**TEMPLATE**

**Preamble**

The majority of the document has been formed from the existing ACC Calgary section document. The document that follows was produced by the Alpine Club of Canada National Safety Committee. It is to be used as a template document for Sections wishing to replace their existing reference material, or by new Sections who do not yet have a similar document.

This manual uses the term “Trip Coordinator” to refer to a non-professional ACC member who coordinates trips. Think of a Trip Coordinator as your friend who arranges the group, nails down a plan, and organizes the trip. The other colloquial term for this role is a “Trip Leader.”

The “Coordinator” is the member who plans an ACC trip. While conducting the trip, they transition into being more of a “Leader”. They are not professionals, and thus should not be called a “Guide”.

Section Leadership can edit, add and remove pieces of the document, to tailor for their specific needs and Section structure. Anything marked like this Example may not apply to your Section structure.

The intent of this document is to ensure that there is a general structure for vetting potential Trip Coordinators, so that all important pieces of information are gathered in one place.

**Alpine Club of Canada - \_\_\_\_\_\_\_\_\_\_ Section**

**Trip Coordinator Application Checklist**

To be completed by a new Trip Coordinator, while going through the application process and starting to coordinate ACC trips.

**Basic Checklist:**

1. Current ACC Section member
2. More than one year of experience with the Alpine Club of Canada
3. Sufficient experience attending ACC trips
4. Information up-to-date on the website
5. Cell phone number and email correct on the website
6. Emergency contact name and number on the website
7. Valid First Aid Training (Standard or Wilderness)
8. Personal references sorted out, reference check completed
9. Reference from another ACC member who can vouch for you
10. Mentorship trip completed - Arrange with Section Executive
11. Trip Coordinator Application Form (this form)

**Mentorship Trip**

This may not apply to your section, depending on the section’s vetting process.

The requirement is to Co-Coordinate at least one event with any current experienced Coordinator who is typically chosen by the Section Leadership. The Applicant is expected to coordinate their “mentorship” trip with assistance of the experienced Coordinator.

After your mentorship trip, please have a thorough debrief, considering the following topics.

This is not a list of requirements, it’s just things to talk about.

**Mentorship Trip Coordinator Debriefing - Completed by Mentor and Candidate**

Description of the trip you just coordinated. How did it go?

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What type of trips do you want to lead (rock, alpine, scrambling, skiing, ice climbing, training, social, etc.)? What climbing grade? Avalanche terrain exposure? Single or multi-day?

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**Administrative: Are you familiar with:**

Understands the section trip booking process ( Yes / No / N/A )

The Trip Coordinator process and Trip Coordinator Manual ( Yes / No / N/A )

Understands restrictions of custodial groups and minors in National Parks ( Yes / No )

Club gear use policy/guidelines and usage process ( Yes / No / N/A )

ACC Hut booking process, cancellations or changes ( Yes / No / N/A )

Non-ACC huts processes ( Yes / No / N/A )

Understands reportable incidents and reporting process ( Yes / No / N/A )

Knows who to direct questions to when you need help ( Yes / No / N/A )

**Emergency Equipment - Do you have these, and know how to use/do them?** Map/compass/gps ( Yes / No / N/A )

First aid kit ( Yes / No / N/A )

Gear repair kit ( Yes / No / N/A ) Communication device (radios, SPOT, PLB, InReach) ( Yes / No / N/A )

Bivy sack or guides tarp, matches, lighter, emergency firestarter ( Yes / No / N/A )

Stove, water filtering and/or treatment techniques ( Yes / No / N/A )

**Summer Trips - Non Technical: Are you familiar with:**

Backcountry and/or frontcountry navigation? ( Yes / No / N/A )

Leave no trace principles & backpacking best practices? ( Yes / No / N/A )

Route selection and how to maintain travel at 3rd class and below? ( Yes / No / N/A )

Animal encounter risk mitigation - Wildlife safety ( Yes / No / N/A )

**Summer Trips - Technical Rock or Alpine Climbing: Are you familiar with:**

Safety & route selection in glaciated terrain? ( Yes / No / N/A )

Crevasse rescue techniques? ( Yes / No / N/A )

Rock rescue techniques? ( Yes / No / N/A )

**Winter Trips - Non Avalanche: Are you familiar with:**

Avoiding cold related injuries (frostbite, hypothermia, etc.) ( Yes / No )

Route selection and how to avoid avalanche terrain ( Yes / No )

Animal encounter risk mitigation - Wildlife safety ( Yes / No / N/A )

