

ALL TRIPS AND EXCURSIONS



ALL TRIPS
AND EXCURSIONS

Section TR



Year-round Standards for Accreditation

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.



Camp Can-Aqua

General Notes

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

Equivalency for the purposes of lifeguard certifications is determined by the camp's local Medical Health Officer.

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

These trips away from the main campsite may range from a picnic in a nearby park, an excursion to the local zoo, a visit to an amusement park, to a canoe trip in the wilderness. Trips may vary in purpose, duration, location and mode of travel. Whether the campers are away for a day, overnight or a month, the group is independent of the support services available at the main campsite.

WILDERNESS TRAVEL Programme (WTP): WTP may be one part of a camp's programme or it may be the sole purpose of the camp. The programme consists of an autonomous group travelling through the wilderness. The duration of the trip is a minimum of five nights and the participants are more than eight hours away from emergency assistance without air support (e.g., the use of helicopters or float planes).

Relevant Regulations and Resources

- Canadian Coast Guard
..... ccg-gcc.gc.ca/eng/CCG/Home
- OCA Crisis Response Resource Manual
- A Wilderness Medicine Manual
- Transport Canada
..... tc.gc.ca/eng/menu.htm
- Ontario Ministry of Labour
re: workplace harassment
..... labour.gov.on.ca/english/hs/pubs/wvps_guide/guide_7.php

TR.1. LEADERSHIP AND SAFETY

MANDATORY:

TR.1.1., 1.4., 1.6., 1.7., 1.8., 1.11., 1.12., 1.14., and 1.17.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR.1.1.	Is the trip leader at least 18 years of age?	Yes	No	NA
TR.1.2.	Is the assistant leader at least 17 years of age?	Yes	No	NA
TR.1.3.	Is the assistant leader skilled enough to take over leadership in an emergency?	Yes	No	NA
TR.1.4.	When the trip includes swimming or boating, does the swimming or boating supervisor hold a current Bronze Cross or equivalent?	Yes	No	NA
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?	Yes	No	NA
TR.1.6.	Are trip leaders currently certified in Standard First Aid /CPR or an equivalent course?	Yes	No	NA
TR.1.7.	Does at least one trip leader participate in trip planning?	Yes	No	NA
TR.1.8.	Does the camp train the trip staff in trip emergency procedures?	Yes	No	NA
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?	Yes	No	NA
TR.1.10.	Are trip leaders given additional training in the management and supervision of campers at an off-site location?	Yes	No	NA
TR.1.11.	Do the trip leaders have a method of communicating with the camp in case of emergency?	Yes	No	NA
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	No	NA
TR.1.13.	Is the camp director aware of the limitations and/or health concerns of all participants on the trip?	Yes	No	NA
TR.1.14.	Is a written trip plan left at the main site?	Yes	No	NA

TR.1.15.	Do the trip leaders ensure that no one goes out of sight without a buddy, a whistle or other communicating device?	Yes	No	NA
TR.1.16.	Do the trip leaders know and follow the safety procedures if the trip encounters potentially dangerous wildlife?	Yes	No	NA
TR.1.17.	Is the staff to camper ratio at least one staff to every eight campers?	Yes	No	NA

TR.1. LEADERSHIP AND SAFETY:
Contextual Education

TR.1.1. There must be a legal adult (18 years+) that is responsible for all participants. They must also have the relevant knowledge, experience and qualifications appropriate to lead the trip.

TR.1.2. There must be at least two leaders per trip, each capable of shouldering the responsibility to lead effectively. Trip leaders must be diligent and alert at all times. In the absence of the support of camp staff and facilities, the trip leaders are solely responsible for meeting all the campers’ needs. Also, the children are away from normal routines and security. Trip leaders for extended trips and wilderness travel must have prior tripping experience commensurate with the length of the trip and its degree of challenge.

