

Colorado Rock Art
Association

Field Trip Leader Guidelines



Anne Robinson

May 2017

Colorado Rock Art Association- Guide for Field Trip Leaders

This guide was created to let field trip leaders create the best possible trip for participants while meeting the requirements of the Colorado Rock Art Association (CRAA) and the Colorado Archaeological Society (CAS). The first section has a form that will help you remember to list all of the important details for the trip. Then there is a checklist to help you remember all the last minute details to make the trip successful. The Waiver form must be signed by all participants a copy of the waiver form is in this document. We recommend that you add the location information to the form before you print it out. In addition we have the CRAA Field Trip Policies and Procedures, the CRAA Code of Ethics, the CAS Code of Ethics, CAS Cultural Resource Protection Policy, and CAS Social Media Policy. The final page explains Colorado information on non-profit liability information.

Contents

| | |
|--|----|
| Field Trip Information form | 0 |
| Field Trip Leader Checklist | 2 |
| CAS Waiver Form Guidelines | 4 |
| Release, Waiver and Indemnity Agreement | 5 |
| CAS Cultural Resources Protection Policy and Guidelines | 8 |
| CAS Social Media Policy | 9 |
| CAS Code of Ethics | 11 |
| Colorado Non-Profit Liability Information | 12 |

Field Trip Information form

The first step in planning a field trip is to give participants the most accurate picture of the trip. The guide below should be used to write up the description of the trip. Arrange for this to be distributed to CRAA members via the newsletter, emails and on the website.

Title:

Description:

Date:

Trip Meet Time: To leave on time, consider having people meet 15 minutes prior to the actual start time. This gives folks time to put on sunscreen and hiking boots, discuss carpooling arrangements, etc.

Trip End Time:

Meeting Location: (Include the nearest town or other general description of the location so participants will know what part of the state it is in. Do not give out rock art location to preserve site integrity. Best to meet at another location and carpool to the site. Or if you do want to meet directly at the site, only send the information after participants sign up.)

Trip Duration: (half-day, 1 day, multiday, etc.)

Road & Driving Conditions: (pavement, improved dirt road, unimproved dirt road, etc.)

Vehicle Requirements: (2-wheel drive, 4-wheel drive, high clearance.)

Driving Distance and Time to drive: (If possible, give both the mileage and the driving time.)

Gas availability: (Give the location of nearest gas stations particularly if everyone needs to have a full tank at the start of the trip.)

Hiking Distance & Difficulty: (mileage, elevation, trail/no trail, scrambling, lots of rocks, sandy, etc.)

Items to bring: (Hat, Sun protection, rain protection, water, lunch, snacks, hiking boots, long pants, backpack. etc.). If an overnight trip the suggested list for items to bring might be longer.

Lodging information (if needed)

Camping information (if needed)

Fees: (if applicable)

Food- Lunch/ Snacks: (Specify if lunch is to carry with, eat near vehicles or eaten in a restaurant)

Food/Social: (Potluck dinner, Group Happy hour)(An important part of belonging to the Colorado Rock Art Association is the chance to get to know other people who share a mutual interest in Rock Art. If possible, always include a social event as part of the field trip. If doing a potluck remember to remind folks to bring serving utensils, a camp chair to sit in, possibly their own beverages and possibly their own plates, bowls, cups and silverware.)

Sign up information: (provide email and phone of trip leader to sign up for the trip)

Membership policy: (Must be CRAA member or CAS Member. CRAA members can sign up anytime space is available. CAS members can sign up within 45 days of the trip, if there is space available.)

Dogs: (Are dogs allowed on the field trip? Usually this depends on the rules of the entity owning the land. CAS trip policies require that dogs be leashed, if allowed. Dogs should be kept out of sensitive archaeological sites.)

Maximum number of trip participants/ Minimum number of trip participants:

All trip participants must agree to the Colorado Rock Art Association code of ethics and the Colorado Archaeological Society code of ethics.

