



2017 - 2018

STUDENT  
HANDBOOK



DIPLOMA and CERTIFICATE

Greetings:

If you are a new student, welcome to Kamloops and TRU and if you are a returning student; welcome back.

We hope you had a great summer and that you are looking forward to start the semester. We are definitely excited to have you with us and look forward to a productive time together.

This “Student Handbook” contains a variety of information we hope you will find useful. Please read the handbook carefully and do not hesitate to ask any questions you may have.

We wish you a great year and we are committed to making your experience a valuable one.

Cheers,

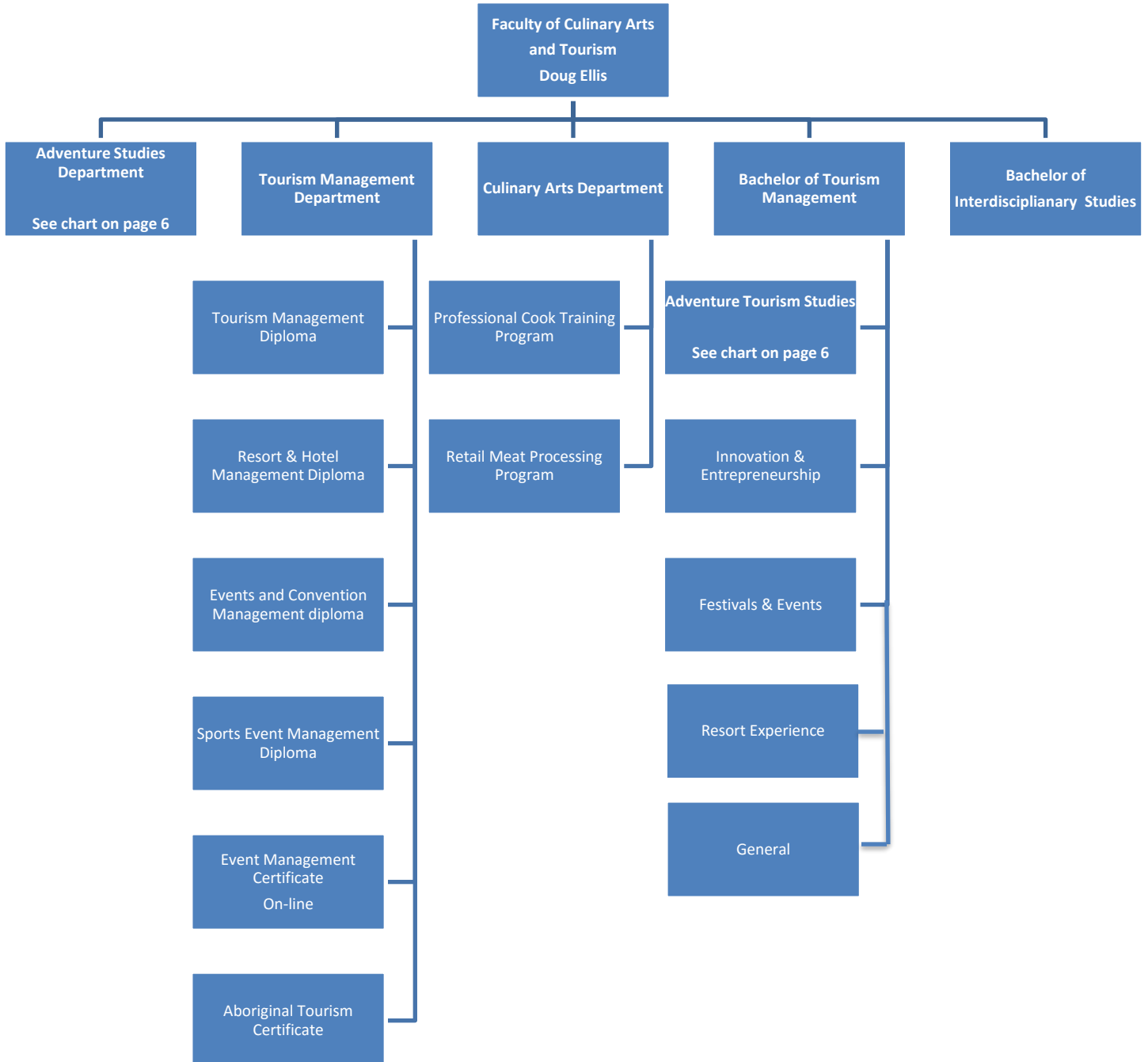
The Adventure Studies Faculty and Personnel

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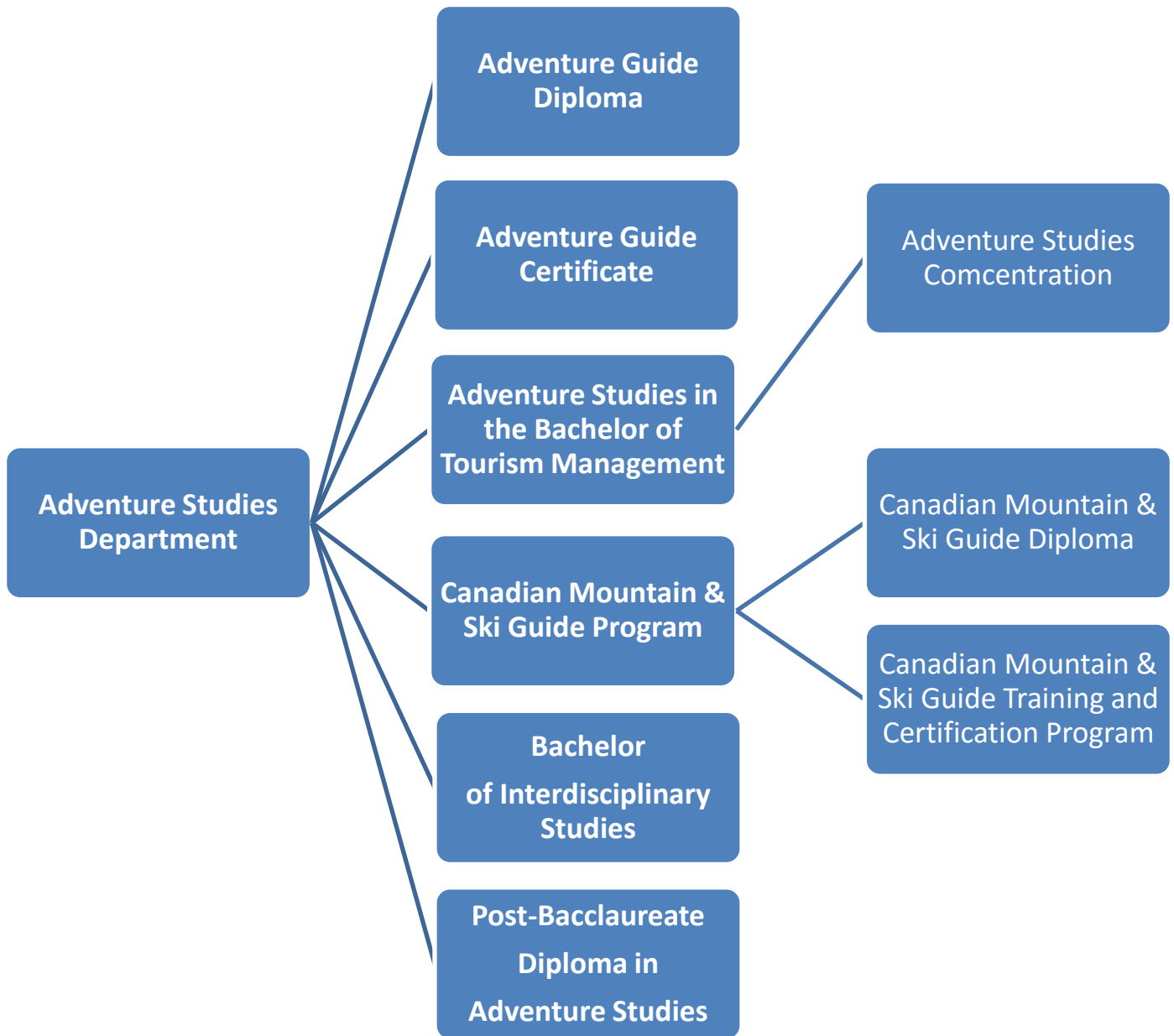
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2.1 The organizational chart of TRU's Faculty of Adventure, Culinary Arts and Tourism



