

MHOA

October 22, 2021

Recreational Camp Inspections

Training Stations:

General Camp Policies and Procedures

- ACA Applicable Standards

Healthcare Policies and Procedures

- ANSI First Aid Kits
- Available Healthcare Guidance Documents and Training Standards

Health Record Review

- Quick Chart of Vaccine-Preventable Disease Terms in Multiple Languages

Staff and Volunteer Files

- Applicable M.G.L.'s relative to criminal offender record information
- ESORI Program Details
- Sample CORI Results

Site Inspection and High Risk Activities

- Sample Annual License Card, USID Plate, and Permit Stickers (520 CMR 5.00)

Christian's Law and the Waterfront

- Description of YMCA Swim Lessons
- American Red Cross Swim Levels
- Swim and Fit Test Model Documentation Form
- Guidance on Watercraft Safety Alternative Training Certifications
- Sample Beach Signage

Rec Camp Policies and Procedures

Camp operators are responsible for developing, implementing, and training their staff on a variety of different policies and procedures to ensure a safe environment is provided for all campers and staff. The policies and procedures listed below need to be in writing and contain specific pieces of information relative to the camp site and activities offered.

Background Checks [.090]

Must develop and follow written procedures for conducting background checks for all staff and volunteers. This policy should list the authorized camp staff who may view results of background checks.

Common violations:

- Not having plan in writing
- Not specify what information is collected
- Not running background checks on minors or volunteers

Abuse and Neglect [.093]

Written procedures must detail the policy/procedure in place for reporting suspected incidents of abuse and/or neglect that occur *at* camp. Policy must state all camp staff must immediately report suspected abuse and neglect to Camp Director or Department of Children and Families (DCF) by filing a 51A report.

Common violations/questions:

- Procedure does not include notifying BOH **and** DPH in writing
- 51A itself shall not be sent to DPH/BOH – just inform in writing that one was filed
- Can now use *Recreational Camp Injury Report & Notification Form* to notify BOH and DPH that a 51A was filed

Discipline Policies [.191]

Policy must describe behavior that warrants discipline and outlines the appropriate discipline methods for campers.

Common violations include not listing the prohibitions in their entirety:

- Corporal punishment, including spanking, is prohibited;
- No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;
- No camper shall be denied food, water, or shelter;
- No child shall be punished for soiling, wetting or not using the toilet.

Fire Evacuation Plan [.210(A)]

Fire Evacuation Plan must be in writing and approved by the local fire department. The plan must indicate the frequency of fire drills to be held during the camping season.

Common violations:

- Not approved by fire department
- Not conducted within 24 of each camping session

Disaster/Emergency Plans (Lightening, Flash Floods, Wildfire, etc.) [.210(B)]

Written contingency plans and related procedures must be in accordance with ACA Standard Accreditation Process Guide OM 8.1

Common violations:

- Plans are not site specific, does not identify shelter location(s) at camp
- Do not have a plan in place to evacuate camp grounds

Lost Camper / Lost Swimmer Plan [.210(C)]

Must be in writing and detail relative procedures if a camper goes missing.

Common violations:

- Not developing written plan
- Written plan does not include entire camp grounds

Unrecognized Person at Camp Protocol [.190(E)]

Ensure camp staff knows the procedures to follow when they observed an unrecognized person on camp grounds.

Common Violations:

- Not developing a written plan
- Staff not being properly trained/informed of protocol

Special Contingency Plans for Day Camps [.211]

Day camp operators must develop:

- Written plan for when a child who is registered for camp and on the morning roll call fails to arrive for a day's activities.
- Written plan for when a child fails to arrive at the point of pickup at the end of the day.
- Written plan for when a child comes to camp without being registered or without notifying the camp.

Common violations/questions:

- Not developing written plans
- Only required for day camps
- Misunderstanding of point of pickup – camps with drop off locations off-site (YMCA/BGC) may require more extensive plans

Procedures Relative to Release of a Camper [.190(B)]

Camps must have in writing and follow the procedures relative to release of a camper. The procedures shall state that campers can only be released to a designated person or have identified alternative arrangements authorized in writing by the BOH (walking home from camp).

Common violations:

- Not having a written plan
- Not specifying pickup procedures (how will they verify this is the designated individual)

Staff Orientation and Training [.091]

Orientation is an important opportunity to ensure all camp staff (counselors, jr. counselors, and volunteers) are appropriately trained for their roles at camp. Orientation needs to be conducted prior to camper's arrival and include the following:

- Must have **written** orientation plan and attendance list of participants
 - Date(s) of training
 - What was covered in training
- Training must include:
 - Necessary trainings for camp activities
 - Specialized trainings to meet the requirements of campers with unique physical/behavioral needs
 - Online Head Injury Safety Awareness Training – completed annually
 - Health Care Policy – discuss implementation thoroughly with staff
 - Physical copy provided to full time staff members [.159(B)(1)]
 - Fire Drills [.210]
 - Disaster/Emergency Plans [.210]
 - Lost Camper/Swimmer [.210]
 - Traffic Control [.210]

Common Violation:

- No written orientation plan
- No attendance
- No make up sessions offered for staff who missed initial orientation
- Not covering all required components
- Staff/volunteers not completing online head injury course ANNUALLY

Which policies MUST be provided to parents/guardians:

- Care for a mildly ill camper policy [.159(B)(2)]
- Administration of medication policy [.159(B)(2)]
- Emergency health care provisions [.159(B)(2)]
- Meningococcal Disease and Immunization [.157(C)]
 - Annual memo
- Parents must be *informed* of their right to review background checks, health care and discipline policies, and the procedures for filing a grievance at the time of application [.190(D)]
 - Camps are not providing the results of background checks

PD.24 ANNUAL INSPECTION OF ADVENTURE/CHALLENGE COURSE ELEMENTS

<p>PD.24.1 Do qualified personnel annually inspect course elements for integrity of hardware, materials, and equipment and provide the camp with a written report that includes recommendations for repairs, replacement, and potential closure of an element?</p>	<p>YES NO</p>
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Contextual Education

“Qualified personnel” have current and documented experience in construction and evaluation of the type of course they are inspecting and are following authoritative sources and peer-accepted practices in construction and inspection. It is the expectation that the recommendations concerning the safety of the course and potential closure of an element will be addressed.

Compliance Demonstration

Written documentation:

- Procedures outlining inspection process
- Inspection report

Visitor interviews:

- Director description of qualifications of person

Written documentation required

DNA: PD.24.1 does not apply if the camp does not have a ropes course, challenge course, climbing wall, rappelling tower, zip line, or other such constructed adventure/challenge area for which they are responsible.**

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

HW.19 MEDICATION STORAGE AND ADMINISTRATION

HW.19.1 Does the camp require:

- A. All drugs to be stored under lock except when in the controlled possession of the person responsible for administering them;
- B. For prescription drugs—they are given only under the specific directions of a licensed physician;
- C. For nonprescription drugs—they are given per the camp's written procedures (see standards HW.11 and HW.12) or under the signed instruction of the parent or guardian or the individual's physician?

YES NO

Written documentation required (for Part C)

DNA: HW.19.1 does not apply if no drugs are kept in camp or carried on trips.

Does not apply to insulin if the camp primarily serves campers with diabetes and the written camp philosophy of diabetes management requires self-administration of insulin.

Applies to:

- Day camps
- Resident camps

Contextual Education[†]

The intent of this standard is that all medications belonging to both campers and staff be stored and locked and/or under the control of the camp healthcare provider, the individual staff to whom the medication belongs, or trip staff. Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or staff person (e.g., bee sting medication or inhaler) or limited medications approved for storage in first-aid kits.

Any drugs from staff members that are submitted to the healthcare staff should be accepted in a manner that does not require the staff member to disclose the type of medication that he/she is taking unless: (a) the staff member chooses to share this information voluntarily; or (b) the medication could impair the staff member's ability to perform the essential functions of their position, in which case a discussion should occur and reasonable accommodation be considered, as indicated in standard HW.23.1. Any knowledge of prescription medication taken by staff must be kept in the strictest of confidence and shared only on a specific need-to-know basis.* Camp staff medication can be locked in a separate area provided specifically for them (such as a locker). The intent is to have medication secure and unavailable to anyone other than to whom it is prescribed or for whom it is purchased (over the counter).

Drugs should be locked in a cabinet or storage box at all times. In cases where there is full-time medical staff and the healthcare facility or first-aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the healthcare staff. Those drugs needing refrigeration may be stored in a locked refrigerator or in a locked container within the refrigerator.

"Drugs" include all prescription medications, as well as all over-the-counter drugs that are potentially hazardous if misused (e.g., Tylenol, cold tablets). "Controlled possession" means under the immediate and direct supervision or control of the person taking it or of a staff member. "Specific directions of a licensed physician" includes directions on an original prescription bottle, a note on the signed health examination record, or something in writing from a licensed physician.

(cont.)

*January 2012; †September 2014

OM.8 EMERGENCY PLAN AND REHEARSAL‡

OM.8.1 Does the camp have site-specific emergency procedures established to appropriately respond to natural disasters typical of the area and other reasonably foreseeable emergencies, including:

- A. Building and site evacuations made necessary by such events; AND
- B. A program of training and rehearsal to prepare the staff to carry out their responsibilities in emergency situations?

YES NO

Written documentation required

Included in self-assessment

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Contextual Education‡

The phrase "natural disasters typical of the area and other reasonably foreseeable emergencies" includes natural disasters such as storms, earthquakes, wildfires, and floods, as well as emergencies such as power outages and other local threats (e.g., train derailments, escaped prisoners, chemical/refinery plant issues, compromised drinking water, camp access restricted due to an emergency event occurring elsewhere). Emergency procedures should be specific to the site, staffing, type of camp operation, and clientele. The complexity of procedures will vary based on camp location, type of operation, staff responsibility for supervision of individuals, and availability and responsibility of staff when rental groups are present. Procedures should include contact of local officials indicated in SF.3 (Contact with Local Officials) and should consider risks identified in OM.1 (Risk Management).

