Outdoor Adventure

Policies and Procedures

Effective January one, 2014 through present
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Present
INTRODUCTION

The Policies and Procedures of Outdoor Adventure (OA) follow the policies of Campus Recreation at Auraria (CRA), MSU Denver, CCD, CU Denver and AHEC. In cases of disagreement among policies and procedures, MSU Denver policies or procedures will be enforced.

Student-staff are required to follow all OA policies. Policies are not discretionary. Failure to follow Policies will result in disciplinary action up-to and including termination.

Failure to report violations of OA or CRA policies will result in disciplinary action up to and including termination. Failure to report violations of State and/or Federal law will result in immediate termination of participation in the Outdoor Adventure Student Guide Program.

Procedures describe how things are done, as in steps taken to achieve a certain prescribed result. Student staff is required to follow procedures unless new steps are identified and pre-approved by full-time staff.

Read the Student Employee Handbook for MSU Denver employee policies: http://www.msudenver.edu/media/content/humanresources/resources/StudentEmployeeHandbook_120112.pdf

I have read and agree to follow the policies and procedures of MSU Denver and Outdoor Adventure, and to obey the laws of the State of Colorado and the United States in the course of my participation in the Outdoor Adventure Student Guide Program.

Signed ____________________________ Date ________________
Policies

- Students employed within any of the outdoor education disciplines are considered employees of Campus Recreation at Auraria (CRA) and as such may be asked to work within any and all disciplines of CRA.
- Begin and end your shifts on time.
- Outdoor Adventure and CRA are professional environments and it is our policy that everyone treat one another with courtesy and respect.
- Appropriate attire is required on outings, as well as in the office.
- Follow policies and procedures of CRA, OA, and all state and federal laws.
- All staff must enforce OA policies among participants.
- Do not share other employees’ or participants’ personal contact information, schedules, or other personal information.
- Smoking is not permitted in Auraria buildings, including PEREC.
- Alcohol consumption before or during a shift is not permissible.
- Use of offensive, off-color, and inappropriate speech is prohibited.
- Unnecessary reference to race, gender, religion, sexual orientation, or physical ability is against OA and CRA policy.
- Completion of certain training will be required.
- Failure to complete required training will result in termination.
- An opportunity for exit-interviews will be provided, either face to face or written. It is at the discretion of the Student Guide to participate, or not.
- Check the OA Log at the beginning of each shift.
Procedures (Work Environment continued)

- Studying is okay after work is done and clients are served
- Snacking at work stations is okay
- For breaks shorter than five minutes, get someone to cover for you. If that is not possible, post the “Back in five minutes” sign on the door

SUB-IT-UP AND TIME SHEETS

Policies (not yet implemented)

- Complete and sign time sheets
- Be sure to secure and record your substitutions
- Use Sub-It-Up to document all shifts, starting January 1, 2014
- Follow all CRA Sub-It-Up policies
- Time sheets must reflect lunch breaks, when appropriate

Procedures (not yet implemented)

- Log into a Sub-It-Up equipped computer to sign-up for shifts
- Log into a Sub-It-Up equipped computer to sign-in and out of shifts
- Time sheets require full-time staff signature, preferably your direct supervisor. If your supervisor is not available, another supervisor or the Director of CRA can sign
COMMUNITY GROUP VISITS TO CAMPUS

Policies

• For climbing wall visits, see Climbing Wall Policies and Procedures

• All community group visits are to be chaperoned by responsible parties such as teachers, administrators or other formally recognized group leaders, not OA staff

• OA staff does not provide discipline or supervision of community group visitors. These are the responsibility of the formally recognized group leaders

• Outdoor Adventure Student Guide Program participants are not to be alone with minors – chaperones must be present at all times

• Community group visits must be approved by CRA full-time staff

• Community group access to the climbing is not to exceed 5% of climbing wall open hours each semester. Activities scheduled outside of normal open hours is not counted against the 5%

Procedures

• OA recognizes the value of community outreach and will participate in many outreach events each year

