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## ORGT HISTORY

ORGT began in 1970 as Outward Bound Georgia Tech. It was originally a part of the Student Center's recreation program, which also included indoor recreation, such as bowling and pool. Two faculty members, Payson Kennedy and Miller Templeton, were extremely active in developing outdoor activities, starting with tandem whitewater canoeing. Under their supervision, the outdoor activities became popular. Eventually, students were elected to help lead these activities.

In 1973, the program was renamed Outdoor Recreation Georgia Tech (ORGT). Students began taking trips in caving, canoeing, kayaking, rafting, backpacking, and rock climbing. In 1976, Miller Templeton became the ORGT administrator charged with overseeing the safety of the program. ORGT established the committee structure and developed active subcommittees with student oversight. Several outdoor sports became permanent ORGT activities.

The program grew by leaps and bounds and soon required more assistance. Interns were hired on six month rotations from the University of Florida at Gainesville. These interns helped to develop ORGT by completing special projects and taking on various managerial functions.

By 1981, ORGT had grown in size and become so large that a full-time staff member was needed. An agreement was struck between the Student Athletic Complex (now Campus Recreation) and the Student Center to fund a full time position, called the Outdoor Recreation Coordinator (ORC).

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The first ORC was Bob O'Connor. Unfortunately, Bob was killed in a kayaking accident on the Gauley River in 1982, during his first year as ORC.

Chuck Hammersly, the next ORC, started the Wilderness Outpost rental program and saw further development of the ORGT subcommittees. In 1984, he left ORGT and was replaced by Bob Jones. Under Bob's administration, ORGT was transferred to Campus Recreation in order to obtain greater support and funding. As a result of this move, ORGT became a university outdoor program and ceased to be merely an outdoor club.

Bob left ORGT in 1988. ORGT operated under student direction and oversight by Miller Templeton until Suzi Beaumont was hired in 1989. Suzi was the ORC for eight years. Under her leadership, ORGT saw record growth, and became a full-fledged outdoor program.

Lynn Zwaagstra became ORC in 1997. Lynn helped create an updated mission and this Operation Manual. Lynn also created a new and improved database, which allows ORGT to better track participant data and equipment use.

In 1998 Lynn left ORGT. Suzi Beaumont returned for four months to serve as interim ORC. Suzi was instrumental in hiring our newest ORC, Will Marble, who started in June of 1999. Will brings special expertise to ORGT with respect to group facilitation, public relations on campus, and risk management. It is expected that under his leadership, ORGT will continue to increase in quality and prosper under a climate of mutual respect and support between students and staff.

## ORGT MISSION / VISION

To promote safe, fun and responsible use of the outdoors via adventure sports

To provide our students with opportunities to develop leadership and interpersonal skills

To provide instructional schools and trips in various outdoor sports, ranging from beginner to advanced levels

To provide outdoor equipment to qualified users in the Georgia Tech community for reasonable fees

To provide a variety of outdoor recreation programs and services that meet the needs of the Georgia Tech community

ORGT addresses its commitment to the Georgia Tech community by providing instruction, trips and equipment. We program trips and / or rent equipment in the following sports:

