

Trinity University Recreational Sports
Outdoor Recreation
Trip Leader Training Manual
2008-09

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Mission Statement

Trinity Outdoor Recreation is under the Recreational Sports Department, which is housed in the Department of Athletics.

Recreational Sports has been established to provide programs and services that contribute to the health and well being of the Trinity University community. It is the mission of this department to educate participants in the responsible use of leisure by providing an atmosphere which fosters the development of lifelong patterns of recreational activity and opportunities for participation in such activity for all members of the University community, regardless of age, sex, race, or motor ability. To do so, the department maintains recreational programs designed to provide appropriate environments for its participants and employees.

Philosophy

- **Safety** - We do not take unnecessary risks and discourage our participants from unsafe behavior. In the event that an injury occurs, we become the first responder and assume responsibility for the injured party until a person with greater training takes over. Although the participant agrees not hold the University liable, the University makes sure the Outdoor Recreation staff has adequate training to handle medical emergencies in the backcountry.
- **Enjoyment** – We exist to help students and faculty come to appreciate the natural environment of the outdoors, escape the rigors of Trinity academics, and meet new people. This is accomplished by organizing, planning, and leading trips; providing rental equipment at a minimal charge; and offering outdoor information to Trinity students and faculty. On trips it's important to remember that we are the social intermediaries, and as such, we break the tension and try to keep the group upbeat.
- **Leave No Trace** - We are teachers who often are introducing people to the outdoors. In addition to teaching what we know about plants, geology, stars, etc., we promote low impact camping and the leave no trace philosophy.

Purpose of Training Manual

Working on the O-Rec staff should be an ongoing learning process, but new staff members should go through a series of steps before leading a trip alone. Although the various responsibilities of the job may seem intuitive, learning and remembering these responsibilities is very difficult when things are not written out... so here you go.

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Trainings and Certifications

Wilderness First Aid

Every trip should have one leader certified by the Wilderness Medical Institute (or other acceptable agency) with WFA.

Red Cross CPR certification

All trip leaders must attend and pass this course at the beginning of the Fall Semester (or have proof of current certification).

Defensive Driving

All drivers need to have completed the Defensive Driving course administered by the Department of Campus Safety and have their driving record officially cleared by the university. Eva Cuellar from Fiscal Affairs will approve (or not) the driver when she verifies insurance and driving information reported on the university driver form.

Employment

Meet with the Director of Recreational Sports and Human Resources at the beginning of employment to complete required tax documents and employment paperwork. The first semester is a trial period; continued employment is never guaranteed.

At the end of the semester, the O-Rec staff (including the new staff member) and the Director of Recreational Sports will evaluate the performance of the new staff member. The evaluation may be written or more informal. The Director of Recreational Sports and the new staff member discuss these results and future employment status. After the initial semester, employee evaluations will be performed annually.

Getting Paid

- ❑ Time sheets are due every other Wed at 5:00 p.m. The current pay rate, established by the University, is *6.55/hour*. Checks arrive a week and a half after time sheets are turned-in. You must sign the time sheet and then turn it in to the Director of Recreational Sports.
- ❑ Hours: You are paid for all your office and driving hours. In addition, on trips, you are paid for any time that you are doing something that the trip participants do not have to do. This usually includes driving, cooking, and other tasks. On a long trip, it is recommended that you keep a record of your hours.

Regular Responsibilities and Communication

Set office hours and time of weekly staff meeting

Before setting office hours, the staff should find a time slot during which all can meet for a meeting with the Director of Recreational Sports. It is also recommended to have a staff meeting without the Director. *The staff will meet with the director, every other week, in his office. On the alternating weeks, the staff will meet, at the same pre-set time, in the equipment room. This will ensure that each trip leader regularly spends time in the equipment room and interacts with the equipment room staff.*

Staff members should also commit four to five hours a week during which they will be in the O-Rec office. You must be in the office during posted hours so that students will know when they can have O-Rec issues handled.

Staff responsibilities can necessitate working extra hours, but office hours do not fluctuate. Staff members are encouraged to overlap their office hours to maximize face-to-face interaction.

Procedures for trip sign-ups

Full payment is required to reserve a spot on a trip. The trip list and money bag are located in the hanging files at the staff desk. Record all necessary information on the trip list, including method of payment. Use the **Ryan 9-7** to document all trip monies.

Cash and Checks are NOT accepted as a form of payment for trips or equipment.

Tiger Bucks are the ONLY method of payment.