• While we acknowledge there will be interruptions, community group campus-visit-events are to be arranged in a way that impacts student’s activities and access to facilities as little as possible

• Community visits are to be scheduled on the Climbing Wall Calendar

• Community group-visits participant/facilitator ratios can vary widely, are dependent on outcomes, and are the discretion of full-time staff
OUTING SIGN-UP

Policies

• Full payment is required at time of sign-up
• All sign-ups are first-come, first-served
• Full-time staff reserve the right to add participants to rosters
• Full-time staff reserve the right to remove participants from rosters at their discretion
• Full-time staff reserve the right to approve un-paid sign-ups
• Waivers are required and must be completed at the time of sign-up
• Student staff do not have discretion regarding sign-up procedures
• Original sign-up documents are to be maintained - do not re-write and/or replace original roster
• Non-paid sign-ups are to be wait-listed
• Fees paid by students are non-refundable for unexcused no-shows or non-participations
• Refunds may be approved for legitimate excuses for non-participation at the discretion of full-time staff.
• Student participants must not be excluded based on criteria identified in the OA Diversity Statement
• Cancellations are to be posted on roster

Procedures

• Sign-up procedures are outlined in the trip-slip notebook at the front desk at PER 108
• Women’s only and men’s only outings must be approved by full-time staff
• Full-time staff reserve the right to exceed maximum participant limits at their discretion
• Full-time staff reserve the right to place participants on rosters without payment at their discretion
WEAPONS AND THE TAKING OF GAME

Policies

- Possession of deadly weapons is a violation of Campus, CRA and OA Policies (exception: among legal concealed-carry permitted individuals)
- Possession of firearms on outings is prohibited by OA Policies (exception: individuals with legal concealed-carry permits)
- Discharge of firearms on outings is prohibited by OA Policies
- The taking of game on OA outings is prohibited by OA Policies
- The taking of game, while out of season, is a violation of Federal law

Procedures

- The taking of fish, upland game, or other game are not approved procedures of OA
FIRE ALARM

Policies

• Seek safety, leave the building

Procedures

• Egress building via safest route – stairs to main level, basement exit or window

• The only wheel chair accessible egress from the Outdoor Adventure Center (OAC), is via the elevator in the fitness center

• Familiarize yourself with the building’s entrance and egress routes

FIRST-AID INCIDENTS ON CAMPUS

Policies

• Survey the scene for safety and overall impression

• Activate Emergency Medical Services (EMS) by dialing 911, if appropriate

Procedures

• At your discretion, administer first-aid
FIRST AID INCIDENTS IN THE FIELD – FRONT COUNTRY

Policies

• Do not place yourself or others at risk
• Survey the scene for safety and over-all impression
• Activate EMS by dialing 911, if appropriate
• One or more staff with Wilderness First Aid training or higher will attend front-country trips

Procedures

• Once scene assessed as safe, Administer first aid
• Do not place yourself or others at risk
• Caller may need to change location to optimize cell transmission/reception
• Move patient immediately if risk of further injury to patient or risk of injury to care givers is imminent. Otherwise, move patient only after careful consideration and appropriate stabilization measures have been implemented. Do not move patient if not absolutely necessary
• Every situation is different, use your best judgment based on patient assessment, your training, current conditions, and resources available
FIRST AID INCIDENTS IN THE FIELD – BACKCOUNTRY

Policies

• Once scene assessed as safe, Administer first aid
• Do not place yourself or others at risk
• Survey the scene for safety and overall impression
• Activate EMS, if appropriate
• Carry appropriate first-aid kit
• Carry appropriate emergency gear
• Carry appropriate gear to avoid emergencies
• Stock van with appropriate emergency gear and first-aid kit(s)
• One or more Wilderness First Responders will attend/support backcountry trips

Procedures

• Administer first-aid
• If EMS is activated, assign a communications team
• Move patient immediately only if risk of further injury to patient or risk of injury to care givers is imminent. Otherwise, move patient only after careful consideration and appropriate stabilization measures have been implemented. Do not move patient if not absolutely necessary
• Every situation is different, use your best judgment based on patient assessment, your training, current conditions, and resources available
REQUIRED FORMS

