THOMPSON RIVERS UNIVERSTY

Canadian Mountain and Ski Guide Program

Top Rope Climbing Instructor

Application Package

(Please specify course dates and location on your application form)

Package Contents:

1. Course Description
2. Notice of Increased Risk
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4. Payment and Cancellation Policy
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8. Course Registration Form (to be printed)

Mail completed application form to:

Canadian Mountain & Ski Guide Program
Thompson Rivers University
PO Box 3010
Kamloops, BC
V2C 5N3

Ph 250-372-0118
Fax 250-371-5845
Email: acmg@tru.ca

1. Top Rope Climbing Instructor Course

Top Rope Climbing Instructors (TRCI) instruct and supervise top rope climbing programs at established outdoor climbing venues with easy access to the base and anchors and where participants do not require anchoring between climbs or rappels.

Top Rope Climbing Instructors work for organizations such as summer camp programs, educational institutions, non-profit groups as well as climbing schools.

Course syllabus includes:

- *Front country group management and environmental best practices*
- *Climbing site management and safety briefings*
- *Bouldering hazard management*
- *Assessment and construction of climbing and rappel anchors using bolts or trees*
- *Conduct of top roping and top belaying programs, including appropriate risk management*
- *Conduct of rappelling sessions, including appropriate risk management*
- *Climbing instruction principles as introduced in the Climbing Gym Instructor Level 1 course*
- *Emergency response for stranded or injured climbers, including risk management*
- *Screening of belay and movement skills (5.10a top rope and 5.9 leading on bolts)*
- *Industry standards of preparation and professionalism*

The Top Rope Climbing Instructor course consists of two possible formats: A single 4.5-day course or over two consecutive weekends beginning the Friday evening of the first weekend.

2. Notice To Participants Of Professional Guide Training Courses – Increased Risk

TRU and the ACMG provide training intended to develop professional skiing, climbing, hiking, rescue, and wilderness travel guides. To train professional guides it is necessary for students to participate in activities that have higher levels of risk than what may be considered reasonable by entry-level, intermediate, novice, commercial guiding, or recreational standards. This may include, but is not limited to activities such as: lead climbing where the climber places his or her own protective equipment, climbing without helmets, travel and decision making in avalanche terrain, climbing and rescue in a multi-pitch environment, students driving program vehicles, hiking in unusually rough and remote terrain, stress from examination and grading processes, students making route and hazard assessment decisions on behalf of other students, unsupervised activities; and continuing with an activity when it may not be considered reasonable by entry-level, intermediate, novice, commercial guiding, or recreational standards (for example, when fatigued, in inclement weather, or in high hazard conditions).

Waiver and Release of Liability

AT THE START OF EACH COURSE or EXAM YOU ARE REQUIRED TO SIGN A LEGAL RELEASE DOCUMENT (Waiver) A COPY OF THIS CAN BE VIEWED IN THIS APPLICATION PACKAGE. WE RECOMMEND YOU SEEK LEGAL ADVICE IF YOU HAVE QUESTIONS.

3. Application Information

To become a Top Rope Climbing Instructor you:

- Must be 19 years of age
- Have at least 2 years of climbing experience
- Have 20 days of outdoor climbing experience
- Have lead climbed 10 routes at a standard of 5.9 or higher outdoors
- Have top-roped 10 routes at a standard of 5.10a or higher outdoors

Prerequisites required before you can apply

- Climbing Gym Instructor Leve1
  - Note: Guide Training Rock may be a substitute for the CGI 1 prerequisite
  - Applicants with significant climbing and instructional experience as well as references may apply to the program coordinator for an exemption to the CGI 1 pre-requisite. (You will still be required to attend a pre-course screening session.) Contact the CMSG office for further details.
- Standard First Aid certificate 16 hours