3.1 The organizational chart of the Adventure studies Department



### 3.2 Adventure Studies Department faculty and personnel

Ross Cloutier <a href="mailto:rcloutier@tru.ca">rcloutier@tru.ca</a>	Chair – Adventure Studies Department, Associate Professor - Bachelor of Tourism Management Degree, Adventure Diploma and Certificate, Sailing
Dwayne Condon <a href="mailto:dcondon@tru.ca">dcondon@tru.ca</a>	Coordinator - Canadian Mountain and Ski Guide Program Instructor/Examiner Canadian Mountain and Ski Guide Program
Sharman Learie <a href="mailto:slearie@tru.ca">slearie@tru.ca</a>	Coordinator -Adventure Guide Certificate, Instructor - Adventure Diploma and Certificate, Bachelor of Tourism Management. White Water, Surfing
Terry Palechuk <a href="mailto:tpalechuk@tru.ca">tpalechuk@tru.ca</a>	Coordinator - Adventure Guide Diploma, Instructor – Adventure Diploma and Certificate, Bachelor of Tourism Management. Skiing, Canoeing, Hiking, Backpacking, Avalanche
Iain Stewart-Patterson <a href="mailto:spatterson@tru.ca">spatterson@tru.ca</a>	Assistant Professor - Adventure Diploma and Certificate, Bachelor of Tourism Management. Mountaineering, Rock Climbing, Avalanche,
Sarah Osberg <a href="mailto:sosberg@tru.ca">sosberg@tru.ca</a>	Instructor - Adventure Diploma and Certificate. Sea Kayaking, Hiking, Backpacking
James Rodger <a href="mailto:jrodger@tru.ca">jrodger@tru.ca</a>	Instructor - Adventure Diploma and Certificate, Bachelor of Tourism Management. Iceland Coordinator. SRT, Rafting
Craig Campbell <a href="mailto:Campbell@tru.ca">Campbell@tru.ca</a>	Instructor – Adventure Diploma and Certificate, Bachelor of Tourism Management. Swift Water Rescue, Rafting.
Bob Vranich <a href="mailto:bvrnich@tru.ca">bvrnich@tru.ca</a>	Instructor – Adventure Diploma and Certificate, Bachelor of Tourism Management. Whitewater, SRT
Simon Ward-Able <a href="mailto:swardable@tru.ca">swardable@tru.ca</a>	Equipment Bay Manager
Greg Simmonds <a href="mailto:gsimmonds@tru.ca">gsimmonds@tru.ca</a>	Course-coordinator - Canadian Mountain and Ski Guide Program
Kelsie Maas <a href="mailto:adventure@tru.ca">adventure@tru.ca</a>	Adventure Studies Department Assistant

### 3.2.1 Part-time faculty:

The adventure studies department hires approximately 200 different part-time instructors from various sectors of the industry. Please see the program calendar or website for a detailed listing.

### 3.3 Meeting with faculty

Students should meet with a faculty of their choice at least once per semester. Students are also encouraged and welcome to meet and consult with any of the faculty members at anytime during the semester. Students can meet with faculty members:

- During the instructor's office hours which should be posted on the instructor's office door.
- Outside of posted office hours by making an appointment with the instructor via email.

### 3.4 Adventure Studies Office use

Students are encouraged to visit the adventure studies' office to meet with the personnel and faculty. The office should not be used as a social gathering area. Students need to make appointments to meet with the instructors and should limit their visits to office hours posted by each instructor.

Students are permitted to send and receive faxes / scans using the program's fax machine. Please get the secretary's approval prior to using the fax machine.

Students **are not permitted** to use the office photocopier or the office phone. There are photocopy and printing services in the print shop across the hall from the adventure classrooms. There are numerous public telephones throughout campus.

### 3.5 Kelsie's corner

Kelsie is happy to answer any questions and assist students in any way she can. She's also up for the occasional chat and enjoys getting to know each student. Kelsie is also very busy and is subject to many interruptions throughout the day. We ask that you please be courteous when you are around Kelsie's corner and that you limit the frequency and length of your visits in the office to a minimum.

### 3.6 Communicating with students

Because of its nature, the adventure studies programs deal with significant course related logistics, which are quite variable and often change with little advance notice. Although we attempt to inform students of any and all changes, it is the responsibility of the students to obtain all necessary logistical information as well as staying updated on changes.

Field and classroom course logistics as well as other useful information will be communicated:

- Directly by the instructors;
- Via e-mail message communication to your TRU student email account (see p. 9)
- Via an outline available in the mailroom;
- Adventure Studies Student Information Centre (Moodle site to be shown on orientation day)



**E-Mail: Each student must obtain their TRU email address and verify daily. This TRU e-mail address will be the main communication tool between the Adventure Studies Department and the students. It is the responsibility of the student to check their e-mail frequently. Instructors will usually reply to e-mail inquiries within 24 hours, provided they are not on a field course or away from the office.**

### 3.7 The mailroom

The mailroom is more than a mailroom; it is used for a variety of purposes (see below). The mailroom is not secure therefore it is not a storage area and should be kept clean at all times. The use of the mailroom is a privilege.

- *Student mail*  
All mail or documents addressed to students will be put in the appropriate alphabetical mailbox in the mailroom. Please don't ask Kelsie if you have received mail. It will be put in your mailbox as soon as it arrives.
- *Student assignments*  
Instructors will occasionally return assignments to students via their mailboxes.
- *The equipment bay check-out counter*  
The equipment bay checkout counter is accessed through the mailroom. The equipment bay opening times are posted on the mailroom door. The mailroom is not to be used to store equipment or leave equipment that is to be returned.
- *Job postings*  
Job postings that are of interest to our students are posted on the billboard in the mailroom and / or emailed to all students.
- *Posting of course marks*  
As soon as they are available, instructors will post course marks on the billboard in the mailroom. You can also access your course marks online at "My TRU".
- *Course logistical information*  
Information sheets regarding course logistics will be posted on the Adventure Studies Student Information Centre – Moodle site.
- *Lunch room*  
The mailroom is supplied with a microwave and sink. Use it with care and keep it clean.

#### 4.1 Course registration

##### **Diplomas and Certificate Courses**

Due to the fact that we have a number of 3rd year students finishing course work each year, a number of activity courses may be oversubscribed. In order for us to plan these courses and commit to instructors, all students will be required to make any course changes and also to pay for the upcoming semester by the following dates (cut-off dates).

##### **Registration cut-off dates:**

**July 14 for the Fall Semester (course selection due July 7)**

**December 1 for the Winter, Spring and Summer Semesters**

**\*\*November 15 for the January Ski Tour 1 program**

On these dates we will commit to our logistics and staff for the upcoming semester(s) and also let 3rd year students into these courses, as registrations permit. Students not registered may not be allowed to take courses in that semester, depending upon available spaces.

##### **Canadian Mountain and Ski Guide Program (CMSG) Courses**

Registration procedures and deadlines for CMSG courses differ from the Adventure Diplomas and Certificate courses. All CMSG course registrations must be done through Kelsie or Greg. Please see Kelsie or Greg if you have any questions. (Application deadlines are generally: summer for the Ski program and early spring for all other courses; please enquire for specific dates).

#### 4.2 Course payment

All course fees must be paid by the prescribed TRU fee payment dates. Usually, payments must be made by the first day of September for the fall semester and the first day of December for the winter semester.

Students that are allowed an official fee payment deferral because of a student loan must make the necessary arrangements with the financial aid, finance and registrar offices.

**Students that have outstanding fees, except for official deferrals might have their account “flagged” by the finance department. Students with a flagged account will not be allowed to register in courses or take part in any courses until their fees are entirely paid for.**

#### 4.3 Dropping or adding a course

Students must drop a course before the cut-off dates in order to obtain full refund. Courses dropped after the cut-off dates will have a mention of DNC (Did Not Complete – No Official Withdrawal) or F depending on the circumstances. **If you are registered for a course after the cut-off date you will have to pay for the entire course fees whether or not you take the course.**

Adding a course after the cut-off date is possible, but will depend on course and space availability.

**Students who drop theory courses after the second class will not receive any refunds and will be assigned a DNC (did not complete) or F grade.**

In all cases of dropping, adding or changing courses, it is the responsibility of the student to look after the appropriate steps needed including insuring they have no course conflicts. All request forms have to be signed by the instructor and/or department chair. All the paperwork must be handed-in prior to cut-off dates.

#### 4.4 Refund of course fees

**As per Withdrawals Policy ED 3-0, Withdrawal Dates and Eligibility:**

**“Some courses, such as condensed format lab, field, or clinical courses, do not permit withdrawals due to the nature of the delivery method.”**

Course fees will be refunded **only** in the following circumstances, **no exceptions**:

- 1) If the students withdraws before the cut-off date.
- 2) Because of an approved medical exemption (see section 4.5 below on medical exemptions).

