Outdoor Pursuits Policies
The Policies and Procedures of Outdoor Pursuits (OP) follow the policies of Campus Recreation (CR) and MSU Denver. In cases of disagreement among policies and procedures, MSU Denver Policies and Procedures will take precedence.

Student-staff are required to follow all OP policies. Policies are not discretionary. Failure to follow policies will result in disciplinary action up-to and including termination.

Failure to report violations of OP or CR policies will result in disciplinary action up to and including termination. Failure to report violations of State and/or Federal law will result in immediate termination of participation in the Outdoor Pursuits Student Guide Program.

Procedures describe how we do things - steps taken to achieve a certain prescribed result. Student staff are required to follow procedures unless new steps are identified and pre-approved by full-time staff.

Read the Student Employee Handbook for MSU Denver employee policies (available online)

Revised Fall 2019

I have read and agree to follow the policies and procedures of MSU Denver and Outdoor Pursuits and to obey the laws of the State of Colorado and the United States in the course of my participation in the Outdoor Pursuits Student Guide Program.

Signed ___________________________________________ Date ___________
Work Environment

Policies

- Students employed within any of the outdoor education disciplines are considered employees of Campus Recreation (CR) at large and as such are available to work within any and all disciplines of CR under the expectations within other duties as assigned
- Begin and end your shifts on time
- Outdoor Pursuits and CR are professional environments and it is our policy that everyone treat one another with courtesy and respect.
- Appropriate attire is required on outings as well as in the office
- Follow and enforce the policies and procedures of CR, OP, and all local, state and federal laws
- All staff must enforce OP policies among participants
- Do not share other employees’ or participants’ personal contact information, schedules, or other personal information
- Smoking is not permitted in Auraria buildings, including PE
- Alcohol consumption before or during a shift in not permissible
- Use of offensive, off-color, and inappropriate speech is prohibited
- Unnecessary reference to race, gender, religion, sexual orientation or physical ability is against OP policy
- Completion of certain training is required
- Failure to complete required training will result in termination
- Check the to-do Log at the beginning and end of each shift

Procedures

- Studying is okay after work is done and clients are served
- Snacking at workstations is okay
- For breaks shorter than five minutes, get someone to cover for you. If that is not possible, post the “Back in five minutes” sign on the door
Student Staff Travel Emergency Contact Information

Policies

- OP student staff will provide outing/travel emergency contact information at the time of hire
- Emergency contact information form is to be held within the Trip Kit on each outing or travel event
- An emergency contact form will be included in new-hire paperwork packets
- FERPA release/consent statement is not required under Federal policy/law
  - Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.
Community Group Visits to Campus

Policies

- For climbing wall visits, see Climbing Wall Policies and Procedures
- All community group visits are to be chaperoned by responsible parties such as teachers, administrators or other formally recognized group leaders, not OP staff
- OP staff does not provide discipline or supervision of community group visitors. These are the responsibility of the formally recognized group leaders
- Outdoor Pursuits Student Guide Program participants are not to be alone with minors – chaperones must be present at all times
- Community group visits must be approved by CR full-time staff
- Community group access to the climbing is not to exceed 5% of climbing wall open hours each semester. Activities scheduled outside of normal open hours is not counted against the 5%

Procedures

- OP recognizes the value of community outreach and will participate in many outreach events each year
- While we acknowledge there will be interruptions, community group campus-visit-events are to be arranged in a way that impacts student’s activities and access to facilities as little as possible
- Community visits are to be scheduled on the Climbing Wall Calendar
- Community group-visits participant/facilitator ratios can vary widely, are dependent on outcomes, and are the discretion of full-time staff
Guests on OP Activities

We view the inclusion of guests as a benefit to sponsoring students. They (students) benefit from participation with loved ones, family members and friends. The institution benefits from the active engagement of community members in its programs through positive PR, contact with potential recruits/future students and general good will.

Definition of Guest at OP
Guest is defined as any person who is not affiliated with MSU Denver and does not have membership status who is invited by a student or member of Campus Recreation to participate and is participating in an Outdoor Pursuits activity or event.

