



# 100 Elk Outdoor Center Staff and Chaperone Roles

## GENERAL ROLES

### Staff:

- Oversee a fun and safe environment for all activities
- Provide instruction, manage participant flow, and lead the travel during activities
- Provide a clean, organized dining experience, and join participants at tables during meals

### Chaperone:

- During **non-activities** (meals, free time, cabin time), they supervise participants
- At **activities**, chaperones:
  - Assist with participant attendance and safe participant travel to activities
  - Do periodic head counts
  - Address disruptive participant behavior or special needs
  - Address or coordinate medical needs
  - Take photos
  - Assist when possible with spotting
  - Help participants with equipment
  - Supervise participants who opt out of an activity
- At least one chaperone must accompany participants at each activity (please inform the staff if you need to leave the group)
- Chaperones may at any time suspend an activity if they feel that any participant is *unsafe* physically or emotionally (this is not to be confused with discomfort)

## SPECIFIC ACTIVITY AND LOCATION ROLES

1. **Archery** (at least two adults required)
  - Staff:* At least one certified instructor. Provide safety talk and archery instructions.
  - Chaperones:* When serving as the second adult, supervise the non-shooters while the staff instructor oversees the shooters.
2. **Cabins**
  - Chaperones:* Colorado state law requires that an adult accompany a minor inside a cabin.
3. **Canoeing** (at least two adults required)
  - Staff:* At least one certified lifeguard required. Provide safety talk, canoeing instruction and lead games.
  - Chaperones:* Assist participants with entering/exiting canoes, attend to wet canoers as needed (having extra towels on hand is a good idea).
4. **Group Game** (Survival or Eco-Stratego)
  - Staff:* Explain the rules. Observe and run the game.
  - Chaperones:* Participate or provide additional observation of participants for their safety.
5. **Horseback Riding and Training**
  - Staff:* Equine-trained staff are required. Fit participants in gear, and organize and lead rides. Provide general equine training to those not riding.
  - Chaperones:* Help fit participants with riding gear, help with participant flow where requested. Help supervise non-riding students for 20-30 minutes while staff helps riders get ready. Chaperones may ride if there is adequate time and adequate horse availability (additional riding charge applies).



5. **Meal Time** (please become familiar with 100 Elk “Meal Tips” for a smooth dining experience)  
*Staff:* Provide clean, organized dining room, staff scraping stations, and dismiss tables.  
*Chaperones:* Supervise the participant meal experience, ensure proper meal clean up, and leave table with participants.
6. **Rec Time** (some activities run by 100 Elk staff, otherwise free time for participants)  
*Staff:* Provide safety oversight at lake, rock tower and lawn games. Lodge and cabin chill time are unstaffed.  
*Chaperones:* Supervise overall whereabouts of participants; take participants to cabins.
7. **Rock Gym** (at least two adults required)  
*Staff:* At least one certified instructor required. Provide safety instruction and spotting demo. Lead bouldering games, rope belay, auto belays, and manage group.  
*Chaperones:* Spot at bouldering wall, provide overall observation assistance if second adult.
8. **Ropes Course, Leap & Ladder, Low Ropes Teambuilding/Initiatives**  
*Staff:* At least one certified course supervisor required and all instructors must be certified. Provide safety talk, transfer training, certified rope belay, transfer permissions, rescues, team building instruction.  
*Chaperones:* Help with harness and helmet fitting, help conduct participant transfers in the course (as able with training from staff), assist with Zipline retrieval on the ground, ensure that participants are wearing helmets on the ground near the course, supervise participants who opt out of the course.

#### INCIDENTS OR NEEDS

100 Elk staff can respond with first aid as directed by the trip leader or designated medical person or in his or her absence. Care kits are available at Valerie Lodge, rock gym, ropes courses, corral, and in 100 Elk vehicles. Anything beyond first aid is sent to town in a *client-owned vehicle or ambulance*. You will be provided local emergency response info. The 100 Elk directors are available on the radio and by cell phone. A base station radio is located in Valerie Lodge at the lost & found counter.

#### BOUNDARIES FOR STUDENTS

- **North:** Main road and luggage wall.
- **East:** Lake’s near edge (students must stay at least two body lengths away from the water’s edge).
- **South:** Nugget cabin.
- **West:** Ponderosa/Diamond Hitch/Columbine cabins.

Participants may enter cabins and ping pong room **ONLY WHEN ACCOMPANIED BY AN ADULT**. It is recommended that one adult not accompany one minor in a private space. Areas that are off limits include unassigned cabins, the Valerie basement arts & crafts room and laundry area, and both Valerie Lodge sound rooms.

**FOR YOU:** Cold drinks, coffee, tea, hot chocolate, hot cider, cold cereal, bagels, and fruit are available *anytime* for chaperones. Help yourself. Thank you for all you do here at 100 Elk!

**Please feel free to share questions, comments, concerns and feedback with us.**

Brooke Morehardt – Director  
[bmorehardt@100elk.org](mailto:bmorehardt@100elk.org)  
858.291.9427 cell/text

Rachael LePoidevin – Assistant Director  
[rlepoidevin@100elk.org](mailto:rlepoidevin@100elk.org)  
719.581.0971 cell/text