

DISCLAIMER: This document recently underwent substantial revisions and reorganization. See the Revision History at the end of this document for more information.

**Olympia Branch Officers Policy Manual
The Mountaineers**

100.00.00 Introduction

100.01.00 Summary

The Officers Policy Manual provides an organized method of stating, disseminating and preserving policies, procedures and information related to the conduct of The Olympia Branch of The Mountaineers business and activities.

100.02.00 Policies

The manual is intended as an aid to Officers and other volunteers to facilitate communication of Mountaineers policies, assist in implementing Mountaineers procedures, and provide a single reference source of Officers' guidelines.

Policies stated in the Officers Policy Manual apply to all members of the Olympia Branch.

Branch policies shall not conflict with The Mountaineers policies or The Olympia Branch Rules (See "Governing Documents" below). In cases of possible conflict with this Policy Manual, Mountaineers policies shall govern first, and then The Olympia Branch Rules. Report any conflicts to the branch chair for resolution.

100.03.00 Objectives

- Communicate policies and provide a source of reference for the branch.
- Establish accountability for implementing Officer Policies
- Implement policies and procedures consistently and uniformly throughout the branch.

100.04.00 Organization and Use of Manual

100.04.01 Summary

The following descriptions outline how the Olympia Branch Officers Policy Manual is organized and how to use it to locate information.

100.04.02 Changes and Approval

Any Officer or Committee Chair may initiate revisions or additions to the Olympia Branch Policy Manual by providing a draft in writing or electronic format to the Branch Officers prior to the date of consideration by the Officers' Council. The Officers' Council should then review all proposed changes to the policy manual. A majority vote by the entire Officers' Council is required for the approval of all revisions and additions to the Olympia Branch Policy Manual before update, printing, and distribution. These

approvals should be part of the minutes maintained by the Secretary-Communications Chair.

100.04.03 Organization of the Manual

Sections. The Olympia Branch Officers Policy Manual is organized into sections. Each section groups together a number of related items called "subjects." All sections are:

- Titled
- Numbered sequentially, in a format **XXX.00.00**

Sub-sections. Each section is divided into sub-sections, information items of a smaller scope. They are:

- Titled
- Numbered sequentially, in a format **XXX.XX.00**.

Subjects. Each sub-section is divided into subsections, detailed information of items of a small scope. Subjects usually describe specific Mountaineers policies, procedures, and guidelines. They are:

- Titled
- Numbered sequentially, in a format **XXX.XX.XX**.

100.04.04 Governing Documents

Bylaws of The Mountaineers. This document contains the articles of creation for The Mountaineers and sets forth the organization's legally mandated board positions and highest levels of governance for the organization. The Bylaws of The Mountaineers are maintained on the organization's website:

- <https://mountaineers.org/about/board-of-directors/board-policies/bylaws>.

Rules, The Mountaineers, Olympia Branch. This document serves as the branch bylaws. Rules governing the Olympia Branch of the Mountaineers are maintained on the organization's website:

- <https://www.mountaineers.org/about/branches-committees/olympia-branch/about/olympia-branch-rules/view>

200.00.00 Olympia Branch Officers

200.01.00 Establishment of Policies

200.01.01 Purpose

To facilitate effective management of the Olympia Branch of The Mountaineers, it is essential to periodically review, modify, clarify, and when necessary, add additional policies.

200.01.02 References

Article VIII, Section 2. Rules, The Mountaineers, Olympia Branch.

200.01.03 Officers' Authority

The Officers' Council, by practice and by laws reference, is the sole policy-making authority within the Olympia Branch of The Mountaineers.

200.01.04 Policy Manual

To ensure ease of access, the Olympia Branch Officers are responsible for maintaining an Olympia Branch Policy Manual.

200.01.05 Policy Distribution

The Olympia Branch Secretary-Communications Chair or designee is responsible for distribution of the policy revision or addition to all holders of the Olympia Branch Policy Manual and to those Branch Committees that are affected.

Approved: April 11, 2001

200.02.00 Duties of Branch Officers

200.02.01 General Statement

It is the policy of the Branch Officers that, to facilitate the orientation of newly elected Officers and foster consistency in the quality of Branch administration from year to year, the scope of responsibilities and duties of each Branch office should be delineated and made available to all future candidates for Branch office.

200.02.02 References

Officers Committee meeting minutes, September 21, 1989. Articles IV, V. and VIII, Rules Governing the Olympia Branch of the Mountaineers, dated March 15, 1994.

200.02.03 Terms of Office

The Director and Chair serve three year terms. The Chair-elect shall be elected each year and should serve one year as the Chair-elect, one year as Chair, and one year as Past-Chair. The Director serves a three year term and is elected every third year.

The Communications Chair and Secretary shall serve two year terms and be elected in even numbered years.

The Treasurer shall serve a two year term and be elected in odd numbered years.

200.02.04 Duties of the Director

The Director of the Olympia Branch is a member of The Mountaineers Board of Directors. The Mountaineers Board of Directors shall control all expenditures, make rules and determine policy for the use of the club's property and programs, and act for the interest of the club in any way not inconsistent with The Mountaineer Bylaws. (Mountaineers Bylaws, 111, 1, 3/1/89.)

Carrying out the intent of the above Mountaineers and Olympia Branch Rules, policies and past practice requires the Director to:

Serve a three-year term beginning October 1.

1. Attend all Olympia Officers Committee meetings (currently scheduled for the third Thursday of each month).
2. Serve on various ad hoc, board, and/or advisory committees as assigned by the president of The Mountaineers.
3. Attend Branch meetings and other activities as requested by the Branch chair.
Benefits and Compensation. The Director should receive:
 - a. Some of The Mountaineers publications
 - b. Reimbursement for mileage traveled round-trip from home to Board meetings in Seattle for mileage traveled round-trip from home to Officers Committee meetings in Olympia, whichever is greater (policy does not include travel to other committee meetings, see meeting minutes. 9/21/89).

200.02.05 Duties of the Chair

The Chair must ensure that the Branch is fiscally responsible at all times and act as spokesperson for the Branch. Carrying out the intent of The Mountaineers Bylaws and Olympia Branch Rules, policies and past practice requires the chair to:

1. "Preside at all Branch meetings and meetings of the Officers Committee...appoint all

other committee members." (Article V.1.. Rules Governing the Olympia Branch of The Mountaineers, dated May 1, 1990.)

2. Schedule meetings of the Officers Committee "at least monthly September through June." (Article VII1,I Rules Governing the Olympia Branch of The Mountaineers, dated May 1, 1990.)
3. "...Cast the deciding vote in the event of a tie vote [of officers]." (Article MII.2, Rules Governing the Olympia Branch of The Mountaineers, dated May 1, 1990.)
4. Provide overview of the Branch, club, and courses.
5. Attend other Branch activities.
6. Prepare the Branch annual report and submit to Club Secretary.

200.02.06 Duties of the Chair-elect

The Chair-elect should study and learn the club and branch governing documents and prepare to serve as Chair. Additional duties and responsibilities are determined and assigned by the Chair.

200.02.07 Duties of the Communications Chair (formerly the Social Chair)

(Formerly the Vice-President – changed January of 2000) The Communications Chair is responsible for arranging all programs for Branch meetings

Carrying out the intent of The Mountaineers Bylaws and Olympia Branch Rules, policies and past practice requires the Communications Chair to:

1. Prepare a budget for all Branch Wide events during the fiscal year and present regular expenditure reports to the Officers Committee.
2. Prepare an annual report and submit it to the Officers Committee at its October meeting.
3. Coordinate room reservations for all Branch activities at the Olympia Center.
4. Officers Council contact for Branch wide events such as Adventure Speaker Series, Annual Banquet, Annual Picnic, Open House. Offers resources and assistance with other Olympia Mountaineers events such as Banff Film Festival, Used Gear Sale, Volunteer Recognition.

200.02.08 Duties of the Treasurer

The treasurer acts as "custodian" of Branch funds and is responsible for all fiscal concerns of the Branch, including the receipt and disbursement of monies and

communications regarding the Branch's financial condition. (Article V,4., Rules Governing the Olympia Branch of The Mountaineers, dated May 1, 1990.)

Carrying out the intent of The Mountaineers Bylaws and Branch Rules, policies and past practice requires the treasurer to:

1. Ensure the Mountaineers-Wide reimbursement process is followed in requests for volunteer reimbursement.
2. Coordinate preparation of an annual budget request for the Branch.
3. Attend Branch meetings and other activities as requested by the Branch Chair.

200.02.09 Duties of the Secretary

The is the "recording officer" and "official custodian of all branch records and reports" except the treasurer's reports and records. (Article V,3. Rules Governing the Olympia Branch of The Mountaineers, dated May 1, 1990.)

Carrying out the intent of The Mountaineers Bylaws and Branch Rules, policies and past practice requires the secretary to:

1. Record the proceedings of each monthly Officers Committee meeting, and send a final draft copy of the meeting minutes to each Officer prior to the next regular meeting.
2. Publish meeting minutes to Mountaineers website.
3. Periodically arrange for archiving of meeting minutes and other records of Branch activities with Chair of Library and Records Committee.
4. Contribute to Branch Policy updates, by providing input and/or delegating appropriate update procedure.
5. Coordinate receipt and tally of ballots in Branch elections in the event the Program Center is not able to administer Branch elections.
6. Notify all candidates of outcome of election and, to the extent possible, "preserve all ballots until new officers shall have been installed." (Article VI,2., Rules Governing the Olympia Branch of The Mountaineers, dated May 1, 1990.)
7. After all candidates have been notified, submit election results to bulletin contact for publication.
8. Attend Branch meetings and other activities as requested by the Branch Chair.
9. Notify the club office of all course graduates including equivalencies.

