

AMERICAN YOUTH FOUNDATION

2023

CAMP WATERFRONT MANUAL

Contents

<u>Section</u>	<u>Title</u>	<u>Page</u>
I	Aquatic Programs and Evaluations	1
II	Waterfront Policies	4
III	Personnel	5
IV	Waterfront Procedures	8
V	Waterfront Emergency Procedures	12
VI	Appendices	16

I. AQUATIC PROGRAMS AND EVALUATIONS

What is an Aquatic Activity?

An aquatic activity is one in which participants are in or on Lake Michigan or Stony Lake.

The following aquatic activities are offered at Merrowvista:

- Swimming
- Canoeing
- Diving for Treasure
- Windsurfing
- Fishing
- Kayaking
- Sailing
- Paddle Boarding
- Dan Hole Pond Explorers
- Water Electives
- Special Events

The following aquatic activities are offered at Miniwanca:

- Swimming
- Canoeing
- Kayaking
- Fun-Yaking
- Sailing
- Paddle Boarding
- Water Aerobics
- Polar Bear
- Remote Site Swimming (Well Site)
- Special Events

1.1 SWIMMING

Campers and staff may swim during Polar Bear, Interest Groups, Community Time, and Free Time. The Waterfront Coordinator must approve every use of the waterfront, and staff/participants must follow policies and procedures outlined in this manual. All staff and participants must take part in an orientation with their swimming ability evaluated by the waterfront staff before participating in aquatic activities.

Staff Swim Evaluations

Each staff member who will be present during Aquatic Activities must take the swim evaluation. The evaluation comes in two parts: swimmer vs. non-swimmer diagnosis, and swim ability assessment. The swim assessment consists of one minute treading water and four laps swimming (or another amount deemed appropriate). This helps the Aquatic Supervisors make appropriate decisions when delegating tasks in the event of an emergency.

Camper Swim Evaluations

Around the first day of camp, each camper has a waterfront orientation and swim assessment. Waterfront staff members introduce themselves, tell campers the swimming and boating rules, introduce waterfront activities, and give all campers and staff clear instructions as to the check-in and check-out procedures.

Waterfront staff members assess campers' swim skills through a test to determine swimmer vs. non-swimmer ability. They carefully detect non-swimmers and perform an alternative assessment in the shallow end with those individuals. For non-swimmers, waterfront staff members take note of camper names and ensure that they swim strictly in the shallow end where they can touch, or with a PFD swimming in or boating on deeper water. Those who will definitely take no swim lessons, such as 4-trails campers, must swim two lengths of any stroke to demonstrate their deep water swim capabilities.

Swim Lessons

Miniwanca does not offer swim lessons, per se; rather, the swimming program engages swimmers and non-swimmers in a variety of ability appropriate activities.

Water Electives

The Water Electives Program is for swimmers and non-swimmers, depending on the activity. The goal is to provide fun opportunities for campers to continue building endurance, strength, and confidence in aquatic environments; to expand their aquatic learning experience; and to continue developing leadership skills in water safety.

Water Electives that could be offered include:

- Water Sports and Games
Any approved water related sport or game in shallow or deep.
- Junior Lifeguarding
Teaches basic lifeguarding skills to campers, emphasizing non-swimming assists, but does not certify. The goal is to teach kids basic and useful knowledge and skills about water safety.
- Swim Team
Could include endurance swimming, races, and relays. Campers may learn advanced stroke techniques and basic dives. Under close supervision of experienced instructor, campers may be taught more advanced diving skills.
- Distance Swimming
At Miniwanca, participants swim in and around the swim area during their swim lessons. Follow the policies listed in section 4.3 regarding distance swims. Campers work on goal setting, stroke technique and endurance.

1.2 Boating

AYF boating activities include sailing, paddleboarding, kayaking, fun-yaking, and canoeing. These activities are available to campers and staff with the prior approval and orientation by waterfront staff. During interest groups, all activities must be facilitated by a staff member, and every boating outing must be approved by the Designated Aquatic Supervisor (DAS) prior to launch. During Free Time, campers may take out kayaks, windsurf boards, and canoes if accompanied by a leader and with approval from the DAS. At Miniwanca, boats may go to any distance on the lake provided they remain in sight of the DAS and/or instructor. Boats at Miniwanca may not maneuver around the swim house or head down the creek.

Staff members instruct boating interest groups in sailing, canoeing, paddle boarding, kayaking, and windsurfing. In order to do so, staff members must complete in-service training in specific skills and instructional techniques during staff training, which includes verification of skills. For sailing instruction, leaders must receive one of two certifications: skipper or crew. Skippers must demonstrate excellent sailing ability and receive the skipper's license as described below. Crew may co-lead the sailing interest group with a staff member who is a skipper. Crew must pass the practical on-the-water piece of the skipper's test: demonstrate the ability to steer straight, tack, jibe, capsize and right the boat, and control the boat on the water. Crew must also be able to identify ways to prevent capsizing (to let out the sail and to hike out). These assessments can take place during staff training.

Canoeing and Kayaking

Canoeing and kayaking interest groups introduce campers to paddling techniques, proper use of boats, and basic rescue skills.

Paddle Boarding

Campers participating in the paddle boarding interest groups are introduced to paddling techniques and proper use of boards. They also practice balancing on their boards and learn safety protocols.

Sailing

Sailing interest groups teach campers boat control, confidence, self-sufficiency, perseverance, and sailing (plus potentially racing) techniques.

A) Interest Groups

Campers who participate in the sailing interest group will all begin with close supervision. Participants learn about the equipment, how to rig and de-rig (set up and take apart), how to move the boat in the direction they choose, how to capsize and right the sailboat, and how to control the sailboat under varying weather conditions (see lesson plan, Appendix C). Campers will be assigned boats to take out during interest groups under the Skipper staff member's discretion. *All* sailboats will be watched *closely* and coached on the water during the interest group. Optis are safe for inexperienced sailors to take alone. Lasers, Bytes, and Sunfish are safe for semi-experienced sailors to take alone. V15s, JY15s, the Capri, the Flying Scots, and the Holder should have more than one sailor, including at least one leader or camper who has demonstrated boat control.

B) Skipper's License

Skipper's licenses are awarded upon passing the skipper's test, camper and leader alike. The skipper's test has a written portion (Appendix A) and a practical portion. The individual must earn 100% to pass the written test. For the practical test, the individual must demonstrate excellence in rigging, launching, steering straight, controlling the boat, capsizing and righting, tacking, jibing, and de-rigging. The practical test must be completed with zero coaching or answers from the sailing specialist. If the specialist steps in, the camper must retake the test. The test can be completed over multiple days if necessary, due to time or weather limitations. Additionally, campers can take the practical skipper's test several times for different models, as indicated on the skipper's licenses (Appendix B).

Do not be afraid to fail a camper on his/her first time taking the test! The license means that you feel confident that the sailor can rig, sail, and de-rig a boat during Free Time *without others' instructive supervision*. This includes bringing a non-sailor friend with them on the water. Any camper (without a license) can sail during free time with a certified instructor! The license is an earned privilege.

The license lasts solely for the summer when it is earned. Campers must take a new test every summer. The sailing specialist must give a list of campers with licenses to the Waterfront Coordinator, and keep a copy in the boathouse that the DAS can reference during Your Time.

C) Free Time

There are two ways to take out a sailboat during Free Time: if the person (camper or staff member) has received a skipper's license for the current summer, or if the person accompanies a camper or staff member with said skipper's license. Campers or leaders with skipper's licenses may take out boat-mates who do not hold licenses. At Miniwanca, they may sail anywhere on the lake along the proper traffic pattern and must always be in sight of the DAS onshore. The DAS must approve every boat before launch, taking into consideration the time available and appropriate weather conditions. The skipper's license applies to solely the boat model used when the test was taken. If the individual wishes to sail a different model, the sailing specialist (or another staff member with a skipper's license including said new model) must confirm correct rigging, explain the differences between the two models, and trust the individual's boat control capabilities excellently before giving approval.

1.3 Special Events

Special aquatic events take place on a number of scheduled days throughout the summer. The Water Carnival is a half-day event during each session, twice per summer. The Water Carnival includes a parade down to the waterfront, relays, individual games, and arts and crafts projects. There are also beach parties twice per summer, which are half-day events for 3-week pioneer campers. No games are planned, but extra lifeguards will be used. In the past, sailing regattas have been scheduled once per session. Sailing students are encouraged to participate in these regattas. Special safety measures, including extra lifeguards and aquatic observers, are taken to ensure safe functioning during these non-routine activities.

