



ALPINE CLUB OF CANADA SASKATCHEWAN SECTION

Trip and Leader Handbook



EMERGENCIES:

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Welcome!

First off, thank you for being a volunteer organizer and leader with the Saskatchewan Section. You make trips possible, which is one of the main purposes of the Alpine Club of Canada. Without you, trips wouldn't happen and our community of mountain loving individuals who are stuck between a rock and a flat place, wouldn't be what it is.

The Saskatchewan Section Trip and Leaders Handbook is provided as a guideline for all trip leaders and organizers. It contains information helpful in the planning and organizing of section trip. If you have any questions or comments with regards to any of the information provided here, please feel free to contact us. Your input would be greatly appreciated!

The resources contained in this handbook have come from a variety of sources. Major sources utilized include the South Alberta Section and Rocky Mountain Section Handbooks, Alpine Club of Canada website, Association of Canadian Mountain Guides (ACMG), and Rescue Dynamics.

Thanks again for being a volunteer and have fun out there!

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INFORMATION SUMMARY

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1. Trip Planning

Section trips are one of the core functions of the Saskatchewan Section. These trips allow new and existing members to experience the mountain activities that we all enjoy. This section provides details on how to plan, organize, and execute section trips and what the responsibilities are for the trip organizer and leader(s).

1.1. General Trip Information

The section offers a range of trips, which can involve hiking, scrambling, mountaineering, rock climbing, ice climbing, and backcountry skiing. Trips can range in size from 1 or 2 participants to 30+ and can last from a couple days to a week or more. The section trips are categorized as beginner, intermediate, and advanced, which are described as:

- Beginner trips are open to every ability level and some space should be allotted for first time participants.
- Intermediate and Advanced trips require participants to have the sufficient ability required for the trip (which should be stated in the trip description). When the participant is not known by any section leader, they should undergo an applicant screening process (see section **Error! Reference source not found.**).

1.1.1. Leader to Participant Ratio Guideline

A leader to participant ratio guideline has been created by the Saskatchewan Section to help ensure trips are operated in a safe and responsible way. This guideline should not be followed blindly and it is up to the technical trip leader to assess each trip individually based on the trip difficulty, potential risks, participant experience and strength, and the trip leader(s) experience and abilities. The ratio guideline based on activity is as follows:

- | | |
|-----------------------------------|--------------------------------------|
| • Hiking (day trip): 8:1 | • Rock Climbing (crag): 3:1 |
| • Hiking (multi-day): 6:1 | • Rock Climbing (multi-pitch): 2-1:1 |
| • Scrambling (easy-moderate): 6:1 | • Ice Climbing (crag): 3:1 |
| • Scrambling (difficult): 4:1 | • Ice Climbing (multi-pitch): 2-1:1 |
| • Glacier Travel: 4:1 | • Ski Touring (day trip): 5:1 |
| | • Ski Touring (Multi-day): 3:1 |

1.2. Organizing Section Trips

Technical leaders of the Saskatchewan Section are responsible for the overall planning, coordination, and organization of section trips. Technical leaders can solicit other leaders or a volunteer organizer to help with some of these tasks. Conversely, a volunteer organizer can perform these tasks, but must designate a technical leader to oversee all technical components of the trip. The trip leader must be a competent individual with all of the required skills necessary to successfully and safely lead the trip. Should a problem or emergency arise, the technical 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 he or she is leading (e.g. route finding, snow evaluation, rope

work, etc.). For larger trips with numerous leaders, the technical skills required can be possessed collectively, but redundancy is strongly encouraged.

All trip leaders and trip participants on sanctioned ACC trips are covered by comprehensive liability insurance (see Section 3.3). 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.

The process of organizing trips can be divided into three phases, which each having their own list of duties to perform and. These phases are: pre-trip, trip, and post-trip, and they are described below.

1.2.1. Pre-Trip Phase:

The pre-trip phase consists of three major stages that span across the whole phase.

Trip Organizing (recommended 12-1 month(s) prior to trip)

- Choose trips that are within your personal limitations/comfort zone, and be prepared to commit the time required to organize and complete the trip.
- 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.
- Determine required gear list for the trip (personal and group) (see Section 4)
 - Make sure the appropriate leader's gear is arranged (see Section 2.1)
 - For ANY trip rated moderate or difficult scrambling, climbing or summer trips involving glacier travel, all participants and the leader must wear helmets. Participants must have an avalanche transceiver, shovel and probe (see Section 3.4) for all backcountry ski trips and for ice climbing trips that are in or may cross avalanche terrain (see Section 4).
- Submit the trip proposal to the Activity Committee for approval (See Section 4).
- Recruit additional trip leaders that have the required skill set for the trip. Recruit enough leaders to satisfy the leader to participant ratio based on the desired amount of participants (see Section 1.1.1).
 - If the trip requires splitting into groups due to terrain or conditions, make sure there are enough leaders with the required skillsets to do so.
 - If the number of leaders on a trip exceed the required amount (based on the ratio guideline), the extra leaders will not be eligible for a leader expense claim nor gain credits towards the cORe program. However, if they are actively participating as a leader on the trip, they do not have to pay the trip fee.
- Organize group accommodations for the trip.
 - Group accommodations often add to the trip experience (especially for new members) and can simplify trip logistics in some instances.
- Book preliminary group gear if a large group gear rental is being organized.
 - Example: If an ice climbing group gear rental is occurring, book some crampons and tools in advance to ensure they are held (rental can be modified later).
- Determine an alternate option for the trip in case weather or mountain conditions make the original trip plan unfeasible.

