

# APPENDIX



APPENDIX

# Glossary

**administrative personnel:** Camp staff with supervisory and administrative responsibility, may include positions such as camp director, assistant director, business manager, food service manager, facilities manager or heads of programme areas.

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

**adventure/challenge activities:** Activities requiring spotting and/or belays, including ropes courses, climbing, zip lines and other similar activities.

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

**aquatic activities:** Any activity, whether recreational or instructional, occurring in, or near the water.

**Accessibility for Ontarians with Disabilities Act (AODA):** Ontario legislation, covering mandatory accessibility standards that identifies, removes, and prevents barriers for people with disabilities.

**belay:** A safeguard technique used in climbing to provide fall protection to a climber.

**belayer:** The individual who passes the rope through the belay device, which increases friction and controls the rope during the act of the belay.

**camp or camping:** A sustained experience that provides a creative, recreational and educational opportunity in group living. It utilizes trained leadership and other valuable resources to contribute to each camper's mental, physical and social growth.

**camp director:** The individual on site who holds the primary overall responsibility for the administration of the programme operations and support services.

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

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

**counsellor-in-training (CIT):** Campers in leadership training programmes. Can also be referred to as leader-in-training (LIT).

**day camp:** Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. The camper goes home to a parent or guardian each night, except for an occasional overnight.

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

**food handlers:** Food service staff and who regularly prepare and may serve food.

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



**health care:** A general term that includes first aid, medication management, and provision of prescribed medication treatment and health practices as described in the health care policy and procedure. Camp health care includes prevention and wellness practices.

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

**health personnel:** Persons employed to perform health-related functions duties. May include Regulated Health Professional (RHP) or Unregulated Care Provider (UCP) staff.

**high ropes:** An element installed at a height that requires a participant to be connected to a life safety system. Support and safety is provided by using some type of belay and safety ropes and by wearing appropriate helmet and harness.

**human powered boats:** These include canoes, kayaks, sailboats, sailboards, windsurfers and rowboats are not required to be licensed. These vessels must comply with Transport Canada's Safety Regulations.

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

**initiative activities:** Activities that provide participants with the opportunity to enhance problem solving, teamwork and community building skills.

**lifejacket:** A floatation device approved by the Ministry of Transport designed to turn an unconscious person from face down to face up in the water, allowing them to breath.

**lifeguard:** A staff member who holds a National Lifeguard Certification or equivalent (approved by the Medical Officer of Health).

**low ropes:** A challenge course activity usually less than 45 cm (18 inches) above the ground, where the participant is spotted if needed to limit risk and where the use of a belay system is not required.

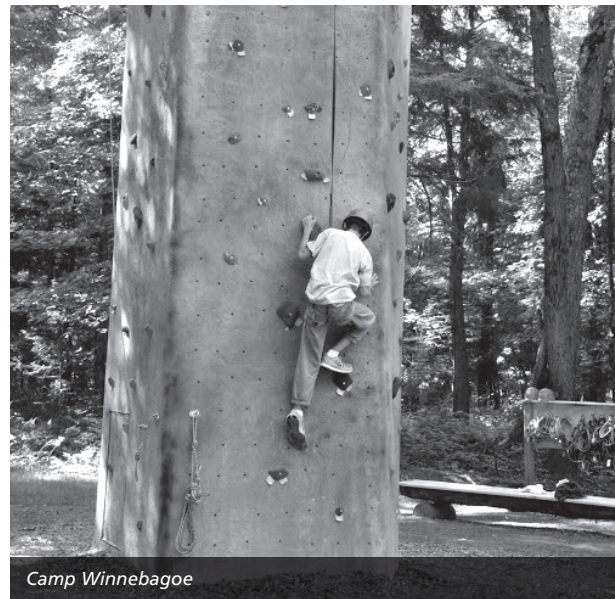
**overnight camp:** Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. Campers stay overnight, and camp is responsible for campers 24 hours a day. Tripping and travel camp programmes are types of overnight camps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

**participant:** All persons involved in the camp operation including staff, campers and groups.

**personal floatation device (PFD):** A device approved by the Ministry of Transport designed for flotation and to keep a conscious person's head out of the water in calm conditions.

**Personal Information Protection and Electronic Documents Act (PIPEDA):** Federal privacy law for private-sector organizations. It sets out the ground rules for how businesses must handle personal information in the course of commercial activity.

**personal water craft:** 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.



Camp Winnebago

**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.

**Pleasure Craft Operator Card (PCO card):** A required licence for anyone operating a power-driven (under 9.9 HP) small commercial vessel and carrying six passengers or less.

**Regulated Health Professional (RHP):** May include Nurse Practitioner (NP), Registered Nurse (RN), Registered Practical Nurse (RPN) or Medical Doctor (MD): Licensed Physician.

**rentals:** Sessions vary in length. Rentals are groups or programmes that rent or lease the camp’s facilities, and perhaps some services, to operate their own events, camp programmes or retreats. Rental groups may include other camps, clubs, youth groups, individuals and outdoor education programmes run by other groups (3rd party) or specialty programmes that operate their programmes at a camp’s facility. The camp may be contracted for some staff and services such as lifeguards or food service, but the primary responsibility for the participant’s supervision and general programming is with the rental group.

**short-term programmes:** Programmes and operational services that are operated and staffed primarily by the camp outside the summer season (September to June). Sessions vary in length. The programme is operated and staffed by the camp, and the supervision of individual participants during camp programmes is primarily a camp responsibility. Supervision of the participants during non-programmed times or overnight may be the responsibility of third parties or by the camp. These may include educational programmes (school groups), weekend retreats, skill-training weekends and family camp programmes. The camp staff for these programmes are sometimes supplemented by adults from the participating groups.



Camp Can-Aqua

**small commercial vessel:** All non-pleasure vessels that are less than or equal to 15 gross tonnes and owned by a camp, which is a business, corporation, association or organization, and is used to transport to 12 passengers at any time on camp business is a small commercial vessel. All small commercial vessels powered by an engine of 10 horsepower (7.5 kW) or more must be properly registered with Transport Canada.

**Unregulated Care Provider (UCP):** May include First Aider (students in a nursing programme; certified first aid certificate holder), paramedics, regulated health care providers who are not licensed or certified to practise in Ontario. This class may use the terms Health Care Assistant /Aid, First Aider, or similar title. They may not use the term “nurse”.

