

## ERCA Low Ropes Course (RC) Instructor

The low ropes course instructor course is designed for anybody who operates or manages low ropes courses; these are courses with activities that are close to the ground and only need spotting for safety. These facilities don't have a belay system in place. Activities include individual items such as spider's web, trust falls and larger courses with a continuous set of activities.

The course meets the standard for a person to be qualified as a European Ropes Course Association (ERCA) Low Ropes Course Instructor as set out in EN15567 pt 2.

ERCA is the national governing body and Technical Outdoor Solutions is the awarding body.

The course will cover many subjects through practical and theory sessions to enable the group to cover the entire syllabus.

### General Requirements

Minimum age; 16 years old.  
Hold an in-date First Aid certificate.  
Must be confident at height.  
Good physical condition; able to partake in the activity.

This course is run over 2 days at your centre and covers the following syllabus;

### Practical



Subject	Content	Assessment
<b>Spotting and participant safety</b>	<p>Correct technique</p> <p>Able to adapt to participants' movement and the ground conditions</p> <p>Able to teach spotting</p>	Practical
<b>Session delivery</b>	<p>Can deliver correct Introductions</p> <p>Can manage clients' welfare and adapt accordingly</p> <p>Can set up the activity correctly</p>	Practical
<b>Activity</b>	Purpose of activity or individual elements	Practical and Written

## Equipment

Subject	Content	Assessment
<b>Knowledge of different types of equipment</b>	Advantages and disadvantages Use Storage	Written and Practical
<b>Inspection</b>	Daily inspections 6 month inspections Inspection logs	Written and Practical
<b>Regulations governing personal protective equipment (PPE)</b>	General understanding	Written

## Theory

Subject	Content	Type of assessment
<b>Norms and standards for high ropes courses</b>	History of RC's EN15567 UK ropes course guide	Written
<b>Law and insurance</b>	General understanding	Written
<b>General knowledge and roles of the instructor</b>	Roles of the instructor and responsibilities Safety and risk management Health and safety / duty of care Communication between instructors	Written and Practical
<b>General safety standards</b>	Medical checks Standard operating procedures Environmental conditions and restraints (weather) Daily inspections of low rope course and equipment Program documentation Safety policies	Written and Practical
<b>Site specific rules</b>	Emergency plan	Written
<b>Forces and safety systems</b>	Basic level of understanding of equipment capability Material strength	Written
<b>Ropes course programs</b>	Understand how to tailor programs for groups	Written and Practical
<b>Facilitation</b>	General principles "challenge by choice" Communication Learning models	Written and Practical

## Instructor Job Description

Instructors shall equip, instruct and supervise participants on the ropes course.

Duties for day to day running;

- Opening and closing the facility
- Knowledge about specific rules
- Knowledge of site, locations of equipment etc.
- Maintaining order
- Understanding roles and responsibilities
- Understanding systems of communication;
  - Between instructor and participants
  - Between instructors
- Management of health & safety
- Management of risk assessments & operating procedures
- Routine & operational inspections
- Environmental factors
- Participant briefings
- Security & emergency plan
- Maintaining documentation
- How to alert others for help
- Intended purpose of elements



Duties specific to operating equipment

- Distributing PPE
- Visual inspections of equipment
- Visual inspections of PPE
- Completing equipment Logs
- Equipping and checking participants' equipment

Duties specific to ropes course program

- Providing safety instructions to users prior to participating in activities.
- Practical assessment of users regarding their ability to partake.
- Teaching and supervising clients to participate in spotting techniques.
- Supervision of users whilst participating on the rope course.
- Provide first aid in case of emergency.





The course is run on a continual assessment basis with the main assessment on the 2nd day; the assessments will cover how correctly and safely you do things, and also how efficiently.

The entire course must be attended and the participants must reach a pass mark of 75% in a multiple choice theory test of 20 questions, and pass the practical test, assessing everything from delivery to safety.

Please note that the course is run at your own centre so that we can ensure your staff are best adapted to your facilities and systems, however, this is a European qualification.

