipment used in initiative tasks typically sits on the ground, and does not carry participants more than 0.5 m (1.5 feet) off of the ground.

## Amusement Devices

There are laws and regulations that may govern the use of certain "amusement devices" at camps. Some of them are described in this section. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

According to Technical Standards and Safety Authority (TSSA), amusement devices are used to entertain persons by moving them or causing them to be moved. Amusement devices may include land inflatables with blowers (bouncy castles, etc.), some water slides, zip lines, go-karts and carnival rides.



Water slides, which have *flowing water* and meet all of the following characteristics are regulated by TSSA:

1. The vertical height of the water slide, measured from its entry to the exit, is greater than 2 m (6 ft 6").
2. The average angle of the water slide, measured from its entry to the exit, is 6 degrees or greater.
3. The maximum speed of the passenger on the slide is 2 m/s (7.2 km/h) or greater.

In relation to camps, the TSSA does not regulate:

- Boats
- Floating water inflatables
- Playground equipment
- Ropes courses (except zip lines)
- Climbing walls of any kind
- Hay rides

### Riding

The riding director or senior instructor has day-to-day responsibility for supervising all riding activities and must be at least 18 years of age. As there are significant responsibilities and pressures inherent in supervising staff, participants and horses, this person must have appropriate riding and supervision experience, including knowledge of stable management and horse care.

An atmosphere conducive to the horses' health and well-being must be maintained at all times. It is imperative that the care and well-being of all horses used for riding be under the supervision of a knowledgeable horse person.

It is recommended that camps who offer riding programmes be members of the Ontario Equestrian Federation. Membership in this organization provides educational opportunities, instructor and coaching certification programmes, liability and accident insurance coverage, as well as many other benefits.

### Hockey Sports

All of the hockey sport Standards apply to ice, roller, ball and floor hockey.

### Target Sports

There are municipal, provincial and federal laws and regulations that may govern the use of firearms, including air guns and BB guns at camps. Some of them are described in this section. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

**Safety First:** Air guns and bows and arrows are projectile weapons and are inherently dangerous. The safety of everybody on or near the shooting range is the first priority. Strong discipline with standardized commands must be maintained on the shooting range to ensure that projectiles are aimed only at the targets, and that no one moves into the active line of fire.

**Shooting Range:** The shooting range is designed or intended for the safe discharge, on a regular and structured basis, of firearms or bows and arrows for target practice or competition. The range should be located with safety as the first consideration. It should face away from buildings, paths or other activity areas. There should be a well-established safety zone behind the targets. A hillside backdrop is ideal. Preferably, the range should face north to prevent the sun's glare from interfering with seeing the targets and anyone straying behind them. Bushy areas behind targets should be cleared as much as possible for ease in finding arrows.

Camps should post signs or warnings and install physical barriers to restrict access to the shooting range.

Clearly defined lines should mark the shooting area.

**Equipment:** Air guns are a type of firearm that use compressed air or carbon dioxide to propel a projectile.

BB guns are a type of air gun that propels spherical BB pellets.

Air guns with a projectile velocity below 152 m/s (500 f/s) are not regulated under federal gun control laws or the Hazardous Products Act.

Ontario requires the purchaser of air gun and BB gun ammunition to be 18 years of age or older.

Municipalities regulate the discharge of firearms, including air guns.

All the equipment should be checked every day prior to use. Instructors should have the training, equipment and supplies to clean the air guns or do minor repairs on the bows and arrows.

### Cycle Sports

Cycle sports include cycling, mountain biking, and extreme biking in camp and off-site.

Extreme biking is defined as activities where a mismanaged mistake or accident would most likely result in serious injury or death. Extreme biking programs are inherently both dangerous and exciting. Dirt jumping (or 'drops'); downhill trails (vs. controlled rolling gentle terrain); rocky trails; trails with road gaps, jumps and/or drops; riding down or through a set course; and programs with emphasis on tricks, style, and technical trails would all be considered extreme biking.

The programme supervisor should check all programme plans daily to ensure safety and high quality. The cycle sports staff should inform the head of cycling of all selected routes and trails on a standard form. Included with a copy of the route should be participant names, time of departure, length of route, expected duration and any possible concerns or hazards.

### Trampolines

Injuries from trampoline use range from sprained ankles and wrists to more serious injuries, such as skull fractures, broken backs and necks. Most of the injuries are caused by inappropriate or unsupervised use. According to the 1998 CHIRPP report, most trampoline-related injuries are the result of:

- Attempting tricks or flips;
- Colliding with, or landing on, another person on the trampoline;
- Being pushed off the trampoline by another person;
- Landing hard or improperly while jumping on the trampoline;
- Falling off the trampoline and landing on the ground or a hard object;
- Coming into contact with the springs or frame; and
- Jumping off, instead of climbing off, the trampoline.

Resource: [canada.ca/en/health-canada/services/healthy-living/your-health/products/trampoline-safety.html](https://canada.ca/en/health-canada/services/healthy-living/your-health/products/trampoline-safety.html)



### Relevant Regulations and Resources

- [Adventure Works Associates Inc.](#)
- American Society for Testing and Materials/Safety Equipment Institute (ASTM/SEI): for helmets
- [Association for Challenge Course Technology \(ACCT\)](#)
- [Canadian Standards Association \(CSA\)](#)
- [CAN-BIKE](#)
- [Certified Horsemanship Association: Certified Riding Instructors](#)
- [Challenges Unlimited](#)
- [Climbing Wall Association](#)
- [Horse Riding Safety Act](#) (Required for commercial riding establishments)

## Relevant Regulations and Resources (Cont'd)

- [Ministry of Agriculture, Food and Rural Affairs](#) (Links to “nutrient management”)
- [Ministry of the Environment](#) (Links to “nutrient management”)
- Municipal By-laws: for discharge of firearms
- [National Coaching Program](#)
- [Ontario Equestrian Federation](#)
- [Ontario Mountain Bike Instructor](#)
- [Ontario Physical Education Association \(OPHEA\) Safety Standards](#)
- Ontario Regulations: for purchase of ammunition
- [Service Ontario](#)
- [Technical Standards & Safety Authority \(TSSA\)](#)
- [The Smart Equestrian, ThinkFirst Canada](#) (An injury prevention programme)
- [Trampoline Safety](#)



# LP.1. Challenge Courses – High Elements

|          |                                                                                                                                                                                     |     |    |    |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.1.1.  | Has the challenge course been installed using the minimum standard recommended by the Association for Challenge Course Technology (ACCT)?                                           | Yes | No | NA |
| LP.1.2.  | Is the challenge course designed, installed and operated to deter unauthorized access and use?                                                                                      | Yes | No | NA |
| LP.1.3.  | Has a qualified “third-party challenge course professional” completed a safety inspection of the Challenge Course and provided a written report to the director on an annual basis? | Yes | No | NA |
| LP.1.4.  | Does the camp implement the recommendations from the annual inspection prior to the use of the challenge course?                                                                    | Yes | No | NA |
| LP.1.5.  | Do trained camp staff inspect the challenge course structure on an ongoing basis?                                                                                                   | Yes | No | NA |
| LP.1.6.  | Do trained camp staff inspect safety and rescue equipment prior to each use?                                                                                                        | Yes | No | NA |
| LP.1.7.  | Is the challenge course equipment stored in a cool, dry, locked area when not in use?                                                                                               | Yes | No | NA |
| LP.1.8.  | Is the Challenge Course and related equipment only used for the purpose of challenge course or climbing wall programme?                                                             | Yes | No | NA |
| LP.1.9.  | Have all instructors completed a training course appropriate to the site and programme?                                                                                             | Yes | No | NA |
| LP.1.10. | Does the camp have a written emergency plan for the challenge course and are instructors trained in it?                                                                             | Yes | No | NA |

Continued

## MANDATORY:

LP.1.1. TO 1.10., 1.12., 1.14.

## Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

LP

LAND PROGRAMMES

|                 |                                                                                                                                                                           |            |           |           |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| LP.1.11.        | Are the numbers of instructors sufficient for the number of participants engaged in the challenge course as recommended by a qualified challenge course professional?     | Yes        | No        | NA        |
| <b>LP.1.12.</b> | <b>Are the safety rules posted and explained to the participants prior to their participation?</b>                                                                        | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| LP.1.13.        | Is safety terminology explained and used by both staff and participants?                                                                                                  | Yes        | No        | NA        |
| <b>LP.1.14.</b> | <b>Do participants and instructors wear and/or use safety equipment as required by a ropes course professional and in accordance with manufacturer's recommendations?</b> | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| LP.1.15.        | If participants are belaying is a back-up belay provided and an anchor used as necessary?                                                                                 | Yes        | No        | NA        |
| LP.1.16.        | Is an ongoing, written record maintained and kept on file detailing the condition of the challenge course and the safety and belay equipment?                             | Yes        | No        | NA        |
| LP.1.17.        | Are near-miss incidents recorded for future assessment of risk?                                                                                                           | Yes        | No        | NA        |
| LP.1.18.        | Is a first aid kit and rescue equipment accessible when the challenge course is in use?                                                                                   | Yes        | No        | NA        |
| LP.1.19.        | Do the instructors have a communication method to summon assistance while the challenge course is in use?                                                                 | Yes        | No        | NA        |
| LP.1.20.        | Does the camp follow the current Professional Vendor Member (PVM) operating guidelines for each of their challenge course elements?                                       | Yes        | No        | NA        |

## LP.1. Contextual Education

The primary concern is for the safety of the participants.

**LP.1.3. Third-party challenge course professional means an individual external to the camp who possesses the necessary training and skills to operate and inspect challenge courses.**

**LP.1.10. The written emergency plan must describe the appropriate response for medical emergencies, injuries, panic attacks and equipment failures.**



LP.1.17. A near-miss is an event that could have resulted in unwanted consequences, but did not because either by chance or through timely intervention the incident did not occur. By documenting 'near-miss' incidents camps can hopefully prevent future incidents from occurring.

LP.1.20. Operating guidelines are provided by the Professional Vendor Member that constructed the course. These guidelines include the intended use, age and weight of participant for each element.

## LP.1. Compliance Demonstration

**Visitor Observations:** Is the course and equipment in safe operating condition with appropriate staff attending to the instruction and safety of the participants?

**Visitor Interview:** Discussion with director regarding Annual Inspection results and any remedy work, operational staff training and PVM Guidelines specific to their course.

**Written Documentation:** Written policies and procedures, risk management, plus maintenance and safety check logs.





## LP.2. Challenge Courses - Climbing Walls

FOR ANY CLIMBING WALL WHERE PARTICIPANTS ARE BELAYED.

### MANDATORY:

LP.2.1., 2.2., 2.3., 2.5., 2.6., 2.7., 2.8., 2.9., 2.10., 2.11., 2.13 TO 2.18., 2.20., 2.21.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|         |                                                                                                                                                                                                                            |     |    |    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.2.1. | Has the climbing wall been installed using the minimum standards recommended by the Climbing Wall Association, Association for Challenge Course Technology or been assessed and cleared by an engineer for use?            | Yes | No | NA |
| LP.2.2. | Is the climbing wall designed, installed and operated to deter unauthorized access and use?                                                                                                                                | Yes | No | NA |
| LP.2.3. | Is the Climbing Wall and related equipment only used for the purpose of climbing wall or challenge course programme?                                                                                                       | Yes | No | NA |
| LP.2.4. | Has a qualified "third-party challenge course professional", climbing wall professional, or engineer completed a safety inspection of the wall structure and provided a written report to the director on an annual basis? | Yes | No | NA |
| LP.2.5. | Does the camp correct any issues found in the annual inspection prior to the use of the wall?                                                                                                                              | Yes | No | NA |
| LP.2.6. | If using a third-party portable climbing wall on-site, have you done your due diligence to ensure they follow industry best practices and relevant government regulations?                                                 | Yes | No | NA |
| LP.2.7. | Do trained camp staff inspect the climbing wall structure on an ongoing basis?                                                                                                                                             | Yes | No | NA |
| LP.2.8. | Do trained camp staff inspect safety equipment prior to each use?                                                                                                                                                          | Yes | No | NA |
| LP.2.9. | If participants are belaying is a back-up belay provided and an anchor used as necessary?                                                                                                                                  | Yes | No | NA |

Continued

|          |                                                                                                                                                                     |     |    |    |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.2.10. | Is a daily use log kept of the climbing wall and safety equipment inspection in accordance with a climbing wall professional's recommendations?                     | Yes | No | NA |
| LP.2.11. | Is the climbing wall equipment stored in a cool, dry, locked area when not in use?                                                                                  | Yes | No | NA |
| LP.2.12. | Are the numbers of instructors sufficient for the number of participants engaged in the challenge course as recommended by a qualified climbing wall professional?  | Yes | No | NA |
| LP.2.13. | Do participants and instructors wear and/or use safety equipment as required by a climbing wall professional and in accordance with manufacturer's recommendations? | Yes | No | NA |
| LP.2.14. | If automatic belay units are in use are they inspected by a certified inspection company on an annual basis?                                                        | Yes | No | NA |
| LP.2.15. | Have all instructors completed a training course appropriate to run the climbing wall and programme?                                                                | Yes | No | NA |
| LP.2.16. | Does the camp have a written emergency plan for the climbing wall and are instructors trained in it?                                                                | Yes | No | NA |
| LP.2.17. | Are the safety rules posted and explained to the participants prior to their participation?                                                                         | Yes | No | NA |
| LP.2.18. | Is safety terminology explained and used by both staff and participants?                                                                                            | Yes | No | NA |
| LP.2.19. | Do the instructors have a communication method to summon assistance while the challenge course is in use?                                                           | Yes | No | NA |
| LP.2.20. | Are near-miss incidents recorded for future assessment of risk?                                                                                                     | Yes | No | NA |

Continued



LP

LAND PROGRAMMES

|          |                                                                                                                          |     |    |    |
|----------|--------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.2.21. | Is a first aid kit and rescue equipment (if required by a Challenge Course PVM) accessible when the wall is in use?      | Yes | No | NA |
| LP.2.22. | Does the camp follow the current Professional Vendor Member (PVM) operating guidelines for each of their climbing walls? | Yes | No | NA |

## LP.2. Compliance Demonstration

**Visitor Observations:** Is the climbing wall and equipment in safe operating condition with appropriate staff attending to the instruction and safety of the participants?

**Visitor Interview:** Discussion with director regarding Annual Inspection results, any remedy work and operational staff training.

**Written Documentation:** Written policies and procedures, risk management, plus maintenance and safety check logs.



## LP.3. Challenge Courses – Low Elements - including Hebertism, Bouldering Walls, Initiative Tasks and Slack Lining

### NON-BELAYED ELEMENTS AND TEAM BUILDING INITIATIVES.

|                 |                                                                                                                                                                |            |           |           |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| LP.3.1.         | When challenge course low elements are in use, is at least one trained staff supervising?                                                                      | Yes        | No        | NA        |
| <b>LP.3.2.</b>  | <b>Are portable structures removed and stored in a locked area when not in use?</b>                                                                            | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| LP.3.3.         | Are portable structures used only for their intended purpose?                                                                                                  | Yes        | No        | NA        |
| LP.3.4.         | Are all challenge course low element structures safe for use?                                                                                                  | Yes        | No        | NA        |
| LP.3.5.         | Are adequate fall protection methods in place for the given structure? These could include spotting, energy-absorbing ground cover, railings, nets, mats, etc. | Yes        | No        | NA        |
| <b>LP.3.6.</b>  | <b>Have all structures been constructed by someone knowledgeable with the materials being used in its construction?</b>                                        | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>LP.3.7.</b>  | <b>Have all spotters received proper instruction in their roles?</b>                                                                                           | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>LP.3.8.</b>  | <b>Are signs posted to notify unauthorized use without supervision?</b>                                                                                        | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>LP.3.9.</b>  | <b>Is an annual safety inspection conducted by a knowledgeable person and a written report provided to the director?</b>                                       | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>LP.3.10.</b> | <b>Do trained supervisors inspect structures and equipment on an ongoing basis to determine health and soundness?</b>                                          | <b>Yes</b> | <b>No</b> | <b>NA</b> |

Continued

### MANDATORY:

**LP.3.2., 3.6., 3.7., 3.8., 3.9., 3.10., 3.11., 3.12.**

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|          |                                                                                                                                              |     |    |    |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.3.11. | Have all supervisors been trained in the proper use and safety concerns of any challenge course low elements they are supervising?           | Yes | No | NA |
| LP.3.12. | Does the camp have a written emergency plan for the challenge course low elements and supervisors are trained in the written emergency plan? | Yes | No | NA |

## LP.3. Contextual Education

All challenge course low elements should be checked before each use.

LP.3.4. Low elements should be kept in good repair and inspected regularly to ensure they are safe for use.

## LP.3. Compliance Demonstration

**Visitor Observation:** Are the structures and equipment in safe operating condition, stored when not in use in a dry locked area, and only used for initiative challenges?

**Visitor Interview:** Discussion with director regarding staff training and risk management to prevent injury to participants.





## LP.4. Amusement Devices

FOR CAMPS WITH ZIP LINES, WATER SLIDES AND LAND INFLATABLES.

|         |                                                                                                                                                                                                                                                                            |     |    |    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.4.1. | Does the camp comply with all TSSA regulations?                                                                                                                                                                                                                            | Yes | No | NA |
| LP.4.2. | Does the camp have an annual audit inspection completed by an approved TSSA mechanic?                                                                                                                                                                                      | Yes | No | NA |
| LP.4.3. | Is work identified by the TSSA mechanic during the audit inspection completed prior to TSSA's formal inspection?                                                                                                                                                           | Yes | No | NA |
| LP.4.4. | Does all amusement equipment have a current TSSA license at time of use?                                                                                                                                                                                                   | Yes | No | NA |
| LP.4.5. | Has the camp had their TSSA inspection and received their permit prior to the use of each recreational device?                                                                                                                                                             | Yes | No | NA |
| LP.4.6. | Do you have a technical dossier ready for review by TSSA?                                                                                                                                                                                                                  | Yes | No | NA |
| LP.4.7. | If you are renting or own inflatables do they have all of the following:<br>TSSA Amusement Device License;<br>TSSA Amusement Device Permit;<br>"AD" permit number for each device; Certified Amusement Device Mechanic Audit and proof of \$2,000,000 liability insurance? | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## LP.4. Contextual Education

The TSSA regulates certain amusement devices at camps. Some examples follow. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

**LP.4.4.** Camps will be sent a renewal invoice approximately two months prior to their permit's expiry date.

Camps who build zipline courses after 2014 need to have engineering-technical dossiers (submissions) and an engineering review for new recreational devices.



LP

LAND PROGRAMMES



**LP.4.6.** Camps who built zipline courses prior to 2014 are not required to have technical dossiers. However, if the design is changed in any fashion that affects its inherent safety (even if for the better), then the design change must be submitted to TSSA and is subject to review and inspection, regardless of whether the zipline was grandfathered via variance or not.

All new amusement devices, other than the ziplines with variances, require initial inspections before the device is used by the public. The initial inspection should occur after the technical dossier had been reviewed by TSSA Engineering but before the permit is issued.

Camps that have never had an approved variance are required to complete the technical dossier/design review process that is outlined in detail on the TSSA website ([tssa.org](https://tssa.org)).

## LP.4. Compliance Demonstration

**Visitor Observation:** Review confirmation of annual audit, permits, technical dossier, licenses and proof of \$2,000,000 insurance.



## LP.5. Riding Programmes – General

|          |                                                                                                                           |     |    |    |
|----------|---------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.5.1.  | Is the riding director or senior instructor at least 18 years of age at the time of the program?                          | Yes | No | NA |
| LP.5.2.  | <b>Is there at least one person with first aid qualifications at the barn, when participants are present?</b>             | Yes | No | NA |
| LP.5.3.  | <b>Do all riders either wear hard-soled unadorned footwear with a heel no less than 1.5 cm or ASTM approved stirrups?</b> | Yes | No | NA |
| LP.5.4.  | <b>Are barn rules posted and explained to all participants?</b>                                                           | Yes | No | NA |
| LP.5.5.  | <b>Are properly sized ASTM/SEI approved helmets worn by all riders?</b>                                                   | Yes | No | NA |
| LP.5.6.  | <b>Is it forbidden for all riders to ride alone outside the ring?</b>                                                     | Yes | No | NA |
| LP.5.7.  | <b>Does the camp have a written emergency plan for the riding programme?</b>                                              | Yes | No | NA |
| LP.5.8.  | <b>Is the written emergency plan explained to all riders?</b>                                                             | Yes | No | NA |
| LP.5.9.  | <b>Do the riding staff supervise participants in the stable and riding area?</b>                                          | Yes | No | NA |
| LP.5.10. | <b>At the start of each season, are horses evaluated for their suitability to the programme?</b>                          | Yes | No | NA |
| LP.5.11. | Are riders assessed and placed in classes according to their ability?                                                     | Yes | No | NA |
| LP.5.12. | Is the ratio at least one staff to six riders (1:6)?                                                                      | Yes | No | NA |
| LP.5.13. | Is there a minimum of two staff on the trail and group rides?                                                             | Yes | No | NA |

### MANDATORY:

**LP.5.2., 5.3., 5.4., 5.5., 5.6., 5.8., 5.9., 5.10.**

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## LP.5. Contextual Education

**LP.5.2.** The stable and riding area shall always be supervised by riding staff. Standard First Aid and CPR-Level C is essential. A stocked first aid kit must be located in the barn and emergency equipment must be easily accessible.

**LP.5.5.** ASTM helmets should be sport specific.

LP.6.7. A second staff member should be close by and available when schooling alone in the ring.

**LP.5.7.** The emergency plan is a component of the overall camp plan. It should be posted at the barn.

**LP.5.10.** Horses should be well schooled prior to the start of each season. Experienced instructors should establish the temperament and degree of training required for each horse, and then work with the horse until it is deemed suitable for children/campers.

## LP.5. Compliance Demonstration

**Visitor Observation:** Is the equipment appropriate and in safe operating condition with the appropriate staff ratio to mounted participants?

**Visitor Interview:** Review of policies and procedures, horse suitability evaluation, rider ability evaluations, training and emergency procedures.



## LP.6. Riding Programmes – Horse Care

|                |                                                                                    |            |           |           |
|----------------|------------------------------------------------------------------------------------|------------|-----------|-----------|
| LP.6.1.        | Are daily health checks carried out on all horses?                                 | Yes        | No        | NA        |
| <b>LP.6.2.</b> | <b>Do all horses have up-to-date rabies and tetanus vaccinations?</b>              | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| <b>LP.6.3.</b> | <b>Are horses fed and watered to maintain optimal health and well-being?</b>       | <b>Yes</b> | <b>No</b> | <b>NA</b> |
| LP.6.4.        | Are the horses given adequate breaks, access to water and rest during the workday? | Yes        | No        | NA        |
| LP.6.5.        | Is protection from the elements provided?                                          | Yes        | No        | NA        |
| LP.6.6.        | Are horses given a 24 hour break from riding each week?                            | Yes        | No        | NA        |
| LP.6.7.        | Does the stable have access to a farrier and veterinarian?                         | Yes        | No        | NA        |
| LP.6.8.        | Are the horses' hind feet unshod unless recommended by a farrier?                  | Yes        | No        | NA        |

### **MANDATORY:**

**LP.6.2., 6.3.**

### **Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## LP.6. Contextual Education

LP.6.1. Daily health checks include checking for sores, loss of appetite, hoof or eye problems or any sign of illness.

**LP.6.2. Your veterinarian may recommend other vaccinations such as West Nile and flu under certain conditions.**

**LP.6.3. Horses must be provided with fresh, clean water at all times and good quality hay with no mold or dust. Salt should be freely available. Grain and other hard feeds should be provided depending on the temperament and workload of the horse.**

LP.6.4. The comfort of the horse should always be considered. This includes regular grooming, bits cleaned after each ride, girths and saddle pads cleaned regularly and well-fitting saddles and bridles. It is recommended that each horse have individual tack or at least bridle and bit. It is ideal if horses have paddocks or pasture where they may roam during their free time. Horses should be worked no more than four hours per day and no more than one hour without a break including loosened girth and access to water. Weather and environmental conditions may reduce the number of hours that the horses can be worked.

LP.6.6. The camp must have enough horses to allow a sick horse adequate time off.

## LP.6. Compliance Demonstration

**Visitor Observation:** Daily health checklist of horses. Schedule posted for horses' time off. Vaccination records readily available.

**Visitor Interview:** Discussion regarding feeding and watering of the horses. Camp staff training topics. Name of farrier and access to farrier discussed.





## LP.7. Riding Programmes – Stable Management

|                |                                                                                                                                        |            |           |           |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| LP.7.1.        | Is the stable area and fencing kept clean and in good repair?                                                                          | Yes        | No        | NA        |
| LP.7.2.        | Is manure removed daily for proper disposal?                                                                                           | Yes        | No        | NA        |
| LP.7.3.        | Is the tack inspected prior to the start of camp and then checked, maintained, cleaned regularly and stored properly on a daily basis? | Yes        | No        | NA        |
| LP.7.4.        | Is barn equipment such as pitchforks and shovels stored in a safe manner?                                                              | Yes        | No        | NA        |
| <b>LP.7.5.</b> | <b>Is a properly maintained fire extinguisher located at one or more exits?</b>                                                        | <b>Yes</b> | <b>No</b> | <b>NA</b> |

### **MANDATORY:**

#### **LP.7.5.**

#### **Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## LP.7. Contextual Education

LP.7.3. Tack should be checked prior to every lesson and kept clean and well maintained. Saddle pads should be washed regularly.

**LP.7.5. The stable is a smoke-free area. Flammable materials should not be stored in the stable vicinity.**

## LP.7. Compliance Demonstration

**Visitor Observation:** Are fire extinguishers located at more than one exit and are the stables cleaned and kept in good condition?





## LP.8. Hockey Sports

### MANDATORY:

LP.8.1., 8.3., 8.4., 8.9.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|                                                                               |                                                                                                                                          |     |    |    |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.8.1.                                                                       | Do all participants wear the required safety equipment while playing hockey?                                                             | Yes | No | NA |
| LP.8.2.                                                                       | Are sticks in a safe condition?                                                                                                          | Yes | No | NA |
| LP.8.3.                                                                       | Are the playing surfaces in a safe condition?                                                                                            | Yes | No | NA |
| <b>Camps with a HOCKEY programme played ob ICE answer LP.8.4. to LP.8.13.</b> |                                                                                                                                          |     |    |    |
| LP.8.4.                                                                       | Is the entire playing surface clearly visible?                                                                                           | Yes | No | NA |
| LP.8.5.                                                                       | Is at least one certified first aider in the arena at all times when participants or staff are on the ice?                               | Yes | No | NA |
| LP.8.6.                                                                       | Is a first aid kit in the arena at all times when participants or staff are on the ice?                                                  | Yes | No | NA |
| LP.8.7.                                                                       | Is a stretcher available at the rink?                                                                                                    | Yes | No | NA |
| LP.8.8.                                                                       | Is at least one staff member in a supervisory role at all times when any participants are on the ice?                                    | Yes | No | NA |
| LP.8.9.                                                                       | Are all dressing rooms supervised while participants are present?                                                                        | Yes | No | NA |
| LP.8.10.                                                                      | If dressing rooms are used, are they sanitized as necessary and kept clean?                                                              | Yes | No | NA |
| LP.8.11.                                                                      | Is there sufficient space for equipment to dry between sessions?                                                                         | Yes | No | NA |
| LP.8.12.                                                                      | When using facilities or arenas not owned by the camp, has the camp reviewed the facility's emergency procedures and medical assistance? | Yes | No | NA |
| LP.8.13.                                                                      | When using facilities or arenas not owned by the camp, does the camp have procedures to prevent intrusion by uninvited persons?          | Yes | No | NA |

## LP.8. Contextual Education

**LP.8.1. All equipment worn by participants and staff must meet the safety standards endorsed by the Canadian Standards Association (CSA).**

- **Ice Hockey (including para and sledge hockey):** All participants must wear full equipment, including helmet with face mask, facial cage or visor.
- **Roller Hockey (including para, sledge wheelchair hockey):** Requires full head protection, including helmet with face mask, facial cage or visor. Shin pads, gloves/wrist protection, elbow pads and wrist guards are recommended for all players. In addition to full head protection, leg, arm/chest, and groin protection are recommended for goaltenders.
- **Ball/Floor Hockey:** Participants use wood, composite or plastic hockey sticks, and play a hard ball, a soft ball or a puck. For contact ball/floor hockey, full head protection including helmet with face mask, facial cage or visor is required. For non-contact ball/floor hockey, eye protection is required.

