

DOVERCOURT RECREATION ASSOCIATION

The MEC Climbing Wall at Dovercourt

Operations & Safety Policy & Procedure Manual

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This document contains the relevant policies and procedures for the safe operation of the climbing wall structure to be located at the Dovercourt Recreation Centre

Contents

DRA will comply with all applicable federal, provincial and local laws, rules and regulations regarding the operation of the climbing wall.....	5
DRA will maintain current and orderly business records including client information, copies of all participant agreements, and records of client belay and climbing proficiency tests	6
DRA will maintain adequate types and amounts of insurance coverage	7
DRA will have a written manual that contain the necessary operating policies, procedures, and/or practices.....	8
DRA will have an adequate emergency response plan in place	9
DRA will maintain a system of incident/accident reporting and maintain records of all accident reports	10
DRA will have adequate written employment policies for staff and communicate these to staff and ensures these policies are practiced consistently with respect to the employees assigned to the climbing wall operations	11
DRA will have adequate position descriptions including minimum qualifications for staff and volunteers.....	12
DRA will ensure an adequate screening system in place for staff and volunteers	13
DRA will ensure an adequate program is in place for training staff in the performance of their jobs	14
DRA will maintain adequate documentation of staff training	15
DRA will ensure an adequate employee performance evaluation system is in place and uses the system consistently.....	16
DRA will maintain adequate employee records	17
DRA will maintain an adequate workplace safety program	18
A system for registering both new and existing clients.....	19
DRA will employ a screening process for new clients before allowing access to the climbing wall ..	20
DRA staff to inform clients of the inherent risks of climbing in a climbing facility and the client agrees to acknowledge, accept and assume those risks in a written document prior to accessing the climbing wall	21
DRA will provide a written agreement if the organization chooses to reallocate or release its liability for client injuries or losses	22
Staff will review facility rules with new clients and clients agree to follow the rules prior to granting access to the climbing wall	23
Staff to provide orientation to the climbing facility and to the belay systems in use	24

Staff provides instruction for novice climbers appropriate for the program being offered and the belay systems and equipment in use 25

DRA staff will administer a tope rope belaying and climbing test that each belayer must pass before being allowed to belay or climb without assistance 26

Staff will administer a lead belay/climbing test that each belayer must pass, before being allowed to belay a leader or lead climb without assistance or direct supervision 27

The staff administers an auto belay device orientation and proficiency test for each climber before being allowed to use the auto-belay device without assistance or direct supervision 28

The staff provides an orientation to bouldering before novice climbers are allowed to boulder without assistance or direct supervision 29

All personal protective equipment should be used in accordance with the original equipment manufacturer’s instructions 30

DRA will maintain an inspection and maintenance program appropriate for the facility owned personal protective equipment in use 31

DRA will maintain appropriate quality assurance records for facility owned climbing equipment in use 32

DRA allows the use of personal climbing equipment so long as all personal equipment used must be manufactured specifically for climbing use and used in accordance with the manufacturer’s instructions 33

Staff controls access to the climbing wall 34

DRA will prominently post rules in the facility 35

DRA will maintain an adequate supervisory plan for the climbing wall during the hours of operation 36

DRA maintains an instructional program appropriate for the artificial climbing structure, types of climbing permitted, and equipment in use 37

DRA will maintain an inspection and maintenance program appropriate for the artificial climbing structure or structures in use..... 38

DRA will maintain appropriate design documents, quality assurance records, and maintenance and repair logs for the structure 39

DRA uses the artificial climbing structure and the protection anchors in accordance with the manufacturer’s instructions 40

DRA will maintain adequate and appropriate emergency equipment at the facility 41

DRA will have and administer consistently a policy for belaying and climbing 42

DRA will have a reasonable policy regarding minimum age limit for climbing and belaying without direct adult supervision 43

Climbing Wall Operations and Safety Policies & Procedures Manual

DRA will maintain a policy regarding the maximum height of bouldering or un-roped climbing.....	44
DRA will install and maintain an impact attenuating system (landing surface) in the fall zones below all climbing structures	45
DRA has a route setting program in place.....	46

Appendices

A – Dovercourt Staff Qualifications	47
B – Dovercourt Staff Training Outlines.....	51
C – Dovercourt Climbing Wall User Prerequisite Grid.....	65
D – Dovercourt Climbing Wall User Agreement and Assumption of Risk	66
E – Dovercourt Wall Orientation Documentation.....	69
F – Dovercourt Climbing Wall Rules and Guidelines.....	70
G – Dovercourt Climbing Wall Intro Workshop Outline.....	73
H – Dovercourt Top Rope Belay Test Documentation.....	75
I – Dovercourt Lead Climbing Test Documentation.....	76
J – Dovercourt Auto Belay Test Documentation.....	78
K – Dovercourt Safety Inspection Schedule and Documentation.....	79
L – Dovercourt Climbing Wall Activity Log.....	85