Fees
Free OP events – guests will pay a $5 fee.
Nominal cost OP events (under $50 dollars) - guests will pay $10/day fee in addition to the student cost (+$10.00).
Big trips – Guest fees will be determined by OP staff based on costs. The goal will be to assure direct guest costs are not shifted to students.
Other guest fees are generated at the discretion of the OP leadership staff (i.e. additional fees may be assessed).

Travel
At the time of this writing, we are not approving guests (non MSU Denver affiliates) traveling in the Campus Recreation vans.

Signup
Guest are permitted to sign up and be added to the roster (i.e. take a spot) at the same time their sponsoring student or member signs up.

Members – non-students, non-alumni and otherwise non-affiliates
Members who are non-students, non-alumni, non-affiliates may be excluded from participation at the discretion of the OP leadership staff.
Outdoor Pursuits Group Size Policies

Transportation - Campus Recreation has two vans that seat seven, including the driver. That allows for a total of 14 individuals (one driver and six passengers) to travel within the state vehicles issued to Campus Recreation.

On-campus teambuilding events, games and picnic events – we have no group-size limits in place for these kinds of events. We have not encountered issues with Auraria regarding group-size limitations and have conducted groups as large as 180 participants.

Hiking and biking – we limit participant counts to 10 on hikes and mountain biking daytrips. We maintain two-deep leadership for most hikes and OP activities – two leaders with each group. We exercise some discretion based on terrain, leader experience, group type and other factors.

Rock and ice climbing (outside) – our maximum participant group size for technical rock and ice climbing is five participants. We maintain a ratio of two leaders/instructors for each group of up to five participants. We exercise discretion to allow for up to two additional participants from the OP or Campus Recreation staff.

Technical rope access canyoneering – we limit group size to 10 participants and at least two leaders/instructors (i.e. OP staff members with specific leadership or support roles).

Group-size for activities requiring shuttles – if our vans are the only vehicles available or approved for serving as shuttle vehicles, the group size is limited to five participants and two leaders, in most cases. In certain cases, more participants can be accommodated with additional shuttle trips. Personal vehicles can be approved to provide shuttle service (per Associate Director). In these cases, please refer to our regular group-size limits and ratios.

Climbing wall activities – group size and ratios can vary widely and are based on our experience, staff skills, planned outcomes among other factors.

NOTE - All group size considerations include elements of discretion and are sometime situational. The OP staff will include safety, environmental impact, outcomes and quality of participation, among other factors when designing events.
Outing Sign-up

Policies

- Full payment is required at time of sign-up
- All sign-ups are first-come, first-served
- Full-time staff reserve the right to add participants to rosters at their discretion
- Full-time staff reserve the right to remove participants from rosters at their discretion
- Full-time staff reserve the right to approve un-paid sign-ups
- Waivers (blue sheets) are required and must be completed at the time of sign-up
- Student staff do not have discretion regarding sign-up procedures
- Original sign-up documents are to be maintained - do not re-write and/or replace original roster
- Non-paid sign-ups are to be wait-listed
- Fees paid by students are non-refundable for unexcused no-shows or non-participations
- Refunds may be approved for legitimate excuses for non-participation at the discretion of full-time staff.

Procedures

- Sign-up procedures are outlined in the “trip-slip” notebook at the front desk at PER 108
- Women’s only and men’s only outings must be approved by full-time staff
- Full-time staff reserve the right to exceed maximum participant limits at their discretion
- Full-time staff reserve the right to place participants on rosters without payment at their discretion

Weapons and the Taking of Game

Policies

- Possession of deadly weapons is a violation of Campus, CR and OP Policies (exception: among legal concealed-carry permitted individuals)
- Possession of firearms on outings is prohibited by OP Policies (exception: individuals with legal concealed-carry permits per federal, state and local jurisdiction)
- Discharge of firearms on outings is prohibited by OP Policies
- The taking of game on OP outings is prohibited by OP Policies
- The taking of game while out of season and without permit is a violation of law

