Thank you for your interest in caving and for choosing the Caving Club at Indiana University (CCIU) for your caving adventures and endeavors. We hope you find value in your membership and these procedures will help you get full use of that membership. We realize there are many rules and regulations involved with caving and/or the university, so this article is used to bring clarity. It serves as an expansion of the CCIU bylaws and constitution that can be found on the website (indiana.edu/~iuse) or Facebook. The CCIU constitution supersedes all standard operating procedures or manuals. We encourage you to give us feedback on these procedures and the club in general. This feedback will help to improve the future of this club.

Sincerely,

The Officers of CCIU

Mission

The Caving Club at Indiana University provides a safe and educational atmosphere where students, faculty, staff and community members of all experience levels can learn responsible caving practices with opportunities to visit caves around the area. We provide members with resources for caving and experiences for personal advancement through leadership roles, conservation, surveying, community involvement, and rescue.

What it means to be a CCIU Trip Leader

By the time our members have achieved the appointment of CCIU Trip Leader, they have proven to the Caving Club and caving community that they are a responsible caver. Our Trip Leaders have donated their time for training and shadowing, for the love of caving and the Club. Trip Leaders are the face of the Caving Club; their actions are seen throughout the caving community. Our Trip Leaders abide by the NSS code of honor to never divulge information pertaining to caves, cave locations, cave maps, or other members unless explicit permission is granted. Trip Leaders make this club possible; without them, we would be unable to accomplish our mission.
How to become a Trip Leader:

Trip Leaders are necessary for all CCIU trips and are a crucial part to this club. If you really enjoy caving, leading trips is the next step; it will make you a better caver. It may seem daunting to be the leader, but CCIU is ready to bring you fully up to speed and help you along the way.

BE A TRIP LEADER; YOU ARE OUR FUTURE!

Requirements:
- Take an Orientation to Cave Rescue Course (generally offered every other year)
- Active membership for at least two semesters (Spring, Summer, or Fall)
- Successfully co-lead a trip with an active Trip Leader
- Gain 2/3 vote of confidence from the Officers
- Attend a Trip Leader Familiarization meeting

Trip Leader Incentives
Because our Trip Leaders volunteer much of their time to help CCIU achieve its mission, the Officers have devised an incentive program to help Trip Leaders replace their caving gear that’s been worn or is in need of replacement. Trip Leaders also have the option to donate their incentive to a local caving organization such as Indiana Karst Conservancy, Richard Blenz Nature Conservancy, etc. Only the Trip Leader that plans the trip and completes the below processes qualifies for the incentive. Incentives are given on a per semester basis (fall, spring, and summer).

- 5 trips or more with two beginner trips: $30 gift card
- 3 trips or more with one beginner trip: CCIU T-shirt or $10 gift card
- 1 trip: Free CCIU membership

***A timeline/check list is available at the end of this manual (Appendix A). We urge you to become very familiar with organizing trips using the expanded list below (STEPS 1 – 14). Use the timeline/check list to complement these planning processes.***
**Trip/Event Organizing**

All trips using club gear or being identified as a CCIU trip must be approved by club Officers and have a Trip Leader present.

**STEP 1. Choose a Cave/Location**

Refer to the *CCIU Cave List.xlsx* excel file on the CCIU IU Box Account (~iusc). This document has information about caves, level of difficulty, addresses, and contact information. *note: this file should not be copied or shared with anyone other than active CCIU Trip Leaders, Officers, or Mentors.*

If you are having trouble coming up with a suitable cave, please consult another Trip Leader, Officer, or Mentor for ideas. Once you have a plan, move on to STEP 2.

**STEP 2. Email Officers and Trip Leaders**

Send an e-mail to all of the Officers and Trip Leaders of your intent for a caving trip prior to contacting the landowner. This will provide communication among the club and will prevent the possibility of multiple trips around the same time and/or overburdening the landowner. Please keep in mind, it may take a couple of days for Officer approval. No trips should be announced before getting the okay from the Vice President (or designee).