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



# Year-Round Standards Summary

STANDARD NUMBER	STANDARD	MANDATORY
MA.1.1.	<b>Does the camp have a system in place to obtain all relevant information about each camper?</b>	Yes
MA.1.2.	Is each application form signed by a parent or guardian?	
MA.1.3.	Does the application form provide the necessary written terms of the contract between the parent or guardian and the camp?	
MA.1.4.	Has the camp received legal advice on how long to keep all application forms?	
MA.2.1.	<b>Does the camp prepare annual financial statements as required by law?</b>	Yes
MA.2.2.	<b>Does the camp comply with the Personal Information Protection and Electronic Documents Act?</b>	Yes
MA.2.3.	Is a written report completed for any incident and/or accident that has occurred?	
MA.2.4.	<b>Is the camp compliant with the Accessibility for Ontarians with Disabilities Act (AODA)?</b>	Yes
MA.2.5.	<b>Where applicable does your camp adhere to the Childcare and Early Years Act (CCEYA)?</b>	Yes
MA.2.6.	<b>Does the camp implement recommendations or orders, which are issued following regulatory inspections?</b>	Yes
MA.3.1.	<b>Does the camp have the appropriate liability insurance?</b>	Yes
MA.3.2.	<b>Does the camp carry appropriate fire and property insurance?</b>	Yes
MA.3.3.	Does the camp carry insurance for staff members' personal vehicles used for camp business and/or for vehicles rented by the camp (e.g. non-owned motor vehicle insurance), if applicable?	
MA.3.4.	If the camp has a board of directors, does the camp carry Director and Officer Liability Insurance?	
MA.3.5.	<b>Are the camp's health professionals adequately insured for liability and malpractice if applicable?</b>	Yes
MA.3.6.	Has the camp determined if it requires any employee insurance/benefit package?	
MA.3.7.	Is an annual review made of the insurance coverage?	
MA.3.9.	Are OCA Camps added to rental groups insurance (third party insured)?	
MA.4.1.	<b>Does the camp have written policies and rules, which promote safety for all participants and staff?</b>	Yes
MA.4.2.	Does the camp have a written emergency plan for severe weather?	
MA.4.3.	<b>Does the camp have a written crisis response plan?</b>	Yes
MA.4.4.	<b>Does the camp have a written alcohol, tobacco, and drug policy?</b>	Yes
MA.4.5.	<b>Does the camp have written policies with respect to workplace violence and workplace harassment as required under Bill 168 and are these policies posted?</b>	Yes
MA.4.6.	Does the camp have a written bullying prevention policy?	

STANDARD NUMBER	STANDARD	MANDATORY
MA.5.1.	<b>Does the camp check the license validity and driving record of each driver on camp business?</b>	Yes
MA.5.2.	<b>For land vehicles, do staff hold the required class of license issued by the Ontario Ministry of Transport or equivalent when driving on camp business?</b>	Yes
MA.5.3.	<b>Are all vehicles and equipment in safe operating condition?</b>	Yes
MA.5.4.	Do drivers check towing equipment prior to use?	
MA.6.1.	Does the camp require a written use agreement, signed by authorized representative of the camp?	
MA.6.2.	Upon arrival are groups informed about emergency procedures and contact information?	
MA.6.3.	Does the camp provide a waiver releasing the camp from all responsibilities for health care?	
HR.1.1.	<b>Does the camp management possess the range of experience and knowledge to operate their camp successfully and to ensure a safe and professional camps environment?</b>	Yes
HR.1.2.	Do members of the camp management participate in professional development through the OCA or some other relevant professional organization?	
HR.1.3.	<b>Does the camp director have adequate training and/or experience corresponding to the size and scope of the camp?</b>	Yes
HR.1.4.	<b>Does the camp director abide by the “Code of Professional Ethics”?</b>	Yes
HR.2.1.	<b>Does the camp comply with all human rights legislation?</b>	Yes
HR.2.2.	<b>Does the camp comply with all provincial and federal labour legislation?</b>	Yes
HR.2.3.	In an overnight camp, will all programme staff be at least 17 years of age within the calendar year?	
HR.2.4.	In a day camp, will all programme staff be at least 16 years of age within the calendar year?	
HR.2.5.	Does the camp provide a written job description for each position at camp?	
HR.2.6.	<b>In the process of selecting staff, does the camp gather appropriate information on each applicant?</b>	Yes
HR.2.7.	<b>Are at least two references checked on each staff member who is new to your camp?</b>	Yes
HR.2.8.	Does the camp request a Criminal Record Check from each new staff member before commencement of employment?	
HR.2.9.	If a staff member has been associated with another camp or children’s organization, is every effort made to obtain a written or verbal reference from that source?	
HR.2.10.	Do returning staff members submit Criminal Record Checks every three years before commencing their employment?	
HR.2.11.	<b>Before being hired, is every staff member interviewed, whether in person or by phone/video conference, by a person with the authority to make a decision?</b>	Yes
HR.2.12.	<b>Does the camp annually issue and receive a signed copy of a written employment contract for all seasonal personnel?</b>	Yes

STANDARD NUMBER	STANDARD	MANDATORY
HR.3.1.	Does the camp offer opportunities for staff training prior to camper arrival?	Yes
HR.3.2.	Does the camp have a staff manual? Do camp staff sign and acknowledge that they have received and read the information in the staff manual?	Yes
HR.3.3.	Are all staff trained in emergency procedures?	Yes
HR.3.4.	Does the camp have a set of written policies and practices outlining acceptable staff behaviour?	
HR.3.5.	Does the camp discuss personal transportation safety with all staff?	
HR.3.6.	Does the camp director ensure that staff members have regular evaluations?	Yes
HR.4.1.	Does the camp have an overall camper-to-staff ratio of 8:1 or better?	Yes
HR.4.2.	Does the camp evaluate the supervision requirements and level of risk of each activity in order to adjust the camper-to-staff ratios accordingly?	Yes
HR.4.3.	During all organized activities, does the camp adhere to the OCA recommended camper-to-staff ratios?	
HR.5.1.	Have all staff completed required Occupational Health and Safety Awareness training through a qualified trainer or individual or online video?	Yes
HR.5.2.	Does the camp keep records and can prove their staff has been given all necessary training?	Yes
HR.5.3.	Does the camp keep adequate records of all work accidents, health and safety complaints, and health hazards?	Yes
HR.5.4.	Does the camp participate in the development and implementation of programmes to prevent hazards in the workplace?	Yes
HR.5.5.	Does the camp post the health and safety act, and its health and safety policy and manuals in easy view for all staff to see?	Yes
HR.5.6.	If required, does the camp have a health and safety representative or health and safety committee?	Yes
CFE.1.1	If an overnight camp has been closed for more than thirty days, has the camp notified in writing the local Medical Officer of Health 14 days prior to the reopening of the camp?	Yes
CFE.1.2.	If the camp has a swimming pool, has the camp operator notified in writing the local Medical Officer of Health fourteen days prior to the pool reopening?	Yes
CFE.1.3.	Does the number of toilets/privies comply with current regulations and the Ontario Building Code?	Yes
CFE.1.4.	Are hand washing facilities available near all toilets/privies and in food preparation areas?	Yes
CFE.1.5.	Are toilets/privies cleaned at least daily and are staff monitoring, reporting and cleaning the toilets/privies when required ?	
CFE.1.6.	Do sleeping quarters, other than tents, have the minimum floor area as required?	Yes



