National Ski Patrol

POLICIES AND PROCEDURES

November 2025 Edition

CREDITS

NSP Board of Directors

Division Directors

National Volunteer Staff Advisors National Program Directors Governance Committee

Bylaws Oversight Subcommittee National Office Staff

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The *NSP Policies and Procedures* as amended constitutes the approved national policies of the National Ski Patrol System, Incorporated. All other publications are educational documents and may or may not reflect current NSP policies. Policy changes made after publication will be noted in the Board meeting minutes posted on the NSP website at www.nsp.org, and take effect immediately upon vote of the Board.

The following changes have occurred since May 2024:

General cleanup including formatting spacing, abbreviations and grammar throughout the document.

Updated the Affiliate Contract rate effective 7/1/2024 – approved by the Board May 13, 2024
Updated the OEC and OFC course rates effective 7/1/2024 – approved by the Board May 13, 2024
Updated the Membership Dues rates effective 7/1/2024 – approved by the Board May 13, 2024
RFA 24-06 creation of new Associate Membership for 'Associate-Patrol', and 'Associate-Patroller' – approved by Board August 28, 2024
RFA 24-02 Make Hosts Traditional Members – approved by board July 10, 2024, confirmed by membership vote December 1, 2024
BRFA 25-02 Youth Protection Training – Update retraining timeframe. approv by Board Jan. 24, 2025
RFA 25-03 Award Certificate Signatures. Approved by Board February 12, 2025.
Updated the Nat. Registration Fee to an automatic annual increase – approv. by Board Mar.12, 2025
BRFA 25-12 Flexible Dues Structure – approved by Board April 9, 2025
Outdoor Risk Management (ORM) is an approved Senior elective – approved by Board Apr 9, 2025
RFA 25-05 Rename the Awards Program the Awards and Recognition Program –approved May 14, 2025
Updated the Nat. Registration Fee rates effective 2025/2026 FY. Rates not going in P&P – approved by Board May 14, 2025
RFA 25-06 Modify Purple, Blue and Green Merit Star criteria to reflect utilization of NSP required training appropriate for the member type – approved by the Board June 11, 2025
RFA 25-08 Remove "under the sole direction and sole responsibility" from criteria for Purple and

Blue Merits Stars – approved by the Board June 11. 2025
RFA 25-14 Remove JSOU language –approved by the Board August 13, 2025
RFA 25-16 Update Chapter 5 for YPT to reflect **change in name of BSA to Scouting America** – approved August 13, 2025
RFA 25-07 – Remove BOD from Hall of Fame Notice of Rejection – approved by the Board November 12, 2025
RFA 25-18 – **Add Completion of ICS 100 is required for Host members-**approved by the Board November 12, 2025
RFA 25-19 – **Add Allow Host members** (as they are now Traditional members) **to seek Alumni status** and retain membership in NSP – approved November 12, 2025
RFA 25-20 – **Update Appendix D** - to reflect the changes in the OEC Modified Challenge and references to OEC refresher material – approved by Education Committee

INTRODUCTION

The Board of Directors of the National Ski Patrol System, Inc., a nonprofit Colorado corporation, has adopted the following *NSP Policies and Procedures* for managing and regulating the affairs of NSP pursuant to the Bylaws of the NSP and under the authority of Section 7-122-106 (2011), as revised from time to time, of the *Colorado Revised Statutes*.

These *NSP Policies and Procedure*s represent guidelines, unless mandatory language is indicated, to assist its Divisions, Regions, programs, member patrols, and members with matters affecting NSP and patrol activities.

If there is a conflict between any part of these Policies and Procedures and a document of superior authority, the superior document will prevail. The order of superiority, from top to bottom, is:

- NSP Federal Charter;
- NSP Colorado Charter;
- NSP New York Charter;
- Federal and state laws governing not-for-profit corporations, or any matter that impacts our organization; and
- NSP Bylaws.

The *NSP Policies and Procedures* are meant to be a living document that may be changed by a vote of the membership or the National Board of Directors at any time.

NSP Policies and Procedures are intended to meet the following objectives:

- To communicate official NSP policies in a format designed to locate relevant information easily.
- To guide NSP officers and volunteer program staff in the performance of their duties.
- To provide a structure and catalyst for reviewing and revising NSP policies.

Specific educational and technical information regarding NSP programs is contained in a variety of manuals which have been developed by the programs in conjunction with the NSP education department. References to these manuals may be found in the appropriate program's appendix.

NSP Policies and Procedures will be updated annually. The updates will incorporate program revisions and actions of the Board of Directors from the previous year. A summary of the changes made each year will be included in that year's document. Policy changes made after publication will be noted in the Board meeting minutes posted on the NSP website at www.nsp.org, and take effect immediately upon vote of the Board.

Using the table of contents and/or index will facilitate locating information on topics.

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1. Strategic Plan

1.1 Mission To help keep people safe on the mountain and during other outdoor activities.

1.2 Vision Themes 2030

The NSP is one of the leading non-profit organizations in the world because:

1. We are recognized as the premier provider of outdoor rescue education;
2. We have increased membership numbers, diversity, and increased retention;
3. We have broadened our reach into other sporting activities and events;
4. We have become financially self-sustaining; and
5. All of our members have compelling stories of patrolling success.

1.3 Core Values

Excellence;

Service;

Camaraderie;

Leadership;

Integrity; and Responsiveness.

The NSP serves a number of stakeholders, including members, ski areas, landowners, others who operate recreational areas, industry partners (associations, suppliers, and organizations) and the outdoor recreational public.

While NSP will work on literally dozens of other issues, these objectives are the strategic essentials we must focus on to successfully meet our challenges and capitalize on the opportunities that lie ahead and accomplish our Vision Themes.

The Strategic Objectives can be thought of as a road map that will help guide everything that NSP leadership and staff do to ensure the continued relevancy of the organization. Each specific objective will require a different focus to ensure that the organization is staying on point.