See the Tiger Buck machine for instructions on usage,

Wait-list procedures

When a participant comes to sign up for a trip and that trip is full, they may be placed on the waitlist. **As we now accept Tiger Bucks, participants do not need to pay to be placed on the waitlist.** If a position becomes available, the people on the waitlist will be contacted in order. It is critical that you note the all communication to ensure that we fill any vacancies and that we do not over-book the trip.

Cancellation

Should an individual need to cancel his/her registration, we will refund 100% of the cost up to the refund deadline. After the deadline, we will refund the money if we can get someone to fill the spot. We will take special circumstances into consideration in case of an emergency.

Phone operation

- ❑ **Check messages:** Hit the "Messages" button and follow the voice prompt. The password is the same number as the extension. If you check the messages and they are not for you, leave a note for the message recipient, as the new message light will not continue to flash after the messages have been checked. **Place that message in the recipient's office mailbox.**
- ❑ **Transfer calls:**
 - **Do not place the caller on hold.**
 - Give the caller the phone number to which he/she is being transferred, e.g. "I'm transferring you to 999.8280." This way if the transfer doesn't go through, the caller will be able to call back.
 - Hit "Transfer."
 - Dial the four-digit extension.
 - Hit "Transfer."
 - That's it.

Office Communication

Leave notes and phone messages **in the recipient's office mailbox** with the following information: date, time, name of person taking the message, and all other pertinent information.

Cashing trip checks – (checks SHOULD NOT be accepted as payment)

- ❑ Each check needs to be stamped and needs to have the account number on the back.
- ❑ The stamp should be kept in the desk drawer.
- ❑ The account number and the stamp must be on the back in the endorsement section of the check.
- ❑ The account number can be found on the bulletin board (if in doubt ask).
All checks need to be entered into the check register excel spreadsheet. R:\OUTDOOR REC\ImportantFormsAndTemplates\Check Deposit Form
- ❑ Endorse the back FOR DEPOSIT ONLY, clip together with the **Ryan 9-7**, and put both the checks and the excel spreadsheet in an envelope and slide under the Director's door.

Cashing rental checks - (checks SHOULD NOT be accepted as payment)

- ❑ This needs to be done Wednesday of each week.
- ❑ If your office hours fall on Wednesday, this is one of your responsibilities while working in the equipment room.
- ❑ Bring checks up to Jacob's in-box before leaving for the day.

Office Responsibilities for Equipment Room

Phone Operation

- ❑ Check messages: Hit the "Msg Wait" button and follow the voice prompt. The password is the same number as the extension.
- ❑ Transfer calls:
 - See preceding page.

Office Communication

Use the dry erase board as a means of communicating with each other. If a message is for you, and you've received it, please erase it from the board.

Equipment Rental

- ❑ Taking Reservations:
 - Reservations will be held until 4pm on the Friday the equipment is to be picked up. **Make sure to alert the person making the reservation to this policy.**
 - After 4pm, the equipment will be issued on a first-come, first-serve basis.
 - If a person or group is reserving more than 10 pieces of equipment, they will need to bring a check (or use Tiger Bucks) for the rental total or we will not hold the reservation.
 - Access the Equipment Rental file found at R:\OUTDOOR REC\orec equipment reservations.
 - Complete the information on the reservation form, including specifically choosing an item number from the inventory list.
 - Send an email to Jacob and to Jessa Hutchins. Jessa will then contact the person making the reservation to set up a time for pick-up.
 - **We DO NOT rent cooking equipment.**
- ❑ Renting Equipment:
 - *Complete the Outdoor Recreation – Equipment Agreement form (do not let the participant complete the information – you do it!). Make sure the participant reads and signs agreement.*
 - Show participants all tent related equipment. Unroll tent and show renter the poles – give each renter a sheet with instructions for setting up the 4-person tent if they want one.
 - Tent rentals get a free tarp. *Do not wait for them to ask – give each renter a tarp.*
 - Ask where they are going and find out if they'd like stakes.
 - Get fresh batteries from the 'Charged Batteries' container and replace existing batteries in flashlight and lantern. Make sure the equipment works.
 - *If they are using Tiger Bucks to pay for a rental, they need to go to the IM/Rec Sports Office, Bell Center 303. There they will pay for the rental and get a receipt. **They must PAY IN ADVANCE and bring the receipt to the Equipment Room to get items.***
- ❑ Checking-in Equipment:
 - The Monday before equipment is due both call and email all renters to remind them that their equipment is due by 5pm the following day.
 - **Remind renter of the late fees and that the fee will be billed to their student accounts.**
 - Your first task Wednesday is to send Jacob an email with the equipment that is late. Include name of renter and all details about late equipment.
 - Unroll tents and sleeping bags. Check for rips, tears, and damage to zippers.
 - Make sure lanterns and flashlights are fully operational.
 - Remove batteries and place them in charger.
 - Check backpack for rips, tears, support, and zipper damage.
 - Record all damage in 'Equipment Damage Log' and submit to Jacob via email with all details.
- ❑ Office and Equipment storage area:

These areas need to be cleaned each day. Do not leave cups, drinks, cans, plates, etc...on the desk or shelves. If the trash can is full at the beginning of your shift. Take the trashcan to the Rec Sports/IM Office on the third floor and change it out with an empty can from the office.

