

Sierra Club – Angeles Chapter Safety Committee

2013 Safety Report (submitted in 2014)

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1. SAFETY PROCEDURES

Groups, Sections and Committees (GSCs) are authorized to conduct O-level outings under the Angeles Chapter Safety Policy (ACSP). The Chapter policy, which was substantially rewritten in 2010 and amended in 2013, should eliminate the need for most entities to write their own policies; it is appended. The following organizations (first table below) have submitted safety procedures that have been approved by the Safety Committee for the level indicated. Entities that lead T-Level outings (second table below), those that do training (such as LTC and WTC), and some with special “authorizations” (such as HPS which can lead certain M-routes with pre-approved I-rated leaders) will continue to need standalone safety policies.

Note: The Alpine Ski Mountaineers were dissolved by Angeles Chapter Executive Committee on 3/23/2014.

Approved Safety Policies and Procedures

	Groups	Sections	Committees
I-Level			K-9 Lower Peaks
M-Level	Airport Marina Antelope Valley Crescenta Valley East San Gabriel Valley Long Beach Mt. Baldy Pasadena Palos Verdes-South Bay Rio Hondo San Fernando Valley Verdugo Hills West Los Angeles	20s & 30s Singles (20s & 30s) Gay and Lesbian Sierrans Hundred Peaks (HPS) International Community Nordic Ski Touring Orange County Sierra Singles (OCSS) Sierra Singles Wilderness Adventures	Backpacking Bicycle Touring Camera History Santa Monica Mtn TF (SSMTF)
E-Level		Desert Peaks (DPS) Sierra Peaks (SPS) Ski Mountaineers (SMS)	Leadership Training Wilderness Training

T Level (Technical) with type of specialized outings listed.

SCUBA Diving, Sailing	Airport-Marina Group	Sierra Singles	20s & 30s
Sailing	OCSS		
Water Travel	River Touring Section (RTS)		
Alpine Skiing	Alpine Ski Mountaineers	SMS	

2. LEADER CERTIFICATIONS

The Chapter's Leadership Training Program (LTP) and leader rating system started in 1971. In 1974, existing leaders were grandfathered into an O, M, or E rating, based on recommendation of the various entities. Some, but not all, of these grandfathered leaders later went through LTP. In 1975, RCS (Rock Climbing Section) and SMS leaders who had previously been designated with a technical (T)-designation were brought into the rating system and granted either an O, M, or E rating, based on recommendation of these sections. The mid-1970s also saw a number of adjustments to ratings that had been granted. In 1978, the I rating was added to the system. The O-1 (O Level 1) rating was started mid-year 2004. M-Rock and M-Snow ratings were added in 2008. E-Rock and E-Snow ratings were added in 2013.

The following table shows the approximate numbers of leader certifications each year for each of the leader ratings. Some years may include only LTP graduates (no direct certifications); other years include all certifications.

Year	New Leaders									Percentage Distribution						
	O O-2	O-1	I	M	M- Rock	M- Snow	E	E- Rock	Total	O O-2	O-1	I	M	M- Rock	M- Snow	E
1971	0			15			20		35	0%			43%			57%
1972	0			36			0		36	0%			100%			0%
1973	417			301			119		837	50%			36%			14%
1974	144			34			11		189	76%			18%			6%
1975	38			28			26		92	41%			30%			28%
1976	40			17			7		64	63%			27%			11%
1977	0			0			0		0							
1978	90		2	46			14		152	59%		1%	30%			9%
1979	34		4	18			2		58	59%		7%	31%			3%
1980	130		15	24			0		169	77%		9%	14%			0%
1981	75		17	18			0		110	68%		15%	16%			0%
1982	112		12	28			2		154	73%		8%	18%			1%
1983	98		11	23			9		141	70%		8%	16%			6%
1984	92		18	16			3		129	71%		14%	12%			2%
1985	101		8	27			3		139	73%		6%	19%			2%
1986	79		10	16			0		105	75%		10%	15%			0%
1987	94		12	13			2		121	78%		10%	11%			2%
1988	90		12	12			1		115	78%		10%	10%			1%
1989	103		4	7			1		115	90%		3%	6%			1%
1990	94		8	1			0		103	91%		8%	1%			0%
1991	102		12	4			0		118	86%		10%	3%			0%
1992	75		9	11			0		95	79%		9%	12%			0%
1993	74		15	9			0		98	76%		15%	9%			0%
1994	97		17	8			1		123	79%		14%	7%			1%
1995	68		15	6			0		89	76%		17%	7%			0%
1996	46		13	8			0		67	69%		19%	12%			0%
1997	57		16	3			1		77	74%		21%	4%			1%
1998	48		12	1			1		62	77%		19%	2%			2%
1999	65		14	2			0		81	80%		17%	2%			0%
2000	50		10	3			0		63	79%		16%	5%			0%
2001	67		9	1			0		77	87%		12%	1%			0%
2002	72		14	5			1		92	78%		15%	5%			1%
2003	70		17	3			1		91	77%		19%	3%			1%
2004	26	19	7	0			0		52	50%	37%	13%	0%			0%
2005	13	47	23	3			0		86	15%	55%	27%	3%			0%
2006	8	56	13	2			0		79	10%	71%	16%	3%			0%
2007	3	48	13	3			1		68	4%	71%	19%	4%			1%
2008	10	53	12	4	2	0	0		81	12%	65%	15%	5%	2%	0%	0%

