The Alpine Club of Canada
Rocky Mountain Section
Trip Leader Handbook

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A Message from the Chairperson...

Welcome!

I am truly pleased that you have volunteered to be a Trip Leader with the Rocky Mountain Section of the Alpine Club of Canada.

Volunteers are the core of the RMS, and 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 or 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 challenge even the most experienced leader and can also be fun.

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 a reduced rate. 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.

Here's hoping that all your trips are successful (and fun).

Christina Brodribb
Trips Committee Chairperson
Rocky Mountain Section, 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 trips. 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!

Here is a summary of what you will find in this document:

- First-time trip leaders
- Trip Leader Qualification and Training
- Guidelines/Procedures for trip leaders
- Avalanche Transceiver Policy
- ACC Facility Booking, Cancellation and Payment Policies
- The Parks Canada rules on children in the backcountry
- Guidelines for trip participants
- Screening participants
- Trip participants application form
- ACC and RMS policies on waivers, insurance and liability
- Important phone numbers
ROCKY MOUNTAIN SECTION

TRIP LEADER APPLICATION

The RMS Trips Committee uses a questionnaire for first-time trip leaders as an application form. The form is used to assist us in assessing our leaders. Its purpose is to give prospective trip leaders and the committee 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.

A copy of the questionnaire form can be obtained from the RMS website or by contacting any member of the Trips Committee.

TRIP LEADER QUALIFICATION AND TRAINING

To ensure a level of safety on all RMS outings, the RMS Exec has decided that all trip leaders should be trained in first aid, and for winter trips the leader will need to have a level of avalanche safety training. Leaders doing trips on technical terrain should also have formal training for their specific activity (rock rescue, crevasse rescue, advanced avalanche training, glacier travel, gear placement, ice/mixed climbing, alpine skills, etc).

Certifications:
All trip leaders should have the following minimum qualifications to be able to lead trips for the ACC-RMS:
- *All Trips*: First Aid (preferably a min of 16 hours Wilderness First Aid or equivalent)
- *Winter Trips*: A minimum of AST Level 1 for all winter trips except track skiing. For challenging or complex terrain at least AST2 (or equivalent including recent years of experience).

It should be noted that the ACC National office has embarked on a program to develop a trip leadership program that will likely include some form of certification. Timing for this program is unknown.

Training Courses:
The Training & Leadership Development Committee of the RMS proposes many different training courses every year to help leaders develop new skills. The courses are offered at a significant discount to Trip Leaders and cover a wide variety of subjects (Summer and Winter Leadership courses, Rock Rescue, Crevasse Rescue, Avalanche courses, CPR, 1st Aid, Navigation, Weather Forecasting, Performance Climbing, Ice/Mixed Techniques, etc). For further information on courses offered to Trip Leaders, please take a look at the RMS website.
Other Courses:
Several companies in the Bow Valley (Wilderness Medical Consultants, El Gato Mountain Adventures, Yamnuska Mountain Adventures, Alpine Air Adventures & Mountain Skills Academy) also offer discounts on instructional courses to RMS members. Again, see the RMS website for more details.

Volunteer Incentive Program (VIP):
This program was developed to encourage and assist RMS volunteers in pursuing their leadership and skill development.

Guidelines:
- Applicants must be current, active RMS volunteers.
- Grant monies will be issued for educational courses that benefit 1) the section, and 2) the individual.
- There must be a commitment from the applicant to continue active involvement with the RMS.
- The course need not be leadership based but must enhance the volunteer’s abilities in regard to contributing to the RMS.
- The applicant must contact the Chair of the VIP Committee in order to apply for a VIP grant. The committee will review each grant and then the committee will present their recommendations to the RMS Executive Board for final approval.
- Applicants may apply for reimbursement of up to 50% of a course value, to a maximum of $200 per person per fiscal year (applicant must submit a copy of the course receipt). Grant amounts may be pro-rated depending on the number of applicants and the RMS budget for VIP grants.

The North Face Leadership (TNF) Program:
The TNF leadership programs are offered in summer and winter by the ACC national office. The deadline for applications is typically November and May. The RMS will reimburse 50% of the program cost to RMS members who attend.

