

The information below supplements information in the national Outings Leader Training (OLT) 101 text and in the Outings Leader Handbook (OLH). This document contains a number of references to the OLH and to the Outings Extranet for additional information on specific topics. Text in italics is a direct quote from the listed URL. Refer to the URL for additional information that may not have been included here.

GLOSSARY OF NATIONAL TERMS

- GCO Group and Chapter Outings (See LO)
- GCOC (GCOC was renamed LOSC)
- Entity An organization of the Sierra Club (see GSC)
- ICO Inner City Outings (usually youth oriented)
- Level 1 Day hike or car camp
- Level 2 Backpack away from cars
- LO Local Outings (rather than ICO or National Outings)
- LOSC Local Outings Support Committee (see GCOC)
- LSP Leader Standards Policy
- OLH Outings Leader Handbook (revised 2007)
- OLT Outings Leader Training
- OLT 101 Basic OLT - Includes Club policies; must be renewed every four years
- OLT 201 Advanced OLT - Includes Group Management, Interpersonal Leadership, Safety Management Planning (part of LTP lectures; required for new Level 2 leaders once only; does not need to be renewed every four years like OLT 101)
- Outings Extranet <http://clubhouse.sierraclub.org/outings/>

GLOSSARY OF CHAPTER TERMS

- Comm Committee
- ExComm Executive Committee
- GSC Group, Section or Committee; i.e., a Chapter entity
- LRB Leaders Reference Book (Chapter)
- LTC Leadership Training Committee (Chapter)
- LTP Leadership Training Program (Chapter)
- O-1 O Level 1 outing; i.e., day hike or car camp
- OMC Outings Management Committee (Chapter)
- Schedule Schedule of Activities (Chapter)

LTC Web Site <http://angeles.sierraclub.org/ltc>
 Outings Web Site <http://angeles.sierraclub.org/outings>

Readers are expected to be familiar with the above Chapter terms and with the information in the front of the Chapter Schedule under the headers Trip Reservations and Activities Requirements (also available at the following URL under Rules of Conduct and Outings Policies: <http://angeles.sierraclub.org/outings/Outings.asp>)

ANGELES CHAPTER OUTINGS LEADER REQUIREMENTS

The Angeles Chapter has a much more sophisticated outings program than most other chapters and, due to size, has additional regulations and policies - and forms tailored to satisfy Chapter requirements. Leaders of Angeles Chapter outings are responsible for knowing the information, policies, and requirements indicated below.

To lead or assist on an outing for the Angeles Chapter, a leader must:

1. Be listed in the Angeles Chapter on-line Leader List with:
 - a. A leader rating appropriate for the planned outing
 - b. Current Sierra Club membership
 - c. First aid certification that meets the National Leader Standards Policy
 - d. [Effective 7/1/08] An indication of having completed OLT 101 since 1/1/2008 and having read this Chapter

supplement - to update their knowledge of Club and Chapter policies.

2. Be familiar with the Chapter Safety Policy (available on the LTC web site).

3. For I/M/E/T outings, also be familiar with their entity Safety Policies (available from the entity Outings Chair). All entities sponsoring or co-sponsoring outings above the O level or outings of a specialized nature other than hiking must have an approved safety policy. Refer to the tables below for a list of such approved policies. Entities not listed in tables below can sponsor or co-sponsor only O-level outings. (See Chapter Schedule for full names of entities.)

Approved Safety Policies And Procedures

Level	Groups	Sections	Comm	
I			K-9 Low. Pks	
M	A-M AV CV ESGV LB Mt.B	Pas. PV-SB Hondo SFV VH WLA	20-30s GLS HPS ICS NST OCSS SSS WA	B-P BTC Camera History SMMTF
E		DPS SPS SMS	LTC WTC	

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

SCUBA Diving, Sailing	A-M Gp	SSS	20-30s
Sailing	OCSS		
Water Travel	RTS		
Alpine Skiing	ASMC	SMS	

4. Receive approval to lead each outing from the Outings Chair of the entity/entities sponsoring the outing.

NOTE: Sierra Club outings leaders from other chapters - who have completed the Club's OLT 101 and read this supplement - may be able to obtain a one-time waiver to assist on an Angeles Chapter O-level outing by contacting the Safety Committee Chair.