**LP.8.3.** Playing surfaces should be free from any cracks and hazardous conditions such as thin areas where dirt or concrete may break through.

**LP.8.4.** Staff must use discretion at times when the climate creates a “fog” making visibility a concern. Play must be halted until the playing surface is clearly visible.

## LP.8. Compliance Demonstration

**Visitor Observation:** Equipment in good condition. First aid kit complete and accessible. Clean dressing rooms. Emergency equipment readily available and procedures posted in appropriate areas.

**Visitor Interview:** Discussion regarding approved safety equipment for playing all types of hockey, care and condition of playing surface, training provided to staff. Policies and procedure review.



## LP.9. Target Sports

### MANDATORY:

LP.9.1., 9.2., 9.3., 9.6., 9.7., 9.8., 9.9., 9.10., 9.11.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|                                                                                                                                    |                                                                                                                                                                                                                                                        |     |    |    |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.9.1.                                                                                                                            | Are the instructors experienced in these activities and the safety precautions required for them?                                                                                                                                                      | Yes | No | NA |
| LP.9.2.                                                                                                                            | Are the safety rules posted, taught and enforced?                                                                                                                                                                                                      | Yes | No | NA |
| LP.9.3.                                                                                                                            | Is the shooting range located away from other camp activities?                                                                                                                                                                                         | Yes | No | NA |
| LP.9.4.                                                                                                                            | Are precautions in place to prevent unwanted access to the shooting range?                                                                                                                                                                             | Yes | No | NA |
| LP.9.5.                                                                                                                            | Are shooting lines clearly marked?                                                                                                                                                                                                                     | Yes | No | NA |
| LP.9.6.                                                                                                                            | Is all the equipment inspected for defects prior to use?                                                                                                                                                                                               | Yes | No | NA |
| LP.9.7.                                                                                                                            | Is all equipment maintained in a safe condition?                                                                                                                                                                                                       | Yes | No | NA |
| LP.9.8.                                                                                                                            | Is all target sport equipment stored in a locked location?                                                                                                                                                                                             | Yes | No | NA |
| <b>Camps with Games/Activities involving PARTICIPANTS AS TARGETS (e.g. archery tag, paintball, dodgeball, etc.) answer LP.9.9.</b> |                                                                                                                                                                                                                                                        |     |    |    |
| LP.9.9.                                                                                                                            | Where a camp and/or outdoor centre runs these types of games/activities, risk must be assessed, and controls (supervision requirements, rules, PPE, etc.) must be put in place to ensure participant safety, spectator safety, and equipment security. | Yes | No | NA |
| <b>Camps with an AIR GUN programme answer LP.9.10. to LP.9.11.</b>                                                                 |                                                                                                                                                                                                                                                        |     |    |    |
| LP.9.10.                                                                                                                           | Are the guns and ammunition stored separately from each other in secure, locked locations?                                                                                                                                                             | Yes | No | NA |
| LP.9.11.                                                                                                                           | Are safety glasses worn by all participants at all times?                                                                                                                                                                                              | Yes | No | NA |

## LP.9. Contextual Education

Target Sports include air guns, archery, crossbows, axe and knife throwing and sling shots.

## Safety Rules for Target Sports

- All participants must understand clearly defined shooting commands.
- All participants and spectators must stay behind the shooting line.
- At any one time all shooters must use the same shooting line.
- Keep the weapon pointed in a safe direction, specifically away from people.
- Be sure of your target and of what is beyond it.
- Wait for the command before starting to shoot.
- Wait for the command “CLEAR” before walking, not running toward the targets.

### Additional Rules for Air Guns:

- Always keep the gun unloaded until ready to aim and shoot.
- Always keep your finger away from the trigger until ready to shoot.

### Additional Rules for Archery:

- Never shoot an arrow straight up into the air.
- Never draw the bowstring back farther than the length of the arrow.
- To remove an arrow from the target, always stand to one side and ensure that no one is directly behind.

**LP.9.10. (AIR GUN) All participants and staff must wear eye protection. Ear protection is not required but is beneficial.**

## LP.9. Compliance Demonstration

**Visitor Observation:** Safety rules posted. Shooting range located in safe area. Equipment in good condition and stored in a locked area. Safety glasses are worn.

**Visitor Interview:** Discussion regarding risk assessment and mitigation of activities involving participants as targets. Discussion regarding care and condition of equipment and training provided to staff. Policies and procedure review.



## LP.10. Cycle Sports

### MANDATORY:

LP.10.1., 10.2., 10.4., 10.5., 10.6., 10.7., 10.14., 10.15., 10.16., 10.18.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|           |                                                                                                       |     |    |    |
|-----------|-------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.10.1.  | Have all cycling staff been trained for their position and in the safety procedures of the programme? | Yes | No | NA |
| LP.10.2.  | Are all cycling staff certified in first aid and CPR?                                                 | Yes | No | NA |
| LP.10.3.  | Are participants instructed in all rules and safety procedures at the beginning of each session?      | Yes | No | NA |
| LP.10.4.  | Is there a written emergency plan?                                                                    | Yes | No | NA |
| LP.10.5.  | Are emergency procedures practised?                                                                   | Yes | No | NA |
| LP.10.6.  | Is riding alone prohibited?                                                                           | Yes | No | NA |
| LP.10.7.  | Are all traffic laws and signs obeyed?                                                                | Yes | No | NA |
| LP.10.8.  | Do cycling staff ensure that participants ride in single file on public and private roads?            | Yes | No | NA |
| LP.10.9.  | Is at least one suitable first aid kit accessible to all participants?                                | Yes | No | NA |
| LP.10.10. | Does at least one cycling staff member carry a communication device on off-site routes?               | Yes | No | NA |
| LP.10.11. | Does the camp adhere to the staff to participant ratios?                                              | Yes | No | NA |
| LP.10.12. | Are selected routes and trails maintained to minimize risk?                                           | Yes | No | NA |
| LP.10.13. | Is at least one person on the trip familiar with the selected routes and trails?                      | Yes | No | NA |
| LP.10.14. | Do all cyclists wear cycling helmets approved by the Canadian Standards Association (CSA)?            | Yes | No | NA |
| LP.10.15. | Are the helmets inspected before each use for cracks and damage?                                      | Yes | No | NA |
| LP.10.16. | Are helmets and bikes fitted properly to each individual rider?                                       | Yes | No | NA |
| LP.10.17. | Are closed-toed shoes worn by all participants and staff?                                             | Yes | No | NA |
| LP.10.18. | Is a bike check performed on all bikes before each use?                                               | Yes | No | NA |

Continued

|                                                                          |                                                                                                                                                                                               |     |    |    |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| LP.10.19.                                                                | Do the cycling staff carry bike repair kits and know how to fix basic problems?                                                                                                               | Yes | No | NA |
| <b>Camps with EXTREME BIKING programme answer LP.10.20. to LP.10.25.</b> |                                                                                                                                                                                               |     |    |    |
| LP.10.20.                                                                | Does the programme ensure progressive skill development prior to attempting difficult routes?                                                                                                 | Yes | No | NA |
| LP.10.21.                                                                | Does the programme supervisor inspect any new jumps, obstacles or drops prior to use by participants?                                                                                         | Yes | No | NA |
| LP.10.22.                                                                | Does the cycling staff have the ability to block off high risk or inappropriate routes to prevent lower-skilled riders from attempting them?                                                  | Yes | No | NA |
| LP.10.23.                                                                | Do the technical routes provide path alternatives where difficult crossings are encountered?                                                                                                  | Yes | No | NA |
| LP.10.24.                                                                | In the case of remote locations on a technical ride, is there an emergency access or exit route planned and available for riders?                                                             | Yes | No | NA |
| LP.10.25.                                                                | For highly technical routes, do riders have sufficient protective equipment for the route being attempted (e.g., wrist guards, jaw protector moto-cross helmet, knee protection, elbow pads)? | Yes | No | NA |

## LP.10. Contextual Education

**LP.10.1. All cycle sports staff should have riding experience commensurate with the programme being offered and be at least 16 years of age.**

**Pre-camp training for everyone involved in the cycle sports programme should include trail and riding safety rules, search procedure for a missing participant, procedure for injured participant or staff, programme goals, group control and cyclist clothing and equipment.**

LP.10.3. Establish safety rules and procedures for all participants and staff. Begin by explaining all safety rules and procedures to all participants. Reinforce the rules throughout the activity.

LP.10.9. Staff should always have extra water and food and be aware of the hydration needs of all participants.





LP.10.11. It is recommended that the staff to participant ratios be:

- 1:4 for children six to eight years of age;
- 1:6 for children eight years of age and older; and,
- Certain trail rides may require additional staff to ensure the safety of all participants.

**LP.10.14. Hockey and skateboard helmets are not approved for cycling. Ball hats should not be worn under helmets.**

LP.10.19. Cycling staff should carry bike repair kits and know how to fix basic problems.

## LP.10. Compliance Demonstration

**Visitor Observation:** Safety rules posted. Emergency access route signs. Protective equipment worn by staff and participants. CSA approved helmets worn by all participants and staff. Closed-toed shoes worn by everyone involved.

**Visitor Interview:** Discussion regarding care and condition of equipment and trails. Training provided to staff. Skill level evaluation, rules, plus policies and procedures review.



# LP.11. Trampolines

## THESE STANDARDS APPLY TO TRAMPOLINES USED ON LAND.

|          |                                                                                                   |     |    |    |
|----------|---------------------------------------------------------------------------------------------------|-----|----|----|
| LP.11.1. | Are written policies and procedures in place to minimize risk when using a trampoline?            | Yes | No | NA |
| LP.11.2. | Does the camp ensure that there is adequate staff supervision when the trampoline is in use?      | Yes | No | NA |
| LP.11.3. | Is trampolining only offered to participants who are older than 6 years of age?                   | Yes | No | NA |
| LP.11.4. | Does the trampoline have shock-absorbing pads that completely cover the springs, hooks and frame? | Yes | No | NA |
| LP.11.5. | Is the trampoline on level ground that is well away from structures, trees and other play areas?  | Yes | No | NA |
| LP.11.6. | Is the ground under the trampoline completely clear of objects or obstructions?                   | Yes | No | NA |
| LP.11.7. | Is the trampoline inspected before use?                                                           | Yes | No | NA |
| LP.11.8. | Are trampoline activity rules posted?                                                             | Yes | No | NA |

## MANDATORY:

### LP.11.1.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

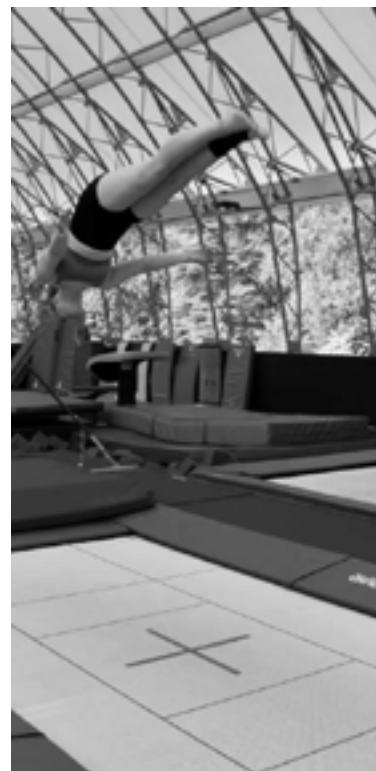
## LP.11. Contextual Education

LP.11.2. A trampoline enclosure with safety netting may help prevent injuries from falls, but it should never be used to replace adequate supervision. The Children's Hospital of Eastern Ontario recommends the use of four spotters.

LP.11.4. The safety padding should be securely attached to the trampoline and have a contrasting colour to the trampoline bed, so that the two areas can be easily distinguished from each other.

LP.11.5. It is recommended that there be at least a two metre clearance around the sides of the trampoline and at least an eight metre clearance above the trampoline.

LP.11.7. Make sure the springs are secure, the bed has no holes or tears, the padding is securely fastened, there are no bends or kinks in the frame, and the leg braces are securely locked.



LP

LAND PROGRAMMES



**ONTARIO CAMPS  
ASSOCIATION**

**BT**

# **Section BT**

## **Boating**

This section contains sub-sections relating to Boating Staff, Programme and Equipment, Powerboating, Waterskiing, Tubing, and Wakeboarding.

## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

This section applies to activities which occur within the normal camp boating areas, not an off-site trip or excursion.

### What is the difference between a pleasure craft and a small commercial vessel?

All vessels are covered under the Canada Shipping Act (CSA), 2001, and must comply with pertinent regulations. A Pleasure Craft is a vessel that is used for recreation and does not carry passengers.

**Note: For the purposes of this definition, a "passenger" is a person who has paid a fee to be transported in a commercial vessel. A "guest" does not need to pay a fee.** Participants and staff are currently deemed to be passengers within a summer camp operation.

Under the CSA, all non-pleasure vessels that are less than or equal to 15 gross tonnes and owned by a camp, which is a business, corporation, association or organization, and is used to transport up to 12 passengers at any time on camp business is a **small commercial vessel**. All small commercial vessels powered by an engine of 10 horsepower (7.5 kW) or more must be properly registered with Transport Canada.

Watercrafts are divided into four categories:

1. Human-powered boats including canoes, kayaks, sailboats, sailboards, windsurfers and rowboats are not required to be licensed. These vessels must comply with Transport Canada's Safety Regulations.
2. Power boats over 9.9 horsepower include Personal Watercraft with inboard and outboard motorboats and barges owned by camps and are required to be licensed as small commercial vessels. Each vessel may have different requirements for licensing depending on the number of designated passengers assigned for each craft and the length of the boat. These vessels and their operators must comply with Transport Canada's Safety Regulations and the drivers require Pleasure Craft Operator Cards (PCOC) if carrying six or less passengers.
3. Operators of passenger carrying vessels including large boats, picnic boats and barges, carrying over six passengers must have a Small Vessel Operator Proficiency Certificate (SVOP) or a Camp Marine Statement of Completion to operate the vessel, along with a Marine Technical Review Board (MTRB) for each vessel.  
**Note: Operators of passenger vessels, over a certain length and/or carrying more than 12 passengers with two or more staff, need either a Limited Masters or Master's Certificate (depending on gross tonnage).**
4. Personal Watercraft (PWC), also called water scooter, is a recreational watercraft that the rider sits or stands on. They have an inboard engine driving a pump jet that has a screw-shaped impeller to create thrust for propulsion and steering. They are often referred to by the trademarked brand names Jet Ski, WaveRunner, or Sea-Doo. These vessels must comply with Transport Canada's Safety Regulations. A Pleasure Craft Operator Card (PCOC) is required to operate these vessels.

For the purposes of this section, water-skiing includes all activities where a person is pulled

behind a power boat such as aquaplaning, wakeboarding, barefooting or tubing.

A Pleasure Craft Operator Card (PCOC) is required for anyone operating a power-driven small commercial vessel carrying six passengers or less. There are many agencies which offer courses and examinations in order to obtain a PCOC.

The Transport Canada Safe Boating Guide (TP-511) is an excellent resource promoting safe and responsible boating practices for pleasure craft users. The Small Commercial Vessel Safety Guide (TP-14070) is an excellent resource for most of the important and pertinent regulations regarding the operation of small commercial vessels.

### Camp Marine Module Training/Statement of Completion Programme

In 2015 Transport Canada granted the Canadian Camping Association (CCA) through the Ontario Camps Association (OCA) the option of a Camp Marine Module for training camp staff who are transporting no more than 7 to 12 passengers plus two staff (one of which is the vessel operator) in a non-human powered vessel of 9.5 horsepower

and over and that does not exceed 5 tons, gross tonnage. Following testing successful candidates will receive a Statement of Completion. This permission was given for 10 years.

Camp staff who are and who wish to become a Camp Marine Module Trainer, provide the OCA office with copies of their **Statement of Completion** for operating a pleasure craft and other vessels, along with their years of experience. That information is sent to a contact in Transport Canada (Ottawa) who approves the candidate. Once the candidate has been approved, a formal letter is sent to the OCA office and the person is notified of the approval and sent all of the training paraphernalia and the exams.

Camps with staff taking the Camp Marine Module Course with a government approved trainer must supply their birth dates, the dates of the course, the hours spent on the course (one and a half day course; 13 to 15.5 hours), the location of the course and their scores for pass or fail. A **Statement of Completion** is then mailed to successful registrants.

## Relevant Regulations and Resources

- [Canadian Coast Guard regulations for small craft](#)
- [Canadian Coast Guard Safe Boating Guide Transport Canada Compliance Program](#)
- [Ontario Physical Education Association \(OPHEA\) Safety Standards](#)
- [Pleasure Craft License](#)
- [Publications](#)
- [Safe Boating Guide](#)
- [Safety Guide](#)
- [Small Commercial Vessel Registration](#)
- [Small Vessel Operator Proficiency \(SVOP\)](#)
- [Voluntary Compliance Guide](#)





## BT.1. Boating Staff

|         |                                                                                                                                                         |     |    |    |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| BT.1.1. | Does your camp comply with Transport Canada's Regulations for operator and vessel licensing and follow all safety requirements?                         | Yes | No | NA |
| BT.1.2. | Is there an activity head or designate with a minimum current Bronze Cross, or equivalent at the activity site when the activity is in operation?       | Yes | No | NA |
| BT.1.3. | Do the boating staff hold a Pleasure Craft Operator Card where required?                                                                                | Yes | No | NA |
| BT.1.4. | For each boating activity, do the boating staff, including each activity head, have the necessary training, knowledge and skill to teach and supervise? | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## BT.1. Contextual Education

**BT.1.1.** All motorized watercraft operators at camp must have recognized certificates. As just one example, when operating a watercraft carrying 7 to 12 passengers, all operators must have a Camp Marine Module - Statement of Completion and an MTRB exemption is also required before using this operator's license in lieu of an SVOP from training from a government approved trainer. Camps are required to ensure that all operators hold the appropriate and current certifications necessary to perform their duties. Boaters should consider their boat's speed and the resulting wake. From Transport Canada, a boat's wake can damage other vessels, docks and the shoreline. It can also be a risk for swimmers, divers and people on small boats that might capsize. Be aware of how your boat's wake might affect others when choosing your speed. You will be responsible for any damages or harm you cause.

**BT.1.2.** Each boating activity must have a designated "head". In the absence of the head, a person who meets the qualifications for head must be designated acting-head. While boating, a leader with a minimum current Bronze Cross, or certification approved by the Minister of Health must be actively with the group.

**BT.1.3.** Boating staff are required to hold a PCOC if their job description includes operating a power boat.



**BT.1.4.** Certification, experience, knowledge and the number of staff affect a programme's safety. An evaluation of the age, experience, maturity and skills of an individual indicates their suitability to supervise an activity.

A job description for each position defines the skill, knowledge, training, experience and teaching requirements needed to fill the position. Training for boating activities may include the use of life jackets, boarding, movement and disembarking of watercraft and self-rescue in the event of capsizing or swamping.

**NOTE:** No rentals should be able to use a camp's motorized vessels. Short-term programmes utilize camp staff who are certified to operate camp owned motorized vessels. If rentals use a camp's boats the camp should ensure that the operators have the required Camp Marine Module - Statement of Completion and an Ontario PCOC.

## BT.1. Compliance Demonstration

**BT.1.1. to BT.1.4.**

**Visitor Observation:** Tour of waterfront, check-in and out systems, PFDs, emergency watercraft, etc.

**Visitor Discussion/Interview:** Director provides all certificates for watercraft maintenance, maintenance protocols, plus training dates and times and list of certified operators.



## BT.2. Programme and Equipment

|         |                                                                                                                                                              |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| BT.2.1. | Does the camp have written operational procedures for each boating programme area?                                                                           | Yes | No | NA |
| BT.2.2. | Does the camp have written emergency procedures for each boating programme area?                                                                             | Yes | No | NA |
| BT.2.3. | Are the boating staff trained in both the operational and emergency procedures?                                                                              | Yes | No | NA |
| BT.2.4. | Are watercraft and related equipment checked on a daily basis for damage and to ensure the required equipment is in place?                                   | Yes | No | NA |
| BT.2.5. | Is a system in place to track participants and watercraft at each programme area?                                                                            | Yes | No | NA |
| BT.2.6. | Are watercraft banned from areas where there are swimmers?                                                                                                   | Yes | No | NA |
| BT.2.7. | Is a suitably-equipped emergency watercraft operational for emergencies at all times?                                                                        | Yes | No | NA |
| BT.2.8. | Does each person in a watercraft wear a government approved and properly fitted PFD or commercial life jacket?                                               | Yes | No | NA |
| BT.2.9. | For any waterfront activities, are all participants assessed for their ability in the given boating activity and deemed suitable by the camp to participate? | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## BT.2. Contextual Education

**IF YOU ARE IN A BOAT ON THE WATER, YOU MUST WEAR A PFD OR COMMERCIAL LIFE JACKET AT ALL TIMES.**

**BT.2.1.** Camps should have written operational procedures for each boating activity. These procedures should be readily available to all staff for reference and review.

**BT.2.2.** Camp staff at waterfront activities must be trained in and practise the emergency procedures so that they are prepared to handle an emergency effectively.

**BT.2.3.** Staff should be provided training information prior to

the start of camp including the trainer's name, training dates, content (operational and emergency procedures) and the need for them to provide any appropriate certificates.

**BT.2.4.** Camps should have a daily watercraft log available for staff to ensure that all of the equipment is in safe operating order and in place for use. Camps should have a watercraft maintenance and repair log and a system of reporting and communicating to staff the times for maintenance, repairs and equipment replacement for watercraft.

**BT.2.5.** Each waterfront area must have a check-out/check-in system to monitor the entry and exit of staff and participants and the condition of the watercraft.

**BT.2.6.** During training staff should be informed of the areas banned by watercraft and the swimming areas should be marked by buoys and other appropriate equipment and signage.

**BT.2.7.** An emergency watercraft may be a power or non-power boat.

**BT.2.8.** If a camp runs a program or activity through a nationally or provincially-recognized third-party organization, and that organization's practices do not align with OCA Standards, the camp may review the process for answering "No" to a mandatory Standard described in the Criteria for Accreditation or Re-Accreditation section on page 12 of the 2025 OCA Standards Book to determine the appropriateness of applying for an exemption.

Exceptions of this kind are permitted only when the program is supervised by qualified staff who hold credentials recognized by the third-party organization and must be reviewed and approved by the OCA Board of Directors.

**BT.2.9.** Camps at their discretion may use a variety of assessment tools to assess the abilities of participants for their program depending on the size, scope and type of aquatic program(s), with the ultimate goal of understanding the limitations and needs of each participant to ensure safe participation.

## BT.2. Compliance Demonstration

**BT.2.1. to BT.2.9.**

**Visitor Observation:** Tour of waterfront, check-in and out systems, PFDs, emergency watercraft, etc.

**Visitor Discussion/Interview:** Director provides all certificates for watercraft maintenance, maintenance protocols, plus training dates and times and list of certified operators.

## BT.3. Power Boating, Water-skiing, Tubing and Wakeboarding

|         |                                                                                                                                                                                                                         |     |    |    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| BT.3.1. | For watercraft, less than or equal to five gross tonnes, do staff hold the required class of license issued by Transport Canada for the vessel they are driving and for the number of passengers they are transporting? | Yes | No | NA |
| BT.3.2. | Are staff assigned to operate power boats provided with additional training in power boat operation and emergency procedures?                                                                                           | Yes | No | NA |
| BT.3.3. | Do the power boating operational procedures adhere to Transport Canada Regulations?                                                                                                                                     | Yes | No | NA |
| BT.3.4. | During water activities, does the watercraft have a designated driver and a spotter with designated seats for each of them?                                                                                             | Yes | No | NA |
| BT.3.5. | Can the boat safely accommodate the participants in the event of an emergency?                                                                                                                                          | Yes | No | NA |
| BT.3.6. | Does the camp have safety procedures to deal with a participant in distress?                                                                                                                                            | Yes | No | NA |
| BT.3.7. | If a Personal Watercraft (PWC) (e.g., water scooter) is used, is it equipped with double spotter mirrors and an automatic emergency shut-off?                                                                           | Yes | No | NA |
| BT.3.8. | Do power boats follow driving patterns in order to avoid obstacles and remain a safe distance from other boats?                                                                                                         | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## BT.3. Contextual Education

**BT.3.1.** The following are two examples of a Transport Canada regulation that may apply. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances. Boats, no more than eight meters carrying no more than six passengers, require a Pleasure Craft Operators Card (PCOC) on sheltered waters. Boats more than eight meters or



BT

BOATING



carrying seven to 12 passengers require a Small Vessel Operator Proficiency (SVOP). If a boat is greater than eight meters an SVOP is required for 1 to 12 passengers.

**BT.3.2.** It is recommended that specific training be given for all boat drivers based on their responsibility. Training may include common rules of boating; the use of throttle, shift and steering; the safe operation and fueling of the boat; procedures in the event of mechanical failure; safe loading and unloading; the procedure for downed skiers and any other relevant information.

**BT.3.3.** It is the camp's responsibility to read, know and understand all operational procedures and to adhere to Transport Canada regulations.

**BT.3.4.** All participants who are water-skiing, tubing and wakeboarding must wear a properly fitted government approved PFD or commercial life jacket when required by law.

**BT.3.5.** The two people in a boat are:

1. The driver who holds a Pleasure Craft Operator Card (PCOC) and if applicable, a Camp Marine Module – Statement of Completion.
2. The observer who is facing the participant.

The boat must have designated seats for both the driver and the observer while allowing for suitable safe space for a participant in case of an emergency. It is recommended that anyone who participates should pass a designated skill test (e.g. Swimming Assessment) designed to show competency in an open and deep water environment.

**BT.3.6.** On an annual basis, the camp will review their emergency water procedures and the number of participants and staff for each programme to provide the appropriate number of emergency vessels that can accommodate the possible number of participants needing transportation. The camp should be aware of the safe number of passengers for each vessel that is recommended by the manufacturer.

**BT.3.8.** Driving patterns could mean how to drive in rough water, inclement weather, shallow or rocky areas of water, water that has channel buoys, busy marine areas or when driving fast.

## BT.3. Compliance Demonstration

**BT.3.1 to BT.3.8.**

**Visitor Observation:** Tour of waterfront, operator licensing, operational procedures, PFDs, emergency policy and procedures, etc.

**Visitor Interview:** Director provides all certificates and documentation for review.



**ONTARIO CAMPS  
ASSOCIATION**

**SW**

# **Section SW**

## **Swimming**

This section contains sub-sections relating to General Staffing and Supervision, General Operations, Emergency Procedures, Leisure Equipment, Swimming Pools, Waterfronts, Long-Distance Swims, and Off-Site Swimming.



## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## General Notes

These guidelines apply to both pools and waterfronts. **Anytime participants or staff enter the water, outside of boating programs, it is considered a swimming activity regardless of the depth of water.**

For family camps, intergenerational programs and other adult programs, camps should provide contractual guidelines and expectations around the camp's swimming and waterfront areas.