Backpacking

Caving

Mountain Biking

Kayak Touring

Rockclimbing

Whitewater Canoeing

Whitewater Rafting

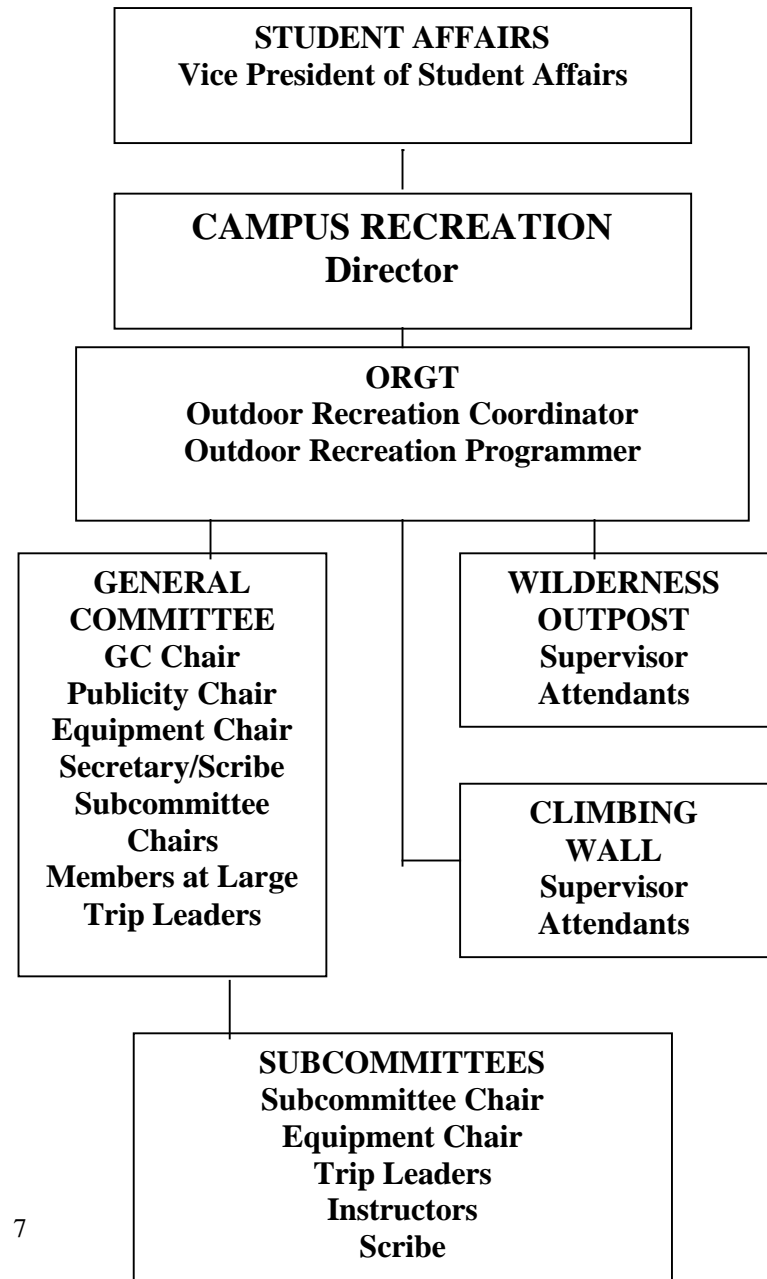
Whitewater Kayaking

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In keeping with our goals of promoting personal growth and appreciation for the environment, we program human powered adventure sports which develop outdoor skills and a healthy respect for nature.

ORGT's strong emphasis on student development is apparent in all aspects of the program. Students gain valuable leadership experience while making important decisions that shape the future of ORGT. Students develop and publicize schools, purchase and maintain equipment, and help set policy. Our volunteer trip leaders and officers give tremendous amounts of time to the program, and it is through their efforts that ORGT achieves its goals.

## ORGANIZATIONAL CHART



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## PROFESSIONAL STAFF

ORGT's professional staff is responsible for safe and effective operation of all ORGT programs, the Wilderness Outpost rental program, and the GT Climbing Wall. Since many aspects of ORGT are student run, staff roles will vary; They may act as managers, administrators, advisors, trainers and support staff. Responsibilities include:

Risk management, policy and procedure setting, budgeting, database management, program development, publicity and public relations, staffing, equipment, facility maintenance, GT staff liaison, and long term planning.

## STUDENT / STAFF RELATIONSHIP

ORGT history and philosophy reflect a tremendous degree of student ownership and control. Student committees have power to make important decisions on all aspects of ORGT, including programming, trip leading, policy setting, equipment and budgeting. This has worked in the past because **ORGT has a strong tradition of mutual trust and respect between its staff and students. More often than not, students and staff have worked together to achieve consensus on important issues.**

## ORGT GENERAL COMMITTEE

The general committee (GC) is responsible for making decisions regarding the operation of ORGT. This includes overseeing the activities of the subcommittees, dealing with policy and discipline issues, delegating funds for special projects, and approving candidates for various volunteer positions. In addition, the general committee has the opportunity to help set the direction of ORGT by providing input during long term planning

The ORGT GC is composed of 17 members, assuming all positions are filled: 8 subcommittee chairs, 4 officers, and 5 members at large. These are the only voting members considered for purposes of having a quorum. In other words, a majority of these members must be present in order to conduct official business (exceptions may need to be made during the summer session).

In addition to the above, all trip leaders also have voting privileges (although they don't count towards a quorum).

All GC officer positions are voluntary and receive no monetary compensation. In return for their service to ORGT, officers get specific incentives. In order to receive these benefits, officers must carry out their duties to the satisfaction of the GC and the ORGT professional staff.

