

## Waterfront Policy

1. When renting the entire property, the waterfront is a part of the rental fee and available for use by all Rental Groups for swimming or boating activities, based on season and availability, and with adherence to all Our Nawakwa, Inc. policies, procedures, and standards.
2. When renting units and/or during day rental events, the waterfront is available on a sign-up basis and based on season and should be reserved in the in the Hobb's office. Rental Groups agree to adhere to all Our Nawakwa, Inc. policies and standards.
3. The waterfront is all areas beyond controlled entrances, which includes docks.
4. Rental Groups must follow ATP 78.26 WISCONSIN ADMINISTRATIVE CODE 608-16 Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau for all Waterfront/Aquatic Activities. [ATP 78.26 \(wisconsin.gov\)](https://legis.wisconsin.gov/code/atcp/atcp_78_26) (see appendix)
5. Rental Groups must use the [Recreation and Educational Camp Written Lifeguard Staffing Plan](#) and [Diagram](#) by Our Nawakwa
6. Rental Groups must provide their own waterfront staff, with qualifications as outlined in ATP 78.26.
7. The waterfront will not be available until lifeguard certification is provided. A copy of the certifications may be emailed or mailed to the Registrar.
8. Each Rental Group using the waterfront must provide the name of an appropriately certified adult aquatic supervisor, most often known as the waterfront director.
9. The waterfront director must receive an orientation from the Camp Host or an ON representative prior to waterfront usage to ensure familiarity with the emergency action plan, safety rules, expectations for safety checks, and equipment care.
10. The waterfront director has the discretion to discontinue or modify activities to ensure safety, including weather, behavior, staffing coverage and emergency.
11. A rental group may use more stringent guidelines and rules than provided by Our Nawakwa, if they so choose.

## **Waterfront Rules**

1. Enter controlled waterfront entrances, swim or boat only when a lifeguard is present for each area being utilized
2. Use the waterfront, including docks, at your own risk
3. A communication device must be present at the waterfront during waterfront activities (air horn, cell phone or walkie talkie, etc.)
4. Three sharp whistles signal stop, quiet and listen
5. Several rapid whistles signals clear the water
  - Turn buddy tag
  - Campers gather with staff member
  - Lifeguards begin Emergency Action Plan
6. Walking only on docks, beach, or in any other area of waterfront
7. Diving is only allowed off raft in “blue” section
8. Jumping into water from dock is permitted in “yellow” and “blue” sections
9. Glass containers are not allowed on the beach
10. Swimming and boating are not allowed after dark
11. If thunder is heard or lightning is seen (whichever is first), everyone must immediately exit/get off the water and may not reenter for a minimum of 30 minutes. With each new thunder rumble/lightning strike the count resets
12. Report any broken or missing equipment or concerns to Camp Host
13. A personal flotation device (PFD must be worn by all when boating

## **Swimming and Boating Procedures**

1. Welcome everyone to the waterfront
2. Introduce waterfront staff/volunteers
3. Explain waterfront rules
4. Explain Buddy Board -- to be used whenever a group swims and/or boats more than one time during their stay
  - a. When/how to turn buddy tags
    - i. Always place tag in appropriate area when entering swimming or boating area
    - ii. Always place tag back on buddy tag number when leaving swimming or boating area
  - b. Staffing/Observers must always be present at Buddy Board during waterfront activities
5. Give out buddy tag numbers – use same numbers for swimming and boating
6. Adult staff/volunteer use of waterfront
  - a. A certified lifeguard must be present anytime staff/volunteers are using the waterfront, including the dock. No one can swim or boat alone
  - b. Any staff/volunteer using any waterfront area must get permission from the waterfront director if this use is not part of the regular schedule.

- c. Staff/volunteers must follow all established waterfront rules
- d. Staff/volunteers may use the boats and boating area only with the waterfront director's permission
- e. Staff/volunteers must check with the waterfront director just before the use of any boats to make sure it is an appropriate time to use them. Staff/volunteers must also check in with the waterfront director when they are finished using the boats.

### **Swimming Specific Procedures**

1. Use Swimming and Boating Procedures above.
2. Explain Buddy Check procedure – used at least once whenever a group is in the water
  - a. When lifeguard blows a whistle
    - i. Everyone grabs a buddy and holds their partnered hands in the air
    - ii. Buddies stay quiet and still while lifeguard completes check
    - iii. Lifeguard counts all swimmers to ensure safety of all swimmers
3. Swim Checks
  - a. As outlined in ATCP 78.26, swimmers must not swim at a level beyond their ability unless wearing an appropriately sized personal flotation device (PFD)
  - b. A group may choose to have all participants wear PFD's when swimming and not complete swim checks
  - c. If completing swim checks to assess swim level
    - i. The camper chooses where they want to test depending on fear/comfort level in the water
    - ii. All staff will hold reaching devices during the test
    - iii. Non-swimmers (no-band) do not enter the water and must wear a PFD to go into the beginner's section
    - iv. Beginner swimmer (red band) attempts swimming one-time across width of swim area
    - v. Intermediate swimmer (yellow band) successfully swims from one side of the dock and back without touching and treads water for 1 minute
    - vi. Proficient swimmer (blue band) successfully swims from dock to dock without touching three times and treads water for 2 minutes

