

HIGH ADVENTURE

ACTIVITIES

STATEMENT

Archery Range WRITTEN STATEMENT

1. RANGE OFFICER TRAINING AND EXPERIENCE QUALIFICATIONS

Range Officers must be trained to use and teach the set rules for proper use of the Archery Range. Range Officers must also be trained in the use of the camps bows including stringing, de-stringing, proper use, identifying improper use, proper arrow nocking, and proper finger release positions.

A Range Officer must also have good communication skills and be able to teach participants how to properly use Bows, Arrows, Arm Guards, and any other archery related equipment that is available to the participant.

2. STAFF TO PARTICIPANT RATIO

The Archery range shall have no more than 20 participants per activity leader. Maximum activity class size is 30. All spectators must stay behind and outside of the designated range area.

3. CLASSIFICATIONS AND LIMITATIONS FOR CAMPER & GUEST PARTICIPATION

Campers and Guests who wish to participate in the Archery activity must be in good health, as well as be appropriate size for the safety equipment. Campers and Guests must demonstrate safety on the range and also be able to follow ALL safety rules

4. ARRANGEMENT, MAINTENANCE, AND INSPECTION OF THE ACTIVITY AREA

The activity area must be free from anything that may distract the shooter or the instructor. Anyone who is not shooting must stay in the designated area. Safety areas must be clearly and properly marked. Shooting lines must also be properly marked. Shooting lines and range should be inspected prior to each use.

5. APPROPRIATE EQUIPMENT AND THE INSPECTION AND MAINTENANCE OF THE EQUIPMENT

All equipment must be checked prior to each Archery session, *NO EXCEPTIONS*. Bows & Bow strings must be checked for loose or missing parts and excessive wear. Arrows must be checked for cracks and broken parts. Targets must be made of non-ricocheting materials. Any noticeable problems are to be reported immediately to the Recreation Specialist and/or Range Officer (do not use equipment in question). The Archery range can be closed down by any Activity Leader for any reason relating to safety.

If any of the equipment does not pass inspection or is questionable, discontinue its use until it can be examined more closely. After further inspection by the Recreation Specialist, if the equipment does not meet the criteria, it will be retired and replaced.

6. SAFETY PRECAUTIONS

All activity leaders and participants shall know all the necessary safety precautions to reduce the risk of personal injury. Anyone who does not follow the safety guidelines listed below will be dismissed from the Archery range and will not be allowed to return.

Archery can be a dangerous sport. Using proper equipment, trained activity leaders, and common sense, the risk of personal injury can be kept to a minimum. As a participant/activity leader, please follow and enforce all safety guidelines.

- A. NEVER allow anyone to point a bow at another person or themselves.
- B. Always follow All safety procedures. (Must be posted and explained at the range.)
- C. No one can shoot without a trained Range Officer/Activity Leader present.
- D. Always inspect equipment.
- E. Always inspect activity area.
- F. Make sure all spectators are in the designated area.
- G. Always pay attention to what is going on.
- H. Dismiss anyone who does not follow the above guidelines.

RUNNING ARCHERY

Be sure to keep students outside of archery range until they understand the rules. Welcome the students to class and ask the students to follow the rules and keep safety in mind at all times. Remind the students that a bow and arrow can be very dangerous in the hands of a careless person. It is the instructor's responsibility to discuss the rules with the class before they shoot. The instructor must also explain the dangers associated with ignoring the rules, and demonstrate proper shooting technique. Students who are returning from a previous class must also review the rules before they shoot.

COMMANDS

Explain in detail the commands that will be used during the shooting session.

1. Next shooter - This command is used when a new shooter is stepping up to the designated firing line. A maximum of four shooters with three arrows each should be on the line at one time. Make sure that all archers are shooting from the same line and have their own target. Anyone else on the range needs to be behind the designated safety line.

2. Nock your arrow - Only give this command when everyone is clear of the firing zone. Make sure the archer is facing the target at all times and has the odd-color feather facing away from the bow.

3. Fire - Recheck the firing zone before giving this command.

4. Retrieve - After all archers have shot his or her three arrows, then give the retrieve command. Tell students to walk with arrow tips facing the ground. After arrows are retrieved then have archers return to the safety zone and give the new shooter command.

5. Cease Fire - When this command is given, archers should lay their bows on the ground until the nock arrow command is given.

BASIC FORM

Demonstrate to campers the basic form for shooting archery. Remember to give the commands as you demonstrate form. The following steps should be emphasized.

1. Stance - Take a stance straddling the firing line with toes along a line to the bull's eye. Make sure to distribute weight evenly.

2. Draw hand hook - Use three finger tips to hold bow string. Keep back of hand flat.

3. Draw - Draw bowstring by moving elbow back with the back muscles along the line of the target. Remember to draw smoothly and quickly while holding the bow vertically.

4. Anchor - Anchor with both the middle of your chin and nose touching the bowstring. The draw-hand should also be in contact with your jaw.

5. Fire - Release all three fingers from the bowstring at once while keeping bow arm up and the bow hand relaxed.

SAFETY RULES

- **Never shoot without qualified instructors.**
- **Obey all of the instructor's signals to start fire, cease fire, and retrieve arrows, etc.**
- **Never shoot with damaged equipment.**
- **Arm guards and finger tabs are available for use.**
- **Never nock an arrow or draw a bow unless you are at the shooting line and facing the target.**
- **Never point at anything but the target.**
- **Never shoot arrows up into the air.**
- **Horseplay will not be tolerated.**
- **Always carry arrows with the tips pointing towards the ground.**
- **Do not run.**
- **Never pull and release the bowstring without an arrow.**
- **Always shoot from the designated firing line.**

Climbing Wall

Written Program Statement

1. Activity leader training and experience qualifications.

The Climbing Wall Facilitator (Activity Leader) shall be a responsible, prudent adult that has been trained in the following by an experienced Climbing Wall Facilitator who was trained directly by Experiential Systems Incorporated (ESI) and is working under the authority and permission of the Guest Services Director. The training must be in accordance with the ESI Training manual.

Climbing Wall Facilitators must be able to demonstrate after training:

- a) Proper use and inspection of the Climbing Wall.
- b) Proper use and inspection of all equipment used.
- c) The Michindoh approved belaying techniques(s).
- d) The tying of the following knots: Figure 8 on a Bight, Barrel, Clove Hitch and Killick Hitch.

2. Staff to camper ratio.

The Staff to camper ratio will be a minimum of one Facilitator with at least one other Michindoh Staff person running the activity for a maximum of 1 participant per Facilitator at a given time. All spectators or participants not on belay at the climbing wall must be outside of the designated activity area unless they have permission from an activity leader.

3. Classifications and limitations for camper participation.

Guests that wish to participate in Michindoh's Climbing wall activity must be in good health, able to listen to and understand the instructions of the Facilitators. Also they must be able to fit into any safety equipment safely and in accordance with the manufactures standards.

4. Arrangement, maintenance, and inspection of the activity area.

The activity area must be kept free of obstacles that could hinder or distract the climber and the facilitator. Any participant or spectator that is not actively participating in the activity with permission from a Facilitator must be kept in designated areas. A Climbing Wall Facilitator shall visually inspect the Climbing Wall prior to every use, looking for obstacles beneath wall, loose hardware, slivers, excessive wear, anything broken or out of place. Guest Services will designate a knowledgeable person to visually and physically inspect the Climbing Wall during non-activity times every 3 months and also provide necessary maintenance. If during any inspection, parts of the Wall or equipment used gives concern, then discontinue use of immediate area or equipment of concern until inspection/maintenance can be provided by a Guest Services designated person.

5. Appropriate equipment and the inspection and maintenance of the equipment.

All equipment must be inspected prior to each use. Carabiners and belay devices must be inspected for cracks, loose gates (if applicable), sharp edges and excessive wear. Ropes need to be visually and physically inspected for fraying, abrasion, stress, hourglasses, "boogers" and excessive wear. Harnesses must be inspected for fraying, loose stitches, runs, excessive wear, and cracks or stress points on the buckles. Any equipment that raises concern or question regarding its safety should be marked with tape, set aside and reported for inspection by the Guest Services designated person. DO NOT USE any equipment that has raised concern. If the equipment is vital to the safe operation of the Climbing Wall then the activity can be closed by the Climbing Wall Facilitators until further inspection has been done, issue resolved and permission to re-open given by Guest Services or the Guest Services designated person.