The Strategic Plan also helps guide the organization by omitting what we won't focus on. Maintaining a laser-focus on wildly important goals will help us to achieve our dreams, without being mired in the low-level tactics and minutia.

Under each of the Strategic Objectives, the staff will develop new initiatives and revise existing ones to ensure that they represent the most effective and efficient ways to achieve those objectives, including a means of measuring progress on each. Measurement is essential to enable national leadership to effectively guide the organization in the months

ahead. Metrics should be easy to understand, presented on a regular basis, and updated regularly.

These Key Initiatives detail the “how to” part of this strategic planning process, and they drive the annual operating plans which the NSP board reviews on a regular basis.

1.4 Strategic Objectives

Pillar 1 – Programs

Our programs meet the current (and future) needs of our members, customers, and other stakeholders. These programs (both curriculum-based and non-curriculum based) are relevant, high quality and available.

Pillar 2 – Brand Awareness, Identity and Value

Communicate and enhance NSP’s value to our members, customers, and other stakeholders.

Pillar 3 – Technology and Infrastructure

Our technology and infrastructure allow us to accomplish our mission and goals. We will use standard operational procedures and accommodate multiple user interfaces to provide target group(s) specific content, best practices, and institutional knowledge to our community.

1.5 NSP Strategic Plan Process

1.5.1 Principles

1.5.1.1 A strategic plan is a disciplined effort to provide a framework and process to guide organizational, prioritized decision making. A strategic plan enables an organization to:

- Develop effective strategies;
- Clarify future direction;
- Establish priorities;
- Make decisions in consideration of potential consequences; Establish a coherent and defensible basis for decision-making; Improve organizational performance; and Deal effectively with rapidly changing circumstances.

1.5.2 Strategic Areas of Focus

The areas of focus can be thought of as NSP's core strategic activities, and are not intended for short-term goals, but rather for those goals that will keep the organization viable and healthy for future generations of patrols and patrollers. They are used in concert with consideration of the key stakeholders to drive the priorities of the national board of directors and the national office staff on national level decisions, initiatives, and activities.

1.5.2.1 Membership

The NSP is a dynamic, membership-driven organization. Our goal is to create a more diverse membership and increase our membership participation, both by delivering more knowledge and value to our members and increasing the number of patrols and patrollers.

1.5.2.2 Education

Education is the cornerstone of NSP's ability to service the public. We develop our education curriculum with the goal of being the gold standard for member programs. Our education programs must exceed our members' expectations for quality, relevance, and timeliness.

1.5.2.3 Brand

The NSP brand is a valued and visible presence in the outdoor recreation industries. Building the brand's image furthers our ability to deliver excellent service to both our members and the outdoor community.

1.5.2.4 Stability and Sustainability

The NSP maintains a growing and sustainable organization through effective, targeted fundraising and business growth, recruiting new members, and creating value to retain existing members.

1.5.2.5 Infrastructure

Creating a solid infrastructure, with full staffing levels, modern technological systems, and annual assessments on areas of improvement allows the NSP to communicate and build better relationships with its members and other organizations.

1.5.3 Key Stakeholders

1.5.3.1 The key stakeholders are the primary customers of the products, services, and strategic initiatives of the NSP. In consideration of any strategic project, the stakeholders must be considered in conjunction with the areas of focus.

a. Members;

b. Snow sports areas;

c. Other Recreational Areas

d. Public;

e. Industry allies; and

f. Future NSP members and leadership.

1.5.4 NSP Planning Process

a. The NSP Board of Directors creates the direction for the planning process, while the Planning Committee is responsible for recommending strategies to move the organization in that direction.

b. Strategic areas of focus form the blueprint for how the association wants to be seen by key stakeholders.

c. On an ongoing basis and periodically, the board of directors evaluates the strategic plan and recommends any changes.

d. The NSP Strategic Plan identifies strategic intents with one or more objectives and action plans to accomplish the strategies.

e. As needed, but no less than once a year, the board of directors:

f. Evaluates organizational strengths and weaknesses;

g. Analyses the future of the outdoor recreation industry;

h. Establishes strategic intents, objectives, and action plans;

i. Hears action plan updates;

j. Reviews organizational priorities;

k. Reviews and determines budget priorities; and

l. Provides direction for the next planning meeting.

m. At times, the Planning Committee may propose areas of need not foreseen by the board of directors.

1.6 Operating Plan

1.6.1 Action items relating to operations are assigned to and managed by the Executive Director.

2. ORGANIZATION

2.1 NSP Boundaries

2.1.1 Geographic Divisions

2.1.1.1 The NSP geographic divisions are Alaska, Central, Eastern, Far West, Intermountain, International, Northern, Pacific Northwest, Rocky Mountain, and Southern.

2.1.1.2 A geographic division consists of all NSP registration units registered within its boundaries, except the units registered in the professional division.

2.1.1.3 A geographic division is administered by a Division Director.

2.1.1.4 Divisions establish the qualifications, responsibilities, and selection process for the regions and sections.

2.1.2 Professional Division

2.1.2.1 The Professional Division is a management-based unit composed of ski/bike patrols throughout the United States that have corporate registrations with the NSP.

2.1.2.2 The Professional Division comprises regions that coincide with some NSP Geographic Division boundaries. A delegate administers each Region. The Division Director administers the Division.

2.1.3 U.S. Administrative Patrol

2.1.3.1 Membership with the U.S. Administrative Patrol is open to all current members of the Board of Directors, current National Program Directors, and past National Chairs.

2.1.3.2 An NSP member may be either primarily or secondarily registered with the U.S. Administrative Patrol.

2.1.3.3 The members are responsible for the completion of all current National requirements as outlined in Section 5.1.2.

2.1.3.4 Membership will be annually reviewed by the National Chair, and proof of annual requirements may be checked.

2.1.3.5 Former members of the Board are encouraged to register with a local NSP registration unit primarily but may secondarily register with the U.S. Administrative Patrol.