Guideline:
- Applicants must be current, active RMS volunteers.
- There must be a commitment from the applicant to continue active involvement in the RMS.
- The applicant must apply through the ACC National for acceptance to TNF program as outlined on the ACC National website. In addition, they must contact the RMS Chair and Training and Leadership Chair in order to gain RMS section sanction to the ACC National.
- The applicant will contact the Chair of the VIP Committee in order to apply for a TNF grant. The committee will review each grant; the committee will present their recommendations to the RMS Executive Board for final approval.

Find out more about The North Face Leadership program at http://www.alpineclubofcanada.ca/adventures/leadership-training/
**RMS Rope Replacement Subsidization Program**

The RMS does not own ropes, however we do have a Rope Replacement Program for leaders utilizing their personal ropes for RMS trips. Another option is for leaders to ask the participants to bring their rope(s).

Ropes may be replaced for regular rope wear (on a prorated basis), and for ropes that are irreparably damaged during RMS trips. The guidelines for rope replacement can be found on the RMS website, under expenditure guidelines. Note that in order to be reimbursed for a rope, the leader will likely be asked to provide a rope use log and forms for a rope log can be found on the website.
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 ACC members, including trip leaders and trip participants on sanctioned ACC trips are covered by comprehensive liability insurance (see Liability Insurance section below). 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.

ACC National office says that “there is no legal requirement for trip participants to be ACC members, but non-members are not covered by the ACC’s insurance should they be found negligent in causing someone personal injury or property damage/loss. It is strongly recommended that all trip participants become members of the ACC, as this protection is one of the benefits of membership”. The Section executive discourages trip leaders from taking non RMS members on trips, except in unusual situations where this may be necessary. If a trip leader wishes to take non-members on a trip, this should be cleared by the Chair of the Trips Committee.

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) Post the trip on the RMS website – go to “Create Trip” and fill in the blanks – it takes a while (up to a few hours) for the trip to come up on the website, so be patient. We would appreciate it if you let the Trip Committee Chair or a Trip Committee member know about the trip posting.
4) Continue to manage the trip posting – i.e. mark the trip as “Full” if there are enough participants including a waiting list.
5) When someone ‘registers’ for a trip, a notice is sent to the trip leader with the potential participant’s contact information. Please be diligent by contacting all potential participants letting them know that you have their contact info and are screening possible participants and that you will get back to them as soon as convenient.
6) Organize hut space, campsites, transportation, ropes, first aid kit, etc., as needed.
7) Take only 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 “Screening Participants” in this document), and ask other trip leaders if they know of the person.
8) The trip leader has full control over the make-up of the group and can reject any potential participant at his/her discretion on any grounds that are reasonable (including skill level, safety considerations, potential personality conflicts, previously demonstrated inappropriate behavior, or other aspects impacting on good group dynamics), but please demonstrate discretion when communicating with potential participants.
9) Please be open to new participants (people you don’t know). Well-known friends should not have priority on your RMS trips. All RMS members should have a chance, as long as they have the required skills, fitness and gear.
10) 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).
11) Optional but highly recommended take at least one form of communication device - take a cell phone, a VHF radio, a SPOT device (or PLB) or a satellite phone, or ask one of the participants to bring one. Note that RMS has purchased two VHF radios for use by trip leaders on multi-day trips or for camp leaders.
12) If the group must be split due to terrain or conditions, make sure that you have enough experienced group and/or rope leaders.
13) Find out current conditions by checking the public avalanche bulletins, the MCR reports and/or contacting wardens and information centres.
14) **Ensure that all participants read and sign the waiver before the trip.** It is best to send out the link to the form a week or so ahead of the trip and ask participants to read and understand it prior to meeting for the trip. Waiver forms are available at [http://www.alpineclubofcanada.ca/adventures/trip-administration/](http://www.alpineclubofcanada.ca/adventures/trip-administration/)
15) **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 – see Parks Canada Policy below.**
16) Ensure that all participants are members of the Rocky Mountain Section of the Alpine Club of Canada.
17) If you are leading a trip that takes 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.
18) Ensure that all participants have the correct equipment with them before leaving town or the trailhead. For ANY trip rated “moderate or difficult scrambling”, “climbing” or trips involving glacier travel, all participants and the leader must wear helmets. Participants must have an appropriate avalanche transceiver (see Policy on transceivers below), 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 and Alberta Park’s ATES Scale for more info on ski tours and ice climbs in avalanche terrain).
If for some reason, you cannot lead a trip you were scheduled for, you should either postpone it, cancel it or find a suitable replacement leader.

