

## BEST PRACTICE BENCHMARKS FOR FACILITIES

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Emergency Exits: Buildings used for sleeping must have at least two options for exit.	Facility Owners responsibility	Verify with the facility owner. Schedule a walk through if renting a new facility for the first time.	Verify with the facility owner. Schedule a walk through if renting a new facility for the first time.
2	Facilities in good repair: Buildings, structures, activity areas must be in good repair.	Facility Owners responsibility	Verify with the facility owner. If concerned, schedule your own walk through of the facility.	Verify with the facility owner. If concerned, schedule your own walk through of the facility.
3	Clean Camp Site: Clean and sanitary conditions must be throughout the campsite.	Facility Owners responsibility	Verify with camp staff regarding responsibilities for maintaining cleanliness.	Develop a procedure for your staff to follow regarding clean up and site cleanliness.
4	Smoke Detectors: Smoke detectors must be in all buildings used for sleeping	Facility Owners responsibility	Make a visual inspection of smoke alarms.	If indoors and no alarms are present, consider taking some along with you.
5	Hand Washing Facilities: Sinks near toilet area and where food is prepared and consumed.	Facility Owners responsibility	Make a visual inspection of the facilities.	Look for rental spaces with appropriate sink/toilet ratios

## BEST PRACTICE BENCHMARKS FOR FOOD SERVICE

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Food Service Areas: Must be clean and protected from rodents/insects.	Facility Owners responsibility	Camp provided cooks will be responsible for maintaining this area.	Develop a procedure for cleaning and storing food items.
2	Sanitized Utensils and Surfaces: staff/volunteer must follow procedures for cleaned/sanitized utensils and food contact surfaces.	Facility Owners responsibility	Camps providing cooks will be responsible for this.	Use plastic/disposable items if in a remote area where no dishwashing facilities are present.
3	Food Temperatures: Food must be cooked and held at safe temperatures of 140 degrees	Facility Owners responsibility	Camps providing cooks will be responsible for this.	Use food temperature probes to determine when food is ready to eat.
4	Dish Washing: All dishes and utensils must be cleaned and sanitized	You, as the facility owner are responsible for this.	Camps providing cooks will be responsible for this.	Consider using plastic/disposable items if in a remote area.
5	Food Handling Procedures: Supply advice to user groups about appropriate food preparation, sanitizing utensils and surfaces, holding and serving procedures (Rental)	You, as the facility owner are responsible for this.	Camps providing cooks will be responsible for this.	Ask facility manager for information as it pertains to their facility.
6	Dishwashing Procedures: Must supply advice to user groups about appropriate washing, sanitizing, drying procedures. (Rental)	You, as the facility owner are responsible for this.	Camps providing cooks will be responsible for this.	Ask facility manager for information as it pertains to their facility.

## BEST PRACTICE BENCHMARKS FOR TRANSPORTATION

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Emergency Transportation: Must be available at all times; may be provided by the camp, user groups, or prearranged with community services.	Facility Owners responsibility, unless Memorandum of Understanding dictates that user group will provide transportation.	Verify with the facility owner. Determine if the responsibility lies with the camp, or if you will need to arrange.	Ensure a designated vehicle and driver are present throughout the week. Check driver's record, safety inspection/insurance on vehicle.
2	Personal Vehicles: Personal vehicles for transportation of campers to, from, or at camp is not appropriate.	Facility Owners responsibility	Create a policy to address this topic.	Create a policy to address this topic.
3	Arrival and Departure: Must use procedures for safe arrival, departure, loading and unloading of vehicles.	Facility Owners responsibility	Verify with camp staff regarding responsibilities for loading and unloading campers.	Develop a procedure based on your location. Take into consideration flow of traffic, staff responsibilities, check in/check out procedure.
4	Leased, Rented, or Chartered Vehicles with Drivers: Camp must select providers who have regular maintenance /safety checks, verify record/experience of provided drivers, and chapter insurance requirements.	Facility Owners responsibility	Develop a policy to meet these requirements.	Develop a policy to meet these requirements.
5	Driver requirement: Driving records must be reviewed, license must be appropriate for vehicle to be driven, and any required drug tests must have been passed.	Facility Owners responsibility	Develop a policy to meet these requirements.	Develop a policy to meet these requirements.
6	Designated Drivers: Individual camp policies based on insurance.	Facility Owners responsibility	Develop a policy to meet these requirements.	Develop a policy to meet these requirements.
7	Golf Carts: Must be in good working order and safety training provided to operators	Facility Owners responsibility	Develop a policy to determine who is allowed to use golf carts and in what capacity. Campers should not be allowed to travel in these vehicles.	Develop a policy to determine who is allowed to use golf carts and in what capacity. Campers should not be allowed to travel in these vehicles

