New Regulations for California Organized Camps

CCFY/CDPH Training

Participant Workbook

Working Together for the Benefit of California's Children and Youth

California Collaboration for Youth

California Department of Public Health

CDPH

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Agenda and Objectives

Agenda

- Overview of regulatory changes
- Review of individual regulations
  - Focus on selected regulations
- Participating in a camp inspection
- Wrap-up

Learning Objectives

- Describe some of the major changes to the regulations for organized camps
- Define "organized camp" (Section 18897 of the Health and Safety Code)
- Describe the requirements for written operating procedures (Section 30704 of the California Code of Regulations)
- Describe the requirements for criminal history record checks (Section 30751 of the California Code of Regulations)
- Use a sample checklist and other resources to assess your camp's regulatory compliance
- Identify additional resources for guidance in properly applying regulations

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Overview of Regulatory Changes

California Health and Safety Code

- Section 18897: Organized Camp

California Code of Regulations

Article 1. General

- Section 30700: Definitions
- Section 30701: Limitation of Scope
- Section 30702: General Camp Safety Requirements
- Section 30703: Notice of Intention to Operate
- Section 30704: Requirements for Camps

Article 2. Utilities

- Section 30710: Water Supply
- Section 30711: Drinking Water
- Section 30712: Handwashing Facilities
- Section 30714: Toilets

Article 3. Housing

- Section 30720: Building Structures
- Section 30721: Sleeping Accommodations
- Section 30722: Repair, Safety, Maintenance and Sanitation
- Section 30723: Overhead Electrical Line Construction

Article 4. Food Service Facilities and Operations

- Section 30730: Food Service Facilities

Article 5. Solid Waste

- Section 30735: Garbage and Refuse

Article 6. Vector Control

- Section 30736: Vectors and Pests

Article 7. Swimming and Bathing

- Section 30740: Swimming Facilities
- Section 30741: Lake, Stream, River or Ocean Swimming

Article 8. Supervision

- Section 30750: Health Supervision
- Section 30751: General and Safety Supervision
- Section 30752: Firearms
- Section 30753: Emergency Plan

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California Code of Regulations

Notes

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Section 30704: Requirements for Camps

Operating Procedures

Section 30704 requires **either** ACA accreditation **or** written operating procedures in the areas outlined below. If your camp needs to develop written operating procedures, you may choose to use this template as a guide. The following are some suggested questions to consider when writing operating procedures for your camp.

NOTE: Not all questions may apply to your camp, and you do not need to answer all questions listed. These questions are provided as examples and thought-starters. Feel free to add, modify, or delete questions from this list to meet your camp's unique needs.

Description	Questions to Consider	Our Camp's Operating Procedures
A. Supervisor qualifications and training	▪ What is the minimum age and amount of previous experience required for Directors? Supervisors? Counselors? ▪ What certifications are available for Supervisors of each activity? Are any certifications required for Supervisors? ▪ Is training provided to Supervisors for observing, coaching, and counseling staff; monitoring performance; and correcting staff behavior?	
B. Staff skill verification criteria and process	▪ Are there certain basic skills required to lead each camp activity safely and successfully? ▪ Who is qualified to verify that staff have those skills? How is verification documented? ▪ Are there any special demands for doing this activity in this location? ▪ Have staff been trained to supervise campers in each specialized camp activity? (See definition at the end of this document.)	

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Description	Questions to Consider	Our Camp's Operating Procedures
Staff skill verification, continued	▪ Is a safety orientation provided to staff before engaging in each activity or allowing campers to participate?	
C. Participant eligibility requirements	▪ Is there an age/height/weight requirement or limitation? (Consider size of bows and arrows, helmets, and other equipment.) ▪ Are there any skills participants must have mastered before beginning the activity or before progressing in the activity?	
D. Staff-to-participant supervision ratios	▪ What is the minimum/maximum number of campers who can safely participate in each activity at one time? ▪ What ratio of staff to participants is needed to address the physical and cognitive development of participants in this activity? ▪ Which activities, locations, or situations require a minimum of two on-duty staff to be present and actively supervising? ▪ Are all staff at least two years older than the minors with whom they are working? ▪ For pool swimming, does the camp comply with state law by providing one lifeguard for every 25 campers?	