The e-mail should include (See Appendix B for example e-mail):

- Date/Time of Trip*
- Cave/Event or request for suggestion
- Max members allowed (12 per Trip Leader)
- Any requests for other Trip Leader

*Note: Multi-day trips require two Trip Leaders and should give members about one month notice of the event.

Once approval has been granted, move on to STEP 3.

**STEP 3. Obtain Landowner Permission**

Landowners are our biggest asset in caving. Without them and their permission, we cannot go caving. This is true for both public and private landowners. Clear communication with the landowner/cave patron is vital. *CCIU does not visit properties without permission.*

It is the Trip Leader’s responsibility to obtain landowner/cave patron permission to visit the cave.

Call the landowner at a reasonable time of day about a week or more in advance (see Appendix C for example calls)
Call between 10 am and 8 pm, local time
Introduce yourself as a Trip Leader with the Caving Club at IU, with the intent to...
seek permission to access the landowner’s cave; be as polite as possible and speak clearly
Leave short voicemails, with your phone number, name, and intent to seek permission
Be sure to give clear details as to the expected number of visitors and time
Find out where landowner wants people to park and the limit of cars, if applicable
Ask if there are any other special instructions
If permissions were obtained more than a week in advance, call landowner one more time 1-2 days before trip to confirm (or to cancel if needed)
Upon landowner/cave patron request, be sure to have liability waivers signed & ready prior to arriving unless waivers are only available on-site

When the above items have been completed, move on to STEP 4.

**STEP 4. Announce the Trip to the Caving Club**

Trips should be posted on our Facebook Group (Caving Club at Indiana University) as an Event and the CCIU List Serv (cciul-list.indiana.edu).

The announcement should include (see Appendix D for example announcement):
Date, Time & Location (time is generally leaving and returning from IU Geology)
Maximum # of members
Necessary equipment (see Appendix E or CCIU Membership Manual)
Optional equipment
Expected length of trip including travel time
Level of difficulty* (wet, cold, muddy, tight, etc.)
Any other pertinent information (e.g. how much food/water to bring, drivers/vehicles)

*Note: Level of difficulty is up to the Trip Leader's best judgment. Trips are rated on a spectrum of beginner, intermediate, and advanced using Trip Leader or Club knowledge of the cave and what you'll be doing in that cave. *Please cater the trip to the ability of the group.*

Once you have announced the trip, continue to STEP 5.

**STEP 5. E-mail the Equipment Manager**

Request a helmet tub (or multiple) from the Equipment Manager with as much notice as possible (a week notice is preferred), or at least 48 hours in advance. For trips on the weekend, this should be completed no later than the Thursday prior to the trip. Trip Leaders should schedule the pick-up and return of all CCIU equipment in this email, and see if the Equipment Manager has any requests as to how the gear will get clean after the trip. Please carbon copy (CC) the Vice President.
STEP 6. Compile a List of Attendees

Observe any emails or members that have chosen “Going” to the event on Facebook*. If the trip fills (remember 12 members maximum per Trip Leader), then start a waitlist. Communicate well with members so they take your trip seriously. Take time to answer your attendees’ questions and don’t hesitate to contact an Officer if you are not sure about something.

Co-leaders are members working towards Trip Leader status who can shadow a current Trip Leader on a cave trip. Co-leaders should request to shadow a Trip Leader at least 48 hours before the trip. Trip Leaders help co-leaders become familiar with Trip Leader duties including allowing them to lead in the cave, maintaining the attendee list, checking out gear, reading a cave map, and helping attendees when necessary.

Trips are first come-first serve after the member meets the minimum experience requirements set by the Trip Leader. First priority should be given to IU student, faculty, and staff and then to community members.

The Trip leader will create and maintain the list of attendees and information:
- Name, email address, phone #, any club equipment needed, access to vehicle, and number of passengers available
- Keep a waitlist if trip gets overbooked
- Verify all attendees are Active CCIU Members (check with membership officer or CCIU Membership spreadsheet on the IU Box account),
- Priority is given to CCIU members that are IU students, faculty, or staff, and then General membership. Members may sign up the day of the trip and new members may join the day of the trip
- All trip participants must be an Active CCIU Member, no exceptions

*Note: Members "Going" Facebook event status is their RSVP for that trip. Attendees should only mark this category if they can commit to going. List-Serv members should contact the Trip Leader. Members are responsible for contacting the Trip leader at least 24 hours in advance if their status of commitment changes. This way, someone else on the waitlist can attend or the group isn’t waiting on that member. Within reason, Trip Leaders may be able to waitlist members on future trips that do not comply with the CCIU Membership Manual.