## BEST PRACTICE BENCHMARKS FOR MANAGING RISK

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Firearms Control: Any firearms and ammunition in camp must be stored under lock including archery equipment and rifles. Make clear definition of who is in charge of the key.	Facility Owners responsibility	Verify with the facility owner. Schedule a walk through if renting a new facility for the first time.	Follow procedures for your state in regards to firearms.
2	Risk Management Planning: Identify and analyze risk exposures both to property resources and people, and take risk control measures understanding the bleeding disorders population they are serving.	Facility Owners responsibility	Verify with the facility owner. If concerned, schedule your own walk through of the facility.	Schedule a walk through in advance of your camp session. Develop a plan to address any potential risk areas.
3	Incident Analysis: Camp must annually review incidents, accident, or injuries and modify or change procedures as needed for both children's camps and family camps.	Facility Owners responsibility	Camp will likely have a reporting method. Be sure to get copies of all reports before leaving camp to revisit during the off-season.	Create an accident report form for all incidents. Save and review prior to new camp session each year.
4	Intruders: Written procedures that protect from unauthorized persons in camp and training for staff/volunteer/volunteer of what to do in that instance. Need written procedures including possibility of using ID tags and policy for visitors.	Facility Owners responsibility	Verify with the facility owner. Add additional measures if required.	Create a policy determining staff/volunteer/volunteer roles in an intruder incident.
5	Emergency Procedures: Emergency Procedures must be established to respond to reasonable foreseeable emergencies in camp (such as fire or weather). Communications policy needs to be in place for on/off site emergencies including method of communication, chain of command and who is responsible.	Facility Owners responsibility	Ask the facility owner for a copy of these procedures. Share with staff/volunteer/volunteer during training to ensure each person knows their role in an emergency situation.	Create a policy that will deal with all types of foreseeable emergency. Cover with staff/volunteer/volunteer during training to ensure each person knows what to do in an emergency.
6	Safety Orientation: Campers, staff/volunteer/volunteer and groups must be oriented to established written safety regulations and emergency procedures.	Facility Owners responsibility	Arrange with camp to orientate campers and staff/volunteer/volunteer on arrival.	Create policy to orientate campers and staff/volunteer/volunteer on your written emergency procedures.

## BEST PRACTICE BENCHMARKS FOR MANAGING RISK (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
7	Insurance Coverage: Camp must have applicable coverage for general liability, fire and extended risk on buildings, motor vehicles, worker's compensation, volunteers and campers. Insurance should include activity specific coverage.	Facility Owners responsibility	Camp will likely have insurance. Ask for copies. Use your own chapter insurance also.	Obtain necessary insurance coverage
8	Personal Property Regulations: Camp must advise all participants of regulations for possession and use of alcohol/drugs, personal sports equipment. Vehicles, animals and weapons while on camp and the policy for keeping items locked.	Facility Owners responsibility	Ask the facility for a copy of this information. It can be sent out with your registration packets.	Develop a policy to address personal property at camp. Provide this to your families prior to camp starting.
9	Smoking Policies: Camp must prohibit smoking or allow staff/volunteer/volunteer 18 years of age and older smoking only in designated areas. No campers can smoke.	Facility Owners responsibility	The camp facility will be able to tell you where, if allowed, the smoking area will be.	Designate a safe area for smoking. Pay attention to your state's policy on smoking in public areas.
10	Emergency Training: staff/volunteer/volunteer must participate in training and rehearsal on responsibilities in emergency situations.	Facility Owners responsibility	Work with the facility owners to arrange a suitable time to cover these training aspects with staff/volunteer/volunteer.	Develop a policy based on the facility you are using. Take into account all possible scenarios based on the location.
11	Incident Reporting: staff/volunteer/volunteer must complete written reports on incidents/accidents as soon as possible but no later than 4 hours after the incident.	Facility Owners responsibility	Camp will likely have a procedure for this. Ask for a copy of all written accident reports.	Determine who is responsible for completing and collecting any accident report forms.
12	Missing Person Procedures: Camp must develop procedures and train staff/volunteer/volunteer for persons lost, missing or runaways.	Facility Owners responsibility	The camp will likely have a procedure for this. Work with the camp to determine your role when dealing with lost, missing, runaway campers.	Create a procedure outline various staff/volunteer/volunteer person responsibilities when dealing with a lost, missing or runaway camper.

## BEST PRACTICE BENCHMARKS FOR MANAGING RISK (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
13	Emergency Communications: Camp must have a system of communication back to camp regarding emergencies, for contacting parents/guardians, and for dealing with the media.	Facility Owners responsibility	The camp will likely have a procedure for this. Work with the camp to determine your role in an emergency situation.	Develop a policy that addresses all aspects of an emergency. Be specific on who communicates information to camp, to parents, and to the media.
14	Camper in Public Areas: Camp must have policies for when campers are in contact with public that include ratios, location and responsibilities of staff/volunteer/volunteer, safety regulations and behavior guidelines, and emergency procedures if someone gets separate from group.	Facility Owners responsibility	Work with your camp to address camper: staff/volunteer/volunteer ratios when out of camp.	Develop a policy that will be used during any out of camp field trips.
15	Camper Security: Camp must have procedures for release of campers and verification of absentees.	Facility Owners responsibility	Check with your camp regarding check-out procedure and verification of absentees. Determine your role in camper security.	Develop a policy that will cover check-out procedure and verification of absentees.
16	User Agreement: For groups, camp must have a written user agreement including terms of use, cancellations, minimum fees, refund policy, etc.	Facility Owners responsibility	Ask for a copy of the user agreement.	Ask for a copy of the user agreement.
17	User Group Responsibilities: The user group agreement must specify parties responsibilities for emergency, supervision, recreational activities, insurance coverage, etc.	Facility Owners responsibility	Ask for a copy of the user agreement.	Ask for a copy of the user agreement.

