



LTC SAFETY POLICY
Leadership Training Committee
Angeles Chapter, Sierra Club
January 2009

ADOPTED
by Leadership Training Committee
Tina Bowman, Chair

APPROVED
by Angeles Chapter Safety Committee
Randall Danta, Safety Committee Policy Coordinator
Phil Wheeler, Safety Committee Chair

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Leadership Training Committee Safety Policy

January 17, 2009

In accordance with the Angeles Chapter Safety Policy, requiring all outings entities to required to keep a current safety policy on file.

A. Name, Activities, and Outings Administration

1. State the name of the entity.
Leadership Training Committee.
2. State the highest level of outings the entity is authorized to conduct (C, O, I, M, E, T).
Highest outing Level is E.
3. Indicate the nature and scope of outings historically conducted by the entity.
LTC snow, rock, and navigation training and checkouts. LTC also conducts lectures and classes (e.g., LTP seminar), which are considered activities rather than outings.
4. Optionally, indicate any changes in scope envisioned for the future.
No changes are envisioned.
5. Indicate if the entity has any special approvals on file for one-leader outings.
None. All LTC outings require two leaders and often involve additional instructors and examiners.
6. State the name of the newsletter (if any), and frequency of publication.
None, although the LTC publishes the *Leader Reference Book* periodically.
7. Indicate the titles and responsibilities of the officers that take part in your outings program.
See Angeles Chapter Activities Schedule.
8. Describe how the outings chair is selected and kept informed on matters of safety.
Outings chairs are selected based on skill and commitment to process the required paperwork in an efficient manner. The LTC outings chair is an experienced leader, often E-rated, with field experience in the types of training, checkout, and provisional outings conducted under the auspices of LTC.
9. Describe how the entity conforms to the recently adopted National Outings Leader Standards.
Leaders are required to be current in OLT 101 and first aid. For MOC-approved rock and snow training outings, one leader must be current in WFA; the other may be current in SFA.

B. Outings Procedures:

1. Describe how waivers and sign-in sheets are handled before, during, and after an outing.
Waivers are signed by each participant at the meeting point. After the outing, the leader sends the waivers and sign-in sheets, as well as participant medical forms when required, to the LTC outings chair. The outings chair sends the waiver/sign-in sheets and medical forms for rock

- and snow practices and check-offs (restricted mountaineering training trips) to the Local Outings Manager in San Francisco, keeping a copy on file for seven years.
2. Describe any training trips led by the entity and how risks to students are controlled.

Navigation, Snow, and Rock training outings are conducted by LTC. Leaders conduct training and checkout under tightly controlled field conditions. Leaders of training outings must be knowledgeable in the subject matter to provide students with the skills and knowledge needed to pass a checkout. At least one of the leaders of a checkout outing must be on the examiner list. Although historically some private checkouts have been conducted, the practice is discouraged. Students at rock and snow training events are required to have some prior experience for rock and snow. Appendices 1-3 include detailed descriptions of Navigation, Rock, and Snow Practices and Check-offs.
 3. Describe any procedures used for restricted trips including MOC coordination.

Restricted outings, such as rock and snow training outings, require approval of the leaders and the outing by MOC.
 4. Detail any special grading systems used, especially for T-rated outings.

The LTC uses the standard COIMET designations recognized by the Angeles Chapter. LTC does not use any T designations.

C. Leader Qualifications:

1. Describe checks used by the entity to assure that leaders are current Sierra Club members.

The LTC Outings Chair checks with chapter's on-line Leader List database.
2. Describe checks used to assure that leaders are qualified to conduct a particular outing (especially those with previous complaints or disciplinary action).

The LTC maintains an examiner list for technical training and checkout activities. On most occasions, outing leaders and assistants are examiners. On rare instances, non-examiners act as assistants or may even lead outings. In these cases, special attention is paid by the LTC Outings Chair.
3. Indicate how the Rules of Conduct and sign-in sheets are provided to leaders before an outing.

In the past, forms were mailed to leaders. Now leaders of outings are expected to download and print the necessary forms from the LTC web site.
4. Describe any special procedures used by the entity to certify leaders of standard (O, I, M, E) rated outings (e.g., the mountaineers list).

As stated earlier, most leaders are listed on the examiner list. The rock and snow examiners are either E-rated leaders or M-rated leaders who have passed the E-level rock or snow check-off. Assistants are also on the list and are in training to become examiners.
5. Discuss how T-rated leaders receive technical training and certification

(e.g. ski mountaineers, river touring).