2.2 National Officers

2.2.1 National Chair

2.2.1.1 Qualifications are established by Article III of the Bylaws.

2.2.1.2 Election

a. Nomination: Any member of the Board of Directors may file as a candidate for the position of the National Chair or be nominated by another member of the board by any electronic or written means.

b. Time for Filing: All nominations shall be filed with the Executive Director at the email or mailing address of the official office of the National Ski Patrol at least five days prior to the first meeting called after the first of January each year. The Executive Director shall ensure that the current Board of Directors receives all nomination documents in a timely manner.

c. Documents required: To be considered for the position, the candidate or nominee must file a statement of intent to seek and serve in this office and an election platform statement with the Executive Director at the office of the National Ski Patrol. The platform statement shall include, but not limited to, a statement concerning the candidate's goals and objectives for the coming year.

d. Election: The election by the Board of Directors for the National Chair shall take place as one of the first orders of business after a quorum has been seated. In the event that there is not a National Chair at the time of the meeting, the Executive Director will conduct the meeting until a chair is elected. The National Legal Advisor, or the independent third-party designee of that officer, shall conduct the election by secret ballot by written or electronic means, count the ballots, and announce the results. In the event there is a tie vote, ballots shall be cast in the above manner until a majority decision is reached. A Division Director who is present shall be selected at random by the National Legal Advisor to observe and confirm the results of the vote.

e. Taking of Office: Upon the announcement of the results of the election, the new National Chair shall assume the duties and responsibilities of the office.

2.2.1.3 Responsibilities

a. The National Chair provides leadership and coordination of long-range planning, policy making functions, and other national activities to ensure that all NSP objectives are carried out from initial planning to completion.

b. The National Chair is responsible to the Board of Directors and is governed within the limits described by the Bylaws, or as set forth by the board of directors.

c. The Chair is the chief elected officer of the organization and serves as Chair of the Board of Directors and executive committee, as well as an ex officio member of all committees except the Nomination Committee.

d. At the annual meeting of the National Ski Patrol, and at such other times as deemed appropriate, the National Chair shall communicate to the members such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of this organization. The Chair shall perform such other duties as are necessarily incident of the office of chair of the board, or as may be prescribed by the Board of Directors.

e. The National Chair is responsible for the appointment, assignment, direction, and termination of national program directors, subcommittee chairs, and standing committee chairs.

f. The National Chair interprets NSP policy and suggests changes where necessary or advisable.

g. The National Chair coordinates the activities of the Executive Director with regard to NSP policies and decisions made by the Board of Directors.

h. The National Chair removes from office any NSP officer who is not discharging duties according to the rules, regulations, and training standards of the NSP.

i. The National Chair properly represents the NSP to its members.

j. The National Chair promotes good public relations between the NSP and other outdoor recreation organizations and the general public, represents the NSP at appropriate organization meetings, and cooperates with other organizations to promote the continued development of education programs.

k. The National Chair performs all other functions as are usual to this office.

2.2.2 National Treasurer

2.2.2.1 Qualifications for the national treasurer are determined by the board of directors.

2.2.2.2 Selection: The chair of the Finance Committee serves as the national treasurer.

2.2.2.3 Responsibilities

a. The National Treasurer is an officer of the NSP.

b. The National Treasurer is responsible for all funds, securities, and other assets of the NSP.

c. The National Treasurer prepares financial reports with the assistance of the national office.

d. The National Treasurer assists the National Chair and Board of Directors in establishing sound financial procedures and business practices, and also

helps prepare the national budget and assists in investing the members' equity in appropriate sources, subject to the approval of the Board of Directors.

e. The National Treasurer reports on the results of a certified audit of the organization.

f. The National Treasurer actively promotes the orderly financial growth of the National Ski Patrol.

g. The National Treasurer performs all special financial functions that cannot be delegated and that are approved by law, corporation charter, or the Bylaws as the powers and duties of the treasurer.

2.2.3 Executive Director and Administrative Paid Staff

2.2.3.1 The Executive Director is employed by the NSP and has such duties, titles, and other functions as prescribed by the board of directors.

2.2.3.2 An administrative paid staff is employed by the NSP and has duties, titles, and other functions as prescribed by the Executive Director.

2.2.3.3 A relative of a current employee, National officer, or Director may be employed only if the relative is the most qualified applicant for the position, and only upon the prior approval of the NSP board of directors. Unless approved by the board of directors, relatives may not be employed in positions where one may be responsible for evaluating the annual performance of the other. For the purposes of this policy, a relative is a parent, parent-in-law, grandparent, aunt, uncle, niece, nephew, sibling, spouse, child, or a person who is in a relationship similar to those family members.

2.2.4 Division Directors

2.2.4.1 Qualifications

a. Must be a registered NSP member for at least five years. Membership in an NSP registered Professional Division patrol shall constitute NSP membership.

b. Must be registered in the division.

c. Must have served in a leadership position in the NSP.

d. Must be familiar with national policies and procedures as defined in the current *NSP Policies and Procedures* manual.

e. Must be familiar with the division's policies and procedures, as applicable.

2.2.4.2 Minimum recommended (not mandatory) eligibility requirements for division director candidates

a. Should be currently registered as a Senior (Patroller, Alpine, or Nordic/Backcountry) or Certified/Nordic/Backcountry Master volunteer patroller or professional (paid) patroller.

b. Should have logged at least 80 days of active patrolling (excluding refreshers, tests, etc.), with one third of these days at a ski area(s) in the division.

c. Should have experience working with management at a ski area in the division.

d. Should have the endorsement of an area management representative in the division.

e. Should have participated in national level activities.

f. Selection is directed by division bylaws and policies.