See sections 3.2 and 3.3 for information on Lifeguard, Aquatic Observer, Swim Instructor and Assistant Swim Instructor evaluations and training

II. WATERFRONT POLICIES

2.1 Swimming Policies

- Do not swim unless the waterfront has been opened officially by the Designated Aquatic Supervisor (DAS).
- Always check-in with the DAS. The DAS will record your name and your buddy's name before you may enter the water. The DAS will use this check-in list to confirm buddy count/head count with the primary lifeguard.
- Always check-out with the DAS anytime you exit the water, even for a few seconds. The DAS will remove your name and your buddy's name from the swimmer list.
- No horseplay (dunking, pushing, hitting, throwing sand, etc.).
- Swim only in designated areas or when accompanied by a swimming instructor.
- There is no diving off of the docks.
- No running on the docks.
- No swimming under the docks.
- No flips off the docks.
- No swimming at night.
- No sitting on the ladders or lane lines.
- All campers participating in distance swims must be accompanied by a waterfront staff person or leader trained as a lifeguard in a boat or on a windsurf-board carrying as many PFD's as there are swimmers.
- Waterfront staff reserves the right to prohibit any unsafe behavior.
- Campers must wait for permission to leave the waterfront. This is to ensure all swimmers/buddy groups are checked off the list and every camper is accounted for.

Staff Swimming Policies

- All rules apply to staff as well as campers when camp is in session.
- When camp is not in session, staff who have been oriented to waterfront procedures and passed the swim test may swim in the designated swimming areas, as long as an AYF trained lifeguard is on the dock with a tube.
- A staff person should never swim alone.

2.2 Boating And Personal Floatation Device (PFD) Policies

- All boaters **must wear PFDs at all times** while on the water. The PFD must be tightened so that when the PFD is pulled vertically, it does not go above the ears. PFDs are checked for condition at the beginning and end of each program season, and those in poor condition are retired from use. Retired PFDs are removed from the boathouse, can be used as padding for boats in the winter, and replacement information is shared with the Program Director.
- Campers and staff may engage in a boating activity such as sailing, canoeing, kayaking, windsurfing, or paddle boarding only after the Designated Aquatic Supervisor has opened the waterfront and is supervising that specific activity. Approved staff may engage in boating activities providing that they:
 1. Are supervised by waterfront staff, or
 2. Have the permission of the DAS and are following written procedures that specify:
 - a. PFDs must be worn by all persons at all times

- b. Be in compliance with the Waterfront Manual and boating procedures
- c. Establish and utilize a designated checkout system

- No careless activities such as swamping, tipping, or swimming from the crafts.
- Boaters must stay within sight of the shore/DAS and stay out of the designated swimming areas.
- All crafts must return promptly when 1 long horn blast is blown.
- All gear must be stowed properly and damaged equipment must be brought to the attention of the waterfront staff.
- When the thunder signal is sounded, three blasts, seek shelter in a safe spot anywhere off the lake as quickly as possible.
- All boaters must check-in and out with the DAS before leaving the shore.
- Understand and follow the rules specific to your boating activity.

III. PERSONNEL

3.1 Positions And Job Descriptions

Waterfront Coordinator

The person in this position will meet the following minimum qualifications:

- ◆ Current Lifeguard.
- ◆ At least 21 years of age.
- ◆ Previous supervisory experience.
- ◆ Participate in motorboat training.

The person in this position will be responsible for the following:

- ◆ Developing and supervising a well-planned program of instruction in small crafts.
- ◆ Regularly observe waterfront specialists, lifeguards and instructors to verify that they enforce established safety regulations, provide appropriate instructions and identify and manage environmental and other hazards.
- ◆ Evaluate, and record swimming abilities for all staff.
- ◆ Supervise waterfront specialists in instructional and lifeguard duties.
- ◆ Assist in training of trip leaders for water activities, as necessary.
- ◆ Organize and administer water carnivals, regattas, and other special events related to waterfront activities.
- ◆ Assist the Coordinator of Camp Programs in evaluation of water programs and facilities.
- ◆ Plan and initiate new programs and innovative uses for the waterfront.
- ◆ Oversee construction and repair of waterfront facilities and equipment, coordinating with the Coordinator of Operations.
- ◆ Supervise the use and maintenance of safety boat and motor, personal floatation devices, rescue and first aid equipment, paddles, canoes, rowboats, sailboats, etc.
- ◆ Supervise and participate in pre-camp waterfront setup and maintenance as well as post-camp take down, maintenance and storage, including training staff in emergency procedures, rescue simulations and skills assessment.
- ◆ Evaluate, classify, and record swimming abilities for all campers.
- ◆ Establish personal and professional goals for the summer and work towards those goals as well as participate in total camp program while at Miniwanca.
- ◆ Knowledge of curriculum for all waterfront interest groups. Provide support and constructive feedback for all staff instructing those activities.

Waterfront Specialists

The person(s) in this position will meet the following minimum qualifications:

- ◆ Current Lifeguard certifications.
- ◆ Participation in waterfront staff training.
- ◆ Participation in motorboat training.

The person in this position will be responsible for the following:

- ◆ Lifeguard, teach classes, and generally help out with waterfront activities.
- ◆ General maintenance and upkeep of waterfront.
- ◆ Serve as DAS as needed at waterfront coordinator's discretion.
- ◆ Assist with waterfront set-up and general waterfront maintenance.
- ◆ Serve as a member of the waterfront team, assisting with safety orientation, lifeguarding duties, and planning of waterfront events such as the water carnival.

Sailing Specialists

The person(s) in this position will meet the following minimum qualifications:

- ◆ Current Lifeguard certification.
- ◆ Participation in waterfront staff training.
- ◆ Participate in motorboat training and receive their Commercial Boaters License.

The person(s) in this position will be responsible for the following:

- ◆ Assist with waterfront set-up and general waterfront maintenance.
- ◆ Take an opening inventory of sailing and waterfront equipment, noting any needs.
- ◆ Take responsibility for the rigging of boats.
- ◆ Repair and maintain fleet of sailboats. (Minwanca: Optis, Lasers, Bytes, JY15s, Sunfish, Holder, Flying Scot.)
- ◆ To set up the boat docking area.
- ◆ Teach sailing classes for campers having a range of experience.
- ◆ De-rig boats at the end of camp, and prepare the boats for winter storage.
- ◆ Be knowledgeable of various kinds of boat rescue (windsurfers, canoes, and sailboats) and use the motorboat for rescues when appropriate.
- ◆ Create a schedule for sailing camp and instruct campers.
- ◆ Serve as a member of the waterfront team, assisting with safety orientation, lifeguarding duties, and planning of waterfront events such as the water carnival.
- ◆ Serve as a lifeguard during free time activities, as needed.

3.2 Roles

Designated Aquatic Supervisor (DAS)

The DAS is a waterfront staff member who holds current lifeguard, first aid, and CPR for the Professional Rescuer certifications. The DAS is responsible for the coordination and supervision of guards, instructors and observers. The waterfront coordinator/swimming coordinator, if present, will act as the DAS. In the absence of a waterfront/swimming coordinator, any qualified waterfront staff member can act as the DAS.

Lifeguards

Staff members with current lifeguard, first aid, and CPR for the Professional Rescuer certifications can serve as AYF Lifeguards, if they have been trained in AYF policies and procedures and participate in routine training sessions.

Aquatic Observers

Staff persons who hold current first aid and CPR certification and have gone through aquatic observer training at Merrowvista or Miniwanca's waterfront can serve as an Aquatic Observer at Merrowvista or Miniwanca, respectively. This training includes teaching waterfront policies and procedures, basic, non-swimming rescues (i.e. reaching assists). Under the direct supervision of the **designated aquatic supervisor**, aquatic observers act as an additional set of eyes watching swimmers and boaters (in addition to certified lifeguards), assist in routine work including helping launch boats and making phone calls, and support waterfront staff in case of emergency.

Boating Guards

The boat guard may be the lifeguard-certified staff member who is currently teaching the boating activity. If the boating activity instructor is not a lifeguard, there must be a lifeguard onshore watching the boats. The DAS may decide to watch the boats or designate a specific boat guard if it is busy. Boat guards supervise boating activities and notify waterfront staff members of any problems or need for rescue. See Appendix E for the Boat Guard form to be used every interest group.

3.3 Personnel Training and Evaluations

Waterfront Staff Training

Waterfront staff members participate in pre-season and mid-season training conducted by the waterfront coordinator in which they cover waterfront policies and procedures, and practice rescue drills. Waterfront staff members are also expected to participate in lifeguard and instructor training sessions. The training that the waterfront staff receives will qualify them to act as Designated Aquatic Supervisors. Motorboat training for waterfront staff will take place during waterfront orientation and training.

Waterfront Staff Evaluations

Waterfront staff will be formally evaluated along with lifeguards and instructors by mid-season, and will receive timely feedback as necessary.

Lifeguard Training

Each lifeguard is expected to be able to produce current certifications; to participate in the in-service training sessions, including a review of policies and emergency procedures before the start of programs; and to pass the preseason test. This test could include a 500 yard swim, proper entry into the water, assists from the dock, performing a passive rescue in deep water, performing an active rescue in deep water, performing a submerged victim rescue in deep water, review of back boarding, search and rescue techniques, and CPR.

Lifeguard Evaluations

Lifeguards will be supervised and formally or informally evaluated (verbal feedback and suggestions or lifeguard evaluation form) by the Designated Aquatic Supervisor every time they guard. By mid-season, the waterfront Coordinator or assistant will fill out formal evaluations of each guard and review the results with the guard. If the Waterfront Coordinator deems it necessary, guards will participate in refresher sessions and drills.