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Description	Questions to Consider	Our Camp's Operating Procedures
E. Equipment needed	▪ What program and/or safety equipment is needed? (Examples include helmets, knee pads, wrist guards, and Personal Flotation Devices.) ▪ What areas of camp or activities require a first aid kit and other emergency equipment to be on hand? ▪ How does the camp ensure equipment is appropriate to the size and ability of the user? ▪ Is the camp in compliance with the California law that helmets must be worn by all participants (staff and campers) when bicycling or riding motorcycles or motor bikes (if offered)? ▪ Does the camp require that helmets be worn by all participants (staff and campers) when horseback riding, rock climbing, or on a high ropes course?	
F. Safety procedures	▪ What are the supervision needs? ▪ What are the physical and behavioral demands of each activity? ▪ Are there any risks inherent in each activity? ▪ What are the safety procedures recommended by authoritative sources, including program commands or specific steps in program implementation? ▪ What safety regulations are established and communicated for a given activity? ▪ How does the camp evaluate and classify participants' swimming abilities and assign them to areas and activities based on their abilities?	

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Description	Questions to Consider	Our Camp's Operating Procedures
Safety procedures, continued	▪ For swimming in a pool or natural body of water such as a lake or the ocean, does the camp control access to the pool or natural body of water, enforce safety rules, eliminate hazards, and regularly check and maintain equipment, including rescue equipment? ▪ Does the camp require that Personal Flotation Devices that are safe for use be worn by all persons (campers and staff) in watercraft activities such as boats, canoes, kayaks, rowboats, sail boats, sailboards, ski boats, waterskiing, and tubing?	
G. Emergency procedures specific to location	▪ How do staff or participants get help if needed? ▪ Who is responsible for handling emergencies? ▪ What injuries may happen doing this program in this location? ▪ Are emergency procedures in place? How are they communicated? How are they rehearsed?	
H. Environmental hazards	▪ Are there any manmade hazards in the area, such as culverts, structures, or wires? ▪ Are there any natural hazards in the area, such as lakes, rivers, creeks, steep slopes, cliffs, boulders, ravines, underground shafts, or areas of erosion or slippage? ▪ Has the camp planned for potential weather hazards, such as thunder, lightning, severe rain, hail, or unexpected snow?	

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Description	Questions to Consider	Our Camp's Operating Procedures
I. Access and equipment control	▪ How is equipment stored? ▪ Does the camp require that all firearms and ammunition (if any) be stored under lock? ▪ Are permanent structures or equipment within reach of participants when they are unsupervised?	
J. Equipment maintenance and repair	▪ Who is responsible for checking equipment before use? ▪ How often is equipment checked? ▪ How does someone know if equipment is broken or needs repair or replacement? ▪ Who is responsible for repair or replacement of broken equipment?	

Definition of Specialized Activities

- All activities that utilize equipment, animals, or tools where use by campers requires supervision by a person skilled in their use (such as archery, bicycles, all terrain vehicles, go-karts, gymnastics, power tools, model rocketry, lacrosse, and shooting sports).
- All activities that involve camper use of fire (such as building fires for cookouts) or camper use of heat-producing equipment or substances (such as wood burning tools or kilns).
- All activities that require injury-protection equipment (such as helmets, goggles, or padding) as used in activities such as wrestling or fencing.

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Sample Health History Form

Camper Name _____ Date of Last Medical Exam _____

Your Physician's Name/Address/Phone _____

Immunization History:

Vaccines	Date of Last Immunization
DPT/TD/Tetanus	
Polio	
Measles/Mumps/Rubella (MMR)	
Tuberculin Test Given	
Flu	
Other (Specify):	

Health Summary:

1. Describe any current health conditions the require medication (please list), treatment, or special restrictions while at camp. Write “none” if you don’t have any.

2. Describe any past medical treatments relevant to participating in camp. Write “none” if you don’t have any.

3. Describe any allergies or dietary restrictions. Write “none” if you don’t have any.

4. Describe any activity restrictions while at camp. Write “none” if you don’t have any.

5. Describe any current mental or psychological conditions the require medication, treatment, or special restrictions. Write “none” if you don’t have any.

