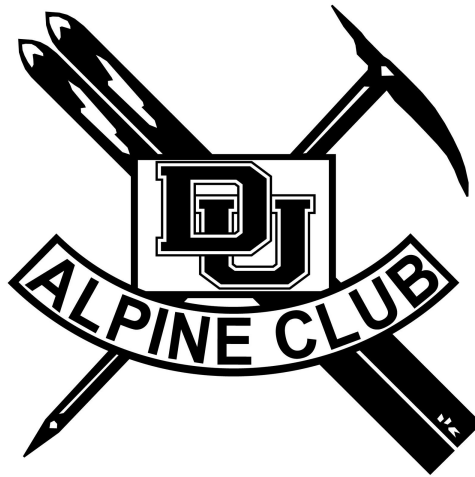


DU Alpine Club
Officer Manual
Winter 2018 – Winter 2019



Prepared by
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Revised by
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Introduction:

Welcome to the officer core! This is your basic guide and reference to being an officer. This manual has been greatly expanded from years past with an abundance of good information – so use it damn it!

Trip Planning Process:

1. Assigned a trip by the Top Five (after they consider your top 3 choices)
2. Meet with your co-trip leader and plan your trip – refer to the appendix section of this manual for past trips / trip ideas
3. Fill out a **TRIP COST REPORT (TCR)** with accurate estimates and send to the Top Five (Painter, V, Morgan, Joe, Johnny)
4. Follow up with the Top Five to make sure they approve of your trip, cost, etc.
5. Hammer out the details of the trip – Campground reservations (fall and spring), hotel reservations (winter), research hikes/bike routes/climbing routes, lift tickets (winter), guides, etc.
6. Two Mondays before the trip: **DRIVERS and OFFICERS**
 - See what officers can drive for the trip / secure other drivers
 - See what other officers are interested in coming on the trip
 - Remind marketing and publicity to advertise your trip
 - Make sure you have at least one **SAFETY OFFICER** per van going on the trip and a minimum of two per trip
7. Two Wednesdays before the trip: **SIGN-UPS**
 - Make sure you know how many spots are occupied by drivers/officers and how many are available for members
 - Get a head-count of interested members – **RAFFLE if necessary**
 - Use the **SIGN UP TEMPLATE** for signups
 - Make everyone signs **ASSUMPTION OF RISK** and **SUPPLEMENTAL** forms
 - Collect **MONEY**, give to Connor (Treasurer).
 - For popular trips where demand exceeds number of available spots, no money present = no spot
8. Monday before trip:
 - Update the officer core on whether or not the trip is full
 - If spots remain, remind marketing and publicity to advertise even more
 - **Email Sue** and set up a **Pre-trip Meeting** for Thursday (generally 4 pm)
 - Tell Joe how many **vans** you need for the trip (and gear truck if necessary)
 - Talk to Michelle, Murph, or **GEAR CLOSET MANAGERS** about **CLUB GEAR** needed for the trip and **FOOD**
9. Wednesday before trip: **PRE-TRIP**

- Before the meeting – make sure everyone’s **PAPERWORK** is filled out online!
- Fill remaining spots if necessary, post on FB or in EMAIL about spots (and tell friends)
- Have everyone sign up for **CARS / LEAVING TIMES** on the whiteboard according to time, **REMEMBER TO TAKE A PICTURE OF LIST**
- Provide trip participants with a **PACKING LIST / TRIP ITINERARY**

10. Thursday before trip: **MEET WITH Sue (must be done by 4pm)**

- Again make sure all paperwork is filled out
- Fill out **PRE-TRIP FORM for Sue online (Trip Request form)**
- Arrange car pickup from **ENTERPRISE** with your drivers usually Friday morning for weekend trips.
- Arrange gear checkout from gear closet managers

11. Day of trip: **ARRIVE AT SCHWAYDER ART BUILDING EARLY!**

- Have a printout (or google doc on phone) of the sign up sheet with everyone’s name and phone number
- Have **DIRECTIONS** printed out for all drivers if necessary
- Load necessary **CLUB GEAR** from gear closet
- Make sure **GEAR TRUCK** is there and ready to collect gear (skis, tents, sleeping bags)
- ***REMEMBER** that if the gear truck arrives the latest, the **GEAR** will be there last. Grab tents and things needed to be comfortable at Campsite, hotel, etc.