## BEST PRACTICE BENCHMARKS FOR HIRING & MANAGING PERSONNEL

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Director Qualifications: The on-site director must have professional certifications, at least two sessions of camp supervisory experience, have attended a professional development workshop such as NAACHO in the past 3 years, meet the qualifications of the chapter, be educated on bleeding disorders and be at least 21 years old.	Facility Owners responsibility	Trust that the facility director will have the necessary training in most aspects of this. Designate your own 'camp director' for your week of camp using the HMP-1 guidelines.	Choose a suitable qualified person to run your camp meeting HMP-1
2	Special Needs staff/volunteer Requirements: In special needs camp, the staff/volunteer with supervisory responsibilities must have professional certifications relevant to clientele served.	Facility Owners responsibility	Work with your camp to fill any gaps in this standard.	Ensure you have suitably qualified staff/volunteer present based on your campers needs.
3	Hiring Policies staff/volunteer: Policies must include application and screening process for each job category and have reviewed by legal counsel/human resources personnel within last 3 years.	Facility Owners responsibility	Camps providing staff/volunteer should ensure that employment screenings and reviews are conducted	Camps providing staff/volunteer should ensure that employment screenings and reviews are conducted
4	Staff/volunteer Screening: Policies must require annual criminal background checks, reference checks, sexual offender checks and personal interviews for all staff/volunteer being hired who will have responsibility for or access to campers.	Facility Owners responsibility	Camps providing staff/volunteer should ensure that employment screenings and background checks are conducted. Camps should also obtain copy of facilities' policies.	Camps providing staff/volunteer should ensure that employment screenings and background checks are conducted. Camps should also obtain copy of facilities' policies.
5	Job Description/Information: staff/volunteer must have job descriptions and information on nature of the camp program and population served.	Facility Owners responsibility	If you are bringing additional staff/volunteer to camp, including volunteers, create a job description for each specific role	Create detailed job descriptions for all staff/volunteer and volunteers attending camp.
6	Job Training: All staff/volunteer must have training on specific job functions and expectations of acceptable performance.	Facility Owners responsibility	Work with your camp to ensure adequate training is provided for additional staff/volunteer.	Create a staff/volunteer training day or week. Include job training as part of your overall training.

## BEST PRACTICE BENCHMARKS FOR HIRING & MANAGING PERSONNEL (Continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	RENTAL : RENTING AN ESTABLISHED CAMP SPACE	RENTAL : RENTING A FACILITY TO SET UP A CAMP
7	Personnel Policies: Written Policies must address benefits, time off, performance evaluation, personal conduct, etc.	Facility Owners responsibility	Develop policies that pertain to your staff/volunteer	Develop policies that pertain to your staff/volunteer.
8	Camper Supervision Ratios: General minimum ratio of staff/volunteer on duty with campers in day and resident camp settings(1staff/volunteer to every 6-8 campers). Camp may specific exceptions or times a minimum of two staff/volunteer members are required such as rest hour and night duty.	Facility Owners responsibility	Ensure appropriate ratios are maintained.	Ensure appropriate ratios are maintained.
9	staff/volunteer Age Requirements: 80% of staff/volunteer used to meet supervision rations must be at least 18 and all staff/volunteer are at least 16 years and 2 years older than the campers with whom they are working or staff/volunteer that possess significant maturity and experience for the minors they are working with.	You, as the facility owner are responsible for this.	Develop policies that pertain to your staff/volunteer	Develop policies that pertain to your staff/volunteer.
10	Pre-camp staff/volunteer Training: Pre-camp staff/volunteer training (actual instruction time) must address the specific topics specified in the standard orientation.	You, as the facility owner are responsible for this.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.
11	Camp staff/volunteer Responsibilities for General Camp Activities: staff/volunteer must be trained on camper supervision responsibilities during structured and unstructured time including night time supervision.	You, as the facility owner are responsible for this.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.
12	Staff/volunteer/Camper Interactions: staff/volunteer must be trained and expected to speak with and listen to campers respectfully and focus attention primarily on the campers and that promotes physical and emotional safety.	Facility Owners responsibility	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.



## BEST PRACTICE BENCHMARKS FOR HIRING & MANAGING PERSONNEL (Continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
13	Behavior Management and Discipline: staff/volunteer must be trained to teach problem solving skills to achieve positive outcomes, to use positive behavior management (forbidding corporal punishment) and to recognize, prevent and report child abuse.	Facility Owners responsibility	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.
14	Sensitive Issue Policy: staff/volunteer must be trained to recognize and respond appropriately to socially sensitive issues.	Facility Owners responsibility	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.
15	Supervision of staff/volunteer: Supervisory staff/volunteer must be trained to monitor performance and to reinforce standard acceptable staff/volunteer performance and address inappropriate staff/volunteer behavior.	Facility Owners responsibility	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.
16	Supervisor Training: Supervisory staff/volunteer must be trained to monitor performance and to reinforce acceptable staff/volunteer performance and address inappropriate staff/volunteer behavior.	Facility Owners responsibility	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.	Work with your camp to ensure adequate training is provided for additional staff/volunteer. Verify that facility staff/volunteer have received adequate training.
17	Staff/volunteer Observation: Camp must have a regular system of observation of staff/volunteer to provide coaching, encouragement, and necessary corrections for improvement of performance.	Facility Owners responsibility	Ensure supervision and staff/volunteer development practices are in place.	Ensure supervision and staff/volunteer development practices are in place.
18	Staff/volunteer Time Off: Resident camp staff/volunteer must have at least 1 hour of free time each day plus 24 hours each 2 weeks (in at least 12 hour blocks). Special needs camp, 24 consecutive hours of each 2 weeks.	Facility Owners responsibility	Ensure that time off policies for time off are in place.	Ensure that time off policies for time off are in place.