2009	7	47	14	4	2	0	0		74		9%	64%	19%	5%	3%	0%	0%
2010	10	40	14	3	2	0	0		69		14%	58%	20%	4%	3%	0%	0%
2011	6	35	10	3	2	0	1		57		11%	61%	18%	5%	4%	0%	2%
2012	5	46	7	4	1	1	0		64		8%	72%	11%	6%	2%	2%	0%
2013	11	33	9	2	3	0	0	1	59		19%	56%	15%	3%	5%	0%	2%
Total	2,821	424	428	772	12	1	227	1	4,686		60%	9%	9%	16%	0%	0%	5%

The 1960s thru 1980s was our golden age of mountaineering. A Basic Mountaineering Training Course (BMT) for participants (first started in 1961 by members of the climbing sections) topped 1000 students a year for a number of years. From 1978 to 1988, the sponsoring Mountaineering Training Committee along with the climbing sections produced a significant number of mountaineering leaders. Total leader certifications were over 100 for a dozen years in a row.

Insurance restrictions, first imposed in 1986, quickly put the brakes on this activity. In 1986, climbs were limited to 3rd class before restrictions were lifted a year later. In late 1988, more drastic restrictions prohibited use of ropes and ice axes. BMT was re-structured into a Wilderness Travel Course (WTC). Many leaders retired. In the two decades since then, there have been fewer than ten new E leaders. M-level certifications were cut in half, and then cut again when the further restrictions were imposed in 1988. There was a bulge in production of new M-leaders in the early 1990s as the new Wilderness Training Committee emphasized leader training for a half-dozen years. Added M-level requirements of 1997 and later (e.g., both a snow and a rock provisional) slowed M certifications markedly.

The O-level certifications also saw a considerable drop in 1995 but were then steady until the O-1 (O Level 1) certifications started mid-2004. Since then, most of the new leader certifications have been O-1 with a declining number of O Level 2 certifications.

3. PROVISIONAL LEADS

The table below shows the Groups, Sections and Committees where new leaders conducted their provisional outings. Due to multiple trips by some leaders and joint sponsorship of outings, the total numbers will not correlate to the total number of new leaders. However, this list does indicate activities in entities leading to the generation of new leaders. Weaknesses and strengths in leader development activities may be inferred from these data to help focus attention to where additional encouragement or mentoring could help produce more new leaders.

The table below indicates that HPS, OCSS, 20s-30s, and WTC were the Chapter's leading sources of new leaders in 2013.

Regional Groups

2013	
Airport Marina	0
Antelope Valley	0
Central	0
Crescenta Valley	3
E. SGV	0
Long Beach	0
Mt. Baldy	0
Orange County	1
OC Sierra Sage	2
Palos Verde-South Bay	1
Pasadena	0
Rio Hondo	0
San Fernando	0
Santa Clarita	0
Verdugo Hills	2
West LA	0

Sections and Committees

2013	
Alpine Ski Mtn	0
Backpacking	0
Bicycle Touring	0
Camera	0
Desert Peaks	6
Easy Hikers	0
Gay and Lesbian	2
Griffith Park	2
Hundred Peaks	7
LA ICO	0
ROAD	0
OC ICO	4
Int. Com.	0
K-9	0
Local Hikes	0
Lower Peaks	0

2013	
Mtn Bike	0
Mule Pack	1
Nat. Science	0
Nordic Ski	0
OCSS	10
River Touring	0
Sierra Peaks	3
Sierra Singles	0
Sierra Student	0
Ski Mountaineers	0
SMMTF	2
SSMTF	0
Trails	0
20's-30's	5
Wilderness Adv.	1
WTC	26