A swimming area may be:

- an outdoor swimming pool;
- an indoor swimming pool;
- a wading pool not exceeding 0.75 m (two ft. six in.) in depth;
- a shallow water pool not exceeding 1.10 m (three ft. six in.) in depth; or,
- a natural designated waterfront area such as a lakefront, beachfront, riverfront or pond.

OCA does not recognize the use of inflatable pools at camps and outdoor centres for swimming purposes.

A pool, swimming, or waterfront "supervisor" has specific qualifications to supervise swimmers and is responsible to ensure their safety.

Equivalency is determined by the camp who must complete their research and due diligence. Equivalency for the purposes of waterfront lifeguard certifications is determined by the Minister of Health. The camp should ensure that international staff lifeguarding qualifications are suitable for Canada based on insight from the Lifesaving Society, or another organization that provides equivalent training in lifeguarding and is approved by the Minister for that purpose.

It is suggested that all lifeguards have a rescue aid at hand, a whistle and a readily accessible fanny pack containing protective gloves, protective mask, band aids, gauze pads and a mini first aid booklet.

Many camps offer swimming programmes as a major activity for participants. Safety is a central concern in all aquatic activities, and the purpose of the swimming Standards is to set an expectation for trained and certified supervision, appropriate safety precautions and well planned emergency procedures.

The swimming Standards are to be applied to all instructional and recreational swimming activities including, but not limited to, lessons, 'free swims', long distance swims and special swimming events.

Some camps utilize swimming pools and areas operated by third parties in their programs. It is nevertheless a requirement that these Standards be met. Camps are required to meet with the operator of the third party swimming area annually to ensure compliance or to make arrangements to supplement available resources with camp resources in order to ensure these Standards are met.

The Ontario Camps Association is a key stakeholder of provincial and federal drowning prevention programmes. As such, camps offering swimming programmes are encouraged to provide their learn-to-swim statistics to their affiliates to promote best practices in this all-important life skill.

## Relevant Regulations and Resources

- Health Protection and Promotion Act R.R.O. 1990, Regulation 565 Public Pools. This regulation governs the operation of pools at both overnight camps (Class A pools) and day camps (Class B pools). If the camp pool is open to the public, it is a Class A pool.
- Health Protection and Promotion Act O. Reg. 503/17. This regulation governs the operation of overnight camps that operate a waterfront area that is used for any aquatic activity.
- [Lifesaving Society](#)
- [Ontario Physical Education Association \(OPHEA\) Safety Standards](#)
- [Swim to Survive](#)
- The Ontario Building Code, Section 3.11 Public Pools. This regulation governs the design and construction of indoor and outdoor pools, their surroundings and their required ancillary facilities.



SW

SWIMMING

## SW.1. General Staffing and Supervision

|         |                                                                                                                                                                                         |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.1.1. | Is the pool or waterfront director at least 18 years of age at the time of the program, experienced and certified as a current Lifesaving Society National Lifeguard (NL) or Lifeguard? | Yes | No | NA |
| SW.1.2. | Are all on-duty lifeguards and assistant lifeguards readily identifiable?                                                                                                               | Yes | No | NA |
| SW.1.3. | Are swim staff knowledgeable of participants' and staff's swimming abilities and medical considerations relevant to water safety?                                                       | Yes | No | NA |
| SW.1.4. | Is each swimming instructor certified with the necessary instructor qualifications specific to the camp's advertised swim programme?                                                    | Yes | No | NA |

### **MANDATORY:**

SW.1.1., 1.3., 1.4.

### **Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## SW.1. Contextual Education

**SW.1.1.** A pool or waterfront director is mandatory in a camp that offers a recreational and/or instructional swim programme in water deeper than 1.10 m (three ft. six in.). The pool/waterfront director has day-to-day responsibility for the supervision of the swim programme. In the absence of the pool/waterfront director, a qualified, adequately prepared substitute must assume responsibility. A pool or waterfront director may have responsibility for other aquatic activities. However, this section refers only to this individual's responsibilities for the recreational and/or instructional swim programme. Individuals may hold more than one title.

"Experienced" means having sufficient direct experience specific to the duties for which the individual is hired.

"Current" means dated less than two years prior to the date on which an individual is working as the pool/waterfront director.

**SW.1.3.** The swimming staff must be aware of any physical, psychological, emotional and/or medical limitations of participants and/or staff that could affect their safety in the water.

**SW.1.4.** If a swimming programme is being advertised and provided by camp staff, each staff member must have a certification in the programme that they are delivering (i.e. Lifesaving, YMCA programming). Instructors must also be oriented to camp's facility in order to deliver programme effectively and may require further training in class management, feedback and effective communication.

## SW.1. Compliance Demonstration

SW.1.1. to SW.1.4.

Visitor Interview:

- Current Certification cards on file.
- Documentation of experience.
- Senior staff/swim heads have documented information from notes/medical form that indicate anything the camp needs to be aware of.

Visitor Observation:

- Procedures must be written and available to staff (staff manual).
- Rules must be posted around swim areas.
- Where applicable, signage must be posted to comply with Health Regulations. If new regulations are imposed, camp must comply and adapt accordingly.



## SW.2. General Operations

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.2.1. | Does the camp have written operational procedures for each area used for swimming?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes | No | NA |
| SW.2.2. | Is swimming alone forbidden?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes | No | NA |
| SW.2.3. | Is swimming in the dark forbidden?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes | No | NA |
| SW.2.4. | Are participants and staff restricted to clearly established swimming areas according to their ability?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes | No | NA |
| SW.2.5. | The camp must witness and classify the swimming ability of both participants and staff by using a in-person Practical Swimming Assessment deemed suitable by the camp based on the size, scope and type of aquatic program(s) the camp offers. For any program in which minors or vulnerable persons attend without their guardians, a swim assessment must be clearly recorded, kept on file, and must be accessible at the camp. Knowledge of a participant's and staff's swimming ability will help to ensure safe participation in all aquatic areas, which may require participants and staff to wear a lifejacket. | Yes | No | NA |
| SW.2.6. | For any waterfront activities, including use of leisure equipment, are all participants assessed for their ability in the given waterfront activity and deemed suitable by the camp to participate?                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## SW.2. Contextual Education

**SW.2.1.** The day-to-day actions and policies are established to prevent accidents and injuries. These should include pool and/or waterfront rules for participants, staff and visitors and their implementation; preparation of pool or waterfront areas for swimmers; and requirements for checking equipment. The procedures should include a systematic check-in/check-out



process for swimmers participating in instructional and/or recreational swims.

**SW.2.2. and SW.2.3.** These are universal rules and must be made clear to all groups that attend the campsite and to all off-site programmes. Statistics show that individuals that swim alone or in the dark have a much greater risk of drowning.

**SW.2.4.** It is important that all participants and staff know that there are boundaries when swimming based on ability levels. Swimming Assessments will help determine the swimming ability of an individual in a camp setting to help determine where and when they can swim. Participants and staff should be told where they can and cannot swim.

**SW.2.5.** The camp must assess and classify the swimming ability of both participants and staff by using an in-person Practical Swimming Assessment deemed suitable by the camp based on the size, scope and type of aquatic program(s) the camp offers. The Swimming Assessment results must be clearly recorded, kept on file, and must be accessible at the camp. Knowledge of a participant's and staff's swimming ability will help to ensure safe participation in all aquatic areas, which may require participants and staff to wear a life jacket.

**SW.2.6.** Camps at their discretion may use a variety of assessment tools to assess the abilities of participants for their program depending on the size, scope and type of aquatic program(s), with the ultimate goal of understanding the limitations and needs of each participant to ensure safe participation.

## SW.2. Compliance Demonstration

SW.2.1. to SW.2.6.

Visitor Interview:

- Written procedures are available for staff to review during training. Where applicable, signage must be posted to comply with Health Regulations. If new regulations are imposed, camp must comply and adapt accordingly.
- Written policy for swimming alone for all waterfront or swim areas of camp and out-trips.
- Written policy for swimming in the dark for all waterfront or swim areas of camp and out-trips.
- Participants and staff are trained on when and where to swim. Admission standards are written as part of the camp's safety plan.
- Written policy and procedures and results have assessment form for assessing and classifying participants and staff swimming abilities.



### Visitor Observation:

- Rules or health and safety information must be posted around swim areas. Where applicable, signage must be posted to comply with Health Regulations. If new regulations are imposed, camp must comply and adapt accordingly.
- Swim areas are roped off. Docks are in place where necessary and inspected.
- Written policy and procedures and results have assessment form for assessing and classifying participants and staff swimming abilities.



## SW.3. Emergency Procedures

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|         |                                                                                                                        |     |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.3.1. | Does the camp have written emergency procedures for each area used for swimming?                                       | Yes | No | NA |
| SW.3.2. | Are staff trained in the operational and emergency procedures?                                                         | Yes | No | NA |
| SW.3.3. | Are staff trained in water search and evacuation procedures for each swimming area?                                    | Yes | No | NA |
| SW.3.4. | Are the water search procedures practised as necessary?                                                                | Yes | No | NA |
| SW.3.5. | Are the evacuation signals and procedures universally known and understood by all participants for each swimming area? | Yes | No | NA |

## SW.3. Contextual Education

**SW.3.1.** Written procedures are in place to ensure the safety and well-being of all participants. They are to be reviewed annually and if necessary changes can be made. It is important to update all staff who are supervising the swim areas and ensure that all staff are aware of the procedures in place.

**SW.3.2.** Emergency procedures should be reviewed and practised on site by all staff both during pre-camp before the swim programme begins and also during the season.

**SW.3.3.** A universally recognized emergency signal will automatically begin a water search and alert all participants and staff to assemble for roll call. The water search must be organized to function during instructional swim classes, recreational swims and special events.

**SW.3.4.** Water search procedures should be practised in pre-camp before the swim programme begins and also during the season.

**SW.3.5.** All swim participants must be familiar with signals through practice drills. Participants must realize the importance and seriousness of the procedures and what to do if they hear the signals during the day and/or night.

## SW.3. Compliance Demonstration

SW.3.1. to SW.3.5.

Visitor Interview:

- Written procedures and available to staff (staff manual).
- Specific practise times are recorded and evaluated when completed. Repeat drills should happen throughout the summer based on participants attending at various points throughout the summer.
- Schedule of practised water-search for pre-camp and swim programme.
- Familiarize all camp participants with the specific signals for each procedure. Signals must be written into the camp's water safety plan.



SW

SWIMMING

## SW.4. Leisure Equipment

### MANDATORY:

SW.4.1., 4.2., 4.3., 4.4., 4.5.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|         |                                                                                                                                                                       |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.4.1. | Do the diving platforms for both pools and waterfronts adhere to the R.R.O. 1990, Reg. 565 and/or the Ontario Building Code?                                          | Yes | No | NA |
| SW.4.2. | Do the diving boards for both pools and waterfronts adhere to the R.R.O. 1990, Reg. 565 and/or the Ontario Building Code?                                             | Yes | No | NA |
| SW.4.3. | Is the area around the diving board, platform, tower, slide, water trampoline or other water accessories free from all hazards such as swimmers, boats and rocks?     | Yes | No | NA |
| SW.4.4. | Are all participants who use a diving board, platform, tower, slide, water trampoline or other water accessories aware of all safety rules relevant to this activity? | Yes | No | NA |
| SW.4.5. | Is there supervision when participants and staff are using the diving board, platform, tower, slide, water trampoline or other water accessories?                     | Yes | No | NA |
| SW.4.6. | Is there an adequate depth of water for the safe use of all leisure equipment (diving board, platform, tower, slide, water trampoline or other water accessories)?    | Yes | No | NA |

## SW.4. Contextual Education

**SW.4.1.** As an example, R.R.O. 1990, Regulation 565 governs pools with diving platforms greater than three metres in height above the water. The Ontario Building Code governs the physical requirements for all heights of diving boards or platforms and the water around them. When setting up leisure equipment at your pool or waterfront area, consider the following: adequate depth of water, possible hazards, safe distance from the swim or boating area, proper supervision, and participants' swimming ability. Check safety of equipment daily.

**SW.4.3.** Assigned staff must take care of all hazards prior to equipment being used.

**SW.4.4.** Prior to equipment use, all participants must have a session on use, safety and rules.

**SW.4.5.** At no time shall there be a participant using the equipment without trained supervision. Rules must be posted for acceptable use. Supervisors must be vigilant at all times and must be given breaks as required in order to maintain effective supervision. Supervisors must avoid distractions while supervising equipment.

SW.4.6. A diving platform is a rigid board or platform. A diving board is a flexible board. Leisure equipment also includes towers, slides and trampolines. Areas must be appropriate and clear of hazards prior to use.

## SW.4. Compliance Demonstration

**SW.4.1. to SW.4.6.**

**Visitor Interview:**

- Equipment must be inspected daily prior to use. If equipment is not ready for use no participant is permitted to use it.
- Annual inspection required.
- Daily inspection log completed by an assigned camp staff for each piece of equipment is recommended for records. The staff member in charge of the equipment that day should be signing off on inspection. If maintenance is required, this should be done as soon as possible before use.
- Staff must provide certification to be part of the water search team (minimum Bronze Cross, or certification approved by the Minister of Health – Submerged Victim skill highlighted during search).
- Familiarize all camp participants with the specific signals for each procedure. Signals must be written into the camp's water safety plan.



SW

SWIMMING

## SW.5. Swimming Pools

IF THE CAMP OPERATES OR USES ANY POOL FACILITIES ON CAMP PROPERTY OR ELSEWHERE THESE STANDARDS APPLY.

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|         |                                                                                                                                                                               |     |    |    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.5.1. | Has the camp operator notified in writing the local Medical Officer of Health 14 days prior to the pool re-opening?                                                           | Yes | No | NA |
| SW.5.2. | Do the pool practises and equipment comply with the Government of Ontario R.R.O. 1990, Reg. 565?                                                                              | Yes | No | NA |
| SW.5.3. | Is the swimming director familiar with the Government of Ontario regulations?                                                                                                 | Yes | No | NA |
| SW.5.4. | Is all the required safety equipment under the regulations easily accessible at each pool?                                                                                    | Yes | No | NA |
| SW.5.5. | Are the pool areas and all required safety equipment checked daily and kept in a clean and safe operational condition?                                                        | Yes | No | NA |
| SW.5.6. | Are all pool safety rules posted in weather-protected, conspicuous positions as required by the regulations, and communicated to participants at the beginning of their stay? | Yes | No | NA |
| SW.5.7. | Does each pool have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?                                 | Yes | No | NA |
| SW.5.8. | Do all pool lifeguards at the time of the program hold a current Lifesaving Society National Lifeguard (NL) certificate?"                                                     | Yes | No | NA |
| SW.5.9. | Do all pool assistant lifeguards at the time of the program hold a current Bronze Cross, or certification approved by the Minister of Health?                                 | Yes | No | NA |

SW

SWIMMING



|          |                                                                                                                                                                                                                              |     |    |    |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.5.10. | During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?                                                                                           | Yes | No | NA |
| SW.5.11. | During recreational swimming in a wading pool or shallow water pool, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?                                                    | Yes | No | NA |
| SW.5.12. | When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements as quoted in Regulation 503/17? | Yes | No | NA |

## SW.5. Contextual Education

**SW.5.1.** This is an Ontario Regulation. The letter should include the date the pool will be re-opened, the name and address of the operator and the A or B classification of the pool. Camps should confirm requirements directly with their local Health Unit. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

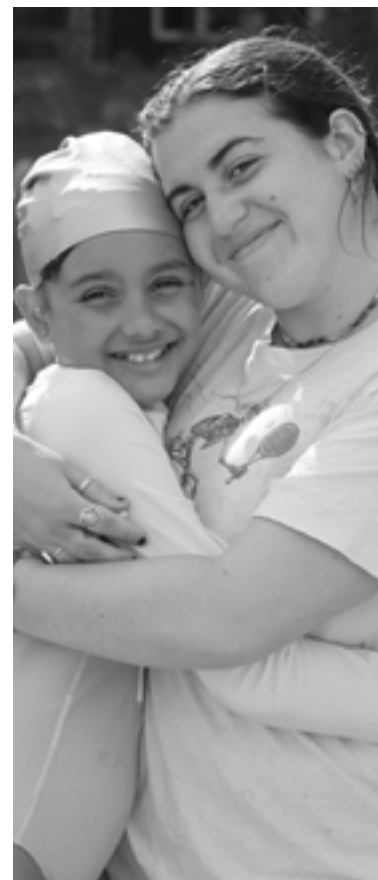
**SW.5.2.** Pool operators are required to maintain daily records and do regular inspections of the facility.

**SW.5.3.** Swim Director must have access to most up-to-date Government of Ontario regulations. Swim Director must also have a copy of the Ontario Camps Association Standards that outline up-to-date swim standards.

**SW.5.4.** Swim Director and staff ensure that all equipment required by law are in appropriate locations.

**SW.5.5.** All daily logs require a safety equipment check. The logs must be accessible and complete when opening a pool daily. They must be checked and signed off by the supervisor in charge of the facility.

**SW.5.6.** Posted signage required by law must be in place prior to opening a pool. This signage must be clear and correctly placed in order to adhere to Ministry and OCA requirements. This signage also enables participants to understand the importance of safety in and around the pool.



SW

SWIMMING



**SW.5.7.** The on-site communication centre may be in the camp office, director's cabin, doctor's office, health centre or swimming area and may have direct communication with emergency medical services (EMS) by means of a telephone, walkie-talkie or equivalent. If the emergency telephone is not at the swimming area, there must be a means to summon assistance and advise the communication centre of the emergency.

**SW.5.8.** Current certificates are dated not more than two years prior to the date on which an individual is working as the lifeguard or assistant lifeguard. Originals or copies of the certificates must be on file at camp. Lifeguards must be on duty during recreational swimming and instructional swimming.

In camps with a wading pool or a shallow water pool, a qualified shallow water pool attendant may replace lifeguards and assistant lifeguards.

Qualified shallow water pool attendant:

- is at least 16 years of age;
- is a competent swimmer;
- is trained in emergency procedures for the pool;
- holds a current first aid certificate (refer to R.R.O. 1990, Reg. 565); and,
- it is recommended that the wading or shallow water pool attendant hold a current Bronze Medallion or higher.
- Camps should consider the age, experience and maturity of the lifeguard and the implications therein. Camps are reminded of OCA Standards HR.2.3. and HR.2.4. regarding staff ages

**SW.5.9.** Pool assistant lifeguards are oriented to the aquatic facility and given appropriate training to do their job. They are not the lifeguards so they must understand their role clearly. They must never be left alone to supervise the pool. They can be included as part of the ratios for number of bathers on the deck and pool.

Camps should consider the age, experience and maturity of the lifeguard and the implications therein. Camps are reminded of OCA Standards HR.2.3. and HR.2.4 regarding staff ages

### SW.5.10. Ratios for pools:

Where lifeguards and assistant lifeguards are on duty:

| Number of bathers on the deck and in the pool | Minimum number of lifeguards and assistant lifeguards on duty                                        |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------|
| 0-30                                          | 1                                                                                                    |
| 31-100                                        | 2                                                                                                    |
| 101-200                                       | 3                                                                                                    |
| 201-300                                       | 4                                                                                                    |
| 300 or more                                   | One additional lifeguard or assistant lifeguard for each additional 100 bathers, or fraction thereof |

Where there are ONLY lifeguards on duty:

| Number of bathers on the deck and in the pool | Minimum number of lifeguards on duty                                                                 |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------|
| 0-30                                          | 1                                                                                                    |
| 31-125                                        | 2                                                                                                    |
| 126-250                                       | 3                                                                                                    |
| 251-400                                       | 4                                                                                                    |
| 400 or more                                   | One additional lifeguard or assistant lifeguard for each additional 150 bathers, or fraction thereof |

**SW.5.11.** As outlined in the pool regulations, the camp must meet and not exceed the number of bathers to the appropriate number of lifeguards or assistant lifeguards.

**SW.5.12.** For example, current O. Reg. 503/17, 24(3) provides: "Despite the supervision required under subsection (2), the lifeguard shall ensure that, where non-swimmers, participants with special needs or participants under five years of age are using the waterfront area in the recreational camp, additional supervision is provided that, in the opinion of the operator, is adequate having regard to the characteristics and number of participants using the waterfront area." Camps are required to ensure that they are up-to-date with all current government regulations.

<https://www.lifesavingsociety.com/media/332422/98admission-standardforaquaticfacilities20201028.pdf>

## SW.5. Compliance Demonstration

SW.5.1. to SW.5.12.

Visitor Observation and Discussion:

SW.5.2. An annual inspection report must be completed if required. Daily inspection log is recommended before use.

SW.5.3. Copy of government regulations available and accessible. Swim Director understands what is required for full compliance of the regulations.

SW.5.4. and 5.5. Regulated safety equipment accessible and checked daily. Health Inspector report indicting equipment has been approved by the Health Inspector. Log book is accessible and available for Health Inspector at any time the facility is opened. If a violation occurs, the facility must adhere to ministry protocols provided by the inspector.

SW.5.6. Signage is clearly posted. Signage is acceptable under the government regulations and is approved by Health Inspector.

SW.5.7. Health Inspector has approved method of communication as outlined by government regulations.

SW.5.8. Lifeguards at least 16 years of age with a current NL or equivalent certificate. Wading/shallow water pool attendant holds a current Bronze Cross, or certification approved by the Medical Officer of Health or higher.

SW.5.9. Pool assistant lifeguards are at least 16 years of age and hold a current Bronze Cross, or certification approved by the Minister of Health.

SW.5.10., 5.11., and 5.12. Ratios met as stated above for all levels of swimmers.

## SW.6. Waterfronts

**FOR CAMPS OPERATING A WATERFRONT AREA FOR SWIMMING, OR USING A REGULATED (O.Reg. 503/17) WATERFRONT AWAY FROM THE CAMP WHERE THE CAMP PROVIDES AQUATIC SUPERVISION. THIS SECTION DOES NOT APPLY TO SWIMMING AT A NON-REGULATED SWIMMING AREA AWAY FROM THE CAMP; IN THAT CASE ANSWER SECTION TR.1.**

|         |                                                                                                                                                                                         |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.6.1. | Do the waterfront practices and equipment comply with the current Government of Ontario O. Reg. 503/17?                                                                                 | Yes | No | NA |
| SW.6.2. | Is all the government-required safety equipment easily accessible at each waterfront area used for swimming?                                                                            | Yes | No | NA |
| SW.6.3. | Are the waterfront swimming areas and all required safety equipment checked daily and kept in a clean and safe operational condition?                                                   | Yes | No | NA |
| SW.6.4. | Are all waterfront safety rules posted in weather-protected, conspicuous positions and communicated to participants at the beginning of their stay?                                     | Yes | No | NA |
| SW.6.5. | Does each waterfront swimming area have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?                       | Yes | No | NA |
| SW.6.6. | Is the waterfront director familiar with the relevant regulations and resources listed above?                                                                                           | Yes | No | NA |
| SW.6.7. | Do all waterfront lifeguards at the time of the program hold a current Lifesaving Society National Lifeguard (NL) certificate?                                                          | Yes | No | NA |
| SW.6.8. | Do all waterfront supervisors at the time of the program hold a minimum of a current Bronze Cross, Assistant Lifeguard certificate or certification approved by the Minister of Health? | Yes | No | NA |

### MANDATORY:

ALL

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps



SW

SWIMMING

|          |                                                                                                                                                                                                                                                |     |    |    |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.6.9.  | Does a qualified trainer (Waterfront Director) provide additional instruction in supervision, positioning, accident prevention and intervention, and emergency response to waterfront supervisors who do not possess a current NL certificate? | Yes | No | NA |
| SW.6.10. | During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards/ assistant lifeguards to swimmers?                                                                                                            | Yes | No | NA |
| SW.6.11. | When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements as quoted in Regulation O. Reg. 503/17?           | Yes | No | NA |

## SW.6. Contextual Education

**EQUIVALENCY FOR THE PURPOSES OF WATERFRONT LIFEGUARD CERTIFICATIONS IS DETERMINED BY THE MINISTER OF HEALTH**

**Waterfront Director:** Must be at least 18 years old and hold a current NL or Lifeguard Certification. The Waterfront Director is responsible for the overall waterfront program.

**Lifeguard:** Must be at least 16 year old and hold a current NL or Lifeguard Certification.

**Supervisor:** Must hold a current Bronze Cross. The Supervisor can supervise aquatic activities other than swimming and can assist with the supervision of swimming under the Waterfront Director and Lifeguards but cannot be included in the lifeguard/swimmer ratio.

**SW.6.1.** For example, current O. Reg. 503/17, 24(3) provides: "Despite the supervision required under subsection (2), the lifeguard shall ensure that, where non-swimmers, participants with special needs or participants under five years of age are using the waterfront area in the recreational camp, additional supervision is provided that, in the opinion of the operator, is adequate having regard to the characteristics and number of participants using the waterfront area." Camps are required to ensure that they are up-to-date with all current government regulations.

<https://www.lifesavingsociety.com/media/332422/98admission-standardforaquaticfacilities20201028.pdf>



**SW.6.2.** The waterfront director and staff ensure that all safety equipment is functional, acceptable and in the appropriate location(s) in the swim areas.

**SW.6.3.** In order to comply with government regulations, camps must ensure that a daily log be completed which includes a safety equipment check. It is imperative that a supervisor complete this accurately and ensure that the log book is placed in a safe and appropriate location.

**SW.6.4.** Government regulations require camps to ensure that safety rules are posted in appropriate locations and that all participants know and understand the rules. Reviewing these rules is necessary and should be done for every participant and staff annually. Health Inspectors are helpful to ensure that the posted rules are in the appropriate locations and camps will make the necessary changes to meet regulations.

**SW.6.5.** The on-site communication centre may be in the camp office, director's cabin, doctor's office, health centre or swimming area and may have direct communication with Emergency Medical Services (EMS) by means of a telephone, walkie-talkie or equivalent. If the emergency telephone is not at the swimming area, there must be a means to summon assistance and advise the communication centre of the emergency.

**SW.6.6.** The waterfront director must be knowledgeable about all government regulations, OCA Standards and any other information that helps to govern the waterfront. The waterfront director will ensure that all of their staff are also well versed and trained under these regulations and standards.

**SW.6.7.** All waterfront lifeguards hold a Lifesaving Society National Lifeguard certification or equivalent (approved by the Minister of Health). All lifeguards must be oriented to their camp's waterfront facility in order to supervise their areas effectively. Safety procedures and policies are reviewed prior to participants using the waterfront. Camps should consider the age, experience and maturity of the lifeguard and the implications therein.

**SW.6.8.** No matter the waterfront activity (e.g. sail, canoe, kayak, water bikes, water trampoline, water-skiing, boating, etc.), waterfront supervisors must hold a Bronze Cross, or equivalent (approved by the Minister of Health).

**SW.6.9.** "Qualified trainer" means a current NL Instructor/ Examiner or current NL with waterfront experience.

**SW.6.10. RATIOS FOR WATERFRONTS (on or off-site)**

Number of bathers in  
the water

Number of lifeguards



SW

SWIMMING

|             |                                                                               |
|-------------|-------------------------------------------------------------------------------|
| 1-25        | 2                                                                             |
| 26-100      | 3                                                                             |
| 100 or more | One additional lifeguard is required for each additional 25 or fewer swimmers |

**Additional lifeguards may be needed based upon:**

- the weather and water conditions such as waves, currents, wind, water and air temperature, glare, turbidity;
- the size of the swimming area and bottom conditions;
- the experience, maturity, qualifications, location of lifeguards;
- the skill levels and abilities of swimmers; and,
- rescue equipment available.

**SW.6.11.** For example, current O. Reg. 503/17, 24(3) provides: “Despite the supervision required under subsection (2), the lifeguard shall ensure that, where non-swimmers, participants with special needs or participants under five years of age are using the waterfront area in the recreational camp, additional supervision is provided that, in the opinion of the operator, is adequate having regard to the characteristics and number of participants using the waterfront area.” Camps are required to ensure that they are up-to-date with all current government regulations.