To apply you must submit

- Registration form (attached)
- Personal resume which includes:
  - Educational background
  - Related work experience (documented with location, references, responsibilities)
  - 1 – 2 paragraphs about your background and goals related to becoming a Top Rope Climbing Instructor
  - Other information you feel is pertinent
- Climbing skills resume. See attached page for the recommended format for your skills resume.
- If you do not hold a CGI certification provide a letter of recommendation from your outdoor climbing operation (camp, educational institution, climbing school or indoor climbing facility)
- Two references, including contact information, who can verify your climbing skills
- Proof of current standard first aid and CPR certifications (send a copy of certificates that shows the expiry date)

Application Deadline

Applications must be complete and received by the CMSG Program office no later than 6 weeks before the posted course date. Late or incomplete applications may not be accepted.

Course dates and fees can be viewed online at www.acmg.ca or contact the Program Office at (250) 372-0118. Dates and fees are updated regularly and may change without notice.

Applications should be sent to the following address:

Canadian Mountain and Ski Guide Program
Thompson Rivers University
P.O. Box 3010
Kamloops, B.C. V2C 5N3
fax: (250)371-5845
email: acmg@tru.ca

Concerning Applications
It is strongly recommended that you allow yourself adequate time to create a well structured, organized, and complete application that arrives on time. Keep in mind that your application is a first impression. As such it plays a significant role in whether you will be accepted into the program or not. Poorly organized applications or unformatted resumes jeopardize your acceptance as your background, skills and qualifications may not be clear and/or may compare unfavourably to other applications.

If accepted and it becomes clear to the instructors that you are not at the standard indicted on your application, instructors have the right to remove you from further participation in the course.

Notification of Acceptance
Applicants will be notified of acceptance into the course, once accepted the course fee is due and must be paid in full to confirm placement. Please see payment details below.

4. Payment and Cancellation Policy

Payment is due upon acceptance into your course

Course Fees
Course fee information is posted online (www.acmg.ca) in the "Dates and Fees" section.
Fees include: manuals, facility fees, administration, instruction, and assessment while on the course. Candidates are responsible for all their own equipment and meals.

Student Number
Your student number is sent to you once you are accepted into the course. This number is required to use some of the payment methods listed below.

Payment Policies
The course fee is due once you are formally accepted into your course and must be paid in full to confirm your placement. Use one of the 4 methods below to make your payment:

1. Cheque or money order payable to Thompson Rivers University. Can be included with your application package. (No student number required in this case.)

2. On the web – log on to TRU Online at www.tru.ca > Quicklinks > TRU Online > Students. Your username is a small "c" infront of your student number. Your passcode is your birthdate YYMMDD. Visa or MasterCard are accepted.

3. By phone – telephone the TRU Finance Department at 250-371-5646 during regular business hours. You must have your student number when you call. You can use Visa, MasterCard or American Express.

4. Through your bank – using your bank's electronic payment services. Set TRU up as a payee.

If payment is not received 4 weeks before the course starts. Your application will become void and you will be withdrawn from the course. Be advised that some courses have a wait list. **If payment is not received on time, the next person on the wait list will be called to fill your spot.**

Cancellation and Refunds
The following policies will be strictly enforced.

If notice of cancellation is received by TRU **four weeks** prior to the course start date, all monies paid will be refunded**.**

There will be no refunds of any kind if notice of cancellation is received less than four weeks before the course starts.

Notice of cancellation must be made in writing (email is fine) to the Canadian Mountain and Ski Guide Program.

If the CMSG Program cancels the course, all fees will be refunded in full.

5. Climbing Skills Resume

A climbing skills resume can be set up in a spreadsheet format to conveniently list climbs and relevant information in a concise format for the application review committee. You must document at least two years of climbing experience that includes a **minimum of 20 days outdoors.**

10 Top Rope Climbs (5.10a or harder)

	Route	**Difficulty**	**Location/Area**	**Date**
	Name of route	*Grade*	*area or crag*	*month/year*
1.				
2.				
3.				
9.				
10.				