STEP 7. Prepare a Trip Leader Gear Pack

Should include all of that required of a member plus the following:
- Extra water, possibly for other members
- Snack/food for yourself and at least one other
- 20’ minimum 1” tubular webbing (can check out from CCIU gear cache)
- Carabiners (can check out from CCIU gear cache)
- Watch, or rugged time telling device
- Map of cave - if available
- Spare light source
- Palmer Furnace (maybe two): XL trash bag; candle with lighter
Note book and pencil: to communicate or take note of something out of the
ordinary
Compass - optional
Basic first aid kit -optional

STEP 8. Arrange Emergency Callouts

Make arrangements for emergency callout from two Trip Leaders who will be available and
above ground for the duration of your caving trip. Because Trip Leaders took OCR, they will
have a better idea of who to contact and what to explain in an emergency. Be sure to update
your emergency callouts with the cave name, areas in the cave you’ll visit, and expected
time out of the cave.

Be liberal with your time estimates. For example, if a member has a sprained ankle, a self-
rescue may be possible, but it may take you an extra two or three hours to get out of the
cave. Another example is simply underestimating the speed at which your group can travel
through the cave. Allowing yourself a few extra hours before your emergency callouts report
that you’re overdue can prevent a rescue from being initiated.

STEP 9. Drivers

The Trip Leader should ensure there are adequate drivers available for the trip.

Driving is critical for caving trips to happen as there are no caves on campus. All CCIU
members with a valid driver’s license and insurance should submit the below form to the
IU Office of Insurance, Loss Control & Claims (INLOCC; address below). This must be
filled out before driving on a CCIU trip. Members cannot be assigned to specific vehicles;
they must choose who to ride with per IU policy.

400 E. 7th Street Room 705, Bloomington, IN 47405
812-855-9758 FAX 812-855-9320

http://inlocc.webhost.iu.edu/Forms/DLSubmission_nonemployee.pdf

***If you cannot drive, please offer money to the Driver for gas/vehicle wear and tear.
This is an awkward situation and most Drivers don't want to have to ask for money,
but they will want and appreciate it. ***

STEP 10. Day of Trip

The day of the caving trip, the Trip Leader should arrive at the meeting location (usually IU
Geology Building) about 15 minutes prior to the posted start time.

The Trip Leader should:
  Check the weather and ensure it will not affect your caving for the day
  Gather any last minute waivers/memberships/dues for CCIU
Get signed waivers for landowner/cave patron (if applicable) from all attendees
Get the gear signed out to attendees, have attendees make sure their helmet and
headlight fit and work, respectively, prior to leaving Geology
Every participant should sign the gear check out/member list sheet with most up-
to-date emergency contact, even if they are not using CCIU gear
Call your emergency callout Trip Leaders now as there may not be cell service at
cave, and send them a photocopy of the Member list with current
emergency contact information
Make sure that all trip participants have appropriate clothing for the cave
environment; do not allow members to participate if not dressed
appropriately*
Remind the group about a complete change of clothes and plastic bag

***Take a moment to introduce yourself to the group and meet everyone on the
trip. Try to get to know your group and ask about their experience in caving. Try
using name tags or writing the participants’ name on a notepad.

*Note: someone with inadequate thermal protection should be asked to either change into
appropriate attire or be told they cannot join the trip. Shorts should not be permitted. T- shirts
are okay for warm caves only. Kneepads may be required for caves with lots of crawling. For
wet caves, synthetic or even neoprene attire may be required. This should all be announced well
in advance of the trip.