## BEST PRACTICE BENCHMARKS FOR EFFECTIVE PROGRAM PLANNING

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Overnights and Trips: Campers and staff/volunteers must be trained in food preparation, use and care of camp stoves, testing/treating drinking water, cleaning cooking utensils, minimizing environmental impact. Bottled water should be used for out camps or day trips.	Facility Owners responsibility	Verify with the facility owner. Schedule a walk though if renting a new facility for the first time.	Verify with the facility owner. Schedule a walk though if renting a new facility for the first time.
2	Program Equipment: Program Equipment must be maintained, checks for safety, stored appropriately, and suited for the size and ability of users.	Ensure that there is policy in place for opening/closing inventory equipment checks, including documentation.	Verify with the facility owner. If concerned, schedule your own walk through of the facility.	Verify with the facility owner. If concerned, schedule your own walk through of the facility.
3	User-Group Conditions: Group must be advised of any conditions for use, safety guidelines, requirements, warnings, etc. for activities, equipment, and facilities that are available to them.	Ensure all parties are in agreement and document in Memorandum of Understanding.	Ensure all parties are in agreement and document in Memorandum of Understanding.	Ensure all parties are in agreement and document in Memorandum of Understanding.
4	Camp Goals and Outcomes: Camp must have a written statement of goals which identify intended behavioral outcomes, have shared them with staff/volunteers, and use them to evaluate the program. Also includes informing the parents of goals.	Goals should be outlined and shared with appropriate parties.	Goals should be outlined in Memorandum of Understanding and provided to facility director if sharing staff.	Goals should be well documented.
5	Camp Experience Evaluation: Camps need multiple sources of feedback on the accomplishments of the established outcomes related to all areas of camp to help improve the quality of camp.	Create practice of program evaluation. Evaluations should be completed by staff, participants, and follow-up evaluations to be completed at varying intervals after the camp experience (if possible).	Create practice of program evaluation. Evaluations should be completed by staff, participants, and follow-up evaluations to be completed at varying intervals after the camp experience (if possible).	Create practice of program evaluation. Evaluations should be completed by staff, participants, and follow-up evaluations to be completed at varying intervals after the camp experience (if possible).
6	Program Variety: Camp should offer multiple program activities that are related to the goal and allow for campers to experience progression, challenge, and success.	Document with copies of program guidelines, previous program schedules, and program goals.	Ensure that program variety provided is inline with camp goals.	Ensure that program variety provided is inline with camp goals.

## BEST PRACTICE BENCHMARKS FOR EFFECTIVE PROGRAM PLANNING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
7	Activity Information and Permission: Camp must inform campers and parents of anticipated activities, and gather written permission to participate.	Implement policies that ensure permissions are obtained prior to start of camp.	Implement policies that ensure permissions are obtained prior to start of camp.	Implement policies that ensure permissions are obtained prior to start of camp.
8	Emergency Information: Leaders or designated medical staff/volunteers of out of camp activities must be in possession of emergency information on the participants, including health histories, insurance information, and signed permission - to - forms.	Ensure that emergency information is kept in a designated location on camp property, and that trip staff have copies in their possession.	Ensure that emergency information is kept in a designated location on camp property, and that trip staff have copies in their possession.	Ensure that emergency information is kept in a designated location on camp property, and that trip staff have copies in their possession.
9	Details and Designated Person: Details of out-of-camp activities must be planned in advance and made known to a designated person remaining at camp. Information must include roster of group, departure/return times, bad weather plans, intended route, and communication plans.	Facility Owners responsibility	Ensure this information is complete.	Ensure this information is complete.
10	Supervisor Qualifications: The overall supervisor for each specialized activity must be an adult with proper experience in the activity.	Policy should specify that leaders of specialized activities have appropriate experience in that area. Document certifications, trainings, letters of reference, or CV	Document this for each specialized activity, obtain any information available from Owner-provided staff.	Document this for each specialized activity, obtain any information available from Owner-provided staff.
11	Staff Skill Verification: Staff teaching specialized program activities must have their skills verified and evaluated prior to leading activities.	Specialized activity leaders should undergo skill verification prior to starting camp season.	Document this for each specialized activity, obtain any information available from Owner-provided staff.	Document this for each specialized activity, obtain any information available from Owner-provided staff.
12	Supervision of Activity Leaders: Camps must observe specialized activity leaders on a regular basis.	Regularly supervise program staff. Document this in policy or Activity Leader Documentation sheets.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.

