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This handbook outlines policies of Lions Camp Pride and requirements for user groups during their stay. It is the responsibility of the group leadership to insure that all program staff, volunteers, campers and visitors are made familiar with and follow the appropriate policies contained in this handbook. These policies are intended to make sure that ALL visitors to Lions Camp Pride are safe and comfortable during their stay. We appreciate your help in following these policies.

Before Camp

Written Documentation Required

- In order to confirm your reservation, a **signed lease agreement**, along with the appropriate deposit, must be returned before arriving at camp.
- You must provide us with a **Certificate of Insurance** (current during your stay at camp) naming Lions Camp Pride as “additional Insured.”
- Documentation of health insurance coverage of campers, staff, and any other persons affiliated with the program (with the exception of parents, guardians and occasional guests) must be provided BEFORE arrival at Lions Camp Pride.
- Copies of **certification and/or training for all medical personnel, waterfront personnel and ropes course instructors** who will be teaching or otherwise working with or providing services to campers, staff members or others upon their arrival at Lions Camp Pride. The licensing, certification and/or training required, which must be documented, is specified in other sections of this handbook.
- You must have two copies of a complete **roster** of the names, addresses and emergency contact information of all campers, staff members, volunteers and others affiliated with the program which can be made available to Lions Camp Pride directors or Emergency Personnel in case of emergency.
- **Not-for-profit groups** (501(c)(3) charities) may be asked to provide proof of IRS designation.
- At least one week before arrival, please prepare a list of individuals with **dietary concerns**. It is important for both safety and practical reasons that we have a list of allergies and other ingredient restrictions. Please be as specific as possible. (This list should only include medically relevant information.) We will always provide for vegetarians but knowing how many will be present is helpful to prepare enough food. In general, it is very difficult for us to provide for vegans and it is recommended they

provide the bulk of their own food. We will happily provide storage space for them.

- Please also complete a **Group Information Form** and return prior to your arrival. This provides us with important logistical information so we can prepare for your arrival.

Adequate Staffing

Group leaders must ensure adequate staff on site and present at all times for the care and protection of campers. No child (under 18) should be left unsupervised while at camp. For general camp activities groups are required to have minimum staff to camper ratios as follows:

Camper age	Number of Staff	Number of Campers
4 to 5 years	1	5
6 to 8 years	1	6
9 to 14 years	1	8
15 to 17 years	1	10

To meet the appropriate ratios, a combination of group staff and adult leaders is acceptable. "Staff" includes those persons with the responsibility, authority, and training to provide direct supervision to camper groups. This does not include campers in leadership training programs such as CIT's.

Exceptions should be made in consideration of the type of activity, area, and the characteristics of the participants. For groups that serve campers with special needs (physical, medical, behavioral, etc), requiring additional staff support to participate at camp, the following minimum ratios of staff and counselor-support personnel to campers are as follows:

1. Camper needing constant and individual assistance or supervision--1:1
2. Camper needing close, but not constant assistance or supervision--1:2
3. Camper needing occasional assistance--1:4
4. Camper needing minimal assistance--1:5

At least two staff persons are required at the waterfronts, ropes course, Adirondack shelters, when using the group showers, and in sleeping areas after "lights out".

While at Camp

Lions Camp Pride Contact Person(s)

Any questions regarding your stay, (before, during and after) can be directed to the Camp Administrator. During your stay, you can always seek out help from any staff member present. They can usually be found in the Dining Hall. At night, you'll be able to find help at the Office building.

The Camp administrator may also designate an alternate contact person or provide you with an emergency number should they have to be off camp for any reason.

To contact the Camp Administrator:

Pat Rossiter
603-482-6115
lionscamppride44h@gmail.com

To contact the Camp Board of Directors:

Peter LaPointe, President
978-479-0454

Lenny Hall
978-360-0958

In an emergency dial 911-Please notify the Camp Administrator as soon as possible

You are located at:
Lions Camp Pride
154 Lions Camp Pride Way
New Durham, NH 03855

Space Assignments

Living, and meeting space will be assigned to you prior to your arrival. Additional office space, with phone, are located in other buildings and are assigned to individual groups as needed. When multiple groups are on site simultaneously, each group will be provided a separate meeting area while the group is in session.

