

SWIM INSTRUCTION STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in swimming 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. Since the purpose of this instruction clinic is to prepare boys to complete the Kingswood swim test, all non-swimmers will be enrolled in a swim instruction clinic until they have passed the swim test. Stronger swimmers, however, are welcome to sign up for swim instruction in order to improve their skills and to guide them in becoming more comfortable in Lake Tarleton. "Swim games" may sometimes be used as a euphemism to encourage boys to get into the water. However, swim instruction and basic stroke improvement will remain the goals of the clinic.
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 swim instruction 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. Swimming 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 Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the Boat Room.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:
 - All waterfront activities are to be conducted under supervision by qualified staff. As an American Camping Association accredited camp, we recognize that all waterfront activities must be supervised by a certified lifeguard. In addition, whenever campers are swimming or using boats, one staff member on duty and accessible to each zone of activity must have first aid certification (including training on bloodborne pathogens) and CPR (including training in the use of breathing devices.) Our ratio policy is one lifeguard to 25 campers and one lookout to 10 campers with a minimum of two staff in each zone of activity. The Kingswood waterfront is divided into two zones of activity: swimming and boating. The swim area is confined to the inner cribs and the roped off areas between the two floats. No one, staff included, may swim outside this area without direct lifeguard supervision. Swim lifeguards must station themselves on the docks or rafts. Whenever boats of any description are on the lake a lifeguard must be in a boat himself. This rule includes the lifeguard's use of the skiff (when all boats are within easy view/reach), either ski boat (when boats are dispersed), or a presence in one of the craft used by the campers (when there is a single boating event). Please note, too, that whoever is driving either ski boat, certified or not, acts as a secondary supervisor of boats and responds at once to any dangerous-looking boating activity. There are no exceptions to these supervision rules. None of the rest of us, including the director, may organize swimming or boating activities without following these procedures.
 - Specific swimming and boating rules are posted on boards down by the lake. Please familiarize yourself with these rules and be prepared to enforce them from day one.
 - The entire shoreline of Lake Tarleton is off limits to campers unless they have permission. If you give boys approval to, say, fish near the former Guides Lodge, you must stay with them.
 - Be aware of the list of "non-swimmers" posted without fanfare on the back of the Buddy Board and next to Waterfront cabin. "Non-swimmers" are boys who have not completed the Kingswood swim test for the current summer and may or may not know how to swim. Don't take the camper's word for it. Non-swimmers may not be in any camp boat unless a counselor is in the boat with them.
 - No horseplay of any kind is tolerated on the waterfront. This means you, too!

- Whenever you are in a boat of any kind or waterskiing, you must wear a U.S. Coast Guard approved personal flotation device. Not only do you safeguard yourself, but you also set a good example for the boys with your ready compliance.
 - Help the boys return the equipment to its proper storage area. Canoes and playaks can be heavy burdens for the younger boys and they'll admire you for your unsolicited assistance. Sailboats are never left on the beach. Help boys with these, too. All staff are expected to enforce the rules regarding return and storage of life jackets, skis, oars, paddles.
 - If you are assigned general swim lifeguard duty, your foremost responsibility is preventive lifeguarding -- the enforcement of all rules and surveillance of danger areas. Ask the waterfront staff to alert you to boys who are known to be weaker swimmers. Stay alert throughout your assignment and do not permit yourself to become distracted. Face the water and do not take your eyes off the swimmers. Maintain good communication with the certified staff in charge of the event. On rare occasions, water-skiers are the only boys in the swim area. Remember that a swim lifeguard needs to remain on duty until all the boys have returned from the ski float.
 - All staff will be instructed in the proper use of our rescue equipment. With the waterfront director's approval, practice rescue procedures from time to time during the season.
 - Do not assume boating supervision responsibilities until you have been certified by the head of the specific boating activity. He must orient all staff users on boarding, debarking, trimming and movement of the craft. The proper use of life jackets as well as self-rescue techniques must also be taught.
 - All waterfront rules apply equally to both campers and staff. Note that whenever a lifeguard himself is swimming, another lifeguard should be on duty out of the water.
 - The Director of the Waterfront, along with my presence, will supply documentation every two weeks of our observation of the aquatic program to verify that the waterfront regulations have been strictly enforced, that staff have been provided continued appropriate instruction/practice opportunities, and that a continued watchful eye for environmental and other hazards related to the waterfront has been made.
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 medicine cabinet 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.
- PROCEDURES FOR NEAR DROWNING
 - Provided there are no head or neck injuries, immediately bring the victim to shore, or to a dock, boat or platform.
 - The certified counselor with the most first aid training should stay with the victim while other persons are sent to notify the Waterfront Director, nurse, and other counselors with CPR training or other advanced credentials. Three whistle blows on the camp PA system is the signal that we have an emergency. All camp activities stop while emergency information is being broadcast.
 - Do not allow the victim to stand up or walk around until such movement is approved by a person with the appropriate training.
 - As soon as possible, identify witnesses who may be able to document in writing what happened.
 - If the victim needs to be sent to the doctor or hospital, notify via telephone and be sure to fax the health form, if possible, or take it along.
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 swim instruction 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 swimming 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 swimming 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 swim instruction staff certification test, you must study and become competent with the following documents: (1) This swimming staff certification outline, (2) All swimming 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 swimming 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 swimming instructor.

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

Signature _____ Date _____