You can change the date of your trip, cancel it, change when the sign-up is open or mark it as full by logging in to the RMS website. We encourage you to keep the trip status up to date.

**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 or backcountry 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 has some responsibility 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 things to do and not to do with respect to proper group leadership.

1) Ensure that you print and have **everyone 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). Waiver forms in French and English are available at [http://www.alpineclubofcanada.ca/adventures/trip-administration/](http://www.alpineclubofcanada.ca/adventures/trip-administration/). The ACC requires that the waivers are paper copies. If you do not have a printer, contact someone on the Trips Committee or someone on the trip to print out a copy for the group.

2) Ensure good communication within the group. It is good to have a group meeting at the trail head before venturing out. Inform participants of the plan and ask for feedback. Tell participants that you are not a guide (ACMG) and everyone is responsible for themselves.

3) 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. Arrange re-grouping places and times as the trip proceeds.

4) DON’T leave your group. If you have committed to leading a trip, you are expected to see it through to the end. It is sometimes necessary to scout around while route finding, but you should never stray out of shouting distance.

5) Keep track of all of your participants. Use the “buddy system” when traveling through bush or skiing (pair people up and get them to watch out for each other).

6) Assign a competent tail-person to ensure everyone is okay.

7) Encourage participants to wear their helmets whenever it is logical to do so.

8) Test everyone’s transceivers at the beginning of each ski or ice climbing day.

9) Ensure that everyone has an appropriate avalanche transceiver (see policy on transceivers below) as well as their shovel and probe and know how to use them.

10) Always make safe and prudent decisions when it comes to avalanche terrain and all mountain terrain. There are no prizes for show-offs or “summit-or-die” types.
11) Ask a trip participant to write an article for the RMS facebook page or Spindrift newsletter!

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 group’s 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 incident incurred on your activity to the Rocky Mountain Section Chair and the Executive Director of the National Office IMMEDIATELY!!!** (see “Incident Management and Reporting” below)

2) Ensure that the signed waivers are provided to the appropriate person on the Trips Committee. It is important that the RMS-ACC retain these forms for a minimum of seven years.

3) Write a brief report on the trip on the website or alternatively report to the Trips Committee Chair the number of individuals involved in your activity. It is important for statistical and funding purposes that this is recorded accurately and consistently.

4) Write a report on the trip (or have one of the participants do it) and submit it to the RMS facebook page or the Spindrift! This is an important part of keeping the membership interested and active!

**POLICY ON AVALANCHE TRANSCEIVERS**

At their March 2011 meeting, the Executive of the RMS moved that, "In accordance with the CAC (Canadian Avalanche Center) standards, single antenna beacons will no longer be acceptable for RMS trips or camps, as of the fall of 2011".

The Executive acknowledged that the CAC is an organization for public safety. The CAC has stated that single antenna beacons are obsolete for very specific reasons.

In addition, starting in the winter season of 2011/2012, the RMS strongly suggests that trip participants use three antenna transceivers for the safety of all members. RMS is considering a requirement that only three antennae transceivers be allowed on trips into avalanche terrain.

Please make sure that participants are well aware of this policy when they sign up for a winter trip. If a participant shows up with a single antenna beacon, they cannot be allowed to participate.
FACILITY BOOKING, CANCELLATION AND PAYMENT POLICIES FOR SECTION TRIPS

ACC Section bookings refer to bookings made by Section Trip Leaders.

The following policies apply to all ACC facilities except for:
Fairy Meadow - Bill Putnam Hut (winter) and Kokanee Glacier Cabin (winter)

The ACC encourages our members to organize section trips to our huts. The following policies should make the process easier for booking, paying and cancelling section trip reservations.