Telephones, Internet and Wifi

The camp phone (603-482-6115) may be given as a contact number for your group. It is only answered however, if someone is in the office. Messages on this phone for groups will be delivered at the next meal.

There is virtually no cell phone coverage at camp. Wifi is available at the office and dining hall and the password will be made available to you during your stay.

For an additional charge, groups can have their own land-line during their stay. The telephone number available to each group should be used only while your program is in session. Please contact us for more information.

Mail & Packages

For deliveries of any kind, the address is:

{Name of Individual}
Lions Camp Pride-{Your Group}
154 Lions Camp Pride Way
New Durham, NH 03855

For mail and small packages (that will fit in a post box easily) the USPS is sufficient. These will be delivered to the post box and we will bring them to you during the next meal.

For larger packages, the post office will notify us there is a package at the post office in New Durham (30 minute drive). Groups are responsible for picking up these packages themselves.

It is recommended that you encourage your camper families and staff use a package service such as UPS or FedEx for any packages larger than a big envelope. These packages will be delivered directly to camp.

Groups may feel free to have packages with program supplies, etc. delivered to camp ahead of their arrival. Please be sure the address contains your group name.

Mail received after your group has departed will be returned to sender. No mail will be forwarded.

Outgoing, stamped mail, may be left in the mail box in the dining hall – they will be mailed daily.

The business address for the camp during the off season is:

Lions Camp Pride
P.O. Box157
Atkinson NH 03811. DO NOT use this address for campers or group staff mail.

Check-in Time for Group Arrival

You will be provided with a Group information Form which includes questions regarding your anticipated check-in and check-out times. Please return this form with as accurate information as possible.

Group Leader's Responsibility

The group leader, whose name appears on the group's lease agreement with Lions Camp Pride, is responsible for ensuring that ALL provisions of the lease agreement and the current "Lions Camp Pride Group Leaders Handbook" are complied with.

Failure of any program or any person affiliated with any program utilizing the Lions Camp Pride facility to comply with this document can in individuals or the entire group being asked to leave the Lions Camp Pride facility. No refund of fees paid to Lions Camp Pride by the lessee will be made and all charges due to Lions Camp Pride up to the point of departure will be payable in full.

Use of Facilities

With the exception of the sleeping quarters assigned to groups, all other facilities are shared when other individuals or groups may be on site at the same time for meetings or other outings.

Groups will be assigned sleeping quarters. When two or more groups are sharing the facilities, group leaders and the Camp Administrator will coordinate sharing additional facilities. Ample notice will be given to user groups of any other persons who will be at camp at the same time as their program is on site.

There are limited items such as sports equipment, tables, chairs and arts and crafts supplies available for groups to use. Please ask what may be available.

While your program is at Lions Camp Pride, we ask that you respect the facility as if it were your own home. A survey of the facility will be made at your departure to determine any damages resulting from your program. If there is any damage, your program will be billed for any repair(s) needed. Lessee groups should clean buildings used, pickup any litter, place trash in dumpsters, etc. prior to departure.

Cleanliness of Facilities

During your stay, you are responsible for maintaining the cleanliness of all facilities being used by your program. If two programs are located at Lions Camp Pride simultaneously, program group leaders should cooperatively and jointly maintain the cleanliness of any shared facilities.

Cleaning supplies, paper towels and toilet paper are available from the kitchen staff or the Camp Administrator.

When multiple groups are on site, lessee groups are asked to not store materials in shared spaces. Please be mindful of the cleanliness of these spaces so that the next group to use the space will find it clean.

Please report any maintenance issues to the Camp Administrator.

Pets

Pets are not permitted at Lions Camp Pride. Service animals are always welcome. Support animals must be cleared by the Camp Administrator ahead of time.

Smoking

Smoking or the use of electronic cigarettes is NOT PERMITTED anywhere on camp.

Drugs & Alcohol

Alcohol and/or illicit drugs or being under the influence is STRICTLY PROHIBITED while at Camp and constitutes grounds for asking a lessee group to leave the Lions Camp Pride facility.