With the exception of "conducted" events, two appropriately rated leaders are required on all Chapter outings. Additional leaders may be advisable on large outings. Under special circumstances, the Safety Chair may grant special exemption for one of the leaders to be certified at a lower level than indicated in the trip write up. Provisional leaders (listed as such in the Chapter Leader List) may schedule and lead the outings needed to satisfy the certification requirements.

CHAPTER VERSION OF OUTINGS FORMS

The LTC web site has the latest version of commonly used outings forms, including the following forms - that are to be used on Chapter Outings:

Liability Waiver Sign-In Form
Emergency Report - Patient Form
Incident Report Form

Each leader and assistant should carry two copies of the Emergency Report form on outings. In case outside help is needed, one completed copy is to be retained on site and the other copy is to be carried out by the person going for outside help.

Lost Participants - [See OLH pg 38] The Chapter version of the Emergency Response form includes a section (that is not on the national form) for use with Lost Participants.

CELL PHONES

The use of cell phones and communications radios should be managed by outing sponsors and outing leaders. Note that safety requires that groups be kept together, and that the use of a radio to keep contact between a sweep and the leader does not alleviate the need to keep the entire group under control.

PUBLICATION OF OUTINGS

Q - Can a leader send a trip write-up directly to an entity newsletter?

A - No! Leaders should send trip write-ups to the Outings Chairs of all the sponsoring entities. The Outings Chairs must approve the write-up before forwarding for publication. For co-sponsored trips, the primary sponsor must always be listed first in the header wherever the write-up is published. The primary sponsor is the one that would investigate any incidents that occurred on an outing.

PARTICIPANT SCREENING

The leaders of an outing are responsible for screening participants to ensure that they are qualified and properly equipped for a particular outing. The Chapter is totally supportive of leaders and sponsoring entities carrying out this function. The "Rules of Conduct" state that participation on outings is a privilege which may be denied by the leaders.

There are a number of things on which this determination may be based: physical conditioning, mental or emotional state, equipment, experience, skill level, or group compatibility. Leaders are responsible for the safe and hopefully enjoyable conduct of outings. They act as agents of the Club in making judgments necessary to prevent participation by people who may not meet the established criteria. Some individuals will be unhappy with being denied involvement in an outing of their choice. But that is the unfortunate consequence of making responsible judgments in this regard.

Refer to the Chapter Rules of Conduct (in the Schedule) and OLH pg 31-33 for additional information and guidelines - and additional criteria that must be considered if a potential participant has a disability.

BUS INSURANCE

Leaders and Outings Chairs must ensure that sponsored bus trips comply with the Club rules available on the national web site. Bus trip rules and the Club's insurance require that the leaders and outings chairs of sponsoring GSCs determine that the bus company being chartered has a valid certificate of insurance that names the Sierra Club as additional insured. This certificate must be sent to the national office with a copy on file in the chapter office.

Please contact Joel Goldberg, OMC Bus Coordinator, for additional information.

Acknowledgement of Risk Form

Q. What is the difference between a liability waiver and an acknowledgement of risk form?

<http://clubhouse.sierraclub.org/outings/insurance/waiverQA.asp>

A. A participant's acknowledgement of risk is just that -- an acknowledgment that the participant might get hurt. A liability waiver includes such an acknowledgement, but it goes beyond mere acknowledgement of risk and also asks the participants to assume the responsibility for that risk.

Which Form?