Compliance Demonstration

Written documentation:

- Emergency plan listing actions for foreseeable emergencies

Visitor interviews:

- Director/staff description of emergency plan and rehearsals

Healthcare at Camp

Camp operators in conjunction with the Health Care Consultant (HCC) must develop appropriate healthcare policies and procedures to ensure staff are properly trained to handle the daily healthcare responsibilities and how to respond to medical emergencies at camp.

Healthcare Policy components (.159B)

- Name and contact info of HCC
 - HCC agreement signed and dated *annually*
- Names of designated Health Care Supervisor(s) (HCS)
- Daily Health Supervision may include:
 - Names of approved/properly trained HCS(s) or individuals designated to administer epi pens
 - *Care of mildly ill campers (this should match what is provided to parents)*
 - Written orders developed by camp's HCC
- Infection Control:
 - Exclusion/isolation of sick campers or staff
 - May include COVID policies and procedures, proper hand hygiene, and use of PPE (if needed)
- Prescription Medication Administration and Storage:
 - List all HCS who will be administering medications
 - Unlicensed HCS: Properly trained for oral/topical meds and epi pens
 - List of ALL prescription medication to be administered at camp signed by HCC
 - Must require written parental approval to administer medication to campers
 - Sample authorization to administer medications form
 - Where medications will be stored:
 - Infirmary or secured possession of HCS?
 - Counselors carrying any epi pens/inhalers?
 - Confirm trainings and approvals are provided, see "Epi Pen Use" below
 - Medications must be provided and administered from original container
 - Sample daily medication administration log
 - Procedure in place to confirm right medication to right camper
 - 5 rights of medication administration
 - Circumstances requiring notification of HCC and/or Parents
 - When and who notifies parents of medication administration error
 - Procedures to ensure these circumstances are documented and corrective action taken
 - *Medication Administration Policy provided to parents*

- Epi Pen Use Written Policies:
 - What is permitted at camp:
 - Self-Carry/Administration;
 - By specially trained individuals and HCS; or
 - Both?
 - HCC and camper's parents must sign off on the above listed practices
 - Documented HCC provided training (content standards) and test of competency for all unlicensed individuals
 - Annual training review provided by HCC
- Supervising and Supporting Diabetic Campers:
 - Document circumstances a camper may self-administer insulin injections
 - HCC and parents must sign off on these practices
- Procedure for using insect repellent and conducting tick checks
- Promoting allergen awareness:
 - Should include means of identifying and protecting children with allergies. Are their counselors, HCS, kitchen staff informed? Any special requests from parents?
 - Staff provided trainings on signs/symptoms of allergic reactions and when to seek help
- Handling Emergency Care:
 - Must include how and when parents are notified
 - Ambulance services
 - Provision for medical, nursing, and other first aid services
 - *This policy is provided to parents*

Camp Infirmary Requirements

	Day Camp	Residential Camp
Single facility identified as Infirmary/First Aid Facility	✓	✓
Adequate lighting provided	✓	✓
Infirmary/First Aid Facility easily recognizable and accessible during the day and night		✓
Designated space for isolation of sick child with ability to provide negative pressure		✓
Ability to store medications in a secure manner (refrigerated and non-refrigerated medication)	✓	✓
Fully stocked class A and class B First Aid kits	✓	✓

Health Care Supervisor (HCS) Training Requirements for all Camps

HCS	Required Certifications / Provided Trainings
Physician, Physician Assistant, Certified Nurse Practitioner, Registered Nurse, or Licensed Practical Nurse	Current MA license: https://www.mass.gov/how-to/check-a-health-profession-license
Specially trained 18 yr old	<ul style="list-style-type: none"> • First Aid • CPR • Oral/Topical Prescription Medication Administration Training • Administering Epinephrine Auto-Injectors • Signs and Symptoms of Hypo and Hyperglycemia

Definition of a Health Care Consultant [.159(A)]

A designated Massachusetts licensed physician, certified nurse practitioner, or physician assistant with documented pediatric training.

ANSI/ISEA Z308.1-2015 Standard:

Approved Date: June 17, 2015

Effective Date: June 2016

The 2015 edition introduces two classes of first aid kits, based on the assortment and quantity of first aid supplies. Class A kits are designed to deal with most common workplace injuries, such as minor cuts, abrasions and sprains. First aid kits designated as Class B include a broader range and quantity of supplies to deal with injuries in more complex or high-risk environments.

Required Supplies in ANSI/ISEA Z308.1-2015 Class A First Aid Kits:

- 16 - Adhesive Bandages, 1" x 3"
- 1 - Adhesive Tape 2.5 yd
- 10 - Antibiotic Treatment Application, 1/57 oz
- 10 - Antiseptic Applications 1/57 oz
- 1 - Breathing Barrier
- 1 - Burn Dressing, gel soaked, 4" x 4"
- 10 - Burn Treatment, 1/32 oz
- 1 - Cold Pack
- 2 - Eye Covering
- 1 - Eye Wash, 1 oz.
- 1 - First Aid Guide
- 6 - Hand Sanitizer, 0.9g
- 2 - Pair Exam Gloves
- 1 - Roller Bandage, 2" x 4 yds
- 1 - Scissors
- 2 - Sterile Pad, 3" x 3"
- 2 - Trauma Pad, 5" x 9"
- 1 - Triangular Bandage, 40" x 40" x 56"

Required Supplies in ANSI/ISEA Z308.1-2015 Class B First Aid Kits:

- 50 - Adhesive Bandages, 1" x 3"
- 2 - Adhesive Tape 2.5 yd
- 25 - Antibiotic Treatment Application, 1/57 oz
- 50 - Antiseptic Applications 1/57 oz
- 1 - Breathing Barrier
- 2 - Burn Dressing, gel soaked, 4" x 4"
- 25 - Burn Treatment, 1/32 oz
- 2 - Cold Pack
- 2 - Eye Covering
- 1 - Eye Wash, 4 oz.
- 1 - First Aid Guide
- 10 - Hand Sanitizer, 0.9g
- 4 - Pair Exam Gloves
- 2 - Roller Bandage, 2" x 4 yds
- 1 - Roller Bandage, 4" x 4 yds
- 1 - Scissors
- 1 - Splint - min 4" x 24"
- 4 - Sterile Pad, 3" x 3"
- 1 - Tourniquet
- 4 - Trauma Pad, 5" x 9"
- 2 - Triangular Bandage, 40" x 40" x 56"



Roll over image to zoom in

Certified Safety Certified Safety K615-011 16PW Class A First Aid Kit, ANSI Z308.1-2015, Plastic Case, White

Be the first to review this item

Price: **\$33.21** & FREE Shipping. [Details](#)

Usually ships within 3 to 5 days.

Ships from and sold by Amazon.com. Gift-wrap available.

New (7) from \$33.01 & FREE shipping.

Specifications for this item

Brand Name	Certified Safety	Model Number	K615-011
Color	White	Number of Items	1
EAN	0766588150116	Part Number	K615-011
Height	7.0 inches	Size	Pack of 1
Item Depth	3 inches	UPC	766588150116
Item Weight	1.0 pounds	Width	10.0 inches

[See more product details](#)

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Qty: 1 ▼

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Sold by: Gatzies

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Sold by: Hartville Hardware

New (7) from \$33.01 & FREE shipping.

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+ Free Shipping

Sold by: Gatzies

\$70.22

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+ \$7.25 shipping

Sold by: Bargain The People

\$75.07

Add to Cart

+ \$6.79 shipping

Sold by: SIM Supply, Inc.



Roll over image to zoom in

Certified Safety Certified Safety K615-019 36M Class B First Aid Kit, ANSI Z308.1-2015, Metal Case

2 customer reviews

Price: **\$76.27** & FREE Shipping. [Details](#)

Usually ships within 3 to 5 days.

Ships from and sold by Amazon.com. Gift-wrap available.

New (6) from \$75.92 & FREE shipping.

Specifications for this item

Brand Name	Certified Safety	Model Number	K615-019
Color	White	Number of Items	1
EAN	0766588150192	Part Number	K615-019
Height	9.0 inches	UPC	766588150192
Item Depth	2.5 inches	Width	14.0 inches
Item Weight	1.0 pounds		

Available Healthcare Guidance Documents and Training Standards:

1. Required Immunizations For Children Attending Camp and Camp Staff
 - a. Updated annually
2. Meningococcal Disease and Camp Attendees: Commonly Asked Questions
3. Health Care Consultant Agreement
4. Sample Health Care Consultant Acknowledgement of On-Site Medications
5. DPH Standards for Training Health Care Supervisor in Medication Administration
 - a. Only needed for unlicensed HCS
6. Medication Administration Competency Skill Checklist
 - a. Only needed for unlicensed HCS
7. DPH Standards for Training Health Care Supervisor and Other Employees on Use of Epinephrine Auto-Injectors
 - a. Only needed for unlicensed HCS
8. Authorization to Administer Medication to a Camper
9. Sample Daily Log for Medication Administration
10. Camper Injury Report
11. Advisory regarding guidance on medication storage and administration for recreational camps
12. Advisory regarding the parent/guardian authorization to administer medication to a camper
13. 105 CMR 430.000: MINIMUM STANDARDS FOR RECREATIONAL CAMPS FOR CHILDREN (STATE SANITARY CODE, CHAPTER IV)

Medical Records

	<u>Day Camp (Non-Sport)</u>			<u>Day Camp (Sport)</u>			<u>Residential, Travel, or Trip Camp</u>		
	Staff		Camper	Staff		Camper	Staff		Camper
	<i>Under 18</i>	<i>18+</i>		<i>Under 18</i>	<i>18+</i>		<i>Under 18</i>	<i>18+</i>	
Health Record	✓	Recommend emergency contact info and authorization for care	✓	✓	Recommend emergency contact info and authorization for care	✓	✓	Recommend emergency contact info and authorization for care	✓
Immunization/Exemption Documentation	✓	✓	✓	✓	✓	✓	✓	✓	✓
Injury Reports (if applicable)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Current Medical History	signed by parent/guardian or health care provider	signed by staff member or health care provider	signed by parent/guardian or health care provider	signed by health care provider	signed by health care provider	signed by health care provider	signed by health care provider	signed by health care provider	signed by health care provider
Physical				✓	✓	✓	✓	✓	✓

Health Records or Medical History are not required for camp volunteers
 Electronic records are acceptable if *readily accessible at all times*, including during power outages/loss of internet

Medical Records at Camp

Camp operators are responsible for collecting and ensuring complete medical records are collected for all campers and staff. The contents of the medical records are dependent on the type of camp and the age of the staff member. These records must be readily accessible and stored in a secure location. Required information, including signatures, may be collected electronically or with hard copies.

