



*Saskatchewan*  
CAMPS ASSOCIATION



STANDARDS & ACCREDITATION  
MANUAL

2020

**SASKATCHEWAN CAMPS ASSOCIATION**

**STANDARDS  
AND  
ACCREDITATION MANUAL**

2020 REVISED EDITION

SASKATCHEWAN CAMPS ASSOCIATION  
BOX 8862, SASKATOON, SASKATCHEWAN, S7K 6S6

[WWW.SASKCAMPS.CA](http://WWW.SASKCAMPS.CA)



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## **SASKATCHEWAN CAMPS ASSOCIATION 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 Saskatchewan Camps Association (SCA) of a camp's efforts and dedication to industry standard. 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 for training and maintaining an awareness of current industry standards. The SCA is committed to working with its member camps in this educational / awareness process.

The compliance with these standards 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 accordance with government regulations. Each camp should assess their own risk and ensure that they are managing that risk with diligence.

The SCA's 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 a 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 their efforts of maintaining a high-quality standard for camping in Saskatchewan.

## **ENDORSEMENT CATEGORIES**

The accreditation manual is divided into three main endorsement categories:

1. **FACILITY ENDORSEMENT** - applies to camps that operate a facility. The camp is not permitted to operate any programs under a facility endorsement.
2. **PROGRAM ENDORSEMENT** - applies to all camps that operate a program whether on their site or a different site, or are day camps / day trips that are not overnight travel programs.

Compliance with the Facility Endorsement is required for a 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.

Camps are not permitted to be involved in any program / activity that does not comply with the standards that apply to that program / activity.

3. **TRAVEL ENDORSEMENT** - applies to all camps that operate off-site overnight programs or programs that happen away from the main camp property (excluding dedicated campout sites within .5 km of the primary residence facility).

Compliance with the Facility Endorsement and Program Endorsement are 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.

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.

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.

## **THE SCA RECOGNIZES TWO CATEGORIES OF STANDARDS:**

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

**Your camp must have 100% compliance with mandatory standards and a minimum of 80% compliance with desirable practices for accreditation.**

## PROCEDURE FOR ACCREDITATION

The Accreditation procedure includes the following steps:

1. The SCA will identify camps due for an accreditation visit (every third year), or verify a visit request for camps seeking accreditation for the first time or following a period of certification lapse.  
  
A mutually convenient visitation time will be arranged for a date while camp is in session.
2. To prepare for your accreditation visit please:
  - a. ensure your camp is a SCA member in good standing,
  - b. review the most current copy of the *SCA Standards and Accreditation Manual*, (mailed out as a hardcopy to all member camps and digitally available at [www.saskcamps.ca](http://www.saskcamps.ca) )
  - c. submit a current copy of the compliance sheet - *Reminder: 100% of the mandatory standards and a minimum of 80% of the desirable practices must be met in order to obtain accreditation. The SCA is available to meet with camps who do not meet minimum compliance to assist and advise a camp towards minimum or higher compliance,*
  - d. and pay the accreditation visit fee of \$100.00 before June 30th.
3. The accreditation visitor will be the SCA Executive Director, who is familiar with the standards and with the operation of camps, unless otherwise communicated in advance. During this visit:
  - a. the visitor will be reviewing the facilities, programs and operations.
  - b. the camp is responsible for the visitor's meals and one night's accommodation if necessary.
  - c. a second person may accompany the SCA Executive Director as an observer, such as a SCA board member training for accreditation visits.
  - d. The accreditation visitor will meet with either:
    - i. the permanent camp director,
    - ii. **or** the seasonal camp director plus one or more of the camp's board members to conduct the visit and review standard compliance.
4. Following the visit, the SCA will notify the camp with a written report of any unmet standards or items needing clarification or correction before the SCA board meets to approve or refuse accreditation recommendations. Camps can submit any updates regarding their compliance at this time.

5. The Executive Director will submit an accreditation compliance report and recommendation to the SCA Board of Directors for approval at their first meeting following the visit.
  - a. Camps will be informed in writing of the board’s decision, including a request for corrections if necessary.
  - b. Any decision of the board can be appealed within 60 days of notification.
  - c. Whether accredited or not, the camp may request another meeting with the visitor to discuss possible improvements.
6. Camps will hold an approved accreditation certificate for three years providing they remain:
  - a. in minimum or higher compliance with the SCA standards, submitting an annual compliance sheet,
  - b. and a member in good standing.