Instructor Training

All waterfront activity instructors should participate in pre-season training in their activity and demonstrate proficiency in the activity area and effective teaching skills.

Instructor Evaluations

Instructors will be supervised and informally evaluated by the Designated Aquatic Supervisor each time they teach. Within the first few weeks of program, the Waterfront Coordinator will complete formal evaluations of each instructor and review the results with the instructor. The Coordinator will also hear input and feedback from each instructor. If the

waterfront coordinator deems it necessary, instructors will be given extra support in the form of a co-instructor, teaching suggestions, or skill reviews.

IV. WATERFRONT PROCEDURES

4.1 GENERAL SWIM SESSIONS

Set Up

Before the waterfront is opened for the first swimming session of the day, the Designated Aquatic Supervisor is responsible to ensure that the following preparations are taken and procedures are followed:

- ◆ Necessary buildings are unlocked and equipment is available.
- ◆ Rescue equipment and first aid kit is checked to be sure all is present and in working order.
- ◆ Motorboat is uncovered, bailed as necessary, started, and contains all necessary equipment (paddles, gas, spare ropes, PFDs, etc.).
- ◆ Backboards are stationed correctly.
- ◆ “Waterfront closed” signs are taken down.
- ◆ Guards get necessary equipment (whistle, rescue tube, visor and sunglasses), and are positioned correctly.

Check In and Check Out

The DAS ensures that all participants and their buddies check-in with the DAS, yet it is the activity teacher’s responsibility to make certain this is done before participants enter the water. The DAS makes sure that as the participants are leaving the waterfront, they have already checked out and their names have been removed from the swimmers list. Campers must wait for permission to leave from the DAS. Campers in the Four Trail program must check in and out as well, and the DAS will refer to the list of swim assessments to ensure the person has passed.

Lifeguard Positioning and Coverage

Lifeguard placement varies, depending on which areas the swimmers are using. Generally, there will be guards placed at all strategic points of the swim docks to ensure 100% visual coverage of swimmers in all areas. See diagrams in the Appendix.

A ratio of one lifeguard to 25 campers participating in waterfront activities will be maintained at all times. **In addition**, there must be one camp staff member trained as an aquatic observer or lifeguard for every 10 campers participating in water activities. The DAS will add and relieve guards as necessary based on the swim areas being used, number of classes, and number of swimmers. Guard placement must match the descriptions above when more than 1 swim area is in use. A minimum of two staff must be on duty during waterfront activities. One must be a certified lifeguard and the other must be a waterfront staff person who is trained as the designated aquatics supervisor.

Guards rotate positions at least once every half-hour and do not guard consecutively for more than one hour. The DAS supervises the guards and instructors to ensure they are prepared, positioned and performing adequately.

Floating Island Coverage

Participants may swim in area between the swim dock and the floating island as marked by the designated lane lines. A lifeguard must be stationed on the island when participants are swimming in the area between the island and the docks. No more than six campers should be on the island at one time.

Guarding Regulations

- Arrive at least 5 minutes before your assigned duties to assist the DAS in the inspection and survey of all equipment and environmental conditions.

- Dress suitably to enter the water and act in an emergency situation.
- Wear sunglasses and sunscreen.
- Carry a rescue tube and whistle while on duty.
- Practice life guarding skills whenever possible - participate in in-service trainings when called for by waterfront coordinator.
- Be aware that emergency practice drills will be held without prior notice.
- Guards shall not engage in an activity that will distract them from their duties.
- Be actively attentive and alert at all times.
- Notify DAS if in need of assistance or relief.

Buddy Checks and Whistle Signals

“Buddy Check” will be called every 15 minutes during free time or other free swim sessions. Swimmers must swim to their buddy, hold his/her hand up in the air (swim to a docks edge if in deep water) and must remain quiet and still as lifeguards count the number of swimmers/buddy pairs. This number must be compared to the number of buddy pairs on the DAS check-in sheet. The swimmers must remain quiet and still until the “all clear” signal is sounded. At any indication of a lost swimmer, the DAS will initiate the Lost Swimmer Procedures. “Buddy Check” may be called at the discretion of the DAS during interest group activities.

The following whistle signals should be used by lifeguards when necessary:

One short whistle blow: Lifeguard is trying to get the attention of swimmer(s) to enforce rules or initiate a buddy check.
Three whistle blows: Indication of an emergency; campers are instructed to freeze upon hearing this and wait for further instructions; other guards will be alerted to assist in rescue.

One long horn blast: Indication that the interest group is over, and waterfront participants can begin heading to the shore.

Three short horn blasts: Signal for all boats to head to the nearest shore immediately.

Lake Michigan Special Considerations

The rescue tubes, a whistle, air horn, backboard, ring buoy, clipboard, paper and the buoyed lines should be removed from the Lake Michigan Shack. The lines should be placed on the beach by one or more Designated Aquatic Supervisors, who will also make a sweep of the enclosed area, removing any debris that may have drifted into the area since the last swimming session, and making a turbidity check (see below).

When the area is prepared, the Designated Aquatic Supervisor (DAS) should position the guards and take a position at the entry point of the swimming area. *Signified by the swimming lines laid out on the beach.* At this point the DAS is ready to open the area and admit swimmers. The Lake Michigan swim area will be opened based on the weather and water conditions. The DAS and the lifeguards will determine the safety of these conditions for that particular day and if swimming will be permitted.

Turbidity checks must take place in the deepest part of the designated swimming area. The Lake Michigan swimming area will not be opened if the Aquatic Supervisor making the check is unable to see her/his foot when it is held within six inches of the floor of the swim area at its deepest point. If high turbidity prohibits the opening of the swimming area as it is positioned, the DAS may choose to move or reposition lines in hopes of reducing the effects of the turbidity. *Note: if a swimming session lasts longer than one hour the turbidity test must be repeated.*

Closing a waterfront area

At the end of a swim session the participants will be asked to leave the water, put away any toys or equipment they have been using, and check out with the DAS. The DAS will be sure the following procedures happen before leaving the waterfront:

- ◆ All swimmers have left the waterfront. If any buddy pairs/swimmers remain on the check-in list, the missing swimmer procedures are followed.
- ◆ Staff members check and clean their designated areas.

- ◆ Equipment and toys are put away.
- ◆ The motorboat is disabled.
- ◆ Waterfront House and Boathouse are locked.
- ◆ Radio is left to charge in off position if it is the last session of the day.
- ◆ Waterfront and boathouse are left organized and ready for the next session.

4.2 Instructional Sessions

During instructional sessions, each camper's attendance will be checked on a class roster. Campers are required to use the buddy list check-in/out, and no buddy checks will be called during class time. Instructors will frequently do head-counts of their own groups and a lifeguard will be stationed on the dock to guard classes and respond to emergencies.

4.3 Distance Swims

Personnel, Coverage and Rescue for Camper Distance Swims

Miniwanca staff persons who are certified lifeguards may lead distance swims for campers, with the approval of the DAS. The staff person must paddle a canoe or sailboard; carry as many PFD's as there are participants in their group; and carry a whistle to notify waterfront staff in case of an emergency. There may be no more than 10 swimmers for every one paddler. The staff person must keep the campers close together as they swim and do frequent head-counts. If a swimmer is in need of assistance, the lifeguard has been instructed to give them a PFD and if necessary to use the whistle to notify waterfront staff. One long whistle can indicate that non-emergency assistance is need. Three whistle blows indicate that emergency assistance is needed immediately. The boating and distance swim guard will carry the binoculars and scan all distance swims regularly.

Personnel, Coverage and Rescue for Staff Distance Swims

Staff wishing to participate in distance swims must follow all policies and procedures listed for campers. The swimmer towing the rescue tube must be at minimum an aquatic observer and must check on the others at the half-way point and again when upon return. Swimmers will also be guarded by a lifeguard on shore with binoculars.

Participants

Campers and staff wishing to participate in distance swims must have the approval of the DAS who will review their swimming abilities before allowing them to go. Weaker swimmers may swim with PFDs on.

Activity Area

The most common distance swims are to the public fishing pier at the mid-point of the western edge of Stony Lake (and back), the public swim docks at the northwest corner of Stony Lake (and back) and a triangle route connecting either of these two points to the boathouse docks (returning to the swim docks). Any other course needs approval from the Waterfront Coordinator. On days when boat traffic is heavier but not unsafe, ratios will be lower and swimmers will be kept closer together.

Equipment

Swimmers are encouraged to wear goggles. Swimmers may also use noodles, kickboards or pull buoys.

4.4 Boating

Set Up

Set up for boating sessions follows the same basic procedures as swim sessions, which usually run simultaneously.

Check in and Check out

Potential boaters who wish to boat outside of instructional sessions must first seek permission from the Designated Aquatic Supervisor at the waterfront. Campers may take out kayaks, canoes, or paddleboards during Free Time if given permission by the DAS. Campers and staff members may take out sailboats if they have a skipper's license, or if a camper or leader who has a skipper's license accompanies them in the same boat. All sailboat outings must be approved by the DAS, depending on the time and weather conditions. The waterfront staff person (sailing specialist or waterfront staff member holding a skipper's license) will determine based on the wind, participant's skill, and time where the boats are allowed to go. This person will communicate with the boating guard to let them know who is going out and if any restrictions were imposed. All must put their buddy tags into the appropriate boating area and be checked by a staff member for a well-fitting PFD (cannot lift above ears when buckled). When the boaters return the craft, they must return check-out of the water with the DAS. Boaters must also de-rig and put away any equipment they have used.