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	2.01
Policy	<p>DRA will comply with all applicable federal, provincial and local laws, rules and regulations regarding the operation of the climbing wall</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Ensure compliance with all legal requirements including occupational safety and health laws and regulations, disabilities act, labour laws, insurance laws and regulations and business laws • Special note of the location of the climbing wall inside the pool enclosure and the need to respect all rules and regulations governing pool operations 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will obtain and follow recommendations as set out by the Climbing Wall Association 2. DRA will comply with federal, provincial and local laws, rules and regulations that effect the use and operation of a climbing wall 3. DRA will engage a 3rd party to carry out annul inspections and maintain memberships in associations such as the Climbing Wall Association in order to stay abreast of applicable laws, rules and regulations 4. As the climbing wall location is inside the pool enclosure, aquatic management will be involved in annual inspections and operational reviews so as laws, rules, and regulations which effect the pool that may also have an effect on the climbing wall as monitored and acted upon. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	2.02
Policy	<p>DRA will maintain current and orderly business records including client information, copies of all participant agreements, and records of client belay and climbing proficiency tests</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> Record keeping system to record and verify that a climber has completed the necessary participant agreement, has completed any necessary training or assessment, and should include: clients name, address, telephone number, email address, climbing experience, level of qualification within the facility, emergency contact Record keeping system should record and provide a means to check the status of the clients belay and climbing tests for both top rope and lead climbing. Record should include the clients name, testers name, the date of the test, listing of tests passed and expiration of the test (if any) All records to be kept current, up-to-date, secure and easily accessible. Ensure records are kept in compliance with DRA records retention policy 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> DRA will require Assumption of Risk waivers to be signed and kept as part of climbing wall operations Belay and lead climbing test results will be kept on record and on site for a period of at least one year and in an area near the climbing wall location. CLASS will be used to track and record, to the greatest extent possible, assumption of risk waivers, test results for belay and lead climbing, and health related questionnaires. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	2.03
Policy	DRA will maintain adequate types and amounts of insurance coverage		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Insurance coverage to cover the climbing walls routine operations • Annual review of insurance coverage with legal counsellor or insurance professional • Ensure required coverage for competitions, outdoor instruction, or special events if required • Ensure required coverage for commercial general liability, professional liability, workers compensation equivalent, health insurance • Understand any exclusions in the insurance contract and the carriers requirements for settlement 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will maintain appropriate insurance coverage for the operation of the climbing wall which is to be reviewed and renewed annually as part of DRA's regular insurance practices. 2. The annual inspection reports will be forwarded if required to our insurer or kept on file if requested by the insurer. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	2.04
Policy	DRA will have a written manual that contain the necessary operating policies, procedures, and/or practices		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Purpose of the operations manual is to record and communicate DRA’s essential and required policies, procedures and operating practices. • Address matters pertaining to: health and safety of clients and employees; the requirements of original equipment manufacturers; DRA requirements for the operation of the climbing wall; consistency of practices within the facility; emergency procedures; reporting requirements • Manual to be kept current and reviewed regularly and accessible to employees • Include a disclaimer that all policies, procedures and practices currently in place are subject to change by management at any time • Management to consult with legal counsel and other experts in developing the operations manual, crafting appropriate disclaimers, and in maintaining compliance with any applicable laws, regulations, rules and other requirements 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will create and maintain an operations and safety manual 2. The manual will be reviewed and updated annually in conjunction with the annual safety inspection of the climbing wall 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	2.05
Policy	DRA will have an adequate emergency response plan in place		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • DRA will maintain policies, procedures or protocols in order to promptly respond to accidents, incidents, illnesses, and other emergencies • Staff will be trained in carrying out policies, procedures or protocols • DRA will develop its emergency plan in consultation with experts in emergency management, first aid, rescue, media or public relations, legal counsel and other experts as necessary • The plan is to be reviewed regularly and kept up to date. • Written emergency protocols, procedures or practices are to be maintained on the premises and accessible to all staff. 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA has a set of emergency response protocols including dealing with incidents, accidents, fire evacuation, lost children, suspicious persons etc... These emergency response protocols are in effect for the climbing wall. 2. The City of Ottawa requires as part of emergency response plans that all incidents be reported to the City. DRA maintains this practice as part of all emergency response plans. 3. A portion of staff training will be devoted to emergency response 4. The emergency response plan as it effects the climbing wall will be reviewed annually as part of the annual safety inspection 5. A copy of the emergency response plan will be posted next to the climbing area 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	2.06
Policy	DRA will maintain a system of incident/accident reporting and maintain records of all accident reports		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • An incident is defined as “any unplanned for, unintended, dangerous or potentially dangerous occurrence or condition that results in injury, illness, property damage, near miss or other loss” • The system to collect incident data should provide management with data to review regarding performance, identify trends, proactively manage risks, and to make changes to policies, procedures and practices as necessary • Incident reporting system is sufficient to meet insurance carriers requirements 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA systems for the documentation and reporting of incidents and accidents will be followed in the event of incidents or accidents on the climbing wall 2. All incident and accident reports will be forwarded to the City of Ottawa as required. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.01
Policy	<p>DRA will have adequate written employment policies for staff and communicate these to staff and ensures these policies are practiced consistently with respect to the employees assigned to the climbing wall operations</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Employment policies with respect to skills and qualifications are in place • Job description for each role is complete and provided to staff • Certain positions that require specific climbing skills and experience such as route setting and technical climbing are clearly articulated • Managers may required a climbing resume and contact references for all potential staff 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA maintains an approved Human Resources Policy and Procedures manual that governs all HR policies and procedures related to employment at DRA. This manual is provided to all employees. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.02
Policy	DRA will have adequate position descriptions including minimum qualifications for staff and volunteers		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Position descriptions should contain essential job responsibilities and typical duties • Clearly outline minimum qualifications and performance expectations for staff and/or volunteers • Qualifications or requirements may contain: age, education, training, prior experience, skills necessary to perform in the position 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA maintains job descriptions for all positions within the organization. See Appendix A for current Climbing Wall related positions including: Wall Manager, Wall Instructor I, Wall Instructor II 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.03
Policy	DRA will ensure an adequate screening system in place for staff and volunteers		
Approved		Date Reviewed	
Purpose <ul style="list-style-type: none"> • Reasonable steps to screen employee and volunteer candidates prior to selection • May include: written applications, interviews, reference checks, criminal records check 			
Procedures or Practices <ol style="list-style-type: none"> 1. All employees employed to work in paid or volunteer capacity with the climbing wall are subject to DRA's screening processes which includes qualifications verification, reference and work history checks, criminal records checks. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.04
Policy	DRA will ensure an adequate program is in place for training staff in the performance of their jobs		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Staff training to focus on specific responsibilities, duties, skills, and expectations of the position • Training program to include: reading the operations manual, reading instructional curricula, on-the-job training, apprenticeship periods, supervised practice, attending training meetings/seminars, role-playing or any combination • Employees that teach lessons/classes should be trained in instructions and possess appropriate experience and skills to teach the assigned classes. • Training should include all relevant areas of the facilities operations, including risk management 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will maintain a regime of structured training modules for all staff operating the wall. See Appendix B for current training modules. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.05
Policy	DRA will maintain adequate documentation of staff training		
Approved		Date Reviewed	
Purpose <ul style="list-style-type: none"> • Documentation of training to include: topics of training, date of training, name of trainer, names of trainees 			
Procedures or Practices <ol style="list-style-type: none"> 1. DRA maintains a system of personnel files on all employees. 2. To be included in the file are all details of training taken, the date of training, name of trainer. The manager responsible for the climbing wall is responsible for updating employee files as the participate in training. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.06
Policy	DRA will ensure an adequate employee performance evaluation system is in place and uses the system consistently		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Provide regular employee performance feedback to assist in improving employee performance and maintaining consistent application of operating practices • System should be designed to accommodate all employees including seasonal, part time, and independent contactors 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA has a formal policy and procedure with respect to performance reviews. 2. Annual performance reviews of climbing staff are the responsibility of the manager responsible for the climbing wall programs 3. Copies of all reviews will be filed in the employees personnel file. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.07
Policy	DRA will maintain adequate employee records		
Approved		Date Reviewed	
Purpose <ul style="list-style-type: none"> Employee records or personnel file to include: employment eligibility verification, letter of application, resume, application for employment, work history, letters of reference or reference contact information, copies of current first aid and CPR certification including expiration dates, a summary or listing of completed training, results of screening tests etc... 			
Procedures or Practices <ol style="list-style-type: none"> DRA's Human Resources Policies and Procedures manual outlines all required details of what is to be kept for each employee on file. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	3.08
Policy	DRA will maintain an adequate workplace safety program		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Workplace safety program to include the inherent risks and potential hazards of climbing • Organization will take reasonable and cost effective steps to implement a program that: informs employees of workplace safety issues; trains employees in essential workplace safety matters; attempts to prevent work-related injuries, illnesses or death • Development of appropriate polices, procedures, practices, guidelines pertaining to health and safety: risks and hazards include: falls from height, mechanical hazards, exposure to toxic or hazardous chemicals, exposure to blood borne pathogens, unsanitary conditions 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA maintains an active employee/employer workplace health and safety program as mandated by the Province of Ontario. The climbing wall and area are included in workplace inspections. 2. The annual 3rd party inspection is also part of the process to ensure a safe workplace for employees 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.01
Policy	A system for registering both new and existing clients		
Approved		Date Reviewed	
Purpose <ul style="list-style-type: none"> • Clients should check in or register prior to climbing • Climbers level of qualification or access to the climbing wall should be checked prior to climbing • Clients who have not demonstrated proficiency in required climbing or belaying skills must be supervised by staff or a qualified climbing partner or their access to the wall must be limited accordingly • May use a system such as membership cards, sign-in sheet, verbal check in or a database 			
Procedures or Practices <ol style="list-style-type: none"> 1. See Appendix C for Dovercourt climbing wall user type prerequisite grid 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.02
Policy	DRA will employ a screening process for new clients before allowing access to the climbing wall		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • The screening process is intended to assist staff in determining new clients ability to climb in the facility; assess clients prior climbing experience, knowledge and skills (if any); to inform the client of the nature of the sport; and to introduce the facilities rules for access and participation • Questions to determine the following are recommended in order to provide a basis for a sound decision with regards to access and participation, training, and testing <ul style="list-style-type: none"> ○ Climbers age, height, weight ○ Years of climbing experience ○ Climbing experience in a climbing facility ○ How often and how recently the client has climbed ○ Level of climbing competency ○ Type of climbing experience ○ Proficiency in top rope climbing and belaying ○ Proficiency in lead climbing and belaying ○ Pertinent medical or health history • Clients responsibility to inform staff of any pre-existing medical condition or health history that may negatively affect the clients health and safety if the client climbs 			
Procedures or Practices			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.03
Policy	<p>DRA staff to inform clients of the inherent risks of climbing in a climbing facility and the client agrees to acknowledge, accept and assume those risks in a written document prior to accessing the climbing wall</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Clients are informed of the nature of climbing and inherent risks of the facility during their initial orientation and at other appropriate times • Clients must be willing to acknowledge, accept and assume reasonably foreseeable risks inherent in a climbing wall environment before being allowed to climb • The participation agreement must be clear that the document is not intended to include or provide a description of all risks or hazards • The use of a legal document may be used as a participant agreement and contain other types of information including: release of liability, a waiver of claims, and an agreement to indemnify or defend 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. All clients at time of registration or before climbing must have read and signed an assumption of risk waiver. See appendix D for risk waiver form. 2. All clients prior to climbing must participate in an orientation session. This session is a onetime mandatory session and records to be kept and accessible to track this prerequisite to climbing. The orientation session will include verbal information about the inherent risks associated with climbing. See Appendix E for topics to be covered. 3. Rules for use of the wall are posted adjacent to the climbing wall and include notification of the inherent risks of climbing. See appendix F for posted rules. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.04
Policy	<p>DRA will provide a written agreement if the organization chooses to reallocate or release its liability for client injuries or losses</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> Participant agreements that attempt to shift, reallocate or release the organization from liability should be developed or approved by legal counsel; reviewed for enforceability; revised as necessary Statutes, regulations, case law and other factors may affect the efficacy of these agreements and they should be properly drafted and reviewed periodically. 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> In the event that DRA plans to shift, re-allocate or release the organization from liability, DRA will engage legal counsel before making any such changes. All changes to liability covenants are to be approved at the senior level of the organization 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.05
Policy	Staff will review facility rules with new clients and clients agree to follow the rules prior to granting access to the climbing wall		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Clients shall be instructed and must agree to follow the facility rules • Rules should be posted and clients shown where • Clients are to be instructed to obey all rules, instructions, oral and written warnings in the facility • Clients should be informed that compliance with rules, instructions or warnings does not guarantee safety 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. Clients will be required to sign and agree to the climbing wall user agreement that includes the rules. 2. Facility rules are to be covered for all new climbers as part of a mandatory orientation session. See appendix E for orientation session content. 3. Rules are posted adjacent to the climbing wall and clients shown the rules as part of the orientation session. See appendix D for rules. 4. Clients are to be informed during orientation, through posted rules, and verbally by wall instructional staff and supervisors of the need to follow all rules and warnings both oral and written. 5. Clients are to be informed in the orientation session and through the assumption of risk waiver that compliance with rules, instructors or warnings does not guarantee safety. See appendices for orientation session content, rules, and assumption of risk waiver. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.06
Policy	Staff to provide orientation to the climbing facility and to the belay systems in use		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Staff to provide an orientation to the facility and the areas the clients have access to; provides client with general information about the climbing area; the types of climbing allowed; or where climbing is not permitted • Client is provided an orientation to the proper functioning and use of auto-belay devices 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. No client may climb the wall without participation in the mandatory orientation session. See appendix E for orientation session content. 2. Included in the orientation session is an introduction to the use of the auto-belay systems. Manual belay for belayers and lead climbing will be held in separate instructional sessions. 3. Clients must complete a belay test (auto belay, top rope and lead) in order to climb using the corresponding belay system without direct supervision. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.07
Policy	Staff provides instruction for novice climbers appropriate for the program being offered and the belay systems and equipment in use		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Staff to provide instruction for novice climbers appropriate to the climbers’ level of access to the climbing wall; the objectives of the course or program they are participating in; the level of supervision provided; the skills the climbers is expected to perform. • Instruction will be limited to the above and not include unnecessary instruction 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. See appendix E for Orientation session content 2. All climbing instruction programs must be approved by the manager of the climbing wall before program delivery 3. Climbing wall manager is to assess the program plan to ensure the program material can be delivered in the time set aside and that the program meets the necessary needs of the type of climber the program is intended to serve. 4. See Appendix G for sample instructional programs 			

Policy Number		CWA Industry Practice No.	4.08
Policy	DRA staff will administer a tope rope belaying and climbing test that each belayer must pass before being allowed to belay or climb without assistance		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • The top rope belay test should assess all the skills necessary to perform a proper belay using the system employed for this climbing wall • Test is to address proper use of all climbing equipment according to manufactures instructions, proper set up of the belay system on the harness, the appropriate know to tie into the rope (or the correct use of locking carabineers to climb into the rope if that is permitted, proper checking of the climbing partners equipment, proper commands between the climber and belayer, proper use of the belay device, the ability to catch a fall, and the ability to lower the climber to the ground • Regardless of the belay system in use the essential criteria for effective belays include: <ul style="list-style-type: none"> ○ Proper configuration and use of the belay device according to manufacturer’s instructions ○ Ability to properly feed rope through the device ○ Maintaining a brake hand on the rope <u>at all times</u> ○ Ability to brake <u>at all times</u> ○ Ability to demonstrate an appropriate behavioural reaction to a fall (ie the belayer must reflexively react to break a fall – even if surprised, stressed, fearful, etc..._) • CWA Industry Practice manual – Annex A – Sample Top-Rope Belaying and Climbing Test Procedure 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA climbing staff will set test days and times or conduct adhoc testing as required. 2. The test will include testing through demonstration by the candidate on all relevant requirements. See appendix H for the tope rope belay and climbing test requirements. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.09
Policy	<p>Staff will administer a lead belay/climbing test that each belayer must pass, before being allowed to belay a leader or lead climb without assistance or direct supervision</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • The lead belay test should assess all of the skills required to perform a proper belay for a lead climber. • Test is to address proper use of all climbing equipment according to manufactures instructions, proper set up of the belay system on the harness, the appropriate know to tie into the rope (or the correct use of locking carabineers to climb into the rope if that is permitted, proper checking of the climbing partners equipment, proper commands between the climber and belayer, proper use of the belay device, proper feeding of rope to the climber, proper belayer positioning, the ability to catch a fall, the ability to recognize and avoid back clips and Z clips, and the ability to lower the climber to the ground • CWA Industry Practice manual – Annex B – Sample Lead Belaying and Climbing Test Procedure 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA climbing staff will set test days and times or conduct adhoc testing as required. 2. The test will include testing through demonstration by the candidate on all relevant requirements. See appendix I for the lead belay and climbing test requirements. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.10
Policy	<p>The staff administers an auto belay device orientation and proficiency test for each climber before being allowed to use the auto-belay device without assistance or direct supervision</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • A climber may use the auto belay device without training or qualification if directly supervised by a qualified staff member or assisted by a qualified person • Otherwise, climbers must be trained in the proper use of an auto belay device prior to first use without direct supervision. Climbers should have an understanding of the normal functioning and mode of operation of the auto belay device; should be instructed to report any potentially unsafe condition or unauthorized use of the device as slack in the rope or lanyard, improper retraction of the rope or lanyard, uncharacteristic noises coming from the device, climbers not clipped in properly or not clipped in at all • The manual or operating instructions should be readily accessible and made available to the climber upon request • CWA Industry Practice manual – Annex C – Sample Auto Belay Device Use and Test Procedure 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA climbing staff will set test days and times or conduct adhoc testing as required. 2. The test will include testing through demonstration by the candidate on all relevant requirements. See appendix J for the auto belay and climbing test requirements. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	4.11
Policy	<p>The staff provides an orientation to bouldering before novice climbers are allowed to boulder without assistance or direct supervision</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Bouldering is climbing at does not involve the use of a rope, harness or belay device. • Clients are to be informed of the inherent risks of bouldering, the intended function and limitations of impact attenuating surfaces or padding, the maximum height of bouldering on the climbing wall, and where bouldering is permitted • The staff are to review rules for bouldering and rules should be prominently posted in an appropriate area 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. Bouldering activities are to be covered in the orientation session. See appendix E for orientation session topics. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	5.01
Policy	<p>All personal protective equipment should be used in accordance with the original equipment manufacturer's instructions</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> All personal protective equipment should be used in accordance with the original equipment manufacturer's instructions 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> Copies of equipment manufacturer's instructions for all purchased equipment is to be kept on file. Staff are to be informed of manufacturer's instructions for all equipment in use on the wall Inspections will be done in accordance with the manufacturer's instructions 			
<p>Pool Environment and Climbing Equipment</p> <ol style="list-style-type: none"> Non oxidizing materials will be selected if possible. Equipment with oxidizing materials will be inspected at twice the manufacturer's recommended frequency. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	5.02
Policy	DRA will maintain an inspection and maintenance program appropriate for the facility owned personal protective equipment in use		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Staff conduct regular visual inspection of DRA owned equipment • Staff conduct regular visual inspection of rental equipment as it is distributed • As part of regular visual and close inspections of facility-owned ropes • All equipment to be used in accordance with manufacturer’s instructions 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will maintain a facility and equipment log book to record dates that each piece of equipment was inspected and the results of the inspection 2. All equipment that is deemed unsafe or failing inspection is to be removed from use immediately. 3. See appendix K for inspection log and inspection schedule 4. The program coordinator/manager is responsible for ensuring the inspections are carried out on schedule and that equipment deemed unsafe or failing inspection has been removed from use 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	5.03
Policy	DRA will maintain appropriate quality assurance records for facility owned climbing equipment in use		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • DRA to maintain copies of the manufacturer’s published materials such as product information • DRA to maintain quality assurance records such as inspection, maintenance, or repair records or logs as deemed appropriate by the manufacturer and DRA for all facility owned equipment • Climbing equipment records or logs should be readily accessible at the facility or easily retrievable 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. The climbing wall manager will maintain a facility and equipment inspection log. Included in the log are details of inspections including date and initials of inspector; any maintenance performed on equipment including a description of what was done, the date, and initials of who did the maintenance work; all repairs will be recorded including the date, the repair work done, and who did the repairs. 2. The log book will be kept on site for review at any time by management or other authorized persons. 			