**Winter Trips - Avalanche Terrain, Ski Touring, Ice Climbing, Ski-Mountaineering:**

Interpretation and use of local avalanche forecast ( Yes / No )

3 Antenna transceiver w/ mark function, probe & shovel & ability to use them ( Yes / No )

Route selection in avalanche terrain ( Yes / No )

Safety & route selection in glaciated terrain, white out navigation ( Yes / No )

Crevasse rescue techniques ( Yes / No )

Self-rescue techniques (on vertical ice) ( Yes / No )

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Alpine Club of Canada - \_\_\_\_\_\_\_\_\_\_ Section**

**Trip Coordinator Application Form**

Personal Details

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Over the age of majority? ( Yes / No )

ACC Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACC Membership # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Information

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List your current First Aid Certifications and Expiry Date.

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Briefly explain your motivation for becoming a Trip Coordinator.

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Briefly list important qualities to be an effective Trip Coordinator.

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ACC Trips

Have you participated on any ACC trips in the past? Who was the Coordinator?

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Do you know any other ACC Coordinators that you can co-organize trips with?

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Which types of ACC trips do you want to organize?

* Hiking - Nordic skiing or snowshoeing
* Scrambling - Backcountry skiing
* Backpacking - Rock climbing
* Summer mountaineering - Ice climbing
* Section socializing

Other trip ideas:

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Personal Experience

Provide a background of your experience related to the trips you would like to lead.

List any past similar outdoor trips you have organized or taken part in:

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Are you interested in leadership courses to further develop your leadership skills?

Which types of courses would you be interested in?

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Risk Management

Describe a time that you successfully managed risk at a site/on a climb, or another kind of trip.

Describe a time that you did not successfully manage risk and how the situation was resolved.

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Avalanche Terrain:

Describe how you identify and stay out of avalanche terrain.

List training you have taken, and public information sources you may access when making your trip plan and field decisions.

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Courses

List applicable courses that you’ve taken.
For example: Current level of First Aid, Rock, Ice and Alpine courses (Intro, Lead, Trad, Multipitch, Steep Terrain, Glacier, Vertical Rescue), Avalanche courses, Glacier travel courses, Mountaineering courses, and any other applicable courses.

Course 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References

Provide the phone number and email for two people you typically recreate with who can attest to your abilities. One should be a current Trip Coordinator with the ACC or a professional guide.

Reference 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Personal Information

1. Do you have any noteworthy and/or relevant medical conditions? ( Yes / No )

Please explain the impact on leading trips and any necessary mitigation measures.

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? ( Yes / No )

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Have you ever been convicted of a criminal offense, including physical, sexual or child abuse? ( Yes / No )

Explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any other concerns that you have, or disclosures that you would like to make?

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**Climbing Coordinator Additional Information**

Skip this section if you don’t intend to coordinate technical climbing trips.

Anchors

Describe your minimum requirements for a rock and/or ice anchor used in an organizational setting (this may be different from what you might require when climbing personally).

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Technical Climbing Experience

Please provide a brief climb resume including routes you have led (name, location, rock grade, alpine grade, trad/sport/ice, number of followers, multi day trips), emphasizing the last 3 years.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Route Name** | **Region** | **Grade** | **Distance** | **Type** | **Followers** | **Involvement** |
| *Beautiful Eon* | *Canadian Rockies* | *5.10a* | *250m* | *sport* | *1 follower* | *Lead all pitches* |
| *Arboreal Respite* | *Squamish* | *5.5* | *280m* | *trad* | *Novice follower* | *Lead 2 of 4 pitches* |
| *Pine Marten Corner* | *Yosemite* | *5.6* | *260m* | *multipitch* | *2 followers* | *Lead all pitches* |
|  |  |  |  |  |  |  |
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**Alpine Club of Canada - \_\_\_\_\_\_\_\_\_\_ Section**

**Agreement to the Policies, Practices and Procedures**

**Trip Coordinator Application**

I affirm that the information contained within this application package is true and correct to the best of my knowledge and belief.

I agree to comply with the rules, the policies and the practices of the Alpine Club of Canada and my associated local Section.

I recognize that being appointed as a Trip Coordinator within the Alpine Club of Canada is a privilege which holds great responsibility, which can be revoked.

I will uphold a high standard of safety, including utilizing the best practices of the sport in which I conduct.

I agree that safety is of the utmost importance, and that safety is a group responsibility, which includes the input and efforts of all participants.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name (Printed)

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Signature of Applicant Date