It is the responsibility of the student to take all the necessary steps needed to obtain course refunds and to meet any and all of the deadlines.

**There will be no refund for courses dropped after the cut-off dates**

#### 4.5 Medical exemptions

▪ **Injuries or illness sustained on a TRU course:**

- 1) There will be no refund of course fees once a course has started.
- 2) The student will have to take the course again and pay all course fees.
- 3) The student will get the mention of DNC (did not complete) on his/her transcripts.
- 4) If the course was almost completed, the instructor and department chair will assess the situation and determine if the student can get a passing course mark or whether there is a possibility that the student can complete the course or retake only a portion.

▪ **Injuries sustained on personal time:**

A student who cannot attend a course because of injuries sustained on personal time will:

- 1) Get a full refund if the course is dropped before the drop-off date.
- 2) Not get a refund if the course is dropped after the withdrawal deadline. The student will get a DNC (did not complete) mention on his/her transcripts and will have to take the course in the future and pay all course fees.

▪ **Other medical conditions:**

Other medical conditions will be treated on a per case basis by the department chair and Registrar as per policy ED-3.0

- A medical withdrawal before the course will result in an 80% tuition refund as per TRU policy. **THERE WILL BE NO ACTIVITY FEE REFUND PROVIDED.**

#### 4.6 Course and exam scheduling

The scheduling of courses and exams for the adventure studies is quite complex. Even with our best efforts to make this process flawless, mistakes and schedule changes will occur. Each student will be given a schedule at the start of the semester. If changes are necessary during the semester, students will be advised. These might be last minute changes so we ask that students be flexible and understanding. **It ultimately is the student's responsibility to find out about the final course schedule or any changes to a schedule.** Mid-term exams and quizzes will most likely be scheduled during class time. Final exams might be scheduled outside of scheduled class time.

#### 4.7 Challenging a course

To challenge a course the student must pay the total course cost as per TRU policy. A course challenge does not affect the student's GPA. Student wishing to improve their GPAs must take the course in its entirety.

#### 4.8 Advanced and transfer credits

Application for Transfer (i.e., advanced) Credit is to be completed with the coordinator or department Chair by November 30, of each year. Students may receive advanced credit for up to 50% of total courses, 25% of which may be activity courses.

To obtain advanced or transfer credits, students must:

- a) Provide transcripts and copies of certificates (certificates must be current e.g. not expired),
- b) Pick up the necessary forms from the Registrar's Office,
- c) Be completely responsible for the necessary documentation to be signed and be taken to Records.

Transfer Credit will be given for the following certificates for the 2017/2018 school year.

- a) Paddle Canada "Flatwater Instructor" or "Red Cross Lake Canoe Instructor" for ADVG 1510.
- b) Canadian Avalanche Association Professional Training and Certification Programs "Avalanche Operations Level I" for ADVG 1590.
- c) Rescue Canada or Rescue 3 International "Swiftwater Rescue Technician Level III" for ADVG 1600.
- d) Rescue Canada or Rescue 3 International "Swiftwater Rescue Technician Level IV" for ADVG 2730.
- e) Rescue Canada or Rescue 3 International "Swiftwater Rescue Instructor" for ADVG 2740.
- f) Paddle Canada "Moving Water Instructor" for ADVG 2510.
- g) Paddle Canada "Trip Leader" for ADVG 2520.
- h) Canoe Kayak BC "Level 1 Instructor" for ADVG 2530

- i) Canoe Kayak BC "Level 2 Instructor" for ADVG 2540
- j) Canadian Association of Nordic Ski Instructors "Telemark Instructor" for ADVG 2550.
- k) Association of Canadian Mountain Guides "Guide Training Ski" for ADVG 2580.
- l) Association of Canadian Mountain Guides "Guide Training Rock" for ADVG 2590.
- m) Association of Canadian Mountain Guides "Guide Training Alpine" for ADVG 2600.
- n) Association of Canadian Mountain Guides "Assistant Rock Guide" for ADVG 2610.
- o) Association of Canadian Mountain Guides "Climbing Gym Instructor and "Tope Rope Climbing Instructor" ADVG 2240.
- p) B.C. Provincial Emergency Program "Rope Rescue Team Member" for ADVG 2620.
- q) B.C. Provincial Emergency Program "Rope Rescue Team Leader" for ADVG 2630.
- r) B.C. Registrar of Commercial River Rafting "Senior Guide" for ADVG 2660.
- s) Advanced Wilderness First Aid Certification (80 hours) for ADVG 2030.
- t) Canadian Ski Instructors Alliance - Ski Instructor Level I for ADVG 2450.
- u) Canadian Yachting Association Basic Cruising for ADVG 2840 – Sail Cruising I.
- v) Sea Kayak Guides Alliance of BC – Level 1 for ADVG 2640-Sea Kayak 1
- w) Sea Kayak Guides Alliance of BC-Assistant Overnight Guide, and Paddle Canada Skills II for ADVG 2650 – Sea Kayak II.
- x) Paddle Canada Level I Sea Kayak Instructor for ADVG 2652 – Sea Kayak III

#### **4.9 Prior Learning Assessment and Recognition (PLAR)**

Prior Learning Assessment and Recognition is available at TRU. Please refer to the TRU calendar for more details.

In the Adventure Studies programs, skills assessment days are held in late August of each year to determine appropriate course placement for Rock Climbing and Whitewater Kayaking.

#### **4.10 Expeditions**

Adventure Guide diploma students are required to complete an expedition (ADVG 1900) at the end of year 1. The expedition is a graduating requirement and necessary to advance to second year. The expedition might also be necessary for a student to move to a higher level field course. All adventure guide diploma students are automatically registered in the expedition course. Students who drop the expedition after December 1<sup>st</sup> will not receive a refund and the fees will not be credited to a subsequent year.

#### **Expedition spaces are filled in the following order of priority**

1. Certificate students who are continuing to the Adventure Guide Diploma and required to do Expedition 1. These students will need to register for the expedition (ADVG 1900). There is an additional cost of \$600-1,000. This includes tuition and activity fees.
2. Any second-year Adventure Guide students that didn't do an expedition at the end of year one but need it to graduate
3. Certificate or other ADVG students that are not continuing for another year or those who wish to do a second expedition. These students will need to register for the expedition. There is an

additional cost of \$800-1,000. This includes tuition and activity fees. These students will only be considered if there is room on the expedition and it does not negatively affect our ratios.

Expedition courses are evaluated via completion (as per the course outline) and are evaluated with either: "COM"-Course Completed, Credit Granted or NCG - No Credit Granted. No marks are given, thus the student's Grade Point Average will not be affected. This is a required course needed to graduate from the Adventure Guide diploma.

#### **4.11 Moving from the Adventure Guide Certificate into the Adventure Guide Diploma**

The Adventure Guide Certificate is a prerequisite to enrollment to the second year of the Adventure Guide Diploma. All first year student will be registered in the Adventure Guide Certificate and have the opportunity to apply for the second year of the diploma should they choose. Since there are only a certain number of spaces available, all certificate students interested in continuing into the second year of the Diploma will submit a written application informing the department of their intention. Applications will be assessed based on the following criteria:

- Personal days in the field
  - Practicum plans for the summer
  - GPA
  - Second year course selection
  - Quality of cover letter
  - Demonstration of learning and leadership
  - Overall professionalism in the first year
  - Realistic self-appraisal

**Although we try our best there is no guarantee that we can accommodate everyone wanting to move from the certificate to the diplomas.**

#### **4.12 Wilderness First Aid requirements**

All adventure students must have an advanced wilderness first aid certification to participate in field courses after December of year one and all of subsequent years. The first aid certification must be valid for the remainder of the program.

### 5.1 General Conduct

The Adventure Studies Department benefits from a high profile both on campus and in the Kamloops community. This, to a certain extent, is also true within the adventure industry. This standing brings many privileges but it also attracts significant scrutiny. The department and its students make more front-page appearances in the media than any other program in the province. Students are therefore expected to carry a high standard of social conduct especially while on campus, in the Kamloops area as well as in any community where field courses take place. The expectations that come with the program will stay with you long after you have completed your stay here. Students who display unacceptable behaviour may face disciplinary actions.

Your success during your time at TRU and in your future career as a guide will, to a large extent, depend on whether or not you can remain physically healthy. We have unfortunately witnessed many students ruin entire semesters and potential careers by being injured in preventable accidents. Most of these injuries occur on students' personal time. We encourage all students to behave responsibly and within their ability levels.