STEP 11. At the Cave

The Trip Leader should:
- Make sure all landowner/cave patron requirements have been met
- Notify landowner/cave patron, if applicable
- Do a head count before entering the cave
- Ensure members change out of sight of the landowners or road
- Encourage participants to use the restroom now, otherwise comply with cave
management plan

STEP 12. In the Cave

The Trip Leader should:
- Keep the group together as best as possible
- Pace the trip for the slowest member -a good technique is to assign a more
experienced member to follow the group and assist those in need
- Splitting the group should only be for short excursions/route finding within the
same cave (i.e. exploring a side passage) or for group management or
safety concerns, and the latter should include an appointed Trip Leader
- Should more than one cave be visited simultaneously, each group needs an
appointed Trip Leader
- Do a periodic head count, particularly at intersections or other bottlenecks
- Constantly evaluate the condition of attendees, recommend water and be prepared
to alter plans should safety be compromised
– HYDRATION IS HAPPINESS
Communicate clearly - make sure everyone is on the same page with regards to rules, protocols, expectations and concerns

STEP 13. Directly After the Trip

The Trip Leader should:
  Do a final head count
  Call/text your emergency callouts as soon as possible
  Ensure all CCIU gear is checked back in from attendees, have members remove
  batteries from helmets for possible long-term storage
  Store dirty helmets in large garbage bags provided by CCIU to maintain clean
equipment bins
  Make sure the area around cave/parking is as good or better condition
  than you found it - nurturing landowner relations is vital

STEP 14. Post-Trip Duties

The Trip Leader should:
  Return cleaned* CCIU gear to Equipment Manager within 48 hours
  Be sure to get any waivers and dues to Membership Coordinator/Treasurer within
  48 hours
  Log your trip in the “TL Records” excel file on the Box account. This allows us to
  assess incentives at the end of each semester.

*Note: It is the responsibility of the Trip Leader to clean the caving gear after the trip. CCIU will provide 409 spray solution and a scrub brush for the cleaning of helmets, lights, and webbing used on the trip. Failure to comply may result in loss of trip incentives or Trip Leader privileges.

***ALL TRIP LEADERS MUST SIGN THE TRIP LEADER SIGNATURE FORM, WHICH STATES THAT THEY HAVE READ AND UNDERSTAND THIS MANUAL BEFORE LEADING TRIPS. THE OFFICERS HAVE A RIGHT TO CHANGE THIS MANUAL AND CALL FORTH TRIP LEADER FAMILIARIZATION MEETINGS AS NEEDED.***
Appendix A: Trip Leader Timeline/Checklist

This timeline/checklist should only be used to complement the Trip Leader Manual and not replace it. For more details of each step, see CCIU Trip Leader Manual. All trips using club gear or being identified as a CCIU trip must be approved by club Officers and have a Trip Leader present.

Prior to the Trip: STEPS 1 - 9

STEP 1. Choose a Cave/Location
Use CCIU Cave List.xlsx or Trip Leader/Officer for suggestions

STEP 2. Email Officers and Trip Leaders (1 -2 weeks prior to trip)
Send e-mail to all Officers and Trip Leaders prior to contacting the landowner

STEP 3. Obtain Landowner Permission (if possible, at least 1 week before trip)
Landowners are our biggest asset in caving; CCIU does not visit properties without permission.
It is the Trip Leader’s responsibility to obtain landowner/cave patron permission, give clear details as to the expected number of visitors and time, and liability waivers, if requested.

STEP 4. Announce the Trip to the Caving Club
Trips should be posted on our Facebook Group (Caving Club at Indiana University) as an Event and through the CCIU List Serv (cciu-l@list.indiana.edu).

STEP 5. E-mail the Equipment Manager
Request gear tub and arrange pick up/return times; carbon copy (CC) Vice President in the email. Arrange how you will clean the gear after the trip.

STEP 6. Compile a List of Attendees
Create and maintain the list of attendees and information including: name, membership status, email address, phone #, any club equipment needed, access to vehicle, and number of passengers available Maintain a waitlist if overbooked
The “Going” status on Facebook or an email to the Trip Leader reserves a member’s spot on the cave trip

STEP 7. Prepare a Trip Leader Gear Pack
Should include all of that required of a member plus more listed in the Trip Leader Manual

STEP 8. Arrange Emergency Callouts
Arrange two callouts one to two days in advance; must be a CCIU Trip Leader or Officer.

