Youthfield – Enid, OK
Zip Line Owner's Manual

Commissioning Report
Recommended Policies and Procedures 2017
Acceptance Inspection Report

Prepared by Challenge Quest Design, LLC

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Commissioning Report

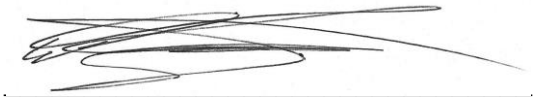
Prepared for
Youthfield, Enid, OK
Prepared by
Challenge Quest Design, LLC

August 30, 2017

Executive Summary
Youthfield's Marshall Billingsley originally contact Challenge Quest Design, LLC asking about getting an inspection for a new zip line they were constructing. Daniel of Challenge Quest Design exchanged several phone calls, e-mails and texts with Marshall discussing proper anchor installation, class of poles, type of cable, proper terminations, platforms, handrailing, need for brake system, etc. Youthfield already had some work completed, but it was determined that there were a few critical design flaws that wouldn't allow for a passing inspection. After much discussion, a proposal was requested for Challenge Quest Design to provide the cable and hardware which turned into a request for the cost of the entire assembly of the zip line, backups, guy cables and Vertical Belay system. Marshall accepted the complete proposal and an installation was scheduled.

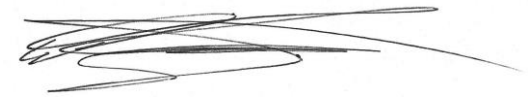
Project Overview
By the time of the build, Youthfield already had a tower with steps and a platform with final steps up to the base of the take-off side of the zip line. Challenge Quest Design installed 3/8" zip line and guy lines. A 3/8" Vertical Belay system which includes restricted access was installed on the catch pole for inspection purposes.

Acceptance Phase
The Inspector inspected the cabling and terminations that was slated to be commissioned. An Acceptance Inspection is included in the last pages of this document. All elements and gear meet all the requirements of ANSI/ACCT 03-2016 and is ready for use.



Coty Goodwin, Inspector August 30, 2017

Owner's Manual Review
This Zip Line Owner's Manual has been created and reviewed by the commissioning team to ensure that the information is accurate and sufficient. Refer to hardware information located inside the back cover of this manual, or (when e-mailed) attached to this e-mail.



Coty Goodwin, Inspector, Co-Owner August 30, 2017

Daniel L Walker, Co-Owner August 30, 2017

Training

This documentation requirement is not a substitute for proper training in the use of the element or course, or proper monitoring of its operation, nor does it diminish the responsibility of the owner and operator in obtaining proper training or in the ongoing proper use of the element or course. The manufacturer is not responsible for the actions of the owner and operator after the element or course is commissioned. The course should not be operated without proper training by a qualified training company.

Conclusion

The owners and staff of Challenge Quest Design, LLC are pleased to deliver a finished zip line as requested. We appreciate the vital role that Youthfield plays in providing recreational opportunities for participants. It is our hope that the zip line bring years of service to you and your participants.

END OF REPORT

Purpose

This material will include:

Normal operational limitations
Operational instructions and participant safety briefing procedures
Recommended rescue procedures
Maintenance, inspection and equipment replacement criteria
Identification of critical components and systems

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Safety and Risk Management

Risk Management

The purposes of risk management are:

1. Prevent accidents
2. Evaluate procedures in order to anticipate potential problems
3. Learn from problem experiences.

Pre-Event Stage

1. Selection of proper equipment and materials.
2. Pre-inspection and maintenance of the course.
3. Establish a Challenge Course Policies and Procedure Manual (Include emergency procedures)
4. Pre-training and instructions to include:
   - A. Spotting techniques
   - B. Setup skills
   - C. Belaying techniques
   - D. Climbing knots
   - E. Rescue techniques
   - G. Safety specifics
   - H. Teaching techniques
   - I. Processing Skills
5. Rescue skills
6. First Aid/CPR skills
7. Complete participant Medical/Information releases
8. Check weather forecast

Event Stage

1. Complete a pre-course inventory of equipment and document

2. Visual inspection of elements before use and document the inspection
3. Review Medical/Information releases
4. Adequate safety instructions
5. Progressive instruction (Teach, Test, Progress)
6. Activity appropriate for the participants
7. Appropriate spotting and belay techniques
8. Close supervision
9. Monitor the physical condition of the participants
10. Instructor use Challenge by Choice
11. Supervisors should do a safety a spot check periodically

Post Event Stage

1. Review emergency procedures
2. Documentation of incidents and/or accidents (or near misses)
3. Completion of Rope Logs, Post inventory sheets (course paperwork package)
4. Notify Course administrator of any circumstances that are not ordinary

An important thing to know is that you are expected to act in accordance with normal Standard of Care.