200.03.00 Elections

200.03.01 General Statement

The Officers' Council seeks to ensure nomination of candidates who have broad experience in The Mountaineers and possess specific skills or expertise necessary to provide leadership for the Branch, and to provide a fair and consistent procedure for Branch elections in accordance with Olympia Branch Rules. Officer candidates shall be Olympia Branch members in good standing. The Nominating Committee should determine which Branch members are ready to serve in the selected office, and should provide each potential nominee a copy of the Olympia Branch Rules.

200.03.02 References

Article VI, Rules, The Mountaineers, Olympia Branch

300.00.00 OFFICERS COMMITTEE POLICIES

300.01.00 Course Budgeting and Fee Setting

300.01.01 General Statement

It is the policy of the Officers Committee to provide consistently adequate financial support for the operation of courses sponsored by the branch. Further, it is the policy of the Officers that all courses should be self-supporting and that the financial histories of courses should be preserved to provide the basis for planning future courses.

300.01.02 References

Course Budgeting and Fee Setting Policy adopted May 19, 1988. Olympia Branch Officers Policy 316, Budget Committee.

300.01.03 Responsibilities of Course Chair

Each course Chair is responsible for preparing a budget and recommendation for course fees to submit to the Officers Committee during the annual budget process. Course Chairs should be responsive to requests from the Treasurer for assistance in financial reporting on course activities submitted to the Officers Committee.

Guidelines

Course Chairs should refer to worksheets and instructions distributed by Mountaineers Program Center staff during roll out of the annual budget process.

Course budgets should include room rent, leadership recognition, supplies, printing, mailing, advertising, refreshments, food, lecturer fees, taxes and expenses, etc., as appropriate. Course Chairs should consult the Branch Treasurer if any questions exist as to what expenditures are appropriate.

300.02.00 Non-Member Participation & Course Fees

300.02.01 General Statement

It is the policy of the Officers Committee to allow for non-members participation in certain branch sponsored courses and activities.

300.02.02 References

Course Budgeting and Fee Setting Policy, adopted May 19, 1988; Olympia Branch Officers Policy 403, Course Budgeting and Fee Setting.

300.02.03 Stipulations

Non-members may enroll in courses approved by the Officers Committee. Enrollment entitles nonmembers to participate in lectures and field trips only. Members should be given priority in enrollment if the enrollment limit is exceeded.

Course fees for non-members enrolled in branch sponsored courses should include a surcharge of one-half annual dues, rounded to the nearest dollar.

The Mountaineers Guest Policy applies to non-members' participation on trips: a limit of two per person per calendar year.

Approved: March 8, 1993

300.03.00 Transportation

300.03.01 General Statement

It is the policy of the Officers Committee to establish fair transportation reimbursements for drivers for activities and official club business.

300.03.02 References

The Mountaineers Board Policy M16, March 9, 1989.

300.03.03 Activities

Members transported on Mountaineer activities or outings should reimburse the driver at the current rate established by the Officers Committee

300.03.04 Business

Private vehicles used for the purpose of Mountaineer business and authorized by the Officers Committee should be reimbursed at the rate of the current Internal Revenue Service standard. The Director shall be reimbursed for mileage to and from Olympia and Seattle for regular board meetings. All other reimbursement should be authorized in advance by the Officers Committee.

Approved: March 8, 1993

300.04.00 Reimbursement of Expenses

300.04.01 General Statement

There are occasions when it is desirable to use personal funds for legitimate club expenditures and then request reimbursement.

300.04.02 References

None

300.04.03 Implementation

Reimbursement of personal funds used for club expenditures may be made provided:

1. The item or service purchased is specifically provided for in the current budget and cannot be otherwise acquired more economically.
2. Permission to make the expenditure is given in advance by the appropriate Committee Chair or Branch Officer.
3. The reimbursement request is made through the appropriate committee Chair or branch Officer and should not be submitted directly to branch treasurer.
4. An itemized bill, receipt, etc., accompanies the request. It should be filed with the committee or treasurer records.
5. A request follows the treasurer's procedures and is made promptly after the expenditure occurs.

Approved: September 19, 1991

300.05.00 Library Access

300.05.01 General Statement

It is the policy of the Branch Officers that insofar as resources are available, the branch library should be open to serve the branch membership.

300.05.02 Check-out

Should be conducted by the librarian or designated volunteer.

300.05.03 Time

Thirty days with a 30-day renewal.

300.05.04 Renewal

Books may be renewed by telephone.

300.05.05 Limitations

Five books may be checked out at one time.

300.05.06 Nonmembers

Nonmembers may use the library but generally may not check out materials. Certain publications may be checked out only by permission of the librarian.

300.05.07 Lost Books

Lost books should be paid for or replaced. The librarian should determine the replacement cost and collect the fee.

Approved: March 8, 1993

300.06.00 Library Acquisition and Disposal

300.06.01 General Statement

It is the policy of the Branch Officers that, with the resources available, the library be relevant, useful and up-to-date.

300.06.02 References

Library Purchase Policy, October 16, 1986.

300.06.03 Acquisition Focus

A collection of material which reflects the club and branch purposes and interests:

1. Mountaineering History and Biography
2. Climbing Techniques
3. Expedition Accounts
4. Backpacking
5. Skiing
6. Camping
7. Nature Study
8. Conservation
9. Pacific Northwest History
10. Branch Activity Interests as added. (Some attention should be given to travel.)

300.06.04 Acquisition Criteria

One copy of each Mountaineer book published beginning July 1986.

All donations consistent with club purposes and above acquisition focus.

Not so highly specialized that it would have only fleeting or very narrow appeal.

Recommended by members.

Has received a number of good reviews.

Fills voids in the existing collection.

Nature study books should be confined to the Pacific Northwest and Pacific Coast.

Trail and hiking guides should cover the Pacific Northwest and those areas likely to be traveled by members.

Purchases not included above, but reflecting efficient use of funds (e.g. garage sales, et al.) may be made at the discretion of the librarian.

300.06.05 Disposal Criteria

When the library has duplicate copies (unless there is good reason to retain more than one).

Is not in the main acquisition focus of the club.

300.06.06 Priority for Disposition

Sale to members--at a date and time announced at a regularly scheduled branch meeting, or in THE MOUNTAINEER.

Sale to others.

300.06.07 Monies Collected

The General Fund shall be used as the depository for library - generated funds.

300.06.08 Non-budget Purchasing

Non-budgeted funds for acquisition may be requested of the Branch Officers up to the amount transferred to the General Fund.

300.06.09 Donations

One of each Mountaineer publication given to the Board of Directors should be donated to the Timberland Library.

Approved: March 8, 1993

300.07.00 Awards (Type and Requirement)

300.07.01 General Statement

Olympia Branch awards, in the form of pins and patches, are made to encourage camaraderie among club members and to create an interest in the Olympic National Park, Olympic National Forest, Capitol Forest, parts of the Cascade Range, the Puget Sound, and the many waters of Washington.

300.07.02 List of Awards

The Awards Committee administers 11 awards for hiking, climbing, and scrambling, and 3 awards for sea kayaking. Listed below is a brief summary of each award. More information about each reward, requirements for each award, and application instructions are found and maintained on the Olympia Branch Award Badges page of The Mountaineers website:

<https://www.mountaineers.org/membership/badges/award-badges/olympia-branch/olympia-branch-lakes-alpine-lakes>

A candidate for an award should submit a timely application to the Awards Committee, as directed on the web page.

300.07.03 *Olympia Branch Alpine Lakes*

- A pin and badge earned by hiking to 12 lakes in the Alpine Lakes Wilderness.

300.07.04 *Olympia Branch North Cascades Lakes*

- A pin and badge earned for hiking to 12 alpine lakes in the North Cascades.

300.07.05 *Olympia Branch Olympic Lakes*

- A pin and badge earned for hiking to 12 alpine lakes in the Olympics.

300.07.06 *Olympia Branch South Cascades Lakes*

- A pin and badge earned for hiking to 12 alpine lakes in the South Cascades.

300.07.07 *Olympia Branch Lookout Patch*

- A patch and badge for hiking, climbing, or scrambling to the summit of peaks that are or were Forest Fire Lookouts sites.

300.07.08 *Olympia Branch Lookout Rocker*

- A rocker and badge to go with your patch and badge for hiking, climbing, or scrambling to the summit of peaks that are or were Forest Fire Lookouts sites.

300.07.09 *Olympic Branch Olympic Peaks*

- A peak pin and badge earned by climbing some of the highest and remote peaks on the Olympic Peninsula. Climb any ten and at least one in each area.

300.07.10 *Olympia Branch Olympic Trails 100 Miles*

- A patch badge earned by hiking 100 or more one way miles on trails in the Olympic National Park and Olympic National Forest.

300.07.11 *Olympia Branch Scramble Peaks Copper*

- A peak pin and badge awarded for ascents of scramble peaks in the Olympic Mountains. This is the first in a set of three peak pin badges.

300.07.12 *Olympia Branch Scramble Peaks Silver*

- A peak pin and badge awarded for ascents of scramble peaks in the Olympic Mountains. This is the second in a set of three peak pin badges.

300.07.13 *Olympia Branch Scramble Peaks Gold*

- A peak pin and badge awarded for ascents of scramble peaks in the Olympic Mountains. This is the third and final in a set of three peak pin badges.