STEP 9. Drivers
The Trip Leader should ensure there is adequate drivers available for the trip.
http://inlocc.webhost.iu.edu/Forms/DLSubmission_nonemployee.pdf

Day of the Trip: STEPS 10 - 14

STEP 10. Day of Trip
Check the weather and ensure it will not affect your caving for the day
Arrive at the meeting location about 15 minutes prior to the posted start time.
Gather any last minute waivers/memberships/dues for CCIU; Sign out gear and ensure proper fitting
Call your emergency callouts now as there may not be cell service at the cave
Send them a photocopy of the attendee list with current emergency contact information
Make sure that all trip participants are dressed appropriately

STEP 11. At the Cave
Notify landowner, if applicable
Do a head count before entering cave
Ensure members change out of sight of the landowners or road

STEP 12. In the Cave
Keep the group together and pace the trip for the slowest member
Do a periodic head count and constantly evaluate the condition of attendees
Communicate clearly

STEP 13. Directly After the Trip
Do a final head count and call your emergency callouts as soon as possible
Ensure all CCIU gear is checked back in from attendees; Remove batteries from helmets
Check cave/parking area

STEP 14. Post-Trip Duties
Return cleaned* CCIU gear to Equipment Manager within 48 hours
Be sure to get any waivers and dues to Membership Coordinator/Treasurer within 48 hours

***It is the responsibility of the Trip Leader to clean the caving gear after the trip. CCIU will provide 409 spray solution and a scrub brush for the cleaning of helmets, lights, and webbing used on the trip.***
Appendix B: Example Emails to Officers and Trip Leaders

Note the dates that the emails were sent vs. the date of the caving trip. Provide as much information as possible in these emails.

*Example 1

From: Anita Cave (Trip Leader doing the planning)
To: President, VP, Membership/Treasurer, Secretary, Equipment Manager, Fundraiser and All current Trip Leaders
CC: Co-Leader, if applicable
Date: Monday, July 6th at 2:45 pm est
Subject: CCIU – Caving Trip to Doghill-Donahue Cave

Greetings Officers and Trip Leaders,

I would like to lead a caving trip on Saturday, July 18th to Doghill-Donahue Cave from 10 am to 4 pm. I will allow up to 12 members to join this trip, unless there is another Trip Leader available.

Since I would like to make it to an event that evening, I’d like this trip to be with intermediate members only and move a bit faster through the cave.

Is there anything going on with the club this weekend? Upon approval, I will call Steve Kimbley, owner of the Doghill entrance, and obtain permission.

Sincerely,
Anita Cave, Trip Leader
Caving Club at IU

*Example 2

From: Anita Cave (Trip Leader doing the planning)
To: President, VP, Membership/Treasurer, Secretary, Equipment Manager, Fundraiser and All current Trip Leaders
CC: Justin Hole, (Trip Leader helping with the planning)
Date: Monday, June 22th at 2:45 pm est
Subject: CCIU – Weekend Trip to TAG

Greetings Officers and Trip Leaders,

Justin Hole and I would like to lead a trip to TAG the weekend of the 18th. We will leave around 4 pm on Friday from the Geology parking lot and return around 10 pm on Sunday. We plan to
visit mostly SCCi properties and camp there as well.

If approval and landowner permission is granted, the places we will be and when are:
   Camping – Cavers Paradise, TN Friday night
   XX Cave – TN Saturday morning
   YY Cave – AL Saturday evening
   Camping – SCCi, AL Saturday night
   ZZ Cave – AL Sunday morning and afternoon.

Wet suits are required for YY Cave.

Sincerely,

Anita Cave, *Trip Leader*
Caving Club at IU

----------------------------------------
Appendix C: Example Phone Calls

TL – Trip Leader

*Example 1. Most likely landowner

TL (call between 10 am and 8 pm): Hello this Anita Cave, Trip Leader with the Caving Club at IU

Landowner: Hello. What’s up?
TL: I was looking to obtain permission to visit XX Cave on your property on Saturday, July 18th. Would you be okay with 12 of us visiting your cave around 11:30 am?