N/A

6. Provisional leaders: The Leadership Training Program, administered by the LTC, prepares leader candidates to become provisional leaders. When candidates have completed the requirements to become provisional leaders defined in the *Leader's Reference Book*, their names are added to the Provisional Leaders List and included in the chapter's Leader List database. M- and E-level provisional leaders must be approved by the Provisional Lead Committee of the LTC to assure that they have an appropriate amount and level of experience to lead mountaineering outings. Outings led by provisional leaders are sponsored by Chapter groups, sections, and committees, not by the LTC. The assistant leader's evaluation and the provisional leader's self-evaluation of the provisional outing are sent to the LTC administrative chair. When the provisional leader has satisfactorily completed all requirements, including the provisional lead(s), the LTC administrative chair forwards the candidate's file to the Safety Committee for review and certification.

D. Participant Qualifications:

1. Indicate how trip participants are screened to assure that they have the skills required for the trip.

Rock and snow training outings are restricted mountaineering outings. Participants must be Sierra Club members and have basic rock or snow skills (no rank beginners). Participation in navigation training events and check-offs requires no prior experience.
2. Describe any checks used to assure that participants are right for a particular outing (especially those with previous complaints or disciplinary action).

For rock and snow training outings, participants whose experience and skill level are unknown to the leader must submit a climbing resume that indicates appropriate experience. Participants on these restricted mountaineering trips must also submit a Participant Medical Form. Participation in navigation training events and check-offs is not physically demanding, so no participant screening is necessary.

D. Emergency Procedures

1. If applicable, discuss special emergency procedures employed by the entity for the scope of outings indicated above.

LTC training outings are intended to show leader candidates how to "do it right." Therefore, preparations for emergencies and other safety considerations are more visible than on a normal outing and are often the focus of in-depth group discussions. During snow, rock, and navigation checkouts, the leaders assume overall responsibility, but trainees are expected to have studied the area and have a good idea of emergency procedures for the area in which the outing is held.
2. Describe how these procedures are coordinated with leaders before an outing.

Attendees of training and checkout trips receive a detailed trip sheet

- and are subjected to appropriate participant pre-trip screening.
3. Describe how emergencies are coordinated with leaders and rescue agencies during an outing.
During an emergency, all participants are expected to assist, even if it means missing a day of work. Self-rescues are coordinated among the leaders and other qualified individuals, and participants are utilized to carry messages, gather water, construct and carry litters, and to perform other tasks as needed. Assisted rescues are coordinated with the sheriff, Forest Service, NPS, or other authority, depending on jurisdiction.
 4. Describe how the entity is set up to handle emergency reporting and follow up activities (e.g. Safety Committee investigations).
The LTC typically files accident/incident reports and cooperates with incident investigation as needed.

E. Outings Publications:

1. Detail any special rating systems used in the publication of outings to indicate strenuousness or technical demands.
LTC training outings are normally rated I, M, or E and trip write-ups may include some mention of mileage and altitude gain and definitely include a detailed description of equipment required and prerequisite skills needed. Snow, rock, and navigation checkouts are specialized in nature and write-ups may omit mileage and gain, although candidates are normally given a detailed equipment list and thorough list of expectations and required demonstrations.
2. Indicate any additional coordination with the Safety Committee other than mailing the newsletter described above.
The LTC maintains close associations with the Safety Committee and several individuals share membership in both committees. The LTC Chair is a de-facto member of the Safety Committee.

Appendix 1: LTP Navigation Practices and Check-offs

DEFINITIONS: LTP navigation practices and check-offs, also called nav noodles, are led by an approved LTP navigation examiner (usually the LTC Navigation Chair) and at least one assistant with an I-level or higher Angeles Chapter leader rating and E-rated in navigation. Approved LTP navigation examiners are experienced in E-level (advanced) navigation, have I-level or higher leader rating, and have been approved by the LTC Navigation Chair. Approved LTP navigation examiners are included in a list of all LTP examiners that is updated periodically by LTC. The term “assistant” indicates another leader who has completed the basic LTP navigation check-off and is acting under the guidance of the leader. The leader will review each check-off candidate’s performance with the examiner before making a final pass/fail determination. Navigation practices are conducted similar to check-offs. Inherent in teaching and learning map and compass navigation is the concept of being “temporarily lost” until a navigation objective is reached and verified.