## **COMPLIANCE SHEET EXPLAINED**

The compliance sheet is the worksheet filled out on non-visit years and before a SCA visit on reaccreditation years that identifies whether or not accreditation requirements are met. For each standard indicate if your camp is either “yes”-compliant, “no”-non-compliant, or “n/a”-not applicable. **List all non-compliant and non-applicable standards on the worksheet.**

## **ADDITIONAL INFORMATION**

This manual refers to various government documents and laws, etc. It is necessary for camps to maintain current knowledge and understanding of these regulations. Please refer to the *appendix* for contact information for the appropriate government departments or agencies. The SCA has provided links to these documents and websites in its digital format of the Accreditation Manual.

The SCA strongly recommends that staff certification be pursued in the skill areas under the appropriate national association guidelines (ie. Paddle Canada – Canoe Program).



## DEFINITIONS & TERMS

<b>Camp Director:</b>	The person in charge of the camp operations, appointed by the camp board of directors (or equivalent).
<b>Cabin Leaders:</b>	Those involved with the direct care of specific campers during their stay at camp (this includes residential care such as nighttime 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.
<b>Cabin Leaders-in-Training (CITs):</b>	Individuals who are training to be cabin leaders through a variety of educational methods including mentoring by a cabin leader.
<b>Trip Leader:</b>	The individual(s) who are responsible for the health and safety of the group while an out-trip is in progress.
<b>Travel Program:</b>	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).
<b>Mandatory Standards:</b>	These standards are in <b>bold print</b> . A camp must have 100% compliance for Accreditation.
<b>Desirable Practices:</b>	These standards are in regular print. A camp must reach at least 80% compliance for Accreditation.
<b>New or Revised Standards:</b>	The standard number (ie. <i>P.3</i> ) is listed in <i>italics</i> .

## CONTACT INFORMATION

The SCA Accreditation Committee continually evaluates the standards outlined in this manual. If you have any recommendations, comments or concerns, please contact the Saskatchewan Camps Association:

Box 8862, Saskatoon, SK, S7K 6S6 . [info@saskcamps.ca](mailto:info@saskcamps.ca) . 306.232.0190

## FACILITY ENDORSEMENT

Facility Endorsement applies to all sites that

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

### Administration

- |  |            |
|--|------------|
| F1. Does the camp have a <i>documented</i> policy for <a href="#">Personal Information Protection and Electronic Documents Act (PIPEDA)</a> ?  | Yes No N/A |
| F2. Does the camp comply with the <a href="#">Canada Anti- Spam Legislation (CASL)</a> ?   | Yes No N/A |
| F3. Does the camp comply with the regulations of the <a href="#">Canadian Revenue Agency</a> that apply to the operation of organized camps for paid staff including deductions, payroll records, and taxes?   | Yes No N/A |
| F4. Does the camp comply with all regulations of the <a href="#">Worker's Compensation Board</a> ?   | Yes No N/A |
| F5. Does the camp carry insurance in the following areas and renew policies annually?<br><br>a) Property insurance,<br>b) liability insurance,<br>c) motorized vehicle insurance, including non-owner, passenger hazard and accident insurance,<br>d) sickness and accident insurance for campers,<br>e) and accident and loss of income insurance for staff and volunteers. | Yes No N/A |
| F6. If there is health insurance in place, is it reviewed annually?  | Yes No N/A |
| F7. Does the camp have written and implemented objectives communicated to all staff members that are consistent with good camping practices as promoted by the Saskatchewan Camping Association?   | Yes No N/A |
| F8. Are all camp promotional materials specific and accurate, avoiding false, ambiguous or misleading advertising or claims?   | Yes No N/A |

- |  |            |
|--|------------|
| F9. Are the camp's record keeping systems evaluated annually?  | Yes No N/A |
| F10. Does the camp keep adequate yearly budget records?  | Yes No N/A |
| F11. Does the camp keep adequate yearly inventory records?   | Yes No N/A |
| F12. Does the camp keep adequate yearly personal statistic records?  | Yes No N/A |
| F13. In the case of rental groups, does the camp keep copies of rental agreements?                                     | Yes No N/A |
| F14. Are current on-site blueprints or charts indicating the location of all utilities and sanitation lines available? | Yes No N/A |

