

# Section V

# Programming

## A. General

General	YES	NO	N/A
a. Does the camp have a stated purpose and objectives?			
b. Does the camp program stem from the stated objectives of the camp?			
c. Are program activities geared to all ages, abilities, limitations and interests of the campers?			
d. Is the camp program designed to foster understanding and appreciation of individual differences and group cooperation?			
e. Are there identifiable opportunities for campers to develop socially in the following ways: developing communication skills, showing consideration for others, making new friends, and feeling comfortable relating to other campers and staff?			
f. Does the camp program permit children to have progressive experiences by building on past knowledge?			
g. Does the camp know the whereabouts of each camper at all times?			
h. Does the camp maintain a written daily program record that is kept on file?			
i. Are there individual and small group activities, as well as whole camp activities?			
j. Is there a written statement of goals with specific objectives in terms of camper development?			
k. Is there a written outline describing how specific objectives for camper development are implemented?			
l. Does the camp have a record showing each camper's progress?			
m. Are written rules and procedures in place for all identified programs and are all participants made aware of the rules and procedures for each activity prior to participation?			
n. Do all activities have the safety rules and procedures posted in the activity area?			
o. Are the type of activity and the amount of time spent on any one activity, appropriate for the age of the child?			
p. Are campers allowed to choose daily, on an individual or group basis, some of the activities in which they are able to participate?			
q. Does the program include quiet resting periods as a part of the daily activities?			
r. If campers decline to participate in a program, is adequate alternate supervision provided?			

**B. Archery**

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is the instructor experienced in this activity and the safety precautions required?</b>			
b. Are the following ratios of instructor to camper maintained: 1 instructor per 10 archers for basic lessons, and 1 instructor per 4-6 archers for practice lessons?			
c. Is the archery range approved for use by the appropriate local authority?			
d. Is there a written emergency plan for the archery area, and are all staff members familiar with the procedures?			
e. Are safety precautions part of the program?			
f. Are safety precautions followed?			
g. Are shooting lines clearly marked?			
h. Is there a hillside or clearly marked off-limits area behind the target area?			
i. Are targets firmly anchored to the ground to prevent their tipping over during a shoot?			
j. Is the archery range situated in an area away from all campers, and is access prohibited to those not participating?			
k. Is a clearly visible warning present whenever the archery range is in use?			
l. Is there an inventory done of all equipment?			
m. Are stray arrows collected at the end of each session?			
n. Is a daily log kept that includes equipment inventory, accidents, and camper participation?			

<b>Equipment/Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is the archery equipment stored in a safe, locked and supervised place, accessible only to authorized persons?</b>			
<b>b. Is all equipment checked regularly and maintained in a safe operating condition?</b>			

**C. Arts and Crafts**

General	YES	NO	N/A
a. Are all safety guards on power tools and other mechanical equipment used for arts and crafts activities checked regularly?			
b. Are all tools for woodworking, carving, leather-craft, pottery, etc. in good operating condition and stored safely after use?			
c. Are all areas used for arts and crafts activities properly lit and fully supervised by qualified personnel?			
d. Is the arts and crafts area well ventilated?			

**D. Boating**

(All canoeing, kayaking, sailing, water-skiing/tubing, and windsurfing activities must comply with the standards in this section.)

Personal Floatation Devices (PFDs)	YES	NO	N/A
a. Do all persons in all boats wear PFDs or lifejackets at all times?			
b. Do all campers wear PFDs that fit properly?			
c. Are all PFDs approved by the Department of Transportation?			
d. Are all PFDs checked before and after each use?			
e. Are all PFDs dry before use, with working zippers and no rips or tears?			
f. After use, are all PFDs hung up to dry?			

Safety	YES	NO	N/A
a. Are all activities using watercraft supervised by fully qualified personnel?			
b. Are weather conditions taken into consideration before any boating activity?			
c. Is there a set routine for boating emergencies?			
d. Is a suitably equipped boat available and operational for emergencies?			
e. Are all personnel assigned to the emergency boat trained in boat driving and rescue procedures?			
f. Are boats, other than those used for swim patrol, banned from areas used for swimming?			
g. Are non-swimmers in boats accompanied by a competent swimmer?			
h. Is a check-out and check-in system used for boating?			