## SW.6. Compliance Demonstration

**SW.6.1. to SW.6.11.**

**Visitor Observation:**

**SW.6.1.** An annual inspection report must be completed if required. Daily inspection log is recommended before use.

**SW.6.3. and 6.4.** Regulated safety equipment accessible and checked daily.

**SW.6.7.** Lifeguards at least 16 years old with current NL.

**SW.6.8.** Supervisors at least 16 years old with current Bronze Cross, or certification approved by the Minister of Health.

**SW.6.9., 6.10., and 6.11.** Ratios met for all levels of swimmers.

**Visitor Discussion:** **SW.6.2.** Swimming Director is familiar with Government of Ontario Regulations.



SW

SWIMMING

## SW.7. Long-distance Swims

**A LONG-DISTANCE SWIM IS OUTSIDE OF A DESIGNATED SWIMMING AREA AND LONGER THAN 100 METRES.**

|         |                                                                                                                                                                                                            |     |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.7.1. | Does the waterfront director review and approve the rules and safety procedures for all swims outside of the designated swim area?                                                                         | Yes | No | NA |
| SW.7.2. | Are long-distance swimmers, outside the regular swim area, accompanied and directly supervised by a qualified lifeguard or assistant lifeguard?                                                            | Yes | No | NA |
| SW.7.3. | Are lifeguards/assistant lifeguards supervising a long-distance swim, outside the regular swim area, positioned in a suitable watercraft so they may render immediate assistance to a swimmer in distress? | Yes | No | NA |
| SW.7.4. | During long-distance swims, outside the regular swim area but within 25 m of shore, is there a minimum of one lifeguard/assistant lifeguard for every four swimmers?                                       | Yes | No | NA |
| SW.7.5. | During long-distance swims, outside the regular swim area and beyond 25 m of shore, is there one lifeguard/assistant lifeguard for each swimmer?                                                           | Yes | No | NA |
| SW.7.6. | Are long-distance swims, outside the regular swim area and beyond 25 m of shore, directly supervised by at least one NL or certified lifeguard?                                                            | Yes | No | NA |

### **MANDATORY:**

**SW.7.1., 7.2., 7.3.**

### **Applies to:**

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

## SW.7. Contextual Education

**SW.7.1.** If possible, long-distance swims should be near the shore. Lifeguards in accompanying watercraft must remain close to the swimmers. For the safety of all swimmers, consider the competency of swimmers, qualifications of lifeguards, length of swim, distance from shore, water conditions, weather, and other users of the area. Additional lifeguards should be provided if specific circumstances warrant.

## SW.8. Off-site Swimming

FOR WHEN SWIMMING ACTIVITIES OCCUR OFF-SITE AND WHERE SUPERVISION IS PROVIDED BY EXTERNAL AQUATIC STAFF. THIS SECTION DOES NOT APPLY TO SWIMMING AT A NON-REGULATED SWIMMING AREA AWAY FROM THE CAMP; IN THAT CASE ANSWER SECTION TR.1.

### MANDATORY:

SW.8.1., 8.4., 8.5., 8.6., 8.7.

### Applies to:

- Day Camps
- Overnight Camps
- Outdoor Education Centres
- Family Camps

|         |                                                                                                                                          |     |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| SW.8.1. | Does the camp ensure that the OCA swimming standards are in place and complied with at the off-site facility?                            | Yes | No | NA |
| SW.8.2. | Does the camp provide the off-site facility staff with essential participant medical and behavioural information?                        | Yes | No | NA |
| SW.8.3. | During each visit, is a specific camp staff member appointed to communicate and exchange information with the off-site facility staff?   | Yes | No | NA |
| SW.8.4. | During off-site recreational swims, are the proper staff to non-swimmer ratios in place?                                                 | Yes | No | NA |
| SW.8.5. | Are the staff who accompany the participants off-site trained in their off-site role?                                                    | Yes | No | NA |
| SW.8.6. | Are the staff who accompany the participants during off-site recreational swimming clearly identified?                                   | Yes | No | NA |
| SW.8.7. | Do the staff who accompany the participants off-site enter the water with the participants who require direct or additional supervision? | Yes | No | NA |
| SW.8.8. | Do the staff who accompany the participants off-site assist with supervision and controlling participants' behaviour?                    | Yes | No | NA |

## SW.8. Contextual Education

**SW.8.1.** Prior to use of a facility, a camp representative should ensure that the swimming standards meet OCA's Standards in all areas with written record of a confirmation meeting a minimum of once per year. OCA's Swimming Standards include sections SW.1., SW.2., SW.3., SW.4., SW.5., SW.6., SW.7., and SW.8. Prior to use of a host facility, a camp representative should sign in

**and provide the facility with the number of participants. Camp counsellors must be available for supervision in facility change rooms. The camp, in coordination with the facility supervisor, must implement a systematic check of all participants.**

SW.8.2. In compliance with a camp's privacy policy, it is imperative that off-site facility staff have essential participant medical and behavioural information prior to programme start time. This information will be used for instructional and/or supervision purposes to ensure safety for all participants and supervisors.

SW.8.3. If possible, a qualified camp lifeguard should accompany the participants and staff as the liaison between the camp and the facility. It is recommended that this individual has completed the Aquatic Supervisor Training course.

**SW.8.4. Ratios for non-swimmers:**

|                                                    |                                                                                                                                                                                |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Non-swimmers under the age of six</b>           | <b>Maximum of two non-swimmers per adult in the water</b>                                                                                                                      |
| <b>Non-swimmers between six and nine years old</b> | <b>Maximum of four non-swimmers per adult in the water. This ratio may be increased to a maximum of eight swimmers per adult if all participants are wearing a lifejacket.</b> |

<https://www.lifesavingsociety.com/media/332422/98admission-standardforaquaticfacilities20201028.pdf>

**SW.8.5. Staff must be trained to supervise participants in off-site activities. They are to be trained to deal with participant behaviour, head counting, facility use (e.g. washroom, showers, etc.). They must be vigilant to be in tune with participant needs.**

## SW.8. Compliance Demonstration

**Visitor Observation:**

- **Certification cards, Records of annual compliance meeting available for inspection, Documented experience.**

SW.8.3. Written safety protocols for off-site visits. Health Inspection reports/notes made available if requested.

**SW.8.4. Off-site supervisor can do head counts of participants and supervisors and log this information daily.**

**SW.8.5. Attendance lists for participants and staff.**

**Visitor Discussion:**

SW.8.1. Essential participant medical and behavioural information shared with off-site facility staff.

SW.8.5. and 8.6. Training schedule for clearly identifiable staff who are not designated swim staff.



SW

SWIMMING



**ONTARIO CAMPS  
ASSOCIATION**

**OE**

# **Section OE**

# **Outdoor Education Centres**

This section contains sub-sections relating to Management and Administration, Human Resources, Health Care, All Trips and Excursions, Programming, Swimming, and Curriculum-Based Programs.



## Disclaimer

Within these Standards, reference is made to certain laws and regulations that apply to programmes at camps. For the purpose of explanation, education and example only, summaries of some of the applicable legislation are provided within these Standards. The OCA makes no representation or guarantee that the summaries or examples provided are complete, or that they are accurate interpretations of how the legal requirements apply to a camp's particular circumstances. Camps are cautioned not to rely on the summaries contained in these Standards. It is a camp's responsibility to learn about and understand the legal requirements that apply to them, and to ensure that they comply in all respects.

## Relevant Regulations and Resources

- [Ontario Physical Education Association \(OPHEA\) Safety Standards](#)



## General Notes

**If at any point in time, even if just once, your camp operates any outdoor education programming, these standards apply and must be answered.**

**Outdoor Education:** Programmes and sites that are operated and staffed primarily by the outdoor education provider. Sessions and seasons vary in length depending on the provider. The programme is facilitated by the provider, and the supervision of the group's individual participants during programmes is primarily the responsibility of said outdoor education provider. Supervision of the participants during non-programmed times or overnight may be the responsibility of third parties such as chaperones, teachers, group organizers or by the outdoor education provider. The varying facets of Outdoor Education programs include:

- **Outdoor Education:** Intentional delivery of curriculum or learning outcomes for a group through outdoor experiences based in pedagogy and practice.
- **Outdoor Recreation:** Pleasurable outdoor experiences not linked to curriculum but rather with soft-skill development outcomes like team building, communication, and fun!
- **Environmental Education:** In, of and about nature but not necessarily linked to curriculum.
- **Adventure Leadership:** Risk interplaying with reward (higher risk for higher reward). Examples being out tripping based providers and programs.

## OE.1. Management and Administration

### MANDATORY:

NONE

### Applies to:

- Outdoor Education Centres

|         |                                                                                                                                                                                                                                                                                                                              |     |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| OE.1.1. | Does the outdoor centre have a written agreement and contract with each visiting group that outlines key dates, expected number of participants, financial information, on-site terms and conditions, supervision/first aid responsibilities of the outdoor centre and of the main contacts, and teachers and/or chaperones? | Yes | No | NA |
| OE.1.2. | Upon arrival are groups informed about emergency procedures and contact information?                                                                                                                                                                                                                                         | Yes | No | NA |
| OE.1.3. | Does the outdoor centre provide a waiver releasing the outdoor centre from all responsibilities for health care?                                                                                                                                                                                                             | Yes | No | NA |
| OE.1.4. | If the outdoor centre rents its facility, does the outdoor centre require the rental group to add the outdoor centre as an “additionally named insured” to the rental group’s insurance?                                                                                                                                     | Yes | No | NA |
| OE.1.5. | If the outdoor centre provides transportation other than a third party provider has the centre established policies and procedures in accordance with the Ministry of Transportation including policies and procedures specific to inclement weather driving conditions?                                                     | Yes | No | NA |

## OE.1. Contextual Education

Written contracts should be in place that deal with as many aspects of the programme, but perhaps most importantly with the sharing of risk between the two organizations. Insurance is another important consideration. Waivers for adults are extremely valuable.

Contract/agreement terms should include:

- terms of use, including dates, times and costs;
- cancellation, minimum fees and refund policies;
- services that will be provided by the camp;
- costs and conditions for the use of the facilities and equipment;
- insurance; and,
- waivers.

Conditions for the use may include such aspects as adult supervision, expectations, clean-up responsibilities and the reporting of damage.

## OE.2. Human Resources

|         |                                                                                                                                |     |    |    |
|---------|--------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| OE.2.1. | Do outdoor centre staff have the appropriate maturity, knowledge, experience, and training to provide a safe, quality program? | Yes | No | NA |
| OE.2.2. | Does the outdoor centre have a trained site representative available and on call overnight?                                    | Yes | No | NA |
| OE.2.3. | Are the third party leaders/chaperones informed on how to contact the trained site representative?                             | Yes | No | NA |
| OE.2.4. | Does the outdoor centre follow school board and client supervision ratios as laid out in OPHEA when applicable?                | Yes | No | NA |
| OE.2.5. | When working with non-school groups, does the outdoor centre provide a ratio that does not exceed 1:25 during program time?    | Yes | No | NA |
| OE.2.6. | Does the outdoor centre inform groups who is responsible for group supervision during non-program times?                       | Yes | No | NA |

### MANDATORY:

**NONE**

### Applies to:

- Outdoor Education Centres



OE

OUTDOOR  
EDUCATION

## OE.3. Health Care

### MANDATORY:

NONE

### Applies to:

- Outdoor Education Centres

|         |                                                                                                                                                                                                                                                                                                                                   |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| OE.3.1. | Does the outdoor centre require that the third-party group leader has collected the necessary and current medical information of the participants prior to the group arriving which includes allergies, dietary restrictions, health history, and has passed along the information to the program as per the site's requirements? | Yes | No | NA |
| OE.3.2. | Does the outdoor centre require that the third-party group leaders collect the appropriate consent and authorizations for any emergency medical treatments from parents or legal guardians if group members are minors?                                                                                                           | Yes | No | NA |



## OE.4. All Trips and Excursions

|         |                                                                                                                                                                                                |     |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| OE.4.1. | If swimming in non-designated swim areas during trip, are participants required to wear a PFD?                                                                                                 | Yes | No | NA |
| OE.4.2. | Is swimming on trips not permitted in waters colder than 15° Celsius?                                                                                                                          | Yes | No | NA |
| OE.4.3. | When boating in waters colder than 15° Celsius and a Swimming Assessment is not possible to conduct, is a modified assessment of the participants' ability in water done prior to the program? | Yes | No | NA |

### **MANDATORY:**

**NONE**

### **Applies to:**

- Outdoor Education Centres

## OE.4. Contextual Education

OE.4.1. Non-designated swim areas are areas not specifically designated for swimming for example, campsite when on a canoe trip. Before swimming the area must have set boundaries for swimmers and be free of underwater hazards.

OE.4.2. When determining whether it's safe to allow swimming, additional factors such as air temperature, wind chill, length of time, and distance to warmth should also be considered.



OE

OUTDOOR  
EDUCATION



## OE.5. Programming

### MANDATORY:

NONE

### Applies to:

- Outdoor Education Centres

|         |                                                                                                                                         |     |    |    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| OE.5.1. | Has the outdoor centre accurately communicated to the third-party group leader the risks associated with the outdoor centre's programs? | Yes | No | NA |
| OE.5.2. | Does the outdoor centre refer to OPHEA for program guidelines not covered under the OCA Standards?                                      | Yes | No | NA |

## OE.6. Contextual Education

OE.5.2. Outdoor Education Centres should reference both OCA and OPHEA standards with regard to programs and follow the higher standard. For programs not covered by the OCA standards, Outdoor Education Centre should follow OPHEA standards. Outdoor Education Centres working with public School Boards should also consult with the school Board around any additional Board policies or program restrictions.





## OE.6. Swimming

|         |                                                                                   |     |    |    |
|---------|-----------------------------------------------------------------------------------|-----|----|----|
| OE.6.1. | If swimming in non-designated swim area, are participants required to wear a PFD? | Yes | No | NA |
| OE.6.2. | Is swimming not permitted in waters colder than 15° Celsius?                      | Yes | No | NA |

### **MANDATORY:**

**NONE**

### **Applies to:**

- Outdoor Education Centres

## OE.6. Contextual Education

OE.6.1. Non-designated swim areas are areas not specifically designated for swimming. This would be any location other than a designated swimming area regulated under O. Reg. 503/17. Before swimming the area must have set boundaries for swimmers and be free of underwater hazards.

OE.6.2. When determining whether it safe to allow swimming additional factors such as air temperature, wind chill, length of time, and distance to warmth should also be considered.



## OE.7. Curriculum-Based Programs

**THESE STANDARDS APPLY TO OUTDOOR EDUCATION CENTRES THAT OFFER CURRICULUM-BASED PROGRAMS.**

### **MANDATORY:**

**NONE**

### **Applies to:**

- Outdoor Education Centres

|         |                                                                                                                                                 |     |    |    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----|
| OE.7.1. | Does at least one member of the outdoor centre's management team have the knowledge, skills and expertise to develop curriculum-based programs? | Yes | No | NA |
| OE.7.2. | Does the outdoor centre have program plans for each curriculum-based program offered?                                                           | Yes | No | NA |
| OE.7.3. | Are outdoor centre staff trained in the program delivery and learning outcomes for the programs they deliver?                                   | Yes | No | NA |
| OE.7.4. | Are the curriculum-based programs adaptable to accommodate all learners when required?                                                          | Yes | No | NA |

## OE.7. Contextual Education

OE.7.1. To provide curriculum-based programs outdoors centres need to ensure that activities are directly linked to current Ministry of Education curriculum guidelines and outcomes. The individuals responsible for the development of these programs should have a clear understanding of current trends in education and curriculum.

OE.7.3. Outdoor centre instructors should be trained in each program that they deliver, with a clear understanding of the activity's outcomes.

OE.7.4. Outdoor centres should work closely with visiting teacher and schools to ensure the accommodation of each student's needs and learning styles.



OE

OUTDOOR  
EDUCATION



ONTARIO CAMPS  
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AP

# Appendix Glossary and Standards Summary

This section contains sub-sections including the Glossary and the Standards Summary chart.

# Glossary

**activity head:** Individual with sufficient relevant experience and training to be responsible for facilitation and delivery of an activity. If supported by additional staff this individual is responsible for coordination of those staff. This individual may also have additional duties involving maintenance of the relevant equipment and area.

**administrative personnel:** Camp staff with supervisory and administrative responsibility, may include positions such as camp director, assistant director, business manager, food service manager, facilities manager or heads of programme areas.

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

**adventure/challenge activities:** Activities requiring spotting and/or belays, including ropes courses, climbing, ziplines and other similar activities.

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

**aquatic activities:** Any activity, whether recreational or instructional, occurring in, or near the water.

**Accessibility for Ontarians with Disabilities Act (AODA):** Ontario legislation, covering mandatory accessibility standards that identifies, removes, and prevents barriers for people with disabilities.

**belay:** A safeguard technique used in climbing to provide fall protection to a climber.

**belayer:** The individual who passes the rope through the belay device, which increases friction and controls the rope during the act of the belay.

**camp or camping:** A sustained experience that provides a creative, recreational and educational opportunity in group living. It utilizes trained leadership and other valuable resources to contribute to each participant's mental, physical and social growth.

**camp director:** The individual on-site who holds the primary overall responsibility for the administration of the programme operations and support services.

**camp staff:** Paid or unpaid staff hired, trained and directly supervised by the camp and 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. Also referred to as participants.

**counsellor-in-training (CIT):** Participants in leadership training programmes. Can also be referred to as leader-in-training (LIT).

**day camp:** Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. The camper goes home to a parent or guardian each night, except for an occasional overnight.

**family camp:** Sessions vary in length. The programme is facilitated and staffed by the camp, yet the direct supervision and care of individual campers is generally the responsibility of the families who come to camp, except during specific programs that require direct supervision by camp staff. Campers of all ages stay overnight, and the camp is responsible for providing food and (facilitating) some or all programming throughout the day. Some of the programming may include short-term direct supervision of campers.

**food handlers:** Food service staff and who regularly prepare and may serve food.

**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 sanitization products.

**health care:** A general term that includes first aid, medication management and provision of prescribed medication treatment and health practices as described in the health care policy and procedure. Camp health care includes prevention and wellness practises.

**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/duties. May include Regulated Health Professional (RHP) or Unregulated Care Provider (UCP) staff.

**high ropes:** An element installed at a height that requires a participant to be connected to a life safety system. Support and safety is provided by using some type of belay and safety ropes and by wearing appropriate helmet and harness.

**human-powered boats:** These include canoes, kayaks, sailboats, sailboards, windsurfers and rowboats and are not required to be licensed. These vessels must comply with Transport Canada's Safety Regulations.

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

**initiative activities:** Activities that provide participants with the opportunity to enhance problem solving, teamwork and community building skills.

**life jacket:** A floatation device approved by the Ministry of Transportation designed to turn an unconscious person from face down to face up in the water, allowing them to breathe.

**lifeguard:** A staff member who holds a Lifesaving Society National Lifeguard Certification, or equivalent (approved by the Minister of Health).

**litmus test:** Provide a framework for the Standards Review Committee to determine if a Standard is "Reasonable". The majority of the following questions must be answered yes by 2/3 Vote of Standards Review. These standards are primarily to provide our membership with effective guidance and requirements in operating a safe and quality program, and will consider, relevant legislation, best practices, public perception, and utility.

**low ropes:** A challenge course activity usually less than 45 cm (18 in.) above the ground, where the participant is spotted if needed to limit risk and where the use of a belay system is not required.

**outdoor education:** Programmes and sites that are operated and staffed primarily by the outdoor education provider. Sessions and seasons vary in length, and time of year, depending on the provider. The programme is facilitated by the provider, and the supervision of the group's individual participants during programmes is primarily the responsibility of that outdoor education provider. Supervision of the participants during non-programmed times or overnight may be the responsibility of third parties such as chaperones, teachers, group organizers or by the outdoor education provider. The varying facets of Outdoor Education programs include:

- **Outdoor Education:** Intentional delivery of curriculum or learning outcomes for a group through outdoor experiences based in pedagogy and practice.
- **Outdoor Recreation:** Pleasurable outdoor experiences not linked to curriculum but rather with soft-skill development outcomes like team building, communication, and fun!
- **Environmental Education:** In, of and about nature but not necessarily linked to curriculum.
- **Adventure Leadership:** Risk interplaying with reward (higher risk for higher reward). Examples being out tripping based providers and programs.

**overnight camp:** Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. Campers stay overnight, and camp is responsible for campers 24 hours a day. Tripping and travel camp programmes are types of overnight camps that may not have a home base location. Such programmes run as an extension of overnight camps or may be an exclusive tripping or travelling camp, specializing only in tripping, travelling or touring programmes.



**participant:** All persons involved in the camp operation including staff, campers and groups.

**personal floatation device (PFD):** A device approved by the Ministry of Transportation designed for floatation and to keep a conscious person's head out of the water in calm conditions.

**Personal Information Protection and Electronic Documents Act (PIPEDA):** Federal privacy law for private-sector organizations. It sets out the ground rules for how businesses must handle personal information in the course of commercial activity.

**personal watercraft (PWC):** Also called water scooter, is a recreational watercraft that the rider sits or stands on. They have an inboard engine driving a pump jet that has a screw-shaped impeller to create thrust for propulsion and steering.

**pleasure craft:** Is a vessel that is used for recreation and does not carry passengers. For the purposes of this definition, a "passenger" is a person who has paid a fee to be transported in a commercial vessel. A "guest" does not need to pay a fee. Participants and staff are currently deemed to be passengers within a summer camp operation.

**Pleasure Craft Operator Card (PCOC):** A required license for anyone operating a power-driven (under 9.9 HP) small commercial vessel and carrying six passengers or less.

**Regulated Health Professional (RHP):** May include Nurse Practitioner (NP), Registered Nurse (RN), Registered Practical Nurse (RPN) or Medical Doctor (MD)/Licensed Physician.

**rental groups:** Sessions vary in length. Rentals are groups or programmes that rent or lease the outdoor education centre or camp's facilities, and perhaps some services, to operate their own events, camp programmes or retreats. Rental groups may include other camps, clubs, youth groups, individuals and outdoor education programmes run by other groups (third party) or specialty programmes. The camp or outdoor education centre may be contracted for some staff and services such as lifeguards or food service, but the primary responsibility for the participant's supervision and general programming is with the rental group. The supervision of minors or vulnerable persons is the

responsibility of that individual's parent or guardian at all times. In a rental, the contract is between the camp and an organization (or their representative).

**small commercial vessel:** All non-pleasure vessels that are less than or equal to 15 gross tonnes and owned by a camp, which is a business, corporation, association or organization, and is used to transport up to 12 passengers at any time on camp business is a small commercial vessel. All small commercial vessels powered by an engine of 10 horsepower (7.5 kW) or more must be properly registered with Transport Canada.

**Unregulated Care Provider (UCP):** May include First Aider (students in a nursing programme; certified first aid certificate holder), paramedics, regulated health care providers who are not licensed or certified to practise in Ontario. This class may use the terms Health Care Assistant /Aid, First Aider, or similar title. They may not use the term "Nurse".

**virtual program:** Sessions vary in length. The programme is operated and staffed by the camp, and the direct supervision of individual campers is not the camp's responsibility as the program takes place using a virtual platform instead of in person. The camper participates using a device with an internet connection and may include activity videos, video conferences/groups or chat rooms.

**volunteer:** Individuals that assume the role and responsibilities of staff without pay. If volunteers assume this responsibility, they should meet the minimum age and requirements as recommended for that position and should be treated as staff members. All OCA Standards relating to staff apply to camp volunteers.

**waterfront/designated:** a supervised area for swimming as defined under O.reg 503/17 sections 24 and 25. These areas within the camp are approved early by the local ministry of health.

**waterfront/undesignated:** a supervised area used for swimming that does not meet the criteria of Reg. 503/17 and is therefore unregulated. These unregulated areas require a safety plan that directs the supervision of participants by trained personnel.



