

Section 14: ACA Standards Regarding Adventure Trips and High-Risk Programs

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American Camp Association Standards

The following standards set by the American Camp Association are listed here in their reference to adventure trips and high-risk programming operating under the umbrella of Camp Fitch YMCA, a branch of the Youngstown, Ohio YMCA. This section of the Adventure Manual is to be used to help professionals in the outdoor recreation business quickly find and reference how Camp Fitch YMCA follows the certain standards outlined that might showcase a different set up or use when off camp property.



Primary Four Standards

The following are the primary four standards that the American Camp Association usually highlights when it comes to adventure trips and off-site day outings. These are P.D. 3, P.D. 9.1, P.D. 23, and A.D. 32.

ACA Standard P.D. 3

- 3.1 Individuals using campfires, camp stoves, or flammable liquids are instructed in their proper use and care and supervised until competency is demonstrated.**

Yes, there will be training provided for all Trip Leaders in relation to this.

- 3.2 All Drinking water obtained is boiled, filtered, or chemically treated as appropriate?**

Yes, all water on backcountry outings will be purified via a water purifier. Water will also be stored in blue aquifer cubes and be taken on all trips. The water will be the same treated water from Camp Fitch YMCA.

- 3.3 Food is prepared and stored under safe and sanitary conditions with specialized care given to maintaining potentially hazardous foods at proper temperatures?**

Yes, Dry food will be stored in a tuber ware box. Refrigerated food will be stored in a cooler with ice. The ice will be replaced when needed as week progresses with the water being drained out.

When cooking meals all meat will be overcooked and well done to prevent food-borne illness. If possible, gloves will be used during food preparation.

- 3.4 Food utensils are cleaned and sanitized after each use and protected from contamination between use?**

After each meal, utensils will be cleaned with biodegradable-environmentally safe soap and stored in a way to prevent getting 'dirty'. This cannot be guaranteed due to circumstances out of trained staff control (ex: falling into a creek). If needed, utensils will be cleaned prior to cooking.

- 3.5 Applicable procedures are followed to minimize environmental impact on campsites and natural areas?**

Yes, All Trips will follow the *Leave No Trace* standards and the **Environmental Impact Policy** highlighted in the Adventure Manual (*Section 04: Standard Policies and Procedures*).

ACA Standard P.D. 9.1

PA.9.1 When using pools, waterparks, or natural bodies of water located away from camp, does the camp require these conditions to be met:

- A. Campers and staff members are oriented to rules and boundaries;**
 - B. Trained staff assess water and weather conditions to identify hazards and determine appropriate activities;**
 - C. Camper access is limited, as appropriate;**
 - D. Facility and equipment appear to be in good repair;**
 - E. Rescue equipment is readily available and in good repair;**
and
 - F. Camp staff accompanying campers are trained on their supervisory roles and responsibilities?**
- YES NO**

- A)** Before beginning an activity on a trip that involves swimming in a wilderness pool or natural body of water, campers will be notified of all policies and rules through an in-depth ground school. This will take place upon arrival. If visiting a water park, the ground school will be given before entering the park. (See *“Swimming in the Backcountry”*, Section 11: *Aquatic-Based Outdoor Adventure Activities and Swiftwater Rescue Techniques*).
- B)** Staff will be trained in lifeguarding. If they are not, participants will wear PFD’s, personal floatation devices. Trip Leaders will assess the scene before letting participants swim. Things to look out for will be downed trees, rapid water movement, wildlife, and “seeing the bottom” of swimming area.
- C)** Campers will be told when it is time to swim and be told when to get out.
- D)** PFD’s will be the same as worn on overnight canoe trips.
- E)** Yes, some sort of lifeguard tube or throwable rope will be available.
- F)** Yes, Trip Leaders are trained.