<b>i. Have all persons using watercraft been given preliminary training in boarding and debarking, as well as safety procedures for the appropriate craft?</b>			
<b>j. Does the program allow campers and staff to practice dealing with swamped or capsized craft, person overboard and equipment failure?</b>			
<b>k. Are boaters made aware of all local water hazards (i.e. tides, currents, shoals, shipping lanes, etc.)?</b>			
<b>l. Do boating instructors keep a daily log of all boating activities including: who participated in activities; how they went; any accidents that occurred, and suggestions for dealing with any problems that occurred?</b>			

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do all recreational vessels up to 6m in length comply with Department of Transportation regulations?</b>			
<b>b. Do all vessels up to 6m in length and powered by an engine of 10hp (7.5kW) or more carry the appropriate capacity plates?</b>			
<b>c. Are all watercraft and their propulsion units in a good state of repair and maintained regularly?</b>			
<b>d. Do all muscle powered water craft include a water bailer as emergency equipment?</b>			
<b>e. Do all motorized equipment carry a fire extinguisher, oars and water bailing equipment?</b>			
<b>f. Is a safety check of the general area and equipment carried out by either the waterfront director or person in charge each day?</b>			

**E. Canoeing**

**(All canoeing activities must comply with the boating standards in section V, subsection D.)**

<b>Instruction</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the canoeing teacher have Level D or better through Canoe Kayak Nova Scotia or through the Paddle Canada program?</b>			
<b>b. Is a ratio of one teacher for every eight to ten campers adhered to?</b>			
<b>c. Is the ratio of teacher to campers varied depending on whether a lifeguard is also present and the skill level/previous experience of the campers?</b>			
<b>d. Does the canoeing teacher have Flatwater Instructor status through Canoe Kayak Nova Scotia or through Canadian Recreational Canoe Association?</b>			

Safety	YES	NO	N/A
a. Are all canoes safety checked daily?			
b. Do all camp personnel using canoes practice canoe safety drills?			
c. In white water, are all campers and staff trained in procedures to handle emergencies?			
d. Are wet suits required when canoeing in cold waters (above grade two)?			
e. Is the equipment, including PFDs, checked thoroughly before camp starts?			
f. Is equipment, including PFDs, monitored for damage after each use?			

**F. Kayaking**

(All kayaking activities must comply with the boating standards in Section V. subsection D.)

**INSTRUCTION**

General	YES	NO	N/A
a. Are kayaks safety checked daily?			
b. When kayaking, are participants trained in wet-exits?			
c. In white water, are all participants trained in procedures to handle emergencies?			
d. Are wet suits required when kayaking in cold waters (above grade two)?			
e. Is the equipment, including PFDs, checked thoroughly before camp starts?			
f. Is equipment, including PFDs, monitored for damage after each use?			

**G. Horseback Riding**

General	YES	NO	N/A
<b>a. Are all stables, corrals, paddocks and instructional rings posted off-limits unless supervised?</b>			
<b>b. Are barns, stables and corrals located at least 100m away from any living or dining areas?</b>			

Equipment	YES	NO	N/A
<b>a. Do all riders wears helmets at all times when riding?</b>			
<b>b. Are boots with proper heels worn by all riders?</b>			
<b>c. Is all riding equipment, gear and tack safety-inspected regularly?</b>			

**H. Riflery**

<b>Instructor Qualifications</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Did the instructor complete the Canadian Firearms Safety Course?</b>			
<b>b. Does the instructor renew his/her firearm’s license every five years?</b>			
c. Does the instructor have his/her Firearm Safety Instructor certification from the Wildlife Federation or an acceptable equivalent?			
d. Is the ratio of 1 instructor to 10 participants maintained?			

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do local authorities (RCMP, local police, or a Provincial Wildlife Officer) approve the rifle range?</b>			
<b>b. If the program involves air rifles, has the local municipality or county deemed the usage of air rifles legal?</b>			
<b>c. Is a clearly visible warning present whenever the range is in use?</b>			
<b>d. Are safety precautions a part of the instruction program?</b>			
<b>e. Are safety precautions followed?</b>			
<b>f. Is the rifle range situated in an area away from all campers and is access prohibited to those not participating?</b>			
<b>g. Are shooting lines clearly marked?</b>			
<b>h. Are targets firmly anchored to the ground to prevent their tipping over during a shoot?</b>			
<b>i. Are targets backed by a berm of soil that is sufficiently high to prevent stray bullets from escaping the range?</b>			
<b>j. Does the riflery instructor keep a daily log on who attended sessions, how the sessions went, any accidents that occurred and ways to deal with any problems that were encountered?</b>			
<b>k. Are there written emergency plans for the riflery range and accidents that occur while on the range?</b>			

