

## WATER-SKIING STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in water-skiing 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-skiing 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-skiing 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 Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the Boat Room.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 water-skiing activities.
  - The Kingswood boat driver is a prime set of eyes for all other camp boats on the lake. Maintain radio communication with the shore at all times.
  - Use the radio yourself if you see any questionable activity or changing weather condition.
  - All persons, staff included, must wear a properly fitting ski jacket or vest.
  - The boat driver and all passengers must be wearing a boating vest as well.
  - All passengers must refrain from leaning over the side of the boat, reaching out to touch the water, or moving about while the boat is in motion.
  - The instructor must accept at least some responsibility for camper behavior back on the dock. If you get a bad report on a camper's behavior, deal with it yourself.
  - Spotters must be at least 13 years of age and should position themselves to be able to observe the skier throughout his run. Stay calm when a skier falls. Inform the driver of boats in back of him so he may be able to judge a safe turn.
  - All beginning skiers should receive land training before attempting deep water starts.
  - All water-skiers should learn the proper hand signals.
  - Teach skiers the deep water stop and start move so you may communicate with them should a situation arise that alters the plan.
  - Each skier must have on his own ski jacket and skis before he enters the water. The order of skiers may need to be adjusted to so that consecutive skiers are not using the same equipment.
  - Kingswood does not permit any trick starts such as a flying dock start.
  - Never allow any part of the bridle to pass around any part of the body. Cut engine at the first indication of this move.
  - Teach boys to toss the rope when falling.
  - Teach boys to fall backwards if possible.
  - Upon falling, a skier should retrieve the nearest ski and hold it in the air. This gesture is a signal that he is not hurt and also marks him in the water if other boats are nearby.
  - Teach skiers to keep their skis upwind as they attempt to put them back on. The "slack" rope should be behind them as they get ready to go again.

- Don't swamp the skier who has fallen by cutting too close to him. Angle the boat to give him plenty of rope slack.
  - The boat driver must cut engine whenever he picks up a skier in the deep water or whenever he encounters any swimmer in his vicinity.
  - The ski boat driver must keep both boat and skier at least 150 feet (state law) from the shoreline, docks, floats, and other boats. The skier, too, must share this responsibility.
  - If the skier has moved outside the wake during his run, he must reposition himself inside the wake as he passes the old Guides Lodge. He must remain behind the wake until he drops the rope at the dive tower. The driver is instructed to stop at once if he observes any departure from this regimen.
  - All return trips to the dock should go in the same direction as outlined above, and the driver should pass between the yellow buoys.
  - Beware of traffic in the so-called "boating lane." Slow down and use the horn if necessary. Have skiers prepared for a stop/start maneuver in this case.
  - No whipping off skiers, tubers, etc is permitted. Also refrain from zig-zagging the boat as this is a dangerous maneuver in a small lake like Tarleton.
  - Persons returning to shore must leave their life jackets on while swimming this short distance. No exceptions.
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 water-skiing 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-skiing 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 water-skiing 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-skiing staff certification test, you must study and become competent with the following documents: (1) This water-skiing staff certification outline, (2) All water-skiing 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 instruct water-skiing 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-skiing instructor.

Name: \_\_\_\_\_ has been certified to instruct  
water-skiing at Kingswood Camp.

Signature \_\_\_\_\_ Date \_\_\_\_\_