

DENVER

STUDENT PROGRAMS



Alpine Club Manual
2016-2017
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Introduction

The Alpine Club has been a part of the student experience at the University of Denver since 1928. The Division of Athletics and Recreation recognizes and applauds the over 87 years that the Alpine Club has served to meet the DU Student's outdoor adventure needs.

This resource has been created to ensure that the requirements of the Division of Athletics and Recreation are clearly communicated and readily available to the officers and members of the Alpine Club.

- Alpine Club Officers are responsible for knowing and understanding the information contained in this manual.
- It is important that any questions or uncertainty be communicated to the Student Programs Manager for clarification.

Organizational Structure/Leadership

The Division of Athletics and Recreation is directly responsible for the overall management and oversight of the Alpine Club. The Student Programs Manager will have the direct responsibility of managing and advising the Alpine Club in matters of departmental policies and procedures.

The internal administration of day-to-day Alpine Club activities will be the responsibility of the club's undergraduate student leadership. A list of current club officers and contact information must be kept on file with the Student Programs Manager at all times.

Club Officers

Club Officers are elected during each Winter Quarter and serve as officers from Spring Quarter to Winter Quarter of the following year. This allows for each Spring Quarter to be used as a transitional period where outgoing officers, returning officers, and new officers work together to ensure a smooth transition each year.

Officer Positions typically include:

- President
- Vice President
- Treasurer
- Secretary
- On Campus Events
- Ellington Fund
- Gear Closet
- Fundraising
- Photography
- Social Media
- Sponsorship
- Gear Closet

Safety Officers

In the interest of maintaining and improving the standard of care to the participants of the Alpine Club, the following safety officer requirements are to be recognized and fulfilled.

Club Officers and Trip Leaders are required to attain a nationally recognized certification in **Wilderness Adult & Child CPR/AED and First Aid**.

- A certification in Wilderness First Aid and then a separate certification in Adult & Pediatric CPR/AED is also acceptable.
- Copies of these certifications are to be kept on file with the Student Programs Manager at all times.
- All new officers who begin during Spring Quarter will have until the following Fall (first day of Fall Quarter) to get certified.
 - For the 2016-2017 academic year, all officers & trip leaders must be certified by the first day of classes for Winter Quarter 2017, to provide time for officers to obtain their certifications.
 - All Spring Quarter trips must be run so that there is always a Safety Officer with each group.

Communication & Required Meetings

The club officers are responsible for having the trip list for the following quarter completed and submitted to the Student Programs Manager by the end of Week 8 of each quarter (exception: trip list for Fall Quarter). Should the availability of outside services require the change of a trip date, the club must inform the Student Programs Manager as soon as possible.

The club president is responsible for relaying any pertinent information from the Student Programs Manager to the club officers and/or the club members in a timely manner.

The treasurer is responsible for keeping a detailed budget, including a breakdown of the expenses and revenues from each trip. The treasurer is expected to meet with the Student Programs Manager at least once a quarter to compare budgets and to ensure accurate tracking on the club's end. The treasurer is also responsible for the timely and accurate deposit of all collected money immediately upon collection. Money is to be deposited in the safe in the Student Programs Tower to avoid any lost money by the club.

Meetings may be arranged as deemed necessary by either the Alpine Club or the Student Programs Manager. Additional officers, administrators, participants or members may be requested or required to attend.

Mailing Information

Any equipment, apparel, or other orders that are shipped to the club must be shipped directly to the Student Programs Manager and not a personal address.

The club's mailing address is:

DU Alpine Club

ATTN: Student Programs Manager

2201 East Asbury Avenue

Denver, Colorado 80210

Club Identification

The club is required to identify itself as “DU Alpine Club” or mention their affiliation with the University of Denver when conducting official club business with an outside entity. Since the club is supported and funded by the University, purchases/reservations/outside services conducted should be directly linked to the University and the club.

Travel

Travel is the most dangerous component of the Alpine Club at the University of Denver. In order to be reimbursed for travel costs, the club must adhere to the following travel regulations and procedures.