Procedures

- The taking of fish, upland game, or other game are not approved procedures of OP
Fire Alarm

Policies

• Seek safety, leave the building

Procedures

• Egress building via safest route – stairs to main level, basement exit or window
• The only wheelchair accessible egress from the Outdoor Pursuits Center (OPC), is via the elevator in the basement to the fitness center
• Familiarize yourself with the building’s entrance and egress routes

First-Aid Incidents on Campus

Policies

• Survey the scene for safety and overall impression
• Activate Emergency Medical Services (EMS) by dialing 911, if appropriate

Procedures

• At your discretion, administer first-aid up to your level of expertise

First Aid Incidents in the Field – Front Country

Policies

• Do not place yourself or others at risk
• Survey the scene for safety and over-all impression
• Activate EMS by dialing 911, if appropriate
• One or more staff with CPR and first aid training will attend front-country trips

Procedures

• Once scene assessed as safe, administer first aid at your discretion
• Do not place yourself or others at risk
• Move patient immediately if risk of further injury to patient or risk of injury to care givers is imminent. Otherwise, move patient only after careful consideration and appropriate stabilization measures have been implemented. Do not move patient if not absolutely necessary
• Every situation is different, use your best judgment based on patient assessment, your training, current conditions, and resources available
First Aid Incidents in the Field – Backcountry

Policies

- Once scene assessed as safe, administer first aid
- Do not place yourself or others at risk
- Survey the scene for safety and overall impression
- Activate EMS, if appropriate
- Carry appropriate first-aid kit
- Carry appropriate emergency gear
- Carry appropriate gear to avoid emergencies
- Stock van with appropriate emergency gear and first-aid kit(s)
- One or more Wilderness First Responders will attend/support backcountry trips

Procedures

- Administer first aid
- If EMS is activated, assign a communications team
- Move patient immediately only if risk of further injury to patient or risk of injury to care givers is imminent. Otherwise, move patient only after careful consideration and appropriate stabilization measures have been implemented. Do not move patient if not absolutely necessary
- Every situation is different, use your best judgment based on patient assessment, your training, current conditions, and resources available
Climbing Wall Operations Policies and Procedures

Policies

• See Climbing Wall Operations Policies and Procedures

Procedures

• See Climbing Wall Operations Policies and Procedures

Climbing Wall Inspection Policies and Procedures

Policies

• See Climbing Wall Operations Policies and Procedures

Procedures

• See Climbing Wall Operations Policies and Procedures

Climbing Wall Route Setting Policies and Procedures

Policies

• See Climbing Wall Operations Policies and Procedures

Procedures

• See Climbing Wall Operations Policies and Procedures
Required Forms

Policies

• Refer to the Student Handbook for forms required by Human Resources
• Refer to Outing Sign-up Policies and Procedures for required forms related to participant sign-up
• Forms are destroyed only following the passage of a period of time prescribed by law
• Student shall participate in the destruction of documents only under the direct instruction and direction of full-time staff

Procedures

• Completed obsolete (no longer needed) forms are to be shredded by full-time staff

Social Media

Policies

• Students posting for OP post approved content. A student might choose to promote an event on Facebook or a student might be assigned the task of promoting programs on the Web, both require content approval
• There is one official OP Facebook page where OP content is posted
• Student administrators of social media sites are not to grant posting and/or editing privileges to others without approval of full-time staff

Procedures

• Social media sites are informational and promotional in nature and are not a forum for social, political, religious, or other causes
• All posts to OP social media should promote participation and learning in OP leadership programs
Communications

Policies

- Full-time staff are to be included in all official OP communications
- Student staff must respond in a timely fashion to work related communications
- All communications to email groups must be approved by full-time staff
- Keep all OP and CR communications to participants and recruits positive
- Use the OP Information Log

