

UGA OUTDOOR RECREATION – CHALLENGE COURSE – COURSE PREPARATION AND WRAP UP

Purpose: The purpose of this document is to outline the standard procedure by which Challenge Course facilitators prepare to facilitate a course, as well as the protocol for concluding the course.

Scope: The UGA Challenge Course serves thousands of patrons every year. These patrons vary greatly in age, ability, and experience; however, the process by which Challenge Course facilitators prepare for these courses remains largely the same, as does the wrap up procedure. Every Challenge Course facilitator is expected to be familiar with this basic set of expectations. Note that the standard operating procedures for facilitating specific TYPES of courses (indoor/outdoor, low/high) vary depending on the course type.

Challenge Course Preparation and Wrap Up:

I. ONE WEEK PRIOR TO THE COURSE

- a. The “Lead” facilitator (as designated by the Coordinator for Outdoor Recreation or Challenge Course Manager) will contact the primary contact for the group; the contact information will be provided by the Challenge Course Manager or can be found on the Challenge Course Calendar of Events by clicking on the course
- b. In the initial correspondence, the Lead Facilitator should introduce the facilitator team and include the following information:
 - i. Directions to the Challenge Course
 1. Located at http://recsports.uga.edu/content_page/challenge-course-outdoor-recreation)
 2. If the group is participating in an outdoor course, be very clear with the group that they may park in the back of the Rec Sports Complex near the Oconee Forest Park entrance (near the blue gate)
 3. If the group is participating in an indoor course, confirm that they have made parking arrangements somewhere on campus or inform them that cars may park in the E04 lot for a fee on weekdays or for free on the weekends
 - ii. What to wear/bring
 1. Patrons should wear closed toe shoes with a heel strap (no flip flops, clogs, Vibram 5 Finger shoes, etc.); no steel-toe boots
 2. Patrons should wear comfortable clothing; we strongly discourage tank tops and short shorts if they are participating in a high course due to potential discomfort in a full body harness
 3. Sunscreen, water, and snacks (depending on course length)
 - iii. Waivers/Medical history form
 1. The Lead facilitator should attach a blank waiver/medical history form to the email and explain that EVERY participant needs to completely fill out and sign the form prior to coming to the course; participants under the age of 18 will need to have a parent sign the form

- iv. Lead Facilitator contact information for follow up/questions
- II. 2-3 DAYS PRIOR TO THE COURSE
- a. The Lead Facilitator should communicate with the other facilitators to determine a “game plan” for the day; the plan should include which icebreakers, initiatives, and elements the group is intending to use, who is responsible for facilitating each activity, and any additional gear or supplies needed
 - b. If assistant facilitators are assisting with course facilitation, the Lead Facilitator should work with the assistants and/or Challenge Course manager to determine what level of involvement is appropriate for the assistants.
 - c. Rain plan - outdoor courses only
 - i. If the course is expected to be outdoors, the Lead Facilitator should check the weather regularly; if inclement weather appears to be an issue, the Facilitator should contact the Senior Coordinator for Reservations (rsreserv@uga.edu) to secure a back-up rain location
 - ii. The Lead Facilitator should contact the main contact for the group to determine if they would rather move indoors or reschedule for a later date
- III. DAY OF THE COURSE – MORNING PREPARATION
- a. On the morning of the course, the facilitators should arrive between 45 minutes to 1 hour early (depending on the set-up needs of the course) to set up the course
 - b. Facilitators should clock in using the Kronos time clock available to them (i.e. fieldhouse or Ramsey).
 - c. Outdoor Courses
 - i. Unlock port-o-potty
 - ii. Set up cooler stand(s) with cooler, water, and ice from IM Sports Clubhouse in Rec Sports Complex
 - iii. Make sure that the outdoor shed is stocked with paper cups, garbage bags, first aid kit, pens, extra waivers/medical history forms
 - iv. Make sure blue gate is open, but “dummy locked”
 - v. Set up initiatives and elements

d. Indoor Courses

- i. Confirm with Facility Managers that space has been reserved
- ii. Collect Challenge Course supplies from interior closet inside of Gym East (2 locked rolling bins)
- iii. Make sure facilitators have first aid kit, pens, and extra waivers/medical history forms
- iv. Set up initiatives and elements

IV. COURSE INTRODUCTIONS

a. At least one facilitator should be prepared to meet the group at the course entrance (outdoors – at blue gate; indoors – in Ramsey lobby)

b. Disclaimers – Outdoor courses

- i. Facilitators need to alert patrons of the following:
 1. Course located in off-leash dog park (beware of wandering dogs, dog waste, food, etc.)
 2. Locations of port-o-potty and water stations

c. Full Value Contract

- i. Both indoor/outdoor and low/high courses ALWAYS start with a Full Value Contract (FVC), which is the set of mutual expectations between the participants and facilitators. While multiple ways of delivering the FVC exist, the facilitator needs to cover the following:
 1. Safety “Play Safe”
 2. Attitude/Energy “Play Hard”
 3. Working with Others “Play Fair”
 4. Have fun!

V. FACILITATE THE COURSE

a. The specifics of course facilitation vary by group size, group type, course type (low/high, indoor/outdoor), and course duration. Refer to the Teams Course Technical Manual provided by CDI for specific technical skill information.

b. BE SURE THAT AN INJURY REPORT IS COMPLETED IMMEDIATELY AFTER ANY ACCIDENTS; the injury report must be submitted to the Challenge Course coordinator within 24 hours of completing the course; the injury report can be found online at <http://hrdocs.uga.edu/injury-reporting-guide.pdf>

VI. COURSE WRAP-UP

- a. At the end of every course, Lead Facilitators should complete the following:
 - i. Have approximately 20% of participants fill out a participant course evaluation before they leave
 - ii. Complete closing form
 - iii. complete 810/811# Roster, if applicable
 - iv. Complete any assistant evaluations, if applicable
 - v. Debrief the course with the other facilitators; and
 - vi. Clock out at a Kronos time clock
 - vii. Once the paperwork is complete (INCLUDING INJURY REPORTS), it should be returned to the Challenge Coordinator's mailbox in 201 Ramsey

All questions or concerns pertaining to challenge course preparation or wrap up should be directed to the Challenge Course Coordinator or Assistant Director for Outdoor Recreation