Trip Registration

Registration for Alpine Club trips may be done [online](#). Registration is first come, first serve with members receiving priority registration for most trips.

Ski Bus trip fees are non-refundable – no exceptions.

For all other trips, if the club is able to find someone a replacement and the trip is completely full, a refund may be provided. Last minute cancellations (within 48 hours) provide the club an opportunity to not allow a refund.

Travel Deadlines/Requirements

All required forms and documentation must be submitted to the Student Programs Manager prior to the Pre-Trip Meeting between at least 1 Trip Leader and the Student Programs Manager.

- [Travel Request Form](#)
 - Club Information (Select “Alpine Club”)
 - Location Details
 - Emergency Action Plan
 - Contact Information for overnight location and/or nearest Sheriff’s Department
 - Mode of Transportation
 - Rental Vehicle information
 - Driver Information
 - Trip Leaders
 - Trip Attendee List
- Completed [Acknowledgement of Risk \(AoR\) forms](#) for all traveling members.
 - Registering for a trip online includes an attendee’s AoR, so no hard copy is needed.
 - Each trip attendee must fill out a form for each separate Alpine Club trip he/she attends.
 - If signing a hard copy AoR, the trip name must be listed at the top of the form and information must be legible.

Pre-Trip Meetings

Trip Leaders are required to meet with the Student Programs Manager before each trip to ensure that pre-trip expectations have been met, and that the expectations of the trip leaders during the trip have been communicated.

- This meeting must take place by Thursday the week of the planned trip.
 - The club and Student Programs Manager may reschedule the meeting, if necessary.

Trip Leaders

The Trip Leader's primary concern is always risk management. It is the expectation of DU Athletics and Recreation that the trip leaders are directly accountable, to the best of their abilities, for the preventable actions of the club and participants while off campus on official club functions.

The duties of the trip leaders include, but are not limited to the following:

- Be knowledgeable of emergency procedures when an accident or injury occurs
- Report incidents/accidents within 24 hours of the incident/accident or club's return to campus
 - The [accident report form](#) is located on the Club Sports website.
 - Failure to comply with safety requirements may result in disciplinary action
- Inspect equipment for safety
- Report safety hazards to the club president and Student Programs Manager
- Promote club safety
- Communicate with members regarding the University's drug/alcohol policy, even when off campus

Transportation

Alpine Club is required to use **Enterprise** as their rental vehicle company and purchase its vehicle insurance option (which is typically included when using the club's corporate account). We have established a corporate account program through Enterprise.

Drivers must:

- Be at least 21 years old
- Complete the DU Defensive Driving Course
- Request, complete, and clear the MVR check by the University
 - List "Alpine Club" as the department requesting the MVR check when asked
 - Please allow at least 2 weeks for completion
 - Risk Management will send an email to the driver as soon as they are cleared to drive
 - That email confirmation should be forwarded to the Student Programs Manager
- Have his/her valid driver's license on file with the Student Programs Manager

Please note that no club is allowed to rent or use any 15-person van. If the club has an event in-town and is utilizing public transportation and/or walking to the event, rental vehicles are not required.

If vehicles are not refueled prior to returning vehicles, refueling will be billed to your club at a price much above market price.

Personal Automobile Use

The University of Denver Alpine Club does not permit personal automobile use.

Accident Reporting

All accidents involving DU owned, leased, or rental vehicles shall be reported to Risk Management and Campus Safety within 24 hours due to liability issues. A report must be made for record with Campus Safety and the Student Programs Manager must be notified.

- Campus Safety: 303-871-3000
- Risk Management: 303-871-2354
- Student Programs Manager: 303-871-3912

All injuries should be treated immediately by paramedics at the scene or if not an emergency, by a doctor or local hospital. If the injured party is an employee of the university, the injury should be reported to the Office of Risk Management within 24 hours. Additional information may be found from the [Office of Risk Management](#).

