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NAME OF CAMP: _____

Please provide corresponding camp manual page numbers for each of the below regulations referenced.

A Table of Contents **MUST** accompany all camp manual binders.

****CAMP OPERATORS ARE RESPONSIBLE FOR COMPLIANCE WITH ALL REGULATIONS CITED IN 105 CMR 430.000****

Regulation Reference	Description of Document	Manual Page Number (or N/A)
CAMP POLICIES & PLANS		
.090(A)	Procedures for Background Review of Staff and Volunteers.	
.090(C)	Staff: CORI and SORI ; Out-of-state/International Criminal Background Checks; Previous Work History (5yrs); 3 Positive Reference Checks	
.090(D)	Volunteer Staff: CORI and SORI; Out-of-state/International Criminal Background Checks Previous Work/Volunteer History (5yrs)	
.090(F)	All Background Info: Received, reviewed, required determination pursuant to .090 (C)(D).	
.091,.159(B)(1) .210	Staff/Volunteer Orientation: Orientation Plan & Attendance Records; Training on Disaster/Emergency Plans, Health Care Policies & Concussion Awareness	
.093	Abuse & Neglect Prevention Policies & Procedures Report in accordance w/ M.G.L. c. 119, § 51A Written notification to MDPH & BOH.	
.191	Discipline Policy: Appropriate Discipline Methods & Prohibitions: (1) Corporal Punishment, including spanking, is prohibited; (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse; (3) No camper shall be denied food, water, or shelter; (4) No child shall be punished for soiling, wetting or not using the toilet	
.210	Fire Evacuation Plan and Drills; Disaster/Emergency Plan; Lost Camper Plan/ Lost Swimmer Plan; Traffic Control Plan	
.213	Emergency Communication System to alert all campers/staff and elicit a predetermined response. System may include, but not limited to, electronic devices, signals, PA system, etc.	
.165 .166	Tobacco, Alcohol, and marijuana use prohibited at camp.	
.211	Day Camps: Contingency plans: Camper doesn't show up for day; Camper doesn't show up at point of pick up; Child not registered arrives.	
.190(B)	Camper released only to Parents/Guardians or Designated Individual with written authorization.	
.190(E)	Protocol in place to handle unrecognized persons at camp.	
.159(B)(2)	Care of Mildly Ill Campers, Administration of Meds; Emergency Health Care Provision. Copy of Policies will be provided to parents/guardians	
.157(C)	Meningococcal Disease & Immunization info provided to parents/guardians annually.	
.190(C)	Regulatory Compliance & Licensing Statement (written into promotional literature): "This camp must comply with regulations of the MDPH & be licensed by the LBOH."	
.190(D)	At time of camper application, parents are informed of right to review upon request: background checks, health care & discipline policies, and grievance procedures.	
FIELD TRIPS/TRANSPORTATION		
.212	Written itinerary provided to parents/guardians prior to departure, including identified sources of emergency care and contingency plans. Minimum 1 HCS must accompany trip.	
.212(C)	Health records easily accessible for all campers/staff, medications stored securely and accessible only by HCS. First aid kit present.	
.212(D)	Written contingency plans brought on all field trips: (natural disasters, lost camper/swimmer, injuries and illnesses)	
.250, .252	Vehicle must comply with M.G.L. c. 90 §§ 7B & 7D: <14 passengers & driver is camp coach/director: camp vehicles may be used; ≥14 passengers, vehicle must be school bus. All vehicles RMV compliant w/ annual safety inspection w/proper insurance. Camp vehicle drivers: ≥ 18 yrs old, 2yrs. driving experience, current license for type of vehicle. First Aid certified if no other trained staff aboard.	