Pre-activity Inspection

As an operator your role in setting up and inspecting an element of activity is imperative before daily use. You will need to assess these areas:

1. **The environment-** Tree limbs, ground obstructions, bees, wasps, weather, etc.

2. **The element**- cable tension, guy wire tension, cable frays, proper placement of cable clamps, proper back-up of belay cables, wood rot, wasp nests

3. **The equipment-** rope, helmets, harnesses, pulleys, carabiners and belay devices

Note: Always load a low element yourself during the set-up at the beginning of the day. Put a full body weight on the element and bounce up and down. This is particularly important for swinging elements and cabled elements. If it is to break, it is better to break before an activity rather than during.

In addition to these daily inspections, the course should have a thorough inspection (including all bolts and equipment) that is documented every quarter.

An inspection by product manufacturer or a qualified third-party professional inspector should be done once a year.

3-E Checklist

Environment-

- Check ground and surrounding around the area that you will be using for any hazards, including loose rocks, limbs, stumps, poison ivy, etc.
- Be aware of the weather conditions and what might be coming while you are on the course.
- Know where shelters and "safe sites" are in case of bad weather.

Element-

- *Trees*- Is the tree in good health? Is there any decay, disease, excessive lean, lightning damage, dead wood?
- *Poles*- Is there any significant damage to the pole (a.i. splits, cracks, decay pockets, woodpecker damage)?
- *Guy Wires*- Do a hands-on check, pushing on guy cable at face level. 6"-18" play in the guy cable is normal.
- *Ground Screw Anchors*- Is it stationary in the ground? Pull the mulch away if it's covering the eye. Make sure it has not been hit or cut by mowers or other vehicles.
- *Automatic Dead Ends*- Is the cable securely locked into the vise? Look for cracks in the bail where it is loaded. Check to see if the bail is displaced (deformed). Is the color of the cable consistent at the narrow end of the barrel?
- *Belay Cable*- Is the cable backed up around the tree or pole? Is there slack in the back up loop? ½"- 4" of play is normal. If using cable clamps, are the correct number of clamps used, and are they on correctly? Is there fraying at the cable ends? Is there drape or slack in the main cable? There should be some drape in a belay cable. It should not be real tight.
- *Belay Benches*- Are they stationary? Are the eyebolts secured?
- *Wood Platforms*- Are there any loose boards? Have you checked for wasp nests?

Equipment-

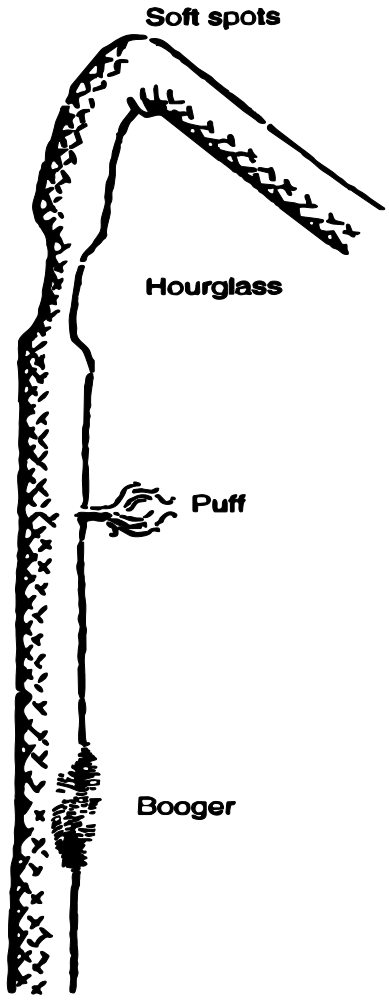
- *Rope*- Feel and look for breaks in inner core, glazing, worn or torn sheath, or other damage. Inspection should be done at the beginning of each day.
- *Helmets*- Inspect for cracks, cleanliness, and to make sure the head and chin straps are intact and in good condition.
- *Harnesses*- Inspect each for any damage to buckles, torn material, or stitching
- *Hardware*- Inspect each (including pulleys, carabiners, and belay devices) for cracks or excessive wear.

Equipment & Hardware Specifications

Note: All Equipment and Hardware Specifications will be attached to an e-mail containing this Owner's Manual or printed just inside the back cover page of this Owner's Manual. It is the responsibility of technicians and managers to use the equipment as directed by the manufacturer.