Trip Registration (recommended 3-1 month(s) prior to trip)

- Advertise the upcoming trip to the section (through e-mail, website, and Facebook) including all the trip details and indicate when registration opens.
 - It is recommended that trip registration occurs at least 2 weeks after it is posted.
- Open up trip registration. This can be done through e-mail, but is preferably done through the on-line registration system.
 - 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.
 - Depending on the difficulty and length of the trip, it is in fairness to everyone involved to select a group of people that are reasonably close together in fitness and ability. While it is difficult and seems unfair to turn people away, the comfort and safety of the entire group must be considered.
 - During registration, try to evaluate how suitable the participant would be for the trip. If you or fellow leaders are unfamiliar with the participant, ask questions on their past experience and trip expectations to gauge their compatibility.
 - Don't inform applicants that there are open spots if there are, but rather let them know you are finalizing the trip numbers and details and will let them know by a certain date if they are on the trip (after you have screened them).
 - If desired, you can get the participant to fill out an application (Section 4).
 - Whenever possible, allow beginners and/or people with less skills to come on trips if it doesn't affect safety or group dynamics.
 - Friends and family of leaders do not get priority on trips, but each leader is allotted one guest spot on the trip if desired.
- Collect trip deposit/full fee, either by cheque or e-transfer to the leader/organizer or directly through the website during online registration (see Section 1.2.4).
- Create a waiting list of suitable applicants to take any vacancies that might arise
- Ensure that all participants are or will be members of the Saskatchewan Section of the Alpine Club of Canada, or of any section if the trip is opened up. Member Services Coordinator or Section Chairperson can confirm membership.
 - 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.
- If any participants are under the age of majority, refer to the ACC policy for persons under the age of majority for additional information (see Section 4)
- Determine what participant gear is required by (club or rental) and modify group gear rental if requires or direct participants to other rental sources if required/desired.

Last Minute Tasks (recommended 14-1 day(s) prior to trip)

- Help with arranging carpooling amongst the leaders and participants.
- Send out a copy of the waiver form a week or so ahead of the trip and ask participants to read and understand it prior to meeting for the trip.

- Send out a copy of the medical form a week or so ahead of the trip and ask participants to complete and return it.
- Make sure that all participants have paid their trip expenses in full or else inform them that they will be removed from the trip if they do not immediately pay.
- Double check that everyone has a current ACC membership (Member Services coordinator or Section Chairperson can provide an up to date membership listing).
- Ensure that all participants have (or have arranged) the correct equipment with them before leaving home.
- Ensure that all the group gear is arranged.
- Provide a trip itinerary to a responsible contact person (or register with Parks) and check-in after the trip.
- Bring hardcopies of the Waivers and Field Accident Report form
- Bring hardcopies or electronic version of Daily Hazard Assessment forms and Incident Report form.
- Check weather forecasts and current mountain conditions and determine if the alternative trip plan will be required.

If for some reason, you cannot lead a trip you were scheduled for try to find a suitable replacement leader if possible. If this is not possible, the trip should be postponed or cancelled.

1.2.2. Trip Phase:

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

Skilled group management leads to a more successful and safe trip. Energy and attention to group management in the early parts of a trip reduce the overall effort for the trip leader's day. Recovering from poor group management can be difficult and time consuming.

Start of the Day/Trip

- Leaders meeting should be held at the start of the day (and potentially at the end of the day) to discuss the day's objective, weather and conditions, and go through the daily hazard assessment for each location.

The Section Daily Hazard Assessment form for summer and winter can be used to guide the agenda of the leader meeting. Following are some main points that might be contained in most leader meeting agendas:

- Local weather observations
- Weather forecast
- Observations of local conditions
- Snow stability analysis and forecast
- Avalanche hazard analysis and forecast

- Identification and assessment of other hazards
- Assessment of participant desires and abilities
- Assessment of leader desires and abilities
- Leader assignments

- Ensure that everyone has read and signed the waiver (see Section 3.1 for the waiver administration protocol) and completed the medical form (if someone has indicated they require certain medications, privately inquire if they have them)..
- Conduct an equipment check. Depending on the experience level of the group, you may be able to verbally check or require visual check to ensure that participants have the proper equipment. Consider checking the following;
 - Personal climbing equipment they own or have rented.
 - Adequate food and water for the day. Note: many novices are unaware of their water needs and may bring or use less than expected.
 - Sunglasses and sunscreen.
 - Warm/waterproof clothing if cold temperatures or precipitation are expected.
 - Verify that everyone has the appropriate avalanche protective gear (see Section 3.4) and test each transceiver at the beginning of each ski or ice climbing day when required.
- Before starting the day's objective, it is helpful for leaders to conduct a briefing with participants. Consider including the following:
 - Introduce the leaders, including leaders that may be away from the group.
 - Having the participants introducing themselves and their goals.
 - Describing the activities for the day.
 - Describing the anticipated weather and weather hazards for the day.
 - Describing in general terms the hazards in the day and the participants' role in the risk management process. Keep the safety briefing in general terms.
 - Environmental concerns including places for bathroom breaks.
 - Self maintenance tasks they should be doing (food, water, sunscreen, bathroom breaks, etc.) and the time allotted for those tasks.
- While travelling in a group, consider the following:
 - Efficient group travel brings the group to the climbing venue more efficiently. Brief the group on the distance, time, and terrain to expect on the walk.
 - Setting a slow and steady pace.
 - Assigning a group sweep – often another leader or a reliable participant.
 - Redistributing loads as needed.

During the Day/Trip

- 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 competent leader(s) are with each group and specify a time and location to regroup at. If scouting around while route finding, stay within shouting distance of the group.
- Assign a competent tail-person to ensure everyone is okay. Depending on the situation, it may be prudent for them to have a communication device.

- Have participants wear their helmets whenever it is required.
- Make safe and prudent decisions when it comes to weather, turn-around time, and avalanche terrain. There are no prizes for show-offs or “summit-or-die” types.

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!!

1.2.3. Post-Trip Phase:

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

- Report any accident or incident incurred on your activity to the Saskatchewan Section Chairperson (see Section 3.2).
- Ensure that the signed waivers are provided to the Section Secretary. It is important that the ACC retain these forms for a minimum of seven years.
- Complete the Section Trip Report form (see Section 4) and submit it to the Activities Coordinator.
- Write a report on the trip (or have one of the participants do it) and submit it to the Prairie Pitch blog! This is an important part of keeping the membership interested and active!

1.2.4. Trip Expenses

While organizing a section trip, the following expenses can be encountered.

- **Trip Fees** are used to reduce the costs incurred by section trips due to reimbursements made to the trip leaders. The trip fee is generally \$20, but some trips are run as cost neutral and so the trip fee is customized to the budget of the specific trip. Leaders do not pay this fee.
- **Accommodation Fees** are charge if group accommodations have been organized.
- **Gear Rental Fees** are charge if a group gear rental fee is arranged.
- **Group Meal Fees** are charge when a catered group meal is organized.