ACA Standard P.D. 23

A. Safety Regulations

- ◆ Trip Coordinator and Trip Leaders will be trained in all activities including any medical emergencies specific to the activities that are involved in an outdoor adventure trip.
- ◆ Each activity that takes place in a wilderness setting (backpacking, paddling, climbing, and caving) will be guided by a Trip Leader or outsourced guide.
- ◆ Each activity that takes place in a wilderness setting will have a comprehensive ground school at the beginning that will highlight proper equipment, how to perform the activity, and warn of any dangers and what to do if one finds themselves in that specific, potential danger.

B. Provision of Appropriate protective or rescue equipment

- ◆ Every Activity will have its required gear for both participants and trip leading staff. Trip Leaders will have the following for each activity. Participants will only have what is underlined.

1. Backpacking/ Hiking

- Backpack
- Water Purifier
- Stove with fuel
- Map and Compass
- GPS Unit
- First Aid Kit

2. Canoeing/ Kayaking/ White Water Rafting

- PFD
- Helmet (Class II rapids and above)
- Paddle (Trip Leader carries extra)
- Whistle
- Throw Bag
- 2 Prussik Cords
- Webbing Belt
- 3 Aluminum Carabiners
- First Aid Kit

3. Caving

- Helmet
- Headlamp
- First Aid Bag that includes
 - Extra headlamps
 - Extra batteries
 - Water Bottle full of water
 - Glow Sticks
- All participants will wear long sleeves and long pants
- Gloves

4. Climbing

- Helmet
- Harness
- Sturdy Shoe
- ATC Device
- Rope
- Climbing Metal (Carabineers)

5. Mountain Biking

- Helmet
- Pocket First Aid Kit with CO2 canisters

C. Training for participants to prepare for foreseeable risks

- ◆ Ground skills will be conducted before every activity in the main five categories of our adventure trips.
 1. Backpacking/Hiking
 2. Whitewater Paddling Sports
 3. Climbing
 4. Caving
 5. Mountain Biking
- ◆ Other activities such as ziplining and swimming in wilderness pools will be explained as well.
- ◆ The ground school covered (listed under A. Safety Regulations) will cover all potential foreseeable risks.
- ◆ The Adventure Programs Director will train Trip Leaders at the beginning of the summer on how to teach skills such as paddling and climbing to campers who have never done a wilderness activity.

D. Conditioning, warm-up, and activity sequence procedures where appropriate

- ◆ Before every activity, participants will have the chance to stretch, warm-up and practice the skills taught before heading out on their adventure.
- ◆ The ground school covered under safety regulations will highlight this as well

E. Emergency and Rescue Procedures

- ◆ Yes, emergency and rescue procedures have been outlined for every activity done while on an adventure trip. Detailed information has also been given depending on the area the trip takes place. This information includes:
 1. Closest Hospital or medical care (*Section 15: Hospitals and Urgent Care Listings*).
 2. Phone numbers of local park rangers, rescue squads, etc. (*Section 02: Trips Offered and Logistics*).
- ◆ See all emergency procedures in *Section 06: Emergency Wilderness Situations and First Aid*.

ACA Standard A.D. 32

AD.32.1 Has the camp identified, in writing, any eligibility requirements necessary for a camper to participate in each program activity and/or trip offered by the camp?

All outdoor adventure trips that leave Camp Fitch YMCA property are under the direct supervision of the Adventure Programs Director and assigned Trip Leaders. All trips during the summer spend at least three days away from the main camp. Participants who sign up and agree to go on an adventure trip must be able to perform or understand the following expectations below after the next paragraph.

These are the expected requirements for participants who sign up for an outdoor adventure trip. It is important to note that accommodations can be made, and schedules can be adjusted as long as said changes do not impact the experience of the trip in a negative manner for the majority of other participants. Accommodations can vary. Examples include shortening the length of a hike, setting up another climb, or paddling with an instructor. Trip Leaders and staff on these trips are to provide care for each participant regardless of age, sex, race, religion, sexual orientation, etc. It is highly suggested that if any potential participant second guesses their ability to perform the below expectations or does not think they are ready; to continue to grow their skills in the Camp Fitch YMCA traditional camp setting. However, growth happens when we are pushed past our comfort zone and by going on an adventure trip, will greatly help a participant grow in confidence and physical ability.