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10 Lead Climbs (5.9 or harder)

	Route	**Difficulty**	**Location/Area**	**Date**
	Name of route	*Grade*	*area or crag*	*month/year*
1.				
2.				
3.				
9.				
10.				

Additional Climbing Experience (use separate page if necessary)

Route	**Difficulty**	**Location/Area**	**Date**	**Style**
Name of route	*Grade*	*area or crag*	*month/year*	*lead/ top rope*

6. Guidelines for Letters of Recommendation

The letter can be submitted with the application or mailed directly to the:
Canadian Mountain and Ski Guide Program
Thompson Rivers University
Box 3010, 900 McGill Road
Kamloops B.C. V2C 5N3

Or we accept recommendations emailed from the writer and sent to: acmg@tru.ca

A. *Please include the following in your letter:*
   a. Your name, contact information, occupation, and position
   b. The applicant's name
   c. The length of time you have known the applicant

B. *If you are an employer or supervisor please describe:*
   a. Your impression of the applicant's work experience (work ethic, daily tasks and contribution)
   b. Your impression of the applicant's involvement in work place decisions (observer, active participant, team leader, team supervisor)
   c. Your impression of the applicant's potential as a leader and organizational representative

C. *If you are an ACMG Guide - based on your personal experience of the applicant:*
   a. What is your relationship to the applicant (friend, mentor, supervisor)?
   b. What is your impression of the applicant's general climbing skills (fitness, preparedness, technical rope skills, risk management, climbing skills)?
   c. What is your impression of the applicant's leadership and decision-making skills?
   d. What is your impression of the applicant's potential as a climbing instructor?

D. *Additional comments are welcome.*

E. *Please sign and date your letter.*

7. Sample Waiver

Thompson Rivers University
Adventure Studies Department

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS, INDEMNITY AGREEMENT, AND JURISDICTION AGREEMENT
BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.
PLEASE READ CAREFULLY!

Initial

Please Print

Name:
Address:

TO: THOMPSON RIVERS UNIVERSITY
(hereinafter referred to as "TRU")

AND TO: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
(hereinafter referred to as "THE PROVINCE")

AND TO: THE ASSOCIATION OF CANADIAN MOUNTAIN GUIDES
(hereinafter referred to as "ACMG")

DEFINITIONS:
In this agreement:
a) the term “SKIING” shall apply to “helicopter skiing,” “snowcat skiing,” “backcountry skiing,” “snowmobile assisted skiing,” “alpine skiing,” “telemark skiing,” “snowboarding” “cross country skiing,” and “ski touring,”
b) the term “CLIMBING” shall refer to “alpine climbing,” “rock climbing,” “ice climbing,” “caving,” “mixed climbing,” and “mountaineering,”
c) the term “HIKING” shall refer to “day hiking,” “backpacking,” and “snowshoeing.”
d) the term “RESCUE” shall refer to “rope rescue,” “rock rescue,” “cave rescue,” “mountain rescue,” “helicopter rescue,” and “avalanche rescue,”
e) the term “WILDERNESS TRAVEL” shall refer to all forms of land, air, and water based travel and shall include all activities, services and use of facilities either provided by or arranged by TRU or the ACMG or in any way related to skiing, climbing, hiking, rescue, and wilderness travel activities including, but not limited to: orientation and instruction sessions, transportation, accommodation, and recreational activities in addition to skiing, climbing, hiking, rescue, and wilderness travel;
f) the term ”TRANSPORTATION” shall refer to all forms of transportation off road and on public roads, private roads, and logging roads, including TRU owned vehicles, leased vehicles, ferries, airplanes, student owned vehicles, snowmobile, snowcat and helicopter either provided by or arranged by TRU or the ACMG or in any way related to skiing, climbing, hiking, rescue, and wilderness travel activities including, but not limited to: loading, unloading and travel in or movement around vehicles, snowmobiles, snowcats and helicopters.
g) the term “INJURY” shall refer to all forms of physical, mental, and emotional injury in any way related to skiing, climbing, hiking, rescue, wilderness travel, and transportation activities including, but not limited to: death, breaks, strains, lacerations, dislocations, amputations, frostbite, hypothermia, trauma, anxiety, phobias, and fears.