STANDARD NUMBER	STANDARD	MANDATORY
<b>CFE.1.7.</b>	<b>Where tents are used for accommodation, does the camp limit the number of occupants according to the manufacturer's recommendations?</b>	<b>Yes</b>
<b>CFE.1.8.</b>	<b>Does the drinking water system comply with the Ontario Safe Drinking Water Act?</b>	<b>Yes</b>
CFE.2.1.	Does the campsite provide privacy from the general public and security for campers and staff?	
CFE.2.2.	Does the site have adequate space and equipment for conducting the activities described in the camp's promotional literature?	
CFE.2.3.	Does the camp have adequate sheltered programme space to accommodate campers during inclement weather?	
CFE.2.4.	Is playground equipment inspected monthly and is the inspection recorded?	
<b>CFE.2.5.</b>	<b>Are all facilities safe for use?</b>	<b>Yes</b>
<b>CFE.2.6.</b>	<b>Are all facilities checked regularly for hazards and damage?</b>	<b>Yes</b>
CFE.2.7.	Are the trees surrounding the camp buildings and in the areas frequented by campers inspected regularly?	
CFE.2.8.	Does the camp have accurate site plans available on site showing the location of utilities, sanitation lines and other under-ground services?	
<b>CFE.3.1.</b>	<b>Is the camp in compliance with the Fire Prevention and Protection Act and the Ontario Fire Code?</b>	<b>Yes</b>
<b>CFE.3.2.</b>	<b>Are smoke detectors located in all sleeping and assembly areas as required by local jurisdiction?</b>	<b>Yes</b>
<b>CFE.3.3.</b>	<b>Are fire suppression systems located in cooking areas if required by law?</b>	<b>Yes</b>
<b>CFE.3.4.</b>	<b>Are carbon monoxide detectors located where fuel-burning appliances are used?</b>	<b>Yes</b>
<b>CFE.3.5.</b>	<b>Are fire emergency procedures posted in key locations?</b>	<b>Yes</b>
<b>CFE.3.6.</b>	<b>Does the camp practice or review fire drills with each new group of campers and staff?</b>	<b>Yes</b>
<b>CFE.3.7.</b>	<b>Is the proper firefighting equipment for the anticipated type of fire readily available?</b>	<b>Yes</b>
<b>CFE.3.8.</b>	<b>During the camp's period of operations, is the fire safety equipment checked monthly?</b>	<b>Yes</b>
<b>CFE.3.9.</b>	<b>Are buildings with more than one floor equipped with at least two means of exit from each floor?</b>	<b>Yes</b>
<b>CFE.3.10.</b>	<b>Are flammable, hazardous and toxic materials stored in properly marked containers in a secure area?</b>	<b>Yes</b>
CFE.3.11.	Has the camp director or designate made yearly contact with local emergency services in order to co-ordinate an efficient response during an emergency at camp?	
<b>CFE.4.1.</b>	<b>Is the use of power tools and heavy equipment restricted to authorized individuals?</b>	<b>Yes</b>
CFE.4.2.	Are all electrical equipment, fixtures and wiring maintained in good repair?	
<b>CFE.4.3.</b>	<b>Are power tools and heavy equipment stored in secure locations?</b>	<b>Yes</b>

STANDARD NUMBER	STANDARD	MANDATORY
CFE.4.4.	Is all equipment checked regularly and repaired in a timely manner?	
<b>CFE.5.1.</b>	<b>Is garbage deposited in leak-proof, durable containers equipped with tight-fitting lids?</b>	<b>Yes</b>
<b>CFE.5.2.</b>	<b>Is the storage area for garbage maintained clean and dry?</b>	<b>Yes</b>
<b>CFE.5.3.</b>	<b>Is garbage removed after each meal from any room in which food is prepared, served or stored?</b>	<b>Yes</b>
<b>CFE.5.4.</b>	<b>Are garbage receptacles cleaned when required and air-dried?</b>	<b>Yes</b>
CFE.6.1.	Does the camp have adequate garbage receptacles to ensure the site is kept litter free?	
CFE.6.2.	Where possible, does the camp reduce, recycle, reuse?	
CFE.6.3.	Where possible, does the camp compost?	
<b>CFE.6.4.</b>	<b>Are aerosol containers, paint, propane tanks, batteries, medical waste, "sharps" and other hazardous materials disposed of in accordance with provincial regulations and municipal by-laws?</b>	<b>Yes</b>
<b>CFE.7.1.</b>	<b>Are hazardous products used at camp properly identified and labeled?</b>	<b>Yes</b>
<b>CFE.7.2.</b>	<b>Does the camp have Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) for hazardous products used at camp, which fall under WHMIS?</b>	<b>Yes</b>
<b>CFE.7.3.</b>	<b>Are all staff given WHMIS training, as required by law?</b>	<b>Yes</b>
CFE.8.1.	Does the camp have bear and wildlife protection/deterrent protocols when required?	
CFE.8.2.	Does the camp provide Bear Wise and wildlife safety training for staff and participants when required?	
CFE.8.3.	Is the camp compliant with wildlife control regulations?	
<b>HC.1.1.</b>	<b>Is one or more Regulated Health Professional (RHP) or Unregulated Care Provider (UCP) on site at all times?</b>	<b>Yes</b>
<b>HC.1.2.</b>	<b>Does the camp have written objectives/goals for health care?</b>	<b>Yes</b>
HC.1.3.	Is an orientation provided for new and returning health care staff?	
<b>HC.1.4.</b>	<b>Is the health care staff involved in an on-going evaluation and development of procedures for the medical/health care programme?</b>	<b>Yes</b>
<b>HC.1.5.</b>	<b>Has contact been made with a local physician, medical clinic or hospital emergency department and/or other emergency services to notify them of the camp's operation and the possible need for future service?</b>	<b>Yes</b>
<b>HC.2.1.</b>	<b>Is the health centre adequately equipped to handle the anticipated health needs of the specific camp?</b>	<b>Yes</b>
<b>HC.2.2.</b>	<b>Is health care/supervision easily accessible to campers and staff during the camp's operating hours?</b>	<b>Yes</b>
<b>HC.2.3.</b>	<b>Is there a telephone or other means of communication readily available?</b>	<b>Yes</b>
<b>HC.2.4.</b>	<b>Does the camp have a health history giving the camper's and staff's health history, health care needs and limits of his/her participation?</b>	<b>Yes</b>

STANDARD NUMBER	STANDARD	MANDATORY
HC.2.5.	Is documentation completed and kept by the healthcare staff specifying the frequency and type of care received by each camper?	Yes
HC.2.6.	Are incident/accident report forms completed and filed after each health-related incident?	Yes
HC.2.7.	Are health information and health records kept in a confidential manner?	Yes
HC.2.8.	Are health records kept for a time period as advised by the camp's legal counsel?	Yes
HC.3.1.	Is there a procedure for the early identification of health issues?	Yes
HC.3.2.	Is the person in charge of health care given time, during staff orientation, to discuss the health programme with the whole staff?	Yes
HC.3.3.	Is there a procedure in place to ensure camper health information is shared with appropriate camp staff?	Yes
HC.3.4.	Are there current written Treatment and Medication Guidelines available for all health care staff?	Yes
HC.3.5.	Are medications at camp stored and managed in a safe and secure manner and handled and monitored in a controlled manner?	Yes
HC.3.6.	Are written procedures and equipment available for all campers and staff to prevent spread of infections?	Yes
HC.3.7.	Are written procedures available for the management of outbreaks of communicable diseases?	Yes
HC.3.8.	Are written procedures available for encouraging campers and staff to practice sun protective behaviour?	Yes
HC.3.9.	Are written procedures available for preventing and managing allergic and anaphylactic reactions?	Yes
HC.3.10.	Do health care staff know the procedure for making appropriate contact with parents or guardians?	Yes
HC.4.1.	Are written procedures available for the management of accidents, medical emergencies or death?	Yes
HC.4.2.	Are emergency telephone numbers and concise directions to the site posted next to each telephone?	Yes
HC.4.3.	Is transportation available at all times in the event of an emergency?	Yes
HC.4.4.	Are health care staff familiar with the camp's Crisis Response Plan?	Yes
FD.1.1.	Does the camp provide a healthy menu?	Yes
FD.1.2.	If your camp provides snacks only, are they stored and served in a safe manner?	Yes
FD.2.1.	Is at least one person in the food service area knowledgeable about safe food handling?	Yes
FD.2.2.	Are food service personnel free from infectious diseases that may be spread through the medium of food?	Yes
FD.2.3.	Do the food service personnel wear clean outer garments and a clean apron for each meal and as necessary?	Yes
FD.2.4.	Do food service personnel confine their hair effectively?	Yes