Landowner: Have you been here before?
TL: Yes, I’ve visited the cave several times in the past and am familiar with it.

Landowner: Okay, I don’t have a problem with you going.

TL: Thank you. Is there any special place you would like us to park?

Landowner: Yeah, park by the silo.

TL: Okay. Do you want us to knock on your door before or after the cave trip?

Landowner: Just leave a note in the mailbox that you’ve gotten out okay.

TL: Great. I will do that. Thank you so much.

Landowner: No problem, thank you for the phone call.

TL: Goodbye.

Landowner: Goodbye.

*Example 2. Worried Landowner

Call 1

TL (call between 10 am and 8 pm): Hello this Anita Cave, Trip Leader with the Caving Club at IU

Landowner: Hello, what’s up?

TL: I was looking to obtain permission to visit XX Cave on your property on Saturday, July 18th. Would you be okay with 12 of us visiting your cave around 11:30 am?

Landowner: Have you been here before?

TL: No, but I’ve talked to one of our experienced Trip Leaders and have studied the map. I feel confident in my ability to lead this trip.

Landowner: I’d prefer if someone was present who knew the cave.

TL: Okay, I understand. I will try to see if someone can join who is familiar with this cave and call back.

Landowner: Sounds good.

TL: Thank you for your time. Goodbye.

Landowner: Goodbye.

Call 2

TL (call between 10 am and 8 pm): Hello this Anita Cave, Trip Leader with the Caving Club at IU. I spoke with you a few days ago about the trip to XX Cave on your property on Saturday,
July 18th

Landowner: Yes, hello.
TL: I’ve talked to another Trip Leader who has been here before and will help with navigation on the trip.
Landowner: That’s great. You have my permission. Just be careful of the rain, this cave floods.
TL: Thank you so much. Yes, we always check the conditions the morning of the trip. Is there anything we need to know?
Landowner: I have a couple friendly dogs that will likely greet you. Please knock on the door when you get out of the cave.
TL: Okay, great. We will do that. Goodbye.
Landowner: Goodbye.

*Example 3. New landowner

TL (call between 10 am and 8 pm): Hello this Anita Cave, Trip Leader with the Caving Club at IU
Landowner: Hello, what’s up?
TL: I was looking to obtain permission to visit XX Cave on your property on Saturday, July 18th. Would you be okay with 12 of us visiting your cave around 11:30 am?
Landowner: I’ve just purchased this land and I don’t want anybody on my property

*at this point, you may ask to see if there is anything we can do obtain permission, like a liability waiver, etc. or just report it back to the Officers.

TL: CCIU has its own landowner liability waivers. If we all signed them, would you consider allowing us on your property?
Landowner: I’d prefer not.
TL: Okay, I understand. Thank you for your time. Goodbye.
Landowner: Goodbye.

*Example 4. Voicemail

TL: Hello. This is Anita Cave, Trip Leader with the Caving Club at IU. My phone number is 812-555-8008. I am seeking permission to visit XX Cave on your property. If you would like, feel free to call me back, otherwise I’ll try again another time*.

*Wait a day or two for a response, then try again.
Appendix D: Example Trip Announcement

Event for: Caving Club at Indiana University  
Trip Leader: Anita Cave  
Cave: Doghill-Donahue Cave

When: Sunday, April 19 at 10:00am - 6:00pm (Times are leaving and returning to Geology)  
Where to Meet: Geology Parking Lot

Description:

Let's do Doghill-Donahue backwards!!!

This is something I've wanted to do for a long time! This trip is suitable for intermediate level cavers or beginners that are fairly in shape and comfortable with being wet and in tight spaces (message me if you are unsure). We'll have a 15 foot rope ladder to climb, one or two tight squeezes, very large passages, beautiful formations, and cascading waterfalls to go through.

The weather looks good so far. If we see that there is a possibility for a thunderstorm or heavy rain, we will consider another cave.

Bring a complete change of clothes, head to toe, and a garbage bag, along with the gear needs listed below. Consult the CCIU Membership Manual for detailed explanation of gear (indiana.edu/~iusc/documents/CCIU Membership Manual.