- ◆ **Vehicle Travel**
 - 1) Be able to sit for long periods of time.
 - 2) Be able to restrict bathroom use for at least 2 hours.
 - 3) Know that a restaurant stop will happen and must behave appropriately.

- ◆ **Backcountry Camping**
 - 1) Be willing to tent with one to three other persons of the same gender.
 - 2) Be willing to sleep on the ground with or without a pad.
 - 3) Be willing to eat meals cooked by Trip Leader staff with no dining hall experience.

- ◆ **Backpacking/Hiking**
 - 1) Be able to walk ten miles in one day.
 - 2) Be able to carry a 20-pound backpack.
 - 3) Be able to walk on uneven ground including uphill and downhill.
 - 4) Be able and willing to get feet wet when crossing a stream.

- ◆ **Canoeing/ Kayaking/White Water Rafting/ Stand-Up Paddle Boarding**
 - 1) Participant knows that they will be wet for the all/majority of the day.
 - 2) Be able to swim 200 feet.
 - 3) Be able to tread water for 1 minute.
 - 4) Be able to demonstrate good balance while sitting and standing.
 - 5) Be able to sit in a canoe or kayak on moving and flat water.
 - 6) Be able to paddle with a partner.
 - 7) Be able to show haste in paddling and take part in active rescue of other person(s).
 - 8) Be able to swim away from obstacles in the water when not in a boat.
 - 9) Be able to receive instruction and feedback on paddling techniques from an instructor who may be shouting a great deal away.
 - 10) Be willing to receive instructions when going down a rapid and being able to think clearly on those instructions.
 - 11) Be able to paddle with people who are not associated with camp (White Water Rafting).
 - 12) Must wear a Personal Flotation Device (PFD).
 - 13) Must wear a Helmet on class II rapids and above.

- ◆ **Caving**
 - 1) Understand that caves are 'complete darkness' and will not be able to see without a light source.
 - 2) Be willing to be covered in mud.
 - 3) Be willing to be wet and stay wet throughout the experience.
 - 4) Be able to slide with one foot in front of the other.
 - 5) Be able to walk on uneven surfaces.
 - 6) Be able to swim 200 feet.

◆ **Climbing (Outdoor)**

- 1) Fear of heights can limit success in activity
- 2) Must wear a helmet
- 3) Be able to wear a harness for more than 2 hours
- 4) Understand that cliff sides and real rock are not man-made and have different holds than in an indoor climbing gym.
- 5) Be willing to sit on a rock for 2 hours.
- 6) Be able to belay for multiple hours.

◆ **Mountain Biking**

- 1) Be able to ride a bike for longer than 4 hours
- 2) Must wear a helmet
- 3) Have knowledge of shifting gears and using both handle brakes.



American Camping Association Guidelines Index

Below is a list of certain American Camping Association standards with any references to how they are met on adventure trips. Please refer to the table of contents first to find the correct section of the manual that the standard is met. Responses to standard are in blueprint.

CORE

CR.4 Environmental Activities: The camp should offer program activities that help develop awareness of, appreciation and responsibility for, and stewardship toward the natural environment.

All adventure trips explore wilderness areas of the Mid-Atlantic United States. We use Leave No Trace policies and minimize our impact in the area where we visit. All activities live up to a purpose to help campers learn how to pursue them after the trip is over.

- see “Purpose of Trips” (Section 01) and “Environmental Impact Policy” (Section 04)

ADMINISTRATION

AD.4 Arrival and Departure: The camp should have and use procedures for an orderly arrival and departure of campers, for the loading and unloading vehicles, and supervision during these times.

Campers will be dropped off at camp and picked up according to traditional camp procedures. While traveling from site to site, campers will follow a standard vehicle policy.

- see “Vehicle Travel” (Section 05) and “Trips FAQ” (Section 03)

AD.5 Transportation Information for Parents: Parents should be provided with written pick-up and drop-off times, including a system to communicate any changes, safety procedures, and safety rules for buses/vans.