Camper’s Signature _____ Date _____

Parent Signature (for campers under age 18) _____ Date _____

For campers over age 18 only: ❑ I decline to provide the requested health information.

Camper’s Signature _____ Date _____

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ACA Voluntary Disclosure Statement

Voluntary Disclosure Statement
All Camp Staff **FM 16**
Developed and approved by the
American Camp Association

Mail this form to the address below by _____ (date)

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Other names by which known (e.g., maiden name) _____

Home phone _____ Business phone (if applicable) _____

Cell phone (optional) _____ E-mail address (optional) _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):

   City _____ State _____ Years _____

   City _____ State _____ Years _____

   City _____ State _____ Years _____

   City _____ State _____ Years _____

   (Continue on separate sheet, if necessary.)

2. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? ☐ Yes ☐ No
   If yes, please explain: (Use a separate sheet, if necessary.)

   _____

   _____

   _____

   _____

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? ☐ Yes ☐ No
   - Indecent assault and battery on a child under fourteen
   - Indecent assault and battery on a mentally retarded person
   - Indecent assault and battery on a person who has obtained the age of fourteen
   - Rape
   - Rape of a child under sixteen with force
   - Assault with intent to commit rape
   - Kidnapping of a child under sixteen with intent to commit rape
   - Distribution and trafficking of narcotics or other controlled substances
   - Intent to commit any of the above crimes.

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ACA Voluntary Disclosure Statement – Page 2

If yes, please explain: (Use a separate sheet, if necessary.)

_____

_____

_____

_____

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?
   ☐ Yes ☐ No If yes, please explain: (Use a separate sheet, if necessary.)

   _____

   _____

   _____

   _____

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? ☐ Yes ☐ No

   If yes, please explain: (Use a separate sheet, if necessary.)

   _____

   _____

   _____

   _____

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? ☐ Yes ☐ No

   If yes, please explain:

   _____

   _____

   _____

   _____

I understand that:

a) The camp may deny employment to any person who answers "yes" to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
   1) have a history of complaints of abuse of a minor;
   2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
   3) have falsified or omitted information in this disclosure statement.
d) This disclosure statement must be updated yearly.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____

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Roadmap of a Camp Inspection

Typical Components of an Inspection

Typical Sequence of an Inspection

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Sample Organized Camp Inspection Form

Camp Name	Phone
Camp Address	Mailing Address
Site Operator	Owner
Date of Inspection	❑ Routine Inspection ❑ Re-inspection
Water Supply: ❑ Well ❑ Spring ❑ Surface	Phone

Based on an inspection this day, the items marked "No" identify code violations that must be corrected by (Date/Time) _____

Requirement	Yes	No	N/A	Comments
Campsite				
Proper drainage	❑	❑	❑	
Area clean and free of rubbish	❑	❑	❑	
Notice of intention to operate	❑	❑	❑	
General Safety				
Protection from natural and manmade hazards, e.g., cliffs, pits, quarries, high speed roads	❑	❑	❑	
Poison oak controlled	❑	❑	❑	
Protection from venomous snakes	❑	❑	❑	
Adequate dust control	❑	❑	❑	
Water Supply				
Approved water supply source	❑	❑	❑	
Adequate amount of water: 50 gallons per day per person	❑	❑	❑	
Drinking Water				
Centrally located in camp	❑	❑	❑	
Drinking fountain has protected orifice	❑	❑	❑	
Proper disposal of fountain wastewater	❑	❑	❑	
If not fountain, water stored in approved container	❑	❑	❑	
Hand Washing Facilities				
Located adjacent to flush toilets	❑	❑	❑	
Single service soap dispensers available	❑	❑	❑	

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Sample Organized Camp Inspection Form – Page 2