<b>Minor’s Permits</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are the participating campers 12 years or older?</b>			
<b>b. Do all campers have a Minor’s Permit to handle a firearm?</b>			
<b>c. Has written consent been obtained from the campers’ parents or legal guardians to participate in the riflery program?</b>			

<b>Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is all equipment stored under lock and key in a safe, supervised place accessible only to authorized personnel?</b>			
<b>b. Are all rifles stored unloaded, rendered inoperable with a secure locking device or the removal of the bolt or bolt carrier or in a container, receptacle or room kept securely locked and constructed so it can not easily be broken open or into?</b>			
<b>c. Is ammunition not readily accessible or stored in a secure container or room?</b>			

### **I. Ropes Courses and Initiatives Tasks**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are operating policies in place regarding the use of the ropes course including its safe use during foul weather periods and when equipment and apparatus are wet and slippery?</b>			
<b>b. Are written copies of the policies in force provided to all staff respecting the program, its leadership, staff/camper ratios, program safety and emergency procedures and any other program components that may be deemed appropriate?</b>			
<b>c. Are fully trained and experienced camp staff responsible for the planning, instructing, safety and evaluation of a camp's ropes course?</b>			
<b>d. Are courses kept out of bounds to participants, except when under close supervision of trained and experienced camp staff?</b>			
<b>e. Is a system of written documentation kept of purchase dates and the safety checks conducted on all equipment and apparatus throughout each program session?</b>			
<b>f. Is the ropes course checked and approved by properly trained staff or resource persons prior to using it?</b>			
<b>g. Are The Challenge Course Installation Standards developed by the Association for Challenge Course Technology (ACCT) followed when installing the course?</b>			
<b>h. Are CSA and building code standards followed at all times during the construction of a course?</b>			
<b>i. Are all participants supervised during all activities?</b>			
<b>j. Do staff members have training from a recognized organization such as the Atlantic Rock-Climbing School or Project Adventure?</b>			
<b>k. Is the ropes course safety inspected annually?</b>			
<b>l. Are conditions of the elements and equipment monitored daily?</b>			
<b>m. When using belay systems are all participants clipped in at all points and is there a backup system?</b>			

<b>n. Do all participants wear helmets?</b>			
o. Does the ropes course/initiatives director keep a daily log of who attended sessions, how sessions went, any accidents that occurred and suggestions to improve the activity and deal with any problems that occurred?			
p. Are all safety rules fully explained to all participants prior to the activity?			
q. Are all apparatus and structures built for longevity by using pressure-treated lumber and steel cables on all permanent courses?			
r. Where living trees are used as anchors or connecting points for any apparatus, does the mode of attachment ensure the survival of the tree used?			
s. Does the ground area have all hazardous debris and rocks removed and any exposed tree roots protected with ground cover?			
t. Is all equipment stored safely and securely and maintained by the experienced camp staff responsible for the program?			
u. Is the ropes course sequence appropriate for the group using it?			
v. If utility poles are used instead of trees are class 2 poles used?			
w. Are chest harnesses used when children are participating?			
x. Are all the ropes ultra-violet resistant?			

**J. Sailing**

**(All sailing activities must comply with the boating standards in Section V, subsection D)**

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Are all sailing instructors trained by the local Provincial Sailing Association and the Canadian Yachting Association?			
b. If the sailing area is on a large body of water, is there protection from ship crossings and busy harbour channels?			
c. Do all participants wear protective footwear (i.e. sneakers)?			
d. Is a ratio of one head instructor plus at least one instructor for every five campers adhered to?			

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are all sailboats equipped with a paddle, a painter and a bailer or a sponge?</b>			
b. Is all equipment safety checked daily?			
c. Is there at least one spotter on duty at all times?			
d. Are there sufficient operational sailboats for all campers?			
e. Are the sailboats adequate for the skill and age level of the campers?			
f. If there are ten campers or fewer, are the types of sailboats restricted to only one or two types?			

