

# **All Saints Aquatics Policies and Procedures**

*(Revised January 1, 2010)*

These regulations will be reviewed with each camper upon visiting the waterfront for the first time. Retreat groups will be provided with a copy of these policies prior to their visit to the facility. All Saints Camp and Conference Center is an ACA accredited institution, and as such requires all users, staff, and campers to be in compliance with the ACA standards by following the policies listed below.

## **Waterfront Director**

The overall operation of the aquatics area will be supervised by the Waterfront Director, an adult age 21 or older. The Waterfront Director will not participate in recreational waterfront activities while supervising swimming activities. The Waterfront Director must hold current certifications in:

- First aid from a nationally recognized provider including bloodborne pathogens,
- CPR from a nationally recognized provider that includes the use of breathing devices (e.g., pocket masks),
- Written documentation of training in lifeguarding and emergency procedures specific to the area and activities guarded,
- Lifeguarding from a nationally recognized certifying body,
- Swimming instruction from a nationally recognized certifying body (if instructional swimming activities will occur – must be on hand during instructional swims),
- Instructor rating in the appropriate craft or activity 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 instructional boating activities will occur - must be on hand during instructional activities), and
- At least six weeks previous experience in a management/supervisory position at a similar aquatic area or (preferably) supervision training from a nationally recognized aquatics organization.

The Waterfront Director will oversee the aquatic activities to verify that the aquatics staff:

- Enforces established safety regulations,
- Provides appropriate instruction, and
- Identify and manage environmental and other hazards related to the activity.

## **Emergency Procedures**

In the event of an emergency, staff will follow the rescue procedures outlined in this document. These rescue procedures will be rehearsed regularly, and these rehearsals documented.

1. The staff member (1<sup>st</sup> lifeguard) will signal to indicate all swimmers and boaters out of the water. (This may be done by ringing the buddy bell repeatedly, or repeatedly blowing long blasts on his whistle).
2. Another staff member (2<sup>nd</sup> lifeguard) will contact the Supervisor on Duty via camp radio to alert her to the situation (this could be the Waterfront Director, Summer Camp Director, Retreat Host, JOLT Director or Executive Director).
3. Campers are to exit the aquatics area at this time.
4. The camp staff will follow the procedures associated with the specific type of emergency as outlined below:

### **Near Drowning:**

1. 1<sup>st</sup> lifeguard enters the water (if reaching and throwing are not options) and rescues the victim.
2. 2<sup>nd</sup> lifeguard remains on the dock to watch over the water.
3. Once the victim is rescued, the 2<sup>nd</sup> lifeguard will assist the 1<sup>st</sup> lifeguard with removal and begin First Aid / CPR if needed. If spinalization is needed, the 1<sup>st</sup> lifeguard will hold immobilization and the 2<sup>nd</sup> will get the backboard and notify the remaining staff to assist in the backboard procedure.
4. Staff will continue to provide needed medical attention until the Health Officer or EMS comes to take over.

### **Lost Bather:**

1. Waterfront Staff will line-up arms width apart at the beginning of the swimming area where the camper was last seen. The Supervisor on Duty will coordinate the drill from the dock, and provide further information to the Health Officer, Camp Director, and EMS as they arrive.
2. Staff will use leg sweeps in conjunction with arm sweeps and visual checks for the lost bather in shallow water. In deep water, the following procedures will be used.
  - Staff will perform a surface dive, go straight down to the bottom, and swim forwards along the bottom sweeping with hands while using visual checks as well.
  - All staff members will surface, then back to the furthest back member of the line.
  - The entire line will take 1 stroke backwards.
  - The staff will perform another surface dive and repeat these procedures, continuing to move forwards through the swimming area until the camper is discovered, they are replaced by other staff members, or they become too tired to continue.
3. All other staff members that are trained in lost bather drills will proceed to the waterfront to assist in the drill and replace waterfront staff as they become exhausted.

### **Weather Emergency:**

Staff will lead campers to the Beck Center where indoor aquatics activities will be conducted. In the event of lightning or thunder, the 1<sup>st</sup> Lifeguard will set a timer, and begin counting down the time since the last lightning or thunder. After half an hour of clear weather (no lightning or thunder), campers may reenter the waterfront area.

## **SWIMMING:**

Swimming at All Saints Camp and Conference Center will be permitted only under the supervision of the All Saints staff, and will follow all procedures described below. The lifeguarding ratios described below must be maintained at all times. The maximum occupancy for the All Saints lakefront swimming area is **50** people.

### **1. Lifeguards on Duty**

Swimming will be permitted only when there are lifeguards, age 18 or older, on duty on the swimming dock. Lifeguards will not participate in recreational waterfront activities while supervising swimming activities, and at least one lifeguard must be out of the water during instructional swimming activities. Lifeguards must hold current certifications in:

- Lifeguarding from a nationally recognized certifying body,
- Written documentation of training in lifeguarding and emergency procedures specific to the area and activities guarded,
- First aid including training in bloodborne pathogens from a nationally recognized provider, and
- CPR including the use of breathing devices (e.g., pocket masks) from a nationally recognized provider.

