

Rope and Challenge Course Activity-Specific Plan

Camp Name: Date:

Prepared by: Title:

Phone number: Email:

Signature:

Complete the following plan for rope and challenge course activities that campers participate in. Submit the completed plan to the [local health department or State District Office](#) that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

For Health Department Use Only

Approved: Yes No

Reviewer: Date: Comments:

The New York State Department of Labor (DOL) rules and regulations, [12 NYCRR Part 45](#), for Amusement Devices apply to zip lines, high rope courses, climbing walls with mechanical belays, canopy tours, euro bungees, water slides 20 feet tall and higher, and similar non-motorized devices (including giant swings) operated at a children’s camp. The New York State Departments of Health (DOH) and DOL have established a policy to eliminate duplicative inspection and oversight responsibilities of these activities when they are operated at the camp for its exclusive use. This allows the camp operator to elect to have the physical structure and operation of qualifying amusement device to be permitted by DOL or DOH. If a covered amusement device is open to the public during the camp season or operated outside of the timeframe of the camp permit, the operator must obtain a DOL permit for its operation. For additional information including construction and annual inspection requirement for amusement devices and similar equipment at camps, refer to the Fact Sheet available at www.health.ny.gov/environmental/outdoors/camps/amuse.htm or from your local health department.

Regardless of which agency oversees the physical structure and operation of an amusement device, the camp must establish safety requirements and supervision policies and procedures in accordance with Subpart 7-2.5(n)(5) of the State Sanitary Code.

The activity leader for a rope and challenge course must be competent in the course activities available at the camp, including but not limited to: equipment’s function, use and maintenance; belaying and spotting techniques; and communication/signals. A minimum of the activity leader and one staff member must supervise activities that occur at locations where additional camp staff assistance is not readily available (within five minutes).

When the activity is conducted at a location where the camp staff certified in first aid and CPR are not readily available, the activity leader must possess or be accompanied by staff who possesses current first aid and CPR certification in an approved course. NYSDOH Fact Sheets listing approved CPR and First aid certifications are available at www.health.ny.gov/environmental/outdoors/camps or by contacting your local health department.

1. List the required prerequisites for the activity leader (e.g. training, skills, experience, certification):
 - Minimum age: 18 years-old 21 years-old or older Other (specify):
 - Experience (specify in number of weeks or other quantifiable time period):
 - Certification(s) (specify):
 - Training (specify):
 - Other Skill or knowledge required (specify):

2. Does the activity leader need to possess or be accompanied by staff who possesses current first aid and CPR certifications for this activity?
 - Yes No

3. What ratio of counselors to campers will be maintained?
- 1:6 for campers younger than 6-years-old 1:8 for campers 6-years and older
- Other (specify) Enter text here.

4. Supervision – describe any specific duties of the counselors for this activity.
- None
- Specific duties (specify) Enter text here.

An operation manual, which specifies the operation, maintenance, and daily inspection requirements for use and is consistent with industry standards, must be provided by the ropes or challenge course manufacturer and maintained on-site at the camp. Where such a manual does not exist, it should be created by an industry professional knowledgeable in the safe operation of the device. The operator must maintain records documenting compliance with the schedule/requirements.

Zip lines, high rope courses, climbing walls, canopy tours and similar devices must be designed and inspected after construction and prior to use annually thereafter by a third-party certified Association for Challenge Course Technology (ACCT) Professional Vendor Member, ACCT Professional Inspector, Professional Ropes Course Association (PRCA) Accredited Vendor, a person certified by the National Association of Amusement Ride Safety Officials, professional engineer, or other certification/accreditation acceptable to DOL. Each device/element must be inspected for the integrity of all hardware, materials, equipment, and the condition of the environment in the vicinity of the device/element by the inspector.