All trip participants must agree to the Colorado Rock Art Association Field Trip Policies.

All trip participants must sign the Colorado Archaeological Society Release, Waiver and Indemnity Agreement.

Consider purchasing a CORSAR Card, if you don't already have a current one. This supports search and rescue efforts in Colorado. For more information on purchasing, visit <https://www.colorado.gov/pacific/dola/colorado-outdoor-recreation-search-and-rescue-card-good-investment-outdoor-enthusiasts>

Field Trip Leader Checklist

Before the trip:

_____ Collect the names, cell phones, emergency contacts of all participants to have at the meeting location.

_____ Make sure the participants have your cell phone number in case of any last minute issues.

_____ Make sure trip participants have clear directions to the meeting location.

_____ Figure out nearest Emergency Facilities, highway patrol and the Sheriff's office phone number to distribute to trip participants.

_____ Make sure you have sufficient copies the **CAS Release, Waiver and Indemnity Agreement** of for all trip participants, field trip leaders and tour guides to sign on the trip.

_____ Important- Make sure you email a copy of the **CAS Release, Waiver and Indemnity Agreement** before the trip so participants can see what they need to agree to. You can also ask them to complete it at home, but make sure you have extra copies in case they forget them.

_____ Make sure copies of the Colorado Rock Art Association Field Trip Policies and Procedures are sent to participants ahead of time. Have a copy on the trip to refer to.

_____ Make sure you are familiar with the CAS Code of Ethics, CAS Cultural Resource Protection Policy, the CAS Social Media Policy, CRAA Field Trip Policies and Procedures. All of these are at the end of this document.

At the trip meeting location:

_____ Handout info on nearest emergency facilities and Sheriff's phone number to trip participants.

_____ Make sure that all participants sign the Release, Waiver and Indemnity Agreement. This includes leaders and tour guides. The group leader should collect these to give to the CRAA Field Trip Coordinator.

_____ Make sure you remind trip participants not to post anything about the location online. This includes GPS locations or identify features that might let people know where the rock art is located. Make sure participants are aware that sometimes the GPS coordinates are embedded in the photo and you can post to the location when you post the picture. Make sure this feature is turned off. This is issue is particularly prevalent in cell phones.

_____ If applicable, discuss how you are caravanning to the site. Make sure you have a plan to keep everyone together.

_____ Handout and/ or discuss Colorado Rock Art Association Field Trip Policies and Procedures to anyone who is not familiar with them.

On the Trip:

_____ Review with participants the applicable rules from the CAS Code of Ethics, CAS Cultural Resource Protection Policy, the CAS Social Media Policy and CRAA Field Trip Policies and Procedures.

_____ Have participants introduce themselves to each other such as stating their names and maybe something else personal about themselves. An important part of CRAA is the chance to get to know other folks who share an interest in Rock Art.

_____ Make sure group photos are taken, as well as photos of the rock art.

After the Trip:

_____ Send the signed CAS liability waiver forms to the Field Trip Coordinator for storage.

_____ Add trip photos to Friends of Colorado Rock Art Association Facebook page.

_____ Send trip photos to the newsletter editor with captions for the next newsletter. Make sure it includes some photos of the trip participants.

CAS Waiver Form Guidelines

1. Make sure you have a copy for all participants
2. We suggest that you pre-fill out the location and property owner information before you print out the forms.
3. Trip leader, Tour Guide(s) and all participants must fill out the waiver form.
4. Completed waiver forms should be given to the Colorado Rock Art Association Field Trip Coordinator after the trip.

