

V. SWIM SUPERVISION & SAFETY - ADDENDUM

A. DEVELOP PROCEDURES FOR SWIMMING AND WATERFRONT ACTIVITIES

All Swimming activities at any facilities used by children's camp shall be directly supervised by the camp aquatic director. The aquatic director shall be present during all swimming and waterfront activities; shall establish and oversee all such activities at the children's camp waterfront or off site, and shall supervise all staff and campers participating in these activities.

Give special attention to swimming and other water-related activities. They present the greatest danger. Regardless of where the aquatic activities occur, the children's camp remains responsible for meeting code requirements for camper protection. When using off-site facilities, it is especially important to coordinate with the facility. The safe and proper operation of the bathing facilities used by a camp depends upon a **well written and fully implemented safety plan**. Your plan must include a bather accountability (buddy) system. Failure to implement a complete buddy system has been a significant contributing factor in every camper drowning since 1986.

1. Does your program include any swimming, whether on-site or off-site?

Yes ☐

No ☐

2. If yes, list all off-site swimming facilities and their complete addresses:

If No, continue to *Aquatic Theme Parks* on page 50.

Provide Adequate Supervision

All programs that have pools or other swimming activities whether on-site or off site must have a Camp Aquatics Director (Waterfront Supervisor) in charge of the swim area.

Camp must provide a qualified lifeguard for every 25 children and for every 3,400 square feet of pool surface area or 50 yards of shoreline at a bathing beach or fraction thereof in the water. This includes programs that have pools or other waterfront facilities on-site and programs that use off-site public pools, private pools and waterfronts.

In addition to the lifeguard, the senior counselor-to-child ratio is **1:4** for children under 6 years old, **1:6** for children 6 and 7 years old, and **1:8** for children 8 years and older.

Assessment of Camper Swimming Ability

During the first swimming session, a swimming proficiency tests must be given to determine each child's swimming ability. A Progressive Swimming Instructor with current certification as a Water Safety Instructor or an acceptable equivalent; must administer these tests (*a lifeguard is not qualified to conduct this test*) using the standards of the American Red Cross or its equivalent. Based on the test, divide the children into groups based on swimming ability. For example, group children as non-swimmers and swimmers.

3. What will be the standard used to assess campers' swimming ability? (Ex. *Swimmers should have the ability to swim 50 yards using a minimum of two strokes, change direction while swimming and follow directions of lifeguards.*)

Divide Swimming Areas

The camp's swimming areas shall be divided into non-swimmer and swimmer areas. Campers will be confined to the area appropriate to their assessed swimming ability. ***All non-swimmers must be confined to waters less than chest deep.***

4. How will the areas for swimmers be divided from those of non-swimmers? (Ex. Swim dock, float line, line of staff people) And, how will non-swimmers be confined to waters that are less than chest deep? Note: Chest deep is specific to each camper's height.

5. If you do not have a physical barrier such as a dock or separate pool to physically separate non-swimmers from swimmers (float lines are not sufficient), you will have to identify non-swimmers from swimmers while in the water. How will you identify swimmers from non-swimmers? (i.e. Swimmers wear red wristbands/non-swimmers wear blue wristbands.)

B. IMPLEMENT A SYSTEM OF SUPERVISING AND CHECKING CHILDREN IN THE WATER AND ACTIVATE IT AT LEAST EVERY 15 MINUTES

Aquatic Director

All programs that have pools or other waterfront activities whether on or off site must have a Camp Aquatics Director (Waterfront Supervisor) in charge of the swim area. The Camp Aquatics Director must be at least 21 years of age and:

1. Have a current cardiopulmonary resuscitation (CPR) certificate, not exceeding one year in duration, in CPR for the Professional Rescuer issued by the ARC; or a current CPR certificate, not exceeding one year in duration, issued by a certifying agency determined by the State Commissioner of Health to provide an adequate level of CPR training;
2. Have successfully completed a training course in lifeguard supervision and management that meets the requirement specified in the New York City Health Code Section 48.
3. Have annually reviewed and documented the review of the camp's safety plan for swimming;
4. Have a minimum of:
 - i) One season of previous experience as a camp aquatics director at a New York State children's camp; or
 - ii) Two seasons of previous experience consisting cumulatively of at least 12 weeks as a children's camp lifeguard, at a swimming pool or bathing beach which had more than one lifeguard supervising it at a time; or
 - iii) At least 18 weeks of previous experience as a lifeguard, at a swimming pool or bathing beach which had more than one lifeguard supervising it at a time.
5. Attended an aquatics orientation provide by the Department

The Camp Aquatics Director is responsible for positioning the counselors, for assigning buddies, for setting up the Board System or other approved accountability system for activating the Buddy System, and for notifying the pool lifeguard in the event of a lost swimmer. They will not be responsible for any life guarding duties.