### 5.2 Classroom and campus etiquette

The classroom is a classroom and should be used accordingly. Cellular phones are to be turned off in class. Portable computers are allowed as long as they are used appropriately. Please do not eat during class time. The use of personal listening devices is not allowed during classes and exams.

### 5.3 Student participation

All classroom and field courses depend on your active engagement with your classmates, the material, and your instructor. This means class attendance is absolutely essential. Your contributions to the class are not only appreciated, but are an important element of the learning experience. Excellent participation includes consistent attendance, punctuality, involvement in class discussions, and courtesy to others. Chronic tardiness or leaving early is disruptive and will not be tolerated. Please make every effort to arrive on time. Try not to schedule appointments during class time.

### 5.4 Attendance and Expectations

#### ▪ Classroom courses

In accordance with TRU School of Tourism class attendance policy, students are expected to punctually attend all course sessions. The student is held accountable for the work covered in each class. **If your absences are excessive — that is if you miss more than two classes (6 hours) — you are considered having dropped the course and will possibly receive a failing grade for the course.** Your instructor may keep class attendance. If you have an emergency and cannot attend please contact your instructor via phone or email prior to the class.

If a student misses class, it is their responsibility to obtain lecture notes and assignments from a fellow student. The instructor's lecture notes are not available to the student. Since quizzes can be unannounced, regular and punctual class attendance is strongly recommended.

#### ▪ **Field courses**

Students are required to attend 100% of field courses. This includes any pre-trip or post-trip meetings or classes.

### **5.5 Fitness**

The Adventure Studies Programs require students to be in excellent physical shape upon arrival. Students need to be both strong, and have cardiovascular fitness in order to meet the demands that will be placed upon them in every course. As professional guides, it is important to be free of injury, ready to meet any physical demand, and to have good stamina in multiple sports. Students will all partake in numerous fitness tests the first week of class in order to set themselves up for success for the rest of the year. Fitness needs to be a daily part of every student's routine in order to reduce injury, and be able to get the most out of each course. Students should start training upon acceptance into the program so they have a solid foundation of fitness upon arrival.

### **5.6 Drugs and Alcohol**

The Adventure Studies Department's no tolerance policy is that students are not allowed to consume alcohol and/or non-prescription (e.g. recreational drugs – Tylenol, Ibuprofen, etc. is fine) drugs during field courses. **Field courses refer to any course held off campus.** Students caught violating this policy will face disciplinary action, which may include suspension from the program.

### **5.7 Dogs, bicycles, boats and more**

Students are not allowed to bring their dogs (or parents) on campus or on field courses. Students that ride their bikes to school must leave them in bike racks outside. Students are not allowed to bring their bicycles in the classroom or the equipment bay. The classrooms are not to be used for equipment storage. Bring only the equipment that is to be returned to the equipment bay. Boats and other large equipment will not be allowed in classrooms. Be cautious about leaving personal items in the classroom when it is unattended. These are not secure premises.

### **5.8 Student vehicles and parking**

Students must park their vehicles in the student parking lots provided for them. **Parking in front of the equipment bay or in the "Adventure Studies" assigned parking spaces is not allowed.** Student vehicles that are parked in front of the equipment bay or prohibited areas will be ticketed and/or towed by TRU (yes, adventure student vehicles have been towed in the past!!).

During field trips, students are allowed to leave their vehicle in the TRU parking lot as long as they get the appropriate parking pass from Kelsie. We can issue a maximum of 3 passes per course, which are available at \$5.00 per weekday while you are gone. Students are encouraged to car pool. This allows students to park in the 'General or Economy' Lots on TRU campus (Lots E, M1, M2, A4, H, J



U1, U2 and N). Students need to arrange these parking permits with Kelsie well in advance since many of the courses start at night, on a weekend or on a holiday. Last minute parking passes will not be issued. Parking passes can be purchased on-line in advance of the course.

### 5.9 Passing grades and Grade Point Average (GPA) requirements

Students must complete and pass all first year theory courses in order to take any of the second year theory courses. Students must have a minimum GPA of 2.0 in first year course in order to be allowed to take second year courses.

### IMPORTANT INFORMATION

**To graduate from the adventure studies programs, students must maintain a GPA of 2.0 with a grade of C- or better in all required courses. This means that a student cannot graduate with a "D" or an "F."**

Pivotal courses which may stop the student's further advancement in the diplomas and certificate are:

ADVG 1010	The Adventure Tourism Industry
ADVG 1020	Wilderness Travel
ADVG 1050	Guiding Leadership
ADVG 2030	Advanced Wilderness First Aid

### 5.10 Holidays and time-off.

Students are expected back in time after school holidays and time-off. Make your plans accordingly. Students planning personal holidays during classes are subject to the regular attendance conditions outlined in section 5.4. Be especially careful when booking flights; our schedule might change.

### 5.11 Student Responsibilities

These are TRU's student responsibilities as outlined in the university policies:

It is the student's responsibility to be aware of policies, procedures and deadlines, which are in effect during their attendance at TRU. This information is available online at [www.tru.ca](http://www.tru.ca), on class schedules and in other college publications including the Policy Manual. Any questions on policies, procedures and deadlines, can be answered by counsellors, Registrar's Office personnel and the Director of College and Student Affairs.

Students are responsible for the accuracy of all documents. i.e., registration forms, course changes, additions and deletions.

Students are also responsible for the accuracy and completeness of their programs at TRU. Students must ensure that courses they register for are appropriate for certificate/diploma completion or for transfer to another post-secondary institution. Students should consult appropriate university calendars and communicate with the educational institutions to which they intend to transfer. They

should also make appointments with the TRU Counsellors or Academic Advisors to aid them in their program planning.

### 5.12 Course Evaluations by Students

We attempt to have all of the adventure program courses evaluated by students; your feedback is essential. Course evaluations only work with the full participation of students. Instructors will provide evaluations questionnaires. Please make sure you complete and return them promptly.

### 5.13 Medical Conditions

It is the responsibility of the student to inform the Adventure Studies Department of **any existing or newly developed medical conditions**. Some medical conditions may result in the student not being able to continue in the program and/or to participate on field courses. If you suffer an injury on a course or off-course you need to let us know **especially if it is a concussion**. For example, if you suffer a concussion while snowboarding at the ski hill or a shoulder separation while padding **you need to let us know even if these injuries did not happen on a course**. This is for your own safety and the safety of your colleagues. Please note, as part of the Adventure Studies field risk management plan, pertinent medical information will be shared, in confidence, with other field instructors in course in which you are registered.

### 5.14 Physical & Mental Health

The Adventure Studies program associated with high paced demands and a busy schedule. We encourage students to keep physically healthy, while maintaining balance in other areas of your life. Maintaining an active fitness schedule will benefit you in several ways including; increased performance in your field courses, reducing the possibility of injury while on field trips, increased mental performance etc.

Mental and emotional health are key aspects to this balance. Students may face challenges such as; classroom stress, field course stress, financial management, grieving a family member or friend etc. All of these affect ones mental and emotional health.

**Should you be facing challenges, please let your course instructors or faculty members know. This way they can be proactive in their approach and assist you with the support you may need. Communication, although potentially challenging, may help to provide strategies and/or resolve challenges you are facing.** If you require additional support we encourage you to contact Student Services (contact information below).

As per section 5.4 (Attendance Expectations): If you have an emergency and cannot attend please contact your instructor via phone or email prior to the class. This is important. This may include absences due to mental and emotional health.

### Student Services

TRU offers personal, career and academic counselling services to assist you. These can be accessed through the Student Services department. TRU Counselling Services:

- Office - OM 1631 (across from Campus Cashier)
- <http://www.tru.ca/campus/services.html>
- Phone: 250-828-5023

## 5.15 Sexual Violence

**Sexual assault is any form of unwanted sexual contact or activity** performed on a person with any object or body part without consent or by force. The University is committed to awareness, education, and most importantly, an environment that is free from any form of sexual violence. Should anyone experience sexual violence, there are a number of resources available including:

### On Campus:

- TRU Counselling Services offers free confidential counselling
  - Office - OM 1631 (across from Campus Cashier)
  - <http://www.tru.ca/campus/services.html>
  - Phone: 250-828-5023
- TRU Medical Clinic
  - OM 1461
  - Phone: 250-828-5126

### Resources:

- Kamloops Sexual Assault Counselling Centre
  - #601-235 First Ave.
  - Phone: 250-372-0179

### 24 Hour Resources:

- TRU Campus Security
  - HL 128
  - Phone: 250-828-5023
- Royal Inland Hospital
  - 311 Columbia Street
  - Phone: 250-374-5111
- VictimLink
  - 1-800-563-0808
- Y Women's Emergency Shelter
  - Phone: 250-374-6162

For more information, visit the TRU web page on sexual violence at:

<http://www.tru.ca/sexual-violence.html>

### 6.1 Format adopted by TRU's Faculty of Adventure Culinary Arts and Tourism

The format and citations in your written assignments should follow the guidelines in the APA Style Publication Manual (American Psychological Association). Make sure you have access to this manual, read it, and follow all the guidelines on title pages, headings, citations, references, appendices, and so on. All papers in the School of Tourism will be marked against the APA style.

