

Saskatchewan Camps Association

STANDARDS
and
ACCREDITATION
MANUAL

2018



**Developing and Promoting High Standards
for Organized Camps in Saskatchewan**

SASKATCHEWAN CAMPS ASSOCIATION

**STANDARDS
AND
ACCREDITATION MANUAL**

2015 REVISED EDITION

SASKATCHEWAN CAMPS ASSOCIATION
BOX 8862
SASKATOON, SASKATCHEWAN
S7K 6S6
WWW.SASKCAMPING.CA

TABLE OF CONTENTS

MISSION STATEMENT	2
PHILOSOPHY OF STANDARDS AND ACCREDITATION	2
ENDORSEMENT CATEGORIES	3
PROCEDURE FOR ACCREDITATION	4
COMPLIANCE SHEET EXPLAINED	5
DEFINITIONS & TERMS	6
FACILITY ENDORSEMENT	7
Administration	7
Motorized Vehicles (including ATV's etc).....	8
Personnel	8
Buildings & Equipment	10
Misc.	11
PROGRAM ENDORSEMENT	12
Facility	12
Personnel	12
Protection Policies.....	13
Medical Services	13
Programs	14
Boating	14
Waterfront and/or Pool.....	15
Archery and Riflery.....	16
Climbing Structures	16
Horses	16
TRAVEL ENDORSEMENT	17
Trip Leader (Personnel)	17
Training	18
Campsites	18
Health and Safety	19
AGENCIES AND GOVERNMENT DEPTS LISTINGS	21

MISSION STATEMENT

To promote, enrich and encourage the development of quality organized camping for all Saskatchewan people, through leadership, advocacy, and provision of services.

PHILOSOPHY OF STANDARDS AND ACCREDITATION

Accreditation is the official recognition by the SCA of a camp's efforts and dedication to best practices. The Accreditation program is an educational tool designed to be a resource in helping camps become more knowledgeable about current government laws and safe camping practices.

In Saskatchewan camps often experience an influx of new people each year both at the Board of Directors level and program staffing levels. This makes Accreditation even more important as staff and board member training and awareness of best practices is ongoing. The SCA is committed to working with its member camps in this educational / awareness process.

The compliance to these best practices should be only one of the methods used by camp operators in ensuring that the facilities and programs they run are safe, enjoyable and in compliance with government regulations. Each camp should assess their own risk and ensure that they are managing that risk with diligence.

The Saskatchewan Camps Association Accreditation & Standards are divided into two areas: Mandatory Standards, which are government regulations and/or standards the SCA feels are essential to camp operation; and Desirable Practices, which have been developed to help camps strive for excellence in operating programs and recognize camps' responsibility for the safe care of campers who take part in their programs.



The SCA recognizes the distinctiveness of each camp. Standards are NOT intended to regulate or limit the unique spirit or emphasis of an individual camp but rather to encourage and hold a standard of best practices for camping in Saskatchewan.

ENDORSEMENT CATEGORIES

Accreditation is divided into 3 main endorsement categories:

1. **FACILITY ENDORSEMENT** - This applies to camps that operate a facility.
The camp is not permitted to operate any programs under facility endorsement.
2. **PROGRAM ENDORSEMENT** - This applies to all camps that operate programs. The prerequisite to achieving a program endorsement is successful facility endorsement. Camps are not permitted to be involved in any program / activity that does not comply with the standard that applies to that program / activity. This endorsement covers any program (including day programs) that are executed using a specific facility as its point of operation and includes field / program day trips off site (no overnights).
3. **TRAVEL ENDORSEMENT** - This applies to all camps that operate off-site / travel programs. Prerequisites to achieving tripping endorsement include: successful facility endorsement and successful program endorsement (this applies even if a camp operates only travel programs). Camps are not permitted to be involved in any travel program / activity that does not comply with the standard that applies to that travel program / activity. *“Travel” is defined as any program that involves nights being spent away from the camp’s primary residence facility (excluding dedicated campout sites within .5 km of the primary residence facility).*

The SCA recognizes two categories of standards:

1. **Mandatory Standards** – bolded print  These standards are primarily government laws with some exceptions.
2. **Desirable Practices** – regular text print . These standards are designed to assist camp operators in developing and maintaining high quality camping operations.