Policy Number		CWA Industry Practice No.	5.04
Policy	<p>DRA allows the use of personal climbing equipment so long as all personal equipment used must be manufactured specifically for climbing use and used in accordance with the manufacturer's instructions</p>		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • This policy refers to the use of any personal climbing equipment used in the facility including: ropes, harnesses, belay devices, carabineers, quick draws, helmets, etc.. • Personal equipment must be manufactured specifically for climbing use and used in accordance with the manufacturer's instructions • Personal equipment is NOT subject to regular and ongoing inspection by DRA therefore the client must acknowledge, assume, and accept all responsibility for the proper selection, use, care, maintenance, inspection, and storage of personal climbing equipment • Legal counsel should be consulted to ensure the appropriate language and policies pertaining to personal equipment is included in the participant agreement 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. Included in the assumption of risk waiver is notification that personal protective equipment should be used in accordance with the original equipment manufacturer's instructions 2. Staff to only allow personal protective equipment on the wall that they are familiar with. 3. Staff to look over personal protective for premature use or wear that would affect the safety of the equipment or its ability to protect the user. See appendix D for personal equipment guidelines and user agreement. 4. Staff to monitor clients using own equipment to ensure proper use of the equipment 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.01
Policy	Staff controls access to the climbing wall		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Access to the climbing wall and the climbing area should be controlled to prevent unauthorized use • Access can be controlled in a number of ways – including front desk, segregation of the climbing area, installation of barriers or boundary lines, posting appropriate signage, removing holds... 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. Access to the climbing wall is limited to those participating in climbing activities as part of a climbing program or other program where climbing is a part of the program including but not limited to leadership development, youth adventure programs, and other supervised programs of the facility. 2. Due to the location of the climbing wall on the pool deck, pool regulations stipulate that only authorized staff may be on the deck without the presence of a lifeguard. Clients may not be permitted on the pool deck without a lifeguard on deck. 3. The mat lock system shall be used when the pool is open but the climbing wall is not to prevent unauthorized access to the wall. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.02
Policy	DRA will prominently post rules in the facility		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Rules are to be posted in a visible location • Posted rules are to be kept up to date • Rules relating to specific types of climbing should also be posted • Consideration should be given to including wording that following the rules does NOT guarantee customer safety • Any attempt to formally disclaim liability in signage should be discussed with legal counsel 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. Rules are posted adjacent to the climbing walls 2. Climbing wall manager is responsible for ensuring rules are kept up to date and that they are reviewed annually as part of the annual inspection process. 3. See appendix F for Rules 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.03
Policy	DRA will maintain an adequate supervisory plan for the climbing wall during the hours of operation		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Staff members must actively supervise the climbing wall while it is in operation • An appropriate number of qualified staff are present to monitor access to the wall and monitor activity on and around the wall, supervise instructional programs and respond to emergencies • Establish appropriate employee to client ratios for instructional and supervised programs • Programs or client populations that pose greater risks should have higher ratios • If parents of children are involved in the supervisory plan for the program – parents, guardians, or clients must be trained in and reasonably capable of performing the duties entrusted to them. 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. While in use, the wall must be supervised by an authorized and qualified wall climbing instructor. 2. DRA lifeguards who will be designated as supervisors on the pool deck must be trained as a wall instructor so that they are able to ensure they can operate the mat locking system and any other control device that may be used to prevent access during closed hours. 3. Staff ratios will be appropriate to the instructional level being taught and detailed in the program plan submitted by the instructor and approved by the climbing wall manager 4. Open use hours will have limits on the number of climbers in the climbing area and all climbers and those waiting to climb will be supervised by the on duty wall supervisor. 5. Parents and guardians may be used to supervise participants in addition to the wall supervisor and/or instructors but are limited to ensuring participants conduct themselves in a safe manner in the climbing area and do not venture onto the 6ft of pool deck space regarded as the pool zone. 			

Policy Number		CWA Industry Practice No.	6.04
Policy	DRA maintains an instructional program appropriate for the artificial climbing structure, types of climbing permitted, and equipment in use		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Instructional programs or classes typically instruct students in the fundamentals of climbing safety, technical proficiency, and technique. • Written lesson plans are required to ensure goals are met with respect to what will be taught, how it will be taught and desired outcomes • For those programs leading to a qualification – the lesson plan should specify the criteria used to evaluate clients who are prepared to belay or climb without supervision 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will design, teach, modify and adapt core and non core climbing programs appropriate to the structure and type of climbing permitted. All program plans are to be approved by the climbing wall manager. 2. Core programs include: <ol style="list-style-type: none"> a. Orientation Session b. Auto Belay (may be combined with orientation session) c. Learn to Climb <ol style="list-style-type: none"> i. Top Rope Climbing ii. Belaying iii. Lead Climbing 3. Non Core programs may include: <ol style="list-style-type: none"> a. Bouldering b. Leadership development and Self confidence activities 4. See appendices for all approved programs 			

Policy Number		CWA Industry Practice No.	6.05
Policy	DRA will maintain an inspection and maintenance program appropriate for the artificial climbing structure or structures in use		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • DRA will follow manufacturer’s instructions with respect to: scheduling or periodic inspection and maintenance of the structure including instructions for repairs • The program should only address matters that DRA is reasonably capable and competent to perform • Only parts specified or approved by the manufacturer should be used in repairs • Inspections, maintenance and repair may be provided by the manufacturer directly or approved 3rd parties 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will inspect the climbing wall structure on an annual basis 2. DRA will contract a 3rd party inspector that is certified to inspect climbing walls. Currently the following organization are certified to carry out inspections and will be suppliers of choice for DRA inspections: <ol style="list-style-type: none"> a. Adventure Works 3. An inspection schedule will be established with Cleland Engineers with respect to structural engineering inspections. The schedule includes an inspection at least every 5 years. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.06
Policy	DRA will maintain appropriate design documents, quality assurance records, and maintenance and repair logs for the structure		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • DRA will maintain files with design plans, manufacturer’s manuals, manufacturer’s technical notices, quality assurance records or inspection or maintenance logs • Records of reconfigurations or modifications of climbing structures should also be maintained. • Records and logs for structures and equipment should be readily accessible at the facility and easily retrievable. 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. All documents including design plans, manuals, technical notices, inspection reports and logs are to be stored with DRA files as maintained by DRA’s finance and administration department. Current year is kept on site, subsequent years may be stored off-site 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.07
Policy	DRA uses the artificial climbing structure and the protection anchors in accordance with the manufacturer's instructions		
Approved		Date Reviewed	
Purpose <ul style="list-style-type: none"> • DRA will use the protection anchors and ground anchors on the structure consistent with the manufacturer's instructions • All uses of anchors and equipment must conform to generally accepted climbing equipment and practices • DRA will not use anchors in any way that does not meet the generally accepted climbing equipment and practices and standards set out by various testing authorities such as rope rating, or force testing 			
Procedures or Practices <ol style="list-style-type: none"> 1. Copies of all instructions to be kept on file 2. DRA staff to be trained in the use of all protection and ground anchors in use 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.08
Policy	DRA will maintain adequate and appropriate emergency equipment at the facility		
Approved		Date Reviewed	
Purpose <ul style="list-style-type: none"> • DRA will ensure a first aid kit stocked to DRA standards is maintained at the climbing wall location • Equipment to perform technical rescue such as a ladder must be located close to the location for access 			
Procedures or Practices <ol style="list-style-type: none"> 1. The climbing wall will maintain its own first aid kit separate from the pool first aid kits. The climbing wall kit will be stored at the climbing wall and inspected regularly. 2. An 18ft ladder to be stored close to the climbing wall for access in emergency situations 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.09
Policy	DRA will have and administer consistently a policy for belaying and climbing		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • The policy will outline requirements for belaying and climbing that may include: <ul style="list-style-type: none"> ○ Clients age, climbing knowledge, prior experience, climbing skill, level of climbing ability, training prerequisites, other required tests, training or orientation ○ The purpose is to set minimum expectations for those who can take the test to top rope, lead or other qualifications ○ Belayers must also possess minimum qualifications to take the test to belay and be responsible for another's safety ○ Policy should outline when a client may re-take the test, how often, and under what circumstances, 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. All clients who will belay (not auto-belay) must pass a proficiency test (see appendices H,I,J for belayer proficiency tests) 2. Belayers must be at minimum 12 years of age 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.10
Policy	DRA will have a reasonable policy regarding minimum age limit for climbing and belaying without direct adult supervision		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • There is no consensus in the climbing industry with respect to minimal age, however, the industry has tended to adopt between the ages of 12 and 14 as the minimum accepted age to perform the tasks associated with climbing and belaying on their own. • Factors which also impact the decision include the child’s ability to learn and retain proficiency in the use of technical climbing equipment; ratio of belayer weight/strength to climber weight, and other factors. 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. DRA will accept youth as young as 12 for climbing and belaying without adult supervision provided they have passed the proficiency tests. See appendices H,I,J for proficiency testing outlines. 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.11
Policy	DRA will maintain a policy regarding the maximum height of bouldering or un-roped climbing		
Approved		Date Reviewed	
Purpose			
<ul style="list-style-type: none"> • 			
Procedures or Practices			
<ol style="list-style-type: none"> 1. DRA maximum height for bouldering is 10 ft and a line is on the wall demarking this height. 2. Climbers in bouldering will be recommended to not climb above their own height 3. Rules are posted with respect to bouldering activities 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.12
Policy	DRA will install and maintain an impact attenuating system (landing surface) in the fall zones below all climbing structures		
Approved		Date Reviewed	
Purpose <ul style="list-style-type: none"> • An appropriate landing surface is to be installed and maintained when the wall is in use • The landing surface is subject the same visual and close inspections as per the rest of the structure and equipment 			
Procedures or Practices <ol style="list-style-type: none"> 1. At all times that the wall is open, the mats which are part of the mat locking system must be in place at the base of the climbing wall. These are the minimum mats required for the wall to be open. 2. The climbing wall supervisor or climbing instructors are to inspect the mats and landing area before use by any climber (client or staff) 			

Climbing Wall Operations and Safety Policies & Procedures Manual

Policy Number		CWA Industry Practice No.	6.13
Policy	DRA has a route setting program in place		
Approved		Date Reviewed	
<p>Purpose</p> <ul style="list-style-type: none"> • Route setting should only be done by a trained and experienced route setter; DRA staff may be trained as route setters • Route setters should avoid setting routes that introduce unnecessary hazards such as pendulum swings or falls, unsafe clips, or unsafe hand holds. • Customer access to routes being set should be restricted until the route is set • A route rating system and frequency of changing routes used • Inspection schedule and frequency looking for spinning or cracked holds and other hazards should be established 			
<p>Procedures or Practices</p> <ol style="list-style-type: none"> 1. Route setting is approved only by the climbing wall manager. 2. Climbing instructors seeking to alter or create routes must have permission of the climbing wall manager 			



Appendix A

Staff Qualifications

A minimum of one staff meeting the following Wall Instructor I staff qualifications will be present when the wall is in operation. We will hire more staff as conditions warrant.