All written materials are to be typed, double-spaced, font size 12 and on plain bond paper, unless otherwise stated. Please staple your papers. Do not use plastic covers or binders for your papers.

### 6.2 Late Assignments

All papers, and other assignments, must be turned in on time at the beginning of the class period for which they are due. **Late assignments will be penalized according to your course and/or instructor's guidelines.** Turn in late papers to your instructor or to Kelsie. Late papers must have a date, time and signature on them or the instructor will assume that you just turned it in.

Make a copy of all assignments for yourself before handing them in. Keep all of your graded papers/quizzes until you receive your final grade.

### 6.3 E-mailed assignments

Students that elect to send papers, assignments and other documents via e-mail must first get approval from the course instructor. It is the student's responsibility to ensure that the e-mailed document has been received by the instructor and that the document's formatting will be acceptable to the instructor. E-mailed documents that are received with faulty formatting will not be accepted.

### 6.4 Academic Honesty

Academic honesty is expected of every TRU student. The following are considered forms of academic dishonesty. For more information see TRU policy ED(24)-5-0.

- **Cheating** - Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.
- **Academic Misconduct** - Academic misconduct is the intentional violation of TRU academic policies and procedures, by tampering with grades, or taking part in obtaining or distributing any part of an un-administered test
- **Fabrication** - Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.
- **Plagiarism** - Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific footnote references, and, if verbatim statements are included, through quotation marks or block format as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

These are very serious offences that will receive an "F" for the course. Some offences can lead to the expulsion from the program and/or expulsion from the institution. All offences will be permanently recorded in the student's file.

### **6.5 Assignment Evaluation**

Written assignments will be graded on content, completeness, creativity, spelling, grammar, neatness, and whether or not you followed the directions for the assignment. You will be penalized (in grading) if your papers are messy or if they contain numerous spelling and grammatical errors. If you know that you have a problem with this, we suggest that you contact the TRU English Department for tutorial assistance, have a friend proofread your papers and use a word processing program that has a spell/grammar check.

### **6.6 Exams**

TRU examination guidelines will be followed during exams and quizzes. iPods and other personal listening devices are prohibited during any examination process. Please be prepared to write the exam without leaving the room. An instructor is not allowed to make any arrangements with a student for missed final exams.

If students miss an exam without prior notification or arrangement with the instructor, they will automatically be awarded a mark of "0".

## 6.7 Grading Policy

### 1) The Letter Grade System

Letter Grade	Grade Point Value	Definition	Percentage Range
A+	4.33	Excellent Performance	90-100%
A	4.00	Excellent Performance	85-89%
A-	3.67	Excellent Performance	80-84%
B+	3.33	Good Performance	77-79%
B	3.00	Good Performance	73-76%
B-	2.67	Good Performance	70-72%
C+	2.33	Satisfactory Performance	65-69%
C	2.00	Satisfactory Performance	60-64%
C-	1.67	Pass	55-59
D	1.00	Minimal Pass	50-54%
F	0.00	Unsatisfactory Performance Fail	0-49%
DNC	0.00	Did Not Complete the Course – No Official Withdrawal or less than 50% of course work completed	

The letter grades are defined as follows:

A+, A, A-	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
B+, B, B-	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
C+, C	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
C-	Pass. Some understanding of principles and facts but with definite deficiencies.
D	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
F	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.

## Transcript Notations

AUD	Audit (no credits granted)
CIP	Course in Progress, Indicates regularly scheduled one semester course is still being completed with final grade to follow.
CTN	Continuing, Multiple-semester course - course continues into the next semester(s).
DEF	Deferred, Regularly scheduled course work has not been completed but instructor and student agree on completion at a later date. Becomes DNC after 6 weeks.
PLA	Prior Learning Assessment, Assessment and evaluation of learning gained through other formal and non-formal activities with equivalent credit being granted.
W	Withdrawal initiated by a student within specified date(s) or granted for medical reasons
COM	Complete, Assigned when competency-based work component, practica/work placements or pass/fail courses are completed.
AEG	Aegrotat, A pass standing based on satisfactory term marks but student has been unable to complete all course requirements due to disabling illness or other circumstances. This standing is awarded, only if, the course instructor and the Dean agree that the student has demonstrated the capacity to deal with course material satisfactorily.
NCG	No credit graded, Used in competency-based program to indicate course or program standard has not been met.

## 7 EQUIPMENT USE GUIDELINES AND POLICIES

The Adventure Studies department owns a significant amount of outdoor equipment. This equipment is available, free of charge, to Adventure Diplomas and Certificate students.

**The complete Equipment Bay Use Guidelines and Policies Manual can be found in Appendix 1 of this document (p. 32)**

**The equipment use is a privilege and not a right. Any abuses or neglect will result in loss of equipment use privileges.**

The equipment should be treated like your own personal equipment. The high cost of the program does not justify or enable the abuse of the equipment. Abuse will only make program fees increase. Remember that you wouldn't want to use equipment that was abused by another student.

## 8 DRIVING and PASSENGER POLICIES – TRU VEHICLE

These policies apply to any vehicle rented, leased or owned by TRU.

### 8.1 General Policies

Students are not allowed to drive TRU vehicles; except in an emergency situation.

### 8.2 Passenger Responsibilities

**All passengers must wear a seatbelt when the vehicle is in operation.** It is a shared responsibility between the driver and the passengers to ensure that everyone is wearing a seatbelt. The national Highway Transport Safety Association reports that 80% of the fatally injured people in 15 passenger vans were not wearing seatbelts. Seatbelts now carry a \$164 fine in BC and the fine is incurred by the person not wearing the seatbelt, not the driver. Current initiatives by the RCMP and ICBC target commercial vehicles, especially 15 passenger vans, for seatbelt and other compliances.

It is also a responsibility of the passengers to support the driver(s) with his driving responsibilities and duties.

- A passenger should occupy seat to the right of the driver, commonly known as the “shotgun” seat, at all times. This passenger needs to be awake to support, monitor and assist the driver of the vehicle.
- Passengers need to make sure they do not put any undue pressure on drivers by wanting to get to the destination or get back home in a hurry.



## 9.0 DRIVING POLICIES – STUDENT VEHICLES

These policies apply to any vehicles driven by students other than the ones rented, leased or owned by TRU and driven during a course or to and/or from a course site. These policies apply regardless of whether or not the student is driving alone or with other students and whether or not the original departure point was TRU or any other point.

### 9.1 Students using their vehicles

**Students are strongly discouraged from using their personal vehicles. Using a personal vehicle has many drawbacks:**

- The student's own vehicle insurance will apply.
- TRU will not provide insurance coverage.
- The vehicle will suffer wear and tear.
- The vehicle might get damaged on rough backcountry and logging roads.
- The vehicle might get broken into, vandalized or stolen
- There might be significant liability and financial repercussions if an accident were to occur (cost of repairs, cost of deductible, increase in insurance premium, loss of insurance coverage and many more). **TRU is not responsible for any liability and/or expenses deriving out of the use of a personal vehicle on a course including the transportation of other students. This includes the vehicle and its contents.**

### 9.2 Legal requirements

Any and all students that disregard the advice not to use their vehicles on courses or to get to and/or from course sites are required to:

- 1) Have current liability insurance with appropriate coverage at all times.
- 2) Hold a valid driver's license at all times.
- 3) Abide all driving and road regulations.
- 4) Maintain a mechanically safe vehicle.
- 5) Do not carry more passengers than the number of working seat belts.
- 6) Drive with due care.

**Students in breach of the above policies will not be allowed on any field/off-campus courses.**

**10.1 Personal Finances**

Every year a few students find themselves in a dire financial situation because of a lack of personal budgeting. It appears that overspending on gear is often one of the causes (especially during ski swap season!). Students are strongly encouraged to draft a personal budget for the duration of the semester. Use of the excel course selection spread sheet is designed to help in this capacity. Additionally, students are encouraged to consult with the department faculty before making expensive equipment purchases.