Booking Policies

- Huts & Clubhouse may be reserved by section Trip Leaders for section trips up to 13 months in advance (1 month earlier than anyone else can book).
- Bookings will no longer be made under your individual names, they will be made under your sections profile with your name added as the contact and payment provider. You will need to make sure you have your invoice number when making any changes.
- The trip should be listed on the section’s trip schedule within 2 weeks of making the reservation. If this is not possible, please notify the booking agent of the date that it will be posted.
- The person making the reservation will be designated as the Trip Leader. The Trip Leader is responsible for all aspects of the booking, payments, and for making any changes to the reservation. The Trip Leader will stay free of charge for the duration of the trip.
- ACC member rates will apply for all other participants.

Section Trip Reservation and Cancellation Policies:

- No deposits are required at the time of booking. Full payment is due 14 days prior to the start date of trip. We do require a credit card at time of booking that is held as security.
- Changes to bookings can be made up to 72 hours (3 full calendar days) prior to the start of trip at no charge.
- Any cancellations made within 72 hours (3 full calendar days) incur a 50% cancellation fee and on the day of travel the booking is 100% non refundable.

Payment Policies:

- Payment for section bookings can be made by personal credit card or by a section cheque. Payment must be received by 14 days prior to the start of the trip.
- Please Note: Fairy Meadow and Kokanee ski weeks are not included in section trip policies.

For reservations or questions info@alpineclubofcanada.ca Telephone (403) 678 3200 ext 0.
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.

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

Fairy Meadow Hut 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

Whenever a person under the age of majority wants to come on an ACC trip the parent of the young person must sign the waiver (and preferably accompany the youth on the trip).

(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 guide (ACMG) 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 websites via: www.parkscanada.gc.ca
**GUIDELINES FOR TRIP PARTICIPANTS**

The following is printed on the website 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 and sign 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 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. Please do not register more than 2 weeks ahead of time for day trips.
6. When you hit the ‘Register’ button on the RMS website, a notice is sent to the trip leader that you are interested in joining a trip. You are not yet on the trip. The trip leaders are encouraged to screen participants to ensure that the people have the appropriate skill levels and compatibility. The trip leader will get back to you after a screening process.
7. Trip leaders are volunteer amateur leaders. Trip leaders are not guides.
8. Give as much notice as possible to the Trip Leader if you are unable to go on the trip. There are often waiting lists of other members who would like to go.
9. Ensure that you have the right equipment and that it is in good repair.
10. For winter trips, make sure that you are using a digital avalanche transceiver (preferably three antennae) and that it is in good working order. Single antenna (analog) transceivers are not acceptable.
11. Bring your helmet on all moderate and difficult scrambles and all climbing trips. Leaders may ask you to bring your helmet on ski trips as well.
12. Share expenses and be prepared to carry a part of the “group gear” (ropes, etc.).

Further information with respect to a participant’s inappropriate or unacceptable behavior can be found at [http://www.alpineclubofcanada.ca/adventures/trip-administration/](http://www.alpineclubofcanada.ca/adventures/trip-administration/), then go to ACC Participant Policy.
SCREENING PARTICIPANTS

You should be prepared to screen participants, so that you can have a compatible group that can all complete the trip in a safe and enjoyable manner.

Participants on Rocky Mountain Section trips must be current members of the Rocky Mountain Section of the Alpine Club of Canada. If you wish to check on the status of a person with respect to their membership standing contact the Trips Committee Chair or the RMS Chair who will have lists of current members.

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 contacts you 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”.

You should understand that the trip leader has full control over the make-up of the group and can reject any potential participant at his/her discretion on any grounds that are reasonable (including skill level, safety considerations, potential personality conflicts, previously demonstrated inappropriate behavior, or other aspects impacting on good group dynamics).

