
The Alpine Club of Canada Rocky Mountain Section Trip Leader Handbook



EMERGENCIES:

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A Message from the Chairperson...

Welcome!

I take great pleasure in welcoming you as a Volunteer Trip Leader to the Rocky Mountain Section of the Alpine Club of Canada.

More than anything else, trips are the heart of the ACC. They allow us to introduce people to the mountains and the ACC. As such, you have a tremendous responsibility as an ambassador for the ACC. You are the person that puts a face to the ACC.

You will experience great pleasures AND frustrations as a leader. There is nothing like the joy you experience when you introduce someone new to the mountains to your own "favorite spot". On the other hand, standing on a glacier in a white-out without a clue as to where you are can test even the most experienced leader.

The Rocky Mountain Section strives to provide as much training for the trip leaders as possible. As a trip leader you are entitled to attend leader training sessions at no charge. If you wish to suggest a training course, please do so! Please review the materials in the leader kit, and if you have any questions, feel free to contact any member of the trip committee or myself.

Here's hoping that all your trips are successful, sunny, and the winter powder is superb.

Kris Irwin
Trips Committee Chairperson
Rocky Mountain Section, the Alpine Club of Canada



INFORMATION SUMMARY

The Leaders Handbook is provided as a guideline for all trip leaders. We hope that you will find this information helpful in the planning and organizing of your upcoming section trip. If you have any questions or comments with regards to any of the information provided here, please feel free to contact us. Your input would be greatly appreciated!

Included within this package you will find:

- The “Trip Leader’s Handbook”
- An application form for first-time trip leaders
- Guidelines for trip leaders
- The Parks Canada rules on children in the backcountry
- Guidelines for trip participants
- Screening participants
- Trip participants application form
- Release and Assumption of Risk Form (group waiver) in English
- Instructions on how to use the waiver properly
- ACC’s Liability Insurance information
- A “time planning model” for planning trips
- Accident report forms
- Important phone numbers

If any of the above items are not included in your package, please let us know.

**ROCKY MOUNTAIN SECTION
TRIP LEADERSHIP APPLICATION FORM**

Please note that this questionnaire will be used to assist us in assessing our leaders. It's purpose is to give you and us the assurance that your mountain experience is suitable for the trip(s) you are leading. Please note that this application form is the same for all trip leaders - whether they are proposing very easy trips or very difficult ones. As a result, some of the questions may not apply to the type of trip that you are proposing - simply write "n/a" if you feel a particular question is not applicable.

Trip(s) and dates which you are proposing:

Personal Details:

Name in Full: _____

ACC Membership # _____

Profession: _____

Address: _____

Contact Numbers: _____(H) _____(C) _____(W)

E-mail: _____

Emergency Contact Information:

Contact: _____ Relationship: _____

Address: _____

Contact Numbers: _____(H) _____(C) _____(W)

Previous Mountain Experience:

Please provide details about the number of years and where (generally - for example - the Rockies, Rogers Pass, Coast Mountains etc.) you have been hiking, skiing, mountaineering and/or climbing:

Name of a current trip leader who knows you: _____

Do you have first aid training? Yes No

If Yes, please list type of course and date of certification _____

Have you skied on a glacier? Yes No n/a
Have you skied in a white out? Yes No n/a
Have you skied roped up? Yes No n/a

Do you have any avalanche training Yes No
If Yes, please list type of course and date of certification _____

Are you familiar with:

The use of avalanche transceivers? Yes No n/a
What is the make and model of your avalanche transceiver? _____
Route selection in avalanche terrain? Yes No n/a
Crevasse rescue techniques? Yes No n/a
The use of map and compass? Yes No n/a

What type of ski equipment do you have? AT Telemark X-country Splitboard

Do you have the necessary safety equipment?
helmet Yes No n/a first aid kit Yes No
shovel Yes No n/a repair kit Yes No n/a

Other Related Experience:

Leading trips involves a lot more than physically showing people the way along a trail, up a mountain or up a climb. There are many “soft skill” leadership issues involved as well. What experience do you have in this area that will make you a successful leader?

What other courses have you taken that are relevant to mountain travel (e.g. survival, intro to alpine rock, leadership, etc.)