6. Safety precautions.

All Climbing Wall Facilitators and participants shall be informed of all the necessary safety precautions to reduce the risk of personal injury. Anyone who does not follow the safety guidelines

listed in the following or given to them by the Climbing Wall Facilitators shall be not allowed to continue participating in the activity.

The Climbing Wall can be a dangerous, high adventure activity. However, by using the proper equipment, trained activity leaders and common sense the risk of personal injury can be kept to a minimum. As a Participant/ Climbing Wall Facilitator please follow and enforce all safety guidelines.

- a. The Climbing Wall may not be used unless the Facilitators are present and have opened the activity.
- b. All equipment must be inspected prior to use (in accordance with section 5).
- c. Activity area must be inspected prior to use (in accordance with section 4).
- d. All participants shall receive training regarding climbing commands, belay commands and procedure (in accordance with the ESI training manual).
- e. Make sure all spectators and non-active participants are in their designated areas.
- f. Participants must be attached into the belay system using 2 carabiners attached opposite and opposed.
- g. Follow belay checks
 - i. Participant Harness
 - ii. Participant Carabiners
 - iii. Knot
 - iv. Rope
 - v. Facilitator Belay device and Carabiner
 - vi. Talk to participant, (are they prepared for this activity etc...)
- h. Be observant and actively involved in the activity
- i. Anyone that does not follow above guidelines or other unlisted guidelines shall be dismissed from activity and activity area

Outdoor High Ropes Written Program Statement

1. Activity leader training and experience qualifications.

The High Ropes Facilitator (Activity Leader) shall be a responsible, prudent adult that has been trained in the following by an experienced High Ropes Facilitator who was trained directly by Experiential Systems Incorporated (ESI) and is working under the authority and permission of the Guest Services Director. The training must be in accordance with the ESI Training manual.

High Ropes Facilitators must be able to demonstrate after training:

- e) Proper use and inspection of the High Ropes Course.
- f) Proper use and inspection of all equipment used.
- g) The Michindoh approved belaying techniques(s).
- h) The tying of the following knots: Figure 8 on a Bight, Barrel, Clove Hitch and Killick Hitch.

2. Staff to camper ratio.

The Staff to camper ratio will be a minimum of one ESI trained High Ropes Facilitator with at least two other High Ropes Facilitator running the activity for a maximum of 12 participants up in the Outdoor High Ropes course at a given time. All spectators or participants not on belay in the course must be outside of the designated activity area unless wearing approved helmets and have permission from an Facilitator

3. Classifications and limitations for camper participation.

Guests that wish to participate in Michindoh's High Ropes activity must be in good health, at least 9 years of age and able to reach all belay cables.

4. Arrangement, maintenance, and inspection of the activity area.

The activity area must be kept free of obstacles that could hinder an entrance or exit from the ropes course. Any participant or spectator that is not actively participating in the activity with permission from an activity leader must be kept in designated areas. A High Ropes Facilitator shall visually inspect the High Ropes Course prior to every use, looking for obstacles beneath course, loose hardware, slivers, excessive wear, anything broken or out of place, dead branches above course/zipline, fallen branches on cables/zipline, cables/zipline with bends or frays where an object may have hit it. Guest Services will designate a knowledgeable person to visually and physically inspect the High Ropes Course during non-activity times every 3 months and also provide necessary maintenance. If during any inspection, parts of the course or equipment used gives concern, then discontinue use of immediate area or equipment of concern until inspection/maintenance can be provided by a Guest Services designated person.

5. Appropriate equipment and the inspection and maintenance of the equipment.

All equipment must be inspected prior to each use. Carabiners and belay devices must be inspected for cracks, loose gates (if applicable), sharp edges and excessive wear. Ropes need to be visually and physically inspected for fraying, abrasion, stress, hourglasses, "boogers" and excessive wear. Harnesses must be inspected for fraying, loose stitches, runs, excessive wear, and cracks or stress points on the buckles. Any equipment that raises concern or question regarding its safety should be marked with tape, set aside and reported for inspection by the Guest Services designated person. DO NOT USE any equipment that has raised concern. If the equipment is vital to the safe operation of the High Ropes Course then the activity can be closed by the High Ropes Facilitators until further inspection has been done, issue resolved and permission to re-open given by Guest Services or the Guest Services designated person.

6. Safety precautions.

All High Ropes Facilitators and participants shall be informed of all the necessary safety precautions to reduce the risk of personal injury. Anyone who does not follow the safety guidelines listed in the following or given to them by the High Ropes Facilitators shall be not allowed to continue participating in the activity.

High Ropes can be a dangerous, high adventure activity. However, by using the proper equipment, trained activity leaders and common sense the risk of personal injury can be kept to a minimum. As a Participant/ High Ropes Facilitator please follow and enforce all safety guidelines.

- j. High Ropes may not be used unless the High Ropes Facilitators are present and have opened the activity.
- k. All equipment must be inspected prior to use (in accordance with section 5).
- l. Activity area must be inspected prior to use (in accordance with section 4).
- m. All participants shall receive training regarding climbing commands, transfer/zipline commands and procedure (in accordance with the ESI training manual).
- n. Make sure all spectators and non-active participants are in their designated areas.
- o. Participants must be attached into the belay system using 2 carabiners attached opposite and opposed.
- p. Follow belay checks
 - i. Participant Harness
 - ii. Participant Helmet
 - iii. Participant Carabiners
 - iv. Knot
 - v. Rope
 - vi. Facilitator Belay device and Carabiner
 - vii. Talk to participant, (are they prepared for this activity etc...)
- q. Be observant and actively involved in the activity
- r. Anyone that does not follow above guidelines or other unlisted guidelines shall be dismissed from activity and activity area

HIGH ADVENTURE BMX BICYCLES WRITTEN STATEMENT

This activity consists of up to 16 bicycles, each capable of carrying one participant. They will be allowed to drive the bike around a clearly marked trail which is free of obstacles. The counselor and, possibly, the LIT will go with the campers for positive interaction, safety assurance and possible emergency assistance.

1. Activity leader training and experience qualifications.

The activity leaders will be responsible staff members who have been trained in the safe operation of the BMX bicycles and in the safety procedures of the activity. They will also receive instruction which will allow them to inspect the BMX bicycles to ensure that the equipment can be operated safely.

2. Specific staff-to-participant ratio appropriate for the activity.

There shall be a minimum of one (1) adult staff member and one (1) other staff person supervising this activity with a ratio no greater than (14) campers for each staff person.

3. Classifications and limitations for participation.

This activity will be open to all participants that can operate the BMX bicycle safely. Participants who can demonstrate they can operate the BMX bicycle safely may ride the BMX bicycle, under the supervision of the activity leader.

4. Arrangement, maintenance, and inspection of the activity area.

The equipment will be inspected before each activity to ensure there are no malfunctioning parts and it is operating properly. The trail will be inspected prior to the season to ensure it is clear of hazards and will be observed during each use and maintained throughout the season.

5. Appropriate equipment and the inspection and maintenance of the equipment.

a. Before and during the activity the BMX bicycles will be inspected for:

- I. Brakes in working order.
- II. Tire pressure and condition.
- III. The frame examined to ensure proper condition.
- IV. The chain inspected for proper lubrication and tension.
- V. Safety equipment in working order.

b. If any maintenance issues are discovered; report the problem immediately to Program Directors and be sure a work-order is submitted.

6. **Safety precautions.**

- a. Only the rider is allowed to be on bike. All other participants must remain in the designated area for spectators.
- b. Participants will wear a helmet, proper pads, and shoes (no sandals or flip-flops) while riding on the BMX bicycles.
- c. Participants will be visually inspected to make sure there is no loose clothing or long hair which could get caught in moving parts.
- d. Participants will not be allowed to race on course, the ride is to have a non-competitive atmosphere.
- e. Participants will receive the following instructions:
 1. They will be instructed how to operate the trail bike.
 2. They will be instructed to keep helmet and pads on at all times.
 3. They will be instructed to stay within the boundaries of the trails and to go in the same direction with the group.
 4. They will be instructed to maintain a safe distance between the the bikes.