**K. Swimming Pools**

Staff	YES	NO	N/A
<p><b>a. Is the lifeguard at least 16 years old and do they have a valid Royal Life Saving Society Canada – National Lifeguard Certification, and one of:</b></p> <p>3. (i) Saint John’s Ambulance Standard First Aid?</p> <p>4. (ii) Royal Life Saving Society Canada Aquatic Emergency Care?</p> <p>5. (iii) Canadian Red Cross Society Standard First Aid?</p> <p>6. (iv) Another certificate deemed appropriate by the Minister of Health?</p> <p>And are all of the above certifications current of the date of active duty and kept current throughout the period of employment as a lifeguard?</p>			
<p><b>b. Are assistant lifeguards at least 16 years old and do they have a Royal Life Saving Canada Bronze Cross Award that was received or renewed within two years of the date of active duty?</b></p>			
<p><b>c. Does the pool director have a current instructor’s (CRCS, RLSSC or YMCA) qualification or a National Lifeguarding Service’s Lifeguard Certificate or equivalent?</b></p>			
<p><b>d. Do instructor’s have at least one of the following: Assistant Lifeguard, Canadian Red Cross Water Safety Instructor Royal Life Saving Society Instructor certification and is the ratio of students to instructor no more than 10:1? If the instructor does not hold at least one of these; or, if the ratio is higher is there at least an assistant lifeguard present?</b></p>			
<p><b>e. Is the lifeguard free of all other duties, such as administrative, programming or maintenance tasks or any other task that would direct their attention away from the safety of bathers?</b></p>			
<p><b>f. Do all lifeguards, assistant lifeguards and instructors receive orientation prior to duty?</b></p>			
<p><b>g. Does this orientation include emergency procedures, written job requirements and other necessary information pertinent to the performance of the required duties?</b></p>			
<p><b>h. Is in-service training provided to ensure that emergency procedures are current?</b></p>			
<p><b>i. Are photocopies of lifeguards’ records kept and are they checked regularly to make sure that they are kept current?</b></p>			
<p><b>j. Is the pool director at least 19 years old?</b></p>			

Safety	YES	NO	N/A
<p><b>a. Does the pool meet the minimum ratios for lifeguards where their primary responsibility is the safety of bathers: 1-50 bathers = one lifeguard: 51-100 bathers = one lifeguard and one assistant lifeguard; 101-200 bathers = one lifeguard and two assistant lifeguards; and 201-300 bathers = two lifeguards and two assistant lifeguards?</b></p>			

<b>b. When only one lifeguard is on duty, is there a back up person familiar with the pool's emergency procedures, who is a qualified in first aid and readily accessible in the event of an emergency?</b>			
<b>c. When only one lifeguard is on duty, is there an emergency contingency plan in place?</b>			
<b>d. Are lifeguards readily available in the event of an emergency?</b>			
<b>e. Are lifeguards readily identifiable with hats or uniforms?</b>			
<b>f. Does the pool have the following emergency equipment: a spinal board or similar device designed to transport a person who has a suspected spinal injury, one or more blankets, and a first aid kit appropriately equipped for aquatic emergencies?</b>			
<b>g. Is there an audible sound signal to alert bathers of an emergency situation?</b>			
<b>h. Is there a contingency in place addressing the requirements of special needs groups?</b>			
<b>i. Are there at least two appropriate rescue aids available at all times for use by lifeguards in the event of a water rescue?</b>			
<b>j. Where it is not possible for one lifeguard to view the entire pool tank, is there an elevated chair provided so that the entire pool can be viewed (none is required is if there is more than one lifeguard and they can collectively view the entire pool)?</b>			
<b>k. Are there written procedures for emergencies including: fire, drowning, spinal injury, power failure, and contact of emergency services and do they outline the rules and responsibilities for each staff member in the event of such an emergency?</b>			
<b>l. Are operations records kept for at least two years and do they include: number of bathers per day; disinfectant level (i.e. chlorine, bromine), pH, and temperature readings of the pool water; all accidents and/or injuries that have occurred at the pool; the amount and types of chemicals used at the pool; and a photocopy of required staff certifications to ensure that all qualifications are current at the time of active duty?</b>			
<b>m. For liability reasons, is a detailed, complete account of all major accidents retained for a seven-year period?</b>			
<b>n. Is recreational equipment used in the pools checked by the lifeguard or assistant lifeguard on a regular basis?</b>			
<b>o. Are records kept of in-service sessions, equipment checks, accidents, bather loads, and maintenance procedures?</b>			
<b>p. Are there appropriately placed signs with swimming rules posted on them so that all participants can see them?</b>			
<b>q. Is a systematic check of campers used when campers are in the swimming area?</b>			
<b>r. Is there a quick method of evacuating the pool?</b>			