A deposit of \$20-\$50 (depending on the anticipated total trip cost) should be collected during registration or shortly afterwards. A participant’s spot on a trip is only guaranteed after the deposit has been received. Payment can be made directly through the online registration or by cheque or e-transfer sent to the organizer (which are forwarded to the treasurer). If additional money is owed, participants should be asked to pay the outstanding balance before the trip occurs. Payments made through the online registration system will be charged a percentage based fee and so organizers should try to minimize the amount processed.

If any participants owe the section money after a trip (which shouldn't happen if the above process is followed), it should be noted in the trip report form and they will not be allowed on any future section trips until they have paid their outstanding debt.

If a participant is unable to participate in the trip, their deposit/payment can be fully refunded if another participant is able to take their spot or partially refunded if their accommodation and gear rental fees can be cancelled (they would still owe the trip fee because the number of leaders selected for the trip is related to the number of planned participants).

Typically, the organizer will temporarily cover the costs of the accommodations and gear rental until they can be reimbursed by the section treasurer once the receipt is provided.

1.3. ACC Facility Booking for Section Trips

ACC Section bookings are bookings of ACC huts and buildings made by Section Trip Leaders and/or organizers. The Section Activities Committee must sanction these trips, list them on the Section's trips schedule, and the trips must be open to Section members.

1.3.1. Section Trip Advance Booking:

- For most huts, ACC Sections may book up to 13 months in advance of the first day of the booking.
- One trip leader will stay for **free** at the hut.
- Facility member rates will apply to all other participants.

1.3.2. Section Trip Cancellation:

- No deposits are required when making a booking.
- Changes to bookings can be made up to 72 hours before the start date of the trip at no charge.
- Any cancellations made within 72 hours or on the day of travel will incur a 50% cancellation fee.
- Minor changes to the booking will be accepted within the cancellation period (i.e. if one or two participants drop out). This does not apply with exclusive bookings.
- Refunds will be granted within one day of the booking when travel conditions to the hut are unsafe. Examples of unsafe travel would include high avalanche hazard, bear warnings, extreme cold, etc. Refunds due to inclement weather are not granted.

1.3.3. Special Exemptions

The above guidelines apply to all ACC facilities except for:

- *Lake O'Hare - Elizabeth Parker Hut (summer)*
- *Fairy Meadow - Bill Putnam Hut (winter)*
- *Kokanee Glacier Cabin (winter)*

Elizabeth Parker Hut Summer Bookings

- All or part of the hut can be booked, but each section is limited to a maximum of 165 member nights or seven continuous nights.
- Booking of the hut is done through two lotteries.
 - Advanced lottery for ACC Sections (~end of September). Contact Section Chair for more information.
 - General lottery for everyone (~mid November). Refer to ACC National website.
 - In the unlikely event, spots are still available after the lottery, contact the ACC National Office for bookings (~mid December).

Fairy Meadow Hut and Kokanee Glacier Cabin Winter Bookings:

- Booking of these huts are done through two lotteries
 - Advanced lotteries for ACC Sections (??). Contact Section Chair for more information.
 - General Lottery for everyone (~early May for Fairy Meadows, ~late May for Kokanee). Refer to ACC National website for more information.

1.4. 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 Saskatchewan 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 organizer. Participants should find out the requirements and demands of the trip well in advance by asking the organizer and researching the trip in guidebooks and other literature. Further guidelines for participants are listed below.

- Be prepared to complete a waiver form.
- You must be a member of the Saskatchewan Section of the Alpine Club of Canada to join a trip.
- Sign up for trips that will challenge you, but are not beyond your abilities. If unsure, ask the trip organizer and tell them your experience and fitness level. People inexperienced in the mountains should start with easier trips.
- Learn about the trip before you attend (which route, number of kilometers, amount of vertical gain/loss, type of terrain, length of day, etc.).
- Give as much notice as possible to the trip organizer if you are unable to go on the trip. There are often waiting lists of other members who would like to go. If you do not provide enough notice of cancellation for your spot to be filled, your trip deposit will not be refunded.
- Ensure that you have the right equipment and that it is in good repair.
- For winter trips, ensure that you are using a digital avalanche transceiver and that it is in good working order. Single antenna/analog transceivers are not acceptable.
- Bring your helmet on all moderate and difficult scrambles and all climbing trips. Leaders may ask you to bring your helmet on certain ski trips as well.
- Be prepared to contribute to the trip and carry part of the group gear (ropes, etc.).

2. Trip Leaders

Section trips are one of the core functions of the Saskatchewan Section. These trips wouldn't be possible without the volunteering effort of countless trip leaders. This section outlines the responsibilities and expectation of the leaders as well as incentives available to them.

2.1. Leader Responsibilities

As a leader, your objective is to help participants have a great day in the mountains and it is your responsibility to do so in the safest way possible. ACC leaders are not guides, but they are volunteers who have the experience, technical skills, and the willingness to take fellow section members on mountain adventures.

2.1.1. Trip Organizational Structure

Trip leaders should consider the ideas and opinions of the participants when determining the daily objectives, however the leaders have the final say in all decision.

A private leaders meeting, should occur to make a decision in situations when a consensus between the leaders isn't initially reached. During the leaders meeting, leaders with more technical experience pertaining to the current decision have more weight, but the final decision is with the overall trip technical leader. It is important that disagreements between leaders are not shown in front of participants, as it will lessen the trust the participants have in the leaders. This is especially important in adverse condition situations.

If a participant disagrees with the leader, and does not want to follow the recommended course of action, he/she always has the option of leaving the group (if it is safe to do so), but now assumes responsibility for his/her own safety and acknowledges that he/she forfeits the ability to join another section trip.

2.1.2. Participant Comfort

Trip leaders have a role to play in participants' physical and mental comfort. Physical comfort is related primarily to equipment, food and shelter. Inadequacies of these basic needs can result in illness or injury which compromise the safety of the participant either directly or indirectly.

Assessing physical comfort is often simpler than determining mental comfort levels, but mental comfort is just as important as physical. Fear and stress can be debilitating as cold or other physical factors. A calm, confident, and rational attitude on the part of the leader helps participants overcome fear, doubt, or other types of stress and builds participants' confidence in the leader.