No Hazardous Items or Materials

No firearms, ammunition, fireworks, toxic or flammable items, hazardous hand tools (such as axes), power tools or other items constituting a hazard to campers or others are allowed at Lions Camp Pride. Possession of any of these hazardous items at camp constitutes ground for asking a lessee group to leave Lions Camp Pride.

Federal, State and Local Laws

Group leaders are responsible for ensuring that their programs abide by all federal, state and local laws. Group leaders are responsible for acquiring all appropriate licenses and permits for their programs. Lions Camp Pride strongly encourages all groups using Lions Camp Pride to seek accreditation from the American Camp Association. Meeting the accreditation requirements is an excellent tool for assuring program quality. At the very least, you are strongly encouraged to be a member of ACA so you will receive their regular updates and information on pending legislation, recommendations for quality improvement, risk management procedures and other helpful materials.

Billing

Final billing, less any deposits, will be due at the conclusion of your stay. ANY other arrangements should be made ahead of time. All checks should be made payable to Lions Camp Pride.

Quiet Time

The waterfronts, ropes course and archery range are open 9:00a-9:00p (or until dark, whichever comes first) If you'd like to use these facilities outside of these times, please ask the Camp Administrator.

When more than one group is onsite, quiet time at Lions Camp Pride is 10:30p-7:30a.

If your group is alone on camp, there are no quiet times except for the waterfront.

Medical Service

The Lions Camp Pride Health Center is located between the WOKQ bunkhouse and the Arts & Crafts building. Lions Camp Pride DOES NOT provide medical staffing. All lessee programs are required to insure that suitable medical coverage is provided by the group to insure the safety and well-being of their campers, staff and other affiliated with the program at all times.

Lessee programs should make arrangements with an emergency care facility in the area to provide health care services in the event of an emergency. The Huggins Memorial Hospital, in Wolfeboro, is the closest facility to camp (8 miles). Phones are: EMERGENCY 603-569-7575, information 603-569-7500. If a camper or staff member is on any medication prescribed by a physician, the medication must be kept under lock and key and dispensed appropriately. Group leaders are required to provide Lions Camp Pride with a copy of your medical personnel's current license(s)/certification(s).

Lions Camp Pride has limited first aid supplies. Lessee groups, however are responsible for providing their own first aid kits and other supplies needed for medical services at camp including emergency oxygen. Lions Camp Pride does not supply nor furnish emergency arrangements for lessee programs.

Emergency Information

Groups are responsible for gathering and maintaining information on all members of the group that includes name, address, emergency contact names and numbers, and any allergies/health conditions/restrictions. All persons, campers and staff, under the age of 18 (unless accompanied by a parent) must have an emergency medical treatment permission form, or a religious waiver, signed by their parent or legal guardian, before their arrival at Lions Camp Pride. You should also have cabin assignments rosters.

Two copies of emergency contact and medical information and cabin rosters should be maintained in different locations in camp. In an emergency, Lions Camp Pride staff or Emergency Personnel must have access to these rosters.

Group leaders are responsible to inform camp at least one week before arrival of any allergies or restrictions of their group that may affect camp services provided (e.g., food service).

Groups are responsible for their own emergency transportation. Phone numbers and locations of local EMS providers, clinics, and hospitals are provided in the camp Handbook and also posted near all phones available to groups. Orientation for groups will include updated emergency procedures for the camp, including information on how to contact camp personnel in an emergency.

ALL EMERGENCY SERVICES CAN BE REACHED BY DIALING 911

In the event of an emergency, police or ambulance can be contacted by dialing 911. In case of a fire, there are pull boxes in every cabin. If a fire alarm sounds, ALL persons in camp must evacuate ALL buildings immediately. Proceed to the designated meeting area at the fence behind the softball diamond near the Administrative Building so that all campers and staff can be accounted for. The Lions Camp Pride Administrative Director MUST be notified of any of the above emergencies as soon as possible.

In the event of a missing camper, program leaders should account for all other campers and have counselors gather information about the missing camper from other campers and staff. The Town of New Durham Police Department should be contacted immediately and informed of the nature of the emergency. As many counselors as possible (without compromising the safety of the other campers) should search all buildings thoroughly as well as the parameter of the woods around the camp, the waterfront areas and the ropes course roadway area. The camper's bunk area should be searched for a possible runaway note or other clues. Counselors should report back to the program leader with any information. You should not search far beyond the camp parameter area. Notify the Lions Camp Pride AD. When the police arrive, the

program leader should advise them of what camp areas have been searched and any available information. The police will then take over the search.