Rope Inspection

Before each use on the course the rope should be inspected along its entire length. Gloves should not be worn to do this, as feeling the rope is important. Feel the rope for fuzziness, and changes in diameter - swelling or shrinkage - due to damage. Also feel for any changes in stiffness (see illustration) as these occur at any point of damage. Systematically check for puffs (core fibers that tend to be clean and white protruding from the sheath), boogers (severely worn place possibly showing core strands), or excessive wear. Make note of any observations in the ropes log. If a puff, booger or any marked change in diameter or texture exists, it is definitely time to cut the rope. It should be cut at the problem area, usually resulting in two shorter useable pieces of rope. Remember to mark the ends.



Standard Equipment and Maintenance

Always follow manufacturer recommendations for care, maintenance and life-expectancy.

Equipment-

Rope

Rope used for belay purposes must have a manufacturer's rated breaking strength of at least 5,000 lbs (22.2 kn) when new. Dynamic rope must be UIAA/CE approved.

Both static and dynamic rope can be incorporated for use in most courses. Dynamic ropes are used when a shock on the rope or climber can occur. Static ropes are typically recommended to be used when no fall arrest would occur. Examples can be haul ropes, rappels, and Cut-away Rescues.

Pulleys

Pulleys used to support participants must have a breaking strength of at least 5,000 lbs. (22.2 kn). Sheaves of soft materials like certain kinds of plastic and aluminum should not be used on wire rope.

Carabiners and Rapid Links

Carabiners or Rapid links that support individual participants must have a breaking strength of at least 5,000 lbs. (22.2 kn). Steel carabiners or Rapid Links must be used on traversing elements where there is contact with wire rope.

Harnesses

Tied seat harnesses such as the Swiss Seat of Studebaker or commercial seat or full body harnesses are required on all belay events. Commercial harnesses must be used in accordance with the manufacturer's recommendations.

Helmets

Helmets used on challenge courses must meet UIAA/CE standards or be approved by the manufacturer for use on challenge courses.

Personal Fall Arrest Systems

Personal fall arrest systems shall limit the maximum arresting force on the person to 900lb (4.0 kn) when used with a seat harness and limit the free fall distance to no more than 6'. PPE should always follow requirements of the Authority Having Jurisdiction (AHJ).

Source: ACCT Challenge Course Standards, ANSI/ACCT 03-2016. These standards are subject to updates and changes. See most current edition.

Maintenance of Equipment- See product manufacturer for specific information.

Recommended common practices include:

1. **Ropes**

All ropes should be stored in a cool, dry room out of sunlight. They should be stored free of kinks and with no knots left in them other than the storage knots.

Never step on a rope. Dirt can be ground in and will cut or weaken the fibers.

Ends should be melted to alleviate problems with fraying.

Ropes should be cleaned as required by washing with a mild soap (ivory liquid or *Woolite* or *Woolite* substitute) in cold water. Can wash in a machine, but dry them out of sunlight...not in a dryer.

Identify each rope so that rope usage can be logged.

2. **Carabiners**

Keep carabiners clean. Do not step on them or unnecessarily abuse them.

Lubricate hinges if they become sticky with a non-oil lubricant. Always wipe as much excess lubricant as possible off.

3. **Webbing and Harnesses**

Keep all nylon equipment clean and as dry as possible. Undo all buckles at the end of use and hang the harnesses to allow them to dry of perspiration and other moisture. Wash in same manner as ropes.

4. **Pulleys**

Keep pulleys clean. Don't step on them or drop them from heights.

Lubricate similar to carabiners.

5. **Helmets**

Keep clean and dry.

Wash as needed.

6. **Belay Devices**

Do not drop from heights

Material Specifications

Component	Specification
Zip Line	
Main cable	7x19 3/8" galvanized aircraft cable Tensile Strength 14,400 lbs
Guy Cables	7x19 3/8" galvanized aircraft cable Tensile Strength

	14,400 lbs
Cable Clamps	Drop forged steel 3/8" clamp torque to 45 ft/lbs.
Ferrules	3/8" – Copper
Rapid Links	1/2" WLL 2,860 lbs.
Thimble Eye Bolts	5/8" drop forged thimble eye bolts. WLL 7,200 lbs.
Double-Coil Lock Washer	5/8"
Square Curve Washer	2-1/4"
Plates & Lags	Drop Forged & Galvanized
Staples	6" – Drop Forged & Galvanized
Lead Anchor	Minimum Breaking Strength: 10,748 lbs.
Poles	Class 2 Treated, 35'
Ground Anchor	Installed by local contractors – friends of Youthfield

Maintenance Requirements

Action	Frequency
Visual inspection	Daily – prior to use
Tactile inspection internal	Every 3-4 months (more frequently the first two years as new poles will shrink more quickly).
External Inspection by Professional Vendor	Annually unless major event causes potential damage to course.
Harness, Belay Devices, Helmets and other equipment	Daily - prior to use. See Manufacturer Recommendations.

