



TRIP POLICY

Fish & Wildlife Student Chapter
UNBC Student Chapter of The Wildlife Society



Approved by Chapter Executive: March 2, 2009

This Trip Policy applies to all participants of all trips off of the University of Northern British Columbia campus that has been organized and approved by the Executive Board (hereafter known as the Executive) of the UNBC Fish & Wildlife Student Chapter of The Wildlife Society (hereafter known as the Student Chapter).

The purpose for this policy is to provide Student Chapter members with information regarding the rules of conduct, safety, organization and cost sharing which must be followed during Student Chapter trips. Adherence to these rules benefits all those involved by ensuring a safe, responsible, fair and well organized trip.

1.0 Liabilities and Conduct

All Student Chapter members attending an Executive-approved trip are covered under liability insurance provided by the Northern Undergraduate Student Society (hereafter known as NUGSS). All those attending a trip must be aware that when off campus, they are representing UNBC, TWS and the Student Chapter. These affiliations assume a certain level of respect and conduct. All members attending a trip must be aware that no responsibility for their actions is assumed by UNBC, TWS, the Student Chapter, or the Executive for any reasons.

2.0 Trip Organizer(s)' Responsibilities

These are the responsibilities of those involved in organizing the trip. A trip may be organized by any Student Chapter member, but it must first be proposed to the Executive who will, upon approval, facilitate its organization.

2.1 Travel Preparations

- Prepare a quick itinerary of the trip to email to the Student Chapter membership
- Collect a deposit for trip that has been set by the Executive
- Refer all those attending to this Trip Policy
- Ensure all those attending are aware of any dangers or hazards that may be encountered (e.g., wild animals, rough terrain, travel on logging roads)
- Create an Emergency Contact List (see Section 7.0 below)
- Ensure an Emergency Contact Person (see Section 7.0) has been designated who is not going on the trip and will retain the Emergency Contact List
- Organize drivers/cars, safety equipment if needed (e.g. radio on controlled roads, first-aid kit)

2.2 During Trip

- Ensure all participants have arrived at any rendezvous locations during the trip (see Section 6.0 below)

2.3 Upon Return

- Complete the Trip Form available in the TWS Manual which briefly summarizes the trip and makes any future suggestions
- Ensure all participants have arrived back safely
- Contact the Emergency Contact to let them know everyone has arrived back safely
- Send some pictures to the website manager and/or blurb about the trip

3.0 Travel Costs and Funding

3.1 Costs Sharing

- Driver(s) must keep track of gas and submit receipts to trip organizer
- All travel equipment is to be provided by trip members
- By end of trip, all balances should be equalized such that all those who attended the trip have paid equally for costs (including gas, camping, etc.)

3.2 Trip Funding

- The Fish & Wildlife Student Chapter will assist with costs on at least one trip per year (as designated by the Executive)
- NUGSS may be approached for funding aid on a trip and in fact encourages UNBC Clubs to do so. Any Funding application must be made to NUGSS by the Executive.
- The Student Chapter should have at least one trip-specific bake sale. This is also a requirement for NUGSS funding.

4.0 Trip Extension

At times, members may wish to extend Student Chapter-organized trips beyond Student Chapter-organized activities and travel to and from these activities. Any such extension, members do at their own risk and will not be recognized as part of a Student Chapter trip and therefore will not be covered under liability insurance (see Section 1.0 above).

5.0 Non-Members` Attendance

Non-members of the Student Chapter may not attend a group trip. Non-members wishing to attend a Student Chapter trip must buy membership for liability reasons (see Section 1.0 above). A trip Organizer must verify that all those attending are members. Though we cannot forbid non-members from arranging their own transportation and following the group on a Student Chapter-organized trip, they will not be covered under liability insurance and will be, therefore, encouraged to join the Student Chapter.

6.0 Driving Safety and Drivers` Cars

Regular rendezvous locations should be designated on longer drives where all cars meet up to ensure the entire party is accounted for. The number and location for these is up to the discretion of those participating. A minimum number of these rendezvous locations must include the end destination of the trip, as well as some location before and after any driving on logging roads, due to the increased hazards present. When driving on radio-controlled portions of logging roads, all vehicles are required to travel in groups with at least one hand-held radio in each group of vehicles – appropriate calling for the radio-control road must be followed at all times. Drivers must be aware that no repairs needed for their cars, due to damages on the trip, maintenance, or otherwise, will be reimbursed by the Student Chapter.

7.0 Emergency Contact List

An Emergency Contact List must be created prior to departure and must be left with a responsible Emergency Contact Person who is not participating on the trip. This list will include the names of all participants, their home/cell phone numbers, emergency contact persons and numbers, allergies, and other important medical information. The Emergency Contact Person will be left with a time of estimated arrival back to Prince George and must also be left with instructions on what to do if the group has not arrived back by that time.