In the event of a forest fire, hurricane, tornado, earthquake, or other natural disaster, or a police emergency, all persons on Lions Camp Pride should proceed to the dining hall. An attempt to contact emergency services should be made for further instructions. All campers, staff and others should be accounted for immediately. If anyone is missing, the program leader should make a decision as to whether program staff should search for that person or wait out the emergency and then search. Food and water should be brought from the kitchen (without further endangering any lives) if the disaster has not passed quickly. In the event of a disaster program, leaders are expected to exercise problem-solving skills and good common sense. Anyone trapped in a bunkhouse during a hurricane should open the trapdoor in the staff room and get into the basement of the bunkhouse. For a forest fire, the main building should remain safely protected by the fire break created by the parking lots and other cleared areas; however, program leaders should be ready to evacuate campers and others to the shallow waterfront should a change in winds, or some other factor, bring the fire close to the main building.

If a situation arises that calls for contacting ANY emergency service, YOU MUST TELL THE EMERGENCY SERVICE THAT YOU ARE CALLING FROM LIONS CAMP PRIDE. DO NOT give them your own program name because the emergency service may not know the location to which they must respond simply based on your program name. Emergency services have response plans for the location of Lions Camp Pride – not for individual program names. PLEASE BE ABSOLUTELY SURE TO ADVISE YOUR ENTIRE STAFF CONCERNING THIS ISSUE. ALSO BE SURE TO NOTIFY THE ADMINISTRATIVE DIRECTOR ANYTIME EMERGENCY SERVICES HAVE BEEN CONTACTED.

Intruders

During the season when campers are present at Lions Camp Pride, the camp is closed to the public. In most cases, unfamiliar visitors should be approached and directed to the Camp Administrator or asked to leave. If the visitor makes you uncomfortable, approach with another staff member or find a member of camp staff. Someone should stay with campers away from the situation. If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Please notify the Camp Administrators of any intruders. Complete an incident report and any other reports requested.

Vehicles

All vehicles should be conducted in accordance with traffic laws. THE MAXIMUM SPEED FOR ALL VEHICLES IN LIONS CAMP PRIDE IS 10 MPH. All drivers must be over 18 years old. Other than drop-off and pick-up, or for delivery, vehicles should be parked in the lot behind the Camp Office. While campers are on camp, it is strongly encouraged that no vehicles drive past this lot. In general, the areas in front and behind the dining hall and areas around cabins should be free of automobiles. Parking spaces in front of the Admin building are for Lions Camp Pride staff.

Pedestrians always have the right-of-way throughout camp and on the camp road.

Campers, staff and visitors should only be transported in vehicles designed to carry passengers.

Lions Camp Pride does not provide any emergency vehicle on camp. It is recommended that programs have at least one vehicle at camp designated as an emergency vehicle in good working order, regularly maintained with enough fuel to reach the town of Wolfeboro (9 miles). Medical and key program staff should know where the vehicle key is at all times and the directions to the hospital.

Safety

Horseplay, climbing trees, climbing rocks, running – except during organized games, being barefoot – except at the waterfronts - throwing rocks, sand, etc. are prohibited and must be controlled by program group leaders. All activities must be supervised by the group's staff who are held responsible for the action of the campers under their supervision. The liability for all camp activities, campers, staff and other affiliated with the lessee program rests solely and fully with the lessee group.

Lions Camp Pride is inspected annually by the NH Department of Environmental Quality who certify the safety of drinking and swimming water at camp.

Lions Camp Pride is an accredited camp of the American Camp Association and, as such, meets very strict operating requirements.

Lions Camp Pride consults regularly with special needs program and camping experts to ensure that the Lions Camp Pride facility maintains excellence in safety, handicapped accessibility and other issues in its operation

Dining Services

Group leaders must schedule mealtimes with the Camp Administrator in advance of arrival at camp. Please be considerate to the kitchen staff by arriving on time for your meals. Meals can be served family style or cafeteria style. Any special request for food serving style should be made prior to arrival at camp.