Policies

- Refer to the Student Handbook for forms required by Human Resources
- Refer to Outing Sign-up Policies and Procedures for required forms related to participant sign-up
- Forms are destroyed only following the passage of a period of time prescribed by law
- Student shall participate in the destruction of documents only under the direct instruction and direction of full-time staff

Procedures

- Obsolete forms are to be shredded by full-time staff

SOCIAL MEDIA

Policies

- It is against OA Policies for students to create new OA or CRA social media outlets without the approval of and under the direct supervision of professional staff
- Students may post approved content only, be it an individual post or multiple posts within a given category of posts. A student might choose to promote an event on Facebook or a student might be assigned the task of promoting programs on the Web, both require content approval
- There is one official OA Facebook page where OA content is posted
- There is one official SWOOP Facebook page where SWOOP content is posted
- There is one official Pathfinder Facebook page where Pathfinder content is posted
- Student administrators of social media sites are not to grant posting and/or editing privileges to others without approval of full-time staff
Procedures (Social Media continued)

- Social media sites are informational and promotional in nature and are not a forum for social, political, religious, or other causes
- All posts to OA social media should promote participation and learning in OA leadership programs

Communications

Policies

- Full-time staff are to be included in all official OA communications
- Student staff must respond in a timely fashion to work related communications
- All communications to email groups must be approved by full-time staff
- Keep all OA and CRA communications to participants and recruits positive
- Use the OA Information Log

Procedures

- Be welcoming in your communications
- Be polite in your communications
- Be concise in your communications
- There is no mass-email system on the Auraria Campus
- OA maintains a Gmail email group
- Consult informational sources to help answer participant questions
- If you are unable to get accurate information to answer a question satisfactorily, refer the participant to the appropriate full-time staff member
- Do not communicate to a participant that a lack of availability of information is a result of poor performance on the part of OA or CRA staff
- Information is contingent on various logistical factors that can and do change over time
• Explain to the participants that information is developing and that we will keep them informed

• Always support your coworkers when communicating with participants and potential participants

• Inquiries from potential participants typically constitute the first point of contact with OA and/or CRA, and it is the only opportunity to make a first impression

**FLYERS**

**Policies**

• Nothing goes public without review by full-time staff

• Original artwork only

• Don’t store flyers – make, then distribute

• Dated material – do not remove without approval

**Procedures**

• Honor others by providing thoughtful feedback, when asked

• Be honored by the thoughtful feedback provided to you

• A copy of all info and promo materials is included in the trip-slip

• Flyer look and feel – footer and layout are under development
MEETINGS

Policies

• Full-time staff are to be included, at their discretion, in all official meetings

Procedures

• Meetings are to be scheduled with adequate notice to invitees.
• Location of meeting is the OA office, PER 001a unless otherwise specified
• Attendees are invited via email
• Agendas are to be shared in advance

FEEDBACK

Policies

• Student Guides will provide all participants with feedback sheets (blue sheets), encourage blue sheet completion, collect blue sheets, and place them in the outing sign-up sleeve
• Students Guides will engage in the feedback provided, and will respond with efforts towards positive improvement of self and the program based on feedback of participants
• Participation in scheduled post-trip meetings is required
• Inclusion of full-time staff is required in formal feedback meetings

Procedures

• Feedback sheets are to be used as positive program improvement resources and are not to be used in punitive ways
• A Student Guide Program participant’s ability to respond to feedback and make positive and effective changes that improve performance is to be used as evaluative criteria
• An inability to engage in and respond to participant feedback is grounds
for termination of participation in the Outdoor Adventure Student Guide Program

- Ongoing feedback should be expected and can be provided face-to-face or via email.
- Feedback is to be respectful, private (when appropriate), constructive, and actionable
- Honor others by providing thoughtful feedback, when asked
- Be honored by the thoughtful feedback provided to you
- Feedback is not always fair, accurate, actionable, or applicable - disregard feedback that is not helpful or well intentioned
**ALCOHOL**