### **Boating for ALL**

1. Our Nawakwa does not charge for small craft usage, including row boats, paddle boats, canoes, kayaks, and SUP's, unless damage occurs
  - a. Outside watercraft are not permitted on Picnic Lake to ensure safety and prevent the spread of invasive species. Please return vessels to their designated shoreline/dock storage spaces when done
  - b. Motorboats or gas-powered motors are not allowed on Picnic Lake per DNR guidelines

2. All campers must be instructed in small craft procedures, including safety and equipment care, before their first small craft outing
3. All campers and adults must always wear an appropriately sized personal flotation device (PFD)
4. The Waterfront Director will assess the weather conditions – wind, waves, etc. – and select the boating area accordingly.
5. Boats may not leave the range of sight of a lifeguard assigned to boating
6. Proper Use of Equipment
  - a. Check to make sure all campers have the correct size PFD. All buckles and straps are in order and that there are no rips or tears. When in the water, the PFD should keep the head and shoulders out of the water. Make sure PFDs do not slip over heads
  - b. When boats have extra flotation devices, do not sit on them
  - c. Hang PFDs outside to dry after using
  - d. Boats should be carried to the water and not dragged on land
  - e. Enter boat when boat is on the water and not on land
  - f. Wooden paddle blades should never touch the ground or be used to push off
7. Emergency Procedures
  - a. In case of capsizing, stay with the craft
  - b. Attempt to re-enter craft and paddle to shore
  - c. If a person falls overboard, a paddle, oar, or other item should be extended to the person who has fallen out. Help them back into the craft being careful not to capsize it or have them hold on and tow them back to shore
  - d. All craft should return to the boating area or the nearest shore at the first sign of a storm

### **Emergency Action Procedures (EAP)**

1. If a health emergency occurs
  - a. Campers will be instructed to leave the water
  - b. One staff will use the air horn or walkie talkie to alert camp administrators of an emergency
  - c. Communication begins to determine need
  - d. 911 is called, if needed
  - e. Health Care staff drives to waterfront carefully with AED and other first aid materials
2. If a buddy tag is left on the buddy board or if a camper is missing during a buddy check or any other count
  - a. Campers will be instructed to leave the water
  - b. One staff will use the air horn or walkie talkie to alert camp administrators of an emergency
  - c. Health care staff drives to waterfront carefully with AED and other first aid materials
  - d. Camp bell begins ringing to alert all staff of missing swimmer

- i. All campers and staff need to be counted and numbers sent to camp director to determine total camp count
  - ii. Designated staff will come to waterfront for search
- e. Staff will begin search
  - i. Waterfront latrine
  - ii. Under and around dock
  - iii. Form two lines and walk with sweeping motions back and forth starting at the place where visibility is lost
  - iv. When walking is no longer possible, go to diving in the same pattern
    - 1. Lead diver calls out 1-2-3 dive
    - 2. Line backs up to the diver furthest back
    - 3. Watch divers for their safety

Approved by the Board of Our Nawakwa, Inc. on the day of **January 22, 2024**  
Amended **6-23-24**.

Chair, Our Nawakwa, Inc. Board of Directors

ATCP 78.26 WISCONSIN ADMINISTRATIVE CODE 608-16 Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau. [\(000001.ildoc\) \(wisconsin.gov\)](#)

(c) Program aquatics. 1. All swimming and watercraft activities at a camp shall be under the direction of an adult aquatic supervisor who holds a current lifeguard certification, including certification for first aid and professional CPR with AED included in the course or AED certification earned separately.

2. The camp shall develop a written lifeguard and attendant staffing plan. Pf The camp shall keep a copy of the plan on the premises and the plan shall be made available for review by the department or its agent. The plan shall include all of the following:

- a. A diagram of recreational areas of water used by campers. Pf
- b. Designated areas for each aquatic program activity, including swimming, boating, and diving areas. Pf
- c. The hours of operation; with a description of how artificial lighting is provided if an area is operated beyond daylight hours. Pf
- d. Indication of how visual obstructions are addressed by lifeguard placement. Pf
- e. The location of each first aid kit. Pf
- f. A method of communication between lifeguards and attendants when 2 or more attendants or lifeguards are present. Pf
- g. A description of a reliable communication system used to reach 911 from the waterfront. Pf
- h. The number of lifeguards and attendants per s. ATCP Table 78.26, for each aquatic program activity, including off-premises aquatic program activities, such as where boating, canoeing, swimming, or water skiing occurs: P

ATCP Table 78.26 Lifeguard and Attendant Staffing Per Activity

Actual Aquatic Participant Load	Lifeguards (per activity)	Attendants (per activity)
1-50	1	1 for every 50 participants or a fraction thereof.
51-100	2	1 for every 50 participants or fraction thereof.
101-150	3	1 for every 50 participants or fraction thereof.