4. ACCIDENT SUMMARY COMPARISON

	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97
Rock	3	5	5	7	12	7	1	4	12	6	6	1	3	0	4	3	2	0	0
Snow	9	5	15	9	17	17	14	10	4	4	2	5	0	2	3	3	1	0	0
Other	3	4	11	9	22	16	26	17	12	18	24	14	17	18	13	19	9	13	16
Total	15	14	31	25	51	40	41	31	28	28	32	20	20	20	20	25	12	13	16

	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13
Rock	0	1	2	3	1	1	1	1	1	0	0	4	2	2	1	4
Snow	1	1	4	4	2	0	1	1	1	0	2	0	1	1	1	3
Other	7	18	18	21	11	16	6	6	8	6	10	8	18	20	8	11
Total	8	20	24	28	14	17	8	8	10	6	12	11	21	23	10	18
Incidents		4	4	2	5	2	2	3	5	5	5	6	2	1	4	3

“Rock” includes 3rd class scrambling and above; “Snow” includes snow climbs, glissading, and skiing; “Other” includes tripping and sprains on non-technical terrain, heat, medical conditions, etc. “Incidents” includes lost hikers, illness, and non-injury events that disrupt an outing, etc. These are not included in the total line.

Note that the number of reported accidents significantly declined starting in 2002 from the prior 3 years when the reporting of all accidents was heavily stressed. Outings Chairs should check that all reportable accidents and incidents are reported promptly to all the correct individuals as directed on the Chapter version of the instruction sheet. The National Office takes a dim view of late reporting or of first hearing about incidents from other sources. Refer to Incident reporting in the Information for Outings Leader section.

Contact the Safety Committee Chair for a list of accidents and incidents.

5. TRANSITION OF ANGELES CHAPTER TO LEADERS AND OARS

In October 2011, with hard work by both Outings and our Electronic Communication Committee (ECC), Angeles Chapter transitioned to using the Outdoor Activity Registration System (OARS) for online publication of outings and other activities (e.g., meetings and social events) and from our Chapter-unique leader database “Chapanleaders” to the national Leader and Event Reporting System (LEADERS). This has transformed the planning, scheduling and review of Chapter outings. An outing that once took three months to publish can now be posted in minutes. This means, however, that Group, Section and Committee outings chairs must share the work of reviewing outings that once fell exclusively on the Safety Committee. Safety Committee reviewers provide oversight once outings are posted and can put questionable outings (e.g., inappropriately rated leaders or improperly classified outings) into the “Pending Approval” category until any issues are resolved. But for the majority of our outings Safety does not pre-approve them as it formerly did.

Further information on OARS can be found at this webpage:

<http://clubhouse.sierraclub.org/communications/web/support/activities/>

LEADERS is described at another Clubhouse webpage <http://clubhouse.sierraclub.org/outings/leaders/index.htm> and has been in use by other Club entities (and all Inner City Outings groups) since 2004, when the National Leader Standards took effect.

The digital transformation brings enormous benefits to the Chapter outings program:

- Better visibility for outings. Every outing entered in OARS can be found by casual visitors to the Chapter website – thus expanding the circle of participants in Chapter outings.
- One-place lookup: LEADERS integrates local records such as leader ratings with national records such as membership providing one place to find everything.
- LEADERS is designed to work with OARS. Outings chairs can check a leader's currency while approving a trip.
- The system can be expanded. National IT has been receptive to our requests for modifications to LEADERS and OARS. We have begun to store not only basic certifications but LTC technical checkoffs; at some future date, LEADERS could replace the Leadership Training Committee's record system for leader candidates.
- Reduced costs by transferring outings lists from paper newsletters to the web.
- National maintains the databases, reducing the strain on Chapter volunteers.

But along with the enormous benefits that OARS (and LEADERS) brought, they carry new risk management challenges. The adoption of LEADERS requires our outings chairs to learn a new system for checking outing leaders' status; for the larger groups, this is a never-ending task. The adoption of OARS gives the outings chairs the power to approve an outing without pre-approval by Safety Committee – something that, just a few years ago, was unacceptable. (Safety Committee outings reviewers continue to review trips and, when necessary, order trips to be modified or withdrawn.) So far, the system is working well.

6. GENERAL COMMENTS

As a reminder, the Chapter Safety Policy requires that the Safety Committee receive copies of all Chapter publications that contain outings information. Please be sure that your newsletter editor sends out these copies on a permanent basis. Paper copies of newsletters should be sent by U.S. mail to either Barbara Reber or Erik Siering. Outings chairs must email links for all outings published in OARS to safecomm@angeles.sierraclub.org. The Safety Committee has risk management oversight for the Chapter outings program and reviews trip listings, both print and digital.

