

MANITOBA COUNTRY VACATIONS ASSOCIATION INC.

STANDARDS AND OPERATIONAL GUIDELINES FOR MCVA MEMBERS

In order to present an **Association Standard of uniform dependable quality assurance**, membership in the MCVA will be **limited** to those who:

1. Pass a MCVA quality assurance and public safety inspection
2. Fulfill the MCVA mandate of promoting rural lifestyles
3. Are rural residents

All members must:

- Pass a quality inspection
- Annually, submit proof of adequate liability insurance
- Annually, submit proof of water purity
- Maintain MCVA standards and abide by MCVA operational guidelines
- Perform an annual self inspection, completing the online MCVA checklist
- Pass a 3rd party, quality inspection every 3-5 yrs, or, following a complaint, where the MCVA Board of Directors deems an inspection is necessary.

Inspections will apply under these categories:

1. Attractions
2. Day-School Tours
3. Campsites
4. Home-stay
5. Outfitters

Inspection will cover:

General Suitability: quality of facilities, attractiveness, spaciousness, comfort, etc.

Cleanliness: indoors and outdoors - as is expected in any public establishment

Food: quality and preparation - see also MCVA Environment-Health Operation Guide

Hospitality: spirit of generosity, courtesy, concern and ability to share lifestyle

Safety: Horse-related businesses - see MCVA requirements

Day – school tours and attractions - see MCVA requirements

Home-stay – indoors/outdoors as listed in MCVA inspection and /or insurance

Waste/Sewage*: Sanitary collection and contained storage away from traffic areas Adequate covered containers for public use

Sanitary toilets with hand-washing facilities * see Man. Regulation 95-88R and/or local RM regulations

To maintain standards all recommendations for improvement must be carried out within a specified time frame, as deemed fair by the MCVA Board of Directors.

Rating categories:	Basic	Standard	Special	Deluxe
	50–60 %	61–75%	76–90%	91–100%

DAY TOURS, SCHOOL TOURS and ATTRACTIONS

Emphasis on: *Safety *Cleanliness *Neatness *Organization *Condition of Animals

REQUIRED

- *designated parking area
- *adequate toilet, toilet tissue & proper toilet-tissue dispenser
- *hand-washing facilities with running water from a source that is regularly (at least annually) tested for bacteria
- *antibacterial soap and paper towels with proper dispensers
- *accessible drinking water with paper cups dispensed in a hygienic manner
- *waste containers
- *clean secure tables & seating
- *controlled house pets
- *play area equipment in good repair
- *all animals in good health (ill – isolated)
- *barns, sheds & stables clean and in good repair
- *pens roomy, clean and well-drained
- *fenced barnyard that is clean and well drained
- *adequate insect control
- *tools and machinery stored in off limit areas marked & fenced
- *covered garbage containers
- *sewage and garbage as per municipal regulations
- *rain shelter (where applicable)
- *fences and walkways in good repair

OPTIONAL

- *covered eating area
- *plastic table covers
- *concrete, cinder, gravel or wood chip walks
- *first aide and CPR certificate

Operational Requirements: 1. Toilet and hand washing facilities must be cleaned prior to arrival of the visitors and checked and cleaned on a regular basis during the tour. It is essential to insure that supplies of tissue, paper towel, antibacterial soap and potable, bacteria-free water are available at all times.

2. Prior to the tour, the guide must, inform the visitors of the safety rules and their responsibility to obey them. The tour must be conducted in a controlled, orderly manner. Visitors must not be allowed to leave the group and wander on their own. Smoking is not allowed. If the tour involves animals, the visitors must not be allowed to eat during the tour or to enter pens with the animals. Visitors should be instructed that animals can carry 'germs' and cautioned not to put their hands or other objects, such as grass, straw, animal feed, etc., in their mouth or eat anything themselves during the tour. Immediately following a tour of animals, visitors must be reminded to wash their hands thoroughly with the antibacterial soap.

ACTIVITIES REQUIRING SPECIAL EQUIPMENT, VEHICLES, TRANSPORTATION, OR FOOD SERVICES, **MUST** MEET ALL MCVA SAFETY AND INSURANCE REQUIREMENTS.

HOMESTAY

Emphasis on: * Safety * Cleanliness * Comfort * Food * Ambience

REQUIRED

Outdoors

- * designated, lit parking area
- * well-lit walkways, porches, doors
- * handrails
- * even, non-slip walkways
- * designated off-limit areas
- * clean, tidy house & yard
- * gentle house & yard pets
- * safe play equipment & lawn furniture

Indoors

- * lighted stairways & halls
- * handrails, night-lights
- * smoke alarms & fire extinguisher(s)
- * carbon dioxide alarm, if applicable
- * clear access to exits
- * non-poisonous plants only
- * secure scatter mats and carpets
- * screened doors & windows
- * window supports (where applicable)
- * bug free atmosphere
- * Government approved crib only

SUGGESTED (OPTIONAL)

- * designated play area & games
- * lawn furniture

- * daily paper, magazines, books, ice, ice water available
- * use of TV, VCR (supervised)
- * games
- * musical instruments
- * air conditioning

Bedrooms (60 sq.ft. plus 40 sq.ft. per person desirable)