## BEST PRACTICE BENCHMARKS FOR EFFECTIVE PROGRAM PLANNING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
13	Supervision of Specialized Activity Area: Camp should control access to specialized activities area.	Activity areas should be restricted and kept inline with state and local regulations.	Meet with Facility Director to ensure this is followed.	Meet with Facility Director to ensure this is followed
14	Operating Procedures: Camp must establish operating procedures for every specialized activity in camp, based on recommendations from authoritative sources for each activity.	Program policies should be well established and documented for each program area.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
15	Safety Orientation: Participants in specialized activities must have a safety orientation before participating.	Policy should dictate that all participants undergo a safety orientation.	Include this in program policies and procedures. Verify this practice with Owner-provided staff.	Include this in program policies and procedures.
16	Competency Demonstration: Participants of specialized activities must be strictly monitored until competency is demonstrated with appropriate activity equipment.	Facility Owners responsibility	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
17	Protective Headgear: Protective Headgear must be worn by all campers and staff/volunteer participating in motorized vehicle and bicycle activities.	Facility Owners responsibility	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
18	Public Providers of Specialized Activities: Camp must select public providers of specialized activities that provide adequate number of qualified instructors/leaders and use equipment that is appropriately sized and in good repair.	Request documentation from provider	Request documentation from provider	Request documentation from provider.
19	Camper Supervision off Site or with Public Providers: Staff/volunteer accompanying campers to activity sites away from camp must be trained in their supervisory roles and responsibilities.	Verify that supervising staff members meet all recommended qualifications	Verify that supervising staff members meet all recommended qualifications	Verify that supervising staff members meet all recommended qualifications

## BEST PRACTICE BENCHMARKS FOR AQUATIC PROGRAMMING

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Aquatics Supervisor Qualifications: The overall supervisor of the aquatic facility staff and program must be a person who is appropriately certified.	Ensure that AQ supervisor has experience at similar aquatic facilities and document any certifications.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
2	Supervision of Activity Leaders: Camps must regularly observe aquatic activity leaders.	Regularly supervise program staff. Document this in policy or Activity Leader Documentation sheets.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
3	Lookouts: Lookouts must be oriented to responsibilities and are able to demonstrate elementary forms of non swimming rescue.	Any staff utilized as Lookouts must be oriented to the area and their responsibilities.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
4	Supervision Ratios: Camps must specify ratios of aquatics-certified persons and lookouts on duty at each aquatic area, with a minimum of one adult and one other staff member.	Also ensure that ratios parallel your LG certification specific recommended ratios (i.e. Red Cross 1:25)	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
5	Safety Regulations: Camps must orient participant of aquatics activities to safety rules and regulations.	Policy should dictate that all participants undergo a safety orientation.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
6	Emergency Procedures: Aquatic Staff to rehears emergency procedures.	Ensure that AQ staff have appropriate training and that supervision is ongoing.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.

## BEST PRACTICE BENCHMARKS FOR AQUATIC PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
7	First Aid Kits: Every Aquatic area to have an appropriate first aid kit.	Verify that a dedicated FA kit is at each AQ activity during program period.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
8	Impaired Mobility Procedures: Camp must remove seatbelts or ties from persons in wheelchairs in oats, and provide a physical barrier to keep wheelchairs from accidentally rolling in the water from docks/water's edge.	Utilize signage, and cover this in participant safety orientation.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
9	Safety Systems: Camp must have a system in place to quickly account for all participants in each Aquatic activity.	Policies should dictate some buddy checks, or other participant accountability program for all AQ activities.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
10	Participant classification: Camp must evaluate and classify participants' swimming abilities and assign them to appropriate swimming areas, equipment, facilities, and activities.	Ensure that AQ policies cover participant classification, i.e. swim tests, drown proofing, etc.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
11	Swimming Pools: Pools must have a fence to control access, water depths clearly marked, posted rules, available rescue equipment, and adequate maintenance procedures for sanitation and safety.	Facility owner's responsibility.	Follow up with facility owner to ensure this is met.	Follow up with facility owner to ensure this is met.
12	Natural Bodies of Water: Natural bodies of water used in camp for aquatic activities must have controlled access, designated activity areas, and posted rules for use. Known hazards must be eliminated. Equipment must be maintained. Rescue equipment must be available.	Facility owner's responsibility.	Follow up with facility owner to ensure this is met.	Follow up with facility owner to ensure this is met.

## BEST PRACTICE BENCHMARKS FOR AQUATIC PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
13	Aquatic Sites Away From Camp : Camp must orient participants as to rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available. Staff is trained on their roles and responsibilities regarding supervision.	Policies should dictate "off camp AQ sites" rules and regulations. Prior to activity staff should provide safety orientation.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
14	Swim Lifeguard Qualifications: Camp must have an appropriately certified lifeguard for each swimming activity.	Verify and document all LG certifications.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
15	Staff Swimming: Camp must require age-appropriate certified lifeguards be present for staff swimming times.	Policy should be in line with this.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
16	First Aid/CPR: Camp must have an appropriate certified first aid/CPR person at each separate swimming location.	Verify all FA/CPR certifications.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
17	Watercraft Guard Certification: Camps must have an appropriately certified instructor or lifeguard for boating activities.	Verify and document all LG certifications.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
18	Watercraft Rescue Skills: Camp must have written documentation that every camp watercraft guard had demonstrated skill in water rescue and emergency procedures specific to the type of water and activities being conducted.	Ensure that all guard had skills verification prior to program.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
19	First Aid/CPR: Camp must have an appropriate certified first aid/CPR person at each separate boating location.	Verify and document all LG certifications.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.

