

## EAGLE LAKE USER POLICY/PROCEDURE

Eagle Lake Camp and Retreat Center (ELCRC) Waterfront Usage.

### I. Policy

#### A. General

1. All waterfront staff (Waterfront Director, Lifeguards, etc.) is provided by the user group.
  2. Within the limitations of this policy, the Waterfront Director's word is law.
  3. There must be a staff member at each separate aquatic location who holds certification in cardiopulmonary resuscitation (CPR) for the appropriate age level from the American Red Cross, the American Heart Association, or the equivalent.
  4. There must be a staff member at each separate aquatic location who holds American Red Cross Standard First Aid certification, or the equivalent.
  5. Seat belts or ties must be removed from all persons who are in wheelchairs while in watercraft or near bodies of water.
  6. The waterfront staff will check facility equipment before each activity period to insure that there are no unsafe conditions.
  7. Access to the swimming beach and to the watercraft area must be limited to single points of entry and must be controlled by monitors (the Waterfront Director may serve as one monitor) to enforce use of the Buddy System or Watercraft Checkout System.
  8. No one EVER moves another person's Buddy Tag.
  9. A waterfront emergency (see IV.B.5.) or involvement of the waterfront staff in rough house activity will result in immediately shutting down the total waterfront area for the remainder of the day and the next day. Should the activity occur on the last day of waterfront activity for the Event (camp), the penalty will be whatever was established by the Event (Camp) Director at the beginning of the Event. This penalty must be clearly communicated to all campers.
  10. Weather - The entire waterfront area will be closed whenever there is any potential of lightning. All watercraft will be recalled (lower the flag) whenever there is risk of potentially dangerous winds.
  11. The rules contained in this policy/procedure are to be CLEARLY communicated to all users of the waterfront area.
- B. Swimming - All swimming at ELCRC will be confined to the regular ELCRC swimming beach. Use of the swimming beach requires total compliance with the following regulations. Any deviations must be approved in advance by the Eagle Lake ELCRC Board.
1. Staffing - The following staff must be on duty when the beach is in use:
    - a. Waterfront Director - This must be a person who is qualified to set up and direct waterfront activities.

- b. Life Guards - At least one life guard is required for each ability group (see #4) using the beach. (A ratio of 1 lifeguard per 25 participants is recommended.) Whenever possible, they should be stationed between the sun and the area of their responsibility. At least one Life Guard must have:
    - American Red Cross Lifeguard Training or Advanced Lifesaving, or
    - YMCA Lifeguard, or
    - Lifeguard BSA, or
    - Royal Lifesaving Bronze Medallion, or
    - equivalent certification
  - c. Lookout - At least one lookout (A ratio of 1 lookout per 10 participants is recommended.) must be stationed at a vantage point which allows him/her to view the entire beach area. No special certification is required.
  - d. Access Point Monitor - (see A.7.)
  - e. See also I.A.3 and I.A.4.
2. Swimming Area - The swimming area must be examined for unsafe conditions before each use. (see also #6)
3. Ability Groups - The swimming area will be divided into three areas: non-swimmer (less than 3 ft. deep), beginner (less than 5 ft. deep), and swimmer. Tests will be conducted under the direction of the Waterfront Director to determine which areas a user may use:
- a. Those who cannot swim 25 feet, turn and swim back (without touching the bottom) will be restricted to the non-swimmer area.
  - b. Those who cannot swim 100 yards, including 25 yards using a resting backstroke, and float for one minute will be restricted to the non-swimmer or beginner areas.
- Each user's Buddy Tag (see #5) will be marked to indicate his/her ability group.
4. Buddy System
- a. All users must have a "Buddy" who is using the same ability group swimming area. Each user must know the location of his/her Buddy at all times and must be able to reach his/her Buddy within 5 seconds after the signal whistle is blown.
  - b. A Buddy Board will be used with a proper (scraps of paper, or similar materials are not acceptable) Buddy Tag (see #4) for each user. Buddy Tags will be stored on the proper section of the Buddy Board when they are not in use.
  - c. A buddy count will be conducted at least every 10 minutes. (See IV. for Buddy System procedures.)
5. Emergency Procedures
- Each Event will practice rescue techniques, including a human chain to walk the beach bottom, at least once at the beginning of the Event.
6. Misc (On big Group Events)
- a. Inflatable flotation devices will not be allowed in the water at the swimming beach.
  - b. Any games or similar activities must be directed by someone other than the staff on duty (as described in B.1.).
- C. Watercraft (Note: See section III concerning use of privately-owned watercraft.)
1. General Requirements
- a. A checkout system which identifies who is out in each watercraft will be used.
  - b. All users of watercraft must wear US Coast Guard approved personal flotation devices (PFDs) of proper type, size and fit. PFDs will be inspected for serviceability (clasps, zippers, etc.) immediately prior to use.
  - c. Watercraft will not be loaded beyond their rated capacity.
  - d. Watercraft will be kept clear from the swimming area.

