



Resident Camp Standards

Mission Statement of the Washington State 4-H Camp Management Group

To provide guidance in the administration of sustainable camping programs providing a safe, fun atmosphere to assist our youth in developing life skills.

Background:

In 2002, a group of 4-H agents, staff and volunteers begin working on the process of developing resident camp standards for 4-H camping in Washington state. This document represents the work on this group. Standards were implemented for the 2003 resident camp season. Each year, the Camp Management Group meets to review and adapt the standards as needed. This management group consists of various representatives of the many different kinds of resident camps we organize. Each member is on a rotating term. If you are interested in joining this group, applications are due by July 1 of each year and can be found at:

<http://4h.wsu.edu/members/camps.htm>

Beginning October 1, 2003, those camps not adhering to these policies and procedures, once adopted and implemented, will not have the benefit of calling themselves a 4-H camp, using the 4-H Clover or WSU 4-H liability coverage.

Camping forms and resources can be found at the state website:

<http://4h.wsu.edu/members/camps.htm>

What is resident camping? The definition of resident camping shall include, but not be limited to, an educational experience in which the program is operated and staffed by the camp and the supervision of the individual campers is a camp responsibility. Campers stay overnight, the camp is responsible for campers 24 hours a day and/or there is an intermingling of 4-H entities (camps, counties, etc.) for planned program. These standards do not apply to lock-ins that are held in established communities with emergency response of 15 minute or less, club camps of 2 or less nights with approval of county 4-H staff and facility/site manager or

family camps where parent or legal guardian of each participant are present and responsible for their children during the night hours.

If a resident camp is held at an established facility, all rules and regulations for that facility must be followed. If the facility's policies are more lenient than that of 4-H, 4-H standards must be met. If there are glaring discrepancies between the two, you should consult the State 4-H Office for guidance.

Resident Camp Standards

Standard 1 – *Notice of Intent to Administer a Resident Camp*

Any 4-H program within the state of Washington must provide written notification to the Washington State 4-H Camp Management Group (CMG) as indicated below:

- If your camp is three days or less in duration and 50 participants or less: 30 days notice
- If your camp is more than three days OR involves greater than 50 participants: 60 days notice*

This 60-day notification requirement may be reduced to 30 days upon written approval of County 4-H Staff. (This requires notification to the State 4-H Camp Coordinator that the Intent to Administer a Resident Camp will be submitted prior to 30 days.)

This notification must include the Intent to Administer a Resident Camp form and will include the following information:

Date of camp*
Place of camp*
Director of camp (name & contact information)*
Sponsoring Extension Staff Member*
Contact information during camp (24-7)*
Written risk management plan (see Section 11)

*these items will be listed on cover sheet developed by CMG.

Standard 2 – *State, County, Local Laws and Codes*

Any 4-H resident camp must adhere to Washington State, county, federal, tribal or local laws and codes. State guidelines will be written to adhere to Washington state code. It is each individual camp's responsibility to ensure adherence to local laws and codes within their jurisdictions.

To determine your own county or local codes, it is recommended you contact your local Health Department. These will be reference within the camp manual, currently in production.

If you are using an established facility, please check with the facility management to determine if they are aware of and meeting required codes.

Standard 3 – Educational Program

All educational activities should be designed to include learning objectives with outcomes, utilize the experiential learning model and be developmentally appropriate. Individual program areas may include safety guidelines as appropriate.

Any activity must be reviewed to address risk management and safety issues. This applies to all program elements including materials used, area utilized, and abilities of instructor.

Specialized Activities

The criteria for what qualifies as a specialized activity is as follows:

- a. The activity utilizes equipment, animals, or tools whose use by campers requires supervision by a person skilled in their use (such as power tools, model rockets, lacrosse, horseback riding).
- b. The activity involves camper use of fire or heat-producing equipment or substances (such as wood burning tools or kilns).
- c. The activity requires injury protection equipment such as helmets or goggles, or padding (such as wrestling, bicycling or fencing).

Any specialized activity should be supervised by an adult has the following qualifications: instructor rating in the appropriate area from a nationally (or regionally)-recognized certifying body or documentation (resume, college transcript, copies of prior-held certification, recommendations of other experts in the field, etc.) of experience indicating knowledge and skill in teaching and supervision specific to the activities conducted upon approval of county 4-H staff, where it does not conflict with an existing 4-H policy (i.e. challenge facilitators, shooting sports instructors, etc.). County Extension Camp Representative may choose to consult with 4-H State Office, if needed.

Additionally any specialized activity must be specifically addressed and contained within the risk management plan.