Guarding

The boat guard, who may or may not be the one helping with the launching of boats, will carry binoculars and frequently scan all boats for any signs of problems. Boaters are instructed to drop their sails/wave their paddles in the case of distress and boat guards will watch for these signals. Boat guards will keep an accurate count of how many boats and boaters are on the water and notify the DAS of any problems or missing boats/boaters.

Horn Signals

Boaters are advised to remain attentive to the DAS station and/or applicable boating lifeguards. One horn blast signals that the session is ending and it's time to come in. Three horn blasts means the boater must get to the nearest shore as quickly as possible, typically due to an impending thunderstorm.

Activity Area

Boaters must always keep in sight of the DAS Station or the lead instructor's boat (if it is out in flotilla with the rest of the boats). The boundaries may be restricted further at the discretion of the waterfront staff person according to the level of the boaters' skill, time restrictions and the weather and wind conditions. More experienced sailors and paddleboarders, with the permission of a waterfront staff person, may go further than these boundaries, but may not go around any corners or to any places that cannot be seen from the view of the DAS Station.

Personal Floatation Device (PFD) Use and Care

All boaters must wear PFDs at all times while on the water. Waterfront staff will explain to campers and staff the proper use and care of PFDs at the beginning of the session. Before each use, waterfront staff will briefly remind users of rules and ensure that all PFDs fit the user well with appropriate buoyancy for participant size.

Waterfront staff will inspect and inventory PFDs before the start of each session to insure PFDs are in working order (all clips, zips and floatation are satisfactory). PFDs that do not pass inspection will not be used. The waterfront staff is responsible for purchases and retirement.

The Waterfront staff will stay up to date on current PFD technology, access and legal statutes. The waterfront staff will share any changes and necessary information with staff. PFDs are stored hanging in sheds out of direct sunlight. PFDs are never used as cushions, because this decreases their buoyancy. The American Youth Foundation uses U.S. Coast Guard approved PFDs Type III. These PFDs are appropriate for use during instruction of flat water boating activities, windsurfing, and whitewater canoeing.

4.5 Motorboat Policies and Procedures

Preparation

- Open the boathouse, check the phone and ready the gas can.
- Check the boat for damage & leaks, bail/pump out the boat if necessary
- Start the boat if it has not been run yet that day

- Check to see that the gas tank is at least half full. If it is not, promptly fill out a work request to fill the tank.
- Be aware of the weather conditions and forecast
- Check to be sure all of the following are in the boat before leaving the dock:
 - PFD for each person on board plus an extra PFD
 - 2 Paddles
 - Towing rope
 - Approved, fully charged fire extinguisher

Use

- The boat may only be driven by trained staff 18 or older.
- Maximum number of people in the boat is labelled as such and must be followed.
- Passengers must be seated completely inside the boat.
- Anyone in the motorboat needs to wear a PFD and there should be an extra PFD in the boat
- There should be no wake within 150 feet of docks or shore
- When towing in a boat, approach from downwind (facing into where the wind is coming from, so the sailboat can stop by “pointing in irons”), and put the engine in neutral before tying up the craft. Boaters should stay in the boat if possible. If campers need to enter the motorboat, load from the side. Canoers should sit in the bottom of the boat and hold onto the gunwales. Instruct sailors to steer straight behind the motorboat with their rudder. Sailboats can also lower their sails part way, so that the wind will affect their motion less. (V15, pull the main down halfway and keep the jib up. Lasers, untie the outhaul and tie the sail around the mast. Optis, take out the sprit.) Boats must be towed slowly and driver (or spotter, if there is one) must routinely spot boat and boaters being towed. Before untying the towed boat, driver will put the engine in neutral. Boaters will be let off about 40 feet from shore and will paddle their boats in. No more than two boats will be towed at a time, and only then if it is necessary and safe. (Attach second boat’s bow line to the stern of the first.) See appendix F.
- Boats may be towed in if they are unable to get in themselves in the time allowed, or in some cases in the event of bad weather.
- Motorboat use is limited to program preparation and emergency response by the waterfront team. There is no personal use of the motorboat.
- In case of technical problems, contact the facility staff person on duty immediately as well as the waterfront coordinator. If the motorboat is unavailable, the DAS and the Camp Director will decide how to change boating activities on a case by case basis.
- Campers should not go in the motorboat unless absolutely necessary.
- The rules of the road apply to the rules of the water. If you are approaching another motorboat, stay to the right and seek to maintain a minimum distance of 30 feet if possible. Keep an eye out for any skiers or tubers they may be towing.
- Canoes, kayaks and sailboats have the right of way over a motorboat.

4.6 Coverage

- A 1:10 ratio must be maintained between the swimmers or boaters and the DAS, instructors, lifeguards, and aquatic observers. In general, there should be a ratio of 50:1 for DAS:participants, 25:1 for lifeguards:participants, and 10:1 aquatic observer:participants.

V. WATERFRONT EMERGENCY PROCEDURES

5.1 Swimming Emergencies

A swimming emergency is defined as an incident that demands the complete attention of more than one Aquatic Supervisor or waterfront staff person. These emergencies will be addressed in the following manner:

1. The person that first becomes aware of such an emergency will notify the other aquatic staff through the whistle signals and verbally if possible. The DAS will determine the amount of personnel needed to respond to the emergency, and will direct the rescue process. Depending on the type of emergency, the DAS may choose to clear the water of all other swimmers and boaters immediately or as soon as it is safe to do so. The DAS will designate someone to gather all other participants and be sure all are accounted for. The DAS may then decide to have all campers leave the waterfront and go to a pre-determined area where they can be supervised.
2. In addition to supervising the management of other participants, the DAS supervises the rescue efforts and will delegate all other responsibilities. The DAS should participate in the actual rescue only after designating another staff person to manage the situation or if he/she is the only one qualified to conduct the rescue. Appropriate rescue and follow-up procedures are followed depending on the situation, and the information available to the DAS and will include one or more of the following, which may happen simultaneously:
 - Initial rescue (may consist of a reaching, throwing, swimming or boat rescue)
 - Notification of Camp Health Officers and Program Director and Site Leader (available by radio or phone).
 - Notification of emergency medical services (9-911 and other emergency numbers are posted next to the phone in the boathouse).
 - Providing first aid (backboard, first aid kit and face masks are located in the boathouse and waterfront house).
 - Calling for additional help, if needed, to assist in supervising participants or to assist in search and rescue procedures.
 - Documentation of incident

5.2 Boating Emergencies

A boating emergency is defined as an incident that demands the complete attention of more than one Aquatic Supervisor or waterfront staff person. *See Appendix F* for detailed checklist to use in the case of a boating emergency.

These emergencies will be addressed in the following manner:

1. The person that first becomes aware of an emergency notifies the other aquatic staff.
2. The DAS determines the amount of personnel needed to respond, and will direct the rescue process. The DAS supervises the management of other participants and supervises the rescue efforts. The DAS will delegate all other responsibilities. The DAS should participate in the actual rescue only after designating another staff person to manage the situation, or if he/she is the only one qualified to conduct the rescue.
 - If needed, call 9-911 for Emergency Medical Services and notify the Camp Health Officers and the Camp Director. Other emergency numbers are posted next to the phone in the boathouse.
 - Call for additional help if needed, to assist in supervising participants or to help the search and rescue procedures.
 - Assess if appropriate to clear the water of all other swimmers and boaters. If so, designate someone to gather all participants and ensure all are accounted for. Campers can all then go to a pre-determined area to be supervised. Sailboats will not be derigged, nor will equipment be put away during this time, unless the equipment interferes with the rescue efforts.
 - Waterfront staff members take the motorboat to rescue the boaters.
 - Make sure to have the radio, in order to be in contact with health officers as the rescue proceeds.
 - If the medical seriousness cannot be determined before rescuers reach the victims, boat rescuers will radio the health officers from the water to call 9-911. Otherwise, the air horn can be sounded 3 times, signaling waterfront staff on land to call 9-911.

- If the DAS suspects they may be needed, take the backboard and first aid kit on the rescue boat during the initial rescue.
 - The backboard, first aid kit and facemasks are located in the boathouse.
3. Document the incident.

5.3 Missing Swimmer

In any instance where a buddy check, head count or swimmer remaining on the DAS check-out list at the waterfront site reveals the possibility of a missing swimmer the following procedure will be followed.

