

# Swim and Waterfront Director

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Overview .....	2
Prior to Camper/ Staff Arrival.....	3
White Caps .....	3
Pre-Camp .....	4
Your Staff.....	5
A Regular Day at Camp .....	5
General Swim.....	6
Awards .....	6
Staff .....	6
Safety.....	7
Basic Camp Water Safety Rules .....	8
Basics Rules at the Swim Dock .....	8
Sign-In Gate .....	8
Guarding (including guard chair, tower or trampoline).....	8
Instructional Swim Periods .....	9
Tower .....	9
Trampoline .....	9
Showering in the Bathing Area .....	9
Whistle Legend .....	10
GaGa .....	10
Treasure & Highway Swims .....	10
Triathlons .....	10
Swim Team .....	10
Bronze Class (some summers).....	10
CITs.....	10
Nursery/Visitors .....	10
Awards .....	10
Emergency Swim Drill.....	11
Note:.....	12
Background .....	13
Assessment.....	13
Rescue .....	14
Special Circumstances .....	14
Note .....	14
Summary .....	14

## Overview

Swimming is one of the busiest activities at camp and the only activity that has every camper in camp visiting on a daily basis. The Tamakwa Swim & Waterfront Director is a position of utmost importance in camp's daily routine. Not only does every section have swimming as an activity period each day, but also there is General Swim towards the end of the day and many extra-curricular swim-related activities throughout the busy camp schedule.

SAFETY is the key concern in every walk of camp life at Tamakwa, and that notion of 100% attentiveness to camper safety starts at our Swim Dock. Also, parents expect instructional swim throughout their children's sessions at camp.

The combination of lessons, general swim, beach parties, waterfront afternoons, campers/staff completing their treasure/highway/triathlon laps, and the occasional swim drill makes the swim docks an incredibly busy place and at times, a very stressful place at camp. There is a great deal of responsibility that goes along with this activity but of course, a great deal of fun as well.

Main Responsibilities include overseeing all safety aspects of waterfront activities including:

- Lifeguarding
- Check-in & Check-out system
- Swim drills
- Equipment safety
  - i.e. spinal board, buoys, rescue devices, reaching poles, guard hats, whistles, guard chairs, lifejackets, masks, seal team zone chart, first aid kit, etc.
- Area safety
  - i.e. rocks, nails, loose boards
- Staff training (specific and general)
- Review of privileges and policies for different swim "cap" levels
- Oversee staff and camper white cap swim tests
- Yearly review of camp waterfront policies
  - i.e. Treasure Island & Highway swims, Triathlon, swim tests
- Review policy of swims outside of swim dock areas
  - i.e. Robbie's Point, Beaver Dock, cookouts, canoe trips
- Review policy of waterfront activities at off hours
  - i.e. night canoeing, swimming, bathing
- Review policy of kitchen staff privileges
  - i.e. swim tests, swim times, swim rules
- Review policy of CIT swim privileges
- Morning check of all equipment and dock

## Prior to Camper/ Staff Arrival

There is a lot of work and planning that needs to be completed at the start of the summer, during pre-pre camp and pre-camp.

When you arrive you will need to meet with head staff to review many water safety and planning, as well as review how to coordinate swim tests, lessons and how to manage counsellors coming down to assist at the dock every day for section swim periods.

Before we get too much into how the dock runs, the first thing to do is get familiar with the docks

Take some time to assess all of your swim supplies and the safety of your dock along with all other waterfront life guarding areas around camp.

All docks around camp should be checked for

- ring buoys
- reaching poles
- rescue tubes
- swim masks
- check for loose boards, protruding nails and any other hazards
- all guards and instructors must wear orange guard hats while on duty so be sure to ask for these before the first swim tests

Please be sure to report any safety problems to the Camp Director right away.

Please check as well that you have sufficient supply of Red Cross Swim Kids worksheets for every level (copies can be printed by Craig if needed) along with anything else you may need for swim lessons (clipboards, pens, etc...)

Read up and be ready for the white caps ( Tamakwa swim test) !

## White Caps

The White Cap is considered the “ticket to ride” at Tamakwa. It allows everyone to participate in all water sports and of course, to go on canoe trips and cookouts by canoe. Camp life can be very limited and frustrating without passing the White Cap. Therefore, a lot of effort and frequent assessments are done for campers who do not pass on their first try.