2.2.4.3 Responsibilities and Duties

a. Supports and fosters NSP values, vision, and mission.

b. At the completion of the division selection/election process, the office will be notified of the new Division Director, contact information, and the associated start date of term.

c. Reports directly to the Chair of the NSP Board of Directors.

d. Administers the division according to the division's bylaws and policies and procedures.

e. Facilitates and promotes the delivery of approved NSP education programs.

f. Develops, promotes, and enhances leadership opportunities for the members of the division.

g. Responsible for ensuring availability, quality, and content of approved NSP programs.

h. Divisions and subunits are expressly prohibited from offering programs or instructional courses that have not been approved by the NSP board of directors.

i. Functions as an NSP liaison between members, patrol representatives, ski area patrol directors, and area managers within the division boundaries.

j. Develops and maintains accurate division records:

k. Develops an annual budget and presents it to the division board of directors.

l. Submits year-end division report to the NSP.

m. Submits annual financial reports to the NSP office and the IRS.

n. Appoints individuals to serve as division program supervisors.

o. The National Board of Directors, in consultation with the affected Division Directors, determines the boundaries and membership of the divisions.

p. When a Division Director's performance does not represent the best interests of the NSP, the director may be removed from office by the NSP Board of Directors at the recommendation of the National Chair.

2.2.5 Dual Office Holding Prohibited

2.2.5.1 NSP Board of Directors, Division Directors, and National Program Directors may not hold offices, be a supervisor or advisor at the division, region, or section level, and may not be an NSP patrol representative.

2.2.5.2 This section does not apply to paid, full-time patrol directors, who may serve as an NSP national officer, a National Program Director, or Division Director, in addition to being the local NSP patrol representative.

2.2.5.3 National Program Directors, Division Directors, or National Board Members may be exempted from the provisions of this part if, in the opinion of the National Chair and Division Director, the best interests of the National Ski Patrol are served by permitting the dual positions to be held.

2.3 National Volunteer Staff and Program Directors

The National volunteer staff consists of the National Legal Advisor, National Awards Advisor, the NSP Historian, the National Medical Advisor, and the National Education Program directors. They serve at the discretion and prerogative of the current National Chair. The selection process outlined in Section 2.3.5.2 is required for national program directors and is optional for all other national volunteer staff positions. Any and all National Volunteer Staff/Program Directors/Advisor/Appointees can serve for a maximum lifetime of 6 years. Under exigent circumstances, the Board, by majority vote, may extend the term beyond 6 years until the end of those circumstances.

2.3.1 National Legal Advisor

2.3.1.1 Qualifications

a. Is a current NSP member.

b. Is an attorney licensed to practice in one or more state(s).

c. Is active in the practice of law.

d. Is familiar with the NSP Articles of Incorporation, National Charter, and Bylaws.

e. Is familiar with the strategic plan, NSP Policies and Procedures, governance, and implementation of NSP education programs.

f. Is familiar with parliamentary law as set forth in Robert's Rules of Order, including, the conduct of general board meetings and minutes.

g. Is willing to provide advice and legal services to the NSP.

2.3.1.2 Selection

a. Is appointed by the National Chair.

b. Is confirmed by the National Board of Directors.

c. Appointment coincides with the term of the National Chair, or with a vacancy in the position.

2.3.1.3 Responsibilities

a. Reports to and serves at the pleasure of the national chair.

b. Provides advice and other legal services on behalf of the National Ski Patrol System, Inc.

c. Serves as the chair of the NSP National Legal Committee.

2.3.2 National Awards and Recognition Advisor

2.3.2.1 Qualifications

a. Is a current NSP member.

b. Holds a National Appointment Number.

c. Is experienced with the NSP awards and recognition program.

d. Meets any additional requirements set by the National Board of Directors.

2.3.2.2 Selection

a. Is appointed by the National Chair.

b. Is confirmed by the National Board of Directors.

c. Appointment coincides with the term of the National Chair, or with a vacancy in the position.

2.3.2.3 Responsibilities

a. Reports to, and advises upon request, the national chair or designee concerning the awards and recognition program. Sends such reports, bulletins, or letters as are necessary for the operation of the national awards and recognition program to the Division Awards and Recognition Advisors and the National Chair.

b. Reviews, and approves or rejects, all awards and recognition nominations, and requests by accomplishing the following:

c. In conjunction with the national office staff, maintains a log of all requests that lists the log number, nominee's name and division, type of award, date received, date forwarded, and status.

d. Rejects and returns to the Division Director or Division Awards and Recognition Advisor, the original copy of any request that does not meet approval requirements, along with a statement of why the request was rejected.

e. In conjunction with the national office staff, coordinates an awards and recognition certificate inventory for annual report and budgetary purposes.

f. Each Division Awards and Recognition Advisor is to submit two names to the national office for consideration as judges.

g. Coordinates the distribution of awards and recognitions to the appropriate divisions.

h. Supervises and administers National Appointments.

i. Prepares an annual report as directed by the national office, with copies for the Division Awards and Recognition Advisors. Provides leadership and coordination of the National Awards and Recognition Program, including the long-range planning and other activities to ensure that all National Awards and Recognition Program objectives are carried out.

j. Serves as the chair of the National Awards and Recognition Committee, but shall vote only in case of a tie, or when such a vote will make a difference in the final decision.

2.3.3 National Historian

2.3.3.1 Qualifications

a. Is a current NSP member.

b. Holds a National Appointment Number.

c. Has demonstrated knowledge of, and interest in, NSP history.

d. Maintains membership in the International Ski History Association, or a similar organization that promotes ski history.

e. Meets any additional requirements set by the national board of directors.

2.3.3.2 Selection

a. Is appointed by the National Chair.

b. Is confirmed by the National Board of Directors.

c. Appointment coincides with the term of the National Chair, or with a vacancy in the position.