Course Specific Guidelines

Each element may have specific guidelines for the usage. In this section you will find detailed information about those course specific guidelines as well as a list of elements on each course and any safety specifics you should know.

Course Element List

1. Zip Line

 # 1

High Element Course Descriptions

1. Zip Line
   - A cable from which a participant is suspended by tethers connected to a pulley rolling across the cable.
   - This zip line is using 3/8" cable.

Safety Procedures – Zip Course

Participants and staff must be on an approved belay system when operating or accessing elements at height. Follow organization's Policy & Procedures Manual, local, state and federal guidelines (Authorities Having Jurisdiction).

Belay Set-Ups

There are a number of ways to establish belay systems, rolling or stationary. Here are some ways to place a participant on belay without the horizontal movement. A stationary belay can restrict or allow vertical movement (1) depending on the need for participant safety

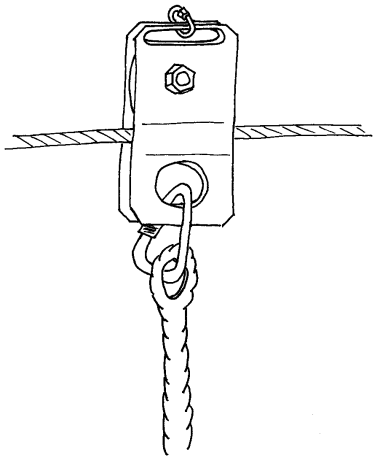
Stationary Static Belay

This belay would be used to secure a climber when limited movement is expected. The climber may be standing on a high platform. It is attached by placing a steel (black) locking carabiner in one end of a webbing loop or rat tail and hooking to a cable or eye bolt or other secure point. An aluminum locking carabiner (silver colored) is hooked through the other end and attached to the belay loop on the climbers harness.

Rolling Static Belay Assembly

Equipment: Ropes course belay pulley
Steel locking carabiner
Aluminum locking carabiner
Multi-line rat tail

Set-Up: The belay pulley is placed on the cable. The steel carabiner is attached through the hole of the belay pulley. Then the rat tail is attached to the steel carabiner. The other end of the rat tail hangs down where the aluminum carabiner is attached to the loop in the end.



Zip Commands

Zip commands are important for the following reasons:

1. They establish a contract of trust between participants and staff.
2. They ensure that all persons are ready for the event to begin.
3. They help to communicate that we must be intentional about taking care of each other.

Zip commands:

1. **ZIP CLEAR!**
(called by staff person on receiving platform, given only after zip path has been checked and is free of obstructions.)

2. **ZIPPING!** (called by participant (or staff person) while at originating platform)

3. **ZIP ON!** (called by staff person on receiving platform, giving permission for rider to be released.)

Harnessing and Double Checks

All critical safety connections must be checked a second time before anyone can participate in a belayed activity. The person responsible is the primary facilitator on the course for the day or in some cases the lead technician if he/she has the greater experience.

4H - Here's a way to remember what to check ... The 4 H's

1. Harness
2. Helmet
3. Hardware
4. Human

4 Point - Here's a way to remember what to check on a climber. It's a great way to make sure you checked all the attachments on them. We've found that if you count them out loud, you are less likely to miss something.

1. Buckle snug on one leg.
2. Buckle snug on the other leg.
3. Waist buckle is snug
4. NO twists in the harness (front loop, back loop, through the legs)

Areas to double check-.

1. Proper fit and snugness of the harness - 2 finger rule.
2. Belay to harness connections.
3. Carabiner gates locked.
4. Participants have no sharp objects in pockets. May need to remove rings, watches, etc.
5. ALL KNOTS! This includes "rat tails", webbing loops, and belay ropes.
6. All belay anchors.

7. All buckle connections of harnesses (here's that redundancy safety check). Loose clothing and untied shoes. Long flowing hair that may catch in a belay friction device (figure of 8) or a pulley.
8. Always connect life line belay systems to the participant before lift-assisting devices. This will aid in making sure that participants are safe even if a lift device might fail.

If the shape of the participant does not allow the waist strap to sit properly above the hipbones a chest harness will be required, in addition to the seat harness.