Some ways to increase a participant's comfort include:

- Psychological support at the first hint of fear or intimidation,
- Helping the participant physically, by doing more of their work and generally making things easier,

- Increase/improve communications,
- Increase their perception of safety: for example, more protection at anchors when leading, even if not strictly necessary,
- Stay positive,
- If appropriate, give the participant more to do rather than less so their mind is occupied and they feel a useful part of the team.

2.1.3. Travelling and Pace

All section trips involve group travel at some point, whether it be a 10 minute approach or a 15 hour epic. These general guidelines should be considered when travelling in a group:

- Discuss what the objective is, how long it will take to get there, any potential hazards that may be encountered, and what the general pace will be.
- Keep the group together and utilize a tail sweep to ensure no one gets separated.
- If the group must be split up for some reason (e.g., terrain, conditions). Make sure that each group is led by a competent leader or participant and that each group knows where and when they will re-group.
- If it is difficult to keep the group together and keep everyone in visual contact (e.g., bushwacking, tree skiing), use the “buddy system” to pair people up and get them to watch out for each other.
- It is advisable to encourage participants to stretch and warm up before beginning activity and to keep the pace relaxed during the first 10-15 min of moving to ensure everyone is adequately warmed up and their clothing is adjusted properly.
- If the schedule allows, aim for taking 5-10 minute breaks every hour, in addition to a lunch break. Encourage people to eat and drink throughout the day, and to put on extra layers (if need be) during breaks.
- Remind participants that going ahead/leaving the group will not be tolerated. You may gently and diplomatically remind people who race ahead once or twice that the group needs to stay together. If the person continues to ignore this, a stern warning should be issued, and additional offenses should be documented and referred to the section executive, for possible future action against the participant (e.g., banning them from future trips).

Pacing is an often overlooked part of leading, but it is one of the most important roles of a leader. Proper pacing is determined by several factors, which include distance, terrain, group fitness, and weather. The proper pace has everyone moving at a comfortable level of exertion, which allows the pace to increase temporarily if hazards exist or develop (i.e. traversing rockfall or avalanche paths or a storm) and/or to continue for a longer duration than initially planned. A proper pace greatly reduces the risks of fatigue related injuries. Another benefit of proper pacing is that it keeps the group together which prevents anyone from getting lost and allows any potential issues or injuries to be identified quickly. The leader should have the outlook of “it’s better to start slow and pick up the pace than to start fast and pick up the pieces”. Assessing the proper pace is challenging and requires constant group interactions to assess everyone’s physical abilities and levels of exertion (don’t be tricked by the fit and keen participants nipping at your heels).

2.1.4. Communication

The quality of communications directly affects the ability to maintain reasonable margins of safety. Every effort must be made to ensure that communications with participants are precise, positive and understood. This is especially true in situations when providing instructions that relate to safety and when conditions make communications difficult. Following are some means for maximizing effectiveness of communication:

- Make your communications positive – say what people should do rather than what they should not do
- Ensure participants can hear you before giving information
- Break information into smaller chunks and provide those chunks at times when they are pertinent
- Ensure that participants have received the message (“Did everyone hear?”)
- Ensure that participants have understood the message (“Do understand what we need to do here?”)
- Ask for confirmation in extreme cases (“Tell me what you will do when we get into the trees.”)
- Make sure you analyze and understand the situation before offering advice
- Provide positive encouragement and coaching tips
- Stay within sight of participants whenever possible

2.1.5. Coaching and Tips

Coaching and providing tips are a large part of any trip. Coaching will:

- Speed up progress by showing the fastest and easiest way
- Increase efficiency and decrease fatigue by improving technique
- Maintain communications between leaders and participants
- Improve participants’ physical comfort by minimizing the chance of discomfort (e.g. tired arms from poor climbing technique, slipping while descending steep slopes)
- Improve participants’ psychological comfort by helping them focus on the task at hand (e.g. making the hard moves on a climb, linking turns in poor light)

Don’t wait for a participant to ask for help. Consider coaching or giving tips when:

- Inefficient/inadequate technique is observed
- When conditions change (e.g. ice becomes brittle, windcrust in snow)
- When the route is difficult to see
- At difficult sections
- When unusual or seldom used techniques are required (e.g. crack climbing.)
- When time is an issue and you need to speed up

2.1.6. Incident Management

- If a participant becomes sick, unfit or slightly injured, the leader has the option of asking a competent leader or participant to stay with (until the group returns) or head back slowly with that participant.

- If there is a serious injury, apply immediate first aid, and try to ensure the safety and stability of the participant. Make the best decision possible about evacuating the person and/or going for help. Victims with head, neck or spinal injuries should only be moved by trained rescuers using appropriate equipment. Typically, victims of stroke, heart attack and/or internal injuries should not be moved unless absolutely essential.
- If someone needs to go for help in the event of an accident/injury, send out **two** competent leaders or participants who are not required for the first aid support. No one should be sent out alone, unless absolutely necessary. Those going for help should have all the information they need – preferably written down – including an exact location (a GPS is helpful here), condition of the injured participant, and the groups' plans (i.e., moving vs. staying put).

2.1.7. Environmental Responsibility

- Leader should do everything to make sure that your group is environmentally responsible (e.g., does not litter, removes human waste if appropriate and possible, encourages participants to avoid urinating near water sources, avoids sensitive alpine environments, etc.).

2.2. Technical Guidelines

2.2.1. General Equipment Guidelines

Exact choice of equipment depends on the type of activity and the trip leader. Trip leaders must be knowledgeable and familiar with the equipment and its use, which allows for proper selection and utilization of equipment for the given situations. Trip leaders should use professionally manufactured equipment whenever practical. Application of equipment modifications (if any) should meet manufacturer's specifications.

- Equipment is to be kept in good repair and its conditions assessed regularly.
- Equipment deemed unsafe is disposed of and/or marked in such a way that it will not be used in situations unsuited to its conditions.

How is strength of climbing equipment measured?

Most climbing strengths are indicated in kiloNewtons (kN), which is a measure of force (some manufactures still use pounds (lb), 1 kN = 225 lb). In terms of climbing, an average climber with gear standing on the ground, exerts 1 kN (to the ground), while the same climber taking a large lead fall could exert 6-8 kN to the rope (if the climber takes a small fall on a static leash, the force can easily exceed 20 kN).