1. The first to notice the missing camper will immediately notify the DAS and begin asking campers and staff where the person was seen last.
 - a. If someone can confirm that the swimmer left the waterfront, waterfront staff will radio up and have a staff person find the swimmer to confirm their whereabouts.
 - b. If no one can confirm that the swimmer left the waterfront, an initial search of the boathouse, bathrooms and part way up the paths will begin as someone radios the office to begin the missing camper search up the hill. In addition, an initial search of the water is conducted, which may include clearing the water of swimmers, and includes checking shallow end and deep end from the docks and looking under the docks.
2. If the initial search is unsuccessful, full search and rescue procedure will begin under the direction of the DAS. If swimmers have not left the water already, swimmers will quickly be cleared out of the water, and the DAS will designate a staff person to supervise swimmers' checkout procedures and will move the campers to the boat house or up the road out of sight of rescue proceedings. The swimmers and staff will be questioned to see if anyone has any information about where the swimmer was seen last. If there is any information from staff or campers about where the camper was last swimming, the search will begin there (e.g., near the outermost dock, moving out in every direction from there). If there is no information, then a line search will begin in the shallow end wherever it gets too deep to easily view a sandy bottom. The areas under the dock, up to and under the lane lines, other parts of the designated swimming area, and then adjacent areas will be searched in that order unless the DAS determines certain areas to be priority in the search.
3. The land and water search will continue until the missing swimmer is found (either in the water or in another area of camp) or until the efforts become a serious hazard to the health of those involved. The waterfront staff will inform the Site Leader immediately if and when the missing swimmer is located, and will administer first aid if necessary. If the search continues for over 10 minutes without positive results, the emergency services (9-911) will be called.
4. Throughout and/or after the search, the DAS will document the incident.

5.4 Missing Boater(s)

The missing boater procedure will go in to effect at any time when

- a. A boat/boater is still checked out at the end of a session
 - b. A boat is missing from the fleet at the end of a session
 - c. A boat which was seen out on the water disappears from the view of the boat guard and it has been confirmed that the boaters have not returned to our shore
1. In the first case (a), count the boats on shore to see if there is still a boat on the water or if they left the waterfront without moving their buddy tag. If all boats are accounted for, waterfront staff will radio to have someone confirm the boater's whereabouts.
 2. If a boat is missing and another quick check of lake and shore with the binoculars is unsuccessful, a waterfront staff person will take the motorboat, the binoculars, air horn and radio, and search the lake and shoreline. If extra help is

needed, the DAS will call the Program Director(s) and have more staff sent down to assist in search and rescue efforts.

3. If boaters are in need of advanced medical attention, the boat rescuers will radio the health officers and have them call 9-911 or. As a back-up for the radio, they can blow the air horn three times to signal the waterfront staff to call 9-911.
4. Throughout and/or after the search, the DAS will document the incident.

5.5 Severe Weather or Fire

Severe Weather

The DAS reserves the right to reduce the range from shore of any boating activity if the weather looks like it might become severe or if there is a severe weather forecast.

When signs of severe weather present themselves (high winds, thunder, lightning, dark clouds), campers will be instructed to clear the lake promptly. If time allows, boaters will be signaled to return to the boathouse (1 short horn blast). If boaters will be unable to reach our shores safely and quickly, they will be signaled to go to the nearest shore, pull or tie their boat up and find shelter under the tree-line until the storm passes (3 blasts from the air horn). Swimmers will be instructed to leave the water, check out with the DAS, and go to the boathouse.

Participants will wait in the boathouse until it is safe to return to their activities or to return to main camp activities. If the boathouse is unsafe, participants will be picked up and transported to a safer area on camp. Waterfront activities may resume no earlier than 30 minutes after the last thunder blow, providing no more severe weather is expected and skies have cleared.

Fire

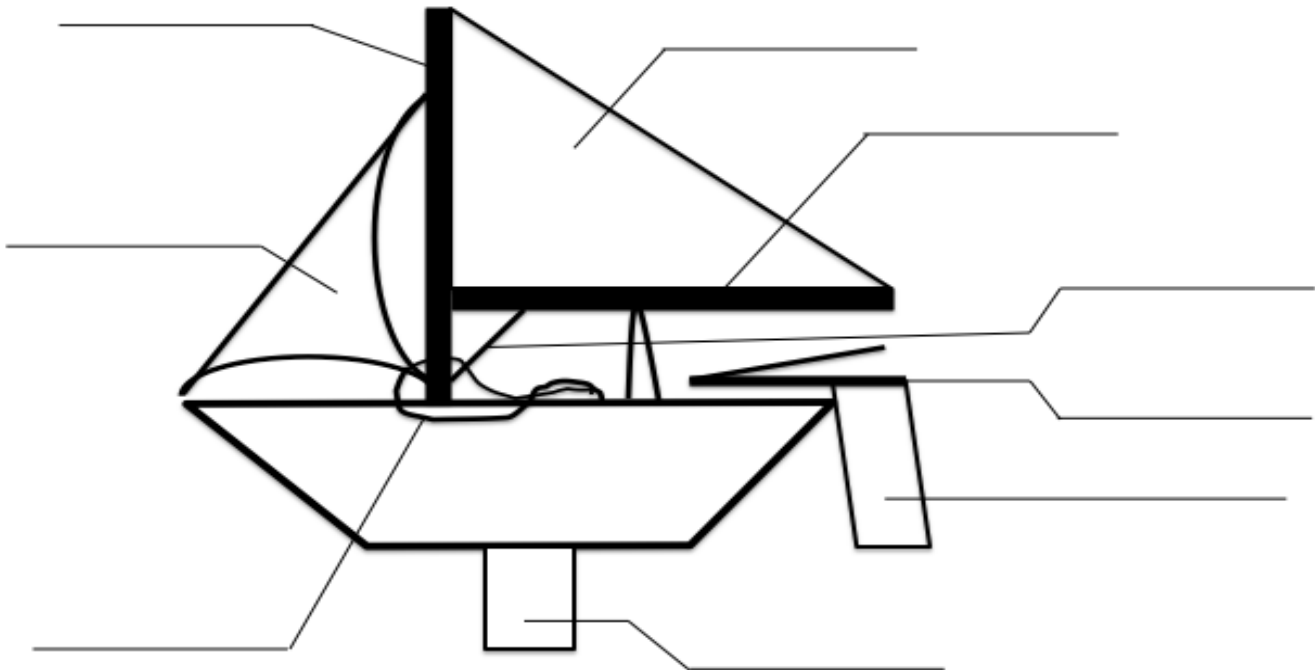
In the event of a fire on the camp's grounds, swimmers and boaters will be called out of the water and sent to the boathouse, providing it is safe there, to await further information from the rest of camp. The DAS will radio the Site Leader to see if they should stay at the boathouse, move to Bryant Field.

Emergency Drills

Each of the Emergency Procedures will be practiced in the form of a drill during the first 10 days of camp. The drills that produced unsatisfactory results (as determined by the Waterfront Coordinator) will then be repeated within the following 10 days, and so on until the Waterfront Coordinator is satisfied with the preparedness of the staff and Participants. A log of these drills will be kept that will include the following:

- Emergency procedure drilled
- Site of drill
- Date and time
- Comments and review of the drill
- Satisfactory or unsatisfactory drill rating
- Signature by attending Waterfront Coordinator and DAS

AYF Skippers Test



Word Bank: Jib Boom Vang Tiller Boom Rudder Main Sail Jib Sheet Centerboard Mast

Where would the sail be if the wind was coming from the top of the page (for a boat with one sail)?



When you _____, your boat flips over.

When you point your boat into the wind you are _____.

Name the five right of way rules?

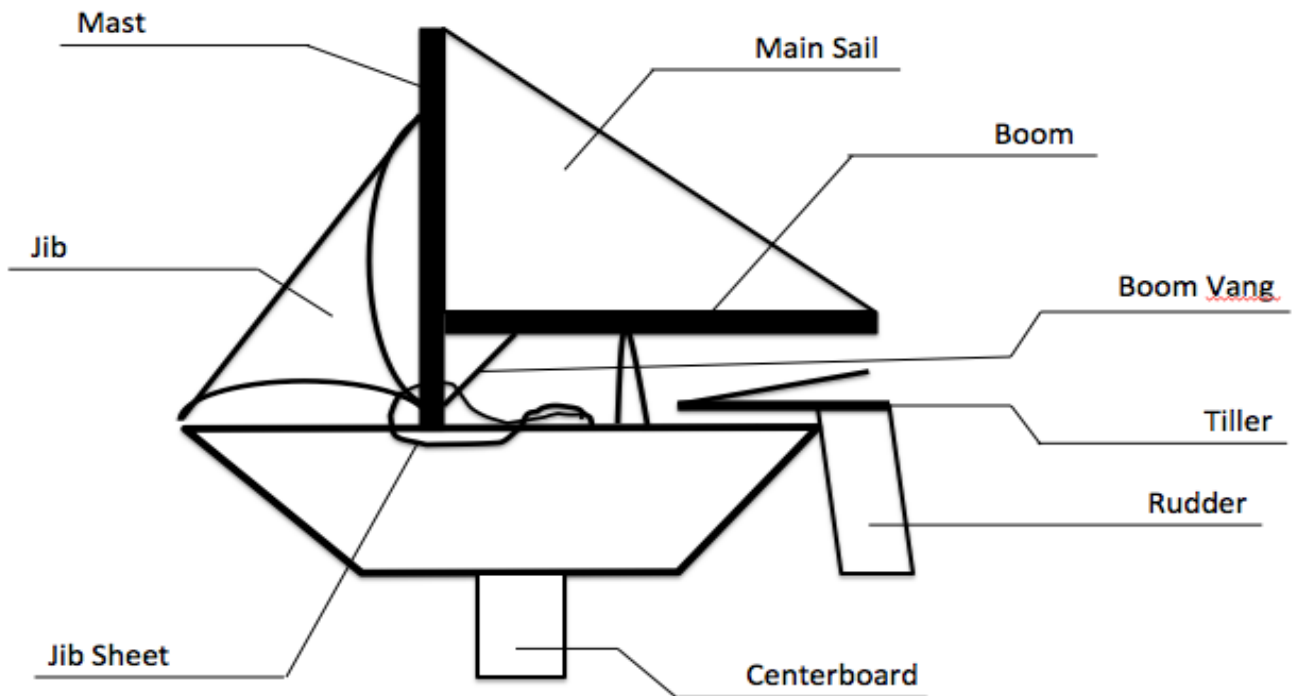
What is the knot that you tie at the end of the main and jib sheets?