3 (A) Adventure/Challenge Activities

Any adventure/challenge based programs must follow all Washington State 4-H Challenge policies and guidelines.

3 (B) *Waterfront/Aquatic Activities*

Staff

All waterfront and swimming programs must be supervised by a qualified lifeguard (Red Cross Lifeguard, YMCA Lifeguard, Lifeguard BSA or equivalent certification). Lifeguards are needed when an activity is conducted **IN OR NEAR** bodies of water where a camper could be in the water (intentionally or unintentionally) and rescue would require the skills of someone trained in more than elementary, non-swimming forms of rescue. If the activity is held near bodies of water where the camper could be in the water (intentionally or unintentionally), a person skilled in **non-swimming** forms of rescue must be present. Lifeguards must be supplied with the appropriate equipment (rescue tubes, rescue torpedoes, first aid kit, etc....) as determined by training organizations. Minimum lifeguard – swimmer ratio is 1:25; a lookout ratio of 1:10 is also required. (Lookouts are on deck or beach and are utilized to help lifeguard supervise area.)

Additionally, there must be a person with current CPR for the age of the participants available for all waterfront and swimming activities.

Safety Precautions

All waterfront and swimming programs must have rules for participation posted at waterfront/swimming site and all participants must receive an orientation to those rules. All activities must utilize the buddy system. Each area must have an emergency response plan which includes search procedures for missing participants.

Water Craft

To instruct/supervise water-craft programs at camp the instructor must have:

A. Certification or Experience:

1. Instructor rating in the appropriate craft from a nationally recognized certifying body or
2. Lifeguard training from a nationally recognized body or
3. Other acceptable certification or license

AND

B. Documented skills and training in water rescue and emergency procedures specific to the location and the activity.

All water-craft participants must wear USCG approved personal flotation device. A minimum Instructor-boater ratio, for programs that at or near the camp waterfront, is 1:15, required. For water-craft trips the minimum instructor to boater ratio is 1:7. Additionally, all boating activities must be supervised by an adult who has the following qualifications: instructor rating in the appropriate craft (e.g., canoeing, sailing, rowing) from a nationally-recognized certifying body (American Canoe Association, American Sailing Association, etc.) or documentation of experience indicating knowledge and skill in teaching and supervision specific to the watercraft activities conducted upon approval of county 4-H staff, where it does not conflict with an existing 4-H policy (i.e. challenge facilitators, shooting sports instructors, etc.). County Extension Camp Representative may choose to consult with 4-H State Office, if needed.

3 (C) *Equine Activities*

All equine activities must follow existing Washington State 4-H Horse Program policy.

All participants must wear appropriate headgear (ASTM approved), appropriate boots, and use the equipment required by riding activity.

Youth must be in the 3rd grade and 8 years of age by January 1 of the current 4-H year.

Abuse of animals will not be tolerated and visibly ill animals must be dismissed from participating in activities.

There will be no riding double on horses at any time.

WSU faculty, staff and volunteers are not to engage in activities that include the diagnosis or treatment of or the direct administration of medications to animals without authorization from a licensed veterinarian. One may exercise commonly acceptable first aid skills/practices in emergency situations.

The camp program must follow procedures outlined in Horsemanship (EM 4842), appropriate equine safety guidelines for Equestrian Headgear (EM4849), and suitability of the horse for the rider and training and housing procedures for barns, rings and trails (MA camp publication, will be included

in camp manual). Proper trailer loading and unloading procedures must be followed.

3 (D) Shooting Sports

All shooting sports activities should follow Washington State 4-H Shooting Sports policies and procedures. See *Washington State 4-H Shooting Sports State Plan* for more specific information.

Instructor Certifications and Training Requirements

The Washington 4-H Shooting Sports Program requires the use of National or State Trained & 4-H Certified Instructors at the county level (in the appropriate Discipline) to operate a live-fire range or to conduct any class in which firearms or archery equipment are handled. 4-H volunteers and faculty/staff who attend and become Nationally Certified in the Shooting Sports are expected to teach in their discipline at least once per year and twice is recommended.

To be certified as a 4-H shooting sports instructor in any discipline (rifle, shotgun, pistol, muzzle loader, archery, hunting and reload) the following requirements must be met:

The age requirement for shooting sports instructors, assistant instructors and teen leaders is as follows:

- a. **Instructor** – minimum 21 years old
- b. **Assistant Instructor** – minimum 18 years old; must have a minimum of 1 year as a 4-H member in shooting sports discipline or have attended a state training or experience in the discipline per instructor's approval; can only instruct youth under the direct supervision of an instructor and only if the instructor is present during the instruction. *May be in charge of a live range only under the direct supervision of an instructor.*
- c. **Teen Leader** – minimum 14 years old; per leader approval and only under direct supervision of an instructor and only if the instructor is present during the instruction. The teen leader is not to be in charge of a live fire range.