Procedures

- Be welcoming in your communications
- Be polite in your communications
- Be concise in your communications
- There is no mass-email system on the Auraria Campus
- Consult web, flyers and trip slips for information to answer participant questions
- If you are unable to get accurate information to answer a question satisfactorily, refer the participant to the appropriate full-time staff member
- Do not communicate to a participant that a lack of availability of information is a result of poor performance on the part of OP or CR staff
- Information is contingent on various logistical factors that can and do change over time
- Explain to the participants that information is developing and that we will keep them informed
- Always support your coworkers when communicating with participants and potential participants
- Inquiries from potential participants typically constitute the first point of contact with OP and/or CR, and it is the only opportunity to make a first impression
Flyers

Policies

• Nothing goes public without review by full-time staff
• Original artwork only – don’t “barrow” from the Web
• Don’t store flyers – make then distribute

Procedures

• Honor others by providing thoughtful feedback when asked
• Be honored by the thoughtful feedback provided to you by others
• A copy of all info and promo materials is included in the trip-slip

Meetings

Policies

• Full-time staff are to be included, at their discretion, in all official meetings

Procedures

• Meetings are to be scheduled with adequate notice to invitees.
• Location of meeting is the OP office, PER 001a unless otherwise specified
• Attendees are invited via email
• Agendas are to be shared in advance
Feedback

Policies

- Student Guides will provide all participants with feedback sheets (green sheets), encourage green sheet completion, collect and place sheets in the appropriate trip-slip
- Student Guides will engage in the feedback provided, and will respond with efforts towards positive improvement of self and the program based on feedback of participants
- Student Guide participation in scheduled post-trip meetings is required
- Inclusion of full-time staff is required in formal feedback meetings

Procedures

- Feedback sheets are to be used as positive program improvement resources and are not to be used in punitive ways
- A Student Guide Program participant’s ability to respond to feedback and make positive and effective changes that improve performance is to be used as evaluative criteria
- An inability to engage in and respond to participant feedback is grounds for termination of participation in the Outdoor Pursuits Student Guide Program
- Ongoing feedback should be expected and can be provided face-to-face or written.
- Feedback is to be respectful, private (when appropriate), constructive, and actionable
- Honor others by providing thoughtful feedback, when asked
- Be honored by the thoughtful feedback provided to you
- Feedback is not always fair, accurate, actionable, or applicable - disregard feedback that is not helpful or well intentioned
Alcohol

Policies

- Alcohol use is not approved on OP outings
- Underage use will result in University disciplinary action
- There is to be no alcohol use during on-campus activities
- Alcohol policies must be fully enforced by all attending staff
- Trip staff shall not provide alcohol to participants

Procedures

- NA

Drugs

Policies

- Illegal drug use by participants violates policy
- We reserve the right to deny participation to anyone who we know or suspect of using any drug, legal, illegal, prescribed or over the counter, that might affect the safety of the participant, group members or leadership team members
- Staff shall not use any illegal drug, according to federal law, while participating in the Outdoor Pursuits Student Guide Program
- Staff shall not use any drug, legal or otherwise, that might affect the safety of the participant, group members or leadership team members

Procedures

- NA
Vendor Relations

Policies

- Do not contact vendors without pre-approval
- Do not accept free product or services from vendors as a representative of MSU Denver – it’s against the law if it’s over $50 and it’s always against OP Policies
- Product donations to OP are accepted at the discretion of full-time staff
- Students are not authorized to negotiate on behalf of the University and its programs

Procedures

- Work to develop and maintain positive relationships with vendors
Outings – Single Day (Off campus, not overnight)

Policies

- Follow sign-up policies and procedures
- Full-time staff reserve the right to cancel any outing or activity at their discretion
- Outing cancelation based on low participation numbers:
  - Is not sooner than the Thursday prior to a Saturday or Sunday outing
  - Can be as late as the day prior to the outing at professional staff’s discretion
  - Decisions to cancel must be made in consultation with full-time staff
- Weather cancelations can be made at any time
- Severe weather decisions are in consultation with full-time staff
- Alcohol use is not permitted
- Use of trip-kits is required
- Assure well in advance that required gear is available and in operable condition
- OP staff are to arrive at the meeting place 15 minutes prior to the participant meeting time