300.07.14 *Olympia Branch Sea Kayaking Riptides and Rapids*

- A pin and badge for specific challenging sea kayak adventures.

300.07.15 *Olympia Branch Sea Kayaking South Sound Inlets*

- A sea kayaking pin and badge for paddling along the shoreline of inlets in South Puget Sound.

300.07.16 *Olympia Branch Sea Kayaking South Sound Islands*

- A pin and badge for circumnavigating islands in the South Puget Sound by sea

kayak.

300.07.17 *Olympia Branch Paul Wiseman Memorial Bench Peaks*

- An online only “badge” created in 2019 to honor Branch Founder Paul Wiseman.

300.08.00 Records Retention Schedule

300.08.01 General Statement

It is the policy of the Branch Officers to maintain and preserve records of the branch as part of an ongoing history of The Mountaineers and to provide a background record of material-useful to future branch committees.

300.08.02 References

Climbing Committee Policy No. 351, date January 17, 1991.

300.08.03 Retention of Documents for Permanent Records

Each committee is responsible for retaining pertinent forms, documents, and other materials for a period of time in accordance with individual committee policy or practice or Officers Committee policies. After this period, the following documents are to be archived as permanent records.

300.08.04 Documents

1. Course Manuals
2. Field Trip Reports
3. Climb, Scramble Reports
4. Other Activity Reports (Canoeing, Skiing, Bicycling, et al.)
5. Committee Meeting Minutes.
6. Approved Budgets'
7. List of Course Graduates/Equivalents
8. Annual Reports of each committee.*

*Includes Officers Committee

The Committee Chairs should ensure that the above documents are transferred to the Library and Records Committee for permanent storage.

Approved: March 8, 1993

300.09.00 Reimbursement for Training

300.09.01 Purpose

On most occasions the Mountaineers conduct activities and training on a volunteer basis. However, at times it is appropriate to hire outside expertise or reimburse members for expenses that are incurred when conducting activities or training.

300.09.02 References

Policy 403 Course Budgets and Fee Setting

Policy 407 Reimbursement for Expenditures

Policy 422 Volunteer Recognition

300.09.03 Outside Expertise

The hiring of outside expertise for training may occur when the:

1. Requisite expertise is not available as a b) volunteer resource with the branch or club;
2. Training should provide a benefit to the branch; and,
3. Expertise being hired is the best available in terms of price and value received.

300.10.00 Volunteer Recognition

300.10.01 Purpose

Few members of the Mountaineers volunteer in order to receive personal recognition. However, the Officers Committee acknowledges that Volunteer Recognition is essential to maintain morale, generate enthusiasm, and to retain and recruit a sufficient pool of volunteers to support branch activities.

300.10.02 References

Officers Committee meeting minutes 10/2000

Policy 312 Awards

Policy 314 Banquet

Policy 326 Service Award

Policy 402 Duties of Branch Officers

Policy 421 Reimbursement for Training

300.10.03 Implementation

The branch Chair Elect administers the branch Volunteer Recognition activities and:

- reports monthly to the Officers Committee on the status of all recognition projects;
- seeks new and creative recognition projects from the Branch Officers, Committee Chairs, and members; and
- coordinates programs with all involved parties.

300.10.04 Branchwide Recognition

It is the policy of the Branch Officers that:

1. A sum of not less than 10% (ten percent) and not more than 20% (twenty percent) of the previous year's branchwide dues income should be allotted for Volunteer Recognition.
2. A portion of these funds should provide one complimentary ticket to the Annual Banquet to each Branch Officer and standing Committee

Differing levels of involvement may result in different levels of recognition.

300.10.05 Branchwide Activities

The Officers Committee acknowledges that certain branch activities provide tangible and intangible benefits to the Olympia branch and members. Therefore, when approved by the Officers Committee, these activities should be subsidized in part or in whole by the branch. The amount of subsidy requested for each activity should be determined annually by the Budget Committee submitted to the Officers Committee for approval.

Subsidized activities include but may not be limited to:

1. The Annual Branch Banquet (guest speaker(s), entertainment, awards, and other associated costs);
2. The Annual Branch Picnic;
3. Monthly potlucks (facility rental, door prizes, beverages, condiments, and other associated costs);
4. Special events or activities which are of interest to the branch members and are

approved by Officers Committee. (Banff Film Festival for example).

Approved: February 14, 2001

300.11.00 Conservation, Generally

300.11.01 General Statement

It is the policy of the Officers Committee to support Branchwide conservation efforts and to encourage all Olympia Mountaineers to aspire to volunteering for a minimum of one day of conservation work every year.

400.00.00 Committee Charters

400.01.00 Nominating Committee

400.01.01 General Statement

It is the policy of the Branch Officers to provide a fair and consistent procedure for branch elections.

400.01.02 References

Article VI, Rules Governing the Olympia Branch of the Mountaineers, dated May 1, 1990.

400.01.03 Committee Membership

A minimum of three branch members (including a Chair) will comprise the committee. Members of the Nominating Committee shall not be current Branch Officers. If a committee member wishes to be considered for nomination for any office, that member must resign from the committee.

400.01.04 Term of Service

Ideally, Nominating Committee Chair and members will be appointed by the Branch Chair by March 15 each year and will serve until the current year's election has been completed.

400.01.05 Responsibilities

See Officer Nominations Section 500 Policies 501 and 502.

Approved: May 16, 1991

400.02.00 Service Award Committee

400.02.01 General Statement

It is the Policy of the Olympia Branch to annually recognize a member who has given the Branch outstanding service over a number of years.

400.02.02 The Award

The Mountaineers Olympia Branch Service Award consists of two plaques, one large plaque listing all recipients, with the new name added each year and a small individual plaque. Each plaque has the recipient's name engraved on it. The recipients receive a service award pin.

400.02.03 References

Originally approved: Officers Committee minutes, May 1991.

400.02.04 Committee Membership

The Committee is made up of the three most recent service award recipients. Each must maintain their Mountaineer membership.

400.02.05 Term of Service

Three years. The first year, the Service award recipient becomes the chair of the Service award committee.

400.02.06 Responsibilities

1. Search for worthy candidates. Arrange meeting dates and time for The Service Award Committee to discuss the responsibilities and to review the candidates. Set the deadline dates for acceptance of nominations and the date for the final selection.
2. Request candidate recommendations from the Olympia Branch Membership. Post the request in The Mountaineer Magazine and on the Olympia Mountaineer web page. Also coordinate e-mail blasts to the Olympia membership. Request a recommendation from each program Chair.
3. Two months before the Olympia Mountaineers Annual Banquet, make a selection based on the person's overall longtime service to the Branch, noting how the person has represented the ideals of The Mountaineers. List the reasons the person should receive the award. No single criterion is most important. Request the candidate's profile (contributions and involvement) from the Program Center.
4. At least one month before the Olympia Mountaineers Banquet, have the Olympia representative pick up the large Olympia Service Award plaque that is hung at the

Seattle Club House. This plaque is to be returned to the Seattle Club house after the banquet. The smaller plaque and pin is for the recipient to keep.

5. Arrange for the engraving of the recipient's name on the two plaques at Tags Awards & Specialties, Olympia, or at any other plaque engraving vendor. Tags has an Olympia Mountaineers account and will bill us directly. Tags will create the individual plaque with the recipient's name and the current year and will add a nameplate with the year to the larger wall plaque.
6. One month before the Banquet, arrange for the presentation at the Banquet, which is generally in October or November. The prior year recipient presents the award. Prepare remarks describing the recipient's involvement and contributions to The Mountaineers. Request the Service Award Pin from the Awards-Pins Chair.
7. Try to ensure that the recipient attends the banquet, but do not let the person know of his/her selection. Keep the recipient's name a secret until he or she is announced at the Banquet.
8. After the banquet, notify The Mountaineers' Executive Director of the service award recipient. The person's name will be placed on a third plaque presented by The Mountaineers Executive Director. The recipient attends the Seattle Banquet (usually in January) at the Program Center. In recognition of their contributions, they receive The Mountaineer Service Award plaque.
9. After the Banquet prepare an article describing the recipient's involvement and contributions to the Branch. Submit the article for posting on the Olympia Mountaineer's webpage and or in an e-mail blast.
10. Update the Service Award binder with a report of the committee's proceedings.

400.03.00 Conservation Committee

400.03.01 General Statement

It is the policy of the branch that a Conservation Committee shall be responsible for evaluating branch interest in the conservation of natural resources and for providing opportunities to actively pursue conservation advocacy issues, to organize and lead natural resources stewardship work parties and to develop and present conservation education information.

400.03.02 References

Mountaineers Board Policy Outdoor Ethics

Revised Date: September 4, 2008

Olympia Branch Officers Policy 333 Wilderness Ethics

Olympia Branch Officers Policy 318 Equipment Committee

Approved: September 11, 2002

The Mountaineers website (January 1, 2018)
<https://www.mountaineers.org/conservation>

400.03.03 Committee Membership

Committee members are to be current members of The Mountaineers with sufficient expertise and or interest in Conservation practices in at least one the following areas: Advocacy, Education and Stewardship to competently participate in organizing and carrying out the branch conservation programs.

The Conservation Committee shall operate under the direction of the Committee Chair(s) appointed by the Branch Chairperson and guided by a **Branch Conservation Advisory Team** of no more than 6 active branch Conservation Leaders.

400.03.04 Term of Service

One year beginning September 1.