A detailed buddy system and a buddy board or other accountability system detailed in the written safety plan approved by the Department shall be established for supervising and checking campers.

Supervision Ratios

1. How many lifeguards and how many additional senior counselors will you have on duty during swimming or instructional swim periods (learn-to-swim programs)?

2. How will the lifeguards/counselors be stationed around the swim area?

3. What equipment will lifeguards have (whistles, poles, rescue tubes, etc.)?
Note: All equipment used for the pool must be in compliance with sec 165.17 of the NYC Health Code.

4. Describe and provide (or attach) a sketch, using labels to show how the on-duty counselors and lifeguard(s) will be positioned around the swim area during aquatic activities for each pool facility your camp uses:

Sample Buddy Accountability Chart

Camp Name: _____

Swim Date: ____/____/____

Swim Session: ____:____

Buddy Checks

Groups			: am/pm	: am/pm	: am/pm	: am/pm	: am/pm
Counselor: <i>Robin (NS)</i>							
<i>Donald (NS)</i>	<i>Nancy (NS)</i>						
<i>Aisha (NS)</i>	<i>Robin (NS)</i>						
Counselor: <i>Natasha (S)</i>							
<i>Martin (NS)</i>	<i>Gina (NS)*</i>						
<i>Sally (NS)</i>	<i>Moy (NS)</i>						
Counselor: <i>Brian (S)</i>							
<i>Brian (S)</i>	<i>Beth (S)</i>						
<i>James (S)</i>	<i>Frances (S)</i>						
<i>Jack (S)</i>	<i>Jill (S)</i>						
Counselor:							
Counselor:							

Swim Areas

Buddy System

Buddy system/board system - a buddy system must be in use to supervise and account for bathers at all times. Your buddy system/board system must include the way you will implement the following:

- Pairing each camper with a "buddy" of similar swimming ability to provide each camper a "personal protector."
- Accounting for each bather by name, swimming ability, location in the waterfront area and the name, etc., of their assigned buddy.
- Recording the entry and exit of each buddy pair/bathers to the various sections of the waterfront.
- Identifying whom and how will "buddy checks" be performed to account for the bathers and how often they will be held (the maximum interval by the code is 15 minutes).
- What device ("board") will be used to record and maintain the above information during instructional and free swim sessions.
- The signal(s) to be used to call a buddy check. At off-site facilities, be certain your "signal" will not interfere with the facility's "signals."
- One buddy triple is allowed per swim area.

5. How frequently do you conduct buddy checks? Every _____ minutes

When a camp uses any off-site facility for swimming, the camp operator shall supply one lifeguard for every 75 campers provided that the owner or operator of the off-site facility has stated, in writing, that the facility has the physical capacity to accommodate the campers; the off-site facility's lifeguard(s) will be present to guard the campers; the ratio of lifeguards to swimmers complies with the requirements of the Health Code.

Inform pool or waterfront authority of your arrival at the facility.

When a camp uses any off-site facility for swimming, the camp operator shall supply one lifeguard for every 75 campers provided that the owner or operator of the off-site facility has stated, in writing, that the facility has the physical capacity to accommodate the campers. The off-site facility's lifeguard(s) will be present to guard the campers; the ratio of lifeguards to swimmers complies with the requirements of this Code and the State Sanitary Code, 10 N.Y.C.R.R. Subpart 7-2 (i.e., one lifeguard per 25 swimmers/per 3,400 square feet or 50 yards of shoreline.)

Upon the camp's arrival, the camp's Aquatic Director will inform the person in authority at the facility that your program has its own lifeguard(s) or presents the agreement to between the authority at the facility and camp operator. Brief the lifeguards or the person in authority of the specific signal to be used to activate the Buddy System, and the frequency of Buddy Checks and the accountability system.

Determine appropriate swimming areas and the designated station for the camp aquatic director. Establish a home base.

The camp's Aquatic Director must examine the waterfront to determine the boundaries to be observed by non-swimmers, and swimmers, and also decide where his or her station will be located at the waterfront for Buddy Checks and supervision. Establish a home base where the group will assemble when out of the water. Note landmarks which will make it easily identifiable to the children.

Prepare the children for the swim.

After changing into their bathing suits, the children are escorted by the counselors and the lifeguards to the Camp Aquatic Director station. When all are assembled the Camp Aquatic Director will:

- Arrange to have the swimming proficiency tests conducted by a Progressive Swimming Instructor (if it's the first swim session for any camper).
- Indicate the location of the camp Aquatic Director's station and the children's home base for easy location.
- Provide boundaries for the non-swimmer and swimmer areas.
- Review the rules of the Buddy System, the accountability system and of the facility. Ensure that campers' are aware of their responsibilities as a Buddy.
- Dispatch lifeguards and senior counselors to their stations.
- Check in buddies set by set.
- Note the time and schedule a Buddy Check within the next 15 minutes.