s. Are all swimming areas free of garbage, pollution, refuse, and other hazards?			
t. Does a physical barrier control access to the pool area?			
u. If the pool has diving board, are all participants aware of the safety rules?			
v. If the pool has a diving board is there at least three meters of water under a one-meter board?			
w. Is the diving board safety checked daily?			

<b>Water Quality and Environmental Conditions</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is the water clarity good enough so that a black disc, 15cm in diameter on a white background, located on the bottom of the pool at its deepest point, can be clearly visible from any point on the deck up to nine meters away from the disc while the pool is in operation?			
b. Is there a sufficient amount of light for the lifeguards to view the entire pool area?			
c. Is the depth of the water plainly marked on the edge of the deck next to the pool in letters at least 20cm in height of a contrasting colour at the minimum and maximum points, at drop off areas and at intermediate increments of depth spaced at not more than 7.5m intervals?			
d. Do bather loads not exceed 1.40 m <sup>2</sup> per person where water depth is less than 1.40m and 2.30 m <sup>2</sup> per person where water depth exceeds 1.40m?			
e. Is the Department of Health contacted when people experience infections due to suspected water/air quality?			
f. Is the pool designed to circulate water continuously and is the flow rate of re-circulating water such that the complete water turnover time is six hours?			
g. Is adequate and appropriate feeding and regulating equipment for introducing a disinfectant into the pool water re-circulation system provided?			
h. Is chlorine tested every 4 hours and is the range 1.0-2.0ppm?			
i. Is a pH test done every four hours and is the rang- 7.2-7.8?			
j. Is an alkalinity test done weekly and is the range 80-120ppm?			
k. Is water hardness tested weekly and is the range 200-275ppm?			
l. Are there clear directions for chemical usage?			
m. Is training provided before staff handle chemicals?			
n. Is safety equipment (fire extinguishers, air breathing apparatus, rubber gloves, etc.) provided?			

**L. Out-trips**

<b>Leadership</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the staff (minimum of two) have adequate training, sufficient experience and appropriate technical skills for the demands of the trip?</b>			
<b>b. Are the group leaders 18 years of age or older?</b>			
<b>c. Are the roles and responsibilities of each staff member clearly defined and understood?</b>			
<b>d. Does each staff member participate in the pre-trip research?</b>			
<b>e. Does at least one staff member hold a recognized first aid certificate?</b>			
<b>f. For any trip with a waterfront component, does at least one leader possess a Bronze Cross or higher qualification?</b>			
<b>g. Is the camp director briefed and aware of the limitations of the campers and counselors?</b>			
<b>h. Are the trip leaders briefed and aware of the limitations of the counselors and campers on the trip?</b>			
<b>i. Has at least one leader done a recent reconnaissance on each route?</b>			
<b>j. Is the combination of male and female leaders appropriate for the trip?</b>			

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is there a detailed written record of each route on file?</b>			
<b>b. Has a detailed copy of the group’s itinerary, including a map, the proposed route, alternate campsites, emergency access and a list of participants, been left with a responsible adult at the camp or office?</b>			
<b>c. Are staff members aware of and trained in any potential dangerous situations that may be encountered on the trip?</b>			
<b>d. Are all on-trail activities evaluated on a safety first basis with risks known and minimized where possible?</b>			
<b>e. Do all staff members ensure that no one goes out of sight without a buddy, a whistle, or other communicating device?</b>			
<b>f. Is at least one staff member fully aware of the procedures to follow in the case of a missing person?</b>			
<b>g. Are all the necessary permits and authorizations acquired for the trip?</b>			
<b>h. Are there clear communication guidelines and emergency transportation arrangements for each out trip?</b>			
<b>i. For wilderness trips, is emergency contact equipment carried and are leaders trained in its use?</b>			

j. Are staff members aware if the hunting season is open in the area during the trip?			
k. Are staff leaders aware of the fish and wildlife regulations?			
l. Is there sufficient time allowed between trips for the staff to rest and prepare themselves for the next trip?			
m. Is the staff to participant ratio 1:6 or less?			
n. For canoe trips is the ratio 2 staff for every 8 campers?			
o. Are all campers cautioned about eating unknown food and drinking questionable water?			