**Policies**

- No underage use is permitted
- Underage use will result in University disciplinary action
- No abuse or excessive use is permitted – if it occurs, it must be reported to full-time staff
- Lack of enforcement of our alcohol policies and/or a lack of reporting violations will result in termination
- Alcohol use on day trips is not permitted
- There is to be no alcohol use during on-campus activities
- Alcohol policies must be fully enforced by all attending staff
- There is to be no alcohol on SWOOP events
- There is to be no alcohol on Pathfinder events
- There is to be no excessive use of alcohol by trip staff
- Trip staff shall not provide alcohol to participants

**Procedures**

- NA

**DRUGS**

**Policies**

- Illegal drug use by participants violates policy
- We reserve the right to deny participation to anyone who we know or suspect of using any drug, legal, illegal, prescribed or over the counter, that might affect the safety of the participant, group members, or leadership team members
- Staff shall not use any illegal drug, according to federal law, while participating in the Outdoor Adventure Student Guide Program
• Staff shall not use any drug, legal or otherwise, that might affect the safety of the participant, group members or leadership team members

Procedures

• Drug testing will occur in the case of an incident

VENDOR RELATIONS

Policies

• Do not contact vendors without pre-approval

• Do not accept free product or services from vendors as a representative of MSU Denver – it’s against the law if it’s over $50 and it’s always against OA Policies

• Product donations to OA are accepted at the discretion of full-time staff

• Students are not authorized to negotiate on behalf of the University and it’s programs
Procedures (Vendor Relations continued)

- Accepting travel “comp” spots from vendors might or might not violate state Policies (TBD)
- We work to develop and maintain positive relationships with vendors – please help us

POOL (presently closed, re-opening TBD)

Policies

- Lifeguards are required for pool activities
- Do not lock personal equipment (including kayaks) in storage areas
- Do not store personal or OA gear on the pool deck
- Leave pool area as you found it or better

Procedures

- Pool area is accessed through the door on the west end with a 671 key. Key is stored in PER 108.
- Pool and closet are to remain locked at all times
- Locker room door are to remain locked during pool sessions
- Locker room doors must be secured when pool is not in use
- Clean kayaks before entering pool
OUTINGS – SINGLE DAY (OFF CAMPUS, NOT OVERNIGHT)

Policies

• Follow sign-up policies and procedures

• Full-time staff reserve the right to cancel any outing or activity at their discretion

• Outing cancellation based on low participation numbers:
  o Is not sooner than the Thursday prior to a Saturday or Sunday outing
  o Can be as late as the day prior to the outing at professional staff’s discretion
  o Decisions to cancel must be made in consultation with full-time staff

• Weather cancellations can be made at any time

• Severe weather decisions are in consultation with full-time staff

• Alcohol use is not permitted

• Use of trip-kits is required

• Assure well in advance that required gear is available and in operable condition

• OA staff are to arrive at the meeting place 15 minutes prior to the participant meeting time
Policies (single day outings, continued)

- Bring trip slip in trip-kit
- Participants who require adaptive measures that exceed reasonable accommodation and/or cause undue hardship to OA and its staff must provide those measures for themselves
- Outdoor Adventure Student Guide Program participants are not required to provide extraordinary services to any participant
- Notify all those affected by a cancellation – OA full-time staff, front desk staff, fellow OA student staff, etc.
- Notify full-time staff of all cancellation considerations
- Apply a sticky note indicating outing is canceled on roster (yellow sheet)
- Inspect gear to ensure it is adequate for participant needs – remember that gear is not in new condition and that often there are considerable wear issues. The question is will the gear serve your needs providing a safe and enjoyable experience?
- Participants can be required to equip themselves
- Outdoor Adventure provides gear to participants, within the limits of inventory, at no charge
- Often, transportation is included. Participants may prefer to meet at the trailhead or other location. This is okay, and can be arranged by full-time staff
- Carpooling arrangements may be made
OUTINGS – MULTI-DAY (OFF CAMPUS WITH OVERNIGHT STAY)

Policies

• Follow sign-up Policies and Procedures

• Full-time staff reserve the right to cancel any outing or activity at their discretion