The following lifeguard ratios will be in place during all swimming activities:

- There will be a minimum of two lifeguards on duty during any swimming activity.
- The overall ratio of one lifeguard for each ten swimmers must be maintained at all times.

### **2. Safe Area**

A safe swimming area, reserved for swimming only, is marked in a method that is clear to both swimmers and boaters. The area is fenced off, and nobody shall be permitted entrance without permission from the waterfront staff. Swimming and boating rules are posted on the Beck Center. Lifeguards have systematically examined the bottom of the swimming area to determine varying depths, deep holes, rocks, stumps, etc. prior to use by campers. Waterfront lifesaving equipment including reach poles, life rings, Peterson Belts, and backboard will be immediately available in case of an emergency. This equipment is stored each night, and its condition checked when it is placed out for use each morning. Any equipment that is damaged will be removed and fixed immediately. A first-aid kit will be on hand, stocked with emergency supplies appropriate to the location including personal protective equipment. Due to the lack of water clarity, underwater swimming will not be permitted except during supervised instruction of lifesaving or swimming skills. There will be no diving in the non-swimmers or beginners areas. Campers may remove their shoes while swimming or sitting on the dock. However, at all other times, campers will wear shoes in the Waterfront area. Campers using wheelchairs are not permitted on docks, but may access the swimming area by way of the shore and will receive individual supervision from a certified lifeguard. On those occasions when support equipment is removed from persons using a wheelchair, this lifeguard will remain in proximity close enough to assist the individual back to the chair if necessary. Wheelchairs in the waterfront area must have a brake to prevent accidental rolling.

### **3. Buddy System**

Every camper will be paired with another camper who will swim in the same area. Buddies check in and out of the swimming area together, either using tags on the buddy board, or via a check list maintained by the individual responsible for the group. Buddies serve as a first line of defense, checking that their buddies are safe and well, and are expected to remain in close proximity to one another. Every ten minutes or less, lifeguards will signal for a buddy check (either by ringing the bell once, or one long blast of their whistle). During this procedure, all buddy pairs are to clear the water and sit next to their buddy on the dock, holding hands high in the air. Campers shall remain quiet during this time. Guards will check all areas, to verify that each camper has his buddy. When the drill is complete, lifeguards will signal that swimmers may resume swimming (either by ringing the bell twice, or two long blasts of their whistle).

### **4. Swimming Classifications**

Some user groups may chose to use only the non-swimmers area. When this is the case, all participants are classified as non-swimmers, and no further measures must be taken.

In all other situations, swimmers will be tested regarding their swimming abilities and divided into three ability groups: Non-swimmers, beginners, and swimmers. Campers may not swim in a swimming area above their ability level.

- *Non-swimmers Test:* No swimming test is required. (Campers are encouraged to get into the water). These campers will be visibly distinguishable by the orange bands that they wear on their wrist. (When all participants are classified as non-swimmers, wrist bands may not be used).
- *Beginners Test:* Jump feet-first into water over the head in depth, level off, swim 75 feet on the surface. (This will be accomplished by swimming from one end of the dock to the other). These campers will be visibly distinguishable by the yellow bands that they wear on their wrist.
- *Swimmers Test:* Jump feet-first into water over the head in depth. Level off and swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl (this will be accomplished by swimming 3 lengths of the swimming area); then swim 25 yards using an easy resting backstroke. (This will be accomplished by swimming 1 length of the swimming area). After completing the swim, rest by floating. These classification tests will be renewed annually. These campers will be visibly distinguishable by the green bands that they wear on their wrist.

## 5. Swimming Rules

- No swimming when lifeguards are not on duty.
- All participants (or their guardians) must sign a release for before engaging in swimming activities.
- Participants must respect and listen to lifeguards and staff.
- No running on the docks.
- No swimming underwater.
- No diving.
- No dunking others.
- Participants must stay within the swimming area as restricted by their ability level.
- Participants must remain within the immediate vicinity of their buddy.
- Trampoline Rules
  1. During recreational swim times, the swimmers area will be reserved for trampoline users.
  2. Only 2 campers at a time will be permitted on the trampoline – one on the Katapult, one on the trampoline.
  3. At NO TIME will any camper be allowed to be under the trampoline.
  4. Look before you leap! - Do not jump over or onto other campers.
  5. No diving from the trampoline.
  6. Participants waiting to use the trampoline will line up on the dock.

## **BOATING:**

Boating using All Saints Camp and Conference Center equipment will be permitted only under the supervision of the All Saints staff, and will follow all procedures described below. For any individuals using their own boats and equipment, All Saints Camp recommends that the same procedures be followed. The lifeguarding ratios described below must be maintained as described below. The maximum occupancy for each boat as described by the maximum capacity plate will be strictly followed at all times.

Additional note: For programs that meet state classification as Texas Youth Camps, participants classified as non-swimmers will not be permitted in a watercraft unless accompanied by a counselor.