2.3.3.3 Responsibilities

a. Reports to and advises the National Chair or National Board concerning NSP history.

b. Attends meetings of the National Board as requested.

c. Acts as an NSP history resource for NSP members and the public.

d. Actively promotes the preservation of NSP documents and memorabilia.

e. Preserves a copy of the complete membership roster once per year.

f. Until such time as a dedicated NSP museum exists, maintains contacts with museums and archives to ensure NSP historical materials are properly preserved.

g. Until such time that there is a dedicated NSP national archive, encourages document preservation at the division level in appropriate archives.

h. Promotes the NSP through its rich history to members and the public.

i. Speaks to the public about the NSP and its history.

j. Speaks at division meetings as requested.

k. Contributes to articles or other media related to NSP history.

l. Prepares an annual report to the National Chair describing historian activities over the previous year.

2.3.4 National Medical Advisor

2.3.4.1 Qualifications

a. Is a currently licensed M.D., D.O., or MBBS with an interest in outdoor/wilderness medicine and ski patrolling.

b. Is a current NSP Traditional Member.

c. Is an OEC instructor.

2.3.4.2 Selection

a. Appointed by the National Chair.

b. Confirmed by the National Board of Directors.

c. Appointments coincide with the term of the National Chair, or with a vacancy in the position.

d. Serves at the prerogative of the National Chair.

2.3.4.3 Responsibilities

a. Chairs the National Medical Committee.

b. Communication

   i. Serves as a resource on current issues and concerns that relate to Outdoor Emergency Care and other medical issues for the NSP and its divisions, regions, patrols, and members.

c. Works with the National Chair, Education Director, OEC Program Director, and National Legal Advisor on pertinent issues.

d. Education

   i. Participates in NSP education programs and continuing education on request as an advisor.

e. Actively participates in national meetings and national OEC instructor trainer/instructor meetings, seminars, and/or committees as directed by the National Chair or at the request of the OEC Program Director.

f. Participates in national, regional, and state EMS activities (meetings, conferences, etc.) as appropriate and directed by the National Chair to provide general representation for the NSP in the interest of ski patrolling.

g. Interfaces with the national EMS system to ensure that quality emergency medical care is taught, and that management audits are conducted for the OEC care provided by patrollers.

h. Evaluates new medical equipment and techniques and assesses their capabilities for ski patrolling activities.

2.3.5 National Education Program Directors and Interest Group Program Advisors

2.3.5.1 Qualifications

a. Is a current NSP member.

b. For education programs, this individual is an active specialist in the field/program, and is a program instructor trainer.

c. Exhibits higher-than-usual interest and performance in the skills of teaching and quality management.

d. Has demonstrated a positive administrative track record, including written and communication skills.

e. Resigns any division positions upon acceptance of National Program Director.

f. Meets any additional qualifications as required by the National Board of Directors; program committee chairs and subcommittee members may be expected to meet additional requirements.

2.3.5.2 Selection

a. When a vacancy occurs, it will be posted, and a selection committee will be formed to review candidate applications. Programs using this process will be Instructor Development, OEC, Outdoor Emergency Transportation, Nordic/Backcountry, Avalanche, MTR, Certified, Women's, Young Adult, Outdoor Risk Management, and Alumni.

b. The committee will be composed of two board members, two Division Directors, and one division supervisor from the program. Committee members will be appointed by their respective group.

c. Input should be gathered from Division Directors, Division Program Supervisors, the outgoing program director, and others who may have knowledge of the candidates.

d. The committee will rank the top 3-4 candidates from a review of the applicants.

e. The committee will submit this information to the National Chair for final review and selection.

f. The individual is selected and appointed by the National Chair. The appointment is ratified by the National Board of Directors.

g. Appointment coincides with the term of the National Chair, or a vacancy in the position.

h. Serves at the prerogative of the National Chair.

2.3.5.3 Responsibilities – Education Program Directors

(1) Education program representation

a. Is an active member of the National Education Programs Subcommittee

b. Chairs the national program committee for the education discipline.

c. The committee chair does not have a vote on matters before the committee unless breaking a tie, or unless the committee chair is the only advisor/supervisor assigned to the committee by the division; the division only has one vote.

d. Develops and maintains a communication network with the national education department, national program directors, division supervisors, instructional staff, geographic line officers, and all others, as necessary.

e. Works closely with the education and communications departments at the national office on program design, content, and production. Coordinates committee meetings and production of publications in conjunction with the national schedule, according to established board priorities.

f. Advises the National Chair, the Board of Directors, and the membership on matters relating to the program. Suggests policy through motions to the board but has no policy-making powers.

g. Represents the national level of the NSP program discipline on other committees, with affiliated associations, and division functions at the request of the Division Director per national guidelines.

(2) Education program promotion and delivery

a. Promotes NSP education programs (courses, refreshers, and continuing education) within the divisions to maintain the integrity of NSP training standards.

b. Directs the division supervisors and is knowledgeable about the program in each division to assist when called upon.

c. Reviews all training materials to ensure consistency with program objectives.

d. Submits articles, or suggests authors, and other publications of the NSP communication and education departments.

(3) Education program administration

a. Reviews administration for effectiveness and efficiency.

b. Submits an annual written report of the program's activities, program director's goals, objectives, plans, and expenditures to the National Board of Directors at its annual meeting. Is invited to attend (or may request to attend) the annual meeting or the midwinter meeting when activity in the program justifies attendance.

c. Prepares an annual budget request for the coming fiscal year and submits it to the National Education Director in a timely manner.

d. Maintains records on instructors, courses, and equipment during program director tenure, and transfers these materials to the successor.

e. Approves, or delegates responsibility for, instructor trainer and instructor appointments and forwards confirmations to the national office.

f. Develops a program-specific quality management system according to Section 4.2 and Appendix B, and coordinates division program supervisors in its implementation.

g. Automatically retains instructor certification and IT designation during term of service.

