

THE UNION OF INTERNATIONAL MOUNTAIN LEADER ASSOCIATIONS

UIMLA



Membership Policy and Procedures

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THE UNION OF INTERNATIONAL MOUNTAIN LEADER ASSOCIATIONS

MEMBERSHIP POLICY AND PROCEDURES

Part I How to become a member

1. Introduction

The purpose of this document is to describe the Union of International Mountain Leader Associations (UIMLA) Policy and procedures towards becoming a Full Member, and the policies that apply once an association has been accepted as a Full Member. Firstly this document aims to communicate the admission procedure for the various membership categories, and the information that must be supplied to UIMLA at each stage of the admission process. It also provides an outline set of criteria for assessing membership applications in order to provide guidance to interested parties in the areas that will be assessed in the process of becoming a Full Member.

This document supersedes any previous membership policy document issued by UIMLA or its predecessor organisations.

2. Membership Stages

Candidate association

A Candidate association is an association which has been approved and validated by the UIMLA Executive Board (BEx) to satisfy the criteria detailed in the UIMLA Statutes article 15. During this stage a Candidate association will prepare for the Aspirant membership.

Aspirant Member

An Aspirant Member is an association of Mountain Leaders who have been granted Aspirant Member status by the UIMLA General Assembly. The stage of Aspirant membership comprises of the UIMLA assessments of their training and assessment programs.

See UIMLA Statutes article 14.

Full Member

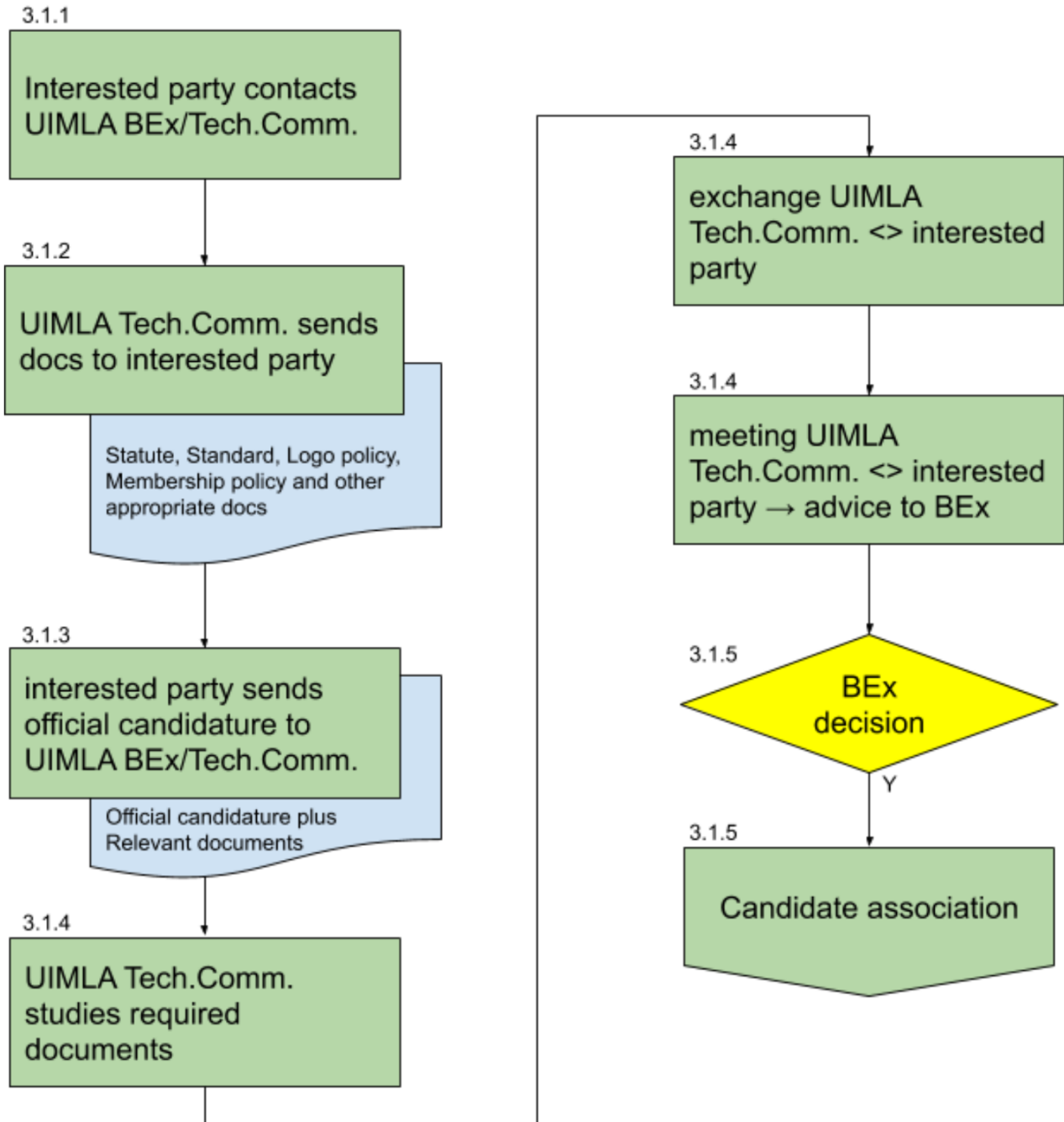
A Full Member is an association of International Mountain Leaders who have been granted Full Member status by the UIMLA General Assembly.