**Motorized Vehicles (including ATV's etc.)**

- |   |            |
|---|------------|
| F15. Are all vehicles used by the camp, whether owned by the camp or otherwise, registered and insured as per <u>SGI regulations</u> ?  | Yes No N/A |
| F16. Do camp-owned vehicles used for camp-related work, including the transportation of campers, comply with all regulations for the registering and insuring of such vehicles? | Yes No N/A |
| F17. Is one vehicle designated and available for emergency transportation at all times?   | Yes No N/A |
| F18. Do all staff driving camp-owned vehicles for the purpose of transporting campers hold a <a href="#">class 4 license</a> and are at least 18 years old?                     | Yes No N/A |

**Personnel - Staff Hiring**

- |   |            |
|---|------------|
| F19. Is there a written job description for each position that is used for selecting, supervising and evaluating staff? | Yes No N/A |
| F20. Is there a written employment agreement stating specific conditions of employment?                                 | Yes No N/A |
| F21. Is there a written application and/or resume on file for each personnel?   | Yes No N/A |
| F22. Is there a permanent record of all hired staff on file?  | Yes No N/A |
| F23. Are references required and checked for each staff member?   | Yes No N/A |
| F24. Has each staff member been interviewed?  | Yes No N/A |

- F25. Are Criminal Record Checks provided by all staff and volunteers? Yes No N/A
- F26. Does the camp comply with all [regulations affecting the employment of foreign staff](#)? Yes No N/A
- F27. Does the camp comply with hiring practices that the [Saskatchewan Human Rights Commission](#) deems necessary to the camp's local situation? Yes No N/A
- F28. Does the camp comply with employment practices specified in [Labour Standards that the Saskatchewan Human Rights Commission](#) deems necessary to the camp's local situation? Yes No N/A
- F29. Does the camp have a written policy dealing with harassment (all types)? Yes No N/A

**Personnel - Staff Training**

- F30. Is training provided for all staff to recognize and prevent actual or potential situations in which they may be falsely accused of abuse and/or harassment? Yes No N/A
- F31. Are emergency procedures and drills established and posted? Yes No N/A
- F32. Are emergency phone numbers posted, including the location of the Emergency Medical Service (EMS) with an Estimated Time of Arrival (ETA)? Yes No N/A
- F33. Do staff and campers know and practice emergency procedures (including evacuation of buildings) for fire, waterfront accidents, and natural disasters? Yes No N/A
- F34. Are camp staff familiar with local Emergency Medical Services (EMS)? Yes No N/A

**Buildings & Equipment**

- F35. Does the camp comply with [The Public Accommodation Regulations 1997](#), which applies to the operation of recreational camps and hold the appropriate license? Yes No N/A
- F36. Does the camp comply with [Public Eating Establishment Standards, Updated: June 2019](#), which applies to the operation of recreational camps, and hold the appropriate license? Yes No N/A

NOTE: These standards have been developed to assist operators of public eating establishments in meeting the regulatory requirements contained in [The Food Safety Regulations](#) that

came into force in May 2009 and replaced the former *Public Eating Establishment Regulations*.

- |  |            |
|--|------------|
| F37. Is the camp menu planned following the current <a href="#">Canada Food Guide</a> ?  | Yes No N/A |
| F38. Does the camp comply with <a href="#">The Shoreland Pollution Control Regulations, 1976</a> , which applies to the operation of an institutional camp?  | Yes No N/A |
| F39. Is there a well-equipped first aid centre and isolation quarters on site?   | Yes No N/A |
| F40. Are fire extinguishers and smoke detectors checked annually and records of inspection kept?   | Yes No N/A |
| F41. Are poisonous materials properly marked and kept in a restricted safe place?  | Yes No N/A |
| F42. Do power tools have safety devices on them to prevent accidents?  | Yes No N/A |
| F43. Are hazardous materials and power tools used only by authorized personnel?  | Yes No N/A |
| F44. Are recorded safety inspections conducted of all facilities, grounds, programs, and services carried out on a regular basis throughout the camp season?   | Yes No N/A |
| F45. Does the camp comply with regional and municipal regulations applicable to the operation of institutional camps in their area?  | Yes No N/A |
| F46. Is the camp operating within a provincial park and in compliance with the applicable regulations for their location?  | Yes No N/A |
| F47. Does the camp possess the permits required for ground water search and development of water wells?  | Yes No N/A |
| F48. Does the camp comply with <a href="#">Accessibility Standards</a> that the Commission deems necessary to be incorporated into new camp buildings and obtain the appropriate permissions for these?                                  | Yes No N/A |
| F49. Does the camp comply with other regulations that the <a href="#">Saskatchewan Environment, Public Health and Safety</a> Department deems necessary to apply to the camp's local situation? This includes sewage and waste disposal. | Yes No N/A |