Wall Instructor I Qualifications

- participated as a student in Introductory Course and Proficiency Test
- possesses basic competence for self sufficiency in rock climbing
- act as a positive role model participant at the Dovercourt Climbing Wall
- has read Dovercourt Climbing Wall Staff Manual
- Current, standard First Aid and CPR 'C' certifications
- solid belaying skills and knowledge with ability to monitor and test other belayers
- ability to introduce equipment and check that participants are properly suited-up
- ability to brief participants on safety procedures, policies and rules
- empathic, accepting, and supportive of participant's emotions - fears and doubts
- knowledge of routes and levels of difficulty on wall
- attended the Dovercourt Climbing Wall Staff Training.
- is able to be "on-call" and assist the Supervising staff with belaying if needed.

Responsibilities

- talk and interact with each participant
- work as a team player with other staff
- help with set up and take down procedures
- checking that participants are following safety rules
- complete top rope belay tests and appropriate paperwork
- complete wall opening and site inspection paperwork
- instruct and monitor groups in the use of the auto belay system

Wall Instructor II Qualifications (in addition to all those listed for Wall Instructor I staff)

- at least 1 year previous, personal climbing experience, indoors or outside
- at least 1 session previous work experience at Dovercourt Wall, as Wall Instructor I, or possesses equivalent experience
- ability to test belayers to ensure they know and can follow safe belaying procedures
- climbing skills to be able to assist with any type of crisis or rescue that might arise
- able to supervise and coach participants
- effective teaching skills and demonstrated ability to teach climbing
- knowledge of how to set up wall prior to use and secure wall after use
- participated in at least one Dovercourt rescue simulation

- experience in class/ group facilitation
- attended the Dovercourt Climbing Wall Staff Training
- Has solid belaying skills and knowledge with ability to monitor participants whose style of belaying may differ from Dovercourt's.
- Can teach the appropriate usage of climbing equipment : ropes, cordage, carabiners, harnesses, belay devices and helmets.
- Able to test belayers using traditional device to ensure they know and can follow safe belaying procedures.
- Able to test participants' knots needed at the wall and ensure they are properly dressed knots.
- Is able to effectively & comfortably teach the 3 hour Intro to Climbing Wall Workshop.

Responsibilities

- teaching Wall Introductory Classes
- teach and/or belay customers during custom programs
- assist first staff with the overall management of the total group situation and help provide for the welfare of the entire group
- complete lead climb belay tests and appropriate paperwork
- assist in sessional wall inspections and paperwork

Senior Staff (Wall Manager) Qualifications (in addition to all those listed for Wall Manager I and II staff)

- at least 1 session previous experience as Dovercourt Wall Instructor II
- has completed the CWA Climbing wall instructor course
- at least 1 year previous, personal climbing experience, indoors and outside
- strong climbing experience to be able to explain why our policies are appropriate even though they may differ from common practices by other climbers
- solid working knowledge of rope systems: belays, rappels, rescues and prusik
- comfortable ascending the wall at any point quickly, while on belay
- demonstrated ability to safely initiate and conduct a technical lower
- solid leadership skills - able to manage groups effectively
- good observation skills - able to focus on entire wall
- exceptional belay skills top roped and lead – error free belaying, teach belaying, anticipate problems in other's belaying, monitor many belayers at one time
- demonstrated leadership and judgment
- assertiveness - able to enforce policies
- able to supervise and coach other staff in the performance of their duties
- understanding of our climbing philosophy and ability to coach participants appropriately
- participated in several simulations
- demonstrated ability to manage the total group situation and provide for the welfare of the entire group
- demonstrated good judgment and maturity consistent with responsibilities

Training of Staff/Participants

The Climbing Wall Manager will:

- Conduct DRA approved courses for Indoor Climbing Instructors Level I & II
- Implement and propose guidelines and policies in relation to the safe and efficient operation of DRA climbing wall.
- Remain current with industry practices/standards regarding equipment and climbing wall management. Climbing Wall Managers should stay in touch with commercial facilities for recent developments in climbing technology and procedures.

Equipment

The Climbing Wall Manager will:

- Monitor the equipment log and climbing wall inspection log annually and on an ongoing basis to ensure the wall and equipment history is kept up-to-date.
- Recommend and advise on the DRA climbing wall's equipment inventory. This includes advising and making recommendations on the purchase and the use of equipment.
- Inspect equipment and remove damaged equipment from the inventory until it is repaired or disposed of. Educate Indoor Climbing Wall Instructors Level I & II how to identify potentially dangerous equipment.
- Have disposed equipment replaced with new (approved) equipment. Make recommendations for type of equipment to purchase and where to purchase the equipment.

DRA Programs

The Climbing Wall Manager will:

- Enhance and strengthen DRA guidelines (i.e. top roping set-up).
- Establish a safe Instructor-to-student ratio for each climbing program based on the following considerations:
 1. Height of wall
 2. Difficulty of climbs
 3. Age and experience level of students
 4. Instructor experience

Examples of appropriate level of skills:

- Ability to tie all appropriate knots, choose appropriate routes, perfect belay using mechanical and body

- belay techniques, set up belays and other safety systems, can respond to various client problems/situations, perform rescues, confidence in moving over wall while using a safety system,
- knowledge of climbing techniques, terminology and equipment, etc.
- We try to hire staff members that in addition to having the above skills and qualities, can also serve as positive role models.

Staff Conduct

It is expected that staff will not be under the influence of drugs or alcohol while working at the wall. This includes not having the smell of drugs or alcohol on their person. Staff may not open the wall for personal use. Staff are expected to **arrive at least one half hour early** to set up the wall and **stay one half hour after** wall operating hours to close the wall. Staff may climb on the wall while they are working, as time and number of participants allow. At least one staff person should be on the ground during operating hours to effectively manage the area and handle any emergencies.



Appendix B

Staff Training Courses:

Climbing Wall Instructor I Training Course

Staff members wishing to instruct and supervise students in climbing wall programs must have participated in this course. The DRA requires this as a minimum standard for all. The DRA expects that staff members will take this information and training and apply it to climbing at the centre. Staff should benefit from the experience of other staff and climbing instructors at the course.

The Dovercourt Climbing Wall Manager will teach this course to staff members from the DRA.

Goal:

The goal of this course is to train potential teachers in the basics of instructing a climbing session at this site. Teachers will initially take this course from the Climbing Wall Manager and update their skills and knowledge **annually**.

Objectives:

The participants will learn the basic skills necessary to teach a climbing session to a class. The Indoor Climbing Wall Instructor II and the Climbing wall manager will provide supervision and/or mentoring until he/she is satisfied that the teacher can safely teach the skills in a class.

This is a site-specific course where the Indoor Climbing Wall Instructor Level II will go over the specific hazards or systems specific to this site. Refer to following page "Climbing Wall Instructor Level I Training Course".

Prerequisites

Every teacher must be able to articulate and demonstrate how to climb indoors proficiently (cannot fumble tying knot or belaying).

Wall Instructor Level I Course Outline

Competencies demonstrated (Teaching Standard!) to receive certification:

- I. Top Rope Climbing
 - fitting harness
 - tying Figure 8 knot
 - belaying
 - check systems
 - belay calls
 - Auto Belay system
- II. Bouldering
 - spotting
 - setting the "stage"
 - bouldering movement / skills
- III. Supervision
 - three check system
 - supervisory rope management
 - belay test
- IV. Site Inspection
- V. Reporting
 - climbing wall instructional checklist
 - climbing wall activity log
 - report near misses



Climbing Wall Instructor II Training Course

Dovercourt Climbing Wall Instructor II will take this course **annually**. Dated certificates will be issued to all participants.

Goal

The goal of this course is to train staff interested in supervising Climbing Wall Instructor level I for the DRA climbing wall. Each Indoor Climbing Wall Instructor II will offer training to the staff at DRA who wish to teach climbing skills and offer yearly updates as well.

Objectives

Participants will demonstrate a complete understanding and application of current basic climbing equipment and techniques.

Participants will learn various administrative duties related to the running of a climbing wall.

Prerequisite

Participants taking this course will be experienced staff who have taken the INDOOR CLIMBING WALL INSTRUCTOR I Training Course and have been teaching at the DRA climbing wall. He/she will also have a recommendation from an Indoor Climbing Wall Instructor II at DRA.

Staff certified by the CWA may proceed directly to Module 2. Participants will not be assessed on their movement skills; however demonstration of a thorough understanding and application of the climbing system is necessary.

Climbing Wall Instructor Level II Course Outline

Competencies demonstrated (Teaching Standard!) to receive certification:

I. Wall Orientation

- rules
- identify potential hazards for instructing groups

II. Supervising

- teaching a level I course
- certifying a level I
- managing a visiting 3rd party group using the wall

III. Route Setting

- managing the area safely

IV. Wall Operation

- equipment guidelines
- emergency response

V. Lead Climbing

- fitting harness
- tying Figure 8 knot

- lead belaying
- check systems
- belay calls
- Proper clipping
- Catching a fall

V. Reporting

- site inspection preparation
- managing climbing wall instructional checklist

Climbing Wall Equipment

All climbing equipment must be approved by the CE (conformite europeene) and/or Union International Association of Alpinism (UIAA) before it can be sold. This includes harnesses, ropes, carabiners and Gri Gris. It does not include the climbing wall itself, the textured surface, climbing holds, floor anchors or top rope anchors. The climbing industry is a fairly dynamic, ever changing industry, for the most current up to date standards please contact the Climbing Wall Manager.

Use of Climbing Wall Equipment:

The DRA climbing wall equipment must be limited to use within the centre's climbing wall. The equipment must never be lent out or borrowed. The equipment is under no circumstance ever to be used for outdoor climbing.

Storage of Climbing Wall Equipment

The harnesses, ropes and climbing equipment should be stored in an equipment room or a storage area where access is limited.

Ropes

All climbing ropes must meet the CE international standard for strength; however, some ropes last longer than others. DRA will purchase ropes that have been specifically designed for climbing gyms. Ropes should be a minimum of 10mm in diameter

Rather than purchase rope in standard lengths your best alternative is to buy a spool and cut the rope ourselves. The gym rope is a static / dynamic hybrid rope with an extra thick sheath so that stretch is minimized and durability is maximized. For a 15 foot wall you need 40 feet (minimum) to go from the floor to the anchor and back to the floor again as well as a few feet to tie in with. Because the belayer does not stand directly beneath the climber, the rope must be longer to account for this as well as the few feet needed for knots. Adding a few extra feet (for total of 45 feet or more for a 15 foot wall) allows you to trim the ends of the rope as they become frayed. The rope wears more quickly near the end where the figure-8 follow-through knot is tied. Contact the Climbing Wall Manager in regards to the purchasing and/or cutting of ropes.

