



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY RISK MANAGEMENT

Off Campus Activities Guidelines

PURPOSE

The University recognizes that off-campus activities enhance the academic and co-curricular learning environment. Off-campus activities may pose additional exposure of risk to participants, and to the University of Colorado (“University”). This guideline is intended to assist University faculty, staff, students, volunteers, and agents acting on behalf of the University in identifying, addressing, and minimizing risks related to University-sponsored off-campus activities. This guideline is a tool for activity planning.

SCOPE

This document applies to University-sponsored activities. For international activities, consult your campus Office of International Education regarding specific international travel plans and safety concerns. Review the [International Travel](#) link on the [University Risk Management](#) (“URM”) website or contact your [Campus URM Office](#) regarding international travel insurance and assistance programs.

RESPONSIBILITY/ACCOUNTABILITY

Each activity requires pre-planning to demonstrate that conscious decisions are being made with respect to the reasonableness of risk.

Proper planning will include consideration of potential issues and incidents such as accident, criminal activity, injury, illness, misconduct, natural disaster, theft, vehicle emergencies and weather.

URM provides an [Off-Campus Risk Assessment and Emergency Planning Checklist](#) to identify a variety of assessment components, including orientation, waivers, transportation and an emergency response plan template. Planning for off-campus events should include development or review of current emergency plans.

Campus/Departments/Units

Departments are to provide support, information, interaction, and control as is reasonably necessary and appropriate to the activity. This includes following University, campus and department procedures and policies.

Activity Coordinators

Activity Coordinators are University employees, authorized volunteers or affiliated group individuals who may plan, arrange and lead various types of off-campus activities (*e.g.* instructional, field, recreational, and athletic trips).

Coordinators will secure written approval of the activity and itinerary by the department approving authority.

When assessing risk, coordinators should consider age, experience, and abilities of participants, plan to avoid or manage foreseeable risks of the activity and alert participants of possible risks. Coordinators should be careful not to alter an activity in such a way that places participants at unreasonable risk.

Event Participants

Participants are expected to comply with University policies, rules and regulations. Participant awareness of his/her own personal safety while on any off-campus activity is essential. Participants are responsible for their own behavior and any resulting consequences.

The University is not liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University policies, rules and regulations, and applicable laws while participating in the off-campus activity.

WAIVERS AND RELEASES

Participants in off-campus activities which may include special risk components should be provided with and sign a liability waiver, indemnification and assumption of risk form which identifies and provides notice those activities may include inherent risks for loss or injury.

The University Activity coordinators should have participants complete and submit the appropriate [Notice of Risk and Waiver of Responsibility](#) to the sponsoring department/unit. Current templates are available on the URM website. Completed forms should be kept on file by the sponsoring department/unit as required by the [Retention of University Records](#) policy.

For more detailed information, consult URM's [Waiver, Release, and Notice of Risk Guidelines](#).

CONTRACTS

Owners of the activity site may require a contract, license, or agreement for use of off-campus facilities. Contact University Counsel or PSC for contract review and URM for insurance language reviews and certificate of insurance requests. An individual's authority to execute a contract on behalf of the University is only acquired through written delegation. Please follow University [contracting policies](#) and procedures before entering into a binding agreement on behalf of the University. Allow adequate lead time for contract preparation, review and approvals.

CERTIFICATES OF INSURANCE

When entering into a written agreement/contract for use of a non-University facility or other property, government agencies, businesses, and individuals often require "proof of insurance" from the University. Proof of insurance is commonly shown on a Certificate of Insurance. Further details on ordering or [requesting Certificates](#) are on the URM website.

Your campus URM office can provide further guidance on insurance language in contracts and Certificates of Insurance.

INSURANCE AND REPORTING LOSSES

URM provides adequate insurance coverage for the University's diverse risks. For the most recent information, consult the [URM insurance webpage](#). On-line [claim reporting forms](#) are available on the URM website.

Contact your Campus Risk Management for additional information concerning insurance and claims.