7. SOME WEB LINKS OF INTEREST

Information on LEADERS and OARS may be found at the links above. Past Safety Reports have included Incident Reports and other forms of interest. These may now be found online at the following site (please use Angeles Chapter forms where such specialized versions exist):

<http://angeles.sierraclub.org/Safety/>

The Angeles Chapter Outings Management Committee (OMC) site is here:
<http://www.angeles.sierraclub.org/omc/>

National outings policies and guidelines may be found here:
<http://clubhouse.sierraclub.org/outings/policy/index.asp>

and Frequently Asked Questions (FAQs) are here:
<http://clubhouse.sierraclub.org/outings/faq/>

If you have questions or comments email me at campbellr@verizon.net or call me at 714/962-8521.

Ron Campbell, Chair
Angeles Chapter Safety Committee

Angeles Chapter Safety Policy (ACSP): Approved by Angeles Chapter Executive Committee June 23, 2013

1.0 Purpose

This policy applies to the Angeles Chapter outings program and provides specific requirements for groups, sections, committees, and task forces (GSCs) to assure that outings consistently meet participant safety expectations and Sierra Club risk-management goals.

2.0 Scope and Precedence

This Angeles Chapter Safety Policy (ACSP) supplements national Sierra Club outings policies and the Angeles Chapter Outings Governance Policy and is applicable to all personnel involved in the Angeles Chapter outings program. This policy provides requirements for the Safety Committee to conduct its business and oversee chapter- and GSC-sponsored outings. This policy also provides detailed guidance for certain GSCs to prepare GSC Safety Policies and manage their outings program consistent with chapter and national requirements.

In any case where this policy is less stringent than national Sierra Club outings policies and the Angeles Chapter Outings Governance Policy, those policies have precedence. In cases where this policy is more stringent (e.g., the requirement for two leaders on outings), this policy shall apply.

3.0 Angeles Chapter Outings Ratings

A system of classifying outings has been established in the Angeles Chapter according to 6 levels of difficulty (C, O, I, M, E, T). Five of these levels correspond to leader certification levels (O, I, M, E, T) as described below

Level C (Conducted): Certain outings are conducted almost entirely under external control, such as by a concessionaire or ranger. During a conducted outing, the Sierra Club leader has little responsibility beyond administrative matters. Organizers of conducted outings require only minimal leader qualifications and, therefore, conducted outings are not included in the leader certification system.

Level O (Ordinary): O-Level outings are trips on trails or off trail with no navigation or terrain difficulty (class 1) and require basic technical skills of outings leaders and participants. New leaders who have not led a backpack as a provisional leader are identified as O Level 1 (O-1) leaders who may lead day hikes and car camps but not backpacks. Such O-1 leaders may subsequently upgrade to O Level 2 (O-2) status by completing a provisional lead of a backpack.

Level I (Intermediate): I-Level outings include cross-country travel and possibly class 2 terrain. Leader qualifications shall include demonstrated navigation, cross-country travel, and backpacking skills in addition to the O-level requirements.

Level M (Moderate): Outings that involve class 3 rock or snow travel requiring the use of an ice axe shall be classed as M. Technical training in rock climbing and snow travel is required in addition to lower-level requirements. Leaders may be rated full M (both rock and snow), M-Rock, or M-Snow.

Level E (Exposed): Outings that involve class 4 rock or snow travel that requires the use of crampons in addition to ice axe for safety shall be classed E. Leaders are required to demonstrate more advanced skills involving rock climbing and snow travel than are required for level M. Leaders may be rated full E (both rock and snow), E-Rock, or E-Snow.

Level T (Technical): T-Level outings involve specialized technical skills (for example, sailing, kayaking, or ski mountaineering). These outings impose highly specialized leadership requirements, and certification of leadership qualifications shall be in accordance with the requirements defined by the entities that sponsor such outings.

4.0 Related Committees

In addition to the Angeles Chapter Executive Committee (ExCom) and the GSCs, the Safety Committee relates to several other committees, notably the Outings Management Committee (OMC) and Leadership Training Committee (LTC).

4.1 Outings Management Committee (OMC)

The Outings Management Committee is the Angeles Chapter committee responsible for managing all aspects of the outdoor activities program of the chapter, including training and risk management. The OMC promotes outdoor leadership and provides support for entity outings chairs.

4.2 Leadership Training Committee (LTC)

The LTC provides training of potential outings leaders in technical and non-technical subjects. LTC recommends qualified candidates to the Safety Committee for certification as Angeles Chapter outings leaders.

5.0 Angeles Chapter Safety Committee

The Safety Committee manages all safety and risk management aspects of the outdoor activities program of the chapter, including safety policies, publication review, Quick-Turnaround (Q-T) approval, accident investigation, policy monitoring, leader certification, and leader database maintenance.