LOCATION: Unless otherwise stated, all navigation practices and check-offs start and end at a parking area (aka “trailhead”). The trip starts upon a participant’s signature on the sign-in sheet and liability waiver. The trip ends upon completion of the day’s navigation activities with return to the parking area. All participant activities after the end of a day’s navigation are not part of the Sierra Club activity. For a multi-day navigation event, the trip restarts the following morning and does not require another sign-in.

APPROACH: Because being “temporarily lost” until a navigation objective is reached and verified is inherent in a navigation practice or check-off, the traditional Angeles Chapter idea of being “lost” is generally not applicable to navigation practices and check-offs. These trips normally occur as described below, with some variation depending on the trip location. During the course of a trip, candidates may hike limited distances either solo or more commonly as part of a sub-group with an examiner or assistant. When at a location where the navigation exercise involves some solo travel, there always are examiners/assistants in the area. The examiners/assistants provide safeguards in place to direct the student to abort their navigation process when necessary, and to wait for a navigation examiner/assistant to ensure them a safe passage back to the trailhead. The trip leader and each sub-group leader have walkie-talkies to use with discretion for purposes of communication.

PROCESS: All navigation practices and check-offs begin at the trailhead with teaching some practical navigation theory and its applications. Prior to doing map and compass navigation in the field, one or more candidates are assigned to each examiner/assistant forming a sub-group. Each sub-group must include one rated leader. The examiner/assistant of each sub-group determines his/her general plan for the day and reports it to the trip leader.

All candidates will be checked to ensure that they have a general familiarity with the area, have appropriate prepared navigation materials, have adequate clothing and water for the weather, and know the location of the trailhead in case they need to return by themselves. Any candidate judged not ready for a check-off will be assigned to an examiner/assistant for practice.

Once in the field under leadership of the examiner/assistant, candidates take turns leading different cross-country legs of the noodle so that each can demonstrate their proficiency at map-to-terrain correlation, route selection, and cross-country navigation. The basic exercises include all aspects of map and compass navigation including theory. At any point during the exercise, an examiner may notify a candidate that he or she is not ready for the check-off yet and needs additional practice. The examiner may then convert the check-off exercise to a practice for such candidates while continuing the check-off for other candidates that may be present. The examiner should then use available time during the remainder of the day to provide instruction to the candidate.

At the end of the day’s navigation activity, the examiner/assistant will review performance with each candidate, whether check-off or practice, with emphasis

on skills that need strengthening and recognition of strong points. Should a candidate want to leave and return to the trailhead on his or her own, the examiner/assistant will verify that the candidate knows the current location and the direction back to the trailhead. The student shall not sign out from the trip until authorized by an examiner/assistant at the trailhead.

TIME: All sub-groups normally try to return to the trailhead by the finish time previously set by the trip leader. Due to the uncertainty of terrain encountered during cross-country travel, actual times of return may vary significantly and are not basis for concern. If the sub-group remains out of communication and once it is more than an hour late in arriving after the finish time, the trip leader should consider making plans for reestablishing contact along the sub-group's intended route. The trip leader will determine whether to initiate an actual search or take some other prudent action.

REPORTS: For any sub-group that remained out of communication and was more than an hour late after the finish time, the navigation practice or check-off leader will determine the cause and whether the sub-group/individual had been in fact "temporarily lost" or actually "lost."

1. If the sub-group or individual was actually lost, the trip leader will complete an Incident Report form and distribute it to the LTC Chair and to the Safety Committee only.
2. For actual search, injury or evacuation, the leader will distribute the Incident Report per requirements.
3. Should the LTC, Safety Committee, or some other entity request any formal report on some aspect of a navigation trip, such a request must be accompanied with a documented factual basis for the request.

Appendix 2: LTP Rock Practices and Check-offs

DEFINITIONS: LTP rock practices and check-offs are led by an approved LTP rock examiner and at least one assistant with an M-level or higher Angeles Chapter leader rating and E-rated in rock. Approved LTP rock examiners are experienced in E-level rock, have M-level or higher leader rating, and have been approved by the LTC Rock Chair. Approved LTP rock examiners are included in a list of all LTP examiners that is updated periodically by LTC. The term "assistant" indicates another leader who has completed the basic LTP rock check-off and is acting under the guidance of the leader. The leader will review each check-off candidate's performance with the examiner(s) before making a final pass/fail determination. Rock practices are conducted similar to check-offs.

LOCATION: Unless otherwise stated, all rock practices and check-offs start and end at a parking area (aka "trailhead"). The trip starts upon a participant's signature on the sign-in sheet and liability waiver. The trip ends upon completion of the event with return to the parking area. Multi-day rock events are conducted as overnight outings.