ALL campers and ALL staff must be assessed of their swimming abilities upon their arrival to camp. Activity Leaders and Trip Staff will take their White Cap during pre-pre-camp and the general staff will do theirs during pre-camp.

\*\*\*\*\* All campers will have 1-1 guarding during their swim test\*\*\*\*\*

White Caps should be completed without any assistance from fellow campers and staff, however, when necessary, staff or campers may swim beside a camper to encourage them on and provide moral support.

Campers do their White Caps with the required lifeguards and additional swim staff and assisting counselors. 8-10 campers may take the test at the same time.

The White Cap should be discontinued for any swimmers showing significant fatigue and/or discomfort in the water.

Before White Caps begin please review all swim dock and waterfront rules to all groups of campers and staff.

## **Water Safety and White Cap Introduction for Staff**

### **Water Safety**

- Fence - sign in/out, no over/under or you will lose your white cap
- Review Basic Camp Water Safety Rules from Swim Manual
- Guarding -with an aid, dresses appropriately to respond, positive of constant observations (not in water), wear orange hat, CITs are never guards
- No shoes or towels on docks, keep on the bleachers
- Make sure campers are checking in and out always: if not there will be a missing persons drill
- DO NOT leave the swim docks unless staff has signed you out!

### **White Cap**

- Review blurb from staff manual - page 10
- No pressure to finish... can always stop and do it again at another time
- 12 lengths (6 laps)
  - 8 freestyle in a row for those who have Bronze Cross, LGT or higher, and then any 4
  - Non-certified, no set strokes
- Then surface dive to pick-up sand
- 5 minutes of treading

**\*\*\* full white cap chart is in separate document\*\*\***

### **Pre-Camp**

- White Cap for general staff (same as Activity Leaders in pre-pre-camp)
- Review swim drill procedure with swim staff and then with the entire staff and everyone goes through in water training
- Learn, teach, and practice swim drills
- Make sure you have a sufficient supply of Red Cross Swim Kids worksheets for every level (photocopies of each level can be made in the office)

# The Summer

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## Your Staff

1 swim director – that's you! You run the show... you oversee everything and everyone at the dock. You have your NLS waterfront, instructors, and supervise the entire staff team

4-5 specialists – these staff members all have their NLS and instructors. They are hired with experience working on the water teaching swimming and are at the dock for 5 periods a day. They do have responsibilities in their cabins, but they are for sure your go to people on the dock

4-5 counsellors who work at swimming – JCS ( 1<sup>st</sup> and 2<sup>nd</sup> year counsellors) will be at the dock 5 periods a day, SCs will be there 2-3 periods a day. They will all have min bronze cross, and may or may not have taught swimming before. They will need guidance on how to teach lessons but for sure teach classes.

SCs with their section – SCs will come when their kids come to swim.

## A Regular Day at Camp

Every regular day at Tamakwa has 5 activity periods and each section will be rotated through swimming for different periods each week except for the Junior Tamakwans (Foresters and Trailblazers, ages 7-9) who have swimming every 3<sup>rd</sup> period. There are plenty of irregular days as well, and they will be explained during Pre-Pre Camp and Pre-Camp.

As mentioned above, all campers attend swimming once per day with each section assigned to one of the five periods. Each camper must be evaluated during their white cap test or their first regular section swim period and then placed in the appropriate Red Cross Swim Kids level, with no more than 8 campers in each class. Assigned swim periods are for instructional swim and campers should complete at least one level each session they're at camp. Each period must be well-organized and well-supervised to ensure that campers are being taught their Red Cross Swim Kids levels in a safe environment. Instructors must use the worksheets during their lessons to make sure that campers are being taught every aspect of their respective Red Cross Swim Kids levels. Each completed portion of their lessons have to be check off so that any other instructor can pick up any group at any period. Canoe trips, all-day excursions, days off and other factors play a part in some instructors missing periods at the Swim Dock. Also, those worksheets must be complete and turned in when the campers finish their current level and move on to the next level. All worksheets are turned into the office at the end of each month and awards are sent home after every summer. This way, parents are aware of what levels are obtained by their children.

**At least 2 staff members with their NLS or LGT certification must be at the swim dock for up to 25 swimmers and then at least 1 additional staff member with their NLS or LGT certification for 26-100 swimmers. For over 100 swimmers, at least a 4<sup>th</sup> staff member with their NLS or LGT certification must be present at the swim dock.**

It is the Swim Director's responsibilities to ensure every camper is checked-in to the swim area and is then placed in a lesson and that every counsellor is doing something productive, including helping guard in chairs throughout each period. Further details on the role of staff will be discussed later. Swim staff should constantly evaluate all campers within their class to ensure they are in the appropriate swim level and moved if needed.