2.3.5.4 Interest Group Program Advisors (currently Women’s, Young Adult, and Alumni)

1) Responsibilities

a. The Interest Group Program Advisors' responsibility is to chair the national committee for the interest group.

b. The committee chair does not have a vote on matters before the committee unless breaking a tie, or unless the committee is the only advisor/supervisor assigned to the committee by the division; the division only has one vote.

c. Develops and maintains a communication network with the National Marketing Department, National Program Directors, Division Supervisors, instructional staff, geographic line officers, and all others, as necessary.

d. Advises the National Chair, the Board of Directors, and the membership on matters relating to the program. Suggests policy through motions to the National Board, but has no policy-making powers.

e. Represents the National level of the NSP interest group on other committees, with affiliated associations, and Division functions at the request of the Division Director and within National guidelines.

2) Interest group program promotion and delivery

a. Directs the division supervisors and is knowledgeable about the program in each division to assist when called upon.

b. Assists with planning and supports activities for their interest group at all levels, e.g., Powderfall, Division seminars, etc.

c. Uses approved NSP education and/or PSIA/AASI programs, materials, and instructors as the basis for their activities whenever possible. Standard NSP QA policies and practices will be utilized where NSP programs are used.

d. Submits articles, or suggests authors, for Ski Patrol Magazine and other publications of the NSP communication and education departments.

3) Interest group program administration

a. Submits an annual written report of the program's activities, program director's goals, objectives, plans, and expenditures to the National Board of Directors at its annual meeting. Is invited to attend (or may request to attend) the annual meeting or the midwinter meeting when activity in the program justifies attendance.

b. Prepares an annual budget request for the coming fiscal year and submits it to the National Marketing Director in a timely manner.

2.3.5.5 Other Committee Advisors (Safety, Telecom, Historian, Medical, Legal, and Awards and Recognition)

1) Responsibilities

   a. The Committee Advisor's responsibility is to chair the national committee for the group.

   b. The committee chair does not have a vote on matters before the committee unless breaking a tie, or unless the committee chair is the only advisor/supervisor assigned to the committee by the division; the division only has one vote.

   c. Develops and maintains a communication network with the National Marketing Department, National Program Directors/Advisors, Division Advisors, geographic line officers, and all others, as necessary.

   d. Advises the National Chair, the Board of Directors, and the membership on matters relating to their committee tops. Suggests policy through motions to the national board but has no policy-making powers.

   e. Represents the national level of the NSP group/committee, with affiliated associations, and at division functions at the request of the division director and national guidelines.

2) Committee topic promotion and delivery

   a. Directs the Division Advisors and is knowledgeable about the committee/topic in each division to assist when called upon.

   b. Assists with planning and supporting activities for the committee at all levels, e.g., Powderfall, Division seminars, etc.

   c. Uses approved NSP, NSAA, and/or PSIA/AASI educational programs, materials, and instructors as appropriate for the basis for their activities whenever possible. Standard NSP QA policies and practices will be utilized where NSP programs are used.

3) Committee/Topic Administration

   a. Submits an annual written report of the committees' activities, goals, objectives, plan, and expenditures to the National Board of Directors at its annual meeting. Is invited to attend (or may request to attend) the annual meeting or the mid-winter meeting when activity in the committee/program justifies attendance.

   b. Prepares an annual budget request for the coming fiscal year and submits it to the national marketing director in a timely manner.

2.4 Division Officers

2.4.1 Region Director, Region Delegate, and Section Chief (for those divisions with sections)

2.4.1.1 Qualifications

a. Is a current NSP member.

b. Must have the willingness and capability to carry out designated responsibilities.

2.4.1.2 Selection: Elected or appointed following division bylaws.

a. Responsibilities: Designated by division bylaws and policy.

2.4.2 NSP Patrol Representative

2.4.2.1 Qualifications

a. Is a current NSP member.

b. Must be registered active with the local NSP registration unit.

c. Must be approved as the NSP patrol representative by area management or public lands administrator.

d. Should have been registered as an NSP member of that unit (excluding candidate, temporarily not patrolling, or Alumni classification) for at least two years.

e. Should have served one season as instructor, supervisor, advisor, or officer.

f. Should be familiar with the national policies and procedures as defined in the current *NSP Policies and Procedures* manual.

g. Should be familiar with division, region, and section policies and procedures, as applicable.

2.4.2.2 Selection Alternatives

a. The method of NSP patrol representative selection is the prerogative of area management or the public lands administrator. If not elected by the local NSP registration unit, this individual may be appointed by either area management or the ski patrol director.

b. Area management may refuse to accept an individual as the NSP Patrol Representative. This individual may be removed without recourse and another appointed.

c. The NSP Patrol Representative may be removed from Division officer responsibilities by the immediate senior NSP officer, with the approval of the Division Director for failure to administer the NSP registration unit according to the rules, regulations, and training standards of the NSP, provided that

such removal does not violate the applicable prerogatives or agreements with area management or the public lands administrator.

2.4.2.3 Responsibilities to the National Ski Patrol

a. Serves a term in accordance with ski area and local patrol policies.

b. Maintains good rapport and communication with area management or the public lands administrator.

c. Serves as an officer within the NSP division in accordance with division bylaws and policies.

d. Supports and fosters the NSP mission statement. Ensures membership compliance with NSP National education requirements.

e. Collects and forwards NSP member registration fees in a timely manner in accordance with National and Division policy.

f. Coordinates the course administration and distribution for all Outdoor Emergency Care education and continuing education records with the responsible instructors of record.

g. Provides timely and accurate communication of NSP policies to NSP members.

h. Maintains administrative and financial data and all other records for the NSP registration unit.

i. Submits annual reports and financial reports as required by Division policy.

2.4.2.4 Members of each NSP registration unit may identify their NSP Patrol Representative by any other title, as long as it does not create or tend to create confusion or misunderstanding about the separate duties of the NSP Patrol Representative on behalf of the NSP from any duties associated with ski patrol operations, which are under the supervision and control of ski area management.

2.5 Division, Region, Section and NSP Patrol Staff

All NSP supervisors, administrators, and advisors at the Division, Region, Section, or NSP registration unit level must be members of the NSP at the time of their appointment or election and throughout their tenure in any of these capacities.