Why do you wish to lead a Rocky Mountain Section trip?

GUIDELINES FOR TRIP LEADERS

Rocky Mountain Section Trip Leaders are responsible for the overall planning, coordination and organization of their proposed trip. The trip leader must be a competent individual with all of the required skills necessary to successfully and safely run a Rocky Mountain Section trip. Should a problem or emergency arise, the Trip Leader must act quickly and decisively. It is essential that the leader possess strong communication skills as well as strong technical skills related to the type of trip you are leading (e.g. route finding, snow evaluation, rope work, etc.)

All trip leaders and trip participants on sanctioned ACC trips are covered by comprehensive liability insurance. What this means is that if you or a participant are negligent to another person on the trip and that person gets injured and sues, you are covered. This does not mean that you can throw an annoying participant off a cliff - that would be attempted-murder, not negligence.

The following duties are divided into three categories: pre-trip, trip, and post-trip. These duties will help clarify the trip leader's responsibilities. If there are any questions, the trip leader should contact a member of the Trips Committee.

PRE-TRIP RESPONSIBILITIES:

1. Choose trips that are within your personal limitations/comfort zone, and be prepared to commit the time required to organize and complete the trip.
2. Find out as much as you can about the physical and technical demands of the trip by reading literature and talking to experienced skiers and climbers.
3. Submit trip proposal to a Trip Committee member. Include a resume of relative experience for review.
4. Organize hut space, campsites, transportation, ropes, first aid kit, etc., as needed.
5. Only take as many participants as will allow the trip to be done safely. Take people with sufficient ability and equipment. When you do not know a potential participant, ask them about their experience in the mountains (see the Trip Leader's Screening Checklist in this kit), and ask other trip leaders if they know of the person.
6. Ensure that a responsible person in town knows exactly where the group is going and when you expect to be back (or register with Parks).
7. Optional - take a cell phone, a VHF radio or a Sat phone.
8. If the group must be split due to terrain or conditions, make sure that you have enough experienced group and/or rope leaders.
9. Find out current conditions by contacting wardens and information centres.
10. **Ensure that all participants read and sign the waiver before leaving for the trip.**
11. **Ensure that you are not taking any one person who is below the age of majority (unless that minor is in the company of his/her parent) on any trip.**
12. Ensure that all participants are member of the Rocky Mountain Section of the Alpine Club of Canada.
13. If you are leading a trip that take place within the United States please ensure that no participants are US citizens (they cannot participate on Club trips that take place within the USA). This is a condition of our liability insurance.

14. Ensure that all participants have the correct equipment with them before leaving town or the trailhead. For ANY trip rated “scrambling”, “climbing” or summer trips involving glacier travel (you may choose to extend this to winter as well), all participants and the leader **must wear helmets**. Participants **must have an avalanche transceiver, a shovel and a probe** for all winter ski trips and for ice climbing trips that have avalanche potential (please refer to Parks Canada’s ATES Scale for more info on ice climbs in avalanche terrain).

If for some reason, you cannot lead a trip you were scheduled for, you should either postpone it, or find a replacement leader. You must let Felix know by e-mail as soon as possible of the change so that it can be updated on the website.

TRIP RESPONSIBILITIES

It is the responsibility of the trip leader to ensure that the activity for which the group is undertaking is carried out safely. Although there are inherent risks involved in any mountaineering activity, the trip leader should ensure that all necessary precautions are undertaken to make the trip as safe as possible for themselves and their participants.

The trip leader is responsible for the group. As such, the leader should ensure that the activities of the group are coordinated in a safe manner. The following is an outline of the DO’S and DON’TS associated with proper group leadership.