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## GENERAL COMMITTEE OFFICERS

### Eligibility Requirements

General Committee Chair: GT student and an active subcommittee participant

Other GC Offices: GT student and an active subcommittee participant (faculty/staff or alumni can serve by GC approval if students are not available)

### Term of Office

Nominations for all offices take place the first week of February. New offices are in effect after the March break. The term of office is one year.

### **General Committee Chair**

#### Duties:

- ◆ Prepare the agenda for, and preside over ORGT GC meetings
- ◆ Assure that all votes take place with a quorum (exceptions can be made during summer)
- ◆ Vote only in case of a tie
- ◆ Assure that other GC officers complete duties
- ◆ Meet with the ORC on a weekly basis to discuss all ORGT activities and projects
- ◆ Appoint ad-hoc committees and their chairpersons
- ◆ Call for election of GC and subcommittee officers
- ◆ In conjunction with ORGT professional staff, coordinate the annual ORGT Retreat

#### Benefits:

- ◆ Free equipment rental in all sports
- ◆ Receives ORGT combination

## Publicity Chair

### Duties:

- ◆ Preside over GC meetings in the absence of the Chair
- ◆ Advertise all ORGT programs in coordination with the subcommittees
- ◆ In coordination with ORGT staff, create and circulate the ORGT calendar each semester
- ◆ Arrange for publicity for the incoming freshmen via the FASET program
- ◆ Promote at least two equipment & publicity displays per semester
- ◆ Recruit representatives from subcommittees to help promote subcommittee activities
- ◆ Maintain current publicity on ORGT bulletin boards
- ◆ Coordinate ORGT web pages

### Benefits:

- ◆ Free equipment rental in the sport of choice

## Equipment Chair

### Duties:

- ◆ Preside over GC meetings in the absence of the GC Chair and the Publicity Chair
- ◆ Require an updated inventory from each subcommittee each semester
- ◆ Train check out attendants and gear chairs
- ◆ Make periodic reports on the check out system, and recommendations for improvement

### Benefits:

- ◆ Free equipment rental in the sport of choice
- ◆ ORGT combination

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## Secretary/Scribe

### Duties:

- ◆ Keep accurate minutes of GC meetings
- ◆ Provide copies of the minutes to interested parties
- ◆ Take role (voting members) at each meeting
- ◆ In conjunction with ORGT staff, update and print the ORGT roster each semester

### Benefits:

- ◆ Free equipment rental in the sport of choice

## ORGST SUBCOMMITTEES

Each sport has a governing subcommittee (SC) that allows students to make decisions with regard to programming equipment, budgeting, publicity, etc.

**Active members** are those who have been on at least one trip in the sport and attended at least one SC meeting. Active members may vote.

The subcommittee has the following responsibilities:

- ◆ Purchase, inventory, and maintain SC gear
- ◆ Plan, coordinate and publicize all trips and schools.
- ◆ Create a calendar each semester
- ◆ In conjunction with ORGT professional staff, develop and revise all sport specific policies
- ◆ Develop, submit and implement an annual budget
- ◆ Maintain the SC's repair and safety gear
- ◆ Maintain and update skill levels and roster information in the database
- ◆ Deal with disciplinary and special issues as they arise

## SUBCOMMITTEE OFFICERS

All SC officer positions are voluntary and receive no monetary compensation. In return for their service to ORGT, officers receive specific incentives. In order to receive these benefits, each officer must carry out the duties of their position to the satisfaction of the subcommittee, general committee, and the ORGT professional staff.

### Eligibility Requirements

Subcommittee Chair: GT student and an active subcommittee participant (faculty/staff or alumni can serve by GC approval if students are not available)

Other SC Offices: GT student, faculty/staff or alumnus and an active subcommittee participant (others can serve by SC approval when GT affiliates are not available)

### Term of Office

Nominations for all offices take place during the first week of February. Elections happen in February, with the new offices in effect after the March break. The term of office is one year.