400.03.05 General Responsibilities

- The Committee Chairperson(s) is responsible for keeping the Officers Committee advised of branch and club-wide Conservation initiatives; for submitting and implementing approved budgets and for conducting conservation programs as directed by the Officers Committee or the Branch Conservation Advisory Team.
- The Committee Chairperson(s) is responsible for entering into agreements with public agencies for the purposes of providing services that further the conservation and stewardship goals of the organization (such as Volunteer Service Agreement with the Olympic National Forest)
- The Committee is responsible for provide conservation related volunteer opportunities and encouraging branch member participation
- Recommend branch sponsorship of conservation and stewardship courses or workshops based on evaluation of member interest.
- Prepare a schedule of conservation related activities and ensure timely publication in The Mountaineer and other club and branch communications.

400.03.06 Recognition

- Provide for recognition of branch Conservation Leaders at the annual banquet including the Frank Maranville Memorial Stewardship Award and Crew Leader Award.
- Establish award criteria, solicit nominees, select recipients, prepare and deliver testimony conveying each recipient's contributions to conservation and stewardship.
- Participate in all branch efforts to recognize outstanding contributions of branch members for their role in conservation.

400.03.07 Equipment

- Acquire, through the branch budget process, only the tools and equipment necessary to support long-standing stewardship activities.

- Ensure that branch equipment is used appropriately for Mountaineer stewardship purposes
- Maintain, and replace equipment utilized by the branch for conservation and stewardship activities.
- Establish and enforce a check-out and check-in procedure to ensure accountability for all equipment so that it will be cleaned and ready for its next use. All damage must be reported immediately to the Equipment Coordinator or Committee Chair.

400.03.08 Conservation Programs

The following programs are adopted by the Olympia Branch to be consistent with and in support of the club Conservation initiatives of Advocacy, Education and Stewardship (as described in the following).

- 1) Stewardship** – To engage in stewardship as a hands-on way to protect, preserve and restore the magnificent public lands we need and enjoy for outdoor adventures.

Objectives and Activities

- To provide branch members with opportunities and compelling rationale for taking an active role in helping to maintain outdoor recreation facilities and ensure the healthy condition of our natural resources
- Develop and implement an annual calendar of stewardship opportunities for branch member participation, including but not limited to; trail maintenance, habitat restoration and the removal of invasive species
- Develop criteria for, train, mentor and approve Stewardship Crew Leaders and equip them as appropriate for their stewardship roles
- Partner with public land managing agencies such as the US Forest Service and enter into Volunteer Service Agreements to carry out Stewardship programs
- Promote and recruit branch member participation in all forms of stewardship activities organized by the branch or by conservation organization serving the throughout the Pacific Northwest

- 2) Advocacy** – To faithfully defend and actively champion for our public lands and the experiences they provide to our community.

Objectives and Activities

- To provide branch members with timely and accurate information on critical conservation issues of the day
- Recommend objective and practical positions for the branch and club on sensitive issues
- Testify at hearings, write letters, participate in information gatherings in support of positions the branch has adopted on conservation issues

- 3) Education and Training** – To provide outdoor enthusiasts with the information, inspiration, knowledge, and skills to help protect our public lands.

Objectives and Activities

- To recommend branch sponsorship of courses or workshops based on evaluation of member interest and the conservation needs of the Pacific Northwest
- To provide opportunities for branch members to be involved in public outreach and education on topics relevant to the conservation
- Develop educational materials and present public and youth seminars on Wilderness Ethics, Leave No Trace and Low Impact Recreation intended to protect the back country from harmful impacts of public use and abuse.
- Develop information and materials on the best conservation practices and offer speakers to present such information to all branch courses
- Coordinate with other branches
- Monitor wilderness impact and management research to make necessary educational changes

400.04.00 Snowshoeing

400.04.01 General Statement

It is the policy of the branch that a Snowshoeing Committee shall evaluate general interest and demand for snowshoeing activities within the branch annually and, as volunteer resources allow, provide opportunities for branch members to participate in courses, field trips, workshops, and snowshoe trips.

400.04.02 References

None.

400.04.03 Committee Members

Committee members should have sufficient expertise in snowshoeing and mountaineering to be able to competently instruct others in safe methods of equipment use and travel. It is desirable that all committee members be graduates of an alpine scramble or climbing course.

400.04.04 Term of Service

One year beginning September 1.

400.04.05 Responsibilities

Establish guidelines for course training, field trips, equipment use and safety, and

workshops for equipment repair and maintenance.

Recommend branch sponsorship of courses or workshops based on evaluation of member interest.

Submit committee budget for Officers Committee approval.

Approve snowshoe trip leaders and maintain a permanent list of them.

Determine trip classifications (as described in The Mountaineer.org website) and eligibility for participants, being mindful that there may be a point at which a snowshoe trip becomes a scramble, a basic climb, etc.

400.05.00 Alpine Scrambling Committee

400.05.01 Purpose, Responsibilities and Membership

- a. The purpose and primary responsibility of the Alpine Scrambling Committee is to oversee and administer all aspects of the Alpine Scrambling Course and other activities at the Scrambling level within the branch.
- b. Specifically, the Alpine Scrambling Committee is responsible for developing and establishing the following key elements of the Alpine Scrambling Course: eligibility requirements for students, graduation requirements, course size parameters, requirements for successful completion of course field trips and climbs, and approval of course field trip leaders and instructors.
- c. The Alpine Scrambling Committee is responsible for approving Scrambles, ensuring an adequate number of scrambles required for graduation are offered each season, and ensuring that all scrambles adhere to club and branch policies for safety.
- d. The Alpine Scrambling Committee is responsible for developing and maintaining a list of qualified scramble leaders. Criteria and eligibility for leadership, except as outlined in the Club-Wide Minimum Standards and later in this section, will be at the discretion of the Alpine Scrambling Committee, with the approval and endorsement of the Climbing Executive Committee.
- e. The Alpine Scrambling Committee is responsible for developing and maintaining standards and requirements for Scrambling Equivalency, and for offering opportunities, at least annually, for prospective members to apply for and receive Scrambling Equivalency status.
- f. The Alpine Scrambling Committee is responsible, in coordination with the Climbing Equipment Committee, for the maintenance, upkeep, and replacement of all club-owned property related to Scrambling programs.

- g. The Alpine Scrambling Committee is responsible for submitting annually an operating plan for its activities to the Climbing Division Committee, as well as for recommending course fees to the Climbing Executive Committee, who will finalize fees in coordination with the branch Finance Committee and Officers Committee.
- h. The Alpine Scrambling Committee will consist of as many members as necessary to successfully complete its responsibilities. The Committee, however, should consist of no less than three members, all of whom must be graduates or equivalents of the Alpine Scrambling Course.

400.05.02 Course Eligibility and Graduation Requirements

- a. Eligibility and graduation requirements for the Alpine Scrambling Course will be developed by the Alpine Scrambling Committee, and endorsed by the Climbing Executive Committee. Requirements must be clearly presented to prospective students before they register for the course, and may not be altered or amended during that year unless imminent safety concerns outweigh this requirement.
- b. The Alpine Scrambling Committee **MUST** adhere to the following when establishing course eligibility or graduation requirements:
 - c. To apply for the course, a student must be a Mountaineer member in good standing. For students under 18 years of age, we will comply with club and branch rules for youth participation.
 - d. If there are more prospective students than can be accommodated in the course the Alpine Scrambling Committee will develop a system to manage the numbers of students.
 - e. To graduate the course, students must at least attend all lectures and complete all field trips in a safe and competent manner, pass all quizzes & exams, complete all required scrambles (number and type to be determined by the Committee), hold a current MOFA card, submit a completed graduation application, and have approval of the Alpine Scrambling Committee and endorsement of the Climbing Executive Committee.
 - f. It is strongly recommended that all Alpine Scrambling Course requirements be completed within the Olympia Branch. Some requirements, however, may be fulfilled with other Mountaineers Alpine Scrambling Courses, with prior approval of and proper documentation for the Alpine Scrambling Committee.

400.05.03 Course Operations and Content:

- a. Development and application of course content and the rules regarding it will be managed and overseen by the Alpine Scrambling Committee, with the endorsement of the Climbing Executive Committee, subject to the requirements outlined below.

- b. Mentoring -Each student in the course may be assigned a mentor to assist them in successful completion of course requirements. Assignment and administration of the mentor program will at the discretion of the Alpine Scrambling Committee.
- c. Field Trips -only students enrolled in the Alpine Scrambling Course or Scrambling Equivalency candidates may participate as students in course field trips, unless approved by the Alpine Scrambling committee (for example, climbing course graduates who've not taken the scrambling course MAY be eligible to teach). Students must meet prerequisites for field trips as established by the Alpine Scrambling Committee (lectures, previous field trips, etc.). A listing of specific prerequisites for each course activity will be given to the students at the beginning of the course.
- d. Field trip leaders may exclude students from participation if they do not have adequate clothing or equipment for the activity, are late, or do not meet other criteria as defined by the Alpine Scrambling Committee.
- e. Alpine Scrambling Course graduates or Scrambling Equivalents, as well as Basic Climbing graduates and equivalents where qualified, may serve as lead instructors at Alpine Scrambling course field trips. Second year students approved by the Alpine Scrambling Committee may serve as assistant instructors. Requirements for assistant and lead instructors will be maintained and revised annually by the Alpine Scrambling Committee.
- f. Helmets are required for students AND instructors at rock scrambling field trips. All course equipment must meet current industry standards for safety, and be recommended for climbing uses.
- g. At least one member of the Alpine Scrambling Committee will be present at each course field trip. At least one participant on each field trip must have a current MOFA card, and be designated to the group as First Aid Leader. If the field trip involves small group work, each group must have a qualified first aid leader.
- h. The Alpine Scrambling committee requires students to complete all course requirements within two years. With good cause, however, it is the policy of the committee to grant extensions to students requesting it, on a case by case basis.
- i. All course fees collected and refunds given will occur under the auspices of Olympia Branch Financial Policies. j) Course Documents -The Alpine Scrambling Committee will maintain 'a schedule of how long course records are retained, and will oversee that retention.