## **PROGRAM ENDORSEMENT**

Program Endorsement applies to all camps that:

- a) operate a program whether on their site or a different site,
- b) or 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. Does the facility on which the program is operating meet compliance with the *Facility Accreditation* standards as outlined in the SCA Accreditation Manual?**      **Yes No N/A**

### **Personnel**

**P2. Are all cabin leaders at least 16 years of age at the commencement of employment?**      **Yes No N/A**

**P3. Is the residence of each cabin leader within reasonable proximity to the campers he or she is responsible for?**      **Yes No N/A**

**P4. Does your camp meet the following cabin leader to camper ratios, as applicable? (CITs are not counted in calculation)**      **Yes No N/A**

a) 7 years of age and under: one (1) cabin leader to a maximum of six (6) campers.

b) 8 years of age and over: one (1) cabin leader to a maximum of eight (8) campers.

c) for campers with special needs – no fewer cabin leaders than above, may be more, depending on the camper’s abilities.

**P5. Does the camp have a pre-camp, on-site staff training program?**      **Yes No N/A**

**P6. Does the camp provide a staff manual to each staff member that includes:**      **Yes No N/A**

a) camp objectives,

b) personnel policies,

- c) sample schedules,
- d) job descriptions,
- e) and 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. Does the camp have a written policy regarding the disclosure of abuse by a child that complies with federal and [provincial law](#)?** Yes No N/A
- P8. Does the camp have a written policy for dealing with situations where staff have reasonable grounds to believe a child has been abused?** Yes No N/A
- P9. Does the camp have a written policy for dealing with bullying?** Yes No N/A

**Inclusion**

- P10. Does the camp have a written policy/procedure showing that the decision on whether a camper or staff member can attend camp 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?** Yes No N/A
- P11. Does the camp have a written policy/procedure showing an understanding of what barriers may be imposed by the camp’s site, facilities, staffing, programs and other resources?** Yes No N/A
- P12. Is the camp able to demonstrate that:** Yes No N/A
- a) external services were contacted in an attempt to access support services to include an individual camper with special needs where the support would have allowed inclusion?
  - b) **OR** if support services were not available or the camp was unable to provide a positive camp experience for the individual, the camp provided the family with at least one contact name and number to assist their search for an alternative camp opportunity?

## Medical Services

- P13. Does the camp have a documented policy and procedure for infection control?** Yes No N/A
- \*Please note the following should be included in your policy - effective hand washing, use and disposal of gloves, sharps and contaminated items, and washing clothing, surfaces and other contaminated items.
- P14. Does the camp have at least one staff member on site at all times who holds a minimum medical qualification of a current recognized Standard First Aid Certificate, or equivalent, with CPR-C?** Yes No N/A
- P15. If a camp is isolated, further than 150 km from the nearest medical facility, do they have a doctor or registered nurse on site at all times? Yes No N/A
- P16. Has the camp arranged with a nearby licensed physician to be on call if one is not in residence, with his or her name and phone number posted? Yes No N/A
- P17. Is first aid training provided for staff members during staff training? Yes No N/A
- P18. Are all medications kept in a locked storage area out of reach of campers and dispensed only by authorized staff? Yes No N/A
- P19. Are parents and/or guardians notified of any serious illness or injury if possible? Yes No N/A
- P20. Is a medical form filled out by all staff before they go to camp, including statements of limitations and how these would affect activities? Yes No N/A
- P21. Is a medical form filled out by/for all campers before they go to camp, including statements of limitation and how these would affect activities? Yes No N/A
- P22. Does the camp have a written record of each accident and illness including any medical treatment given? Yes No N/A
- P23. Does the camp keep parental/guardian medical release forms on record, including the policy that in the event of an accident requiring medical attention the parent(s)/guardian(s) will be notified as soon as possible? Yes No N/A



P24. Are all medical records kept in a locked but easily accessible file/room? Yes No N/A

**Programs**

P25. Is there a registration or information form collected for each camper? Yes No N/A

P26. Is there a permanent record of all campers on file? (excluding rental participants) Yes No N/A

P27. Does the camp provide an opportunity for campers and staff to evaluate the program and retain copies of evaluations completed? Yes No N/A

P28. Does the camp program stem from the stated objectives of the camp, with specific and general activities related to the achievement of these objectives? Yes No N/A

