

CAMP OLAVE MANAGEMENT COMMITTEE WATERFRONT POLICIES AND PROCEDURES

The following policies and procedures relate to swimming and boating activities on the Camp Olave waterfront.

Note: All waterfront staff are Waterfront Directors, as described in Safe Guide.

Policy 1: Camp Olave Management Committee (COMC) will ensure that all waterfront activities are conducted in a safe manner.

Procedures:

- Camp Olave waterfront staff strictly adhere to all of the policies and rules in the current edition of Girl Guides of Canada Safe Guide.
- All necessary lifesaving equipment is maintained in good working order.
- The Waterfront Director ensures that emergency equipment is located readily at hand and uses a daily checklist (signed and dated).
- Waterfront staff wear a visible Lifeguard shirt or bright mesh vest and closed-toed shoes allowing swift swimming capability (example: water socks with soles) while on duty.
- The Waterfront Director has sole and final authority on the waterfront and may use her discretion to cancel an activity if conditions for the activity are not appropriate.
- No one may enter the water for any activity, including wading, except when a Waterfront Director is on duty.
- No one may enter the water after dark.
- All swimmers, including Guiders, will swim only within the designated swim area.
- Anyone engaged in an unsafe waterfront activity will be removed from the activity.
- For policies related to boating activities, see Policy 4.
- Girls on the beach are the responsibility of the Guider and not the Waterfront Director.
- Each Guider should bring a first aid kit to the beach.

Policy 2: All Guiders are informed of the waterfront policies, rules and regulations in effect at Camp Olave.

- The Waterfront Director has sole and final authority for the safety of the waterfront.
- The Waterfront Rules and Regulations are posted at each site and on the side of the boathouse. All Guiders and adult staff will ensure that they are followed.
- Guiders accompanying each group will sign to indicate understanding of the Waterfront Rules and to accept responsibility as Watcher(s) for the session based on appropriate ratios for their group.

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- Qualifications and Role of Watcher(s) as defined by Safe Guide are:

Position	Qualifications	Role
Watchers	<ul style="list-style-type: none"> • Must be 19 years of age. • Must be comfortable in and around the water. 	<ol style="list-style-type: none"> 1. Watching swimmers from the shore or beach (do not swim). 2. Assisting aquatic personnel in managing an incident as directed. 3. General supervision of the location and behaviour of swimmers who are not in the water (they must not be occupied doing anything else). 4. Providing general assistance as directed by aquatic personnel.

Policy 3: In the event of a waterfront emergency, the Waterfront Director has sole and final authority. Depending on the nature of the emergency, all or some of the following procedures will be undertaken, at the discretion of the Waterfront Director.

Procedures:

- When the emergency signal (3 long whistle blasts) sounds, all swimmers and boaters move quickly and quietly to the beach.
- The Watcher(s) provides assistance to the Waterfront Director (for example, call 9-1-1 on instruction, direct other campers from the beach, assist in getting First Aid equipment, etc.)
- The Waterfront Director is responsible for providing written documentation of the incident, to be filed no later than the end of her work shift with the Staff Supervisor or her designate. Upon receipt of the report, the Staff Supervisor communicates the incident to the COMC Chair, or designate. Any further action to be taken relative to the incident is handled by the Waterfront Director, Staff Supervisor and relevant site Guiders as necessary.

Policy 4: All Camp Olave boating activities are conducted in accordance with the regulations outlined in the current Girl Guides of Canada Safe Guide.

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Procedures:

- Each individual involved in boating activities must pass the required Boating Swim Test as outlined in Safe Guide and wear a properly fitted personal flotation device (PFD).
- Sparks and Brownies may participate in boating activities if:
 - they remain within the boundaries of the designated swim area;
 - they have a supervisor in each canoe.
- Priority for boating activities is:
 1. Pathfinders and Senior Branches
 2. Guides
 3. Brownies
 4. Sparks

Policy 5: Guiders who take their girls onto the beach for any activity other than swimming or canoeing (supervised by a Waterfront Director) will follow Safe Guide ratio standards. These Guiders are responsible for the girls' safety.

Policy 6: Camp Olave Management Committee hires female waterfront staff in accordance with Safe Guide requirements for an "Established Waterfront".

Procedures:

- The Camp Olave waterfront staff are hired by the COMC Personnel Coordinator, with the assistance of the Staff Supervisor.
- The Staff Supervisor is responsible for the supervision and evaluation of the waterfront staff, with the support of the COMC Personnel Coordinator.
- In seasons when no lifeguards are on staff, Guiders wishing to supply their own life saving personnel must adhere to the Safe Guide requirements for an "Established Waterfront". Such waterfront volunteer must read and sign to confirm understanding of, and agreeing to adhere to, all Camp Olave Waterfront Policies and Procedures. Access will be provided to necessary lifesaving equipment prior to entering the water to ensure that it is readily available. The Responsible Guider is responsible for girls while participating in an activity where they have arranged their own life saving personnel.

Policy 7: Family campers enter the water at their own risk. No life guarding services are available. The designated swimming area is open to family campers when not in use by Guiding groups.