For returning campers, please review previous year's swim sheets to ensure levels are not duplicated one year after another. Swim lessons should be planned at the beginning of each session and swim staff should be assigned appropriate groups for their teaching level.

## General Swim

**\*\*\*\* BE SURE TO GO OVER BUDDIES WITH CAMPERS IN FIRST FEW DAYS OF CAMP – AT WHITE CAPS? AND AGAIN IN DINING HALL??\*\*\*\*\***

General swim begins once everyone from 5<sup>th</sup> period is out of the water and checked out of the swim area. Swim staff must stay to lifeguard and help out for general swim, (unless very few campers show up) and should be in guard chairs and placed around the swim area before general swim begins. Staff groups may also be assigned to help guard during general swim each day.

The same NLS/LGT standards from regular swim periods apply to General Swim with the added component of the buddy system as this is not an instructional period where campers are not divided into smaller teaching groups led by instructors. Every camper must check in at the swim dock check-in chair before entering the swim area and must be paired with a "buddy". Each buddy is assigned a number (written on their hands) and regular "buddy" calls are made every few minutes. All guard chairs must be occupied by swim staff or other assisting counselors, as well as other areas including the swim tower and trampoline. All campers must check out, with their buddy, when leaving.

## Awards

While Red Cross Swim Kids levels aren't typical Tamakwa "awards", they are still a great accomplishment for many campers and should be congratulated as such. There are also many other achievements and personal goals campers can work towards such as intercamp swim teams, Treasure Island swims, highway swims or even a triathlon. Doing PR for these events is very important. It is up to the Swim Director to schedule when campers and staff should complete their necessary laps and/or training for any of these events.

## Staff

Swimming is one of the few activities that have counsellors, specialists and CITs working on an activity throughout the summer. Every possible swim staff is used during the day, teaching lessons and watching over the water from the guard chairs. Counsellors, regardless of whether they are part of the swim staff or not, must help out and they should be given a role during activity periods and general swim time. Counselling staff possessing at least a valid Bronze Cross or LGT certification should be used to assist in guarding and, in some cases, swim instruction.

All staff must be wearing a bathing suit and be prepared to be in the water at any time – this pertains to guards as well as teaching staff.

Swim staff should be in the water with their kids during lessons not only for demonstrations but also to encourage and motivate campers. Campers may be reluctant to get into the water on a silver day if their instructors are bundled up in sweat pants and sweatshirts on the dock. Motivate your staff to get involved and stay active.

Backup programs should be planned, along with your swim staff, for rainy days.

### **Safety**

While we always encourage campers and staff to have fun at everything they do, safety is paramount. Being surrounded by water makes safety an enormous issue for everyone at camp. During pre-camp, all staff must do a practice run of all waterfront emergency drills. Several practice drills may be needed if not performed properly the first time and throughout the summer. While the lost person drill is reviewed with all staff, you should take some extra time to review all elements with your swim staff. Evaluate your staff's qualifications and then assign and teach drill criteria from there. As staff are constantly in and out of camp due to days off and canoe trips it is important that all swim staff be comfortable with all lost person drills roles and able to execute any procedure when called upon.

Further details for the lost person drill will be reviewed in much further detail with the Camp Directors and suggestions or questions should definitely be raised with them at any time.

# A FEW OTHER IMPORTANT TOPICS

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## Basic Camp Water Safety Rules

- everyone must be aware that camp is surrounded by water and of the inherent dangers not only in camp but out of camp on canoe trips, day trips and cookouts
- no one may ever swim alone
- no one may swim in a non-swim area – only in a controlled swim area, the Main Swim Dock  
e.g. the Boys' Dock is not a controlled area for swimming laps – same as the Windsurf dock, Canoe dock, Kayak dock, Slope/Fish dock, Sail dock, Robbie's Point, Beaver dock, etc... (designated docks are OK for waterfront activities, but not distance swimming)
- campers and staff may not swim at camp without the proper supervision of at least two staff members with their Bronze Cross, LGT or greater, properly guarding them from land or a dock
- at a non-controlled swim area (Robbie's Point, Beaver Dock, campsites, etc...) – there must be a 2:8 ratio during the day and 2:2 ratio at night - these areas are to be used ONLY for the purpose of bathing or jumping in and out of the lake