Q. How will I know whether to use the Liability Waiver or the Acknowledgement of Risk Form on my outing?

<http://clubhouse.sierraclub.org/outings/insurance/waiverQA.asp>

A. Use the Liability Waiver unless a land use permit explicitly prohibits the use of liability waivers.

Signing the Liability Waiver

Do the trip leaders sign the waiver? [National answer] The listed trip leaders do not need to waive their rights, they are agents of the Club acting on the Club's behalf and are covered by the Club's liability policy when acting as the listed leaders. Leaders can just fill in the top part of the sheet, or can add their names at the sign in part of the sheet, but need not sign the waiver¹. Putting the leaders names on the list may make getting a head count easier, so some may prefer to do that but not have the leaders sign the waiver line. Any other rated leaders who happen to be on the trip as participants must sign the waiver like any other participant. WTC has non-rated instructors in the groups who assist. They must always sign the waiver.

¹ [OMC comment] The Angeles Chapter has not taken a position on the above national answer. A leader who does not sign the waiver may have the right to sue the other leader(s) or participants. Some entities (e.g., WTC) may have specific policies on leaders signing waivers.

Q. What do I do if someone refuses to sign the Liability Waiver at the trailhead?

A. This is obviously a difficult situation, but a person who does not sign the Liability Waiver cannot be allowed on the outing. Remind the person that the requirement to sign the Liability Waiver was mentioned in the outings publicity materials. Avoid the problem by having them sign prior to the outing.

Q. What do I say when a participant tells me that liability waivers are not "worth the paper they are printed on?"

<http://clubhouse.sierraclub.org/outings/insurance/waiverQA.asp>

A. You must not allow participants to be left with the impression that the waiver has no meaning. Simply state that that the Club believes that liability waivers are enforceable. It is not in either the leader's or the Club's interests to downplay the importance of the liability waiver.

[OMC comment] In actual fact, waivers make it harder for the plaintiff in a lawsuit. The waiver works for simple negligence; plaintiffs must show gross negligence to override the waiver.

Minors**Q. Can minors sign Liability Waivers or Acknowledgement of Risk forms?**

A. A minor (anyone under 18) must have the Liability Waiver signed by his or her parent or legal guardian.

Q. Can an unaccompanied minor come on my outing and if so, what do I need to do?

A. Yes, an unaccompanied minor may attend an outing as long as the parents or legal guardian sign the Liability Waiver AND a Minor Medical Treatment Authorization.

NOTE - National approval is required only if primary focus of the outing is to youth under the age of 18.

Temporary Sign-Out**Q. Can a participant temporarily sign out and later sign back in to the same outing?**

A. NO! Once signed out, a person may not sign back into an outing. All participants and leaders should plan to start an outing together, stay together throughout the outing, and return to the end together. Those unwilling to do this should not be a participant on the outing. If a person wants to hike faster or slower than the group or to split off from the group to climb a peak not part of the trip objective, that person should not sign up to participate on the group outing. If some participants insist on leaving to do their own thing, they should not be allowed to participate on future outings unless they agree to abide by the outing plan and leaders' directions.

Leaders of multi-day outings should review FAQs - Free Days at http://clubhouse.sierraclub.org/outings/faq/free_days.asp

In some cases, leaders may allow participants to sign out early when, in the leaders' judgment, it is safe to do so. However, leaders should recognize that this weakens the remaining group and decreases available options in case of an emergency. It may also encourage others to want to go along with someone who is not competent to lead, which could have disastrous results should an accident occur.

Storing Liability Waiver Forms**Q. What should a leader do with Liability Waiver/Sign-In Sheets after an outing?**

A. [Angeles Chapter] The forms are to be sent to your entity Outings Chair following the outing. For co-sponsored trips,

send the original to the primary sponsor and a copy to other sponsors. If you are required to send the original to San Francisco (e.g., for restricted trips or if an Incident Report form is submitted), then send a legible copy to the outings chair with a note added to indicate the location of the original forms.