APPROACH: During the course of a trip, candidates may hike as part of the

group to arrive at the practice/check-off location. The examiners/assistants direct student to demonstration stations (e.g. anchor, prusik, and rappelling stations) and provide personnel at each station during conduct of rock demonstrations.

PROCESS: Rock practices and check-offs begin at the trailhead with a trailhead briefing. All candidates will be checked to ensure that they have appropriate equipment, have adequate clothing and water for the weather, and know the location of the trailhead in case they need to return by themselves.

Once in the field under leadership of the examiner/assistant, candidates take turns at various stations to demonstrate their proficiency in required skill areas. The basic exercises include all aspects of rock climbing and safety as outlined in the M or E rock check-off form. At any point during the exercise, an examiner may notify a candidate that he or she is not ready for the check-off yet and needs additional practice. The examiner may then convert the check-off exercise to a practice for such candidates while continuing the check-off for other candidates. The examiner should then use available time during the remainder of the day to provide instruction to the candidate.

At the end of the activity, the leader and assistants review performance with each check-off candidate and share pass-fail results with them. The leader and assistants generally also review performance with practice candidates, with emphasis on skills that need strengthening and recognition of strong points. Should a candidate want to leave and return to the trailhead on his or her own, the leader will verify that the candidate knows the route back to the trail head. The student shall not depart from the trip until signed out.

REPORTS: For each successful check-off candidate, the leader notifies the LTC Rock Chair who in turn notifies the LTC Admin Chair. For any search, injury or evacuation, the leader will manage the accident/incident and follow up by distributing Accident/Incident Report(s) per requirements. Should the LTC, Safety Committee, or some other entity request any formal report on some aspect of a rock trip, the leader and other involved personnel will cooperate with the investigation.

Appendix 3: LTP Snow Practices and Check-offs

DEFINITIONS: LTP snow practices and check-offs are led by an approved LTP snow examiner and at least one assistant with an M-level or higher Angeles Chapter leader rating and E-rated in snow. Approved LTP snow examiners are experienced in E-level snow, have M-level or higher leader rating, and have been approved by the LTC Snow Chair. Approved LTP snow examiners are included in a list of all LTP examiners that is updated periodically by LTC. The term “assistant” indicates another leader who has completed the basic LTP snow check-off and is acting under the guidance of the leader. The leader will review each check-off candidate’s performance with the examiner(s) before making a final pass/fail determination. Snow practices are conducted similar to check-offs.

LOCATION: Unless otherwise stated, all snow practices and check-offs start and end at a parking area (aka “trailhead”). The trip starts upon a participant’s signature on the sign-in sheet and liability waiver. The trip ends upon completion of the event with return to the parking area. Multi-day snow events are conducted as overnight outings.

APPROACH: During the course of a trip, candidates may hike as part of the group to arrive at the practice/check-off area. The examiners/assistants direct students to demonstration stations (e.g. glissade, anchor, and accident response stations) and provide personnel at each station during conduct of snow demonstrations.

PROCESS: Snow practices and check-offs begin at the trailhead with a trailhead briefing. All candidates will be checked to ensure that they have appropriate equipment, have adequate clothing and water for the weather, and know the location of the trailhead in case they need to return by themselves.

Once in the field under leadership of the examiner/assistant, candidates take turns at various stations to demonstrate their proficiency in required skill areas. The basic exercises include all aspects of snow climbing and safety as outlined in the M or E snow check-off form. At any point during the exercise, an examiner may notify a candidate that he or she is not ready for the check-off yet and needs additional practice. The examiner may then convert the check-off exercise to a practice for such candidates while continuing the check-off for other candidates. The examiner should then use available time during the remainder of the day to provide instruction to the candidate.

At the end of the activity, the leader and assistants review performance with each check-off candidate, and share pass-fail results with them. The leader and assistants generally also review performance with practice candidates, with emphasis on skills that need strengthening and recognition of strong points. Should a candidate want to leave and return to the trailhead on his or her own, the leader will verify that the candidate knows the route back to the trail head. The student shall not depart from the trip until signed out.

REPORTS: For each successful check-off candidate, the leader notifies the LTC Snow Chair who in turn notifies the LTC Admin Chair. For any search, injury or evacuation, the leader will manage the accident/incident and follow up by distributing Accident/Incident Report(s) per requirements. Should the LTC, Safety Committee, or some other entity request any formal report on some aspect of a snow trip, the leader and other involved personnel will cooperate with the investigation.