2.6 Division, Region and Section Policies, Procedures, Rules, Regulations and Bylaws

2.6.1 Divisions, Regions, and Sections may adopt policies, procedures, rules, regulations, and Bylaws to provide for the conduct of the Division's own internal affairs on the condition that they are consistent with the NSP Bylaws, the NSP Policies and Procedures Manual, the NSP Articles of Incorporation and the Federal Charter. The Bylaws of any Division may not limit the term of office for National officers, nor may they limit or otherwise inhibit the eligibility of the NSP member to serve in an officer

position, staff position, or advisor position in a Division that is not their current registered Division or at the National level.

2.6.2 Accounting and Reporting

Division Directors shall be directly responsible for the governance and financial affairs within their Divisions and shall submit reports at least annually to the National office, the NSP Board of Directors, the Internal Revenue Service and to any other office or agency of the state or federal government as required by law. All officers within the Division shall submit reports to the Division Director as required in a timely manner.

2.6.3 Region and Section Structure

The Bylaws, policies, procedures, rules, or regulations of a Section shall not conflict with the Region or Division above it and shall observe the rule of sovereignty of the NSP and likewise the Region shall not conflict with its Division and observe the rule of sovereignty of the NSP.

2.7 Legal

2.7.1 Division or Region Legal Advisor

2.7.1.1 Qualifications

a. Is a current NSP member.

b. Is an attorney licensed to practice in one or more state(s).

c. Is active in the practice of law.

d. Is familiar with NSP Articles of Incorporation, National Charter, and Bylaws, as well as the division and/or region bylaws and policies and procedures.

e. Is familiar with parliamentary law as set forth in Robert's Rules of Order, including, in particular, the conduct of general board meetings and minutes.

f. Is willing to provide advice and other legal services regarding issues and opportunities facing the division or region and its subunits.

2.7.1.2 Selection

a. Appointed by the Division Director or Region Director following Division or Region bylaws.

b. For the division appointment, it is recommended that the Division Director consult with the outgoing Division Legal Advisor and the National Legal Advisor to determine the needs of the program in the division, and to solicit names of suggested replacements.

c. The Division Director will inform the National Legal Advisor when the process is complete.

2.7.1.3 Responsibilities

a. Reports to and serves at the pleasure of the Division Director or Region Director.

b. Provides advice and other legal services on behalf of the Division or Region as a unit of the National Ski Patrol System, Inc., and Division or Region subunits as requested. Reviews and, as necessary, proposes revisions to, Division or Region bylaws and policies and procedures.

c. The Division Legal Advisor participates as a member of the NSP National Legal Committee by consulting with National Legal Advisor and other Division legal advisors, referring issues with National implications to the committee and/or National Legal Advisor, and assisting the National Legal Advisor and other Division legal advisors as requested.

d. Advises and assists line officers and instructor trainers in the application and implementation of the NSP Code of Conduct.

e. Consults with Region, Section, and NSP patrol legal advisors.

2.7.2 Local Patrol Legal Advisor

2.7.2.1 Patrol legal advisors will have qualifications and responsibilities similar to those at the Region level and shall be chosen by the patrol representative according to local patrol policies.

2.8 Awards and Recognition Program

2.8.1 Division Awards and Recognition Advisor

2.8.1.1 Qualifications

a. Is a current NSP member.

b. Is committed to managing a successful awards and recognition program.

2.8.1.2 Selection

a. The appointment is made by the Division Director according to division policy.

b. It is recommended that the Division Director consult with the outgoing Division Awards and Recognition Advisor and the National Awards and Recognition Advisor to determine the needs of the program in the division, and to solicit names of suggested replacements.

c. The Division Director informs the National Awards and Recognition Advisor of the name of the new Division Awards and Recognition Advisor when the process is complete.

2.8.1.3 Responsibilities

a. Ensure that patrollers nominated for National Appointments and Leadership Commendation Appointments meet the qualifications, and that nominations are processed in a timely fashion.

b. Organize Division review boards.

c. Establish procedures, criteria, and the selection process for recognizing outstanding division patrols and patrollers.

d. Encourage and assist in the nomination of qualified patrols and patrollers for National Outstanding Awards.

e. Process merit star and appreciation certificate applications and encourage their use.

f. Encourage service award recognition.

g. Reject and return nominations or requests that do not meet NSP standards to the appropriate officer or originator, along with a statement regarding why the nomination or request was denied.

h. Coordinate awards and recognition presentations at Division meetings.

i. Coordinate, advise, and inform the National Awards Advisor, National Office, and/or National Chair of areas in the NSP Awards and Recognition Program that are in need of modification and improvement.

j. Maintain such files and records as may be required.

k. Ensure that all National awards and recognitions, National Appointments, and Leadership Commendation Appointments are to be awarded by the highest-ranking National Officer in attendance at a special presentation or meeting.

2.8.2 Region or Section Awards and Recognition Advisor

2.8.2.1 Qualifications

a. Is a current NSP member.

b. Is committed to managing a successful awards and recognition program.

2.8.2.2 Selection:

a. Appointed by Region Director following division and/or region policy, with direct communication with the Division Awards and Recognition Advisor.

2.8.2.3 Responsibilities

a. Ensure that qualified outstanding patrollers are nominated for National Appointments and Leadership Commendation Appointments in a timely fashion.

b. Organize region review boards.

c. Establish procedures, criteria, and the selection process for recognizing outstanding division/region patrols and patrollers.

d. Encourage and assist in the nomination of qualified patrols and patrollers for National Outstanding Awards.

e. Process merit star and appreciation certificate applications and encourage their use.

f. Encourage service award recognition.

g. Reject and return nominations or requests that do not meet NSP standards to the appropriate officer or originator, along with a statement regarding why the nomination or request was denied.

h. Coordinate awards presentations at Region meetings.

i. Coordinate, advise, and inform the National Awards and Recognition Advisor, national office, and/or National Chair of areas in the NSP awards and recognition program that are in need of modification and improvement.

j. Maintain such files and records as may be required.

k. Ensure that all National awards, National Appointments, and Leadership Commendation Appointments are to be awarded by the highest-ranking National Officer in attendance at a special presentation or meeting.