Trip-Related Responsibilities

Publicity

It is critical to promote trips early and consistently.

- ❑ Advertisements
 - LeeRoy: Pick up the form from the student life office; submit a week prior to when you would like the announcement to be published.
 - Trinitonian: The Trinitonian will run adds at a reduced price. These must be to the Director of Recreational Sports no later than 5PM the Monday before the Friday we would like the ad.

- ❑ Table tents

Table tents should be made on half sheets of paper. Remember to flip the image on the second side before printing. These are printed at Ginny's Printing (the copy center in the library) on card stock paper so they stand up. It could take as long as one week to have these printed depending on the time of the semester.

- ❑ Hanging a banner in Mabee
 - Paper can be acquired at the University bookstore along with any banner supplies. The materials may be charged to the **recreational sports** account. Get approval from the Director prior to charging anything to the account. **Bring receipt from bookstore.**
 - We must adhere to the University Posting and Promotion on Campus Policy, which can be found in the Student Handbook.
 - The banner may be hung anytime Mabee is open.
 - Bring strong tape.

- ❑ Mabee-sitting

Banner, Brochures, Trip-List, Moneybag, Tiger Card Machine, Pens, Scotch Tape, Flyers for specific trips, any props (photo album, bikes, backpack).
***Be there at 5:00 PM. ***

- ❑ Produce environmentally friendly box stuffers with recycled paper

Use paper from the recycle bin, use the printer, in the office, and remember to remove the staples.
The Director of Recreational Sports must approve all printed materials.

Planning trips

Logistical concerns include: trip limits—minimum and maximum; cost; possible date conflicts; who will lead the trip; is it a busy week for students; deposit and billing information for outfitters; and a cancellation policy (if a trip was to be cancelled).

Access the file cabinet (& o-rec folder on R drive) for information about past trips

In the file cabinets (and o-rec folder on R drive), there is information on every trip that has been run in the recent past and many trips that have been researched. This is a great resource. If the trip has been run before, there should be a post-trip summary that includes all previous cost information. It should also include information about what worked well and what should not be repeated. This information can be invaluable when planning a trip.

- ❑ Where to find information on the computer.

All trip information is saved on the network drive **R:/Pea/recsport/outdoor rec**. You will receive login information to access this network folder. It is good to save EVERYTHING you create for a given trip from advertisements and pre-trip forms to the actual trip lists.

- ❑ Bad dates

There are always some bad weekends to schedule trips (Tiger Fest, Family Weekend, midterms, etc.) Old staff members and University event schedules are valuable resources for this information.

- ❑ Planning
The trip for the following semester is set at a group meeting at the end of the current semester. Before the planning meeting, each trip leader should have researched any trips that he/she is interested in leading. This includes information about any outfitters if needed (preliminary contact is recommended), all cost estimates, any feasibility concerns, and date options.
- ❑ Reservations
Reservations for outfitters, outside equipment rental, and park use should be made as soon as the dates for the trip have been established. Because of our group sizes, it is necessary that we do this early. It is the responsibility of the individual in charge of the particular trip to insure these reservations have been made.

Budgeting:

- ❑ Determine trip costs.
Use a copy of the post-trip summary to budget for a potential trip. Use high estimates, as there are always hidden expenses.
- ❑ Post-trip summary report.
Complete the post-trip summary soon after a trip. Include all expenses and also make note of what went well and what should be changed in the future. A copy of the front page of the trip summary sheet needs to be handed into the Director of Recreational Sports so that he can have the financial information.

Reserving vans

- ❑ University vans:
Van reservations at the University should be submitted to the Director as soon as you have date information for the upcoming semester. A couple of weeks before a trip weekend call (Maria Cassanova ex8420) to inquire about the reservation. All drivers must be pre-approved through Fiscal Affairs and have completed the university's defensive driving course.