TR.1.3. The intent is that if it is necessary for the group to split up or if the primary leader is unable to lead for some reason the assistant leader has the necessary skills to take over. This can be through leadership and emergency preparedness training as well as qualifications and past experience.

TR.1.4. This Standard applies to all activities in or on the water. The minimum requirement for the swimming/boating supervisor is a Bronze Cross. Equivalency for the purposes of lifeguard certifications is determined by the camp’s local Medical Health Officer.

TR.1.5. Minimum of Bronze cross or equivalent (Medical of Health Officer approved) for at least two supervisors ensures that in an emergency there are enough sufficiently skilled individuals to respond appropriately.

TR.1.6. The intent is that at least one leader has a current first aid/ CPR certificate appropriate to the duration, remoteness and activities undertaken on the trip. Standard first aid equivalency can be judged based on course content or expert consultation.

TR.1.7. Pre-trip research may include communication points, transportation arrangements, access points, facility evacuation plans, emergency meeting spots, procedures if someone is separated from the group, camper supervision in urban centres, proposed route,

total mileage, location of campsites and portages, knowledge of water quality, special equipment needs, fragile nature areas, rapid ratings, degree of difficulty of route, leased or private lands, climate, topography and map references. This research will depend on the type of trip. For trips travelling on water, all participants should receive boating skills instruction prior to departure.

TR.1.8. Emergency procedures may include a missing person, swamped canoe, serious injury, evacuation methods, and firefighting. Training should include all major potential hazards and drills to practice procedures.

TR.1.9. Research may include discussion with other organizations, local experts, reading guidebooks/trip logs and communication with park staff.

TR.1.10. Additional training may include information on psychosocial and group management as well as more training to deal with sensitive issues that may arise such as increased vulnerability or disclosure of abuse.

TR.1.11. Communication could be in the form of direct person-to-person verbal/text communication (i.e., cell phone where there is cell service, satellite phone or InReach device). Communication can also be in the form of one-way emergency communication such as Spot device or EPIRB.

TR.1.13. This includes written documentation of health concerns both long term and immediate in the trip leader's possession. Immediate health concerns should be determined by medical staff prior to trip departure and communicated in writing to the trip leader.

TR.1.14. A trip plan should include names of all participants, points of emergency access, route, anticipated campsites, and contingency plans. The trip plan should be left at the main site and a copy of the trip plan and a map should be carried by one of the trip leaders.

TR.1.15. Buddies are pre-established partnerships to ensure participants are not alone. Participants must be given a device to communicate with main group/trip leaders in event of emergency if separating from group.

TR.1.16. Dangerous wildlife might include a bear, moose, poisonous snake or rabid animal. In urban areas this could include a raccoon, coyote or an off-leash dog. Training for this would include detailed policy explanation as to proper methods for dealing with dangerous wildlife.

TR.1.17. If the participants are LITs/CITs, this ratio does not apply; a higher ratio would be acceptable. This ratio must be reduced based on high-risk participants, areas or activities. Staff included in the ratio must be capable of being in a situation where they can manage the group alone.