## Subcommittee Chair

### Duties:

- ◆ Prepare the agenda for, and preside over subcommittee meetings
- ◆ Assure that votes take place in a quorum (more than 50% of voting members present - exceptions may need to be made on occasion)

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- ◆ Assure that other SC officers complete assigned duties
- ◆ Attend GC meetings, report for the subcommittee, assist with GC duties, and vote on ORGT issues
- ◆ Distribute info from GC meetings, and make sure the subcommittee addresses pertinent GC issues

#### Benefits:

- ◆ Free equipment rental in all sports
- ◆ Combination to ORGT and subcommittee equipment room

### **Subcommittee Gear Chair**

#### Duties:

- ◆ Be responsible for the upkeep and maintenance of the subcommittee's equipment
- ◆ Inventory SC equipment each semester
- ◆ Coordinate gear maintenance parties each semester
- ◆ Maintain a log of the condition of each major equipment item
- ◆ In conjunction with SC and ORGT professional staff, purchase and inventory all subcommittee equipment
- ◆ Periodically review check out procedure for effectiveness
- ◆ Locate missing gear
- ◆ Assist in preparation of SC's annual budget
- ◆ Serve as equipment check out attendant (see requirements / procedures in Appendix B)

#### Benefits:

- ◆ Free equipment rental in the sport of choice
- ◆ Combination to ORGT and subcommittee equipment room

### **Subcommittee Scribe**

#### Duties:

- ◆ Keep accurate minutes of all subcommittee meetings
- ◆ Provide copies of the minutes to all interested parties
- ◆ In conjunction with ORGT staff, update and print a SC roster each semester
- ◆ Maintain SC library and resource check out system
- ◆ Coordinate subcommittee web page
- ◆

#### Benefits:

- ◆ Half price equipment rental in the sport of choice

## **ORG T RULES OF BUSINESS / MEETINGS**

**Frequency** - ORGT general committee and subcommittees shall meet at least once a week at a time and place designated by the committee.

**Special Meetings** - Either the chairperson or the general committee (by majority vote) may call the committee to additional meetings as needed.

**Quorum** - A majority (greater than 50%) of the voting members of the GC or subcommittees shall constitute the required minimum number present to transact business.

**Proceeding without a Quorum** - At times, and especially during the summer, it is permissible for the GC to conduct business without a quorum. For subcommittee meetings, a quorum is difficult to determine since all active subcommittee participants are considered members. Discretion must be used when voting on issues.

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**Status Votes**- It is recommended that votes for instructor or trip leader status, and votes on skill levels be announced at the meeting the week prior to the vote. It is also recommended to have at least five members present.

**Order of Business** - At any regular ORGT committee meeting, the order of business shall be as follows:

- ◆ Take attendance
- ◆ Report on trips and activities held since last meeting
- ◆ For GC: subcommittee and ad hoc committee reports
- ◆ Old business
- ◆ New business
- ◆ Activities for the coming week
- ◆ General announcements
- ◆ Adjournment

**Procedure for Conducting Business** - All ORGT committees will try to reach decisions by consensus. For issues where this is not possible, we will follow Robert's Rules of Order.

### **Policy Changes**

- Proposed policy changes will be tabled for one week from their presentation, with an email going to the listserv to inform subcommittee members that a policy vote is pending.
- The subcommittee scribe (or person proposing the change) will draft the new policy and make hard copies available for SC members during the discussion prior to the vote.
- The subcommittee scribe (or person proposing the policy change) will be responsible for getting a copy of the proposed policy change to ORGT professional staff for their input prior to the discussion / vote.
- The policy change will take effect when ORGT professional staff approves it and records changes in our official documents. Professional staff will make a formal announcement of changes via the appropriate meeting or listserv.

## **ORGT TRAINING PROGRESSION**

### **Participants, Instructors, Check Out Attendants, Trip Leaders**

ORGT has requirements, duties and benefits for these volunteer positions. Please refer to the Appendix A: ORGT General Policies.

## **OTHER ORGT POSITIONS**

### **Van Drivers**

Van drivers for ORGT trips have certain requirements, duties, benefits, and procedures. Please refer to the Van Driving Manual

### **Wilderness Outpost and Wall Staff**

Wilderness Outpost and Climbing Wall Staff are paid staff. They have separate training manuals and procedures from ORGT volunteers. However, it is pertinent to note here that **all ORGT staff receive free Wilderness Outpost equipment**(to outfit oneself for personal trips, within reason), **and free use of the climbing wall**. Additionally, staff receive half price on ORGT instructional schools.