**Colorado Archaeological Society and Colorado Rock Art Association
Release, Waiver and Indemnity Agreement ("Agreement")**

Date _____

I, _____, voluntarily and with full knowledge of the risks involved, participate in the excavation, field trip, or other activities (the "Activities") at _____ [insert location]: located on property owned by _____ [insert property owners if appropriate] i (the "Property Owner(s)"), under the sponsorship of the Colorado Archaeological Society ("CAS"). I understand and accept the Activities include, without limitation:

_____ (describe activities, such as travel to and from the excavation or field trip or other site, working in a remote area, hiking, climbing, lifting, bending over, crouching, working with volunteers, working with hand and power tools, etc.) pose risks to me including but not limited to the risk of serious physical injury, death and/or emotional distress ("Risks of Personal Injury"). I understand I may suffer loss or damage to my personal property ("Risk to Personal Property"). I assume full responsibility for all Risks of Personal Injury and Risks to Personal Property.

Certifications

I certify one of the following:

___ To the best of my knowledge and belief, I am in good health and can safely participate in all the Activities, or

___ My doctor has certified (attach medical certification form) that I may safely participate in all the Activities, with the following limitations or restrictions:

_____. I agree that I am solely and fully responsible for complying with any limitations or restrictions placed on me by my doctor.

Authorization for Emergency Treatment

In case of illness or accident, I give permission for emergency treatment to be administered to me. I agree that I shall assume full responsibility for any treatment, including payment of medical or other costs. I advise CAS that I have the following allergies, medicine reactions, or other physical conditions that should be made known to a treating physician in case of a need for medical treatment and/or emergency:

_____. I authorize CAS to share and release this information to CAS personnel, a medical provider, or anyone else with a need to know this information.

Waiver, Release, and Indemnification

I, for myself, any spouse and family, heirs, executors, and administrators, release and discharge the Property Owners and CAS and all present or past officers, directors, employees, agents, contractors, students, and volunteers, acting officially or otherwise, (the "Released Parties") from any and all claims, demands, actions, causes of action which in any way arise from my participation in the Activities. I agree to indemnify, save and hold harmless the Released Parties from any and all loss, liability, damage, attorneys' fees, or costs that may be incurred by me or any other person that arise in any way from my participation in the Activities.

I acknowledge that no oral representations, statements, or inducements apart from this Agreement have been made and that I do not rely on any representations or statements other than those stated in this Agreement.

To the extent that I continue participation in CAS sponsored Activities beyond the date when I sign this Agreement, this Agreement continues in full force and effect. A photocopy or facsimile copy of this Agreement is as effective as an original.

I have read and have had a full opportunity to ask questions about this Agreement before signing it. I voluntarily, knowingly and without duress sign this Agreement.

Participant's Signature _____

Date _____

Signature of Parent or Guardian (if Participant is under the age of 18)

Date _____

Address _____

Telephone _____

Cell Phone _____

E-Mail Address _____

Contact in case of emergency: (Name and telephone): _____

Colorado Rock Art Association (CRAA)

CRAA Field Trip Policies and Procedures

Participants' responsibilities: Participants on CRAA field trips must follow the CAS Code of Ethics and the CRAA code of Ethics as well as all local, state, and national antiquities laws and act as responsible members of the organization. You are responsible for your own safety.

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 persons cannot participate in the remaining activities of that field trip.

Archaeological ethics: Do not enter onto private land without permission. Do not touch, disturb or damage associated archaeology.

Location of Sites: Do not share the location of Rock Art sites you visit on field trips on social media, the internet, or other public forums.

Trip registration: Field trip registration is open to current paid CRAA members. If the trip is not filled by CRAA members the trip may be opened to other CAS chapters.

Fees: Participation in field trips may require fees and costs for the trip such as entrance fees to archaeological and historic sites, guide fees, campground fees etc. If the participant cancels after paying the fees there may or may not be a refund of those fees.

Staying together as a group: Participants must remain in close proximity for the safety and consideration of the group. Inform the trip leader if you must leave the group for any reason. If you have difficulty keeping up with the group, notify the leader and agree on a course of action.

Special physical needs: Trip leaders will provide necessary information for participants to decide if trip is appropriate for their physical abilities. Discuss with the leader if you have concerns about your ability to complete the trip.

