

Ropes Course Procedure

Always be ready. Our guests do not wait for us, we wait for our guests. Introductions and instructions should be short and quick.

Pay attention to what is happening around you and the activity.

- o No earbuds, headphones or answering cell phones.
- o Communication Radios are not to be played with. Radios are for business calls. There are spare radios in the Ropes Shack if your radio dies. Please return to the off position.
- **Always check your activity area when you arrive to set up.**
 - o Look for fallen trees on or by activity.
 - o Zip line or guy wires should be clear of interference.
 - o Zip lines should be in the **down position** when not in use.
 - o Check for proper functioning in both directions when starting up zip line winches watching both cable and winch.
 - o Report anything of concern to the Ropes Course Supervisor.
- Open, check/clean Day Use Washroom.
- Check drinking water jugs and cups.
- Replace all garbage cans if they are half full.
(Bags are in the Ropes Shack.)
- Staff harnesses should be worn and helmets ready. (Except at the disconnect areas of the Zip-lines)
- **Check equipment when pulling out at the beginning of the day and when packing up. If there is a concern, bring it to the attention of the Ropes Course Supervisor. A visual check throughout the day is always a good habit.**

- Log OUT and IN your activity in the Logbook/Binder in the Ropes Shack properly. If more than one person is working on an activity, all involved should initial log.
- A visual and hands on inspection of all harnesses, rope and webbing should be done during set up and pack up.
- Rope knots should be formed, dressed, and set (tightened).
- You should faithfully do the following **every time** you clip on a carabiner.
 - **Visually** confirm the carabiner is locked.
 - **Push in** on the gate/sleeve to confirm by touch that it is locked.
- Harnesses should always be “doubled back”, tight, over clothing, and visible.
- There is an ~230lb (104kg) person weight load on all Zip Lines.
- Keep all equipment clean and off the ground as much as possible.
- Check each other’s set up. **NEVER ASSUME**. *Always be attentive*.
- **DO NOT** let untrained people operate activities, equipment, or elements.
- Communicate with each other if you feel you need a change.
- Two-way radio use should be minimal.
- Communicate clearly, politely, with each other and “climbers”, also with Teacher/Parent helpers.
- Encourage all “climbers” to not climb until they hear you (the belayer) say, “**Climb On** “.
- “Climbers” (anyone doing an activity) must wear helmets either it be low or high obstacles.
- Helmets are to be provided for anyone working under a tower.

- Remind people often to not stand under towers.
- **Always** keep your attention on the “climber” while on your activity. **Especially** zip line operators.
- Do not lower a “climber” on belay fast and do not bounce them.
- **Auto Belays** need to be supervised (especially Wood Wall). Do not assume.
- If a “bridge rescue” is needed, halt activities if possible and assist.
- “Climbers” on rappel or ascend should **not race** or go fast on rope.
- Detachable low obstacles should be put away as soon as possible when not in use. (Mini Zip and Commitment Pond)
- When packing helmets away please spray them with disinfectant, straighten out chinstraps and clip together.
- When leaving the ropes course area for lunch or at the end of the day, close all gates and doors (lock if necessary).
- Place all equipment back into its proper place in ropes shack or tower bins. Make sure the tower bins are closed properly so rain and snow do not enter.
- Lower the towers “gear line” at the end of the activity or day.
- Raise ladders and shut off tower winches when the day is done. (K3 T3 winch cover to be put back on.)
- Close umbrellas, lock Day Use Washroom, pick up loose garbage (empty garbage/recycle bags if necessary)
- Report “close calls/incidents” and/or injuries to the Ropes Course Supervisor. If the Ropes Course Supervisor is not available, report to the Ranch Office.