STANDARD NUMBER	STANDARD	MANDATORY
FD.2.5.	<b>Do food service personnel wash hands with soap and hot water and follow the 6-step procedure before starting work, after every use of toilet or urinal and as often as necessary while cooking?</b>	Yes
FD.2.6.	<b>Is smoking prohibited in the food service area?</b>	Yes
FD.2.7.	Are the food service personnel aware and educated as to the camp's policies and procedures and their responsibilities during camp emergencies?	
FD.2.8.	<b>Are signs posted to remind staff of proper procedures for food handling, preparation and service?</b>	Yes
FD.3.1.	<b>Are the kitchen work surfaces maintained in a clean and sanitary condition?</b>	Yes
FD.3.2.	<b>Is there adequate natural and artificial light over all work and dishwashing areas?</b>	Yes
FD.3.3.	<b>Is the kitchen well ventilated?</b>	Yes
FD.3.4.	Is excess heat in the kitchen controlled for the health and comfort of the staff?	
FD.3.5.	<b>Are effective measures in place to keep insects and rodents out of the kitchen?</b>	Yes
FD.4.1.	Is all food purchased from an approved, inspected source?	
FD.4.2.	<b>Is cold and frozen food delivered in a container with proper temperature control?</b>	Yes
FD.4.3.	<b>Are all milk and milk products pasteurized?</b>	Yes
FD.4.4.	<b>Are only Canada Grade A or B eggs purchased?</b>	Yes
FD.4.5.	<b>Is the refrigeration of milk and other perishable or hazardous foods maintained at 5°C (41°F) or lower?</b>	Yes
FD.4.6.	<b>Is all frozen food stored at a temperature of -18°C (0°F) or lower?</b>	Yes
FD.4.7.	<b>Are accurate and easily-read thermometers available in each refrigerator and freezer?</b>	Yes
FD.4.8.	<b>Are these temperatures recorded according to instructions from your local Health Authority?</b>	Yes
FD.4.9.	<b>Is the time that food is left un-refrigerated kept to a minimum, to ensure food temperatures do not rise above the safe limit?</b>	Yes
FD.4.10.	<b>Are frozen foods thawed under refrigeration or in cold running water or immediately put in the over for cooking?</b>	Yes
FD.4.11.	<b>Are the areas designated for food storage, preparation, and service maintained clean and free from insects, rodents, vermin, dust and fumes?</b>	Yes
FD.4.12.	<b>Are food products not requiring refrigeration stored in closed containers and in areas designated for food storage only?</b>	Yes
FD.4.13.	<b>Are all preparation equipment and utensils maintained clean and free from insects, rodents, vermin, dust and fumes?</b>	Yes
FD.4.14.	<b>Are temperatures monitored during cooking to ensure temperatures remain within designated safety parameters?</b>	Yes
FD.4.15.	<b>Is hot food maintained at 60oC (140oF) or higher until served?</b>	Yes

STANDARD NUMBER	STANDARD	MANDATORY
FD.4.16.	Are cutting boards, blocks, tables and equipment kept in good repair and sanitized between each use?	Yes
FD.4.17.	Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible?	Yes
FD.4.18.	Are toxic or poisonous substances stored in a separate area from food?	Yes
FD.4.19.	Are toxic or poisonous substances kept in sturdy, clearly labelled containers?	Yes
FD.5.1.	Are all dishes and equipment washed in accordance with Ministry of Health standards?	Yes
FD.5.2.	Is all food-processing equipment, including pots and pans, cleaned and sanitized after each use?	Yes
FD.5.3.	Are all used kitchen cloths, towels and aprons washed daily?	Yes
FD.5.4.	Are walls, ceilings, exhaust systems, filters and floors in the food service and dining areas kept clean?	Yes
FD.5.5.	Are stoves and grills kept clean and grease pans emptied regularly?	Yes
FD.5.6.	Are mops rinsed and hung in a well-ventilated place after each use?	Yes
TR.1.1.	Is the trip leader at least 18 years of age?	Yes
TR.1.2.	Is the assistant leader at least 17 years of age?	
TR.1.3.	Is the assistant leader skilled enough to take over leadership in an emergency?	
TR.1.4.	When the trip includes swimming or boating, does the swimming or boating supervisor hold a current Bronze Cross or equivalent?	Yes
TR.1.5.	When the trip includes swimming or boating, are there at least two swimming or boating supervisors who hold a current Bronze Cross or equivalent?	
TR.1.6.	Are trip leaders currently certified in Standard First Aid/CPR or an equivalent course?	Yes
TR.1.7.	Does at least one trip leader participate in trip planning?	Yes
TR.1.8.	Does the camp train the trip staff in trip emergency procedures?	Yes
TR.1.9.	Does the camp research drop off areas, meeting points, locations of emergency phones, park procedures where applicable, and age and/or ability restrictions?	
TR.1.10.	Are trip leaders given additional training in the management and supervision of campers at an off-site location?	
TR.1.11.	Do the trip leaders have a method of communicating with the camp in case of emergency?	Yes
TR.1.12.	Are the trip leaders aware of any limitations and/or health concerns of all participants on the trip and have plans to safely manage said limitations/concerns	Yes
TR.1.13.	Is the camp director aware of the limitations and/or health concerns of all participants on the trip?	
TR.1.14.	Is a written trip plan left at the main site?	Yes
TR.1.15.	Do the trip leaders ensure that no one goes out of sight without a buddy, a whistle or other Communicating device?	

STANDARD NUMBER	STANDARD	MANDATORY
TR.1.16.	Do the trip leaders know and follow the safety procedures if the trip encounters potentially dangerous wildlife?	
<b>TR.1.17.</b>	<b>Is the staff to camper ratio at least one staff to every eight campers?</b>	<b>Yes</b>
<b>TR.2.1.</b>	<b>Is a well-stocked first-aid kit and medication kit, if needed, properly secured in an accessible daypack?</b>	<b>Yes</b>
<b>TR.2.2.</b>	<b>Does every camper/staff with a known medical condition bring their required medications on a trip?</b>	<b>yes</b>
TR.2.3.	Do the trip leaders carry, distribute, and document the use of personal medicine as well as PRN meds such as Tylenol, Advil?	
<b>TR.2.4.</b>	<b>Is there an adequate supply of sunscreen on the trip?</b>	<b>Yes</b>
<b>TR.2.5.</b>	<b>Is there an adequate supply of drinking water available on the trip?</b>	<b>Yes</b>
TR.2.6.	Is appropriate clothing brought by participants for the conditions of the trip?	
<b>TR.2.7.</b>	<b>Has a record of health irregularities been reviewed prior to departing on the trip?</b>	<b>Yes</b>
TR.2.8.	Is a record kept of health irregularities during the trip?	
TR.2.9.	Is the record of health irregularities reviewed with the health care staff upon return?	
<b>TR.3.1.</b>	<b>Upon arrival at an outdoor campsite or facility, do staff check that the site is made free from hazards, such as broken glass or waste?</b>	<b>Yes</b>
TR.3.2.	When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?	
TR.3.3.	Is low-impact camping explained by the trip leader and practised by all participants?	
TR.3.4.	Is garbage carried out and disposed of properly?	
<b>TR.3.5.</b>	<b>Is the cutting of live trees avoided?</b>	<b>Yes</b>
<b>TR.4.1.</b>	<b>Does the camp director or staff ensure that safety inspections of all tripping equipment are completed regularly?</b>	<b>Yes</b>
TR.4.2.	Does the choice of all equipment consider the safety of the participants?	
TR.4.3.	Does the choice of all equipment consider potential challenges during the trip?	
TR.4.4.	Does the choice of all equipment allow participants to minimize the impact on the environment?	
TR.4.5.	Do all makeshift repairs receive the necessary attention before the equipment is sent out on another trip?	
<b>TR.5.1.</b>	<b>Does every person in a human-powered vessel wear a Canadian government approved personal flotation device (PFD) or lifejacket?</b>	<b>Yes</b>
<b>TR.5.2.</b>	<b>Are the watercraft maintained and repaired to be safe for use?</b>	<b>Yes</b>
<b>TR.5.3.</b>	<b>Do watercraft have the requisite safety devices required by the Canadian Coast Guard?</b>	<b>Yes</b>
<b>TR.5.4.</b>	<b>Are the watercraft suitable for carrying the loads they are assigned to carry?</b>	<b>Yes</b>
TR.5.5.	Are the watercraft designed to provide safe transportation in keeping with the demands of the route?	

