

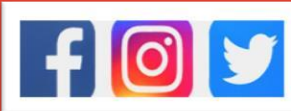
Waterfront Manual



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GENERAL GUIDELINES

- Do not wait on dock for boat rides – they are offered Tuesday and Thursdays at 1pm. Life jackets are to be worn on all boats and for non-swimmers
- We will be swimming in all conditions, even rain if no lightening or thunder
- Apply sunscreen every 30 minutes, even when its overcast outside
- If your camper is in the water, so are you. Please do not detour them to other activities if the weather is not optimal
- Please put all beach toys and life jackets away before leaving the beach area

General Water Front Rules

- For safety, use only the designated waterfront entrances when going to or coming from the waterfront. Please keep gates closed at all times.
- Lifeguards have 100% authority. Follow instructions given by the lifeguard at all times for safety.
- No running at the waterfront, this includes the dock.
- Swimming is allowed ONLY when a lifeguard is present and ONLY within the roped off swim area.
- Buddy Checks will be called every 15-20 minutes. This is indicated when the lifeguard blows the whistle once. At this time, you will pair up with your camper and raise your hands for a head count to be sure everyone is accounted for.
- Campers may not chew gum or have candy in their mouths while swimming.
- Campers and staff are not to talk to, bother, splash, or distract lifeguards while on duty.
- Stay off and away from the rope separating the shallow from the deep. Do not go over or under the rope for any reason.
- Do not swim under the dock.
- No diving allowed.
- Participants must remain within the swimming enclosure, unless they indicate to staff that they need to use the restroom, staff will then make necessary arrangements to leave the swim area.
- Counselors must be in one arm's length of assigned camper while swimming.
- We will be swimming in various weather conditions, if swimming is cancelled, staff will be notified through walkie-talkies. Swimming is allowed in the rain as long as there is not lightning or thunder seen or heard.
- Everyone must apply sunscreen at the beach every 30 minutes. However, if an individual is sunburned, staff must complete the Client Injury Report Form before the camper leaves at the end of the day.

Boating

- There must be (1) water safety certified boater to ride in canoe or paddleboat and all boaters MUST wear a lifejacket. Please be sure to put all equipment away when finished.

- No tipping, banging, splashing or other such horse play in the boats or canoes.
- Canoes and paddleboats are only allowed on shore in the landing area.
- Do not stand up in the paddleboat or canoes.
- Always put away what you use and take all belongs with you when leaving the swim area.
- All can use tubes and floats but will also need to be cleaned up and properly put away.