## Basics Rules at the Swim Dock

- staff will always wear an orange hat
- staff will always be 100% attentive to their jobs while inside the swim area
- music may only be played at a low volume during free swim time or at other times deemed ok by the Swim Director
- no other activity groups may use the swim area during activity periods without the Swim Director's permission
- no one leaves a period early without the Swim Director's permission (servers usually are excused for lunch 10 minutes early, at the most)
- no one misses a General Swim unless dismissed by the Swim Director
- no babysitting – take initiative and be vigilant on your own as a staff member, be proactive
- keep the swim shed organized
- swim staff must bring lost and found to the dining hall porch after 2<sup>nd</sup> period and after General Swim every day
- all staff must have whistles on them
- tubes are always stacked unless used in the water
- guards must have a lifesaving aid in their hands
- the Swim Director is always scanning the entire swim area as well as checking on classes

## Sign-In Gate

- one staff/CIT must be:
  - at the opening, sitting in the chair, at all times and always alert
  - must be wearing a hat
  - must be responsible and make sure that everyone signs in and out
- all staff and CITs must sign-in as well, unless they are on swim staff
- CITs may check people in and out during the period (but not at the beginning or end of each period)- IMPORTANT TO TELL SWIM DIRECTOR WHO IS ABSENT ASAP.**

## Guarding (including guard chair, tower or trampoline)

- must always be 100% attentive to the water in a position of constant observation and able to act quickly if need be (and dressed in a manner to act immediately and swim safely) – and always with an aid
- guards must not be lying down, not socializing, and not distracted

- no conversations - if someone needs to talk to a guard, first find a replacement
- CITs are never guards for campers
- counselors arriving for instructional swim periods should be the first ones to fill guard chairs
- anywhere in camp when guarding, guards may not be in the water at the same time as the campers/staff they are guarding
- out of camp – guards must be more attentive and may not allow anyone to dive into strange waters

### Instructional Swim Periods

- instructors must do role call every period using the sign-in/out sheets during free swim times
- they must teach, not just watch – take teaching seriously – the parents expect it
- they must know the criteria on worksheets and ask questions to others if they're not sure what to look for
- the awards binder must be checked for swim levels to make sure kids aren't back-tracking from one year to the next
- everyone gathers on the bleachers before each period can begin
- at least a half-hour should be designated for each period for instructional swim time
- it is very important to keep the swim level sheets organized – OK FOR JCs/ SPECIALISTS TO KEEP ON THEIR CLIPBOARDS** (one folder for each section) and keep a separate copy of the everyone's swim levels as a back-up for any lost/missing sheets throughout the summer and for cross-reference when completing swim level report cards at the end of each session (keeping a copy of who's in which level as well as who the main instructor is for each level will be very important)

### Tower

- always 1 guard at the top of the tower and 1 guard on the dock watching the landing area - both are always standing up
- only 2 campers at a time at the top of the tower – only one can jump at a time
- no diving

### Trampoline

- all campers must wear a lifejacket while they are swimming to, while they are on and while they are swimming back from the trampoline
- at least 2 guards are watching the trampoline while campers are using it - always 1 guard on the far side of the trampoline STANDING and 1 guard on the front corner of the tower dock watching the trampoline swimmers – those staff are in charge of all traffic of campers to and from the tower dock and trampoline
- only 6 campers at a time on the trampoline (plus 1 staff member) – people can only sit on the yellow spaces along the side of the trampoline
- only 2 people can jump on the trampoline surface at a time
- no diving off the side of the trampoline into the lake and no flips or somersaults – everyone must only jump back into the lake feet first – due to its elevation off the water, there is a potential for injury when people dive/flip or somersault
- there is no swimming allowed under the trampoline
- the trampoline falls under the jurisdiction of the Swim Director and s/he must always be aware of all usage of the trampoline during swim periods and general swim

### Showering in the Bathing Area

- 8 swimmer maximum when bathing near the tower - all others must be off the square tower dock area

- only biodegradable soap/shampoo may be used
- all towels and shoes must stay off the square tower dock area

### **Whistle Legend**

- 1 short blast - attention swimmers
- 2 short blasts - attention guards
- 1 long blast - swimmers must get out of the water
- 3 long blasts - emergency missing person - swimmers to main camp