Pool Vehicle Policy effective on June 1, 2008 as follows:

***We will require 48 hours notice to cancel any reservation *A \$25 cancellation fee will be assessed for less than the required notice and/or "No Shows"**

- ❑ Rent-A-Van: (For long and out-of-state trips or reservation conflicts with the campus vans). All drivers must have their driver's license on file, and the University Insurance form should be brought when picking up the van. Reservations should be made as early as possible. **Please note: DO NOT PURCHASE insurance from any rental car company!!**

Travel Authorization and Cash Advance

Longer trips require more advanced planning. Trip leaders will have the opportunity to sign-out cash and traveler's cheques for those expenses that are not paid in advance with a University check. In order to take advantage of these opportunities, the Director of Recreational Sports needs to have budget information for the trip at least 28 business days prior to the trip. The advanced planning will insure that student trip leaders are not putting any expenses on personal credit cards.

- ❑ Necessary information
 - Van or trailer rental information
 - Cost
 - Vendor address and phone number
 - Food expenses
 - Advanced purchases
 - During trip purchases (estimate)
 - Gasoline and toll expense estimates for the entire trip
 - Other costs (park fees, etc)
 - Motel information
 - Cost

Working with Professional Outfitters

We sometimes require the assistance of professional outfitters.

This means:

- ❑ Scheduling in advance.
- ❑ Setting a minimum number of participants with the outfitter.
- ❑ A clear understanding about cancellation policies (this includes a cancellation deadline that can be mutually agreed upon).
- ❑ Paying in a timely fashion.
 - Do they need a deposit?
 - Will they invoice the university?
- ❑ Tipping (Usually you should budget for tipping from the group 10-15% is standard, more if the guide was excellent---Remember it is a tip, if the guide was horrible you do not need to tip).

Trip Logistics

❑ Schedule and plan for a pre-trip meeting

Before every trip, except toobin', the trip leader(s) should coordinate a pre-trip meeting. This meeting should give the participants sufficient time to prepare for the trip.

- The purpose of the meeting is to allow introductions, to clarify the itinerary and trip requirements, and to allow questions to be answered.
- Insurance and liability information should be given out during this meeting.
- Contacting participants for pre-trips should be done several days in advance of the actual meeting, to allow people a chance to set aside this time.
- Participants should be notified by telephone and/or email. Continue to call or email until you speak directly with the individual or until they leave a phone/email confirmation.
- Remind participant to bring their insurance information to the meeting.

❑ Conducting the pre-trip meeting

The meeting is an important time. While you may have done this activity a million times before there may be, several people who may have never done this activity before.

- Start with introductions.
- Explain insurance and waiver forms, give participants a chance to ask questions. Remind them that NOBODY goes on a trip without this information on file. Make sure that they have listed a contact person in case of an emergency.
- Explain about the health history section. If they do not want to write their condition down ask them to speak with you individually. Remind them to include ALL known allergies. (Any condition that has been noted needs to be followed up with an individual conversation.)
- Go over the itinerary and show any maps or pictures from previous trips.
- **Cover what each individual should bring and what is being provided for them. Remember to talk about food (example: what makes good backpacking food) and clothing (example: why not to wear cotton). Also, make sure to include how to pack a backpack and emphasize the amount of water that will be needed.**
- Distribute equipment if necessary. This depends on the trip, e.g., if you are going backpacking, it is good idea to fit the people to packs early so they can pack their actual bag.
- **Each trip participant must "check-out" each piece of equipment they take on a trip.**
 - **The equipment form will be completed as normal, with the following exception: we will not collect additional payment.**
- If you are going into the backcountry, make sure to address all concerns about not having any facilities. This means the bathroom talk- sorry guys. Make sure to tell everyone that you will provide both zip locks and brown paper bags to carry out any bathroom products including toilet paper and feminine hygiene products. (MAKE SURE THAT YOU DO!)

❑ Liability and insurance forms

- All liability and insurance forms must be signed before the trip. These forms should be distributed at the pre-trip meeting and gathered there if possible.
- During the trip, the waivers should stay in the van & the insurance cards in the 1st aid kit.
- Remember to return all forms to either the insurance box or the old waivers file after trip.
- Trip Waiver forms must be kept strictly confidential.