2. For Youth Groups

- a. Staffing - Each aquatic activity other than swimming will be supervised by a person who has:
  - American Red Cross Lifeguard Training, Advanced Lifesaving or Emergency Water Safety, or
  - YMCA Lifeguard, or
  - Lifeguard BSA, or
  - Royal Lifesaving Bronze Medallion, or
  - Instructor rating in the appropriate craft, or
  - equivalent certification

See also I.A.3 and I.A.4.

- b. The crew of watercraft must average a beginner (a swimmer + a non-swimmer averages a beginner).
- c. A signal flag will be used to signal watercraft users. All users of watercraft must stay within an area from which they can see the signal flag. If the flag is not up, they must immediately return to the waterfront area and check out.
3. For all-adult groups or for families with the parent(s) present and supervising:
  - Swim at your own risk.

II. Interpretation

CPR certification is available for infants (0 - 1 yr.), children (1 - 8 yrs.) and adults ( 8 yrs. and over). If young children are served, child CPR certification is appropriate.

III. Scope - This policy applies to all organized

During organized Events the use of any privately-owned watercraft which is operated from ELCRC property is under the control of the Waterfront Director and is subject to the same requirements as ELCRC-owned watercraft.

IV. Procedure

A. Proof of the required staff certifications will be provided to the Resident Manager or to a member of the ELCRC Board.

B. Swimming

1. Check In

Responsibility

User

Action

1. Locate someone willing to be "Buddy". Note, if Buddies are in different ability groups, they are both restricted to the lower ability swim area.

2. Enter Access Point with Buddy.

3. Remove Buddy Tag from storage and place it on the board beside buddy's tag in the appropriate ability group (or watercraft) area.

4. Verify proper check-in.

5. Stay with Buddy at ALL times while checked in.

Access Point Monitor

User

6. Stay in area as indicated by the position of tag on Buddy Board except when entering, leaving, or going to the Buddy Board to change areas (if qualified).

## 2. Buddy Checks (every 10 minutes)

<u>Responsibility</u>	<u>Action</u>
Access Point Monitor	1. Blow signal whistle and count to ten.
Swimming Area Users	2. Join hands with buddy and raise joined hands at the count of ten.
Access Point Monitor	3. Call out "Swimmers Check".
Swimmer Area Life Guard	4. Count Buddies in Swimming Area and shout out " <u>X</u> swimmers" where X = the number of Buddy pairs.
Access Point Monitor	5. Check the count against the Buddy Board*.
Beginners Area Life Guard	6. Call out "Beginners Check".
Access Point Monitor	7. Count Buddies in Beginners Area and shout out " <u>X</u> Beginners".
Non-swimmers Area Life Guard	8. Check the count against the Buddy Board*.
Access Point Monitor	9. Call out "Non-swimmers Check".
* If the count does not check, repeat the count for a total of three times. If it still does not check, go to procedure IV.B.5.	10. Count Buddies in Non-swimmers Area and shout out " <u>X</u> non-swimmers".
	11. Check the count against the Buddy Board*.

## 3. Checkout

<u>Responsibility</u>	<u>Action</u>
User	1. Go to Buddy Board <u>with Buddy</u> . 2. Move Buddy Tag to storage area. 3. Leave the waterfront area.

## 4. Closing The Waterfront

<u>Responsibility</u>	<u>Action</u>
Access Point Monitors	1. Lower signal flag. 2. Conduct swimming beach Buddy Check (see IV.B.2., steps 1 through 11.) 3. Blow whistle three times to signal closing. 4. Checkout per IV.B.3. 5. Monitor checkout of beach and watercraft users.
Users	
Access Point Monitors	

## 5. Waterfront Emergency (Buddy Check Failure)

<u>Responsibility</u>	<u>Action</u>
Waterfront Director	1. Close waterfront. 2. Send notification to Event (Camp) Director. 3. Start waterfront search operation. 4. Suspend <u>ALL</u> Event (camp) activities. 5. Assemble all campers and take role. 6. If <u>ALL</u> (not just the "missing" person) are not accounted for, notify local authorities. 7. Continue search as appropriate.
Waterfront Staff	
Event (Camp) Director	