Special arrangements and any special dietary requirements including vegetarian, gluten free or allergen free meals must be made at least one week prior to the scheduled start of your stay. Special dietary arrangements may affect a previously agreed upon price for dining services.

Each table used in the dining hall, must have a staff member present during each meal. Groups are expected to help distribute food and utensils (for family style dining) and to clear and clean tables after meals.

In consultation with the group leader, tables and chairs will be arranged so that a safe and speedy evacuation of the dining hall may be accomplished in case of an emergency.

Each program group should practice at least one emergency evacuation of the dining hall during their first 24 hours at Lions Camp Pride. Whenever tables and chairs have been rearranged for a special function or activity the group leader is responsible to see that they are in a "SAFE" arrangement for that function or activity and that they are set back in the dining hall arrangement for meals at completion of the special function or activity.

By NH state law, shirts and shoes are required in the dining hall. Further, other than service animals, no animals are allowed in the dining hall or kitchen.

Standing on chairs and banging on tables should be discouraged.

The Kitchen is not available to groups without prior arrangements.

NO FOOD COOKING IS ALLOWED IN ANY LIONS CAMP PRIDE BUILDINGS EXCEPT IN THE LIONS CAMP PRIDE KITCHEN.

Lodging

Prior to the start of your camp program, the Camp Administrator will coordinate with groups to make housing arrangements for campers and staff. The bunkhouses are designed to accommodate a maximum of 24 staff and campers. Each bunkhouse is equipped with ten bunk beds in the main room and two bunk beds in the staff room. The beds in the staff room will be set so that the trap door IS NOT COVERED and the power panel is accessible at all times. If the fire alarm goes off you will follow the emergency plan and evacuate the building. DO NOT RESET THE ALARM.

The staff building can accommodate up to 29 people. The One-on-One Building can accommodate 20. The health center can accommodate up to 5 people and a maximum of 3 overnight patients. The hospital beds are for patients only.

Campers and staff must bring their own sleeping bags and/or linens.

Furniture and mattresses should not be moved from a building without the approval of the Camp Administrator.

Safety First

The Board of Directors of Lions Camp Pride takes the issue of *Waterfront Safety* very seriously. If any lessee group is not abiding by the requirements set forth for waterfront activities at all times the lessee group will not be allowed to use the waterfront areas for the balance of their stay at Lions Camp Pride.

Ropes Course

A seven element low ropes course is available at Lions Camp Pride. It consists of a Spider Web, Wild Woosey, Criss Crotch, Mohawk Walk, Tire Traverse, Whale Watch, and a Nitro Crossing. It is located at the end of the roadway leading into the woods across the sports fields from the main building. If you intend to use the ropes course you must be insured for ALL liability. Lions Camp Pride assumes no liability for activities by a group at the ropes course. You must provide the Camp Administrator with documentation that your ropes course supervisor is suitably trained by Project Adventure or other similar organizations or provide a written summary of their qualifications if they are not certified.

Campers and staff are not allowed in the ropes course area unless they are there specifically for a scheduled ropes course program and a certified/documented ropes course staff member and a certified first aid staff member is with the activity group. The ropes course area is marked with NO TRESPASSING signs and a yellow cord around the parameter of the area.

Adirondack Shelters

Three Adirondack shelters are available at Lions Camp Pride for small groups of 6 – 8 people each to campout in. Campers staying in any of these shelters must be accompanied by at least two adults from the lessee group. A written emergency plan must be in place prior to use of the shelter(s) to provide a fast response in case of an emergency. You must also inform the Camp Administrator of the shelters you will be using.

Additional Information

Wearing open-toe sandals or walking barefoot, except at the waterfronts or the sand volleyball court, is prohibited because of the danger of broken toes, cuts, etc. from rocks, roots and other ground clutter.

The roadway leading to Lions Camp Pride (Lions Camp Pride Way) is a public way and groups are allowed to take walks on the road. At no time should any camper, staff person or group trespass on any private property off Lions Camp Pride Way. The neighbors of Lions Camp Pride have been very supportive of the camp's operation and it is important that the user groups respect Lions Camp Pride's neighbors.

