Waterfront Use Guidelines on Girl Scout Properties
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Property Overviews

Camp St. Albans
Camp St. Albans is located on Lake Devereaux, a 94 acre lake with public access. Most of the property around the lake is owned by Girl Scouts, however, the topography and the railroad tracks prevent hiking all the way around the lake. Viking Boats, canoes, and swimming are available.

Camp Evergreen
Mill Creek runs through Camp Evergreen. Three bridges cross the creek, two footbridges and one vehicle access bridge. Wading is allowed in designated areas near the car bridge except during high water or salmon spawning season.

Camp Lyle McLeod
Camp Lyle McLeod circles Lake Bennettsen, a 60-acre lake with a maximum depth of 20ft. Hikers can circumnavigate the lake on a 1.5 mile trail without ever leaving camp property. Four units have their own docks. Canoes, Fun Yaks, rowboats, and swimming are available.

Camp River Ranch
Camp River Ranch has two docks on Lake Langlois, a 40 acre, motor-boat free deep-water lake. Groups can hike along one shore of the lake, but there is no trail that encircles it entirely. Canoes, rowboats, kayaks (age-dependent) and swimming are available. Lake Langlois is the deepest small lake in King County with a maximum depth of 100 feet and has public access for non-motorized craft. Camp River Ranch also borders one mile of the Tolt River, which is considered Class 1 and 2 moving water and is therefore not appropriate for swimming and boating activities.

Camp Klahanee
No waterfront is available on site. A pond is available for exploration and pond study. The ocean is 22 miles from Klahanee. Ocean swimming requires a surf-certified lifeguard and may only be done in those areas deemed safe by local authorities.

Camp Robbinswold
Located on Hood Canal with over a mile of salt water beach, the Robbinswold waterfront is great for beach walks and exploration. Seafood may be gathered and used at camp, but may not be taken home. No campfires are permitted on the beach and fishing is allowed only with appropriate fishing permits. Waterfront is not available for swimming or boating outside of the summer camp season.

For waterfront use on other sites, please contact a staff member from the Camp Programs and Properties Department.
General Waterfront Requirements

This document serves as the written procedures for all aquatic activities on Girl Scout properties. All waterfront personnel, volunteer or paid, are given this document and must be oriented to these regulations prior to providing any aquatic supervision. Resident camp, community camp and outside rentals may have additional procedures.

Prior to Arrival
When providing staffing for waterfront programs, copies of the necessary certifications and documentation should accompany the signed contract. If this information is not known at the time of the reservation request, submit it to the Site Host at least one month prior to event date. Certifications must also be presented to the Site Host upon arrival at camp. The Site Host will provide the Waterfront Supervisor with all necessary keys to waterfront storage and equipment and orient the Supervisor with site-specific information. Groups must make arrangements to use the waterfront in advance through the Camp Director.

Waterfront Personnel
All Waterfront Personnel, including volunteers and watchers, will be oriented to waterfront rules and emergency procedures and the specifics of their role, prior to the start of waterfront activities.

All aquatics activities must be supervised by an appropriately certified adult who has written verification of skills in a like environment and who has completed an orientation session. This orientation will include enforcing established safety regulations, providing appropriate basic instruction, identifying and managing environmental and other hazards, and a rehearsal of emergency procedures.

Waterfront Supervisor
Qualifications

- From a nationally recognized certifying body at least one of the following:
  - Waterfront lifeguard training and certification
  - Swim instructor
  - Boating Instructor or Instructor Trainer
  - American Red Cross Small Craft Safety or equivalent
- 6 weeks previous supervisor experience or additional supervisor training (all in aquatics).
- At least 21 years old.

Role

- Coordinates with the Camp Director at least one month prior to event date regarding waterfront usage.
- The Waterfront Supervisor manages all aspects of swimming and boating including ensuring appropriate ratios of certified adults for all activities.
  - Performs regular skills verifications of all waterfront personnel to ensure appropriate instruction and enforcement of rules and regulations (see Camp Director or Site Host for skills check-list)
- Takes wind, weather, air/water temperatures, and safety issues into account before and during all waterfront activities.
If at any time the activity becomes unsafe, activities must be immediately cancelled.

