

SNORKELING STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in snorkeling unless (a) health concerns deem it appropriate for the nurse to exclude them or (b) the instructor excludes them due to behavioral difficulties or an inability to handle equipment safely, (c) they have not passed the swim test.
2. Camper/staff supervision ratios: Kingswood recognizes the American Camping Association's required ratio of on duty staff to campers in cabin groups as well as to campers in camp activities: For boys age 6-8 years, one staff to 6 campers; for boys age 9-14, one staff to 8 campers; for boys age 15 and up, one staff to 10 campers. Additionally, at least 80% of the staff must be 18 years of age or older with no one under age 16. Younger counselors must be two years older than the campers they are assigned. There are no exceptions to these ratios and the Program Director will take them into account when assigning staff to all camp activities throughout the summer.
3. Identification of appropriate protective equipment: Each individual piece of snorkeling equipment needs to be cleared for use before placed into service. The director personally needs to "sign off" on the gear selected by the teaching staff. A form is available for this purpose. Snorkeling instructors, however, need to remain vigilant regarding the suitability of their gear throughout the summer, taking precautions to withdraw from circulation any gear found to have deteriorated through constant use. Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the Boat Room.
4. Safety Regulations:
 - The general Kingswood waterfront procedures outlined in the Staff Manual pertain to all snorkeling activity.
 - A lifeguard must be observing or instructing all snorkeling activities.
 - Passing the swim test is pre-requisite to snorkeling.
 - Snorkelers must always swim with a buddy. Each boy accepts the responsibility to "look out" for the other.
 - Swimmers must adjust masks at the dock, before they commence snorkeling.
 - Each participant must learn how to clear his mask under water. The instructor must observe this process in shallow water before boys are cleared to snorkel in deeper water.
 - Likewise, the instructor must observe each snorkeler as he breathes through the tube before allowing him to go into deeper water.
 - Whenever a boy is diving for objects, his buddy should spot him from the surface.
 - All snorkelers should be given a range of activity – boundaries – by the instructor.
 - The instructor will remain vigilant of changing swimming conditions and may cancel sessions if he deems it proper.
5. Emergency Procedures: Each activity listed above has written procedures regarding emergency situations which are binding at all times. These procedures may be found in the Clinic Manual. As a general rule, however, the same procedures outlined in the Staff Manual pertain to specialized activities: The infirmary is kept locked whenever the

nurses are away from this facility. A note is tacked to the door giving her on-grounds location or advising seekers of in-charge person during their absence. In the event of an accident or other emergency, the first adult on the scene dispatches any other person to the infirmary to locate the nurse. The nature of the incident dictates whether the three whistle blasts over the PA are required or if the nurses need only be paged. The senior adult nearest the incident makes this call. The same considerations are made in paging the directors. Community emergency services may be summoned at the discretion of the nurses, or, in her absence, the person in charge as indicated by the note on the infirmary door.

6. Equipment maintenance procedures: All equipment should be regularly checked for safety, maintained in good repair, and stored in a manner to safeguard its effectiveness. Leaders do not condone any misuse of the equipment. A simple procedure governs this rule: The first person to arrive and the last person to leave the clinic site is the activity head. He is to submit maintenance requests in writing to me whenever he deems it necessary.
7. Identification of safety concerns related to the use area. We look upon this snorkeling certification course as a work in progress. We assume that never will we truly have thought of everything necessary to guarantee a 100% safe activity. Therefore, whenever you, as a certified snorkeling instructor, come upon a situation not covered in this course, please submit to me in writing, any suggestions for its improvement. Most significant are safety issues which we might have overlooked. Please do not delay even one day if you stumble into something new and uncertain.
8. Safety Orientation: The camp requires that all participants be provided a safety orientation before engaging in any sort of snorkeling activity. This certification course packet should be in your possession on the first day of each new clinic week.
9. Required study materials: Prior to taking the snorkeling staff certification test, you must study and become competent with the following documents: (1) This snorkeling staff certification outline, (2) All snorkeling clinics from the Clinic Manual, photocopied. The test itself will vary from person to person, depending on factors such as age and experience.
10. Competency Demonstration: Once you pass the final test, you will be certified to be an instructor of snorkeling at Kingswood. Thereafter, expect and indeed, look forward to having a continuing dialogue with the camp administrators regarding your competence and overall abilities as a snorkeling instructor.

Name: _____ has been certified to
instruct snorkeling at Kingswood Camp.

Signature _____

Date _____