Access Safety Precautions

It is necessary to disable the course when qualified supervision is not present in order to keep unauthorized persons off of the course, and avoid climbing while unsupervised. Below is a list of recommended things that should be included in that process:

- Reduce any course access as much as possible
- Ensure that safety signage is visible and in readable condition
- Secure climbing gear

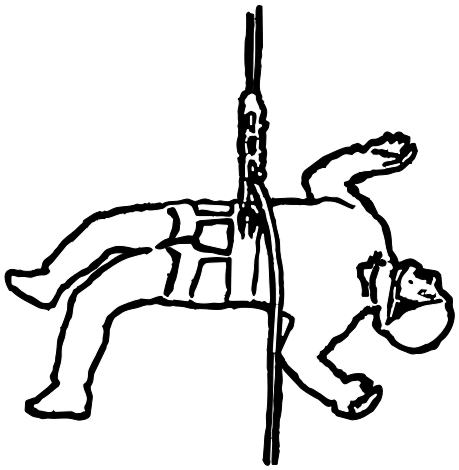
Harness Pathology

In the 1990's a number of rope rescues turned into recoveries after the patients' harnesses were removed. There was an obvious connection between people hanging motionless in harnesses, and death. Death can be harness-induced when a person has been forced to sit motionless in a harness for an extended period of time. The harness acts as a tourniquet allowing blood toxins to build up. Then, with the removal of the harness, this acidic blood floods into the heart, which can cause cardiac arrest. The medical term is *compartmental syndrome or crush syndrome* because there is compartmentalizing of the body fluids. This condition has been known to exist after only **ten** minutes of sifting motionless in a harness. If a climber is immobilized on rope in a horizontal position (see below) serious complications can occur quickly. Within **three** to **five** minutes the person could lose consciousness and will be unable to help himself. The solution to this threat is to treat each helpless person hanging on a rope as a critical situation. *Lower the person to the ground.* If you are unable to lower the person to the ground quickly, the first step would be to get the climber's circulation back to the numb areas of the body, i.e. rub the affected extremities.

DO NOT remove the harness or all the built-up toxins may flood into the heart and other vital organs causing organ failure.

Slowly, allow the blood to return through restricted areas by placing fingers between the harness straps and climber. Allow blood to return gradually.

A real case for restricting the use of webbing and rope harnesses.



Documentation

Proper documentation may include the following documents. Follow Policy & Procedure Manual, and check with AHJ or legal counsel:

- Instructor/Facilitator Information
- End of Day Report
- Annual Facilitator Log
- Annual Instructor Feedback
- Quarterly Inspection Reports
- Informed Consent
- Incident Report
- Record of Concern

Examples of these forms are contained in the following pages. Modify and use them according to your policies and legal counsel. Many of these forms will be looked at during your annual inspection.

Facilitator Information Sheet

Name: _____

Mailing Address: _____

City/State: _____ Zip Code: _____

Phones: Home: _____ Work: _____ Cell: _____

Email: _____ SS#: _____

Original ropes training provider: _____ Date: _____

Recerts: Date: _____ Date: _____ Date: _____

By: _____ By: _____ By: _____

(lower portion for office use only)

Facilitator/Tech rating _____ As of: _____

W-9 on file? _____

CPR card on file? _____ Expiration date: _____

First aid card on file? _____ Expiration date: _____

<u>Trainings:</u>

Level II Facilitator: _____ Top Rope Training: _____

Corporate Facilitator: _____ Spiritual Facilitator: _____

CQ Annual Recert: _____

End of Day Report

Date: Group:

Number of Participants: Half day or Full day?

Facilitator/Lead:

Other techs:

"Three E" inspection conducted by

Items to inspect:
Element
Loose boards, cracked boards, protruding screws, cables, attachments
Environment
Dead limbs, objects on ground, anything that might present a safety issue
Equipment
Ropes, carabiners, pulleys…all equipment used that is not part of the element

Start of day rope inspection conducted by

What games and low elements did you do today?

What high elements did you do today?

What worked well today and why?

What would you do differently next time?

Did you need something more from the office than what was supplied?

Were there any incidents, accidents or areas of concern today? Please describe.

Was any equipment retired, missing or damaged today?

End of the Year Evaluation- Tech

Instructor: _____

(1) Needs Improvement (2) Performs as Expected (3) Exceeds Expectations

Performance Element	Circle One	Comments
1. Willingness to Learn	1 2 3	
2. Gets Along With Others	1 2 3	
3. On Time for Work	1 2 3	
4. Personal Appearance	1 2 3	
5. Knowledge of Duties	1 2 3	
6. Courtesy / Friendliness to Clients	1 2 3	
7. Willingness to Put in Extra Effort	1 2 3	
8. Makes Good Use of Time	1 2 3	
9. Overall	1 2 3	

(1) Needs Improvement (2) Performs as Expected (3) Exceeds Expectations

_____

Signature of Evaluator Date Signature of Course Manager Date

Manager Comments:

_____
_____
_____

To be filled out by Instructor about Branson View Ziplines:

(1) Needs Improvement (2) Performs as Expected (3) Exceeds Expectations

Performance Element	Circle One	Comments
1. Role Definition	1 2 3	
2. Communications	1 2 3	
3. Approachability	1 2 3	
4. Training	1 2 3	
5. Feedback	1 2 3	

Please share with us your goals for the coming year:

_____

_____

_____

Signature of Instructor **Date**

Explanation of Expectations:

Instructor:

1. **Willingness to Learn** - Does the contractor have a positive attitude toward the effectiveness of Challenge Course operations? Are they willing to ask questions and take direction?