See UIMLA Statutes article 13.

3. Admission Process

3.1 'Interested party' → Candidate association

The flowchart visualises the normal course of actions.



3.1.1 A potential Candidate association ('interested party') should contact the UIMLA Executive Board (BEx) and/or the UIMLA Technical Committee (Tech.Comm.).

3.1.2 The UIMLA Technical Committee will then send the interested party the following UIMLA documents:

- UIMLA Statutes
- UIMLA Standard
- UIMLA Logo Policy
- UIMLA Membership Policy & Procedures (this document)

and other appropriate documents.

3.1.3 To become a Candidate association a letter shall be sent by the interested party to BEx / Technical Committee stating their interest in membership of UIMLA. This letter should state clearly the reasons for their interest and details of the organisation(s) that they represent.

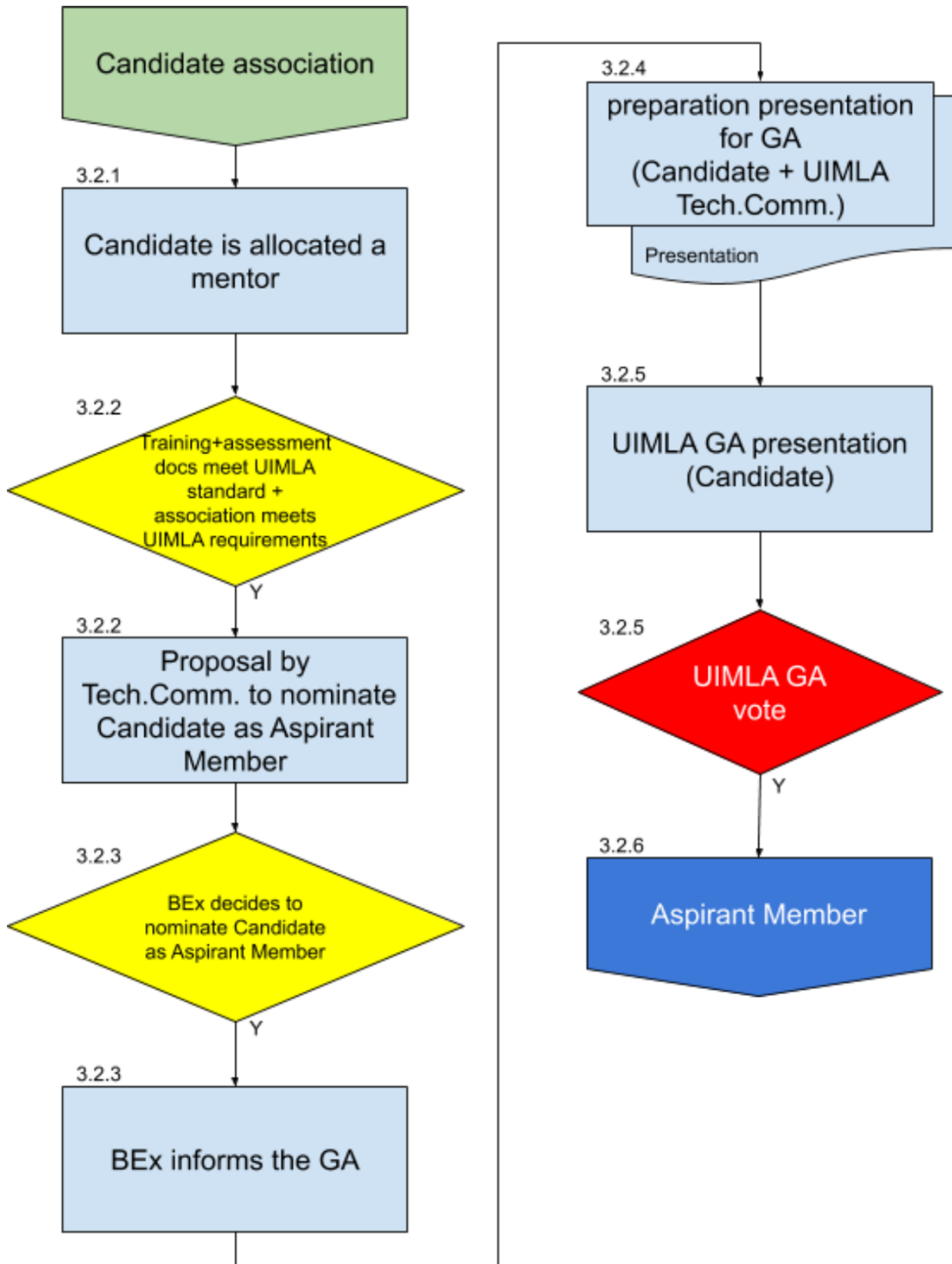
3.1.4 The Technical Committee will then study the documents received, start an exchange with the interested party and physically meet wherever possible with them to clarify any outstanding issues. The Technical Committee will then advise BEx on the recognition as a Candidate Association.

3.1.5 The UIMLA Executive Board, on proposal of the Technical Committee will decide if the application for recognition as a Candidate association is accepted.

The rights and duties of a Candidate association are listed in art. 15 of the UIMLA Statutes.

3.2 Candidate association → UIMLA Aspirant member

The flowchart visualises the normal course of actions.



3.2.1 After being recognized as a Candidate association, the UIMLA Technical Committee will allocate a mentor to support the association during the process of gaining Aspirant membership and then Full membership. The mentor will provide advice to the Candidate association on preparing all required documents as listed in Appendix A.

3.2.2 Once the mentor considers the documents are to the required standard, the Technical Committee will then review the documents provided. Once the Technical Committee is satisfied, it will propose to the Executive Board that the Candidate association is nominated as an Aspirant Member.

3.2.3 BEx decides whether the advice of the Technical Commission is accepted. If so, the Executive Board will inform the UIMLA General Assembly.

3.2.4 The Candidate association will then prepare a presentation for the meeting of the General Assembly.

The presentation should be done in one of the official languages of UIMLA (French and English), and it should detail the history of mountain leading within their home country, the progress that has been made to forming an International Mountain Leader organisation in their home country, details of how their training and assessment schemes meet the criteria set out in the current UIMLA Standard for International Mountain Leaders and their plans and timetable for progression to Full Member status.

Guidance on the content of the presentation and supporting documents is presented at Appendix A.