What is the right side of the boat called?

Name 2 actions you can take to reduce the heeling of a boat.

Name the 7 points of sail, starting at "Irons" and ending at "Running Free."

AYF Skippers Test – Answers



Word Bank: Jib Boom Vang Tiller Boom Rudder Main Sail Jib Sheet Centerboard Mast

Where would the sail be if the wind was coming from the top of the page (for a boat with one sail)?



When you Capsize your boat flips over.

When you point your boat into the wind you are in Irons.

Name the five right of way rules? 1. Avoid collisions; 2. Wind over power; 3. Starboard over port; 4. Leeward over windward; 5. Closed Haul over Running Free

What is the knot that you tie at the end of the main and jib sheets? Figure 8 knot

What is the right side of the boat called? Starboard

Name 2 actions you can take to reduce the heeling of a boat. 1. Weight Displacement; 2. Let out the Main Sheet

Name the 7 points of sail, starting at "Irons" and ending at "Running Free." In Irons; Closed-Haul; Closed-Reach; Beam Reach; Broad Reach; Running Free

AYF Skippers License

Suggested Sailing Interest Group Lesson Plan

- 1) Welcome! Campers can get “fit for service” with sunscreen, water, a PFD, a whistle, and buddy tag as they trickle in.
- 2) Gather everyone & go around the circle sharing your name, cabin, sailing experience, and _____. (Something fun like the weirdest thing you’ve ever eaten, where you would go if you could go anywhere in the world, favorite dessert, favorite animal, etc.)
- 3) Ask campers’ interest in specific boats and match them up. Ensure that every boat feels safe: put brand new sailors with a leader, and let experienced, excited campers sail without a leader in their boat.
 - a. **V15s** and **JY15s** are built for 2 adults and can take up to 4 people.
These are good to sail with one leader and 1-3 beginning campers, two experienced sailors, one experienced sailor with a couple beginners, or 3-4 newer sailors where at least one has shown they can steer straight and remember what to do with the sail.
 - b. **Optis** are boats for one camper to sail.
They are very stable and simple to right back up. If brand new campers want to take one, the model is safe to send them out in one and closely coach them on the water. They are also the top racing boat for those aged 8-12, so they are great for experienced sailors too!
 - c. **Lasers** and **Sunfish** are built for 1 adult and can take up to 3 people, but 2 is comfortable.
These are good for one leader + one camper, two campers, one leader alone, or potentially one very experienced camper. Lasers are a good boat to coach from when campers are sailing Optis.
 - d. **Bytes** are smaller, built for 1 adult.
The leader can use it to sail alone when the Lasers are taken. Campers rarely sail it since it holds 1, and they can use Optis or Lasers. The sail is fun colors, though!
 - e. The **Capri** is large and stable, and can hold 5 people: 1 leader + 4 campers.
It can be used when there are a high number of campers having little experience.
- 4) Teach some sailing skills in the boathouse. The model and DHP painted table work well to show points of sail and where the sail belongs (close haul, beam reach, broad reach, run, in irons), tacking/jibing, and right-of-way scenarios. Use a rudder to teach how to steer while on land (“tiller towards trouble,” so you point it the opposite way you want to turn).
- 5) Rig the boats. Rig one boat by yourself, slowly talking through every step, so that the campers can then rig the second boat by themselves. Another way is to have everyone rig at once, when the leaders hop around to the different boats and tell campers their next steps. This is a great time to teach knots like the bowline and the 8-knot. You also can teach names of boat parts at this time. Help campers to figure it out themselves, so it really clicks in their heads!
- 6) **Check in with the DAS** (Designated Aquatic Supervisor) about sailing conditions and notify them of the number of boats going out. Complete the sailing checklist form (see Appendix D).
- 7) **Double check every boat** to make sure they *all* are correctly rigged. Confirm that campers flipped their buddy tags. Confirm they remember how to steer. Most importantly, confirm that they know how to flatten the boat if it starts tipping: #1 – let out the sail, #2 – hike out (toes under hiking strap, bum off the side, lean out).
- 8) Go on the water! The rope between the rowboat cove and the old mooring area between camp and the outpost can be used for sailors to pull their boats into the deep, rock-free, windier water if necessary.
- 9) SAIL! Coach campers if they are in your boat. Rotate jobs so everyone can steer and everyone can control the sail(s). Give tips and cheer them on as they come to feel more comfortable controlling the boat. Have fun on the water!

**** With two leaders and six campers, each leader should be watching three campers at all times. As the leader, always stay at least in yelling distance from your 3 campers, so that they can hear coaching and safety commands.****

- a. Steering Tips
 - i. “Tiller Toward Trouble” is helpful to remember that the boat goes the opposite way you turn the tiller.
 - ii. To help the boat go straight, tell campers to pick a point on land and keep the boat heading toward that point at all times. This helps avoid curves & going in circles.
- b. Sail Tips
 - i. If the sail is luffing (moving around a lot, especially the part of the sail close to the mast), that’s the cue to pull in the sail more. Pull it in just until it stops luffing, and that’s when you know it’s good!
 - ii. The jibs on V15s have tell-tales: the 2 short pieces of yarn. If the inside tell-tale is moving all over, that’s the cue to pull in the sail (INSide string, pull IN the sail). If the outside tell-tale is moving, let out the sail (OUTSide string, let OUT the sail). If they’re both going straight back, it’s perfect!
 - iii. Ask them where the wind is coming from, based on the position of the sail. Teach points of sail!
- c. Capsizing
 - i. Capsize early to address campers’ fears of flipping, especially when there is little wind. This enables campers to feel empowered if/when they capsize by accident.
 - ii. Only have one boat capsizing at a time, and coach the campers through it. Encourage them to try to dry capsize! This means they climb over the side of the boat when flipping, stand on the centerboard to right it, and climb back in when it is upright.
 - 1. Campers can grab the main or jib sheet when standing on the capsized boat’s centerboard. Tell them to flatten their body, stand on the edge of the board, and lean out to give the best angle.
 - 2. If windy, have the camper point the bow into the wind when capsized. This prevents the boat from flipping again immediately when righted.
 - 3. When one camper is standing on the centerboard, another camper can swim around the boat and hold onto a hiking strap. This means that as the boat turns upright, the second camper ends up inside the boat immediately.
 - 4. When righted, Opti sailors must bail out the water using the red bailers tied in the boats.
 - iii. Campers can NEVER swim under the boat if it is turtled – they must be visible by the boat guard at all times. If a boat starts to turtle, tell them to hold on to the centerboard so it does not fall through. (If it does fall through, a leader can rescue it.)
 - iv. Be nice to the boats: allow campers to capsize no more than 5 times per interest group, ideally capsize only 1-3 times each.
- d. Advanced Instruction
 - i. Right of way scenarios: Boats on starboard tack (sail on the starboard side of the boat) have right of way over port tack boats. If on the same tack, boats leeward (downwind) have right of way over upwind boats. Boats that have right of way must call out and do not need to change their course, and boats in the wrong must move out of the way.
 - ii. Roll tacks, dry capsizing, raising speed, having races.

10) Head back to shore so that there are at least 15 minutes on land to derig before the interest group ends. If there’s not much wind, this could mean that you don’t go past the public fishing dock. If there’s a ton of wind and skilled sailors, maybe you can see different corners of Stony Lake!

11) Come into shore and derig. Sailors can use the rope between the mooring and the rowboat cove to pull into shore. Guide campers to derig, roll the sails smoothly, get buddy tags, and bring equipment into the boathouse. Wash off the hulls with buckets of lake water and sponges to keep them clean and algae-free. Campers can help each other derig all of the boats, and then check out with a leader and head up the hill. Until next time, campers!