# STANDARDS SUMMARY

| STANDARD NUMBER                      | STANDARD                                                                                                                                                                                                                                                                                | MANDATORY |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>MANAGEMENT AND ADMINISTRATION</b> |                                                                                                                                                                                                                                                                                         |           |
| <b>MA.1. APPLICATION</b>             |                                                                                                                                                                                                                                                                                         |           |
| MA.1.1.                              | Does the camp have a system in place to obtain all relevant information about each camper?                                                                                                                                                                                              | Yes       |
| MA.1.2.                              | Is each application form signed by a parent or guardian?                                                                                                                                                                                                                                |           |
| MA.1.3.                              | Does the application form provide the necessary written terms of the contract between the parent or guardian and the camp?                                                                                                                                                              |           |
| MA.1.4.                              | Has the camp received legal advice on how long to keep all application forms?                                                                                                                                                                                                           |           |
| <b>MA.2. OPERATIONS/RECORDS</b>      |                                                                                                                                                                                                                                                                                         |           |
| MA.2.1.                              | Does the camp follow all applicable provincial and federal laws and regulations for any programs that it operates, and, for any programs operating outside Ontario, where there is no equivalent provincial legislation, does the camp follow the applicable Ontario law or regulation? | Yes       |
| MA.2.2.                              | Does the camp prepare annual financial statements as required by law?                                                                                                                                                                                                                   | Yes       |
| MA.2.3.                              | Does the camp comply with the Personal Information Protection and Electronic Documents Act?                                                                                                                                                                                             | Yes       |
| MA.2.4.                              | Pertaining to the requirements of your camp, are you complying with the Accessibility for Ontarians with Disabilities Act (AODA)?                                                                                                                                                       | Yes       |
| MA.2.5.                              | Where applicable does your camp adhere to the Child Care and Early Years Act (CCEYA)?                                                                                                                                                                                                   | Yes       |
| MA.2.6.                              | Does the camp implement recommendations or orders, which are issued following regulatory inspections?                                                                                                                                                                                   | Yes       |
| MA.2.7.                              | Does the camp have a written mandate, philosophy or mission statement?                                                                                                                                                                                                                  |           |
| MA.2.8.                              | Does the camp have written guidelines regulating appropriate participant behaviour (e.g., participant code of conduct, bullying prevention, etc.)?                                                                                                                                      |           |
| MA.2.9.                              | Does the camp have written policies and practices preventing discrimination to provide positive spaces for participants, staff, and volunteers by aligning their core values with the OCA's core values (see Contextual Education) and the Ontario Human Rights Code?                   | Yes       |

| STANDARD NUMBER                                  | STANDARD                                                                                                                                                                                                                                                                                             | MANDATORY  |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| MA.2.10.                                         | Does the camp have written Diversity, Equity and Inclusion policies and practices that explicitly address the inclusion and support of racialized and 2SLGBTBQ+ campers, families, staff, and volunteers?                                                                                            |            |
| MA.2.11.                                         | Does the camp have a written policy for staff during their time off regulating staff use of facility and equipment. when campers may or may not be onsite, and has this been reviewed with the camps insurance provider?                                                                             |            |
| <b>MA.3. INSURANCE</b>                           |                                                                                                                                                                                                                                                                                                      |            |
| <b>MA.3.1.</b>                                   | <b>Is your insurance provider aware of all the program types (day camps, overnight camps, outdoor education centres, rentals, virtual programs, other) your camp runs and do you have the appropriate liability insurance?</b>                                                                       | <b>Yes</b> |
| <b>MA.3.2.</b>                                   | <b>Does the camp carry appropriate fire and property insurance?</b>                                                                                                                                                                                                                                  | <b>Yes</b> |
| MA.3.3.                                          | Does the camp carry insurance for staff members' personal vehicles if used for camp business (e.g., transporting campers, camp requested supply runs, or staff on camp business), if applicable?                                                                                                     |            |
| MA.3.4.                                          | Does the camp carry insurance for vehicles rented by the camp, if applicable?                                                                                                                                                                                                                        |            |
| MA.3.5.                                          | If the camp has a Board of Directors, does the camp carry director and officer liability insurance?                                                                                                                                                                                                  |            |
| <b>MA.3.6.</b>                                   | <b>Are the camp's health professionals adequately insured for liability and malpractice if applicable?</b>                                                                                                                                                                                           | <b>Yes</b> |
| MA.3.7.                                          | Has the camp determined if it requires any employee insurance/ benefit package?                                                                                                                                                                                                                      |            |
| MA.3.8.                                          | Is an annual review made of the insurance coverage?                                                                                                                                                                                                                                                  |            |
| MA.3.9.                                          | Is the OCA added annually to your insurance policy as an Additional Insured, or in cases where your camp cannot has your camp considered all factors and determined it's not feasible?                                                                                                               |            |
| <b>MA.4. RISK MANAGEMENT AND CRISIS RESPONSE</b> |                                                                                                                                                                                                                                                                                                      |            |
| <b>MA.4.1.</b>                                   | <b>Does the camp have written policies and rules, which promote safety for all participants and staff?</b>                                                                                                                                                                                           | <b>Yes</b> |
| <b>MA.4.2.</b>                                   | <b>Does the camp have a written Crisis Response Plan?</b>                                                                                                                                                                                                                                            | <b>Yes</b> |
| <b>MA.4.3.</b>                                   | <b>Has the camp determined the need for policies and procedures pertaining to probable emergency events (i.e., Severe Weather, Lockdown, Hold and Secure and Shelter in Place, Evacuation, etc.)? If the camp has determined need, does the camp possess written policies, procedures and plans?</b> | <b>Yes</b> |
| <b>MA.4.4.</b>                                   | <b>Does the camp have a system in place to adequately track participant attendance? This includes arrival to camp, departure from camp, and early or emergency departures.</b>                                                                                                                       | <b>Yes</b> |

| STANDARD NUMBER                                                       | STANDARD                                                                                                                                                                        | MANDATORY |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| MA.4.5.                                                               | Is a written report completed for any incident and/or accident that has occurred?                                                                                               | Yes       |
| MA.4.6.                                                               | Does the camp have a Camp Safety Plan?                                                                                                                                          | Yes       |
| <b>MA.5. VEHICLES</b>                                                 |                                                                                                                                                                                 |           |
| <b>THESE STANDARDS APPLY TO VEHICLES OWNED OR LEASED BY THE CAMP.</b> |                                                                                                                                                                                 |           |
| MA.5.1.                                                               | Does the camp check the license validity and driving record of each driver on camp business?                                                                                    | Yes       |
| MA.5.2.                                                               | For land vehicles, do staff hold the required class of license issued by the Ontario Ministry of Transportation or equivalent when driving on camp business?                    | Yes       |
| MA.5.3.                                                               | Are all vehicles and equipment in safe operating condition?                                                                                                                     | Yes       |
| MA.5.4.                                                               | Do drivers check towing equipment prior to use?                                                                                                                                 |           |
| <b>MA.6. RENTAL GROUPS</b>                                            |                                                                                                                                                                                 |           |
| MA.6.1.                                                               | Does the camp have a written agreement and contract with each rental group that outlines dates, expected number of participants, rental fees, and on-site terms and conditions? |           |
| MA.6.2.                                                               | Upon arrival are groups informed about emergency procedures and contact information?                                                                                            |           |
| MA.6.3.                                                               | If the camp rents its facility, does the camp require the rental group to add the camp as an “additionally named insured” to the rental group’s insurance?                      |           |

| STANDARD NUMBER                     | STANDARD                                                                                                                                                                                                      | MANDATORY  |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>HUMAN RESOURCES</b>              |                                                                                                                                                                                                               |            |
| <b>HR.1. MANAGEMENT</b>             |                                                                                                                                                                                                               |            |
| HR.1.1.                             | <b>Does the camp management possess the range of experience and knowledge to operate their camp in a physical or virtual environment successfully and to ensure a safe and professional camp environment?</b> | <b>Yes</b> |
| HR.1.2.                             | Do members of the camp management participate in professional development through the OCA or some other relevant professional/ organization?                                                                  |            |
| HR.1.3.                             | <b>Does the camp director (or designate) have adequate training and/or experience corresponding to the size and scope of the camp?</b>                                                                        | <b>Yes</b> |
| HR.1.4.                             | <b>Does the camp director abide by the “Code of Professional Ethics”?</b>                                                                                                                                     | <b>Yes</b> |
| <b>HR.2. HIRING AND RECRUITMENT</b> |                                                                                                                                                                                                               |            |
| HR.2.1.                             | <b>Does the camp comply with all human rights legislation?</b>                                                                                                                                                | <b>Yes</b> |
| HR.2.2.                             | <b>Does the camp comply with all applicable labour legislation?</b>                                                                                                                                           | <b>Yes</b> |
| HR.2.3.                             | In an overnight camp, will all programme staff be at least 17 years of age within the calendar year?                                                                                                          |            |
| HR.2.4.                             | In a day camp, will all programme staff be at least 16 years of age within the calendar year?                                                                                                                 |            |
| HR.2.5.                             | Does the camp provide a written job description for each position at camp?                                                                                                                                    |            |
| HR.2.6.                             | <b>In the process of selecting staff, does the camp gather appropriate information on each applicant?</b>                                                                                                     | <b>Yes</b> |
| HR.2.7.                             | <b>Are at least two references checked on each staff member who is new to your camp?</b>                                                                                                                      | <b>Yes</b> |
| HR.2.8.                             | <b>For staff 18 years of age and older, does the camp require a Criminal Record Check from each staff member before commencement of employment?</b>                                                           | <b>Yes</b> |
| HR.2.9.                             | <b>For staff younger than 18 years of age, is a voluntary disclosure obtained?</b>                                                                                                                            | <b>Yes</b> |
| HR.2.10.                            | Do returning staff members submit Criminal Record Checks every three years before commencing their employment?                                                                                                |            |
| HR.2.11.                            | <b>If a staff member has been associated with another camp or children’s organization, is every effort made to obtain a written or verbal reference from that source?</b>                                     | <b>Yes</b> |
| HR.2.12.                            | <b>Before being hired, is every staff member interviewed, whether in-person or by phone/video conference, by a person with the authority to make a decision?</b>                                              | <b>Yes</b> |

| STANDARD NUMBER                             | STANDARD                                                                                                                                                                                          | MANDATORY |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| HR.2.13.                                    | Does the camp annually issue and receive a signed copy of a written employment contract for all seasonal personnel?                                                                               | Yes       |
| HR.2.14.                                    | Does the camp have written policies and practices that align hiring and training of staff and volunteers with the OCA's core values (see Contextual Education) and the Ontario Human Rights Code? | Yes       |
| <b>HR.3. STAFF TRAINING AND CONDUCT</b>     |                                                                                                                                                                                                   |           |
| HR.3.1.                                     | Does the camp offer opportunities for staff training prior to participant arrival?                                                                                                                | Yes       |
| HR.3.2.                                     | Does the camp have a staff manual? Do camp staff sign and acknowledge that they have received and read the information in the staff manual?                                                       | Yes       |
| HR.3.3.                                     | Are all staff trained in emergency procedures?                                                                                                                                                    | Yes       |
| HR.3.4.                                     | Does the camp have a set of written policies and practises regulating acceptable staff behaviour?                                                                                                 |           |
| HR.3.5.                                     | Does the camp director ensure that staff members have regular evaluations?                                                                                                                        | Yes       |
| HR.3.6.                                     | Does the camp have a written alcohol, tobacco, and drug policy?                                                                                                                                   | Yes       |
| HR.3.7.                                     | Does the camp have written policies with respect to workplace violence and workplace harassment as required under Bill 168 and are these policies posted?                                         | Yes       |
| <b>HR.4. CAMPER-TO-STAFF RATIO</b>          |                                                                                                                                                                                                   |           |
| HR.4.1.                                     | Does the camp have an overall camper-to-staff ratio of 8:1 or better?                                                                                                                             | Yes       |
| HR.4.2.                                     | Does the camp evaluate the supervision requirements and level of risk of each activity in order to adjust the camper-to-staff ratios accordingly?                                                 | Yes       |
| HR.4.3.                                     | During all organized activities, does the camp adhere to the OCA recommended camper-to-staff ratios?                                                                                              |           |
| <b>HR.5. OCCUPATIONAL HEALTH AND SAFETY</b> |                                                                                                                                                                                                   |           |
| HR.5.1.                                     | Have all staff completed required Occupational Health and Safety Awareness training through a qualified trainer or individual or online video?                                                    | Yes       |
| HR.5.2.                                     | Does the camp keep records and can prove their staff has been given all necessary training?                                                                                                       | Yes       |
| HR.5.3.                                     | Does the camp keep appropriate records of all work accidents, health and safety complaints, and health hazards?                                                                                   | Yes       |
| HR.5.4.                                     | Does the camp have systems and policies in place in order to prevent hazards in the workplace?                                                                                                    | Yes       |

| STANDARD NUMBER                                                       | STANDARD                                                                                                                      | MANDATORY |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------|
| HR.5.5.                                                               | Does the camp post the health and safety act, and its health and safety policy and manuals in easy view for all staff to see? | Yes       |
| HR.5.6.                                                               | Does the camp meet legislative requirements regarding a health and safety representative or health and safety committee?      | Yes       |
| <b>HR.6. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)</b> |                                                                                                                               |           |
| HR.6.1.                                                               | Are hazardous products used at camp properly identified and labeled?                                                          | Yes       |
| HR.6.2.                                                               | Does the camp have labels or Safety Data Sheets (SDS) for hazardous products used at camp, which fall under WHMIS?            | Yes       |
| HR.6.3.                                                               | Are staff provided with the applicable WHMIS training based on their job responsibilities?                                    | Yes       |



| STANDARD<br>NUMBER                    | STANDARD                                                                                                                                                                                                                                                                                                                                          | MANDATORY |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>CHILD PROTECTION</b>               |                                                                                                                                                                                                                                                                                                                                                   |           |
| <b>CP.1. GENERAL CHILD PROTECTION</b> |                                                                                                                                                                                                                                                                                                                                                   |           |
| CP.1.1.                               | Does the camp have clear policies and procedures regarding appropriate behaviour, relationships and boundaries between staff and campers or other vulnerable individuals?                                                                                                                                                                         | Yes       |
| CP.1.2.                               | Does the camp have clear policies and procedures regarding appropriate behavior between campers that can be considered abuse, assault or harassment (for example, non-consensual physical sex acts or touching between minors, non-consensual sharing of video or images of a sexual nature, etc.)?                                               | Yes       |
| CP.1.3.                               | When LIT's, CIT's, interns, or other 'transitional/in-training' roles exist at camp, does the camp have clear policies and procedures regarding appropriate behavior, relationships, and boundaries between these roles as they relate to both campers and staff?                                                                                 | Yes       |
| CP.1.4.                               | Does the camp have clear policies and procedures designed to limit opportunities for abuse (For example, minimizing or regulating one-on-one situations, supervision in washrooms, etc.)?                                                                                                                                                         | Yes       |
| CP.1.5.                               | Does the camp have clear policies and procedures for reporting suspected abuse or neglect?                                                                                                                                                                                                                                                        | Yes       |
| CP.1.6.                               | Does the camp foster an environment where children feel safe to express themselves, and/or educate them about their rights and encourage them to speak up about any discomfort or concerns?                                                                                                                                                       | Yes       |
| CP.1.7.                               | Do staff receive training regarding child protection policies and procedures?                                                                                                                                                                                                                                                                     | Yes       |
| CP.1.8.                               | If a staff member or camper is bringing their own support person (e.g., a Personal Support Worker or 1:1 support person) who is not affiliated with the camp, has the camp determined whether this individual must provide a Criminal Record Check, and have they ensured the support person is educated in the camp's Child Protection Policies? | Yes       |

| STANDARD NUMBER                           | STANDARD                                                                                                                                      | MANDATORY  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>CAMPSITE, FACILITIES AND EQUIPMENT</b> |                                                                                                                                               |            |
| <b>CFE.1. CAMPSITE/FACILITIES</b>         |                                                                                                                                               |            |
| CFE.1.1.                                  | <b>Does the number of toilets/privies comply with current regulations and the Ontario Building Code?</b>                                      | <b>Yes</b> |
| CFE.1.2.                                  | <b>Are hand washing facilities available near all toilets/privies?</b>                                                                        | <b>Yes</b> |
| CFE.1.3.                                  | Are toilets/privies cleaned at least daily and are staff monitoring, reporting and cleaning the toilets/privies when required?                |            |
| CFE.1.4.                                  | <b>Does the drinking water system comply with the Ontario Safe Drinking Water Act?</b>                                                        | <b>Yes</b> |
| CFE.1.5.                                  | Does the camp provide privacy and security for participants and staff?                                                                        |            |
| CFE.1.6.                                  | Does the site have adequate space and equipment for conducting the activities described in the camp's promotional literature?                 |            |
| CFE.1.7.                                  | Does the camp have adequate sheltered programme space to accommodate participants during inclement weather?                                   |            |
| CFE.1.8.                                  | <b>Is playground equipment inspected monthly and is the inspection recorded?</b>                                                              | <b>Yes</b> |
| CFE.1.9.                                  | <b>Are all facilities safe for use?</b>                                                                                                       | <b>Yes</b> |
| CFE.1.10.                                 | <b>Are all facilities checked regularly for hazards and damage?</b>                                                                           | <b>Yes</b> |
| CFE.1.11.                                 | Are the trees surrounding the camp buildings and in the areas frequented by participants inspected regularly?                                 |            |
| CFE.1.12.                                 | Does the camp have accurate site plans available on-site showing the location of utilities, sanitation lines and other under-ground services? |            |
| <b>CFE.2. FIRE EQUIPMENT AND SAFETY</b>   |                                                                                                                                               |            |
| CFE.2.1.                                  | <b>Is the camp in compliance with the Fire Prevention and Protection Act and the Ontario Fire Code?</b>                                       | <b>Yes</b> |
| CFE.2.2.                                  | <b>Are smoke detectors located in all assembly areas as required by local jurisdiction?</b>                                                   | <b>Yes</b> |
| CFE.2.3.                                  | <b>Are carbon monoxide detectors located where fuel-burning appliances are used?</b>                                                          | <b>Yes</b> |
| CFE.2.4.                                  | <b>Does the camp have a written fire emergency plan?</b>                                                                                      | <b>Yes</b> |
| CFE.2.5.                                  | <b>Are fire emergency procedures posted in key locations?</b>                                                                                 | <b>Yes</b> |
| CFE.2.6.                                  | <b>Does the camp practise or review fire drills with each new group of participants and staff?</b>                                            | <b>Yes</b> |
| CFE.2.7.                                  | <b>Is the proper firefighting equipment for the anticipated type of fire readily available?</b>                                               | <b>Yes</b> |
| CFE.2.8.                                  | <b>During the camp's period of operations, is the fire safety equipment checked monthly?</b>                                                  | <b>Yes</b> |
| CFE.2.9.                                  | <b>Are buildings with more than one floor equipped with at least two means of exit from each floor?</b>                                       | <b>Yes</b> |

| STANDARD NUMBER                              | STANDARD                                                                                                                                                                                           | MANDATORY |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| CFE.2.10.                                    | <b>Are flammable, hazardous and toxic materials stored in properly marked containers in a secure area?</b>                                                                                         | Yes       |
| CFE.2.11.                                    | Has the camp director or designate made yearly contact with local emergency services in order to co-ordinate an efficient response during an emergency at camp?                                    |           |
| <b>CFE.3. ELECTRICAL AND POWER EQUIPMENT</b> |                                                                                                                                                                                                    |           |
| CFE.3.1.                                     | <b>Is the use of power tools and heavy equipment restricted to authorized individuals?</b>                                                                                                         | Yes       |
| CFE.3.2.                                     | <b>Are power tools and heavy equipment stored in secure locations?</b>                                                                                                                             | Yes       |
| CFE.3.3.                                     | Are all electrical equipment, fixtures and wiring maintained in good repair?                                                                                                                       |           |
| CFE.3.4.                                     | Is all equipment checked regularly and repaired in a timely manner?                                                                                                                                |           |
| <b>CFE.4. GARBAGE MANAGEMENT</b>             |                                                                                                                                                                                                    |           |
| CFE.4.1.                                     | <b>Is garbage deposited in leak-proof, durable containers equipped with tight-fitting lids?</b>                                                                                                    | Yes       |
| CFE.4.2.                                     | <b>Is the storage area for garbage maintained clean and dry?</b>                                                                                                                                   | Yes       |
| CFE.4.3.                                     | <b>Is garbage removed as often as necessary from all areas in which food is prepared, served, stored or consumed?</b>                                                                              | Yes       |
| CFE.4.4.                                     | <b>Are garbage receptacles cleaned when required and air-dried?</b>                                                                                                                                | Yes       |
| <b>CFE.5. ENVIRONMENTAL RESPONSIBILITY</b>   |                                                                                                                                                                                                    |           |
| CFE.5.1.                                     | Does the camp have adequate garbage receptacles to ensure the site is kept litter free?                                                                                                            |           |
| CFE.5.2.                                     | Where possible, does the camp reduce, reuse, and recycle?                                                                                                                                          |           |
| CFE.5.3.                                     | Does your camp compost, or in cases where your camp does not, has your camp considered all animal and environmental factors and determined it's not feasible?                                      |           |
| CFE.5.4.                                     | <b>Are aerosol containers, paint, propane tanks, batteries, medical waste, "sharps" and other hazardous materials disposed of in accordance with provincial regulations and municipal by-laws?</b> | Yes       |
| <b>CFE.6. ANIMAL INTERACTION</b>             |                                                                                                                                                                                                    |           |
| <b>INCLUDES URBAN WILDLIFE.</b>              |                                                                                                                                                                                                    |           |
| CFE.6.1.                                     | Is the camp compliant with animal control regulations?                                                                                                                                             |           |
| CFE.6.2.                                     | Does the camp have policies and protocols in place to deter, regulate or minimize uncontrolled/unwanted animal interactions?                                                                       |           |
| CFE.6.3.                                     | Does the camp provide animal interaction and animal safety training for staff and review for all participants?                                                                                     |           |

| STANDARD<br>NUMBER                                                                                                            | STANDARD                                                                                                                                                                             | MANDATORY  |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>CFE.7. OVERNIGHT OPERATIONS</b>                                                                                            |                                                                                                                                                                                      |            |
| <b>IF DAY CAMPERS ARE STAYING OVERNIGHT AT ANY TIME, INCLUDING JUST <u>ONE</u> NIGHT, THIS SECTION NEEDS TO BE COMPLETED.</b> |                                                                                                                                                                                      |            |
| <b>CFE.7.1.</b>                                                                                                               | <b>If an overnight camp has been closed for more than 30 days, has the camp notified in writing the local Medical Officer of Health 14 days prior to the re-opening of the camp?</b> | <b>Yes</b> |
| <b>CFE.7.2.</b>                                                                                                               | <b>Do sleeping quarters, other than tents, have the minimum floor area as required?</b>                                                                                              | <b>Yes</b> |
| <b>CFE.7.3.</b>                                                                                                               | Where tents are used for on-site, fixed accommodation, does the camp limit the number of occupants according to the manufacturer's recommendations?                                  |            |
| <b>CFE.7.4.</b>                                                                                                               | <b>Are smoke detectors located in all sleeping areas as required by local jurisdiction?</b>                                                                                          | <b>Yes</b> |

| STANDARD NUMBER                     | STANDARD                                                                                                                                                | MANDATORY |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>HEALTH CARE</b>                  |                                                                                                                                                         |           |
| <b>HC.1. GENERAL HEALTH CARE</b>    |                                                                                                                                                         |           |
| HC.1.1.                             | Is one or more Regulated Health Professional (RHP) or Unregulated Care Provider (UCP) on-site at all times?                                             | Yes       |
| HC.1.2.                             | Does the camp have written objectives/goals identifying the promotion of health and wellbeing as a priority for operations and programming?             | Yes       |
| HC.1.3.                             | Is an orientation provided for new and returning health care staff before they assume responsibility for providing health care?                         | Yes       |
| HC.1.4.                             | Are the health care staff involved in on-going evaluation and development of guidelines, policies and procedures for the medical/health care programme? | Yes       |
| <b>HC.2. HEALTH CENTRE</b>          |                                                                                                                                                         |           |
| HC.2.1.                             | Is the health centre adequately equipped to handle the anticipated health needs of the specific camp?                                                   | Yes       |
| HC.2.2.                             | Is health care/supervision easily accessible to campers and staff during the camp's operating hours?                                                    | Yes       |
| HC.2.3.                             | Is there a telephone or other means of communication readily available?                                                                                 | Yes       |
| HC.2.4.                             | Does the camp collect health information on their participants, including any special needs and limitations to participation in camp activities?        | Yes       |
| HC.2.5.                             | Where possible, and with the staff's consent, do camps collect any necessary health information for staff members?                                      |           |
| HC.2.6.                             | Is documentation completed and kept by the health care staff specifying the frequency and type of care received by each camper and staff?               | Yes       |
| HC.2.7.                             | Are incident/accident report forms completed and filed after each health-related incident?                                                              | Yes       |
| HC.2.8.                             | Are health information and health records kept in a confidential manner?                                                                                | Yes       |
| HC.2.9.                             | Are health records kept for a time period as advised by the camp's legal counsel?                                                                       | Yes       |
| <b>HC.3. HEALTH CARE PROCEDURES</b> |                                                                                                                                                         |           |
| HC.3.1.                             | Is there a procedure for the early identification of health issues?                                                                                     | Yes       |
| HC.3.2.                             | Is the person in charge of health care given time, during general staff orientation, to discuss the health programme with the whole staff?"             | Yes       |
| HC.3.3.                             | Is there a procedure in place to ensure camper health information is shared with appropriate camp staff?                                                | Yes       |

| STANDARD NUMBER | STANDARD                                                                                                                                                                                                    | MANDATORY |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| HC.3.4.         | Are there current written Treatment and Medication Guidelines available for all health care staff?                                                                                                          | Yes       |
| HC.3.5.         | Are medications at camp stored and managed in a safe and secure manner and handled and monitored in a controlled manner?                                                                                    | Yes       |
| HC.3.6.         | Are written procedures and equipment available for all campers and staff to prevent spread of infections?                                                                                                   | Yes       |
| HC.3.7.         | Are written procedures available for the management of outbreaks of communicable diseases?                                                                                                                  | Yes       |
| HC.3.8.         | Are written procedures available for encouraging campers and staff to practise sun protective behaviour?                                                                                                    | Yes       |
| HC.3.9.         | Are written procedures available for preventing and managing allergic and anaphylactic reactions, asthma and the use of emergency medication (including rescue inhalers, epinephrine auto-injectors, etc.)? | Yes       |
| HC.3.10.        | Does the camp have a written policy which is updated annually and reflects current medical practices for managing a concussion at camp?                                                                     | Yes       |
| HC.3.11.        | Do health care staff know the procedure for making appropriate contact with parents or guardians?                                                                                                           | Yes       |



| STANDARD NUMBER                     | STANDARD                                                                                                                                                                                          | MANDATORY |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>FOOD SERVICE</b>                 |                                                                                                                                                                                                   |           |
| <b>FD.1. MENUS AND SNACKS</b>       |                                                                                                                                                                                                   |           |
| FD.1.1.                             | Does the camp provide a healthy menu?                                                                                                                                                             | Yes       |
| FD.1.2.                             | If your camp provides snacks only or purchases food from a third party caterer that prepares food off-site, are they purchased, stored and served in a safe manner?                               | Yes       |
| <b>FD.2. FOOD SERVICE PERSONNEL</b> |                                                                                                                                                                                                   |           |
| FD.2.1.                             | Is at least one person in the food service area knowledgeable about safe food handling?                                                                                                           | Yes       |
| FD.2.2.                             | Are food service personnel free from infectious diseases that may be spread through the medium of food?                                                                                           | Yes       |
| FD.2.3.                             | Do the food service personnel wear clean outer garments and a clean apron for each meal and as necessary?                                                                                         | Yes       |
| FD.2.4.                             | Do food service personnel confine their hair effectively?                                                                                                                                         | Yes       |
| FD.2.5.                             | Do food service personnel wash hands with soap and hot water and follow the six-step procedure before starting work, after every use of toilet or urinal and as often as necessary while cooking? | Yes       |
| FD.2.6.                             | Is smoking prohibited in the food service area?                                                                                                                                                   | Yes       |
| FD.2.7.                             | Are the food service personnel aware and educated as to the camp's policies and procedures and their responsibilities during camp emergencies?                                                    |           |
| FD.2.8.                             | Are signs posted to remind staff of proper procedures for food handling, preparation and service?                                                                                                 |           |
| <b>FD.3. KITCHEN</b>                |                                                                                                                                                                                                   |           |
| FD.3.1.                             | Are hand washing facilities available in food preparation areas?                                                                                                                                  | Yes       |
| FD.3.2.                             | Are fire suppression systems located in cooking areas if required by law?                                                                                                                         | Yes       |
| FD.3.3.                             | Are the kitchen work surfaces maintained in a clean and sanitary condition?                                                                                                                       | Yes       |
| FD.3.4.                             | Is there adequate natural and artificial light over all work and dishwashing areas?                                                                                                               | Yes       |
| FD.3.5.                             | Is the kitchen well ventilated?                                                                                                                                                                   | Yes       |
| FD.3.6.                             | Is excess heat in the kitchen controlled for the health and comfort of the staff?                                                                                                                 |           |
| FD.3.7.                             | Are effective measures in place to keep insects and rodents out of the kitchen?                                                                                                                   | Yes       |

| STANDARD NUMBER                        | STANDARD                                                                                                                                     | MANDATORY |
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| <b>FD.4. SAFE FOOD HANDLING</b>        |                                                                                                                                              |           |
| FD.4.1.                                | Is all food purchased from an approved, inspected source?                                                                                    |           |
| FD.4.2.                                | Is cold and frozen food delivered in a container with proper temperature control?                                                            | Yes       |
| FD.4.3.                                | Are all milk and milk products pasteurized?                                                                                                  | Yes       |
| FD.4.4.                                | Are only Canada Grade A or B eggs purchased?                                                                                                 | Yes       |
| FD.4.5.                                | Is the refrigeration of milk and other perishable or hazardous foods maintained at 5°C (41°F) or lower?                                      | Yes       |
| FD.4.6.                                | Is all frozen food stored at a temperature of -18°C (0°F) or lower?                                                                          | Yes       |
| FD.4.7.                                | Are accurate and easily-read thermometers available in each refrigerator and freezer?                                                        | Yes       |
| FD.4.8.                                | Are these temperatures recorded according to instructions from your local Health Authority?                                                  | Yes       |
| FD.4.9.                                | Is the time that food is left un-refrigerated kept to a minimum, to ensure food temperatures do not rise above the safe limit?               | Yes       |
| FD.4.10.                               | Are frozen foods thawed under refrigeration or in cold running water or immediately put in the oven for cooking?                             | Yes       |
| FD.4.11.                               | Are the areas designated for food storage, preparation, and service maintained clean and free from insects, rodents, vermin, dust and fumes? | Yes       |
| FD.4.12.                               | Are food products not requiring refrigeration stored in closed containers and in areas designated for food storage only?                     | Yes       |
| FD.4.13.                               | Are all preparation equipment and utensils maintained clean and free from insects, rodents, vermin, dust and fumes?                          | Yes       |
| FD.4.14.                               | Are temperatures monitored during cooking to ensure temperatures remain within designated safety parameters?                                 | Yes       |
| FD.4.15.                               | Is hot food maintained at 60°C (140°F) or higher until served?                                                                               | Yes       |
| FD.4.16.                               | Are cutting boards, blocks, tables and equipment kept in good repair and sanitized between each use?                                         | Yes       |
| FD.4.17.                               | Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible?      | Yes       |
| FD.4.18.                               | Are toxic or poisonous substances stored in a separate area from food?                                                                       | Yes       |
| FD.4.19.                               | Are toxic or poisonous substances kept in sturdy, clearly labelled containers?                                                               | Yes       |
| <b>FD.5. HOUSEKEEPING AND CLEANING</b> |                                                                                                                                              |           |
| FD.5.1.                                | Are all dishes and equipment washed in accordance with Ministry of Health standards?                                                         | Yes       |

