

CALIFORNIA ALPINE CLUB

Liability Waiver Procedure

The California Alpine Club (CAC) requires that a “Liability Waiver” be read and signed by all participants in club sponsored outings. This is basically all organized activities outside of Alpine Lodge and Echo Summit Lodge. This includes scheduled hikes, outings organized by the Outings Committee, and work parties at the lodges. Social activities inside of the lodges are not usually included.

LIABILITY WAIVER

These are required documents normally used by organizations when there is an activity with a potential for injury, accident or illness. The participant is agreeing to be responsible for their personal participation, and hold the club, club officers, directors, members and outing leaders harmless from any liability and claims which might arise from the activity. The Liability Waiver Form has a detailed description of the assumption of risk and release of liability.

ACTIVITY SIGN-IN SHEET

The sign-in sheet is included in this procedure, and is available from the Outings Committee, Hike Leader coordinators and from Lodge Trustees. The forms are also available on the club web site and in the Lodges. The activity leader is responsible for having the form before the activity begins. The leader should fill-in the activity name, the leader’s name, the location, and the day and date just below the text. The leader will also be the first to sign in with their printed name, signature, emergency phone number, and member status (yes or no). This should all be done beforehand. Before beginning the leader must have each activity participant read the agreement and fill out the next line. The line count will provide the number participating, and a head-count should be taken to confirm. Anyone who does not sign in must be excluded from the activity.

RETENTION OF SIGN-IN SHEETS

Activity leaders should give the original sign-in sheet to the person(s) who coordinate these activities. This includes the Hike Leader Coordinator, the Outings Committee Chairperson, and the Lead Trustee at Alpine Lodge and at Echo Summit Lodge. This can expand if needed for other activities. The record retention time will be for three years.