STANDARD NUMBER	STANDARD	MANDATORY
TR.5.6.	Do the staff carry watercraft-repair supplies?	
<b>TR.5.7.</b>	<b>For white water trips, taking place on rapids Class 2 or greater, are the participants fitted with helmets specific to the river conditions?</b>	<b>Yes</b>
<b>TR.5.8.</b>	<b>For white water trips, are throw bags and appropriate rescue equipment readily available?</b>	<b>Yes</b>
<b>TR.5.9.</b>	<b>Does the camp have and follow a policy for paddling white water (e.g. level, participant ratio, clothing, participant training, etc.)?</b>	<b>Yes</b>
<b>TR.5.10.</b>	<b>Does the trip leader have prior assistant leadership experience in white water?</b>	<b>Yes</b>
<b>TR.5.11.</b>	<b>For white water trips, do the tripping staff have the necessary experience and/or certification for the degree of difficulty?</b>	<b>Yes</b>
<b>TR.5.12.</b>	<b>For Class 2 rapids trip leadership have at least a 2-day white water rescue training course (e.g. SRT level 2). For Class 3 or higher trip leader should have 4-day white water rescue certification (e.g. SRT Level 3).</b>	<b>Yes</b>
TR.6.1.	Are there sufficient tents, tarpaulins or flies to shelter all the participants comfortably?	
<b>TR.6.2.</b>	<b>Are the tents, tarpaulins or flies pitched safely away from the fire and other hazards?</b>	<b>Yes</b>
TR.6.3.	Are the tents, tarpaulins or flies self-contained, with all necessary pegs, poles, and rope?	
TR.6.4.	Do the staff carry tent-repair supplies?	
TR.6.5.	Are new campsites established only after the leader is convinced no existing sites are available within a reasonable distance?	
TR.6.6.	Is all water used for drinking and cooking treated?	
TR.6.7.	Are sanitary dish washing procedures explained to the group and followed?	
TR.6.8.	Are procedures for personal cleanliness explained to the group and followed?	
TR.6.9.	If no toilet facility is available, is human waste buried in active topsoil at least 75m (250 ft.) from water and food?	
TR.6.10.	Does the menu provide a balanced, nutritious diet and is appropriate to the physical demands of the trip?	
TR.6.11.	Does the menu acknowledge individual allergies and other dietary concerns?	
TR.6.12.	Are participants aware of how to protect themselves from insect bites?	
TR.7.1.	Is food prepared within an adequate time line to be safely consumed?	
TR.7.2.	Is food and garbage stored in a conscientious manner to reduce risk of contamination and animal interference?	
TR.7.3.	Is food being prepared in the cleanest and safest manner?	
TR.7.4.	Are all food dishes being washed with at least biodegradable soap and hot water?	
TR.8.1.	Has the trip leader acquired experience as an assistant leader on a prior trip of similar duration and level of difficulty?	
<b>TR.8.2.</b>	<b>Does at least one trip leader have wilderness first aid training appropriate to the remoteness and risks of the trip?</b>	<b>Yes</b>

STANDARD NUMBER	STANDARD	MANDATORY
TR.8.3.	<b>Does the trip leader have the necessary skills to manage the degree of difficulty on the trip?</b>	Yes
TR.8.4.	<b>Are both trip leaders at least 18 years of age?</b>	Yes
TR.8.5.	Do the pre-trip literature, promotional materials and discussions assist the participant in preparing for the programme, including specifying the physical fitness requirements, expectations, degree of risk and programme details?	
TR.8.6.	Is there a written policy and procedure to be followed in the event of an accident or disaster?	
TR.8.7.	Does the camp thoroughly research the safety, programme and logistical aspects of a new route before implementation?	
TR.8.8.	Does the camp maintain records, which identify the leaders, the names of participants, their tripping experience and home contact information?	
TR.8.9.	Does the camp have a medical form signed by a parent or guardian giving the participant's medical history and particularly specifying any limits of his/her participation?	
TR.8.10.	Are trip participants trained in rescue techniques appropriate to the trip?	
TR.8.11.	<b>Does the trip leader carry a reliable and appropriate communication device that meets the needs and remoteness of the trip?</b>	Yes
TR.8.12.	Does the camp fully examine and assess the reliability and insurance status of any transportation service being employed?	
TR.8.13.	Does the camp communicate with parents and camp insurance agents if unusual or unexpected transportation services are involved?	
TR.8.14.	Upon return from the trip, do the trip leaders conduct an evaluation?	
TR.8.15.	Is the trip evaluation reviewed by the camp director and/or head of tripping?	
TR.8.16.	If climbing and or caving are part of the programme, are potential hazards determined prior to starting the activity?	
TN.1.1.	<b>Does the camp have written policies and procedures for each type of transportation provided for campers?</b>	Yes
TN.1.2.	<b>Does the driver or assistant have an accurate list of the names of campers and staff traveling while under the camp's supervision?</b>	Yes
TN.1.3.	<b>Is a copy of the list kept at camp?</b>	
TN.1.4.	Does the camp provide one or more trained supervisors in each vehicle?	
TN.1.5.	Prior to the start of camp, are staff trained in their responsibilities during the transporting of campers?	
TN.1.6.	<b>Is the number of passengers in a vehicle restricted to the seating capacity as recommended by the manufacturer of the vehicle?</b>	Yes
TN.2.1.	<b>Are campers traveling on public transportation supervised by trained staff?</b>	Yes
TN.2.2.	Are campers traveling on public transportation given identification and/or camp contacts?	
TN.2.3.	Are campers traveling on public transportation trained in how to obtain the assistance of the authorities?	
PG.1.1.	Has the camp's management considered all of the laws, manufacturers' suggested use practices, and risks for all activities being offered?	



