

WATER POLO STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in water polo 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 water polo 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. Water polo 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 Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the Boat Room under the dining hall or in obvious "dry-dock".
 4. Safety Regulations:
 - The general Kingswood waterfront procedures outlined in the Staff Manual pertain to all waterfront activities.
 - 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.
 - Water polo should always be run by at least two counselors, one of whom is assigned the job of continuous spotting and headcounts.
 - Water polo activities and games will be run exclusively in the outer crib.
 - The "NO DIVING" rule for the crib is to be strictly enforced.
 - Water polo is an exhausting activity- be sure to give participants plenty of timeouts/rest breaks.
 - 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.
 - Procedures for water polo taught in the clinics apply at all times. Violations can lead to a camper being removed from the waterfront.
 - Absolutely no horseplay is ever permitted.
 5. Emergency Procedures: Each activity 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.
- 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 whenever he deems it necessary.
 7. Identification of safety concerns related to the use area. We look upon this water polo 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 water polo instructor, come upon a situation not covered in this course, please submit 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 water polo 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 water polo staff certification test, you must study and become competent with the following documents: (1) This water polo staff certification outline, (2) Water polo clinics from the Clinic Manual, photocopied, or other lesson plans as approved by the directors. 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 water polo 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 water polo instructor.

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

Signature _____

Date _____