5. What are the procedures for the inspection and maintenance of the course and all ropes, harnesses, etc.?

Annually prior to the use, and as otherwise specified by the manufacturer of the rope/challenge course, a third-party certified ACCT Professional Vendor Member, ACCT Professional Inspector, PRCA Accredited Vendor, professional engineer, or other certification/accreditation acceptable to DOL will conduct an inspection of all elements and equipment. Any deficiencies identified by the inspector will be rectified prior to its use.

Low rope courses and other elements that in their construction do NOT contain critical loadbearing cables, components and/or anchoring systems where failure could result in serious injury, will be inspected annually prior to use by an appropriate individual knowledgeable in their construction, maintenance, and safe use. Any deficiencies or safety issues identified will be rectified prior to use.

Prior to each day's use the activity leader will inspect all components of each element and equipment (e.g. ropes, harnesses, cables, anchors, trees, lumber) to be used that day. Components will be maintained free of hazards, securely anchored where necessary, installed and used in accordance with manufacturer's instructions. The condition of each element and equipment will be documented. Any element or equipment found to be in disrepair will not be used until replaced or

properly repaired.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

6. What records do you keep of the amount of service various elements have seen (i.e. how long has a rope been in use and how many falls has it “caught”)? At what point will equipment be discarded and replaced?

Enter text here.

7. Who will train staff prior to the season in the skills (spotting, belaying, rescue, emergency procedures, etc.) needed to operate the course?

- An experienced challenge course professional knowledgeable in current industry standards (e.g. ACCT, PRCA) and familiar with the proper operation and use of elements offered at the camp.
- Camp staff will be used to supplement training provided by the challenge course professional.
- Other (specify certification or qualifications) Enter text here.

8. What training is given to campers prior to their participation?

Prior to using any elements at the ropes/challenge course, campers will be instructed by the activity leader in terminology, equipment function and use, spotting and belaying techniques, and communication commands/signals used on the course. Prior to a camper’s first use of an element, the activity leader will demonstrate and provide instruction in the specific procedures for that element, including but not limited to: safety equipment use, preflight check requirements (if any), and the spotting or belaying technique used for that element.

- Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

- Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

9. What provisions will be made for emergency communications and response for a participant injured at the course?

- Two-way radio Telephone Cell phone Other (specify) Enter text here.

10. Complete the following information for each element. Elements with the same supervision and safety procedures may be listed together. Include sketches and pictures of elements as needed.

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

Minimum age Enter text here. Minimum height Enter text here.

Minimum weight Enter text here. Maximum weight Enter text here.

Other (list) Enter text here.

Required safety equipment

Helmet Gloves Harness

Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Enter text here.

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

Minimum age Enter text here. Minimum height Enter text here.

Minimum weight Enter text here. Maximum weight Enter text here.

Other (list) Enter text here.

Required safety equipment

Helmet Gloves Harness

Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Enter text here.

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

Minimum age Enter text here. Minimum height Enter text here.

Minimum weight Enter text here. Maximum weight Enter text here.

Other (list) Enter text here.

Required safety equipment

Helmet Gloves Harness

Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

Minimum age Enter text here. Minimum height Enter text here.

Minimum weight Enter text here. Maximum weight Enter text here.

Other (list) Enter text here.

Required safety equipment

Helmet Gloves Harness

Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Enter text here.

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

- Minimum age Enter text here. Minimum height Enter text here.
 Minimum weight Enter text here. Maximum weight Enter text here.
 Other (list) Enter text here.

Required safety equipment

- Helmet Gloves Harness
 Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Enter text here.

Name of element(s) Enter text here.

Participant prerequisites (age, height, skills, etc.)

- Minimum age Enter text here. Minimum height Enter text here.
 Minimum weight Enter text here. Maximum weight Enter text here.
 Other (list) Enter text here.

Required safety equipment

- Helmet Gloves Harness
 Other (list) Enter text here.

Specify the number and positioning of required staff

Enter text here.

Describe the safety rules and procedures (spotting, belaying, preflight checks, etc.)

Enter text here.