STANDARD NUMBER	STANDARD	MANDATORY
PG.1.2.	Does the camp accurately inform participants of the programmes they offer?	
PG.1.3.	Does the camp have a written mandate, philosophy or mission statement?	
PG.1.4.	Does the camp have an evaluation system in place that reflects feedback from participants?	
PG.2.1.	For every speciality activity, is there at least one staff member who is experienced and knowledgeable in the activity?	
PG.2.2.	Does the camp designate staff to be responsible for supervising each activity?	
<b>PG.3.1.</b>	<b>Are safety procedures in place to protect campers and staff from exposure to harsh chemicals or other potential hazards?</b>	<b>Yes</b>
<b>PG.3.2.</b>	<b>Does the camp provide safety rules and procedures for each activity to ensure that all equipment is handled by campers and staff in a safe manner?</b>	<b>Yes</b>
<b>PG.3.3.</b>	<b>Does the camp properly maintain the equipment and facilities of each activity?</b>	<b>Yes</b>
PG.3.4.	Does the camp have written procedures to minimize risk in each activity.	
<b>PG.3.5.</b>	<b>Does all safety equipment have Canadian Standards Association (CSA) approval?</b>	<b>Yes</b>
<b>LP.1.1.</b>	<b>Has the challenge course been installed using the minimum standard recommended by the Association for Challenge Course Technology (ACCT)?</b>	<b>Yes</b>
<b>LP.1.2.</b>	<b>Has the climbing wall been installed using the minimum standards recommended by the Climbing Wall Association?</b>	<b>Yes</b>
<b>LP.1.3.</b>	<b>Is the challenge course designed, installed and operated to deter unauthorized access and use?</b>	<b>Yes</b>
<b>LP.1.4.</b>	<b>Annually, prior to the camp season, has a qualified "third-party challenge course professional" completed a safety inspection of the course and provided a written report to the director?</b>	<b>Yes</b>
<b>LP.1.5.</b>	<b>Does the camp implement the recommendations from the annual inspection prior to the use of the challenge course?</b>	<b>Yes</b>
<b>LP.1.6.</b>	<b>Is there an annual inspection of the ground beneath the challenge course for proper drainage, rotting of poles or trees, insect or animal damage and potential future hazards?</b>	<b>Yes</b>
<b>LP.1.7.</b>	<b>Are all trees and poles in the challenge course inspected on an ongoing basis to determine their health?</b>	<b>Yes</b>
<b>LP.1.8.</b>	<b>Do trained camp staff inspect the challenge course and equipment prior to each use?</b>	<b>Yes</b>
<b>LP.1.9.</b>	<b>Have all instructors completed a training course appropriate to the site and programme?</b>	<b>Yes</b>
<b>LP.1.10.</b>	<b>Have all spotters received proper instruction in their roles?</b>	<b>Yes</b>
<b>LP.1.11.</b>	<b>Does the camp have a written emergency plan for the challenge course?</b>	<b>Yes</b>
<b>LP.1.12.</b>	<b>Are the instructional staff trained in the written emergency plan?</b>	<b>Yes</b>
LP.1.13.	Are the numbers of instructors and spotters sufficient for the number of participants engaged in the challenge course as recommended by the installer or qualified challenge course professional?	

STANDARD NUMBER	STANDARD	MANDATORY
LP.1.14.	When high elements are in use, are at least two trained staff supervising?	
LP.1.15.	When low elements are in use, is at least one trained staff supervising?	
<b>LP.1.16.</b>	<b>Are the safety rules posted and explained to the campers prior to their participation?</b>	<b>Yes</b>
LP.1.17.	Is safety terminology explained and used by both staff and campers?	
<b>LP.1.18.</b>	<b>Does all safety equipment meet the manufacturer's and installer's recommendations?</b>	<b>Yes</b>
LP.1.19.	Is an ongoing, written record maintained and kept on file detailing the condition of the challenge course and the safety and belay equipment?	
LP.1.20.	Are near-miss incidents recorded for future assessment of risk?	
LP.1.21.	Is a first aid kit accessible when the challenge course is in use?	
LP.1.22.	Do the instructors have a communication method to summon assistance while the challenge course is in use?	
<b>LP.2.1.</b>	<b>Are helmets, ropes, harnesses, carabineers and belay devices inspected on a use-by-use basis?</b>	<b>Yes</b>
<b>LP.2.2.</b>	<b>Is the challenge equipment removed and stored in a cool, dry, locked area while not in use?</b>	<b>Yes</b>
<b>LP.2.3.</b>	<b>Are the high elements and climbing equipment used only for the purpose of a challenge course programme?</b>	<b>Yes</b>
LP.2.4.	If campers are belaying, are there sufficient belayers for the weight of the climber when using a belay post?	
LP.2.5.	Is a standardized system of communication used among instructors on the high elements and the staff spotting on the ground and campers dismounting the elements?	
<b>LP.2.6.</b>	<b>Are all participants equipped with the required safety equipment as outlined the camp's annual inspection report when using high elements?</b>	<b>Yes</b>
<b>LP.2.7.</b>	<b>Does the head of challenge courses have easy access to equipment for a participant rescue?</b>	<b>Yes</b>
<b>LP.3.1.</b>	<b>Are portable low elements and initiatives removed and stored in a locked area when not in use?</b>	<b>Yes</b>
LP.3.2.	Is the equipment for portable low elements and initiatives used only for the purpose of initiative challenges?	
LP.3.3.	Is the area below a bouldering wall appropriately and sufficiently padded according to manufacturer's recommendations to prevent injury to climbers?	
<b>LP.4.1.</b>	<b>Does the camp comply with all TSSA regulations?</b>	<b>Yes</b>
<b>LP.4.2.</b>	<b>Does the camp have an annual audit inspection completed by an approved TSSA mechanic?</b>	<b>Yes</b>
<b>LP.4.3.</b>	<b>Is work identified by the TSSA mechanic during the audit inspection completed prior to TSSA's formal inspection?</b>	<b>Yes</b>
<b>LP.4.4.</b>	<b>Was the assigned TSSA Inspector contacted to schedule an inspection prior to May 31?</b>	<b>Yes</b>
<b>LP.4.5.</b>	<b>Has the camp had their TSSA inspection and received their permit prior to the use of each recreational device?</b>	<b>Yes</b>

STANDARD NUMBER	STANDARD	MANDATORY
LP4.6.	<b>Do you have a technical dossier ready for review by TSSA?</b>	Yes
LP4.7.	<b>If you are renting or own inflatables do they have all of the following: TSSA Amusement Device License; TSSA Amusement Device Permit; "AD" Permit Number for Each Device; Certified Amusement Device Mechanic Audit; and proof of \$2,000,000 Liability Insurance.</b>	Yes
LP5.1.	Is the camp a member of the Ontario Equestrian Association or the Certified Horsemanship Association "or any other similar organization who has recommendations/standards pertaining to horseback riding/equestrian programmes"?	
LP5.2.	<b>Is the riding director or senior instructor at least 18 years of age?</b>	Yes
LP5.3.	<b>Is there at least one person with first aid qualifications at the barn, when campers are present?</b>	Yes
LP5.4.	<b>Do all riders either wear hard-soled unadorned footwear with a heel no less than 1.5 cm or ASTM approved stirrups?</b>	Yes
LP5.5.	<b>Are barn rules posted and explained to all participants?</b>	Yes
LP5.6.	<b>Are properly sized ASTM/SEI approved helmets worn by all riders?</b>	Yes
LP5.7.	Is it forbidden for all riders to ride alone outside the ring?	
LP5.8.	<b>Does the camp have a written emergency plan for the riding programme?</b>	Yes
LP5.9.	<b>Is the written emergency plan explained to all riders?</b>	Yes
LP5.10.	Do the riding staff supervise campers in the stable and riding area?	
LP5.11.	<b>At the start of each season, are horses evaluated for their suitability to the programme?</b>	Yes
LP5.12.	At the start of each season, are horses evaluated for their suitability to the programme?	
LP5.13.	Is the ratio at least one staff to six (1:6) riders?	
LP5.14.	Is there a minimum of two staff on the trail and group rides?	
LP6.1.	Are daily health checks carried out on all horses?	
LP6.2.	<b>Do all horses have up to date rabies and tetanus vaccinations?</b>	Yes
LP6.3.	<b>Are horses fed and watered to maintain optimal health and well-being?</b>	Yes
LP6.4.	Are the horses given adequate breaks, access to water and rest during the workday?	
LP6.5.	Is protection from the elements provided?	
LP6.6.	Are horses given a twenty-four hour break from riding each week?	
LP6.7.	Does the stable have access to a farrier and veterinarian?	
LP6.8.	Are the horses' hind feet unshod unless recommended by a farrier?	
LP7.1.	Is the stable area and fencing kept clean and in good repair?	
LP7.2.	Is manure removed daily for proper disposal?	
LP7.3.	Is the tack inspected prior to the start of camp and then checked, maintained, cleaned regularly and stored properly on a daily basis?	

