

BOATING



Camp Can-Aqua

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. 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. Campers and Staff are currently deemed to be passengers within a summer camp operation. **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.**

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 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 include 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 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 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 (PCO card) 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 PCO card.

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 2 staff (one of which is the vessel operator) 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 tc.gc.ca/BoatingSafety/regs.htm
- Canadian Coast Guard Safe Boating Guide Transport Canada Compliance Program
..... tc.gc.ca/eng/marinesafety/svcp-menu-3633.htm
- Minimum equipment requirements tc.gc.ca/BoatingSafety/sbg-gsn/menu.htm
- Ontario Physical Education Association (OPHEA) Safety Standards safety.ophea.net/
- Passenger Guidelines..... tc.gc.ca/eng/mediaroom/backgrounders-b07-m012-5172.htm
- Pleasure Craft License
..... tc.gc.ca/eng/marinesafety/debs-obs-paperwork-paperwork_boat_licence-1898.htm
- Publications tc.gc.ca/publications/en/tp14070/pdf/hr/tp14070e.pdf
- Safe Boating Guide tc.gc.ca/publications/en/tp511/pdf/hr/tp511e.pdf
- Safety Guide tc.gc.ca/eng/marinesafety/tp-tp14070-menu-1648.htm
- Small Commercial Vessel Registration
..... tc.gc.ca/eng/marinesafety/debs-small-vessels-registration-licensing-880.htm.htm
- Small Vessel Operator Proficiency (SVOP)..... tc.gc.ca/eng/marinesafety/tp-tp14692-menu-1373.htm
- Voluntary Compliance Guide..... tc.gc.ca/media/documents/marinesafety/tp15111e.pdf

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 at the activity site when the activity is in operation?	Yes	No	NA
BT.1.3.	Is each activity head trained, knowledgeable and skilled?	Yes	No	NA
BT.1.4.	Do the boating staff hold a minimum of a current Bronze Medallion or equivalent, as well as a Pleasure Craft Operator Card where	Yes	No	NA
BT.1.5.	For each boating activity, do the boating staff have the necessary training, knowledge and skill to teach and supervise?	Yes	No	NA

MANDATORY: ALL

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

BT.1. BOATING STAFF:

Contextual Education

BT.1.1. All motorized watercraft operators at camp must have recognized certificates. As just one example, when operating a watercraft carrying seven 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 a 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.

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 must be actively with the group.

BT.1.3. 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 his/her suitability to supervise an activity.

BT.1.4. “Or equivalent” means a swimming certification from another province or country that, at the discretion of the camp’s local medical health officer and is similar in intent and scope. Boating staff are required to hold a PCO card if their job description includes operating a power boat.

BT.1.5. 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 lifejackets; 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 Pleasure Craft Operator Card.

BT.1. BOATING STAFF:

Compliance Demonstration

BT.2.1. to BT.2.8.

Visitor Observation: Tour of waterfront, check-in and out systems, PFD's, 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.



Camp Arowhon

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 campers 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 passenger in a watercraft wear a government approved and properly fitted PFD's or commercial life jacket?	Yes	No	NA

MANDATORY: ALL

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

BT.2. PROGRAMME AND EQUIPMENT:

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 campers 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. All passengers must wear a properly fitted government approved PFD or commercial life jacket.

BT.2. BOATING STAFF:

Compliance Demonstration

BT.2.1. to BT.2.8.

Visitor Observation: Tour of waterfront, check-in and out systems, PFD's, 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 Water Craft (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**
- **Short-term Programmes**

BT.3. POWER BOATING, WATER-SKIING, TUBING AND WAKEBOARDING:

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 carrying seven

to 12 passengers require a Small Vessel Operator Proficiency (SVOP). If a boat is greater than eight meters a SVOP is required for one 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 waterskiing, tubing and wakeboarding must wear a properly fitted government approved PDF 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 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. swim test) designed to show competency in an open and deep water environment.

BT.3.6. Prior to any emergency, the camp will review their water programmes and the number of campers 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.3.7. To shorten the time of recovery for a participant in distress, camps should annually review their emergency policies and procedures for power boating, water-skiing, tubing, wakeboarding or any other water sport. Areas for review and retraining may include vessel operators, land emergency staff, communications (e.g. between watercraft staff, land staff, emergency services, camp management, etc.).

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. POWER BOATING, WATER-SKIING, TUBING
AND WAKEBOARDING:**

Compliance Demonstration

BT.3.1 to BT.3.8.

Visitor Observation: Tour of waterfront, operator licensing, operational procedures, PDF's, emergency policy and procedures, etc.

Visitor Interview: Director provides all certificates and documentation for review.



Canadian Adventure Camp