1. **DO** ensure that **ALL participants read and sign the Release and Assumption of Risk form** – the waiver - (in the presence of a witness) prior to departing on the trip (**NO EXCEPTIONS** - carefully read the section “Alpine Club of Canada’s Policy Regarding Waiver Administration, Incident Management & Reporting“ near the end of this document).
2. **DO** keep the group together. If it is not feasible, or if it is safer to split the group up (due to rockfall, etc.), ensure that you have a competent co-leader to send half of the group with. **DO** arrange a meeting place and time further up the trail.
3. **DON’T** leave your group. If you have committed to leading a trip, you are expected to see it through to the end.
4. **DO** stay with your group. It is sometimes necessary to scout around while route finding, but you should never stray out of shouting distance.
5. **DO** keep track of all of your participants. Use the “buddy system” when traveling through bush (pair people up and get them to watch out for each other).
6. **DO** assign a competent tail - person to ensure that there are no stragglers.
7. **DO** encourage participants to wear their helmets whenever it is logical.
8. **DO** test everyone’s transceivers at the beginning of each ski or ice climbing day.
9. **DO** ensure that everyone knows how to use an avalanche transceiver.
10. **DO** make safe and prudent decisions when it comes to avalanche terrain. There are no prizes for show-offs or “summit-or-die” types.
11. **DO** ask a trip participant to write an article for the Blizzard!

In the event of a problem or an emergency, the trip leader must be able to act quickly and decisively. Decisions regarding ability of individuals within the group and their

continuance with the activity, response to an emergency situation, coordination of the groups activity during the trip and continuation of the trip itself (i.e. in situations of uncertain weather and other unforeseen hazards) are the responsibility of the trip leader. The trip leader will need to make competent and safe decisions on behalf of the group. Group safety should always be the number one concern!!

POST TRIP RESPONSIBILITIES

Upon completion of your activity, please ensure that the following is carried out:

- 1. Report any accident or negative incident incurred on your activity to the Rocky Mountain Section Chairperson and/or the Executive Director of the National Office IMMEDIATELY!!**
2. Forward copies of the signed waivers to the Trips Committee Chairperson for filing. It is important that The Alpine Club of Canada retain these forms for a minimum of five years.
3. Report to the Trips Committee Chairperson or the Rocky Mountain Section Chairperson the number of individuals involved in your activity. It is important for statistical and funding purposes that this is recorded accurately and consistently.
4. Return any equipment borrowed from the Rocky Mountain Section (radio, ropes, helmets, etc.) promptly and in good condition. Be sure to dry the ropes out before you return them. Report any problems with equipment, or any damage that may have occurred on your trip (you will not be charged, but we need to know for safety reasons).

Climbing Nights at The Vasion and Sally Borden

Vsion:

- There will be a *maximum of 10 ACC members* permitted per night including the group leader.
- The ACC trip leader is responsible for ensuring that participants have pre-registered.
- The ACC trip leader will provide a list of the names of the participants to be expected each night.
- Each participant must sign-in with the Vsion staff before entering the gym.
- Each participant must abide by the rules and safety policies of the Vsion.
- Each participant may sign up for himself/herself no more than a week ahead of time.
- The climbing time for the ACC climbing nights will be between 7:00 pm to 10:30 pm.
- Members will be provided access to the gym every Thursday of the week between October 25th and May 1st.

Sally Borden:

- There will be a *maximum of 8 ACC members* permitted per night including the group leader.
- The ACC trip leader is responsible for ensuring that participants have pre-registered.
- The ACC trip leader will provide a list of the names of the participants to be expected each night. Email the Banff Centre with your list of participant names on the day of the gym night. The email address is: climbing_wall@banffcentre.ca
- Each participant must sign-in with The Banff Centre Climbing Gym staff before entering the gym. They must also sign The Banff Centre Climbing Gym waiver if they haven't done so this year.
- Each participant must abide by the rules and safety policies of The Banff Centre Climbing Gym.
- Each participant may sign up for himself/herself no more than a week ahead of time.
- A participant who has never climbed at The Banff Centre Climbing Gym must pass a belay test. Please ask staff for more information.
- The climbing time for the ACC climbing nights will be between 7:00 pm to 11:00 pm.
- Members will be provided access to the gym on the second and fourth Tuesdays between November 11th and April 14th.

FACILITY BOOKING, CANCELLATION AND PAYMENT POLICIES FOR SECTION TRIPS

ACC Section bookings refer to bookings made by Section Trip Leaders. The Section Trips Committee must sanction these trips, list them on the Section's trips schedule, and they must be open to Section members.