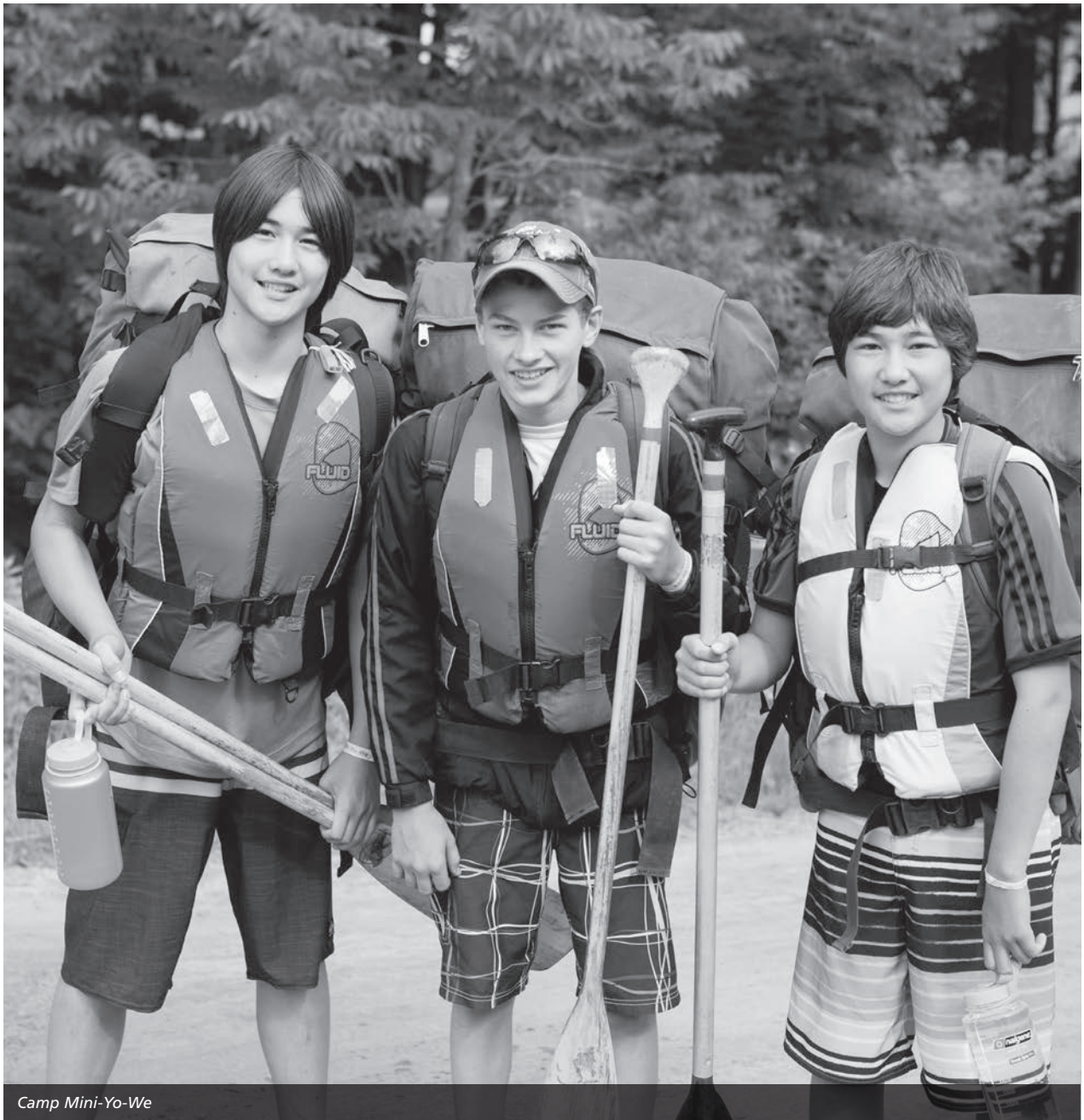
TR.1. LEADERSHIP AND SAFETY:

Compliance Demonstration

TR.1. to TR.17.

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

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



Camp Mini-Yo-We

TR.2. Health and Sanitation

MANDATORY:

TR.2.1., 2.2., 2.4., 2.5. and 2.7.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR.2.1.	Is a well-stocked first-aid kit and medication kit, if needed, properly secured in an accessible daypack?	Yes	No	NA
TR.2.2.	Does every camper/staff with a known medical condition bring their required medications on a trip?	Yes	No	NA
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?	Yes	No	NA
TR.2.4.	Is there an adequate supply of sunscreen on the trip?	Yes	No	NA
TR.2.5.	Is there an adequate supply of drinking water available on the trip?	Yes	No	NA
TR.2.6.	Is appropriate clothing brought by participants for the conditions of the trip?	Yes	No	NA
TR.2.7.	Has a record of health irregularities been reviewed prior to departing on the trip?	Yes	No	NA
TR.2.8.	Is a record kept of health irregularities during the trip?	Yes	No	NA
TR.2.9.	Is the record of health irregularities reviewed with the healthcare staff upon return?	Yes	No	NA

TR.2. HEALTH AND SANITATION:

Contextual Education

TR.2.1. The first-aid kit should contain sufficient supplies and equipment to handle anticipated emergency situations, with adequate instructions. The amount and type of supplies will vary with the length of time away, available assistance, and specific needs of the trip participants.

