

All Saints Challenge Course Policies and Procedures
(Revised January 1, 2011)

These regulations will be reviewed with each camper upon visiting the challenge course for the first time. All groups will be provided with a copy of these policies prior to their visit to the facility. All Saints Camp and Conference Center is an ACA accredited institution, and as such requires all users, staff, and campers to be in compliance with the ACA standards by following the policies listed below.

Challenge Course Director

The overall operation of the challenge course areas will be supervised by the Challenge Course Director. The Challenge Course Director must have documentation verifying:

- At least six week's experience in a management/supervisory position of similar programming,
- Current certification in CPR from a nationally recognized provider ,
- Current certification in First Aid including blood borne pathogens from nationally recognized provider,
- Training or experience from a recognized certifying body, preferably certification as Level 1 High/Low Ropes Challenge Course Facilitator or greater.

The Challenge Course Director will oversee high and low ropes activities to verify facilitators:

- Enforce established safety policies,
- Provide appropriate instruction to participants,
- Identify potential environmental and other possible hazards related to activity,
- Apply appropriate emergency and rescue procedures related to activities.

HIGH ROPES:

High Ropes challenge activities at All Saints Camp and Conference Center will be permitted only under the direction of All Saints staff who are trained in and follow all procedures described below.

1. Challenge Course Facilitators

Challenge Course elements shall be used only under the direction of trained adult facilitators. While participants may be encouraged to be part of a belay team, the primary belayer will always be a qualified facilitator or individual under the direct supervision and assistance of a qualified facilitator. Facilitators must meet the following requirements:

- CPR from a nationally recognized provider,
- First Aid including blood borne pathogens from nationally recognized provider,
- All applicable skills verified by the Challenge Course Director on the High Ropes Skills Verification Form.

The following facilitator ratios will be in place during all high ropes activities:

- The ratio of one facilitator to twenty participants,
- Individuals watching high ropes events but not under the supervision of a facilitator shall be considered spectators and not counted in facilitator/participant ratios.

2. Controlled Area

The following measures will be taken to control access to high ropes activity areas:

- Removing all holds on the bottom 6 feet of the climbing wall,
- Lowering ladders and locking them securely,
- Locking gate across access road,
- Posting regulations surrounding challenge course areas.

3. Safety Orientation

Challenge course participants must complete and sign the All Saints Informed Consent Form prior to engaging in any high ropes activities. Before being allowed to participate in high ropes activities, participants will receive an orientation about All Saints safety guidelines. This orientation includes information such as boundaries, proper use of equipment, safety rules, and regulations that apply to specific activities.

All Saints Camp incorporates a policy of challenge by choice, and all participants that take part must be emotionally and physically competent before being allowed to participate. Individuals who are pregnant, have heart conditions or other serious medical conditions are advised not to participate. For participation on the zip line, the maximum weight limit is 250 pounds.

4. Safety Equipment

Personal Safety Equipment:

Participants must wear properly fitting sit harnesses and U.I.A.A. approved helmets at all times when engaging in high ropes activities. In cases where an individual does not have sufficient iliac crest to fit a sit harness, a full body system may be worn, using a sit harness and a chest harness. For the leap of faith element, a full body system, as described above, will be worn by all participants. In the event that an individual does not safely fit into the equipment, he will not be permitted to participate. Spectators must also wear U.I.A.A. approved helmets when inside the activity area.

Course Safety Equipment:

The high ropes course shall be constructed by an ACCT approved builder, and all materials and equipment used will meet ACCT or U.I.A.A. specifications.

5. Proper Maintenance and Inspections

When not in use, all equipment shall be stored to ensure integrity. Facilitators will perform visual and tactile inspections of equipment before any usage. Date of purchase and times loaded (total of falls and participants lowered) will be kept on all ropes. Ropes that are retired will no longer be used as life supporting equipment, and will be marked and given to the Challenge Course Director. Ropes will be retired based on the following criteria:

- Flat spots, excessive fraying/wear, or signs of excessive heat,
- Exposed to any heat producing chemical, acid, or unknown chemical of any type,
- Number of loads has been exceeded as described by the following:
 1. 1000 loads for any dynamic traversing or static lines,
 2. 300 loads for dynamic leap of faith lines.
- Life of rope has been exceeded as described by the following and Challenge Course Director's judgment:
 1. 3 years age for any dynamic traversing or static lines,
 2. 1 year for dynamic leap of faith lines.

Metal equipment that is retired will no longer be used as life supporting equipment, and will be marked and given to the Challenge Course Director. Metal equipment will be retired based on the following criteria:

- Wearing or scoring of the metal,
- Rusting other than surface rust,
- Evidence of rough or sharp edges that would damage ropes or other equipment,
- Any drop of significant height, including drops from throwing the equipment.

Harnesses and helmets that are retired will no longer be used as life supporting equipment, and will be marked and given to the Challenge Course Director. Harnesses and helmets will be retired based on the following criteria:

- When the structural integrity has been compromised.

A visual and tactile inspection of the element that includes the following will be done prior to any use:

- Examination of poles for woodpecker damage,
- Examination of metal surfaces for rust,
- Hand checking nuts and bolts for loosening,
- Verification that guy wires are still appropriately taught,
- Identification any environmental or other potential hazards related to the activity.