Components of a Health Record for campers and staff members [.150]

- Camper's/Staff member's name
- Name and contact information of parent/guardian
- Parent/guardian travel information and alternative contact information (if applicable)
- Name and contact information for camper's/staff member's family health care provider
- Authorization for emergency care, signed by parent/guardian
- Authorization to administer medication, signed by parent/guardian (if applicable)
 - Authorization to self-administer epinephrine auto-injector or insulin from parent/guardian and HCC (if applicable)
 - Authorization to receive epinephrine auto-injection from a properly trained camp employee from parent/guardian and HCC (if applicable)
- Copies of any injury reports (if applicable)
- Certificate of immunizations
 - Refer to the MDPH Immunization Program's memo on vaccination requirements; or
 - Written documentation for immunization exemptions

Components of a Medical History for campers and staff members

Day Camp (Non-Sport) must provide a current medical history signed by minor's parent/guardian, staff member 18 years of age or above, or a licensed health care provider [.151(B)]:

- Listing any allergies
- Required medications
- Health conditions/impairments which may affect individual while at camp

Residential, Travel, Trip, or Sports Camp must provide the following information signed by a licensed healthcare provider [.151(A)]:

- Current medical history
 - Listing any allergies
 - Required medications
 - Health conditions/impairments which may affect individual while at camp
- Report of physical examination within the last **18 months**

Quick Chart of Vaccine-Preventable Disease Terms in Multiple Languages

Eastern European Languages								
English	Bosnian	Croatian	Polish	Romanian	Russian	Serbian	Slovak	Ukrainian
DTP (DTaP)	Detepe	Detepe	DTaP	Di-Te-Per	АКДС	Detepe	DiTePe	
Diphtheria	Difterija	Difterije	Błonica	Difteriei	Дифтерия	Дифтерије	Diftéria; záskrt	Дифтерії
<i>Haemophilus influenzae</i> type b	Hemofilicna influenza tipa B	Haemophilus influenzae tipa b	Haemophilus influenzae typu b	Haemophilus influenza tip b boala	гемофильная инфекция типа В	Хаемофилус инфлуензае тип Б болести	Haemophilus influenza typ b; ochorenia	Гемофільної інфекції типу В захворювань
Hepatitis A	Žutica A, Hepatitis A	Žutica A, hepatitisa A	Wirusowe zapalenie wątroby typu A	Hepatita A	гепатит А	Хепатитиса А	Hepatitída A	Гепатиту S
Hepatitis B	Žutica B, Hepatitis B	Žutica B, hepatitisa B	Wirusowe zapalenie wątroby typu B	Hepatita B	гепатит В	Хепатитиса В	Hepatitída B	Гепатиту В
Human papillomavirus	Ljudski papiloma virus	Papilomavirusi čovjeka	Wirus brodawczaka ludzkiego	Papilomavirus uman	вирус папилломы человека	Људски папилома вирус	L'udský papillomavírus	вірус папіломи людини
Influenza	Gripa	Gripe	Grypa	Gripa	грипп	грип	Chrípka	Грипу
MMR	MMR					MMR		кпк
Measles	Rubeola	Ospice	Odra	Pojarul	корь	Мале богиње	Morbilli; Osýpky	іНФОРМація про Кір
Meningococcal ACWY	Meningokokal ACWY	Meningokoknog ACWY	Meningokoki ACWY	Meningococice ACWY	менингококковая ACWY	Менингококне ACWY	Meningokokove ACWY	Менінгококова Сполучених
Mumps	Zauške	Zaušnjaci	Świnka	Oreionul, Oreion	Свинка, паротит	Эаушке	Priusnica	Кір
Pertussis	Veliki kašalj	Kašalj hripavac	Krztusiec	Tusei convulsive	Коклюша	Пертусис	Čierny kašeľ	Кашлюку
Poliomyelitis	Dječja paraliza	Dječje paralize	Paraliż dziecięcy	Poliomielita	полиомиелит	Полизомиелит	Detská obrna	Поліомієліту
Pneumococcal conjugate	Upala pluća	Pneumokoka konjugirano	Pneumokoki	Pneumococic conjugat	Конъюгированная пневмококковая	Пнеумоццал коњунговане	Konjugovaná pneumokoková	Пневмококковой конъюгированной
Rotavirus	Rotavirus	Rotavirus	Rotavirus	Rotavirus	Ротавирус	Ротавирусна инфекција	Ротавирус	Ротавірусної
Rubella	Male boginje	Rubeola	Różyczka	Pojar German	Краснуха	Рубеола	Rubeola	Краснуха
Shingles (Herpes zoster)	Herpes zoster	Šindra	Półpasiec	Herpes zoster (zona zoster)	Опоясывающий лишай	Херпес зостер (појасни херпес)	Pásového oparu; Pásový opar	Оперізуючий герпес (Оперізуючий лишай)
Smallpox	Veliki boginje	Veliki boginje	Ospa	Variola, variolei	Оспа	Veliki boginje	Kiahne	Віспа
Tetanus	Tetanus	Tetanus	Tężec	Tetanosului	столбняк	Тетануса	Tetanus	Правця
Tuberculosis	Tuberkuloza	Tuberkuloza	Gruźlica	Tuberculozei	Туберкулёз	Tuberkuloza	Tuberkulóza	Туберкульоз
Varicella (chickenpox)	Ospice	Vodene kozice	Ospa wietrzna	Varicelă	ветряная оспа (ветряная)	Варицелла (цхицкен богиње)	Ovčím kiahňam; Ovčie kiahne	Вітряної віспи (Вітрянка)

Quick Chart of Vaccine-Preventable Disease Terms in Multiple Languages

Western European Languages								
English	Dutch	French	German	Italian	Norwegian	Portuguese	Spanish	Swedish
DTP	DKTP	DT Coq, DTC				Tríplice		Trippel
Diphtheria	Difterie	Diphthérie	Diphtherie	Difterite	Difteri	Difteria	Difteria	Difteri
<i>Haemophilus influenzae</i> type b	Haemophilus influenzae b	Haemophilus influenzae de type b	Haemophilus influenzae type b	Haemophilus influenzae b	Haemophilus influenzae tipe b	Doença Haemophilus influenzae tipo b	Hemófilo tipo b, Haemophilus influenzae tipo b	Haemophilus influenzae typ b
Hepatitis A	Hepatitis A	Hepatitis A	Hepatitis A	Epatite A	Hepatitt A	Hepatitis A	hepatitis A	Hepatit A
Hepatitis B	Hepatitis B	Hepatitis B	Hepatitis B	Epatite B	Hepatitt B	Hepatitis B	hepatitis B	Hepatit B
Human papillomavirus	Humaan papillovirus	Papillovirus humaines	Humanen papillovirus	Il papillovirus umano	Humant papillomavirus	Vírus do papiloma humano	Virus del papiloma humano	Mänskliga papillovirus
Influenza ("flu")	Griep	Grippe	Grippe	L'nfluenzae	Influenza	Gripe	Gripe	Influenza
MMR	BMR	ROR	MMR	MPR		VASPR	SRP	MPR
Measles	Mazelen	Rougeole	Masern	Morbillo	Meslinger	Sarampo	Sarampión, Sarampión comun	Mässling
Meningococcal ACWY	Meningokokken ACWY	Antiméningocoque ACWY	Meningokokken ACWY	Meningococcico ACWY	Meningokokksykdom ACWY	Meningocóccica ACWY	Meningococo ACWY	Meningokockinfektion ACWY
Mumps	Bof	Oreillons	Ziegenpeter	Parotite	Kusma	Caçumba	Paperas, Parotiditis	Påssjuka
Pertussis (Whooping cough)	Kinkhoest	Coqueluche	Keuchhusten	Pertosse (tosse asinina)	Kikhoste	Coqueluche	Coqueluche (Tos ferina)	Kikhosta
Poliomyelitis	Kinderverlamming	Poliomyélite	Kinderlähmung	Poliomielite	Poliomyelitt	Poliomielite, paralisia Infantil	Poliomielitis	Poliomyelitis
Pneumococcal conjugate	Pneumokokken conjugaat	Antipneumococcique conjugué	Pneumokokken konjugat	Pneumococcico coniugato	Pneumokokk konjugatvaksine	Pneumocócica conjugada	Antineumocócica conjugada	Konjugerat pneumokock
Rotavirus	Rotavirus	Rotavirus	Rotavirus	Rotavirus	Rotavirus	Rotavírus	Rotavirus	Rotavirus
Rubella	Rode hond	Rubéole	Röteln	Rosolia	Røde hunder	Rubéola (sarampo alamão)	Rubéola, Sarampión aleman	Röda hund
Shingles (Herpes zoster)	Gordelroos (herpes zoster)	Zona (l'herpès zoster)	Gürtelrose (herpes zoster)	Fuoco di Sant'Antonion (l'herpes zoster)	Helvetesild (herpes zoster)	Zona (herpes zoster)	Zona de matojos (herpes)	Bältros (herpes zoste)
Smallpox	Pokken	Varirole	Pocken	Vaioloso	Kopper	Variola	Viruela	Smittkopper
Tetanus	Stijfkramp	Tétanos	Wundstarrkrampf	Tetano	Stivkrampe	Tétano, Tetânica	Tétanos, Tetánica, Tétano	Stelkramp
Tuberculosis	Tering	Tuberculose	Tuberkulose	Tubercolosi	Tuberkulose	Tuberculose	Tuberculínica	Tuberkulos
Varicella (chickenpox)	Varicella (waterpekkea)	Varicelle	Varizellen (windpocken)	Varicella	Vannkopper	Varicella (catapora)	Varicela	Vattkopper