**YOU MUST HAVE BOTH FORMS FOR EACH PERSON,
INCLUDING TRIP LEADERS, BEFORE YOU LEAVE THE BELL CENTER.**

- Trip List distribution (Trip drivers should be listed as such)
Five trip lists need to be printed and distributed to (**emailing this form is acceptable**):
 - **Residential Life** (Wanda Olson): This needs to be delivered to the Witt Center.
 - **Fiscal Affairs** (Eva Cuellar): Eva wants the list by 3 p.m. Thursday afternoon.
 - **Campus Safety** (Joann Lockard): They need the list in case there are any emergencies while we are away.
 - **The Director of Recreational Sports**: Needs the most up-to-date copy, right before you leave, just put it in his box.
 - **Trip Copy**: So we can reference who should be there.
- Picking up and returning vans, using gas cards
 - Van Pick-Up: Vans may be picked up on Friday in the Prassel Parking Garage (check both the second and third floors). Always pick up the van before 5:00PM on Friday, even if the keys have already been picked up earlier and even if the trip is not until Saturday. Occasionally, the van may not be in the garage and if it is before 5:00 p.m., you can check on the van location with the staff. After the staff goes home, it is extremely difficult to get a van or deal with any other difficulties.
WRITE DOWN THE STARTING MILAGE
 - Van Return: Vans are to be returned to the Prassel Garage the evening you return from a trip. Leave the keys, gas cards, and any gas receipts on the drop box located by the stairwell on the second level. There is no need to fill the van up with gas- the mileage charge includes gas fees. Remove the TCP Pass.
WRITE DOWN THE ENDING MILAGE
 - Gas Cards: Gas cards may be used to purchase **GASOLINE** only. Any store merchandise needs to be paid for separately, even if Outdoor Recreation is paying for it. Pick up gas cards for every trip. Return cards and receipts with keys.
- Cellular phone
Do not use a cell phone while driving - this is a University Policy. Be aware it is difficult to get a signal in many backcountry locations and make contingency plans for emergencies.

Trip Leading Tips

- Staff members should communicate frequently on trips.
- ***You should work together as a team. Each staff member has his/her own leadership style, and so first-hand experience is the best form of training.***
- Old staff members should share strategies and war-stories with the rookies, but ultimately, each staff member must find what works for him/her.
- On trips, staff members should be able to read the group, make decisions for the group, act as social intermediaries, think ahead, and promote a safe, fun, earth-friendly atmosphere. Unsafe behavior is not tolerated and can result in dismissal.
- For the safety of the group, when in a situation where the group may be spread out there should be one "leader" in the front and a second leader running "sweep" at the end.
- These two should communicate about stopping points ahead of time and periodically regroup to make sure everything is all right.
- **Use common sense and learn from your mistakes.**
- One trip leader on EVERY trip must be WFA certified.
- Try to remember to take photographs

Day of Trip steps

- ❑ Weather report
Get a weather report for your destination.
- ❑ Prepare gear
Remember first aid kit.
- ❑ Food shopping
Go food shopping the day of (if you are leaving in the evening) or the day before if you are leaving the next morning. You will need to prepare much further in advance for spring break or thanksgiving trips.
- ❑ Paperwork- (make sure you have it all)
 - Directions.
 - Release Forms.
 - Insurance information.
- ❑ Introductions
Introduce everyone again- just because you know everyone does not mean that they know one another. There will be people who are with friends and people going alone, start the process of inclusion. Try to know everyone's name before you load the van.
- ❑ Led Zep
It is good luck if there is a Led Zeppelin song playing as you leave San Antonio.
HAVE A GREAT TRIP!

Returning from a trip

- ❑ Leave a message on the Director's phone so that he knows you have returned safely.
- ❑ Collect a comment card from each participant.
- ❑ Give each participant a t-shirt.
- ❑ Unload and return the van.
- ❑ Restock the first aid kit.
- ❑ Trinitonian
 - Before you leave, try to arrange for an article to appear in the Trinitonian after the trip.
 - Ask someone to write an article during the trip.
 - Make sure the article and any photos are at the Trinitonian office on the Tuesday before the article is scheduled to be published.

Post-Trip

- ❑ Summary
Blank forms are in the hanging file folder on the desk. It is critical that these are completed during the week following the excursion. Include what worked and what did not. **Be sure to photocopy the form for the Director so that he has financial information.**
- ❑ Depositing money
Turn in endorsed checks, and completed **Ryan 9-7** form to the Director. See pg. 7 for instructions.
- ❑ Add all trip participants to o-rec list serve
The list serve is utilized to send information about upcoming trips and has proven to be a very effective method to reach our "target" audience.
- ❑ Assess equipment for damages
If any equipment is damaged, please note it in the 'equipment damage log' and send an email to Jacob with trip participant's name, damage, and what the charge for repair/replacement will be.
- ❑ Restock First Aid Kit
Alert the Director when supplies are running low.

What if everything does not happen perfectly?

In case on an emergency, follow your Emergency plan of Action

As soon as possible, contact Trinity (both the Director of Recreational Sports and Campus Safety) and the emergency contacts for any of the injured participants. When contacting the director you should be prepared to give the participant's name, condition, location, phone number, and contact name at the hospital, the participant's emergency contact information, and any other pertinent information.