Carpooling: Some archaeological sites have limited parking and participants will be asked to carpool. Participants who carpool with another member are expected to reimburse that member for their share of vehicle expense. If you carpool with another person you do so at your own risk.

Release, Waiver and Indemnity Agreement: Participants will be required to sign a Release, Waiver and Indemnity Agreement. By signing the form, participants agree that they have read it and agree to comply with all field trip policies and procedures. The leader's decision is final and participants must respect those decisions.

Colorado Archaeological Society

CAS Cultural Resources Protection Policy and Guidelines

PURPOSE

To protect archaeological sites (site location and site preservation) while fulfilling our goals regarding public education – to lead field trips, produce final reports, publish articles in newsletters/journals.

SCOPE

This policy applies to all Colorado Archaeological Society (CAS) chapters and members and to all CAS activities (state and chapter), including but not limited to public education activities, field trips, site stewardship, excavations, surveys and posting/transmittal of site location.

This policy describes CAS's policies and guidelines regarding protection of archaeological sites.

POLICY

CAS fosters responsible public archaeology by educating the public on our rich cultural heritage and the importance of preserving and protecting its fragile cultural resources. We do this by leading field trips, participating in site surveys, excavation, curation, and site stewardship. We expect our members to abide by the CAS Code of Ethics in participating in all these activities. Members leading these activities are responsible for ensuring that all participants have signed a non-disclosure/confidentiality agreement, specifying that they will not divulge any non-public information concerning the site, in any form whatever, including but not limited to website posts or any sort of social media, emails, and presentations to various public/professional groups.

In addition to adhering to the CAS Code of Ethics, CAS members are expected to:

- Treat artifacts and features with respect.
- Leave artifacts where you find them.
- Refrain from standing or sitting on the walls of prehistoric or historic structures when touring or working at sites.
- Stay on established roads and trails.
- Refrain from writing, touching, shooting at, removing, tampering with, or attempting to repair any archaeological site.
- Report any vandalism to the appropriate agency or land manager.
- Refrain from posting photographs of non-public sites. See Social Media Policy.
- Refrain from touching rock art
- Teach trip participants respect for the sites
- Keep all pets leashed to protect sites

Colorado Archaeological Society

CAS Social Media Policy

PURPOSE

Colorado Archaeological Society (CAS) believes that Social Media, including websites, Facebook, and Twitter, are a valuable resource in promoting CAS, communicating information to members and non-members, and encouraging social interaction and participation in various activities. This policy encourages the use of social media but requires CAS members to protect sensitive site information.

SCOPE

This policy applies to all CAS chapters and members and to all CAS activities (state and chapter), including but not limited to public education activities, field trips, site stewardship, excavations, surveys and posting/transmittal of site location.

This policy describes CAS's policies and guidelines regarding the use of social media.

POLICY

CAS fosters responsible public archaeology by educating the public on our rich cultural heritage and the importance of preserving and protecting its fragile cultural resources. The internet is a convenient and powerful venue for doing this. It informs our membership and the broader public of our activities and the culturally important sites we study and enjoy. Unfortunately, the same public access that supports our mission can, if misused, also hinder it. Of particular concern is the intentional or inadvertent sharing of specific site location information on our Facebook pages, Twitter posts, websites, and other social media. Regrettably this information could be used by some to plunder or destroy the very sites we seek to protect. Consequently, as responsible stewards of Colorado's cultural resources, CAS members must not post to CAS and other social media information that reveals the specific location of sensitive archaeological sites without the written permission of the site owner or land manager. For the purposes of this policy, sensitive archaeological sites are those whose locations are not placed in the public record through official Government sources including documents, websites, or USGS maps. Site owners and land managers are those Government or Tribal agencies or private entities that own or legally control the land on which the site is located. Location information includes location-revealing photos and videos, coordinates, maps, and links to pages that display this information. Position-revealing photos and videos are those that include landmarks that can be used to determine specific site location. Coordinates include those contained in the exchangeable image format (EXIF) metadata embedded in digital photos taken with GPS-enabled cameras and

smart phones. To comply with this policy, all GPS location information, if present, must be removed from photos prior to posting.