### **GaGa**

- no gaga when the dock is closed... no gaga without supervision
- no going under the fence to get a ball

### **Treasure & Highway Swims**

- planned in conjunction with the Canoe Director – during rest hours after kids have completed their laps
- campers and CITs - 40 laps (100 to highway) - and staff without at least Cross/LGT

### **Triathlons**

- campers and staff, separately – with the Landsports Director and the Canoe Director
- JT version – with the Landsports Director and the Kayak Director
- campers and CITs– 40 laps required to qualify
- JT's – no laps required for JT Triathlon
- staff – no laps required for those with at least current Bronze Cross or LGT
- see Triathlon assignment sheets

### **Swim Team**

- for intercamp competitions against other camps
- more information will be provided once intercamp competitions are scheduled during the summer

### **Bronze Class (some summers)**

- for CITs who still need their Bronze Cross or US equivalent
- arrange with CIT Director
- arrange for exam with Camp Director for the end of the summer

### **CITs**

- CITs working on swim should help teach, but may NOT guard of course
- other CITs may not be at the swim docks during periods (except if they're on practicum)
- can help with sign in and sign out

### **Nursery/Visitors**

- kids are on their own with their guardian(s)

### **Awards**

- award book entries are made at the end of each month
- all report cards are filled out at the end of each month
- campers usually begin Bronze Medallion training upon completion of Swim Kids Level 10 - this is up for discussion to possibly do Bronze Star, etc

# Emergency Swim Drill

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When a Missing Person Drill sounds, the following gets put into motion at the Main Swim Dock:

The Swim Director assigns the 8 Dock Search locations to the swim staff and ensures they are completed in buddies (1-2, 3-4, 5-6, 7-8) and they check-in when they are done (see diagram).

Staff will begin to arrive at the dock for the deep water search team and the Swim Director in-charge will have them line up at the far end of the deep/pool section of the swim dock, starting with the corner closest to the tower. There should be enough staff to line-up all the way across the dock at arm's length apart. The deep water search goes as follows with the Swim Director in-charge leading the drill by succinctly calling out each and every one of these steps out loud:

1. The team numbers off from the close end of the dock from the number 1 up to the last person.
2. Then they slip into the water keeping their heads above water and one arm on the dock holding on.
3. Then they do a "Dock Search" to look under their dock and come back up to the water's edge at the dock, while keeping one hand on the side of the dock during the search.
4. They number off.
5. They do a FOOT-FIRST surface dive to the bottom of the lake, search the bottom by taking 3 large breast strokes with their eyes open, come up to the surface with one hand up in the air for protection and do backstroke all the way back to the dock.
6. They number off.
7. They do a HEAD-FIRST surface dive to the bottom of the lake, search the bottom by taking 3 large breast strokes with their eyes open, come up to the surface with one hand up in the air for protection and do 3 backstrokes to a location signalled by the arm of the Swim Director in-charge.
8. They number off.
9. They continue following the instructions of the Swim Director in-charge with repeated HEAD-FIRST surface dive searches until the group gets close to the other end of the pool area, with numbering off after each dive.
10. When close enough where a HEAD-FIRST surface dive is unnecessary/dangerous, the Swim Director in-charge instructs the group to do another FOOT-FIRST surface dive to check the last of the area as well as under the dock.
11. Then they slip out of the water, stand still, number off for the final time and await further instructions.

At the same time, in the shallow end:

1. The CITs will arrive and sit on the swim bleachers.
2. Attendance is taken by the CIT Director (or other Head Staff) and a call is quickly made to the office by phone to alert that all CITs are accounted for, or not.
3. Once the call is made, they are instructed to line-up along the inside of the shallow-end along the side of the swim hut starting at the end closest to the deep end.
4. They are told to lock arms.
5. As instructed by the person in-charge, they sweep their legs, right and left, and so on, calling out each leg sweep out loud and looking down searching the water.
6. When they reach the other side of the shallow end, the group pivots around the shallowest person until they reach the dock.
7. They repeat the search heading back to the side of the shallow end where they started.

Once the Shallow End and Deep End are both clear, the Swim Director in-charge delegates someone to call the office from the phone in the Swim Hut (press Intercom, then 21) to say that the Swim Docks are "all clear". As a back-up, at the same time, s/he sends a runner up to main camp to signal that the Swim Docks are "all clear".

