



*Canadian Camping Association
Association des camps du Canada*

Camp Marine Module

Quality Management Manual

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Table of Contents

Contact Information	2
Camp Marine Module Specifics:	
Mission Statement	3
Quality Planning	3
Course Length	3
Facilities Required	3
Scheduling Time	3
Scheduling Courses	4
Course Manual	4
Examination/Test	4
Upon Completion	4
Who Can Operate Vessels with the Camp Marine Module Training?	5
Incident/Accident Reporting	6
Course Participants	7
Instructors:	
Submissions for Approval	8
Instructor Responsibilities	8
Instructor's Manual	9
Role of the OCA Office	10
The Course Manual for Participants	11

Contact Information

Ontario Camps Association (OCA)

70 Martin Ross Avenue

Toronto ON M3J 2L4

1-416-485-0425

info@ontariocamps.ca

Transport Canada Small Vessel Registration Office

1-877-242-8770

Transport Canada - Marine Technical Review Board (MTRB) Information

Please contact your Regional office:

Ontario Region in Sarnia - 1-519-383-1826

Pacific Region - 1-604-666-5300

Prairie and Northern Region - 1-888-463-0521

Quebec Region - 1-514-633-2916

Atlantic Region - 1-855-995-9737

Camp Marine Module Specifics

Mission Statement:

The Canadian camp industry is dedicated to the growth, development and promotion of organized camping across Canada with its primary goal of providing a safe and nurturing environment for campers and staff while keeping the mission of teaching and maintaining the preservation of our natural environment.

Quality Planning:

Camps across Canada are committed to the continuous improvement of camp operations, camp activities, safety planning and the education of campers and staff.

Course Length:

The course is a 1.5 day course plus an additional half-day for camps required to include Chapter 17 on “Marine Charts and Voyage Planning”.

Facilities Required:

The course is mostly classroom-based but also requires a practical component at a summer camp with camp vessels on the water.

Scheduling Time:

Fourteen (14) hours is the estimated minimum required to provide sufficient time to conduct this course and successfully write the examination. The time needed to ensure the success of participants may vary depending upon the number of participants and their experience and prior knowledge in boating.

Some camps may be required to add Chapter 17 on Marine Charts depending on their location and circumstances determined by Transport Canada. This will add approximately another half-day to the course.

Scheduling Courses:

A course date, location and names of participants must be provided to the OCA office in advance in order to receive the proper written tests either by the participating camp or the Instructor.

Course Manual:

A complete Course Manual was prepared by Captain Ray Krick, Krick Marine Consulting, and this manual must be used by participants taking this course and should be available to participants in advance of the course date.

Examination/Test:

To qualify for the Camp Marine Module, participants must pass the required examination by achieving 70% (18 out of 25). There are three different examinations available for the instructor to use.

The instructor is responsible for safeguarding the integrity of the exams by supervising the exam time of 30-45 minutes (TBD), properly grading the exams and conveying the results to the participants.

At the instructor's discretion, an exam may be administered orally (or otherwise) to a participant with reading disabilities or other language difficulties. Other accommodations may be made at the discretion of the instructor.

Instructors must review the exams with the participants and provide answers and explanations concerning questions answered incorrectly.

Upon Completion:

At the conclusion of the course and the written tests, the instructors must provide a detailed list of participants who successfully completed their written test along with a copy of those tests. Each camp keeps the original copy of the exams. The OCA office will issue Certificates of Completion to the participants soon after the course is completed. Participants who successfully complete this course will be able to operate camp vessels at any camp with the appropriate MTRB decision to allow this Camp Marine Module instead of the SVOP.

Who Can Operate Vessels with the Camp Marine Module Training?

Canadian summer camps with an approved Marine Technical Review Board (MTRB) decision with the Camp Marine Module listed as a condition of the MTRB decision can use this course for their vessel operators.

Vessels must be registered as Small Commercial Vessels and conform to Transport Canada specifications or be exempt through the MTRB process.

The following conditions will likely be part of MTRB decisions for most camps:

- 1 – The operator shall be at least 18 years of age and hold a Pleasure Craft Operator Card.
- 2 – The camp has implemented the Transport Canada approved CCA/OCA Camp Marine Module training course of a duration of at least 14 hours as per the approved Course Outline, delivered by approved instructors, for all vessel operators.
- 3 – The operator is to have completed successfully the CCA/OCA approved Camp Marine Module training course and hold the CCA/OCA training certificate accordingly.
- 4 – The operator shall hold at least a valid standard first aid training certificate of at least two days recognized by a province or territory.
- 5 – As no VHF is required on board, the vessel is to carry an operable Walkie Talkie on board or other two-way communication device or cellular phone with a list of emergency contact persons.
- 6 – The vessel shall carry a maximum of 12 passengers.
- 7 – In certain instances, the vessel operator shall be tethered to the ignition of the vessel such that if the operator should fall, the motor will shut off.
- 8 – The vessel operator shall be responsible to ensure that all passengers are wearing lifejackets / PFDs and remain seated until instructed otherwise.
- 9 – In the event that only young children are being transported, a lifeguard employee or other responsible person shall, in addition to the operator, be present on the vessel to act as a safety assistant. The person acting as a safety assistant must have received a familiarization training with shipboard equipment, the operational instructions and their assigned duties. In the event of an emergency, this safety assistant shall follow procedures set out by the operator.
- 10 – The Camp is to keep a record of training that includes the name of each operator and safety assistant who has been trained, the equipment they were trained on, the subject matter they were trained on and the days on which they were trained.
- 11 – Vessel safety briefing is given before each departure.
- 12 – Arrivals and departures are to be reported to the base station.