ACTIVITY LEADER TRAINING AND EXPERIENCE QUALIFICATIONS

Activity Leaders must be trained to use and teach the set rules for proper use of Paintball. An Activity Leader must also have good communication skills and be able to explain and teach participants how to use their safety equipment and paintball markers. Activity leaders must also be able to clearly explain the rules of Paintball as well as the goals using the training sheet as needed.

STAFF TO PARTICIPANT RATIO

The Paintball activity shall have no more than 30 active participants per activity leader at a given time. Maximum amount of people playing Paintball at once is 30 participants. All spectators must stay outside of the designated paintball area.

CLASSIFICATIONS AND LIMITATIONS FOR CAMPER & GUEST PARTICIPATION

Campers and Guests who wish to participate in the Paintball activity must be in good health, as well as be appropriate size for the safety equipment. Campers and Guests must be able to listen to and follow instructions for play. Participants must be at least 10 years old.

ARRANGEMENT, MAINTENANCE, AND INSPECTION OF THE ACTIVITY AREA

The activity area must be free from anything that may be a hazard for the players or the instructor. Anyone who is not playing must stay in the designated area. Play area should be inspected monthly looking for hazards, sharp corners and edges that a player may run into. If a hazard is present the activity leader is able to postpone or if need be cancel the activity until hazards are removed or clearly addressed/marked.

APPROPRIATE EQUIPMENT AND THE INSPECTION AND MAINTENANCE OF THE EQUIPMENT

All equipment must be checked prior to each use, *NO EXCEPTIONS*. Paintball markers are checked to ensure they are in safe, working order. Masks must be checked for broken pieces and worn-out straps. Any noticeable problems are to be reported as soon as possible to the Recreation Specialist and/or Guest Services (do not use equipment in question). The Paintball activity can be closed down by any Activity Leader for any reason relating to safety.

If any of the equipment does not pass inspection or is questionable, discontinue its use until it can be examined more closely. After further inspection by the Recreation Specialist, if the equipment does not meet the criteria, it will be retired and replaced.

SAFETY PRECAUTIONS

All activity leaders and participants shall know all the necessary safety precautions to reduce the risk of personal injury. Anyone who does not follow the safety guidelines listed below will be dismissed from the Paintball activity.

Paintball can be a dangerous activity. Using proper safety equipment, trained activity leaders, and common sense, the risk of personal injury can be kept to a minimum. As a participant/activity leader, please follow and enforce all safety guidelines.

1. Always follow all safety procedures. (Must be explained at the activity)
2. No one can play Paintball without a trained Activity Leader present.
3. Always inspect equipment.
4. Always inspect activity area.
5. Make sure all spectators are in the designated area
6. Always pay attention to what is going on.
7. All game play rules must be followed

8. Dismiss anyone who does not follow the above guidelines.

1. Game-play rules.

- a. Protective gear remains in place at all times within the activity area during game play. Even if you are eliminated from play, you leave your face mask on until you reach the safe sitting area and you have been instructed to remove the mask.
- b. Game play is started and stopped by signals from a signaling device or a signal from the Activity Leader .
 1. After players have entered the activity area, it is time to check all protective gear is in place and to inform the activity leader your team is ready.
 2. After the teams and/or players have indicated they have their protective gear in place and are ready the activity leader will indicate that participants can take out their barrel plugs and start the game.
 3. Another signal from the Activity Leader indicates the completion or a pause in the activity at which time all participants stop firing, put in the barrel plugs, and put the “safety” on. Masks are not removed until all participants have turned their paintball markers into the leader or they are instructed to do so.
- c. When a player is eliminated from the game, he puts his barrel plug in, “safety” on and holds his paintball marker in the air signaling to the other players he has been eliminated. He then goes immediately to the safe sitting area and puts his paintball marker down. At this point he may remove his mask with permission.
- d. No one is to shoot at anyone who is already eliminated from the game.
- e. If your paintball marker jams and you cannot clean it, you can raise your marker in the air and retreat to the safe sitting area at which point you can have the staff activity leader fix or replace the paintball marker. You can then rejoin the activity from your own base.

Anyone not following the safety rules or the direction of the activity leader will be asked to leave the activity area and may forfeit his right to participate.

Riflery Skill Development WRITTEN STATEMENT

- **RANGE OFFICER TRAINING AND EXPERIENCE QUALIFICATIONS**

Range Officers must successfully complete a three day CMP Instructor Training Course. Non certified leaders must be able to properly operate any equipment and must be familiar with all safety procedures.

- **STAFF TO PARTICIPANT RATIO**

The rifle range shall have no more than twelve participants per activity leader. Maximum activity class size is 18. All spectators must stay behind and outside of the designated range area.

- **CLASSIFICATIONS AND LIMITATIONS FOR CAMPER PARTICIPATION**

Campers who wish to participate in the riflery activity must be in good health and have the appropriate parental/guardian consent, as well as be appropriate size for the safety equipment. Campers must demonstrate safety on the range and also be able to follow ALL safety rules

- **ARRANGEMENT, MAINTENANCE, AND INSPECTION OF THE ACTIVITY AREA**

The activity area must be free from anything that may distract the shooter or the instructor. Anyone who is not shooting must stay in the designated area. Safety areas must be clearly and properly marked. All areas of the shooting platform must be safe and free of obstacles. Firing lines must also be properly marked. Shooting range should be inspected prior to each use.

- **APPROPRIATE EQUIPMENT AND THE INSPECTION AND MAINTENANCE OF THE EQUIPMENT**

All equipment must be checked prior to each riflery session, *NO EXCEPTIONS*. Rifles must be checked for loose or missing parts and excessive wear. All rifles must have a working safety and an Empty Chamber Indicator (used for transportation). Safety goggles must be clean and see through. Targets must be made of non-ricocheting materials. Any noticeable problems are to be reported immediately to the Program Administrator and/or Range Officer (do not use equipment in question). The riflery range can be closed down by any Activity Leader for any reason relating to safety.

If any of the equipment does not pass inspection or is questionable, discontinue its use until it can be examined more closely. After further inspection, if the equipment does not meet the above criteria, it will be retired and replaced.

- **SAFETY PRECAUTIONS**

All activity leaders and participants shall know all the necessary safety precautions to reduce the risk of personal injury. Anyone who does not follow the safety guidelines listed below will be dismissed from the riflery range and will not be allowed to return.

Riflery can be a dangerous sport. Using proper equipment, trained activity leaders, and common sense, the risk of personal injury can be kept to a minimum. As a shooter/activity leader, please follow and enforce all safety guidelines.

- I. NEVER allow anyone to point a rifle at another person or themselves.
- J. Always follow All safety procedures. (Should be posted and explained at the range.)
- K. No one can shoot without a certified Range Officer present.
- L. Always inspect equipment.
- M. Always inspect activity area.
- N. Make sure all spectators are in the designated area.
- O. Always pay attention to what is going on.
- P. Dismiss anyone who does not follow the above guidelines.

Riflery Checklist

(You are all very smart, so find out what process works best for you. Just remember that safety is our #1 priority.)

- Remember to get started at least 30 minutes prior to the start of the activity. Make sure all needed supplies are present. Cardboard for targets, thumb tacks, targets, pellets/BB's, safety goggles, rifles, etc.
- Welcome
- Sit them down on the line (don't touch anything).
- Explain the safety rules
 - o Never point rifle at someone.
 - o Finger off the trigger unless shooting.
 - o When done ground the rifle with...
 - Safety on
 - Stickers up
 - Half-cocked
 - o Never cross the firing line until commanded to.
 - o Everyone must wear goggles on the shooting platform.
 - o Do not do anything to the rifle unless I tell you to. (Explain the commands.)
- Explain the parts of the rifle
 - o Rear sight
 - o Front sight
 - o Action
 - o Trigger
 - o Safety
- Show how to find your target in the sights
- Explain how to load the rifles. (BB guns and Pellet Rifles)
- Demonstrate a shooting position.
- Fire a shot to let kids know what to expect.
- Send extra kids to waiting area behind the platform.
- Assign lanes and partners.
- Make sure everyone is wearing goggles.
- Have kids demonstrate the shooting position to you while someone else hands out BB's or pellets.
- Explain exactly how to load the BB's and pellets.
- Make sure all the kids are standing or over their carpet square.
- Tell them to cock their rifles.
- Have partners load the rifles.
- Safety's off.
- Fire five shots when ready.
- Properly ground the rifle when done.
- When the line is clear, retrieve targets.
- Have them find a cabin leader to score their targets while the next group of kids hangs their targets.