• Outing cancellation based on low participation numbers:
  o Not sooner than the Thursday prior to a weekend outing
  o Can be as late as the day prior to the outing at full-time staff’s discretion
  o Decisions to cancel are made in consultation with full-time staff

• Weather cancellations can be made at any time

• Severe weather decisions are in consultation with full-time staff

• Adjustments to itineraries must include notification of full-time staff

• Use of trip-kits is required

• Assure well in advance that required gear is available and in operable condition

• OA staff are to arrive at the meeting place at least ½ hour prior to the participant meeting time

Procedures

• Bring trip slip in trip-kit

• Participants who require adaptive measures that exceed reasonable accommodation and/or cause undue hardship to OA and it’s staff must provide those measures for themselves

• Outdoor Adventure Student Guide Program participants are not required to provide extraordinary services to any participant
Procedures (multi-day, continued)

• Notify all those affected by a cancellation – OA full-time staff, front desk staff, fellow OA student staff, etc.

• Adjustments to itinerary will include consultation with full-time staff

• Apply a sticky note indicating outing is canceled on roster(yellow sheet)

• Inspect gear to ensure it is adequate for participant needs – remember that gear is not in new condition and that often there are considerable wear issues. The question is, will the gear serve your needs and provide a safe and enjoyable experience?

• Participants can be required to equip themselves

• Outdoor Adventure provides gear to participants, within the limits of inventory, at no charge

• Often, transportation is included. Participants may prefer to meet at the trailhead or other location. This is okay and can be arranged by full-time staff

• Carpooling arrangements may be made

• Meeting times and locations are to be arranged
RENTAL SHOP

Policies

• Check the OA Log at the beginning of each shift
• Shop is to be locked or occupied at all times
• Clean something every shift
• Keep the floor clear outside of staging area
• Inventory and re-shelve items
• Tools are not to be borrowed for personal use
• CRA cage is not secure and not to be used to store valuable items that can be easily stolen
• No shop access is permitted outside of open hours unless approved by full-time staff
• Do not loan out bike tools
• Document all items rented, used or loaned, always
• Free or “comped” rental items are at the discretion of full-time staff only
• Fully complete all rental documents
• Be polite when following-up on delinquent rentals

Procedures

• Studying is okay after work is done and clients are served
• Insert rental shop procedures
• OK to loan to CRA staff for work-related use
• OA gear is to be marked ASAP after acquired
• Park your bike in the shop, out of the way and/or in designated spot
• Okay to work on your bike any time it is needed an OA outing
Procedures (rental shop, continued)

- Occasional bike adjustments are okay if work is done
- Bike work is okay any time, during open shop hours, off the clock
- Working on other people’s bikes is okay, but limited (TBD)
- Don’t leave sleeping bags in compression stuff sacks
- Wash bags inside out with zipper closed
- Inventory tents before each rental and after each rental return
- Show client how to set up tent by setting it up in the shop or outside
- Ensure cabinet doors are locked
- Organize and wipe down rental desk
- Take out all office trash
- Secure all doors
- Empty recycling container (as necessary)
- Clean-up after yourself
- Include instructions with stove rentals
- Remind customer of the safety hazards of using camp stoves – place on stable surface, away from other flammables, and do not use in confined or non-ventilated space
- We do not provide the fuel or batteries
- Completing of use statement is required for avalanche beacon rentals
- Batteries for all rentals, including avalanche beacons, are the responsibility of the client
- All equipment has a unique identifier
- It is the responsibility of the rental shop staff to mark and maintain the legibility of all unique identifiers
- Tents have an inventory tag
- Stencils are used to mark large items
- Rental equipment is inventoried at or near the end of the each semester

**VEHICLES (INCLUDING VAN, RENTALS AND PERSONAL VEHICLES)**

**Policies**
- Follow State of Colorado policies and all applicable laws
- Personal use is against Policy
- Do not use communication equipment (cell phone, walkie-talkie etc.) while operating vehicles
- Do not eat while operating vehicles