STANDARD NUMBER	STANDARD	MANDATORY
LP.7.4.	Is barn equipment such as pitchforks and shovels stored in a safe manner?	
<b>LP.7.5.</b>	<b>Is a properly maintained fire extinguisher located at one or more exits?</b>	<b>Yes</b>
<b>LP.8.1.</b>	<b>Are all participants wearing the required safety equipment while playing hockey?</b>	<b>Yes</b>
LP.8.2.	Are sticks in a safe condition?	
<b>LP.8.3.</b>	<b>Are the playing surfaces in a safe condition?</b>	<b>Yes</b>
<b>LP.8.4.</b>	<b>Is the entire playing surface clearly visible?</b>	<b>Yes</b>
LP.8.5.	Is at least one certified first aider in the arena at all times when campers or staff are on the ice?	
LP.8.6.	Is a first aid kit in the arena at all times when campers or staff are on the ice?	
LP.8.7.	Is a stretcher available at the rink?	
LP.8.8.	Is ambulance service available?	
LP.8.9.	Is at least one staff member in a supervisory role at all times when any campers are on the ice?	
<b>LP.8.10.</b>	<b>Are all dressing rooms supervised by gender-specific staff while campers are present?</b>	<b>Yes</b>
LP.8.11.	If dressing rooms are used, are they sanitized as necessary and kept clean?	
LP.8.12.	Is there sufficient space for equipment to dry between?	
LP.8.13.	When using facilities or arenas not owned by the camp, has the camp reviewed the facility's emergency procedures and medical assistance?	
LP.8.14.	When using facilities or arenas not owned by the camp, has the camp reviewed the facility's emergency procedures and medical assistance?	
<b>LP.9.1.</b>	<b>Are the instructors experienced in these activities and the safety precautions required for them?</b>	<b>Yes</b>
<b>LP.9.2.</b>	<b>Are the safety rules posted, taught and enforced?</b>	<b>Yes</b>
<b>LP.9.3.</b>	<b>Is the shooting range located away from other camp activities?</b>	<b>Yes</b>
LP.9.4.	Are precautions in place to prevent unwanted access to the shooting range?	
LP.9.5.	Are shooting lines clearly marked?	
<b>LP.9.6.</b>	<b>Is all the equipment inspected for defects prior to use?</b>	<b>Yes</b>
<b>LP.9.7.</b>	<b>Is all equipment maintained in a safe condition?</b>	<b>Yes</b>
<b>LP.9.8.</b>	<b>Is the archery equipment stored in a locked location?</b>	<b>Yes</b>
<b>LP.9.9.</b>	<b>Are the guns and ammunition stored separately from each other in secure, locked locations?</b>	<b>Yes</b>
<b>LP.9.10.</b>	<b>Are safety glasses worn by all participants at all times?</b>	<b>Yes</b>
<b>LP.10.1.</b>	<b>Have all cycling staff been trained for their position and in the safety procedures of the programme?</b>	<b>Yes</b>
<b>LP.10.2.</b>	<b>Are all cycling staff trained in first aid and CPR?</b>	<b>Yes</b>
LP.10.3.	Are campers instructed in all rules and safety procedures at the beginning of each session?	

STANDARD NUMBER	STANDARD	MANDATORY
LP.10.4.	<b>Is there a written emergency plan?</b>	<b>Yes</b>
LP.10.5.	<b>Are emergency procedures practiced?</b>	<b>Yes</b>
LP.10.6.	<b>Is riding alone prohibited?</b>	<b>Yes</b>
LP.10.7.	<b>Are all traffic laws and signs obeyed?</b>	<b>Yes</b>
LP.10.8.	Do cycling staff ensure that campers ride in single file on public and private roads?	
LP.10.9.	Does every cycling staff member carry a first aid kit?	
LP.10.10.	Does at least one cycling staff member carry a communication device on off-site routes?	
LP.10.11.	Does the camp adhere to the staff to camper ratios?	
LP.10.12.	Are selected routes and trails maintained to minimize risk?	
LP.10.13.	Is at least one person on the trip familiar with the selected routes and trails?	
LP.10.14.	<b>Do all cyclists wear cycling helmets approved by the Canadian Standards Association (CSA)?</b>	<b>Yes</b>
LP.10.15.	<b>Are the helmets inspected before each use for cracks and damage?</b>	<b>Yes</b>
LP.10.16.	<b>Are helmets and bikes fitted properly to each individual rider?</b>	<b>Yes</b>
LP.10.17.	Are closed-toed shoes worn by all campers and staff?	
LP.10.18.	<b>Is a bike check performed on all bikes before use?</b>	<b>Yes</b>
LP.10.19.	Do the cycling staff carry bike repair kits and know how to fix basic problems?	
LP.10.20.	Does the programme ensure progressive skill development prior to attempting difficult routes?	
LP.10.21.	Does the programme supervisor inspect any new jumps, obstacles or drops prior to use by campers?	
LP.10.22.	Does the cycling staff have the ability to block off high risk or inappropriate routes to prevent lower-skilled riders from attempting them?	
LP.10.23.	Do the technical routes provide path alternatives where difficult crossings are encountered?	
LP.10.24.	In the case of remote locations on a technical ride, is there an emergency access or exit route planned and available for riders?	
LP.10.25.	For highly technical routes, do riders have sufficient protective equipment for the route being attempted (wrist guards, jaw protector moto-cross helmet, knee protection, elbow pads)?	
BT.1.1.	<b>Does your camp comply with Transport Canada's regulations for operator and vessel licensing and follow all safety requirements?</b>	<b>Yes</b>
BT.1.2.	<b>Is there an activity head or designate with a minimum current Bronze Cross at the activity site when the activity is in operation?</b>	<b>Yes</b>
BT.1.3.	<b>Is each activity head trained, knowledgeable and skilled?</b>	
BT.1.4.	<b>Do the boating staff hold a minimum of a current Bronze Medallion or equivalent, as well as a Pleasure Craft Operator Card (PCO) where required?</b>	<b>Yes</b>
BT.1.5.	<b>For each boating activity, do the boating staff have the necessary training, knowledge and skill to teach and supervise?</b>	<b>Yes</b>