Care of Climbing Ropes

The condition of the ropes will be inspected as part of a the DRA inspection routines. In addition, each time a climbing wall Instructor handles a rope they should be looking for defects in the rope. The rate at which the climbing wall ropes are replaced is dependent on the amount of use. Ropes should be replaced every year. A good habit to establish amongst young climbers is to ensure that they do not stand on the ropes. This is not so much a problem in our climbing room as in natural settings where dirt can get ground into the ropes and can work away at the fibres and weaken them.

The main wear spot is at the end of the rope where the students are belaying and tying the figure 8 follow-through knot. Other common wear spots will be determined by your wall. Some overhangs may cause excessive wearing where the rope rubs against the wall. As the rope wears, the mantle (outside layer) of the rope frays. Once the integrity of that outside layer is compromised it should be discarded.

The rope should also be checked for deformities or kinks in the rope which would indicate that the internal structure of the rope has been compromised.

Belay Devices

A belay (friction) device is used by climbers to control the rate of descent of a climber, hold, or to catch them in a fall. The DRA requires use of a belay device called a Gri Gris, made by Petzl (see Figure 1).



Figure 1: Petzl Gri Gris Belay Device

Most belay devices require that the belayer play an active role if a climber falls by controlling the rope using a brake hand. The Gri Gris differs as it has a cam device that will not allow the rope to move through the device under tension. If a climber falls, the device locks up, whether or not the belayer has their hands on the rope. The Gri Gri provides greater safety for climbing students.

Insist that students keep a brake hand on the rope, so they can transfer their skills to other belay devices outside of the CBE. Gri Gris are not common belay devices amongst climbers because of the expense and weight. Other belay devices require that the brake hand be in place to stop the rope from feeding through the device.

Avoid having students bouncing/jumping up and down on the rope intentionally in a form of horseplay.

Gri Gri's are still not without fail, they do produce a safer margin of error but good technique must still be taught and emphasized.

Climbing Harnesses

All harnesses must be CE approved. The harnesses are made of webbing similar to seat belt webbing and are designed to support people around the waist and thighs (see Figure 2). It is important that climbers have a waist that is smaller than their hips so that they cannot fall out of the harness if they are upside down. For those students with small hips, disproportionate weight, chest harnesses (Figure 3) that when used with the sit harness, will prevent the climber from slipping out of the harness system. These harnesses also work well for adults who have a wider girth.



Figure 2: Climbing Harness Harness



Figure 3: Chest Harness

Climbing Harnesses consist of a variety of parts:

- **Tie-in Points:** Harnesses usually have two tie in points, one for the legs and one for the waist. There are some UIAA approved harnesses that have one defined tie in point.
- **Belay Loop:** Joins the leg loops and the waist. This is the point where students will attach the Gri-Gri Belay device.
- **Buckles:** Hold the harness together and prevents it from falling off. Teachers must ensure that the buckles are done up correctly and are doubled backed.
- **Gear Loops:** Gear loop are not necessarily on all harnesses. Gear loops are designed for holding climbing gear on the harness, they are not designed to support any body weight, and as such they **MUST NOT** be used or relied upon as tie in points. The teacher must ensure this.

Putting on Harness:

To put on a harness:

1. hold it in front of you, making sure the leg loop straps aren't twisted.
2. step each foot through a leg loop and pull the harness up so that the leg loops are at the top of your legs.
3. close the waist belt around the small part of your waist, and thread the belt through the buckle.
4. **after threading the belt through the buckle, double back the webbing and thread it through the buckle once more.** The webbing should now be pointing behind you.

Care of Climbing Harnesses

Harnesses are to be checked during each class and must be removed if they are not functioning properly. Common problems are excessive fraying of the webbing or missing buckles on the webbing that keeps the leg loops from sliding down while students are climbing.

Carabiners

Carabiners are used to link belayers with their belay devices and floor anchors. All carabiners are CE approved and the CBE requires that you use locking carabiners (see Figure 4). Locking carabiners are equipped with a positive locking device. The two types generally available are auto-locking which are self-locking and screw gate carabiners that must be manually locked by the user. Non-locking carabiners are used for directional only; see Figure 5.



Figure 4: Locking Carabiner



Figure 5: Non-locking Carabiner

Students must lock all their carabiners before climbing. It is recommended that students do not over tighten the sleeve on the locking carabiner.

Students and instructors must always complete a “pinch test” of the carabiner to ensure that the gate is locked. This is achieved by pinching the gate, if it does not open, it is locked, and is considered safe.

Carabiners must never be cross loaded or loaded in more than two directions of pull. This severely weakens the strength of the carabiner; see Figure 6.



Figure 6: Carabiner usage

Climbing Holds

Most commercially made climbing holds are made of sand and urethane. Contact local commercial climbing gyms or the Climbing Wall Manager for the current industry standard.

Floor Mats

Gym mats at the base of the climbs are good for protection of participants in the event of a short fall. Mats are necessary and the type of mat required is determined by the type of floor (i.e. suspended wood floor vs. concrete) and height of the climb.

Mats must be placed at the base of the climb so students are protected in the event of a fall. Mat surfaces should be flush (no gaps) with one another so students are less likely to twist an ankle. All equipment (climbing holds, Allen keys, running shoes, clothing, etc.) must be removed from the mat's surface.

Chalk

DRA does not allow chalk in free form but must be contained in cloth balls so that the amount of dust can be controlled.

Other Reminders

Other items to keep in mind when managing climbing equipment are:

Do not drop or throw carabiners or Gri Gris. As a result of dropping or throwing carabiners or Gri Gris, microscopic cracks can develop that compromise equipment strength. Any dropped or suspect carabiners should be discarded.

Store climbing gear in an appropriate place to prevent damage by light or moisture and to prevent theft.

Do not lend DRA equipment to students or teachers. The climbing equipment must never leave the school. Gear that is designated for the DRA wall must only be used there. It must not be taken outside. Teachers must be aware of the history of equipment. Lending out of school equipment may compromise equipment safety.

Maintain an equipment log that records the purchase date of the equipment and its history to date.

Remove any damaged equipment from the inventory until it is repaired or disposed of.

Knots

Climbers will tie into the rope using a figure 8 follow-through knot, leaving a minimum length of one hand span as a tail. The knot must join the leg and waist loops of the harness. **Tying into the belay loop on the harness is not acceptable. Clipping into a double figure 8 knot on the end of the rope is not acceptable.** If the student can fit a closed fist through the loop between the harness and the figure 8 loop, the student needs to bring the knot closer to the harness. See *figure 7*.



Figure 7: Figure Eight Knot tied into a harness

Figure 8 Knot

The figure 8 follow-through is the standard tie-in knot for climbers because it is strong, secure, and easy to check. This knot connects the rope to the harness at the tie-in point, and is therefore a vital part of the safety system. **Partners must always check each other's knots before climbing.** See Figure 8 below for tying a figure 8 follow through knot.

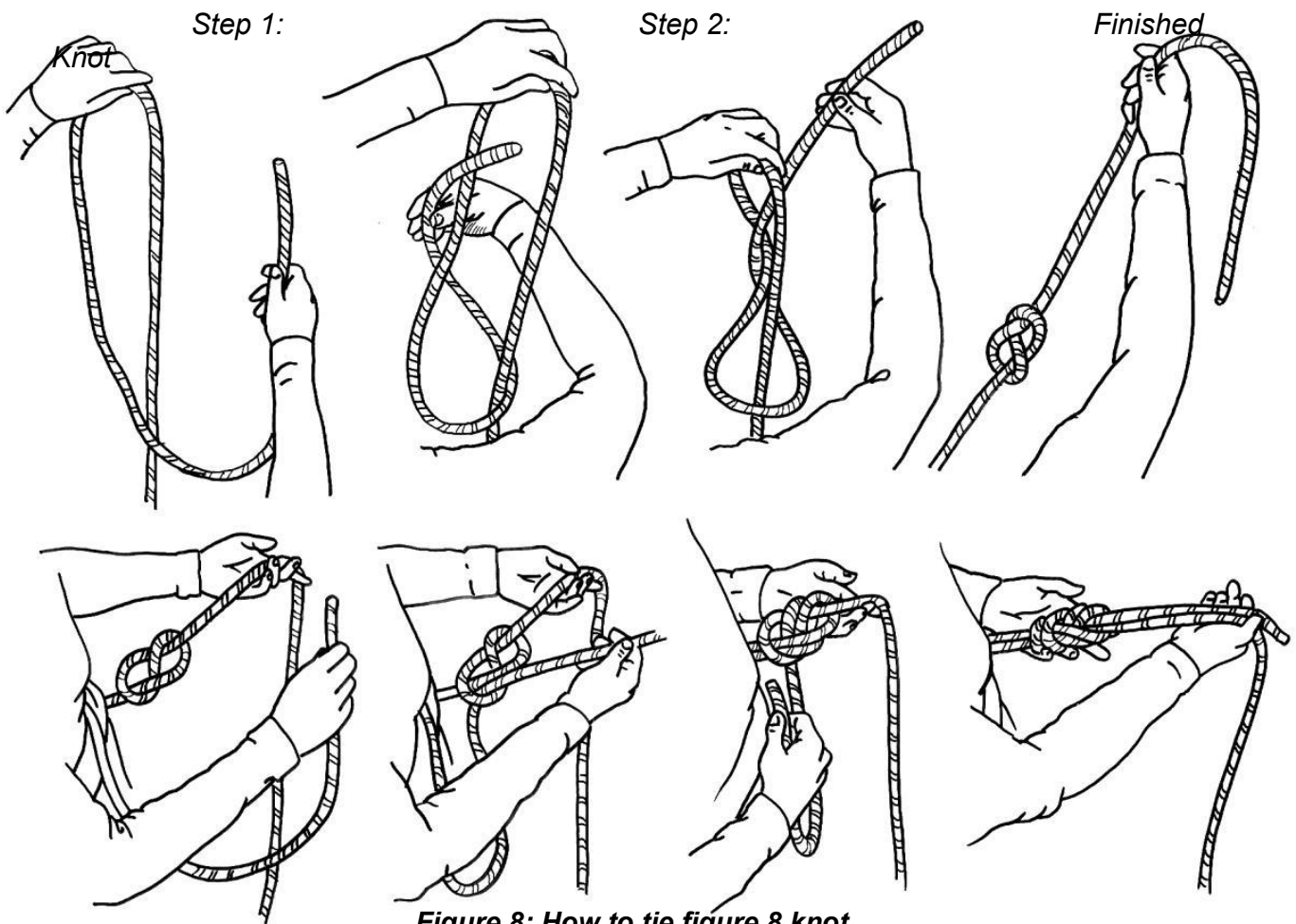


Figure 8: How to tie figure 8 knot

Belay Safety Rules

Belay Devices

Students must use the belay devices provided by DovercourtI (Gri Gri"s). This rule is in effect to provide consistency for the supervising instructors and for the students who may not have had a proper introduction to another belay device. Gri Gri"s make it easier for a novice belayer to hold a fall.

Gri-Gri"s have diagrams involving the proper operation and use of the device. The instructor and the student should familiarize themselves with these diagrams on the belay device. The diagrams are to be used as a tool in addition to proper instruction and supervision and are no substitute for experience and training; see Figure 9.