The Safety Committee is led by the Safety Chair, appointed by the Chapter ExCom Chair and confirmed by the Chapter ExCom. Other Safety Committee members include the OMC Chair, the LTC Chair, the Wilderness Training Committee (WTC) Safety Coordinator and any other members specified by the current Angeles Chapter Outings Governance Policy and other Chapter Outings Standing Rules. The Safety Chair shall appoint additional committee members as needed to enhance judgment, expertise, and liaison functions of the committee.

SAFETY COMMITTEE RESPONSIBILITIES

5.1 The Safety Committee shall review the ACSP at least annually to reflect changes due to new situations or to capture chapter experience in operating under it. The Safety Chair shall propose ACSP revisions to the OMC. If the proposed revision is adopted by a vote of the OMC, it will become effective upon its confirmation by a vote of Chapter ExCom.

5.2 The Safety Committee shall review and approve safety policies established by the GSCs. Policies judged inadequate by the Safety Committee shall be returned to the appropriate GSC for revisions.

5.3 The Safety Committee shall monitor published outings that appear in all chapter media, including the Online Activity Registration System (OARS) and its successors, websites, listservs, newsletters and the Southern Sierran. It shall also set standards for publicizing chapter outings on social media. It shall ensure that qualifications of leaders are appropriate for the outing and that mileage, elevation gain, and other trip characteristics are properly identified for participants. The Safety Committee shall communicate with the sponsoring GSC and request modifications of outings that exceed the qualifications of the leaders or participants. If the above is not successful, the Safety Committee shall direct the sponsoring GSC to cancel the outing.

5.4 Outings write-ups approved by a GSC outings chair shall be provided to the Safety Committee for information as soon as possible (e.g., by email to safecomm@angeles.sierraclub.org if they are submitted for publication in OARS or another chapter website or listserv). The outings chair of the sponsoring entity shall make suitable provision for seven-year archiving of the trip write-up if it is not published on OARS; no archiving shall be required for outings published on OARS.

5.5 Upon request by a GSC outings chair, the chapter Safety Chair may grant authority for an entity to employ the nationally-defined "Enduring" Waiver procedure for their regularly scheduled conditioning hikes. This authority must be confirmed by the national Outdoor Activity Program Team (OAPT) to take effect, and be implemented with full adherence to the **"Enduring" Liability Waivers then current at the outings extranet of Clubhouse.**

5.6 The Safety Committee shall investigate outing incidents and complaints involving outings leaders. Depending on circumstances and steps taken by the sponsoring GSC, additional action may be taken by the Safety Committee. The Safety Committee shall assure that incident reports are processed and that copies are retained.

5.7 The Safety Committee shall monitor national outings policies and forms for changes and notify the GSCs.

5.8 Upon leader candidates' satisfactory completion of the LTC training program, the Safety Committee shall grant leader certification. The Safety Chair may also directly certify leaders based on previous experience, proven capabilities, certification with other club chapters, etc. The Safety Committee shall notify sponsors of provisional outings of newly certified leaders and update the leader database to reflect new certifications.

5.9 The Safety Committee maintains a database of currently approved leaders, providing the leader's name, membership number and expiration date, leader certification level, first aid certification (date of course completion and type of course--standard or wilderness first aid), and date of policy knowledge renewal.

6.0 GSCs

Angeles Chapter outings are sponsored by regional groups, activity sections, committees, and task forces (GSCs).

6.1 GSC Organization

Each GSC is recognized by the Safety Committee to lead outings up to a particular certification level. Each GSC shall establish an appropriate organizational structure,

select officers, recruit leaders, and provide resources as needed to conduct safe and successful outings at the indicated level.

GSCs that offer T-rated outings, provide training or conduct proficiency exams at the I-level or higher, or permit leaders to lead routes that are rated higher than their leader rating shall prepare a GSC Safety Policy (GSCSP) to supplement this Angeles Chapter Safety Policy (see section 7). Each such GSC shall review its GSCSP at least annually or if any major changes occur in the level and nature of outings conducted. A copy of the GSCSP shall be submitted to the Safety Committee for review and approval and subsequent archiving. Other GSCs that operate their outings entirely within the provisions of this ASCP have blanket authorization to operate their outings program and do not need to file a GSCSP.

Outings chairs shall use the Chapter Outings Chairs listserv (ANGELES-OUTINGS-CHAIRS@LISTS.SIERRACLUB.ORG) as needed to keep informed on matters of safety and on changes to club and chapter outings policies. Outings chairs without e-mail are to provide the OMC and Safety Chairs with an e-mail address of someone who will forward listserv messages to the outings chair.