P29. Are the campers given the opportunity to provide input into the camp program? Yes No N/A

P30. Does the camp program permit the camper to have a progressive learning experience by building on past knowledge? Yes No N/A

P31. Does the camp program include both energetic and quiet activities? Yes No N/A

P32. Does the camp program include individual activities, small-group activities and activities involving the whole camp? Yes No N/A

P33. Does the camp program make provision for adequate midday and night-time rest periods for both staff and campers? Yes No N/A

P34. Does the camp program include activities that involve creative outdoor living and foster appreciation and care of our natural environment? Yes No N/A

P35. Does the camp provide a Cabin Leader-in-Training or other leadership development program? Yes No N/A

## **Boating**

### ***Definitions:***

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

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

- P36. Does the camp comply with [Transport Canada and Canadian Coast Guard](#) regulations regarding all pleasure craft (motorized and non-motorized) activities, including the licensing of drivers? Yes No N/A
- P37. Is the sailing program under the direction of a person with a high level of skill and experience in sailing? Yes No N/A
- P38. Is the canoeing program under the direction of a person with a high level of skill and experience in canoeing? Yes No N/A
- P39. Are all non-motorized pleasure craft programs under the direction of a person with high skills and experience? Yes No N/A
- P40. Is all boating equipment in use kept in good repair? Yes No N/A
- P41. Do all boating programs have written instructions for safety and proper usage? Yes No N/A

## **Water skiing/Wakeboarding**

- P42. Is the water skiing/wakeboard boat manned by two people (driver and observer)? Yes No N/A
- P43. Does every participant wear an approved personal floatation device (PFD)? Yes No N/A
- P44. Are all proper land drills and emergency procedures taught to every skier, boat driver and observer? Yes No N/A
- P45. Is all equipment visually inspected prior to each use to ensure safety? Yes No N/A

**Waterfront and/or Pool**

**Definitions:**

**Head lifeguard:** a person (aged 17 or older) on duty at the pool or waterfront and is in charge of the prevention and effective rescue response in emergencies including first aid and treatment and hold a current National Lifeguard Award (NLA), or Red Cross equivalent, and is at least 17 years old with 100 hours of lifeguard/lifesaving experience at the commencement of employment.

**Aquatic Director:** a competent adult (aged 18 or older) who is responsible to actively supervise pool and waterfront activities, managing risk and aquatic emergencies and holds a minimum, current first aid/CPR C certification.

**Lifeguard:** person(s) aged 16 or older who hold a current National Lifeguard Award (NLA) certification, or Red Cross equivalent, and assist in the supervision of the pool and/or waterfront activities.

**Lifesaver:** person(s) aged 16 or older who holds a current Bronze Cross award, or Red Cross equivalent, and assists in the supervision of the pool and/or waterfront activities.

P46. If the camp has a swimming pool, does the camp comply with the current [Provincial Swimming Pool Regulation](#), (1999 – updated 2012) and hold a current required license to operate? Yes No N/A

**Note:** to obtain a license a swimming pool safety plan must be prepared in accordance to the regulations.

P47. If the camp has a waterfront, does the camp have a waterfront safety plan? Yes No N/A

<p><b>P48. Are all swimming activities (for campers aged 17 and under) supervised by:</b></p>	<p>Yes No N/A</p>
<p>a) a head lifeguard,</p> <p>b) <u>and</u> an aquatic director (aged 18 or older) if the head lifeguard is under the age of 18?</p>	
<p><i>*The head lifeguard and aquatic director can be the same person if the individual is aged 18 years or older at the commencement of the responsibility and meets the requirements of each defined position.</i></p>	
<p><b>P49. Are all head lifeguards, aquatic directors, lifeguards, and lifesavers trained in operational and emergency procedures as outlined in the swimming pool and/or waterfront safety plan?</b></p>	<p>Yes No N/A</p>
<p><b>P50. Are all lifeguards and lifesavers free of all other duties while lifeguarding/lifesaving?</b></p>	<p>Yes No N/A</p>
<p><b>P51. Does the swimming pool and/or waterfront have a spine board and a first aid kit in the vicinity?</b></p>	<p>Yes No N/A</p>
<p><b>P52. Are all swimming areas kept free from glass, wastes, garbage etc. and inspected daily?</b></p>	<p>Yes No N/A</p>
<p><b>P53. Is permission obtained from the <a href="#">Saskatchewan Water Security Agency</a> for the use of chemicals for algae and weed control in waterfront swimming areas?</b></p>	<p>Yes No N/A</p>
<p><b>P54. Are all swimming areas clearly marked?</b></p>	<p>Yes No N/A</p>
<p><b>P55. Are swimming rules visibly posted and enforced?</b></p>	<p>Yes No N/A</p>
<p><b>P56. Are practices and equipment used for swimming activities compliant with the standards of the Lifesaving Society, the Canadian Red Cross, and/or the Canadian YMCA?</b></p>	<p>Yes No N/A</p>
<p><b>P57. Are all distance swimmers accompanied by two persons in a boat, one being a qualified swimmer and carrying lifesaving equipment?</b></p>	<p>Yes No N/A</p>