### **Other Volunteers**

ORGT committees may appoint certain volunteers as needed, or people may donate their time without being asked. These people can receive equipment rental vouchers as tokens of appreciation from SC chairs, TLs or ORGT staff (vouchers are one-time use, non-transferable)

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## WHERE TO FIND ADDITIONAL POLICIES AND PROCEDURES

- ◆ **Sport specific safety policies** are found in each sport's **policy document**.
- ◆ **Skill / experience requirements** for instructors or TLs are also found in each sport's **policy document**.
- ◆ **Procedures for leading official trips** are found in the **Trip Leader Manual**
- ◆ **Procedures for using vans** are found in the **Van Driver Manual**

## OPERATIONS MANUAL APPENDIX A: ORGT GENERAL POLICIES

- ◆ No alcohol or illicit substances will be used in conjunction with ORGT activities, ORGT gear or GT vans.
- ◆ Novices' (persons new to the sport) first trip must be with a TL (in that sport). Novices must be on an official trip in order to be given a skill ("qual") level.
- ◆ Official trips have first priority for gear. Exceptions must be approved by the subcommittee.
- ◆ GT students have first priority for all ORGT services.
- ◆ Persons wishing to rent ORGT gear for longer than one week need subcommittee approval.
- ◆ When using a van (official trips have priority)
  - Only ORGT authorized drivers are to drive
  - All policies and procedures in the Van Training Manual will be followed.

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## OFFICIAL TRIPS

**Official Trips** are scheduled trips led by an ORGT trip leader in accordance with ORGT policies. They are instructional in nature. Trip leaders have primary decision-making authority.

Official trips

- ◆ Are advertised, posted, or announced and have a sign-up
- ◆ Are open to all qualified individuals, space permitting
- ◆ Have GT students as their first priority when there are space limitations
- ◆ Contain a safety briefing, which all participants hear
- ◆ Have at least one WFA certified person on the trip
- ◆ Have first aid kits, medical cards/info, and safety/rescue gear
- ◆ Have a 1: 4 instructor (or instructor-in-training) to student ratio (exceptions made for backpacking day hikes)
- ◆ Have event reports and trip rosters on file at ORGT
- ◆ Adhere to general and sport specific safety policies

## GEAR DAMAGE/LOSS

For loss or irreparable damage, the individual responsible will pay for the depreciated value of the gear (on a yearly increment), and no less than the price divided by its life expectancy.

Exceptions must be approved by the subcommittee.

For repairable damage, the individual will be responsible for the cost and execution of repairs

## ORGT TRAINING PROGRESSION

ORGT has specific stipulations regarding eligibility to use our gear. These are generally based on two things:

**Affiliation with ORGT:** (IE GT student, ORGT volunteer, instructor, trip leader, alumnus, etc.)

**Skill and experience level in the sport:** (IE vertical caver, lead climber, etc.) ORGT keeps documentation of instructional progressions and skill / experience levels of our participants. **These levels are not meant to “certify” that an individual is ready for a certain challenge** (that must always be a personal choice). **Rather, the skill levels are used as guides in determining what gear use privileges should be given to whom.** The assumption is that, by the time participants are given access to our technical gear, they are experienced enough to make appropriate judgements as to the use of that gear.

Please note that skill levels are generally sport specific. As such, **there are additional stipulations in the sport specific policy documents.** Please refer to these.

### Eligible to Participate (First Time)

#### Requirements

- ◆ Has health / accident insurance
- ◆ Has a GT liability waiver on file

#### Benefits

- ◆ May use ORGT gear on official trips (must have medical card on file)
- ◆ May use ORGT gear on non-official trips if accompanied by a trip leader

## Participant

### Requirements

- ◆ As above
- ◆ Is in the ORGT database with a skill level for his/her sport. (IE Has been through an ORGT instructional school or equivalent as determined by an ORGT trip leader).
- ◆ Is a member of the ORGT community (GT student, staff, alumnus, ORGT volunteer or has ORC approval)
- ◆ Is familiar with ORGT general policies (this document) plus his/her sport's policies (found in sport specific policy documents)

### Benefits

- ◆ May use ORGT gear on official and non-official trips in accordance with policies

## Instructor-in-Training (IIT)

### Requirements

- ◆ As above
- ◆ Meets sport's requirements for skill / experience (see sport specific policy document)

### Duties

- ◆ Is appointed by the TL to assist on a per trip basis

### Benefits

- ◆ Receives free gear on official trips on which s/he assists

## Instructor

### Requirements

- ◆ As above
- ◆ Meets sport's requirements for skill / experience, instructor level (see sport specific policy documents)
- ◆ Is certified in first aid and CPR
- ◆ Has subcommittee approval (majority vote) with endorsement from at least one TL
- ◆ Has read and understands the ORGT Operations Manual and policy documents; Knows ORGT policies and procedures (general, sport specific, and equipment check-out)
- ◆ Has a completed volunteer application form on file at ORGT
- ◆ Has documentation of above requirements on file at ORGT, as confirmed via interview with ORGT professional staff