## BEST PRACTICE BENCHMARKS FOR AQUATIC PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
20	PFD's (Personal Flotation Device): All persons in watercraft must wear safe and appropriate PFD's.	Document in policies, present in safety orientation.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
21	Watercraft Activity Orientation: Participants must know how to enter and exit a boat, use PFD's, and how to react if a boat capsizes.	Document in policies, present in safety orientation.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
22	Watercraft Instruction: Boating instructors must be appropriately trained and certified.	Verify and document that all boating instructors have experience and necessary certifications.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
23	Motorized Watercraft Training: Boat operators must be trained on laws, rules of the waterways, safe loading and unloading of passengers, mechanical failure, and refueling. On the water training also required.	Document that motorized watercraft training is conducted and documented.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
24	Watercraft Maintenance: Camp must have written evidence that boats have safety checks and regular maintenance.	Facility owner's responsibility.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program Staff is provided; verify policies are in place and obtain documentation from camp owner.
25	Public Providers of Swimming: Camp must use only staffed public facilities that provide persons with appropriate certification with lifeguard, first aid and CPR.	Request documentation from provider	Request documentation from provider	Request documentation from provider
26	Public Providers of Swimming: Camp must use only staffed public facilities that provide persons with appropriate certification for watercraft instruction, life guarding, first aid and CPR.	Request documentation from provider	Request documentation from provider	Request documentation from provider
27	Camper Supervision at Public Aquatic Facilities: Staff accompanying campers to aquatic sites away from camp must be trained in their supervisory roles and responsibilities.	Ensure and document that all trip staff are briefed on specific responsibilities prior to departure.	Ensure and document that all trip staff are briefed on specific responsibilities prior to departure.	Ensure and document that all trip staff are briefed on specific responsibilities prior to departure.



## BEST PRACTICE BENCHMARKS FOR ADVENTURE PROGRAMMING

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Adventure/Challenge Supervisor: the overall supervisor for the adventure/challenge activities must be an adult with certification or documented training and experience in those activities.	Ensure that Adventure/Challenge supervisor has experience at similar challenge course facilities and document any certifications.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
2	Supervisor Qualifications: The overall supervisor for adventure/challenge activities must have at least 6 month's experience supervising similar types of programs.	Ensure that Adventure/Challenge supervisor has experience at similar challenge course facilities and document any certifications.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
3	staff/volunteer Skill Verification: staff/volunteer teaching adventure/challenge activities must have their skills verified and evaluated prior to leading activities.	Activity leaders should undergo skill verification prior to starting camp season.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
4	Supervision of Activity Leaders: Camp must document regular observations of adventure/challenge leaders.	Regularly supervise program staff/volunteer. Document this in policy or Activity Leader Documentation sheets.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
5	Operating Procedures: Camp must have operating procedures (i.e. eligibility requirements, ratios, safety regulations, emergency procedures) for every adventure/challenge activity in camp, based on recommendations from authoritative sources.	Policies and procedures should address all aspects of the program. Utilize industry standards for authoritative guidelines.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
6	Adventure/challenge Equipment: Equipment must be appropriate to the size and ability of users, and be stored to safeguard effectiveness.	Equipment must be sized and assigned to participants by a trained facilitator. Equipment must be checked and stored in accordance within industry standards (ACCT, AEE, etc)	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.

## BEST PRACTICE BENCHMARKS FOR ADVENTURE PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
7	Equipment Maintenance: Equipment and elements must be safely checked prior to each use and regularly inspected and maintained.	Ensure that there is policy in place for opening/closing inventory equipment checks, including documentation. Equipment must be checked and stored in accordance within industry standards (ACCT, AEE, etc)	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
8	Activity Supervision: Adventure/challenge equipment is available for use by participants only when a qualified leader is present and actively supervising the activity and safety rules are in place.	Policies should dictate that Adventure/Challenge equipment is only for use by participants under certified facilitator supervision.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
9	Spotters and Belayers: Must be trained and supervised, and must be located in positions to observe and assist.	Ensure that spotters/belayers are properly trained and positioned prior to beginning activity	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
10	Access Control: Camp must control access to adventure/challenge activity areas.	Adventure/Challenge course should have adequate signage, and access control during hours when not in use.	Verify that proper access control measures are met by provider.	Verify that proper access control measures are met by provider.
11	Annual Inspection: Camp must have annual by qualified personnel of all adventure/challenge elements.	Consider utilizing an outside provider for this task in addition to your own checks.	Ensure that resident camp has conducted annual inspection.	Verify that proper access control measures are met by provider.
12	First Aider: Camp must have an appropriate certified first aid person on duty at adventure/challenge activities.	Maintain documentation of designated first aid certified staff/volunteer members.	Maintain documentation of designated first aid certified staff/volunteer members.	Maintain documentation of designated first aid certified staff/volunteer members.