Archery Tag

WRITTEN STATEMENT

ACTIVITY LEADER TRAINING AND EXPERIENCE QUALIFICATIONS

Activity Leaders must be trained to use and teach the set rules for proper use of Archery Tag. Activity Leaders must also be trained in the use of the Archery Tag bows including stringing, de-stringing, proper use, identifying improper use, proper arrow nocking, and proper finger release positions.

An Activity Leader must also have good communication skills and be able to teach participants how to properly use Bows, Arrows, Arm Guards, Masks, and any other Archery Tag related equipment that is available to the participant. Activity leaders must also be able to clearly explain the rules of Archery Tag as well as the goals using the training sheet as needed.

STAFF TO PARTICIPANT RATIO

The Archery Tag activity shall have no more than 16 active participants per activity leader at a given time. Maximum amount of people playing Archery tag at once is 16 participants. All spectators must stay behind and outside of the designated range area.

CLASSIFICATIONS AND LIMITATIONS FOR CAMPER & GUEST PARTICIPATION

Campers and Guests who wish to participate in the Archery tag activity must be in good health, as well as be appropriate size for the safety equipment. Campers and Guests must be able to listen to and follow instructions for play. Participants must be at least 9 years old.

ARRANGEMENT, MAINTENANCE, AND INSPECTION OF THE ACTIVITY AREA

The activity area must be free from anything that may be a hazard for the players or the instructor. Anyone who is not playing must stay in the designated area. Play area should be inspected prior to each use looking for tripping/slipping hazards, sharp corners and edges that a player may run into. If a hazard is present the activity leader is able to move the activity or if need be cancel the activity until hazards are removed or clearly addressed/marked.

APPROPRIATE EQUIPMENT AND THE INSPECTION AND MAINTENANCE OF THE EQUIPMENT

All equipment must be checked prior to each Archery Tag use, *NO EXCEPTIONS*. Bows & Bow strings must be checked for loose or missing parts and excessive wear. Arrows must be checked for cracks and broken parts. Arrow tips must be present, in place and secure. Masks must be checked for cracks and worn-out straps. Any noticeable problems are to be reported immediately to the Recreation Specialist and/or Guest Services (do not use equipment in question). The Archery tag activity can be closed down by any Activity Leader for any reason relating to safety.

If any of the equipment does not pass inspection or is questionable, discontinue its use until it can be examined more closely. After further inspection by the Recreation Specialist, if the equipment does not meet the criteria, it will be retired and replaced.

SAFETY PRECAUTIONS

All activity leaders and participants shall know all the necessary safety precautions to reduce the risk of personal injury. Anyone who does not follow the safety guidelines listed below will be dismissed from the Archery Tag activity.

Archery Tag can be a dangerous activity. Using proper safety equipment, trained activity leaders, and common sense, the risk of personal injury can be kept to a minimum. As a participant/activity leader, please follow and enforce all safety guidelines.

1. Always follow all safety procedures. (Must be explained at the activity)
2. No one can play Archery Tag without a trained Activity Leader present.
3. Always inspect equipment.
4. Always inspect activity area.
5. Make sure all spectators are in the designated area
6. Always pay attention to what is going on.
7. All game play rules must be followed
8. Dismiss anyone who does not follow the above guidelines.

Archery Tag Rules and Objectives

How to Play:

“Instruct everyone that is going to play to line up or gather around where they can all see and hear you.”

Questions can be answered after everything is explained

Archery Tag is a lot like dodge ball and so most of the rules are similar.

1. There are 2 teams and 2 sides with a max of 8 people per team.
2. Each team will have one minute before the game starts to “setup” their trash cans however they decide is best
3. The “rounds” will be 5 min long (unless changed by instructor)
4. Everyone will start with a bow and will have at least one arrow.
5. The two teams will start at the back of their side and when the instructor gives the command the game will start.
6. We play that everyone has 2 “lives” and when you get “hit” anywhere in the body, clothing, or BOW you lose one life and will drop your arrows and walk back to the wall that you started at on your team’s side and touch it. As soon as your hand comes off the wall you can be hit again, so it would be wise to choose your moment to re-enter play. If you get hit again you will drop your arrows and walk to the side of the playing area with the spectators and THEN remove your mask.
7. If you catch an arrow that was shot from the opposing team then the person that shot it is hit once and must follow the same procedure as if they had been hit with an arrow themselves. If they had already been hit once before their arrow was caught then they would be out.
8. If you touch a flying arrow in any way or are hit by any part of the arrow and you fail to catch it then it counts as a hit on you. If an arrow touches the floor or the wall then it is considered dead and does not count BUT if it hits a Trashcan and glances off and hits you then that is a hit unless you catch it yourself before any part of the arrow touches the ground.
9. The only time a person from a team can go on the other team’s side is when they are retrieving arrows but they must leave their bow on their own side. They are allowed to run but must toss the arrows back to their own side NOT run with them.
10. The person that is on the other team’s side can still be shot while there and if hit then they must DROP any arrows they are carrying and return to their side and follow the procedure for getting hit.

Rules for play

1. No running (when carrying any archery tag equipment)
2. No using your bow or arrows as a shield to “swipe” arrows out of the air
3. No “dry firing” the bows (pulling the string back and releasing with out having a arrows nocked)
4. You must be wearing a mask while playing at all times (including adults/leaders)
5. DO NOT remove your mask once you are hit. No magical shield descends down to protect your face once you have been hit and you are walking out so wear your mask.
6. DO NOT run while carrying the bows OR the arrows. The main way the bows and arrows break is because someone trips and falls on them. This is also the main way YOU can be hurt.
7. You cannot run over to the other teams side and knock their fort down
8. Do not shoot arrows into the ceiling, upper walls, basketball hoops etc...
9. Do not shoot at spectators

Posted Waterfront Rules

Iceberg Rules

Iceberg is closed unless lifeguards are on duty
Wear lifejackets at all times
No more than 10 people on the Iceberg at one time
No horseplay on the Iceberg
Never jump from the top of the Iceberg directly into the water
Always check the water before sliding down the Iceberg

Banana Boat Rules

Banana Boat is closed unless lifeguards are on duty
Wear a lifejacket at all times
Always enter and exit Banana Boat using designated dock

Blob Rules

Blob is closed unless lifeguards are on duty
Wear a lifejacket at all times
Both Blob participants should weigh within 60 pounds of each other
Always wait for and obey lifeguard and observer signals
No more than 2 people on the blob at once
No running

When jumping:

1. Wait for permission
2. Land in seated position
3. Crawl on your hands and knees across the blob until instructed to stop
4. Position yourself as instructed
5. Once in the water, exit as quickly as possible

No "double blobbing" is allowed. EVER.

Waterslide Rules

Waterslide is closed unless lifeguards are on duty
NO METAL OF ANY KIND is allowed on the waterslide
Always wait for lifeguard's signal to start
Keep entire body inside the waterslide at all times
Always enter catch pool feet first
No running on pool deck or steps
Maximum of 2 riders permitted at one time, for camp groups, same gender sliding only
No horseplay
Do not throw anything into the pool
No swimming in catch pool. Exit as quickly as possible
Non-swimmers less than 4 feet tall **MUST** wear a lifejacket while sliding
Obey all lifeguard instructions for your own safety
Lifeguards are not responsible for your personal property

Boating Rules

Wear a lifejacket at all times (they are located in the boat house)
Boating permitted during daylight hours only for families with adult supervision or adults.
Lifeguard must be on duty for youth to use boats, canoes, or peddle boats.
The entire lake is available for boating unless speed boat is in operation

No standing up, changing seats, bumping into other boats, or purposefully tipping while boating

Boaters must remain in watercraft at all times

No more than 4 people in a paddle boat.