# Incident Procedure

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If a swimmer is in need of *minor assistance* during a swim class or general swim, the assistant instructor should tend to their first aid needs, under the supervision of the head swim instructor who continues to monitor the rest of the swim. Minor first aid needs include things such as:

- Nose bleeds
- Bumps/bruises
- Minor asthma

If a guard or swimming instructor identifies a swimmer in the water requiring immediate assistance/attention the following steps should be taken:

- The staff member who initially identifies a swimmer in need of assistance should:
  - blow their whistle/call to other staff for help
  - enter the water with an aid
  - quickly swim to the swimmer
  - help the swimmer to the side and out of the water
  - assist the Swim Director in administering 1<sup>st</sup> aid
- The Swim Director should:
  - Assist when necessary in getting the camper to the side
  - Send a runner to get help
  - Be in charge of administering first aid
- The remaining guards should be directed to:
  - Clear the water of remaining swimmers
  - Take swimmers to basketball court and help calm the campers
  - Await further instructions

**Note:** The Swim Director is in charge and their instructions should be followed by all staff and campers in an emergency situation.

# Deep-Water Spinal Rescue Protocol

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## Background

Deep-water spinals are a rare but serious occurrence. Here at camp, we have a number of mechanisms of injury that could lead to a spinal injury on the water. Due to the potential serious nature of the emergency, immediate action needs to be taken without having the opportunity to determine if the accident is in fact a spinal injury. The priority is to initiate the deep water spinal protocol on a camper/staff who may in fact not have a spinal than to be too conservative and cause lasting damage or death. As we know, any extraneous movement to the spinal column can lead to greater damage, so there is a strict “no-wake” policy within 10 m of the suspected spinal. The final wrinkle to all of this is that in addition to a suspected spinal we have an added environmental danger due to the fact that this is taking place in the water. Drowning and hypothermia then become associated problems that we may have to deal with. Speed, knowledge and a coordinated rescue effort are needed to ensure the highest level of success.

## Protocol

### Rescuer Roles – for a camper/staff with all ABCs

*Primary* – sounds air horn, 1<sup>st</sup> on scene, 1<sup>st</sup> in the water, vice grip, secures hips, communicates spinal assessment, ties into management towline, is towed to surf dock

*Secondary* – 2<sup>nd</sup> on scene, clavicle hold

*Tertiary* – 3<sup>rd</sup> on scene, assists with boarding

*3 spinal* – 4<sup>th</sup> on scene, knife spinal board and secure camper/staff

*Director* – brings med lodge spinal board, provides rescue knife, manages rescuer safety, tows camper to surf dock

*Spinal Support* – meets board at surf dock, removes

- 1) A boat driver witness suspected spinal accident or comes across camper/staff unconscious in water.
- 2) Boat approaches, from a downwind position, the camper/staff in water, making sure to not make any wake.
- 3) If camper/staff is conscious, boat driver assesses for spinal injury. If spinal injury suspected, boat driver initiates the deep-water spinal rescue.

### Assessment

If the camper/staff is conscious, determine if camper/staff has suspected spinal.

- a. Ask camper/staff if they remember what happened.
- ☞ If the camper/staff does not remember what happened, suspect a spinal.
  - b. Did a mechanism of injury exist to cause a spinal?
    - i. Were they hit in the head / neck by a boom?
    - ii. Were they run over by a boat?
    - iii. Were they thrown into the water headfirst at a high rate of speed?
    - iv. Did anything else happen to compromise their neck / head / back?
  - ☞ If an M.O.I. exists, suspect a spinal.
    - c. Ask camper/staff if they have a loss of sensation, paralysis or tingling to any extremities to the body
    - d. Ask camper/staff if there is pain anywhere along the spinal column
    - e. Ask the camper/staff if they “blacked out”
  - ☞ If the camper/staff answers yes to any of the above questions, suspect a spinal.

- 4) If camper/staff is unconscious, boat driver initiates the deep-water spinal rescue.

### *Initiation*

- 5) Rescue initiated with two long blasts repeated on an air horn.

