

Standing Rules of the Ski Touring Section Loma Prieta Chapter Sierra Club

The following have been enacted by the membership as general polices of the Loma Prieta Chapter (Sierra Club) Ski Touring Section (the Section, or STS). As such they constitute the Standing Rules of the Section (Article IX of the By Laws).

Meetings

Monthly meetings should be held on the first Monday of each month, November through May. In addition, there will be a meeting on the first Monday of October to plan the following season's activities and to review leadership training and requirements. The STS Chair may change these regular meeting dates as necessary.

Section Dues

Membership dues are \$6 per year. Payment of dues entitles the member to an electronic copy of the STS newsletter, TRACK for the term of the membership. Dues are payable to the Treasurer at any time.

Membership

Sierra Club members interested in joining STS can do so by sending a check for annual Section Dues (payable to "Ski Touring Section") to the Section Treasurer. Name, address, telephone number, e-mail address, and proof of Sierra Club membership must be included.

Proof of Sierra Club membership may be one of the following:

1. A copy of your current Sierra Club membership card
2. A copy of both sides of the canceled check you sent to join Sierra Club
3. A copy of a recent mailing label and cover from Sierra Magazine
4. Output from a Sierra Club data system showing current membership status

The membership year is November 1 through October 31.

Duties of Officers

Nothing here precludes delegation of authority by an officer to other members who will carry out the work (in fact, such delegation is encouraged); but the officer remains responsible for ensuring the work is accomplished within the time frame allowed.

Chair:

1. Receive and process requests for information about the STS.
2. Attend (or appoint a substitute to attend) meetings required by the Chapter Executive Committee.
3. Appoint members of the Outings Committee including the Outings Committee Chair, the Nominating Committee, and other committees as needed.
4. Call and conduct meetings.
5. Arrange for meeting rooms (physical and virtual) and programs.

6. Send meeting announcements to the TRACK editor and STS Webmaster.
7. Act as Section representative when necessary.
8. Forward information on meeting program and other matters needing publication to the Secretary (newsletter editor) in a timely manner prior to each meeting.
9. Enforce Section By Laws and Standing Rules.

Vice Chair:

1. Maintain the Outing Leaders list. Update the list with current information about the leaders, their qualification levels and medical training records. Track trips and participants completed during the season. The list is passed from one Vice Chair to the next to maintain continuity of the list. A copy of the list should be sent to the chair of the Outings Committee after each update.
2. Maintain the STS outing schedule.
 - a. Contact leaders no later than mid-September to get preliminary input on planned outings for the upcoming ski season and to remind them of the STS outings planning meeting scheduled in early October.
 - b. Chair the October outings planning meeting and prepare a preliminary outing schedule by early October.
 - c. Verify that leaders who propose outings to backcountry ski huts have made plans to submit appropriate reservation requests.
 - d. After the preliminary outings proposals have been acquired and consolidated, review the outings proposals and leader qualifications with the full Outings Committee.
 - e. Prior to each month's TRACK publication, send a notice to all outings leaders to confirm their outings and verify details such as contact information. The TRACK editor should be copied on these communications so that any replies and updates can be included in the upcoming edition of TRACK. Send updated outings announcements to the TRACK editor for publication.
3. Publicity
 - a. Submit the current activities schedule to the TRACK editor approximately one week prior to each TRACK input deadline.
 - b. Submit articles or other materials as needed to the Loma Prieta and other publications.
4. General.
 - a. Substitute for the Chair when necessary.
 - b. Review the next two months of the outing schedule at each Section meeting.
 - c. Review recently completed outings at each Section meeting.