The following policies apply to all ACC facilities except for:

Elizabeth Parker Hut (summer)

Bill Putnam (Fairy Meadow) Hut (winter)

Kokanee Glacier Cabin (winter)

Section Trip Advance Booking Policies:

For most huts, ACC Sections may book 1 year and 30 days in advance of the first day of the booking. The trip leader will stay for free at the hut (to a maximum of two nights).

Section Trip Cancellation Policies:

Bookings of \$300 or less: 72 hours from the first night of the booking.

Bookings of \$301 or more: 14 days from the first night of the booking.

We will accept minor changes to the booking within the cancellation period (i.e. if one or two participants drop out). If proper notice is not provided for major cancellations, the Section will be charged the amount of the first night's accommodation or 50% of the total booking, whichever is greater.

Refunds will be granted within one day of the booking when travel conditions to the hut are unsafe. Examples of unsafe travel would include high avalanche hazard, bear warnings, extreme cold, etc. Requests for refunds due to inclement weather are not granted.

Payment Policies:

For Bookings of \$300 or less: 72 hours from the first night of the booking – this is also the last day to cancel without penalty. This payment will be processed automatically on your credit card at the national office. Alternatively, you may send us a cheque for the balance of the booking prior to the deadline.

For Bookings of \$301 or more: Trip Leaders or the Section must provide the ACC with a 20% deposit within two weeks of making the booking. This deposit will be refunded if proper cancellation notice is given. The balance for the booking is due fourteen days in advance of the first day of the trip – this is also the last day to cancel without penalty. This payment will be processed automatically on your credit card at the national office. Alternatively, you may send us a cheque for the balance of the booking prior to the deadline.

The trip leader is responsible for collecting all monies and submitting one payment to the national office within the specified deadlines.

Note: NSF cheque are subject to a \$25 administration fee.

Elizabeth Parker Hut Section Summer Booking Policies:

Any one section is allowed a maximum of 165 member nights or seven exclusive nights. Of course, trip leaders do not need to book the hut exclusively – they can request space for smaller groups.

Sections must submit their request in writing (preferably by email) to the ACC by October 1 each year. Requests should include the following information:

- Specific dates up to one week in length (including first, second and third choices)
- Number of people in the party
- Bus time requested (including first, second and third choices)

If there are concurrent times requested by Sections, preference will be given to Sections and/or leaders who have not hosted a Section trip to Elizabeth Parker during the previous two summers. For other requests, a lottery will be held. All who request dates at the hut will be contacted by October 15. Members have until October 31 to confirm their booking with us and pay the 20% deposit. If we do not hear from the member who requested nights at the hut by October 31, the spaces will be released.

Elizabeth Parker Hut Section Trip Payment Policies

For Bookings of \$300 or less: Trip Leaders or the Section must provide the ACC with a 20% refundable deposit within two weeks of making the booking. This deposit will be refunded if proper cancellation notice is given. Full payment is due 72 hours from the first night of the booking - this is also the last day to cancel without penalty. This payment will be processed automatically on your credit card at the national office. Alternatively, you may send us a cheque for the balance of the booking prior to the deadline.

For Bookings of \$301 or more: Trip Leaders or the Section must provide the ACC with a 20% non-refundable deposit within two weeks of making the booking. The balance for the booking is due 30 days in advance of the first day of the trip - this is also the last day to cancel without penalty. This payment will be processed automatically on your credit card at the national office. Alternatively, you may send us a cheque for the balance of the booking prior to the deadline.

Sections (as with all ACC members) may book any empty spaces in the hut on a first come, first serve basis after December 15.

Bill Putnam (Fairy Meadow) and Kokanee Glacier Cabin Winter Bookings:

Sections are allowed to make advance winter bookings at these two highly sought-after cabins. The deadline for getting your request for a Section trip to Kokanee and Fairy Meadow in the winter is March 1, annually. The ACC is limited to one advance booking at the Kokanee Glacier Cabin per year. We will hold a lottery amongst the Sections (and National Club) that request a week at the cabin. So that each Section has a reasonable chance of winning the week eventually, preference will be given to Section entrants that have NOT won the ski week in the previous two years. There are no limits to the number of Section weeks that can be booked at the Bill Putnam (Fairy Meadow) Hut.