Procedures

- Bring trip slip in trip-kit
- Participants who require adaptive measures that exceed reasonable accommodation and/or cause undue hardship to OP and its staff must provide those measures for themselves
- Outdoor Pursuits Student Guide Program participants are not required to provide extraordinary services to any participant
- Notify all those affected by a cancelation – OP full-time staff, front desk staff, fellow OP student staff, etc.
- Notify full-time staff of all cancelation considerations
- Apply a sticky note indicating outing is cancelled on roster (yellow sheet)
- Inspect gear to ensure it is adequate for participant needs – remember that gear is not in new condition and that often there are considerable wear issues. The question we ask is “will the gear serve your needs providing a safe and enjoyable experience?”
- Participants can be required to equip themselves
- Outdoor Pursuits provides gear to participants, within the limits of inventory, at no charge
- Often, transportation is included. Participants may prefer to meet at the trailhead or other location. This is okay, and can be arranged by full-time staff
- Carpooling arrangements may be made
Outings – Multi-Day (Off Campus with Overnight Stay)

Policies

- Follow sign-up Policies and Procedures
- Full-time staff reserve the right to cancel any outing or activity at their discretion
- Outing cancelation based on low participation numbers:
  - Is not sooner than the Thursday prior to a Saturday or Sunday outing
  - Can be as late as the day prior to the outing at full-time staff’s discretion
  - Decisions to cancel must be made in consultation with full-time staff
- Weather cancelations can be made at any time
- Severe weather decisions are in consultation with full-time staff
- Adjustments to itineraries must include notification of full-time staff
- Use of trip-kits is required
- Assure well in advance that required gear is available and in operable condition
- OP staff are to arrive at the meeting place at least ½ hour prior to the participant meeting time

Procedures

- Bring trip slip in trip-kit
- Participants who require adaptive measures that exceed reasonable accommodation and/or cause undue hardship to OP and its staff must provide those measures for themselves
- Outdoor Pursuits Student Guide Program participants are not required to provide extraordinary services to any participant
- Notify all those affected by a cancelation – OP full-time staff, front desk staff, fellow OP student staff, etc.
- Adjustments to itinerary will include consultation with full-time staff
- Apply a sticky note indicating outing is cancelled on roster (yellow sheet)
- Inspect gear to ensure it is adequate for participant needs – remember that gear is not in new condition and that often there are considerable wear issues. The question is, will the gear serve your needs and provide a safe and enjoyable experience?
- Participants can be required to equip themselves
- Outdoor Pursuits provides gear to participants, within the limits of inventory, at no charge
- Often, transportation is included. Participants may prefer to meet at the trailhead or other location. This is okay and can be arranged by full-time staff
- Carpooling arrangements may be made
- Meeting times and locations are to be arranged
Rental Shop

Policies

- Check the OP Log at the beginning of each shift
- Shop is to be locked or occupied at all times
- Clean something every shift
- Keep the floor clear outside of staging area
- Inventory and re-shelve items
- Tools are not to be borrowed for personal use
- CR cage is not secure and not to be used to store valuable items that can be easily stolen
- No shop access is permitted outside of open hours unless approved by full-time staff
- Do not loan out bike tools
- Document all items rented, used or loaned
- Free or “comped” rental items are at the discretion of full-time staff only
- Fully complete all rental documents
- Be polite when following-up on delinquent rentals

Procedures

- Studying is okay after work is done and clients are served
- Insert rental shop procedures
- OK to loan to CR staff for work-related use
- OP gear is to be marked ASAP after acquired
- Park your bike in the shop, out of the way and/or in designated spot
- Okay to work on your bike any time it is needed an OP outing
- Occasional bike adjustments are okay if work is done
- Bike work is okay any time, during open shop hours, off the clock
- Working on other people’s bikes is okay, but limited (tbd)
- Don’t leave sleeping bags in compression stuff sacks
- Wash bags inside out with zipper closed
- Inventory tents before each rental and after each rental return
- Show client how to set up tent by setting it up in the shop or outside
- Ensure cabinet doors are locked
- Organize and wipe down rental desk
- Take out all office trash
- Secure all doors
- Empty recycling container (as necessary)
- Clean-up after yourself
- Include instructions with stove rentals
- Remind customer of the safety hazards of using camp stoves – place on stable surface, away from other flammables, and do not use in confined or non-ventilated space
Rental Shop (Continued)