Secretary and TRACK newsletter editor:

1. Receive and process requests for information about the STS.
2. TRACK Newsletter.
 - a. Gather material.
 - 1) Program for next meeting from the Chair.
 - 2) Current activities schedule from the Vice-Chair.
 - 3) Outing reports from leaders.
 - 4) Committee reports from committee leaders.
 - b. Type and edit.
 - c. Duplicate or otherwise reproduce.
 - d. Secure mailing lists from the Treasurer.
 - e. Distribute TRACK approximately one week before meetings.
 - f. Submit an expense invoice to the Treasurer for reimbursable expenses.
3. Conduct correspondence with:
 - a. Sierra Club and its various components.
 - b. Program speakers.
 - c. Members.
 - d. Local ski shops.
4. Take minutes of all decisions made at meetings; transcribe and summarize them in the newsletter.
5. Maintain current versions of the By Laws and Standing Rules; duplicate and distribute to new officers upon their election.
6. Notify the Chapter office after election of new officers.
7. Publish or otherwise distribute information to members as needed.
8. Maintain the STS web site, or name an STS Webmaster and delegate the maintenance of the STS web site to the STS Webmaster.

Treasurer:

1. Receive and record dues and subscriptions for the newsletter as appropriate.
2. Maintain the Section membership roster.

3. Manage all financial matters of the Section and submit financial reports as required, including a budget for approval at the Annual Meeting.
4. Reimburse officers and leaders for allowable expenses.
5. Receive and record donations to the Section.
6. Provide the Secretary with distribution lists for each issue of TRACK
7. Collect and archive financial reports from outing leaders.
8. Manage Section outing expenses in conformance with California Sellers of Travel (CST) law.
9. Collect completed liability waiver forms (see below) from outing leaders and forward the annual collection to the Chapter office by the end of each business year (June 30). In cases where participants have used Sierra Club electronic waiver forms, include a list of those with the annual delivery to the Chapter office.

Committee Functions

Outings Committee:

1. Oversee the STS outings program.
2. Ensure that outing leaders are matched to their outings in experience and judgment and that they are qualified to lead STS outings by verifying the outings leader qualifications as specified elsewhere in this document.
3. Encourage seminars, programs, and individual study to promote growth of outings leadership skills.
4. Identify and encourage potential new outings leaders.
5. Authorize reimbursement for allowable leader training.
6. Coordinate all of the above with the Vice-Chair.

Nominating Committee:

1. Search out the best-qualified candidates for Section Chair, Vice-Chair, Secretary, and Treasurer.
2. Nominate candidates willing to serve at the meeting prior to the Annual Meeting.
3. Notify the TRACK editor of the names of the candidates in time for publication in the edition of TRACK prior to the Annual Meeting

Conservation Committee:

1. Investigate and report on conservation issues assigned by the Section.
2. Investigate and report on other conservation issues of potential interest to Section members.
3. Recommend positions on conservation issues for adoption by the Section.

Outings

A. Definitions

STS sponsors outings at several different skill levels. The skill level rating of a specific outing is determined jointly by the Outing Leader and the Outings Committee according to the following criteria:

Beginner

Aimed at cross-country skiers developing basic skills. The leader frequently provides instruction. Distances are typically less than 2 miles on gentle terrain.

Advanced Beginner

Aimed at skiers in good condition who have learned the basics of diagonal stride on the flats and easy hills. Distances are typically 2 to 5 miles over rolling terrain.

Intermediate

Aimed at skiers comfortable with uphill and downhill skiing, including traverses of steep sections. An intermediate skier has had instruction, has skied several times, and has developed enough skill and confidence to snowplow and step turn to control downhill speed. Intermediate trips include overnight visits to some backcountry ski huts, where carrying a moderate pack is required. Typical distances are 3 to 10 miles.

Advanced Intermediate

Aimed at skiers with intermediate skills but with greater endurance and who have developed skills for coping with poor weather or snow conditions, winter navigation, and snow-camping. Typical distances are 10-15 miles per day.

Advanced

Aimed at skiers who can cover more than 10 miles in one day, ascend high mountains using climbing skins, and descend with linked telemark or parallel turns. The advanced skier must be in good physical condition, be able to acclimate to altitude readily, and have a working knowledge of map and compass, avalanche hazards, and winter survival.

Provisional Leadership

The term "Provisionally Lead" means to lead the trip, be listed as leader in the trip write-up, screen participants, and in all other respects from the participants' point of view be the leader with a fully qualified leader (the Mentor Outings Leader) to observe, evaluate, mentor as necessary or useful, and, if the Provisional Leader proves not to be able to carry out the duties of leading the trip, take over leading the trip. The STS Outings Committee will determine when someone is qualified to Provisionally Lead.

