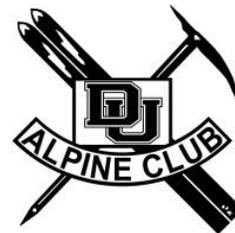


# DENVER

## STUDENT PROGRAMS



**Alpine Club Manual**  
**2019-2020**  
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# Table of Contents

## **Introduction**

Personal Automobile Use

## **Organizational Structure/Leadership**

Accident Reporting

Club Officers

Lodging

Safety Officers

## **Drug and Alcohol Policy / Honor Code**

## **Communication & Required Meetings**

Mailing Information

## **Contact Information**

Club Identification

Important Phone Numbers and Email

## **Travel**

## **Finances**

Trip Registration

Memberships

Travel Deadlines/Requirements

Funding

Pre-Trip Meetings

Petty Cash Guidelines

Trip Leaders

Apparel & Other Purchases

Transportation

Sponsorships

Enterprise Rental Rates

Donations

## 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 90+ 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, but may be altered as the current administration (officers + Student Programs Manager) sees fit:**

- |                    |                    |                                     |
|--------------------|--------------------|-------------------------------------|
| • President*       | • On Campus Events | • Social Media                      |
| • Vice President*  | • Ellington Fund   | • Sponsorship                       |
| • Treasurer*       | • Gear Closet      | • Gear Closet                       |
| • Secretary*       | • Fundraising      | *denotes a "Top 5 Officer position" |
| • Risk Management* | • Photography      |                                     |

### 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.

For trips that are not guided or overseen by medical/staff personnel (i.e. ski patrol, venue/program staff), there must be at least 1 Trip Leader who holds a nationally recognized certification in **Wilderness First Aid**.

- Copies of these certifications are to be kept on file with the Student Programs Manager at all times.

Trip Leaders must hold a valid **Adult & Pediatric First Aid/CPR/AED certification**.

- The certification must have an in-person component to the training.

## **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(s) 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 communicate with the Student Programs Manager periodically throughout the year regarding financial updates. The treasurer is also responsible for the timely and accurate deposit of all collected money immediately upon collection – however, all funds should be submitted online via RecTrac. 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. A club intentionally booking/reserving services away from the DU Alpine Club or University of Denver name may be subject to discipline and/or cancellation of the trip/service.

## **Travel**

Travel is the most dangerous component of the Alpine Club at the University of Denver. In order to be reimbursed for travel costs and/or continue operation as a club, 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 trips.

Ski Bus trip fees are non-refundable and non-transferable. The only exception is for a bus that does not run (inclement weather, cancellation, bus no-show, etc).

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 regardless if the spot gets filled.**

### 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

At least 1 trip leader is 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 is pre-set to Thursday 4pm, but can be rescheduled by the officers/Student Programs Manager if scheduling conflicts arise.

### 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
- Use provided Travel P-Cards for club use only and return the card and all receipts by the determined deadlines (Tuesday 12pm after returning from a trip).

## 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 2-4 weeks for completion
  - Risk Management ([risk@du.edu](mailto:risk@du.edu)) 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 vehicle that may seat more than 12 passengers, per university regulations. 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. Avoid this at all costs.

## 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 the Student Programs Manager immediately (no later than 24 hours).

- Student Programs Manager: 303-871-3912 (email can be found on the directory)

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.**

**The club's officers are required to address the drug/alcohol policy during their in-person trip meeting and pre-trip email. Emphasis should include:**

- The university's smoke-free policy extends to any Alpine Club-affiliated activity. No smoking or e-cigarette use/JUULing/vaping is permitted.
- Drug possession, including marijuana, is strictly prohibited. This includes any paraphernalia.
- Alcohol is prohibited in vehicles, lodging, campsites, and other non-regulated locations – regardless of the participant's age.

## 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 – Internal Operations	Justin Holman	303-871-4694	Justin.Holman@du.edu

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

Emergency  
911

## 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 2019-2020 academic year, memberships are \$50 and provide students:

- Alpine Club T-Shirt
- Alpine Club Nalgene Water Bottle
- Priority Registration on all trips
  - First 24 hours of registration of all Week 2 and beyond trips are open only to members. Week 1 trips of each quarter = 12 hours.
- Member rate for all trips (\$5-50 cheaper than non-member rate)

Memberships are non-refundable.

### Funding

The Alpine Club requests and receives funding directly from 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 for Internal Operations or any other Athletics & Recreation professional staff member or intern 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 trips to tip guides, bus drivers, etc.

- One trip leader is eligible to submit a request for cash that will be provided to them via a check or personal checking account.
- It is the student's responsibility to accurately reconcile the transactions (i.e. return proof that money was used) to avoid being personally responsible for the cash received.
- Once reconciled, the funds are taken out of the club account.

### 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. Donations are 100% tax-deductible and donating online through the university is the best way to support Alpine Club.