



REFERENCE INFORMATION FOR ORGANIZED USER GROUPS (OUGs) STAYING OVERNIGHT AT RECREATIONAL AND EDUCATIONAL CAMPS

Chapter ATCP 78, the 'Rec Ed' Code, describes several requirements that Organized User Groups (OUGs) must follow in order to conduct appropriate recordkeeping and provide adequate supervision of and safety for campers and staff in these settings. The Camp as the licensee is responsible for making sure the OUG complies with the code and ensures health and safety, and proper documentation during their visit.

An OUG is a group of adults and usually children who are affiliated in some way either through common interest or membership in a club or other organization. There is some familiarity amongst members and leadership within the group, usually along with adult supervision.

The training, credentials and documentation that are needed by an OUG to ensure the health and safety of their campers will generally be based on length of stay, though other factors may be involved as shown in the Checklists below. The types of records that the OUG should provide to the Camp are also described below. For longer stays, the Camp is required to keep copies of certain records kept by the OUG.

In order to help the Camp comply with the provisions of ATCP 78, OUGs must complete planning and preparations beforehand related to a few specific areas, and must generally otherwise follow ATCP 78. We briefly summarize requirements below:

HEALTH SERVICES STAFFING

There are first aid and CPR/AED requirements that apply to OUGs. Generally these are slightly less rigorous than for a Camp servicing campers directly, but there are specific courses that are approved. The Checklists below address the qualifications required of staff involved in caring for health needs of campers. The Checklists reference a chart that describes health services staffing based on the particular Camp operations. The chart, 'Approved Courses and Certifications for Recreational Facilities' can be found at https://datcp.wi.gov/Pages/Programs_Services/RecEdCamp.aspx.

HEALTH SERVICES STAFFING RECIPROCITY

The Rec. Ed. Code requires that any doctors who are serving as consulting physician, or doctors or nurses serving as the health staff member who is satisfying the first aid and CPR requirement, be Wisconsin-licensed. Currently there are compacts that allow for reciprocity for doctors (MDs and DOs) and nurses (RNs and LPNs) in many states, however, reciprocity must be obtained before camp starts in order to meet the Rec. Ed. Code requirements. The 'multistate' license for RNs and LPNs is accepted in Wisconsin and must either state 'multistate,' on the license or be verifiable on www.nursys.com. There is a fact sheet to help with understanding reciprocity. More about reciprocity can be found at https://datcp.wi.gov/Pages/Programs_Services/RecEdCamp.aspx.

HEALTH RECORDS

Any administration of medication or first aid treatment provided by the OUG must be logged in a bound logbook. For examples of what a bound logbook looks like, please visit our website https://datcp.wi.gov/Pages/Programs_Services/RecEdCamp.aspx. Length of stay is going to determine whether an OUG may keep the paperwork without providing a copy to the Camp, or whether they must provide copies to the Camp. The Checklists below can be used to determine whether the Camp must keep copies of the OUG's health records or not, and which types of records they must keep.

ADMINISTERING MEDICATION

Health services staff may designate a group leader to secure and administer medications. This means that if the Camp is providing health care, their health staff may appoint a group member to dispense medication. If the OUG is handling their own health services staffing, their qualified health staff member may appoint a group member to dispense medication. Please note that all medication administered must be logged in a bound logbook, along with any other medical treatment provided.

FOOD SAFETY

The Camp must provide food safety orientation, in writing or by video to the OUG. The OUG should review this information and consult with the Camp regarding any questions before Camp starts. Orientation must cover food service health and hygiene, safe food handling, and utensil washing and sanitizing.

WATER ACTIVITIES

An OUG may use the water activity area if Camp water activity staff are present and supervising. An OUG may also use the water activity area(s) with their own water activity staff, but those staff must meet the requirements of ATCP 78 for waterfront. The Camp is responsible for making sure that the OUG is properly staffing the water activity area(s). An OUG may also be able to use the water activity area(s) for boating or similar non-swimming activities without a lifeguard if they are a group of adults or families with an adult person who will be responsible for the safety for that group. The responsible adult is not required to hold lifeguard credentials, activities are limited to non-swimming activities, and PFDs must be worn. The Camp must provide safety procedures for the OUG to follow in such cases.

