

Sun Lakes Rock, Gem & Silver Club

Field Trip Process & Rules

Revised: 10/19/2015

1. **Field Trip Log.** All participants must sign the field trip log and provide requested emergency contact information.
2. **Participant's agreement check.** The Field Trip coordinator will confirm that the participant has paid the required field trip fee and signed an Informed Consent/ Assumption of Risk / Waiver of Liability form (including on behalf of any children they are taking with them). If not, this will be collected prior to departure. Anyone who refuses to sign a waiver of liability will not be allowed to participate in the field trip.
3. **Orientation.** A brief orientation covering the trip process and safety will be conducted at the kick-off site.
4. **Field Trip (coordinator) Leader.** The Field Trip Leader is in charge of the trip but is not responsible for individual actions, omissions or choices made by field trip participants. The Field Trip coordinator will give his cell phone number to all to note or enter in their cell phone in case of an emergency.
5. **Ride-sharing.** Persons sharing a ride will be introduced to the volunteer drivers so that they can move their gear into the driver's vehicle. Again, we recommend passengers offer to share in the expenses (gas, car wash, entrance fees) incurred by drivers to drive to these collection sites. Drivers must ensure that passengers they have taken to the collection site return with them.
6. **Collection site directions.** The field trip coordinator will hand out directions to the rally pre-site meeting location(s) and collection site to all drivers.
7. **Head / Vehicle Count.** A count of all vehicles and participants will be made and noted in the log by the Field Trip coordinator prior to departure at the kick-off site, any rally meeting sites and prior to leaving the collection site. This also will be done upon arrival at the collection site.
8. **Drive to first pre-site meeting location.** A volunteer will be asked to be the rear caravan vehicle driver. Given the heavy traffic on our highways it is almost impossible to lead a caravan of all vehicles to a pre-site meeting location. While the Field Trip coordinator will attempt to do so, all drivers should set their sights on driving to the pre-site meeting location which will be just off a major roadway. If feasible, the pre-site meeting location will be a gas station or fast food restaurant so that members can use the restroom facilities. A departure time will be given once everyone is accounted for.
9. **Caravan to Collection Site.** The Field Trip Leader will lead the group, in a caravan, from the pre-site meeting location to the collection site. All drivers must stay within the caravan. When caravanning use the "Buddy System". That is each participating driver in the caravan is responsible for the members in front of them and behind them, and the rear caravan driver is responsible for those vehicles in front of him or her. Drivers must notify the Field Trip Leader of any emergencies or other necessary pull overs. Please DO NOT pull-off to collect rocks or other material when driving to the collection site!
10. **Arrival at Collection Site.** Once the caravan arrives at the collection site a vehicle and head count will be conducted and compared to the trip log to ensure everyone is accounted for. The Field Trip leader will announce the scheduled departure time.

Collection site etiquette

1. **Litter.** Never, ever litter. If possible, leave the site cleaner than found.
2. **Holes.** Fill in any holes made.
3. **Toilet Facilities.** Since there are no toilet facilities at these collection sites, please perform any necessary duties out of sight of others.
4. **Follow safety recommendations.**
5. **Collection Site Property Owner/Manager.** Comply with any collection site owner or manager rules, regulations or limitations.
6. **Early departures.** Anyone leaving before the scheduled departure time **must notify** the Field Trip Coordinator that they and their passengers are leaving. They will be required to sign out in the field trip log. Those who leave early are considered to be on their own and no longer a participant in the field trip.
7. **Stay behind.** No one is allowed to stay behind at a collection site.
8. **Collection Site Departure.** A 10 minute pre-departure warning (three car horn blast) will be made. Once made, please return to your vehicles.
 1. **Head Count.** A head count will be conducted to ensure that everyone is accounted for.
9. **Missing Person.** Attempts to contact any missing person will be made by telephone. The group will wait another 15 minutes after the scheduled departure time for any missing person. During that time the field trip coordinator will loudly sound the car horn. After 15 minutes a four person search party will be formed with each going in a different compass direction (N, S, E & W). The search party will search 15 minutes and if the missing person is not found the Field Trip Leader will contact the local police or fire & rescue department and call the emergency contact number to advise them of the missing person. The Field Trip Leader or a volunteer will be asked to stay behind at the location for the authorities. They will be advised of the last known direction the missing person was last headed or seen. **Any and all rescue cost (which can be substantial) will be borne by the person thought to be lost. FOR THIS REASON IT IS MANDATORY FOR ALL PERSONS TO**

CHECK IN WITH THE FIELD TRIP LEADER PRIOR TO LEAVING A COLLECTION SITE BEFORE THE SCHEDULED DEPARTURE TIME.

10. **Suspension of Privileges.** Failure to abide by these rules can result in the suspension of a participant's field trip privileges.