One month prior to an adventure trip, parents will receive an email explaining all logistics. Included in this email will be a packing list, a food menu, and any waivers they might need to sign. In this email, drop off and pick up instructions will be included. For example, some trips meet at the Davis Family YMCA instead of at Camp Fitch YMCA.

- see “Trips FAQ” and “Packing List” (Section 03)

AD.6 Accident Procedures: A staff member trained in accident procedures should be in each vehicle transporting campers/staff.

The Adventure Programs Director will train every Trip Leader ages 21 and older on how to drive the large vehicles and what to do in case of an emergency.

- see *Section 05: Vehicle Travel to Off-Site Locations*.

AD.8 Transportation Orientation: The camp should orient all passengers to safety regulations and procedures.

Yes, this is done by the Trip Leader before the vehicle departs Camp Fitch YMCA property.

- see *Section 05: Vehicle Travel to Off-Site Locations*.

AD.9 Driver Requirements: Driving records should be reviewed by the camp, and the camp should confirm that drivers have appropriate licenses for vehicles driven.

Yes. Mileage will be recorded, and all Trip Leaders are screened for driving prior to employment. They also take a driving test during training.

- see *Section 05: Vehicle Travel to Off-Site Locations*.

AD.10 Leased, Rented, or Chartered Vehicles: The camp should select providers who include evidence that they have a system for regular maintenance/safety checks and that they verify acceptable driving records of provided drivers.

Rental vehicles will be coordinated through an outside agency such as Merchant's Fleet Herc's or Enterprise. No trips will be taken via charter bus.

- see *Section 05: Vehicle Travel to Off-Site Locations*.

ADMINISTRATION: RISK MANAGEMENT

AD.14 Incident Reporting and Analysis: Written reports on incidents and accidents should be completed and annually reviewed to modify or change procedures as necessary.

Anytime there is an accident or incident on a trip it will be written down just the same as if it happened on Camp Fitch YMCA property. Upon arrival back at camp, necessary documents will be given to the Adventure Programs Director to review and submit to the Summer Camp Directors, who then submit them monthly to our Youngstown, Ohio office.

- see 'Accident/Incident Report' under *Section 04: Standard Policies and Procedures*.

AD.19 Safety Orientation and Emergency Plan: The camp should provide a safety orientation to campers, staff, and rental groups, regarding camp boundaries and hazards, behavior expectations, and emergency procedures for natural disasters and other reasonably foreseeable emergencies.

An opening campfire and welcome ceremony will be conducted with these trip-specific procedures are introduced.

- See 'Opening Ceremony' under *Section 04: Standard Policies and Procedures*.

AD.20 Missing Person Procedure: The camp should develop written search-and-rescue procedures for lost, missing, or runaway persons.

Yes, there is a set standard policy of reacting to a lost camper in the wilderness.

- see 'Lost Camper Procedure' under *Section 04: Standard Policies and Procedures*.

AD.21 Emergency Communications: The camp should have written procedures specifying a system for emergency communication when campers or staff are away from camp, for contacting parents/guardians of minors, and for communicating with the media.

Yes, a Spot Device or satellite phone will track the trips' movements. Yes, the Executive Director is responsible for contacting parents and communicating with the media in such a situation. Yes, parents will be included in an ongoing group text message and will be informed every day of the group's location and movement.

- see "Working the SPOT Device" and "Statement to Media Groups" under *Section 06: Emergency Wilderness Situations and First Aid*.

AD.22 Campers in Public Areas: When campers are in public places and/or have contact with the public, the camp should specify supervision ratios, safety rules and behavior guidelines for campers, and emergency procedures if someone is separated from the group.

Before every meal, Trip Leaders are to give directions before entering the restaurant. The same applies to visiting other vendors such as whitewater rafting. Ratio is 1:6.

- see 'Gas Station/ Rest Stops' and 'Dining and Restaurant Stops' under *Section 05: Vehicle Travel to Off-Site Locations*.