Staff/Volunteer File Overview

Background Check Requirements:	Staff						Volunteer	
	MA Resident		Out-Of-State		International			
	Year-Round	Seasonal	Year-Round	Seasonal	Year-Round	Seasonal	Year-Round	Seasonal
5 Year Work History	✓	✓	✓	✓	✓	✓	✓	✓
3 Positive References	May use references on file*		May use references on file*		May use references on file*			
MA CORI/Juvenile Report (Level 3)	Once every 3 years	✓	Once every 3 years	✓	Once every 3 years	✓	✓	✓
MA SORI	Once every 3 years	✓	Once every 3 years	✓	Once every 3 years	✓ Exempt if never been in the US	✓	✓
Criminal Record Check (or equivalent) from State of Residence			Once every 3 years	✓				
			<i>National Background Check Fingerprinting - Acceptable</i>					
Criminal Record Check (or equivalent) from Country of Residence					Once every 3 years	✓		

No one shall be employed/allowed to volunteer at a camp until the operator has obtained, reviewed, and made determinations on all associated documentation for staff/volunteers. [.090(f)]

Recreational Camp Staff and Volunteer File Review

Recreational camp operators must collect background information on camp staff and volunteers to ensure they have a background free of conduct that bears adversely on their ability to provide for the safety and wellbeing of all campers. Camp operators are responsible for determining if the background information collected shall disqualify potential staff/volunteers from working at camp. Below are the minimum components of a camp staff or volunteer background information.

5-Year Work/Volunteer History [.090(C)(1) and .090(D)(1)]

- Prior work/volunteer history provided
 - Name of employer
 - Address
 - Phone number of a contact person at each place of employment
- If applicant does not have 5-year work history, summary of previous activities in lieu of work history

3 Positive References [.090(C)(2)]

- At least* 3 positive reference checks conducted, such as previous employers or school administrators
 - At least 3 references not related to the applicant are required
 - Returning staff may use references previously on file if no break in service
 - Miss one or more camping seasons, new references required
- Documentation available confirming references were contacted
- Not required for volunteers

Prior Criminal History [.090(C)(3) and .090(D)(2 & 3)]

- MA CORI and SORI run on all camp staff and volunteers regardless of place of residency
- Additional criminal record check collected on all out-of-state or international staff (if applicable)
- CORI and SORI results kept locked and out of general access
 - Results reviewed only by staff who need to know this information
 - Camp's background check policy should list **by title** who reviews this material
 - Results *cannot* be provided to parents when requesting Camp's background check policy
- Seasonal and new hire staff have new CORI/SORI run each camp *season*
- Year round, permanent staff having new CORI/SORI run at least every 3 years

Additional Information to Look for in Staff/Volunteer Files

	Minimum Age	Certifications or Trainings	Experience
Camp Director	Day: 21 yrs old Residential: 25 yrs old	Camp Administration course OR	2+ seasons as camp administrative staff
Substitute Camp Director	Day: 21 yrs old Residential: 25 yrs old	Camp Administration course OR	2+ seasons as camp administrative staff
Aquatics Director (for on-site aquatics activities)	21 yrs old	Certified Lifeguard	6 weeks in a management or supervisory role
Lifeguard	16 yrs old	Certified Lifeguard	N/A
Watercraft Supervision	Day: 16 yrs old Residential: 18 yrs old	<ul style="list-style-type: none"> • Certified Lifeguard; or • ARC Small Craft Safety and Basic Water rescue certificates; OR • ARC Basic Water Rescue, ACA Paddle Sports Course, and in-person training 	Evidence of appropriate experience
Challenge Course / Climbing Wall	Manager: 21 yrs old Staff: 18 yrs old	<ul style="list-style-type: none"> • Complete Staff Training Plan and ACCT Operations Standards, 8th Edition, or equivalent AND • Annual skill assessment 	Evidence of appropriate experience
Archery	Day: 16 yrs old Residential: 18 yrs old	Evidence or appropriate training, certification, and experience	
Horseback Riding	Instructor: 18 yrs old	<ul style="list-style-type: none"> • Licensed Riding Instructor OR • Complete apprentice program 	Evidence of appropriate experience
Firearms *For out-of-state individuals contact Firearms Records Bureau (617-660-4782)	Instructor: 18 yrs old	<ul style="list-style-type: none"> • NRA Instructor certification AND Compliance with M.G.L. c. 140: <ul style="list-style-type: none"> • § 131 - License to carry; • §129C(m) - Exemption for instruction; or • § 129B - Firearms identification card 	Evidence of appropriate experience

Authority to View CORI Results

Part I	ADMINISTRATION OF THE GOVERNMENT
Title II	EXECUTIVE AND ADMINISTRATIVE OFFICERS OF THE COMMONWEALTH
Chapter 6	THE GOVERNOR, LIEUTENANT GOVERNOR AND COUNCIL, CERTAIN OFFICERS UNDER THE GOVERNOR AND COUNCIL, AND STATE LIBRARY

Section 172 MAINTENANCE OF CRIMINAL OFFENDER RECORD INFORMATION IN ELECTRONIC FORMAT; ACCESSIBILITY VIA WORLD WIDE WEB; ELIGIBILITY FOR ACCESS TO DATABASE; USE AND DISSEMINATION OF CRIMINAL OFFENDER RECORD INFORMATION

Section 172.

(a) The department shall maintain criminal offender record information in a database, which shall exist in an electronic format and be accessible via the world wide web. Except as provided otherwise in this chapter, access to the database shall be limited as follows:

(14) Operators of camps for children may obtain from the department data permitted under section 172G.

(f) A requestor shall not disseminate criminal offender record information except upon request by a subject; provided, however, that a requestor may share criminal offender record information with individuals within the requesting entity that have a need to know the contents of the criminal offender record information to serve the purpose for which the information was obtained; and provided further, that upon request, a requestor shall share criminal offender record information with the government entities charged with overseeing, supervising, or regulating them. A requestor shall maintain a secondary dissemination log for a period of one year following the dissemination of a subject's criminal offender record information. The log shall include the following information: (i) name of subject; (ii) date of birth of the subject; (iii) date of the dissemination; (iv) name of person to whom it was disseminated; and (v) the purpose for the dissemination. The secondary dissemination log shall be subject to audit by the department.

Unless otherwise provided by law or court order, a requestor shall not maintain a copy, electronic or otherwise, of requested criminal offender record information obtained from the department for more than 7 years from the last date of employment, volunteer service or residency or from the date of the final decision of the requestor regarding the subject.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title II	EXECUTIVE AND ADMINISTRATIVE OFFICERS OF THE COMMONWEALTH
Chapter 6	THE GOVERNOR, LIEUTENANT GOVERNOR AND COUNCIL, CERTAIN OFFICERS UNDER THE GOVERNOR AND COUNCIL, AND STATE LIBRARY

Section 172G CHILDREN'S CAMPS TO OBTAIN CRIMINAL AND JUVENILE DATA; EMPLOYEES AND VOLUNTEERS

Section 172G. Notwithstanding section 172, section 60 or 60A of chapter 119, or any other general or special law to the contrary, operators of camps for children shall obtain all available criminal offender record information and juvenile data as found in the court activity record information from the department of all employees or volunteers prior to employment or volunteer service. Information obtained under this section shall not be disseminated for any purpose other than to further the protection of children.

ESORI PROGRAM DETAILS

SORIs submitted through the program are to be e-mailed to SORI.SORI@mass.gov

Contained in the e-mail sent to the above address will be the requestor's complete contact information and an attached Excel spreadsheet that contains the following 3 columns of data:

LAST	FIRST	DOB
DOE	JOHN	M/DD/YYYY

- Please enter the DOB as M/DD/YYYY. Ex: 1/01/2001 **not** 01/01/2001.
- An optional 4th column may be added to include the last 4 digits of the Social Security number for data comparison but is not necessary.
- A 5th column may be added for your internal organization identifiers. This data will not be included in the process.

Do's and Don'ts

- Do include only the LAST (name), FIRST (name), DOB, and optional 4th and 5th columns.
- Do rename the spreadsheet TAB name for your reference.
- Do not include middle initials or middle names with the FIRST or LAST name.
- Do not include suffixes (JR, SR, III, etc.) with the submitted LAST name. All variations of a last name, such as hyphenated names, must be added as new data for a complete screening.
- Do not send multiple spreadsheets for processing within the attachment. Send separate e-mail requests if necessary.

After the spreadsheet data is queried against the Sex Offender Registry database, the queried spreadsheet will be sent to the requestor in Password Protected Read-Only (Open as READ-ONLY) form along with a statement indicating that the individual(s) in the attached document are cleared. Included in the body of the e-mail will be the SORB SORI Unit contact information for the requestor.

If there is an individual in the request that the Board requires further information, the requestor will be called by the Program Services Director and will be asked to provide additional identifying information, such as the individual's Social Security number, if not previously provided in the spreadsheet, to determine if the subject is the same individual that is being searched.

If the results of the query and subsequent verification indicate a positive result, the Requestor will be notified in accordance with Massachusetts General Laws, Chapter 6, Section 178I. A scanned document with the appropriate information will be included as a .pdf format attachment in the response e-mail with the original sent to the Requestor via 1st class USPS mail.