Once the rope is correctly loaded into the belay device, the student should check to ensure that the belay device is functioning properly. This is achieved by pulling or having the climber pull the climbing rope and ensuring the belayer and the device stop the rope from going through the device.

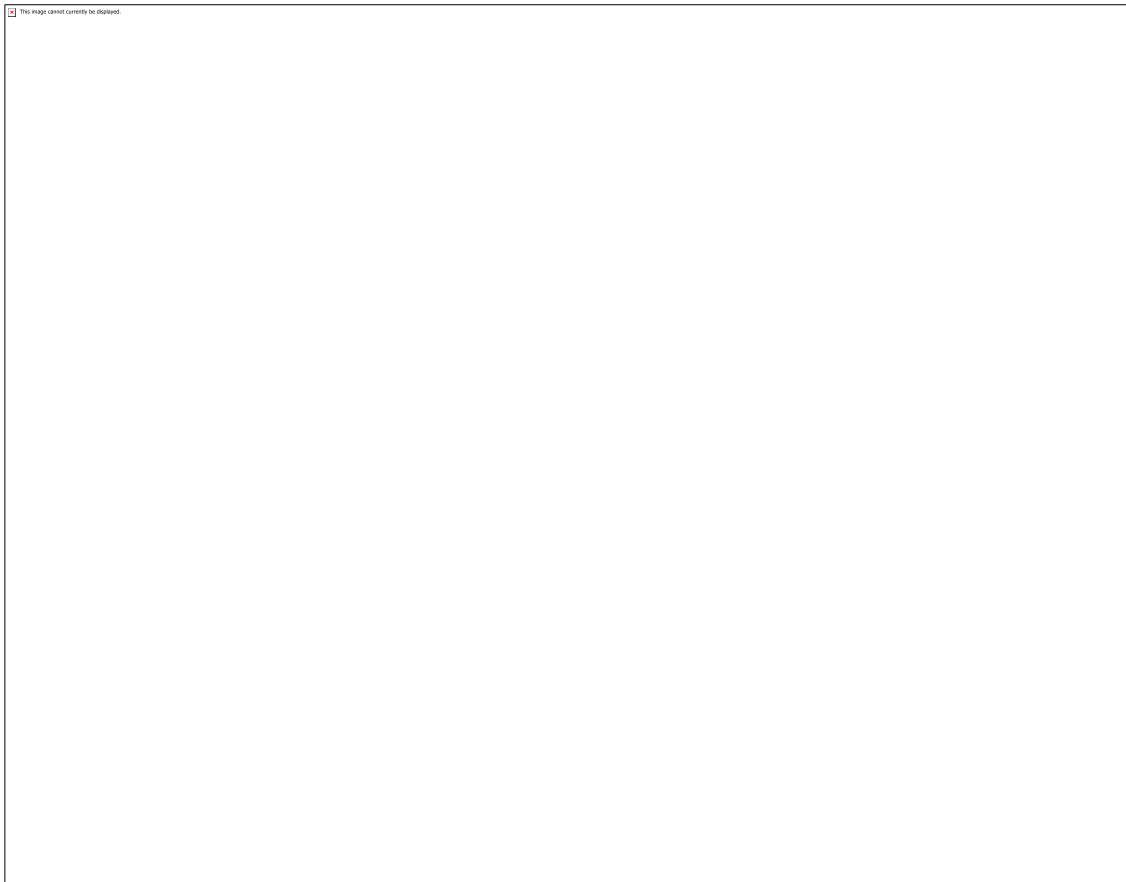


Figure 9: Properly installing the Gri Gri

Taking in Rope

1. Both hands grasping tightly, the rope is fed through the belay device.
2. The brake hand brakes the rope in a downward motion.
3. The guide hand releases and clasps the rope below the brake hand. The brake hand is still in the brake position, never releasing the rope.
4. The brake hand slides up the rope while the guide hand holds the rope firmly in brake position.
5. The guide hand resumes the pull position on the rope and the series of movements begin again.

The belayer takes in rope as the climber ascends the wall, and lowers the climber by letting out rope in a controlled manner. If the climber falls, the belayer bends the rope across the belay device with the brake hand, creating enough friction on the rope to stop it from moving through the device. See Figure 11. This halts the climber's fall.



Figure 11: Catching a fall

Lowering Technique

Climbers should be lowered slowly and should be in the proper seated position with legs placed against the wall; see Figure 12. Climbers should not bounce or swing as they are being lowered. Similarly belayers are often tempted to lower climbers quickly. Climbers may also be tempted to swing upside down at the top of the climb to put their feet on the ceiling. Students behaving in this fashion should be disciplined promptly.

After using the correct climbing calls (see climbing commands) the belayer will take all of the climber's weight on the rope. Using two fingers, the belayer will pull back the "lever" on the Gri Gri and gradually lower the climber. With inexperienced belayers, a backup belay is advised. If the belayer loses control of the lower, the belayer is advised to release the lever and pull tight on the brake hand. The belayer must never release the brake hand on the rope when lowering.

Practice Lower

Once the first belay attempt is completed the climber should climb to the bouldering limit of the wall.

1. The belayer **MUST** take up the rope and have it reasonably tight.
2. The climber calls "TAKE" and the belayer will apply tension to the rope.
3. Belayer announces "GOT" implying that he or she is prepared to take weights.
4. The belayer has both hands on brake position at this point; the climber sits back on the rope and says "Down/Lower".
5. The belayer checks to make sure that the climber isn't holding onto the up rope or wall.
6. The belayer uses one hand to operate the belay lever on the Gri Gris and with 2 fingers controls the climber's descent, with the brake hand still in position on the rope.

Appropriate verbal climbing commands MUST be used through out!

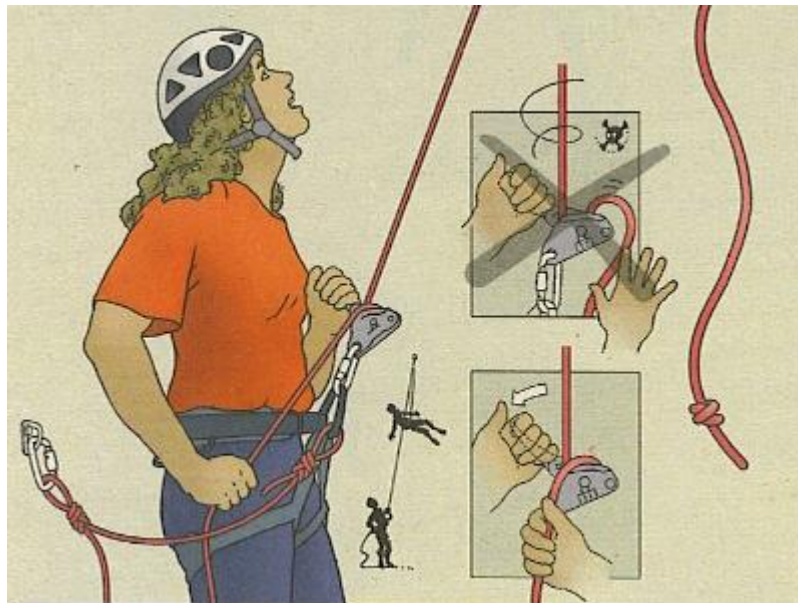


Figure 12: Lowering a Climb

Falling

Falling is a natural part of climbing. To improve, a climber must be willing to attempt moves that are difficult. This means falling.

The belayer is relied upon to stop and catch a fall. When the climber falls the belayers pulls down on the rope and locks off the brake hand. The brake hand should always be holding the rope, ready to catch a fall.

Practice Catching a Fall

Have the climber climb 2-3 meters off the ground as they did in practice lowering.

1. The climber releases hands and feet from the holds without warning.
2. The climber should use hands and feet to protect him or herself from hitting the wall.
3. The belayer should have both hands in brake position on the rope.
4. Proceed in a controlled lowering exercise as described above.

Note that it is extremely important that the climber be higher than two meters off the ground when they take their fall to prevent the climber from hitting the ground, due to rope stretch.

Fall Factor

The fall factor is **the ratio of the length of a fall to the total length of rope between the climber and the belayer**. For example, if a climber has clipped a bolt 12 metres up the wall and has climbed 4 metres beyond that bolt when she falls, she will fall 8 metres, with 16 metres of rope out. This means that her fall factor will be 8/16, or 1/2. The fall factor, more than the length of the fall, determines the force on the climber's body and on the bolt. The higher the fall factor the greater the force. With a lower fall factor, the stretch in the rope absorbs the shock of the fall and the climber is caught more gently, but when there is no rope out, the climber and the bolt take the impact. The belayer should always leave a little slack in the rope, especially right after the climber clips a bolt. In top rope climbing the fall factor is very minimal.

Fall factors do exist in top-roped climbing, but are more important in lead climbing. The fall factor when climbing top-roped should never be very high as long as there is not excess slack and/or a proper belay system.

Climbing Commands

Standardized sets of commands are designed to eliminate any confusion during the climb and must be used by all students climbing and belaying.

Have student's review climbing wall commands with their partners and use them throughout the climbing session.

Climbing rooms are noisy due to verbal communication between climber and belayer. It is important not to confuse your commands with other climbing groups.

Students must use these commands and concentrate on their tasks.

Use first names and whenever possible establish eye contact when using the verbal commands.

One of the most common causes of accidents on the climbing wall is due to MISCOMMUNICATION!

Before Leaving the Ground ROLE	VERBAL COMMAND	MEANING
Belay:	"On Belay"	All safety pre-cautions are in place. If you fall now I will have you on the rope.
Climber:	"Climbing"	I am beginning to climb. This is the final opportunity for a check to ensure that everything is ready.
Belay:	"Climb on"	I've acknowledged that you are climbing and I'm taking up the slack in the rope.

Appendix C Dovercourt Climbing Wall User Prerequisite Grid

<u>Appendix C</u>	Assumption of Risk and User agreement signed	Check -in	Qualification Proficiencies	Staffed
Drop-In client	Must be read and signed prior to wall use. Will be kept in daily file. Must be signed by a legal guardian if under 18.	Drop in Clients must check in with program staff prior to climbing, and will be allowed only during specified times	They will be required to complete an orientation and belay test if wanting to top rope or lead belay. Only one belay test can be performed per day,	Staff must perform a wall orientation to clients, inspect any personal climbing gear and administer belay tests if requested. Staff must monitor drop in clients use of wall until satisfied they are able to use the wall safely.
Membership	Must be read and signed prior to first time using the wall and kept in member file. Must be signed by a legal guardian if under 18.	Membership clients must check in with program staff prior to climbing by showingé scanning their membership pass, and will be allowed only during specified times.	They will be required to complete an orientation and belay test if wanting to top rope or lead belay. Only one belay test can be performed per day. Membership clients need only complete orientation and belay test prior to their first time using the wall. they will need to pass a belay test for each type of climbing they would like to participate in.(i.e. top rope, auto belay, lead climbing) The completed test will be valid for 1 year and will be kept on file and shown via prompts when member signs in.	Staff must perform a wall orientation to clients, inspect any personal climbing gear and administer belay tests if requested. Staff must monitor membership clients use of wall until satisfied they are able to use the wall safely.
Registered Program Participant	Must be read and signed prior to first time using the wall and kept in appropriate program file. Must be signed by a legal guardian if under 18.	Arrive with Program Leader	Depending upon the course clients must demonstrate any prerequisite skills in order to participate. (i.e. Ability to top rop belay, if taking lead climbing course)	Staff members must be present for the duration of the registered program actively engaged in monitoring and instructing clients.
Groups	Must be read and signed prior to first time using the wall and kept in appropriate program file. Must be signed by a legal guardian if under 18.	Arrive with Program Leader	Third party groups wishing to belay their own members will be required to complete an orientation and belay test if wanting to top rope or lead belay. Third party instructors are not permitted to use the Dovercourt walls to instruct climbing courses.	Staff members must be present for the duration of the program actively engaged in monitoring and instructing clients
Camps, Afterschool	Must be read and signed prior to wall use. Must be signed by a legal guardian if under 18. This can be done at program registration. Will be kept in the appropriate program file.	Arrive with Program Leader	Arrive with Program Leader	Staff members must be present for the duration of the program actively engaged in monitoring and instructing clients

Appendix D



Dovercourt Climbing Wall User Agreement

Climbing is inherently dangerous. **Climbing on an indoor wall is very different from climbing outside** on real rock and you need additional training and experience to safely make the transition to climbing outdoors. You are responsible for your own actions.