Health and Sanitation	YES	NO	N/A
a. Is a suitably stocked first aid kit properly secured in an accessible daypack?			
b. Are all allergy or other emergency medications carried in a properly secured accessible daypack?			
c. Are all medications included in the first aid kits clearly labeled with instructions for their proper use, the appropriate dosages, route of administration and frequency?			
d. Does the trip leader supervise the taking of personal medicine and record the same?			
e. Are there sanitary procedures concerning washing dishes, personal cleanliness, clothes and human waste which all participants are made aware of?			
f. Do staff members closely monitor each participant's general health and cleanliness?			
g. Is a record kept of health irregularities?			
h. Is the record of health irregularities checked with the health care staff upon return?			
i. Is all water used for drinking and cooking purified where appropriate?			
j. Is the menu designed to take into account the weight factor of the trip, the allergies and dietary restrictions of the group, the need to consume perishable foods first, and the different energy demands of the various days, as well as plan for extra food in the event of an emergency.			
k. Is food sealed in containers and protected from dirt, water and animals?			

Choosing and Maintaining the Site	YES	NO	N/A
a. Are the program activities and essential functions always tempered with a desire to minimize the impact of the group on the physical setting?			
b. Are new campsites established only after staff members are convinced that no existing sites are available within a reasonable distance?			

c. Is the length of stay limited to two nights at popular sites?			
d. Are the campsites free from hazards?			
e. Does the campsite provide privacy?			
f. Does the trip staff designate specific functions areas (swimming, kitchen, tents, woodsmanship, fires, sanitation) in a manner which takes into consideration group safety, efficiency and environmental impact?			
g. Is the cutting of live trees kept to a minimum?			
h. Is the consumption of firewood kept to a minimum?			
i. Is all human waste buried in active topsoil?			

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does each participant have a government approved PFD if water is involved?</b>			
b. Does the choice of all equipment reflect concern for the safety and health of the trippers?			
c. Does the choice of all equipment reflect knowledge of the challenges the trip may offer?			
d. Does the choice of all equipment reflect a concern for the integrity of the wilderness environment?			
e. Does the camp director or designate regularly carry out safety inspections of all equipment including vehicles?			
f. Is all equipment, including PFDs, lifejackets, helmets, throw lines, canoes and packs, checked to ensure that it is in good condition before the trip?			
g. Is the equipment suited to withstand the most demanding conditions of the trip?			
h. Are the participants aware of the equipment (i.e. utensils, PFDs, packs) they are responsible for bringing?			
i. In case of breakage, is there extra equipment provided and/or necessary repair kits carried (plus leaders trained to use them) and/or procedure in place to replace the damaged items?			
j. Do all the trips carry proper repair kits for tents and canoes?			
k. Do all makeshift repairs receive the necessary professional attention before being sent back out on another trip?			
l. Are the canoes in a good state of repair?			
m. Are the canoes suitable for carrying the load they are assigned to carry?			
n. Are the canoes of suitable design to provide safe transportation in line with the demands of the route?			
o. Are the tents, tarpaulins or flies of suitable size to accommodate the number of trippers?			

p. Are the tents, tarpaulins or flies fire retardant and weather proof?			
q. Are the tents, tarpaulins or flies self-contained (pegs, poles) to reduce the necessity of cutting live trees for support?			

	YES	NO	N/A
<b>Winter Out-trips</b>			
<b>a. Does the camp have a set of winter camping procedures including: considerations for transportation to and from their camp of activity area(s); special emergency and communications procedures that raise the levels of participant safety; and conduct training programs designed to keep their staff at a high level of preparedness?</b>			
<b>b. Are potential participants and their parents or guardians kept fully informed about the degree of difficulty likely to be encountered during the trip?</b>			
c. Do staff members have a well-developed degree of weather know how in order to be able to judge and assess existing and potential climate and ice conditions correctly?			