No more than 3 people in a canoe or rowboat

Michindoh fishing permit is required (available in the front office)

Fishing allowed from a canoe or rowboat only. Please clean-up after yourself

Family Beach

The family beach is open during designated daylight hours

Children under 18 must be supervised by a parent or guardian

If you wish to swim from the floating mat you may do so after passing a swim test and during open beach front hours when lifeguards are on duty

Please clean up after yourselves

General Waterfront Rules

No diving at any time

Swim tests are required for deep area swimming for youth under 18

Boating is open when lifeguards are on duty

Modest one-piece swimwear is required. You may be asked to wear a t-shirt if swimwear is not appropriate

First-aid and safety equipment are for qualified personnel only

All children under 18 must be supervised by a parent or guardian

Stay off the docks unless entering or exiting the Iceberg activity area.

Shoes, flip-flops, or sandals must be worn at all times traveling to activities

For the safety & concern of all beach users the following are PROHIBITED:

- Alcoholic beverages
- Tobacco
- Pets
- Fishing
- Horseplay
- Profanity of any type
- Throwing sand
- Swimming under the dock
- Sitting or hanging on the swim area dividing lines
- Glass containers or metal objects
- Motor vehicles
- Littering

Aquatics Written Statement

1. Activity leader training and experience qualifications.

The aquatics program is overseen by qualified lifeguard staff responsible to the Director of Guest Services and all Executive Leadership. The Head Lifeguard has satisfactorily completed training and certification which is equivalent to the requirements of waterfront lifeguarding along with professional rescuer CPR. The staff is also made up of other lifeguards certified as waterfront lifeguards with professional rescuer CPR. Non-lifeguard staff will undergo training as aquatic observers and, after completion of training (see AO training sheet), participate in these activities as observers.

2. Specific staff to camper ratio appropriate to the activity.

The staff to youth ratio is as follows:

If Y <= 20 Then 1 WL + 1 AO	Y=Youth under 18 no parental supervision
If Y > 20 and < 31 Then 1 WL + 2 AO	WL=Waterfront Lifeguard
If Y > 30 and < 41 Then 1 WL + 3 AO	AO=Aquatic Observer
If Y > 40 and < 51 Then 1 WL + 4 AO	
If Y > 50 and < 60 Then 2 WL + 4 AO	

3. Classification and limitations of youth participation.

Each youth who wishes to swim in the deep end of the swimming area without a PFD must first pass a swim test. Swim test classifications will include advanced and non-swimmer or beginner. The swimming tests will be scheduled by group leaders and will be administered by the waterfront lifeguards. Youth who choose not to take a swim test are given beginner classifications and wristbands. The classifications will consist of the following:

- *Advanced:* Anyone who successfully passes the swim test which consists of swimming from the left dock to the right dock, treading water for 1 minute and swimming on back to the left dock without touching the bottom.
- *Beginner:* Anyone who cannot pass or chooses not to take the swim test outlined above.

After the swimming tests, each camper will be issued a number and informed of his/her swimming classification. A list will be made and given to the lifeguards specifying each camper's classification and number.

4. Arrangement, Maintenance and Inspections of the activity area.

The waterfront is sectioned off into two swimming areas, a boating area, and sometimes banana boat area. The lifeguard staff is responsible to maintain the safety of the waterfront. They are to visually examine the swimming area before and during every activity.

5. Appropriate equipment and the inspection and maintenance of the equipment.

The lifeguard staff is responsible for maintaining the equipment. The equipment is checked each day and shall include at least these items:

- A whistle or other audible signal device
- An assist pole or other appropriate reaching assist device
- A ring buoy or other appropriate throwing assist device with a rope attached which is of sufficient length for the area
- A backboard with a minimum of 3 straps
- A first aid kit
- A Rescue tube

6. Safety precautions

- Before engaging in an aquatic activity, each camper shall be classified according to their aquatic ability.

- Youth shall not participate in an aquatic activity requiring a higher skills level than the camper's swimming classification except during formal instruction.
- The buddy system for supervising youth involved in an aquatic activity shall be used and enforced except for on the family beach.
- A written missing swimmer procedure shall be established and followed.
- Lifeguard staff will follow the procedures and training established by their American Red Cross Waterfront Lifeguarding and CPR for the Professional Rescuer certification.
- A written Lifeguard Emergency Action Plan shall be established and followed.
- Swimming programs shall not be conducted after dark.
- Head-first diving is allowed in designated areas only and shall not occur in water which is less than nine feet deep.

YOUTH ACCOUNTABILITY: SWIMMING

Before each swimming activity youth will be required to remove his/her number from the front of the buddy board and place it on the back in his/her corresponding classification area. Before leaving the area, the camper must return his number to its place on the front of the board. One staff member will be responsible to ensure numbers are moved properly. During each swimming activity the waterfront staff will supervise the swimmers in the following ways:

7. **Visual surveillance:** Visually scanning each area of the swimming sections looking for any swimmer who might need assistance. Each sweep will be slow enough as to see what each swimmer is doing and must cover the entire swimming area before moving to the next area.
8. **Safety checks:** Signaling the swimmers to stop their swimming activity to be counted visually by lifeguards. Safety checks will occur every 7-10 minutes of swimming time and be performed as follows:

Beginner section: All campers must find their assigned buddy and stop in place to be counted after hearing the designated signal. A waterfront staff member will count the campers and compare the number with the number of tags on the board. Any discrepancy will be brought to the attention of the aquatic supervisor of that area who will follow the missing swimmer procedure.

Advance section: All campers must find their assigned buddy and stop in place to be counted after hearing the designated signal. A waterfront staff member in this area will be responsible for counting the swimmers and comparing this number with the number of tags in this section. Any discrepancy will be brought to the attention of the aquatic supervisor of that area who will follow the missing swimmer procedure.

Number counting: During the ten minute intervals, lifeguards will be constantly counting the swimmers in their area. When there is a number discrepancy, lifeguards will communicate with other waterfront staff to correct this discrepancy. If it cannot be corrected, the missing swimmer procedures will be enacted.

WATERFRONT RULES

- All participants must adhere to the guidelines of the buddy board system.
- No youth without parental supervision can swim without lifeguards on duty.
- All youth must swim in his/her designated swimming area at all times.
- Each youth will be issued a buddy board number. Use this number throughout the week.
- Each youth will be classified according to ability. You must swim within your classification area at all times.
- When instructed, each youth must remove his number from the front of the buddy board and place it in his/her corresponding swimming area on the back of the buddy board.
- This number must be returned to its original position whenever leaving the swimming area.
- Lifeguards have the authority to regulate this area. Please cooperate with them.

- Safety checks will occur every 7-10 minutes and be performed as outlined in the previous section.
- There shall be no diving in the beginner swimming area or in any water less than 9 feet.
- Participants must check the water for swimmers before jumping or diving.
- Swimming under the dock is prohibited.
- No participants allowed on the Docks. They are for lifeguards and waterfront staff only, unless entering or exiting the iceberg or boating activity areas.
- There shall be no sitting or hanging on to the buoy lines.

PARTICIPANT ACCOUNTABILITY: BOATING

Life jackets: All participants will be required to put on a life jacket properly before entering any watercraft. The waterfront staff will be responsible for checking the proper condition of the life jackets.

Youth (unaccompanied by parents) Supervision: During the scheduled boating activity, a waterfront lifeguard will use the visual surveillance method of supervision and safety checks every 15 minutes. During these safety checks, the lifeguard will visually patrol the boating area looking for campers who are in trouble or misusing the area.

BOATING RULES

- Lifeguards have the authority to regulate this area. Please cooperate with them.
- All participants must wear a Coast Guard approved life jacket at all times in a water craft.
- Standing, rocking, capsizing or bumping other boats will not be permitted.
- Boaters must remain in the watercraft at all times, no swimming or diving from the crafts.
- Boaters may use the entire lake unless the speedboat is in operation (please follow designated restriction lines as outlined by the waterfront staff during this time).
- Boats should only be used during daylight hours.

PARTICIPANT ACCOUNTABILITY: WATERSLIDE

Supervision: The visual surveillance method of supervision will be utilized during the use of the waterslide. The lifeguard on duty will be responsible to enforce the rules of the waterslide and ensure each camper slides safely. One aquatic observer will be at the top supervising the entrance and maintaining a proper distance between sliders. One lifeguard will be stationed at the catch pool.

