

Pikes Peak Chapter, Colorado Archaeological Society

Field Trip Policies and Procedures

Approved by the PPC/CAS Board of Directors March 5, 2014

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 each other. PPC/CAS field trips are not open to the general public. All current paid PPC/CAS members are welcome and encouraged to participate in field trips with a few exceptions. The Trip Leader and/or the PPC/CAS Board may disallow members to participate due to previous behaviors on field trips or trip specific physical inability.

1. **Participants' responsibilities:** Participants in PPC/CAS field trips must follow the CAS Code of Ethics and the PPC/CAS Field Trip Policies 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. **In the event of misbehavior:** If members behave inappropriately on a field trip, such as exhibiting rude behavior, tampering with archaeological artifacts or sites, or not staying with the group, the Trip Leader may determine that those participants cannot participate in the day's remaining activities or in the remaining activities for that field trip. If there is misbehavior, the Trip Leader will tell the offending participant(s) that they are not welcome to participate any further due to the misbehavior and tell them they may be hearing from the board. For that trip the Trip Leader's decision is final. The Trip Leader will report the incident to the PPC/CAS board and the board will take the appropriate action with the offending participant(s). As mentioned in the opening paragraph of this document, Trip Leaders may exclude an individual or individuals from participation in a field trip because of past misbehavior.
3. **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 (trash heap) or areas of concentration of artifacts 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.
4. **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 cancelled due to weather or road conditions. Participants must 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.

5. **Taking photographs on field trips and posting of photos on the internet:** Newer mobile phones and cameras with geotagging ability (using GPS to record the exact location of the image) store location information along with your camera's settings, make and model, date and time of the photo, and editing information within a file's metadata. Web services such as Flickr can then generate a map from photographs tagged with location information. To promote the protection of all archaeological sites, if you plan to share your photos on the internet, it is suggested that you remove the location metadata from a copy of the original image file. Use the copy photo, after the metadata is removed, as the photo you post on the internet.

To protect the privacy of individuals who may not wish to have their photos displayed on the internet, please do not take photographs of participants on field trips without their permission. Internet posting of geotagged photos or photos of people who have indicated a privacy preference may result in a limitation of your future field trip participation.

6. **Trip Registration:** Field trip registration is open to current paid PPC/CAS members 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 current paid members of other CAS chapters. Guests, non-paid PPC or other non-paid CAS members are not allowed, except at the discretion of the Trip Leader.
7. **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. Trip packets should include the Pikes Peak Chapter/Colorado Archaeological Society Release, Waiver and Indemnity Agreement form. The Trip Leader needs to fill in the date and the blanks describing the trip (location, property owners, activities, etc.) before giving the forms to the participants. The form must be completed by participants and given to the field trip leader before or on the day of the field trip. 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.
8. **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.
9. **Pets:** Unless otherwise authorized by the Trip Leader, pets are not allowed on Field Trips. Service animals, as defined by the Americans with Disabilities Act, are exempt from this rule.

10. **Staying together as a group:** As an organized group, participants must 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.
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. **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, guide, etc.), you do so at your own risk.
13. **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.
14. **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.
15. **Limit alcohol and marijuana; no controlled substances allowed:** Alcohol and marijuana have no place on a field trip except back in camp or in town after the day's activities, and only then if such consumption is allowed under applicable local, state and Federal laws. Consumption of alcohol or marijuana will not be allowed at any archaeological or historical site, including in vehicles on the way to or from sites. Illegal controlled substances will not be allowed or tolerated at any time on any chapter field trip or special event.

16. **Signing the Pikes Peak Chapter/Colorado Archaeological Society Release, Waiver and Indemnity Agreement (“Agreement”) form:** By signing and returning the Agreement 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 Authorization for Emergency Treatment section allows for information regarding medical care. Emergency Contact information is the last line of the Agreement form. 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!