12. Trip: Where all your hard work pays off (yet still continues)

- Make sure you have **Sue’s number** in your phone: **cell: (*****)** and **office: (*****)** in case shit hits the fan
- Also have the **EMERGENCY CONTACT NUMBER** from your trip form – ranger station, county sheriff, etc.
- Have numbers of the **TOP FIVE** in cause of emergency (and all other officers)
- **REMEMBER** to share phone numbers with your car member.
- (also remember to have fun and inclusive for all trip-goers)

13. Monday after trip: **TRIP RECAP**

- Collect **RECEIPTS** from all your drivers, print the receipt form and fill out, then give them to Connor
- Talk about what went well with the trip, would could be better for the future, etc.
- Fill out a **POST TRIP TCR** with actual costs (obtained from receipts and invoices) and send to Connor
- Send out **post-trip survey** to all those who attended the trip, collect some feedback and include any important info if necessary into **trip beta form** on essential docs
- Go to Anthony’s to celebrate – you’re done!

Alpine Club Paperwork – EIGHT of them:

1. **TRIP COST REPORT (TCR)**

- Estimated pre-TCR must be done at the beginning of the quarter and e-mailed to the Top Four

- Post-TCR of actual trip costs must be filled out using receipts and invoices and e-mailed to Nathan

2. SIGN UP TEMPLATE

- Used to collect trip participant contact information during trip signups

3 + 4. ASSUMPTION OF RISK (AR) and SUPPLEMENTAL INFO

- Obtained online at www.recreation.du.edu/clubsports
 - Officer Info and Forms Tab
- Note – the Alpine Club has a different AR than club sports, so make sure you print and use the correct one
- Remember – these must be filled out completely and in pen for Sue to accept so you need to read and make sure trip participants fill them out properly in pen
- **Now that the form is filled out during online registration, ARs only need to be physically filled out if the person registers outside the time.**

5. TRIP FORM

- Obtained online at www.recreation.du.edu/clubsports
 - Officer Info and Forms Tab
- Called “Alpine Club Travel Request Form”
- Must be filled out and print off for Sue for Thursday pre-trip meeting

6. TAX EXEMPT

- As a part of DU, we are tax-exempt. We cannot pay tax on anything and you will not be reimbursed if you pay tax for anything. When requesting invoices for more expensive things (guides, group lift tickets, etc) make sure you tell them not to include tax.

7 + 8. ACCIDENT REPORT FORM and INCIDENT REPORT FORM

- Obtained online at www.recreation.du.edu/clubsports
 - Officer Info and Forms Tab
- Must be carried by trip leaders on all trips
- Accident report form must be filled out in the event of a serious injury
- Incident report form must be filled out in the event of a serious non-injury incident such as drug abuse,

Driving:

- Vans hold six passengers and a driver,
- Gear trucks a driver and typically a single passenger (but can be more if needed)
- Drivers must:
 1. Be over 21 years old

2. Have taken the Defensive Driving Course
 - First watch video:
 - <http://www.phly.com/aboutphly/LossControl/DriverTraining/flash/PureSafetyContent/Loader/index.html?LMSStandard=NONE&CloseWindowOnFinish=true>
 - Take quiz
 - <http://www.phly.com/aboutphly/LossControl/DriverTraining/quiz/DefensiveDrivingTrainingQuiz.aspx>
 - Send Sue a copy of your certificate showing completion
3. Have given Sue a photocopy of their driver's license
4. Preferably officers or past officers or good friends of officers (because we expect our drivers to act as officers)
 - Drivers go on trips at half price, as compensation for their driving (except for spring break because its so expensive)
 - Always get SUVs instead of vans for Silverton (Red Mountain Pass) and other winter trips where forecasted weather necessitates 4-wheel drive
 - There must be at least one designated **SOBER DRIVER** each night on overnight trips