ADMINISTRATION: PROGRAM

AD.32 Program Eligibility for Camp Programs: The camp should identify in writing any eligibility requirements necessary for campers to participate in each program activity offered.

Each adventure trip has a level 1-5 designation with age requirements. For more detailed information, look at the beginning of this section.

- see "Purpose of Trips" and 'Levels of Trips' under *Section 01: Purpose and Staffing*.



ADMINISTRATION: TRIPS/ TRAVEL STANDARDS

AD.34 Emergency Assistance: Leaders of out-of-camp trips should know how to access emergency assistance and what to do when a participant cannot continue.

All Trip Leaders will be trained in emergency procedures specific to wilderness activity, location, and type of injury/situation. The SPOT device taken is also used and Trip Leaders are trained on how to reach camp by using it. There are also staff back on camp property that will know how to respond to activate the emergency action plan for wilderness trips.

- See “Working the SPOT Device” under *Section 06: Emergency Wilderness Situations and First Aid*.

AD.35 Trip Itinerary/Details and Designated Person: The itinerary and details of all out-of-camp trips should be planned in advance and made known to a designated person in the camp office or a responsible person located elsewhere. Information should include a roster of participants, departure and return times, bad weather plans, intended routes, and communication plans.

All rosters are in the Campminder system with all office staff having access to that information involving names, medical conditions, food allergies, etc. There is a team designated to contact parents and activate an emergency plan if a situation were to occur. All Trip Leaders will also be trained in everything mentioned in the entire *Adventure Trips and Programs Manual*.

- see “Working the SPOT Device” under *Section 06: Emergency Wilderness Situations and First Aid*. Also look at “Trip Logistics” under *Section 2: Trips Offered and Logistics*.

AD.36 Extended Trip/Travel Procedures: Camp transportation procedures should specify emergency procedures, provisions for nontravel days, and guidelines for acceptable travel times and conditions.

All trips have a set itinerary. In the event a trip is stuck somewhere, the schedule may be changed. If the trip will not get back in time, proper arrangements will be made, and parents will be informed.

- see ‘Emergency Vehicle Travel/ Extended Trip’ section under *Section 05: Vehicle Travel to Off-Site Locations* also see *Section 02: Trips Offered and Logistics* for travel plans.

FACILITIES

FA.8 Playgrounds: Staff should verify that playground equipment is in good repair prior to its use by campers.

Stopping at playgrounds on the road is frowned upon but may be chosen as an activity during a Level 1 trip or in the rare case the trip needed to stop on the road due to driver fatigue.

- see 'Playgrounds' under *Section 04: Standard Policies and Procedures*.

FA.16 Refrigeration: The camp should store potentially hazardous foods at 40°F or below, provide thermometers in refrigerators, monitor temperatures, and take corrective action if temperatures exceed 40°F.

Food on trips is stored in coolers and has a thermometer in them.

- See 'Food Storage' under *Section 05: Vehicle Travel to Off-Site Locations*.

FA.17 Food Temperature: Food service staff should minimize the time that potentially hazardous foods remain in the danger zone of 40°F to 140°F.

Food on trips is stored in coolers and has a thermometer in them. Staff are to only pull-out items from the cooler that will be served for that specific meal.

- See 'Food Storage' under *Section 05: Vehicle Travel to Off-Site Locations*.

FA.18 Sanitized Utensils and Surfaces: Food service staff should follow procedures for clean/sanitized utensils and food contact surfaces.

Vegetarian and vegan items will be cooked separately.

- see 'Food Storage' under *Section 05: Vehicle Travel to Off-Site Locations* as well as 'Nighttime Cleanup' under *Section 04: Standard Policies and Procedures*.

FA.19 Dish Washing: Dishes and utensils should be washed and sanitized after each use, following appropriate procedures.

Dishes will be done the best they can after meals (especially at night). Trips use Dr. Bronner's soap and will carry a small container of sanitizer.