Work Parties

These trips are organized to perform maintenance of Sierra Club huts that are located within the Donner Pass and Lake Tahoe areas. Maintenance activities include stocking of each hut with firewood for the winter, repairs to the huts due to wear and tear, and various construction projects needed to improve each hut. These trips are led by individuals who have been approved by the Outings Committee.

B. Leadership

1. STS outings leaders are volunteers; they are not acting as professional guides, ski instructors, or general contractors. In addition to organizing trip logistics, outings leaders share their enthusiasm and knowledge of cross-country skiing with trip participants. STS members interested in becoming leaders should contact the STS Outings Committee Chair.

2. The leader of a Beginner or Advanced Beginner STS outing must fulfill the following requirements:

- a. Be a paid-up member of the Sierra Club.
- b. Be a paid-up member of the Loma Prieta Chapter Ski Touring Section.
- c. Be at least 18 years of age.
- d. Hold current certification in Sierra Club Outings Leaders Training (OLT).
- e. Hold current certification in a recognized 8-hour basic first aid (or higher) training.
- f. Have outing participant skills appropriate for the activities of the outing towards the advanced end of the scale.
- g. Possess the leadership qualities, experience, and good judgment required to lead STS outings as determined by the Outings Committee.
- h. Have been a Provisional Leader on at least one outing at the skill level the applicant wishes to lead outings and have received a positive evaluation by the Mentor Outings Leader.
- j. Meet any special requirements below for "overnight" outings.

3. Leaders of Intermediate outings, or any outing that includes an overnight stay away from cars, shall fulfill the following requirements in addition to the requirements listed above for Beginning and Advanced Beginning outings:

- a. Hold current certification in 16 hour Wilderness First Aid (WFA) training or higher, such as Wilderness First Responder training.
- b. Have been a Provisional Leader on at least one outing at the Intermediate skill level that included an overnight stay away from cars and have received a positive evaluation by the Mentor Outings Leader.
- c. Have received approval to lead outings at the Intermediate skill level from the Outings Committee.

4. Leaders of Advanced Intermediate or Advanced outings shall fulfill the following requirements in addition to the requirements listed above for Beginner, Advanced Beginner, and Intermediate outings:

- a. Have completed Level 1 Avalanche training and maintained proficiency as determined by the Outings Committee.
 - b. Have been a Provisional Leader on at least one outing at the Advanced Intermediate or Advanced skill level that included an overnight stay away from cars and have received a positive evaluation by the Mentor Outings Leader.
 - c. Have received approval to lead outings at the Advanced Intermediate or Advanced skill level from the Outings Committee.
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5. Leaders of Work Parties shall fulfill the following requirements:

- a. Satisfy the requirements for leading an STS Intermediate outing
 - b. Have been a Provisional leader on at least one work party
 - c. Have been approved as a Work Party leader by the Outings Committee.
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6. Each leader is responsible for appropriate screening of outing applicants, including review of the applicant's physical and medical condition, and skiing (or snowshoeing or work party) ability, experience and equipment.

Participants must fill out and sign a Sierra Club Outings Medical Form (henceforth, the Medical Form). It is up to the outing leader to specify whether a physician's signature or other information on the Medical Form is required. The outing leader specifies where the Medical Form is to be carried during the outing.

Medical information from an outing participant must be kept confidential. Information such as that included in the Medical Form must only be seen by the outing leaders and medical personnel. After the trip, the Medical Form will be destroyed by the outings leader or returned to the participant unless there is a medical incident.

7. Each outings leader must deliver the following items to the Treasurer within one month of the end of the outing:

- a) A list of the names of all participants of the outing.
- b) A signed and dated original liability waiver form for each outing participant (the version of the form is specified by the Sierra Club) and a list of participants who digitally signed a Sierra Club electronic waiver form.
- c) The summary income/expense described under "Finances."

C. Leader Training:

1. OLT must be successfully repeated at least every four years. First aid training, appropriate for the outing levels as described above, must be successfully repeated at the cadence required by the certifying authority. Successfully repeating the formal training in avalanche or comparable subject areas is not required if leaders can demonstrate continuing proficiency.