Contact the Program Services Unit with any questions or concerns about submitting data via ESORI.

SORI Division
Program Services Unit
[Sex Offender Registry Board](#)
Commonwealth of Massachusetts
978-740-6578

	A	B	C	D	E
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Executive Office of Public Safety and Security

Department of Criminal Justice Information Services

CORI Training
2020

What is Required 3 Access?

- ✓ All adult and juvenile non-conviction information;
- ✓ all adult and juvenile pending criminal charges, including cases continued without a finding of guilt, until they are dismissed;
- ✓ all adult misdemeanor convictions and felony convictions dating from the subject's 18th birthday and juvenile delinquency findings;
- ✓ all convictions for murder, voluntary manslaughter, involuntary manslaughter, and sex offenses; and
- ✓ information relating to those offenses for which the *subject* was adjudicated as an adult while younger than 18 years old.



This level of CORI is only available to camps for children!

iCORI Report (pg 1)



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS GOV/CJIS
TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



Massachusetts Criminal Offender Record Information (CORI)

The information provided within this response contains only Massachusetts criminal offender record information and is based on the statutory access of the requestor. Unauthorized access, use or dissemination of this information is prohibited under Massachusetts General Law.

This information is not fingerprint-supported and may not actually relate to the person whose information you are seeking. Individuals who believe there may be a discrepancy within this record should contact the Department of Criminal Justice Information Services (DCJIS).

This Massachusetts CORI was generated on 03/19/2012 19:17 as the response to your request submitted on 03/07/2012 08:51 with the following details:

Request Details

Request ID: E12REQ2-00000116	Request Date/Time: 03/07/2012 08:51
Name: RECORD, TEST	
Date of Birth: 01/13/1929	SSN: ***-12-1234
Sex:	Race:
Father's Name:	Mother's Name:

Response Summary

The following matching subject(s) have been found. Full subject and offense information for each matching subject is contained within this response.

Name	Date of Birth	PCF Number
RECORD, TEST	01/13/1929	1293

Request ID: E12REQ2-00000116
Requested By: 123 School

Date Generated: 03/19/2012 19:17



Page: 1 of 4

Section showing matching subject information

Footer displays requestor information

CORI Report (pg 2)



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/CJIS
TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



Massachusetts Criminal Offender Record Information (CORI)

The information contained in this response is the result of an exact match of the subject's name, date of birth, and last six digits of his or her social security number (if applicable), as submitted by the requestor, to information contained in the Massachusetts CORI database. The requestor is responsible for verifying the subject's identifying information with an acceptable type of government-issued identification at the time of its submission to the DCJIS, as well as for verifying that the identifying information contained in this record relates to the subject.

This report contains only criminal offender record information that is maintained in the Massachusetts CORI database and does not contain criminal offender record information from other states or sources. This response contains only that CORI to which the requestor is statutorily entitled, based on information provided by the requestor at the time of request.

The information contained in this CORI report is created and provided by entities other than the DCJIS. The DCJIS is not responsible for incorrect or incomplete information contained herein, or for any omissions from the contributing entities.

This CORI report is confidential. Any unauthorized access to, or dissemination of this document or the information contained therein is subject to the civil penalties set forth in M.G.L. c. 6, §168, and the criminal penalties set forth in M.G.L. c. 6, §178. Civil penalties include suspension or revocation of CORI access and monetary fines up to \$5,000 for each violation. Criminal penalties include monetary fines up to \$50,000, incarceration in a house of correction for up to one year, or both a fine and incarceration.

Request ID: E12REQ2-00000116
Requested By: 123 School

Date Generated: 03/19/2012 19:25



Page: 2 of 4

CORI Report (pg 3)



THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY Department of Criminal Justice Information Services 200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/CJIS TEL: 617-660-4600 TTY: 617-660-4606 FAX: 617-660-4613	
Massachusetts Criminal Offender Record Information (CORI)	
Subject 1 of 1 PCF Number: 1293	
Name: RECORD, TEST	SSN:
Date of Birth: 01/13/1929	Place of Birth:
Sex: MALE	Weight: 200
Height: 600	Eye Color: BLUE
Hair Color: BROWN	Mother's Name: TEST TEST
Address: 1 MAIN ST BOSTON MA	
Father's Name: TEST TEST	
Adult Offender Offenses	
Court Appearance 1 of 5 Appearance Date: 05/04/2012	
<i>Offense 1 of 1</i>	
Docket Number: 3911ZZA	Case Status: OPEN
Offense Type: MISDEMEANOR	
Offense Literal: OPER UND ENFL OF LIQ	
Offense Description: 1ST OFFENSE	
Court Name: WORCESTER DISTRICT	Court Phone:
Police Dept.:	Police Dept. Phone:
Disposition Type: PENDING	Disposition Date: UNKNOWN
Incarcerated: N/A	Incar. Release Date: N/A
Court Appearance 2 of 5 Appearance Date: 03/04/2009	
<i>Offense 1 of 1</i>	
Docket Number: 1150CR001891A	Case Status: CLOSED
Offense Type: MISDEMEANOR	
Offense Literal: DISTURBING THE PEACE(BREACH)	
Offense Description:	
Court Name: MALDEN DISTRICT	Court Phone:
Police Dept.:	Police Dept. Phone:
Disposition Type: NON CONVICTION	Disposition Date: UNKNOWN
Incarcerated: N/A	Incar. Release Date: N/A
Court Appearance 3 of 5 Appearance Date: 01/01/2005	
<i>Offense 1 of 2</i>	
Docket Number: 86CR4494E	Case Status: CLOSED
Offense Type: MISDEMEANOR	
Offense Literal: RECEIVING STOLEN PROPERTY	
Offense Description: UNDER	
Request ID: E12REQ2-00000116 Requested By: 123 School	
Date Generated: 03/20/2012 13:35	

Non-conviction

CORI Report (pg 4)



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/CJIS
TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



Massachusetts Criminal Offender Record Information (CORI)

Court Name: **CHARLESTOWN DISTRICT** Court Phone:
Police Dept.: Police Dept. Phone:
Disposition Type: **CONVICTION** Disposition Date: **06/01/2005**
Incarcerated: **NO** Incar. Release Date: **N/A**

Offense 2 of 2

Docket Number: **1773658ZZ** Case Status: **CLOSED**
Offense Type: **MISDEMEANOR**
Offense Literal: **THREATENING**
Offense Description: **ASSAULT**
Court Name: **MALDEN DISTRICT** Court Phone:
Police Dept.: Police Dept. Phone:
Disposition Type: **NON CONVICTION** Disposition Date: **UNKNOWN**
Incarcerated: **N/A** Incar. Release Date: **N/A**

Court Appearance 4 of 5 Appearance Date: 02/02/1998

Offense 1 of 1

Docket Number: **0914CR003272A** Case Status: **CLOSED**
Offense Type: **FELONY**
Offense Literal: **FIREARM VIOLATION(SPECIFY)**
Offense Description: **POSS**
Court Name: **CHELSEA DISTRICT** Court Phone:
Police Dept.: Police Dept. Phone:
Disposition Type: **CONVICTION** Disposition Date: **UNKNOWN**
Incarcerated: **YES** Incar. Release Date: **10/01/1998**

Court Appearance 5 of 5 Appearance Date: 09/05/1985

Offense 1 of 1

Docket Number: **045588** Case Status: **CLOSED**
Offense Type: **FELONY**
Offense Literal: **MANSLAUGHTER**
Offense Description:
Court Name: **SUFFOLK SUPERIOR** Court Phone:
Police Dept.: Police Dept. Phone:
Disposition Type: **CONVICTION** Disposition Date: **UNKNOWN**
Incarcerated: **YES** Incar. Release Date: **06/14/1992**

Request ID: E12REQ2-00000116
Requested By: 123 School

Date Generated: 03/20/2012 13:35



Page: 4 of 4



DCJIS Contact Information

- DCJIS website: www.mass.gov/cjis
- Email: icori.info@state.ma.us
- Phone number: 617-660-4600
- Legal: 617-660-4760

Recreational Camps – Site Inspection

Operators must have a camp site location that is always accessible during the designated camp season with a means to provide approved water and sewage disposal facilities and ensure safe surface drainage and traffic conditions. On-site inspections may also include observing how staff are supervising campers throughout the day including always maintaining appropriate staffing ratios, attentiveness of lifeguards and other staff, or staff's understanding of emergency procedures. A recreational camp site inspection may include the following:

Assembly Areas (including sleeping areas):

- Day camps: sufficient shelter space sufficiently large enough to house all campers and staff [.457]
- Current certificate of inspection from local building inspector [.451]
- Egresses unobstructed and maintained in accordance with 780 MA State Building Code [.456]
- Fire/CO alarms [.216]
 - Tents sleeping fewer than 8 and have an open side greater than 1/6 the perimeter of the tent or have a built-in emergency escape are exempt
- Adequate lighting in all infirmaries and stairways [.453]
- Structural and interior maintenance [.454]

Additional Requirements for Sleeping Areas:

- Determining adequate square footage per person in cabin/sleeping area (not including bathroom or closet space) [.458]:
 - 40 ft² single beds
 - 35 ft² bunk beds
 - 50 ft² individuals with special equipment
- Determining appropriate bed arrangements [.470]:
 - 6 ft distance between heads of sleepers
 - Head to toe sleeping common practice
 - 3 ft between single beds
 - 4.5 ft between bunk beds
- Tents under 400 ft² must be labeled as fire resistant [.217]
- Screens in place for all windows [.452]
- Self-closing doors that open in direction of flow of traffic out of building [.452]
- Operator provided mattresses and pillows maintained clean and sanitary condition [.472]
 - Operator provided bedding/towels washed prior to use
- Sheets, towels, and pillowcases (personal or operator provided) laundered at least once a week [.472]
- Sleeping bags aired out at least every 5 days [.472]