How strong do climbing systems (equipment) need to be

Climbing systems are designed to have a safety margin of twice the force at which the body fails; in other words 11 kN (force at which body fails) x 2 = 22 kN. However some climbing equipment is *barely* strong enough for the potential forces generated in a fall. Hence depending on the material, duplication is required to achieve the necessary strength and safety margin. Materials such as single ropes, locking carabiners, and webbing/slings usually don't require duplication in climbing systems.

Who rates and certifies climbing equipment?

The International Union of Alpinist Associations (UIAA) is an international federation composed of climbing and mountaineering organizations that promote all aspects of mountain sport, culture, environment and safety. The UIAA was the first organization to test and rate climbing safety equipment. The European Commission mandates the European Committee for Standardization (CEN) to set the European Standard (EN) for all climbing and mountaineering equipment. Depending on the standards revisions, some UIAA standards are more stringent than CEN. In North America there is no equivalent standards for climbing equipment, however the National Fire Protection Association (NFPA) sets standards for rescue equipment. Any piece of equipment that has passed the standard will display the UIAA or CE (European Commission) insignia. The number that follows CE refers to the testing facility and the number following EN refers to the testing standard.

Common equipment ratings

- **Carabiners** (EN 12275) Any carabiner that has passed the EN testing will exceed 20 kN along the major axis with gate closed (except ovals @ 18kN) and 7 kN gate open and minor axis (except oval @ 5kN gate open and HMS @ 6kN gate open).
- **Harnesses** (EN 12277) All Harnesses bearing the UIAA or EN stamp will have passed a minimum of a 10kN headfirst and 15kN feet first force. Belay loops are tested to 15 kN
- **Dynamic Ropes** (EN 892) Dynamic ropes are tested for impact force, sheath slippage, knotability, dynamic and static elongation, number of falls held and edge resistance. Dynamic climbing ropes do not indicate breaking strength.
- **Low-stretch Rope** (EN 1891) Low-stretch or semi-static ropes are intended for different applications than dynamic climbing ropes and hence are tested according to different criteria and standards. Applications include: mountain rescue, rappelling, tag lines, caving, canyoneering, and industrial settings.
- **Slings** (EN566) The CE norm for sewn tubular webbing is 22 kN. Sewn is stronger than knotted webbing.
- **Accessory Cord (NYLON)** (EN564)
 - 6mm 7.2kN
 - 7mm 9.8kN
 - 8mm 12.8kN
- **Webbing** (Non-sewn) (EN565)

| | | |
|-----------------|------|-------|
| ○ Nylon Tubular | 15mm | 15kn |
| ○ Nylon Tubular | 20mm | 20kn |
| ○ Nylon Tubular | 26mm | ~26kN |

2.2.2. Anchor Guidelines

Anchors may incorporate a single piece or several connected pieces. Anchors can be constructed in various ways. In all cases, desirable characteristics of an anchor are that it:

- Be able to withstand the potential loads it will be subjected to
- Be as simple as possible
- Be quick to setup and dismantle

- Require a minimum of equipment
- Maximize strength by distributing load as effectively as possible
- Be easy to work with and convenient

Anchor Configuration Criteria - SERENE

Solid (or strong)

Equalized Integrity: quality of rock, quality/size of protection

Redundant

Efficient

No

Extension

ERNEST and IDEAL are other common anchor configuration criteria acronyms.

This handbook outlines some basic anchor set-ups that are primarily used in Saskatchewan Section trips. This is not an exhaustive list and leaders are encouraged to learn about other systems. These anchor systems are described specifically in terms of top rope settings. They can also be used in multi-pitch application, but that is not covered in this handbook.

1. Multi-point anchors

These are anchors that are built on two or more anchor points (e.g. bolts, screws, trees). The hardware guideline for multi-point anchors on Saskatchewan Section trips uses non-locking biners to attach the sling/cordellette to the anchor point and then two same sized biners (one must be a locker) to attach the rope.

1a. Master Point Anchor

A master point anchor is created with a single long sling or looped cordellette that is clipped to each anchor point. Each loop of sling (or cordellette) are pulled in the direction of the expected pull to equalize each strand and then a knot (overhand or figure eight) is tied in the end. The knotted loop at the end is the master, which is where the rope carabiners attaches for top roping and rappelling .

- Pros: Minimal extension, works well for three anchor point systems.
- Cons: Impossible to truly equalize, difficult to predict direction of pull.

1b. Sliding X with Limiting Knots

A sliding X anchor allows the direction of pull to change, while keeping the system somewhat equalized (perfect equalization is challenging due to friction). This system is beneficial when the direction of pull will be changing or when it is very difficult to assess the actual direction of pull. This system can only be used in two anchor point (i.e. bolts) situations. Limiting overhand knots are added to decrease the extending potential of the system. The locations of the limiting knots decide the range of pull directions that can be equalized, and the potential amount the anchor can extend.

- Pros: Better equalized, accommodates a range of pull directions.
- Cons: Large extension potential, only for two anchor point systems.



Master Point Anchor



Sliding X with Limiting Knots

2. Single Point-Anchors

Trees are the most common single-point anchor, consider using them if:

- Well rooted in solid material and very large diameter. (If it's a large tree push it back and forth to see if it is well rooted or ready to fall over. Is the tree alive or dead?)
- Incorporating other points would result in a less effective anchor.
- The loads going to pull in a predictable manner and direction.

The hardware guideline for single-point anchors consists of an adequate length sling/cordellette/webbing and two same sized biners (one must be a locker) to attach the rope.

2a. Long Double Sling/Cordellete

Sling or loop of cordelette is looped around a tree and clipped together with the rope biners. Ideal for small trees and/or long slings, but the angle between the legs of the sling must be less than 25° to reduce the possibility of three-way loading on the biner.

2b. Long Double Sling/Cordellete with Master Point

To create a master point, the sling or loop of cordelette/webbing taken doubled around the tree and tied off in an overhand or figure eight knot. The master point eliminates the three way loading potential.

2c. Wrap Three / Pull Two

This configuration is the way to get the most of your rope or webbing sling. The knot is effectively removed from the equation as it is a full wrap around a tree away from where the load is applied. The load is shared between two webbing slings with little angle and no three way loading problems.



Long Double Sling



**Long Double Cordelette
with Master Point**



Wrap Three / Pull Two

2.2.3. Knot Knowledge

Leaders should be familiar with a range of knots and hitches and know how to tie them. The tying of each knot and knowing its pros and cons are left for other resources, which leaders are encouraged to review.