6.2 GSC Outing Requirements

With the exception of "conducted" events and certain outings as noted below, the GSC shall identify two appropriately rated leaders for each outing. If the GSC conducts outings that require additional leaders, the outings chair shall assure that additional leaders are provided.

The Safety Committee may sanction a GSC to lead specific outings (e.g., conditioning hikes with one leader per subgroup). If the GSC is so sanctioned, the GSC shall establish appropriate procedures for ensuring group control and safety.

If circumstances arise that impose greater difficulty (e.g., outings held in early spring), then the outings chair shall recognize these circumstances as the need arises and assign the outing a commensurately higher rating (e.g., an I-level outing with spring snow may become an M-level outing), and it shall be led only by persons qualified for the newly assigned higher level.

All snowshoe and cross-country ski outings must be led by two leaders certified at the I-level or higher unless a one-trip waiver is granted by the Chair of the Angeles Chapter Safety Committee for one or both leaders to be O-rated. Waivers will be based on such factors as the planned route and the experience of the leaders (e.g., have they led such trips and this particular route before?). Such waivers are required for any such trip published to be led by either two O-rated leaders or one I-rated leader and one O-rated leader. Any trip published to be led based on such a waiver must be canceled if there is heavy snowfall forecast on the day of the outing.

If the GSC conducts outings that involve special difficulty or that require special skills or equipment, the GSCs shall document additional procedures for the selection of the outings chair, leaders, and participants in their Safety Policy. Mountaineering outings requiring the use of technical equipment (ropes, ice axes, or crampons) shall receive prior approval by the national Mountaineering Oversight Committee (MOC).

Some GSCs conduct technical T-level outings (e.g., ski mountaineers, river touring) that encompass a broad span of specialized skills and difficulties. Outings chairs involved with T-level outings shall document criteria for leader selection and participant screening for safe outings under normal and possibly adverse conditions.

Some GSCs conduct training outings (e.g., navigation, rock climbing, and snow climbing). GSCs offering training outings at the I-level or higher shall document policies to screen participants properly and to conduct training outings in a manner commensurate with the risk to ensure the safety of participants.

Some GSCs conduct proficiency demonstrations (e.g., Leadership Training Committee and Ski Mountaineers) and shall document their policies to screen participants properly and conduct proficiency demonstration outings in a manner to ensure the safety of participants.

A GSC that is allowed to offer certain outings rated higher than the rating of the leader shall document this arrangement and its implementation in a GSC Safety Policy. The document shall indicate the ways in which safety and risk management are maintained.

6.3 Announcement Processing

Each Sierra Club outing shall be sponsored by a GSC and shall be published in an appropriate form in order for the outing to be sanctioned as an official Sierra Club trip. By sponsoring an outing, the GSC is giving its approval to the outing plan and the outing's leadership.

The GSC outings chairs shall be responsible for collecting announcements from leaders and seeing that they are published. Announcements submitted by anyone other than the outings chair shall be approved by the outings chair prior to publication. Restricted mountaineering outings shall be approved by the national Mountaineering Oversight Committee (MOC).

Outings chairs shall verify that each announcement lists a leader and at least one properly qualified assistant, contains an indication of the trip rating (O, I, M, E), describes the difficulty of an outing (such as elevation gain, distance, pace, etc.), addresses the general demands on participants and any special skills required, and provides contact information for the leaders.

On reserved outings, for which participants apply in advance for a spot, the trip announcement generally will not include the meeting time and place. On non-reserved outings, for which participants show up without a reservation, the meeting time and place must be included in the announcement.

Outings with multiple sponsors listed shall be approved in advance by each sponsoring entity and must comply with the outings procedures of each entity. The primary sponsor must be listed first in the header wherever the write-up is published. The primary sponsor is the one that would take the lead, in conjunction with the Safety Committee, to investigate any incidents that occurred on the outing.

Publication may be accomplished by GSC outings chairs submitting announcements to the Online Activity Registration System (OARS) or a successor website. Publishing in a

GSC newsletter, website, or listserv also qualifies, provided a copy of the announcement is forwarded to the Safety Committee publications monitor. A complimentary copy of all GSC-sponsored publications shall be sent to reviewers designated by the Safety Chair and the Angeles Chapter office.

Any schedule announcements not published in OARS shall be archived for seven years after completion of the outing. In the event an announcement is published only electronically (at a website or any other non-print medium other than OARS), a hard-copy of the announcement shall be archived for the seven-year period.

After publication in OARS or a GSC newsletter, website or listserv, outings may be publicized through social media (such as Facebook, Twitter, Meetup or Craigslist) at the discretion of the sponsoring GSC. All such publicity shall mention "Sierra Club" or "Angeles Chapter" or the name of the sponsoring group, section or committee in the social media post or be prominently displayed in the account name for the posting. All such publicity shall also contain a hyperlink to the original publication in OARS or a chapter website; this link may be a "short link," such as those provided through bitly.com and tinyurl.com.