## BEST PRACTICE BENCHMARKS FOR ADVENTURE PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
13	Safety Orientation: Participants must be given a safety orientation before participation.	Policy should dictate that all participants undergo a safety orientation prior to activity.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
14	Competency Demonstration: Participants must be strictly monitored until competency is demonstrated with appropriate activity equipment.	Participants should be well monitored throughout activity.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
15	Protective Headgear: Camp must require use of helmets by all participants when rock climbing, rappelling, spelunking, or using high rope elements.	Refer to industry agencies for recommendations of when helmets should be worn and utilize helmets specifically designated for Adventure/Challenge/Ropes course use.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
16	Public Providers of Adventure/Challenge Activities: Camp must select only public providers that provide an adequate number of qualified instructors/leaders and must use equipment that is appropriately sized and in good repair.	Request documentation from provider	Request documentation from provider	Request documentation from provider
17	Camper Supervision off site or with public providers: staff/volunteer accompanying campers to adventure/challenge activity sites away from camp must be trained in their supervisory roles and responsibilities.	Request documentation from provider	Request documentation from provider	Request documentation from provider

## BEST PRACTICE BENCHMARKS FOR EQUESTRIAN PROGRAMMING

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Pony Rides: Camp must have procedures for pony rides that require protective headgear, adequate number of qualified persons available to assist riders, and use of ponies and horses that are sound with equipment that is appropriate and in good repair.	Ensure your policies clearly define the level of program that your camp is providing, Policies should address all animal and equipment care, riding format, and to some extent rider and animal classification.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
2	Supervisor Qualifications: The overall supervisor of horseback riding facility, staff/volunteer, and program must be appropriately certified, experienced in managing/supervising at a horse riding facility, and must be 21 years old.	Document experience of staff/volunteer experience, include copies of any training certifications or references from nationally recognized equestrian organizations.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
3	Supervision Ratios: Camp must specify ratios of trained riding staff/volunteer on duty at each type of horseback riding activity, with a minimum of one adult and other staff/volunteer member.	Policy should include appropriate ratios of trained personnel at each activity. Here a minimum of one equestrian staff/volunteer is required and one additional staff/volunteer member. Additional staff/volunteer members may be required based on participant numbers, population, and program format.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
4	Riding Equipment: Riding equipment must be safety checked prior to each use, and removed if not in good repair.	Ensure proper safety checks are done at the beginning of season, session, and at each event.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
5	Classifying Horses: Before use by participants, riding staff/volunteer must classify horses for riding skill level.	Policy should dictate established level of assessment for each horse to ensure proper pairing of suitable riders.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
6	Horse Suitability: Riding staff/volunteer must daily check physical soundness of each horse and remove unsound horses from the riding program.	Policy should dictate established daily physical checks, ensure documentation is maintained.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
7	Riding Facilities: Stables, corrals, paddocks, and rings must be located away from camp living areas, have access controlled, and be clean with a supply of fresh water.	Ensure that proper animal boarding facilities are within state and local recommended distances from living quarters.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.

## BEST PRACTICE BENCHMARKS FOR EQUESTRIAN PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
8	Safety Regulations and Equipment Procedures: Camp must specify safety rules for horseback riding activities.	Program policies and should be documented. Rules should be covered with participants during safety orientation.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
9	Safety Orientation: All participants must have a safety orientation before all horse riding.	Policy should dictate that all participants undergo a safety orientation prior to riding.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
10	First Aider: A first aid person must be on duty at each horseback activity.	Maintain documentation of designated first aid certified staff/volunteer members.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
11	Rider Classification: Camp must evaluate and classify riding abilities and assign participants to appropriate horses, equipment, and activities.	Policy should dictate established level of assessment, from novice-expert. This can be informal, does not require specific documentation for each rider, only that it is in written policy and practice.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
12	Rider Apparel: Riders must wear riding helmets, and except for adult adult-led pony rides, riders must wear boots/appropriate shoes and long trousers.	Policy should dictate that all participants, including staff/volunteer members are in proper attire.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.	Include this in program policies and procedures. If Program staff/volunteer is provided; verify policies are in place and obtain documentation from camp owner.
13	Public Providers of Horseback Riding: Camp must select only public providers that provide adequate qualified riding staff/volunteer, physically sound horses, and use equipment that is appropriately sized and in good repair.	Request documentation from provider	Request documentation from provider	Request documentation from provider
14	Camper Supervision with Public Providers: staff/volunteer accompanying campers to horseback riding activities at sites away from camp must be trained in their supervisory roles and responsibilities.	Request documentation from provider	Request documentation from provider	Request documentation from provider

## BEST PRACTICE BENCHMARKS FOR OFF-SITE PROGRAMMING

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
1	Trip Orientation: All participants must be oriented to safety regulations, emergency procedures, first aid procedures, health/sanitation practices, environmental protection, off limits areas, rendezvous times/places, and how to obtain medical and emergency assistance.	Verify all orientations are conducted and contingency plans are in place prior to departure.	Verify all orientations are conducted and contingency plans are in place prior to departure. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Verify all orientations are conducted and contingency plans are in place prior to departure.
2	Aquatic Supervisor Qualifications: Aquatic staff/volunteer must have appropriate certification and be trained in water rescue and emergency procedures specific to the location and activity.	Ensure that Aquatic staff/volunteer (either provided by your camp or on site personnel) have appropriate training and certification.	Ensure that Aquatic staff/volunteer (either provided by your camp or on site personnel) have appropriate training and certification.	Ensure that Aquatic staff/volunteer (either provided by your camp or on site personnel) have appropriate training and certification.
3	Trip Leader Qualifications: Trip leader must have skills relevant to the trip activities, good judgment, experience in handling camper behavior, experience on similar trips, and be at least 21 years old.	Verify that Trip Leader meets all recommended qualifications	Verify that Trip Leader meets all recommended qualifications. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Verify that Trip Leader meets all recommended qualifications
4	Supervision Ratios: Each trip group must have at least one staff/volunteer member in addition to the leader, and sufficient staff/volunteer to meet camp's established ratios.	Verify that staff/volunteer to camper ratios are maintained	Verify that staff/volunteer to camper ratios are maintained. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Verify that staff/volunteer to camper ratios are maintained
5	Trip staff/volunteer Training: Trip staff/volunteer must be trained to assess safety concerns, enforce safety regulations, handle emergencies, etc.	Ensure Trip staff/volunteer training is conducted prior to departure.	Ensure Trip staff/volunteer training is conducted prior to departure. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Ensure Trip staff/volunteer training is conducted prior to departure.
6	Evaluations of Trip Leaders: Camp must evaluate leaders and document their performance.	Ensure Trip Leaders are evaluated and evaluation is documented	Ensure Trip Leaders are evaluated and evaluation is documented. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Ensure Trip Leaders are evaluated and evaluation is documented