STANDARD NUMBER	STANDARD	MANDATORY
BT.2.1.	Does the camp have written <u>operational procedures</u> for each boating programme area?	Yes
BT.2.2.	Does the camp have written <u>emergency procedures</u> for each boating programme area?	Yes
BT.2.3.	Are the boating staff trained in both the operational and emergency procedures?	Yes
BT.2.4.	Are watercraft and related equipment checked on a daily basis for damage and to ensure the required equipment is in place?	Yes
BT.2.5.	Is a system in place to track campers and watercraft at each programme area?	Yes
BT.2.6.	Are watercraft banned from areas where there are swimmers?	Yes
BT.2.7.	Is a suitably-equipped emergency watercraft operational for emergencies at all times?	Yes
BT.3.1.	For watercraft, less than or equal to five gross tonnes, do staff hold the required class of license issued by Transport Canada for the vessel they are driving and for the number of passengers they are transporting?	Yes
BT.3.2.	Are staff assigned to operate power boats provided with additional training in power boat operation and emergency procedures?	Yes
BT.3.3.	Do the power boating operational procedures adhere to Transport Canada regulations?	Yes
BT.3.4.	During water activities, does the watercraft have a designated driver and a spotter with designated seats for each of them?	Yes
BT.3.5.	Can the boat safely accommodate the participants in the event of an emergency?	Yes
BT.3.6.	Does the camp have safety procedures to deal with a participant in distress?	Yes
BT.3.7.	If a Personal Water Craft (PWC) (e.g. water scooter) is used, is it equipped with double spotter mirrors and an automatic emergency shut-off?	Yes
BT.3.8.	Do power boats follow driving patterns in order to avoid obstacles and remain a safe distance from other boats?	Yes
SW.1.1.	Is the pool/waterfront director at least 18 years of age, experienced, and certified with a current National Lifeguard Service (NLS)?	Yes
SW.1.2.	Are all on-duty lifeguards and assistant lifeguards readily identifiable?	
SW.1.3.	Are swim staff knowledgeable of campers' and staffs' swimming abilities and medical issues relevant to water safety?	Yes
SW.1.4.	Is each swimming instructor at least 16 years old and certified with the necessary instructor qualifications specific to the camp's advertised swim programme?	Yes
SW.2.1.	Does the camp have written operational procedures for each area used for swimming?	Yes
SW.2.2.	Is swimming alone forbidden?	Yes
SW.2.3.	Is swimming in the dark forbidden?	Yes

STANDARD NUMBER	STANDARD	MANDATORY
SW.2.4.	Are campers and staff restricted to clearly established swimming areas according to their ability?	Yes
SW.2.5.	Does the camp have some method of identifying the swimming abilities of campers and staff?	
SW.3.1.	Does the camp have written emergency procedures for each area used for swimming?	Yes
SW.3.2.	Are staff trained in the operational and emergency procedures?	Yes
SW.3.3.	Are staff trained in water search and evacuation procedures for each swimming area?	Yes
SW.3.4.	Are the water search procedures practised as necessary?	Yes
SW.3.5.	Are the evacuation signals and procedures universally known and understood by all campers for each swimming area?	Yes
SW.4.1.	Is there an adequate depth of water for the safe use of all leisure equipment?	
SW.4.2.	Do the diving platforms and/or boards for both pools and waterfronts adhere to the R.R.O. 1990, Reg. 565?	Yes
SW.4.3.	Is the area around the diving board, platform, tower, slide, water trampoline or other water accessories free from all hazards such as swimmers, boats, and rocks?	Yes
SW.4.4.	Are all participants who use a diving board, platform, tower, slide, water trampoline or other water accessories aware of all safety rules relevant to this activity?	Yes
SW.4.5.	Is there supervision when campers and staff are using the diving board, platform, tower, slide, water trampoline or other water accessories?	Yes
SW.5.1.	Do the pool practices and equipment comply with the Government of Ontario R.R.O. 1990, Reg. 565?	Yes
SW.5.2.	Is the swimming director familiar with the Government of Ontario regulations?	Yes
SW.5.3.	Is all the required safety equipment under the regulations easily accessible at each pool?	Yes
SW.5.4.	Are the pool areas and all required safety equipment checked daily and kept in a clean and safe operational condition?	Yes
SW.5.5.	Are all pool safety rules posted in weather-protected, conspicuous positions as required by the regulations, and communicated to campers at the beginning of their stay?	Yes
SW.5.6.	Does each pool have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?	Yes
SW.5.7.	Are all pool lifeguards at least 16 years of age with a current NLS certificate?	Yes
SW.5.8.	Are all pool assistant lifeguards at least 16 years of age with a current Bronze Cross or Award of Distinction?	Yes
SW.5.9.	During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?	Yes

STANDARD NUMBER	STANDARD	MANDATORY
SW.5.10.	During recreational swimming in a wading pool or shallow water pool, does the camp adhere to the minimum regulated ratios of lifeguard/assistant lifeguards to swimmers?	Yes
SW.5.11.	When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements as quoted in Regulation 568?	Yes
SW.5.12.	During recreational swimming, does the number of lifeguards equal or exceed the number of assistant lifeguards?	Yes
SW.6.1.	Do the waterfront practices and equipment comply with the current Government of Ontario R.R.O. 1990, Reg. 568?	Yes
SW.6.2.	Is all the government-required safety equipment easily accessible at each waterfront area used for swimming?	Yes
SW.6.3.	Are the waterfront swimming areas and all required safety equipment checked daily and kept in a clean and safe operational condition?	Yes
SW.6.4.	Are all waterfront safety rules posted in weather-protected, conspicuous positions and communicated to campers at the beginning of their stay?	Yes
SW.6.5.	Does each waterfront swimming area have a method to communicate with the camp office or communication centre for quick access to 911 or other emergency services?	Yes
SW.6.6.	Is the waterfront director familiar with the relevant regulations and resources listed above?	Yes
SW.6.7.	Are all waterfront lifeguards at least 16 years of age with a current NLS certificate?	
SW.6.8.	Are all waterfront supervisors at least 16 years of age with a minimum of a current Bronze Cross or equivalent?	Yes
SW.6.9.	Are all waterfront assistant lifeguards at least 16 years of age with a minimum current Bronze Cross or equivalent?	Yes
SW.6.10.	Does a qualified trainer provide additional instruction in supervision, positioning, accident prevention and intervention, and emergency response to waterfront supervisors who do not possess a current NLS certificate?	Yes
SW.6.11.	During recreational swimming, does the camp adhere to the minimum regulated ratios of lifeguards/assistant lifeguards to swimmers?	Yes
SW.6.12.	When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water-to-non-swimmers ratios, in addition to the lifeguard requirements as quoted in Regulation 568?	Yes
SW.6.13.	During recreational swimming does the number of lifeguards equal or exceed the number of assistant lifeguards?	Yes
SW.7.1.	Does the waterfront director review and approve the rules and safety procedures for all swims outside of the designated swim area?	Yes



STANDARD NUMBER	STANDARD	MANDATORY
SW.7.2.	<b>Are long distance swimmers, outside the regular swim area, accompanied and directly supervised by a qualified lifeguard or assistant lifeguard?</b>	Yes
SW.7.3.	<b>Are lifeguards/assistant lifeguards supervising a long distance swim, outside the regular swim area, positioned in a suitable watercraft so they may render immediate assistance to a swimmer in distress?</b>	Yes
SW.7.4.	During long distance swims, outside the regular swim area but within 25m of shore, is there a minimum of one lifeguard/assistant lifeguard for every four swimmers?	
SW.7.5.	During long distance swims, outside the regular swim area and beyond 25m of shore, is there one lifeguard/assistant lifeguard for each swimmer?	
SW.7.6.	Are long distance swims, outside the regular swim area and beyond 25m of shore, directly supervised by at least one NLS certified lifeguard?	
SW.8.1.	<b>Does the camp ensure that the OCA swimming standards are in place at the offsite facility?</b>	Yes
SW.8.2.	Does the camp provide the off-site facility staff with essential camper medical and behavioural information?	
SW.8.3.	During each visit, is a specific camp staff member appointed to communicate and exchange information with the off-site facility staff?	
SW.8.4.	<b>During off-site recreational swims, are the proper staff to non-swimmer ratios in place?</b>	Yes
SW.8.5.	<b>Are the staff who accompany the campers off-site trained in their off-site role?</b>	Yes
SW.8.6.	<b>Are the staff who accompany the campers during off-site recreational swimming clearly identified?</b>	Yes
SW.8.7.	<b>Do the staff who accompany the campers off-site enter the water with the campers who require direct or additional supervision?</b>	Yes
SW.8.8.	Do the staff who accompany the campers off-site assist with supervision and controlling campers' behaviour?	