2. **Gets Along Well with Others** - Are they compatible with those around them? Do they encourage other staff members as well as clients?

3. **On Time for Work -** self explanatory

4. **Personal Appearance** - Are they in appropriate apparel? Looking clean and appropriate for the clientele?

5. **Knowledge of Duties** - Do they know what they're doing? Do they take the initiative to learn and become better? Are they willing to ask questions? Do they excel at what they know?

6. **Courtesy/Friendliness to Clients** - Do they treat the clients politely? Are they welcoming and respectful? Do they help the client feel safe?

7. **Willingness to Put in Extra Effort** - Do they take the initiative? Do they think ahead? Do they give 100%?

8. **Makes Good Use of Time** - Are they purposeful in what they do? Do they manage their time wisely?

9. **Overall Improvement** - As a whole, how are they doing with what you expected from them?

Youthfield:

1. **Role Definition-** Does YOUTHFIELD staff give you a clear role definition for the position that you are filling? Are you clear on the qualifications for that role and other roles in which you could fill?

2. **Communication-** Are the methods of communication used by YOUTHFIELD staff effective for you? Are you communicated with clearly and in a timely manner?

3. **Approachability-** Is YOUTHFIELD staff approachable? Are they open, honest and encouraging of communication? Do they set an example that you respect and would like to follow?

4. **Training-** Are YOUTHFIELD staff good mentors in helping you learn and grow? Do they offer ample training opportunities and keep you informed on changes/growth in the industry?

5. **Feedback-** Is constructive feedback given on a timely basis? Is it helpful in your continued growth in the industry?

Inspection Report – Sample

Course: **Camp Summer Fun**	**Date** **10-14-2020**
Date Built: **1982**	**Builder:** **ABC Builders**
Additions:	**Builder:** **ABC Builders**
Inspector: **John Doe**	**Assistant:**

This inspection is good for one year from the date of the inspection and assumes normal use and care of elements. Exposure to potentially damaging forces like wind, lightening, fire, being hit by vehicle or other large falling objects will require a reevaluation of the courses condition. This report does not cover new items added throughout the course of the year.

Elements	Pass	Fail	Caution	Repairs	Notes
Zip Lines	**x**				This element is showing significant amounts of discoloration on backups and guy lines where they are wrapped. Monitor for flaking, pitting or broken fibers. If any of these conditions appear replace cable immediate
Incline Log	**x**				
Portabella Walk	**x**				

Pamper Pole	**x**				Side guy lines on woods side of element are dead.
Climbing Wall	**x**				
Big Swing	**x**				
Small Swing			**x**		Guy tree next to road is dead. Replace as soon as possible.
Burma Bridge	**x**				
Wild Woozy	**X**				Wasp nest behind climbing wall. Wasps on nest.

Note: Many of the guy anchor locations are really grown over especially with poison ivy. All anchor points should be cleared to allow for easier inspections. There is no way that inspections are being done on these guy lines.

A lot of dead tree's need to be taken out.

Informed

Course operator/owner should seek legal counsel and insurance company preferences to determine if Consent Forms will be used.

A sample form can be found on the next two pages.

I. INFORMED CONSENT

The undersigned ("the Participant") hereby acknowledges that I have voluntarily applied to participate in the Challenge Course portion of the program.

I am aware that the activities of the Team Event will necessarily involve participation in exercises which by their nature may be considered inherently dangerous and physically demanding and may subject the Participant to stress, anxiety, and other hazards, not all of which can be foreseen. It is fully understood that the Participant may be climbing and walking on cables, logs, ladders, walls, and beams. The Participant will participate in activities, which may be at substantial heights above the ground. Additionally, the participant may be participating in activities that require hiking across undeveloped terrain some distance from emergency services.

Prior to my participation, I will be advised of the rules and requirements governing my participation. I agree to accept and abide by those rules and requirements.

I agree that if at any time I believe the Team Event activities are beyond the scope of my capabilities, I will immediately so notify the Team Event personnel and withdraw from participation.