Successfully complete Instructor Training Session administered and sanctioned through the State 4-H Office. A minimum of 15 hours (effective May 2001) of instruction in discipline instruction, use of the National 4-H Shooting Sports Curriculum, safety, risk management, teaching methods and the 4-H program management will be taught at a State 4-H Sanctioned Instructor Training. National 4-H Trained and Certified Instructors are to do the instruction at the State Level Training Sessions. They can also conduct training sessions at the county level. *For the hunting discipline, the instructor*

must be certified in rifle, pistol, shotgun, archery or muzzle loading before instructing in the hunting curriculum.

County 4-H Shooting sports instructors must be trained and certified in the discipline (rifle, shotgun, pistol, muzzle loader, archery, hunting and reload) that they are teaching at the county level. State instructors must be trained and certified at a National 4-H Shooting Sports training in the discipline (rifle, shotgun, pistol, muzzle loader, archery, hunting, and reload) that they are teaching at the state or regional level and it is recommended that they have a current First Aid and CPR Card.

Standard 4 – Extension Administration

Records Retention

Type of form	Yrs. Retained
Medical consent	3
Consent and release	3
Medical records	3
Incident report forms	*

*If an incident report form has been completed, all documentation regarding said incident is to be kept for three years at sponsoring county's 4-H office and is to be forwarded to State 4-H Office at the end of three years. Additionally, consent and release forms for ALL participants of the same camp should be forwarded to the State 4-H Office along with incident forms and related documentation.

Enrollment

All adult and youth participants must be enrolled in 4-H. This includes, but is not limited to, paid staff and camp administration. Enrollment includes current criminal history screening for all persons age 18 and over.

Designated Camp Representative

Each Extension unit sponsoring a 4-H resident camp will designate one individual to serve as the County Extension Representative to the camp.

Extension Representative Responsibilities

The County Extension Representative is a WSU Cooperative Extension employee who has ultimate responsibility for the camping program in that county. Camps that serve one or more county may choose to designate one person to serve as the County Extension Representative to the camp, however, each county must have an County Extension Representative to the camping program. It is the responsibility of the County Extension Representative to the camp to ensure that all camp staff, paid or volunteer, have met appropriate training requirements and that all Washington State 4-H Camp Policies and Procedures have been followed.

Camp Registration

The State of Washington requires that every owner shall make an annual application to the health officer for the registration of his camp at least 30 days prior to the day it is to be opened for use. WAC246-376-020

Any camps operating within the state of Washington that are not required to follow Washington State Law (i.e. tribal lands) must comply with the rules and regulations of their governing body.

This use of the term camp refers to camp site. If the sponsoring county owns their own site, this requirement must be met. If the camp is held on a leased site, it is the responsibility of the Extension Representative to determine if site owner has completed this requirement.

Participant Registration

Each individual at camp must complete a registration form which includes permission to engage in activities, parental contact information, emergency contact information and awareness/release of liability for risks involved. This form must include a statement asking for information relating to food allergies and/or dietary needs. It should also include a disclaimer as to the amount of advance notice needed to address such accommodations (i.e., some needs may not be able to be met without 30 days advance notice of request.)

Standard 5 - Camp Administration

The responsibilities of the on-site camp administrator (requirements for this position can be found in Standard 7 – Personnel) may include:

Record Maintenance
Supervision of Staff, Paid and Volunteer

Supervision of Program

Enforce policies, procedures and all developed plans of action on-site

On-site problem solving

The County Extension Camp Representative may determine additional duties, or may choose to retain some of the duties list above as their own responsibility.

Fiscal Management (under the supervision of County Extension Camp Representative)

- Keep records of all income and expenses.
- There should be a segregation of duties; the person responsible for receipting/depositing funds should not be responsible for disbursement of funds. These duties should be completed by two different people.
- Pay all applicable Labor and Industry fees, taxes and other employee benefits.
- Fill out and submit the end of the year report, found in the 4-H Treasurers book, to the camp 4-H Extension representative.
- All WSU policies regarding the handling of fund on behalf of WSU must be followed.

Communication Plan

Each camp must have instantaneous communication 24 hours a day with Emergency Management System.