Rainy Day Options:

- 1) Teach knots! Bowline, 8-knot, square knot, monkey’s fist, and anything else you know. This can turn into a racing contest.
- 2) Use the table and boat model to teach points of sail, tacking/jibing, racing tips, right of way scenarios, etc.
- 3) Play games! Indoor drills such as balance the boat and shrinking lake (see instructions in this binder) or initiatives such as boppity bop bop bop and captain’s coming where you can tie in sailing terms. Trivia and jeopardy also work well.
- 4) Written skipper’s tests for interested campers.
- 5) Activities with the rest of the waterfront interest groups.

Skipper’s License – See Section 1.2 Boating, p.4 for mandatory AYF policies. See Appendix A for the Skipper’s Test and Appendix B for the Skipper’s License Template.

Appendix D:

Suggested Swimming Ability Lesson Plan

Miniwanca uses the American Red Cross Learn-To-Swim ability standards to determine Participants swimming abilities. The skills used to determine these levels are as follows:

Level 1: Introduction to Water Skills

1. Enter water using ladder, steps, or side-independently
2. Exit water using ladder, steps, or side-independently
3. Blowing bubbles through mouth and nose
4. Bobbing
5. Opening eyes underwater and retrieving submerged objects
6. Front glide
7. Recover from a front glide to a vertical position
8. Back glide
9. Back float
10. Recover from a back float or glide to a vertical position
11. Roll from front to back
12. Roll from back to front
13. Arm and hand actions-treading
14. Swim on front
 - Alternating leg action
 - Simultaneous leg action
 - Alternating arm action
 - Simultaneous arm action
 - Combined arm and leg actions on front
15. Swim on back
 - Alternating leg action
 - Simultaneous leg action
 - Alternating arm action
 - Simultaneous arm action
 - Combined arm and leg actions on front
16. Water safety
 - Staying safe around aquatic environments
 - Recognizing the lifeguards
 - Don't Just Pack It, Wear Your Jacket
 - Recognizing an emergency
 - How to call for help
 - Too Much Sun Is No Fun

Level II: Fundamental Aquatic Skills

1. Enter water by stepping or jumping from the side
2. Exit water using ladder, steps or side
3. Fully submerging and holding breath
4. Bobbing
5. Opening eyes underwater and retrieving submerged objects
6. Float in a face-down position
 - Front float
 - Jellyfish float
 - Tuck float
7. Front glide
8. Recover from a front float or glide to a vertical position

9. Back float
10. Back glide
11. Recover from a back float or glide to a vertical position
12. Front glide
13. Recover from a front float or glide to a vertical position
14. Back float
15. Back glide
16. Recover from a back float or glide to a vertical position
17. Roll from front to back
18. Roll from back to front
19. Change direction of travel while swimming on front or back
20. Treading-arm and leg actions
21. Combined arm and leg action on front
22. Finning arm action on back
23. Combined arm and leg actions on back
24. Staying safe around aquatic environments
25. Water Safety
 - Don't Just Pack It, Wear Your Jacket
 - Recognizing an emergency
 - How to call for help
 - Too Much Sun Is No Fun
 - Look Before You Leap
 - Think So You Don't Sink
 - Reach or Throw, Don't Go

Level III: Stroke Development

1. Enter water by jumping from the side
2. Headfirst entry from the side in a sitting position
3. Headfirst entry from the side in a kneeling position
4. Bobbing while moving toward safety
5. Rotary breathing
6. Survival float
7. Back float
8. Change from vertical to horizontal position on front
9. Change from vertical to horizontal position on back
10. Tread water
11. Push off in a streamlined position then begin flutter kicking
12. Push off in a streamlined position then begin dolphin kicking
13. Front crawl
14. Elementary backstroke
15. Scissors kick
16. Water Safety
 - Reach or Throw, Don't go
 - Think Twice Before Going Near Cold Water or Ice
 - Look Before You Leap

Appendix E:

Suggested Sailing Checklist for Interest Groups

Interest Group 1 & 2

Check with DAS that conditions are good to Sail _____

Tell DAS # of Boats going out _____

Camper Name	Buddy Tag			PFD			Whistle			Rigging		

Interest Group 3

Check with DAS that conditions are good to Sail _____

Tell DAS # of Boats going out _____

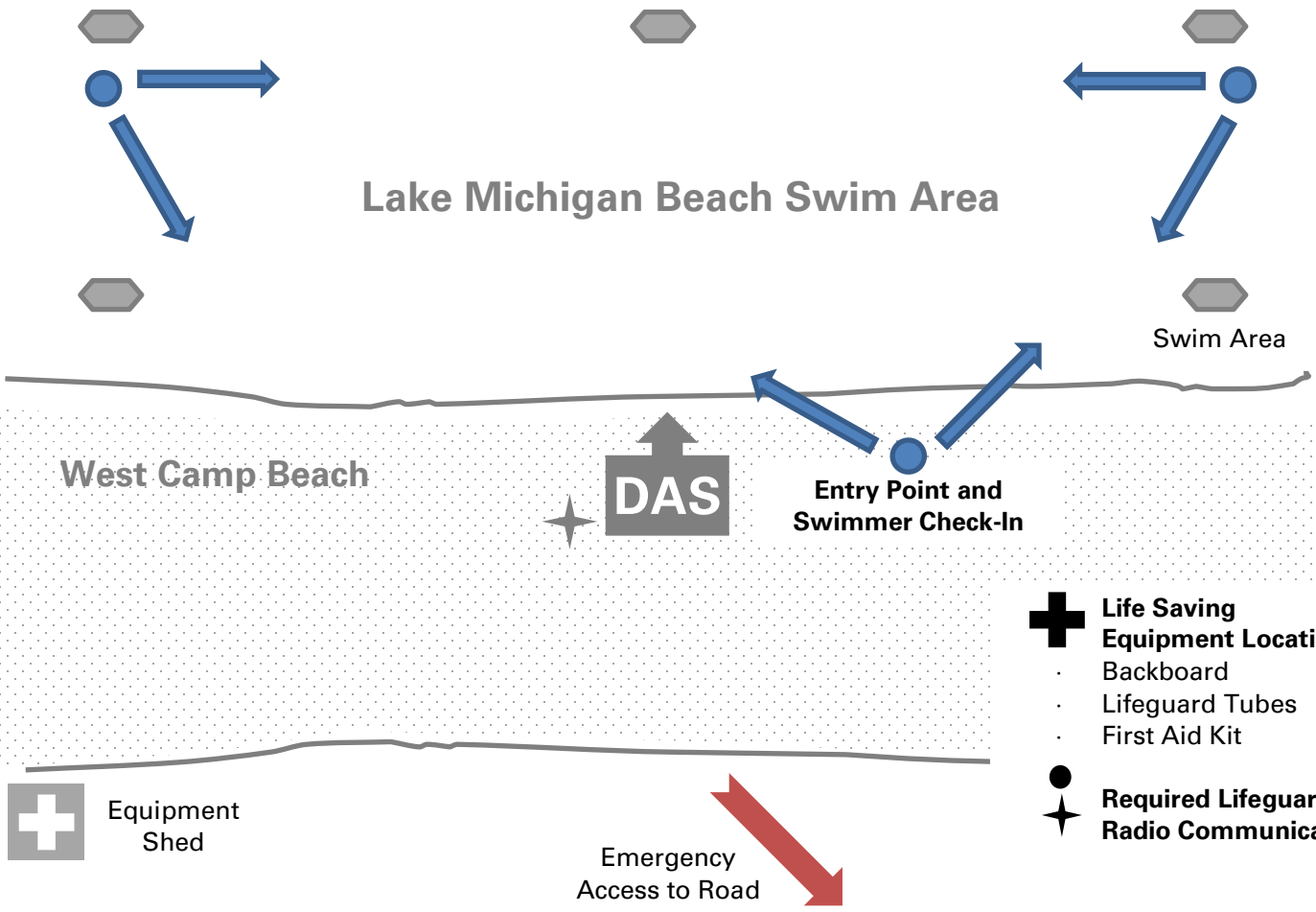
Camper Name	Buddy Tag			PFD			Whistle			Rigging		