In consideration of being allowed to participate in the Team Event, I hereby release and covenant not to sue YOUTHFIELD and any of its affiliated companies as well as their board of directors, officers, staff, employees, owners, agents and any individual or company (the Releases) assisting, instructing or conducting the Team Event activities from all liability of any nature for any and all injuries, loss, death, claim or damage I may suffer due to my own negligence. This release is binding on my heirs, personal representatives and assigns.

II. NOTICE REGARDING IMPACT OF MEDICAL OR PHYSICAL CONDITIONS

Please read and check your response to each question.

1.	Do you have a healing fracture or joint injury?	___ Yes___ No
2.	Do you have any abdominal organ enlargement? Enlarged spleen may occur as the result of mononucleosis or enlarged liver from a condition such as hepatitis.	___ Yes___ No
3.	Do you have insect allergies? You should have an Epi-pen or other self treatment if you are susceptible.	___ Yes___ No
4.	Are you pregnant?	___ Yes___ No
5.	Have you had an organ transplant?	___ Yes___ No
6.	Do you have asthma? You should bring your medication with you to the program.	___ Yes___ No

Be aware that, as in any physical activity, your heart rate can increase due to participation. If you are aware of a personal heart history, we request you self-monitor or withdraw from activity that may overstress you.

The above information accurately reflects my current state of health.

II. SELF-GUIDE FOR DETERMINING PARTICIPATION ON ROPES ACTIVITIES

Information for persons determining participation in ropes course activities. Appropriate action based on positive responses to questions on the "Inform to Assess Participation Level" questionnaire.

Limiting your participation in the physical group activities does not exclude you from being an active participant in the process. There are several other roles you can fulfill if you are unable to fully participate in the physical activities. Your facilitator can help you discover those opportunities.

If a positive response is given to the question:

1. (Healing Fracture or joint injury) It is suggested that you check with your doctor if in doubt about the activity.

2. (Organ enlargement) You may not wear a harness, but may participate in all other activities.

3. (Insect allergies) Have the kit to administer appropriate medication with you on the course. You must have received instruction on how to administer the injection properly.

4. (Pregnancy) You will be excluded from all activity where you might fall, or get a shock load to the body. May not participate where a harness is required. Must not be involved in heavy lifting.

5. (Organ transplant) You may not participate where a harness is required.

6. (Asthma) Be aware of your own well-being. Transportation is available to take you to an inside facility. If a severe attack occurs, a call to 911 can be made for transportation to a medical facility.

As in any physical activity, be alert to discomfort, light headedness or other indications of a possible cardiac incident. Make an intelligent decision early for yourself about your level of participation.

****

By my signature below, I certify that I have read and understand the contents of this Information

AND

- have not taken any medication and have no known physical or medical condition that would impair my capability for full participation in the Team Event;

OR

- assume responsibility for any potential adverse impact any condition or medication may have upon my full participation in the Team Event.

****

I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS BOTH A RELEASE OF LIABILITY AND ACKNOWLEDGMENT OF NOTICE AND HAVE SIGNED IT OF MY OWN FREE WILL.

Please Print Name _____

Participant Signature _____ Date _____

Witness/Parent Signature _____ Date _____

Parent signature required for participants under the age of 18 years old.

Incident Reporting

An incident may be defined by legal counsel or AHJ.

The course should use this information to implement a procedure which should be included in your Policy & Procedures Manual.

Record incidents per your Policy and Procedure Manual. A sample form is found below.

In the event of an incident the following steps should be taken. Follow medical emergency procedures as outlined in Emergency Procedures Section in your Policy & Procedure Manual.

Incident Report

Complete as soon as possible after an incident!

Date: _____ Person Reporting: _____

Group _____

Time of incident: _____ AM PM Date _____

Weather conditions at time of the incident:

Nature of incident:

Describe in detail the sequence of events occurring before and during the incident:

(Use back of page if necessary)

Use back of page to make a drawing if it will clarify what happened.

Describe what action(s) you took:

Witnesses names, addresses, phone numbers:

Any other information you think might be helpful?

Give this report to the Course Administrator immediately.

Record of Possible Concern

DATE: _____ GROUP: _____

PERSON REPORTING: _____

CIRCUMSTANCES THAT CAUSED THE CONCERN:

_____
_____
_____
_____
_____

ACTION

DATE RECEIVED: _____ RECEIVED BY: _____

DATE ACTION TAKEN: _____

ACTION TAKEN:

_____
_____
_____
_____

If a change in operating procedure is required, was the staff notified?

Yes ____ No _____

If a change in policy is required, was it noted in the policies/procedures documentation?

