

# Pikes Peak Chapter, Colorado Archaeological Society

## Field Trip Policies and Procedures

*Approved by the PPC/CAS Board of Directors, March 11, 2007*

The purpose of PPC/CAS field trips is to explore archaeological and historical sites, learn more about and appreciate the cultural aspects of these sites, and share experiences with other chapter members and their guests. All PPC/CAS members (and their guests) are welcome and encouraged to participate in the field trips. PPC/CAS field trips are not open to the general public.

1. **Participants' responsibilities:** Participants in PPC/CAS field trips must follow the CAS Code of Ethics and policies of the organization and act as responsible members of the organization. Trip Leaders have volunteered their time and energy to share some of the excitement and wonders of archaeology and history. They are not babysitters or ombudsmen. As a participant in a field trip, you are expected to provide for your individual transportation, equipment, food, lodging, and all other reasonable and appropriate logistics and supplies. You are responsible for your own safety, and parents are responsible for their children at all times.
2. **Trip Leader authority**—The Trip Leader has the ultimate authority regarding all aspects of the trip. For example, the Trip Leader has the authority to determine when a trip or portion of a trip should be canceled due to weather or road conditions. Participants should treat such decisions with courtesy, understanding, and flexibility. Group safety shall always have precedence. If there is a difference in judgment between the Trip Leader and a guide, the primary Trip Leader has the authority to make the final decision, keeping safety of the group a priority.
3. **Registration**—Field trip registration is open to PPC/CAS members (and their guests) on a first-come, first-served basis. Note that advance registration is almost always required. Many field trips are limited to the number of people who can participate due to land-owner requests, logistical considerations, and other reasons. In addition, advance registration ensures that members have the first opportunity to sign up for field trips before trips may be opened to members of other CAS chapters.
4. **Trip information**—Trip Leaders will announce and provide information on upcoming field trips to PPC/CAS members at chapter general meetings, in the chapter newsletter, via email, or by any other appropriate and available method, as time allows. In addition, Trip Leaders may prepare and distribute to participants trip packets with the itinerary, costs, and pertinent contact information as well as the Release of Liability/Medical Information form. Trip packets may also include maps, history of the area or sites, suggestions for lodging, camping, and restaurants as well as information on possible risks and suggestions for the equipment and supplies participants should bring. Note that trip packets will not be all-inclusive in terms of information on the sites to be visited, travel routes, and many other details. Participants are encouraged to conduct their own research on the field trip destination to become educated and aware of pertinent details.
5. **Fees**—Generally, participants will not be asked to pay any type of administrative fee for PPC/CAS field trips. Of course, participation in field trips may require other fees such as entrance fees to archaeological and historical sites, guide fees, campground fees, etc. The Trip Leader may establish a non-refundable registration fee. The Trip Leader will clearly present required fees when announcing field trips. Often, you may need to pay fees in advance of the field trip. If you pay fees in advance but cannot attend the field trip, the fees you paid may or may not be refundable, depending on the circumstances. Discuss your cancellation and the fees with the Trip Leader. The Trip Leader's decision is final.