3. Every person serving as a lifeguard at a camp shall hold a current lifeguard certification with first aid and professional CPR with AED certification included in the course or AED certification earned separately. If the camp is going to serve infant campers, then the lifeguard must have a CPR course that includes infants. P Note: Obtain a list of approved certification courses for lifeguarding, first aid, and CPR from the bureau of food and recreational businesses at (608) 224-4682 or PO Box 8911, Madison, Wisconsin 53708-8911.

4. Lifeguards shall have training, as required by the United States occupational safety and health administration pursuant to 29 CFR 1910.1030, bloodborne pathogens standard. Pf

5. If the lifeguards and attendants are all under the age of 18, the adult aquatics program supervisor or other designated lifeguard meeting the requirements pursuant to par. (c) 3. shall provide direct supervision. P

6. Lifeguards shall meet all of the following:

a. At all times when on duty, wear clothing or rescue equipment that is conspicuously marked "Lifeguard" or "Guard".

b. Shall not be assigned duties that may distract the lifeguard's attention from observing an individual or that may hinder the lifeguard's ability to provide immediate assistance to an individual. P

c. Equipped with a rescue tube with a harness as instructed in approved lifeguard certification courses. P

d. Equipped with a whistle or other signaling device for communicating to aquatic participants or other staff. P

7. a. Every boat, except a sailboard and except as provided in subd. 7. c., shall carry at least one personal flotation device prescribed as specified pursuant to 33 CFR part 175, subpart B for each person on board or being attended by the boat, so placed as to be readily accessible and available to the persons. P

b. No person may use a boat 16 feet or more in length unless one throwable personal flotation device is onboard in addition to the total number of wearable personal flotation devices required in subd. 7. a. P

c. No person may operate a boat with any child under 13 years old aboard unless each such child is wearing a properly sized personal flotation device approved by the Coast Guard. P

*8. Removed due to Picnic Lake being a non-motorized lake*

9. a. The adult aquatic supervisor shall designate a separate area for each aquatic program activity. Pf

b. Access to each aquatic program activity area shall be controlled and the area used for swimming shall be clearly marked and separated into sections based on the camps written lifeguard and attendant staffing plan, including non-swimmers, beginners, intermediates, and proficient swimmers. Pf

c. No person may go into a section marked for swimming beyond their evaluated ability except when being tested under supervision for the next higher level or when wearing a properly fitted personal flotation device. Pf

d. The adult aquatic supervisor shall establish and enforce a method for checking persons in and out of each aquatic program activity. Pf

e. The adult aquatic supervisor shall establish and enforce a method for supervising persons in the water such as the buddy system, buddy check, or a combination of methods of supervising persons. Pf

10. Safety equipment shall be maintained and in the vicinity of the aquatic activity area and include all of the following: P

a. An equipped and maintained first-aid kit as determined by the adult aquatic supervisor or the camp health supervisor. P

b. Backboard equipped with head immobilizer and sufficient straps. P

c. A ring buoy, rescue tube, or throw bag. P

11. The adult aquatic supervisor shall conspicuously post the camp's swimming rules and restrictions and boating regulations in the aquatic program activity area. When participating in an aquatic program activity off the camp premises, swimming and boating regulations and restrictions shall be verbally discussed with campers.

12. A rescue boat shall be readily available when the aquatic program activity extends beyond the designated swimming area. P The boat shall be provided with all of the following:

a. A ring buoy, rescue tube, or throw bag attached to 50 feet of 1/4 inch rope.

b. A rescue pole. A standard-length oar or paddle may substitute for a rescue pole. P

c. Personal flotation devices that are United States coast guard approved and shall be sized properly for each individual. P

13. The aquatic program activity area shall be free of hazards'

Note: Blue-green algae blooms can produce toxins that can make people sick after they swallow, breathe in, or have contact with water. Email the Wisconsin department of natural resources at [DNRHABS@wisconsin.gov](mailto:DNRHABS@wisconsin.gov) to report a bloom or ask questions. More information is also available from the Wisconsin department of health services *Staying Safe at the Lake: What Summer Camps Should Know about Blue- Green Algae* at [www.dhs.wisconsin.gov/publications/p02438.pdf](http://www.dhs.wisconsin.gov/publications/p02438.pdf).

14. Aquatic program equipment shall be maintained in good repair, including docks, ladders, rafts, diving boards, boats, life jackets, and paddles.

15. A camp may allow swimming after dark if lighting is provided to identify swimmers. P