PROCEDURE FOR ACCREDITATION

The Accreditation procedure includes the following steps:

1. Become a member of the SCA and maintain that membership yearly.
2. Ensure that you have the most current copy of the Accreditation standards..
3. Request an Accreditation visit. Final deadline for requests is June 30. The camp is expected to:
 - i. Fill out the request form and pay a fee of \$100.00 before June 30.
 - ii. The camp must complete one copy of the Compliance Sheet and send a copy in with their request for accreditation.
100% of the mandatory standards and a minimum of 80% of the desirable practices must be met in order to be accredited.
4. The SCA will conduct the visit. The Executive Director, who is familiar with the standards and with the operation of a camp, will visit the camp, review facilities, program and operation and file a report of the visit to the Board of the SCA.
 - i. The camp is responsible for the visitor's meals and one night's accommodation if necessary. Mileage is paid by the SCA. A second person may accompany the SCA visitor as an observer. The observer may be anyone associated with another member camp. Please contact the SCA if you are interested.
 - ii. The accreditation visitor(s) will meet with either the permanent camp director or the seasonal camp director and one or more of the camp's board members to conduct the visit and review the Standards Checklist.
5. The Executive Director will compile all accreditation reports and submit the report to the SCA Board of Directors for approval at the first meeting of the Board of Directors in September of that year.
 - i. Camps will be informed of the decision of the board by letter. Camps receiving Accredited status will receive a certificate in the spring of the year following. This certificate is good for 3 years pending continued


compliance (outlined in Procedure #12). Accredited camps may then publicize that they have been accredited by the SCA.

ii. Any decision of the board can be appealed within 60 days of notification.

iii. Whether accredited or not, the camp may request another meeting with the visitor to discuss possible improvements.

6. Accreditation is maintained through a visit by the SCA representative(s) every three years. In the interim the accredited camps must annually review the current Standards and submit a copy of the Compliance Sheet to the SCA (this is required in order to maintain accreditation).

COMPLIANCE SHEET EXPLAINED

The compliance sheet is the worksheet filled out identifying whether or not accreditation requirements are met. Mandatory standards are in **bold text** with an octagon.  To score yourself, use a checkmark in the appropriate box indicating either compliance, non-compliance or not applicable. You must have 100% compliance with mandatory standards for accreditation.

Desirable standards are in regular text with a triangle (∇). To score yourself, use a checkmark in the appropriate box indicating either compliance, non-compliance or not applicable. You must have a minimum of 80% compliance with desirable standards for accreditation.

Note: This manual refers to various government documents and laws, etc. It is necessary for camps to maintain current copies of these regulations on file at the camp. Please refer to the Appendix for addresses and contact numbers of the appropriate government departments. The SCA is continually expanding and maintaining a library of such documents.

The SCA also strongly recommends that staff certification be pursued in the skill areas under the appropriate National Association Guidelines (e.g., Canadian Canoeing Association, etc.).

DEFINITIONS & TERMS

Cabin Leaders: Those involved with the direct care of specific campers during their stay at camp (this includes residential care such as night time etc.). Note: These individuals are also commonly known as “counselors”. In respecting the profession of counselors and recognizing that camp staff in general are not trained to be professional counselors the SCA asks that the term “cabin leader” be used.

Cabin Leaders-in-Training (CITs): Individuals who are training to be cabin leaders through a variety of educational methods including mentoring by a cabin leader.

Pleasure Craft (motorized): Any water craft/vessel that is designed to transport or carry individuals and is powered by mechanical means.


Pleasure Craft (non-motorized): Any water craft/vessel that is designed to transport or carry individuals and is not powered by mechanical means.


Camp Director: The person in charge of the camp, appointed by the camp board (or equivalent).

Travel Leader: The individual(s) who are responsible for the health and safety of the group while the trip is in progress.

Travel Program: Any program that involves nights being spent away from the camp’s facility (excluding dedicated campouts within .5 kilometers of the main camp residence facility).

Italics – indicate the revisions for the current year. Previous year’s revisions are reverted to normal text.