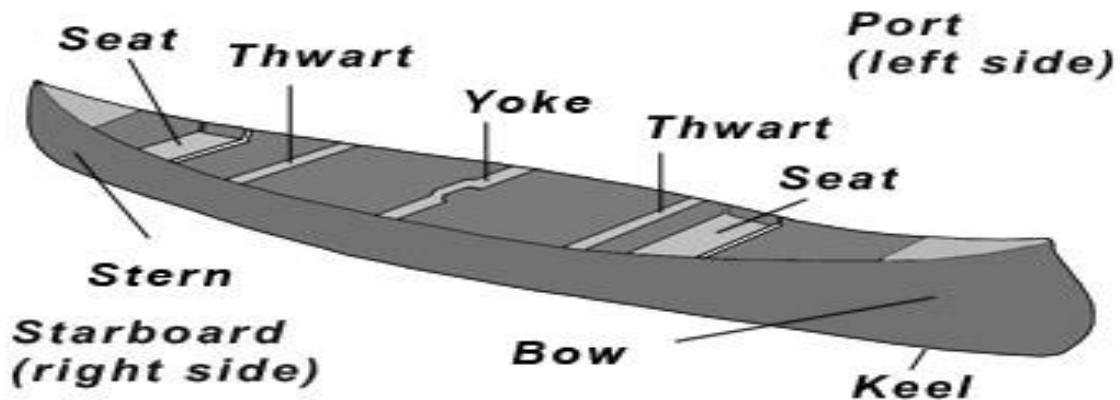
Lake Usage Rules

- No staff member, except lifeguards, can ever swim or boat alone. Staff may swim/boat at the waterfront during waterfront hours only! A lifeguard must be on duty.
- If a staff member has demonstrated sufficient swimming ability, he or she may swim outside the contained areas as long as the lifeguard on duty has been notified and granted permission to do so. This is only for retrieval of balls or floatation devices.
- Groups are instructed to institute a safety system to account for all participants at the waterfront. Camp Red Cedar uses the buddy system and sign-in and sign-out on a daily basis. Staff will be asked to confirm buddy with lifeguard and will need to sign the sign in/out daily. No exceptions!
- All campers should receive a safety orientation prior to each swimming or watercraft activity to review safety rules, practices, and emergency procedures. The counselor with their camper and lifeguards will do this. If you have any questions, the lifeguard will be available for review. For swimming and boating, the counselor will review safety rules and procedures (see below) on daily basis.
- Boating, except for the pontoon, is only able to use the east basin.
- Please keep gates closed at ALL times!
- Notify lifeguard of any non-swimmers on Monday.
- Life jackets must be worn when boating by ALL participants, including staff.
- At the first sign of severe weather, lifeguard(s) will ask that the water be cleared. The lake will remain clear until the guard(s) announce readmission to the waterfront.

Lost (capsized) Boater Procedure for Canoes

- If boat is overturned or someone falls overboard, campers are asked to stay with the boat
- Grab the paddles! Without them, you will have no control over your canoe when you get back in.
- Swim with the capsized canoe back to shore, if possible. If not, you'll have to right the canoe and climb back in, which can take considerably more energy
- To climb into a canoe that is far from shore you must first right the canoe.
- Swim with your campers until you both emerge into the air pocket under the capsized canoe.

- Place your paddles under the ends of the canoe to free your hands.
- Grab a gunwale, the rail running the length of the canoe, with each hand near your seat. Instruct your campers to do the same.
- Tread water enough to lift one edge of the canoe out of the water. This breaks the air seal and makes the next part of the rescue easier.
- Count to three, give a big kick and fling the freed gunwale into the air. The canoe will pivot around the other gunwale and land on its bottom relatively free of water.



Lifeguard Expectations

- The lifeguard should be the first person to enter and open the swimming area, and the last person to leave. The gate should remain closed at all times, even when it is open.
- The lifeguard is to remain at their station at all times, undistracted
- In emergencies, counselors must alert lifeguards of any potential problems and help clear the lake. Any extra counselors can help in the emergency care by following directions from the supervisor or lifeguard on duty.

Lifeguard Signals

One short blast: to get attention of swimmers for Buddy Checks every 15-20 minutes, and sunscreen applications every 30 minutes

Two short blasts: to get another staff's attention, or stop inappropriate swimming behaviors

Three short blasts: emergency action plan is in effect

One long blast: clear the lake of people and/or the conclusion of swim time

EMERGENCY PROCEDURES

1. Give three whistle blasts to notify campers and staff there is an emergency and the water needs to be cleared immediately. Follow up by having a staff member notify office personal via walkie-talkie or in-person.
 - The program manager or camp director or an authorized staff member should call 911 for paramedic help.
 - All staff certified in Basic Water Rescue should go to the waterfront. The additional lifeguards, counselors, and staff should focus on clearing the water of all other swimmers.
2. Lifeguards will organize a search and rescue team. The certified staff will assist in the rescue procedure.
 - The rescue procedure includes; staff available will lock arms and sweep the swim area with legs until they reach deep water or until they are unable to search anymore.
3. A staff person instructed by the program manager or camp director would go to the office files and get the victim's medical records and other specific forms that should accompany the victim in need of medical service.
4. An authorized staff member will go with the victim in the ambulance or emergency vehicle to the hospital. If a staff vehicle is being used to transport the victim, call the Indiana State Police at (260) 432-2521 to notify them that a medical emergency is in progress.
5. At the signal of all being clear, the program manager or camp director will account for everyone, deal with the incident and restart camp program.