The Challenge Course Director will inspect the high ropes course quarterly and document all findings. Additionally, the high ropes course shall be subject to an annual inspection by qualified personnel from a Professional Vendor Member of the ACCT to ensure the integrity of all hardware, materials, and equipment.

6. Spotters

Each participant shall be assisted by spotter(s) who have been instructed in proper procedures and are directly supervised by a qualified facilitator. Spotters will be located in such a position that they can continuously spot and quickly assist the participant. The participant shall use verbal commands to verify that the spotters are ready before leaving the ground or attempting the element.

7. Emergency Procedures

In the event of an emergency, staff will follow the rescue procedures outlined in this document. These rescue procedures will be rehearsed regularly, and these rehearsals documented.

1. The primary facilitator will make an initial assessment through communication with the participant. This facilitator will make a decision as to whether medical assistance is required and if the participant is capable of assisting in his own rescue.
2. If possible, one of the following methods of rescue will be used:
 - a. Encourage the participant and allow him to complete the activity,
 - b. Provide the participant directions on how to descend under his own power,
 - c. If the participant is on a dynamic belay and free of any entanglement, slowly lower the participant to the ground using the belay system,
 - d. If the participant is stranded on a zip line and able to assist in his rescue, provide a retrieval rope and pull him to the landing.
3. If none of the above methods are possible, the primary facilitator will contact the Supervisor on Duty via camp radio to alert her to the situation (this could be the Challenge Course Director, Summer Camp Director, Retreat Host, JOLT Director or Executive Director), who will contact EMS and send additional facilitators if necessary.
4. The participant will then be put onto a dynamic belay system as described:
 - a. Send a second facilitator on self belay to the victim, equipped with 3 steel carabiners and a belay line.
 - b. Using 2 steel carabiners and the belay line, the rescuer will set up a dynamic belay system and tie the victim into it (may clip in with the third carabiner if necessary).
 - c. The primary facilitator will put the victim on belay and use his weight (and that of others as needed) to put tension on the dynamic belay and put slack in the victim's original belay system.
 - d. The second facilitator will unhook the participant from the original belay and any entanglement. Cutting the original belay will be done only if absolutely necessary!
 - e. The primary facilitator will belay the victim to the ground.
5. Facilitators will provide medical care until EMS arrives.
6. Complete accident report and debrief with Challenge Course Director.

LOW ROPES:

Low Ropes challenge activities at All Saints Camp and Conference Center will be permitted only under the direction of the All Saints staff, and will follow all procedures described below.

1. Challenge Course Facilitators

Challenge Course elements shall be used only under the direction of trained adult facilitators.

Facilitators must meet the following requirements:

- CPR from a nationally recognized provider,
- First Aid including blood borne pathogens from nationally recognized provider,
- All applicable skills verified by the Challenge Course Director on the Low Ropes Skills Verification Form.

The following facilitator ratios will be in place during all low ropes activities:

- The ratio of one facilitator to twenty participants,
- Individuals watching low ropes events but not under the supervision of a facilitator shall be considered spectators and not counted in facilitator ratios.

2. Controlled Area

The following measures will be taken to control access to low ropes activity areas:

- Lowering ladders and locking them securely,
- Posting regulations surrounding challenge course areas.

3. Safety Orientation

Challenge course participants must complete and sign the All Saints Informed Consent Form prior to engaging in any low ropes activities. Before being allowed to participate in low ropes activities, participants will receive an orientation about All Saints safety guidelines. This orientation includes information such as boundaries, proper use of equipment, safety rules, and regulations that apply to specific activities.

All Saints Camp incorporates a policy of challenge by choice, and all participants that take part must be emotionally and physically competent before being allowed to participate.

4. Proper Maintenance and Inspections

Prior to use by any participants a visual and tactile inspection of the element that includes the following will occur:

- Examination of metal surfaces for rust,
- Hand checking nuts and bolts for loosening,
- Identification of any environmental or other potential hazards related to the activity.

The Challenge Course Director will inspect the low ropes course quarterly and document all findings. Additionally, the low ropes course shall be subject to an annual inspection by qualified personnel from a Professional Vendor Member of the ACCT to ensure the integrity of all hardware, materials, and equipment.

5. Spotters

Each participant shall be assisted by spotter(s) who have been instructed in proper procedures and are directly supervised by a qualified facilitator. Spotters will be located in such a position that they can continuously spot and quickly assist the participant. The participant shall use verbal commands to verify that the spotters are ready before leaving the ground or attempting the element.

6. Emergency Procedures

In the event of an emergency, staff will follow the rescue procedures outlined in this document.

1. The primary facilitator will make an initial assessment through communication with the participant. This facilitator will make a decision as to whether medical assistance is required and if the participant is capable of assisting in his own rescue.
2. If the primary facilitator deems it necessary, he will contact the Supervisor on Duty via camp radio to alert her to the situation (this could be the Challenge Course Director, Summer Camp Director, Retreat Host, JOLT Director or Executive Director), who will contact EMS. Additional facilitators will also be sent to assist if necessary.
3. Facilitators will provide medical care until EMS arrives.
4. Complete accident report and debrief with Challenge Course Director