- Refer to the Site Host regarding safety concerns.

Watcher Qualifications and Role
- At least 16 years of age
- Must demonstrate non-swimming rescues and the use of basic rescue equipment such as reaching poles and ring buoys.
- Are attentive at all times to swimmers and avoid distractions such as long conversations or paperwork.
- Watchers are positioned out of the water where they can continuously observe and readily assist participants.

General Waterfront Rules
- Each camp has specific operational procedures due to environmental influences and communication plans. Contact the Site Host for site specific procedures.
- All waterfront personnel must have current certification in the area they are to oversee.
- Camp staff and adults using the waterfront must follow established supervision and participant procedures, including the presence of a certified lifeguard while swimming.
- An adult certified in First Aid & CPR must be present at all aquatic activities.
- Walk at all times.
- Check all equipment before using. Remove any items in need of repair from service and notify the Site Host.
- Swimming and diving only allowed in designated areas.
- Keep walk ways clear of all obstacles.
- Wear shoes in appropriate areas.
- Coast Guard approved Personal Flotation Devices (PFDs) must be worn for all boating activities, regardless of participant’s swimming ability.
- The Waterfront is closed after dark unless pre-approved by Camp Director and Site Host.
- Wheelchairs in the lake area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.
  - Supervision ratios need to be adjusted to meet needs of disabled boaters.
  - Support equipment must be removed from persons in a wheelchair prior to entry to docks. This may include straps, seat belts, trays and other devices.
- When certified adults are not present, a barrier or written warning will be present to restrict access to the waterfront and to indicate that the waterfront is closed.

Controlled Access
Each site has one or more methods for controlling access to the waterfront. These might include an actual barrier, such as a rope across a dock entrance, or posted rules. Please check with the Site Host to learn how to control access to waterfront and include this information in the participants’ orientation. All docks are closed unless a certified adult is present.

Rescue and Safety Equipment
The following equipment must be present for the duration of all waterfront activities:
- At least one graspable and throw-able PFD (ring buoy, throw bag or equivalent) that is immediately available.
- Guards should have whistles in addition to their regular rescue equipment.
- First Aid Kit, including personal protective equipment.
- Communication device (2-way radio or cell phone) and list of emergency phone numbers.
- Participants, as well as guards and supervisors, should use sunscreen and appropriate protective clothing while on the waterfront and stay hydrated.
- For swimming:
  - Reach pole
  - Ring buoy or throw bag
  - Rescue tube
  - Backboard
- For Boating:
  - A rescue boat containing a graspable and throw-able ring buoy or throw bag, a whistle or air horn, a bailer and extra paddle or oar.
  - A Coast Guard approved, properly fitting lifejacket appropriate for the type of activity must be worn during all boating activities regardless of participant’s swimming ability. Each participant must be instructed in the proper use and fit of their lifejacket.

**Emergency Procedures**

Upon arrival, the Site Host will provide the Waterfront Supervisor with site-specific Emergency Procedures and will acquaint him/her with any unique challenges or features of the waterfront. The site specific information will include features and hazards of aquatic areas available, location of emergency and rescue equipment, location of nearest phone, and emergency resource contact information.

**Waterfront Supervisor Responsibilities**
- Respond to each emergency or crisis according to their training and certification.
- Call 911 if necessary and notify the Site Host immediately (or delegate to another adult).
- Contact Group Leader as soon as possible.
- Assign adult leaders to group management responsibilities.
- Complete appropriate Incident Reports in a timely manner.

**Site Host Responsibilities**
- Provide waterfront staff with site-specific Emergency Procedures and acquaint them with any unique challenges or features of the waterfront upon arrival.
- Work with the waterfront staff in whatever capacity needed.
- Complete necessary report and notify Vice President of Camp Programs & Properties.
- Site Host at St. Albans must be called for the towing rescue of any boat.