The following form should 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. You can also modify the form in accordance with the difficulty of your trips. The form can also be found on the RMS website.
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 # ________________ ACC Section_______________________

DO YOU HAVE ANY ALLERGIES or ANY MEDICAL CONDITIONS________


EMERGENCY CONTACT (Name, Phone Numbers, Relationship)

EXAMPLES (2 – 3) of SIMILAR TRIPS DONE IN THE LAST 2 YEARS – (Date, Trip description, Trip Leader, Role in trip, Approx. Time from trail head to trail end)

Rocky Mountain Section Reference (Name) __________________________________

RATE YOUR 1) CURRENT FITNESS LEVEL __________________________

2) SKILL LEVEL FOR THIS TRIP __________________________

RELEVANT COURSES TAKEN AND DATE TAKEN:
(e.g. First Aid, Avalanche Safety, Glacier travel, Crevasse rescue, etc)

WHEN DID YOU LAST PRACTICE SKILLS RELEVANT TO THIS TRIP?

What equipment/gear do you own that is required for this trip (eg beacon, shovel, helmet, skins, boots, etc?) Provide details_______________________________________

What equipment/gear do you need to rent? ___________________________________
**ALPINE CLUB OF CANADA’S POLICY**

**REGARDING WAIVER ADMINISTRATION, INCIDENT MANAGEMENT & REPORTING**

If you’re an ACC member and you’re leading a trip or are involved in any official ACC activity – you’re covered under the ACC policy. If an accident happens that results in a lawsuit, the ACC’s insurance company will cover legal bills and damages to $5 million.

(from ACC’s National Office)

**POLICY AS IT APPLIES TO SECTION’S TRIP LEADER**

**THESE INSTRUCTIONS ARE TO BE GIVEN TO ALL TRIP LEADERS ALONG WITH BLANK PAPER COPIES OF WAIVERS FOR ALL ACTIVITIES. THIS POLICY AND ALL RELATED DOCUMENTS ARE ON THE ALPINE CLUB OF CANADA’S WEBSITE. COPIES OF THE WAIVER CAN BE OBTAINED AT THE ACC OFFICE IN CANMORE OR MAY BE DOWNLOADED AT HTTP://WWW.ALPINECLUBOFCANADA.CA/ADVENTURES/TRIP-ADMINISTRATION/**

**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:

1. 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.

2. The Release is available in English & French.

3. 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.

4. You cannot change any terms of the Release prior to signing it.

5. 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.

6. Do not rush through reading the Release - leave yourself ample opportunity to read and understand its terms in advance of your chosen activity.

7. 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.

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:

**What to do with the Release(s) after signing**

The paper copies of signed Releases must be retained by the Section for a period of seven years, after which time they can be destroyed. Please return all signed Releases as convenient (usually near the end of a season) following an activity to the person in your Section (Christina Brodribb) who has been given the duty of looking after these documents. The forms may be mailed to Christina Brodribb at 7 Grotto Place, Canmore, AB, T1W 1J3 or dropped off at Christina Brodribb’s residence – put under the mat at the front door and let me know – christina.brodribb@gmail.com that you have done so. You can also give them to anyone on the Trips Committee to be passed on to Christina. RMS no longer has a PO Box. Do not drop off any waivers to the National office of the Alpine Club of Canada.

The signed paper forms will be stored for seven years.
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.

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 (currently Lawrence White). If you are approached by the media please use words such as “I am not authorized to speak with the media, our media spokesperson is the Executive Director of the ACC who can be reached at 403 678 3200”.

No copies of any Releases or incident reports are to be provided to the victim or any other person.
LIABILITY INSURANCE

The ACC 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 a Section sponsored outing, the GMC, or a volunteer work party at a hut. The maximum coverage is 5 million dollars per incident (including any legal costs awarded). 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.

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. 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.