### *Rescue*

- 6) Primary rescuer puts lifejacket on like a diaper, enters the water. If camper/staff face down, vice grips the camper/staff and rolls or if face up, simply vice grips the camper/staff.
- 7) Primary rescuer checks for ABC's, reassures camper/staff and waits for secondary rescuer.
- 8) Secondary rescuer puts lifejacket on like a diaper, enters the water and puts clavicle hold on camper/staff.
- 9) If camper/staff is non-breathing, primary rescuer remains at the head to continue A.R. If the camper/staff is breathing, primary rescuer moves to stabilize hips
- 10) Primary rescuer communicates to rescuers entering the water and the director boat the assessment of the victim, director communicates this assessment to shore and waiting spinal support
- 11) If camper/staff is non-breathing, the tertiary rescuer enters the water (lifejacket like a diaper) and stabilizes the hips. If the camper/staff is breathing the tertiary rescuer assists with knifing and boarding the camper/staff.
- 12) 4<sup>th</sup> boat from surf dock arrives on scene with 3 spinal rescuers. Director boat arrives with spinal board.
- 13) 3 spinal rescuers knife and secure spinal board to camper/staff.
- 14) If after the first attempt the boarding does not work due to the staff/camper's lifejacket, rescuers are to get the rescue knife from the director boat. Rescuers then cut and remove camper's life jacket. Camper/staff is then secured to spinal board.
- 15) Primary rescuer attaches towrope from management boat to life jacket, puts life jacket on like a jacket, enters the water and holds on to spinal board.
- 16) Management boat slowly tows camper/staff and rescuers to windsurf beach, with primary rescuer determining speed.
- 17) Spinal support team ready at beach to assist with removal, re-strapping and other support as needed.

## Special Circumstances

If the camper/staff is unconscious, without an airway or without circulation, this becomes a "life over limb" situation. This means that the primary rescuer must initiate an *immediate evacuation* to the dock. Spinal procedures are not to be followed, as loss of life is eminent. Haul the camper/staff into the nearest boat and evacuate to shore to clear airway or initiate CPR.

If the camper/staff is non-breathing, rescuers will be required to place the camper/staff and spinal board inside a boat for transport back to shore. During boarding and transport, AR must be maintained.

## Note

Primary rescuer is in charge of the rescue in the water.

The rescuer at the head is always in charge of maintaining the integrity of the staff/camper's spinal support.

On land, a director will be coordinating medical & spinal support team and associated support.

## Summary

We know this is a lot of information. With practice, this will all make more sense. We do not expect you to memorize this entire document. We do expect you to read it, take notes, and ask questions! We hope you are as excited as we are to have you with us on South Tea!

## SWIM RULES

### Swim Dock

- Campers must check-in and check-out of the swim area with the swim staff member on duty during regular periods and General Swim
- Campers may ONLY go in the water with a staff member's permission
- No one may swim alone at any time, always swim with a buddy
- There is no running allowed on the Swim Dock, please walk
- No one may go over or under the log swim fence at any time. This will result in the loss of that person's white cap (staff, CIT or camper).
- Ask before using any equipment and be sure to put all equipment away after using it
- Only white cap swimmers are allowed in the deep end, on the swim tower and on the water trampoline
- Non-white cap swimmers are only allowed in the shallow end
- Diving in the deep end only
- No horseplay at all on the dock
- Leave clothing, footwear and towels on the bleachers

### Swim Tower

- Campers may ONLY climb the steps of the swim tower with a staff member's permission who is at the top of the tower
- Campers may ONLY jump off the tower with a staff member's permission who is at the top of the tower
- Only two campers at a time may be at the top of the tower
- Only one person may jump off the tower at one time
- There is no diving allowed off the tower

### Water Trampoline

- Campers may ONLY be on the trampoline with a staff member watching from the swim dock and a staff member on the trampoline
- Swimmers may not go under the trampoline at any time
- Only six campers at a time may be on the trampoline (plus the staff member)
- Only two people at a time may jump on the trampoline at a time
- No diving is allowed off the side of the trampoline, only jumping
- When exiting, everyone must use the ladder or slide off the side of the trampoline

### Robbie's Point & Beaver Dock

- No one may swim alone
- Campers may ONLY be on the dock with a staff member present
- Campers may ONLY go in the water with 2 lifeguards present
- Be sure to use the designated ladder to get out of the water
- There is no diving allowed at any time

### Lifeguarding (various locations)

- Must always be 100% attentive
- Must always keep their eyes on the swimmers
- Must always know the swimmer count
- Must always wear proper lifeguarding apparel ( no heavy shoes or clothing)
- Must always be carrying an aid
- Must always use the guard chair ( if one is available)