**Group Leader Responsibilities**
- Assist the waterfront staff in whatever manner necessary and follow their directions.
- Get participants off or out of the water and away from the scene as quickly as possible.
- Provide care needed to keep group calm and functional.
- Provide health forms and emergency contact information as needed.
- Work with guards/site host to notify appropriate people (troop leaders, parents, etc.).
Swimming

Swimming is only allowed if the water temperature plus the air temperature equals at least 100 Degrees Fahrenheit.

Certification

Lifeguard Qualifications

- American Red Cross Waterfront Lifeguard or equivalent certification. PA-14
- Current Certification in First Aid and CPR PA-17
- Written documentation of demonstrated skills in rescue and emergency procedures specific to aquatic area and activities provided. PA-15
- At least 18 years old.
- Secondary lifeguard may be 16+.
- All lifeguards must be oriented to Girl Scout waterfront use guidelines as well as site-specific procedures and hazards prior to guarding.

Watcher Qualifications

- At least 16 years of age
- Must demonstrate non-swimming rescues and the use of basic rescue equipment such as reaching poles and ring buoys.
- Are attentive at all times to swimmers

Swimming Ratios

<table>
<thead>
<tr>
<th>Number of swimmers</th>
<th>Lifeguards</th>
<th>Watchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>1 adult lifeguard</td>
<td>1</td>
</tr>
<tr>
<td>11-15</td>
<td>1 adult lifeguard</td>
<td>2</td>
</tr>
<tr>
<td>16-35</td>
<td>2 lifeguards, at least 1 is 18+</td>
<td>3</td>
</tr>
<tr>
<td>36-50</td>
<td>2 lifeguards, at least 1 is 18+</td>
<td>4</td>
</tr>
</tbody>
</table>

General Guidelines

- Swimming by any individual regardless of age or role, is only allowed when appropriately certified lifeguard in attendance. PA-16
- Lifeguards and Watchers are stationed at separate posts and remain out of the water except in emergencies.
- Every participant is tested, classified according to swimming ability, and assigned to areas, equipment, facilities and activities commensurate with abilities. Untested participants are limited to shallow water and must wear a PFD while on any dock. PA-10
- The Site Host or Waterfront Supervisor will explain the system for participant classification to the lifeguards upon arrival at camp.
- A safety system will be in place that will allow supervisors to quickly account for all participants (such as a buddy system, checkout system, etc.). PA-9
- Swimming is prohibited if air temperature plus water temperature does not equal 100˚ F.
- Swimming Rules:
  - Diving in designated areas only (if allowed at all)
  - Swim in supervised and designated swimming areas only
  - Swim at a safe distance from any diving board or diving area.
  - Swim with a buddy
Participant Orientation
Each participant must go through a basic orientation when coming to the waterfront to swim. Orientation should cover the following:

- Swimming rules
- Expectations for the swim test
- Where to store personal items
- Buddy system and communication system
- When and where they can swim and/or dive
- What to do in case of emergency, including emergency signals
- Length of swimming time
- Use of toys such as floatables, inner tubes, fun noodles
- The use of PFD’s for non-swimmers.

Boating
All boaters, including staff, all-adult groups, and youth will be under the supervision of certified personnel and follow all procedures and guidelines in this document. At least one adult currently certified in CPR and First Aid must be on duty and accessible to all boating locations during boating activities.

Boating Guard Qualifications
- From a nationally recognized certifying body at least one of the following:  
  - Current instructor rating in the appropriate craft
  - Current lifeguard certification
  - American Red Cross Small Craft Safety in appropriate craft or equivalent
- Has written documentation of demonstrated skills in water rescue and emergency procedures for the activity being conducted in a like-environment
- Certified in First Aid and CPR

Boating Instructor Qualifications
- Current instructor rating in the appropriate craft (from a nationally recognized body) or documented experience in teaching and supervising the activity and craft
- Has written documentation of demonstrated skills in water rescue and emergency procedures for the activity being conducted in a like-environment
- Current Certification in First Aid and CPR.