Bathrooms:

- Wastewater disposed of through a public sewerage system or other means of sewage disposal in compliance with 310 CMR 15 and approved in writing by the Board of Health [.360]
- Toilets must be within 200 ft of the sleeping areas of the people expected to use them [.372]
 - Toilet paper provided
 - All camps must provide 2 toilets for each gender AND [.370]:
 - **Residential:** 20+ of one gender present, 1 additional toilet for every 10 persons or fraction thereof
 - **Day:** 60+ of one gender present, 1 additional toilet for every 30 persons or fraction thereof
 - Urinals can be substituted for 33% of toilets in male bathrooms
- Handwashing facilities in compliance with Plumbing Code [.373]:
 - **Residential:** 1 handwash sink for every 10 people
 - **Day:** 1 handwash sink for every 30 people
 - Hot water: 110°F - 130°F [.376]
- Shower facilities:
 - **Residential:** 1 shower or bathtub for every 20 people [.374]
 - Hot water: 100°F - 112°F [.376]
- All sanitary facilities maintained in good working order and in a clean and sanitary condition [.377]
- Screens in all exterior openings and self-closing door [.372]
- Adequate lighting provided [.453]
- Bathrooms used by Campers with Special Needs:
 - Handwash sinks adapted to allow for easy access [.379]
 - Shower aids provided such as: Chairs, casters, stool, footrest, flexible shower head with hose, non-slip surfaces [.380]

Additional items throughout camp site:

- Potable water [.300]
- Emergency communication system - means to alert all campers and staff and elicit a predetermined response [.213]
 - Air horn, walkie talkies, triangle, intercom system etc.
 - Confirm local Police Department has correct address for camp
- Immediate access to a reliable phone with emergency contact numbers posted/readily accessible [.209]

Food service inspection or proper methods to store meals brought from home

- Food permit posted or written compliance with 590 for USDA Summer Food Service Program (if applicable) [.320]
- Method to provide/store lunch if camper arrives without one [.335]
- Screens in all windows and self-closing exterior doors [.452]
- Adequate lighting in all kitchens and dining areas [.453]

Inspecting Specialized High-Risk Activities at Camp

Swimming/Wading Pools

- 435 permit kept on file [.430(A)]
 - Includes off-site pools visited during field trips
- Written VGB confirmation should be readily available in logbook [105 CMR 435]
 - The model number of the main drain and equalizer line covers,
 - Date of installation,
 - Date of expiration,
 - Name of installer, and
 - Location of installation
- Appropriate pool fencing [MGL c. 140 § 206 and 780 MA State Building Code]
 - 6 ft chain link or 5 ft stockade
 - Self-latching/closing gate
 - No gaps greater than 3"
- Testing Kit – K-2006 and Secchi Disc [105 CMR 435]
 - Testing at least 4X day
 - Documentation in logbook
- Safety Equipment and Emergency Communication [105 CMR 435]
 - Hard wired emergency communication device that connects to 911
 - Emergency numbers posted near phone
 - Ring buoy
 - Assembled rescue hook
 - Lifeguard equipment: rescue tube, whistle, voice amplifying device, and proper bathing suit
 - Backboard with straps
- Swim tests conducted at campers first swim session [.430(B)]
 - Ability to confine campers to swimming areas consistent with their abilities
- Properly trained CPO [105 CMR 435]
- Sufficient supervision [.103(A)]:
 - Lifeguards present: 1 lifeguard for every 25 people
 - Additional 1 staff member for every 10 campers in or near the water
 - Aquatics director must be present to supervise if 50 or more campers are in/near the water

Challenge Courses, Climbing Walls, and Inflatables

- Licensed and maintained in accordance with 520 CMR 5.00 Amusement Devices [.103(G)]
- All elements have annual inspection with written report [.103(G)]
- USID plate visibly displayed at site of course/climbing wall [5.14 and 5.15]
 - Updated each year with annual permit
 - Permit includes individual numbers for each element
- Inflatables need to be marked with a number issued by the Office of Public Safety and Inspections [5.09]
- Sufficient supervision [.103(G):]
 - 1 counselor for every 10 campers

Firearms/Riflery Programs

- A segregated shooting range is provided in accordance with NRA standards [.201(B)]
- A firing line is in place [.201(D)]
- Firearms [.201(A):]
 - In good condition
 - Stored in locked cabinet
 - Ammunition stored in separate locked facility
- Personal equipment only allowed with camp operator's written permission [.203]
- Sufficient supervision [.103(D):]
 - 1 NRA Instructor directly supervising (can be included in below ratio)
 - 1 counselor for every 10 campers

Archery Programs

- Segregated from other activities [.202(B)]
- 25 yards of clearance behind each target [.202(B)]
- Clearly marked danger area behind targets [.202(B)]
- Common firing line in place [.202(B)]
- Ready line marked behind the firing line [.202(B)]
- Bows and Arrows [.202(A):]
 - In good condition, and
 - Stored under lock and key
- Personal equipment allowed with operator's written permission [.203]
- Sufficient supervision [.103(E):]
 - 1 counselor for every 10 campers

Sample License:



The Commonwealth of Massachusetts

Office of Public Safety and Inspections License to Operate Challenge Course

License #: MA-###

Expiration Date: MM/DD/YYYY

Owner's Name
Name of Camp/Company
Camp/Company Address
City / Town

MA Zip Code

Challenge Course Manager
Challenge Course Manager's Name



Contact's Name

Contact's Phone Number

U.S.I.D. # Device

U.S.I.D. # Device

U.S.I.D. # Device

00000-01 Element #1
00000-02 Element #2

00000-03 Element #3
00000-04 Element #4

00000-05 Element #5
00000-06 Element #6

Layla R. D'Emilia

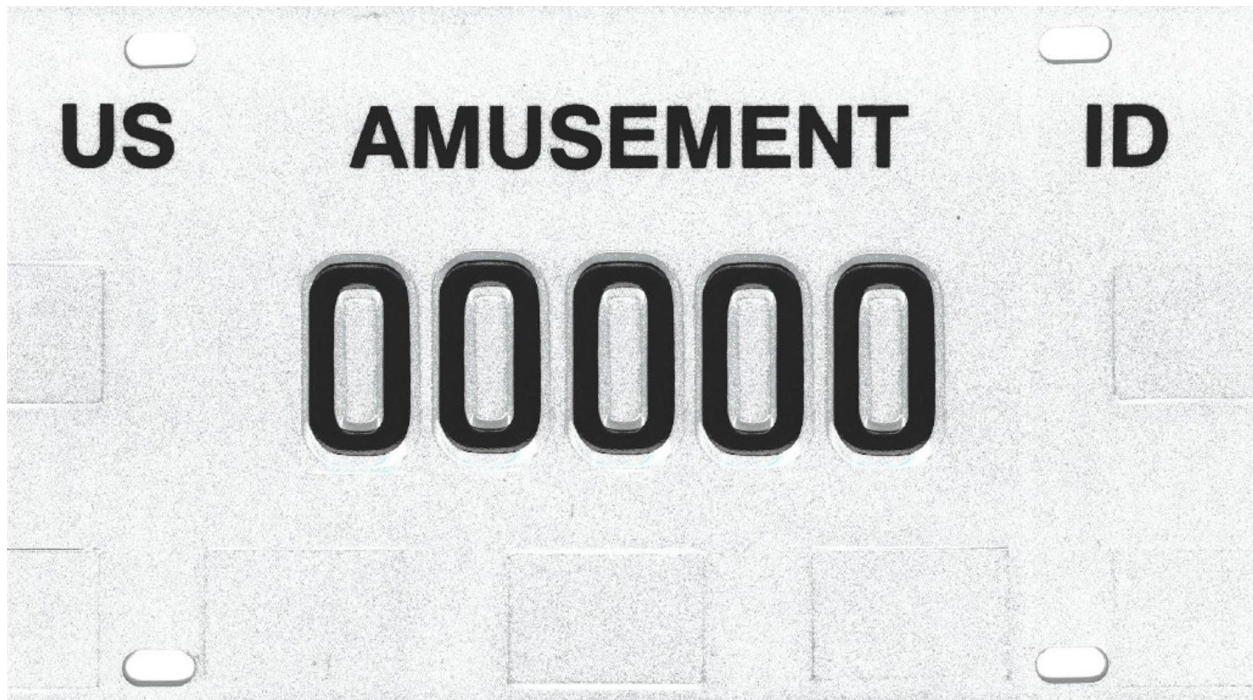
Layla R. D'Emilia

Commissioner of Public Safety and Inspection

MM/DD/YYYY
Issued Date

Page 1 of 1

Sample USID Plate:



Sample Sticker:



Christian's Law and Waterfront Activities

Camps that provide any waterfront swimming activities must utilize a permitted public, semi-public or private bathing beach which meet the requirements of 105 CMR 445.000 and comply with Christian's Law.