13 – The Camp is to ensure that if the water temperature is below 15 degrees Celsius, they have suitable procedures in place for recovery of passengers to prevent them from the effect of hypothermia.

14 – The vessel operator is to be aware of and understand the Camp's emergency procedures and assistance of passengers in an emergency.

Additional conditions may be added by Transport Canada, which will vary depending on each Camp's circumstances.

Incident/Accident Reporting:

Camps are required to keep proper documentation of any incidents/accidents related to their boats on an accident reporting form and use those reports to help continuously improve boating safety protocols when appropriate.

Course Participants

Participants are selected by each summer camp. Camps have the highest of standards for screening prospective including a mandatory application and interview process either in person or on the phone/video and accepted staff also require satisfactory reference checks and police checks.

Participants must be at least 18 years of age, hold a valid Pleasure Craft Operator Card and have a valid Standard First Aid training certificate of at least 2 days recognized by a province or territory.

Participants must be present for the entire course.

Participants must complete the examination successfully by scoring at least 18 correct answers out of 25.

Successful participants may operate camp vessels with this Certificate at any camp with the appropriate MTRB decision allowing the use of this course and only within the vicinity of the camp operation conducting camp business.

Instructors

Instructors for this course must be approved by Transport Canada. A list of approved instructors interested in conducting courses will be available through the OCA office.

Submissions for Approval:

Potential Instructors must submit a completed resume that includes at least the following information:

- any boat certifications
- any first aid certifications
- any experience teaching boat courses, including teaching drivers at camp either PCC or just camp's own safety procedures, etc before new certifications were in place
- any experience teaching anything at all in a formal setting
- any teaching courses taken or teaching certifications achieved
- all education levels completed
- list camp experience
- list camp boat driving experience
- list boat driving experience apart from camp
- needs to show age

NOTE: Having a valid SVOP would help considerably for being approved as an official Instructor.

Copies of all listed certifications and a piece of identification must also be included.

This information must be submitted for approval to a designated person at Transport Canada by the OCA office. Please forward information regarding instructor approvals to the OCA office at info@ontariocamps.ca.

An official Teaching Diploma will be provided to the approved instructor by the OCA office.

Instructor Responsibilities:

Approved instructors should expect a Transport Canada official to audit any of their courses.

Instructor must ensure all participants are sent the Course Manual PDF via email in advance of the course dates.

Instructors must confirm that each participant meets the requirements/prerequisites for the Camp Marine Module.

Instructors must ensure that each class has a maximum of 12 participants for each instructor. (Camp staff from various camps may gather in one camp location but the maximum number of participants per instructor may not be exceeded.)

Instructors must address and adequately cover the content of the Course manual.

A written examination will follow the course and must be administered in an appropriate test environment. This must be an area with few distractions and maintains the privacy of those taking the examination. Be sure to collect personal information for each participant on the other side of the Examination sheet. Also explain:

- a score of at least 19 out of 25 is required to pass
- cheating will not be tolerated and will result in voiding their test results
- those who do not pass will not be able to take another examination for 24 hours
- all electronic devices must be turned off

Upon completion of the course, copies of the examinations must be sent directly to the OCA office within 5 business days of course completion.

Instructors will also ensure Course Feedback Forms are distributed by a camp administrator and returned to them and sent back to the OCA office in a sealed envelope.

Instructor's Manual:

A comprehensive Instructor's Manual is available to all Instructors thanks to the hard work of Jamie Gordon. Jamie Gordon is also an approved instructor for this course and is available to conduct courses at a very fair rate. Please contact the OCA office for further details.

The Role of the OCA Office

The OCA office, in particular, the Executive Director Heather Heagle, must ensure safe records and documentation of:

- Instructors certified to teach the course
- Courses being conducted
- Information of Participants who have taken the course successfully and unsuccessfully
- Certificates of Competency issued

The OCA office may choose to keep such files in a locked area or scan and save all documents to a computer with access to only those administering this program and held for at least 10 years.

When a course is booked:

- Ensure the Course Instructor is approved.
- Ensure the Instructor has the appropriate examinations.
- Ensure the Instructor has the appropriate Course Feedback Forms.
- Ensure the Camp has an administrator onsite to collect and return the Course Feedback Forms in a sealed envelope with 10 business days of the course.
- Ensure the Camp has provided the Course Manual PDF to all participants in advance of the course dates.
- Update the Course Instructor on any changes to the Course, Manual, Procedures, etc since they last conducted this Course.

When a course is completed:

- Ensure all examinations are submitted securely.
- Ensure all Course Feedback Forms are submitted securely.
- Collect the personal information of the participants.
- Send Certificates of Competency to participants who passed the course within 10 business days signed by the OCA Executive Director.
- Collect feedback from each Instructor regarding any problems or irregularities with the facility, course, manual and/or examinations.

The OCA office will also request course feedback from Canadian camps on an annual basis and provide feedback to Transport Canada when necessary, including any suggested updates to the Camp Marine Module Course Manual and/or Examinations.

OCA OFFICE - 70 Martin Ross Avenue, Toronto, Ontario, M3J 2L4 1-416-485-0425

The Course Manual for Participants

The Camp Marine Module Course Manual is available at no cost on the OCA website. The process for obtaining the approval for this course by Transport Canada, as well as the preparation of the Course Manual, was paid for by the Canadian Camping Association, the Ontario Camps Association, as well as a number of individual camps that donated money to help support this mission.

The Course Manual is a mandatory reference for participants and should be given to participants to review before the course begins.

Any suggestions for updates or clarifications should be sent directly to the OCA office at info@ontariocamps.ca. The Course Manual may be updated from time to time.