TR.2.2. If medication is required for the participant or staff then it must be taken on the trip and kept in a safe place (group first aid kit). Staff must ensure adequate amount of medication is brought to last the length of trip.

TR.2.3. Medications must be kept by the trip leader in a safe and secure location that can be accessed easily in an emergency. The trip leader must also be responsible for the distribution of all medication and recording of such distribution.

TR.2.4. A sun protection policy, including the use of sun hats and sunglasses, is particularly important on trips on the water or in open areas with prolonged sun exposure.

TR.2.5. The amount of water needed will vary based on conditions and activities but there must be a reasonable amount of purified and clean water for each participant. If the trip leader and participants cannot carry or purchase the necessary water for the trip, then means to purify an adequate amount must be brought.

TR.2.8. All medical incidents must be recorded either with individual incident reports (necessary for significant issues) or medical incident recording sheets. This includes both injury and illness.

TR.2.9. All medical issues that occur on a trip must be outlined to the camp's medical staff on return and followed up with the participant if necessary.

TR.2. HEALTH AND SANITATION: Compliance Demonstration

TR.2.1. to TR.2.9.

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

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



Wapomeo: Taylor Statten Camps

TR.3. Camping/ Programme Sites

MANDATORY:

TR.3.1. and 3.5.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR.3.1.	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?	Yes	No	NA
TR.3.2.	When travelling in a designated park, do the trip leaders know the park's policies and permissible activities?	Yes	No	NA
TR.3.3.	Is low-impact camping explained by the trip leader and practised by all participants?	Yes	No	NA
TR.3.4.	Is garbage carried out and disposed of properly?	Yes	No	NA
TR.3.5.	Is the cutting of live trees avoided?	Yes	No	NA

TR.3. CAMPING/PROGRAMME SITES:

Contextual Education

TR.3.1. Staff must be first to explore new outdoor camp/programme sites and confirm that they are safe from possible downfall, hazards that could cause injury or contamination, and risk of animal attack.

TR.3.2. Parks have different rules and regulations than crown land and each park may be different. Trip leaders must know and adhere to the rules and regulations of each park.

TR.3.3. Low-impact camps practices include using established tent sites only; respecting vulnerable vegetation and ground cover; avoiding use of nails, wire, glass or makeshift structures on a site; restricting fires to the approved fire pit; never leaving charred logs, but burning all firewood to ash; and removing all litter and plastic from the site. Ideally, trippers should strive to achieve no-trace camps. **"Pack it in; pack it out"**.

TR.3.4. All non-biodegradable/burnable materials must be packed out as in line with a no-trace camping practice. Camp/programme site should be left as clean as or cleaner than they were found.

TR.3.5. Live wood burns poorly. Teach trip participants how to distinguish live from dead wood. Keep firewood to a minimum. Live trees should only be cut when necessary for safety reasons.

TR.3. CAMPING/PROGRAMME SITES:

Compliance Demonstration

TR.3.1. to TR.3.5.

Visitor Observation: Tour of camp facilities.

