

PARTICIPANT POLICIES AND PROCEDURES

POLICIES AND PROCEDURES AFFECTING PROSPECTIVE PARTICIPANTS OF TRIPS AND/OR WORKSHOPS SPONSORED BY THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON CAMPUS RECREATION – ADVENTURE RECREATION PROGRAM.

ELIGIBLE PARTICIPANTS - Individuals falling into any one or more of the following categories are eligible to participate:

- A) Currently registered, fee paying UNCW Students
- B) Currently employed UNCW Faculty/Staff
- C) One guest 16 years of age or older when accompanied by the above mentioned university affiliate.

REGISTRATION FOR TRIPS AND WORKSHOPS - Prospective trip and/or workshop participants may register themselves and one (1) other individual for each workshop or trip in which they are interested. The status of the 2nd individual must also fall within one of the categories listed above.

PAYMENT

Participants must pay 100% of the full price required for that particular trip or workshop at the time of registration.

REFUNDS

Full refunds including deposit will be issued to:

- A) All individuals registered for any trip or workshop that is canceled by the Adventure Recreation Program due to poor weather or site conditions or any other problem of an operational nature.
- B) Registered individuals who cancel their trip space(s) must be replaced by a new participant(s) prior to the registration deadline to receive a full refund. Replacements should first be recruited from the trip or workshop waiting list, if a waiting list exists for the particular trip workshop. If there is no waiting list, the participant must find a replacement to fill their spot on the trip or workshop. Individuals who find their own replacement are responsible for notifying the Adventure Recreation Center of the replacement, exchanging the balance money with the replacement individual, and completing the proper registration procedures.
- C) Full refunds will also be issued to individuals with medical excuses that have arisen since the individual registered. Written documentation from a doctor must be provided.

TRANSPORTATION

- A) TRIPS - All trip participants must leave from and return to the point of trip origin. Unless otherwise noted, the point of origin for all trips is the Adventure Recreation Program in the Student Recreation Center. All trip participants must travel with the organized group. Mode of transportation is restricted to the vehicles provided by the UNCW Adventure Recreation Program.
- B) WORKSHOPS - All trip transportation policies are in effect for any workshop that requires transportation provided by the UNCW Adventure Recreation Program.

PRE-TRIP MEETING(S) - Due to the importance and amount of information to be distributed at the pre-trip meeting(s), attendance at these meeting(s) is required of all registered trip participants. Participants must attend at least one complete pre-trip meeting. If an individual is unable to attend a pre-trip meeting and has not arranged to have a representative at the meeting or to meet directly with a trip supervisor, they will be removed from the trip roster and will forfeit all fees.

CONTROLLED SUBSTANCES/UNIVERSITY POLICIES/LOCAL AND STATE LAWS

- A) Transportation or use of alcoholic beverages and/or recreational drugs by trip or workshop participants is strictly prohibited by the UNCW Adventure Recreation Program. Any participant found violating this policy may lose his/her right to participate further in Adventure Recreation Programming. Furthermore, UNCW Police and the Office of the Dean of Students will be notified.
- B) I also agree to comply with all University rules, standards and instructions for student behavior including but not limited to those set forth in Code of Student Life. I further agree to comply with any supplemental rules or standards adopted by the University for the program in which I am participating. I agree to follow all local and state laws for the locations visited. I agree that the University has the right to enforce all of the standards of conduct, rules and regulations described above. I further agree that if I violate those standards, laws, rules or regulations, I may be sanctioned, including immediate exclusion from the program and local law enforcement notified.
- C) I recognize that due to the circumstances of out-of-town travel, normally applicable procedures for notice, hearing and appeal in student disciplinary proceedings may not be practicable and therefore may not apply. I explicitly waive all claims based on alleged inadequate disciplinary procedures. I also recognize that if my behavior is determined to be detrimental to or incompatible with the interest, harmony and welfare of the University, program, or program participants, my acceptance of responsibility, my waiver of process and my consent to being sent home at my own expense with no refund of fees or expenses, if I engage in such detrimental or incompatible behavior. I further understand that I may be subject to further disciplinary, civil and/or criminal action upon my return to the University.

TRIP SUPERVISORS/WORKSHOP INSTRUCTORS

- A) TRIP SUPERVISORS - All trip supervisors are either undergraduate or graduate students employed by the UNCW Adventure Recreation Program, or they are full-time members of the staff of the University of North Carolina at Wilmington employed by the Department of Campus Recreation. On rare occasions, a member of the UNCW Faculty or Staff from an office or department other than Campus Recreation will serve as a trip supervisor due to that person's particular knowledge of the trip site location or their expertise in a particular skill area. Total trip group involvement is encouraged in terms of on-site trip functions and interaction. However, the final authority in the decision making process regarding overall trip operations, conduct and participant safety has been vested in the designated trip supervisors by UNCW.
- B) WORKSHOP/CLINIC INSTRUCTORS - With limited specific exceptions, workshop instructors are drawn from the same category of employees as are trip supervisors, and they are entrusted with the same responsibilities.