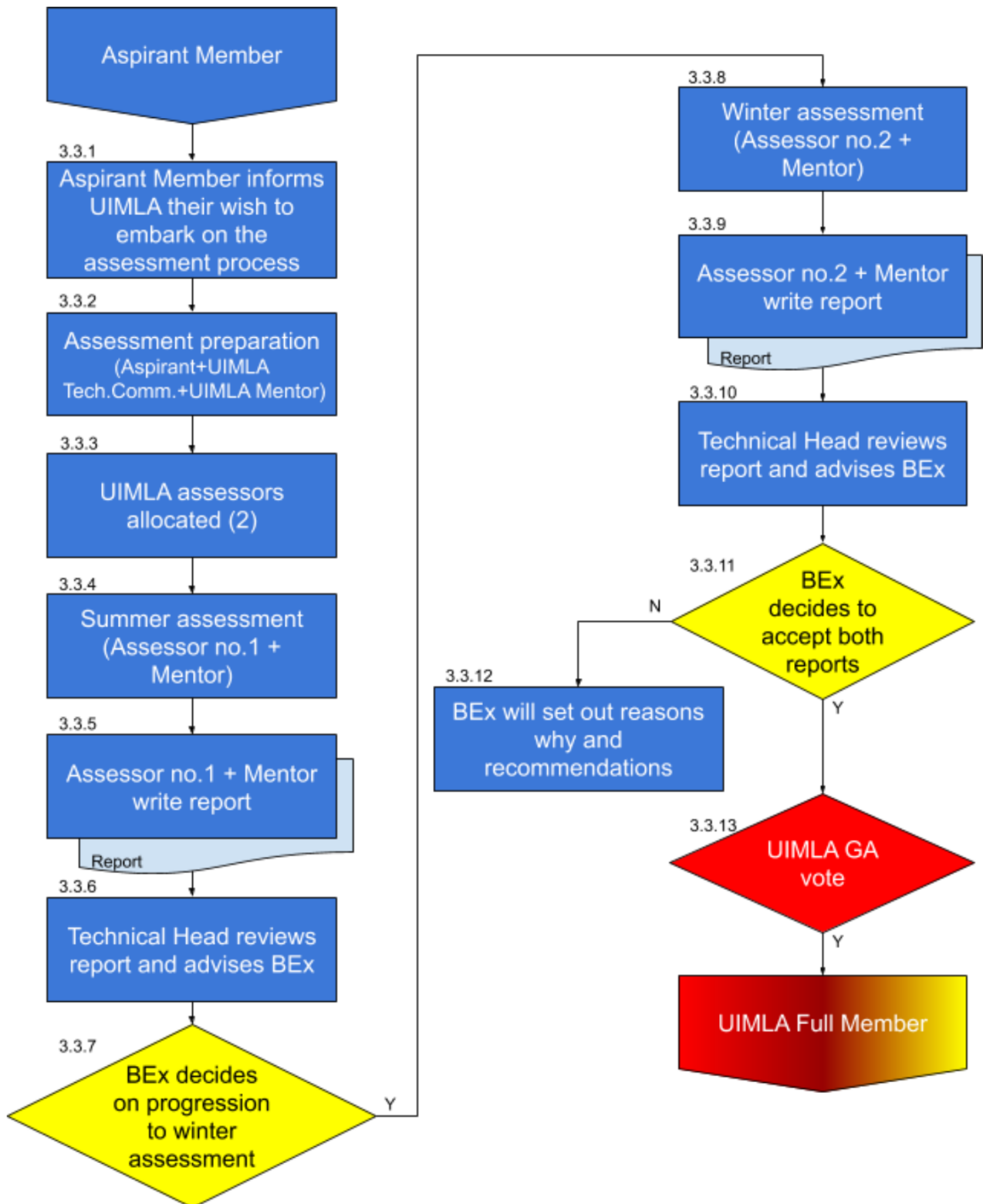
The presentation together with any supporting documents should be sent in electronic format to the UIMLA Secretary (secretary@uimla.org) who will distribute the documents to the Executive Board, General Assembly and to other parties as instructed by the Executive Board.

3.2.5 The Candidate association will first present to the Technical Committee and then to the General Assembly. The General Assembly will then vote about the Aspirant membership. During the voting the representatives of the Candidate association will be requested to leave the meeting room.

3.2.6 If the AGA votes in favour of the Candidate Association becoming an Aspirant Member, an annual fee will become payable to UIMLA. The rights and duties of an Aspirant Member are listed in art. 14 of the UIMLA Statutes.

3.3 UIMLA Aspirant Member → UIMLA Full Member

The flowchart visualises the normal course of actions.



