

Annual Written Assessment of Standards Compliance

STANDARD OM-5, Assessment of Standards Compliance states: *Does the camp have written evidence of a system in practice to verify, at least on an annual basis, that accreditation standards are being followed in applicable aspects of the camp's operation?*

This form has been provided as an illustration of ONE method to meet Standard OM-5. This form includes information that may be required by a state agency as well as what is required by ACA. It also includes practices the director (ACA volunteer) who provided this form feel are important for their camp. While it is not required to use this form, it provides a sample template to assist you in meeting Standard OM-5.

Practices related to Site – Annual Regulatory Inspections and Permits:

<p>1. State Camp License (if applicable) <i>Considerations:</i> Annual camp license is required each year. State regulations may be based on the ACA standards. Areas reviewed may include site, administration, program, human resources, health.</p>	<p>Scheduled _____ Scheduled _____ Scheduled _____</p>
<p>2. Swimming Pool License. <i>Considerations:</i> Annual license required in coordination with camp license.</p>	<p>Scheduled _____ Scheduled _____ Scheduled _____</p>
<p>3. Food Service License. <i>Considerations:</i> Annual license required in coordination with camp license. Review of mandatory standards including SF-2,</p>	<p>Scheduled _____ Scheduled _____ Scheduled _____</p>
<p>4. Building Inspection. – SF-1. <i>Considerations:</i> Annual camp license requires camp to have a building inspection each year including emergency exits SF-1.</p>	<p>Scheduled _____ Scheduled _____ Scheduled _____</p>
<p>5. Fire Inspection. <i>Considerations:</i> Annual camp license requires camp to contact fire department for an annual inspection of buildings.</p>	<p>Scheduled _____ Scheduled _____ Scheduled _____</p>
<p>6. Building and Occupancy Permits for new buildings. <i>Considerations:</i> For any type of building project it is required to apply for a building permit from the Town through the building department. All building plans are reviewed and approved by the building inspector.</p>	<p>Scheduled as needed.</p>
<p>7. Electrical, Plumbing Inspections for new buildings. <i>Considerations:</i> For any type of building or renovations project it is required to have electrical and plumbing inspections before an occupancy permit is issued.</p>	<p>Scheduled as needed.</p>
<p>8. Annual Camp Internal Inspections - Building. <i>Considerations:</i> With the opening and closing of camp, each building is inspected for any repairs.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>9. Annual Camp Internal Inspections - Electrical. <i>Considerations:</i> With the opening and closing of camp, each building is inspected for any electrical repairs.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>10. Annual Camp Internal Inspections - Plumbing. <i>Considerations:</i> With the opening and closing of camp, each building is inspected for any repairs.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>

11. Annual Camp Internal Inspections – Site – SF-2 <i>Considerations:</i> With year round trained M&R personnel, inspections of the site occurs daily. Review of mandatory standards including SF-2	

Practices related to Transportation:

1. Annual Review of policies and procedures related to transportation. <i>Considerations:</i> Through the annual review and publication of the camper/parent and employee handbooks and group information.	Reviewed _____ Reviewed _____ Reviewed _____
2. Medical Emergency Transportation – TR -1. <i>Considerations:</i> Annual letters and/or communication and arrangements are made with local Town emergency services and personnel. In addition, leased vans are provided for emergency transportation.	Reviewed _____ Reviewed _____ Reviewed _____
3. Leased, Rented or Chartered Vehicles – TR – 13. <i>Considerations:</i> Annual letters to transportation companies regarding expectations for maintenance, safety checks, driver qualifications, driving records, CORI, SORI checks, etc.	Reviewed _____ Reviewed _____ Reviewed _____

Practices related to Health and Wellness:

1. Annual Review of policies and procedures related to health and wellness. <i>Considerations:</i> Through the annual review and publication of the camper/parent and employee handbooks and group information. Review of health care policies, procedures, standing orders, medication management procedures with health care consultant. MA Camp License requirements regarding health care.	Reviewed _____ Reviewed _____ Reviewed _____
2. Review of First Aid and Emergency Personnel – HW-1/HW-23. <i>Considerations:</i> For camp, the hiring of Pediatric Nurse Practitioner, Registered Nurses. Medical Health Consultant. Certification courses offered to all personnel in CPR, First Aid, Swimming instruction, lifeguards, etc. Communication with local Town health services, fires and rescue, community health centers, hospitals, medical providers etc. Advise user groups through general information the need for first aid and emergency personnel.	Reviewed _____ Reviewed _____ Reviewed _____
3. Annual Review of health exam for campers and employees with health care consultant – HW-2. <i>Considerations:</i> Through the annual review and publication of the camper and employee health exam.	Reviewed _____ Reviewed _____ Reviewed _____

Practices related to Operational Management:

1. Annual Review of policies and procedures related to operational management. <i>Considerations:</i> Through the annual review and publication of the camper/parent and employee handbooks and group information.	Reviewed _____ Reviewed _____ Reviewed _____
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<p>2. Insurance Review. <i>Considerations:</i> Annual property, liability, automobile, medical insurance review.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>3. Risk-Management Review. <i>Considerations:</i> Annual review with insurance broker regarding risk management. Presentation of Risk Exposure Chart to Board of Directors on annual basis</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>4. External Financial Audit. <i>Considerations:</i> Annual financial audit performed by outside auditor.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>5. ACA Statement of Compliance. <i>Considerations:</i> Annual signature of Statement of Compliance.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>6. ACA Foundational Practices – OM-1. <i>Considerations:</i> Annual review of Foundational Practices.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>7. Annual Review of riflery program – OM-2. <i>Considerations:</i> Firearms and ammunition stored under lock in different locations.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>8. Annual Communication with local Fire, Rescue, Emergency Personnel, Medical Providers, Community Services. <i>Considerations:</i> Annual letters, communication, meetings with local Town fire, rescue and emergency personnel.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>

Practices related to Human Resources:

<p>1. Annual Review of policies and procedures related to Human Resources. <i>Considerations:</i> Through the annual review and publication of the employee handbooks, staff information, hiring procedures, policies, orientation, and group information.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>2. Annual Employee Training. <i>Considerations:</i> Certification school, OSHA training, In-service, orientation, etc.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
<p>3. Annual Review CORI, SORI, Drivers Licenses – HR-4 <i>Considerations:</i> Annual MA Camp License requirements for CORI, SORI, Drivers Licenses, Hiring procedures, etc.</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>

Practices related to Program Design and Activities:

<p>1. Annual Review of policies and procedures related to Program Design and Activities. <i>Considerations:</i> Through the annual review and publication of the camper/parent handbooks, employee handbooks, staff information, Activity Planners (activity operating procedures), orientation,</p>	<p>Reviewed _____ Reviewed _____ Reviewed _____</p>
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meetings, etc.	
2. Annual Review of Activity Planners – Operating Procedures – PD-19. <i>Considerations:</i> Activity planners are reviewed and updated on an annual basis.	Reviewed _____ Reviewed _____ Reviewed _____
3. Annual Review of riflery program – PD-23. <i>Considerations:</i> Firearms and ammunition stored in locked cabinet or closet, with redundant safety.	Reviewed _____ Reviewed _____ Reviewed _____
4. Review of activities that require helmets – PD-24, 27A <i>Considerations:</i> Annual review of all activities and appropriate health and safety needs including cycling,.	Reviewed _____ Reviewed _____ Reviewed _____

Practices related to Program Aquatics:

1. Annual Review of policies and procedures related to Program Aquatics. <i>Considerations:</i> Through the annual review and publication of the camper/parent handbooks, employee handbooks, staff information, Activity Planners (activity operating procedures), orientation, meetings, etc.	Reviewed _____ Reviewed _____ Reviewed _____
2. Annual Review of Activity Planners – Operating Procedures – PD-19. <i>Considerations:</i> Activity planners are reviewed and updated on an annual basis.	Reviewed _____ Reviewed _____ Reviewed _____
3. Swim Lifeguard Certification – PA-14 <i>Considerations:</i> Receiving current certifications as well as offering courses during staff orientation and certifications schools.	Reviewed _____ Reviewed _____ Reviewed _____
4. Swim Lifeguard Skills, Staff Swimming Skills– PA-15, PA-16 <i>Considerations:</i> Documenting skills during staff orientation and certification schools.	Reviewed _____ Reviewed _____ Reviewed _____
5. First Aid and CPR Certifications – PA-17B <i>Considerations:</i> Receiving current certifications as well as offering courses during staff orientation and certifications schools.	Reviewed _____ Reviewed _____ Reviewed _____
6. Watercraft Guard Certification – PA-20 <i>Considerations:</i> Receiving current certifications as well as offering courses during staff orientation and certifications schools.	Reviewed _____ Reviewed _____ Reviewed _____
7. Watercraft Skills – PA-21 <i>Considerations:</i> Documenting skills during staff orientation and certification schools..	Reviewed _____ Reviewed _____ Reviewed _____
8. Watercraft Safety for Staff, Adult Groups, Families – PA-22 <i>Considerations:</i> Review of policies and procedures, activity planners, certifications schools, staff orientation, group information.	Reviewed _____ Reviewed _____ Reviewed _____
9. User Group First Aid and CPR Certifications – PA-23B <i>Considerations:</i> Annual review of group information. Advise user groups in writing to provide a staff member to have appropriate	Reviewed _____ Reviewed _____ Reviewed _____

certifications.	
10. PFD's – PA-24, PA-32 <i>Considerations:</i> Review of activity planners requiring use of PFDs for all watercraft on or off-site.	Reviewed _____ Reviewed _____ Reviewed _____
11. Public Providers of Swimming – PA-30 <i>Considerations:</i> Review of activity planners requiring the staffing of public swimming facilities and beaches have appropriate certifications for lifeguards.	Reviewed _____ Reviewed _____ Reviewed _____
12. Public Providers of Boating – PA-31 <i>Considerations:</i> Review of activity planners requiring the staffing of public boating facilities and have appropriate certifications for personnel.	Reviewed _____ Reviewed _____ Reviewed _____

Yr. 1- Form reviewed by: _____ Date: _____

Yr. 2- Form reviewed by: _____ Date: _____

Yr. 3- Form reviewed by: _____ Date: _____