Standard 6 – Medical/Health Procedures

Personnel Requirements

The camp health care professional may be a physician or registered nurse, OR a licensed practical nurse, physician's assistant, paramedic, emergency medical technician OR if the camp site is located within 15 minutes of EMS response a person who has certification from a nationally-recognized provider of training in first aid and CPR. If the health care provider is not a licensed physician or registered nurse, they must be in consultation with a licensed physician or registered nurse who is on the camp site daily.

The camp health care professional must have a valid license or certification as appropriate to his/her field and must be currently certificate in age-appropriate CPR.

Medical Forms

A health form containing health history, current treatments, and permission to treat must be on file for EVERY individual at camp (camper, staff, volunteer, counselors,

etc.), completed within 30 days of the opening of camp session. The permission to treat must be signed by the participant (if over 18) or the parent or guardian.

The Health Care Professional should review each health form at the beginning of camp to determine the health needs of the participants. The camp director should be notified of any special health needs, and will notify, as needed, respective counselors and staff.

Health Screening

Each participant must undergo a health screening upon arrival to determine fitness for camp, screening for head lice and any other potentially contagious conditions. Any medications brought into camp by campers, counselors or staff will be collected at this time.

Health Care Procedure

A health care plan must be developed that addresses:

Facilities and Supplies

Hospital and Emergency Procedures

Treatment Procedures

Notification of Parent/Guardian and 4-H Administrative Professional when outside medical treatment is sought or when deemed necessary by camp director

Medications

All medications (prescription and over-the-counter) will be kept by the health care professional. (Exceptions may include inhalers, Epi Kits, or other immediate treatments as per doctor's orders. Participants should plan to arrive at camp with written doctor's orders indicating such.)

All medications will be stored in a locked location within the health care facility. This pertains to adult medications as well and any needing refrigeration. (If the location for storing medication is available only to the health care provider, the requirement for separate locked refrigerated medication may be waived. Only those persons responsible for administering medications will have access to this location.

All medications will be administered by the health care provider, or their designee. All prescriptions must be brought in their original container; over-the-counter medications brought by the participant will be given only with written permission by parent or guardian.

Treatment procedures must be developed and reviewed annually by a licensed physician, physicians assistant or nurse practitioner.

Log Book

All visits to the health center and treatments should be recorded in a log book in ink, and include:

- ❖ Date, time, and name of person injured or ill
- ❖ General description of injury or illness
- ❖ Description of treatment (if administered), including any treatment administered away from health care facility
- ❖ Administration of all medications
- ❖ Initials of person evaluating and treating

The logbook must consist of a bound book (not spiral), with pre-printed page numbers and lined pages, dated, with no empty spaces or pages between dates.

Accident Insurance

All camps must purchase accident insurance on all camp participants. Contact your County Extension Office for providers.

Standard 7 – Personnel

All camp personnel must be enrolled in 4-H and have been screened through the WSP Criminal Investigation program.

Camp Administrator

Minimum of 25 years old

Must be on-site at all times

See Standard 5 regarding job requirements and duties

*this position may be combined with that of camp director if all requirements are met

Camp Director

Minimum of 23 years old (County 4-H Agent may reduce age requirement to 21; if Camp Director is under 25 years old, a camp administrator must be identified who in on-site at all times.)

3 years experience as camp program (leadership experience at resident camp) or administrative staff, or a degree in outdoor recreation or related field. Beginning with the 2005 4-H Program year (October 1, 2004), any resident camp director must have received camp directors training from an approved organization.

4 hours of training with the County Extension Camp Representative

Adult Paid and Volunteer Staff

Minimum of 18 years old

Receive at least 8 hours of training to include:

- ❖ Youth Protection
- ❖ Behavior Management
 - a) strategies for handling behavior problems
 - b) no corporal punishment
 - c) appropriate interventions
- ❖ Developmentally Appropriate Practices
- ❖ Risk Management*
- ❖ Organizational Structure*
- ❖ Emergency Response*
- ❖ Your role and responsibilities at camp*
- ❖ Camp policies and procedures*

*At least 2 hours of this training requirement must focus on these areas and be held face to face as a camp staff group. It is highly recommended that this training be held on-site at your camping facility. The additional hours of training may be met through general 4-H program trainings upon approval of County 4-H Staff.

Returning paid/volunteer staff are required to complete the 2 hours of face-to-face training.

Episodic volunteers or other adults at camp who have not undergone Washington State 4-H volunteer screening may not have any unsupervised access to campers,

counselors or staff under the age of 18. (This may include local program presenters, emergency fill-ins, etc.) It is the responsibility of the camp director to ensure that unsupervised access does not occur. Additionally, at the discretion of the camp director, the training requirement for these personnel may be waived.

Willingness to sign behavior guidelines of Washington State 4-H
Approval of county 4-H staff

Counselors (Any youth who has unsupervised control over campers.)

