

CMBGA SCOPE OF PRACTICE

The CMBGA utilizes three levels to delineate the competencies and responsibilities of certified commercial snowmobile and snowbike guides. The highest level of certification is the Level 3, Lead Guide designation.

This document outlines the Scope of Practice, competencies and responsibilities of each guiding level to ensure a stable pool of qualified guides with the experience and knowledge to safely guide clients in winter motorized sport.

There are numerous aspects of winter motorized guiding that are common to all three guiding levels. This includes safety, communication, client control and client satisfaction.

SAFETY

The primary responsibility of all guides is the safety of staff and clients. They are to continually watch for and recognize potential hazards and reduce exposure to these hazards.

Guides must:

Ensure communication with other guides or base is maintained throughout the operational period.,

Complete daily trip/activity reports and follow all established company procedures correctly.,

Be familiar with all company first aid equipment and be able to improvise in the field.,

Carry a first aid kit, rescue equipment and spare clothing.,

Manage the entire group in a rescue situation.,

Carry a basic repair kit for snowmobile malfunction and have the skills to perform basic snowmobile/snowbike repairs.,

Be familiar with the region, route hazards¹ and weather effects in the area they are guiding.,

Know how to adjust the client's equipment for safety – e.g., ensure helmets fit properly and are secured.,

Guides need to know the nationally approved standard hand signals and make sure their group is familiar with any the guide deems appropriate.,

Be familiar with the type of machines snowmobiles the clients are using and the proper safety procedures, operation and maintenance of each unit.,

Ensure that routes and trails chosen are appropriate for the skill, experience, equipment, clothing and time constraints of the group.,

Gather local climate and weather information and be able to interpret the effects of these factors on the route being traveled.,

Ensure they have emergency contact information, incident report forms, client medical information and emergency response documents.,

Ensure compliance with Transport Canada's and BC's Off Highway Vehicle Act,

Be familiar with Search and Rescue protocols including but not limited to night searching..

Guides must know route options and distances, road options and evacuation sites. They should know where there may be trouble with radio/phone reception along the route and be able to communicate with their base when necessary.

COMMUNICATION AND CONTROL OF CLIENTS

Guides must provide an information briefing prior to heading out on a trip. Additional briefings may be required during the day as the environment or situation dictates. These briefings will cover:

Group management and communications protocol.,

Equipment and components of the machine they will be riding.,

Riding techniques.,

Safety, hazards, and terrain.,

Code of conduct.,

Possible wildlife encounters and appropriate responses.,

Immediate need to inform guides of existing injuries or health concerns.

Guides must establish and maintain complete control of the group and always keep the group together. While addressing clients, the guide should face them as much as possible and ensure everyone has understood their instructions. For a client to maintain confidence in a guide, it is necessary for the client to feel that the guide's decisions are carefully and logically thought out. If requested, the guide must be prepared to clearly explain their reasoning.

If a guide has trouble controlling a client or group, they are to determine the cause of this difficulty and implement an appropriate solution. It is usually preferable to calmly explain the need for control and request the client's compliance rather than exhibit a dramatic response.

CLIENT SATISFACTION

A CMBGA guide's primary focus is to ensure that the client's experience is a satisfying one. The guide must effectively communicate with and establish a rapport with their clients.

Guides need to ensure that clients' personal clothing and trip gear are appropriate for the trip and in good functioning order.

Guides should be able to identify client's problems in dealing with the environment and be capable to assist. Guides need to recognize unsafe, worn, or deteriorated equipment and take appropriate action.

RIDING SKILLS

Guides must be proficient in their chosen means of travel need to have demonstrated safe riding procedures and can operate all types of snowmobiles/snowbikes used in the group with expert proficiency.

Guides require the skills to aid in the assistance of any group member at any given time at any given location.

Guides must be proficient in adjusting machinery and providing driving /riding techniques.

Guides need to be able to safely lead a group through specific terrain deemed acceptable during the morning assessment and terrain coding.

Guides must be able to perform basic maintenance and safety checks, in the field.

Guides must be prepared for demanding physical stress that may be required from them.

GUIDING CERTIFICATION

LEVEL 3 – LEAD GUIDE

Lead Guides often fill the role of Operations Manager, Controller or supervisor. Lead guides are to be competent in all aspects of mountain travel. They must be able to create contingency plans for the group through effective navigation and skilled route selection. They must exhibit exemplary group management skills with a focus on safety and client satisfaction.

COMPETENCIES

Safety

The prime objective of the lead guide is the safety of clients and staff.

Ensure Occupational Health and Safety program is in place.