**10.2 Out of country travel and medical coverage**

All students travelling out of country on a TRU course or expedition are required to provide proof of out-of-country (travel) medical insurance. We strongly encourage you to also purchase this coverage on your personal out-of-country trips. Additionally, students need to make sure that their travel insurance does not exclude any of the activities undertaken (some travel insurance might not cover you if you are involved in activities such as mountaineering, climbing, whitewater paddling).

Students are also responsible to ensure they have all the appropriate documentation and paperwork for travel into the United States and beyond. **This means carrying a valid passport.** International students need to have the necessary citizenship card and visas. **Students who do not have the required documentation at the border will be left behind and put on a bus back to Kamloops.**

The TRU Adventure Studies Department has a zero tolerance policy on drugs and alcohol use on course. The border agents are even less tolerant. **Do not travel with any drugs across international borders;** you put yourself and the entire department at risk. If you do get caught you might face prosecution and imprisonment. **TRU is not responsible for your legal protection or to get you out of jail if you break the law!**

**10.3 Contacting students on field courses**

Because of the remoteness of course locations, students need to understand and let their family members know that it might be impossible to contact students while they are on field courses; even in cases of emergency.

**10.4 UPASS**

As part of the tuition fees, full-time students get a Kamloops public transit bus pass and a pass for the Canada Games Pool. The UPASS does not cover use of the Tournament Capital Center (Track and Weight Room). However, student rates are available. Kayaks are allowed in the pool but only on certain specific periods. Please enquire at the pool.

**10.5 CliffSide Climbing Gym**

Cliffside offers special rates for adventure students. Please visit the gym for more information. The gym is located 1.5 km from campus at 954-B Laval Crescent (250) 372-0645.

## 10.6 Equipment purchases and “pro-deals”

A growing number of equipment manufacturers extend professional pricing and/or discounts for the TRU Adventure Diplomas and Certificate students. Most of these discounts have been arranged through the efforts of local retail store owners. The True Outdoors store owner Russ Gardner has been especially supportive of the adventure studies and has actively pursued preferred pricing for students. The preferred pricing to adventure students is a privilege, it is therefore imperative that students behave professionally. We encourage you to buy locally.

- The pro deals are for adventure students only and **are not to be used for friends and family.**
- Be discrete about the deals you are getting especially when you are in the store; the rest of the clients have to pay full retail pricing.
- You don't need to publicly boast about the deals you are getting.
- Behave professionally at all times and be courteous to all store staff.
- Pro-deals are not available for all equipment.

**Students caught abusing pro-deals or behaving unprofessionally will lose all preferred pricing privileges. Furthermore abuse may result in all students losing preferred pricing privileges.**

### Retail stores that offer discounts

**True Outdoors:** 749-B Notre Dame (250) 377-0157

**Atmosphere:** # 105, 1180 Columbia St. (250-434-1220)

## 10.7 Financial awards and scholarships

A number of scholarships are available to all students at TRU. Additionally, a number of awards are offered exclusively to adventure students. Please see the information for these awards at

<http://www.tru.ca/financialaid/awards/internal/>

## 10.8 Extended Health and Dental Plan

All students enrolled at TRU are automatically charged for extended health and dental coverage. If you already have existing coverage through a provincial program or private insurance company you can request cancellation of the service through the Student Union. Please see TRU Students Union (TRUSU) information at: [trusu.ca/services/health-dental](http://trusu.ca/services/health-dental)

## 10.9 Hygiene

As an adventure student you will spend a significant amount of time in close proximity to other students and instructors. Additionally much of this time is spent in areas where washing facilities are few and far in between and where traditional hygiene and personal care is challenging. Please make a special effort to be careful by following basic hygiene guidelines e.g. washing your hands often, handling food with care, etc.

The expectation of an outdoor professional is that when you have access to adequate facilities or when you are in Kamloops you wash yourself and your clothing thoroughly. You might not smell yourself, but others can smell you!

## 10.10 Environmental Ethics

- **Fire Hazard**

Because of the significant fire hazard in the backcountry the following policies apply:

- Smoking in the backcountry is prohibited.
- The burning of toilet paper or other materials in the backcountry is prohibited. Your instructor might allow burning in intertidal or snow/glaciated areas. Please check with your instructor.

- **Waste**

All waste and garbage is to be carried out of the backcountry and disposed at appropriate facilities.

- **Reduce, reuse and recycle RRR**

We encourage RRR and provide the following options:

- Blue recycling containers are located outside the classrooms. The large equipment bay will also have a recycling container.
- We accept batteries and fuels canisters for recycling. These items can be dropped at the equipment bay when you sign out or return equipment.
- Please use reusable coffee mugs instead of paper cups.
- Please use reusable water bottles instead of buying water in plastic water bottles.

The information contained here will be useful to anyone interested in participating in an adventure training program but is primarily intended for current and future students in TRU Adventure Studies programs, their parents, other family members and friends.

Adventure sports and activities are inherently risky and there is a possibility that participants could be injured or killed while participating in such activities. These accidents could happen on TRU programs and courses or on participants' own personal trips and holidays, or while employed with an adventure related business.

A significant component of TRU adventure programs and courses involve students participating in a wide variety of adventure sports and activities. The TRU programs and courses are developed and delivered to model real life and therefore take place in real adventure settings and wilderness environments, and involve real risks, dangers and consequences. Students on TRU programs and courses do not benefit from special safety nets or backup systems other than those normally found in real life situations.

Studies and careers in adventure are exciting, rewarding and enjoyable. But, choosing to study, recreate or work in adventure activities also means accepting the risks and consequences associated with these choices. Current students, future students, **ESPECIALLY PARENTS**, other family members and friends, have the responsibility to understand these risks and consequences and decide whether they are willing to accept those risks and consequences. **IF YOU ARE NOT READY TO ACCEPT THESE RISKS AND CONSEQUENCES AS A STUDENT, PARENT OR FAMILY MEMBER PLEASE CHOOSE A DIFFERENT PROGRAM OR CAREER FOR YOURSELF OR YOUR CHILD.**

## **FREQUENTLY ASKED QUESTIONS**

### **Has there ever been a fatality on a TRU program or course?**

Since the start of the first adventure program in 1992, TRU has never had a student fatality on a TRU program or course. There was one instructor fatality in 2001. The instructor was killed by rock fall.

**Our record speaks to our concern for safety and risk management but is not a guarantee that a fatality will not happen;** one or more fatality could happen on any of the Adventure Studies Department programs or courses.

### **Have there been fatalities outside of TRU programs and courses?**

Yes. Since 1992, eight students have been killed in various accidents that have occurred outside of TRU programs and courses. These accidents usually happen on personal trips, weekends, holidays, or while students or graduates are employed. Three students have died in avalanches, one by falling ice, one kayaking, two by falling off a cliff while climbing and one in a vehicle accident.

**Have there ever been injuries on TRU programs or courses?**

Yes. Every year a number of students get injured on TRU adventure programs or courses. These are injuries such as, but not limited to, concussions, broken bones, bruises and lacerations, sprains, torn ligaments or frostbite. A student on a ski course broke her pelvis, four vertebrae and shoulder blade.

**Have there ever been health issues on TRU programs or courses?**

Yes. Every year we have a certain number of students who will have health issues such as, but not limited to, allergies, the seasonal flu, regional diseases, insect and wildlife born diseases or food poisoning.

**Does TRU do any risk management?**

Yes. All TRU programs and courses involve many aspects of risk management. **TRU's goal is not to eliminate risks but to try and manage and optimize risks to achieve desired program and course outcomes.**

The programs and courses are not risk-free and there are risks that students and parents must share with us. We ask students and their parents to understand and accept these risks and consequences in writing prior to the start of the program or courses by signing the TRU Adventure Studies Legal Release Contract ("the waiver").

During pre-course safety briefings and activity-specific training students will receive further explanations of these risks in order to participate in TRU courses will be asked to share and help manage these risks. Although TRU and the instructors take precautions to mitigate the risks it is not possible for TRU or the instructors to make programs and courses risk free.

**Does TRU supply safety equipment?**

Yes. TRU will supply appropriate safety equipment. Students are encouraged to use their own equipment if it is deemed appropriate by the instructors.

**Are the TRU field courses like guided trips and tours that we see advertised by commercial tourism providers?**

No. TRU programs and courses are NOT run like commercially guided trips and tours. The TRU courses are designed to train participants as instructors, guides and in other career paths. These are professional level training programs. Students are put in leadership roles and the level of risk may be higher than what would be considered acceptable by commercial operators.