Remember that these advance booking privileges apply to SECTION TRIPS ONLY. The Section Trips Committee must sanction these trips, list them on the Section's trips schedule, and they must be open to Section members.

If a Section misses the March 1 deadline, or does not win the Kokanee Section lottery, they are welcome to enter the public lottery, and must follow the same rules as everyone else. See the Kokanee Glacier Cabin webpage for more details. The general (public) lottery will take place in the first week of May for the following ski season at Fairy Meadow, and the third week of May for Kokanee.

For more information, or to book a hut for a Section trip, please contact:

facilities@AlpineClubofCanada.ca

Ph: 403 678 3200, ext. 104

Fax: 403 678 3224

RULES FOR BACKCOUNTRY TRIPS WITH YOUNG PEOPLE

(From Parks Canada)

Group leaders planning winter backcountry trips in the mountain national parks now have new obligations when they are responsible for a custodial group.

A "Custodial Group" means an institutional group where at least one person is below the age of majority and that minor is not in the company of his/her parent. Institutional groups include but are not limited to School Groups, Scout/Guide Groups, Church Groups, Cadet Groups and Community Youth Groups.

To ensure appropriate backcountry leadership and terrain choices, effective April 01, 2004, custodial groups must obtain a permit and be accompanied by a certified mountain or ski guide before they will be allowed to travel into avalanche terrain in Mount Revelstoke, Glacier, Yoho, Kootenay, Banff, Jasper and Waterton Lakes National Parks.

This applies to both day trips and overnight trips between October 15 and May 31. The application process takes about two weeks; pre-trip planning is essential. For more information please contact the nearest mountain national park office, or visit park web sites via: www.parkscanada.gc.ca

GUIDELINES FOR TRIP PARTICIPANTS

The following is printed in the Blizzard along with the trip schedule. It is included here for your interest and so that you know what you can expect from participants.

All trips listed in the Rocky Mountain Section's trip schedule are coordinated by amateur volunteer hikers, skiers and climbers. When on a trip, participants must act in a manner that is safe and responsible and participants are expected to bring the equipment requested by the trip leader. Participants should find out the requirements and demands of the trip well in advance by asking the leader and researching the trip in guidebooks and other literature. Further guidelines for participants are listed below.

1. Be prepared to complete an insurance waiver form.
2. You must be a member of the Rocky Mountain Section of the Alpine Club of Canada to join a trip.
3. Sign up for trips that will challenge you, but are not **way** beyond your abilities. If unsure, ask the trip leader and tell them your experience and fitness level. People inexperienced in the mountains should start with easier trips.
4. Learn about the trip before you attend (which route, number of kilometers, amount of vertical gain/loss, type of terrain, length of day, etc.)
5. Ensure that you have the right equipment and that it is in good repair.
6. Bring your helmet on any trip rated "Scramble" or "Climb", or any trip that involves summer glacier travel (you may be asked to bring a helmet for winter glacier travel as well).
7. Share expenses and be prepared to carry a part of the "group gear" (ropes, etc.).

SCREENING PARTICIPANTS

The first question a potential participant will usually ask when inquiring about a trip is “Is there any room left?”.

If you do not yet know anything about this participant, you may not want to answer this question until you have found out more about them. Depending on the difficulty and length of your trip, it is in fairness to everyone involved that you select a group of people that are REASONABLY close together in fitness and ability. Of course, many participants are signing up for a trip in the hopes that it will take them to a new level. While it is difficult and seems unfair to turn people away, you must think of the comfort and safety of your entire group. One person that is getting in WAY over their head could potentially compromise both of those issues. Not only could this person slow the whole group down, but they could also demand a disproportionate amount of your time and energy, leaving the rest of the group to fend for themselves.

So think carefully before immediately answering “Yes, there is room” to every person that phones up to inquire about the trip. Until you find out more about their experience, you should try and avoid answering that question, or say something like “I’m just working on getting a group of people together - I will have decided by _____ (date) how many people I will take and who, depending on people’s fitness and skills. I need to ask you a few things so I can get an idea of how compatible people in the whole group will be”.

The following form can be used to help you screen trip participants. You can either email it to them, have them fill it out and send it back to you, or simply ask them the questions when you talk to them on the phone.