3.3.1 To be awarded Full Member status the Aspirant Member must formally inform the Executive Board about their wish to embark on the assessment process, and provide confirmation/outstanding information as set out in Appendix A. The mentor will provide advice to the Aspirant Member on preparing the assessments.

3.3.2 On receipt of an application the application will be assessed by the Technical Committee. If there are any queries on the documentation these will be sent to the Aspirant Member to answer.

3.3.3 Once any outstanding queries have been answered, the Technical Committee will make a recommendation to the UIMLA Executive Board that UIMLA Assessors should conduct the assessment of the Aspirant Member to appraise their training and assessment programmes.

3.3.4 If the assessment is agreed, dates will be set to visit the Aspirant Member to observe the training and/or assessment programme in Summer and Winter conditions and certain elements of the dossier (meetings with the trainers and representatives of the association's leadership). Assessors should observe a summer or a winter self sufficient expedition and they should observe training and assessment.

- Note that the costs incurred by UIMLA Technical Assessors will be payable by the Aspirant Member to UIMLA – see below.
- Guidance on the criteria used by the UIMLA Technical Assessors are documented in Appendices B and C.
- Generally, the Summer assessment will be conducted first; the mentor of the Aspirant Member will be one of the assessors.

3.3.5 Following the assessment the assessors will prepare a report with a clear recommendation as to whether the report should be accepted or not.

3.3.6 The UIMLA Technical Head will review the report and advise the Executive Board on progression to the winter assessment.

3.3.7 The Executive Board will decide on progression to the winter assessment.

3.3.8 The Winter assessment will then be conducted; the mentor will then be accompanied by a different assessor.

3.3.9 Following the assessment they will prepare a report with a clear recommendation as to whether the report and the application should be accepted or not.

3.3.10 The UIMLA Technical Head will review the report and advise the Executive Board accordingly.

3.3.11 The Executive Board will decide on the acceptance of both reports and whether or not to bring the Full membership to a vote by the GA.

3.3.12 If the Executive Board decides to not bring the Full membership to a vote, then the Executive Board will communicate this to the Aspirant Member setting out the reasons why and recommendations to address any issues identified.

3.3.13 If the Executive Board decides to bring the Full membership to a vote, the UIMLA Secretary will distribute the report to the General Assembly who will be requested to vote on the application.

Costs of the procedure

Travel and living costs are undertaken by the Aspirant Member requesting admission.

It is the responsibility of the Executive Board to justify to the General Assembly any exemptions which it granted regarding any assessor charges undertaken by UIMLA.

Any decisions made by the UIMLA General Assembly are considered final and are not the subject of any appeal.

New Full Members may be provided with ongoing mentoring from a Full Member during the first three years of membership. Agreement on mentoring and the funding of this will be on a case by case basis.

Following acceptance as Full Members it should be noted that this is subject to periodic review to ensure that the training and assessment are being maintained at the level required to fulfil the criteria set out in the current UIMLA Standard.

An annual fee is payable to UIMLA by Full Members.

4. Compliance Audits

UIMLA will periodically perform Compliance Audits with its Full Members to ensure that the training and assessment are being maintained at the level required to fulfil the criteria set out in the current UIMLA Standard and UIMLA IML's are rightfully provided with an annual UIMLA sticker.

- re-assessments are proposed by the Technical Committee and decided upon by the Executive Board;
- re-assessments are paid for by UIMLA; this includes one training centre; Compliance Audits of additional training centres are payable by the auditee;
- the aim is to conduct a Compliance Audit for all Full Members every eight to ten years.

5. Accreditation of third parties/schools

Normally, in the process of becoming a Full Member of UIMLA, one training/assessment centre will be assessed by UIMLA assessors. If a Full Member wishes to allow one or more third parties/schools to do all or part of the training or assessment, additional assessments by UIMLA are required in order to accredit the third parties/schools to provide (parts of) UIMLA IML training and/or assessments. UIMLA accredited third parties/schools may use the UIMLA Training Centre logo on their website and documents related to the UIMLA IML training/assessment.

- such assessments are to be requested with the UIMLA Technical Head and are payable by the auditee;
- like the Full Members of UIMLA, these third parties/schools are subject to Compliance Audits as well.