**Procedures**
- Follow State of Colorado procedures regarding vehicle operations
- Be aware of and avoid distractions while operating vehicles
- Drive defensively
- Avoid excessive lane changes
- Do not be in a hurry
- When operating the van, you are a professional driver - Behave as one
- Complete van check-out form before each use
- Use Google Calendar to check availability and to reserve van
- Van is a shared resource with all CRA programs. Work with others to make van available to others
- Van is parked in the Auraria Parkway parking structure
- Refuel van before parking, if tank is less than half full
- Do not operate van with gas below a quarter tank – refuel before that
Procedures (vehicle, continued)

- Remove all gear from van after each use
- Remove all trash from van after each use
- Report repair and maintenance issues to full-time staff
- Use your co-pilot to adjust heat, radio, use the phone etc.

TRIP KITCHEN SUPPLIES AND FOOD

Policies

- Trip kitchen supplies and equipment are not part of our rental fleet but can be made available to groups at the discretion of full-time staff
- OA menus include a vegetarian main course and side dishes. Meat is cooked and can be added at participant’s discretion
- If food is left over from a trip
  - Perishable food may be taken by students for personal consumption (first choice goes to participants, then trip student-staff, then non-trip CRA student-staff)
  - Unopened, nonperishable foods, may not be taken for personal consumption. Save for upcoming trips
  - Food stored in the OAC is not to be opened for personal consumption
  - Do not store open containers of food in the OAC
  - Food stored at the OAC is to be used for official OA or CRA events, only

Procedures

- We often loan coolers to other campus groups
- Open coolers and allow them to dry before re-shelving them
- Clean all kitchen gear after use and before returning to kit
- Food budget per participant should not exceed $10.00 per-day
- Low cost per-day food budgets can approach $5.00
TRAVEL

Policies

• Consult MSU Denver Travel Manual
• Student-staff on trips that include food are not eligible for per diem
• Depending on trip budget, student-staff may not eligible for full per diem (exceptions are the discretion of full-time staff)

Procedures

• Complete Travel Authorization (TA) form with the assistance of full-time staff
• Include list of participants (copy of roster) attached to TA Team Travel form

COMPUTERS, OFFICE EQUIPMENT AND SUPPLIES

Policies

• MSU Denver has a Policy addressing appropriate use of computers, follow those policies.
• Office supplies and equipment are for official use only

Procedures

• Full-time staff will facilitate purchase of supplies
• Outdoor Adventure has a folder on the Y: Drive
• Use “How to Save a New Version” procedures when working on documents
• Do not over-write other’s work
• Save your OA work in the Outdoor Adventure folder on the Y: Drive
CLIMBING WALL OPERATING POLICIES AND PROCEDURES

Policies

• For route-setting, see Route Setting Policies, Procedures and Guidelines
• For inspection, see Climbing Wall Inspection Policies and Procedures
• All climbers must possess the appropriate certification
• If belaying, both climbers must be certified
• Minimum age for “drop in” climbers is 17 years old
• Rope-access activity participants (e.g. ascending) must be belayed. Outdoor Adventure (OA) climbing instructors and OA route setters are exempt
• Stretching on the blue carpet is okay but is secondary to climbing
• Bouldering height limit is 12 feet
• Bouldering pads are not approved unless for formal OA activities
• Shoes are required - no barefooted climbing
• Socks are required for use with rental shoes
• Participants who break rules repeatedly, despite being corrected, will lose access to the climbing wall
  o Three corrections will result in suspension of access for the balance of the semester
  o Additional corrections required after access is returned will result in permanent loss of access
  o Full-time staff reserve the right to deny a participants access to the climbing wall in the event of policy violations or safety concerns
  o Full-time staff reserve the right restore a participants access to the climbing wall
• Safety concerns require immediate action and intervention of staff
• Outdoor Adventure partners with community organizations to provide
special events and classroom visits on the climbing wall. The wall is not to be rented or loaned to outside groups - climbing wall activities are to be sponsored by OA and staffed by OA staff.