- ❑ **Remember:** All participants should know the location of the first aid kit and any immediate/critical health risks of other individuals (get the participants permission first.) The medical/insurance cards should be in the first-aid kit. **All participants must carry their own prescription drugs.**

Emergency Action Plan

To be used in the event of an emergency and carried in the first aid kit on all trips.

- ❑ Know the first point of contact (911, Ranger Station, etc). This will vary from trip to trip; get this information as soon as possible.
- ❑ The second contact is the Director. See the above note. You will have a laminated card in each first aid kit with the cell phone and home phone of the Director.
- ❑ Need to Know:
 - The closest help, phone, ranger, etc...
 - The nearest hospital or clinic.
 - ❑ Carry a map of the area with the location of nearest hospital, ranger station, or phone highlighted or circled in ink.
- ❑ Leave the keys to all vehicles in a safe place known to all participants and trip leaders.
- ❑ **Cover the Emergency Action Plan with all trip participants. In the event that both trip leaders become unable to carry out the plan, it would be up to the participants to take over.**

Van troubles/ Car Accident/ Speeding Ticket

- ❑ The cell phone has an emergency roadside-assistance card located in its storage bag. This service is paid for on a monthly basis.
- ❑ "Follow the required steps outlined by the rental firm in reporting an accident. Most importantly report the accident to campus safety, to the Associate V.P. for Fiscal Affairs, and to your immediate supervisor as soon as possible."
- ❑ Drivers receiving speeding tickets will lose their privileges to drive university vehicles and will have their employment status reviewed.

Alcohol Policy

The possession and/or consumption of alcohol is not permitted during any Outdoor Recreation activity.

Minors

If there is a participant under the age of 18, both the participant and their legal guardian need to sign the release form. Faxes are acceptable.

Medical/insurance cards

Medical/insurance cards for the current trip should be kept in the first aid kits. When returning from a trip, file all insurance cards in the cabinet located in the storage closet. All insurance cards and waiver forms are to be kept on file for **four full years** from the trip.

Participants with prescription drugs

All necessary prescription drugs need to be indicated on the Medical Release or Waiver Forms. **Under no circumstances are you to hold or store prescription drugs for any participant.**

Miscellaneous

Ordering equipment and food

Most orders require a purchase order.

- ❑ Select the supplies that you would like to order.
- ❑ Call the company to insure that the supplies are in-stock
- ❑ Get a purchase order number from the Director of Recreational Sports.

- ❑ Place orders using the purchase order number.
- ❑ Give all order information to the Director.

Tax-exempt forms

It is important to use these forms when making purchases inside the state of Texas. At most places all you need is the form, but if you are making a large purchase call ahead to see what else you may need. This goes for outfitters too!

IF YOU PAY TAX FOR AN ITEM, YOU WILL BE REQUIRED TO REIMBURSE THE UNIVERSITY THAT AMOUNT. USE THE TAX EXEMPT FORM --- EVERYTIME!!!!!!!!!!!!!!

Reimbursements

Document your reimbursement so that it can be efficiently processed.

- ❑ Photocopy all receipts. Originals are handed in to the Director; keep a copy for your records.
- ❑ Highlight the cost of the total sale and indicate the reason for the purchase, e.g., equipment, dinner, lunch, etc...
- ❑ If there are numerous receipts, clip them together with a cover note. The note should indicate the reasons for each expense as well as the total reimbursement.

Receipts

Keep all receipts and turn in reimbursement receipts separately from cash advanced and pre-paid check receipts.

Petty Cash

Petty cash must be picked up at the Business Office. You need to give the director your petty cash request 72 hours in advance. He will contact the Business Office with the trip leader's name and the amount to be picked up. **The trip leader is personally responsible for this cash.** Photocopies of those petty cash receipts need to be submitted to the director with the post trip summary.

Hiring

- ❑ See Appendix for more information.

T-Shirts

Near the end of the year, when you are making plans for the following fall's trip, it is time to think about the t-shirt design and color. Consider keeping a consistent logo but spicing up the design. Different colors are good for added diversity to the collection.

Brochure

- ❑ Creation
Know the creative limits as well as the optimal imaginary deadlines. The Director of Recreational Sports must approve all printed materials. Create your layout; your imagination (and some financial constraints) are your only limits. Write all the copy and select an assortment of possible pictures. Bring all these to Vee Debose in Public Relations as early as possible. This is more critical during the end of the fall semester. The Director will proof all copy before it is distributed.
- ❑ Distribution
 - Fall Semester: The brochures are distributed in the campus mail the first week of school. In addition, they are distributed in the first-year orientation packets, which are waiting in their rooms when they first arrive.
 - Spring Semester: The Spring brochure is easier to produce, but there is more of a crunch to get the brochures created. Information for spring trips needs to be to the Director no later than Thanksgiving.