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



Camp Mini-Yo-We

TR.4. Equipment

APPLIES TO ALL OVERNIGHT TRIPS

MANDATORY:

TR.4.1.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR.4.1.	Does the camp director or staff ensure that safety inspections of all tripping equipment are completed regularly?	Yes	No	NA
TR.4.2.	Does the choice of all equipment consider the safety of the participants?	Yes	No	NA
TR.4.3.	Does the choice of all equipment consider potential challenges during the trip?	Yes	No	NA
TR.4.4.	Does the choice of all equipment allow participants to minimize the impact on the environment?	Yes	No	NA
TR.4.5.	Do all makeshift repairs receive the necessary attention before the equipment is sent out on another trip?	Yes	No	NA

TR.4. EQUIPMENT:

Contextual Education

TR.4.1. Equipment may include cooking shelters, equipment, tarps and coolers. Inspection of safety equipment is most important such as checking white water rescue gear, lifejackets and bear deterrents, etc.

TR.4.2. It is recommended that extended trips carry high quality equipment that is well maintained and provides optimal safety and comfort for all participants. It is important to consider potential challenges the trip may offer, including terrain, weather, and animals. Night-time food storage equipment is needed where animals are a potential risk.

TR.4.3. The variety of outdoor equipment is huge and having the right gear for the trip can make or break it. Think about the proper trip equipment like ultra-light canoes for long portages and proper white water boats for river trips.

TR.4.4. Equipment brought can affect the impact on the environment. For example, bringing a stove eliminates the need for fires. Careful thought into what is needed for food, shelter and travel can help reduce the environmental impact.

TR.4.5. In the field (camp), repairs must be followed up with and more permanently fixed before going back out on trip. This will avoid future, more serious equipment problems. Having an equipment tracking, recording and inspection log will make this simpler.

TR.4. EQUIPMENT:

Compliance Demonstration

TR.4.1. to TR.4.5.

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

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



Camp Northway

TR.5. Trips Using Watercraft

TRIPS USING WATERCRAFTS, SHOULD ANSWER TR.5

MANDATORY:

TR.5.1, 5.2., 5.3., 5.4.,
5.7., 5.8., 5.9., 5.10.,
5.11., and 5.12.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR.5.1.	Does every person in a human-powered vessel wear a Canadian government approved Personal Flotation Device (PFD) or lifejacket?	Yes	No	NA
TR.5.2.	Are the watercraft maintained and repaired to be safe for use?	Yes	No	NA
TR.5.3.	Do watercraft have the requisite safety devices required by the Canadian Coast Guard?	Yes	No	NA
TR.5.4.	Are the watercraft suitable for carrying the loads they are assigned to carry?	Yes	No	NA
TR.5.5.	Are the watercraft designed to provide safe transportation in keeping with the demands of the route?	Yes	No	NA
TR.5.6.	Do the staff carry watercraft-repair supplies?	Yes	No	NA
TR.5.7.	For white water trips, taking place on rapids Class 2 or greater, are the participants fitted with helmets specific to the river conditions?	Yes	No	NA
TR.5.8.	For white water trips, are throw bags and appropriate rescue equipment readily available?	Yes	No	NA
TR.5.9.	Does the camp have and follow a policy for paddling white water (level, participant ratio, clothing, participant training etc.)?	Yes	No	NA
TR.5.10.	Does the trip leader have prior assistant leadership experience in white water?	Yes	No	NA
TR.5.11.	For white water trips, do the tripping staff have the necessary experience and/or certification for the degree of difficulty?	Yes	No	NA
TR.5.12.	For Class 2 rapids trip leader should 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)?	Yes	No	NA

TR.5. TRIPS USING WATERCRAFT:

Contextual Education

TR.5.1. The PFD must be the correct size for each person. PFDs should be appropriate for the trip and activities (e.g. if paddling white water, then a high quality paddling PFD should be worn).

TR.5.2. Watercraft must be kept in good working order and be appropriate for the type of water the trip plans to paddle on (e.g. small lakes vs. rivers vs. large open water).

TR.5.3. Regulations require that all water craft must have certain items such as buoyant heaving line, bailer, signaling device. These must be kept in each individual boat. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances.