- OA climbing wall policies must be adhered to by all groups’ members
- Climbing wall partnerships that serve outside groups (community and classes) shall not exceed 5% of drop-in time
- Weekends and off-hour community activities are permissible
- Group participants must sign our Climbing Wall Liability Waiver
- OA staff person(s) must be present during all group activities

Procedures

- For route-setting, see Route Setting Policies and Procedures
- Spotting is encouraged
- OA staff are permitted to boulder and climb for up to ½ hour during regular shifts in an effort to reach-out to and encourage participants to get involved
- OA staff must enforce climbing wall policies
- Enforcement of rules begins with empathy and education. Participants who continue to break rules will lose access to the climbing wall, per policy (see above)
- Climbing wall is monitored by CRA Control Center Staff
- Rope are kept away from the wall, out of the way of climbers, by girth hitching a bight with the daisy chains
CLIMBING WALL ROUTE SETTING POLICIES, PROCEDURES AND GUIDELINES

Policies

• Placing holds at or above 10’ requires a fall arrest system (belay or self-belay)
• Route setting impacts on user access is to be minimized
• Volunteers are encouraged to participate
• Beginner route-setters are encouraged to participate as learners
• Routes will be maintained on each main climbing wall feature or panel (finger crack, overhang, hand crack and slab) that are appropriate for all participants – beginner to advanced
• Use of safety glasses is required of route setters
• Holds, tools and supplies must be staged in an area outside of drop zone(s)
• Ongoing route-setting will occur on an as-needed basis
• Route-setting volunteers must complete orientation
• Hard routes must include a bucket hold at the finish or top of the route
• Volunteer route-setters must sign participant liability release forms

Procedures

• Remove no more than 40% of holds on the panel or panels you are working on so that panel remains climb-able between setting sessions
• Concentrate efforts on one panel per every one or two setters
• Do not over tighten fasteners
• We have many small holds – please populate the wall with “extras”
• Place holds between routes to “fill’ panels
• Drop zones must be clearly marked
• No route setting within drop zones of higher setters
• Dropping and/or throwing holds and/or equipment are not approved procedures

• Ascending procedures can vary but must include a minimum of two appropriate rope grab devices engaged at all times when worker is ascending and/or suspended. Blocker knots are to be used when one rope grab device is removed

• Tools must be tethered

• Route setting equipment and supplies are stored in the OAC or behind the climbing wall

• Maintain a clean and organized work space and staging area

• Use spotters on ladders at and beyond third step is required

• The process of removal, cleaning and replacement (down time for wall) will not exceed three days

• A combination of soaking, brushing, bleaching and/or pressure washing are used to clean holds

• Participants are required to sign rosters and are counted as participants

• Easy routes are placed among hard routes in order to facilitate “bailing out”

Guidelines

• Diversity of route difficulty – we need everything from 5.0 to 5.13

• All levels of climbers are encouraged to set routes.
CLIMBING WALL INSPECTION
POLICIES, PROCEDURES AND GUIDELINES

Policies

- The climbing wall structure is to be inspected twice each year (semi-annual inspection) on or around the months of December and July
- Semi-annual inspections include inspection of welds, flooring, floor anchors, wall surface and holds. Each individual fastener is not inspected
- Ropes are closely inspected monthly
- Ropes are visually inspected daily
- Climbing wall is visually inspected daily

Procedures

- Daily inspections are cursory and are intended to reveal obvious and profound changes in condition and/or damage
- Close rope inspections includes a close visual and tactile inspection and in intended to reveal trends and minor changes in condition and to assist with replacement timing decisions
Grounds for immediate termination include, but are not limited to:

- Failure to follow Policies and Procedures
- Discrimination
- Falsifying records, including time cards
- Destruction of state property, including documents
- Stealing
- Gaining access to the facility outside of approved times or for other than official activities
- Insubordination
- Unexcused absences
- Unexcused absence from training sessions
- Repeated tardiness
- Threatening and/or aggressive behavior
- Fighting
- Derogatory reference to a person’s or a people’s race, gender, religion, sexual-orientation or physical ability.

Violation(s) of the MSU Denver Student Code of Conduct