INCIDENT REPORT FORM

What accidents or incidents to report? Please review the Instruction Sheet, page 1 of the Chapter version of the Incident Report Form, available at the [LTC web site](#). Leaders should be familiar with the guidelines listed on the Instruction Sheet.

Make a report as soon as possible after returning from the outing. This is particularly critical if the accident is severe, involves outside parties during evacuation or presents a potential basis for litigation. If you lack some information such as a definitive injury description, file a preliminary report and supplement it later. Leaders must call in serious injuries immediately. [See OLH pg 42.]

The Incident Report Form is periodically revised to reflect changes in Club Policy or insurance requirements. However, some reports are still coming in using forms that were replaced several years ago. The older forms must be discarded. Only the latest form should be used.

The leader should send the original signed copy of the Incident Report Form to the National Office along with the original of the Sign-In Sheet and Liability Waiver. Other copies (of both forms) are to be sent per the Chapter version of the Instruction Sheet (Page 1 of the Form). Note that the latest revision of the instruction sheet indicates that the Safety Committee copy is to be sent directly to Ron Campbell rather than the Safety Chair.

Life-threatening incidents/emergencies/fatalities that require rescue or evacuation should be reported immediately by telephone to the Sierra Club Outings Department at **1-888-OUTINGS** (888-688-4647) or 01-715-852-1701 if calling internationally.

ANGELES CHAPTER SPECIFIC POLICIESOrganizational Structure:

1. The Outings Management Committee (OMC) performs oversight over all Chapter outings. The OMC Chair is the Chapter Outings Chair.
2. The Leadership Training Committee (LTC) trains new leaders in a Leadership Training Program (LTP). The LTP lectures cover OLT 101 and 201 material.
3. The Safety Committee performs leader certification for all Chapter entities, approves entity safety policies, reviews outings write-ups in Chapter publications, and conducts accident/incident investigation. Any requests for waiver of leader requirements are to be addressed to the Safety Committee Chair.
4. The Wilderness Training Committee (WTC) provides training for trip participants.

Outings/Leader Ratings and Requirements:

1. Chapter outings — and leaders — are rated O/I/M/E (as defined in the Chapter Schedule). Leaders must have an appropriate rating to lead an outing.
2. The Chapter Safety Policy (available on the LTC web site) provides procedures for use on O-level outings.
3. All Chapter entities sponsoring I/M/E/T outings have an approved Safety Policy that provides procedures for use on such outings. Leaders must be familiar with - and follow the approved procedures.
4. All Chapter outings require two leaders (generally one leader and one assistant) unless the Safety Committee has approved an exception. (Some specific repeating evening hikes have been approved to split into sub-groups with only one leader per sub-group.)
5. Both leader and assistant must meet the LSP first aid requirement and any additional Angeles Chapter first aid requirements consistent with the rating of the outing.
6. For co-sponsored outings, a leader must submit trip write-ups to the Outings Chairs of all the co-sponsors.
7. The Chapter Safety Policy requires publication of outings to document that an outing has been approved by the sponsoring entity.
8. There is a tailored Incident Report form for use with Chapter outings. The national form has been tailored to accommodate Chapter reporting requirements for the various Chapter organizations. Refer to the Instruction Sheet of the Chapter version of the form for distribution requirements.
9. Prescription Medicine On Outings - Chapter leaders are NOT authorized to carry either an EpiPen or other prescription medicines on Chapter outings except for their own personal use. Leaders should repeatedly and clearly notify trip participants in pre-outing communications of the need to carry their own regular prescription medications.

The Angeles Chapter OMC has voted to NOT adopt the Club policy on carrying prescription medicine on outings. Therefore, the material on prescription medicine at the following URL and on pg 27-29 in the national Outings Leader Handbook (OLH) do not apply to Chapter outings.
<http://clubhouse.sierraclub.org/outings/policy/FirstAid/prescription.asp>