6. Responsibility

Any queries on the application or interpretation of this policy should be discussed with the UIMLA Executive Board Member responsible for the membership process policy prior to any action being taken.

Part II UIMLA membership procedures, responsibilities and liabilities

In the second part of this document various policies and rules related to the UIMLA membership are set out.

1. Administrative duties of UIMLA members

Membership types are listed in art. 12 of the Statutes. A list of Full Members, Aspirant Members and Candidate associations can be found on the UIMLA website.

Each member association must provide the UIMLA Secretary with the following documents:

1. The composition of its executive board. The list must be updated annually and any changes must be communicated without delay.
2. An extract of the minutes of the most recent Annual General Meeting of the member association, including the number of expected UIMLA IML members.
3. The statutes of the national association as well as the names and addresses of the organisations or national trustee authorities if they exist.

2. Subscription Fees

1. At the Executive Board's proposal the GA sets the price of the annual subscription fee of the different category of members (Full Member, Aspirant Member) and the cost of the subscription fee per UIMLA IML member of the Full Member associations.
2. The price of the subscription fee is voted on annually and can be modified each year and is documented in the AGM minutes.
3. The membership fee is calculated on the basis of the prospective number of UIMLA IML members of the Full Member associations in the new year, as announced by the Full Member association during the AGM at the latest.
4. A batch of annual stickers is handed to the Full Member associations during the AGM or sent to them, 1 per UIMLA IML member. The request for annual stickers represents a commitment to the settlement of subscription fees.
5. The collection of subscription fees is the responsibility of the UIMLA Treasurer. The request for subscription fees must be sent before the 31st March. The payment of subscription fees is to be made to the UIMLA account within 60 days after the invoice was sent, except in the case of a prior agreement with the Executive Board.
6. The amount owed by and to UIMLA is net of expenses and bank charges.

3. Requirements for renewal of UIMLA IML licence

Before the UIMLA IML license (annual sticker) is renewed, the Full Member will verify that the active UIMLA IML

- fulfils the CPD requirements, including First Aid, as documented in the UIMLA Continuing Professional Development Policy;
- has adequate liability insurance.

4. Transfers of UIMLA IMLs and aspirant IMLs between associations

In case

- an UIMLA IML wishes to be admitted to a Full Member association in order to receive from them the UIMLA carnet, and the UIMLA IML was not trained and assessed in the country of the Full Member association,

or

- a person having started a training course leading to the UIMLA diploma wishes to complete the training in another country or with another association,

it is incumbent on the proposed receiving association to conduct due diligence on all aspects of the transfer of the aspirant/UIMLA IML from the origination association. In cases where there is a disagreement between the originating association, the receiving association or the applicant, the Executive Board should be informed and will decide about the matter.

Please note that in the event of an UIMLA IML transfer the diploma cannot be reissued by the receiving association.

APPENDIX A – Recommended minimum information to be provided by applicants for Aspirant Member status

Supporting documentation to be sent to the Technical Head and Mentor

- A statement of the history of mountaineering and Mountain Leading within their home country;
- The name of the professional association;
- Copies of the Statutes / Constitution / Articles of Association or the steps taken for its creation;
- Details of the composition of the Committee / Executive Board and the names, addresses, telephone numbers and email of its members;
- The laws in force within the country concerning the practise of Mountain Leading, both for residents and visitors (non-residents);
- Details of how the International Mountain Leader qualification fits within the mountaineering qualification structure of the home country;
- Details of the organisation that will undertake the training and assessment of International Mountain Leaders;
- Details of the pre-requirements of qualification and experience of those wishing to enter the profession;
- Details of the content of training and assessment courses with reference to the current UIMLA Standard;
- Details of the CPD program, if available;
- Details of the methods used in training and assessment;
- Details on the process of delivering the certificate and the issuing authority;
- The timetable proposed for progression to an application for Full Member status; and
- A statement as to why they wish to join UIMLA.