- see 'Food Storage' under *Section 05: Vehicle Travel to Off-Site Locations* as well as 'Nighttime Cleanup' under *Section 04: Standard Policies and Procedures*.

FA.20 Dish Drying and Storage: Dishes should be air dried and covered when not in use.

At a front country campsite, dishes will air dry overnight underneath a cook tarp and then properly stored in a storage bin.

- see 'Nighttime Cleanup' under *Section 04: Standard Policies and Procedures*.

FA.22 Emergency Equipment: All vehicles used to transport campers/staff should have appropriate emergency accessories.

Camp vehicles on each trip will have access to multiple first aid kits as well as an air pump and several other emergency items.

- see 'Tire Repair Kit and Other Items' under *Section 05: Vehicle Travel to Off-Site Locations*.

FA.23 Mechanical Evaluations: All vehicles used by the camp to transport passengers should have regular checks for mechanical soundness.

Maintenance staff checks all vehicles prior to summer camp and conducts routine maintenance before every trip departs.

- see *Section 05: Vehicle Travel to Off-Site Locations*.

FA.24 Safety Checks: All vehicles used by the camp to transport passengers should have daily visual checks of tires, weekly checks of tire inflation, and regular checks of lights, windshield/wipers, emergency flashers, horn, brakes, mirrors, and fluid levels.

Yes, Trip staff check each vehicle before it leaves camp property.

- see Vehicle Checklist under *Section 05: Vehicle Travel to Off-Site Locations*.

HEALTH AND WELLNESS

HW.10 Inform Staff of Specific Needs: The camp should inform appropriate staff of any specific needs of campers for whom they are responsible.

Meetings will be held prior to the campers' arrival.

HW.13 Medication Storage and Administration: All drugs (Rx and OTC) for campers and staff must be stored under lock and, for prescription medications, given under the directions of a licensed provider or, for OTC medications, per the camp's written procedures or signed instructions from a parent/guardian.

At check in, nurses collect all trip campers' medications. The nurse then gives the medications to the Trip Leaders with any special instructions. OTC drugs are administered by adventure staff while off-site on a situation basis (headache, menstrual cramps, etc.)

- See 'Medical Treatment Documentation Procedure' under *Section 06: Emergency Wilderness Situations and First Aid*.

HW.14 Recordkeeping: The camp should maintain records of all healthcare provided and reports of all incidents requiring professional medical treatment.

Trip Leaders will write on the back of all health forms any incidents. Reports will be filled out later. A medication list will be recorded.

- see "Medication Documentation Sheet" in *Section 06: Emergency Wilderness Situations and First Aid*.

HW.18 First-Aid Kits: First-aid kits stocked with supplies appropriate to the location and activity, including personal protective equipment, should be readily available in aquatic and specialized activity areas, on trips, in vehicles, and in food service areas.

Yes, all Trip Leaders carry their own personal first aid kit. Each trip will have a trip first aid kit specific to the location. Finally, each vehicle will have a first aid kit available for on the road situations and for Trip Leaders to restock supplies if needed. Gloves are available to cook with and help distribute medications.

- see *Section 06: Emergency Wilderness Situations and First Aid*.

STAFF AND SUPERVISION

ST.3 First-Aid and Emergency Care Personnel: A staff member with training in the appropriate level of first aid and CPR/AED must be on duty at all times when campers are present, in camp and on out-of-camp trips.

There will always be a staff member present with a certification in Wilderness First Aid.

- see *Section 06: Emergency Wilderness Situations and First Aid.*

ST.4 Healthcare Away from Main Camp: A staff member with current first aid and CPR/AED certification from a nationally recognized provider should be oriented and available to provide routine health care for participants and to handle emergencies on trips and in locations away from the main camp.

There will always be a staff member present with a certification in Wilderness First Aid. There will also be staff members trained in first aid, CPR, and certified lifeguards.

- see *Section 06: Emergency Wilderness Situations and First Aid.*

ST.8 Supervisor Qualification, Specialized Activities: The overall supervisor for each specialized activity should be an adult and hold a current certification and experience specific to the activity or have documented supervisor training and experience specific to the activity.