Gear needs:
- Vehicle if you can drive  
- Gas money if you can't drive  
- ***Four (4) AA Batteries if using CCIU helmet (we can check out a backup light to you if you want, so 3 AA batteries for main light and 1 AA battery for the backup light), or bring enough batteries for your own headlamp.  
- Helmet (or use CCIU's)***  
- Extra batteries (don't rely on old batteries)  
- Extra light sources - headlamp, emergency glow stick, candle w/ lighter  
- Clothes that can get wet, muddy, and ruined  
- Good shoes/boots  
- Complete change of clothes (spare shoes and underwear too!)  
- Knee pads  
- Elbow pads (optional)  
- Gloves (grippy garden gloves are good)  
- Small pack (fanny or lumbar packs work great if they can hold your water)  
- Extra-large garbage bag to go inside your cave pack  
- Water  
- Snacks  
- Trash bag for dirty clothes storage on return trip
- Towel (for its many uses after the trip)
- Lysol Disinfectant Wipes for WNS cleanup

If you are new or not an up-to-date CCIU member please bring $15 (yearly membership fee). Feel free to ask if you have any questions.

REMINDER: All attendees who can drive must have filled out a form so that IU has it on file before the trip:

inloc.webhost.iu.edu/Forms/DLSubmission_nonemployee.pdf

We appreciate all those that volunteer to drive and go through this process. Thank you!

***Your "Going" Facebook event status is your RSVP for that trip. Please only mark this category only if you can commit to going. List-Serv members should contact the Trip Leader. For all members, if your status of commitment changes, please contact the Trip Leader at least 24 hours in advance so someone else on the waitlist can attend. Failure to do this may result in you getting bumped on future trips. You have been warned!***
Appendix E: General Member Gear List

General Gear List (From CCIU Membership Manual)

*Helmet with chin strap* - or use CCIU equipment (see CCIU Equipment Check procedure below).

*Primary Headlamp* - or use CCIU equipment

*Secondary Headlamp* - or use CCIU equipment

*Four (4) AA Batteries* - if using CCIU headlamps. 3 AA batteries for primary light and 1 AA battery for the secondary light.

*Extra batteries* - don't rely on old batteries

*Extra light sources* – headlamp, emergency glow stick, candle w/ lighter

*Caving Clothes* – Wear clothes that can get wet, muddy, and ruined. Synthetics are great for wet caving due to their moisture wicking ability. Hiking clothes work fairly well, but caves can be unforgiving. Ensure you enjoy caving before making an investment in expensive caving clothes. For cold caves or slow trips, bring an extra top in a plastic bag.

*Complete Change of Clothes* – to change into after the trip (spare shoes and underwear too!)

*Durable/Grippy Shoes or Boots* - hiking shoes/boots work great. Waterproof is far less important while caving because generally when there is water, it's probably over your shoes. Again, caves can be unforgiving to shoes so make sure you like it before making a huge investment.

*Soft Knee Pads* - should be worn at all times for almost all caving trips. You can buy cheap volleyball knee pads or expensive caving knee pads. You get what you pay for, but make sure you enjoy the sport before making huge investments. Plastic/hard knee pads tend to work poorly in caving conditions.

*Gloves* - grippy nitrile dipped garden gloves are good

*Cave Pack* - fanny or lumbar packs work great for short trips if they can hold your water; some backpacks are okay, but things tend to get caught on cave features fairly easily and zippers work poorly in caving conditions

*Extra Large Garbage Bag* - to go inside your cave pack (this is for emergency warmth; all cavers should have one in their pack!)

*Water* - enough for the trip and then some. Hard plastic water bottles or tough hydration bladders work and pack great (e.g. Camelbak, Nalgene, etc)

*Food* - think about food items that hold up to getting dragged, thrown around, or squished. Bring enough to sustain yourself for the entire trip. Being properly fed and hydrated can make the difference between a good or bad caving trip.

*Trash Bag* - for dirty clothes storage on return trip.

*Towel* - for its many uses before and after the trip.

*Lysol Disinfectant Wipes* - for WNS cleanup (see after the trip in CCIU Membership Manual)