Update emergency procedures and rescue equipment as necessary.

Monitor responsibilities delegated to other staff.

Ensure equipment is in working condition.

Ensure radio check ins are kept and on schedule.

Oversee avalanche safety and weather observations.

If applicable, update and administer an Avalanche Safety Plan.

Ensure daily reports are completed.

Act as an open and direct line of communication for any safety concerns that may arise.

Facilitate guide meetings and dissemination of information.

Ensure all procedures are followed correctly.

Organize in house training sessions.

Decision Making

Must have adequate understanding of all aspects of the operation and the ability to make effective decisions.

Oversees or makes all key decisions during an emergency, depending on the experience level of other guides.

Can operate safely in challenging and complex terrain without supervision.

Supervisory Authority

Must be able to appropriately delegate responsibility.

Co-ordinates daily responsibilities of the guiding team.

Supervises level 1 and 2 guides.

Qualifications

Current Advanced First Aid – such as an 80hr Advanced Wilderness First Aid or WCB Level 3 or Non-Urban Outdoor Emergency Care 3

Current CPR

A minimum of a CAA Level 2 Avalanche Operations certification

Snowmobile Riding Skills

Must be proficient in all aspects of mountain snowmobile travel,

Must be competent in all snow conditions.

LEVEL 2 - GUIDE

A level 2 guide is to obtain training under the supervision of a lead guide. Initially a level 2 must accompany groups to observe the roles and responsibilities of a lead guide. During the intermediate stages of a level 2's development, they will assume leadership of a group, with a lead guide in attendance. When a lead guide considers it advisable, a level 2 may assume leadership of the group without a lead guide in attendance. At this point a level 2 guide is deemed capable of guiding without direct supervision.

COMPETENCIES

Safety

The prime objective of the lead guide is the safety of clients and staff.

Ensure Occupational Health and Safety program is in place.

Update emergency procedures and rescue equipment as necessary.

Monitor responsibilities delegated to other staff.

Ensure equipment is in working condition.

Ensure radio check ins are kept and on schedule.

Avalanche safety and weather observations.

If applicable, adhere to an Avalanche Safety Plan.

Ensure daily reports are completed.

Act as an open and direct line of communication for any safety concerns that may arise.

Contribute to guide meetings and dissemination of information.

Ensure all procedures are followed correctly.

Organize in house training sessions.

Decision Making

Must have adequate understanding of all aspects of the operation and the ability to make effective decisions.

Oversees or makes all key decisions during an emergency, depending on the experience level of other guides.

Can manage a group in simple terrain without supervision.

Guides may lead groups in challenging and complex on their own in a structured environment and under supervision of a Level 3 Lead Guide.

Supervisory Authority

Must be able to appropriately delegate responsibility.

Supervises level 1 guides.

Qualifications

Current Advanced First Aid – such as an 80hr Advanced Wilderness First Aid or WCB Level 3 or Non-Urban Outdoor Emergency Care 3

Current CPR

Level 1 Avalanche for Operations if operating within the spectrum of the Avalanche Terrain Exposure scale. (Simple, Challenging or Complex Terrain)

Snowmobile Riding Skills

Must be proficient in all aspects of mountain snowmobile travel.

Must be competent in all snow conditions.

LEVEL 1 – TRAIL GUIDE

A level 1 or Trail Guide will operate under the supervision of a Level 3 or Level 2 guide. Initially a level 1 must accompany groups to observe and learn the roles and responsibilities. During the intermediate stages of a level 1's development, they will assume leadership of a group with a level 3 guide, or a level 2 guide deemed qualified in attendance. When a lead guide considers it advisable, a level 1 may assume leadership of the group without a lead guide in attendance. At this point a level 1 guide is deemed capable of guiding without direct supervision.

COMPETENCIES

Safety

The prime objective of the trail guide is the safety of clients and staff.

Ensure Occupational Health and Safety program is in place.

Update emergency procedures and rescue equipment as necessary.

Monitor responsibilities delegated to other staff.

Ensure equipment is in working condition.

Ensure radio check ins are kept and on schedule.

If applicable, adhere to an Avalanche Safety Plan.

Ensure daily reports are completed.

Act as an open and direct line of communication for any safety concerns that may arise.

Contribute to guide meetings and dissemination of information.

Ensure all procedures are followed correctly.

Qualifications

Current 40hr first aid

Current CPR

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Supervisory Authority

Can manage a group in simple terrain with supervision.

Can manage a group unsupervised in non-avalanche terrain.

Snowmobile Riding Skills

Familiar with safe snowmobile operating procedures.