ROCKY MOUNTAIN SECTION
TRIP PARTICIPANT APPLICATION FORM

Please note that this questionnaire will be used to assist us in assessing participants and will be referred to in case of emergency. Its purpose is to give you and us the assurance that your mountain experience is suitable for the trip you want to join. Please note that this application form is the same for all trip participants - whether it is for very easy trips or very difficult ones. As a result, some of the questions may not apply to the type of trip you want to join - simply write "n/a" if you feel a particular question is not applicable.

TRIP NAME AND DATE _____

PERSONAL INFORMATION

NAME _____ PHONE # _____

ADDRESS _____

E-MAIL _____ ACC MEMBERSHIP # _____

ALLERGIES OR MEDICAL CONDITIONS the trip leader should be aware of

EMERGENCY CONTACT (Name, Phone Numbers, Relationship)

SIMILAR TRIPS DONE IN THE LAST 2 YEARS - CLIMBING, SKIING, HIKING
(Date, Trip Leader or Guide, Your Role)

Rocky Mountain Section Reference (Name) _____

RATE YOUR 1) CURRENT FITNESS LEVEL _____

2) SKILL LEVEL FOR THIS TRIP _____

DATE OF RELEVANT COURSES TAKEN

(e.g. First Aid, Rope Rescue, Avalanche, Crevasse Rescue)

WHEN DID YOU LAST PRACTICE THE SKILLS RELEVANT TO THIS TRIP?

(e.g. Avalanche transceiver search, crevasse rescue, rope rescue)

What equipment do you own that is required for this trip? _____

What equipment do you need to rent? _____

***ALPINE CLUB OF CANADA'S POLICY
REGARDING WAIVER ADMINISTRATION,
INCIDENT MANAGEMENT & REPORTING***

(from ACC's National Office)

POLICY AS IT APPLIES TO SECTION'S TRIP LEADERS

These instructions are to be given to all trip leaders along with blank waivers for all activities. This policy and all related documents are on the Alpine Club of Canada's website.

A. Waiver Administration

As trip leaders, you are required to have participants in all activities sponsored by The Alpine Club of Canada (ACC) sign the official Release, Waiver and Assumption of Risk (hereinafter referred to as the Release) before the activity begins. The importance of this document to The Alpine Club of Canada cannot be over-emphasized. The way you conduct yourself in dealing with participants signing the Release is of great importance to whether the document "will stand up in court" later on. As a result, the following steps should be followed when having participants execute the Release:

How to get waivers signed properly

Instructions you may need to give to Participants:

- Read and understand the Release before signing and dating it. This Release is easy to read and is in plain English. If you do not sign and submit the Release, you will not be able to participate in your chosen activity.
- The Release is available in English & French.
- If you have any questions about the meaning of the Release, ask for assistance from the national office of The Alpine Club of Canada and they will be able to explain the document in detail.
- You cannot change any terms of the Release prior to signing it.
- The witness to your signature must be a non-family member. It is preferred that the witness is an Alpine Club of Canada member, volunteer or employee. Each witness should confirm that you have read and understood the Release.
- Do not rush through reading the Release - leave yourself ample opportunity to read and understand its terms in advance of your chosen activity.
- If you refuse to sign the Release, you will not be able to participate in the chosen activity.

Instructions for Trip Leaders:

1. You must ensure that the participant has had time to read the Release before signing and dating it. Make sure they are not rushed during this important part. If you are able, it is often advisable to have participants read and sign the waiver well in advance of the activity e.g. days or weeks before the activity. The waiver is available for viewing on the Alpine Club of Canada's website and trip leaders should encourage participants to read this and understand its contents prior to any trip. Be sure that participants are aware that if they do not sign the Release they will not be able to participate in the Activity.