| STANDARD<br>NUMBER       | STANDARD                                                                                                  | MANDATORY |
|--------------------------|-----------------------------------------------------------------------------------------------------------|-----------|
| FD.5.2.                  | Is all food-processing equipment, including pots and pans, cleaned and sanitized after each use?          | Yes       |
| FD.5.3.                  | Are all used kitchen cloths, towels and aprons clean?                                                     | Yes       |
| FD.5.4.                  | Are walls, ceilings, exhaust systems, filters and floors in the food service and dining areas kept clean? | Yes       |
| FD.5.5.                  | Are stoves and grills kept clean and grease pans emptied regularly?                                       | Yes       |
| FD.5.6.                  | Are mops rinsed and hung in a well-ventilated place after each use?                                       | Yes       |
| <b>FD.6. PROGRAMMING</b> |                                                                                                           |           |
| FD.6.1.                  | Is food used in programming being stored, handled, and prepared in a clean and safe manner?               | Yes       |

| STANDARD NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                          | STANDARD                                                                                                                                                                            | MANDATORY |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>ALL TRIPS AND EXCURSIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                     |           |
| <b>TR.1. TRIP SWIMMING FOR ALL TRIPS</b><br><br><b>FOR CAMPS SWIMMING AT A NON-REGULATED SWIMMING AREA AWAY FROM THE CAMP. THIS SECTION DOES NOT APPLY TO SWIMMING ACTIVITIES AT A THIRD-PARTY FACILITY WHERE SUPERVISION IS PROVIDED BY EXTERNAL AQUATIC STAFF; IN THAT CASE ANSWER SECTION SW.8..</b><br><br><b>THIS SECTION DOES NOT APPLY TO USING A REGULATED (O. Reg. 503/17) WATERFRONT AWAY FROM THE CAMP; IN THAT CASE ANSWER SECTION SW.6.</b> |                                                                                                                                                                                     |           |
| TR.1.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Does the camp's safety plan include a specific plan for swim activities and emergency procedures in non-designated areas on trips/excursions?                                       | Yes       |
| TR.1.2.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Are the trip's leaders trained in the camp's trip swim safety plan, including emergency procedures?                                                                                 | Yes       |
| TR.1.3.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Does the trip's swimming supervisor hold a current Bronze Cross or equivalent certification approved by the Minister of Health?                                                     | Yes       |
| TR.1.4.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Have all trip participants completed a Swimming Assessment at the base camp and are deemed suitable to participate in this swim activity by the camp?                               | Yes       |
| TR.1.5.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | If their swim assessment indicates it, does a participant wear a PFD during all off-site swims?                                                                                     | Yes       |
| TR.1.6.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Are the trip leaders aware of the assessed swimming abilities of all participants?                                                                                                  | Yes       |
| TR.1.7.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Before participants may swim, have trip leaders inspected any non-designated swim area, creating boundaries and evaluating access, bottom, depth, current, debris or other hazards? | Yes       |
| TR.1.8.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Do the trip leaders determine that the weather and water conditions suitable for swimming?                                                                                          | Yes       |
| TR.1.9.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Is swimming activity conducted only in daylight hours?                                                                                                                              | Yes       |
| TR.1.10.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is the qualified leader personally supervising swim activities at all times?                                                                                                        | Yes       |
| TR.1.11.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Are available rescue aids, communications and first aid resources readily at hand?                                                                                                  | Yes       |
| TR.1.12.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Do all participants wear footwear when in the water?                                                                                                                                |           |
| TR.1.13.                                                                                                                                                                                                                                                                                                                                                                                                                                                 | If swimming without a lifejacket are participants supervised by the trip's swimming supervisor, and are participants confined to a marked and defined swim area?                    |           |
| <b>TR.2. MOVING WATER FOR ALL TRIPS</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                     |           |
| TR.2.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | For all trips involving moving water, does the camp's safety plan include and follow specific policies and practices for trips involving moving water?                              | Yes       |

| STANDARD NUMBER                                                                                                                                                                                                                                                 | STANDARD                                                                                                                                                                               | MANDATORY |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| TR.2.2.                                                                                                                                                                                                                                                         | For all trips intending to paddle any moving water on the route, are appropriate PFDs, throw bags and other appropriate rescue equipment on board the trip?                            | Yes       |
| TR.2.3.                                                                                                                                                                                                                                                         | For trips with routes including moving water, intending to paddle rapids of Class 2 or greater, are the participants fitted with helmets specific to the purpose?                      | Yes       |
| TR.2.4.                                                                                                                                                                                                                                                         | For all trips paddling moving water, does the trip leader have sufficient prior assistant experience in moving water paddling and safety practices to lead the trip?                   | Yes       |
| TR.2.5.                                                                                                                                                                                                                                                         | For all moving water trips, do the trip staff have the necessary paddling skills and/or certification, given the degree of difficulty?                                                 | Yes       |
| TR.2.6.                                                                                                                                                                                                                                                         | For moving water trips paddling Class 2 rapids or greater, does the trip leader have a minimum certification of Whitewater Rescue Technician (WRT)?                                    | Yes       |
| TR.2.7.                                                                                                                                                                                                                                                         | For moving water trips encountering Class 2 rapids or greater, do trip participants receive orientation in river safety and swimming in moving water settings?                         | Yes       |
| <b>TR.3. DAY TRIPS AND EXCURSIONS</b>                                                                                                                                                                                                                           |                                                                                                                                                                                        |           |
| CAMPS AND OECS TAKING CAMPERS OFF-SITE FOR A SWIMMING DAY TRIP THAT'S SUPERVISED BY EXTERNAL AQUATIC STAFF ANSWER THE 'DAY TRIPS AND EXCURSIONS' MODULE IN TR AND THE OFF-SITE SWIMMING MODULE (SW.8.) IN SW. THEY DO NOT ANSWER 'TRIP SWIMMING FOR ALL TRIPS.' |                                                                                                                                                                                        |           |
| <b>Leadership and Safety</b>                                                                                                                                                                                                                                    |                                                                                                                                                                                        |           |
| TR.3.1.                                                                                                                                                                                                                                                         | Is the trip leader at least age 18 at the time of the trip?                                                                                                                            | Yes       |
| TR.3.2.                                                                                                                                                                                                                                                         | Is the assistant leader at least age 17 at time of trip, with adequate skills to take over in an emergency and lead the group safely?                                                  | Yes       |
| TR.3.3.                                                                                                                                                                                                                                                         | When the trip includes any swimming, does the camp meet standards set out in OCA (TR) module 'Trip Swimming for all Trips'?                                                            | Yes       |
| TR.3.4.                                                                                                                                                                                                                                                         | Is at least one trip leader currently certified in Standard First Aid/ CPR or an equivalent course?                                                                                    | Yes       |
| TR.3.5.                                                                                                                                                                                                                                                         | Does at least one trip leader participate in trip planning?                                                                                                                            | Yes       |
| TR.3.6.                                                                                                                                                                                                                                                         | Does the camp train the leaders in trip emergency procedures?                                                                                                                          | Yes       |
| TR.3.7.                                                                                                                                                                                                                                                         | Does the camp train the leaders in how to manage and supervise participants during off-site activities?"                                                                               |           |
| TR.3.8.                                                                                                                                                                                                                                                         | Does the camp research the trip location, drop off areas, meeting points, locations of emergency access/phones, park procedures where applicable, and age and/or ability restrictions? |           |

| STANDARD NUMBER              | STANDARD                                                                                                                                                                                                               | MANDATORY |
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| TR.3.9.                      | Is a written trip plan left at the main camp location and a copy taken on the trip, including details of the itinerary, participants, and emergency procedures?                                                        | Yes       |
| TR.3.10.                     | In case of emergency, do the trip leaders have a method of communicating with the camp as required by the trip location (e.g., cell phone, walkie talkie, satellite texter or phone)?                                  | Yes       |
| TR.3.11.                     | Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip and have plans to safely manage said limitations/concerns?                                                        | Yes       |
| TR.3.12.                     | Is the camp director aware of the limitations and/or health concerns of all participants on the trip?                                                                                                                  |           |
| TR.3.13.                     | Do the trip leaders ensure that the group stays together, that no one goes out of sight without a buddy, whistle or other communicating device?                                                                        |           |
| TR.3.14.                     | Do the trip leaders know and follow planned safety procedures for any unwanted animal interactions?                                                                                                                    |           |
| TR.3.15.                     | Is the staff-to-participant ratio at least one staff to every eight participants (1:8)?                                                                                                                                | Yes       |
| TR.3.16.                     | If your camp is using third-party off-site facilities for program, have you done your due diligence to ensure they follow industry best practices and relevant government regulations?                                 | Yes       |
| <b>Health and Sanitation</b> |                                                                                                                                                                                                                        |           |
| TR.3.17.                     | Are the leaders familiar with every participant/staff with a known health/medical condition, carry any required Rx medications on the trip, and administer/document all Rx personal or PRN over-the-counter medicines? | Yes       |
| TR.3.18.                     | Is a well-stocked first aid kit and medication kit, if needed, properly secured in an accessible location?                                                                                                             | Yes       |
| TR.3.19.                     | Has a record of health irregularities been reviewed prior to departing on the trip?                                                                                                                                    | Yes       |
| TR.3.20.                     | Is a record kept of health/safety/wellness irregularities during the trip, and reviewed with health care staff upon return?                                                                                            |           |
| TR.3.21.                     | Is there adequate clothing, sunscreen, food and purified drinking water for all members of the trip?                                                                                                                   | Yes       |
| TR.3.22.                     | Are there adequate measures to protect against biting insects, ticks and poisonous plants?                                                                                                                             |           |
| TR.3.23.                     | Are procedures for personal hygiene including hand-washing practiced by the group?                                                                                                                                     |           |
| TR.3.24.                     | If no toilet facility is available, is human waste buried in active topsoil at least 75 m (250 ft.) from water and food?                                                                                               |           |
| <b>Programme Sites</b>       |                                                                                                                                                                                                                        |           |



| STANDARD NUMBER                                           | STANDARD                                                                                                                                                                                                  | MANDATORY |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| TR.3.25.                                                  | <b>Upon arrival at an outdoor site, day campsite or facility, do staff check that the site is made free from hazards, such as deadfall, broken glass, waste, or hazards from activity of other users?</b> | Yes       |
| TR.3.26.                                                  | When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?                                                                                            |           |
| TR.3.27.                                                  | Are participants taught low-environmental impact practices by the trip leaders, including all garbage being carried out and disposed of properly?                                                         |           |
| TR.3.28.                                                  | <b>Are proper camp fire practices observed, including location, observing wood restrictions, and completely extinguishing a camp fire?</b>                                                                | Yes       |
| <b>Equipment</b>                                          |                                                                                                                                                                                                           |           |
| TR.3.29.                                                  | <b>Does the camp director or staff ensure that safety inspections of all trip supplies and equipment are completed regularly?</b>                                                                         | Yes       |
| TR.3.30.                                                  | Does the choice of all equipment and supplies meet or exceed requirements of trip conditions, safety, and regulation?                                                                                     |           |
| TR.3.31.                                                  | Does the choice of all equipment allow participants to minimize impact on the environment?                                                                                                                |           |
| TR.3.32.                                                  | Do appropriate field repair kits for essential equipment go with the trip?                                                                                                                                |           |
| TR.3.33.                                                  | Are needed repairs performed before the equipment is sent out on another trip?                                                                                                                            |           |
| <b>Trips Using Watercraft answer TR.3.34. to TR.3.38.</b> |                                                                                                                                                                                                           |           |
| TR.3.34.                                                  | <b>Does every person in a human-powered vessel wear a Canadian government approved Personal Floatation Device (PFD) or life jacket?</b>                                                                   | Yes       |
| TR.3.35.                                                  | <b>Are the watercraft suitable and safe for the trip route and assigned loads? Do they have all safety devices as required by the Canadian Coast Guard?</b>                                               | Yes       |
| TR.3.36.                                                  | <b>Are the watercraft maintained and repaired to be safe for use? Are emergency repair supplies carried on trip?</b>                                                                                      | Yes       |
| TR.3.37.                                                  | <b>When the trip includes any boating on moving water, does the camp meet standards set out in OCA (TR) module 'Moving Water'?</b>                                                                        | Yes       |
| TR.3.38.                                                  | <b>When the trip includes any boating, does the supervising leader hold a current Bronze Cross, or certification approved by the Minister of Health?</b>                                                  | Yes       |
| <b>Trips With Food answer TR.3.39. to TR.3.42.</b>        |                                                                                                                                                                                                           |           |
| TR.3.39.                                                  | Is the trip food menu balanced, nutritious and adequate to the physical demands of the trip? Does it provide equally for all participants, including those with food allergies and dietary restrictions?  |           |

| STANDARD NUMBER                     | STANDARD                                                                                                                                                                                                                                               | MANDATORY  |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| TR.3.40.                            | Is food prepared within an adequate time line to be safely consumed?                                                                                                                                                                                   |            |
| TR.3.41.                            | Is safe food preparation, packaging and disposal handled by methods to prevent contamination, food-borne illness, or animal interference?                                                                                                              |            |
| TR.3.42.                            | If food dishware is washed, are sanitary, low-impact dishwashing procedures explained to the group and followed? Are all food dishes being washed away from shorelines with biodegradable soap and hot water, or washed/sanitized upon return to camp? |            |
| <b>TR.4. TIER-1/OVERNIGHT TRIPS</b> |                                                                                                                                                                                                                                                        |            |
| <b>Leadership and Safety</b>        |                                                                                                                                                                                                                                                        |            |
| TR.4.1.                             | <b>Is the trip leader at least age 18 at the time of the trip?</b>                                                                                                                                                                                     | <b>Yes</b> |
| TR.4.2.                             | <b>Is the assistant leader at least age 17 at time of trip, with adequate skills to take over in an emergency and lead the group safely?</b>                                                                                                           | <b>Yes</b> |
| TR.4.3.                             | <b>When the trip includes any swimming, does the camp meet standards set out in OCA (TR) module 'Trip Swimming for all Trips'?</b>                                                                                                                     | <b>Yes</b> |
| TR.4.4.                             | <b>Is at least one trip leader currently certified in Standard First Aid/ CPR or an equivalent course?</b>                                                                                                                                             | <b>Yes</b> |
| TR.4.5.                             | <b>Does at least one trip leader participate in trip planning?</b>                                                                                                                                                                                     | <b>Yes</b> |
| TR.4.6.                             | <b>Does the camp train the leaders in trip emergency procedures?</b>                                                                                                                                                                                   | <b>Yes</b> |
| TR.4.7.                             | Does the camp train the leaders in the management and supervision of participants at an off-site location?                                                                                                                                             |            |
| TR.4.8.                             | Does the camp research the trip location, drop off areas, meeting points, locations of emergency access/phones, park procedures where applicable, and age and/or ability restrictions?                                                                 |            |
| TR.4.9.                             | <b>Is a written trip plan left at the main camp location and a copy taken on the trip, including details of the itinerary, participants, and emergency procedures?</b>                                                                                 | <b>Yes</b> |
| TR.4.10.                            | <b>In case of emergency, do the trip leaders have a method of communicating with the camp as required by the trip location (e.g., cell phone, walkie talkie, satellite texter or phone)?</b>                                                           | <b>Yes</b> |
| TR.4.11.                            | <b>Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip and have plans to safely manage said limitations/concerns?</b>                                                                                 | <b>Yes</b> |
| TR.4.12.                            | Is the camp director aware of the limitations and/or health concerns of all participants on the trip?                                                                                                                                                  |            |
| TR.4.13.                            | Do the trip leaders ensure that the group stays together, that no one goes out of sight without a buddy, whistle or other communicating device?                                                                                                        |            |
| TR.4.14.                            | Do the trip leaders know and follow planned safety procedures for any unwanted animal interactions?                                                                                                                                                    |            |

| STANDARD NUMBER                | STANDARD                                                                                                                                                                                                      | MANDATORY |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| TR.4.15.                       | Is the staff-to-participant ratio at least one staff to every eight participants (1:8)?                                                                                                                       | Yes       |
| TR.4.16.                       | If your camp is using third-party off-site facilities for program, have you done your due diligence to ensure they follow industry best practices and relevant government regulations?                        | Yes       |
| <b>Health and Sanitation</b>   |                                                                                                                                                                                                               |           |
| TR.4.17.                       | Do the leaders plan for every participant/staff with a known health/medical condition, carry any required Rx medications on the trip, and administer/document all personal or PRN over-the-counter medicines? | Yes       |
| TR.4.18.                       | Is a well-stocked first aid kit and medication kit, if needed, properly secured in a waterproof container in an accessible location?                                                                          | Yes       |
| TR.4.19.                       | Has a record of health irregularities been reviewed prior to departing on the trip?                                                                                                                           | Yes       |
| TR.4.20.                       | Is a record kept of health/safety/wellness irregularities during the trip, and reviewed with health care staff upon return?                                                                                   |           |
| TR.4.21.                       | Is there adequate clothing, sunscreen, food and purified drinking water for all members of the trip?                                                                                                          | Yes       |
| TR.4.22.                       | Are there adequate measures to protect against biting insects, ticks and poisonous plants?                                                                                                                    |           |
| <b>Camping/Programme Sites</b> |                                                                                                                                                                                                               |           |
| TR.4.23.                       | Upon arrival at an outdoor campsite or facility, do staff check that the site is made free from hazards, such as deadfall, broken glass, waste, or hazards from activity of other users?                      | Yes       |
| TR.4.24.                       | When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?                                                                                                |           |
| TR.4.25.                       | Are participants taught low-environmental impact camping by the trip leaders, including all garbage being carried out and disposed of properly?                                                               |           |
| TR.4.26.                       | Are proper camp fire practices observed, including location, observing wood restrictions, and completely extinguishing a camp fire?                                                                           | Yes       |
| <b>Equipment</b>               |                                                                                                                                                                                                               |           |
| TR.4.27.                       | Does the camp director or staff ensure that safety inspections of all trip supplies and equipment are completed regularly?                                                                                    | Yes       |
| TR.4.28.                       | Does the choice of all equipment and supplies meet or exceed requirements of trip conditions, safety, and regulation?                                                                                         |           |
| TR.4.29.                       | Does the choice of all equipment allow participants to minimize the impact on the environment?                                                                                                                |           |

| STANDARD NUMBER                                           | STANDARD                                                                                                                                                    | MANDATORY  |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| TR.4.30.                                                  | Does trip equipment include a camp stove to prepare the group's meals without fire if needed?                                                               |            |
| TR.4.31.                                                  | Do appropriate field repair kits go with the trip?                                                                                                          |            |
| TR.4.32.                                                  | Are needed repairs performed before the equipment is sent out on another trip?                                                                              |            |
| <b>Trips Using Watercraft answer TR.4.33. to TR.4.37.</b> |                                                                                                                                                             |            |
| <b>TR.4.33.</b>                                           | <b>Does every person in a human-powered vessel wear a Canadian government approved Personal Floatation Device (PFD) or life jacket?</b>                     | <b>Yes</b> |
| <b>TR.4.34.</b>                                           | <b>Are the watercraft suitable and safe for the trip route and assigned loads? Do they have all safety devices as required by the Canadian Coast Guard?</b> | <b>Yes</b> |
| <b>TR.4.35.</b>                                           | <b>Are the watercraft maintained and repaired to be safe for use? Are emergency repair supplies carried on trip?</b>                                        | <b>Yes</b> |
| <b>TR.4.36.</b>                                           | <b>When the trip includes any boating on moving water, does the camp meet standards set out in OCA (TR) module 'Moving Water for all Trips'?</b>            | <b>Yes</b> |
| <b>TR.4.37.</b>                                           | <b>When the trip includes any boating, does the supervising leader hold a current Bronze Cross, or certification approved by the Minister of Health?</b>    | <b>Yes</b> |
| <b>Overnight Stay</b>                                     |                                                                                                                                                             |            |
| TR.4.38.                                                  | Are there sufficient tents, tarpaulins or flies to shelter all the participants comfortably?                                                                |            |
| <b>TR.4.39.</b>                                           | <b>Are the tents, tarpaulins or flies pitched safely away from the fire and other hazards?</b>                                                              | <b>Yes</b> |
| TR.4.40.                                                  | Are the tents, tarpaulins or flies self-contained, with all necessary pegs, poles, and rope?                                                                |            |
| TR.4.41.                                                  | Do the staff carry supplies to make field repairs of necessary equipment?                                                                                   |            |
| TR.4.42.                                                  | Are new campsites established only after the leader is convinced no existing sites are available within a reasonable distance?                              |            |
| <b>TR.4.43.</b>                                           | <b>Is all water purified or treated effectively for drinking and cooking?</b>                                                                               | <b>Yes</b> |
| TR.4.44.                                                  | Is a back-up secondary means of water purification taken on trip?                                                                                           |            |
| TR.4.45.                                                  | Are sanitary, low-impact dish-washing procedures explained to the group and followed?                                                                       |            |
| TR.4.46.                                                  | Are all food dishes being washed away from shorelines, with biodegradable soap and hot water?                                                               |            |
| TR.4.47.                                                  | Are procedures for personal hygiene including hand-washing practiced by the group?                                                                          |            |

| STANDARD NUMBER                                | STANDARD                                                                                                                                                                                            | MANDATORY  |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| TR.4.48.                                       | If no toilet facility is available, is human waste buried in active topsoil at least 75 m (250 ft.) from water and food?                                                                            |            |
| <b>Trip Food</b>                               |                                                                                                                                                                                                     |            |
| TR.4.49.                                       | Is the trip food menu balanced, nutritious and adequate to the physical demands of the trip? Does it provide equally for all participants, including those with allergies and dietary restrictions? |            |
| TR.4.50.                                       | Is the food outfitted so as to be protected from damage during an extended period of overnight trip travel?                                                                                         |            |
| TR.4.51.                                       | Is safe food preparation, packaging and disposal handled by methods to prevent contamination, food-borne illness, or animal interference?                                                           |            |
| <b>TR.5. TIER-2/EXTENDED BACKCOUNTRY TRIPS</b> |                                                                                                                                                                                                     |            |
| <b>Leadership and Safety</b>                   |                                                                                                                                                                                                     |            |
| TR.5.1.                                        | <b>Is the trip leader at least age 18 at the time of the trip, with adequate skills and experience for leadership in backcountry settings?</b>                                                      | <b>Yes</b> |
| TR.5.2.                                        | Is the trip leader age 19 or older at the time of the trip?                                                                                                                                         |            |
| TR.5.3.                                        | <b>Is an assistant leader at least age 18 at time of trip, with adequate skills and experience to take over in an emergency and lead the group safely?</b>                                          | <b>Yes</b> |
| TR.5.4.                                        | <b>When the trip includes any swimming, does the camp meet standards set out in OCA (TR) module 'Trip Swimming for all Trips'?</b>                                                                  | <b>Yes</b> |
| TR.5.5.                                        | <b>Is the trip leader currently certified in Wilderness First Aid (WFA) or an equivalent course?</b>                                                                                                | <b>Yes</b> |
| TR.5.6.                                        | Is the trip leader currently certified in Wilderness Advanced First Aid (WAFA) or an equivalent course?                                                                                             |            |
| TR.5.7.                                        | <b>Is the assistant trip leader currently certified in Standard First Aid/CPR or an equivalent course?</b>                                                                                          | <b>Yes</b> |
| TR.5.8.                                        | Is the assistant leader currently certified in Wilderness First Aid (WFA) or an equivalent course?                                                                                                  |            |
| TR.5.9.                                        | <b>Do both trip leaders participate in trip planning and become completely familiar with the trip plan?</b>                                                                                         | <b>Yes</b> |
| TR.5.10.                                       | <b>Does the camp train the leaders in trip emergency procedures?</b>                                                                                                                                | <b>Yes</b> |
| TR.5.11.                                       | Does the camp train the leaders in the management and supervision of participants at an off-site location?                                                                                          |            |
| TR.5.12.                                       | Does the camp research the trip location, drop off areas, meeting points, locations of emergency access/phones, park procedures where applicable, and age and/or ability restrictions?              |            |
| TR.5.13.                                       | <b>Is a written trip plan left at the main camp location and a copy taken on the trip, including details of the itinerary, participants, and emergency procedures?</b>                              | <b>Yes</b> |

| STANDARD NUMBER                | STANDARD                                                                                                                                                                                                               | MANDATORY |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| TR.5.14.                       | In case of emergency, do the trip leaders have a method of communicating with the camp as required by the trip location (e.g., cell phone, walkie talkie, satellite texter or phone)?                                  | Yes       |
| TR.5.15.                       | Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip and have plans to safely manage said limitations/concerns?                                                        | Yes       |
| TR.5.16.                       | Is the camp director aware of the limitations and/or health concerns of all participants on the trip?                                                                                                                  |           |
| TR.5.17.                       | Do the trip leaders ensure that the group stays together, that no one goes out of sight without a buddy, whistle or other communicating device?                                                                        | Yes       |
| TR.5.18.                       | Do the trip leaders know and follow planned safety procedures for any unwanted animal interactions?                                                                                                                    | Yes       |
| TR.5.19.                       | Is the staff-to-participant ratio at least one staff to every six participants (1:6)?                                                                                                                                  | Yes       |
| TR.5.20.                       | If your camp is using third-party off-site facilities for program, have you done your due diligence to ensure they follow industry best practises and relevant government regulations?                                 | Yes       |
| TR.5.21.                       | Do all trip participants receive active trip training and familiarization with the scope and route of the trip prior to departure?                                                                                     | Yes       |
| <b>Health and Sanitation</b>   |                                                                                                                                                                                                                        |           |
| TR.5.22.                       | Are the leaders familiar with every participant/staff with a known health/medical condition, carry any required Rx medications on the trip, and administer/document all Rx personal or PRN over-the-counter medicines? | Yes       |
| TR.5.23.                       | Is a well-stocked first aid kit and medication kit, if needed, properly secured in a waterproof container in an accessible location?                                                                                   | Yes       |
| TR.5.24.                       | Has a record of health irregularities been reviewed prior to departing on the trip?                                                                                                                                    | Yes       |
| TR.5.25.                       | Is a record kept of health/safety/wellness irregularities during the trip, and reviewed with health care staff upon return?                                                                                            |           |
| TR.5.26.                       | Is there adequate clothing, sunscreen, food and purified drinking water for all members of the trip?                                                                                                                   | Yes       |
| TR.5.27.                       | Are there adequate measures to protect against biting insects, ticks and poisonous plants?                                                                                                                             |           |
| <b>Camping/Programme Sites</b> |                                                                                                                                                                                                                        |           |
| TR.5.28.                       | Upon arrival at an outdoor campsite or facility, do staff check that the site is made free from hazards, such as deadfall, broken glass, waste, or hazards from activity of other users?                               | Yes       |



