

Georgia College Outdoor Education Center
Facilitator Handbook Review Form
Spring, 2008

Faculty, staff & students who are facilitating GC Outdoor Education Center programs must complete this form. The form indicates that you have read, understand, and agree to implement the general policies and specific procedures contained in the GCOEC Facilitator Handbook.

Name:

Student Number:

Local address:

Local telephone & email:

Sign or initial in the appropriate place to indicate that you have read, understand, and will implement current policy and procedures.

The PPM and the Facilitator Handbook
GCOEC Mission
Organization Chart
Definitions

Facilitator Handbook

Sign & Date:

Lead Facilitator
Assistant Facilitator
Technician
Teaching
Communication
Safety

Facilitator Responsibilities

Sign & Date:

Staff/Participant Ratios
Purpose
Program Design Sequence

Program Design

Sign & Date:

Safety Procedures
Safety Briefings
Emergency Action Plan
Information to Press
Incident/Accident Reporting
Environmental Hazards

Risk Management

Sign & Date:

General Procedures

Group Development Activities

Sign & Date:

Spotting Skills
Spotting Sequence
Spotting Structures
Spotting Sequence Activities

Spotting Skills

Sign & Date:

General Procedures
Initiative Tasks
Ground School

Low Challenge Course

Sign & Date:

Set-Up and Take-Down
Leading Edge Climbing
Ladder Access
Equipment
Belay Procedures
Climbing on Poles
Rescue Procedures
Dynamic Course Elements
Static Course Elements
Special Elements

High Challenge Course

Sign & Date:

Belay Benches
Topping Off
Tango Tower Elements

Tango Tower

Sign & Date:

I have read, understand and agree to implement the policy and procedures initialed above.

Signature: _____ **Date:** _____