Lodging

The club's officers and trip leaders are responsible for the condition of any lodging utilized by club members. Facilities utilized should be free of any damage and tidied up before departing at the end of the stay. Any damages or issues should be reported immediately to the lodging contact and the Student Programs Manager. Pictures should be taken for documentation purposes.

- Negligence by the club may result in disciplinary action.

Drug and Alcohol Policy/Honor Code

Alpine Club participants are required to know and adhere to the [University Drug/Alcohol policy and the University Honor Code](#).

Failure to comply with these policies may result in disciplinary actions and/or suspension of club activities.

Contact Information

Contact information for members will be maintained by the Student Programs Manager and can be made available to the Alpine Club officers upon request.

Important Phone Numbers and Email

Student Programs Manager	Amy Rask	303-871-3912	amy.catlin@du.edu
Associate Director of Internal Operations	Ruth Brown	303-871-4694	ruth.brown@du.edu

Campus Safety (Non-Emergency)
303-871-3000

Emergency
911

Important University of Denver Web Pages:

Student Programs	http://www.du.edu/ritchiecenter/studentprograms
University of Denver	http://www.du.edu
DU Recreation	http://www.du.edu/ritchiecenter/
Risk Management	http://www.du.edu/risk/
DU Athletics	http://www.denverpioneers.com
Clarion	http://duclarion.com/
Student Health & Counseling Center	http://www.du.edu/health-and-counseling-center/index.html
Office of the Registrar	http://www.du.edu/registrar/
University Technology Services	http://www.du.edu/uts/

Finances

Memberships

Students may purchase a membership at any point during the academic year. Memberships are good only for the current academic year and do not carry over to the following year.

For the 2016-2017 academic year, memberships are \$50 and provide students:

- Alpine Club T-Shirt
- Alpine Club Nalgene Water Bottle
- Priority Registration on all trips
- Member rate for all trips

Memberships are non-refundable.

Funding

The Alpine Club requests and receives funding directly from the AUSA Senate (USG). In order to ensure that Alpine Club is managing its finances in a manner that is consistent with its intended use, and to ensure that the Division of Athletics and Recreation is aware of account balances, all Alpine Club budgeting transactions must be approved by the Student Programs Manager.

- The Associate Director of Internal Operations or any other Athletics & Recreation professional staff member may fill in for the Student Programs Manager in the event of an emergency or extended absence.

Petty Cash Guidelines

It is understood that the Alpine Club needs to have cash on hand for sign-up meetings and for tips for outside services on trips. In order for the club to have cash on hand, the treasurer must create a primary transaction including documentation stating how much cash the club will keep on hand.

- One officer, typically the Treasurer, of the Alpine Club must be named, and agree to be personally responsible for maintaining this money. In the event this money is lost or stolen, the individual named will be held personally responsible.
- This amount must be returned to the club's non-funded account following the final trip of the Spring Quarter.

Apparel & Other Purchases

All apparel & other purchases must be approved through the Student Programs Manager, even if paid for "out of pocket" by officers/members.

- Anything purchased without approval may be confiscated. There is no requirement to refund members for purchases not approved. The Student Programs Manager must also approve purchases with the university-owned logo.
 - Example: Anything with the DUAC logo.
- Please contact the Student Programs Manager during the planning stage for purchasing assistance.

Sponsorships

Club members are not approved to enter into any sponsorship agreements or sign any contracts.

All sponsorships must be approved through the Division of Athletics and Recreation. This is to ensure that all parties understand and meet all University sponsorship policies and guidelines, as well as protect the Alpine Club, its participants, the Division of Athletics and Recreation, and the University of Denver.

In the event a contract must be created, the tentative contract must be submitted to the Division of Athletics and Recreation for edits and final approval. An original copy is to be returned to DU Athletics and Recreation for their records.

- Club Members are not authorized to sign any contract. Signature authority is reserved for designated University employees.
- Any contract/agreement signed without approval of the University of Denver is not valid and the individual signing the contract/agreement will be held responsible for any damages or loss occurring as a result.

Donations

A database of all donations to the Alpine Club is tracked within the University of Denver Advancement and Athletics & Recreation.