Bold Text and/or octagon  Indicate SCA mandatory standards.

Normal Text and/or triangle () – indicate SCA desirable standards

FACILITY ENDORSEMENT

Facility Endorsement applies to all sites that

- a) provide a facility for others to operate camping programs or
- b) own and operate their own programs on their own site or
- c) any combination of a and b.

Administration



F. The Camp must have a policy for “Personal Information Protection and Electronic Documents Act (PIPEDA)”



F1 The camp must comply with all regulations of Revenue Canada that apply to the operation of organized camps for paid staff. These will include:



F1.1 Source deductions for Canada Pension Plan.



F1.2 Unemployment Insurance and Income Tax.



F1.3 Payroll records.



F1.4 Maintenance, filing and review of financial records.



F1.5 Goods and Services Tax (GST).



F2 Camp must comply with all regulations of the Worker’s Compensation Board.

F3 The camp must carry insurance in the following areas and renew policies annually:



F3.1 Property insurance



F3.2 Liability insurance



F3.3 Motorized Vehicle insurance, including non-owner, passenger hazard and accident insurance.



F3.4 Insurance for campers (sickness and accident).



F3.5 Insurance for staff and volunteers (accident and loss of income).



F4 If there is health insurance in place, it must be annually reviewed.



F5 The camp must have written and implemented objectives consistent with good camping practices as promoted by the Saskatchewan Camps Association, and these must be communicated to all staff members.



F6 Camp publicity must utilize specific and accurate information, avoiding false, ambiguous or misleading advertising or claims.

F7 The camp must maintain adequate yearly records of:



F7.1 Budget



F7.2 Inventory



F7.3 Personnel statistics



F8 In the case of rental groups, the camp must keep copies of rental agreements.



F9 The camp must have available on-site blueprints or charts indicating the location of all utilities and sanitation lines.



F10 The camp must annually evaluate the record keeping system.



F11 The camp must enter into an agreement with the nearest fire department for fire fighting services.

Motorized Vehicles (including ATV's etc)



F12 All vehicles used by the camp whether owned by the camp or otherwise must be licensed and insured as per SGI regulations.



F13 Camp-owned vehicles used for camp-related work, including the transportation of campers, must comply with all regulations for the licensing and insuring of such vehicle.



F14 One vehicle must be designated and made available for emergency transportation at all times.



F15 All staff who drive camp-owned vehicles for the purpose of transporting campers must hold a Class 4 license and be at least 18 years old.



F16. The camp must have written agreements stating specific conditions of employment.



F17. For each position, the camp must have a written job description that is used in selecting, supervising and evaluating staff. Job descriptions must be kept up-to-date.



F18. The camp must provide adequate supervision in transportation units (Vehicle driver and at least one person to supervise campers).



F19. The Camp Director must be 21 years of age or over.

- ▽ F20 The Camp Director must be a mature person with knowledge of leadership and administration.
- ▽ F21 Authority must be delegated to one specified qualified person in the absence of the Director. The line of authority must be communicated to all staff.
- **F22 The camp must have a policy dealing with harassment (all types).**
- **F23 The camp staff must receive training in order to recognize and prevent actual or potential situations in which they may be falsely accused of abuse and/or harassment.**
- **F24 The camp must comply with all regulations affecting the employment of foreign staff.**
- **F25 The camp must comply with hiring practices that the Saskatchewan Human Rights Commission deems necessary to the camp's local situation.**
- **F26 The camp must comply with employment practices specified in Labour Standards that the Saskatchewan Human Rights Commission deems necessary to the camp's local situation.**
- ▽ F27 Application forms must be filled out by all applicants for camp jobs.
- ▽ F28 References must be provided by applicants.
- ▽ F29 Each staff person must be interviewed.
- ▽ F30 Criminal Record Checks must be provided for all staff/volunteers.
- ▽ F31 The camp staff must familiarize themselves with local Emergency Medical Services (EMS).
- ▽ F32 At least one person on staff must have a WHMIS (Workplace Hazardous Materials Information System) Certificate.
- ***F33. The camp comply with the Canada Anti- Spam Legislation. (CASL)***

This area left intentionally blank.