CHECKLIST A: REQUIREMENTS FOR ALL ORGANIZED USER GROUPS

The charts below provide some of the key requirements of ATCP 78. The Camp is responsible for making sure the OUG follows the provisions of the Code, but key requirements are provided here for OUGs to use in planning.

Check	Key Risk Area	Key Points: What is required <i>*note: the complete requirements related to the operation of a Camp can be found in ATCP 78. The following are the key points and areas that must be addressed by OUGs in order for the Camp to be in compliance with ATCP 78</i>
	Facilities	Camp provides these
	General Supervision	1:10 for children over 6; 1:4 for children 6 and under. Trained-adult supervision for high-risk activities such as fire-arms, archery, horse-back riding, ropes courses, and rock climbing
	Food Service	Training by Camp about safe food handling, hygiene and utensil washing and sanitizing
	Health services staffing	Depends on length of stay and EMS distance. Please see Checklist B1-B3 below
	Waterfront staffing and use	Approved lifeguard credentials Lifeguards 1:50 plus Water staff 1:10 plus General supervision, age appropriate. Swimmer accountability (skills assessment and separation of swimmers and activities) Rescue boat and equipment First aid supplies and way to communicate with help
	Waterfront, all adults or families with adult person responsible for waterfront, not swimming	Adult supervisor responsible for water safety Safety procedures from Camp PFDs must be worn by all

CHECKLIST B1-B3: HEALTH PAPERWORK AND CREDENTIALING REQUIRED FOR OUGs

The Checklists below may be used to determine the document retention and health staffing credentials that are required. They refer to approved courses and certifications that are listed in the chart, 'Approved Courses and Certifications for Recreational Facilities.' This chart is located under 'Additional Resources' at: https://datcp.wi.gov/Pages/Programs_Services/RecEdCamp.aspx.

Please note that where a Basic course and certification may be acceptable for some situations, that Basic certification is a minimum requirement; Courses and certifications approved for Comprehensive First Aid and Professional CPR or Comprehensive First Aid and CPR may also be used to meet the requirement where only Basic courses and certifications are acceptable.

CHECKLIST B1: IF OUG STAY IS 2 NIGHTS OR FEWER, HEALTH CARE SERVICES PROVIDED BY OUG:

Item: check when complete	Required document or credential
Medication and Treatment Logs	Retain
Camper Health History	Retain
If functional phone and also agreement with EMS within 15 minutes	
First Aid Options	Basic First Aid
CPR/AED Options	Basic CPR
If no functional phone or no agreement with EMS within 15 minutes	
First Aid Options	Comprehensive First Aid
CPR/AED Options	Professional CPR (or CPR from Comprehensive First Aid with CPR)

CHECKLIST B2: IF OUG STAY IS 3 NIGHTS, REQUIREMENTS WILL DIFFER BASED ON PHONE AND EMS CAPABILITIES:

Item: check when complete	Required document or credential
Medication and Treatment Logs	Provide camp with originals or a copy
Camper Health History	Provide camp with originals or a copy
If functional phone and also agreement with EMS within 15 minutes	
First Aid Options	Basic First Aid
CPR/AED Options	Basic CPR
If no functional phone or no agreement with EMS 15 within minutes	
First Aid Options	Comprehensive First Aid
CPR/AED Options	Professional CPR (or CPR from Comprehensive First Aid with CPR)

CHECKLIST B2: IF OUG STAY IS MORE THAN 3 NIGHTS, REQUIREMENTS WILL DIFFER BASED ON PHONE AND EMS CAPABILITIES:

Item: check when complete	Required document or credential
Medication and Treatment Logs	Provide camp with originals or a copy
Camper Health History	Provide camp with originals or a copy
If functional phone and also agreement with EMS within 15 minutes	
First Aid Options	Basic First Aid
CPR/AED Options	Professional CPR
If no functional phone or no agreement with EMS 15 within minutes	
First Aid Options	Comprehensive First Aid
CPR/AED Options	Professional CPR (or CPR from Comprehensive First Aid with CPR)