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ASSUMPTION OF RISKS – AVALANCHES, ALPINE TERRAIN, SKI TERRAIN, CLIMBING TERRAIN, WILDERNESS TRAVEL, WEATHER, ETC.
I am aware that skiing, climbing, hiking, rescue, wilderness travel, and transportation involves risks, dangers and hazards in addition to those normally associated with travel in land, and air based wilderness environments. Avalanches occur frequently in the alpine terrain used for skiing and climbing and may be caused by but not limited to natural forces or by climbers or skiers. Rock fall, ice fall, climber falls, and skier falls occur frequently in the alpine terrain used for climbing and skiing and may be caused by but not limited to natural forces or by climbers or skiers. Bear or other wildlife attacks, rough or irregular terrain, and hiker falls are frequent hazards in the wilderness terrain used for hiking and may be caused by natural forces or
hikers. Vehicle rollovers, overloaded roof racks, pulling trailers, inexperienced drivers, and hazardous driving conditions may occur in the type of transportation used for skiing, climbing, hiking, rescue, and wilderness travel and may be caused by but not limited to natural forces or people.

I acknowledge and accept that TRU or the ACMG and their staff may fail to predict whether the terrain used is safe for skiing, climbing, hiking, rescue, wilderness travel, and transportation or whether an accident may occur. The terrain used for skiing, climbing, hiking, rescue, and wilderness travel is uncontrolled, unmarked, not inspected and involves many risks, dangers and hazards. These may include, but are not limited to: attacks by bears and other animals, ice and snow cornices, trees, falling trees, tree wells, tree stumps, creeks, rocks, boulders, forest deadfall, holes and depressions on or below the snow surface, steep slopes, cliffs, ice fall and rock fall, variable and difficult snow conditions, crevasses, snowcat roads and road banks, fences and other man-made structures, impact or collision with other skiers or climbers; hail, lightening, inclement weather, failure to predict weather, vehicle rollovers, overloaded roof racks, pulling trailers, unsafe driving, unsafe road conditions; the failure to ski or climb safely within one’s own ability or within designated areas; human error, failure to forecast or recognize a hazardous situation, negligence of other skiers, climbers, hikers, or rescuers; and NEGLIGENCE ON THE PART OF OTHER STUDENTS, TRU, ACMG OR THEIR GUIDES, EMPLOYEES, AND CONTRACTORS INCLUDING THE FAILURE OF TRU OR ACMG OR THEIR GUIDES, EMPLOYEES, AND CONTRACTORS TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF WILDERNESS SKIING, CLIMBING, HIKING, RESCUE, WILDERNESS TRAVEL, AND TRANSPORTATION. Communication in the terrain used is difficult and in the event of an accident, rescue and medical treatment may not be available. Weather conditions may be extreme and can change rapidly and without warning, making travel by any means hazardous.

I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH SKIING, CLIMBING, HIKING, RESCUE, WILDERNESS TRAVEL, AND TRANSPORTATION AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THERE FROM.

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NOTICE TO SNOWBOARDERS AND TELEMARK SKIERS – INCREASED RISK
Unlike alpine ski boot and binding systems, snowboard and some telemark boot and binding systems are not designed or intended to release and will not release under normal circumstances. The use of such systems or the use of a safety strap or retention device by snowboarders or telemark skiers will increase the risk of not surviving an avalanche.