Maintain an ongoing record of departures and returns.

Before a set of buddies leaves the waterfront area, they should indicate their intention to leave to the camp aquatic director. The camp aquatic director will record their departure from the waterfront area on the Buddy Board or other approved accountability system. Upon their return to the waterfront, the buddies must report back to the camp aquatic director who will record their return on the Board. See sample on page 46.

Conduct a Buddy Check every 15 minutes and whenever a child is suspected of being missing.

As soon as a child notices that he or she cannot see his or her buddy, the child is to report the fact to the nearest counselor. The counselor must then immediately report the

fact to the Aquatic Director. At this time the camp aquatic director must give the signal to activate the Buddy Check. No longer than 15 minutes after the children first enter the water and at least every 15 minutes thereafter, the camp aquatic director, lifeguard and counselors give the "Buddy Up Signal". The children, with their buddies, should assemble in the designated area, moving as quickly as possible.

When the children are assembled, the following takes place:

Within their swimming skill group, buddies raise their joined hands. The sets of buddies are counted aloud by the camp aquatic director, and silently by another counselor. If a single hand is raised, immediately obtain that child's name, look up the name of his or her buddy, and call that child's name out to the assembled groups. If there is no response, ask the single buddy when and where he or she last saw the missing buddy. Without a moment's hesitation, notify the nearest lifeguard that a child is missing. Request an immediate water search. Activate your lost swimmer plan!

Check the number of sets of buddies against the number that are supposed to be in the waterfront area as indicated on the board. If a set of buddies is unaccounted for, repeat the count and the Board check. If the set remain unaccounted for, notify the nearest lifeguard that children are missing, request an immediate water search. Activate your lost swimmer plan.

If the count and board totals agree, the camp aquatic director gives the signal to dispatch the counselors and lifeguards to their posts and allow the children to resume swimming. The camp aquatic director notes the time of the Buddy Check on the Buddy Board, and begins the count down for the next Buddy Check.

C. IMPLEMENT A LOST SWIMMER PLAN

Having notified the nearest lifeguard of the missing child and having requested a water search, initiate the procedure for finding a child who cannot be accounted for, namely:

- Discontinue the swim activity by clearing the water of children.
- Assemble campers in a secure location away from the water.
- Ensure that designated counselors are providing adequate supervision to campers, and indicate which staff will be engaged in the active lost camper search.
- Begin the land search, searching high risk areas first. (Ex. pool bottom)
- Notify camp director.
- Expand the land search for the lost child.
- Maintain communication with the director.
- If needed notify parents, locate law enforcement and contact the local health department.

1. Indicate your intention of implementing the preceding plan for supervising and monitoring children in the water and Lost Swimmer Plan by signing here:

Name: _____ Title: _____

Signature: _____ Date: _____

If you choose an alternate swim plan, you must attach a copy for approval by the Department.

D. IMPLEMENT A PLAN WHEN ATTENDING AN AQUATIC THEME (AMUSEMENT) PARK

All programs that have pools or other waterfront activities whether on or off site must have a Camp Aquatics Director (Waterfront Supervisor) in charge of the swim area. Buddy Checks at least every 15 minutes.

If the Aquatic Theme Park activity allows large numbers of patrons to participate in the water at one time, or the water depth can fluctuate (i.e., wave pool), or the water depth exceeds chest deep on participating non-swimmers, then campers must be restricted to swimming areas appropriate to their assessed swimming ability, and the camp must provide one trained lifeguard for every 25 campers. Each such qualified lifeguard shall supervise no more than 3,400 square feet of pool surface and no more than 50 yards of shoreline at bathing beaches. However, when campers participate in aquatic theme park activities which allow only one or two patrons in the water at a time, and the water depth does not exceed chest deep for non-swimmers, a camp supplied lifeguard shall not be required. Close supervision by Camp Aquatic Director and Counselors continues to be important.

ALL AQUATIC THEME-PARKS TRIPS MUST BE ACCOMPANIED BY AN AQUATICS DIRECTOR.

If your program does not have an aquatics director on staff, and you will be attending an Aquatic Theme Park with the intent of using the “dry-rides section” **and you will not participate in any water-rides**, then along with your application, submit a letter with your application stating that your camp will use “dry-rides” only. The Camp Director may also indicate “dry-rides only” on the Trip Itinerary/Consent form.

1. Will your program include attending an Aquatic Theme Park?

Yes ☐

No ☐

If Yes, be sure to include an Aquatic Theme Park safety plan in the activities section of this safety plan.