6. **Carpooling**—Certain locations may require a limit to the number of vehicles allowed, such as sites located on private land. Therefore, Trip Leaders will encourage members to carpool. However, Trip Leaders are not responsible for arranging transportation or carpools. Participants may refer to the registration list to see who plans to attend the field trip and work individually with other participants to arrange their transportation. Also, PPC/CAS respects the wishes of drivers who do not wish to carry other passengers for any reason whatsoever. Participants who carpool with another member are expected to reimburse that member for a share of vehicle expenses. The Trip Leader may set and announce a suggested amount of compensation. If you do choose to ride with another person (a PPC/CAS member, guest, guide, etc.), you do so at your own risk.
7. **Potential need for four-wheel-drive and high clearance vehicles**—Frequently, the sites visited on field trips require four-wheel-drive and/or high clearance vehicles. Owners and drivers are expected to have appropriate insurance and the necessary special equipment and skills to drive off road in remote areas. Neither the Trip Leader nor the organization is responsible for any damage to vehicles. If a trip requires four-wheel-drive vehicles, participants who do not have a four-wheel-drive vehicle must connect with other field trip participants to arrange their transportation. As mentioned above, Trip Leaders are not responsible for arranging carpools. PPC/CAS respects the wishes of drivers who do not wish to carry other passengers for any reason whatsoever.
8. **Caravanning**—While caravanning, maintain sight contact with the vehicle ahead of you and behind you. Stop at any turnoff and STAY at that spot until you are certain the driver of the vehicle behind you sees your vehicle and makes the turn. Leave sufficient space between vehicles for safety, especially on steep grades or difficult (muddy, sandy) road conditions. Do NOT tailgate.
9. **Staying together as a group**—As an organized group, participants should remain in close proximity for the safety and consideration of all involved. While hiking, the Trip Leader will set the pace for the hike. Stay with the Trip Leader and don't get ahead of him or her. To avoid possible search and rescue, inform the Trip Leader in advance if your plans deviate and you must leave the group for any reason (or if you plan to remove your vehicle from a caravan). If you do leave, you are no longer part of the trip. If it becomes difficult for you to keep up with the group, inform the Trip Leader immediately and agree on a course of action.
10. **Pets**—Pets are discouraged on field trips. They are frequently disallowed on state, federal and private lands. Therefore, the Trip Leader may prohibit pets on any specific trip. If pets are allowed and you do bring a pet, it must be on a leash and under control at all times. Whether in the campground or the wilderness, you must pick up after your pet (or, at minimum, remove the droppings from the trail). If a member or guest is unwilling to comply with this policy, the Trip Leader may ask that person to leave the field trip.
11. **Special needs and physical abilities**—Trip Leaders will attempt to provide the necessary information for attendees to decide if trips are appropriate for their physical abilities. If you are uncertain, it is your responsibility to discuss this with the Trip Leader prior to the trip. The Trip Leader may suggest ideas to help you enjoy the trip but is not responsible for meeting special needs. In rare instances, the Trip Leader may feel that someone does not have the ability to meet the physical demands of a trip, for example, strenuous backcountry hiking or climbing. In such instances, the Trip Leader will discuss the trip difficulty with that person and may discourage and possibly disallow that person from participating. The decision of the Trip Leader is final.
12. **Abide by all laws and archaeological ethics**—You must strictly adhere to all local, state, and national antiquities laws. Do not enter onto private land without permission. Do not collect artifacts or conduct an excavation unless the work is done as part of a legally constituted archaeological

project. Avoid middens and do not touch rock art. If recording rock art, you must use non-destructive techniques and take care not to disturb or damage other associated archaeological remains. Do not remove soil to expose sub-surface features or rock art. Remember that collecting artifacts or disturbing context is in violation of CAS Code of Ethics as well as a violation of federal and state laws. Treat these treasures with the respect they deserve. Take nothing but pictures, leave nothing but footprints.

13. **Limit alcohol; no controlled substances allowed**—Alcohol has no place on a field trip except back in camp or in town after the day’s activities. Drinking alcoholic beverages will not be allowed at any archaeological or historical site, including in vehicles on the way to or from a site. Illegal controlled substances will not be allowed or tolerated at any time on any chapter field trip or special event.
14. **In the event of misbehavior**—If members (or their guests) behave inappropriately on a field trip, such as exhibiting rude behavior or tampering with archaeological artifacts, the Trip Leader may determine that those participants cannot participate in the day’s remaining activities or in the remaining field trip activities. The Trip Leader will discuss his/her decision with those participants in private, clearly stating sufficient reasons for the decision. The Trip Leader’s decision is final.
15. **Signing the Release of Liability form**—By signing and returning the Release of Liability form, participants agree to comply with all field trip policies and procedures. Parents or legal guardians must sign for minor children. Each member is responsible for enforcing these rules and regulations, whether he/she is a trip leader or a participant. This form releases the Pikes Peak Chapter and CAS from liability due to bodily injury or loss of or damage to equipment. It also ascertains that the participant has read and agrees to comply with this Field Trip Policies and Procedures document. The Medical section allows for information regarding emergency contacts and medical care. Participants must complete and sign this form and give it to the Trip Leader before or at the time of departure for each field trip.

### **The Colorado Archaeological Society – Objectives and Code of Ethics**

- To uphold State and Federal Antiquities Laws.
- To support policies and educational programs designed to protect our cultural heritage and our State’s antiquities.
- To encourage protection and discourage exploitation of archaeological resources.
- To encourage the study and recording of Colorado’s archaeology and cultural history. To take an active part by participating in field and laboratory work for the purpose of developing new and significant information about the past.
- To respect the property rights of landowners.
- To assist whenever possible, in locating, mapping and recording archaeological sites within Colorado using State Site Survey forms.
- To respect the dignity of peoples whose cultural histories and spiritual practices are the subject of any investigation.
- To support only scientifically conducted activities, and never participate in conduct involving dishonesty, deceit or misrepresentation about archaeological matters. To report vandalism.
- To remember that cultural resources are non-renewable, and do not belong to you or me, but are ours to respect, to study and enjoy!