Summary of Updates to the
Sierra Club Outings Leader Handbook
(As of 5/18/18)

The Outing Leader Handbook will be rewritten by the fall of 2018. Until then, please use this 3rd Edition (2010) with this “Summary of Updates” AND the revised Safety Management, Patient Report and Incident Report forms. Thank you!

Inside Cover (and p. 36):
- We have a new call-service with an updated international phone number:
  **International Emergency Phone Number:** 001-303-281-9914
- **Inspiring Connections Outdoors** is the new program name for Inner City Outings. The new name was officially adopted 6/11/14.
- **ICO Phone number:** 415-977-5711

Sierra Club & Outdoor Activities Structure (p. 13)
Sierra Club volunteers and staff lead outdoor activities through their chapter, group, ICO group, national entity, campaign, as part of their work and in many more creative and powerful ways. Therefore we have decentralized “structure” of programs that offer outdoor activities and capacities that support them:
- Sierra Club Outdoors: [http://content.sierraclub.org/outings/sierra-club-outdoors](http://content.sierraclub.org/outings/sierra-club-outdoors) (This includes Local, Inspiring Connections and Military Outdoors)
- Program Safety: [http://clubhouse.sierraclub.org/conservation/program-safety](http://clubhouse.sierraclub.org/conservation/program-safety)

Outing Leadership Requirements and Currency (p. 15-16)
We now have Youth Leader requirements and procedures and an updated first aid currency policy.

- **Youth Leaders:**
  Some programs have a specific youth leadership program to foster engaging the next generation of leaders. Youth Leaders are defined as:
  - Age 14-17
  - Have met all the standard requirements for Certified Leader (not required to be a member)
  - May not drive vehicles containing participants
  - Have previous experience with trip and included activities
  - Must be accompanied by at least one adult Certified Leader on every outing.

- **Adult (age 18 +) and Youth (ages 14-17) Volunteer Requirements**
  All Sierra Club Outings leaders are volunteers, however many trips are supported by additional "volunteers" who do not fill a leadership role, but instead support the Certified Leader(s). In this case a Volunteer:
  - Participates in outings in a limited role.
  - Need not be a Sierra Club member. However, only Sierra Club members are covered by Sierra Club's liability insurance.
  - Volunteers and supports trip in a role as designated by the Outings Leader.
  - Is age 14 or older

- **First Aid Currency**: Leaders must be current per the certification expiration as dictated by the first aid provider. (Reviewed and adopted by the Program Safety Team 1/10/17.)

California Sellers of Travel Law (p. 21)
- Please refer to Clubhouse for additional state information:
Participant Management During Layover Days or an Outing with Significant Free Time (p. 23)
- Please refer to Clubhouse for additional examples and guidance:

Screening and the Americans with Disabilities Act (ADA) (p. 29)
- Leaders are expected to make every reasonable effort to accommodate participants on trips of all abilities. If a potential participant has a documented disability, there are additional criteria that must be considered; these are in accordance with the Americans With Disabilities Act (ADA):
  1. Reasonable accommodation: Can the person take part in the outing without the Club’s incurring excessive cost or expending excessive effort to allow participation?
  2. Safety: Can the person take part in the outing without endangering him- or herself or others?
  3. Fundamental nature of the outing/activity: Can the person take part in the outing without fundamentally changing the nature of the activity?

For Questions, Concerns, and Guidance about ADA and accommodating participants, contact the Program Safety Manager at program.safety@sierraclub.org and visit Clubhouse here:

Emergency Response (p. 36)
We have a new call-service with an updated international phone number:
- **International Emergency Phone Number:** 001-303-281-9914

Reporting Accidents and Other Incidents (p. 41)
Here are the new directions for how to report incidents and accidents:
1. Call the Sierra Club immediately for life-threatening emergencies, fatalities and incidents requiring rescue or evacuation at 1-888-OUTINGS (888-688-4647) or 001-303-281-9914 (if calling internationally).
2. Scan/email the following documents to program.safety@sierraclub.org:
   a. Incident Report
   b. Sign-in Sheet or Individual Liability Waiver
   c. Participant Medical History Form
   d. Patient Report Form (if applicable)
3. Mail the above original documents to:
   Sierra Club/Program Safety, 2101 Webster Street, Suite 1300, Oakland, CA 94612