Training Opportunities

- ❑ Wilderness First Aid
On every trip, at least one staff member should have this certification. A staff member should not lead a trip alone without this certification. Estimated cost: \$150/person.
- ❑ Leave No Trace training
Relatively cheap, this program would allow the Outdoor Rec staff to better educate its participants. At minimum, pamphlets should be given to renters.
- ❑ AORE ICORE
See the Director for contact information regarding the ICORE conferences.
- ❑ NIRSA National Conference
Held annually in late March or early April this is a great opportunity to meet O-Rec professionals and students from across the country. In addition, if you're interested in continuing your education, attendance at this conference could be beneficial, as O-Rec programs from across the country interview and hire graduate assistants at the meeting. *The conference is in Charlotte, NC in April 2009.*
- ❑ Wilderness First Responder
The University of Texas at Austin hosts a WFR course each year. Topics include patient assessment, body systems, equipment improvisation, trauma, environmental medicine, toxins, backcountry medicine, wilderness protocols, and wilderness rescue. Estimated cost: \$525/person.

Appendix A
First Aid Kit Check List

(This is the minimum one should carry, for longer trips add more frequently used items)

- * Call List with the Director's numbers with 2 quarters and 2 dimes (taped to a piece of paper with important phone numbers)
- * Latex gloves
- * 1 First-Aid booklet
- * 3 patient assessment forms & accident reports
- * 1 roll waterproof tape
- * 1 tube hydrocortisone
- * 1 pencil/pen
- * 1 lighter
- * 1 pair of tweezers
- * 1 SAM splint
- * 10 ibuprofen
- * 10 Tylenol
- * 10 Benadryl
- * 12 Pepto-Bismol
- * 1 roll of duct tape
- * 2 tampons
- * Direction: Indications/Contraindications for use of medication
- * 1 pocket mask
- * 2 triangular bandages
- * 4 iodine prep pads
- * 1 bottle of povidone iodine solution
- * 2 safety pins
- * 1 maxi pad
- * 1 ACE wrap
- * 1 irrigation syringe
- * 12 small Band-Aids
- * 6 large Band-Aids
- * 6 4X4 dressings
- * 1 package of steri-strips or butterfly Band-Aids
- * 1 sheet mole foam
- * 1 pair of trauma shears
- * antibiotic ointment

Appendix B
Hiring Guide for O-Rec
Procedures, Protocol, TCP forms...



Deciding to Hire

- Usually with O-Rec, we like to replace those seniors who are graduating with fresh faces ready to face the challenges of the day. Therefore, we only hire when someone is permanently leaving, not for those studying abroad typically.
- Usually this is done in the Spring and said new people(s) begin in the Fall. However, sometimes there are multiple seniors graduating. In this case, it is a good idea to hire in the Fall of the year said people are graduating, so that the new people can train in the Spring and be ready to take on O-Rec responsibilities when the seniors graduate.

Dates for Applications

- In the Spring, it is nice to have applications in by Spring Break, so that the interviewing can begin after Spring Break.
- In the Fall, it is nice to have applications in by Fall Break or the beginning of November, this way the interviewing can be done and a candidate decided upon by Thanksgiving.
- Often, deadlines need to be extended, hence it is nice to begin with an early deadline
- It is nice to see if the newly hired people can go on a trip the semester that they are hired to get a feel for the job, as well as begin knowing the O-Rec team.

How to Advertise Hiring

- We have found that a banner in Mabee works well to advertise
- However, this should be backed up with us talking to those we would like to see apply, and e-mailing everyone who has been on an O-Rec trip informing them of the opening.

Who to Look For in Hiring

- Generally, look for someone who is a sophomore or freshman, and look to see if they have Spring Breaks and Thanksgivings free, as well as their study abroad plans...after all, we need people to run trips. It is theoretically not worth it usually to hire a junior or senior unless they blow our minds with the application, because it usually takes a semester to get a feel for the job, and thus, this would give them one semester in which they really can contribute and work as part of the O-Rec team.
- A good balance of women and men on O-Rec staff is good not only for dynamics, but for on the trip dynamics as well. This is optimal, but not strictly enforced.

- Generally, we have hired those who can handle emergencies calmly, are laid back, perhaps can throw a Frisbee accurately, and have people skills. Organizational skills are an added bonus that comes in handy.
- It also helps if the person hired has been on an O-Rec trip previously, so they know what to expect and what the deal is.