NOTICE TO PARTICIPANTS OF PROFESSIONAL GUIDE TRAINING COURSES – INCREASED RISK
TRU and the ACMG provide training intended to develop professional skiing, climbing, hiking, rescue, and wilderness travel guides. To train professional guides it is necessary for students to participate in activities that have higher levels of risk than what may be considered reasonable by entry-level, intermediate, novice, commercial guiding, or

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recreational standards. This may include, but is not limited to activities such as: lead climbing where the climber places his or her own protective equipment, climbing without helmets, travel and decision making in avalanche terrain, climbing and rescue in a multi-pitch environment, students driving program vehicles, hiking in unusually rough and remote terrain, stress from examination and grading processes, students making route and hazard assessment decisions on behalf of other students, unsupervised activities; and continuing with an activity when it may not be considered reasonable by entry-level, intermediate, novice, commercial guiding, or recreational standards (for example, when fatigued, in inclement weather, or in high hazard conditions).

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of TRU, the ACMG, and THE PROVINCE allowing me to participate in skiing, climbing, hiking, rescue, wilderness travel, and transportation, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I have or may have in the future against **TRU**, the **ACMG**, and **THE PROVINCE** and their directors, officers, employees, instructors, guides, agents, independent contractors, representatives, successors and assigns (all of whom are hereinafter referred to as the "RELEASEES") and **TO RELEASE THE RELEASEES** from any and all liability for any loss, damage, expense or injury including death that I may suffer or that my next of kin may suffer as a result of my participation in skiing, climbing, hiking, rescue, wilderness travel, and transportation activity, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIER'S LIABILITY ACT, R.S.B.C. 1996, c.337, ON THE PART OF THE RELEASEES, AND INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF SKIING, CLIMBING, HIKING, RESCUE, WILDERNESS TRAVEL, AND TRANSPORTATION REFERRED TO ABOVE.

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2. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any property damage or personal injury to any third party resulting from my participation in skiing, climbing, hiking, rescue, wilderness travel, and transportation;
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any costs they may incur for medical costs, search and rescue, evacuation, and litigation resulting from my participation in skiing, climbing, hiking, rescue, wilderness travel, and transportation;
4. That this Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
5. This Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and no other jurisdiction, and
6. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

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In entering into this Agreement I am not relying on any oral or written representations or statements made by the Releasees with respect to the safety of skiing, climbing, hiking, rescue, wilderness travel, and transportation other than what is set forth in this Agreement.

I CONFIRM THAT I AM THE FULL AGE OF NINETEEN (19) YEARS AND I HAVE READ AND UNDERSTOOD THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.

Signed this _____day of _____, 20_____.

Signature of applicant	Signature of witness
Print name clearly	Print name clearly

THIS AGREEMENT MUST BE COMPLETED IN FULL, INITIALLED WHERE INDICATED, DATED, SIGNED AND WITNESSED PRIOR TO PARTICIPATING WITH TRU AND THE ACMG.

01/09/2008

8. Registration Form – Top Rope Climbing Instructor

Name: _____ Date of Birth: _____
Year/month/day

Address: _____

_____ City: _____

Province: _____ Postal Code: _____

Home Phone: _____Work Phone: _____

Cell: _____Fax: _____

Email: _____

Emergency Contact: _____

Relationship (i.e. father, mother, wife etc.): _____

Address: _____

_____ City: _____

Province: _____ Postal Code: _____

Home Phone: _____Work Phone: _____

Cell: _____ Email: _____

Names <u>and</u> dates of all courses or exams for this application:

Course: _____

Course: _____

Please refer to Payment and Cancellation Policy for payment information.

List any medical conditions (i.e. allergies, contact lenses, prescription drugs, etc.)

Application checklist. If documentation is missing, your application can be rejected unless a reasonable explanation is attached.

Course Payment	☐	First aid certificate	☐
Climbing Skills Resume	☐	CPR certificate	☐
Letters of Recommendation	☐	Have you reviewed the waiver?	☐
Pre-requisite certificates	☐	Registration form (this form)	☐

I acknowledge having read the application package including the attached Cancellation Policy and Waiver and I agree to the terms and conditions described, and certify all information in my application is true and correct.

Signature of Applicant: _____Date: _____