Sierra Club General Liability Insurance (p. 43)
- New introductory paragraph:
  The Sierra Club maintains a variety of insurance policies that cover the scope and breadth of activities, outings, and events conducted, and operate within the boundaries of that coverage. The included General Liability coverage helps to protect against losses and acts that are unusual, unintentional, and catastrophic. Leaders acting reasonably within their roles and training and within Club policies are included within this coverage and the protection it affords. Sierra Club and its entities (except the Sierra Club of Canada) operate under the same insurance policies. General liability insurance is purchased to protect against losses from acts that are unusual, unintentional, and catastrophic. Sierra Club insurance does not protect an individual against actions that violate Club policies or when driving a vehicle.
Policies and Guidelines (p. 45)

New Procedure for Serious Incidents on Outings (Reviewed and adopted June 9, 2009)

- When a serious incident, like a death or life-altering injury occurs, or civil or criminal litigation could result, the leaders must follow the protocol below.
  
  - Definition: A serious incident is one in which one or more of the following situations exist:
    - A participant and/or leader (or member of trip staff) dies.
    - A participant and/or leader (or member of trip staff) experiences an injury so severe as to suggest a permanent life-altering injury.
    - An incident occurs where there is reason to believe civil litigation (a lawsuit naming the Club and/or leader as defendants) will result.
    - An incident occurs where there is reason to believe criminal action will be taken naming the leader and/or other participants as defendants.

- Procedure
  - All leaders and trip staff of an outing with a Serious Incident will immediately upon completion of the outing on which the Serious Incident occurred be suspended from leading future Club outings pending a preliminary investigation of that incident.
  - Upon leader/trip staff suspension, the suspending entity shall inform the Director of Outdoor Activities and request a preliminary investigation, if one has not already been initiated.
  - The preliminary investigation of all Serious Incidents shall be conducted by the Director of Outdoor Activities with support from the entity sponsoring the outing.
  - The preliminary investigation and a recommendation regarding continuing or lifting the suspension(s) shall be completed and reported to Program Safety no later than 10 days after receipt of the Incident Report at national headquarters. Program Safety will promptly report its findings to the suspending entity or program, which will promptly inform the leader/trip staff.
  - Once the full investigation is completed and reported to Program Safety, Program Safety will promptly report its findings to the suspending entity or program, which will promptly inform the leader/trip staff.

Thon Policy:

- The Thon policy applies to Club-sponsored activities that take place in the outdoors in which participants travel largely on their own by walking, hiking, running, biking, etc. These activities are not traditional "outings" in which participants travel outdoors and are led by an outings leader. These activities may or may not be competitive, have a fundraising component, or have youth participants. All watercraft activities shall be structured as Outings and adhere to watercraft outings policies.
- All Thons shall be approved in advance by the national office which will work with the Thon organizers to obtain required special event insurance. After the Thon has been approved and insurance obtained, the Thon may be publicized in accordance with Club-sponsored activity publishing requirements.
- Organizers must work with local authorities to obtain necessary permits and support, develop a safety management plan to deal with incidents, conduct volunteer helper training orientation with customized emergency response cards, and deliver a participant orientation. Lead organizers must be Sierra Club members. Volunteer helpers and participants are not required to be Sierra Club members.
- Lead organizers and volunteer helpers present at the Thon shall sign a Volunteer Agreement. Participants must sign liability waivers. Participants under the age of 18 must also provide a Medical Treatment Release form unless accompanied by parent/guardian.
Outings Forms (p. 62)
Please use the revised versions of the below forms attached at the end of the packet (if mailed) or here (if you found this on Clubhouse): [http://clubhouse.sierraclub.org/outings/forms/](http://clubhouse.sierraclub.org/outings/forms/)
- Safety Management Plan (revised 5/2018)
- Medical Form (revised 2013)
- Emergency Response Card (revised 2/2017)
- Incident Report (revised 5/2018)