6.4 Verification of Leader Qualifications

Outings leaders are trained and rated through a chapter-approved leadership training program conducted by LTC and structured to be compatible with the leader requirements for rating levels O through E. Experience and training other than that obtained through a leadership training course may be recognized as a partial basis for leadership certification. Leadership certification is done by the Safety Committee following a leader candidate's completion of all appropriate training, demonstrations, and provisional leads.

Outings chairs shall verify that leaders meet the following criteria at the time of the outing:

- a. Current Sierra Club membership,
- b. Certification as a rated leader at or above the level of the outing,
- c. First aid certification within the last four years before conduct of an outing,
- d. Leadership "soft" skills competence demonstration (e.g., OLT 101 completion and having read the Chapter Supplement to OLT 101 – or the equivalent of these two as identified by LTC) within the last four years.

Any waivers to these requirements for specific individuals must be approved by the Safety Chair.

Outings chairs shall verify that leaders possess adequate knowledge, skills, experience, and mental aptitude commensurate to the outing and are capable of effective control of the group during the outing.

Outings chairs shall verify that leaders know the basic procedures for conduct of the outing and know Sierra Club emergency procedures. Sponsoring GSCs may elaborate upon the Chapter's Rules of Conduct in their safety policies to match their outings characteristics.

Outings chairs shall verify that leaders of proposed outings be in sufficient physical condition to complete the outing and handle emergency situations, be familiar with the

areas to be entered, and have a good idea of the conditions to be encountered during the outing.

Outings chairs shall verify that leaders of technical outings (especially T-rated outings) have appropriate training and certification(s).

6.5 Leader Responsibilities

Once adequate information is gathered for an outing, the leader prepares an announcement and submits it to the outings chair. Following publication, interested participants evaluate their interest and suitability for a particular outing and may contact the leader for further clarification. The leader answers inquiries so that participants understand the demands of the outing and can make more reasoned judgments on whether they should attend.

On reserved outings, the leader shall perform screening in advance of the trip. Once screening is completed and the participant list takes shape, the leader normally sends out a trip sheet to participants, detailing where and when to meet, what to bring, how to prepare, and what to expect. The trip sheet normally includes participant contact information to allow participants to make individual carpool arrangements to arrive at the meeting point on time, fed, rested, and ready to go.

If two appropriately rated leaders are not available at the start of the outing, the outing must be re-planned at a level consistent with available leaders or canceled. Trips canceled for this reason may not be led as "private" outings, unless all participants are notified before leaving home.

The carpool to the trailhead is never part of the Sierra Club outing, and leaders should not suggest or imply that the outing begins with the carpool. Leaders shall avoid accepting responsibility for travel to, during, or from outings, leaving that to private, voluntary arrangements. If there is a carpool from the meeting point to the trailhead, the waiver should be signed before the carpool.

A waiver is required for participation in any Sierra Club outing. Leaders are responsible for collecting waivers from all participants. At the start of the outing, leaders shall provide a sign-in/waiver sheet to obtain information on each participant, including name, car license, and emergency contact. Participants should sign the liability waiver at the initial trip meeting place, thus providing participants an opportunity to back out of the outing if they decide not to sign the waiver.

Leaders should ensure that participants are prepared to follow the Rules of Conduct established by the Sierra Club and Angeles Chapter. During introductions, leaders shall inform participants of the rules that govern conduct on an outing.

The leaders shall check that all participants are properly equipped and qualified for the outing, either through pre-screening or at the trailhead or both. On non-reserved outings, the meeting point is the first opportunity to screen participants.

During the outing, the outing leaders shall exercise control of the group and are responsible for the outing's safe conduct. This includes compliance with the requirements and procedures established for safe outing conduct. Leaders shall keep the group together and under control at all times.

The leaders shall modify the outing plan as necessary to avoid exceeding the capability of the group. The leaders shall abort the outing objective if circumstances prevent its completion in safety.

During the conduct of an extended outing, if two rated leaders are not available for any part of the planned outing, a fully-rated leader may appoint an experienced participant to assist in conduct of that part of the outing. Such a participant must be a Sierra Club member. Before doing so, the leader must make the determination that the outing plan may be safely completed with the remaining group. Following any outing during which a fully-rated leader appoints a participant to assist in conduct of part of the outing, the leader shall report the circumstances to the outings chair and to the Safety Committee Chair.