| STANDARD NUMBER                                           | STANDARD                                                                                                                                                    | MANDATORY  |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| TR.5.29.                                                  | When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?                                              |            |
| TR.5.30.                                                  | Are participants taught low-impact camping by the trip leaders, including all garbage being carried out and disposed of properly?                           |            |
| <b>TR.5.31.</b>                                           | <b>Are proper camp fire practices observed, including location, observing wood restrictions, and completely extinguishing a camp fire?</b>                  | <b>Yes</b> |
| <b>Equipment</b>                                          |                                                                                                                                                             |            |
| <b>TR.5.32.</b>                                           | <b>Does the camp director or staff ensure that safety inspections of all trip supplies and equipment are completed regularly?</b>                           | <b>Yes</b> |
| TR.5.33.                                                  | Does the choice of all equipment and supplies meet or exceed requirements of trip conditions, safety, and regulation?                                       |            |
| TR.5.34.                                                  | Does the choice of all equipment allow participants to minimize the impact on the environment?                                                              |            |
| TR.5.35.                                                  | Does trip equipment include a camp stove to prepare the group's meals without fire if needed?                                                               |            |
| TR.5.36.                                                  | Do appropriate field repair kits go with the trip?                                                                                                          |            |
| TR.5.37.                                                  | Are needed repairs performed before the equipment is sent out on another trip?                                                                              |            |
| <b>Trips Using Watercraft answer TR.5.38. to TR.5.42.</b> |                                                                                                                                                             |            |
| <b>TR.5.38.</b>                                           | <b>Does every person in a human-powered vessel wear a Canadian government approved Personal Floatation Device (PFD) or life jacket?</b>                     | <b>Yes</b> |
| <b>TR.5.39.</b>                                           | <b>Are the watercraft suitable and safe for the trip route and assigned loads? Do they have all safety devices as required by the Canadian Coast Guard?</b> | <b>Yes</b> |
| <b>TR.5.40.</b>                                           | <b>Are the watercraft maintained and repaired to be safe for use? Are emergency repair supplies carried on trip?</b>                                        | <b>Yes</b> |
| <b>TR.5.41.</b>                                           | <b>When the trip includes any boating on moving water, does the camp meet standards set out in OCA (TR) module 'Moving Water for all Trips'?</b>            | <b>Yes</b> |
| <b>TR.5.42.</b>                                           | <b>When the trip includes any boating, does the supervising leader hold a current Bronze Cross, or certification approved by the Minister of Health?</b>    | <b>Yes</b> |
| <b>Overnight Stay</b>                                     |                                                                                                                                                             |            |
| TR.5.43.                                                  | Are there sufficient tents, tarpaulins or flies to shelter all the participants comfortably?                                                                |            |
| <b>TR.5.44.</b>                                           | <b>Are the tents, tarpaulins or flies pitched safely away from the fire and other hazards?</b>                                                              | <b>Yes</b> |

| STANDARD NUMBER                                        | STANDARD                                                                                                                                                                                                                             | MANDATORY  |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| TR.5.45.                                               | Are the tents, tarpaulins or flies self-contained, with all necessary pegs, poles, and rope?                                                                                                                                         |            |
| TR.5.46.                                               | Do the staff carry supplies to make field repairs of necessary equipment?                                                                                                                                                            |            |
| TR.5.47.                                               | Are new campsites established only after the leader is convinced no existing sites are available within a reasonable distance?                                                                                                       |            |
| <b>TR.5.48.</b>                                        | <b>Is all water purified or treated effectively for drinking and cooking?</b>                                                                                                                                                        | <b>Yes</b> |
| TR.5.49.                                               | Where water purification is performed on the trip, is there a secondary method of water purification on board?                                                                                                                       |            |
| TR.5.50.                                               | Are sanitary, low-impact dish-washing procedures explained to the group and followed?                                                                                                                                                |            |
| TR.5.51.                                               | Are all food dishes being washed away from shorelines, with biodegradable soap and hot water?                                                                                                                                        |            |
| TR.5.52.                                               | Are procedures for personal hygiene including hand-washing practiced by the group?                                                                                                                                                   |            |
| TR.5.53.                                               | If no toilet facility is available, is human waste buried in active topsoil at least 75 m (250 ft.) from water and food?                                                                                                             |            |
| <b>Trip Food</b>                                       |                                                                                                                                                                                                                                      |            |
| TR.5.54.                                               | Is the trip food menu balanced, nutritious and adequate to the physical demands of the trip? Does it provide equally for all participants, including those with allergies and dietary restrictions?                                  |            |
| TR.5.55.                                               | Is the food outfitted so as to be protected from damage during an extended period of backcountry trip travel?                                                                                                                        |            |
| TR.5.56.                                               | Is food prepared within an adequate time line to be safely consumed?                                                                                                                                                                 |            |
| TR.5.57.                                               | Is safe food preparation, packaging and disposal handled by methods to prevent contamination, food-borne illness, or animal interference?                                                                                            |            |
| <b>TR.6. TIER-3/WILDERNESS TRAVEL PROGRAMMES (WTP)</b> |                                                                                                                                                                                                                                      |            |
| TR.6.1.                                                | Has the trip leader acquired experience as an assistant leader on a prior trip of similar duration and level of difficulty?                                                                                                          |            |
| <b>TR.6.2.</b>                                         | <b>Does at least one trip leader have wilderness first aid training appropriate to the remoteness and risks of the trip?</b>                                                                                                         | <b>Yes</b> |
| <b>TR.6.3.</b>                                         | <b>Does the trip leader have the necessary skills to manage the degree of difficulty on the trip?</b>                                                                                                                                | <b>Yes</b> |
| <b>TR.6.4.</b>                                         | <b>Are both trip leaders at least 18 years of age at the time of the trip?</b>                                                                                                                                                       | <b>Yes</b> |
| TR.6.5.                                                | Do the pre-trip literature, promotional materials and discussions assist the participant in preparing for the programme, including specifying the physical fitness requirements, expectations, degree of risk and programme details? |            |

| STANDARD NUMBER | STANDARD                                                                                                                                                                 | MANDATORY  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| TR.6.6.         | Is there a written policy and procedure to be followed in the event of an accident or disaster?                                                                          |            |
| <b>TR.6.7.</b>  | <b>Does the camp thoroughly research the safety, programme and logistical aspects of a new route before implementation?</b>                                              | <b>Yes</b> |
| TR.6.8.         | Does the camp maintain records, which identify the leaders, the names of participants, their tripping experience and home contact information?                           |            |
| TR.6.9.         | Does the camp have a medical form signed by a parent or guardian giving the participant's medical history and particularly specifying any limits to their participation? |            |
| <b>TR.6.10.</b> | <b>Are trip participants trained in rescue techniques appropriate to the trip?</b>                                                                                       | <b>Yes</b> |
| <b>TR.6.11.</b> | <b>Does the trip leader carry a reliable and appropriate communication device that meets the needs and remoteness of the trip?</b>                                       | <b>Yes</b> |
| TR.6.12.        | Does the camp fully examine and assess the reliability and insurance status of any transportation service being employed?                                                |            |
| TR.6.13.        | Does the camp communicate with parents or guardians and camp insurance agents if unusual or unexpected transportation services are involved?                             |            |
| TR.6.14.        | Upon return from the trip, do the trip leaders conduct an evaluation?                                                                                                    |            |
| TR.6.15.        | Is the trip evaluation reviewed by the camp director and/or head of tripping?                                                                                            |            |
| TR.6.16.        | If climbing and/or caving are part of the programme, are potential hazards determined prior to starting the activity?                                                    |            |

| STANDARD NUMBER                    | STANDARD                                                                                                                                                                        | MANDATORY  |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>TRANSPORTATION</b>              |                                                                                                                                                                                 |            |
| <b>TN.1. SAFETY</b>                |                                                                                                                                                                                 |            |
| TN.1.1.                            | <b>Does the camp have written policies and procedures for each type of transportation?</b>                                                                                      | <b>Yes</b> |
| TN.1.2.                            | <b>Does the driver or camp staff have an accurate list of the names of campers and staff traveling while under the camp's supervision?</b>                                      | <b>Yes</b> |
| TN.1.3.                            | <b>Is a copy of the list kept at camp?</b>                                                                                                                                      | <b>Yes</b> |
| TN.1.4.                            | Does the camp provide one or more trained supervisors in each vehicle when transporting campers?                                                                                |            |
| TN.1.5.                            | Prior to the start of camp, are staff trained in their responsibilities and safety related to the camp's transportation methods?                                                |            |
| TN.1.6.                            | <b>Prior to the start of camp, are staff trained in their additional responsibilities during the transporting of people (staff, campers, volunteers, guests, participants)?</b> | <b>Yes</b> |
| TN.1.7.                            | <b>Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?</b>                                           | <b>Yes</b> |
| <b>TN.2. PUBLIC TRANSPORTATION</b> |                                                                                                                                                                                 |            |
| TN.2.1.                            | <b>Are participants/campers traveling on public transportation supervised by trained staff?</b>                                                                                 | <b>Yes</b> |
| TN.2.2.                            | Are participants/campers traveling on public transportation given identification and/or camp contacts?                                                                          |            |
| TN.2.3.                            | Are participants/campers traveling on public transportation trained in how to obtain the assistance of the authorities?                                                         |            |

| STANDARD<br>NUMBER                                | STANDARD                                                                                                                                                       | MANDATORY  |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>PROGRAMMING</b>                                |                                                                                                                                                                |            |
| <b>PG.1. GENERAL PROGRAMME</b>                    |                                                                                                                                                                |            |
| PG.1.1.                                           | Has the camp's management considered all of the laws, manufacturers' suggested use practises, and risks for all activities being offered?                      |            |
| PG.1.2.                                           | Does the camp accurately inform participants of the programmes they offer?                                                                                     |            |
| PG.1.3.                                           | Does the camp have an evaluation system in place that reflects feedback from participants?                                                                     |            |
| <b>PG.2. PROGRAMME SUPERVISION</b>                |                                                                                                                                                                |            |
| PG.2.1.                                           | For every specialty activity, is there at least one staff member who is experienced and knowledgeable in the activity?                                         |            |
| PG.2.2.                                           | Does the camp designate staff to be responsible for supervising each activity?                                                                                 |            |
| <b>PG.3. PROGRAMME SAFETY AND RISK MANAGEMENT</b> |                                                                                                                                                                |            |
| PG.3.1.                                           | <b>Are safety procedures in place to protect participants and staff from exposure to harsh chemicals or other potential hazards?</b>                           | <b>Yes</b> |
| PG.3.2.                                           | <b>Does the camp provide safety rules and procedures for each activity to ensure that all equipment is handled by participants and staff in a safe manner?</b> | <b>Yes</b> |
| PG.3.3.                                           | <b>Does the camp properly maintain the equipment and facilities of each activity?</b>                                                                          | <b>Yes</b> |
| PG.3.4.                                           | Does the camp have written procedures to minimize risk in each activity?                                                                                       |            |
| PG.3.5.                                           | <b>Does all safety equipment have Canadian Standards Association (CSA) approval?</b>                                                                           | <b>Yes</b> |
| <b>PG.4. VIRTUAL PROGRAMS</b>                     |                                                                                                                                                                |            |
| PG.4.1.                                           | Have you consulted with the OCA Virtual Programs Guidance document and applied it as appropriate to your program?                                              |            |

| STANDARD NUMBER                                | STANDARD                                                                                                                                                                            | MANDATORY |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>LAND PROGRAMMES</b>                         |                                                                                                                                                                                     |           |
| <b>LP.1. CHALLENGE COURSES - HIGH ELEMENTS</b> |                                                                                                                                                                                     |           |
| LP.1.1.                                        | Has the challenge course been installed using the minimum standard recommended by the Association for Challenge Course Technology (ACCT)?                                           | Yes       |
| LP.1.2.                                        | Is the challenge course designed, installed and operated to deter unauthorized access and use?                                                                                      | Yes       |
| LP.1.3.                                        | Has a qualified “third-party challenge course professional” completed a safety inspection of the Challenge Course and provided a written report to the director on an annual basis? | Yes       |
| LP.1.4.                                        | Does the camp implement the recommendations from the annual inspection prior to the use of the challenge course?                                                                    | Yes       |
| LP.1.5.                                        | Do trained camp staff inspect the challenge course structure on an ongoing basis?                                                                                                   | Yes       |
| LP.1.6.                                        | Do trained camp staff inspect safety and rescue equipment prior to each use?                                                                                                        | Yes       |
| LP.1.7.                                        | Is the challenge course equipment stored in a cool, dry, locked area when not in use?                                                                                               | Yes       |
| LP.1.8.                                        | Is the Challenge Course and related equipment only used for the purpose of challenge course or climbing wall programme?                                                             | Yes       |
| LP.1.9.                                        | Have all instructors completed a training course appropriate to the site and programme?                                                                                             | Yes       |
| LP.1.10.                                       | Does the camp have a written emergency plan for the challenge course and are instructors trained in it?                                                                             | Yes       |
| LP.1.11.                                       | Are the numbers of instructors sufficient for the number of participants engaged in the challenge course as recommended by a qualified challenge course professional?               |           |
| LP.1.12.                                       | <b>Are the safety rules posted and explained to the participants prior to their participation?</b>                                                                                  | Yes       |
| LP.1.13.                                       | Is safety terminology explained and used by both staff and participants?                                                                                                            |           |
| LP.1.14.                                       | <b>Do participants and instructors wear and/or use safety equipment as required by a ropes course professional and in accordance with manufacturer’s recommendations?</b>           | Yes       |
| LP.1.15.                                       | If participants are belaying is a back-up belay provided and an anchor used as necessary?                                                                                           |           |
| LP.1.16.                                       | Is an ongoing, written record maintained and kept on file detailing the condition of the challenge course and the safety and belay equipment?                                       |           |
| LP.1.17.                                       | Are near-miss incidents recorded for future assessment of risk?                                                                                                                     |           |
| LP.1.18.                                       | Is a first aid kit and rescue equipment accessible when the challenge course is in use?                                                                                             |           |



| STANDARD NUMBER                                              | STANDARD                                                                                                                                                                                                                   | MANDATORY |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| LP.1.19.                                                     | Do the instructors have a communication method to summon assistance while the challenge course is in use?                                                                                                                  |           |
| LP.1.20.                                                     | Does the camp follow the current Professional Vendor Member (PVM) operating guidelines for each of their challenge course elements?                                                                                        |           |
| <b>LP.2. CHALLENGE COURSES - CLIMBING WALLS</b>              |                                                                                                                                                                                                                            |           |
| <b>FOR ANY CLIMBING WALL WHERE PARTICIPANTS ARE BELAYED.</b> |                                                                                                                                                                                                                            |           |
| LP.2.1.                                                      | Has the climbing wall been installed using the minimum standards recommended by the Climbing Wall Association, Association for Challenge Course Technology or been assessed and cleared by an engineer for use?            | Yes       |
| LP.2.2.                                                      | Is the climbing wall designed, installed and operated to deter unauthorized access and use?                                                                                                                                | Yes       |
| LP.2.3.                                                      | Is the Climbing Wall and related equipment only used for the purpose of climbing wall or challenge course programme?                                                                                                       | Yes       |
| LP.2.4.                                                      | Has a qualified “third-party challenge course professional”, climbing wall professional, or engineer completed a safety inspection of the wall structure and provided a written report to the director on an annual basis? | Yes       |
| LP.2.5.                                                      | Does the camp correct any issues found in the annual inspection prior to the use of the wall?                                                                                                                              | Yes       |
| LP.2.6.                                                      | If using a third-party portable climbing wall on-site, have you done your due diligence to ensure they follow industry best practices and relevant government regulations?                                                 | Yes       |
| LP.2.7.                                                      | Do trained camp staff inspect the climbing wall structure on an ongoing basis?                                                                                                                                             | Yes       |
| LP.2.8.                                                      | Do trained camp staff inspect safety equipment prior to each use?                                                                                                                                                          | Yes       |
| LP.2.9.                                                      | If participants are belaying is a back-up belay provided and an anchor used as necessary?                                                                                                                                  |           |
| LP.2.10.                                                     | Is a daily use log kept of the climbing wall and safety equipment inspection in accordance with a climbing wall professional's recommendations?                                                                            | Yes       |
| LP.2.11.                                                     | Is the climbing wall equipment stored in a cool, dry, locked area when not in use?                                                                                                                                         | Yes       |
| LP.2.12.                                                     | Are the numbers of instructors sufficient for the number of participants engaged in the challenge course as recommended by a qualified climbing wall professional?                                                         |           |
| LP.2.13.                                                     | Do participants and instructors wear and/or use safety equipment as required by a climbing wall professional and in accordance with manufacturer's recommendations?                                                        | Yes       |
| LP.2.14.                                                     | If automatic belay units are in use are they inspected by a certified inspection company on an annual basis?                                                                                                               | Yes       |

| STANDARD NUMBER                                                                                                                                                                            | STANDARD                                                                                                                                                       | MANDATORY |
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| LP.2.15.                                                                                                                                                                                   | Have all instructors completed a training course appropriate to run the climbing wall and programme?                                                           | Yes       |
| LP.2.16.                                                                                                                                                                                   | Does the camp have a written emergency plan for the climbing wall and are instructors trained in it?                                                           | Yes       |
| LP.2.17.                                                                                                                                                                                   | Are the safety rules posted and explained to the participants prior to their participation?                                                                    | Yes       |
| LP.2.18.                                                                                                                                                                                   | Is safety terminology explained and used by both staff and participants?                                                                                       | Yes       |
| LP.2.19.                                                                                                                                                                                   | Do the instructors have a communication method to summon assistance while the challenge course is in use?                                                      |           |
| LP.2.20.                                                                                                                                                                                   | Are near-miss incidents recorded for future assessment of risk?                                                                                                | Yes       |
| LP.2.21.                                                                                                                                                                                   | Is a first aid kit and rescue equipment (if required by a Challenge Course PVM) accessible when the wall is in use?                                            | Yes       |
| LP.2.22.                                                                                                                                                                                   | Does the camp follow the current Professional Vendor Member (PVM) operating guidelines for each of their climbing walls?                                       |           |
| <b>LP.3. CHALLENGE COURSES - LOW ELEMENTS - INCLUDING HEBERTISM, BOULDERING WALLS, INITIATIVE TASKS AND SLACK LINING</b><br><br><b>NON-BELAYED ELEMENTS AND TEAM BUILDING INITIATIVES.</b> |                                                                                                                                                                |           |
| LP.3.1.                                                                                                                                                                                    | When challenge course low elements are in use, is at least one trained staff supervising?                                                                      |           |
| LP.3.2.                                                                                                                                                                                    | <b>Are portable structures removed and stored in a locked area when not in use?</b>                                                                            | Yes       |
| LP.3.3.                                                                                                                                                                                    | Are portable structures used only for their intended purpose?                                                                                                  |           |
| LP.3.4.                                                                                                                                                                                    | Are all challenge course low element structures safe for use?                                                                                                  |           |
| LP.3.5.                                                                                                                                                                                    | Are adequate fall protection methods in place for the given structure? These could include spotting, energy-absorbing ground cover, railings, nets, mats, etc. |           |
| LP.3.6.                                                                                                                                                                                    | <b>Have all structures been constructed by someone knowledgeable with the materials being used in its construction?</b>                                        | Yes       |
| LP.3.7.                                                                                                                                                                                    | <b>Have all spotters received proper instruction in their roles?</b>                                                                                           | Yes       |
| LP.3.8.                                                                                                                                                                                    | <b>Are signs posted to notify unauthorized use without supervision?</b>                                                                                        | Yes       |
| LP.3.9.                                                                                                                                                                                    | <b>Is an annual safety inspection conducted by a knowledgeable person and a written report provided to the director?</b>                                       | Yes       |
| LP.3.10.                                                                                                                                                                                   | <b>Do trained supervisors inspect structures and equipment on an ongoing basis to determine health and soundness?</b>                                          | Yes       |
| LP.3.11.                                                                                                                                                                                   | <b>Have all supervisors been trained in the proper use and safety concerns of any challenge course low elements they are supervising?</b>                      | Yes       |

| STANDARD NUMBER                                                     | STANDARD                                                                                                                                                                                                                                                           | MANDATORY |
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| LP.3.12.                                                            | Does the camp have a written emergency plan for the challenge course low elements and supervisors are trained in the written emergency plan?                                                                                                                       | Yes       |
| <b>LP.4. AMUSEMENT DEVICES</b>                                      |                                                                                                                                                                                                                                                                    |           |
| <b>FOR CAMPS WITH ZIP LINES, WATER SLIDES AND LAND INFLATABLES.</b> |                                                                                                                                                                                                                                                                    |           |
| LP.4.1.                                                             | Does the camp comply with all TSSA regulations?                                                                                                                                                                                                                    | Yes       |
| LP.4.2.                                                             | Does the camp have an annual audit inspection completed by an approved TSSA mechanic?                                                                                                                                                                              | Yes       |
| LP.4.3.                                                             | Is work identified by the TSSA mechanic during the audit inspection completed prior to TSSA's formal inspection?                                                                                                                                                   | Yes       |
| LP.4.4.                                                             | Does all amusement equipment have a current TSSA license at time of use?                                                                                                                                                                                           | Yes       |
| LP.4.5.                                                             | Has the camp had their TSSA inspection and received their permit prior to the use of each recreational device?                                                                                                                                                     | Yes       |
| LP.4.6.                                                             | Do you have a technical dossier ready for review by TSSA?                                                                                                                                                                                                          | Yes       |
| LP.4.7.                                                             | If you are renting or own inflatables do they have all of the following: TSSA Amusement Device License; TSSA Amusement Device Permit; "AD" Permit Number for Each Device; Certified Amusement Device Mechanic Audit; and proof of \$2,000,000 liability insurance? | Yes       |
| <b>LP.5. RIDING PROGRAMMES - GENERAL</b>                            |                                                                                                                                                                                                                                                                    |           |
| LP.5.1.                                                             | Is the camp a member of the Ontario Equestrian Association or the Certified Horsemanship Association" or any other similar organization who has recommendations/standards pertaining to horseback riding/ equestrian programmes"?                                  |           |
| LP.5.2.                                                             | Is the riding director or senior instructor at least 18 years of age at the time of the program?                                                                                                                                                                   | Yes       |
| LP.5.3.                                                             | Is there at least one person with first aid qualifications at the barn, when participants are present?                                                                                                                                                             | Yes       |
| LP.5.4.                                                             | Do all riders either wear hard-soled unadorned footwear with a heel no less than 1.5 cm or ASTM approved stirrups?                                                                                                                                                 | Yes       |
| LP.5.5.                                                             | Are barn rules posted and explained to all participants?                                                                                                                                                                                                           | Yes       |
| LP.5.6.                                                             | Are properly sized ASTM/SEI approved helmets worn by all riders?                                                                                                                                                                                                   | Yes       |
| LP.5.7.                                                             | Is it forbidden for all riders to ride alone outside the ring?                                                                                                                                                                                                     |           |
| LP.5.8.                                                             | Does the camp have a written emergency plan for the riding programme?                                                                                                                                                                                              | Yes       |
| LP.5.9.                                                             | Is the written emergency plan explained to all riders?                                                                                                                                                                                                             | Yes       |
| LP.5.10.                                                            | Do the riding staff supervise participants in the stable and riding area?                                                                                                                                                                                          | Yes       |

| STANDARD NUMBER                                                               | STANDARD                                                                                                                               | MANDATORY  |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------|
| LP.5.11.                                                                      | <b>At the start of each season, are horses evaluated for their suitability to the programme?</b>                                       | <b>Yes</b> |
| LP.5.12.                                                                      | Are riders assessed and placed in classes according to their ability?                                                                  |            |
| LP.5.13.                                                                      | Is the ratio at least one staff to six (1:6) riders?                                                                                   |            |
| LP.5.14.                                                                      | Is there a minimum of two staff on the trail and group rides?                                                                          |            |
| <b>LP.6. RIDING PROGRAMMES - HORSE CARE</b>                                   |                                                                                                                                        |            |
| LP.6.1.                                                                       | Are daily health checks carried out on all horses?                                                                                     |            |
| LP.6.2.                                                                       | <b>Do all horses have up-to-date rabies and tetanus vaccinations?</b>                                                                  | <b>Yes</b> |
| LP.6.3.                                                                       | <b>Are horses fed and watered to maintain optimal health and well-being?</b>                                                           | <b>Yes</b> |
| LP.6.4.                                                                       | Are the horses given adequate breaks, access to water and rest during the workday?                                                     |            |
| LP.6.5.                                                                       | Is protection from the elements provided?                                                                                              |            |
| LP.6.6.                                                                       | Are horses given a 24 hour break from riding each week?                                                                                |            |
| LP.6.7.                                                                       | Does the stable have access to a farrier and veterinarian?                                                                             |            |
| LP.6.8.                                                                       | Are the horses' hind feet unshod unless recommended by a farrier?                                                                      |            |
| <b>LP.7. RIDING PROGRAMMES - STABLE MANAGEMENT</b>                            |                                                                                                                                        |            |
| LP.7.1.                                                                       | Is the stable area and fencing kept clean and in good repair?                                                                          |            |
| LP.7.2.                                                                       | Is manure removed daily for proper disposal?                                                                                           |            |
| LP.7.3.                                                                       | Is the tack inspected prior to the start of camp and then checked, maintained, cleaned regularly and stored properly on a daily basis? |            |
| LP.7.4.                                                                       | Is barn equipment such as pitchforks and shovels stored in a safe manner?                                                              |            |
| LP.7.5.                                                                       | <b>Is a properly maintained fire extinguisher located at one or more exits?</b>                                                        | <b>Yes</b> |
| <b>LP.8. HOCKEY SPORTS</b>                                                    |                                                                                                                                        |            |
| LP.8.1.                                                                       | <b>Do all participants wear the required safety equipment while playing hockey?</b>                                                    | <b>Yes</b> |
| LP.8.2.                                                                       | Are sticks in a safe condition?                                                                                                        |            |
| LP.8.3.                                                                       | <b>Are the playing surfaces in a safe condition?</b>                                                                                   | <b>Yes</b> |
| <b>Camps with a HOCKEY programme played on ICE answer LP.8.4. to LP.8.13.</b> |                                                                                                                                        |            |
| LP.8.4.                                                                       | <b>Is the entire playing surface clearly visible?</b>                                                                                  | <b>Yes</b> |
| LP.8.5.                                                                       | Is at least one certified first aider in the arena at all times when participants or staff are on the ice?                             |            |
| LP.8.6.                                                                       | Is a first aid kit in the arena at all times when participants or staff are on the ice?                                                |            |
| LP.8.7.                                                                       | Is a stretcher available at the rink?                                                                                                  |            |