### Duties

- ◆ Keeps certifications current
- ◆ Instructs on at least two trips per year
- ◆ Acts as equipment check-out attendant

### Benefits

- ◆ Combination to ORGT and subcommittee gear room (subject to GC approval)
- ◆ Free gear on official trips on which s/he instructs
- ◆ Half price gear in his/her sport when not instructing (Can combine this with gear privileges from officer positions to receive free gear in sport)

## **Equipment Checkout Attendant (COA)**

### Requirements

- ◆ Is a full instructor or Subcommittee Chair (Exceptions are recommended by the subcommittee, then approved by the general committee to receive the ORGT combination).
- ◆ Is available by appointment to check out gear to qualified persons
- ◆ Attends a training session on ORGT procedures
- ◆ Has read the ORGT Operations Manual and pertinent policy documents; Be knowledgeable of ORGT policies and procedures (general, sport specific, and equipment check-out)
- ◆ Has a completed volunteer application form on file at ORGT

### Duties

- ◆ Inspects the gear with the renter to see that it is in good working order upon check-out and check-in
- ◆ Verifies that the renter is eligible to use ORGT gear (GT community)
- ◆ Verifies that renter is in the database, has a waiver, and is "qualified" to do that particular trip
- ◆ Collects fees as appropriate
- ◆ Documents all of the above on the check-out form

### Benefits

- ◆ Receives the ORGT combo.

## **Van Driver**

See Van Driver Manual

## **Trip Leader**

### Requirements

- ◆ Is 18 or older
- ◆ Is a GT student in good academic standing *or* GT faculty/staff *or* volunteer approved by the general committee
- ◆ Is an instructor in his/her sport
- ◆ Meets sport's requirements for skill / experience, trip leader level (see sport specific policy document)
- ◆ Is certified in Wilderness First Aid. Note: New trip leaders have a 6 month grace period during which to become certified. However, they are responsible for making sure a certified person is on their trips.
- ◆ Has read ORGT policy documents, Operations Manual, and Trip Leader Manual. Understands ORGT policies and procedures.
- ◆ Has passed the general trip leader test
- ◆ Has completed at least one practice trip (supervised by a TL)
- ◆ Has passed a check-out trip (supervised by ORGT professional staff, Senior TL, or one TL and one full instructor)
- ◆ Has been approved by the subcommittee (majority vote with endorsement from a TL)
- ◆ Has been approved by the general committee (majority vote)
- ◆ Has been interviewed and approved by the Outdoor Recreation Coordinator

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## Duties

- ◆ Keeps certifications current
- ◆ Documents skill / experience levels of participants in the ORGT database
- ◆ Acts as equipment check-out attendant when needed
- ◆ Takes a leadership role in his/her subcommittee
- ◆ Upholds ORGT policies, procedures, and quality of programming / instruction
- ◆ Votes on important ORGT issues at general committee meetings
- ◆ Leads at least 2 trips per year to maintain active status
- ◆ Returning Trip Leader (one who has been inactive for over a year):
  - Renews all appropriate certifications
  - Is endorsed by the subcommittee to lead trips (SC may require practice trips and other reviews)
  - Is approved by ORGT professional staff
  - Duties and benefits will be the same as active Trip Leaders

## Benefits

- ◆ Free equipment and instruction in any sport while active, and for one year thereafter (Inactive TLs receive 2 free gear rentals per year after grace period expires)
- ◆ Free transportation (pays no gas fees) on trips s/he leads
- ◆ Half price on ORGT Instructional Schools
- ◆ Free use of Wilderness Outpost gear (to outfit oneself for personal trips, within reason) and Climbing Wall
- ◆ Combination to ORGT & subcommittee gear room
- ◆ TL shirt
- ◆ Reimbursement for dinner (up to \$10) on trips s/he leads, provided s/he turns in a receipt
- ◆ First aid supplies for personal use, pending ORGT staff approval

## **Senior Trip Leader**

### Requirements

- ◆ As above
- ◆ Has led 10 trips
- ◆ SR TL status has been announced at subcommittee and general committee (allows for veto / discussion if necessary)

### Duties

- ◆ Supervises TL candidates on practice and check-out trips

### Benefits

- ◆ As above