400.05.04 Scrambles

- a. Students currently enrolled in the Alpine Scrambling course, Scrambling Equivalency candidates, and Alpine Scrambling graduates and equivalents may participate on scrambles, so long as they are current Mountaineer members in good

standing. In addition, Basic Climbing graduates and students may participate in scrambles, but priority is given to current Alpine Scramble students.

b. Scrambling students must complete prerequisite field trips and lectures, as outlined by the Alpine Scrambling Committee, before participating in any rock or snow scrambles. Exceptions to this requirement may be granted by the Scramble Chair and/or Scramble Committee.

c. Special skills or requirements for participation may be required by scramble leaders for specific scrambles, so long as requirements are outlined to the student when they sign up for the scramble.

d. Alpine Scramble course students may participate in conditioners offered by Alpine Scramble committee as well as Basic Climbing Committee approved trip leaders

e. Scramble leaders may exclude students from participation on scrambles if they do not have required clothing, equipment, or skills for the outing.

f. Course required Scrambles will be classified as follows:

g. A Conditioner is a scramble or hike with a minimum of 6 miles; 3000+ feet elevation gain; 25 pound minimum pack weight; and medium effort with summit reached in 3 hours or less. Another gauge is: 1000 feet gain per mile in 1 hour sustained for 3 hours. (This is the current definition as used by the Olympia Climbing program. Scrambling will follow Climbing's conditioner definition if changes are made by that program.)

h. A Rock Scramble is an off-trail activity with an alpine summit. Considerable (at least 30 vertical feet) travel over class 3 rock is expected, requiring a 3-point stance.

i. A Snow Scramble is an off-trail activity with an alpine summit, consisting of at least 2000 vertical feet of elevation gain. Considerable travel over snow is expected, with ice axe use required.

j. Only those Scrambles approved by the Olympia Alpine Scrambling Committee and listed on the club's website, or on an official roster of scrambles issued by the Committee will be considered for course credit.

k. Students are responsible for confirming with the trip leader that a listed scramble meets the requirements for course credit. Not all listed scrambles will meet these requirements.

l. Course Scramble credit shall be given when the listed summit objectives are attained in a safe and competent manner, or when the leader / committee concur that the educational objectives were met.

m. No exception to the required number of scrambles will be granted. When the scramble leader has to change the scramble objective, credit for the scramble may be granted if the Alpine Scrambling committee and scramble leader concur.

n. Party size of all scrambles must follow the levels established by resource management agencies and by the Alpine Scrambling Committee. At least two members of the party must be Scrambling Course or Basic Climbing course graduates or equivalents. At least one participant must have a current MOFA card and serve as First Aid leader for the climb.

400.05.05 Scrambling Course Equivalency

a. The Alpine Scrambling Committee may administer a program for experienced Mountaineer members to obtain Scrambling Course equivalency without taking the full Alpine Scrambling Course.

400.06.00 Basic Climbing Committee

400.06.01 Purpose, Responsibilities and Membership

1. The purpose and primary responsibility of the Basic Climbing Committee is to oversee and administer all aspects of the Basic Climbing Course and other climbing activities at the Basic level within the branch.
2. Specifically, the Basic Climbing Committee is responsible for:
 - a) Basic Climbing Course: eligibility requirements for students, graduation requirements, course size parameters, recommendation on course pricing, curriculum, requirements for successful completion of course field trips and experience climbs, and approval of course field trip leaders and instructors.
 - b) Basic climbs: ensuring an adequate number of experience climbs is offered each season, and that all climbs adhere to club and branch policies for safety.
 - c) Basic Climbing leaders: developing and maintaining a list of qualified leaders for Basic climbs. Criteria and eligibility for leadership, except as outlined in the Club-Wide Minimum Standards and later in this section, will be at the discretion of the Basic Climbing Committee.
 - d) Basic Equivalency: developing and maintaining standards and requirements for Basic Course Equivalency. Criteria and eligibility for equivalency, except as outlined in the Club-Wide Minimum Standards and later in this section, will be at the discretion of the Basic Climbing Committee.
 - e) Equipment: maintenance, upkeep, and replacement of all club-owned property related to the Basic Climbing programs.
 - f) Course Documents -The Basic Climbing Committee will maintain a schedule of how long course records are retained, and will oversee

that retention.

3. Annual reporting: provide an operating plan for its activities to the Climbing Executive Committee, as well as for recommending course fees to the Branch treasurer, who will recommend fees to the club in coordination with the branch Officers Committee.
4. The Basic Climbing Committee will consist of as many members necessary to successfully complete its responsibilities. The Committee, however, should consist of no less than three members, all of whom must be graduates or equivalents of the Basic Climbing Course. The Basic Climbing chair appoints the members of the committee, sets the meeting agenda and runs the meeting.

400.06.02 COURSE ELIGIBILITY AND GRADUATION REQUIREMENTS

1. Eligibility and graduation requirements for the Basic Climbing Course will be developed and reviewed annually by the Basic Climbing Committee, and endorsed by the Climbing Executive Committee. Requirements must be clearly presented to prospective students before they register for the course, and may not be altered or amended during that year unless imminent safety concerns outweigh this requirement.
2. When establishing course eligibility or graduation requirements, the Basic Climbing Committee may consider:
 - a. To apply for the course, a student must be a Mountaineer member in good standing, at least 14 years or older (students under 18 years of age must be approved by the Basic Climbing Committee, complete all required paperwork which is signed by parent or guardian, and which will be available to leaders at all course-related field activities).
 - b. If there are more prospective students than can be accommodated in the course, the Basic Climbing Committee may consider a system, based on seniority of membership, to allocate available course slots.
 - c. It is recommended that all Basic Climbing Course requirements be completed within the Olympia Branch. Some requirements, however, may be fulfilled with other Mountaineer Basic Climbing Courses, with prior approval from the Basic Climbing Committee.

400.06.03 COURSE OPERATIONS AND CONTENT

1. Development and application of course content and the rules regarding it will be managed and overseen by the Basic Climbing Committee, with the endorsement of the Climbing Executive Committee, subject to the requirements outlined below.
2. Critical Skills - Students must show proficiency in certain skills at particular points during the course. The student must perform the skills properly as a prerequisite to continue in subsequent course activities. The course will include a procedure to assist students if they are unable to perform critical skills

satisfactorily. This procedure will include measures such that a student is dropped from the course only as a last resort.

3. Mentoring - Each student in the course will be assigned a mentor to assist them in successful completion of course requirements. Assignment and administration of the mentor program will be at the discretion of the Basic Climbing Committee.
4. Field Trips - Only students enrolled in the Basic Climbing Course or Basic Equivalency candidates may participate as students in course field trips.
5. Field trip leaders have the final authority in determining satisfactory student performance. Field trip leaders may exclude students from participation if they do not have adequate clothing or equipment for the activity, are late, or do not meet other criteria as determined by the Basic Climbing Committee.
6. All student rappels will be top-belayed on Basic Climbing course field trips.
7. Only Intermediate graduates, Intermediate students, Intermediate equivalents, Basic Climbing Course graduates or Basic Equivalents approved by the BCC may serve as lead instructors at Basic Climbing course field trips. Second year students approved by the Basic Climbing Committee may serve as assistant instructors. Requirements for assistant and lead instructors will be maintained and revised annually by the Basic Climbing Committee. **This is different than the minimum clubwide standards.**
8. All students must use a commercial seat harness for all course field trips. Helmets are required for students at all field trips. All course equipment must meet current industry standards for safety, and be recommended for climbing uses.
9. At least one member of the Basic Climbing Committee will be present at each course field trip. At least one participant on each field trip must have a current MOFA card, and be designated to the group as MOFA Leader.
10. The Basic Climbing Committee requires students to complete all course requirements within one year. With good cause, however, it is the policy of the committee to grant extensions of a second year to students requesting it, with some requirements on participation in the second year as recommended by the Basic Climbing Committee.
11. All course fees collected and refunds given will occur under the auspices of Olympia Branch Financial Policies.

400.06.04 EXPERIENCE CLIMBS

1. Students currently enrolled in the Basic Climbing Course, Basic Climbing Course Equivalency candidates, and Basic Course graduates and equivalents may participate in Basic Experience climbs, so long as they are current Mountaineer members in good standing.
2. Basic students must complete a conditioner before any other climbs are attempted and meet the minimum club-wide standard for conditioning.
3. Basic students must complete prerequisite field trips and lectures, as

outlined by the Basic Climbing Committee, before participating in any climbs.