2. You must ask each participant whether they have any questions about the meaning of the Release and, if they do have any questions, you should do your best to answer them. If you can't, questions should be referred to the Executive Director of The Alpine Club of Canada who will be able to explain the document in detail.
3. Nothing in this Release can be changed in any way and it must be signed "as is" as a condition of participating in the proposed activity.
4. You must understand the Release yourself. Read it very carefully and make sure that you understand its terms. If you do not understand any of its terms, or don't feel that you are capable of explaining it to someone else, please contact the Executive Director of The Alpine Club of Canada, who will provide you with an explanation to address your concerns.
5. Should participants ask you to tell them what the document says, be sure to emphasize that they are required to read it and understand it before signing, and before they will be able to participate in the activity. You can tell them that it is a document which protects The Alpine Club of Canada from lawsuits in the event that a participant is injured or killed or has any of his property or personal belongings damaged or lost. The Release also protects The Alpine Club of Canada from liability for not only natural hazards but for the negligence of any of the other ACC member participants. You should also tell them that the document includes a clause where each participant agrees that, should evacuation or rescue become necessary, each participant agrees to pay the cost of that evacuation or rescue.
6. The witness to the participants' signature must be a non-family member. You can witness the person's signature or one of the other participants can witness the signature. The preferred approach, if possible, is to have the participant's signature witnessed by an Alpine Club of Canada member, volunteer or employee. Each witness should ask the participant if he/she has read and understood the release, which is critical to its legal validity. Minors must have their parent/guardian sign the Release and trip leaders must be satisfied that the minor is able to and does participate in the activity safely.
7. If an individual refuses to sign the Release, you must advise them that he or she will not be able to participate in the activity.
8. The Release is available in the following languages: English and French. The person should be provided with a Release that is written in the language that he or she is most comfortable with.
9. For "repeat" and virtually "identical" activities (e.g. weekly or monthly sessions at the same climbing wall), participants need only sign the Release once per year. For all other activities, including all outdoor activities, a separate Release must be signed prior to each activity.

What to do with the Release(s) after signing

Assuming that an incident does not occur during a given activity, signed Releases must be retained by the Section for a period of six years, after which time they can be destroyed. Please return all signed Releases as soon as possible following an activity to the person in your Section (Kris Irwin) who has been given the duty of looking after these documents.

B. Incident Management

If an incident results in injury, property damage or loss (or if the trip leader feels that an injury or property damage/loss situation could possibly be claimed at some later time), the following process should be followed:

Administer appropriate incident management procedures

Trip leaders will have the responsibility of carrying out or delegating whatever actions are necessary to manage the situation until the victim has been turned over to the appropriate rescue, health care or other authorities. Your incident report will deal with the events up to that point.

Complete an incident report

The trip leader or other designated individual must contact the Executive Director at the Alpine Club of Canada's National Office as soon as possible regarding the incident. One scenario would be for the trip leader to contact the Section Chair and that person would contact the Executive Director. This must be done **as soon as possible after the incident occurs**.

In addition, a complete, written incident report must be prepared **as soon as possible after the incident occurs**, sent to the Section Executive who will send it on via the Section Chair to the Executive Director. The original, signed Releases(s) of all persons who suffered (or might later claimed to have suffered) personal injury or property damage/loss as a result of the incident must accompany this report. In this report, it is important to record all relevant information about the incident: times, location, activity being undertaken at the time of the incident, etc. Opinions or speculations as to how the incident could have been avoided should not be included. It is the Section Executive's duty to ensure that the report is complete before submitting it to the Executive Director.

Under normal circumstances, it is expected that an incident report will be in the Executive Director's hands no later than a maximum of 3 weeks after the incident.

Do NOT talk to the media about the incident. Any questions from the media are to be referred to the Executive Director of the Alpine Club of Canada. No copies of any Releases or incident reports are to be provided to the victim or any other person.

LIABILITY INSURANCE

The Club's comprehensive liability insurance is similar to the broad based type of liability insurance most people have as part of their home insurance. The Club's policy covers situations where negligence on the part of an ACC employee, officer, director, member or volunteer results in personal bodily injury or property damage.

The coverage is in place only when these individuals are engaged in an official Club activity or are acting on behalf of the Club. An official activity could be an Section sponsored outing, the GMC, or a volunteer work party at a hut. The maximum coverage is one million dollars per incident (including any legal costs awarded), subject to \$1000 deductible. There are of course certain exclusions listed in the policy e.g. acts of war, acts of terrorism and nuclear accidents.