TR.5.4. Boats have a maximum recommended carrying capacity. Trip leaders must use their judgment and keep loads to a safe amount. A reasonable amount of freeboard is necessary for safety.

TR.5.5. Watercraft must be appropriate for the route and type of travel being undertaken. Unsuitable watercraft will increase risk.

TR.5.6. Suitable material to do an in-field repair must be brought on each trip. This may be duct tape in some cases or more complex fixes such as epoxy or fibreglass kits.

TR.5.7. Hazards exist in any type of moving water. It is strongly recommend that helmets should be worn in Class I rapids or greater.

TR.5.8. Throw bags must be in every boat and with every staff when around any moving water. Rescue kits should include all necessary equipment to do a pinned boat extraction (e.g. webbing, pulleys, carabiner, rope).

TR.5.11. If running any moving water activities, staff must have prior white water paddling experience and a swift water or white water rescue certification. The higher the class of water the higher the level of certification is necessary.

TR.5. TRIPS USING WATERCRAFT:

Compliance Demonstration

TR.5.1. to TR.5.12.

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

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

TR.6. Trips Involving Overnight Stays

FOR TRIPS INVOLVING ONE OR MORE OVERNIGHT STAYS, ANSWER TR.6

MANDATORY:

TR.6.2.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR.6.1.	Are there sufficient tents, tarpaulins or flies to shelter all the participants comfortably?	Yes	No	NA
TR.6.2.	Are the tents, tarpaulins or flies pitched safely away from the fire and other hazards?	Yes	No	NA
TR.6.3.	Are the tents, tarpaulins or flies self-contained, with all necessary pegs, poles, and rope?	Yes	No	NA
TR.6.4.	Do the staff carry tent-repair supplies?	Yes	No	NA
TR.6.5.	Are new campsites established only after the leader is convinced no existing sites are available within a reasonable distance?	Yes	No	NA
TR.6.6.	Is all water used for drinking and cooking treated?	Yes	No	NA
TR.6.7.	Are sanitary dish washing procedures explained to the group and followed?	Yes	No	NA
TR.6.8.	Are procedures for personal cleanliness explained to the group and followed?	Yes	No	NA
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?	Yes	No	NA
TR.6.10.	Does the menu provide a balanced, nutritious diet and is appropriate to the physical demands of the trip?	Yes	No	NA
TR.6.11.	Does the menu acknowledge individual allergies and other dietary concerns?	Yes	No	NA
TR.6.12.	Are participants aware of how to protect themselves from insect bites?	Yes	No	NA

TR.6. TRIPS INVOLVING OVERNIGHT STAYS:

Contextual Education

TR.6.1. Each trip must bring equipment to shelter all participants from the elements if need be. Consider possible weather and ground conditions when deciding which method of shelter is best.

TR.6.2. Shelters must be pitched far enough away from fires to minimize the risk of sparks igniting the material. Ideally shelters are upwind of fires to further decrease risk.

TR.6.3. A self-contained shelter will eliminate the need to cut down trees or cut off tree limbs to put up a shelter. Self-contained shelters allow trips to have lower impact on the surrounding environment and are necessary to adhere to no-trace camping practices.

TR.6.4. Tents often have repair issues. Zippers jam and flies rip. Having equipment to fix these minor problems in the field is necessary. A pair of pliers and some duct tape is often sufficient.

TR.6.5. An ideal campsite provides privacy for the group. If there are other campers at nearby sites, their privacy should be respected. The length of stay at any one campsite is best limited to two nights to allow other campers to make use of them.

TR.6.6. No water consumed by participants or used in the cooking of food may be straight from an untreated water source. Treatments such as boiling, chlorinating, UV filtering or charcoal pump filtering must be used.

TR.6.7. Wash dishes well away from the lake or river. Dishes must be washed in warm water using soap. Water must be disposed of in hole that is dug far away from campsite and far from all bodies of water.