### **Archery and Riflery**

- P58. Is the archery program under the direction of a person with a high level of skill and experience in archery? Yes No N/A
- P59. Is the archery equipment stored in a locked cabinet and maintained in good condition? Yes No N/A
- P60. Does the camp have policies in place for Archery and Riflery programs? Yes No N/A
- P61. Does the camp comply with current [federal](#) and municipal regulations governing the use and storage of guns and ammunition including proof of registration?** Yes No N/A
- P62. Is the riflery program under qualified supervision? Yes No N/A

### **Axe Throwing**

- P63. Is the axe throwing program under the direction of a person with a high level of skill and experience in axe throwing? Yes No N/A
- P64. Is the axe throwing equipment stored in a locked cabinet and kept in good condition? Yes No N/A
- P65. Does the camp have policies in place for the axe throwing program? Yes No N/A

### **Climbing Structures**

- P66. Are all climbing activities supervised and controlled by an individual(s) with a high level of experience and training? Yes No N/A
- P67. Is all climbing equipment only used for its designed function/use? Yes No N/A
- P68. Is all climbing equipment visually inspected prior to each use to ensure safety? Yes No N/A
- P69. When helmets are used, does the camp have a policy/procedure for cleaning them? Yes No N/A

### **Horses**

- P70. Are all horse-related activities supervised and controlled by an individual(s) with a high level of experience and training? Yes No N/A
- P71. Is all riding equipment only used for its designed function/use? Yes No N/A

P72. Is all riding equipment visually inspected prior to each use to ensure safety? Yes No N/A

P73. When helmets are used, does the camp have a policy/procedure for cleaning them? Yes No N/A

**Inflatables (including Bumper Balls)**

P74. Are all inflatable activities supervised and controlled by qualified staff? Yes No N/A

P75. Is all equipment inspected regularly, maintained and in good working order? Yes No N/A

P76. Are all inflatables only used as per manufacturer's instructions? Yes No N/A

**Other Programming (paintball, skateboarding, basketball etc.)**

P77. Do all programs not dealt with in this standards manual have a policy of operation or comply with the industry standard? Yes No N/A

## **TRAVEL ENDORSEMENT**

Travel Endorsement applies to all camps that:

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

Compliance with the Facility Endorsement and Program Endorsement are 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.

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.

### **Trip Leader (Personnel)**

- |   |                   |
|---|-------------------|
| <b>T1. Is the trip leader 18 years of age or over, with previous wilderness experience as a leader or assistant leader?</b>   | <b>Yes No N/A</b> |
| <b>T2. Is the assistant trip leader 17 years of age or over?</b>  | <b>Yes No N/A</b> |
| <b>T3. Does the staff to camper ratio meet the following requirements?<br/>a) A minimum of two (2) staff with each trip,<br/>b) and one (1) staff to five (5) campers for participants under 18 years of age?</b> | <b>Yes No N/A</b> |
| <b>T4. Does the tripping staff have the necessary skills, camp craft, and survival techniques as required for the trip?</b>   | <b>Yes No N/A</b> |
| <b>T5. Is the tripping staff proficient in the use of map and compass, and be aware of route?</b>   | <b>Yes No N/A</b> |
| <b>T6. Does the tripping staff know the limitations of the campers and staff and their ability to perform under adverse conditions?</b>   | <b>Yes No N/A</b> |
| <b>T7. Does the trip leader have leadership qualities to maintain proper functioning of the group?</b>  | <b>Yes No N/A</b> |
| <b>T8. Does the trip leader have proven ability to handle situations while under stress?</b>  | <b>Yes No N/A</b> |
| <b>T9. Does at least one trip leader possess a current First Aid/CPR-C certificate from St. John's Ambulance or equivalent?</b>   | <b>Yes No N/A</b> |