The knots most applicable for section trips are:

- Overhand
- Figure Eight (on a bight and follow through)
- Double Fishermans
- Girt hitch
- Clove hitch
- Prussic
- Munter

2.3. Gear Requirements

The Saskatchewan Section has a limited number of group gear that is available for leaders to use on section trips. The gear includes ropes, ice screws, trad rack, mountaineering crampons, ice axes, harnesses, helmets, and first aid kits. Leaders using any of the section gear must know how to use them properly. Leaders are to supply the rest of the required gear for trips and make arrangements with the trip participants to bring the required gear.

2.3.1. General Gear

Regardless of what kind of trip you are leading, the leaders collective must have the following gear:

- First aid kit (sufficient for the group size)
- Repair kit (applicable to activity)
- Some form of shelter for at least 2-5 people (e.g. tarp, tent sack)
- The “Ten Essentials” (the remaining items)
 - Map, compass, sunglasses, sunscreen, extra clothing, headlamp, matches or lighter, knife, extra food, extra water
- Pen and notebook

- It is highly recommended to take at least one form of communication device (e.g. VHF radio, SPOT device (or PLB), or satellite phone). A cellphone can be used only if the area is known to have reliable cell coverage.

If the groups might be split up during the trip, the leaders in each subgroup must collectively have this gear.

2.3.2. Anchor Gear

It is expected that **each** leader brings a standard anchor kit for section trips where top-rope climbing (ice/rock) is planned. The recommended standard anchor kit differs based on the type of anchor built (see Section 2.2.2), but in general it is comprised of:

- 2 Bolt Anchor
 - 2 non-locking biners for anchor
 - Double-length sling (120 cm) or cord (2.5 m)
 - 2 biners (at least one is locking) for the rope
- 3 Screw Anchor
 - 3 non-locking biners for screws
 - 240 cm sling or cord (5-6 m)
 - 2 biners (at least one is locking) for the rope
 - ** If melt out is an issue, several horizontal or vertical Abalakov (v-thread) anchors connected with independent or self-equalizing systems may be the best solution, especially for top roping.
- Tree Anchor (alive, good roots, and at least thigh diameter)
 - Webbing or cord (5 m)
 - 2 biners (at least one is locking) for the rope

The section has a selection of ice screws and traditional protection pieces that can be used. In some instances, leaders will have to provide their own screws, trad gear, quick draws, etc. to augment the club gear.

2.3.3. Scrambling Gear

For all moderate and difficult rated scrambling trips, participants are required to wear a helmet. The leader can also require all participants to bring a harness and or ice axe. Additionally it is recommended that the leaders bring the following group gear:

- Short section of rope (e.g. 25-30 m)
- A couple slings/webbing
- A small selection of biners
- Belay device or HMS biner (and know how to Munter belay)
- A small trad rack (if they know how to place gear)

2.3.4. Ropes

The section has a selection of communal ropes that are to be used on section trips. The use of these ropes is overseen by the gear manager. In some instances (i.e. all section ropes are being used or half ropes are required), leaders might have to use their personal ropes on section trips, but would be eligible for reimbursement (see Section 2.4).

2.4. Trip Reimbursements

Trip leaders are eligible to claim reimbursement for trips they volunteered for. The purpose of the reimbursements is to offset the costs incurred by the leaders due to vehicle wear and tear, accommodation, and regular wear and tear on their personal gear. The reimbursement amounts are as follows. If the number of leaders on a trip exceed the required amount (based on the ratio guideline, see Section 1.1.1), the extra leaders will not be eligible for a leader expense claim nor gain credits towards the cORe program. However, if they are actively participating as a leader on the trip, they do not have to pay the trip fee.

2.4.1. Mileage

- Leaders can claim 5¢/km for the round trip distance travelled between their home and the location of the trip's accommodations (determined by the Activities Coordinator from Google Maps) if they take their own vehicle to cover wear and tear on their vehicle.

2.4.2. Honorarium

- Leaders can claim \$25/night as an honorarium during section trip (max of 3 nights).
 - Typically the night before each day of activity and the night after the last day of activity **IF** it is a full day can be claimed. Leaders deciding to stay after a half day of activities for personnel reasons can't claim that night.
- This amount also accounts for wear and tear of leader's personal gear (biners, slings, etc) that they are expected to use on trips (see Section 2.1).

2.4.3. Ropes

- Leaders can claim \$10/day for their ropes being utilized on a club trip when required. Leader's ropes should not be used if a section rope is available.
- Leader's ropes should be in a good state of repair.
- If a leader's rope is irreparably damaged during a section event, through no fault of the leader, the leader may be reimbursed the prorated value of the rope based on its age and prior wear. Providing a rope use log is recommended.

Expense claims forms will be distributed to the leaders with the claimable amounts indicated after the trip by the Activities Coordinator based on the information contained in the submitted Trip Report (i.e. no submitted report, no reimbursements). Completed forms are to be submitted to the Activities Coordinator. Some sections trips might have the leader reimbursements worked into the trip fees (e.g. General Mountaineering Trip), and in these situations, no expense claim would be submitted.

2.5. Training and Development

To ensure a level of safety on all Saskatchewan Section trips, leaders are required to pursue informal and formal training in a range of technical skills that are suitable for the mountain environment.

It is highly recommended that all leaders have up-to-date First Aid/CPR Certification (preferably a min of 16 hrs Wilderness First Aid) and that winter trip leaders have taken an avalanche safety training (AST) course. Leaders doing trips on technical terrain should ideally have training for their specific activity (rock rescue, crevasse rescue, advanced avalanche training, glacier travel, gear placement, ice/mixed climbing, alpine skills, etc).

2.5.1. Training Courses

The Leadership Committee of the Saskatchewan Section will directly organize and/or help facilitate training courses for section leaders, organizers, and members. These courses can cover a wide variety of subjects (e.g. Summer and Winter Leadership, Rock Rescue, Crevasse Rescue, Avalanche Safety Training, CPR, First Aid, Navigation, Weather Forecasting, Performance Climbing, Ice/Mixed Techniques). Leaders are encouraged to recommend courses they would be interested in taking and are encouraged to help organize them if possible. Training courses should be taken through accredited ACMG/IFMGA guides.