Requirement	Yes	No	N/A	Comments
Proper disposal of wastewater	❑	❑	❑	
Toilet Facilities				
Located within 300 feet of housing or in a central location	❑	❑	❑	
Adequate number: ratio 1 per 15 persons	❑	❑	❑	
Adequate ventilation	❑	❑	❑	
Showers				
Centrally located or in living areas	❑	❑	❑	
Clean	❑	❑	❑	
Correct ratio: 1 showerhead per 15 persons	❑	❑	❑	
Proper disposal of wastewater	❑	❑	❑	
Plumbing				
Appears adequate and in good repair	❑	❑	❑	
Adequate cross-connection protection	❑	❑	❑	
Trapped and vented	❑	❑	❑	
Proper sewage disposal	❑	❑	❑	
Building Structures, Tents, and Cabins				
Appear safe, sanitary, and in good repair	❑	❑	❑	
Offer protection against elements	❑	❑	❑	
Proper exits	❑	❑	❑	
Adequate fire system	❑	❑	❑	
Overhead electrical meets requirements	❑	❑	❑	
Sleeping Accommodations				
Bedding clean and sanitary	❑	❑	❑	
Mattresses covered with waterproof material or washable covers	❑	❑	❑	
Proper bed arrangement	❑	❑	❑	
Lateral distance between beds is 3 feet or more	❑	❑	❑	
Distance between sleeping bags is 18 inches or more	❑	❑	❑	
For single tier beds, 30 square feet of floor area per person	❑	❑	❑	
For double tier beds, 20 square feet of floor area per person	❑	❑	❑	
Adequately screened against vectors and pests	❑	❑	❑	

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Sample Organized Camp Inspection Form – Page 3

Requirement	Yes	No	N/A	Comments
Appliances, Equipment, and Systems				
Appliances are safe and sanitary, in good repair	❑	❑	❑	
Equipment are safe and sanitary, in good repair	❑	❑	❑	
Heating, cooling, and ventilation systems are safe and sanitary, in good repair	❑	❑	❑	
Waste Disposal				
All garbage and refuse is properly deposited and stored	❑	❑	❑	
Waste storage containers are fly-tight	❑	❑	❑	
Medical waste disposal is correct and adequate	❑	❑	❑	
Frequency of removal is adequate	❑	❑	❑	
Vector and Pest Control				
Adequate control of flies, mosquitoes, other insects, and rodents	❑	❑	❑	
Plan and equipment for coping with excessive flies, mosquitoes, other insects, and rodents	❑	❑	❑	
Fire Safety				
Evacuation plan	❑	❑	❑	
Instructions posted	❑	❑	❑	
Approved by state Fire Marshal	❑	❑	❑	
Swimming or Bathing Facilities				
Site surveyed for hazards	❑	❑	❑	
Lifeboat available	❑	❑	❑	
Proper rescue and safety equipment	❑	❑	❑	
Lifeguards: 1 to 25 ratio	❑	❑	❑	
Lifeguards certified and proper age	❑	❑	❑	
Health Supervision				
Qualified Health Supervisor	❑	❑	❑	
Health history and statement of immunizations for all campers and staff	❑	❑	❑	
Log of first aid and medical treatment rendered	❑	❑	❑	
Name of physician on call	❑	❑	❑	
Name of associated hospital	❑	❑	❑	
Infirmary with isolation capabilities	❑	❑	❑	

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Sample Organized Camp Inspection Form – Page 4

Requirement	Yes	No	N/A	Comments
Camper medication supervised	❑	❑	❑	
Locked storage for medication	❑	❑	❑	
General and Safety Supervision				
Camp Director – 25 years old	❑	❑	❑	
Counselors – One 18-year-old (or high school graduate) counselor per 10 campers under age 16	❑	❑	❑	
Counselors trained in first aid and CPR	❑	❑	❑	
Background checks for Director and staff complete	❑	❑	❑	
Written Operating Procedures **Is camp ACA accredited?** ❑ Yes ❑ No If Yes, this section is N/A.				
Supervisor qualifications and training	❑	❑	❑	
Staff skill verification criteria and process	❑	❑	❑	
Participant eligibility requirements	❑	❑	❑	
Staff-to-participant supervision ratios	❑	❑	❑	
Equipment needed	❑	❑	❑	
Safety procedures	❑	❑	❑	
Emergency procedures specific to location	❑	❑	❑	
Environmental hazards	❑	❑	❑	
Access and equipment control	❑	❑	❑	
Equipment and maintenance repair	❑	❑	❑	
Emergency Procedures Plan				
Natural disasters	❑	❑	❑	
Lost camper	❑	❑	❑	
Fire	❑	❑	❑	
Transportation	❑	❑	❑	
Severe illness/injury	❑	❑	❑	
Stranger in camp	❑	❑	❑	

Comments

Received		Health Official

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How to Prepare for an Inspection

For Camp Staff

To prepare for a camp inspection:

- Review the results of previous inspections and follow-ups to ensure all corrections have been made and to identify improvement opportunities.
- Gather and organize all documentation in advance.
- Inspect the camp yourself, using an inspection checklist.
- Correct any deficiencies.
- Gather any questions or issues to discuss with your health department representative.