The Interview

- Not all of the applicants have to be interviewed if the O-Rec staff feels their application does not warrant it.
- In interviewing, we try to do it all in one night or in two nights (if there are a lot of applicants). We set half our blocks for each interviewee. Usually the interviews last twenty minutes, and then we get a ten minute break to regroup, discuss among ourselves, etc.
- All of the O-Rec staff interviews the potential employee together with set questions. The only time this does not occur, is if there is an obvious conflict of interest between the O-Rec staff and the applicant (family relation, etc).
- Before the interview, the O-Rec staff meets to come up with questions to ask in the interview to make sure that all bases are covered. Some examples include: How would you handle this situation? How would you deal with drugs/alcohol on a trip? If you could design a trip for O-Rec where would you go? If there was a quiet/shy person on the trip how would you deal with this? Are you willing to perhaps give up your Spring, Easter, and/or Thanksgiving breaks sometimes for O-Rec? It is also important to look at the applicants potential conflicts time-wise or commitment-wise with other groups on campus.
- After the interviewing, the O-Rec member meet and come to a consensus on usually between 1-4 applicants that they liked, and they give this list to Jacob who then interviews them.

After the Interviewing

- After Jacob and the O-Rec staff have interviewed all applicants, they meet to discuss and pick their top choices. These choices are notified with a congratulatory phone call, and much celebration.
- Those who are not extended jobs are mailed a letter that is saved on the O-Rec folder on the computer. We encourage them to still go on trips and play with us.
- It is good to get the new employees into the office soon after they are hired to get the tour of it all. They should also be invited to the TC meeting in which trips are decided on (if the O-Rec staff feels this is important, if not, then oh, well).
- The new employees should also turn in a bio and photo for the brochure, and should look into getting their wilderness first aid if they do not already have it.

**Department of Rec Sports
Graduating Seniors**

Class of 2001

Drew Allen
J.C. Bunch
Brian Cope
Ian DeZalia (O-Rec)
Scott Hayward
Niki Herbert
Hector Lopez
Katie Potter
Erin Rausch (O-Rec)
Steff Ross

Class of 2002

David Allen (O-Rec)
Eric Bleier (O-Rec)
Josh Chaffin
Genessa Curran
Dana Derickson
Taylor Dorris
Oscar Flores
Katie Hammell
Chris Hill
Andi McDaniel (O-Rec)
Dion Wade
Brady Walker
Landon Wren
Matt Zahn

Class of 2003

Chris Bowles
Lawrence Chee
Emily Goodwin
Frederick 'Hunter' Hook
Devon McGlasson
Jeta Olokpa
Beth Patyrak
**Alyson Rose-wood
(O-Rec)**
David Ross

Class of 2004

Lauren Attermeier
Cecelia Carroll
Spencer Chase
Joe Cortez
Erin Hook
Charles Jessup
Aldo Lopez
Dustin Pfluger (O-Rec)
Sarah 'Kate' Rawley (O-Rec)
Jessica Stewart
Bryan 'Buzz' White

Class of 2005

William Allen (O-Rec)
Derek Boles
**F. Todd Davidson
(O-Rec)**
Donald Davol (O-Rec)
Jen Epperson
Jose 'Fredo' Lopez
Kevin McConnell
Jason Morris
Peter Murray
Erin Nourse (O-Rec)
Alex Peterson
Alejandra Salazar

Class of 2006

Cory Garcia
Sada Goodwin
**John 'Ryland' Hutchins
(O-Rec)**
Marc Lopez
**Brenna MacPherson
(O-Rec)**
Jeff McCarty
Alex Ploegsma
Mike Salazar-Medina
Christyn Schumann

Class of 2007

Ruba Ayyat
Nicole Bouley (O-Rec)
Adam Culver
**Micaela Dagucon
(O-Rec)**
Jillian Degerness
Jessie Dureell
Leah Goldstein
**Katie Hampton
(O-Rec)**
Ashley Harkness
Kaycee Kloeppel
Acacia Lawson
Michael 'Craig' McConnell
Matt Meyers (O-Rec)
Chris Sims
Esther Sobek
Elisabeth Stuart

Class of 2008

Jason Ballengee (O-Rec)
Nathan Goff
Britni Henderson
Laura Martel (O-Rec)
Ellen Mitchell (retired from
service)
Dylan Nealous
Ryan O'Hara (O-Rec)
Keith Radke (O-Rec)
Hannah Rinn
Nick Rodriguez
Leslie Schornak
Micaeli Smith