### Pass

Upon completion the successful candidates will be awarded with an ERCA NGB award for Low High Ropes Course Instructor which is valid for 3 years. You must have an in-date First Aid certificate to be qualified as an instructor at any time over these 3 years.

After 3 years you will need to attend a revalidation course / workshop.

If more than 6 years elapses between courses then the instructor must retake the whole course.

It is advised that instructors keep a personal record of achievements in a log book, including date, location and comments of their experiences.

### Fail

If you fail the course, your course instructor will discuss the best course of action with you. Two re-assessments are permitted before having to complete the entire course again.

## Appeals

An appeal of an examination result will be considered;

- If there is evidence of substantive irregularity in the conduct of the examiner
- If the participant is not satisfied that the checking of his/her examination result was properly carried out.

Appeal procedures;

- The participant must set out in writing the grounds for the appeal in full to the coordinator of the certification scheme, within 4 weeks of the exam results.
- There will be a fee, set by ERCA, which is refundable if the appeal is upheld.
- Upon receipt of the appeal it will be referred to the ERCA board for a decision and ERCA will inform the relevant heads that an appeal has been launched.
- An appeal may not be successful (in such a case the fee will not be refunded).

## About Technical Outdoor Solutions

Technical Outdoor Solutions is a division of Mountains to Water Ltd.

Mountains to Water Ltd has been operating as a consultancy to the outdoor industry offering technical advice, high ropes course construction and outdoor training since 2006.

## Terms and Conditions

### **What we will provide;**

- Qualified instructors at an appropriate ratio, we aim to work at 1:8 however may extend to 1:12 if appropriate.
- A training file for each participant to keep.
- A certificate and feedback report to participants.
- Any specialist equipment e.g. laptops and projectors.
- Any specific details prior to the course.

### **What equipment do you need to provide?**

- We can provide instructor equipment but it is recommended that where possible you provide your own equipment as this is what the potential instructors will be working with once successfully completing the course.
- You will need to provide your high ropes facilities for the length of the course.
- You will need to provide a room for theory training.

### **What you need to do;**

- All participants should be at the agreed location at the time designated.
- All candidates should have correct clothing for the activities

### **Confirmation of booking;**

- You confirm your booking to us by sending us a completed booking form and your deposit of 50%
- Balance is payable 4 weeks prior to the event.
- If you book an event with less than 4 weeks notice, full payment is required upon booking.
- No contract is made until we acknowledge receipt of the booking form and payment.

### Cancelation

- If we cancel your activities through no fault of yours we will make a full refund or organise an alternative date.
- Should you, or any of your group, be forced to cancel your booking, you must do so in writing.
- A cancellation will take effect from the date that written notice is received by us.
- Cancellation more than 28 days prior to the activity may result in a 20% administration fee being retained.
- We reserve the right to make no refund for cancellation made within 28 days of the activity.
- If the reason for cancellation is covered under the terms of any holiday insurance policy you may be able to reclaim these charges from your insurer.

### Conduct of clients

- Outdoor activities can be hazardous and it is important that all participants abide by any safety requirements that Mountains to Water or its representatives may consider advisable.
- Mountains to Water reserve the right to change, limit or cancel activities due to weather or to clients' ability, equipment, behaviour or physical condition. In these circumstances we will try to offer an alternative but no refund can be given

### Participation statement

*Your acknowledgement of risk: All our activities take place in 'the wild environment' and there are always risks in these places. These may be from rough terrain, weather, water, equipment, other people, or wildlife. You must accept that your actions will contribute to the level of your safety and that of our group.*

### Insurance

- Mountains to Water carry full public liability insurance, but we recommend you take out appropriate personal accident and cancellation insurance for your activity.
- If you already have insurance, please check that it covers you for the activities you will be undertaking with Mountains to Water.

### Contractual agreements

- These booking conditions constitute a contract between you and Mountains to Water.
- They shall be governed by and construed in accordance with English law, being subject to the jurisdiction of the Courts of England and Wales.
- No variation shall be of any effect unless in writing and by the authority of Mountains to Water.

### Overdue accounts

- Overdue accounts will be charged 5% per week on all money owed.