An example of a situation where the policy coverage would come into effect is when a National or Section camp or activity is underway, and it is alleged that the negligence of an ACC member in the group causes bodily injury to someone else, either in or outside the group. If the injured person pursued a claim for compensation for his or her injuries, the ACC's liability insurance policy would come into play and the insurer would defend the individual against the claim. In the event the claim was unsuccessful, the insurer (or the other party) would pay the legal costs. If the claim was successful, the insurer would pay the legal costs and the claim awarded (up to \$1 million, less the \$1000 deductible).

It should be noted that the ACC policy is not meant to pay any of the injured party's medical expenses directly. Similarly, if the member causing the bodily injury was also injured in the process, any related medical expenses would be his or her own responsibility.

If Club members are on a personal backcountry outing (i.e. are not engaged in an official Club activity) and, through negligence, cause someone bodily injury or cause property damage, the Club's insurance policy would not apply.

Liability insurance is something we all hope we never have to use. However, it's always a good idea to know in advance what you're covered for, and what you're not.

Copied from: <http://www.alpineclubofcanada.ca/membership/insurance.html>

IMPORTANT/EMERGENCY PHONE NUMBERS

This list is copied from the ACMG public website (as of April 9, 2007)
(<http://www.acmg.ca/public/html/resources/phonenumbers.asp>)
We are not responsible for the accuracy of this information. Check before you need them!

Emergency: Many areas are part of the **911** Emergency System. Find out before a trip which areas are covered by **911** and if they have cell coverage.

Note: In many Parks you may be better off contacting the Parks Emergency Services directly since 911 numbers are often routed to major population centers where the dispatcher may not be familiar with the area or nature of the activity.

Banff National Park

Banff Info & Hut Reservations (403) 762-1550
Banff Wardens (Emergency) (403) 762-4506
Banff RCMP (403) 762-2226
Lake Louise Information (403) 522-3833
Lake Louise RCMP (403) 522-3811
Lake Louise Wardens (403) 522-1220
Mineral Springs Hospital (403) 762-2222
Road Report (403) 762-1450

Jasper National Park

Jasper Information (780) 852-6176
Jasper Wardens (780) 852-6156
Sunwapta Wardens (780) 852-5383
Columbia Icefields Info (780) 761-7030

Glacier National Park

Info Office (Rogers Pass) (250) 837-7500
Glacier Wardens (250) 814-5202
Revelstoke Wardens (250) 837-7500

Kootenay National Park

Kootenay Wardens (250) 347-9361
Radium RCMP (250) 342-9292
Radium Ambulance (250) 342-2055

Waterton National Park

Waterton National Park Info (403) 859-2352
Waterton Park Wardens (403) 859-2477

Yoho National Park

Yoho Wardens (250) 343-6142
Golden RCMP (250) 344-2221

Alberta Provincial Parks

Bow Valley Info (403) 673-3663
Barrier Lake Visitor Centre (403) 673-3985
Peter Lougheed Info (403) 591-7226
Peter Lougheed Park Rangers (403) 591-7222
K-Country Emergency (403) 591-7767
K-Country Canmore (403) 678-5508

Coast Mountains

BC Prov. Parks, Brackendale (604) 898-3678
Squamish Ambulance (604) 892-5211
Squamish RCMP (604) 898-9611
Whistler Ambulance (604) 932-5894
Whistler RCMP (604) 932-3044
Pemberton RCMP (604) 894-6126
Provincial Emergency Program 1 800 663-3456

Weather

Banff (403) 762-2088
Jasper (780) 852-3185
Revelstoke/Columbia Mtns (250) 837-4164
Kelowna Mtn Weather (250) 491-1500
Vancouver (604) 664-9010

Avalanche Info

Canadian Avalanche Bulletin 1-800-667-1105
Banff (403) 762-1460
Rockies (403) 243-7253
Coast Mtns (604) 290-9333

Accommodation

Alpine Club of Canada
National Office (403) 678-3200
Hut Reservations (403) 678-3200
Canmore Club House (403) 678-3200
Hostelling International
Banff National Park (403) 762-4122
Jasper National Park (780) 852-3215
Lake Louise Alpine Centre (403) 522-2200
Travel Alberta 1 800 222-6501

BC Provincial Parks

BC Parks District, Wasa (250) 422-3212
Mt Robson Park (250) 566-4325