



Outdoor Recreation

Procedures and Guidelines Regarding University Sponsored Trips

Who Can Participate in University-Sponsored Trips?

- SIUE students who have paid the appropriate fees for the semester during which the outing will occur and/or the time following the semester.
- Faculty and Staff of SIUE
- Graduated Alumni of SIUE
- Sponsored guests of SIUE students, family, staff and alumni

****Please note that some trips may not be appropriate for younger individuals or individuals with certain health conditions.**

Priority System for University-Sponsored Trips

- **Day and Weekend Outings** – Priority is established on first come, first served basis. Space is reserved by filing a **complete application** at the Reception Desk of the Student Fitness Center on or before the trip registration deadline date. Trip applications are comprised of the following: participant contact information, an emergency contact form, a medical history form, and a liability release form. The appropriate deposit or fee must be paid at the time of registration.
- **Extended Outings** – All procedures for filing applications and paying fees must be followed as outlined above in “*Day and Weekend Outings*”. In addition, trip participants will be required to attend a mandatory pre-trip meeting. Failure to attend this meeting may result in forfeiture of the participant’s spot on the trip.

Trip Cancellation

Campus Recreation reserves the right to cancel any trip due to insufficient registrations, inclement weather, or other unforeseeable circumstances. If such a cancellation is necessary, participants may be offered an opportunity to transfer their registration to another available trip, or be issued a full refund.

Refund Policy

Individuals who cancel their reservation before the trip registration deadline will receive a full refund. **Cancellations after the registration deadline date will result in forfeiture of deposit and registration fee.**

Inclement Weather

In the case of inclement weather, participants **should not** assume the trip is, or will be cancelled. The Outdoor Recreation Program trip leader will make that decision based on the weather report obtained for the area in which the trip will take place. Participants will be contacted if the trip is cancelled or if the departure time has changed. All participants are asked to show up and assume the trip will go if they haven’t heard otherwise from the trip leader.

Health Risk

All trips require varying degrees of physical fitness. Trip participants are asked to evaluate their own fitness level and determine whether or not he/she will be capable of participating in the activity. All participants are required to fill out a Medical History form (located on the trip application). This form will be reviewed by the trip leader(s), and participants will be contacted if the leader feels that the conditions of the trip will pose a risk to the participant’s health. Individuals who are over the age of 45 are strongly encouraged to have a physical examination prior to participating in the Outdoor Recreation Program and those with serious health conditions may not be permitted to attend the trip. Campus Recreation reserves the right to prohibit an individual from attending a trip if the Recreation Specialist for Outdoor Recreation feels that individual’s participation in the trip may be detrimental to their health and safety or the health and safety of others.

Insurance Coverage

Each participant's safety is of utmost importance. Since all trips and outdoor activities can potentially be dangerous, each participant must accept the risk and assume full responsibility for their own personal safety, as well as the safety of the group. All outdoor recreation program participants are required to have medical insurance. Individuals who do not have medical insurance will not be allowed to participate in the trips or activities. Please note that SIUE students **are not** insured by the University. The implications of this are:

- Participants have no accident coverage while on University sponsored tours/events unless they regularly carry such insurance on individuals.
- Any medical and/or death coverage for students is a matter of individual choice and action.

Individuals who do not have medical insurance but wish to participate in a trip or outdoor activity may purchase a temporary insurance policy from Assurant Health 800-989-2345 (option 3) or visit www.studentselect.com

Pre-Trip Meeting

Certain trips require that individuals attend a mandatory informational meeting prior to the trip departure date. Individuals who do not attend the pre-trip meeting may not be allowed to go on the trip.

Parking

Parking for all Outdoor Recreation trips will be either at the Student Fitness Center (Lot F) or the Supporting Services Lot.

Alcohol and Drugs

Alcohol or other drugs are not allowed on any Outdoor Recreation trip.

Questions?

If you have any questions regarding the "Procedures and Guidelines Regarding University Sponsored Trips" please contact Mark Applegate, Recreation Specialist – Aquatics and Outdoor Recreation at (618) 650-3235.