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Appendices

Appendix A: CCFY Association Resources

Appendix B: Additional Resources

Appendix C: American Camp Association FAQs

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Appendix A: CCFY Association Resources

The following are descriptions of CDPH, CCFY and CCFY members in alphabetical order.

California Department of Public Health (CDPH)

Our Vision

Healthy individuals and families in healthful communities.

Our Mission

The California Department of Public Health is dedicated to optimizing the health and well-being of the people in California.

Our Core Values

In carrying out our Mission, we embrace the following values:

Collaboration	We value our partners. We reach out to diverse groups and external stakeholders. We foster both internal and external collaboration. We empower and engage our staff.
Competence	We strive for excellence in all that we do. We invest in our staff and value and reward competence.
Equity	We foster policies and programs that promote fairness, social justice, equity, and cultural competence.
Integrity	We adhere to high ethical and professional standards in our work and relationships. We are honest in our interactions and conscientious stewards of the resources entrusted to us.
Respect	We treat all people with respect, courtesy, and understanding.
Responsibility	We follow through on commitments. We hold ourselves and others accountable for results.
Trust	We foster an atmosphere of trust by modeling consistent and professional behaviors and valuing them in others. We strive for transparency in our actions and communications.
Vision	We seek new information and progressive solutions. We encourage innovation and creativity. We work in the present and focus on the future.

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California Collaboration for Youth (CCFY)

The CCFY was established in 1980 to position youth-serving organizations in California as primary resources and advocates in the formulation of youth-related public policy. CCFY is considered a model collaboration throughout the nation and has gained the interest and respect of many other youth-serving groups that are interested in establishing their own networks. The combined membership of the Collaboration represents hundreds of centers that provide youth development, educational, recreational and cultural programs serving over 2 million young people of all ages and socioeconomic backgrounds. In addition to maintaining a legislative presence in the State Capitol, the CCFY also plays a role in the regulatory arena, and is the proud sponsor of the Organized Camp Regulation training program.

For membership information contact:

Barrett Sizemore
California Collaboration for Youth
Public Policy Office
2220 Capitol Avenue
Sacramento, CA 95816
(916) 447-7341
Barrett@sacadvocacy.com

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American Camp Association (ACA)

American Camp Association provides the tools, networks, and exceptional learning resources that keep camp practitioners at the top of their field as child and youth development professionals.

ACA:

- Provides access to information about best practices in child and youth development
- Offers an accreditation program to educate camp owners and directors in the administration of key aspects of camp operations
- Shares practical knowledge of camp operations, health and safety initiatives, and innovative programming
- Monitors legislation and public policy advocacy at the state and federal levels
- Creates opportunities for personal growth through workshops, online study courses, professional networking and conferences
- Works to preserve, promote, and improve the camp experience
- Is dedicated to greater public understanding of and support for the value of the camp experience

American Camp Association, Northern California PO Box 3021 Carmichael, CA 95609 916.333.5344 www.ACANorCal.org Serving the counties of: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno , Glenn, Humboldt, Kings, Lake, Lassen, Madera , Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin , San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba.	American Camp Association, Southern California/Hawaii PO Box 712218 Los Angeles, CA 90071-7218 213-483-4300 www.ACAsocal.org Serving the state of Hawaii and the California counties of: Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura.

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Boy Scouts of America

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

The Aims of Scouting are: Character Development, Citizenship Training, Personal Fitness.

The Methods of Scouting are: Ideals, Patrols, Outdoors, Advancement, Association with Adults, Personal Growth, Leadership Development, and Uniform.

Contact Information:

Western Region Program Director
Boy Scouts of America
P.O. Box 22019
Tempe, AZ 85285-2019
www.Scouting.org

Or

Dan Walters
2300 Davis Street
San Leandro, CA 94577

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Christian Camp and Conference Association

The Christian Camp and Conference Association (CCCA) exists to proclaim the power and benefits of the Christian camp and conference experience, and to provide leaders at member organizations with ongoing encouragement, professional training, and timely resources.