**11 ACKNOWLEDGEMENT, ACCEPTANCE AND AGREEMENT CLAUSE**

Below is a **sample** of the clause you will be asked to sign.

**DO NOT REMOVE THIS PAGE FROM THE HANDBOOK  
YOU WILL BE GIVEN A SEPERATE SHEET TO SIGN**

**THOMPSON RIVERS UNIVERSITY  
ADVENTURE DIPLOMAS AND CERTIFICATE STUDENT HANDBOOK**

**ACKNOWLEDGEMENT, ACCEPTANCE AND AGREEMENT**

I \_\_\_\_\_ certify that I have read the ADVENTURE  
DIPLOMAS AND CERTIFICATE STUDENT HANDBOOK and that I have had the  
opportunity to ask questions and obtain further clarification. I UNDERSTAND the policies  
outlined in the handbook, I ACCEPT to abide by the policies outlined in the handbook and I  
AGREE to the policies outlined in the handbook.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Print name of student

\_\_\_\_\_  
Print name of witness

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Signature of witness

Thompson Rivers University  
**2016-17 Adventure Equipment Bay Policy and Procedure Manual**  
Office: OM 1228

**The equipment use is a privilege and not a right. Any abuses or neglect will result in loss of equipment use privileges.**

The equipment should be treated like your own personal equipment. The high cost of the program does not justify or enable the abuse of the equipment. Abuse will only make program fees increase. Remember that you wouldn't want to use equipment that was abused by another student.



## 2016 - 17 Adventure Equipment Bay Policy and Procedure Manual

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### **STUDENTS**

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## **Introduction**

The Adventure Gear Bay is the holding facility for the majority of equipment used on Thompson Rivers University ADVG field courses. It is an extensive stock covering activities such as skiing, mountaineering, rock climbing, white water kayaking, sea kayaking, surfing, rafting, rope rescue etc.

As such, this manual is designed to inform users of the Gear Bay of the operating policy and procedures. Students should become well versed in this document as it clearly outlines expectations, fines/penalties, setup of student accounts, and refunding of security deposits.

A Gear Bay schedule will be created for each semester and will be posted on the Gear Bay office door. The Gear Bay Office is located in Old Main, next to the Print Shop, office OM1228. There is also a Moodle site Gear Bay Hub, which will house documents related to the Gear Bay for students to refer to.

## STUDENTS

### Purpose of the Equipment Bay

Students will be required to checkout equipment from the Gear Bay for scheduled course time. The equipment required is usually located on the course outline, provided by the instructor of that course. Any questions concerning course equipment should be directed to the faculty member overseeing that particular course.

The use of this equipment is a **privilege** granted to students and priority is always given to those students on *course*. Equipment may be signed out for personal use when it does not conflict with a course or other commitment. Please refer to the Gear Bay Schedule (Office door) and the *Personal Use* section of this manual.

### Equipment Bay Communication

The gear bay uses both the ADVG Moodle site as well as a facebook page called: TRU Adventure Studies Gear Bay. The facebook page is the primary medium for communication and is designed to facilitate communication between the Gear Bay Manager and the students regarding volunteer opportunities, sign in/out, as well as other important gear related information. It is encouraged that all students join this page as updates are posted in real time for the students benefit.

### Account Setup

In order to sign out gear, you will be required to setup an account with the Gear Bay Manager. You will require the following:

- 1) Current Student ID Card with all semester fees paid.
- 2) Email and Phone #.
- 3) Security Deposit of \$200 – see Security Deposit section.
- 4) Create an online account at the Gear Bay office (OM 1228 go inside) – **Can be done during your first sign-out.**
- 5) No outstanding equipment.
- 6) No fees owing from previous semesters.

### Security Deposit

Each student is required to leave a security deposit of \$200. This deposit is paid during the first week of school and is held until the student graduates or leaves from the program; if there are no fees owing the student will receive a cheque, returning their security deposit.

To pay your security deposit

- 1) Complete the yellow form ‘Adventure Studies Department **DEPOSIT RECORD**’ (located in the Gear Bay office OM1228)
- 2) Bring the form and \$200 to the Cashier. Cash or Credit Card.

**DEPOSITS ARE DUE BY FRIDAY, SEPTEMBER 8<sup>TH</sup>** if your account is not showing a deposit of \$200 by September 8<sup>th</sup>, you will not be able to sign gear out, affecting your ability to go on course.

- The security deposit will only be reimbursed at the end of your studies. It will be in the form of a cheque.

## Sign-out Procedure

A schedule is posted on the Gear Bay office door OM 1228 (go inside) and on the Moodle site. The schedule may change at any time; the most current version will always be on the office door. Check the date on the top left corner of the schedule to ensure its accuracy.

- 1) Come with a list of required gear. Double check with course outline.
- 2) Arrive at the posted time – gear is signed out, first come, first serve.
- 3) Wait until your turn in the queue to enter the Gear Bay.
  - a. Gear bay manager will tell you when your turn is.
- 4) Sign out gear with Gear Bay Manager on the computer.
- 5) Check Email confirmation to verify items and sign-in date.
- 6) Students with outstanding fines or equipment will not be able to obtain any additional equipment until the fines have been paid or the equipment has been returned.
- 7) Any abuse will result in the loss of equipment privileges.

## Sign-out Policy

- Only 1 student in the Gear Bay at a time. Please be respectful and courteous waiting your turn.
  - If you miss your time or date, you must wait until either the Wednesday scheduled opening, or until there is a free moment at the Gear Bay. **Priority is given to those courses listed on the schedule.**
  - Do not show up to sign-out gear if it is not your scheduled time.
  - You will not be allowed to sign-out gear for multiple courses in one **sign-out session**. You will be required to return for each sign-out period. Maximum booking period is for two weeks. Equipment must be re-booked if you plan to keep it longer.
  - Equipment is for adventure studies students only and may be used outside of scheduled field classes. It is not for friends or family.
  - You may have a classmate sign-out gear for you, if you have a schedule conflict. I.e. you are on course.
    - To sign-out gear for a classmate; the person requesting the gear needs to send an email to the Gear Bay Manager requesting the items, items not on the list will not be signed out.
    - Include, size, make, model, item name and an alternate if it is not available.
    - This is not an excuse for laziness; it is for students with schedule conflicts.
  - Instructors cannot sign-out gear for you (with the exception of replacement items on departure day).
  - It is the student's responsibility to ensure equipment is in good working order when it is signed out (I.e. check your stuff BEFORE you go out on course).
  - **YOU ARE RESPONSIBLE FOR THE GEAR YOU TAKE AND THAT IS ASSIGNED UNDER YOUR NAME**
  - **RECORD ALL EQUIPMENT NUMBERS, MODEL, NAME, MAKE IN YOUR LOG BOOK**
  - **DO NOT RELY ON THE EMAIL REMINDER.**
  - **DO NOT ASK KELSIE OR OTHER FACULTY TO SIGN-OUT GEAR FOR YOU.**
-

## Sign-In Procedure

- 1) Check the sign in DATE AND TIME. Equipment is returned ONLY during sign in hours. **DO NOT** ask the ADVG faculty to sign equipment in for you.
- 2) **It is the student's responsibility to be aware of equipment check in and out times. "I didn't know", or "I was not there" will not work!**
- 3) Arrive at the posted date and time with all of your equipment
  - a. Big items (boats and skis) may be taken to the garage door. Do not leave the items there unattended.
- 4) Wait until your turn in the queue to enter the Gear Bay.
- 5) Sign in gear with the Gear Bay Manager on the computer.
- 6) Record the date and time you signed in your gear in your logbook.

## Sign-In Policy

- If you miss your time or date, you must wait until there is a free moment at the Gear Bay. **Priority is given to those courses listed on the schedule.**
  - If you miss your sign in, you will be charged an initial late fee of \$15. The next calendar day you will incur a \$5 charge per day per item
  - Dirty, damaged or lost equipment will be subject to fines or charges for repair or replacement.
  - Only 1 student in the Gear Bay at a time. Respectfully wait your turn.
  - Do not re-pack or attempt to dry your equipment in line.
  - Do not show up to sign in gear if it is not your scheduled time.
  - You may have a friend sign-in gear for you, if you have a schedule conflict. I.e. you are on course.
    - To sign-in gear for a friend; the person requesting the gear needs to send an email to the Gear Bay Manager listing the items, items not on the list will not be signed-in.
    - Include, size, make, model, item name and item number.
    - This is not an excuse for laziness; it is for students with schedule conflicts.
  - Instructors cannot sign-in gear for you.
  - All equipment must be signed in at the end of spring courses / expeditions.
  - **DO TELL THE GEAR BAY MANAGER IF YOUR EQUIPMENT WAS NOT WORKING WELL, OR, IS BROKEN. BE SPECIFIC.**
  - **YOU ARE RESPONSIBLE FOR THE GEAR YOU TAKE AND THAT IS ASSIGNED UNDER YOUR NAME**
  - **RECORD ALL EQUIPMENT NUMBERS, MODEL, NAME, MAKE IN YOUR LOG BOOK**
  - **DO NOT RELY ON THE EMAIL REMINDER.**
  - **DO NOT ASK KELSIE OR FACULTY TO SIGN-IN GEAR FOR YOU.**
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## **FINES: Late Fees, Penalties and Account Holds**

**YOU ARE 100% RESPONSIBLE FOR GEAR SIGNED OUT UNDER YOUR NAME.** If you sign out/in gear for your friends, you are still responsible for that gear.