T10. Where water travel/swimming is part of the trip, does at least one person hold a current Bronze Medallion certification, or Red Cross equivalent, or higher? **Yes No N/A**

**Training**

T11. Does the camp conduct an in-service training program to assess skill levels of campers going on an out-trip? **Yes No N/A**

T12. **Is each camper aware of the camp procedures for:** **Yes No N/A**

- a) **expectations on trip,**
- b) **emergency procedures,**
- c) **equipment uses,**
- d) **water safety,**
- e) **and the hazards of the environments where they will be?**

**Campsites**

T13. **Is the campsite free from unnecessary hazards?** **Yes No N/A**

T14. **Is permission to use land obtained if necessary?** **Yes No N/A**

T15. **Is the campsite properly drained?** **Yes No N/A**

T16. **If fires are permitted in an area, are fires built on rocks or in sandy soil to prevent fires spreading through roots?** **Yes No N/A**

T17. **Are fires put out completely by water and not by smothering?** **Yes No N/A**

T18. **Is the fire index known for the area?** **Yes No N/A**

T19. **Is the campsite left cleaner than it was found?** **Yes No N/A**

T20. **Are low impact camping practices followed, including:** **Yes No N/A**

- a) **using old campsites rather than establishing new ones,**
- b) **all non-biodegradable and non-disposable materials are packed out,**
- c) **always using biodegradable soap in water systems,**
- d) **and all food scraps, dishwater, fish remains, and human waste are buried?**



- |  |            |
|--|------------|
| T21. Is the use of living trees and/or boughs prohibited for building bivouacs?  | Yes No N/A |
| T22. Are latrine areas well defined and a system arranged for use?   | Yes No N/A |
| T23. Are all trees protected and not slashed to mark trails?   | Yes No N/A |
| <b>T24. Are campers made aware of environment conditions and know their responsibilities for protection and preservation of the environment?</b> | Yes No N/A |

**Health and Safety**

- |   |            |
|---|------------|
| <b>T25. Does the camp director regularly review and evaluate safety procedures and equipment?</b>   | Yes No N/A |
| T26. Does the camp director possess forms signed by parents, which authorizes the trip leader to allow campers to receive medical assistance when necessary?    | Yes No N/A |
| T27. Does the trip leader receive written authorization from the camp director permitting emergency medical procedures when parents cannot be reached by phone? | Yes No N/A |
| T28. Are the hospitalization numbers for trip leaders and campers carried throughout the trip?  | Yes No N/A |
| T29. Does the trip leader possess an emergency phone number?  | Yes No N/A |
| T30. Does the trip leader possess emergency money?  | Yes No N/A |
| <b>T31. Does the trip leader notify the camp director as soon as possible about any significant injury?</b>   | Yes No N/A |
| <b>T32. Does the camp director notify parents immediately of any significant injury to a camper?</b>  | Yes No N/A |
| T33. Does one staff person stay with an injured camper until released to their parents/guardians?   | Yes No N/A |
| T34. Does the trip leader maintain a system of health supervision that includes:  | Yes No N/A |
| a) food preparation, disposal and nutrition,  |            |
| b) and sleep/adequate rest?   |            |

T35. Does the trip have a well-equipped first aid kit?	Yes No N/A
T36. Does the trip leader with a current first aid certificate dispense medication for campers, if needed?	Yes No N/A
T37. Is sufficient flexibility built into the route planning to allow holdovers for unforeseen developments?	Yes No N/A
<b>T38. Does the trip have necessary equipment and extra supplies for emergency situations?</b>	Yes No N/A
T39. Does the trip leader know if water is safe for drinking?	Yes No N/A
T40. Is the food taken on the out-trip considered in terms of spoilage and resulting harmful effects?	Yes No N/A
<b>T41. Are sanitary procedures concerning personal cleanliness and human waste explained to group?</b>	Yes No N/A
T42. Does the group avoid eating unknown food and plants?	Yes No N/A
T43. On a water trip, is each set of rapids thoroughly checked before a decision is made to run them?	Yes No N/A
T44. On a water trip, does everyone wear a personal flotation device (PFD) when running rapids?	Yes No N/A
T45. On a water trip, does the camp have a procedure to pick up a capsized canoe and its passengers?	Yes No N/A
T46. Are all wilderness trips registered with local authority?	Yes No N/A
T47. Is travel prohibited on water during electrical storms?	Yes No N/A
T48. Does the trip leader have two up-to-date maps, or one map and GPS, of the area carried in separate places?	Yes No N/A
T49. Does the trip leader know if wildlife is in the area and if so, instruct campers to properly store food?	Yes No N/A
T50. Are communication devices such as whistles and two-way radios available?	Yes No N/A
T51. Do the campers have proper equipment for the trip? (i.e. helmets for biking)	Yes No N/A