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| <ul style="list-style-type: none"> * mattress cover pad * pillow protectors * adequate clean bedding * covered lighting * mirror * waste basket * chair * closet or armoire * dresser * screened window (gov't regulation) | <ul style="list-style-type: none"> * writing table & desk * decorative items * extra blankets & pillows * alarm clock * room air conditioner * tissues, plastic or paper cups * radio, TV * luggage bench & extra chair * suitable books & magazines * towel rack |
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- * drapes, curtains or blinds
- * electrical outlet

- *door locks

REQUIRED

SUGGESTED (OPTIONAL)

Bathrooms (Note: shared bathrooms are rated 1-3, private rated 1-4)

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| <ul style="list-style-type: none"> * cleaned daily * safe shower & tub, curtained * non-slip surface or mat * shelf, vanity & mirror * vent fan or window * waste basket * door lock * electrical outlet (razor, blow dryer) * adequate toilet paper & soap | <ul style="list-style-type: none"> * disposable towels & cups * individual soaps & soap dish * tissues * extra toilet paper * clothes hook * chair & stool seat * extra towel rack |
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FOOD SERVICES

(see MCVA Environmental Health Operational Guideline)

General Food & Kitchen requirements

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| <ul style="list-style-type: none"> * adequate space, storage, refrigeration * maximum cleanliness food prep area * maximum cleanliness equipment and appliances * clean un-chipped dishes, clean linens * 2 part sink or dish washer * chlorination of hand washed dishes, etc. * sanitary kitchen garbage disposal * bug and insect free food service areas | <ul style="list-style-type: none"> * Food safe handlers certificate * First Aide and CPR certificate |
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Food Preparation

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| <ul style="list-style-type: none"> * clean covered storage * adequate fridge area * clean working area & bug free * personal cleanliness | <ul style="list-style-type: none"> * extra coolers & ice packs |
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Food Quality

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| <ul style="list-style-type: none"> * fresh , homegrown, wholesome * variety & balance servings | <ul style="list-style-type: none"> * special diets * vegetarian meals on request |
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Food Service

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| <ul style="list-style-type: none"> * adequate portions, seconds * covered table (mats) & napkins * attractive table settings * personal cleanliness | <ul style="list-style-type: none"> * separate table * linen napkins & cloth * flowers, ice water, dessert forks, spoons |
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CAMPSITES & SEPARATE ACCOMMODATION

REQUIRED

Campsites

- * clean & spacious sites
- * adequate parking area
- * clean & ventilated toilets & screened
- * extra toilet paper
- * toilet seat with lid
- * adequate shade and grassed area
- * potable water supply
- * covered trash can (garbage can)
- * safe fire pit with cut wood

SUGGESTED (OPTIONAL)

- * safe electrical outlets
- * sand bucket
- * water line connections
- * area lighting
- * play area
 - * lawn chairs & table(s)
- * campfire grill
- * hot dog sticks
- * shower, bath, laundry facilities

Separate Accommodations: Cabins, bunkhouses etc..

As above including:

- * legal heating equipment
- * basic furnishings
- * screened windows
- * broom & dustpan
- * indoor waste container
- * fire alarm & extinguisher(s)
- * carbon dioxide alarm if heating with wood stoves or natural gas units

As above including:

- * dishes, cutlery, dishpan, etc.
- * shelving & storage area

HORSE & HORSE-RELATED ACTIVITIES

REQUIRED

Horses and stabling

- * Good healthy animals
- * tack and harness in good repair
- * wagons, sleighs & buggies in good repair
- * fences, buildings in good repair
- * spacious saddling area
- * clean, well-drained barns, stables, barnyard
- * fully enclosed riding rings
- * wood fences preferred
- * access to drinking water and toilets for guests
- * adequate manure disposal area, apart from public area
- * parking area separated from horse area

HORSE-RELATED BUSINESSES

See: Horses and Stabling (above)

Definition: Backyard Horses(s) – family use horse, available to guests limited to 100 horse-hours per year

OUTFITTERS

See: MCVA requirements for horse-related businesses (below)

See: Horses and Stabling (above)

Must meet all Manitoba safety, insurance and legal requirements

MCVA REQUIREMENTS FOR HORSE-RELATED BUSINESSES

1.Principle Guide: the person in charge of the trail ride, the outriders, the horses, and the riders (or passengers)

The principle guide must:

- * be experienced with horses and guiding
- * be familiar with the dynamics of a trail ride
 - i.e.: a group of non-riders and horses together
- * pass a MCVA competency test
- * have a current First Aid certificate

2. The Principle Guide must:

- a. prior to the ride, inform the riders of the rules and their responsibility to obey them
- b. prior to the ride, conduct an orientation on safety and how to control a horse
- c. operate the string to the ability of the LEAST capable rider
- d. not allow unattended stragglers
- e. not, knowingly, allow an intoxicated person to ride or mount a horse

3. All rides MUST be guided.

4. Rides greater than six guests *must* have 1 outrider, with 1 outrider per 6 guests thereafter.

5. Outriders *must* be capable riders and familiar with the dynamics of a trail ride.

(Persons handling packhorses are NOT outriders.)

6. All horses *must* be experienced, gentle and stable in nature.

7. String horses *must* be socialized within the group.

8. String horses *must* be kept separate from other groups.

9. Each group *must* have a principle guide.

10. All equipment *must* be in good serviceable condition.

NOT ALLOWED: racing, riding double, galloping out of line, galloping or trotting within sight of home.

Operators of harnessed wagon or carriage horses *must* observe those requirements, which are applicable to their operation.