The Board of Directors of Lions Camp Pride selects its summer kitchen and maintenance staff each year based on the highest possible standard of professional conduct. The Board hopes and expects that close working relationships between user groups and the Lions Camp Pride staff will be established each year. However, group leaders should make clear to their program staff that Lions Camp Pride summer staff is on site to provide food service and camp maintenance and not to fraternize excessively with the camp staff.

Lions Camp Pride staff are not allowed to be alone with campers at any time except in public places or unless some sort of emergency has occurred. Lions Camp Pride staff are not allowed in any bunkhouse if there are campers present in the building without staff present.

The Maintenance building and the basement of the Administration building are OFF LIMITS AT ALL TIMES to lessee personnel and campers.

Groups should not dig, move, or build anything, use camp materials, etc. without permission of the Camp Administrator.

Camp Fires

Camp fires should only be built in designated fire pits. Groups should make sure the following rules for fires are followed:

1. The area around the fire pit should be cleared of flammable materials before lighting the fire.
2. A 5 gallon bucket of water or hose must be available to douse the fire.
3. No running, balancing/teetering or other horseplay within 20' of the fire.
4. No one but the adult touches, pokes, or adds wood to the fire
5. When the fire is burning, it is ALWAYS attended.
6. Appropriate campfire clothing - no loose clothing, hair tied back, lots of dangling hat crafts- should be worn.
7. At the end of the campfire, it must be completely extinguished. Ashes and coals must be cold to the touch!

Lions Camp Pride does not discriminate in any of its own policies for any reason. The Board of Directors of Lions Camp Pride invites any comments that user groups may have on ways we might improve the facility, active areas we might add, etc. Your thoughts and comments are welcome and very much appreciated. The Board of Directors of Lions Camp Pride expects all programs leasing the camp facility to place the safety of program participants, counselors, program and medical staff, and others first and foremost. *SAFETY IS OUR FIRST PRIORITY!*

Waterfront Manual

PLEASE NOTE THAT LIONS CAMP PRIDE DOES NOT PROVIDE WATERFRONT PERSONNEL (LIFEGUARDS, ETC.) FOR GROUPS. IT IS YOUR RESPONSIBILITY TO HAVE SUITABLE WATERFRONT PERSONNEL AVAILABLE FOR YOUR PROGRAM.

Required Documentation

Documentation of the certification and/or training requirements below must be provided to Lions Camp Pride for each waterfront staff person. No aquatic activities can take place until documentation has been received.

Waterfront Supervision Required at ALL Times

All swimming, boating, must be supervised by a lifeguard certified by the American Red Cross (or equivalent).

A lifeguard should be designated as waterfront director to supervise activities and other guards. If both waterfronts are being used simultaneously, each waterfront must have its own waterfront director during ALL activities.

Whenever any aquatic activity takes place at least two staff must be present and at least one must hold a minimum of American Red Cross standard first aid training or equivalent training and American Red Cross cardiopulmonary resuscitation (CPR) training or equivalent training.

The individual(s) designated as lifeguard(s) must also have skills in rescue and emergency procedures for waterfront areas similar to those at Lions Camp Pride. The lifeguard must be out of the water at all times (except during an emergency) and in a position where ALL aquatic activities can be continually observed for immediate response to any problem. Enough lifeguards and lookouts must be on duty to supervise the number of persons who will be participating in aquatic activities. Minimum ratio of waterfront personnel to swimmer is one lifeguard to a maximum of 25 swimmers and for lookouts a maximum of 10 swimmers. These ratios reduced when special needs swimmers are present.

Aquatic Instructions

When a swimming instructor is not a certified lifeguard a certified lifeguard must also be present. If the instructor in the water is a certified lifeguard, a lookout may be used. Non-certified instructional assistants, under the direct supervision of a certified instructor must have demonstrated elementary rescue skills.

Watercraft instruction should be conducted by a certified instructor in canoeing or rowing OR by personnel with documentation of experience indicating

knowledge and skill in teaching and supervising in the watercraft activity conducted.

Supervision Required for Watercraft Activities

The person who supervises canoeing or rowing activities for youth groups must hold one of the following certifications: American Red Cross Lifeguard Training, YMCA Lifeguard, Lifeguard BSA, Instructor rating in canoeing or rowing or equivalent certification.

