

UGA OUTDOOR RECREATION – TRIPS & CLINICS – PRE-TRIP PROCEDURES

Purpose: The purpose of this document is to outline the standard procedure by which trip leaders propose, plan, and prepare to depart for an outdoor trip.

Scope: The trips and clinics program runs between 40 – 80 different outdoor adventure trips and clinics annually. While every trip and clinic has unique features and challenges, each of these activities should follow a similar planning process.

Pre-trip procedures:

I. PROPOSING A TRIP

- a. All trip leaders will be required to submit three (3) trip proposals each semester, one short (half day, full day trip), one long (1 night, 2 or more nights) and one clinic. Trip proposals for spring semester will be due in October, and trip proposals for summer/fall will be due in March.
- b. A complete trip proposal will include a trip cost estimate form, a trip itinerary and log, and an RMP
 - i. The trip cost estimate form will project the anticipated costs of the trip, including fuel, vehicle usage, trip leader pay, food, outfitter costs, camping/park entry fees, etc.
 - ii. The trip itinerary and log will provide an overview of the trip itself, including the activity, the difficulty, time of year, contact information for the area, anticipated route, gear needs, special considerations for the trip, and an emergency action plan.
 - iii. The risk management plan outlines weather, emergency plans, closest medical facilities, and emergency contacts

II. TECHNICAL SKILLS

- a. Employees must be able to demonstrate appropriate technical skill related to the trips they want to lead (i.e. advanced paddling skills to lead a whitewater paddling trip). Refer to the skill specific training manuals for each type of trip.
 - i. Climbing
 - ii. Flatwater paddling
 - iii. Whitewater paddling
 - iv. Caving
 - v. Backpacking
- b. All trips employ the same procedures with regard to participant expectations, program policies, etc. Some trips may employ very specific emergency protocol based on the skills needed for each trip; refer to the skill manuals for this protocol.

III. TRIP PLANNING - AT LEAST 30 DAYS PRIOR TO TRIP DEPARTURE

- a. Once a trip has been approved and trip leaders have been assigned the lead the trip, the trip leaders responsible will need to complete the following actions:
 - i. Identify necessary permits, parking passes, and/or camping reservations; contact the appropriate park services (if applicable), and provide the Assistant Director with the required information to reserve the site. This task should be done as soon as possible. It is the responsibility of the trip leader to identify and follow the appropriate permitting process when submitting their trip proposal.

IV. TRIP PREPARATION – WEEK OF DEPARTURE

- a. Approximately one week before the trip departure, the trip leaders should confirm that minimum enrollment has been met. If minimum enrollment has been satisfied, the trip leaders will need to complete the following duties prior to departure:
 - i. Pre-trip meeting AND follow-up email with trip information
 1. On the Friday prior to the trip departure, either the trip leaders or a Trips Manager will contact participants by email to remind them of the pre-trip meeting.
 2. Pre-trip meetings typically take place on the Tuesday or Wednesday prior to trip departure. Pre-trip meetings will take between 45 minutes to 2 hours depending on the type of trip.
 3. Pre-trip meetings generally cover:
 - a. Overview of trip (activity, skill level, notable features of the area, etc.)
 - b. Date/time/location of departure and return
 - c. Packing list
 - d. Food list
 - e. General “get to know you” activity (i.e. name game)
 - f. UGA Trips and Clinics policies (alcohol/drug use, cell phones, LNT principles, expedition behavior, etc.)
 - g. General questions/concerns
 - i. Depending on the type of trip, trip leaders may need to practice specific skills with their trip participants (i.e. teach belaying on a climbing trip; teach how to use ascenders on a vertical caving trip; wet exits out of a whitewater or touring kayak, etc.)
 4. Trip leaders should send this information out in a follow-up email to trip participants after the pre-trip meeting.
 - ii. Food shopping
 1. UGA Outdoor Recreation generally provides at least 1 group dinner, breakfast, and lunch on overnight trips. Trip leaders will need to plan accordingly to find time to shop for groceries prior to trip departure.
 2. Trip leaders will need to submit a “PUBLIX CARD REQUEST FORM” from the Rec Sports business office at least 24 hours prior to check pickup.
 3. The Publix card can be picked up from the business office and all groceries bought are tax exempt. Let the cashier at Publix know it is tax exempt through UGA and they will have you sign a form, no extra certificates are needed.
 4. Once grocery shopping is complete, return the receipt and card to Donna at the business office.
 5. Trip leaders will be held financially responsible for any food purchases that do not have a corresponding receipt.
 - iii. Reserve and pull group gear from the ORC
 1. This includes tents, cooking gear, water purification systems, bear bags, dromedaries, first aid kits, paddling/climbing/caving gear (if applicable), and PERSONAL camping gear (for trip leaders only—participants must reserve and pay for their own personal camping gear).
 2. Be sure to check gear to make sure it is fully stocked and/or working appropriately.
 - iv. Petty Cash
 1. If petty cash is needed for parking fees, tolls, firewood, etc., fill out a Petty Cash Request form and submit to business office at least 48 hours before the trip.
 2. Petty cash must be picked up the day before the trip departs (typically Friday).

- v. Trip folders
 - 1. The Trips Managers will have created a trip folder for each trip and clinic. It will be placed in the same location as your van packet. The trip folder contains:
 - a. Trip checklist forms for trip leaders
 - b. Participant roster (includes health history, personal contact info, and emergency contact info)
 - c. Trip control form
 - d. Post trip evaluation (for trip leaders)
 - e. Trip evaluation (for participants)
 - f. Extra PEDB forms (for students in the Outdoor Adventure PE class)
 - g. Relevant confirmation information for permits, camping, outfitters, etc.
 - h. Extra incident report/SOAP notes

All questions or concerns pertaining to pre-trip procedures should be directed to the Coordinator or Assistant Director for Outdoor Recreation