Policies and Procedures for Compliance with Christian's Law

- An orientation plan for all staff and volunteers [432.400(A)(1)]
- Procedures for identifying non-swimmers and at-risk swimmers (determined by conducting swim tests on *all minors*) [432.400(A)(8)]
- A daily check-in routine for reviewing and confirming proper swimming level identification [432.400(A)(2)]
- A plan to ensure an adequate inventory and storage of serviceable PFD's [432.400(A)(3 & 4)]
- Procedures for PFD distribution to participants [432.400(A)(5)]
- Appropriate training for staff [432.400(A)(6)]
- Compliance with required recordkeeping [432.400(B)]

Swim Tests for Compliance with Christian's Law

- Written procedures established
- Conducted once per summer and documented in accordance with guidelines [432.100(A)]
 - Guidance document available for documenting results of swim tests [432.100(F)]
 - Minors may be re-tested at any time throughout the camp season
- All minor staff, volunteers, and Counselors in Training must be swim tested** [432.100(C)]
- Conducted by CSI or Swim Assessor [432.100(B)]
 - Certified Swim Instructor (CSI):
 - ARC WSI or
 - YMCA LG 2011 – AQ711B
 - Swim Assessor:
 - At least 16 years old, CPR, First Aid, certified Lifeguard **AND**
 - At a minimum, observed one and participated in one annual swim test training conducted by a CSI. Both trainings must be documented.
- Identify Swimmers and Non-Swimmers/At-Risk Swimmers [432.010]:
 - Non-Swimmers have not passed YMCA level 4 (minnow) or ARC level 3 swim tests
- Take place at the venue the swimming will take place [432.100(D)]
 - If the camp/program is bringing its own dedicated lifeguards to a waterfront field trip, swim test may be conducted in a pool prior to field trip
 - If the waterfront provides lifeguards through a contractual agreement, the swim test must be conducted at the waterfront

PFDs for Compliance with Christian's Law

- Written procedures established
 - Must include protocols for accepting PFDs from parents/guardians [432.130(A)]
 - What to do if parent/guardian provided PFD does not fit or is not in serviceable condition [432.130(E)]
- Acceptable PFD: Type 1, 2, or 3 and in serviceable condition [432.010]
- Sufficient supply with variety of sizes available for at-risk and non-swimmers [432.120(D)]
- Identify PFD storage facility (mobile or permanent) which protects from exposure to the elements and has adequate ventilation [432.400(A)(3)]
- Fit Test Checklist completed in accordance with guidelines [432.120(C)]
 - Guidance document available for documenting results of fit tests

Waterfront Requirements

- At-risk and non-swimmers must be confined to swimming areas consistent with their swimming abilities [432.110]
 - Roped off or similarly confined
- Buddy system in place [.204(D)]
- Minor's deemed non-swimmers/at-risk swimmers shall always wear a PFD except during:
 - Swim tests
 - Swimming lessons
 - Diving lessons or
 - Closely supervised beach waterfront activities [432.130(B)]

Beach Inspection

- 445 permit with water quality testing kept on file [.204(B)]
- Proper signage at entrance (see sample) [.204(B)]
- Sufficient water clarity (secchi disk readily visible in 4 ft of water) [.432(A)(2)]
- 1 ring buoy for every 2,000ft² of water surface [.432(C)]
 - Ring Buoy: 2.5 lbs minimum inside diameter 15"
 - Attached to a 1/4" rope no less than 60 ft in length
- Piers, floats, platforms all in good repair [.204(F)]
 - No sharp corners/projections
 - Ladders and platforms secured in place
 - Treads of stairs and ladders for diving areas must have non-slip covering and handrail [.432(B)]

Waterfront Staff and Activities

- Lifeguards present: 1 lifeguard for every 25 people [.103(A)]
- Additional 1 staff member for every 10 campers in or near the water [.103(A)]
- Aquatics director must be present if 50 or more campers are in/near the water [.103(A)]
- Supervision of watercraft activities: 1 properly trained staff for every 10 campers in watercraft [.103(B)(1)]
 - See updated memo on training options
- PFDs always worn during watercraft activities [.103(B)(4)]

Description of YMCA Swim Lessons Parent/Child Program

Class Name	Prerequisites	Skills/Activities	Next Level/Options
Parent Child: Shrimp/Perch Shrimp: Ages 6-18mo Perch: Ages 19-36mo *Water adjustment with parent *equals Red Cross Level Infant or Toddler	*No swim skills necessary *No cloth or disposable diapers	*Breath control *Balance *Locomotion *Songs & Games *Semi-Structured format	*Pike IF 1. At least age 3 2. Toilet-trained 3. Comfortable w/o parent 4. At least 42" tall

Description of YMCA Lessons Preschool Program

Class Name	Prerequisites	Skills/Activities	Next Level/Options
Pike: 30 minute class *Ages 3-5 years *Beginning swim skills *Equals Red Cross Level 1	*At least 42" tall *Toilet-trained *Comfortable w/o parent *No swim skills necessary	*Float 20 seconds with aid *Paddle front, back, & side 10 yards w/ aid, 2 yards w/o aid *Jump into shallow water w/ aid *Face in water	*Eel Or Polliwog IF 1. 6 years old 2. Can be in water for 50 minutes
Eel 30 minute class *Ages 3-5 years *Intermediate swim skills *Equals Red Cross Level 1	*Float 20 seconds with aid *Paddle front, back, & side 10 yards w/ aid *Jump into shallow water w/o aid	*Float 20 seconds with aid or without aid *Paddle front, back, & side 25 yards w/ aid, 5 yards w/o aid *Jump into shallow water *Face in water	*Ray Or Polliwog IF 1. 6 years old 2. Can be in water for 50 minutes
Ray 30 minute class *Ages 3-5 years *Advanced swim skills *Equals Red Cross Level 2	*Float 20 seconds with aid *Paddle front, back, & side 25 yards w/ aid, 5 yards w/o aid	*Float 30 seconds without aid *Tread water 20-30 seconds with aid *Front & back alternate & symmetrical paddle 25 yards with aid, 15 yards w/o aid *Front alternating paddle w/ rhythmic breathing 25 yards w/ aid, 15 yards w/o	*Starfish Or Polliwog IF 1. 6 years old 2. Can be in water for 50 minutes 3. Meet necessary prerequisites
Starfish 30 minute class *Ages 3-5 years *Advanced swim skills and high endurance level *Equals Red Cross Level 3	*Float 30 seconds without aid *Tread water 20-30 seconds with aid *Front & back alternate & symmetrical paddle 15 yards with aid, 7 yards w/o aid	*Float 1 minute without aid *Tread water 20-30 seconds w/o aid *Front symmetrical & alternate paddle with rudimentary rotary breathing 25 yards w/aid, 15 yards w/o aid *Back alternate & symmetrical paddle 25 w/o aid *Side alternate paddle 25 yards without aid	* This concludes the preschool program. Child may continue in Starfish or Guppy IF 1. 6 years old 2. Can be in water 50 minutes 3. Comfortable with older kids (6-12 years old) 4. Meets necessary prerequisites

Description of YMCA Lessons Youth Program

Class Name	Prerequisites	Skills/Activities	Next Level/Options
Polliwog: 50 minute class *Ages 6-12 years *Beginning swim skills *Equals Red Cross Level 1	*Must be 6 years of age *No swim skills necessary	*Float 30 seconds *Front, back & side paddle 25 yards with aid: 10 yards without aid *Face in water	Guppy
Guppy: 50 minute class *Ages 6-12 years *Advanced Beginner *Equals Red Cross Level 2	*Float 30 seconds *Front, back & side paddle 25 yards with aid; 7 yards without	*Float 1 minute without aid *Tread water 30 seconds *Front alternate paddle with rudimentary rhythmic breathing 25 yards *Front symmetrical, back & alternate & side alternate paddle 25 yards without aid	Minnow
Minnow: 50 minute class *Ages 6-12 years *Intermediate *Equals Red Cross Level 3	*Float 1 minute with aid *Tread water 20-30 seconds *Paddle front & back alternate & symmetrical Paddle for 25 yards *Side alternate paddle 25 yards	*Survival float 3 minutes *Tread water 1 minute with scissor kick *Front & Back crawl 25 yards w/o aid *Rudimentary Breaststroke, elementary backstroke, and sidestroke 25 yards without aid	Fish (Eligible for Swim Team)
Fish: 50 minute class *Ages 6-12 years *Intermediate *Equals Red Cross Level 4	*25 yards good form in: alternate paddle with over arm stroke & rotary breathing breaststroke, sidestroke, elementary backstroke & back alternating stroke	*Survival float 6 minutes *Tread water 3 minutes *Front crawl, back crawl, Elementary backstroke, Breaststroke & sidestroke 50 yards *Butterfly 25 yards	Stroke School (Eligible for Swim Team)
Stroke School: 50 minute class *Ages 6-12 years *Advanced swim skills and high endurance level *Equals Red Cross Level 5	*Float/Tread water for 6 minutes *100 yards with above average form in: crawl with bilateral breathing, breaststroke, back crawl & sidestroke on both sides *Lifesaving stroke 50 yards *Butterfly 25 yards	*Correct form of front crawl, breaststroke & back crawl with start & turns 100 yards *Inverted breaststroke, trudgen crawl & over arm sidestroke on both sides 50 yards *Butterfly with turns 50 yards *Individual Medley 200 yards	Remain in Stroke School -Swim Team recommended

AMERICAN RED CROSS (ARC) SWIM LEVELS

The American Red Cross Swimming and Water Safety Program Learn-to-Swim Skills offers six comprehensive course levels that teach a camper how to swim skillfully and safely. The prerequisite for each level is the successful completion and/or demonstration of the skills from the preceding level, except for Level 1, which has no prerequisite. The revised program (2009) will include some new skills at each level. Each level of Learn-to-Swim includes training in basic water safety and helping a swimmer in distress. Below indicates the skills needed for each ARC Levels I-VI.

LEVEL 1: Introduction to Water Skills ages 4 & up

Purpose: Helps students develop positive attitudes, good swimming habits and safe practices around the water. Level 1 participant learns to:

- Enter and exit water safely
- Blow bubbles through mouth and nose
- Bobbing
- Open eyes under water and retrieve submerged objects
- Front and back glides and floats
- Recover to vertical position
- Roll from front to back and back to front
- Tread water using arm and hand actions
- Alternating and simultaneous leg actions on front and back
- Alternating and simultaneous arm actions on front and back
- Combined arm and leg actions on front and back
- Learn how to stay safe, including recognizing an emergency and knowing how to call for help
- Use a life jacket

Level 1 Exit Skills Assessment:

- 1) Enter unassisted, move 5 yards, bob 3 times then safety exit water;
- 2) Glide on front 2 body lengths, roll to a back float for 3 seconds and recover to a vertical position.