TR.6.8. On a campsite, if a privy is provided, use it. Proper handwashing or sanitizing before cooking and eating meals and after using the bathroom is necessary.

TR.6.9. If no toilet or outhouse facility exists, and to avoid water contamination waste must be buried carefully. Providing digging tool and teaching proper procedures is necessary.

TR.6.10. Menus must meet the demands of the trip in terms of nutrition value and quantity. This will vary based on age of participants, physical activity, and environment. The NOLS backcountry nutrition guide provides clear outlines for necessary quantities.

TR.6.12. Trip leaders must provide information and recommendations on avoiding biting insects to participants. Encourage bug spray, long pants and shirts, light coloured clothing and being inside at dusk and dawn.

TR.6. TRIPS INVOLVING OVERNIGHT STAYS:

Compliance Demonstration

TR.6.1. to TR.6.12.

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

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

TR.7. Trip Food

THESE STANDARDS APPLY TO BOTH TRIPS INVOLVING OVERNIGHT STAYS (TR.6.) AND WILDERNESS TRAVEL (WTP) (TR.8.)

MANDATORY: NONE

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR.7.1.	Is food prepared within an adequate time line to be safely consumed?	Yes	No	NA
TR.7.2.	Is food and garbage stored in a conscientious manner to reduce risk of contamination and animal interference?	Yes	No	NA
TR.7.3.	Is food being prepared in the cleanest and safest manner?	Yes	No	NA
TR.7.4.	Are all food dishes being washed with at least biodegradable soap and hot water?	Yes	No	NA

TR.7. TRIP FOOD:

Contextual Education

TR.7.1. Depending on weather conditions, coolers and ice packs will keep your cooler refrigerated for several days, but for no more than a week. For longer trips, keep drinks in one cooler and food that needs to be refrigerated in another. Prepare perishable foods before the trip and keep it stored in the cooler until it can be reheated. This will help solve the possibility that foods will perish, because the items will already have been cooked and would just need a little more heat before eating. This applies to anything such as pasta or meats that you choose not to freeze.

TR.7.2. If required bear-proof containers should be used.

TR.7.4. Important steps should be taken when washing your dishes at the campsite to make sure you protect the area so many can enjoy it in the future as well.

- If possible, use small quantities of biodegradable soap.
- Make sure you wash and dispose of the waste water at least 100 feet from any water source. Never pour it into a river or lake, or any water source as this will contaminate the water!
- If possible, dig a small hole to pour the water into, to allow the ground to filter the water and return it back to the water source in its own natural way. If you can't dig a hole, spread it over the ground to encourage natural filtration.

TR.7. TRIP FOOD:

Compliance Demonstration

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

TR.8. Wilderness Travel Programmes (WTP)

TR.8.1.	Has the trip leader acquired experience as an assistant leader on a prior trip of similar duration and level of difficulty?	Yes	No	NA
TR.8.2.	Does at least one trip leader have wilderness first aid training appropriate to the remoteness and risks of the trip?	Yes	No	NA
TR.8.3.	Does the trip leader have the necessary skills to manage the degree of difficulty on the trip?	Yes	No	NA
TR.8.4.	Are both trip leaders at least 18 years of age?	Yes	No	NA
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?	Yes	No	NA
TR.8.6.	Is there a written policy and procedure to be followed in the event of an accident or disaster?	Yes	No	NA
TR.8.7.	Does the camp thoroughly research the safety, programme and logistical aspects of a new route before implementation?	Yes	No	NA
TR.8.8.	Does the camp maintain records, which identify the leaders, the names of participants, their tripping experience and home contact information?	Yes	No	NA
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?	Yes	No	NA
TR.8.10.	Are trip participants trained in rescue techniques appropriate to the trip?	Yes	No	NA
TR.8.11.	Does the trip leader carry a reliable and appropriate communication device that meets the needs and remoteness of the trip?	Yes	No	NA
TR.8.12.	Does the camp fully examine and assess the reliability and insurance status of any transportation service being employed?	Yes	No	NA

MANDATORY:
TR.8.2., 8.3., 8.4.
and 8.11.