4. Special skills or requirements for participation may be required by the climb leader for specific climbs, so long as requirements are outlined to the student when they sign up for the climb.
5. Alpine Scramble course students may participate in basic conditioners and alpine climbs, with approval by the climb leader, Basic Climbing Committee and the Alpine Scrambling Committee.
6. A climb leader may exclude students from participation on a climb if they do not have required clothing, equipment, or skills for the outing.
7. Basic Experience climbs will be classified as follows:
 - a. Conditioner: may include minimal technical problems generally rated as Class 1 or 2, with a minimum elevation gain of 2500 feet. A trail is commonly used and some route finding may be necessary. Ropes and crampons may be required.
 - b. Alpine Climb: climb of Grade I or II difficulty with a minimum elevation gain of 2500 feet. The climb may involve a mix of rock scrambling/climbing or travel on snow/glacier, but generally not enough of either to qualify as Basic Rock or Basic Glacier. Use of rope and crampons may be necessary.
 - c. Rock Climb: has at least two pitches of Class 4 or 5 rock climbing and includes belayed, roped climbing. Students must climb at least two roped pitches. At least one rappel is recommended but not required. A mountaineering or alpine type ascent is required, and does not include climbing in practice areas or climbing bolted routes.
 - d. Glacier Climb: involves roped travel on a crevassed glacier for a minimum of two hours. An alpine start is recommended but not required.
8. Only those Basic Experience Climbs approved by the Basic Climbing Committee and listed on the club's website will be considered for course credit. Basic Experience climbs listed by other branches of the Mountaineers will be accepted for course credit.
9. The summit must be reached on Basic alpine, rock, and glacier climbs by the individual climber and the entire climb must be completed in a safe and competent manner to obtain course credit. An overnight backcountry base camp is recommended on at least one climb but is not required
 - a. In the event that a summit is not attained, the Basic Climbing Committee may grant credit for the climb if the committee and the climb leader concur that the experience objectives of the climb were met. The climb leader has the final authority in determining satisfactory student performance.
10. No exception to the required number of climbs will be granted. No credit will be given for private climbs. When the climb leader has to change the climb objective, credit for the climb may be granted if the Basic Climbing committee and Climb leader concur.

11. Party size of all Basic Experience Climbs must follow the levels established by resource management agencies and by the Basic Climbing Committee. At least two members of the party must be Basic Course graduates or equivalents (scrambling course graduates acceptable for Conditioners). A minimum of two rope teams is required for Basic Glacier Climbs. Two rope teams are recommended for Basic Rock Climbs, but a single rope team is allowed if it consists of a leader, assistant leader and a student. At least one participant must have a current MOFA card and serve as MOFA leader for the climb.

12. All student rappels will be backed up using a prusik or autoblock on basic experience climbs.

400.06.05 BASIC COURSE EQUIVALENCY

1. It is the responsibility of the Basic Climbing Committee to administer a program for experienced Mountaineer members to obtain Basic Course Equivalency without taking the full Basic Climbing Course.

2. The process by which an individual obtains Basic Equivalency should be individually tailored to the skills and abilities of the candidate in question, monitored by the Basic Climbing Committee, and follow Club-Wide Minimum Standards and all guidelines and procedures of the Basic Climbing Committee and the Climbing Executive Committee.

3. The Basic Climbing Committee has provided guidelines for individuals requesting equivalency, and can be found in Policy 400.07.00, below.

400.07.00 Basic Climbing Course Equivalency

400.07.01 General Statement

The Branch officers recognize that there are other formal climbing instructional programs and other methods of learning to climb in addition to The Mountaineers' basic climbing course. Individuals who have not learned to climb with The Mountaineers may want to participate in club climbs or enroll in the Intermediate Course. Accordingly, individuals from other climbing backgrounds may apply for and receive Basic Climbing Course Equivalency status.

400.07.02 References

Olympia Branch Officers Policy 351 Letter from Climbing Committee to Officers Committee on Basic Equivalency, dated December 11, 1981

400.07.03 Eligibility Criteria

An applicant for Basic Climbing Course Equivalency must:

1. be a current member of The Mountaineers, age 18 or over;

2. complete application including a fee payment in the amount of half the current basic climbing course fee and sign waiver; and
3. have the application accepted by the Climbing committee.

400.07.04 Requirements

The following requirements are to be completed within two years of the Climbing Committee's acceptance of equivalency application:

1. demonstrate an acceptable level of climbing skills and experience by:
 - a. completing the Olympia branch belay practice field trip in a safe and competent manner;
 - b. serving as an assistant instructor at the Olympia branch's rock, snow and glacier travel field trips; and
 - c. completing one (1) basic rock climb and one (1) basic glacier climb offered by the Olympia branch.
2. hold a valid MOFA card (Mountaineering Oriented First Aid).
3. be approved by the Climbing Committee.

400.07.05 Privileges

A person possessing Basic Climbing Course Equivalency status is entitled to participate in all club activities for which graduation from the Basic climbing course is a prerequisite.

400.07.06 Related Forms, Attached

Attached at the bottom of the Olympia Branch Officers' Policy Manual are:

- A Step by Step Procedure for requesting equivalency
- An Equivalency Request Form
- An Equivalency Response Form
- An Equivalency Reply Form

400.08.00 Intermediate Climbing Committee

400.08.01 Purpose, Responsibilities and Membership

- a) The purpose and primary responsibility of the Intermediate Climbing Committee is to oversee and administer all aspects of the Intermediate Climbing Course and other climbing activities at the Intermediate level within the branch.

- b) Specifically, the Intermediate Climbing Committee is responsible for developing and establishing the following key elements of the Intermediate Climbing Course: eligibility requirements for students, graduation requirements, course size parameters, requirements for successful completion of course field trips and experience climbs, and approval of course field trip leaders and instructors.
- c) The Intermediate Climbing Committee is responsible for approving Intermediate Climbs, ensuring an adequate number of climbs are offered each season, and that all climbs are conducted per club and branch policies for safety.
- d) The Intermediate Climbing Committee is responsible for developing and maintaining a list of qualified leaders for Intermediate climbs. Criteria and eligibility for leadership, except as outlined in the Club- Wide Minimum Standards and later in this section, will be at the discretion of the Intermediate Climbing Committee, with the approval and endorsement of the Climbing Executive Committee.
- e) The Intermediate Climbing Committee is responsible for developing and maintaining standards and requirements for Intermediate Course Equivalency, and for offering opportunities, at least annually, for prospective members to apply for and receive Intermediate Equivalency status.
- f) The Intermediate Climbing Committee is responsible for opening the Leadership Seminar it offers for new Intermediate students to all potential and current leaders in the branch, in order to meet club-wide standards and maintain the best trained leaders the branch can offer its members.
- g) The Intermediate Climbing Committee is responsible, in coordination with the Climbing Equipment Committee, for the maintenance, upkeep, and replacement of all club-owned property related to the Intermediate Climbing programs.
- h) The Intermediate Climbing Committee is responsible for submitting annually an operating plan for its activities to the Climbing Division committee, as well as for recommending course fees to the Climbing Executive Committee, who will finalize fees in coordination with the branch Finance Committee and Officers Committee.
- i) The Intermediate Climbing Committee will consist of 5 to 9 members, filling the positions of Intermediate Chair, Leadership coordinator, Rock coordinator, Ice coordinator, and Climbs and Records coordinator. The remaining four positions may be filled at the discretion of the Intermediate chair based on potential members experience or contribution to committee operations. At least one third of the committee must be graduates of the Intermediate climbing course.

400.08.02 Course Eligibility and Graduation Requirements

- a) Eligibility and graduation requirements for the Intermediate Climbing Course will be developed and reviewed annually by the Intermediate Climbing Committee, and

endorsed by the Climbing Executive Committee. Requirements must be clearly presented to prospective students before they register for the course, and may not be altered or amended for a student during that year unless imminent safety concerns outweigh this requirement.

- b) The Intermediate Climbing Committee MUST adhere to the following when establishing course eligibility or graduation requirements; to apply for the course, a student must be a Mountaineer member in good standing, at least 16 years or older (students under 18 years of age must be approved by the Intermediate Climbing Committee, and have a medical treatment release signed by parent or guardian present at all course-related field activities).
- c) If there are more qualified prospective students than can be accommodated in the course, the Intermediate Climbing Committee will utilize an equitable system to allocate available course slots.
- d) To graduate the course, students must at least complete all modules in a safe and competent manner, pass all quizzes & exams, complete all required climbs (number and type to be determined by the Committee), obtain or hold a MOFA card, submit a completed graduation application, and have approval of the Intermediate Climbing Committee and endorsement of the Climbing Executive Committee.

400.08.03 Course Operations and Content

- a) Development and application of course content and the rules regarding it will be managed and overseen by the Intermediate Climbing Committee, with the endorsement of the Climbing Executive Committee, subject to the requirements outlined below.
- b) Mentoring -Assignment and administration of mentors will at the discretion of the Intermediate Climbing Committee.
- c) Field Trips -only students enrolled in the Intermediate Climbing Course, or instructors updating skills may participate as students in course field trips. Students must meet prerequisites for field trips as established by the Intermediate Climbing Committee (lectures, previous field trips, etc.). A listing of specific prerequisites for each course activity will be given to the students at the beginning of the course.
- d) Field trip leaders have the final authority in determining satisfactory student performance, Field trip leaders may exclude students from participation if they do not have adequate clothing or equipment for the activity, are late, or do not meet other criteria as outlined by the Intermediate Climbing Committee.
- e) At least one participant on each field trip must have a current MOFA card, and be designated to the group as First Aid Leader. If the field trip involves small group work, each group must have a qualified first aid leader.

- f) Students must complete all course requirements within five years, unless the Intermediate Climbing Committee grants and extension for good cause.
- g) All course fees collected and refunds given will occur under the auspices of Olympia Branch Financial Policies.
- h) Course Documents -The Intermediate Climbing Committee will maintain a schedule of how long course records are retained, and will oversee that retention.