An extensive network exists for CCCA camp/conference members. It's on the local level that this exciting synergism is felt and the momentum of the association is most evident.

Valuable benefits include, but are not limited to:

- Sectionals: Annual grassroots conferences to nurture and educate leaders on all levels.
- Training Programs: A variety of specialized instruction to obtain certifications.
- Government Relations: Legislative awareness and limited lobbying via section government relations coordinators.
- Mentoring/Nurturing: Partnering networks to maintain accountability and build spiritual and professional maturity.
- Communications: E-mail broadcasts, newsletters, and other communiqués to keep section members informed.
- Promotional Ventures: Media blitzes and expositions to recruit campers, guests, and staff.

National Office:

Christian Camp and Conference Association
P.O. Box 62189
Colorado Springs, CO 80962-2189
Website: www.ccca.org
Phone: 719/260-9400 Fax: 719/260-6398

Northern California Contact:	Southern California Contact:
Roger Williams Mount Hermon Christian Conference Center P.O. Box 413 Mount Hermon, CA 95041 Website: www.mounthermon.org E-mail: rogerw@mhcamps.org Phone: 831/430-1230 Fax: 831/335-3173	Kim Rosiar P.O. Box 160 Palomar Mountain, CA 92060 Website: www.pccc.org E-mail: krosiar@pccc.org Phone: 800/833-1444 Fax: 760-742-4207

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Guided Discoveries, Inc.

Guided Discoveries was founded in 1976 and is an independent, not-for-profit educational organization which provides outdoor experiential education and traditional summer camp opportunities. Guided Discoveries exists "To make a difference in the lives of children through unique opportunities for discovery," and serves more than 45,000 students each year through the following programs:

- Catalina Island Marine Institute (CIMI). CIMI is a marine science and oceanography based program available to public and independent schools and provides educational opportunities simply not available in a traditional classroom. CIMI operates at three locations on Catalina Island: Toyon Bay, Fox Landing and Cherry Cove. Three and five day resident programs are available.
- Astrocamp School Program, located in Idyllwild. Located in the San Jacinto mountains at an elevation of over 5,000 feet, Astrocamp offers an astronomy and astrophysics based program to public and independent schools. Three and five day programs are available.
- Catalina Sea Camp at Toyon Bay – Three week oceanography and marine science based summer camp program for boys and girls ages 12 – 17.
- Catalina Junior Sea Camp at Toyon Bay – One week oceanography and marine science based summer camp program for boys and girls ages 8 – 12.
- Astrocamp Explorer – One week astronomy based summer camp program for boys and girls ages 8 – 14.
- Astrocamp Voyager – Two week astronomy based summer camp program for boys and girls ages 10 – 16.

Guided Discoveries also operates Camp Fox on Catalina Island, which is available to YMCAs for summer and week-end programs.

Guided Discoveries
P O Box 1360
Claremont, California 91711-1360
909.625.6194 (Voice)
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Western Association of Independent Camps

Founded in 1951 ◆ A California Trade Association, 501 (c) (6) since 1956

The Western Association of Independent Camps is a professional organization of approximately 50 independent camps throughout the Western United States dedicated to improving and maintaining high standards and quality in organized camping. Since 1951, members of WAIC have been meeting together and sharing ideas, methods and practices and have gained from the experiences of others. WAIC members are accredited by the American Camp Association and must sign adherence to the WAIC Code of Ethics.

Our Mission

To define and influence the future of organized camping by sharing knowledge, nurturing relationships, educating members, teaching best practices, and by role modeling integrity and professional standards.

Our Core Values and Beliefs

We believe in:

- People
- The higher side of the human spirit
- Enriching the lives of children
- Integrity
- Professionalism: Commitment, Discipline, Diversity of Thought, Ethical Conduct
- Quality and Excellence
- Human Fulfillment
- The Value of the Organized Camping Experience
- Having Fun

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YMCA

The first YMCA camp was established in 1885. Today there are 265 resident camps and nearly 2,000 day camps across the country, including 120 specialty camps for kids with disabilities. YMCAs serve nearly 400,000 youngsters and families each year through their resident camping programs and another 600,000 in YMCA day camps. Over 12,000 young people are hired each year as lifeguards and camp counselors.