Buildings & Equipment



The camp must comply with “*The Public Accommodation Regulations 1997*,” which apply to the operation of recreational camps.



F34 The camp must comply with “Provincial Public Eating Establishment Standards, 1997,” which apply to the operation of recreational camps, and include the requirement that at least one person in the kitchen hold a current Food Handler’s Certificate as approved by Saskatchewan Health, unless otherwise approved by the public health officer.



F35 The camp must comply with “The Shoreland Pollution Control Regulations, 1976,” which apply to the operation of an institutional camp.



F36 The camp must have a well-equipped first aid centre and must have isolation quarters.



F37 Fire fighting equipment must be checked regularly and records kept.



F38 Poisonous materials must be properly marked and kept in a restricted safe place.



F39 Power tools must have safety devices on them to prevent accidents.



F40 Hazardous materials and power tools must be used only by authorized personnel.



F41 The camp must comply with regional and municipal regulations that apply to the operation of institutional camps in that area.



F42 The camp must comply with “Accessibility Standards” that the Commission deems necessary to be incorporated into new camp buildings. The camp must obtain permission.



F43 The camp must possess the permits required for ground water search and development of water wells.



F44 The camp must comply with other regulations that the Saskatchewan Environment and Public Safety Department may deem necessary to apply to the camp’s local situation. This includes sewage and waste disposal.



F45 The camp, if operating within a provincial park, must comply with Park regulations applicable to the operation of institutional camps.

Misc.

- ▽ F46 The Camp Director must ensure that safety inspections of all facilities, programs, grounds, and services are carried out on a regular basis throughout the camp season, and records of inspections be kept.
- ▽ F47 Emergency procedures and drills must be established and posted.
- ▽ F48 Staff and campers must know and practice emergency procedures (including evacuation of buildings) for fire, waterfront accidents, and natural disasters.
- ▽ F49 Emergency phone numbers must be posted and must include the location of the Emergency Medical Service (EMS) and the Estimated Time of Arrival (ETA).
- ▽ F50 The menu for the camp must be planned following the Canada Food Guide and the same must also be posted.

This area left intentionally blank.

PROGRAM ENDORSEMENT

Program Endorsement applies to all camps that

- a) operate a program whether on their site or a different site or
- b) are day camps / day trips that are not overnight travel programs.

Compliance with the Facility Endorsement is required for successful Program Endorsement. (In the event of a program operating on a rented / leased facility it is the responsibility of the program to ensure that the facility on which they operate is in compliance with the Facility Endorsement.)

Facility _____



P1. The facility on which the program is operating is in compliance with the Facility Accreditation standards as outlined in the Facility Accreditation portion of the current SCA Accreditation Manual.

Personnel _____

- ▽ P2. All cabin leaders must be 16 years of age or over as of commencement of employment.
- ▽ P3. The Cabin Leader's residence must be within reasonable proximity to the campers he or she is responsible for.
- ▽ P4. Cabin Leader/camper ratio: (CITs are not counted in calculation):
 - ▽ P4.1. under 8 years of age: one cabin leader to a maximum of six campers.
 - ▽ P4.2. 8 years of age and over: one cabin leader to a maximum of eight campers.
 - ▽ P4.3. Ratio of cabin leader/campers for handicapped campers – no fewer cabin leaders than above, may be more, depending on the camper's disability.
- ▽ P5. The camp must conduct an on-site pre-camp staff training program
- ▽ P6. The camp must provide each staff person with a staff manual. The manual must include:
 - ▽ P6.1. Objectives
 - ▽ P6.2. Personnel policies
 - ▽ P6.3. Sample schedules
 - ▽ P6.4. Job Descriptions

- ▽ P6.5. Emergency procedures (*including Fire, missing children, accident/injury or other medical emergency, death and other policies pertinent to area – ie water search*)

Protection Policies

- P7. **The camp must have a policy regarding “disclosure of abuse by a child” that complies with federal and provincial law.**
- P8. **The camp must have a policy for dealing with situations where staff have reasonable grounds to believe a child has been abused.**
- P9. **The camp will have a policy for dealing with bullying.**
- P10. **The camp will have a policy and procedure for infection control.**