Any participant leaving the outing before its completion shall be signed out, consistent with national policy ("Early Sign-Outs"). Sign-out of all participants at the end of an outing is at the leader's discretion but is particularly prudent in the case of more remote outings to ensure no one is left behind.

Following an outing, sign-in/waiver sheets shall be archived by the GSC outings chair for a period of seven years.

For a normal outing without accident or incident, no further follow-up is required.

6.6 Accident/Incident Procedures

If an accident occurs during an outing, the leader is expected to limit the situation to avoid any further injuries, appoint someone to document the events, then render assistance to the injured. Often an incident necessitates holding the group together for a prolonged period and may involve the entire group missing work the next day or until the situation is remedied. It is important that the vitals of the patient(s) be recorded at regular intervals and that injuries and treatments be recorded. In medical and legal parlance, if it isn't written down, it didn't happen. Also, a written record may prove vital to defend the leader's actions months or years later during an investigation.

Following an accident/incident, the leader shall file a report with the Safety Committee and National.

Subsequent to filing the incident report the GSC shall investigate all accidents and complaints, take action as appropriate, and file their analysis with the Safety Committee. The GSC shall support the Safety Committee investigator as needed.

7.0 GSC Safety Policies

The following guidance is for GSCs that need to maintain a GSC Safety Policy. While adherence to the structure suggested below for a GSC safety policy is not a requirement, GSC safety policies shall be audited for content in each of the following areas. Therefore, policies that are structured with the following points in mind will be much easier to evaluate and approve.

GSC Organization

A1 Indicate the GSC name and highest level of outings the GSC is authorized to conduct;

- A2 Indicate the title of the person(s) responsible to write and approve the GSCSP;
- A3 Indicate the outings chair selection criteria;
- A4 If applicable, if the outings chair does not use the listserv, indicate the person responsible for forwarding listserv messages to the outings chair;
- A5 If applicable, indicate whether the GSC has any special approvals on file for one-leader outings;
- A6 If applicable, indicate whether the GSC has any special approvals on file for outings that involve special difficulties or special skills and equipment;
- A7 If applicable, indicate whether the GSC has quick-turnaround outings approval.

GSC Outings

- B1 Describe the types of outings conducted by the GSC;
- B2 If applicable, describe how waivers and sign-in sheets are handled before, during, and after the outing;
- B3 If applicable, describe any large group events that require more than two leaders;
- B4 If applicable, describe any one-leader outings;
- B5 If applicable, describe any outings that involve special difficulties, skills, or equipment;
- B6 If applicable, describe procedures used for any restricted trips, including MOC coordination;
- B7 If applicable, describe any criteria for upgrading the level of an outing due to adverse conditions;
- B8 If applicable, detail any T-rated outings including leader selection, participant screening, and any special grading systems used;
- B9 If applicable, describe any outdoor training conducted by the GSC, including qualifications of leaders, instructors, and participants and how risks to students are controlled;
- B10 If applicable, describe any outdoor proficiency demonstrations conducted by the GSC, including qualifications of leaders, examiners, and participants;
- B11 If applicable, describe any arrangements whereby a leader of a particular rating may lead a route at a higher level.

Announcement Processing

- C1 Describe the method(s) used by the GSC to satisfy the publishing and archiving requirements, especially if electronic publications are used;
- C2 If applicable, describe any procedures for quick-turnaround approval of outings;
- C3 If applicable, detail any special rating systems, other than mileage and altitude gain, used in the publication of outings to indicate strenuousness or technical demands;
- C4 If applicable, describe procedures for any jointly-sponsored outings;
- C5 If applicable, list any outings-related books, manuals, or newsletters published by the GSC, and frequency of publication.

Leader Qualifications

- D1 Describe the GSC criteria for approving a leader (especially one with previous accidents, complaints, or disciplinary action) to conduct a particular outing;
- D2 If applicable, describe any GSC-specific directives that elaborate upon the chapter's Rules of Conduct and how leaders become aware of any such GSC specific directives;
- D3 If applicable, explain how any T-rated leaders receive technical training and certification.

Leader Responsibilities

E1 Describe or provide representative example(s) of trip sheets provided to participants before the outing to help them assemble their equipment and prepare for the outing;

E2 Indicate how trip participants are screened to assure that they have the skills required for the trip and to identify those with medical conditions or a previous history of complaints or disciplinary action;

E3 If applicable, describe any special procedures used to assure the technical skills of participants (e.g., the mountaineers list).

Accident/Incident Procedures

F1 Describe how the entity is set up to handle emergencies, reports, and follow up activities and how these procedures are coordinated with leaders before an outing;

F2 If applicable, explain any special emergency procedures employed by the GSC for the scope of its outings.