

FISHING STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in fishing 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.
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 fishing protective 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. Fishing 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 Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the Annex Fishing Room under the dining hall.
4. Safety Regulations:
 - The general Kingswood waterfront procedures outlined in the Staff Manual pertain to all fishing activity.
 - Fish with a companion who can offer help in an emergency.
 - If a camper is certified to fish, he may fish on the dock during B Block and other times when there is general supervision of the area. He must wear a life vest to fish off the dock.
 - When fishing off the dock, all single hooks must be de-barbed. Special barbed lures may be used only with permission from a fishing instructor.
 - Be careful when handling sharp objects such as knives or hooks. Campers must be trained in the use of knives before using them.
 - Fishermen should never place fingers in the mouths of fish with teeth – walleye, northern pike, trout
 - When casting, use the 2 times rule. Extend one arm while holding a fishing rod. The nearest fisherman to one side of you must be at least twice that distance away. Thus, two fishermen may stand near one another so long as one has a 2 times clearance to one side and the other has a 2 times clearance to the other side.
 - When fishing from a boat or canoe, a life jacket must be worn at all times, staff included. Standing up may occur so long as others in the boat are aware of it and the person is very cautious about standing.
 - Wear sunblock on appropriate days.
 - Always mount your hook on an eye when changing locations. No swinging hooks!
 - If someone gets hooked, stay calm. Fast movements can sink the hook further. Cut the line close to the hook. If the barb is under the skin, do not attempt to remove it. Seek medical attention. If the barb can be easily seen, pull the hook in the opposite direction from which it entered the skin.
 - Never lay a fishing rod flat or in the sand. Rods may be leaned against a solid object.
 - Rods should be returned to the fishing room and placed on a hanger hook. It is the fisherman's responsibility to return the rod in good working order so it is ready to go for the next person. Damaged gear should be brought to the attention of the instructor.
 - At the conclusion of the fishing, sweep the area of all hooks and other gear as well as trash. Leave your fishing spot spotless!

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 indicted 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 fishing 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 fishing 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 fishing activity. This certification course packet should be in your possession on the first day of each new clinic week and be used to review plans for upcoming games with other camps.
9. Required study materials: Prior to taking the fishing staff certification test, you must study and become competent with the following documents: (1) This fishing staff certification outline, (2) All fishing clinics from the Clinic Manual, photocopied. (3) New Hampshire fish and game rules and regulations. (4) For staff, a NH fishing license is required. 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 instruct fishing 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 fishing instructor.

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

Signature _____ Date _____