Adventure Programs Director is an adult and has all the necessary certifications. The guides that we use for whitewater rafting, rock climbing, zip lining, etc. All have been trained by their respected companies.

- see *Section 01: Purpose and Staffing.*

ST.9 Adventure/Challenge Activities Supervisor Qualifications: The overall supervisor for adventure/challenge activities should be an adult; and hold a current certification and experience specific to the activity or have documented training and experience leading the activity within the past two years; and have at least four weeks of recent supervisory experience.

Adventure Programs Director is qualified in currently or has taken classes equivalent to:

- Climb Site Management (Top Rope)
- Whitewater Rafting (Class IV rapids and below)
- Canoe Instructor (Class III rapids and below)
- Wilderness First Aid (Solo)
- Challenge Course Management (ACCT level 1)
- Lifeguard

[contact bradpowell@campfitchymca.org for certifications on file]

ST.11 Aquatics Supervisor Qualifications: The aquatic supervisor for each aquatic area should be an individual who is an adult; holds or has recently held appropriate aquatic certification; and has at least four weeks of recent supervisory experience or has completed recent additional management/supervisory training.

[see above ST. 9.]

ST.12 Swim Lifeguard Certification and Skills Verification: The camp must have an appropriately certified lifeguard (including first aid and CPR/AED) to guard each aquatic activity. The guard's rescue skills must have been verified in the environment in which he or she will guard.

Select Trip Leaders will go through lifeguard training. During trips training, Trip Leaders will be instructed how to guard at off-site locations.

- see "Swimming in the Backcountry" in *Section 11: Aquatic-Based Outdoor Adventure Activities and Swiftwater Rescue Techniques*.

ST.16 Extended Trip/Travel Leader Qualifications: The trip leader should be an adult with skills relevant to the trip activities, endorsements or observations of judgement and leadership ability, experience or training to handle camper behavior, and experience on similar trips.

This whole *Adventure Trips and Programs Manual* is meant to help Trip Leaders lead their respected trips. Trip Leaders also go through intensive training.

ST.17 Extended Trip/Travel Aquatic Supervisor Qualifications: Aquatic staff on trips must have appropriate watercraft or lifeguard certification and documented skills and be trained in water rescue and emergency procedures specific to the location and activity.

Trip Leaders are trained in swiftwater rescue.

- See *Section 11: Aquatic-Based Outdoor Adventure Activities and Swiftwater Rescue Techniques*.

ST.18 Vehicle Nondriver Training: Vehicles transporting 15 or more campers should have a staff member, in addition to the driver, who is trained in safety responsibilities and group management.

All trips use a 12-passenger van or smaller. If a bus carrying 15 or more is used in the future, the driver will have a CDL.

ST.19 Training for Drivers: Drivers should be trained, including behind-the-wheel driving when the vehicle to be driven differs in size/capacity from the driver's regularly driven vehicle, on backing up, loading/unloading passengers, handling breakdowns or passenger illness, handling camper behavior, location of campers during refueling, completing safety checks, and evacuation procedures if buses are used.

Drivers for off-site adventure trips will be trained to drive the camp vehicle they will be driving.

- see *Section 05: Vehicle Travel to Off-Site Locations.*

ST.27 Supervisor Training: Supervisory staff should be provided written guidelines and trained to monitor staff performance, to reinforce or correct staff behavior, and to carry out their responsibilities in the camp's performance review system.

Trip Leaders who become Trip Captains for a specific trip or trip level will be given additional training and be expected to belay train and evaluate staff.

- see additional items associated with *Section 04: Standard Policies and Procedures.*

ST.32 Extended Trip/Travel Staff Training: Trip staff should be trained to assess specific safety concerns and hazards, enforce safety regulations, and handle emergencies.

- see *Section 06: Emergency Wilderness Situations and First Aid.*



PROGRAM DESIGN AND ACTIVITIES

PD.1 Program Progression: The camp should offer activities that allow campers to experience progression, challenge, and success.