Yes _____ No _____

Example Emergency Procedures

Medical Emergency

- Assess the situation and provide care to the injured according to your CPR/First Aid training. Have a tech round up the remaining group members and keep them occupied.
- If more than basic first aid is required, make arrangements for the injured to be transported to a medical facility, either by ambulance or group member.
- If an ambulance is necessary, make the call to 911 or the local emergency response number. Be sure to have information about the injured on hand, as well as the address of the location you want them to come. Send someone out to a main road to wait for the ambulance and guide them to the course.
- Send the injured person to the doctor/hospital with a CQ insurance form (located in the ropes log book). This will give them information they need to file a claim. Get contact information from the injured, or the group leader so that the course manager can make a follow up call.
- Question the remaining group members to see who witnessed the incident. Have each witness fill out an incident report.
- Debrief the group and make a decision on whether the group is able to continue, or should the program be completed at that point.
- At the end of the program, call the ropes course manager immediately. If that person cannot be contacted, call the Executive Director
- All workers who witnessed the incident should also fill out incident reports. All reports should be turned in to the course manager immediately. If possible, scan reports and email that same day or mail to the Executive Director If reports are scanned, original copies still need to be mailed or delivered to the Executive Director.
- Do not talk to any media representatives or any person not present at the time of the accident, except for Youthfield management. **YOUTHFIELD management will handle all external communications.**

Weather

A decision to restrict activity on the ropes course may be made by the Lead Facilitator and/or Lead Tech if weather conditions warrant. If activities are restricted due to severe weather, take the group inside if possible. Things to consider:

1. The temperature is extremely cold.
2. There is high wind (>xx mph).
3. Thunder and Lightning – There have been recorded lightning strikes as far away as five miles. Consequently, if there is thunder, the instructors should exit the course. Participants can return to the course if there is no more thunder for 30 minutes.
4. There is heavy rain. When rain is a distraction or participants do not have proper clothing.
5. Tornado or severe thunderstorm warnings have been announced. You should be familiar with the appropriate shelter area.
6. The temperature is extremely hot (>95 degrees).

Lighting Safety Guidelines: If you see it, flee it. If you hear it, clear it. Suspend all activities for 30 minutes after the last observed lightning or thunder. *(National Lightning Safety Institute and National Weather Service websites, 2010).*

Acceptance Inspection Report

Course **Youthfield**	**Date** **8/30/17**
Date Completed: **8/30/17**	**Builder:** **Challenge Quest Design, LLC.** **Lead Builder: Coty Goodwin**
Inspector: **Coty Goodwin**	**Builder Assistant(s):** **James Goodwin**

This inspection confirms that all new elements are in good working order. This is an initial inspection and recognizes that at this time, all elements and gear are in proper working order. Exposure to potentially damaging forces like wind, lightning, fire, being hit by vehicle or other large falling objects will require a reevaluation of the courses condition. This report does not cover new items added throughout the course of the year. This report does not cover the anything other than the newly constructed items and new gear items that are listed below.

Elements	Terminations	Guy lines	Platforms	Clamp Torque	Cable Tension	Element/ Belay cables	Anchor Pull Test	Notes
Zip Line	**x**	**Unloaded guy on start-pole is 650 lbs. With zip line with 150 lbs, it is 750 lbs. Unloaded guy on end-pole is 450 lbs. With zip line loaded at 150 lbs, it is 500 lbs.**	**X** **Recommended to replace zinc plated lags with galvanized. Pickets should be fastened with a more permanent solution. A two-tone color change on steps**	**x**	**The unloaded zip line is 750 lbs. The zip line loaded with 150 lbs. is 800 lbs.**	**x**	**n/a**	

			is needed to indicate change in elevation.					

Maintenance Requirements

Action	Frequency
Visual inspection	Daily
Tactile inspection internal	Every quarter
External Inspection by Professional Vendor	Annually unless major event causes potential damage to course.
Wood Products	Manufacturers recommend that outdoor wood products be sealed. Rain, sunlight, wind can deteriorate untreated wood products quickly.
Equipment	Replace when one of the following occur: excessive scoring, pitting/flaking rust, excessive wear. Always follow manufacturer recommendations.
Cable (lifeline)	Retire from service when any one of the following occurs: • The reduction in nominal diameter due to tension, wire breaks, surface wear, metal loss or corrosion amounts to 5% or more from the original catalog diameter. • The crown (surface) wires are worn by 1/3 or more of their diameter. • There are 6 or more broken wires in one strand in one lay. • There are 1 or more broken wires within one wire rope diameter of an attached fitting due to fatigue.

Works Cited

Information contained in this Owner's Manual has information or direct text from:

The Association For Challenge Course Technology (ACCT) – ANSI/ACCT 03-2016
National Lightning Safety Institute and National Weather Service websites, 2010
American National Standards Institute (ANSI)
American Society for Testing and Materials (ASTM)
Challenge Quest, LLC

Contact Information

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