Medical Services

- P11. **The camp must have in residence on its staff a licensed physician or registered nurse, or an E.M.T. (Emergency Medical Technician), Primary Care Paramedic (PCP) or a licensed practical nurse, or a holder of a current recognized Standard First Aid Certificate, or equivalent. with CPR-C**
- ▽ P12. Isolated camps (those further than 150 km from the nearest Medical Facility) must have a Doctor or Registered Nurse on site.
- ▽ P13. The camp must arrange with a nearby licensed physician to be on call if one is not in residence and his or her name and phone number must be posted.
- ▽ P14. First Aid training must be provided to staff members during staff training.
- ▽ P15. Medication must be kept in a locked storage area out of reach of campers and dispensed only by authorized staff.
- ▽ P16. Parents or guardians must be notified of any serious illness or injury if possible.
- ▽ P17. A medical form must be filled out by all staff before they go to camp, including statements of limitations and how they would affect activities.
- ▽ P18. A medical form must be filled out by/for all campers before they go to camp, including statements of limitation and how they would affect

activities.

- ▽ P19. The camp must have written records of each accident and illness and any medical treatment given.
- ▽ P20. The camp must maintain parental/guardian medical release forms on record, and these records must indicate that in the event of an accident requiring medical attention the parent(s)/guardian(s) will be notified as soon as possible.
- ▽ P21. All records must be kept in a locked but easily accessible file/room.

Programs _____

- ▽ P22. The camp must use camper registration or information forms.
- ▽ P23. The camp must retain a permanent record of campers and staff (excluding rental participants).
- ▽ P24. The camp must provide an opportunity for campers and staff to evaluate the program and retain copies of evaluations completed.
- ▽ P25. The camp program must stem from the stated objectives of the camp, with specific and general activities related to the achievement of these objectives. The camp staff must be familiar with the objectives.
- ▽ P26. Campers must be given the opportunity to provide input into the camp program.
- ▽ P27. The camp program must permit the camper to have a progressive learning experience by building on past knowledge.
- ▽ P28. The camp program must include both energetic and quiet activities.
- ▽ P29. The camp program must provide for individual activity, small-group activity and activities involving the whole camp.
- ▽ P30. The camp program must make provision for adequate midday and night-time rest periods for both staff and campers.
- ▽ P31. The camp program must include activities that involve creative outdoor living and foster appreciation and care of our natural environment.
- ▽ P32. The camp must provide a Cabin Leader-in-Training or other leadership development program. (CITs are not counted as staff in calculating camper/staff ratios).

Boating



P33. The camp must comply with Transport Canada and Canadian Coast Guard regulations regarding all pleasure craft (motorized and non-motorized) activities, including the licensing of drivers.



P34. The sailing program must be under the direction of a person with a high level of skill and experience in sailing.



P35. The canoeing program must be under the direction of a person with a high level of skill and experience in canoeing.



P36. Any other non-motorized boating programs must be under the direction of a person with high skills and experience.



P37. All boating equipment in use must be kept in good repair.



P38. All boating programs must include instruction in safety and proper usage.

Waterfront and/or Pool



P39. The camp must comply with current Provincial Swimming Pool Regulation, 1999 (updated 2012). A License is required.



P40. The Aquatics Director/Head Lifeguard or equivalent must be 18 years of age and possesses the qualifications of a lifeguard set out in the swimming pool safety plan for the swimming pool and/or all aquatic facilities.

a.) It is recommended those qualifications be a current NLS Certification, CPR level C, Standard First Aid Certificate, or Aquatic Emergency Care or equivalent



P41. All swimming activities must always be supervised by a qualified Lifeguard that possesses the qualifications of a lifeguard set out in the swimming pool safety plan.

P42. When additional life-savers are employed, a life-saver shall possess qualifications of a lifeguard or supervisor set out in the swimming pool safety plan:

- (i) is at least 16 years of age;
- (ii) possesses the qualifications of a supervisor that are set out in the swimming pool safety plan for the swimming pool;
- (iii) is familiar with the swimming pool safety plan for the swimming pool; and
- (iv) is responsible for supervising swimmer safety;
- (v) it is recommended that a supervisor has at minimum a valid Standard First, Aid, or Aquatic Emergency and Care, CPR-C or equivalent.