RESOURCES

UNIVERSITY OF COLORADO SYSTEM	http://www.cu.edu
Contracting Authority	https://www.cusys.edu/policies/policies/G_ContractingAuthority.html
Policies and Procedures	https://www.cu.edu/policies/
Procurement Services Center (PSC)	https://www.cu.edu/psc/
PSC /Travel	https://www.cu.edu/psc/payables/travel.htm
Retention of University Records	https://www.cu.edu/articles/upload/2006.pdf
Travel Authorization	https://www.cu.edu/articles/upload/4024.pdf
University Counsel	https://www.cu.edu/universitycounsel
UNIVERSITY OF COLORADO OFFICE OF UNIVERSITY RISK MANAGEMENT	https://www.cu.edu/risk
Alcohol Guidelines	https://www.cu.edu/content/alcoholcampus
Campus Offices	https://www.cu.edu/content/contacturm
Certificates of Insurance	https://www.cu.edu/content/certificatesinsurance
Claims	https://www.cu.edu/content/fileclaim
Insurance	https://www.cu.edu/content/insurance
International Travel	https://www.cu.edu/content/internationaltravel
Off-Campus Activities Guidelines	https://www.cu.edu/articles/upload/Off%20Campus%20Guidelines%209-28-10.pdf
Off-Campus Risk Assessment/ Emergency Planning Checklist	https://www.cu.edu/articles/upload/Off%20Campus%20Risk%20Assessment%20and%20Emergency%20Planning%2003-2011.doc
On-Campus Activities Guidelines	https://www.cu.edu/articles/upload/Campus-Activities.doc
On-Campus Risk Assessment/ Emergency Planning Checklist	https://www.cu.edu/content/documentsandforms
Special Event Liability Group Insurance	https://www.cu.edu/content/specialeventinsurance
Use of Volunteers	https://www.cu.edu/content/documentsandforms
Waivers and Releases	https://www.cu.edu/content/documentsandforms
UNIVERSITY OF COLORADO CAMPUS POLICIES	
Boulder	http://www.colorado.edu/policies/
Colorado Springs	http://www.uccs.edu/~vcaf/uccspol.html
Denver Anschutz Medical Campus	http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx

UNIVERSITY OF COLORADO CAMPUS ALCOHOL POLICIES	
<i>Boulder</i>	
Student Alcohol Policy	http://www.colorado.edu/alcohol/policies/
<i>Colorado Springs</i>	
Alcohol Administrative Policy	http://www.uccs.edu/~vcaf/docs/100-003%20Alcohol%20Policy.pdf
Student Code of Conduct	http://www.uccs.edu/~dos/studentconduct/studentcode.htm
<i>Denver Anschutz Medical Campus</i>	
Alcohol Administrative Policy	http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/Alcohol_UCDenverCampus.pdf
UNIVERSITY OF COLORADO CAMPUS INTERNATIONAL TRAVEL OFFICES	
<i>Boulder</i>	
Office of International Education	http://www.colorado.edu/OIE/
Study Abroad	https://studyabroad.colorado.edu/
<i>Colorado Springs</i>	
Office of Global Education	http://www.uccs.edu/~gloaleducation/
<i>Denver Anschutz Medical Campus</i>	
Office of International Affairs	http://www.ucdenver.edu/academics/InternationalPrograms/OIA/Pages/default.aspx
Office of Regulatory Compliance	http://www.ucdenver.edu/academics/research/AboutUs/regcomp/Pages/Regulatory-Compliance.aspx
UNIVERSITY OF COLORADO CAMPUS STUDENT GROUPS	
<i>Boulder</i>	
Student Organization Relationships	http://www.colorado.edu/studentaffairs/sofo/forms/relationship_statement.pdf
<i>Colorado Springs</i>	
Refuge for Organizations, Activities, & Recreation (ROAR)	http://www.uccs.edu/~sll/clubhandbook-home.html
<i>Denver Anschutz Medical Campus</i>	
Student Assistance Office (Anschutz)	http://www.ucdenver.edu/life/services/student-assistance/organizations/Pages/default.aspx
Office of Student Life (Denver)	http://ucdenver.edu/life/services/studentlife/Pages/StudentLife.aspx