400.08.04 Intermediate Climbs

- a) Students currently enrolled in the Intermediate Climbing course, Intermediate Climbing Course Equivalency candidates, and Intermediate Course graduates and equivalents may participate on intermediate climbs, so long as they are current Mountaineer members in good standing.
- b) Climb leaders may exclude students from participation on climbs if they do not have required clothing, equipment, or skills for the outing. Choice of party members is at the leader's discretion.
- c) Intermediate climbs will be classified as follows:
 - a. An Intermediate Mountaineering Climb is a climb generally of at least Grade I1 difficulty. The climb may involve a mix of rock scrambling/climbing or travel on snow/glacier, but generally not enough of either to qualify as an Intermediate Ice or Rock Climb, and is more strenuous or difficult than a Basic Climb.
 - b. An Intermediate Rock Climb has at least 4 pitches of Class 4 or harder rock and includes belayed, roped climbing. Students must swap leads in order to obtain credit. A mountaineering or alpine type ascent is required, and does not include climbing in practice areas. Climb type is generally Grade I1 or above.
 - c. An Ice Climb involves roped climbing on steep snow/ice for an extended period. Students must swap leads in order to obtain credit. A mountaineering or alpine type ascent is required, and does not include climbing in practice areas. Climb type is generally grade I1 or above.
- d) Those Intermediate Climbs approved by the Intermediate Climbing Committee and listed by a qualified leader either in the Go Guide, the club's websites, or on an official roster of climbs issued by the Climbing Committee will be considered for course credit as listed climbs. Intermediate climbs listed by other branches of the Mountaineers will be accepted for course credit; however, it is the responsibility of the student to ensure that a climb report is sent to the Intermediate Climbing Committee.
- e) The summit must be reached on Intermediate climbs by the individual climber and

the entire climb must be completed in a safe and competent manner to obtain course credit. In the event, however, that a summit is not attained, the Intermediate Climbing Committee may grant credit for the climb if the committee and the climb leader concur that the experience objectives of the climb were met. The climb leader has the final authority in determining satisfactory performance.

- f) No exception to the required number of climbs will be granted. No credit will be given as a listed climb for club climbs. When the climb leader has to change the climb objective, credit for the climb may be granted if the Intermediate Climbing Committee and Climb leader concur.
- g) In order to obtain Intermediate credit on a private climb, the Intermediate Climbing Committee must designate one member of the party (not necessarily the climb leader) as the 'Student Evaluator' for the climb. Qualifications for this evaluator will be determined by the Intermediate Committee. Designation of the student evaluator must be made in a timely fashion by the Intermediate Climbing Committee, and the subsequent report must be filed in a timely fashion.

400.08.05 Intermediate Course Equivalency

- a) The Intermediate Climbing Committee may administer a program for experienced Mountaineer members to obtain Intermediate Course equivalency without taking the full Intermediate Climbing Course.

400.09.00 Mountaineering Oriented First Aid Committee

400.09.01 Purpose, Responsibilities and Membership

- a) **Purpose:** The purpose of the MOFA (Mountaineering Oriented First Aid) Committee is to provide a high-quality and complete wilderness first aid program for all students of Alpine Scrambling, Basic Climbing, and Intermediate Climbing courses, as well as other interested persons.
- b) **Committee membership:** The MOFA Committee will consist of as many members as needed to fulfill its purpose, but shall endeavor have no fewer than three members, including its chair/co-chairs.
- c) **Course offerings:** The MOFA Committee will endeavor to run at least two full MOFA and up to two refresher courses per year.
- d) **Course fees, budget:** Annually, the MOFA Committee will propose its course fees and budget to the Branch Officers' Council. This proposal will be coordinated with the Climbing Executive Committee.
- e) **Supplies:** The MOFA Committee will maintain adequate supplies and equipment to teach its courses.

400.09.02 Course Eligibility and Requirements

- a) **Eligibility to enroll:** Class registration priority is first given to the Climbing and Alpine Scrambling Division instructors and students, followed by other Mountaineers, and then members of the general public.
- b) **Full MOFA course requirements:** Unless provided with a written waiver from the MOFA chair(s), to graduate from MOFA, students must:
 - Attend all lectures and practice sessions
 - Pass a relevant written exam
 - Pass demonstration exams to include CPR, Steps 3, 5 and scenarios
 - Assemble a proper first aid kit
 - Receive approval of the MOFA Committee.
- c) **Refresher course:** MOFA graduates may extend their three-year MOFA certification by graduating from the MOFA refresher course within three years of MOFA graduation. To graduate from a MOFA refresher course, students must meet the specific requirements for that course, as described in advance by the MOFA Committee.
- d) **Validation period:** MOFA and Refresher certifications are valid for three years from the date of course completion. The original MOFA certification plus a refresher course certification are valid for a total of six consecutive years.

400.09.03 Course Operations and Content

The full MOFA course must consist of:

- a. Comprehension of The Mountaineers' Seven Steps for Emergency Response.
 - b. About 32 hours of in-class instruction time.
 - c. Required CPR certification.
 - d. Comprehension of the material in a professionally prepared student text that targets mountaineering first aid which is coordinated with in-class instruction.
 - e. A written exam directly relevant to the course material on which students achieve at least 75 percent of the answers correct.
- a. Practical exams covering a variety of real-life first aid scenarios, including the Seven Steps.

400.09.04 MOFA Equivalency

Any member of The Mountaineers may apply for MOFA certification equivalency if the

person: (a) Provides acceptable documentation of relevant course(s) passed (for example, Wilderness First Responder, Emergency Medical Technician, etc.) and experience gained within the last three years *and* (b) Successfully completes a MOFA written examination and a hand's-on assessment of proficiency in the MOFA Seven Steps and CPR. Based on this information, the MOFA Committee, at its sole discretion, may offer equivalency or waive course requirements.

400.09.05 Instructor Standards For Mountaineering Oriented First Aid

Instructor Qualifications:

Candidates must:

1. Have graduated MOFA course.
2. Have graduated MOFA instructor course. Agree to participate in the MOFA program and MOFA course.
3. Be approved by the MOFA Committee.

Instructor Responsibilities:

As needed:

1. Arrange dates and locations of MOFA courses.
2. Administer course sign ups and related certifications.
3. Acquire relevant equipment and supplies.
4. Secure relevant assistance including, but not limited to, instructors, evaluators and patients.

Participant/Student Responsibilities:

1. Pay the required fees in advance.
2. Read the required materials in advance.
3. Arrive on time and actively participate in all activities throughout the course.
4. Work cooperatively with other students.

400.10.00 Sea Kayaking

400.10.01 General Statement

It is the policy of the branch that the Sea Kayaking Activity Committee shall, as volunteer resources allow; provide opportunities for qualified Mountaineer members to participate in courses, training, trips, and social activities in a manner that supports the mission and values of the Mountaineers organization and its membership. In addition to the higher level polices listed here, the Sea Kayaking committee will maintain an Olympia Sea Kayaking Policy Manual.

400.10.02 References

Olympia Sea Kayak Committee Minutes February 16 and March 16 2005. Committee recommendation in 2003 to revise charter. Branch Board review in September 2005 and adoption October 2005. Revised 2018, January, February and December Meetings. Adopted by Branch Board in March 2019.

400.10.03 Committee Membership

Committee members should have sufficient knowledge of kayaking to competently participate with the administration of the sea kayaking activity. Committee members shall be current Olympia Branch Mountaineer members and shall hold a Basic Sea Kayak Course badge.

400.10.04 Term of Service

One year, or until the next election, beginning immediately upon election.

400.10.05 Elections and Appointments

Nominations and elections for the next year's officers shall occur at the September kayak committee meeting or at the first such meeting to take place if the September meeting is not held. At this meeting, election of the new committee members will take place prior to other official actions, and the newly elected committee members will then conduct the remainder of the meeting. Announcement of the committee's annual elections shall be made through the Mountaineers website and/or email prior to the September meeting.

400.10.06 Committee Actions

A minimum number of five committee members need to be present at the monthly meeting for official business and voting to be carried out. No person may vote in absentia, although meeting participation via teleconference, video, or other on-line technologies may be permitted at the discretion of the committee.

400.10.07 Committee Positions

For the purpose of continuity and order the committee shall be formed, at a minimum, from the positions listed below. These and other positions can be created by decision of the committee. Positions approved by the committee will be listed in the Olympia Sea Kayaking Policy Manual, which is written and maintained by the Olympia Sea Kayak Committee.

1. Chair
2. Secretary
3. Basic Course Coordinator
4. Immediate Past Chair or Member at Large if the IPC is not available
5. Member at Large

400.10.08 Responsibilities

Organize, plan, and administer kayaking related activities, training, trips, and social events. This includes offering a comprehensive basic sea kayaking course at least one time each year.

Plan for revenue and expenses and submit committee budget for branch approval.

Recommend and/or approve new leaders, instructors, mentors: and equivalents on a case by case basis.

Represent the Olympia branch at club-wide Sea Kayaking summits and in other sea kayak related collaborations with other branches. Works with other branches to develop and maintain minimum club-wide standards for sea kayaking.

Recognize volunteers in a manner that is consistent with club-wide and branch policy.

400.11.00 Safety Committee

400.11.01 General Statement

The Olympia Branch Safety Committee is formed to:

1. To promote a culture of safety for branch activities;
2. To carry out procedures for reporting significant accidents that occur on Olympia Branch Mountaineers' activities;
3. To provide for distributing these reports and carrying out related follow-up

actions.