- **P42.1. Or an equivalent to each of these certificates, as determined by a Saskatchewan Medical Health Officer.**
- **P42.2. a valid St. John Ambulance Standard First Aid Certificate; CPR -C**
- **P42.3. All waterfront activities must be supervised by qualified and skilled personnel.**
- **P43. All waterfront activities must be under the direction of a person with a high level of skill and experience.**
- **P44. All waterfronts must have a spine board and first aid kit in vicinity.**
- **P45. Swimming areas must be kept free of glass, wastes, garbage etc. Permission must be obtained from the Department of the Environment and Public Safety for the use of chemicals for algae and weed control in swimming areas. THIS SPECIFICALLY PERTAINS TO WATERFRONTS.**
- ▽ P46. Swimming areas must be clearly marked.
- **P47. Swimming rules must be posted (visibly) and enforced.**
- ▽ P48. Practices and equipment for all swimming activities must comply with Life Saving Society, Canadian Red Cross and/or Canadian YMCA standards.
- ▽ P49. Anyone taking part in a distance swim must be accompanied by two persons in a boat, one of whom must be a qualified swimmer, and carrying life-saving equipment.
- Archery and Riflery**
- ▽ P50. The archery program must be under the direction of a person with a high level of skill and experience in archery.
- ▽ P51. Archery equipment must be stored in a locked cabinet and maintained in good condition.
- ▽ P52 Policies must be in place for Archery and Riflery programs
- **P53. The camp must comply with current federal and municipal regulations governing the use and storage of guns and ammunition including proof of registration.**
- ▽ P54. The riflery program must be under qualified supervision.

Climbing Structures

- ▽ P55. All climbing activities must be supervised and controlled by an individual(s) with a high level of experience and training.
- ▽ P56. All climbing equipment must not be used for any activity or use other than its designed function/use.
- ▽ P57. All climbing equipment must be visually inspected prior to each use to ensure safety.
- ▽ P58. When helmets are used will have a policy/procedure for cleaning between use.

Horses

- ▽ P59. All horse-related activities must be supervised and controlled by an individual(s) with a high level of experience and training.
- ▽ P60. All riding equipment must not be used for any activity or use other than its designed function/use.
- ▽ P61. All riding equipment must be visually inspected prior to each use to ensure safety.
- ▽ P62. When helmets are used will have a policy/procedure for cleaning between use.

Water skiing/Wake Boarding

- **P63 The Water Skiing/Wake Board boat must be manned by two people (driver and observer)**
- **P64 Every participant is required to wear an approved PFD**
- ▽ P65 All proper land drills and emergency procedures are taught to every skier, boat driver and observer
- ▽ P66 All equipment is visually inspected prior to each use to ensure safety

Other Programming (paintball, skateboarding, Basketball etc)

- **P67 All programs not dealt with in this “standards manual” will have a policy of operation or confirm with the industry standard.**

Inclusion

- ▽ P.68 The camp has a policy and procedure documents showing that the decision on whether a camper or staff member can attend is based on a systematic individual

assessment of needs and suitability of the camp for that individual, as opposed to just using the condition label.

▽P.69 The camp has a policy and procedures documents showing an understanding of what restrictions may be imposed by the site, facilities, staffing, programs and other resources.

▽P 70 The camps is able to demonstrate that

External services were contacted in attempt to access support services to include an individual camper with special needs where the support would have allowed inclusion OR

When support services were not available or the camp was unable to provide a positive camp experience for the individual, the camp will provide the family with at least one contact name and number to assist their search for an alternative camp opportunity.

P80 Inflatables (including Bumper Balls)



All inflatable activities must be supervised and controlled by qualified staff.



All equipment must be inspected regularly, be maintained and in good working Order.



All inflatables must only be used as per manufacturers instructions

TRAVEL ENDORSEMENT

This endorsement is designed to address the increased risk and liability of operating travel programs where it is not possible to always control the environment and situations that may occur.

Travel Endorsement applies to all camps that

- a) operate off-site overnight programs
- b) to programs that happen away from the main camp property.