## BEST PRACTICE BENCHMARKS FOR OFF-SITE PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
7	Trip Requirements: Camp must specify eligibility requirements, inform campers and parents about trip details, and establish procedures to follow if a participant cannot continue with the trip or travel program.	Establish policies that outline eligibility, consent, and contingency plans.	Establish policies that outline eligibility, consent, and contingency plans. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Establish policies that outline eligibility, consent, and contingency plans. If conducted by Owner-provided staff/volunteer, require documentation of this practice.
8	Trip Procedures: Camp must specify safety, emergency, and rescue procedures for the trip/travel program.	Ensure appropriate Emergency Action Plans are in place.	Ensure appropriate Emergency Action Plans are in place. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Ensure appropriate Emergency Action Plans are in place. If conducted by Owner-provided staff/volunteer, require documentation of this practice.
9	Pre-trip Health Screening: Participants must be screened within 18 hours of departure on the trip, and trip staff/volunteer must be advised of any medications to be administered or other concerns or restrictions.	You, as the facility owner are responsible for this.	Establish policies that address screening and if medications need to transported/given on the outing.	Establish policies that address screening and if medications need to transported/given on the outing.
10	Trip Documentation and Emergency Information: Trip leader must carry emergency information for each group member, including health forms and permission-to treat forms, in addition to documents that fully identify the group, leadership, insurance, and home base contact.	Ensure policy is in place to bring necessary documents.	Ensure policy is in place to bring necessary documents. If conducted by Owner-provided staff/volunteer, require documentation of this practice.	Ensure policy is in place to bring necessary documents. If conducted by Owner-provided staff/volunteer, require documentation of this practice.
11	Trip Itinerary: Written trip itinerary to be filed with base camp/office.	You, as the facility owner are responsible for this.	Keep a separate itinerary of the outing at your camp location with a person not taking part in the outing.	Keep a separate itinerary of the outing at your camp location with a person not taking part in the outing.
12	Equipment Maintenance: Camp must safety check, maintain, and replace equipment used on trips.	You, as the facility owner are responsible for this.	Verify policy in place for standard equipment.	Establish policies addressing the maintenance of any brought along equipment.

## BEST PRACTICE BENCHMARKS FOR OFF-SITE PROGRAMMING (continued)

BENCHMARK		ACTION		
CODE	DESCRIPTION	CAMP OWNERS	<u>RENTAL</u> : RENTING AN ESTABLISHED CAMP SPACE	<u>RENTAL</u> : RENTING A FACILITY TO SET UP A CAMP
13	Travel Camp Procedures: Transportation procedures must specify emergency procedures, provision for non-travel days, and guidelines for acceptable travel times, conditions, etc.	You, as the facility owner are responsible for this.	Ensure transportation is available from the facility at all times.	Ensure transportation is available from the facility at all times.
14	Camper Supervision with Public Providers: staff/volunteer accompanying campers to activity sites away from camp must be trained in their supervisory roles and responsibilities.	You, as the facility owner are responsible for this.	Address training with camp provided staff.	Create a policy/procedure to ensure all staff/volunteers are trained.
15	Aquatic Supervision Ratios: Camp must specify ratios for lifeguards specific to activity, area and characteristics of participants.	You, as the facility owner are responsible for this.	Verify ratios with the facility being used.	Verify ratios with the facility being used.
16	Aquatic Procedures: Camp staff/volunteer must orient participants rules and boundaries, assess conditions, and limit camper access. Equipment must be maintained. Rescue equipment must be available.	You, as the facility owner are responsible for this.	Staff should address any rules, boundaries, etc with all participants prior to beginning any aquatic events.	Staff should address any rules, boundaries, etc with all participants prior to beginning any aquatic events.
17	Camper Supervision at Aquatic Activities and Areas: staff/volunteer accompanying campers to aquatic activities on trips must be trained in their supervisory roles and responsibilities.	You, as the facility owner are responsible for this.	Lifeguards/trained staff should be provided/present during these events.	Lifeguards/trained staff should be provided/present during these events.
18	PFD's: All persons in watercraft must wear appropriate PFD's.	You, as the facility owner are responsible for this.	Ensure all PFD's are provided, fit correctly, and in good shape.	Ensure all PFD's are provided, fit correctly, and in good shape.
19	Watercraft Training: Persons using watercraft must be trained in the specific craft to handle, trim, load and move on the craft, use life jackets, and self-rescue.	You, as the facility owner are responsible for this.	Verify training of the supplied personnel.	Verify training of the supplied personnel.