- Fines **must be paid before your next field course in order to sign out equipment.**
  - At the end of the Semester. Failure to pay fines before the start of the new semester will result in the inability to borrow gear until the fines have been paid.
- Fines **CANNOT** be deducted from your \$200 security deposit.
- You will receive a notice of your fines owing from the gear bay manager.
- **Fines not paid will result in a TRU account hold; this will restrict your ability to Graduate, or register for courses.**
- **A list and description of fines are posted in the student mail room across from the Adventure Studies office.**

The following chart outlines the various fines and charges a student might be faced with when returning gear late, dirty, damaged, or if not returned at all (lost):

<b>FINE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>COMMENT</b>
<b>LATE FEE</b>	\$15 per item for initial day. \$5 an item per day, afterwards.	If you miss your scheduled sign-in time, you will be charged the \$15 initial fee.	Gear Bay is open as per posted Gear Bay Schedule (Gear Bay door and on ADVG Moodle Site).
<b>DIRTY TENT</b>	\$20	Includes not drying tent	
<b>LOST TENT PEG</b>	\$1 per peg		
<b>IMPROPERLY PACKED</b>	\$5	Wetsuits inside out, tents in wrong bag, float bags with air inside, gear not dried, missing items etc.	Re-packing the item in line during the sign-in time is not acceptable.
<b>LOST EQUIPMENT</b>	Full price to replace the item		Found items, will be charged the appropriate late fee.
<b>DAMAGED ITEM - Abuse, neglect, etc.</b>	\$25 per hour for repair + The cost of replacement parts.	I.E. Broken tent pole, \$25p/h plus the cost of the pole.	Please notify your instructor if an item is damaged. They may be able to repair.  If the Item is broken during normal use, during a course this does not apply.

### **Charges and fine collection and payment**

- Charges regarding repairs, equipment replacement, equipment purchases and equipment fines must be paid prior to any further gear being signed out.
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- Your security deposit remains with TRU until the end of your studies each year. Refunds are administered at the end of April.
- Any equipment that needs to be replaced will be replaced by new equipment only as indicated by the department Chair.

### **Overdue equipment**

- TRU course use and personal use: \$15 per day overdue per item for the first day. Everyday after will be \$5 per item per day.

### **Damaged, dirty, lost equipment etc.**

- Damaged or lost equipment while on personal use: the equipment will be repaired and/or replaced at student's own expense. The student has the option of replacing the equipment him/herself. The rate for repairs will be \$25 per hour with a minimum charge of \$15.
- Dirty equipment: dirty equipment will be cleaned and charged to the student. The rate for cleaning is \$25 per hour with a minimum charge of \$15.
- Equipment that is not returned as handed-out i.e., wetsuit inside-out, crampons not tied together, float bags in boats, wet float bags, incomplete or wet tents etc., will be subject to a flat charge of \$5 per item.

### **Equipment damaged on course**

In the event that equipment is damaged during a course, the student must report the damaged equipment to the course instructor as soon as possible for evaluation, repair or replacement. Failure to report might result in the student being charged for the costs of repairs or replacement.

### **Lost Equipment**

Students are responsible for replacing lost gear at full retail value for the same item or a similar item that has been approved by the Gear Bay Manager or Adventure Faculty member. The student is responsible for ordering and shipping the item to the Gear Bay. This applies to gear that is being used for personal trips

### **Mandatory Volunteer Hours**

Students are required to volunteer once or twice per semester to assist with the equipment bay duties such as helping with check-outs or check-ins, inventory work, equipment repair and maintenance, etc. Please see the Gear Bay Manager for scheduled times.

Volunteer time will be scheduled with the Equipment Bay Manager. Opportunities will consist of sign in / outs as well as maintenance of equipment.

At the end of each semester students who have not volunteered may be required to come in and clean/restock gear.

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## Equipment Care and Use

- Gear must be treated as if it was your own personal equipment
- Return the gear better than you received it
- All gear must be dried and packed the way it was sent out
- Use the equipment the way it was intended for.
  - If you are unsure of how to use the equipment, ask for clarification. This is really important with stoves.
- If you damage the equipment during normal use, please tell the instructor so repairs can be made.
  - Please tell the Gear Bay manager if you do have an item that needs repair or is not functioning properly.

## Group Gear

On some courses you may be assigned group gear, (tent, stove etc.). It is important that you write this down as you will be held responsible for group gear. Instructors will keep record of the equipment provided to the individuals in the group.

## Personal Use Policy

Equipment can be signed out for personal use, as long as the following criteria is met:

- You do not have any outstanding fines.
- You have the proper training and experience for the equipment.
- The sign out term does not conflict with course time.
- Sign in and out times for personal use will be scheduled by the Equipment Bay Manager.
- **PERSONAL USE IS RESTRICTED DURING THE BEGINNING OF EACH SEMESTER**
- All normal fines and policy apply.

## Special equipment usage and guidelines

### Boats (canoes and kayaks)

- Float bags will be checked out as separate items. The float bags must be returned separate from the boats in the same manner they were handed out.
  - WW Kayaks: A float bag kit containing 2 float bags will be issued.
  - WW Kayaks, paddles & spray skirt available over the summer **ONLY IF** the student is registered in Kayak 3 and 4 (PDF, splash jacket, wetsuit & throwbags are **NOT** available over the summer) .
  - Sea Kayaks will be signed out to students who have completed Sea Kayak 1 and for longer excursions will require permission of the sea kayak coordinator.
  - Canoes for personal use (not signed out over the summer): End and middle float bags will be issued separately. Various sizes are available.
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### **Surf Boards**

- Available to sign out if students are enrolled in Surf 2 or 3.
- Surf boards are not available to rent over the summer.
- Must be visually inspected for damage BEFORE sign out.
- If returned damaged, students must pay for professional repair.

### **Tents**

**Tents have been a recurring issue. All students need to take the guidelines below very seriously.**

- Some tents can only be used for course and expedition trips where wilderness camping is involved. They cannot be used for car camping, hut based, paddling and sea kayaking trips. Students need to ask the equipment coordinator about which tents should be used.
- Tents should be verified before and after trips to ensure that it is complete
- All tents must be returned dry and complete.
- Please be careful not to mix tents parts from different tent models.

### **Fuel Bottles**

- Fuel bottles do not include fuel. Purchase white gas at a local outdoor store, Canadian Tire, or Walmart (summer and fall).

### **Climbing Equipment**

- Rock climbing protection (racks, ropes) equipment is not available for personal use. It will be checked-out by the instructors for courses.
- Ice climbing tools and crampons, except for specific crampons, are available for personal use. Ice screws are only available for courses and not available for personal use.

### **Skis**

- Skis will not be issued early season until the instructors determine there is enough snow in the backcountry to minimize any potential damage to the skis (and yourself!).
- All skis will be issued with skins that fit the pair of skis checked out. The skis must be returned in good condition with the same skins. If ski straps are issued and not returned, lost ski straps will be replaced at the expense of the student (\$5.00).
- Damaged skis and skins (beyond normal wear and tear) will be repaired (or replaced if damage is excessive) at the student's expense.

### **Avalanche Transceivers**

- Students must show or have completed at least their AST 1 prior to signing out an avalanche transceiver.
  - Students are responsible for providing the batteries for the avalanche beacons (Duracel AAA).
  - Students are also responsible for the removal of their batteries.
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**Avalanche Flotation Devices (AFD's, or Avalanche Air Bags)**

- AFD sign out requires an orientation session on proper use and care of the device.
  - Students are responsible for canister refill if discharged.
  - Students are responsible for replacement of ANY missing parts and repair or replacement due to damage of any part of the pack and its components.
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