CAMP WATERSLIDE RULES

- Enter the waterslide, launching platform, or pool **only after** lifeguard or aquatic observer is present and has given permission.
- A maximum of three people are allowed on the launching platform at one time.
- Keep hands and other parts of the body within the waterslide.
- Participants must exit the slide feet-first.
- No running on the pool decks or steps.
- No pushing or other horseplay.
- Do not throw anything into the waterslide or pool without permission; report loss of personal items while sliding immediately to the lifeguard on duty.
- No swimming in the catch pool. Please exit by using the steps as quickly as possible.
- Non-swimmers fewer than 4 feet tall must wear a life jacket while sliding.
- Participants must adhere to all rules deemed necessary by the lifeguards to ensure their safety.

PARTICIPANT ACCOUNTABILITY: BLOB

Blob Written Statement

This activity is an inflatable aquatic climbing apparatus. When the Blob swim area is opened and adequately staffed, a limited number of appropriately life-jacketed participants will be allowed to climb/drop on and be blobbed from the designated areas of the apparatus.

1. Activity leader training and experience qualifications.

The activity leaders shall be responsible and qualified staff members who have been trained in the safety procedures of the activity. They will also receive instruction that will allow them to inspect and service the Blob to ensure the equipment can be used safely. At least one of the adult supervisors shall be a certified lifeguard. The supervisors shall be positioned so as to have an unobstructed view and immediate access to each of their respective areas of responsibility.

2. Specific staff-to-participant ratio appropriate for the activity.

There shall be a minimum of two (2) adult staff members supervising the activity while it is in operation. At least one (1) of the adult supervisors shall be a certified lifeguard. 2-3 participants shall be allowed in the designated area at any one time. The age and ability of the campers at the discretion of the supervising staff who will determine this number.

3. Classifications and limitations for participation.

This activity will be open to all campers who demonstrate that they are willing to abide by the safety procedures and rules of this activity. Each participant must wear a properly sized and adjusted personal flotation device.

4. Arrangement and inspection of the activity area.

- The Blob shall be inspected before each activity period. The following items shall be visually inspected.
 - Proper anchoring and the integrity of the anchor lines.
 - Proper inflation of each of the components.
- The surrounding swim area shall be visually inspected for obstructions.
- Before the activity begins, the participants shall be visually checked for an appropriate and properly fitted life jacket.

5. Appropriate equipment and the inspection and maintenance of the equipment.

The Blob will be inspected and serviced according to and at intervals stated in the owner's manuals.

6. Safety precautions.

- 2 certified lifeguards or 1 lifeguard and 1 aquatic observer will provide surveillance for the swimmers and climbers in the Blob area. They will be responsible for approving personal flotation devices for all participants, keeping the areas below the participants clear, and for maintaining a clear landing zone below the exit of the Blob.

Life Jackets: All participants will wear personal flotation devices at all times while on the blob.

Supervision: A lifeguard will be supervising the activity from the shore and will have access to appropriate rescue equipment such as a rescue tube and a first aid kit. A backboard and straps will be readily available. One observer will be on the platform, enforcing the rules of the blob and ensuring each participant jumps safely.

The lifeguard and aquatic observer have the authority to regulate this activity. Any participant repeatedly disobeying their instructions may be asked not to participate in the activity.

BLOB RULES

- Do not enter the jumping platform or Blob area unless a lifeguard has given permission.

- Life jackets must be properly worn by all participants.
- The person jumping from the platform must land appropriately.
- After being blobbed, you must immediately exit the water. Do not swim out of the blob area boundaries.
- Participants may not be blobbed by a person more than 60 pounds over their body weight without special permission from the lifeguard on duty.
- If you fall off the blob, do not attempt to climb back on.
- Follow any verbal instructions you may be given by the lifeguard or aquatic observer on duty.
- Any participant repeatedly failing to obey these guidelines may lose their blobbing privileges.

PARTICIPANT ACCOUNTABILITY: ICEBURG

ICEBURG Written Statement

This activity is an inflatable aquatic climbing apparatus. When the Ice Burg swim area is opened and adequately staffed, a limited number of appropriately life-jacketed participants will be allowed to climb on and slide down the designated areas of the apparatus.

1. Activity leader training and experience qualifications.

The activity leaders shall be responsible and qualified staff members who have been trained in the safety procedures of the activity. They will also receive instruction that will allow them to inspect and service the Iceburg to ensure the equipment can be used safely. At least one of the adult supervisors shall be a certified lifeguard. The supervisors shall be positioned so as to have an unobstructed view and immediate access to each of their respective areas of responsibility.

2. Specific staff-to-participant ratio appropriate for the activity.

There shall be a minimum of two (2) adult staff members supervising the activity while it is in operation. At least one (1) of the adult supervisors shall be a certified lifeguard. Eight to ten participants shall be allowed in the designated area at any one time. The age and ability of the campers at the discretion of the supervising staff who will determine this number.

3. Classifications and limitations for participation.

This activity will be open to all campers who demonstrate that they are willing to abide by the safety procedures and rules of this activity. Each participant must wear a properly sized and adjusted personal flotation device.

4. Arrangement and inspection of the activity area.

- The Iceburg shall be inspected before each activity period. The following items shall be visually inspected.
 - Proper anchoring and the integrity of the anchor lines.
 - Proper inflation of each of the components.
- The surrounding swim area shall be visually inspected for obstructions.
- Before the activity begins, the participants shall be visually checked for an appropriate and properly fitted life jacket.

5. Appropriate equipment and the inspection and maintenance of the equipment.

The Iceburg will be inspected and serviced according to and at intervals stated in the owner's manuals.

6. Safety precautions.

- Two certified lifeguards will provide surveillance for the swimmers and climbers in the Iceberg area. They will be responsible for approving personal flotation devices for all participants, keeping the areas below the climbers clear, and for maintaining a clear landing zone below the slide exit of the Iceberg.

PARTICIPANT ACCOUNTABILITY: BANANA BOAT

Banana Boat Written Statement

ACTIVITY LEADER TRAINING AND EXPERIENCE QUALIFICATIONS

Activity Leaders must be trained to use and teach the set rules for proper use of the Banana Boat. A Red Cross Certified Lifeguard must be present on the boat during the activity as either the driver or the spotter. Activity Leaders must also have good communication skills and be able to explain and teach participants how to use their safety equipment. Activity leaders must also be able to clearly explain the rules of the Banana Boat as well.

STAFF TO PARTICIPANT RATIO

The Banana Boat shall have no more than 6 active participants riding the BB at a given time and no more than 3 people riding in the speedboat at once during normal use. Observers and people waiting in line must be waiting on shore, not on the dock.

CLASSIFICATIONS AND LIMITATIONS FOR CAMPER & GUEST PARTICIPATION

Campers and Guests who wish to participate in riding the Banana Boat must be in good health, as well as be appropriate size for the safety equipment. Campers and Guests must be able to listen to and follow instructions for use. Participants must be at least 10 years old without an adult rider.

ARRANGEMENT, MAINTENANCE, AND INSPECTION OF THE ACTIVITY AREA

The Banana Boat area must be free from anything that may be a hazard for the players or the instructor. Anyone who is not riding must stay in the designated area. Banana Boat area should be inspected yearly looking for hazards, floating obstacles and shallow spots that the boat or rider may run into. If a hazard is present the Activity Leader is able to postpone or if need be cancel the activity until hazards are removed or clearly addressed/marked.

APPROPRIATE EQUIPMENT AND THE INSPECTION AND MAINTENANCE OF THE EQUIPMENT

All equipment must be checked prior to each use, *NO EXCEPTIONS*. Lifejackets are checked to ensure they are in safe, working order. Helmets must be checked for broken pieces and worn-out straps. Any noticeable problems are to be reported as soon as possible to the Recreation Specialist and/or Guest Services (do not use equipment in question). The Banana Boat activity can be closed down by any Activity Leader for any reason relating to safety.

If any of the equipment does not pass inspection or is questionable, discontinue its use until it can be examined more closely. After further inspection by the Recreation Specialist, if the equipment does not meet the criteria, it will be retired and replaced.

SAFETY PRECAUTIONS

All activity leaders and participants shall know all the necessary safety precautions to reduce the risk of personal injury. Anyone who does not follow the safety guidelines listed below will be dismissed from the Banana Boat activity.