The trips are structured for children's ages and competency in wilderness activities through a level system

- see *Section 01: Purpose and Staffing*.

PD.2 Program Equipment Maintenance and Safety Checks: All equipment used should be appropriate to the size and ability of users and stored to safeguard effectiveness. Equipment should be safety-checked regularly, and prior to each use for specialized activities and trips. Adventure/challenge equipment should have written inspection and maintenance records.

On-site Pennsylvania Amusement Park rides (climbing towers, zipline, low ropes, etc.) are inspected daily and monthly by our Amusement Park Ride Inspector. The rope logs are kept in the appropriate sheds, digitally on an excel document and in person on the Adventure Programs Director desk.

All climbing, paddling, caving, mountain biking, and camping equipment are all inspected before a trip leaves camp property.

PD.3 Program Safety: Campers and staff must be trained in use and care of camp stoves, obtaining and treating drinking water, safe food preparation and storage, cleaning food utensils, and minimizing environmental impact.

Staff hired for adventure programs will be trained in everything mentioned above.

- see where PD.3 is highlighted at the beginning of this section, above.
- see *Section 04: Standard Policies and Procedures* and *Section 07: Land-Based Outdoor Adventure Activities and Basic Trip Leading Techniques*.

PD.4 Documentation and Emergency Information for All Trips: All out-of-camp trip leaders should have ready access to emergency information for each group member, including health forms and permission-to-treat forms, in addition to documents that fully identify the group, its leadership, insurance, and a home-base contact.

Yes, Trip Leaders will obtain all documents needed for the trip. Forms can be gathered from the nurse and our Business Manager. All forms (copies) will be taken and be in the vehicle. Parents will also sign waivers as required with companies we visit.

PD.13 Safety Apparel: The camp should require campers and staff to wear safety apparel appropriate to the specialized activity.

Whitewater-	PFDS and helmets
Climbing-	Harnesses and helmets
Caving-	Helmets and headlamps, long sleeve clothing
Mountain Biking-	Helmets

PD.23 Trip Procedure: The camp must specify safety regulations, provide appropriate protective or rescue equipment, prepare participants for foreseeable risks, and specify emergency and rescue procedures for each trip/travel program.

Every trip will have a 'welcome ceremony' to cover all things 'emergency' while in transit on a trip. At the beginning of every activity on the trip, Trip Leaders will cover an in-depth ground school covering all points outlined for the specific activity

- see *Section 04: Standard Policies and Procedures, Section 05: Vehicle Travel to Off-Site Locations, Section 06: Emergency Wilderness Situations and First Aid, Section 07: Land-Based Outdoor Adventure Activities and Basic Trip Leading Techniques, Section 08: Mountain Biking Manual, Section 10: Climbing and High Ropes Manual, Section 11: Aquatic-Based Outdoor Adventure Activities and Swiftwater Rescue Techniques, Section 12: Winter Programs.*

PD.24 Trip Orientation: All campers and staff must be oriented to safety regulations and emergency procedures; first aid, health, and sanitation practices; practices to protect the environment; off-limits areas; rendezvous times and places; and how to obtain medical and emergency assistance.

Yes, see the "Opening Ceremony" checklist in Section 04: Standard Policies and Procedures.

- See also Section 05: Vehicle Travel to Off-Site Locations and Section 06: Emergency Situations and First Aid.

PA.9 Aquatic Sites: Camp staff should orient participants to rules and boundaries, assess conditions, and limit camper access. Facility and equipment should appear in good repair, and rescue equipment should be available. All staff should be trained in their supervisory roles and responsibilities.

At ACE Resort or any public 'pool' or swimming hole, Trip Leaders will debrief all campers on where the restrooms are, go over the rule of three policy, and make sure campers use correct PFD's.

- see *Section 11: Aquatic-Based Outdoor Adventure Activities and Swiftwater Rescue Techniques.*

**Camp Fitch YMCA
Adventure Programs**