- We do not provide the fuel
- Use statement is required for avalanche beacon rentals
- Batteries for all rentals, including avalanche beacons, are the responsibility of the client
- All equipment has a unique identifier
- It is the responsibility of the rental shop staff to mark and maintain the legibility of all unique identifiers
- Tents have an inventory tag
- Stencils are used to mark large items
- Rental equipment is inventoried at or near the end of each semester

OP Vehicles (including van, rentals and personal vehicles)

Policies

- Follow State of Colorado policies and all applicable laws
- Personal use is against Policy
- Do not use communication equipment (cell phone, walkie-talkie etc.) while operating vehicles
- Do not eat while operating vehicles

Procedures

- Follow State of Colorado procedures regarding vehicle operations
- Be aware of and avoid distractions while operating vehicles
- Drive defensively
- Avoid excessive lane changes
- Do not be in a hurry
- When operating a vehicle with participants, you are a professional driver - Behave as such
- Complete van check-out form before each use
- Use Google Calendar to check availability and to reserve van
- Van is a shared resource with all CR programs. Work with others to make van available to others
- Van is parked in the Auraria Parkway parking structure – there is not an assigned spot
- Refuel van before parking, if tank is less than half full
- Do not operate van when tank is below a quarter full – refuel before fuel drops to a quarter tank
- Remove all gear from van after each use
- Remove all trash from van after each use
- Report repair and maintenance issues to full-time staff
- Use your co-pilot to adjust heat, radio, use the phone etc.
Trip Kitchen Supplies and Food

Policies

- Trip kitchen supplies and equipment are not part of our rental fleet but can be made available to groups at the discretion of full-time staff.
- OP menus include a vegetarian main course and side dishes. Meat is cooked and can be added at participant’s discretion.
- If food is left over from a trip:
  - Perishable food may be taken by students for personal consumption (first choice goes to participants, then trip student-staff, then non-trip CR student-staff).
  - Unopened, nonperishable foods, may not be taken for personal but are to be stored for upcoming trips.
  - Food stored in OPC is not to be opened for personal consumption.
  - Do not store open containers of food in OPC.
  - Food stored at OPC is to be used for official OP or CR events, only.

Procedures

- We often loan coolers to other campus groups.
- Open coolers and allow them to dry before re-shelving them.
- Clean all kitchen gear after use and before returning to kit.
- Food budget per participant should not exceed $10.00 per day.
- Low cost per-day food budgets can be as low as $5.00 per day.
Travel

Policies

- Consult MSU Denver Travel Manual
- Student-staff on trips that include food are not eligible for per diem
- Depending on trip budget, student-staff may not eligible for full per diem (exceptions are the discretion of full-time staff)

Procedures

- Complete Travel Authorization (TA) form with the assistance of full-time staff
- Include list of participants (copy of roster) attached to TA Team Travel form
- Include student-staff travel information form

Computers, Office Equipment and Supplies

Policies

- MSU Denver has a Policy on appropriate use of computers, follow those policies.
- Office supplies and equipment are for official use only

Procedures

- Save all you MSU, OP related work to the Office 365 Outdoor Pursuits Learners Group
- Do not over-write other’s work
- Work within the existing file structures
- Get the training, instruction and skills you need to be successful with Office 365
Grounds for immediate termination include, but are not limited to:

- Failure to follow Policies and Procedures
- Discrimination
- Falsifying records, including timecards
- Destruction of state property, including documents
- Stealing
- Gaining access to the facility outside of approved times or for other than official activities
- Insubordination
- Unexcused absences
- Unexcused absence from training sessions
- Repeated tardiness
- Threatening and/or aggressive behavior
- Fighting
- Derogatory reference to a person’s or a people’s race, gender, religion, sexual orientation or physical ability.