Day and resident camping are cornerstone YMCA programs, building character and memories in such effective ways that many YMCA staff and volunteers often point back to their own Y camp experience as their emotional tie to the Y today.

Contact information:

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Appendix B: Additional Resources

To ensure you have the latest information on regulations, visit the following websites.

California Retail Food Code

For questions regarding the California Retail Food Code, the best resource is your local health department. You may also view the entire code through the following link:

http://www.cdph.ca.gov/programs/Pages/fdbRetailFoodProgram.aspx

Copies of the California Retail Food Code may be purchased through the California Association of Environmental Health Administrators. Copies are available as pamphlets or on CD. Their website is for ordering is:

http://www.ccdeh.com/products/calcode_info.htm

California Public Swimming Pool and Spa Act

http://www.cdph.ca.gov/HealthInfo/environhealth/water/Documents/RecHealth/SwimmingPoolSafetyAct.pdf

State Building Standards Code

You can purchase the complete Title 24 or any of its parts from:

International Conference of Building Officials
5360 South Workman Mill Road
Whittier, CA 90601
1-800-423-6587
http://www.icbo.org/e/prodcat.html

Purchase Part 3 - California Electrical Code at:

Building News Inc.
1612 S. Clementine Street
Anaheim, CA 92802
1-800-873-6397
http://www.bnibooks.com/

International Conference of Building Officials
5360 South Workman Mill Road
Whittier, CA 90601
1-800-423-6587
http://www.icbo.org/e/prodcat.html

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Purchase Part 4 - California Mechanical Code and Part 5 - California Plumbing Code at:

International Association of Plumbing and Mechanical Officials
5001 E. Philadelphia Street
Ontario, CA 91761
1-800-451-5978
http://www.iapmo.org/

Purchase Part 9 - California Fire Code at:

Uniform Fire Code Association
1260 Lake Boulevard, Suite 250
Davis, CA 95616
1-888-785-3473
http://ufca.net/index.cfm?Category=7&Section=23&PageNum=359

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Appendix C: American Camp Association FAQs

The following FAQs are provided to address questions regulators may encounter about ACA as they visit camps in their area.

1. **How does the American Camp Association (ACA) accredit camps that are "leased" to different groups during the year (e.g., same owner with different operators)?**

   According to *Accreditation Standards for Camp Programs and Services, American Camping Association*, "American Camping Association Accreditation for camps may be sought when operating programs and services on one's own property or when operating on the property belonging to someone else. The visitation requires establishing compliance with standards related to the camp site, program, and operation, and it must occur while the camp is in full operation."

   In addition, "Within these camp standards, basic minimum standards (expectations) apply regardless of the varied types of camp programs and operations. These basic standards, such as provision of emergency exits in buildings and lifeguards for swimming, are to be applied to every camp seeking accreditation by ACA."

   "Other standards vary based on who is delivering the program or services and who has the responsibility for supervision of campers. For example, the requirements for health information and supervision are different when the camp is operating a resident camp from when a weekend group uses the camp facilities to run their own program."

   "When user groups are responsible for their own care and supervision, camps need only advise groups of limited site-related or youth-specific concerns. Camps are **not** responsible for collecting health forms, leader qualifications, vehicle maintenance records, etc. in these circumstances. This is consistent with requirements under the law when the site owner is in a landlord capacity."

2. **Is there a list of ACA-accredited camps by county?**

   There is no list of ACA-accredited camps by county. However, one can download pdf files containing lists of ACA-accredited day and resident camps in any state, or conduct a search for ACA-accredited day and resident camps either by zip code or by state, at: www.acacamps.org

   As of June 27, 2008, a search for all ACA-accredited day and resident camps in California produced a list of 259 camps in alphabetical order.

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3. **Wouldn't it be better for ACA to arrive unannounced (by surprise) for its accreditation visit?**

   According to *Accreditation Standards for Camp Programs and Services, American Camping Association*, "While standards focus on health and safety practices, accreditation is not a guarantee that the camper will be absolutely free from harm. Accreditation does, however, indicate to the public that the camp administration has voluntarily allowed its practices to be compared with the standards established by professionals in the camping industry. At least once every three years an outside team of trained camping professionals visits the camp to verify compliance with the standards."