Boating Ratios
- At least 2 certified adults must supervise any boating activity. At least one of these adults must have previous experience in a similar aquatic activity.
- One certified boat guard to every 12 participants. One certified boat guard for every additional 12 participants.
- Additional boat guards may be 16+.
- There must be at least one adult or 16+ water guard in each Viking Boat.
General Guidelines

- All boating personnel must be oriented to Girl Scout waterfront guidelines and site-specific hazards and concerns prior to facilitating on Girl Scout property.  
- An adult certified in First Aid and CPR shall be on duty and accessible at each boating location.  
- Waterfront Guard must be readily available to provide assistance to boaters.  
- A system is used that will allow supervisors to quickly account for all participants.  
- Appropriate clothing for the weather and type of boating activity should be worn. PFDs are to be worn on the outside of any clothing or jacket. Groups should be assessed for preparedness for water activities and prevention of hypothermia.  
- Soft-soled and swim-able shoes will be worn on the docks and in the boats.  
- Coast Guard approved Personal Flotation Device (PFD) must be worn during all boating activities regardless of participant’s swimming ability. Type of PFD must be appropriate for the type of aquatic activity and must fit properly. Each person must be instructed in the proper use and fit of the PFD they are wearing.  
- At least one graspable and throw-able PFD (Type IV buoyant cushion or ring buoy or equivalent) is readily available.  
- All boats and equipment should be inspected prior to use and any broken or damaged equipment will be removed from service and the Site Host notified.  
- Extra care and supervision should be given while participants are boarding and debarking any boat as this is a time when most capsizing occurs.  
- All participants will wear a PFD while on the dock.  
- Use of Fun Yaks will be at the discretion of the Boat Guard. Fun Yak participants can expect to get wet during use.  
- Girl Scouts is not responsible for the loss or theft of personal property. The use of personal boats or motors must have prior approval by the Site Host.

Participant Orientation

Each participant must go through a basic orientation when using the waterfront. Orientation should cover the following:

- Boating rules  
- Where to store personal items  
- When and where they can boat  
- What to do in case of emergency, including emergency signals  
- Length of boating time  
- Boarding and debarking the boat, trimming and movement in the craft  
- What to do in case of capsize or swamping  
- Basic paddling instruction or review
Wading and Creek Walking  
(Camp Evergreen Only)

Certifications and Ratios

Wading
- At least 2 adults must supervise any wading activity
- 1 adult certified in Basic Water Rescue and 2 adult watchers for every 25 participants (maximum 25 participants)

Creek Walking (walking in the creek beyond the designated wading area)
- 1 certified lifeguard and 1 watcher for 12 participants
- 1 certified lifeguard and 2 watchers for 24 participants (maximum 24 participants)

General Guidelines
- Wading guidelines apply to Camp Evergreen only. Any waterfront activity at any other camp (River Ranch, St. Albans, and Lyle McLeod) must be done in designated areas only under the supervision of certified personnel.
- At least one adult must be certified in First Aid and CPR and have a first aid kit.
- Basic Water Rescue certified adult should scout out wading area prior to wading activity to check for any safety issues or environmental hazards.
- A system will be in place that will allow supervisors to quickly account for all participants (such as the buddy system).
- Shoes must be worn while in the water
- Consult with the Site Host regarding the wading area and safety concerns.
- During high water or salmon spawning season, creek activities are prohibited.

Creek Walking is detrimental to salmon populations, so use care to avoid damage to redds and young salmon fry which live in gravels. The Site Host has the authority to restrict water activities in the creek.

Participant Orientation
Each participant must go through a basic orientation when coming to the creek to wade. Orientation should cover the following:
- Wading rules
- Where to store personal items
- When and where they can wade and how deep
- What to do in case of emergency, including emergency signals
- Length of wading time
- Location of leaders and certified personnel