Compliance with Facility and Program Endorsement is required for successful Travel Endorsement. In the event of a program operating strictly travel programs the base (place of storage of equipment, records & office) is considered the facility.

Trip Leader (Personnel)

- T1 Trip leader must be 18 years of age or over, with previous Wilderness experience as a leader or assistant leader.**
- T2 Assistant trip leader should be 17 years of age or over.
- T3 Staff/Camper ratio:**
 - T3.1 There must be at least 2 staff with each trip.**
 - T3.2 There must be 1 staff to 5 campers for participants under 18 years of age.**
- T4 Tripping staff must have the necessary skills, camp craft, and survival techniques as required for the trip.**
- T5 Tripping staff should be proficient in use of map and compass. (and be aware of route)
- T6 Tripping staff should know the limitations of the campers and staff in their ability to perform under adverse conditions.
- T7 Trip leader should have leadership qualities to maintain proper functioning of group.
- T8 Trip leader must have proven ability to handle situations while under stress.
- T9 At least one trip leader must possess a current certificate from St. John's Ambulance First Aid Course and CPR-C or equivalent.**
- T10 Where water travel/swimming is part of the trip at least one person must possess current Bronze Medallion certification.

Training _____

- ▽ T11 The camp should conduct an in-service training program to assess skill levels of campers going on out trip

T12 Each Camper should be made aware of camp procedures for:



T12.1 Expectations on trip



T12.2 Emergency procedures



T12.3 Equipment Use



T12.4 Water Safety

T12.5 The hazards of the environments where they will be.

Campsites _____



T13 Campsite should be free from unnecessary hazards.



T14 Permission to use land should be obtained if necessary.



T15 Campsite should be properly drained.



T16 If fires are permitted in area, fires should be on rocks or in sandy soil to prevent fires spreading through roots.



T17 Fires must be put out completely - by water - not by smothering.



T18 The fire index or hazard should be known for area.



T19 Campsite should be left cleaner than it was found.

T20 Low Impact camping practices should be followed:



T20.1 groups should use old campsites rather than establishing new ones.



T20.2 All non-biodegradable and non disposable materials must be packed out



T20.3 Biodegradable soap is to be used at all times in water system



T20.4 Food scraps, dishwater, fish remains and human waste should be buried.



T20.5 All non-disposable materials must be burned and then packed out.

- ▽ T21 Persons should not cut living trees or use boughs for bivouacs.
- ▽ T22 Latrine area should be well defined and a system arranged for use.
- ▽ T23 Trees should not be slashed to mark trails.
- **T24 Campers should be made aware of environment conditions and know their responsibilities for protection and preservation of the environment.**

Health and Safety

- **T25 The camp director should regularly review and evaluate safety procedures and equipment.**
- **T26 Trips must comply with regulations of the Ministry of Transport, SERM, and other agencies where applicable.**
- ▽ T27 The Camp Director must possess forms signed by parents, which authorizes trip leader to allow campers to receive medical assistance when necessary.
- ▽ T28 The trip leader must receive written authorization from the camp director permitting emergency medical procedures when parents cannot be reached by phone.
- ▽ T29 Hospitalization numbers for trip leaders and campers must be carried throughout the trip
- ▽ T30 Trip leader must possess emergency phone number.
- ▽ T31 Trip leader must possess emergency money.
- **T32 The trip leader must notify Camp Director as soon as possible about any injury other than minor ones.**
- **T33 The Camp Director must notify parents immediately of any injury to a camper.**
- ▽ T34 One staff person must stay with an injured camper until released to parents.
- ▽ T35 The trip leader should maintain a system of health supervision that includes food preparation, disposal, nutrition, sleep and adequate rest.
- ▽ T36 The trip must have a well-equipped first aid kit.
- ▽ T37 The trip leader with first aid will dispense medication for campers, if needed.