| STANDARD NUMBER                                                                                                                     | STANDARD                                                                                                                                                                                                                                                      | MANDATORY  |
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| LP.8.8.                                                                                                                             | Is at least one staff member in a supervisory role at all times when any participants are on the ice?                                                                                                                                                         |            |
| <b>LP.8.9.</b>                                                                                                                      | <b>Are all dressing rooms supervised while participants are present?</b>                                                                                                                                                                                      | <b>Yes</b> |
| LP.8.10.                                                                                                                            | If dressing rooms are used, are they sanitized as necessary and kept clean?                                                                                                                                                                                   |            |
| LP.8.11.                                                                                                                            | Is there sufficient space for equipment to dry between sessions?                                                                                                                                                                                              |            |
| LP.8.12.                                                                                                                            | When using facilities or arenas not owned by the camp, has the camp reviewed the facility's emergency procedures and medical assistance?                                                                                                                      |            |
| LP.8.13.                                                                                                                            | When using facilities or arenas not owned by the camp, does the camp have procedures to prevent intrusion by uninvited persons?                                                                                                                               |            |
| <b>LP.9. TARGET SPORTS</b>                                                                                                          |                                                                                                                                                                                                                                                               |            |
| <b>LP.9.1.</b>                                                                                                                      | <b>Are the instructors experienced in these activities and the safety precautions required for them?</b>                                                                                                                                                      | <b>Yes</b> |
| <b>LP.9.2.</b>                                                                                                                      | <b>Are the safety rules posted, taught and enforced?</b>                                                                                                                                                                                                      | <b>Yes</b> |
| <b>LP.9.3.</b>                                                                                                                      | <b>Is the shooting range located away from other camp activities?</b>                                                                                                                                                                                         | <b>Yes</b> |
| LP.9.4.                                                                                                                             | Are precautions in place to prevent unwanted access to the shooting range?                                                                                                                                                                                    |            |
| LP.9.5.                                                                                                                             | Are shooting lines clearly marked?                                                                                                                                                                                                                            |            |
| <b>LP.9.6.</b>                                                                                                                      | <b>Is all the equipment inspected for defects prior to use?</b>                                                                                                                                                                                               | <b>Yes</b> |
| <b>LP.9.7.</b>                                                                                                                      | <b>Is all equipment maintained in a safe condition?</b>                                                                                                                                                                                                       | <b>Yes</b> |
| <b>LP.9.8.</b>                                                                                                                      | <b>Is all target sport equipment stored in a locked location?</b>                                                                                                                                                                                             | <b>Yes</b> |
| <b>Camps with Games/Activities involving PARTICIPANTS AS TARGETS (e.g. archery tag, paintball, dodgeball, etc.). answer LP.9.9.</b> |                                                                                                                                                                                                                                                               |            |
| <b>LP.9.9.</b>                                                                                                                      | <b>Where a camp and/or outdoor centre runs these types of games/activities, risk must be assessed, and controls (supervision requirements, rules, PPE, etc.) must be put in place to ensure participant safety, spectator safety, and equipment security.</b> | <b>Yes</b> |
| <b>Camps with an AIR GUN programme answer LP.9.10. to LP.9.11.</b>                                                                  |                                                                                                                                                                                                                                                               |            |
| <b>LP.9.10.</b>                                                                                                                     | <b>Are the guns and ammunition stored separately from each other in secure, locked locations?</b>                                                                                                                                                             | <b>Yes</b> |
| <b>LP.9.11.</b>                                                                                                                     | <b>Are safety glasses worn by all participants at all times?</b>                                                                                                                                                                                              | <b>Yes</b> |
| <b>LP.10. CYCLE SPORTS</b>                                                                                                          |                                                                                                                                                                                                                                                               |            |
| <b>LP.10.1.</b>                                                                                                                     | <b>Have all cycling staff been trained for their position and in the safety procedures of the programme?</b>                                                                                                                                                  | <b>Yes</b> |
| <b>LP.10.2.</b>                                                                                                                     | <b>Are all cycling staff certified in first aid and CPR?</b>                                                                                                                                                                                                  | <b>Yes</b> |
| LP.10.3.                                                                                                                            | Are participants instructed in all rules and safety procedures at the beginning of each session?                                                                                                                                                              |            |

| STANDARD NUMBER                                                          | STANDARD                                                                                                                                                                                      | MANDATORY  |
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| LP.10.4.                                                                 | <b>Is there a written emergency plan?</b>                                                                                                                                                     | <b>Yes</b> |
| LP.10.5.                                                                 | <b>Are emergency procedures practised?</b>                                                                                                                                                    | <b>Yes</b> |
| LP.10.6.                                                                 | <b>Is riding alone prohibited?</b>                                                                                                                                                            | <b>Yes</b> |
| LP.10.7.                                                                 | <b>Are all traffic laws and signs obeyed?</b>                                                                                                                                                 | <b>Yes</b> |
| LP.10.8.                                                                 | Do cycling staff ensure that participants ride in single file on public and private roads?                                                                                                    |            |
| LP.10.9.                                                                 | Is at least one suitable first aid kit accessible to all participants?                                                                                                                        |            |
| LP.10.10.                                                                | Does at least one cycling staff member carry a communication device on off-site routes?                                                                                                       |            |
| LP.10.11.                                                                | Does the camp adhere to the staff to participant ratios?                                                                                                                                      |            |
| LP.10.12.                                                                | Are selected routes and trails maintained to minimize risk?                                                                                                                                   |            |
| LP.10.13.                                                                | Is at least one person on the trip familiar with the selected routes and trails?                                                                                                              |            |
| LP.10.14.                                                                | <b>Do all cyclists wear cycling helmets approved by the Canadian Standards Association (CSA)?</b>                                                                                             | <b>Yes</b> |
| LP.10.15.                                                                | <b>Are the helmets inspected before each use for cracks and damage?</b>                                                                                                                       | <b>Yes</b> |
| LP.10.16.                                                                | <b>Are helmets and bikes fitted properly to each individual rider?</b>                                                                                                                        | <b>Yes</b> |
| LP.10.17.                                                                | Are closed-toed shoes worn by all participants and staff?                                                                                                                                     |            |
| LP.10.18.                                                                | <b>Is a bike check performed on all bikes before each use?</b>                                                                                                                                | <b>Yes</b> |
| LP.10.19.                                                                | Do the cycling staff carry bike repair kits and know how to fix basic problems?                                                                                                               |            |
| <b>Camps with EXTREME BIKING programme answer LP.10.20. to LP.10.25.</b> |                                                                                                                                                                                               |            |
| LP.10.20.                                                                | Does the programme ensure progressive skill development prior to attempting difficult routes?                                                                                                 |            |
| LP.10.21.                                                                | Does the programme supervisor inspect any new jumps, obstacles or drops prior to use by participants?                                                                                         |            |
| LP.10.22.                                                                | Does the cycling staff have the ability to block off high risk or inappropriate routes to prevent lower-skilled riders from attempting them?                                                  |            |
| LP.10.23.                                                                | Do the technical routes provide path alternatives where difficult crossings are encountered?                                                                                                  |            |
| LP.10.24.                                                                | In the case of remote locations on a technical ride, is there an emergency access or exit route planned and available for riders?                                                             |            |
| LP.10.25.                                                                | For highly technical routes, do riders have sufficient protective equipment for the route being attempted (e.g., wrist guards, jaw protector moto-cross helmet, knee protection, elbow pads)? |            |



| STANDARD<br>NUMBER                                        | STANDARD                                                                                          | MANDATORY  |
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| <b>LP.11. TRAMPOLINES</b>                                 |                                                                                                   |            |
| <b>THESE STANDARDS APPLY TO TRAMPOLINES USED ON LAND.</b> |                                                                                                   |            |
| <b>LP.11.1.</b>                                           | <b>Are written policies and procedures in place to minimize risk when using a trampoline?</b>     | <b>Yes</b> |
| LP.11.2.                                                  | Does the camp ensure that there is adequate staff supervision when the trampoline is in use?      |            |
| LP.11.3.                                                  | Is trampolining only offered to participants who are older than 6 years of age?                   |            |
| LP.11.4.                                                  | Does the trampoline have shock-absorbing pads that completely cover the springs, hooks and frame? |            |
| LP.11.5.                                                  | Is the trampoline on level ground that is well away from structures, trees and other play areas?  |            |
| LP.11.6.                                                  | Is the ground under the trampoline completely clear of objects or obstructions?                   |            |
| LP.11.7.                                                  | Is the trampoline inspected before use?                                                           |            |
| LP.11.8.                                                  | Are trampoline activity rules posted?                                                             |            |

| STANDARD NUMBER                                                   | STANDARD                                                                                                                                                                                                                | MANDATORY |
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| <b>BOATING</b>                                                    |                                                                                                                                                                                                                         |           |
| <b>BT.1. BOATING STAFF</b>                                        |                                                                                                                                                                                                                         |           |
| BT.1.1.                                                           | Does your camp comply with Transport Canada's Regulations for operator and vessel licensing and follow all safety requirements?                                                                                         | Yes       |
| BT.1.2.                                                           | Is there an activity head or designate with a minimum current Bronze Cross, or equivalent at the activity site when the activity is in operation?                                                                       | Yes       |
| BT.1.3.                                                           | Do the boating staff hold a Pleasure Craft Operator Card where required?                                                                                                                                                | Yes       |
| BT.1.4.                                                           | For each boating activity, do the boating staff, including each activity head, have the necessary training, knowledge and skill to teach and supervise?                                                                 | Yes       |
| <b>BT.2. PROGRAMME AND EQUIPMENT</b>                              |                                                                                                                                                                                                                         |           |
| BT.2.1.                                                           | Does the camp have written operational procedures for each boating programme area?                                                                                                                                      | Yes       |
| BT.2.2.                                                           | Does the camp have written emergency procedures for each boating programme area?                                                                                                                                        | Yes       |
| BT.2.3.                                                           | Are the boating staff trained in both the operational and emergency procedures?                                                                                                                                         | Yes       |
| BT.2.4.                                                           | Are watercraft and related equipment checked on a daily basis for damage and to ensure the required equipment is in place?                                                                                              | Yes       |
| BT.2.5.                                                           | Is a system in place to track participants and watercraft at each programme area?                                                                                                                                       | Yes       |
| BT.2.6.                                                           | Are watercraft banned from areas where there are swimmers?                                                                                                                                                              | Yes       |
| BT.2.7.                                                           | Is a suitably-equipped emergency watercraft operational for emergencies at all times?                                                                                                                                   | Yes       |
| BT.2.8.                                                           | Does each person in a watercraft wear a government approved and properly fitted PFD or commercial life jacket?                                                                                                          | Yes       |
| BT.2.9.                                                           | For any waterfront activities, are all participants assessed for their ability in the given boating activity and deemed suitable by the camp to participate?                                                            | Yes       |
| <b>BT.3. POWER BOATING, WATER-SKIING, TUBING AND WAKEBOARDING</b> |                                                                                                                                                                                                                         |           |
| BT.3.1.                                                           | For watercraft, less than or equal to five gross tonnes, do staff hold the required class of license issued by Transport Canada for the vessel they are driving and for the number of passengers they are transporting? | Yes       |
| BT.3.2.                                                           | Are staff assigned to operate power boats provided with additional training in power boat operation and emergency procedures?                                                                                           | Yes       |

| STANDARD<br>NUMBER | STANDARD                                                                                                                                      | MANDATORY |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| BT.3.3.            | Do the power boating operational procedures adhere to Transport Canada Regulations?                                                           | Yes       |
| BT.3.4.            | During water activities, does the watercraft have a designated driver and a spotter with designated seats for each of them?                   | Yes       |
| BT.3.5.            | Can the boat safely accommodate the participants in the event of an emergency?                                                                | Yes       |
| BT.3.6.            | Does the camp have safety procedures to deal with a participant in distress?                                                                  | Yes       |
| BT.3.7.            | If a Personal Watercraft (PWC) (e.g., water scooter) is used, is it equipped with double spotter mirrors and an automatic emergency shut-off? | Yes       |
| BT.3.8.            | Do power boats follow driving patterns in order to avoid obstacles and remain a safe distance from other boats?                               | Yes       |

| STANDARD NUMBER                               | STANDARD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MANDATORY |
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| <b>SWIMMING</b>                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| <b>SW.1. GENERAL STAFFING AND SUPERVISION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| SW.1.1.                                       | Is the pool or waterfront director at least 18 years of age at the time of the program, experienced and certified as a current Lifesaving Society National Lifeguard (NL) certificate?"                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes       |
| SW.1.2.                                       | Are all on-duty lifeguards and assistant lifeguards readily identifiable?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |
| SW.1.3.                                       | Are swim staff knowledgeable of participants' and staff's swimming abilities and medical considerations relevant to water safety?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes       |
| SW.1.4.                                       | Is each swimming instructor certified with the necessary instructor qualifications specific to the camp's advertised swim programme?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes       |
| <b>SW.2. GENERAL OPERATIONS</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| SW.2.1.                                       | Does the camp have written operational procedures for each area used for swimming?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes       |
| SW.2.2.                                       | Is swimming alone forbidden?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes       |
| SW.2.3.                                       | Is swimming in the dark forbidden?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes       |
| SW.2.4.                                       | Are participants and staff restricted to clearly established swimming areas according to their ability?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes       |
| SW.2.5.                                       | The camp must witness and classify the swimming ability of both participants and staff by using an in-person Practical Swimming Assessment deemed suitable by the camp based on the size, scope and type of aquatic program(s) the camp offers. For any program in which minors or vulnerable persons attend without their guardians, a swim assessment must be clearly recorded, kept on file, and must be accessible at the camp. Knowledge of a participant's and staff's swimming ability will help to ensure safe participation in all aquatic areas, which may require participants and staff to wear a lifejacket. | Yes       |
| SW.2.6.                                       | For any waterfront activities, including use of leisure equipment, are all participants assessed for their ability in the given waterfront activity and deemed suitable by the camp to participate?                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes       |
| <b>SW.3. EMERGENCY PROCEDURES</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| SW.3.1.                                       | Does the camp have written emergency procedures for each area used for swimming?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes       |
| SW.3.2.                                       | Are staff trained in the operational and emergency procedures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes       |
| SW.3.3.                                       | Are staff trained in water search and evacuation procedures for each swimming area?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes       |

| STANDARD NUMBER                                                                                              | STANDARD                                                                                                                                                                      | MANDATORY |
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| SW.3.4.                                                                                                      | Are the water search procedures practised as necessary?                                                                                                                       | Yes       |
| SW.3.5.                                                                                                      | Are the evacuation signals and procedures universally known and understood by all participants for each swimming area?                                                        | Yes       |
| <b>SW.4. LEISURE EQUIPMENT</b>                                                                               |                                                                                                                                                                               |           |
| SW.4.1.                                                                                                      | Do the diving platforms for both pools and waterfronts adhere to the R.R.O. 1990, Reg. 565 and/or the Ontario Building Code?                                                  | Yes       |
| SW.4.2.                                                                                                      | Do the diving boards for both pools and waterfronts adhere to the R.R.O. 1990, Reg. 565 and/or the Ontario Building Code?                                                     | Yes       |
| SW.4.3.                                                                                                      | Is the area around the diving board, platform, tower, slide, water trampoline or other water accessories free from all hazards such as swimmers, boats and rocks?             | Yes       |
| SW.4.4.                                                                                                      | Are all participants who use a diving board, platform, tower, slide, water trampoline or other water accessories aware of all safety rules relevant to this activity?         | Yes       |
| SW.4.5.                                                                                                      | Is there supervision when participants and staff are using the diving board, platform, tower, slide, water trampoline or other water accessories?                             | Yes       |
| SW.4.6.                                                                                                      | Is there an adequate depth of water for the safe use of all leisure equipment (diving board, platform, tower, slide, water trampoline or other water accessories)?            | Yes       |
| <b>SW.5. SWIMMING POOLS</b>                                                                                  |                                                                                                                                                                               |           |
| <b>IF THE CAMP OPERATES OR USES ANY POOL FACILITIES ON CAMP PROPERTY OR ELSEWHERE THESE STANDARDS APPLY.</b> |                                                                                                                                                                               |           |
| SW.5.1.                                                                                                      | Has the camp operator notified in writing the local Medical Officer of Health 14 days prior to the pool re-opening?                                                           | Yes       |
| SW.5.2.                                                                                                      | Do the pool practises and equipment comply with the Government of Ontario R.R.O. 1990, Reg. 565?                                                                              | Yes       |
| SW.5.3.                                                                                                      | Is the swimming director familiar with the Government of Ontario regulations?                                                                                                 | Yes       |
| SW.5.4.                                                                                                      | Is all the required safety equipment under the regulations easily accessible at each pool?                                                                                    | Yes       |
| SW.5.5.                                                                                                      | Are the pool areas and all required safety equipment checked daily and kept in a clean and safe operational condition?                                                        | Yes       |
| SW.5.6.                                                                                                      | Are all pool safety rules posted in weather-protected, conspicuous positions as required by the regulations, and communicated to participants at the beginning of their stay? | Yes       |
| SW.5.7.                                                                                                      | Does each pool have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?                                 | Yes       |
| SW.5.8.                                                                                                      | Do all pool lifeguards at the time of the program hold a current Lifesaving Society National Lifeguard (NL) certificate?"                                                     | Yes       |

| STANDARD<br>NUMBER                                                                                                                                                                                                                                                                                                                                      | STANDARD                                                                                                                                                                                                                     | MANDATORY |
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| SW.5.9.                                                                                                                                                                                                                                                                                                                                                 | Are all pool assistant lifeguards at least 16 years of age at the time of the program with a current Bronze Cross, or certification approved by the Minister of Health?                                                      | Yes       |
| SW.5.10.                                                                                                                                                                                                                                                                                                                                                | During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?                                                                                           | Yes       |
| SW.5.11.                                                                                                                                                                                                                                                                                                                                                | During recreational swimming in a wading pool or shallow water pool, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?                                                    | Yes       |
| SW.5.12.                                                                                                                                                                                                                                                                                                                                                | When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements as quoted in Regulation 503/17? | Yes       |
| <b>SW.6. WATERFRONTS</b><br><br><b>FOR CAMPS OPERATING A WATERFRONT AREA FOR SWIMMING, OR USING A REGULATED (O.Reg. 503/17) WATERFRONT AWAY FROM THE CAMP WHERE THE CAMP PROVIDES AQUATIC SUPERVISION.</b><br><br><b>THIS SECTION DOES NOT APPLY TO SWIMMING AT A NON-REGULATED SWIMMING AREA AWAY FROM THE CAMP; IN THAT CASE ANSWER SECTION TR.1.</b> |                                                                                                                                                                                                                              |           |
| SW.6.1.                                                                                                                                                                                                                                                                                                                                                 | Do the waterfront practices and equipment comply with the current Government of Ontario O. Reg. 503/17?                                                                                                                      | Yes       |
| SW.6.2.                                                                                                                                                                                                                                                                                                                                                 | Is all the government-required safety equipment easily accessible at each waterfront area used for swimming?                                                                                                                 | Yes       |
| SW.6.3.                                                                                                                                                                                                                                                                                                                                                 | Are the waterfront swimming areas and all required safety equipment checked daily and kept in a clean and safe operational condition?                                                                                        | Yes       |
| SW.6.4.                                                                                                                                                                                                                                                                                                                                                 | Are all waterfront safety rules posted in weather-protected, conspicuous positions and communicated to participants at the beginning of their stay?                                                                          | Yes       |
| SW.6.5.                                                                                                                                                                                                                                                                                                                                                 | Does each waterfront swimming area have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?                                                            | Yes       |
| SW.6.6.                                                                                                                                                                                                                                                                                                                                                 | Is the waterfront director familiar with the relevant regulations and resources listed above?                                                                                                                                | Yes       |
| SW.6.7.                                                                                                                                                                                                                                                                                                                                                 | Do all waterfront lifeguards at the time of the program hold a current Lifesaving Society National Lifeguard (NL) certificate?                                                                                               | Yes       |
| SW.6.8.                                                                                                                                                                                                                                                                                                                                                 | Are all waterfront supervisors at least 16 years of age at the time of the program with a minimum of a current Bronze Cross, Assistant Lifeguard certificate or certification approved by the Minister of Health?            | Yes       |



| STANDARD NUMBER                                                                                                                                                                                                                                                              | STANDARD                                                                                                                                                                                                                                       | MANDATORY |
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| SW.6.9.                                                                                                                                                                                                                                                                      | Does a qualified trainer (Waterfront Director) provide additional instruction in supervision, positioning, accident prevention and intervention, and emergency response to waterfront supervisors who do not possess a current NL certificate? | Yes       |
| SW.6.10.                                                                                                                                                                                                                                                                     | During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards to swimmers?                                                                                                                                  | Yes       |
| SW.6.11.                                                                                                                                                                                                                                                                     | When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements as quoted in Regulation O. Reg. 503/17?           | Yes       |
| <b>SW.7. LONG-DISTANCE SWIMS</b><br>A LONG-DISTANCE SWIM IS OUTSIDE OF A DESIGNATED SWIMMING AREA AND LONGER THAN 100 METRES.                                                                                                                                                |                                                                                                                                                                                                                                                |           |
| SW.7.1.                                                                                                                                                                                                                                                                      | Does the waterfront director review and approve the rules and safety procedures for all swims outside of the designated swim area?                                                                                                             | Yes       |
| SW.7.2.                                                                                                                                                                                                                                                                      | Are long-distance swimmers, outside the regular swim area, accompanied and directly supervised by a qualified lifeguard or assistant lifeguard?                                                                                                | Yes       |
| SW.7.3.                                                                                                                                                                                                                                                                      | Are lifeguards/assistant lifeguards supervising a long-distance swim, outside the regular swim area, positioned in a suitable watercraft so they may render immediate assistance to a swimmer in distress?                                     | Yes       |
| SW.7.4.                                                                                                                                                                                                                                                                      | During long-distance swims, outside the regular swim area but within 25 m of shore, is there a minimum of one lifeguard/assistant lifeguard for every four swimmers?                                                                           |           |
| SW.7.5.                                                                                                                                                                                                                                                                      | During long-distance swims, outside the regular swim area and beyond 25 m of shore, is there one lifeguard/assistant lifeguard for each swimmer?                                                                                               |           |
| SW.7.6.                                                                                                                                                                                                                                                                      | Are long-distance swims, outside the regular swim area and beyond 25 m of shore, directly supervised by at least one NL or certified lifeguard?                                                                                                |           |
| <b>SW.8. OFF-SITE SWIMMING</b><br>FOR WHEN SWIMMING ACTIVITIES OCCUR OFF-SITE AND WHERE SUPERVISION IS PROVIDED BY EXTERNAL AQUATIC STAFF.<br>THIS SECTION DOES NOT APPLY TO SWIMMING AT A NON-REGULATED SWIMMING AREA AWAY FROM THE CAMP; IN THAT CASE ANSWER SECTION TR.1. |                                                                                                                                                                                                                                                |           |
| SW.8.1.                                                                                                                                                                                                                                                                      | Does the camp ensure that the OCA swimming standards are in place and complied with at the off-site facility?                                                                                                                                  | Yes       |
| SW.8.2.                                                                                                                                                                                                                                                                      | Does the camp provide the off-site facility staff with essential participant medical and behavioural information?                                                                                                                              |           |

| STANDARD<br>NUMBER | STANDARD                                                                                                                                        | MANDATORY  |
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| SW.8.3.            | During each visit, is a specific camp staff member appointed to communicate and exchange information with the off-site facility staff?          |            |
| SW.8.4.            | <b>During off-site recreational swims, are the proper staff to non-swimmer ratios in place?</b>                                                 | <b>Yes</b> |
| SW.8.5.            | <b>Are the staff who accompany the participants during off-site recreational swimming clearly identified?</b>                                   | <b>Yes</b> |
| SW.8.6.            | <b>Are the staff who accompany the participants during off-site recreational swimming clearly identified?</b>                                   | <b>Yes</b> |
| SW.8.7.            | <b>Do the staff who accompany the participants off-site enter the water with the participants who require direct or additional supervision?</b> | <b>Yes</b> |
| SW.8.8.            | Do the staff who accompany the participants off-site assist with supervision and controlling participants' behaviour?                           |            |

| STANDARD<br>NUMBER                         | STANDARDS                                                                                                                                                                                                                                                                                                                         | MANDATORY |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>OUTDOOR EDUCATION CENTRES</b>           |                                                                                                                                                                                                                                                                                                                                   |           |
| <b>OE.1. MANAGEMENT AND ADMINISTRATION</b> |                                                                                                                                                                                                                                                                                                                                   |           |
| OE.1.1.                                    | Does the outdoor centre have a written agreement and contract with each visiting group that outlines key dates, expected number of participants, financial information, on-site terms and conditions, supervision/first aid responsibilities of the outdoor centre and of the main contacts, and teachers and/or chaperones?      |           |
| OE.1.2.                                    | Upon arrival are groups informed about emergency procedures and contact information?                                                                                                                                                                                                                                              |           |
| OE.1.3.                                    | Does the outdoor centre provide a waiver releasing the outdoor centre from all responsibilities for health care?                                                                                                                                                                                                                  |           |
| OE.1.4.                                    | If the outdoor centre rents its facility, does the outdoor centre require the rental group to add the outdoor centre as an “additionally named insured” to the rental group’s insurance?                                                                                                                                          |           |
| OE.1.5.                                    | If the outdoor centre provides transportation other than a third party provider has the centre established policies and procedures in accordance with the Ministry of Transportation including policies and procedures specific to inclement weather driving conditions?                                                          |           |
| <b>OE.2. HUMAN RESOURCES</b>               |                                                                                                                                                                                                                                                                                                                                   |           |
| OE.2.1.                                    | Do outdoor centre staff have the appropriate maturity, knowledge, experience, and training to provide a safe, quality program?                                                                                                                                                                                                    |           |
| OE.2.2.                                    | Does the outdoor centre have a trained site representative available and on call overnight?                                                                                                                                                                                                                                       |           |
| OE.2.3.                                    | Are the third party leaders/chaperones informed on how to contact the trained site representative?                                                                                                                                                                                                                                |           |
| OE.2.4.                                    | Does the outdoor centre follow school board and client supervision ratios as laid out in OPHEA when applicable?                                                                                                                                                                                                                   |           |
| OE.2.5.                                    | When working with non-school groups, does the outdoor centre provide a ratio that does not exceed 1:25 during program time?                                                                                                                                                                                                       |           |
| OE.2.6.                                    | Does the outdoor centre inform groups who is responsible for group supervision during non-program times?                                                                                                                                                                                                                          |           |
| <b>OE.3. HEALTH CARE</b>                   |                                                                                                                                                                                                                                                                                                                                   |           |
| OE.3.1.                                    | Does the outdoor centre require that the third-party group leader has collected the necessary and current medical information of the participants prior to the group arriving which includes allergies, dietary restrictions, health history, and has passed along the information to the program as per the site’s requirements? |           |
| OE.3.2.                                    | Does the outdoor centre require that the third-party group leaders collect the appropriate consent and authorizations for any emergency medical treatments from parents or legal guardians if group members are minors?                                                                                                           |           |

| STANDARD<br>NUMBER                                                                              |                                                                                                                                                                                                | STANDARD | MANDATORY |
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| <b>OE.4.ALL TRIPS AND EXCURSIONS</b>                                                            |                                                                                                                                                                                                |          |           |
| OE.4.1.                                                                                         | If swimming in non-designated swim areas during trip, are participants required to wear a PFD?                                                                                                 |          |           |
| OE.4.2.                                                                                         | Is swimming on trips not permitted in waters colder than 15°Celsius?                                                                                                                           |          |           |
| OE.4.3.                                                                                         | When boating in waters colder than 15° Celsius and a Swimming Assessment is not possible to conduct, is a modified assessment of the participants' ability in water done prior to the program? |          |           |
| <b>OE.5. PROGRAMMING</b>                                                                        |                                                                                                                                                                                                |          |           |
| OE.5.1.                                                                                         | Has the outdoor centre accurately communicated to the third-party group leader the risks associated with the outdoor centre's programs?                                                        |          |           |
| OE.5.2.                                                                                         | Does the outdoor centre refer to OPHEA for program guidelines not covered under the OCA Standards?                                                                                             |          |           |
| <b>OE.6. SWIMMING</b>                                                                           |                                                                                                                                                                                                |          |           |
| OE.6.1.                                                                                         | If swimming in non-designated swim area, are participants required to wear a PFD?                                                                                                              |          |           |
| OE.6.2.                                                                                         | Is swimming not permitted in waters colder than 15° Celsius?                                                                                                                                   |          |           |
| <b>OE.7. CURRICULUM-BASED PROGRAMS</b>                                                          |                                                                                                                                                                                                |          |           |
| <b>THESE STANDARDS APPLY TO OUTDOOR EDUCATION CENTRES THAT OFFER CURRICULUM-BASED PROGRAMS.</b> |                                                                                                                                                                                                |          |           |
| OE.7.1.                                                                                         | Does at least one member of the outdoor centre's management team have the knowledge, skills and expertise to develop curriculum-based programs?                                                |          |           |
| OE.7.2.                                                                                         | Does the outdoor centre have program plans for each curriculum based program offered?                                                                                                          |          |           |
| OE.7.3.                                                                                         | Are outdoor centre staff trained in the program delivery and learning outcomes for the programs they deliver?                                                                                  |          |           |
| OE.7.4.                                                                                         | Are the curriculum-based programs adaptable to accommodate all learners when required?                                                                                                         |          |           |