LEVEL 2: Fundamental Aquatics Skills

(Must successfully complete to participate in Sailing)

Purpose: Give students success with fundamental skills. Learn to float and recover to a vertical position.

Level 2 participants learn to:

- Enter and exit water by stepping or jumping from the side
- Fully submerge and hold breath
- Bobbing
- Open eyes under water and retrieve submerged objects
- Front, jellyfish and tuck floats
- Front and back glides and fronts
- Recover to vertical position
- Roll from front to back and back to front
- Change direction of travel while swimming on front or back
- Tread water using arm and leg actions
- Combined arm and leg actions on front and back
- Finning arm action
- Safety skills – recognizing an emergency, knowing how to call for help, perform nonswimming assists, using a life jacket, pool rules

Level 2 Exit Skills Assessment:

- 1) Step from side into chest-deep water, move into a front float for 5 seconds, roll over to a back float for 5 seconds then return to vertical position.
- 2) Move into a back float for 5 seconds, roll to a front then recover to a vertical position.
- 3) Push off & swim using a combination of arm and leg actions on front for 5 body lengths, float for 15 seconds, roll to the front then continue swimming for 5 body lengths.

LEVEL 3: Stroke Development

Purpose: Builds on skills from Level 2 & develops strokes through additional guided practice in deeper water. Level 3 participants learn:

- Jump into deep water from the side
- Dive from sitting and kneeling positions, in water at least 9 feet deep
- Bobbing
- Rotary breathing
- Survival float
- Back float
- Change from vertical to horizontal position on front and back
- Tread water
- Flutter, scissor, dolphin and breaststroke kicks on front
- Front crawl and elementary backstroke
- Learn to look carefully before entering the water
- Learn to perform simple nonswimming assists
- Learn to recognize, prevent and respond to cold water emergencies

Level 3 Exit Skills Assessment:

- 1) Demonstrate competency in all required skills and activities, including in-water skills
- 2) Jump into chest-deep water from the side, swim front crawl for 15 yards w/ face in the water and rhythmic breathing pattern (to front or side), maintain position by treading or floating for 30 seconds, back crawl for 15 yards.

LEVEL 4: Stroke Improvement

Purpose: Develops confidence and strength to improve skills learned and introduces new aquatic skills.

Level 4 participants learn to:

- Diving entry from the side in compact and stride positions in at least 9 feet of water
- Swim underwater
- Perform feet first surface dive
- Survival swimming
- Front crawl and backstroke open turns
- Tread water using 2 different kicks
- Front and back crawl, elementary backstroke, breaststroke, sidestroke and butterfly
- Flutter and dolphin kicks on back
- Use safe diving rules, water safety rules, perform throwing assists
- Perform compact jump a height while wearing a life jacket
- Perform the following:
 - Front crawl and elementary backstroke, 25 yards
 - Breaststroke & back crawl, 15 yards
 - Butterfly and side sidestroke

Level 4 Exit Skills Assessment:

- 1) Perform a feet-first entry into chest-deep water, swim front crawl for 25 yards, change direction maintain position on back 1 minute in deep water (float or sculling) and swim elementary backstroke for 15 yards.
- 2) Swim breaststroke for 15 yards, change direction and swim back crawl for 15 yards.

LEVEL 5: Stroke Refinement

Purpose: Provides further coordination and refinement of strokes, swimming further distances.

Level 5 participants learn to:

- Shallow-angle dive from the side then glide and begin a front stroke
- Tread water w/ two different kicks, 2 minutes
- Learn survival swimming, 2 minutes
- Survival floating, 2 minutes
- Sculling
- Water safety, nonswimming assists, calling for help, waterpark safety, helping others
- Perform the following:
 - Standing dive, Shallow dive, glide two body lengths and begin any front stroke
 - Sidestroke, elementary backstroke 25 yards
 - Tuck & pike surface dive
 - Front and back flip turns
 - Front and elementary backstroke, 50 yards
 - Breaststroke and back crawl 25 yards
 - Butterfly 15 yards

Level 5 Exit Skills Assessment:

- 1) Perform a shallow dive into deep water, swim front crawl for 50 yards change direction and minutes swim elementary backstroke for 50 yards.
- 2) Swim breaststroke for 25 yards and swim backstroke for 25 yards.

LEVEL 6: Swimming and Skill Proficiency

Purpose: Refines the strokes so students swim them with ease, efficiency, power and smoothness over greater distances.

Level 6 is designed with “menu” options that each focus on preparing students to participate in more advanced courses, including the Water Safety Instructor and Lifeguard Training courses. Instructor will determine options offered. These options include:

- **Personal Water Safety**
- **Fundamentals of Diving**
- **Fitness Swimmer**

All options include these endurance skills and turns:

- Front and back crawl, 100 yards
- Breaststroke, 50 yards
- Sidestroke and butterfly, 50 yards
- Elementary backstroke, 50 yards
- All open turns and flip turns while using swimming strokes

Level 6 Exit Skills Assessment:

For each option, a specific set of exit skill assessments a given, but all of the options will require a continuous, 500 yard swim.

Which Level is right for my child?

Level 1 is for beginners with little or no experience in the water. To enroll into Levels 2-6, students must have completed or at least be able to confidently demonstrate the skills listed in the previous level, including the exit skill requirements.

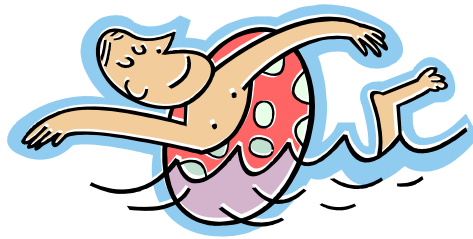
CCSC Swim Level

On the CCSC Personal Information Form, indicate the swim level you feel your child has **COMPLETED** successfully, either through an American Red Cross course or through the evaluation of your child’s skills.

How many lessons will it take for my child to “swim”?

Learning skills varies among children. Readiness is influenced by physical development, previous experiences, home environment, parental attitudes and individual preferences. For most skills, there

are simple pre-requisites; activities and lead-ups that can prepare the child to perform those skills. It may take many lessons before a child can swim independently. Year round practice, regular (supervised) exposure to water and positive encouragement are ways parents can help their child to progress. To make sure your child does learn to swim well, be sure they complete all of the learn-to-swim levels.



Swim and Fit Test Model Documentation Form

105 CMR 432.000

Municipal and Recreational Program or Camp: _____

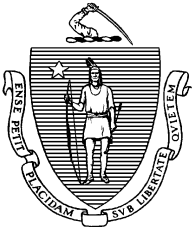
Address: _____

Operator/Director: _____ Phone Number: _____

SWIM TEST	FIT TEST
Name and Age of Child:	
Date:	PFD Provided by Parent? (circle) Yes / No
Swim Level:	PFD Required Per Swim Test? (circle) Yes / No
Swim Test Location:	Type of PFD: Size of PFD:
CSI or Swim Assessor - Print NAME:	Individual conducting Fit Test - Print NAME:

SWIM TEST	FIT TEST
Name and Age of Child:	
Date:	PFD Provided by Parent? (circle) Yes / No
Swim Level:	PFD Required Per Swim Test? (circle) Yes / No
Swim Test Location:	Type of PFD: Size of PFD:
CSI or Swim Assessor - Print NAME:	Individual conducting Fit Test - Print NAME:

SWIM TEST	FIT TEST
Name and Age of Child:	
Date:	PFD Provided by Parent? (circle) Yes / No
Swim Level:	PFD Required Per Swim Test? (circle) Yes / No
Swim Test Location:	Type of PFD: Size of PFD:
CSI or Swim Assessor - Print NAME:	Individual conducting Fit Test - Print NAME:
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 Department of Public Health
 Bureau of Environmental Health
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 Secretary

MONICA BHAREL, MD, MPH
 Commissioner

Tel: 617-624-6000
www.mass.gov/dph

October 2020

**Guidance on Watercraft Safety
 Alternative Training Certifications**

The Department of Public Health (DPH), Bureau of Environmental Health’s Community Sanitation Program has learned the American Red Cross course “Small Craft Safety” is no longer offered. While certifications in this course are valid until expired, DPH has been asked for guidance on acceptable alternative training for counselors supervising watercraft activities under 105 CMR 430.000 (*Minimum Standards for Recreational Camps for Children*).

To meet the minimum requirement¹, staff who supervise or oversee watercraft activities must have current certifications and complete trainings that meet at least one of the following options:

Option 1	Option 2	Option 3
<ul style="list-style-type: none"> ✓ Lifeguard 	<ul style="list-style-type: none"> ✓ American Red Cross Small Craft Safety (valid until certificate expires) AND ✓ American Red Cross Basic Water Rescue 	<ul style="list-style-type: none"> ✓ American Red Cross Basic Water Rescue AND ✓ American Canoe Association Paddle Sports (online) https://www.boat-ed.com/paddlesports/ AND ✓ In-person participatory training specific for the watercraft activities staff will oversee

Camp operators must maintain written staff certifications and records of in-person training provided by the camp (including instructor certifications) to demonstrate appropriate training.

There are more comprehensive trainings available that could be accepted by the Local Board of Health, depending on the types of watercraft and aquatic activity that staff members will oversee.

For more information please visit www.mass.gov/dph/dcs or contact the Department of Public Health, Bureau of Environmental Health at **617-624-5757**.

¹ 105 CMR 430.103 (B)(1) requires that “All watercraft activities shall be supervised by a minimum of one counselor for every 10 campers in watercraft. Each counselor shall hold a lifeguard certification or American Red Cross certification in Small Craft Safety and Basic Water Rescue, or an equivalent certification recognized by the Department that demonstrates water rescue procedures specific to the type of water and activities conducted.”

BEACH NAME HERE

**Open June 21-
September 1**

Operated by Such and Such Party

PHONE: ###-###-####

PERMIT: ###-####-###

NOTICE:

**Bacteria levels are
not monitored
outside the above
dates of operation.**