Applies to:

- Day Camps
- Overnight Camps
- Short-term Programmes

TR

ALL TRIPS AND
EXCURSIONS

TR.8.13.	Does the camp communicate with parents and camp insurance agents if unusual or unexpected transportation services are involved?	Yes	No	NA
TR.8.14.	Upon return from the trip, do the trip leaders conduct an evaluation?	Yes	No	NA
TR.8.15.	Is the trip evaluation reviewed by the camp director and/or head of tripping?	Yes	No	NA
TR.8.16.	If climbing and or caving are part of the programme, are potential hazards determined prior to starting the activity?	Yes	No	NA

TR.8. WILDERNESS TRAVEL PROGRAMMES (WTP):
Contextual Education

TR.8.1. Trip leaders must have prior experience on trips of a similar nature to what they are leading. This means the leaders have been in similar locations and travelled similar distances prior to being the leader of a trip.

TR.8.2. Any trip travelling in the wilderness must have at least one leader who is trained in wilderness first aid. This training is at minimum a 16-hour basic wilderness first aid course. If trips are in remote areas or engaging in high-risk activities, then a 40-hour wilderness advanced first aid or 80-hour wilderness first responder certification is highly recommended. For more remote trips, having two trip leaders with wilderness first aid qualifications is highly recommended.

TR.8.3. and TR.8.4. Leaders on wilderness trips require sound judgement and decision-making skills.

TR.8.5. Pre-trip information given to participants must be comprehensive and let participants know what they are getting themselves into. This will allow for proper preparation in terms of mental readiness and physical preparedness.

TR.8.6. The OCA Crisis Response Manual is a helpful resource. Procedures for emergency response should be step by step concrete plans that are simple to follow. They should include plans for injury, animal attack, missing person, etc.

TR.8.7. Research can be done through a variety of channels: guidebooks, other camps and local outfitters all have a wealth of knowledge that they are often willing to share.

TR.8.8. While on trip this information must be kept easily accessible along with route and evacuation information. Once returned safely this information can be filed for future reference.

TR.8.9. A copy of these forms should go with the trip leaders and a copy should stay at camp for quick reference in case of emergency.

TR.8.10. If canoeing, then canoe over canoe rescues should be taught. If paddling white water, basic white water rescue techniques such as throw bagging and offensive/defensive swimming should be taught. Things that will help keep the group safer as a whole should be outlined before embarking.

TR.8.11. Communication could be in the form of direct person-to-person verbal/text communication (i.e., cell phone where cell service, satellite phone or In-reach device). Communication can also be in the form of one way emergency communication such as Spot device or EPIRB. Depending on the remoteness and risk level of the trip, one or more of these methods should be considered.

TR.8.12. Camps should check references for all transportation providers and ensure they are reliable and have updated safety checks and insurance.

TR.8.13. If camps are sending participants in any vehicle that has not been prior approved by parents and the Camp's insurance providers they must notify both parties and ensure that it is acceptable.

TR.8.14. In order to gain insight into how to improve trips, a senior person must review all debriefs and evaluations. This could give insight into trends or larger areas for growth.

TR.8.15. Gathering post trip information is a crucial step to finding out what happened on a trip and how to make the next one better. A thorough debrief (both verbal and written) should be done by the trip leaders upon return.

TR.8.16. Hazards should be determined and assessed during pre-trip planning and immediately prior to undertaking the climbing/caving. Assessment should be done by a supervisor who has been trained, certified and is experienced in the activities planned. Assessments should include written documentation of hazards and strategies to avoid.

TR.8. WILDERNESS TRAVEL PROGRAMMES (WTP):

Compliance Demonstration

TR.8.1. to TR.8.16.

Visitor Interview: Director to provide a detailed overview of wilderness travel programmes.