Safety for Officers:

- We require all officers to be CPR and FA certified (WFA or WFR preferred but not expected)
- Sue needs a photocopy of everyone's current CPR and FA cards
- This training is provided to you at no charge by the university
- Remember you need one safety officer per vehicle and a minimum of two on each trip
- CPR must be renewed every single year
- First Aid is good for three years
- We will keep you all notified about upcoming classes / making sure you all become certified

First Aid:

- All trip leaders on all trips are expected to carry a first aid kit
- The club has two first aid kits if you don't have your own
- It is the responsibility of the equipment manager to keep the club first aid kits fully-stocked

Officer Retreat:

- Weekend retreat for senior and returning officers to teach the new officers how to be officers, expectations, etc.
- Usually done at the Mt. Evans Cabin
- Always done the first weekend of spring quarter before any springs trips

Additional Things to Think About:

- Fundraising Ideas/Ellington Fund
- New Trips
- Sponsorships hookups

Alpine Club Google Calendar — Copy and paste the following URL into the “New Calendar Subscription” in iCal

<https://www.google.com/calendar/ical/79t33tmjl232gvlqh813lbaa0o%40group.calendar.google.com/private-5e3d015e71be9cea2051d63a1ff06d02/basic.ics>

OR, copy and paste the following URL to subscribe to the calendar in a calendar app other than iCal:

<https://www.google.com/calendar/feeds/79t33tmjl232gvlqh813lbaa0o%40group.calendar.google.com/private-5e3d015e71be9cea2051d63a1ff06d02/basic>

Top 5 Officer Position Overviews

1. President

2. Vice President

3. Risk Manager

4. Treasurer

5. Secretary

- Taking minutes notes during Monday night’s officer meetings, including all major points discussed and duties we need to complete. Send this document to all officers, especially if they could not attend the meeting. All officers are expected to read the document, and remember to do whatever they need to do.
- Creating a mailchimp email to send to the DU Alpine Club mailing list EVERY MONDAY NIGHT after Officer meeting, or EARLY TUESDAY morning, this should include a relevant photo, trips of the week (short discription, date, registration time, what price includes), usually some deals we get from companies (Icelandic, Cotopaxi), Links (registration), and updating the trip list on the bottom.
- Being in charge of the alpine.du@gmail.com email, responding to as many as you can, or forwarding important info to Sue, Maya, or Colin to keep all in the loop.

Appendix:

Common Fall Trips

Ski Premieres – Matchstick Productions, Teton Gravity Research
Day 14er/day hike - Sept
Day Climb - Sept
Day Bike – Sept
Backpacking – late Sept/early Oct *temp/snow can be an issue
Independence Pass – late Sept/early Oct *temp/snow can be an issue
Weekend Sand Dunes/Hot Springs – San Luis Valley
Day Horseback Riding
Moab – typically mid October
Weekend climb – Shelf Road, Penitente Canyon, or Sinks Canyon
Woodward at Copper – November
Avalanche Awareness Class – Friends of Berthoud Pass – November
Wilderness First Aid (WFA) – WMI of NOLS *every other year

Common Winter Trips

Ellington beginner ski trip – Loveland - January
MLK Weekend – Crested Butte, Utah, Jackson, Telluride!
Avalanche 1 class – Estes Park with CMS *every other year in January
Backcountry hut trip – mt evans cabin, pearl lake state park
Ouray/Telluride – typically near Valentines Day
Silverton – typically late-February
Woodward at Copper
Dog sledding/snowmobiling

Spring Break

Jackson, Utah

Common Spring Trips

Day hike (14er)
Day climb
Day bike – May *snow/muddy trails can be an issue
Moab Multisport
White Rock, New Mexico Multisport
Black hills/Mt Rushmore – South Dakota

Weekend Sand Dunes/Hot Springs – San Luis Valley

Weekend climb – Shelf Road, Penitente Canyon, or Sinks Canyon

Rafting – late May *water levels/temp can be an issue

Backpacking – May *temp/snow can be an issue

A-basin beach day