   "Unlike inspections by state licensing bodies, ACA accreditation is voluntary. ACA does not have the authority to close or otherwise penalize an entity not meeting the accreditation criteria, except for the removal of the accreditation status. Licensing focuses on the enforcement of minimum standards. Accreditation focuses on education and evaluation of one's operation using standards that go beyond the minimum requirements for licensing."

4. **What month does ACA start its visits?**

   According to accreditation FAQs at www.acacamps.org, visitors are assigned to camps usually by April or May each year. One of the visitors will contact the camp to make any pre-visit arrangements and to schedule the visit at a mutually agreeable time.

   According to *Accreditation Standards for Camp Programs and Services, American Camping Association*, "Camps visited in the summer will be notified of the results of the visit between September 1 and November 10. Camps visited at other times of the year will be notified between six and eight weeks following the receipt of the score form at the national office. While a camp may be visited for accreditation during its first season of operation, accreditation is not achieved until action by the Section Board confirms that all accreditation criteria are met. The "accreditation year" is November 1 through October 31."

5. **Can the local environmental health agency get a copy of the inspection (visit) report?**

   ACA is not required to provide local environmental health agencies copies of visit reports. According to *Accreditation Standards for Camp Programs and Services, American Camping Association*, "While standards focus on health and safety practices, accreditation is not a guarantee that the camper will be absolutely free from harm. Accreditation does, however, indicate to the public that the camp administration has voluntarily allowed its practices to be compared with the standards established by professionals in the camping industry. At least once every three years an outside team of trained camping professionals visits the camp to verify compliance with the standards."

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6. **Given that camps receive their accreditation letters about November 1st based upon the spring/summer inspection by ACA, how will Environmental Health be able to accept the ACA Program Plan without the current accreditation?**

According to *Accreditation Standards for Camp Programs and Services, American Camping Association*, "Camps visited in the summer will be notified of the results of the visit between September 1 and November 10. Camps visited at other times of the year will be notified between six and eight weeks following the receipt of the score form at the national office. While a camp may be visited for accreditation during its first season of operation, accreditation is not achieved until action by the Section Board confirms that all accreditation criteria are met. The "accreditation year" is November 1 through October 31."

"A camp may be revisited at any time as determined by the section board of directors. Reasonable notice must be provided to the camp to have the opportunity to update any written documents required for the visit. An accreditation visit is scheduled when:

A. Three years have passed since the last visit,

B. The camp was not accredited following the previous year's visit,

C. The camp is a new applicant for accreditation; or

Revisitation may occur at the section's discretion when:

A. The camp moves to a new site,

B. There is a new owner,

C. There is a new on-site director, or

D. Other factors related to accreditation criteria indicate to the Board that a revisit is needed.

Accreditation may be removed by the section board of directors under the following circumstances:

A. Refusal to schedule an accreditation visit by the section when required by the procedures identified above, or

B. The visit occurs, but minimum criteria established for accreditation failed to be met, or

C. For reasons as described in the current Statement of Compliance.

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The reasons for withdrawal of accreditation in the Statement of Compliance are:

A. If false information is knowingly provided to the visitors or ACA section or national personnel; or

B. If it is verified that compliance with mandatory standards is not being continually maintained; or

C. If ACA has been notified by appropriate federal, state or local authorities that laws which significantly affect the health and safety of campers of staff have been violated, or ACA has documented reason to believe that such violations have occurred; or

D. At the discretion of the ACA Section Board, following a Section Review and notification of the National Standards Board (NSB) prior to such action being taken. The camp has the right of appeal to the NSB in the event of such action. The NSB has the final and absolute authority in such matters."

7. Can we get a list of the 31 Mandatory ACA Standards?

The 31 mandatory standards can be found in the current version of *Accreditation Standards for Camp Programs and Services, American Camp Association*.

The listing of standards can be found at:
http://www.acacamps.org/accreditation/stdsglance.php

8. Can non-members of the American Camp Association buy the ACA Accreditation Process Guide?

Yes. They may purchase it from the ACA Bookstore by calling:
888-229-5745 or going to http://www.acabookstore.org/

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