Boat Rescue Checklist

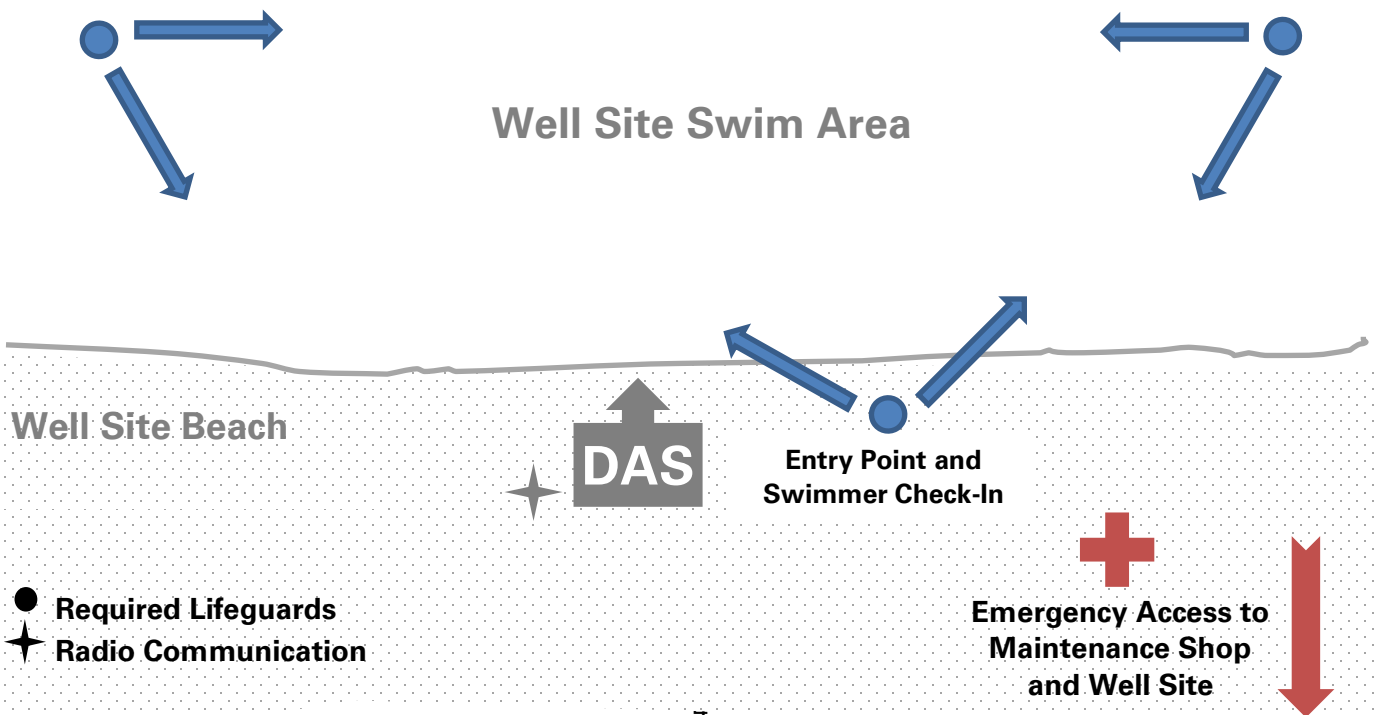
- 1) Boat guard notifies the DAS. The boat guard should continue to watch.
- 2) Assess if medical emergency. If so, call 9-911, radio or call the Health Center, and radio or call the Camp Director or Site Leader for additional help if needed, to assist in supervising participants or to help in the rescue process.
- 3) Assess if DAS should clear the water of all other swimmers & boaters.
 - a. If so, designate someone to gather all participants, ensure all are accounted for, and potentially bring them to a pre-determined area to be supervised. (keep other boats & equipment out, unless they interfere with the rescue efforts.)
- 4) Ensure the motorboat has appropriate equipment:
 - Radio (and/or air horn), whistle
 - Spare line(s) to tow the boat(s)
 - Rescue tube, backboard, first aid kit, facemask(s), if potentially needed
- 5) Drive the motorboat to rescue the boat(s). *Never turn off the motor when out on a rescue!*
- 6) Call out and check on every person – are they okay? Tell them you are here to help!
- 7) Keep constant communication with the camp director and health officers over the radio. If medical emergency discovered, have the health officers call 9-911.
- 8) Rescue the individuals and the boat(s). Golden Rule = campers before boats!
 - a. **For swimmers without a boat:**
 - i. Approach the swimmer, and put the boat in **neutral**, maneuvering to maintain your location on the water.
 - ii. Always pick swimmers from the **side** of the boat (not the bow or the stern).
 - iii. Return to shore.
 - b. **For individuals with a boat:**
 - i. Check on the people: Assess the physical and emotional stability of the participants. If necessary, tie the boat to shore, and bring participants back to camp in the motorboat.
 - ii. Make the boat ready to be towed: If capsized, have them point the sailboat into where the wind is coming from, and right the boat (have someone stand on the centerboard). Then, have the sailors either a) point their boat into where the wind is coming from, stopping the boat, or b) take down the mainsail, slowing the boat.
 - iii. Connect the boat to the motorboat:
 1. Approach the boat, and put the motorboat in neutral. Have the sailboat or canoe throw you their bow line and tie it to the motorboat. If a canoe, have the participants sit in the bottom of the canoe and hold on to the gunwales. If a sailboat, instruct the sailor to steer so that the sailboat follows the course of the motorboat, thus avoiding whiplash and keeping the bow line out of the motor. If the sailboat has no bow line, throw them the spare line in the motorboat. If no line, treat them like a kayak, as described below.
 2. For a boat without a bow line (kayak, namely), drive the motorboat into where the wind is coming from as you approach the subject, parallel to their boat. As you approach them, put the motorboat in neutral. Have a staff member grab onto the participant's boat.
 - iv. Remain appropriately slow and stable, and return to shore.
- 9) Document the incident and notify the Camp Director at your earliest convenience.

Maps of Approved Waterfront Areas

Lake Michigan Beach Swim Area



Well Site Swim Area



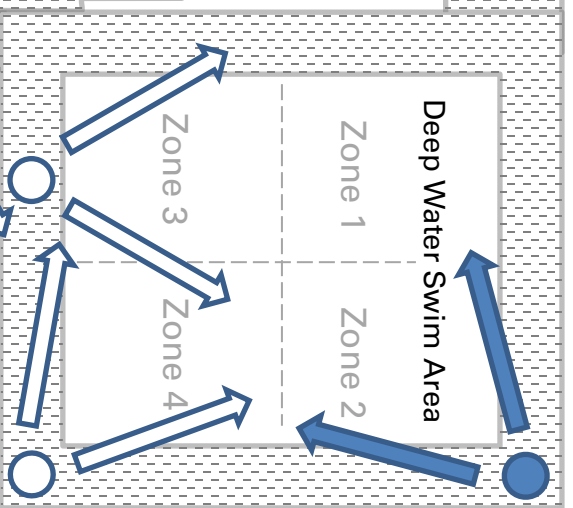
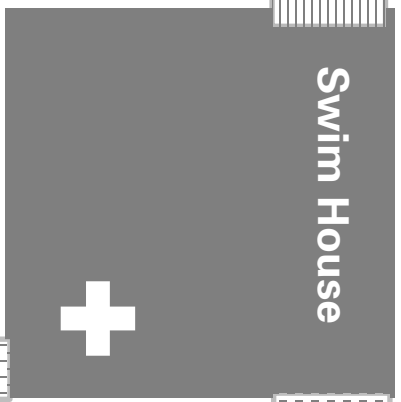
Sky Bridge
to East



STONY LAKE



Swim House



Shallow Water
Swim Area

Stony Bay Waterfront Area Map

Emergency
Access to
Road



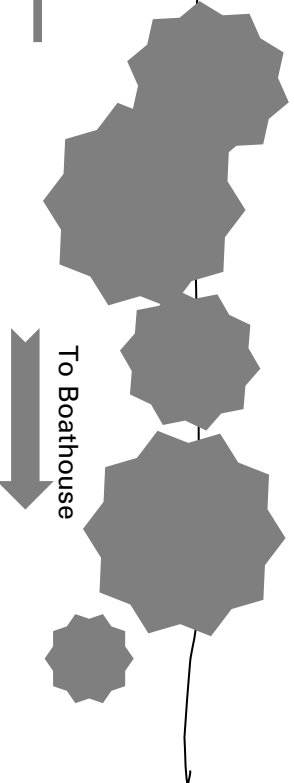
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Entry Point and
Swimmer Check-In



	Life Saving Equipment & First Aid Location
·	Backboard
·	Shepherd's Crook
·	Ring Buoy
·	Reach Pole
·	Lifeguard Tubes
·	Phone Communication
·	Radio Communication
·	First Aid Kit
●	Required Lifeguard
○	Additional Lifeguards

To Boathouse



STONY LAKE

Stony Bay Boathouse Area Map

Life Saving Equipment & First Aid Location

- Backboard
- Ring Buoy and Throw Bags
- Lifeguard Tubes
- Phone Communication
- Radio Communication
- First Aid Kit

Rescue Boat Location



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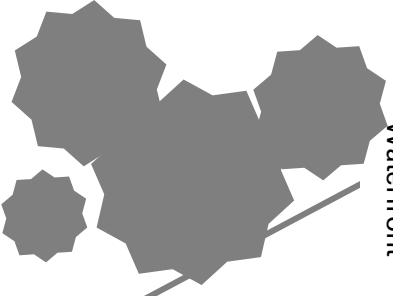


Boat House

Boat Launch Ramp

To Stony Bay Waterfront

Emergency Access to Road





Miniwanca Instructor Skill Verification and Activity Observation Checklist

Name:					
Position:					
Evaluator's Full Name:					
Skill Area	Evaluator's Initials/Date	Teacher's Initials/Date	Pre-Season Skills Evaluation Date and Evaluator's Initials	Session A Skills Evaluation Date and Evaluator's Initials	Session B Skills Evaluation Date and Evaluator's Initials
Has understanding of emergency policies					
Has knowledge of equipment usage procedures					
Demonstrated knowledge of class subject to be taught					
Offers appropriate framing for each project					
Actively observes participants using equipment					
Safely leads cleaning and storing supplies at the end of class					
Knows location of first aid kit					