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.251(D)(E)(I)	1 staff required when transporting campers to pick-up/drop-off site; when 8+ campers < 5 yrs old; or when 2+ campers with physical handicaps. Campers < 7 yrs. are not transported longer than 1 hour non-stop.	
STAFF QUALIFICATIONS		
Camp Director:		
.102(A)	Residential Camp: ≥ 25 yrs. old, completion of Camp Administration Course or 2+ seasons exp.	
.102(B)	Day Camp: ≥ 21 yrs. old, successful completion of Camp Administration Course or 2+ seasons exp.	
.102(C)	Primitive, Travel, Trip Camps: ≥ 25 yrs. old, proof of experience.	
.102(D)	Designated substitutes must meet above criteria.	
Counselors/Junior Counselors		
.100(C)(2) .100(A)	Day Camp, Non-Sport Camps: Counselors are ≥ 16 yrs. old, Junior Counselors are ≥ 15 yrs. old, 4+ weeks experience & attend orientation and training	
.100(C)(1) .100(A)	Residential, Primitive, Sport, Travel, Trip, Medical Camps: Counselors are ≥ 18 yrs. old or graduated from high school, Junior Counselors are ≥ 16 yrs. old 4+ weeks experience & attend orientation and training	
.100(C)(3)	All counselors are ≥ 3 years older than campers.	
Required Counselor Ratios		
.101(A)	Residential, Day, Sports Camps: 1 counselor per 10 campers ≥ 7 yrs. old; 1 counselor per 5 campers < 7 yrs. old	
.101(B) .159(C)	Primitive, Travel, Trip Camps: 1 counselor per 10 campers; 1 counselor ≥ 21 yrs. old 2 counselor minimum with 1 counselor having First Aid Certificate or its equivalent	
.101(A)(B) .103	All Camps: Staffing plan to supervise campers w/ disabilities during regular and specialized high risk activities.	
Health Care Consultant (HCC)		
.159(A)	MD/DO NP PA (with documented pediatric training) Health Care Consultant Agreement	
.159(A)(6)	Develop written orders to be followed by HCS, including responsibilities for med administration	
.160(C)	Develop written list of all medication administered at camp	
.160(E)(G)(H)	HCC provides and documents Required Trainings for HCS: signs of hypo/hyperglycemia, diabetic plan management, and administering epi-pen	
Health Care Supervisor (HCS)		
.020 .159(C)(E)	All Camps must have at least 1 HCS on site at all times: MD/DO PA NP RN LPN or ≥ 18 years old w/ First Aid & CPR certified	
HEALTH POLICIES		
.159(B) .163	Camp Health Care Policy. Include allergy awareness, tick checks, insect repellent; Sun screen policy with parent/guardian sign off	
.160 (A)(I)	ALL Medications stored in Original Containers; meds properly disposed Medication disposal log	
.160(B)	Meds stored in secured manner (ACA standards) Medication refrigerator temp 36°F - 46°F	
.160 (C)(D)	Written Medication Administration Policy: Meds administered by HCC-authorized staff only; oral/topical medication administration training; epi-pen and insulin use.	
.154 .155	Medical Log: Readily available and signed by authorized staff person. Injury Report completed for a fatality or serious injury. Copy sent to MDPH and BOH.	
.161(A)	Day Camp: Infirmary area provided	
.161(A)(B) .453	Residential Camp: Infirmary provided; isolation area with ability to provide negative pressure.	
.161(C)	First Aid Kit: meet ANSI Z308.1-2015 standards. Minimum of 1 Class B kit and 1 Class A kit	
.140, .160(F)	Medical/Biological waste managed in accordance with 105 CMR 480.000.	

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MEDICAL RECORDS / IMMUNIZATIONS	
.150 .160(D) .190(A)	Health Record for each Camper & Staff: Staff/Camper < 18 yrs.: Emergency Contact Info, Written Parental Permission for Meds, Emergency Care, and Self-Administration of epi-pen or insulin Camper ≥ 18 yrs.: Emergency Contact Info
.151(A)(B)	Residential/Travel/Trip/Sports Camps: Medical History & physical exam within past 18 months. Day Camp: Medical history & physical exam, signed off by Parent/Guardian
.152 .153	All Camps: Immunization Record for each Camper/ Staff: Campers and Staff < 18yrs: follow current MA school immunization requirements. Campers and Staff ≥ 18yrs: follow current MA adult occupational immunization requirements. Exemption Documentation if applicable.
AQUATICS	
.204(C) .430(B)	All camps in compliance with 105 CMR 432.000, and M.G.L. c. 111 § 127A ½ (Christian’s Law) Swim test to classify swimmers by ability at pools and beaches
.103 .204(D)	Proper supervision at swimming venue: 1 lifeguard per 25 campers, 1 counselor per 10 campers Plan to check swimmers, e.g., “buddy system” Aquatics Director must be present when >50 kids in/near water
.020, .103(A)	Aquatics Director: Lifeguard certification, ≥ 21 yrs. old with 6 wks. + previous experience in similar supervisory position. Lifeguard: ≥ 16 yrs. old w/ American Red Cross Lifeguard Training Cert/Royal Bronze Medallion/Boy Scouts Lifeguard Cert/YMCA Lifeguard Cert* AND CPR & First Aid Certificates* (*or equivalent)
WATERCRAFT	
.204(H) .103(B)(4)	Watercraft: equipped with USCG approved flotation devices and worn by all campers and staff engaging in watercraft activities.(paddle boards included)
.204(I)	White water, hazardous salt/fresh water activities: Campers certified with ARC Level 4+ Certificate or equivalent.
.103(B)	White water, hazardous salt/fresh water activities: Minimum 2 counselors in separate watercrafts; 1 counselor per 10 campers (counselor must have lifeguard or small craft safety and basic water rescue cert (or equivalent)
ARCHERY; FIREARMS; HORSEBACK RIDING; CHALLENGE COURSE/CLIMBING WALLS	
.203 .103(E)	Archery: Personal weapons allowed with camp operator’s written permission. 1 counselor per 10 campers at range at all times.
.201(C) .103(D)	Firearms Supervisor: NRA Instructor’s certification and maintain compliance with applicable M.G.L.’s 1 counselor per 10 campers. Only non-large capacity, single shot rifles permitted.
.103(F) .208(A) (B)	Horseback Riding Excursions: 1 Certified Instructor per 10 campers, Minimum 2 counselors present in accordance with M.G.L. c. 128, § 2A. Riders must wear hard hat at all times. Licensed stable in use.
.103(G)(2)(3)	Challenge Courses and Climbing Walls: Annual inspection with written report. 1 counselor per 10 campers at all times
FOOD SERVICE	
.300 (B), .304	Potable water provided. Adequate drinking water facilities. No common drinking cups.
.320(A)(B)	Camps providing meals using USDA Summer Food Service Program: documentation of compliance with 105 CMR 590.
.331	Residential, Travel, Trip Camps: Provide at least 3 meals per day.
.332	Day Camps: If serving 1 or 2 meals per day, food must meet recommended dietary guidelines.
.335	Proper storage of meals brought from home. Meals provided to campers without a bag lunch.