The Banana Boat can be a dangerous activity. Using proper safety equipment, trained Activity Leaders/Drivers, and common sense, the risk of personal injury can be kept to a minimum. As a participant/activity leader, please follow and enforce all safety guidelines.

1. Always follow all safety procedures. (Must be explained at the activity)
2. No one can ride without a trained Lifeguard present.
3. Always inspect safety equipment.
4. Make sure all spectators are in the designated area
5. Always pay attention to what is going on.
6. All Banana Boat rules must be followed
7. Dismiss anyone who does not follow the above guidelines.

Banana Boat Rules

1. Riders must be wearing properly fitting (PFD)'s as well as Helmets
2. Follow all instructions of the Lifeguard and the Driver
3. No purposely tipping the Banana Boat or doing actions that result in the tipping of the Banana Boat
4. No jumping off the Banana Boat purposely unless instructed to by the lifeguard
5. No horseplay or actions that could cause another rider to fall off the Banana Boat
6. No sitting, standing or waiting on the dock unless instructed to do so by the lifeguard

Life jackets: All participants on the banana boat will properly wear a personal floatation device at all times. All participants, regardless of their swimming ability, will properly wear a personal floatation device and helmet at all times during the ride.

Supervision: a lifeguard will be riding in the boat anytime participants are boating. He will have immediate access to an appropriate throwing device such as a rescue tube, a reaching device, a first aid kit, and a signaling device within the boat. A backboard and straps will be readily accessible in the ski boat.

The aquatic supervisor shall ensure the watercraft capacity is maintained at all times. The supervisor will ensure all occupants are properly wearing a personal floatation device.

The Lifeguard and Waterfront Director have the authority to regulate this activity. Any participant failing to obey their instructions may be asked not to participating in this activity.

Launching and Dropping-Off: Participants will launch and drop-off from the designated area and will not ride within 25 feet of the swimming area. No launching or dropping-off shall be conducted in any other area.

No other boats other than the speedboat will be allowed outside of the designated area during operation of this activity.

EVACUATION PROCEDURES

When the aquatic supervisor declares that an evacuation is necessary, the following steps will be taken:

- The supervisor will instruct the observer to assist in the evacuation process.

- The supervisor will blow the whistle one long blast to get the attention of the participants.
- All participants will be instructed to leave the immediate area and go to the beach house.
- As soon as all participants are away from the danger area, the observer will be responsible for their supervision.

Waterfront Emergency Action Plan (EAP)

Signals & Communication

One Short Whistle Blast

- Lifeguard has an announcement; get the attention of swimmers or other patrons

Two Whistle Blasts

- This is a non life threatening emergency. The guard making the save does not need assistance, the water does not need to be cleared and EMS does not need to be called. The waterfront director should always be contacted.

Example: Distressed Swimmer, etc...

Three Short Whistle Blasts

- This is an emergency that requires the water to be cleared and could be life threatening. EMS may or may not need to be called. Waterfront director is always contacted and told if EMS needs to be called.
- Three whistle blasts with long hold will also be used to clear the waterfront

Long Hold Whistle Blast (movement required, i.e. clear the water or buddy check)

- This will always be in conjunction with a megaphone announcement

Example: End of swim time, weather related, buddy check etc.

Radios – The guards not making the rescue should always be communicating on the radio so everyone knows what to do and the waterfront director knows what is going on and if he/she needs to call EMS

Definition of Types of Emergencies

Level 1 – This is an emergency that is not life threatening and EMS does not need to be called and the water does not need to be cleared. (i.e. distressed swimmer)

Level 2 – This is an emergency that requires the water to be cleared and could be life threatening. EMS may need to be called depending on the severity of the emergency. (i.e. multiple victim, passive drowning, head, neck or back injury, etc...)

Definition of Crowd Control Procedures

The primary focus of crowd control is to get the path clear for the arrival of EMS. Lifeguards assigned to crowd control during the EAP should send patrons to the grass in front of the snack shack area and up to the Grand Pavillion.

EAP Procedures

Level 1 – The guard making the rescue gives two short whistle blast, enters the water and makes the rescue. Once the rescue is complete and the victim is safe, return to station and continue surveillance. Upon hearing the two whistle blast the other guards and aquatic observers will take over surveillance of the rescuing guard's area.

Level 2 – To activate the EAP for the level two emergency, the guard gives three short whistle blasts and then enters the water to perform the appropriate rescue. The other guards and aquatic observers in that area give one long whistle blast to clear the water. The second guard on duty needs to radio the other guards and the waterfront director.

Once the water is cleared and everyone is radioed, the second guard needs to go assist with the rescue (get rescue equipment).

Aquatic observers are responsible for helping clear the water, crowd control and anything else the guards or waterfront director asks them to do.

Lifeguarding Responsibilities

Waterfront Emergency

If an emergency or rescue occurs at the beach or boats, one guard activates the EAP and makes the rescue.

The guard at the boats needs to bring in all the boats and help with crowd control.

The guard at the bottom of the slide clears the pool area and goes to help with the rescue and/or crowd control.

The guard at the top of the slide turns the slide off, clears the stairs, shuts the gate and stays at the pool to keep people out and crowd control.

The guards at the blob are to clear the water and close down the blob.

The bottom blob guard closes the gate and stays at the blob to do crowd control.

Blob Emergency

If there is an emergency at the blob, the bottom guard activates the EAP and makes the rescue while the top guard clears the water, radios for help and helps with the rescue.

The guard at the bottom of the slide clears the pool area and goes to help with the rescue and/or crowd control.

The guard at the top of the slide turns the slide off, clears the stairs, shuts the gate and stays at the pool to keep people out and crowd control.

The guards at the beach clear the water and one stays to do crowd control and the other goes to help with the rescue and/or crowd control.

The guard at the boats clears the boating area and then either helps with crowd control, helps with the rescue, or goes to meet EMS at the front entrance.

Waterslide Emergency

The guard at the bottom of the slide activates the EAP, hits the red button to turn off the slide and makes the rescue.

The guard at the top of the slide clears the stairs, radios for help and helps with the rescue.

The guards at the blob are to clear the water and close down the blob.

The bottom blob guard then goes to help with the rescues and/or crowd control.

The top blob guard closes the gate and stays at the blob to do crowd control.

The guards at the beach clear the water and one stays to do crowd control and the other goes to help with the rescue and/or crowd control.

The guard at the boats clears the boating area and then either helps with crowd control, helps with the rescue or goes to meet EMS at the front entrance.

If the office can not send someone to meet the EMS at the front gate the waterfront director will send one of the extra guards to take out the post in the path and go to the front entrance to direct EMS to the scene. If the waterfront director can not be reached by radio the second guard at the scene will go dial '0' from any camp phone and tell the office to call EMS.

Waterfront Directors Responsibility

For a level one emergency the waterfront director is to go to the scene of the incident and make sure that all is well. Then do any follow up with the victim and make sure that

no further care is needed. Also follow up by filling out the appropriate forms and making sure all guards fill out incident report forms.

For level two emergencies the waterfront director needs to immediately radio the front desk on the black radio and inform them of where the incident is and tell them to call EMS. Then go to the scene of the incident and help wherever needed. If the office can not send someone to the front gate to direct EMS, the waterfront director needs to assign a guard to that task. If the front desk is closed then the waterfront director will call EMS from a phone at the waterfront or slide and send a guard to meet EMS.

Front Office Responsibilities

When the waterfront director radios or calls the office they need to find out where and what the incident is and call EMS with that information. The office also needs to send someone (such as guest services or other staff personnel etc...) to meet the EMS at the front entrance and direct them to the scene. If no one is available to go they need to radio the waterfront director to inform him/her that he/she needs to send a guard to meet EMS. The office worker also needs to call the Executive Director immediately and inform him/her of the situation.