2.5.2. Volunteer Incentive Program (VIP)

The Saskatchewan Section has an incentive program to encourage and assist section volunteers in pursuing their leadership and skill development.

Guidelines:

- Applicant must be current, active Saskatchewan Section volunteer that is a good representative of the section and abides by its principals.
- Grant monies will be issued for educational courses that benefit 1) the section, and 2) the individual.
- Eligible courses are to improve soft and/or technical skills that enhance the volunteer's abilities in regards to contributing to Saskatchewan Section trips
 - Purely guided trips are not eligible.
- The applicant must contact the Leadership Coordinator in order to apply for a VIP grant. The Leadership Committee will review each grant and will present their recommendations to the Section Executive for final approval.
 - Applicant's histories of volunteering and previously awarded grants are factors in the review process.
 - Grant amounts can be up to 50% of the course cost and will depend on the nature of the course, the applicant, and the financial status of the section.
 - VIP applications are encouraged to apply before the training occurs.
 - Grant monies will be issued after successful completion of the course (proof of completion may be required).
- Grant recipients are obligated to continue volunteering after a VIP grant has been awarded in order to return the section's investment in them.
 - For every \$50 of grant monies awarded, the recipient is required to volunteer as a trip leader for a day or organize a section trip.
 - Volunteers are encouraged to volunteer for activities that are most applicable to the reimbursed course.

- Volunteering time prior to the grant cannot be counted as the required volunteering, but this time will be considered during the application process.

2.5.3. 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 Saskatchewan Section will reimburse 50% of the program cost to Saskatchewan Section members who attend.

Guideline:

- Applicants must be current, active Saskatchewan Section volunteers.
- There must be a commitment from the applicant to continue active involvement in the section.
- The applicant must gain approval from the Leadership Committee to apply for the program.
- The applicant must apply through the ACC National for acceptance to TNF program as outlined on the ACC National website.

Find out more about The North Face Leadership program on the ACC National website.

3. Supplemental Information

3.1. Activity Waiver Administration

Waiver policy is based on the ACC's Nation Office policy and it applies to all Saskatchewan Section's Trip Leader. These instructions are to be known by all section leaders and applied when waivers are signed on all section trips. 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 from the ACC National site.

3.1.1. Waiver Administration

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

How to get waivers signed properly

Instructions you may need to give to Participants:

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

Instructions for Trip Leaders:

Trip Leaders must know and understand the details that must be followed when having participant's complete waivers. Not doing any of these may negate the waiver.

- 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.
- Waivers can only be signed in blue or black ink (it is a legal document)
- Participants must be advised:
 - That the waiver is a legal document, needs to be read in full and understood

- That they must not rush through reading the Release - leave themselves ample opportunity to read and understand its terms in advance of their chosen activity.
- Of some of the risks and they must be willing to accept
- That they must understand that they are waiving some rights by signing
- That signing of the waiver must be witnessed, by a trip leader/organizer
- If they refuse to sign the Release, they will not be able to participate in the chosen activity.
- Participants must not:
 - Feel pressured to sign
 - Change the Release in any way and it must be signed “as is” as a condition of participating in the proposed activity
 - Be under the influence of drugs or alcohol
 - Be underage
- Before signing the following questions **must be asked** of the participant:
 - Have you read the waiver?
 - Do you understand the waiver?
 - Do you have any questions?
- Participants may now sign the waiver in your witness.
- If they sign it without you seeing them sign it:
 - You must then ask: “Is this your signature?”
- 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.

3.1.2. What to do with the Release(s) after signing

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

3.2. Incident Management and Reporting

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:

3.2.1. 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.

3.2.2. Complete an incident report

The trip leader or other designated individual must contact the Chair of the Saskatchewan Section as soon as possible regarding the incident. 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 Waiver(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 more than 3 weeks after the incident.

3.2.3. Post Incident Debrief Process (adapted from: ACMG)

The aftermath of a significant incident in the backcountry can be extremely difficult to deal with, both from a trip participant and a personal perspective. Although ACC leaders are not trained as professional counselors, we have a commitment to help our trip participants and ourselves work through the initial psychological stages that typically follow a serious accident.

What constitutes a significant incident?

Different people will react differently to the same incident. The process is designed to help you determine how far to follow through, but your own judgment, based on the responses you receive, will be the ultimate decision-making tool.

Clearly, a large avalanche that buries one or more members of the group or rockfall that causes bodily harm to you or a participant will require some post-incident dialogue, especially if the injury is serious.

However, here are some trickier examples to ponder:

- A large rock falls and shatters several meters away from a participant. That person is physically unharmed.
- A participant on a rope falls into a crevasse up to his waist and crawls out on his own.
- A group of participants on a day hike is bluff-charged by a grizzly; the bear wanders off into the woods.
- Leading a group of ski-tourers, you trigger a .5 slide and get knocked off your feet, but are not buried.

Although nobody was hurt in any of the above situations, it's crucial that you, as the person who is responsible for the care of the trip participants, attempt to see the incident

through their eyes. A person with less experience in risky activities may develop fear or lose confidence and thus be less likely to function well or enjoy him/herself. Understanding what they have experienced will assist you to help them and will enhance their perception of you as a participant focused trip leader.

The Steps at the Scene

- Take control of the rescue and first aid activities. If you are unable to do so, clearly identify someone else as the lead and provide support where you can. Arrange for evacuation if necessary.
- Ensure that all members of your party are safe from further incident.
- Once everyone is secure, gather group members to reassure them that you are taking steps to manage further risk and to advise them of the plan. People may very well be on edge and will benefit from this reassurance.
- If you intend to return to base, ensure that everyone is clear on the route and what you will be doing to mitigate further risk. Keep people who are most impacted by the event closest to you so you can continue to reassure them. Inform them that you will debrief further once you are safely out of the field.
- If you intend to continue the route or trip, ensure that everyone is comfortable with this decision, making it clear that it's OK to feel nervous or anxious after an injury or close call. Communicate your plan to mitigate further risk.
- You must use your judgment to ascertain whether someone is acquiescing to continuing on because of group pressure or some other cause. If you sense this is true, try to speak with this individual privately to verify this and ascertain the extent of the discomfort or fear. Let them know that it's not unusual to feel anxious in this kind of situation and that their comfort and safety is the priority. Create your plan appropriately.
- Check in with the group regularly. When adrenalin begins to dissipate, injuries (physical and psychological) become more apparent.