To have **access** to the Dovercourt climbing wall, participants must get on the list of approved climbers by:

- Or
- 1) successfully completing a Wall introductory course within the current year.
 - 2) successfully completing a Wall proficiency test during the current year.

This will include signing a Dovercourt Climbing Wall Assumption of Risk Waiver and this User Agreement form.

User Policies

At each climbing session, each climber must be **approved** to climb/belay by the climbing staff monitor. Climbers are encouraged to **stretch** and loosen/warm up prior to climbing.

Harness: Participants will use an approved harness that must be approved by the climbing wall staff.

Belay device: Participants are encouraged to use Dovercourt provided ATC. Other mechanical belay devices can be used if approved by climbing wall staff.

Shoes: Climbing shoes or sneakers or light hiking boots are all appropriate footwear. Shoes that are dirty and trash up the floor or that leave tread prints on the rock can be banned from use. Bare foot climbing, open-toed sandals and heavy mountaineering boots or other hard soled shoes are all prohibited.

Helmets: Must be worn by minors under the age of 13 and can be provided to anyone at no additional charge.

Chalk: Bison balls are the only acceptable chalk allowed. Chalk bags with loose chalk in them are prohibited.

Remove **objects from body and pockets** that could lead to injury (especially rings and large earrings.)

Participants will be **responsible for equipment** signed-out to them. **Don't step on the ropes.**

Belay Check: All climbers must use a belayer-check-climber and climber-check-belayer system before each climb. This includes checking each others':

- harnesses (that it is fitted correctly and buckle is backed-up correctly),
- figure eight knot (tied & dressed correctly to correct place with approved back-up knot),
- belay device (threaded correctly - including a hands on test by pulling on climber's end of the rope),
- and anchor (standing tight against it and carabineer locked to appropriately place on harness).

Use approved Climbing Calls

"On belay?, Belay on, Climbing?, Climb, Up rope, Tension, Slack, Falling, Take!" or "Got Me

Climber speed: Climbers will not climb faster than their belayers ability to keep the belay rope secure. Though this is the climber's responsibility, the belayer should let them know if they need to slow down.

Stay on line: Climbers will stay below and in-line with their belay anchor to avoid a pendulum swing in a fall. Climbers will not climb directly above or below others on the wall.

The top: Climbers will not climb above their belay anchors.

Bouldering on the wall can be done if spotted by another person. Non-rope climbers should not go above their spotters shoulders and not use sections of the wall where others are already climbing. This includes not climbing below someone else. Roped climbers have first priority for using the wall.

Food and drink are not allowed within the designated climbing area (roped boundary area).

There are a **limited number** of people that can safely be monitored at the wall. You may need to wait outside the wall area until a space opens up.

Climbing Wall Staff have right to **deny access** to the wall for any individuals whom they consider a safety risk to themselves or others. Dovercourt Staff have the authority to set and enforce policies they deem necessary.

Climbing Wall Operations and Safety Policies & Procedures Manual

I have read and agree to the preceding policies and procedures.

Signature

Printed Name

Date

Signature of Guardian (if under 18)

Printed Name

Date



DOVERCOURT CLIMBING WALL RELEASE AND HOLD HARMLESS AGREEMENT
THIS IS A LEGAL DOCUMENT WHICH INCLUDES A RELEASE OF LIABILITY.
READ IT CAREFULLY BEFORE SIGNING.

1. I understand and accept that the Dovercourt Climbing Wall exposes me to many risks. Some of the risks which may be present or occur include, but are not limited to:
 - the hazards of ascending or descending steep terrain, including the potential of falling and hitting walls, holds, the ground or other people;
 - using harnesses, ropes, carabiners, and other climbing equipment;
 - rope burn and abrasions from contact with rough climbing surfaces;
 - injuries and strain to joints or extremities from insertion in cracks or around holds;
 - man-made objects falling from above including but not limited to ropes, carabiners, other climbing gear, climbing holds, bolts, personal gear;
 - other people falling upon or against you;
 - the physical exertion associated with this activity.
2. This Activity is not a requirement. I have freely chosen to participate. I hereby assume the risks associated with this activity.
3. I understand that this activity may subject me to rigorous physical exertion. I hereby state that I am in sufficient physical condition to accept a rigorous level of physical activity. If my health condition changes, such that at a later time at the Dovercourt Climbing Wall I am not sure if I am in sufficient physical condition to accept the rigorous level of physical activity that the wall demands, I will so inform the staff at the climbing wall of this.

Contraindications for Participation

Physician approval is required for participation for participants with any of these contraindications:

- High Blood Pressure (>145/90)
- Unstable cardiovascular or respiratory condition
- Active back or joint problems (recent or recurring injuries)
- Post-partum (<6 weeks since giving birth)
- Uncontrolled diabetes, epilepsy or seizures

4. IN CONSIDERATION OF AND AS PART PAYMENT FOR THE OPPORTUNITY TO PARTICIPATE IN THIS ACTIVITY, I HAVE AND DO HEREBY RELEASE AND WILL HOLD HARMLESS THE DOVERCOURT RECREATION ASSOCIATION, THE CITY OF OTTAWA AND ALL ITS OFFICERS, EMPLOYEES AND AGENTS, FROM ANY AND ALL LIABILITY, ACTIONS, CAUSES OF ACTION, DEBTS, CLAIMS AND DEMANDS OF EVERY KIND AND NATURE WHATSOEVER, AND SPECIFICALLY INCLUDING ANY CLAIM FOR NEGLIGENCE OR NEGLIGENT ACTS, WHICH I NOW HAVE OR WHICH MAY ARISE OUT OF OR IN CONNECTION WITH MY PARTICIPATION IN THIS ACTIVITY. THE TERMS HEREOF SHALL SERVE AS A RELEASE, INDEMNIFICATION, AND ASSUMPTION OF RISK FOR MY HEIRS, EXECUTORS, AND ADMINISTRATORS AND FOR ALL MEMBERS OF MY FAMILY, INCLUDING ANY MINORS ACCOMPANYING ME.
5. Prior to signing this document, I have had an adequate opportunity to read and understand it, have had an opportunity to ask questions about it, and my questions have been answered to my satisfaction.

Participant:

Signature

Printed Name

Date

Signature of Guardian (if under 18)

Printed Name

Date

Appendix E



Wall Orientation Documentation

Participant's Name _____ Date of Birth _____

Staff Name _____ Date of Orientation _____

Yes No

Pre-Climb

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Climber has read, understands and can explain wall use rules as they apply. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climbing wall user agreement is signed and on file. |
| <input type="checkbox"/> | <input type="checkbox"/> | Protective mats are in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climber is instructed how to ascend and descend using the auto belay. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climber is instructed to report any potentially unsafe condition or use of the auto belay to the staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climber has removed all jewellery, rings, has hair tied back, and is wearing appropriate clothing and footwear. |
| <input type="checkbox"/> | <input type="checkbox"/> | Harness is provided and properly secured (webbing doubled back through buckle) |
| <input type="checkbox"/> | <input type="checkbox"/> | If client is using their own how harness it is inspected and approved using guidelines below. |
| <input type="checkbox"/> | <input type="checkbox"/> | Client is shown how to properly attach the carabiner to the climbing harness |
| <input type="checkbox"/> | <input type="checkbox"/> | A helmet is worn if under 13 years of age. |

All items must receive a check mark in the "Yes" column to be allowed to climb.

Staff Notes:

Identifying an acceptable harness:

- Harness is not older than 5 years (most year of harness tags can be found either stitched in leg loops or waist band)
- There is no fraying of webbing or stitching
- Inspect the belay loop for any fraying and if in question deny the use of harness
- Clean and look as if cared for

If questionable, provide Dovercourt harness,

Dovercourt

Appendix F

The Dovercourt Climbing Wall Rules and Guidelines

Indoor rock climbing is challenging, rewarding and fun. But in any athletic activity, there is an inherent element of risk. Climbing or bouldering on any wall at any height can result in falls and falls can result in serious injury or death. Review these rules and use the equipment according to the manufacturer instructions. Always seek qualified instruction if you are unfamiliar with any aspect of climbing.

General Rules

- No climbing above the 1st panel on the main wall without a belay.
- No climbing an auto belay route without a safety check from another certified climber.
- Only those climbers who have passed a belay test may belay a climber.
- You must be 12+ years of age to belay.
- Shirts must be worn at all times.
- Climbers under the age of 12 must wear a helmet (this can be provide to you)
- Unsafe and inappropriate behavior will not be tolerated and can result in loss of climbing privileges.
- Do not let other climbers on the DRA climbing wall during non-supervised hours.
- Report any problems ie. Spinning holds, damaged ropes etc. To the staff as soon as you see them
- Don't stand underneath climbers unless you are belaying them.

Every Time Before You Climb (You and Your Partner)

- Check both harnesses for proper adjustment and double-back of buckles.
- Check both carabiners to make sure they are securely locked.
- Check the knot and the back-up knot.
- check the belay device for proper threading

Roped Climbing rules

- Lower your climber carefully to avoid collision or losing control
- Don't stand too far back from the wall. You may be pulled off balance if the climber falls unexpectedly.
- We insist that you tie the rope into your harness and do not clip in with a carabiner
- Experience has shown that tying in is the most consistently reliable method of attaching the rope to your harness

Lead Climbing Rules

- Only climbers with a LEAD CERTIFICATION may lead climb or belay a lead climber.
- Lead climbing is permitted only during approved times.
- In the interests of self preservation, climbers must be aware of others around them and take any necessary action to avoid accidents.
- Don't back-clip quick draws as they may unclip and release the rope when you fall!
- Don't climb or lower off with the rope through a single quick draw
- Only the large screw gate at the top of the route is designed to act in isolation
- If you have to lower off from a route without reaching the top then you must pull down the rope and start again

Bouldering Rules

- No bouldering above the 3-meter line without a spotter and/or crash pad.
- No hands EVER above the 4-meter line (top of 4th panel on Imprint wall)
- Boulderers must yield to rope climbers.
- Never EVER boulder over another climber.
- Age 13 or under may not climb ABOVE the line on the bouldering wall.
- Climbers doing vertical problems have priority
- Keep the mat free of objects and obstructions like bags. Chalk bags, clothing etc.
- Spotting involves helping someone to control their fall, not trying to catch them!
- Do not boulder with hardware hanging on your harness, it might hit someone or injure yourself when you fall



Appendix G

Dovercourt Climbing Wall Intro Workshop Outline

Introductions/Names (5 min.)

Purpose of the night, to learn to belay.

History and Philosophy of Rock Climbing (10 min.)

- Purpose, why we climb
- Brief history, evolution of indoor climbing
- Indoor vs. outdoor, Indoor climbing is *extremely* different from outdoor climbing. Pro's Con's of each.
- Limitations of instruction time

Preparation (2 min.)

- Remove jewelry, objects in pockets
- Contraindications for participation
 - High Blood Pressure (>145/90)
 - Unstable cardiovascular or respiratory conditions
 - Active back or joint problems (recent or recurring injuries)
 - Post-partum (< 6 weeks since giving birth)
 - Uncontrolled diabetes, epilepsy, or seizures
- Forms and paperwork

Equipment Overview (5 min.)