2. The course cost for first aid, OLT, avalanche, or comparable training will be reimbursed to outings leaders who have led a minimum of three outings over the past three years. Proof of successful completion of the training is required for reimbursement. Reimbursement is available only for the class fee (not travel, lodging, or food expenses) and is limited to \$200 for first aid classes. Reimbursement for avalanche training must be pre-approved by the Outings Committee.

3. Training requirements for leaders will be reviewed annually at the October trip planning meeting.

D. Finances

1. Per Sierra Club rules, outing leaders are not allowed to receive compensation or collect from participants more than the cost of their outings, unless the outing is specifically listed as a 'fundraising' outing. Any non-fundraising funds collected above the costs should be returned to the participants or, by their consensus, to another branch of the Club or another organization.

2. Per Sierra Club rules, all outing deposits and reimbursements will be handled by the Section Treasurer. The STS has chosen to allow the outing leaders to handle the finances for their outings except as specified below.

3. To comply with Club policies and interpretations of the California Sellers of Travel (CST) Law, the Section adopts the following:

a. Participant fees for outings with charges in excess of \$50/person will be deposited promptly by the Treasurer into a bank account separate from the account used for general Section business.

b. The Treasurer can pay travel vendors from this separate account before the outing is run; but any excess participant fees over direct outing expenses can only be transferred from the separate account to the general account after the outing has been completed.

c. The Treasurer can reimburse outing leaders for expenses associated with an outing from either account upon presentation of valid receipts. Leader requests for reimbursement of advance deposits (*e.g.*, for lodging or services) shall be limited to the smaller of (1) half of the deposit or (2) \$500. For trips with charges in excess of \$200 per person, the leader may be reimbursed up to half of the deposit if the request is approved by a two-thirds vote of the Outings Committee.

d. The Section will not sponsor outings in which air or sea transportation is provided as part of the outing.

e. The following will be included in all Section marketing and advertising materials for outings (*e.g.*, newsletters, web pages, and e-mails): "CST 2087766-40. Registration as a seller of travel does not constitute approval by the State of California."

4. A participant who cancels prior to the outing is entitled to a refund only if a qualified replacement is found; the refund amount may be adjusted to reflect expenses incurred prior to the cancellation.

5. Surplus funds in excess of \$10 per person will be distributed equally among participants in an outing by the leader or Treasurer except that the group may designate a beneficiary (such as the Section, another Club entity, or an outside organization) to which individuals may contribute their refund shares.

6. Either during or after an outing, the leader shall give a short income/expense report to those on the outing to show how the money was spent and that there was no profit made or compensation to the outing leader. The leader shall send a copy or email a copy of this short income/expense report to the Section Treasurer.

7. Section dues will be waived for outing leaders provided that the leader leads one outing per year for the Section. The outing must be posted as an official STS outing.

STS Financial Guidelines

1. Annual guidelines for income and expenditures include:

a. Income will be derived primarily from STS dues.

b. \$100 expense per regular meeting for a room and program and/or \$150 for an annual Zoom license (coordinated by the Chair)

2. The Treasurer will prepare an annual budget for member approval at the Annual Meeting. The budget will be based on the guidelines above and will include specific amounts for expected income and expenses for the following 12 months. A small contingency (or reserve) allocation in the budget would be appropriate to cover supplies or minor expenses that are not itemized.

3. The Treasurer is automatically authorized to reimburse expenditures that are consistent with the budget.

4. Expenses outside the budget require approval by the STS membership.

Amendment and Publication

The recommended process for amending the STS Standing Rules is as follows:

1) Discuss proposed changes in a variety of ways such as at a general meeting, by writing articles for TRACK, via email, or during an officers and/or leaders meeting.

2) Publish a draft of the proposed changes in TRACK at least a month before the expected vote.

Once the STS Standing Rules have been amended, corresponding information on the STS web site and in TRACK should be updated as quickly as possible. If STS policy statements published elsewhere conflict with these Standing Rules, then the Standing Rules take precedence.

Updated - May 2001

Updated March 2006.

Updated November 2007

Updated May 2012

Updated May 2014

Updated 5 October 2015

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