Websites must be free of control by a third party. Every CAS and CAS Chapter Facebook page and website must have a minimum of two administrators/managers with equal access to the page or site.

RESPONSIBILITIES

It is the Chapter Field Trip Coordinator's responsibility to make sure each member participating in any field trip reads and signs a roster or other document that includes a site location confidentiality statement.

It is each member's responsibility to comply with the field trip confidentiality statement, CAS Bylaws, and this policy when posting information to any Facebook page or website.

It is the CAS or Chapter Facebook and website administrators' responsibility to remove non-compliant content posted to their respective Facebook pages and websites, and to advise offending members of the reason for doing so.

It is each Chapter board's responsibility to determine appropriate corrective action to be taken regarding members who post noncompliant content to the Chapter or other Facebook page or website.

It is the Communications, Information and Technology Committee's responsibility to monitor Chapter compliance with this policy, advise non-compliant Chapters of issues, and recommend corrective action, if necessary, to the CAS Board of Directors.

It is the CAS Board of Directors' responsibility to determine appropriate corrective action to remedy any noncompliance with this policy not satisfactorily addressed by the responsible Chapter.

Colorado Archaeological Society

CAS Code of Ethics

Members of the Colorado Archaeological Society shall:

1. Uphold local, state and federal antiquities laws;
2. Support policies and educational programs designed to protect our cultural heritage and our State's antiquities.
3. Encourage protection and discourage exploitation of archaeological resources.
4. Encourage the study and recording of Colorado's archaeological and cultural history and take an active part by participating in field and laboratory work to develop new and significant information about the past;
5. Assist whenever possible in locating, mapping, and recording archaeological sites within Colorado using State Site Survey forms.
6. Conduct field and/or laboratory activities using professionally accepted standards;
7. Accept the responsibility, if serving as Principal Investigator, to publish the results of the investigation and to make the collection available for further scientific study;
8. Support only scientifically and legally conducted archaeological activities and never participate in conduct involving dishonesty, deceit or misrepresentation about archaeological matters;
9. Not condone the sale, exchange or purchase of artifacts obtained from illegal activities;
10. Respect the property rights of landowners;
11. Report vandalism to appropriate authorities;
12. Be sensitive to the cultural histories and spiritual practices of groups that are the subject of archaeological investigation; and
13. Remember that cultural resources are not renewable and do not belong to us, but are ours to respect, study and enjoy.

Revised April 2017

Colorado Non-Profit Liability Information

Purpose-To provide certain protection from liability abuses related to volunteers serving nonprofit organizations and governmental entities.

Liability Protection-No volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer if: (1) the volunteer was acting within the scope of the volunteer's responsibilities; (2) if appropriate or required, the volunteer was properly licensed, certified, or authorized in the State in which the harm occurred; (3) the harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights and safety of the individual harmed by the volunteer; (4) the harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires an operator or owner to have an operator's license of maintain insurance.

Exceptions-The limitations on the liability of a volunteer under the Act do not apply to any misconduct that: (1) constitutes a crime of violence, or act of international terrorism, for which the defendant has been convicted in any court; (2) constitutes a hate crime; (3) involves a sexual offense for which the defendant has been convicted in any court; (4) involves misconduct for which the defendant has been found to have violated a Federal or State civil rights law; or (5) the defendant was under the influence of intoxicating alcohol or any drug at the time of the misconduct.

Non-applicability to Certain State Actions-The Act does not apply to any civil action in a State court against a volunteer in which all parties are citizens of the State, and the State enacts a statute that meets certain conditions.

Limitation on Punitive Damages-Punitive damages may not be awarded against a volunteer unless a claimant establishes by clear and convincing evidence that the harm was proximately caused by an action of the volunteer which constitutes willful or criminal misconduct, or a conscious flagrant indifference to the rights or safety of the individual harmed.