At Base

- Upon arrival at base, inform people that you wish to hold an incident debrief after a specified period of time. This will allow time to deal with injuries and permit the uninjured to settle.
- When people are gathered, follow these steps. Ask them:
 1. To state what they saw happen.
 2. To say what it was like for them
 3. To say how they are doing now
- Have everyone respond to #1 first.
- When they are all done, have them respond to #2 and then #3 after everyone is done with #2.
- This rigid-sounding process is used by CISD professionals to help neutralize the situation for people involved in a major trauma. It may seem constrained but there is research that shows it to be effective. It also provides you with a simple method of facilitating the debrief, without having to learn to be a psychologist.

- After they have spoken, validate any feelings of fear or anxiety by telling them that many people feel this way when confronted with a situation that appears out of their control.
- Tell the group what the experience was like from your perspective, both technical and emotional. Be honest with your feelings as much as you are comfortable doing so. People have great respect for leaders who show some vulnerability.
- Ask people what they learned from the incident and tell them what you learned.
- Let people know that you are available to speak privately about the situation any time they wish, but be mindful of your own need to process the event. You can't help someone else if you are in a bad way.
- If the incident is serious enough, consider contacting the Section Executive to bring in a professional to conduct a critical incident stress debrief.
- NOTE: You must use your judgment around how much debrief an incident deserves. Clearly, if a small chunk of ice fell and clipped someone on the leg, you may be able to do a very casual debrief. However, don't assume that, because the incident didn't faze you, it didn't impact others in a more significant way. The only way to have a chance at learning this is to ask.

Long Term

- In a situation that involved a death or serious injury, it is your obligation of the Section to provide members with an option for professional help. If not dealt with, people may undergo a range of serious psychological effects ranging from loss of confidence to guilt to major depression.
- The Section can provide people with a list of professional counselors and encourage them to talk with one of them as soon as possible.
- Think long and hard about whether you need to speak with someone. History has demonstrated that even very confident and competent outdoor leaders may suffer in significant ways after a traumatic event. Don't let your ego wreck great opportunities as an outdoor leader.

3.2.4. Media Relations

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

3.3. Liability Insurance

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

The coverage is in place only when these individuals are engaged in an official Club activity or are acting on behalf of the Club. An official activity could be a Section sponsored outing, the GMC, or a volunteer work party at a hut. The maximum coverage is one million dollars per incident (including any legal costs awarded), subject to \$1000

deductible. There are of course certain exclusions listed in the policy e.g. acts of war, acts of terrorism and nuclear accidents.

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

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

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

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

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

3.3.1. Personal Insurance

In addition to the liability coverage that the ACC provides for its members when they are participating in ACC activities, the ACC sells, through TuGo™ Travel Insurance, personal insurance for trips.

As a broker for TuGo, the ACC offers Emergency Medical Insurance, Trip Cancellation Insurance, Baggage Insurance and more. These policies are available to all Canadians travelling outside their home province within Canada as well as internationally.

If you require medical attention while you're traveling outside of your home province, or outside of Canada, your provincial health care plan may not cover you. The ACC's trip insurance covers air ambulance, emergency medical and many other medical expenses. Climbing, skiing and other backcountry accidents are not exempted (as they are with many insurers).

If you are travelling outside your home province or country and you require an ambulance in the backcountry, you could be charged thousands of dollars. For example, if you are travelling in the backcountry of BC and you require an air ambulance medical evacuation, the BC ambulance service will charge non-BC residents at a rate of about

\$2800 per hour for helicopter time plus other ground ambulance fees. TuGo insurance, sold by the ACC, can cover these expenses.

Many extra front-country medical expenses are included in this policy as well – hospital stays and treatment, physician services, x-ray examinations, medication and/or drugs, rental of essential medical appliances, dental services, family transportation, return of excess baggage, return of vehicle, and out of pocket expenses.

For more information and online quotes, go here: <http://www.alpineclubofcanada.ca/acc-trip-insurance/>

3.4. Winter Outdoor Pursuits Policy

Winter Outdoor Pursuits policy for Saskatchewan Section winter mountaineering, skiing and Ice climbing trips, camps and courses;

- When traveling in known and/or potential Avalanche Terrain all trip participants must carry the following: shovel, probe and approved avalanche transceiver.
- Approved avalanche transceivers are digital, multi-antenna transceivers; (analog and single antenna transceivers are no longer acceptable).
 - Smartphone avalanche apps are not real beacons (single antenna and don't operate 457 kHz) and are not compatible with real avalanche transceivers.
- Section members are expected to know how to operate their transceiver and are encouraged to regularly practice with it throughout the season.
- It will be the responsibility of trip leaders to confirm avalanche potential for the area the trip will be held at.

See Avalanche Canada website www.avalanche.ca for up to date avalanche details

4. Website and Internet Resources

The Saskatchewan Section website and internet have a wealth of resources that can help trip leaders and organizers. Leaders can access these documents through the “Leader Resources” page on the section website.

4.1. Forms

The following forms can be found on the website, under “Leader Resources”. It is the leader’s responsibility to be familiar with these forms, know how to fill them out or administer them, and bring hard copies of them on section trips when required.

- Field Accident Report
- Daily Hazard Assessment
- Trip Leader Application
- Trip Participant Application
- Trip Proposal
- Trip Report
- Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement (i.e. The Waiver)
- Participant Medical Form

4.2. Documents

There is a collection of documents and videos that can be used for leader resources, which are accessed through the “Public Resources” page.

- Parks Canada Avalanche Terrain Rating Documents
- Alberta Parks Avalanche Terrain Rating Documents
- Gear Lists
- ACC policy for persons under the age of majority

4.3. Websites

Weather:

Environment Canada

Weather Network

SpotWx

Mountain Weather

Mountain Conditions:

Avalanche Canada

MCR Reports

5. 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.

Banff National Park

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

Jasper National Park

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

Glacier National Park

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

Kootenay National Park

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

Waterton National Park

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

Yoho National Park

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

Alberta Provincial Parks

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

Coast Mountains

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

Weather

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

Avalanche Info

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

Accommodation

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

BC Provincial Parks

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