400.11.02 Authority

This Safety Committee derives its authority from the Olympia Branch Officers Council and is guided by The Mountaineers' Bylaws and the Olympia Branch's Rules and Policies.

400.11.03 Responsibilities

The Olympia Branch Safety Committee endeavors to:

1. Implement on-going programs for encouraging participants in Olympia Branch Mountaineer activities to:
 - a. Graduate from the branch Mountaineering Oriented First Aid course, including regular refresher course attendance. This program may include regular blog postings, newsletter announcements, and presentations at outreach events.
 - b. Understand and use The Mountaineers' *First Aid/Incident Report Form* on all activities as needed. This program may include regular blog postings, newsletter announcements, presentations at outreach events, and distribution of report forms at outreach events.
 - c. Understand and use The Mountaineers' *Emergency Procedures and Call Tree* when appropriate. That is:
 - i. First, when a trip emergency/search and rescue event occurs, seek Search and Rescue (SAR) help by calling 911 and asking to be transferred to the:
 - (a) Sheriff of the county you are in */or the/*
 - (b) National Park Service if you are in Rainier, Olympics, or North Cascades.
 - ii. Second notify organization officials by calling The Mountaineers Emergency Line: 206-521-6030.
2. Ensure a properly completed and edited (see below) *First Aid/Incident Report Form(s)* is promptly provided to The Mountaineers' CEO and Safety Committee chair, branch chair, and the appropriate branch activity chair after any incident on an Olympia Branch Mountaineers activity requiring medical treatment, emergency evacuation, or death.
3. Edit any branch incident reports submitted for publication in The Mountaineers' annual report. This includes removing participant names and editing for clarity. Ensure that no information in the incident report is shared beyond what is necessary to conduct a thorough and extensive finding of facts to reach an evidence-based recommendation.

400.11.04 Officers and Members

1. The committee *chair* is the branch Safety Officer and is appointed by the branch chair and will work to:
 - a. To ensure the committee's responsibilities are carried out and ensure cooperation with Mountaineers club-wide safety initiatives. Accordingly, the

- Olympia Branch Safety Chair is the Olympia Branch's Safety Officer/Liasion to the Mountaineers club-wide Safety Committee.
- b. Arrange for and conduct committee meetings and prepare meeting agendas.
 - c. Provide quarterly briefings to the branch Officers' Council including pertinent safety-related topics, news, events and accidents that occur on branch activities. Specific incidents shall be presented by summarizing what happened, the nature of any injuries, date and time, participants involved, lessons learned, and follow-up actions
 - d. Serve as the branch delegate to Mountaineers' safety-related functions, including the organization's Safety Committee.
 - e. Serve as the Safety Committee's liaison to branch activity committees including Climbing, Kayaking, etc.
 - f. Advise the branch Officers' Council when his or her 2-year term of office is nearing completion.
 - g. Appoint a committee vice chair and communications manager after soliciting advice from branch officers and others.
 - h. Serve a minimum term of two years.
 - i. When participating in any investigation related to accidents, ensure that no member of the Safety Committee shares information related to that accident beyond what is necessary to conduct a thorough and extensive finding of facts to reach an evidence-based recommendation.
2. The committee *vice chair* is appointed by the committee chair and will work to:
 - a. Ensure the committee's responsibilities (above) are carried out.
 - b. Assume the duties of the chair when the chair's term ends and whenever needed, or help to recruit a new chair in the event that one is not immediately available.
 - c. Assist the chair in committee activities as requested, including preparation of the annual committee budget that considers safety training needs and safety volunteer recognition.
 - d. Serve a minimum term of two years.
 3. The committee *communications manager* is appointed by the committee chair and will work to:
 - a. Ensure the committee's responsibilities (above) are carried out.
 - b. Be proficient in writing and notetaking.
 - c. Maintain committee records, including meeting summaries.
 - d. Before the next committee meeting, circulate a summary of the last committee meeting to branch Safety Committee members, branch Officers' Council, and other interested persons.
 - e. Assist the branch chair in activities as requested.
 - f. Serve a minimum term of two years.
 4. Other committee members – it is intended that:
 - a. The committee will consist of at least the aforementioned three members of The Mountaineers.
 - b. At least one committee member shall be an active member of a branch activity committee such as Climbing, Kayaking, etc. It is encouraged that all

committee members are active in other activity committees as well.

400.11.05 Meetings

1. The committee will meet approximately every 3-4 months or as often as necessary to fulfill its responsibilities.
2. Meeting locations, dates and times will be specified in advance by the committee chair.

400.20.00 Ad Hoc Committees

400.20.01 General Statement

From time to time it is desirable to have a temporary committee for a special purpose (ad hoc) not within the normal responsibility of any standing committee. The purpose of such a committee and the names of those appointed to it shall be announced at a Branch Council Meeting.

400.20.02 Term of Service

As long as necessary to accomplish the purpose, but not over one year from the date of committee inception. If the work is not completed in one year, the committee chair shall report the status of the work to the branch chair who may reappoint the committee and/or take whatever action is appropriate.

Approved: March 8, 1993

500.00.000 Creation and Revision History

Rules, The Mountaineers, Olympia Branch adopted November 4, 1963. Subsequently amended:

- June 24, 1970
- May 1, 1990
- April 1994
- October 1, 2005
- March 31, 2016

Olympia Branch Policy Manual approved: May 16, 1991. Subsequently amended:

- March 6, 2017. Sections 100, 200, 419
- April 12, 2017. Section 500
- SUBSTANTIAL REVISIONS AND REORGANIZATION, throughout the document, Approved by Branch Council July 11, 2018.

- Climbing Policies, Scramble Policies, MOFA Policies, Sea Kayak Policies, Conservation Committee Policies, Safety Committee Charter, and Service Award Policies Updated, Approved by Branch Council August 14, 2019.

**BASIC CLIMBING COMMITTEE STEP-BY-STEP PROCEDURE FOR
ACTING ON REQUEST FOR BASIC CLIMBING COURSE
EQUIVALENCY**

Step 1	Upon receiving the request for basic climbing course equivalency, send the Guidelines and Application Form (Attachments 1 and 3) to the applicant.
Step 2	When the application is returned, review it. If necessary, the Basic Climbing Committee may interview a basic climbing equivalency candidate at a committee meeting. After determining satisfaction of eligibility criteria and what, if any, conditions in addition to the policy requirements are to be imposed on the applicant, send the applicant Attachment 4. Attachment 5 is appropriate to mail as a final answer in the case where the applicant does not meet the basic requirements.
Step 3	After the applicant has completed the required items and provided necessary documentation to the Basic Climbing Committee, send the applicant Attachment 5 appropriately completed.
Step 4	As a final action, notify the Olympia Branch Secretary so that the applicant's status can be recorded properly. (Send copy of Attachment 5)

**APPLICATION FORM
REQUEST FOR BASIC CLIMBING COURSE EQUIVALENCY**

This request should be forwarded to the Basic Climbing Committee Chairperson of the Olympia Branch of The Mountaineers. Use another sheet to answer the questions, if needed:

1. Module for which equivalency is requested:
 - Wilderness Skills Module
 - Rock Module
 - Glacier Module
 - Full Basic Course Equivalency

2. Name, address and phone number (include work phone if appropriate).

Answer the following questions with respect to the module for which you are requesting equivalency (for Wilderness Skill equivalency, provide backcountry/backpacking experience):

3. Name of organizations sponsoring climbing courses you have taken.

4. Date of completion of above-named courses.

5. Lecture topics covered. Be specific and detailed (rock, snow, ice).

6. Field trips attended, including the specific objectives of each.

7. Itemized list of course graduation/completion requirements.

8. List of required rock and glacier climbs necessary for you to complete the course(s) named.

9. Complete and attach resume of your climbing/mountaineering experience other than the

above. Signature of _____

Applicant: _____

Note: Please enclose fee payment in the amount of \$90 for full basic equivalency or \$60 for either rock or glacier equivalency. No payment required for Wilderness Skills equivalency.

RESPONSE TO CLIMBING EQUIVALENCY APPLICATION

Date: _____ To: _____

Your request for Basic Climbing Course Equivalency has been reviewed and accepted. The following requirements must be completed within 2 years prior to being granted equivalency.

- 1. Complete Belay Practice Field Trip or Complete Intermediate Climbing Qualifier _____
Signature of Field Trip leader or Intermediate Committee chairperson and date
- 2. Assist on the following Basic Course Field Trips *Signature of Field Trip leader and date:*
 - Rock 1 _____
 - Rock 2 _____
 - Rock 3 _____
 - Snow 1 _____
 - Snow 2 _____
 - Glacier Travel and Crevasse Rescue _____
- 3. Complete the following climbs:
 - Rock Climb: _____
Summit and route completed

Signature of climb leader and date
 - Glacier Climb: _____
Summit and route completed

Signature of climb leader and date
- 4. Other Requirements (MOFA or others)

Please submit a copy of this completed form to the Basic Climbing Committee Chairperson when all requirements are met. If you have any questions call:

Basic Climbing Committee Chairperson: _____ OR
Basic Equivalency Coordinator: _____

REPLY TO CLIMBING EQUIVALENCY APPLICATION

Date: _____ To: _____

Your application for Basic Climbing Course Equivalency has been reviewed and is:

_____ **GRANTED**

_____ **NOT GRANTED**

If not granted, we recommend you enroll in the Olympia Basic Climbing Course.

If granted, the Club Office has been notified: _____
DATE

Olympia Basic Climbing Committee Chairperson

cc: Branch Secretary