Missing Swimmer Procedures

- If the buddy check count does not match the buddy board, the guard will recount.
- The second time the count does not match the guards will clear the water and recount.
- Third time the guards will direct everyone to the buddy board to be checked out, iceberg is shut down, boats are called in, the waterslide stops sending kids down, and the blob is shut down.
- Right chair guard handles crowd control to the buddy board to help identify the missing camper.
- Right dock guard becomes the leader of the shallow and deep water search. This guard retrieves the masks and fins for the search from behind the chair so that the search may begin right when floating dock and left dock guards have closed the iceberg.
- Middle dock guard is in charge of checking out iceberg campers and joins the search after if necessary.
- Floating dock and left dock guards begin search with right dock guard.
- The Waterfront Director will identify the name of the missing camper start a stop watch to keep track of time and contact the Blob, Slide, Boats, and Front Desk with the name of the camper and the buddy number.
- Blob, Slide, and Boat guards will be calling out the name of the missing swimmer in case he or she forgot to check out and keep in communication with the waterfront director. The Front Desk will alert the guest services staff who will seek out communication with the guest group leader(s) who will begin room checks for the child.
- All available lifeguard staff follow EAP procedures for reporting to the waterfront upon request of the waterfront director.
- EMS (911) is contacted 30 minutes after Missing Swimmer Procedures are enacted. Earlier if deemed necessary.

Lifeguard Rescue Procedures

During staff training week the Rescue Procedures will be put into practice. It will also be practiced periodically during the summer.

ACCIDENT OR SITUATION: Any unexpected situation that would demand immediate action on the part of a lifeguard or other trained faculty personnel.

LIFEGUARD AWARENESS: The lifeguard becomes aware of the situation. It should be noted that in some instances another person may call the attention of the lifeguard to a victim who needs assistance.

VICTIM RECOGNITION: The trained lifeguard will be able to recognize a person who is actually in trouble and needs immediate assistance.

MULTI-VICTIM SITUATION

- **NO:** The lifeguard determines that he can rescue the victim without the help of other lifeguards. This is a situation with only one victim.
- **YES:** The lifeguard determines that this is a multi-victim situation and needs the assistance from the other lifeguards.

LIFEGUARD REACTION: The lifeguard, after determining that he cannot rescue the victim alone, determines what action is necessary in this situation.

LIFEGUARD ALERTS GUARDS: The lifeguard, after determining that he cannot rescue the victims alone, alerts the other guards with a horn.

OBSERVERS CLEAR WATER: At the sound of this horn, all observers will evacuate the participants from the water and supervise them on shore.

LIFEGUARDS GO TO SCENE: At the sound of this horn, all guards will go to the scene of the accident.

LIFEGUARDS ENTER WATER?

- **NO:** This situation did not call for the guards to enter the water, but their assistance was needed.
- **YES:** This situation did require the guards to enter the water. Each guard must determine the proper rescue technique for the situation.

LIFEGUARD ENTERS WATER: After determining that no additional help is needed and the action to be taken, the lifeguard must perform his rescue in or out of the water.

- **NO:** The lifeguard can rescue the victim without entering the water. He will rescue the victim with a reaching or throwing assist.
- **YES:** The lifeguard must enter the water to rescue the victim.

OBSERVER SUPERVISES SWIMMERS: Where the lifeguard does not enter the water, the observer will assume the responsibility of water supervisor during the rescue.

OBSERVER CLEARS WATER: Where the lifeguard does enter the water for the rescue, the observer will evacuate the participants from the water and supervise them on shore.

LIFEGUARD(S) CONTACTS VICTIM(S): In performing a water rescue, the lifeguard must determine the proper rescue technique to prevent any further injury to the victim.

LIFEGUARDS ASSIST VICTIMS: Where a swimming rescue is not needed, the lifeguards must determine how best to assist the victims depending on the situation.

VICTIM TO SAFETY: The lifeguards will bring the victims to safety and assure that there are no other victims.

VICTIM OKAY? The victim's condition should be evaluated by the lifeguard.

- **YES:** Lifeguard may return to duty after insuring that no injury resulted from the accident. Lifeguard may give precautions to the camper to prevent this accident from happening again.

- **NO:** Lifeguard determines that some injury has developed from the accident.

LIFEGUARD CALLS FOR ASSISTANCE: After determining that an injury has occurred, the guard who was at the scene of the accident will be the primary caregiver until the health officer arrives. He will determine if more assistance is needed and will direct all assistants as to their duties.

GROUP'S HEALTH OFFICER IS CONTACTED: The primary lifeguard will call the Head Lifeguard, who will then attempt to contact the participant's group Health Officer if the injury requires his/her attention.

OBSERVER CONTINUES SUPERVISION: While the lifeguard is attending to the injury, the observer is responsible for supervision of the bystanders. If the injury is serious or will require considerable time, the observer will evacuate the bystanders from the water and supervise them from the shore.

LIFEGUARD RENDERS FIRST AID: The primary lifeguard will NOT begin first aid unless the situation requires life saving procedures. The group's Health Officer will be responsible for rendering first aid.

EMS NEEDED?

NO: The victim will be released to his/her group's health officer for further treatment.

- **YES:** The Appropriate staff member will call EMS. The office will call EMS. If the office is not open, then the next person on this list will be the one to call EMS. A Guest Services Associate, Health Officer, Head Lifeguard, or Lifeguard. Only in a life threatening emergency will a lifeguard call EMS, and only if there are enough guards available.

MEET EMS: An available staff member will meet EMS at Michindoh's entrance and direct them to the scene.

EMS TAKE OVER: Care for the victim will be transferred to the EMS personnel.

CHAIN OF COMMAND NOTIFIED: If the injury is of a serious nature, a designated person, usually the head lifeguard, will notify the appropriate persons.

REPORTS COMPLETED: A record will be kept of all assists and rescues as well as accident reports for injuries. The primary lifeguard in each situation will be responsible for completing these forms.

Aquatic Observer (AO) Training Sheet

_____ **Boats:**

- Make sure all participants are wearing a Personal Floatation Device (PFD) and have them fastened properly.
- Everyone must wear a PFD when using the boats including adults.
- Assist participants in entering and exiting boats.
- Hook and unhook boats as they leave and come back into the docks.
- Keep an eye on participants while using the boats on the lake.
- Make sure participants know the boundaries.
- Boats are not allowed past the buoy line while banana boat is running.
- There is no standing allowed in the boats.
- During EAP participate in crowd control

Buddy Board:

- Campers must check into the beach with one or two buddies.
- The AO will count number of pairs on board when buddy check is called. The AO will then tell the lifeguard on the right chair whether the number the lifeguard counted and the number of pairs counted on the buddy board match up. The AO WILL NOT tell the lifeguard the actual number of pairs counted on the buddy board.
- After two buddy check miss counts the Waterfront Director must be notified.
- The AO will also check participants into the iceberg allowing only ten participants at a time.
- At times when a lifeguard is not present on the middle dock, the AO is responsible for checking PFDs when participants are using the iceberg.
- During EAP participate in crowd control.

Top of Blob:

- PFDs are required for all participants.
- The AO will check the participants PFD before allowing them to continue.
- The AO will instruct the participant when he or she is allowed to jump.
- The AO will instruct the participant to land on their bottom/rear and NOT on their feet.
- Participants may not stand on the blob and must crawl to the end.
- There is a strict weight differential in place of 60lbs which MUST be enforced. This is for the participants safely.
- Always check with the lifeguard to make sure it is okay for the participant to jump.
- The lifeguard will instruct the participant at the end of the blob how to position themselves before giving a thumbs-up to the AO.
- Participants who have been blobbed must exit the water quickly.
- During EAP participate in crowd control.

Top of Slide:

- The AO will tell participants when they may go down the slide.

- No metal is allowed on the slide. If participants are wearing rings or earrings they must be taped before continuing.
- One or two persons are allowed at a time. Participants must be of the same gender unless married or of immediate family relation.
- The AO must visually scan slide as participants go down and enter the catch pool.
- Participants are NOT allowed to ride the slide on their feet.
- Participants are allowed to go down the slide facing any direction so long as they enter the catch pool feet first.
- During an EAP at the Waterfront or Blob turn off the slide, direct patrons to the Grand Pavillion, clear the stairs, shut the gate, and stays at the pool to keep the area closed.

AO Standard of Care

- Any observation of distress, injury, or concern for a waterfront participant shall be reported to a lifeguard immediately.

Signature of Aquatic Observer _____ Date: _____

Signature of Waterfront Director _____ Date: _____

Upon signing the above Aquatic Observer Training Sheet I recognize that; I am 16 years of age or older, I have received training from the Waterfront Director, I understand my standard of care and will remain within that care alone, and that my health and condition are to the standard of wellness that allows me to fulfill my responsibilities as an Aquatic Observer.