Presentation (i.e. Powerpoint)

- A summary of the history of mountaineering and Mountain Leading within their home country;
- A summary of how the professional association is established;
- The composition of the Committee / Executive Board and the names of its members;
- The laws in force within the country concerning the practise of Mountain Leading;
- The laws in force within the country concerning the practise of Mountain Leading by overseas visitors;
- Details of the organisation that will undertake the training and assessment of International Mountain Leaders;
- A summary of the pre-requirements of qualification and experience of those wishing to enter the profession;
- A summary of the content of the training and assessment courses with reference to current UIMLA Standard ;
- The methods used in training and assessment;
- A proposed timetable for an application for Full Member status; and
- A statement as to why they wish to join UIMLA.

APPENDIX B – Outline criteria for the appraisal of Aspirant Member summer training/assessment programmes

1. Navigation/Orientation/map reading on a journey.
 - a. Timing, distance, resection & use of slope aspect
 - b. Use of compass and altimeter
 - c. Use of different types and scale of maps and their advantages and disadvantages
 - d. Regular assessment of students location
 - e. Time to next destination
 - f. Reading of the ground/terrain in relationship to the map
 - g. Off path navigation if at all possible
 - h. Map availability, waterproof and ready to use!
 - i. Navigation in poor conditions/darkness

2. Demonstration of group care over a 3 day (2 night) journey
 - a. Ability to provide care and hot sustenance to the group.
 - b. One night should be a planned bivouac, the other may be in a hut
 - c. Improvised bivouac skills

3. Improvised belaying to protect group members
 - a. Use of natural anchors
 - b. Appropriate use of the rope
 - c. Demonstration of protection for both a short traverse, ascent and descent
 - d. Managing short sections of fixed equipment

4. Overall demonstration of being and looking professional coupled with group management.
 - a. How to dress and rucksack management
 - b. Being ready on time and available to help
 - c. Clear briefing to the group at the beginning of the day re weather forecast, route and times
 - d. Looking after the group and being within talking distance in poor conditions
 - e. Use of walking poles on steep ground and traverses
 - f. Regular group assessment of well being
 - g. River crossing

5. Demonstration of clear training timetable.
 - a. Clear indication to students of what is happening and when
 - b. Once you have a training course schedule keep to it unless there are compelling reasons to change it! This is even more important during student assessment courses as it can cause additional stress for the student
 - c. Inclusion of reference documents

APPENDIX C – Outline criteria for the appraisal of Aspirant Member winter training/assessment programmes

1. Navigation/Orientation/map reading on a journey.
 - a. Timing, distance, resection & use of slope aspect
 - b. Use of different types and scale of maps and their advantages and disadvantages
 - c. Regular assessment of students location
 - d. Time to next destination
 - e. Reading of the ground/terrain in relationship to the map
 - f. Off path navigation if at all possible
 - g. Map availability, waterproof and ready to use!
 - h. Navigation in poor conditions/white out/darkness
2. Demonstration of group care over a 3 day (2 night) journey
 - a. Ability to provide care and hot sustenance to the group.
 - b. One night should be a planned bivouac in a snowhole, the other may be in a hut
 - c. Improvised bivouac skills
3. Improvised belaying in snow/ice conditions to protect group members
 - a. Use of snow/ice belays
 - b. Use of ice axe belays
 - c. Appropriate use of the rope
 - d. Demonstration of protection for both a short traverse, ascent and descent of snow covered ground
4. Avalanche awareness
 - a. Use of transceivers
 - b. Use of probes and shovels for rescue
 - c. Avalanche rescue test
 - d. Assessment of snow conditions/avalanche hazard, use of avalanche bulletin and consequences for the route chosen
5. Overall demonstration of being and looking professional coupled with group management.
 - a. How to dress and rucksack management
 - b. Being ready on time and available to help
 - c. Clear presentation to the group at the beginning of the day re weather/avalanche forecast, route and times
 - d. Looking after the group and being within talking distance in poor conditions
 - e. Use of walking poles on steep ground and traverses
 - f. Teaching the use of avalanche rescue equipment
 - g. Regular group assessment of well being
6. Demonstration of clear training timetable.
 - a. Clear indication to students of what is happening and when
 - b. Once you have a training course schedule keep to it unless there are compelling reasons to change it! This is even more important during student assessment courses as it can cause additional stress for the student
 - c. Inclusion of reference documents