<table>
<thead>
<tr>
<th>National Park</th>
<th>Phone Numbers</th>
<th>Co-located Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banff National Park</td>
<td>Banff Info &amp; Hut Reservations (403) 762-1550</td>
<td>BC Prov. Parks, Brackendale (604) 898-3678</td>
</tr>
<tr>
<td>Banff Wardens (Emergency)</td>
<td>Banff RCMP (403) 762-4506</td>
<td>Squamish Ambulance (604) 892-5211</td>
</tr>
<tr>
<td>Lake Louise Information</td>
<td>Lake Louise RCMP (403) 762-2226</td>
<td>Squamish RCMP (604) 898-9611</td>
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<tr>
<td>Lake Louise Wardens</td>
<td>Lake Louise Wardens (403) 522-1220</td>
<td>Whistler Ambulance (604) 932-5894</td>
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<td>Mineral Springs Hospital</td>
<td>Mineral Springs Hospital (403) 762-2222</td>
<td>Whistler RCMP (604) 932-3044</td>
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<tr>
<td>Road Report</td>
<td></td>
<td>Pemberton RCMP (604) 894-6126</td>
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<tr>
<td></td>
<td></td>
<td>Provincial Emergency Program 1 800 663-3456</td>
</tr>
<tr>
<td>Jasper National Park</td>
<td>Jasper Information (780) 852-6176</td>
<td>Banff (403) 762-2088</td>
</tr>
<tr>
<td>Jasper Wardens</td>
<td>Jasper Wardens (780) 852-6156</td>
<td>Jasper (780) 852-3185</td>
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<tr>
<td>Sunwapta Wardens</td>
<td>Sunwapta Wardens (780) 852-5383</td>
<td>Revelstoke/Columbia Mtns (250) 837-4164</td>
</tr>
<tr>
<td>Columbia Icefields Info</td>
<td>Columbia Icefields Info (780) 761-7030</td>
<td>Kelowna Mtn Weather (250) 491-1500</td>
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<tr>
<td></td>
<td></td>
<td>Vancouver (604) 664-9010</td>
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<tr>
<td>Glacier National Park</td>
<td>Info Office (Rogers Pass) (250) 837-7500</td>
<td>Canadian Avalanche Bulletin 1-800-667-1105</td>
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<tr>
<td>Kootenay National Park</td>
<td>Glacier Wardens (250) 814-5202</td>
<td>Banff (403) 762-1460</td>
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<tr>
<td>Kootenay Wardens</td>
<td>Revelstoke Wardens (250) 837-7500</td>
<td>Rockies (403) 243-7253</td>
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<tr>
<td>Radium Wardens</td>
<td></td>
<td>Coast Mtns (604) 290-9333</td>
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<td>Radium RCMP</td>
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<td>Radium Ambulance</td>
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<td>Waterton National Park</td>
<td>Waterton National Park Info (403) 859-2352</td>
<td>National Office (403) 678-3200</td>
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<td>Waterton Park Wardens</td>
<td>Waterton Park Wardens (403) 859-2477</td>
<td>Hut Reservations (403) 678-3200</td>
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<td>Yoho National Park</td>
<td>Yoho Wardens (250) 343-6142</td>
<td>Canmore Club House (403) 678-3200</td>
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<tr>
<td>Golden RCMP</td>
<td>Golden RCMP (250) 344-2221</td>
<td>Hostelling International (403) 678-3200</td>
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<tr>
<td>Alberta Provincial Parks</td>
<td>Bow Valley Info (403) 673-3663</td>
<td>Banff National Park (403) 762-4122</td>
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<tr>
<td>Barrier Lake Visitor Centre</td>
<td>Barrier Lake Visitor Centre (403) 673-3985</td>
<td>Jasper National Park (780) 852-3215</td>
</tr>
<tr>
<td>Peter Lougheed Info</td>
<td>Peter Lougheed Info (403) 591-7226</td>
<td>Lake Louise Alpine Centre (403) 522-2200</td>
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<tr>
<td>Peter Lougheed Park Rangers</td>
<td>Peter Lougheed Park Rangers (403) 591-7222</td>
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<tr>
<td>K-Country Emergency</td>
<td>K-Country Emergency (403) 591-7767</td>
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<td>K-Country Canmore</td>
<td>K-Country Canmore (403) 678-5508</td>
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<tr>
<td>BC Provincial Parks</td>
<td>BC Parks District, Wasa (250) 422-3212</td>
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<tr>
<td>Mt Robson Park</td>
<td>Mt Robson Park (250) 566-4325</td>
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## Weather

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## Avalanche Info

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<tr>
<td>Rockies</td>
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<td>Coast Mtns</td>
<td>Coast Mtns (604) 290-9333</td>
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</tbody>
</table>

## 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