## **AGENCIES AND GOVERNMENT DEPARTMENT LISTINGS**

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

### **1. General Resources**

Government of Canada General Inquiry <a href="http://www.canada.ca/">www.canada.ca/</a>	(800) O-CANADA
Government of Saskatchewan General Inquiry <a href="http://www.saskatchewan.ca/">www.saskatchewan.ca/</a>	(800) 266 0695

### **2. Administration**

#### **Government of Canada**

<a href="#">Employment and Social Development Canada</a>	(800) 367 5693
<a href="#">Canada Pension Plan</a>	
<a href="#">Employment Insurance</a>	
<a href="#">Temporary foreign workers</a>	
<a href="#">Canada Revenue Agency</a>	(800) 959 5525
<a href="#">Income Tax</a>	
<a href="#">Business Payroll</a>	
<a href="#">Goods and Services Tax</a>	
<a href="#">Provincial Sales Tax (PST)</a>	(800) 667 6102
<a href="#">Worker's Compensation Board of Saskatchewan</a> - Regina	(800) 667 7590
<a href="#">SGI Motor Vehicle Division</a> - Regina	(844) 855 2744

### **3. Facilities**

<a href="#">Environment, Public Health and Safety</a> <a href="http://www.saskatchewan.ca/residents/environment-public-health-and-safety">www.saskatchewan.ca/residents/environment-public-health-and-safety</a>	
<a href="#">Ministry of Environment</a> General Inquiries	(800) 567 4224
<a href="#">Ministry of Parks, Culture and Sport</a> General Inquiries	(306) 787 5729

[Contact your local Public Health Inspector](#)

[www.saskatchewan.ca/residents/health/public-health/public-health-inspectors](http://www.saskatchewan.ca/residents/health/public-health/public-health-inspectors)

4. **Health and Safety**

[Ministry of Health General Inquiries](#) (800) 667 7766

Occupational Health and Safety (Government of SK) (800) 567 7233

[WorkSafe Saskatchewan](#) (800) 667 7590

Inter-jurisdictional Support Orders (Government of SK) (866) 229 9712

***Child Abuse - reports should be made to your local RCMP office or Social Services office.***

[Child Protection](#)

**Reporting abuse, neglect, interpersonal violence**

*Report all incidents of suspected, observed, or disclosed abuse to your nearest [Ministry of Social Services Office](#), [First Nations Child and Family Services Agency](#) or local police/RCMP.*

After Hours Crisis Centre:	Prince Albert	(306)764 1011
	Saskatoon	(306)933 6200
	Regina	(306) 569 2724

[Canada Food Guide](#)

[www.food-guide.canada.ca/en/](http://www.food-guide.canada.ca/en/)

[Food Safety \(Government of SK\)](#)

[www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety](http://www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety)

[Contact your local Public Health Inspector](#)

[www.saskatchewan.ca/residents/health/public-health/public-health-inspectors](http://www.saskatchewan.ca/residents/health/public-health/public-health-inspectors)

5. **Personnel**

[Employment and Social Development Canada](#) (800) 367 5693

[Saskatchewan Human Rights Commission](#) (800) 667 9249

[Saskatchewan Labour Standards](#) (800) 667 1783

6. Program

[Paddle Canada](#) (888) 252 6292

[Transport Canada - Safe Boating](#) (800) 267 6687

Waterfront and/or pool safety

[Contact your local public health inspection office](#)

[www.saskatchewan.ca/residents/health/public-health/public-health-inspectors](http://www.saskatchewan.ca/residents/health/public-health/public-health-inspectors)

Canadian Red Cross Society – First Aid and Water Safety Services

Saskatoon (306) 668-0720

Regina (306) 721-1600

[Life Saving Society - Saskatchewan](#) (306) 780 9255

[Canadian YMCA - Saskatoon](#) (306) 652 7515

[Saskatchewan Association for Firearm Education](#) – Regina (306) 352 6730



Box 8862, Saskatoon, SK, S7K 6S6 . 306.232.0190 . [info@saskcamps.ca](mailto:info@saskcamps.ca)

[www.saskcamps.ca](http://www.saskcamps.ca)