For adult groups or for families with the parent(s) present and supervising, the person supervising small craft activities must hold the same certifications as required of youth groups. Safety regulations must be followed at all times with a designated checkout system.

Properly fitting PFDs must be worn by anyone using watercraft at camp.

Those persons using Lions Camp Pride watercraft must have been instructed in the proper use of the watercraft being used by a certified trainer. It is suggested that all persons (camper and staff) that may be using Lions Camp Pride watercraft have self rescue training to include an actual "tip test" of the watercraft being used.

Watercraft instruction must be given by an instructor with appropriate rating in canoeing or rowing from a nationally recognized certifying body OR documentation of experience indicating knowledge and skill in teaching and supervision specific to the watercraft activities conducted. If this person is not qualified to "guard" the activity a second individual (certified Lifeguard) will be required to be present.

Watercraft and associated equipment (PFDs, paddles, oars, etc.) will be checked on a weekly basis by the Lions Camp Pride staff for required maintenance. Group waterfront staff should notify the Camp Administrator of any watercraft/associated equipment maintenance needed.

Rules for Watercraft

Each watercraft director will ensure that enough PFDs are available so that each participant can use one of the proper size. Watercraft users should be mindful of and steer clear of powerboat traffic in the center of the lake. All boat groups must have at least one certified lifeguard in the group. A maximum of three persons are allowed in a canoe and four in a rowboat. Boats are not allowed in a swimming area, when swimmers are present, except those being used by lifeguards.

If a boat capsizes, you should stay with the boat – do not attempt to swim away from the boat to shore. NO Lions Camp Pride watercraft may leave shore without permission from the lifeguard or waterfront director who will know and approve of an estimated time of return. NO boating allowed in inclement

weather. A minimum of one boat, designated as an emergency boat by the waterfront director, must be available at all times.

General Waterfront Policies

Only competent swimmers will be allowed to swim in the deep-water swim area. No swimming or wading allowed on the shore side of the deep-water dock. Observe the swim area signs posted at the deep waterfront area.

In the event of a thunderstorm or lightning, ALL persons swimming or in watercraft MUST LEAVE THE WATER IMMEDIATELY.

The waterfront is open 9:00a-9:00p (or sunset) No activities should take place at the waterfront outside of these times without prior approval of the Camp Administrator. At no time should a camper be at the waterfront without an adult.

Fishing is allowed along the shore between the waterfronts (with adult supervision). It is not allowed on any docks, in any swim area or in watercraft (hooks and feet do not play well together!)

Seat belts and ties must be removed from people in wheelchairs near the water, in watercraft and if there is any possibility of the wheelchair rolling into the water. NO WHEELCHAIRS ON ANY OF THE DOCKS AT ANY TIME.

Group leaders/waterfront directors should designate areas of the waterfront for different activities. For example, there should be a watercraft launching area separate from the swimming area. They must control participant access to the waterfronts and insure participants stay clear of any hazardous conditions at the waterfronts. At Lions Camp Pride, hazardous areas would include the sections of lakefront between the two waterfronts. Hazardous areas at the waterfronts will be posted on signs at the waterfronts.

Emergency Equipment & Plan

Lions Camp Pride provides a rowboat and other pieces of equipment, which can be used by programs for emergency situations. Other rescue equipment must be provided by the lessee group.

Lessee groups should develop a written waterfront emergency plan for their waterfront activities and handed out to their waterfront personnel and discussed, understood, rehearsed periodically and planned for by all program staff and counselors, so that a response to an accident at the waterfront is swift, organized and successful. The following is an emergency plan that could be a plan of record for a lessee group:

'In the event of a near-drowning or other aquatic accident, the lifeguard on duty will make the rescue and instruct all counselors and adults present to get campers out of the water and account for them. Perform needed first

aid/CPR, etc. An adult should be assigned to go to a phone to call for an ambulance (if necessary). The ambulance should be instructed where at Lions Camp Pride to proceed to. An adult should be assigned to go to the health center and ask the medical professional on duty to assist at the waterfront (if necessary). When an ambulance is called the program group leader and the Lions Camp Pride AD must be made aware of the situation. Someone should stay by the telephone to give the ambulance service further information if needed. Someone should be assigned to the camp entrance to direct the ambulance where to go.'