- Terminology, use, care (harness, belay device, carabiners, ropes, anchors)

Putting on Harness (10 min.)

- Waist belt, logo right side up
- Doubling back buckles

Knot Tying (20 min.)

- Figure 8, figure 8 follow through, 1/2 double fisherman's as back-up
- Why tie these knots?
- Figure 8 knot to be tied 2 inches from harness with backup knot right not top of it.

Belay Demonstration (10 min.)

- Includes having a belay second, doing belay-check-climber checks, signals

Belay Instruction and Practice (30 min.)

- On ground using a mock climber
- Required to catch at least 3 falls, one unexpected & one eyes closed
- Instructions on frequent belay errors, how to avoid them

Stretching techniques -Warm Up / Cool down (5 min.)

Spotting Techniques/Bouldering (5 min.)

- Demonstrate bouldering and proper spotting on the wall

Bouldering Curriculum:

- Bouldering is explained and demonstrated at the climbing wall for the purpose of improving technique and working on different types of moves. Bouldering may also be used as form of warm up before climbing on a roped climb.

Purpose

- To work on new techniques and to warm up before climbing on a roped climb

Spotting

- Breaking the fall, it is preventing the skull and spine of the climber from hitting the ground:
- protecting and stabilizing the head, neck and shoulders, rather than catching the climber
 - Legs spread one in front of the other
 - Torso facing the rock with arms up, elbows bent, and thumbs in
 - 100% focus on protecting the climbers head, neck, and back
 - Two spotters per climber

Bouldering Height

- There is no climbing allowed above the spotters shoulders!!

Stretching

- Brief demonstration of proper stretching techniques

Safety Considerations

- Rings and other jewelry off, having a spotter, making sure the crash mats are in place, awareness of spotter to climber ratio, clearing area of debris or equipment.

Basic Climbing Techniques (5 min.)

- Elements of balance- weight over feet, 3 points of contact, smooth movements
- Elements of physiology- use skeleton, use legs over arms, relax grip
- Elements of psychology- breathe, plan your route, visualize success

Belay & Climbing Practice (30 min.)

- Participants climb, belay and belay second, staff monitor and advise

Wall User Policies (5 min.)

- Review wall rules, ask for questions

More Belay & Climbing Practice (25 min.)

- Catch practice falls, using a real climber and staff as a back-up
- Catch at least 3 falls, one unexpected & one eyes closed

Individual Belay Tests (20 min.)

- They must practice belaying and return another day to test, no charge



Appendix H

Dovercourt Top Rope Belay Test Documentation

Participant's Name _____ Date of Birth _____

Tester's Name _____ Date of Test _____

Yes No

Pre-Climb

- Tester has explained that only one belay test can be given in one day.
- Climber has read, understands and can explain wall use rules as they apply
- Climbing wall user agreement is signed and on file.
- Protective mats are in place.
- Secures harness properly (doubles webbing back through buckle)
- Tie in with a figure 8 knot with appropriate tail to correct point on harness

Climber

- Inspects belayer's harness, belay set-up and locking carabiner
- Demonstrates proper verbal commands: "Climbing", "Take", "Lower"

Belayer

- Sets up proper belay and secures locking carabiner
- Inspects Climbers harness, tie-in points and figure 8 knot
- Demonstrates proper verbal commands: "Belay On", "Climb On", "Got"
- Maintains a brake hand on the rope at all times

Lowering

- Eliminate slack without ever removing brake hand from rope
- Catch climber properly on one or more falls
- Safely lower climber to the ground

All items must receive a check mark in the "Yes" column to pass. Only one belay test can be taken on one day. Results of belays tests, including failures, must be kept at the centre.

Staff Notes:



Appendix I

Dovercourt Lead Climbing Test Documentation

Participant's Name _____ Date of Birth _____

Tester's Name _____ Date of Test _____

Yes No

Pre-Climb

- Tester has explained that only one belay test can be given in one day.
- Climber has read, understands and can explain wall use rules as they apply
- Climbing wall user agreement is signed and on file.
- Protective mats are in place.
- Secures harness properly (doubles webbing back through buckle)
- Tie in with a figure 8 knot with appropriate tail to correct point on harness

Climber

- Inspects belayer's harness, belay set-up and locking carabiner
- Demonstrates proper verbal commands: "Climbing", "Take", "Slack", "Tension", "Lower"
- Demonstrates proper clipping of the rope into each protective anchor
- Demonstrates proper body position in relation to the rope (eg does not let rope run behind the leg)

Belayer

- Sets up proper belay and secures locking carabiner
- Inspects Climbers harness, tie-in points and figure 8 knot
- Belayer demonstrates proper rope management skills such as stacking the rope properly, avoiding entanglement, avoiding straddling the rope
- Demonstrates proper verbal commands: "Belay On", "Climb On", "Got"
- Demonstrates proficient skill in paying out the rope and taking in rope for the leader as needed to avoid excessive slack in the rope.
- Demonstrates proper position relative to the climber, avoiding the fall line
- Demonstrates the ability to recognize, describe and avoid a back clip or 'z' line
- Maintains a brake hand on the rope at all times

Lowering

- Eliminate slack without ever removing brake hand from rope
- Catch climber properly on a simulates and actual fall in a controlled manner
- Safely lower climber to the ground

All items must receive a check mark in the “Yes” column to pass. Only one belay test can be taken on one day. Results of belays tests, including failures, must be kept at the centre.

Staff Notes:



Appendix J

Dovercourt Auto Belay Test Documentation

Participant's Name _____ Date of Birth _____

Tester's Name _____ Date of Test _____

Yes No

Pre-Climb

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Tester has explained that only one belay test can be given in one day. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climber has read, understands and can explain wall use rules as they apply |
| <input type="checkbox"/> | <input type="checkbox"/> | Climbing wall user agreement is signed and on file. |
| <input type="checkbox"/> | <input type="checkbox"/> | Protective mats are in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | Climber is instructed how to ascend and descend using the auto belay |
| <input type="checkbox"/> | <input type="checkbox"/> | Climber is instructed to report any potentially unsafe condition or use of the auto belay to the staff |

Climber

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Secures harness properly (doubles webbing back through buckle) |
| <input type="checkbox"/> | <input type="checkbox"/> | Properly attaches the carabiner to the climbing harness |
| <input type="checkbox"/> | <input type="checkbox"/> | Double checks the attachment of the carabiner to the climbing harness |
| <input type="checkbox"/> | <input type="checkbox"/> | The climber ascends and descends using the auto belay |

All items must receive a check mark in the "Yes" column to pass. Only one belay test can be taken on one day. Results of belays tests, including failures, must be kept at the centre.

Staff Notes:

Appendix K



Safety Inspections

Daily - The first staff member that is scheduled to open will do an inspection of the wall before participants begin to climb. Daily Safety Check form must be completed and all comments should be written in the comments section of the daily safety check form. If there is a major concern contact the wall manager or program coordinator. The inspection includes:

1. Visual Inspection of ropes, anchors and holds
2. Check wall and surrounding area for potential problems or dangers

Monthly - The Climbing Wall Manager will inspect the wall for:

1. Visually check all holds that are taken down for cleaning
2. Replace any T -nuts that have become stripped.
3. Tighten loose holds and foot jibs.
4. Organize the equipment storage area.

Each Session - The Climbing Wall Manager along with the Program Coordinator will complete this written inspection before each semester:

1. Visually inspect the entire wall for large cracks (1/8" or more) which may indicate shifting of the wall.
2. Visually and by touch inspect the top rope anchors and lead climbing quickdraws.
3. Inspect and clean ropes before the start of each semester (Wash in industrial washers in equipment room without any detergent). Ropes are replaced after the winter session.
4. Inventory all equipment (Use Inventory Checklist).
5. Inspect all climbing shoes for damage, and send out ones needing to be re-soled.
6. Inspect harnesses, carabineers and belay devices for signs of wear or damage.
7. Check crash pads for damage and clean.



Dovercourt Climbing Wall Opening Safety Check for ___/___/___

This form must be filled out daily. It is extremely important that a rigorous inspection of our equipment be done each day. If equipment needs to be replaced please talk to the Climbing Wall Manager or Assistant Director right away. If you cannot locate the Manager or Assistant Director, make sure to take the equipment in question out of service until you can.
(Please initial after each inspection)

Ropes: Make sure to take a look at each rope. Look for sheath damage, sheath/core slippage at ends, soft spots indicative of a burst core, or other damage.

- a. Ropes have been inspected and are in excellent condition _____
- b. Rope are looped over the belay bar correctly _____

Notes: _____

Top Rope Anchors

- a. Visually inspected all anchors from the ground to ensure that they all appear to be in satisfactory condition _____

Notes: _____

Belay Devices

- a. The belay devices are in satisfactory order (No sharp edges or frayed cables) _____
- b. The auto-locking carabiners are in proper operating condition _____

Notes: _____

Harnesses

- a. Visually inspected harnesses for frayed or torn webbing _____

Notes: _____

Wall

- a. Visually inspected the wall for cracks or broken holds _____
- b. Visually inspected the floor pad for rips, tears, or movement away from the wall _____
- c. Visually inspected the storage cabinets and computer for damage _____

Notes: _____

Any other issues to report:

Staff Signature: _____

Staff Signature: _____



DOVECOURT CLIMBING WALL SESSIONAL INSPECTION CHECKLIST:

The Climbing Wall Manager along with the Director will complete this inspection before each session.

___ Visually inspected the entire wall for large cracks (1/8" or more) which may indicate shifting of the wall.

___ Visually and by touch inspect the top rope anchors .

___ Inspected interior wall t-nuts to make sure that they are screwed in tightly and not pulling through the wall.

___ Inspected and cleaned ropes (At the end of each Semester. Ropes are replaced at the end of (Winter Session).

___ Inventoried all equipment (Use Inventory Checklist).

___ Inspected all "climbing" shoes for damage. Send out for repairs if necessary

___ Inspected harnesses for signs of wear or damage

___ Inspected carabiners for signs of damage.

___ Inspected belay devices for signs of damage

___ Checked crash pads for damage and clean.

Comments:

Date: _____

Person(s) Inspecting: _____

Person(s) Inspecting: _____



Site Inspection Check List (Before each use)

Site inspections must be recorded and logged by a DRA Climbing Wall Instructor before each use! Refer to Climbing Wall Activity Log and record inspection. Inspect thinking F.A.R.E. (Floor–Anchor – Rope – Equipment)

Y / N

Floor – Visual Check

- Do you have all the necessary mats?
- Have the gaps between mats been fixed?
- Is the bouldering adequately protected?
- Is there anything lying on the mats that could hurt or injure a climber/boulderer?

Rope Anchors – Visual Check

- Have they been tampered with?
- Is the rope threaded through the anchor properly?

Rope – Visual Check

- Are the ropes hanging straight? Do they bend or curve when hanging off an anchor?
- Are there tears or excessive wear on the ropes? When you see “White” it’s not right.
- Are the ends of the rope going to infringe the climber from tying a safe knot?

Equipment

Harness – Physical Check (looking for excessive wear or compromised stitching)

- Belay loops
- Tie in points

Carabiners – Physical Check

- Gates and locks function properly

Gri Gris – Physical Check

- Levers
- Device door

Wall Security – Physical Check

- Has the gear locker been compromised?
- Does equipment look out of place?

Walls – Visual Check

- Do the panels on the wall look secure?
- Have the routes setters completed their work?

Pool Area

- Have the head guards been informed of the wall opening?
- Has the climbing area been cleared of all seating and possible obstructions?

Date: _____

Person(s) Inspecting: _____

Person(s) Inspecting: _____