### **1. Lifeguards on Duty**

Boating will be permitted only when there are guards, age 18 or older, on duty either on the water or supervising from the boating dock. Lifeguards will not participate in recreational waterfront activities while supervising boating activities. Lifeguards must hold current certifications in:

- Lifeguarding from a nationally recognized certifying body,
- Written documentation of training in lifeguarding and emergency procedures specific to the area and activities guarded,
- First aid including training in bloodborne pathogens from a nationally recognized provider, and
- CPR including the use of breathing devices (e.g., pocket masks) from a nationally recognized provider.

The following lifeguard ratios will be in place during all swimming activities:

- There will be a minimum of two lifeguards on duty during any boating activity.
- For every 35 boaters, or fraction thereof, there shall be two lifeguards present.

Exception: In the case of all-adult groups and families with guardians present and supervising the user of watercraft, one staff member with certification in first aid and CPR will be the minimum.

### **2. Personal Flotation Devices**

Prior to any boating activity, all participants will be trained in proper use of personal floatation devices (PFDs). All guests shall wear a USCG approved Type II PFD at all times while in the watercraft. (Staff may wear a USCG approved Type II or Type III PFD provided they are over the age of 12). All PFDs must be in good condition and properly fitted to the user. Good condition will include the following:

- All straps attached and buckles in working condition,
- No holes of any kind in the fabric, and
- All printed type including coast guard warnings and ratings are legible.

All PFDs will be equipped with a whistle, to be blown by campers if they need lifeguard assistance. Any boat 16ft and longer (except canoes and kayaks) must also carry one throwable (Type IV) PFD.

### **3. Skill Proficiency**

Prior to any boating activity, all participants will be trained in basic watercraft handling skills, safety, and emergency procedures including:

- Boarding and debarking,
- Trimming,
- Movement on the craft, and
- Self-rescue in case of capsize or swamping.

Operation of all motorized craft, including personal watercraft will be limited to staff members at least 18 years of age. Prior to any boating activity all operators and drivers of motorized watercraft must earn their Texas Boating Safety Education Certificate and be checked off and approved for use by the waterfront director using the Motorboat Skills Verification Form. Before each use, motorized boats must be signed out using the Motorboat Check-out Form and associated procedures.

### **4. Equipment**

Appropriate rescue equipment including a rescue boat equipped with basic lifesaving equipment must be available for immediate use. All motorized boats will be equipped with the following items:

- An anchor and sufficient line,
- A paddle,
- Proper insurance,
- Mooring lines,
- Distress signal - three flares of hand held, meteor, or floating type ,
- A first-aid kit stocked with emergency supplies including personal protective equipment,
- One Type IV, throwable PFD,
- Current state registration
- Marine type USCG approved fire extinguisher of B or BC classification

Any boats leaving the designated boating area will be equipped with either a two-way radio or cell phone so that they may contact the camp or local emergency number in case of any emergency. Campers will wear shoes at all times in the boating area and while onboard vessels. Whenever the boat is towing a person, an observer 18 years of age or older will be present onboard.

All boats will meet the following regulations with regards to navigational lights:

- When not at dock all vessels will exhibit at least one bright light, lantern or flashlight visible all around the horizon from sunset to sunrise in all weather and during restricted visibility.
- Power vessels of less than 12 meters in length, shall show a red port light and a green starboard light in addition to a white all around light from sunset to sunrise in all weather and during restricted visibility.

The Facility and Operations Manager will inspect all watercraft prior to the start of each summer camp season. He will provide a written record of the condition of each vessel, which will include the crafts HIN for identification purposes. At the end of the summer season, the waterfront staff will be responsible for generating a written inventory of all equipment, including watercraft. During the remainder of the year, watercraft will be visually inspected by a member of the staff prior to any use. Any needed repairs will be documented by using a facilities repair request form.

## **5. Boating Rules**

- All campers (or their guardians) must sign a release for before engaging in boating activities.
- All participants will wear a PFD (with whistle) at all times on the water.
- Whistles are to be blown only if a lifeguard is needed.
- Participants must respect and listen to lifeguards and staff.
- No running on the docks.
- Only authorized All Saints Staff members will operate motorized boats.

## **FISHING:**

### **1. Equipment**

State laws dictate that anyone age 17 or older must hold a current fishing license in order to fish on Lake Texoma. If you are fishing from our dock or shore, a Texas fishing license may be used. When fishing from a boat in the open lake, a Lake Texoma license is required. Lake Texoma fishing licenses may be purchased at Paradise Grill or many other locations.

### **2. Safe Area**

All Saints Camp offers a safe swimming area, reserved for swimming only. In order to keep this area free of dangerous items such as fish hooks, fishing from the swimming dock is not permitted. Please be aware of possible hazards associated with fishing from our boating dock such as deep water. For this reason, fishing from the boating dock will be permitted only from those sections of the dock with side railings unless an All Saints lifeguard is present. Fishing may also be done from a boat as long as all boating rules are followed.