- ▽ T38 Sufficient flexibility should be built into route planning to allow holdovers for unforeseen developments.
- **T39 Trip must have necessary equipment and extra supplies and equipment for emergency situations.**
- ▽ T40 The trip leader should know if water is safe for drinking.
- ▽ T41 Food taken on trip must be considered in terms of spoilage and resulting harmful effects.
- **T42 Sanitary procedures concerning personal cleanliness and human waste must be explained to groups.**
- ▽ T43 Unknown food and plants should not be eaten.
- ▽ T44 On a water trip each set of rapids must be thoroughly checked before a decision is made to run them.
- ▽ T45 On a water trip everyone must wear lifejackets when running rapids.
- ▽ T46 On a water trip procedures to pick up capsized canoe and people should be worked out before running rapids.
- ▽ T47 Wilderness trips must be registered with local authority.
- ▽ T48 Travel must not be permitted on water during electrical storms.
- ▽ T49 Leader must have two up-to-date maps of area carried in separate places. Or may carry GPS and one map
- ▽ T50 Trip leader should know if wildlife are in area and if so, instruct campers in the need to avoid leaving food around and proper food storage.
- ▽ T51 Communication devices should be available (such as whistles, two way radios).
- ▽ T52 Campers should have proper equipment for trip (i.e. helmets – bike).

The SCA Accreditation Committee continually evaluates the standards outlined in this manual. If you have any recommendations, comments or concerns, please contact a board member of the SCA or send us a letter. Our address is:

SCA c/o Accreditation
 P.O. Box 8862
 Saskatoon, SK S7K 6S6

AGENCIES AND GOVERNMENT DEPTS LISTINGS

Following is a list of resources which one should find helpful when working your way through the Accreditation Manual.

Please note that every possible effort has been made to ensure accuracy however, as we all know, government agencies often change names and telephone numbers.

General Resources

Government of Canada General Inquiry 1 800 662 6232

Government of Saskatchewan General Inquiry 1 800 667 0666

I. Administration

Canada Pension Plan Inquiries 1 800 661 3921

Unemployment Insurance Contact your local Canada Employment Centre under
Government of Canada Blue Pages.

Income Tax, Revenue Canada Tax Services 1 800 667 2083

Business Payroll Inquiries 1 800 959 5525

Goods and Services Tax 1 800 959 5525

Worker's Compensation Board of Saskatchewan

– Regina – General Inquiries 1 800 667 7590

– Employer Accounts 1 800 667 7580

SGI Motor Vehicle Division

– Licensing and Registration 1 800 667 9868

II. Program

Canadian Recreational Canoeing Association 1 519 473 2109 or www.crc.ca

Saskatchewan Association of Firearm Education

– Regina 1 306 352 6730

Transport Canada

– Small Craft Safety – Safe Boating 1 800 267 6687 (check local library for “Small Craft Regulations”)

Waterfront and/or pool safety Contact local Health Dept. Government of Saskatchewan Blue Pages.

Canadian Red Cross Society – First Aid and Water Safety Services

– Saskatoon 975 0873

– Regina 721-1600

Life Saving Society 780 9255

Environment and Resource Management

– Inquiries Contact your local office under Government of Saskatchewan Blue Pages.

Canadian YMCA Standards

– Call Saskatoon YMCA 1 306 652 7515

III. Personnel

Human Resources Development Canada Contact Canada Employment Centre nearest you listed under Government of Canada Blue Pages.

Human Rights Commission 1 800 667 9249

Labour Standards Contact the office nearest you listed under Government of Saskatchewan Blue Pages.

IV. Health and Safety

Saskatchewan Health Booklets available from your local Health Office listed under Health – Government of Saskatchewan Blue Pages.

Justice Dept. inquires – Regina 1 306 787 8971

Child abuse Reports should be made to your local RCMP office or Social Services office.

“Put The Child First” Office for the Prevention of Family Violence, 11th Floor, South Tower, 7th St. Plaza, 10030-107 St., Edmonton, AB, T5J 3E4 (403) 427 7599.

Canada Food Guide available from your local Health Office. Look under Government of Saskatchewan. Blue Pages Public Health Services for your local number.

Saskatchewan Safe Food Handling Course information available from your local Public Health Inspector (see Canada Food Guide above).

V. Facilities

Saskatchewan Human Rights Commission 1 800 667 9249

Environment and public safety Contact your local Environment & Resource Management office under Government of Saskatchewan Blue Pages.

Saskatchewan Parks and Recreation Contact your local Parks office under Government of Saskatchewan Blue Pages.