**M. Waterfront Swimming**

Staff	YES	NO	N/A
<b>a. Are staff members' swimming skills tested?</b>			
<b>b. Are pre-service and in-service training programs instituted and monitored?</b>			
<b>c. Do instructors have certification from a recognized organization such as the Canadian Red Cross Society or the Lifesaving Society?</b>			
<b>d. Do lifeguards have the following:</b> i) Lifesaving Society National Lifeguard Service Award, valid for the appropriate option, waterfront or surf? And one of: ii) One of lifesaving Society Aquatic Emergency Care? iii) The Canadian Red Cross Society Standard First Aid? iv) St. John Ambulance Standard First Aid? v) Another certification deemed appropriate by the Occupational Health and Safety Division of the Nova Scotia Department of Labour?			
<b>e. Do life guards have Basic Rescuer Cardiopulmonary Resuscitation (Basic Life Support Level "C"), received from one of the following:</b> i) Canadian Red Cross Society? ii) The Heart and Stroke Foundation of Canada? iii) St. John Ambulance?			

<b>f. Are assistant life guards at least 16 years old and do they have a Lifesaving Society Bronze Cross?</b>			
<b>g. Is there an orientation before the lifeguard assumes duties and does it include a review of the written job description, expectations and/or policy manuals?</b>			
<b>h. Is the lifeguard familiar with specific procedures necessary for handling emergencies in their geographic location and environment?</b>			
<b>i. Do Lifeguards and assistant lifeguards have one of the following: Canadian Red Cross Society Oxygen Administration, or St. John Ambulance Oxygen Administration?</b>			
<b>j. Does the camp have a waterfront director responsible for the supervision of all water-related activities and the health and safety of participating campers and staff at all times?</b>			
<b>k. Is the waterfront director at least 19 years old?</b>			

Safety	YES	NO	N/A
<b>a. Is there safe access to the swimming area?</b>			
<b>b. Are there visible, updated, legible signs informing people of the rules?</b>			
<b>c. Are there clearly defined areas for different waterfront activities?</b>			
<b>d. Is the area properly maintained?</b>			
<b>e. Is there an established and practiced emergency protocol?</b>			
<b>f. Are staff certifications checked and filed?</b>			
<b>g. Is there a policy manual developed to address “standard operating procedures”?</b>			
<b>h. Is documentation kept of incidents and procedures?</b>			
<b>i. Is there consistent enforcement of the rules?</b>			
<b>j. Do lifeguards wear uniforms that are suitable and identify them?</b>			
<b>k. At all times when there is a bather in or near the water, is there a lifeguard visibly on duty whose responsibility is to supervise the water?</b>			
<b>l. When only one lifeguard is on duty, is their sole responsibility to supervise the public (sundry duties such as maintenance or administration should not infringe on their supervision)?</b>			
<b>m. Are assistant lifeguards prohibited from supervising the area alone?</b>			
<b>n. If a single lifeguard is on duty, are there personnel available to assist in emergency procedures?</b>			
<b>o. If a single lifeguard is on duty and has to leave the waterfront or beach for a length of time, is there another lifeguard to assume supervision?</b>			

<p><b>p. Do lifeguards take steps to minimize sun reflection and glare to endure their visibility of bathers?</b></p>			
<p><b>q. If the instructor does not hold one of: Red Cross Water Safety instructor; Lifesaving Society Award (minimum Bronze Cross); or Lifesaving Society Instructor Award, or the student to instructor ratio exceeds 10:1, is there another lifeguard or an assistant lifeguard on duty?</b></p>			
<p><b>r. Are the following factors considered when deciding on the number of lifeguards on duty:</b></p> <p>7. Size of bather population? Disbursement of bathers?</p> <p>8. Currents?</p> <p>9. Surf and water conditions?</p> <p>10. Bottom Conditions?</p> <p>11. Weather conditions?</p> <p>12. Size of area?</p> <p>13. Air and water visibility?</p> <p>14. Waterfront design?</p> <p>15. Special activities and groups?</p> <p>16. Availability and placement of equipment?</p> <p>17. Emergency response time?</p>			
<p><b>s. Are rules in place for the following: activities that are unsafe to the bather or other bathers; operation of personal watercraft; use of inflatable objects; on-shore games and activities; and general behaviour?</b></p>			
<p><b>t. Is the following equipment present: spinal board; sounding device; first aid kit, emergency phone or wireless communication with access to the local Emergency Medical Services System (VHF radio); rescue aids (one per lifeguard, rescue can or tube preferred); barrier devices; blanket; and mask, fins and snorkel?</b></p>			
<p><b>u. If the area is larger than 2500m<sup>2</sup> or if the waterfront is a surf beach, is the following equipment present: a rowboat, paddleboard, or motorized rescue vehicle; and a lifeguard chair or tower?</b></p>			
<p><b>v. Is there a restricted wading area for non-swimmers that is marked off by a buoyed line?</b></p>			
<p><b>w. Are all watercraft banned from the swimming area during the times of swimming programs except for swim patrol boats?</b></p>			
<p><b>x. Is the waterfront off-limits when qualified supervisory personnel are not available?</b></p>			
<p><b>y. Is there a systematic check of campers used when campers are in the swimming area?</b></p>			