Minimum of 16 years of age and 2 years older than campers they supervise

Receive at least 32 hours of training to include:

- ❖ Youth Protection
- ❖ Behavior Management
 - a) strategies for handling behavior problems
 - b) no corporal punishment
 - c) appropriate interventions
- ❖ Developmentally Appropriate Practices
- ❖ Risk Management*
- ❖ Organizational Structure*
- ❖ Emergency Response*
- ❖ Your role and responsibilities at camp*
- ❖ Camp policies and procedures*

*At least 16 hours of this training requirement must focus on these areas and be held face to face as a camp staff group. It is highly recommended that this training be held on-site at your camping facility. The additional hours of training may be met through general 4-H program trainings upon approval of County 4-H Staff.

Returning camp counselors are required to complete the 16 hours of face-to-face training.

Willingness to sign behavior guidelines of Washington State 4-H
Approval of county staff

Counselor – In – Training

Minimum of 14 years old

Must receive training as deemed necessary by camp director

Willingness to sign behavior guidelines of Washington State 4-H

Approval of county staff

Supervision Ratios

Adult to Camper

The ratio of adults to minor participants at camp must be 1:10. If your camp population includes participants under the age of 8, you must increase your ratio to 1:6 for this age group.

Counselor to Camper

Each counselor under the age of 18 may not be responsible for more than 8 campers at any time when no other staff member is present.

Smoking

No one under the age of 18 is permitted to smoke at camp. Adults are discouraged from smoking. If they choose to smoke, adults may smoke only when not in the presence of youth members in areas designated by the camp director.

Time Off

All camp personnel, adult or youth, paid or volunteer, are entitled to time off as scheduled with the camp director each day.

Personnel Policies

Each camp must develop a set of personnel policies which includes:

Performance Expectations

Position Descriptions

Performance Review and Evaluation

Employment at will of Camp Administrator or Director

Standard 8 – Food Service

All food service must comply with federal, tribal, state and local health rules and regulations and should follow USDA nutritional guidelines. At least one person involved in the preparation or food must hold a current food handler's card issued by the county health department.

If you use an established facility, it is your responsibility to check with the facility owner/management to determine rules and regulations required by the facility.

Standard 9 – Transportation

Whenever possible, utilize public or leased transportation.

If you must provide your own camp's transportation:

- ❖ Drivers must be at least 18 years of age and have a valid WA Drivers License; all WA license restrictions should be followed.
- ❖ All drivers must be enrolled 4-H volunteers
- ❖ The vehicle must have been designed for passengers
- ❖ All passengers must wear seat belts
- ❖ Each vehicle must have a fire extinguisher and first aid kit
- ❖ All state laws must be followed
- ❖ Be able to show proof of insurance at minimum levels of coverage
- ❖ A copy of each passengers health form should be carried with the driver
- ❖ The vehicle must be safety checked prior to each use
- ❖ All WSU policies and procedures pertaining to drivers should be followed. For more information, please consult WSU Safety Policies and Procedures Manual, #S35.10.
- ❖ Any county policy and procedure that may apply should be followed.
- ❖ On long trips, adequate rests must be provided for drivers

Standard 10 – Evaluation

Each camp should design an evaluation plan to determine if learning objectives have been met and desired outcomes have been achieved. Additionally, the Camp Management Group may choose to require the use of a consistent evaluation for at least of your evaluation plan in the future.

Standard 11 – Risk Management Plan

Risk Management is the process of identifying risks associated with resident camping and determining your camp's response to said risk. You may choose to accept, transfer, avoid or reduce the risk in any area of camp. Once you have reviewed your risk and chosen your response, you will begin to develop a risk management plan. This plan will list those risks and your strategies for dealing with them.

Each camp should develop a risk management plan to submit with notification of intent to operate a resident camp that includes:

Emergency Response Procedures for all areas of camp

- Missing or Runaway Campers
- First Response Actions
- Fire or Weather Related/Natural Disasters

Crisis Plan (how do we react after the emergency is over)

- Media response
- Notification of stakeholders (including ability for immediate contact of 4-H staff)
- Protocol for specific emergencies (i.e., death, serious injury, major incidents)
- Witness statements, etc.
- Phone Log

Personnel Selection, Training and Evaluation

Code of Conduct for all people at camp

Health Care Procedures

Transportation Guidelines

Program Activities

Intruders at camp

Trips/Travel

Maintenance

If you use an established facility, it is your responsibility to check with the facility owner/management to become familiar with the facility's risk management plan and emergency procedures, as it applies to facility only.