<b>z. Is swimming alone forbidden?</b>			
<b>aa. Does the camp have written instructions for emergency and operation procedures that shall be used in the event of a waterfront emergency?</b>			
<b>bb. Are waterfront emergency procedures explained to each camper at the start of each new session?</b>			
<b>cc. Are all piers, floats, platforms, docks and decks utilized during swimming programs maintained in safe condition?</b>			
<b>dd. Has the Lifesaving Society or the Canadian Red Cross been contacted for a consultation or audit of the waterfront swimming area?</b>			
<b>ee. Is there an oxygen kit for emergencies?</b>			
<b>ff. Are persons participating in a distance swim outside the regular swim area accompanied by at least two persons in a boat, and is at least one of those people a lifeguard?</b>			
<b>gg. Is swimming in the dark forbidden?</b>			
<b>hh. Are all swimming areas free of garbage, pollution, refuse, dangerous rocks, holes and other hazards?</b>			
<b>ii. Do all lifeguards use appropriate sun protection and do they avoid giving it to other people (it can cause anaphylactic shock)?</b>			
<b>jj. Are the waterfront equipment and safety devices inspected prior to each new camp session?</b>			
<b>kk. Are the waterfront areas and equipment checked daily and kept in a clean, safe operating condition?</b>			

<b>Water Quality and Environmental Considerations</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. At the beginning of each session and after all major storms, is the bottom checked for dangers such as broken glass, metal refuse and new drop-offs?</b>			
<b>b. Are environmental anomalies such as fish kills, oil-spills, unusual water taste or colour reported immediately to the Environmental Emergencies Division of the Canadian Coast Guard?</b>			
<b>c. Are highly visible buoys used to mark off all supervised swimming areas?</b>			
<b>d. Are signs of sufficient size to draw swimmer's attention?</b>			

**N. Water-skiing/Tubing****(All towing activities must comply with the boating standards in Section V. subsection D.)**

General	YES	NO	N/A
a. Do all participants wear PFDs?			
b. Is there a spotter on board?			
c. Is there spare seating provided on the towing vessel for each person being towed in the event that recovery is necessary?			
d. Do all activities take place between one hour after sunrise and one hour before sunset?			
e. Are proper land drills and emergency procedures taught to every skier, boat driver and observer?			
f. Is each water-skiing boat manned by at least two people?			
g. Is all equipment including the ski boats safety checked daily?			
h. Are water-ski ropes the appropriate length and type for the type of skiing being done?			
i. Are all boat drivers trained in the safe operation of the ski boat?			
j. Are the towing gear and the towing rope checked regularly for wear fatigue, which could cause sudden failure?			

**O. Windsurfing****(All towing activities must comply with the boating standards in Section V. subsection D.)**

General	YES	NO	N/A
a. Do all campers wear PFDs at all times?			
b. When windsurfers are in use, is an emergency boat ready and available for use?			
c. Are proper land drills and emergency procedures taught to every windsurfer and observer?			
d. Is all equipment safety checked daily?			
e. Is there at least one spotter on duty at all times when windsurfing is in progress?			
f. If the windsurfing area is on a large body of water, is there protection from ship crossings and busy harbour channels?			
g. Do all participants wear protective footgear?			
h. Are all personnel assigned to the emergency boat trained in boat driving and rescue procedures?			
i. Do campers wear wet suits when appropriate?			