2.8.3 Local Patrol Awards and Recognition Advisor

2.8.3.1 Patrol awards and recognition coordinators will have qualifications and responsibilities similar to those at the region level and shall be chosen by the patrol representative according to the local patrol policies.

2.9 The National Medical Advisor and National Medical Committee

2.9.1 The National Medical Advisor

2.9.1.1 Qualifications

a. A currently licensed M.D., D.O., or MBBS (preferably an emergency room M.D., D.O., or MBBS) with an interest in outdoor/wilderness medicine and ski patrolling,

b. A current NSP traditional member, and

c. By serving as, or willing to become an Outdoor Emergency Care (OEC) instructor.

2.9.1.2 Selection procedure and term for this officer Appointed by the national chair.

a. Confirmed by the NSP Board of Directors, and

b. The appointment coincides with the National Chair's term.

c. When there is a vacancy in the position of the National Chair, the National Medical Advisor retains the position until replaced by a new National Chair. The National Medical Advisor serves at the pleasure of the National Chair and may be replaced without cause.

2.9.2 Responsibilities of the National Medical Advisor include:

a. Chairs the National Medical Committee.

b. Provides medical advice to the NSP Board of Directors after consultation with the NSP Medical Committee, OEC program committee and others on the topics of the NSP Standard of Training for OEC programs and the publication of any books or other training materials. Provides medical quality assurance on medical standards of training and provides advice and direction for all medical advisors at all levels of the NSP.

c. Communicates and works with portions of the NSP to serve as a resource on current issues and concerns that relate to Outdoor Emergency Care.

d. Represents the NSP as directed by the NSP Board of Directors on medical matters between the NSP and any EMS entity, industry partner or the general public.

e. While the National Medical Advisor provides guidance and direction regarding the NSP medical standard of training and quality assurance of that standard of training at all levels of the NSP and when necessary, communicates to the EMS system on these issues; the National Medical Advisor does not establish local protocols or standards of care for any local units of the NSP. Standards of Care, medical control and responsibility for the same are set by medical protocols of the currently licensed health care professional hired for that jurisdiction. Those appointments and control are always to be assumed by the industry partner in charge of operations in the area.

2.9.3 National Medical Committee

a. Committee Chair – The chair of the National Medical Committee is the National Medical Advisor.

b. Primary tasks – The National Medical Committee will work on policy issues and projects assigned to the committee by the National Medical Advisor. The committee may report on issues, but individual committee members may not publish National articles unless requested and approved by the National Medical Advisor.

c. Selection and Removal – Each Division's medical advisor will serve on the National Medical Committee. When the Division bylaws are silent, the appointment is made by the Division Director. Removal may be made at any time, with or without cause by the Division Director.

d. General National Tasks – The National Medical Committee serves as a resource to the NSP Board of Directors on the NSP standard of training, current issues and concerns that relate to the Outdoor Emergency Care curriculum and texts, medical or quality assurance policy matters that concern the NSP. This committee may from time-to-time work with the National Legal Advisor and/or the National Legal Committee to advise the NSP Board of Directors on assigned matters and issues.

e. Individual Member's Tasks and Duties – The National Medical Committee members may be asked to perform the following:

   i. Participate in OEC education programs and continuing education courses on request.

   ii. Participate in Division meetings or the equivalent associate unit level meetings or any sub-unit meetings involving the OEC Program or any other program that may touch or concern medical issues.

   iii. Participate in the NSP quality management system for NSP courses at any level, including but not limited to, OEC Refreshers.

   iv. Participate in OEC courses and refreshers, including planning and implementation.

   v. Agrees to abide by the NSP standard of training and not alter the OEC standard of training, the principles or practices as presented in the current edition of any NSP medical text (currently OEC) or refresher planning documents without permission from the National Medical Advisor.

2.9.4 Paid or Volunteer Patrol Medical Director

2.9.4.1 Appointment and Qualifications – Area management and land use administrators are encouraged to provide operational medical oversight by a paid or volunteer medical director. Where operational medical oversight is not available, the NSP may provide advice to assist in quality assurance for the local standard of training. This advice is not intended to direct medical operations or establish medical protocols for the area but is limited to quality assurance for the local standard of training. It is suggested that the local medical directors have the following qualifications.

   a. Is a currently licensed health care professional with the selection process giving priority to an emergency room Medical Doctor (MD) or Doctor of Osteopathy (DO) with an interest in outdoor/wilderness medicine and ski patrolling OR when an MD or DO is not available, area management appoints a person with medical training at a level less than a MD or DO, following local or state laws in regard to this matter,

b. Is a current Traditional Member (includes a candidate in training) or Associate of the NSP, and

c. Is an OEC instructor or will use the OEC standard of training if not a current OEC technician. In any case, the OEC standard of training is to be followed for educational purposes.

d. Removal – if at any time it is found the OEC standard of training is not being used or the policies and procedures of the NSP are being violated by any Traditional Member or Associate who is acting as a medical advisor or director for a local patrol, then the appropriate line officer or the NSP Board of Directors may proceed under the NSP Code of Conduct section of the P&P Manual.

e. **NOTICE –** Any resort or industry partner may appoint a medical health care professional to advise and provide the resort or area **operational medical oversight**. This is to help establish local protocols for the local standard of care. This appointment is independent of the NSP. The resort takes full responsibility for the advice given, protocols provided, and practices followed under the direction of its resort or area Medical Director. However, if the resort or industry partner would also like their health care professional in charge of operational medical oversight to also receive advice from the NSP Medical Committee, that person may file a request for permission to join and be credentialed under the qualifications as set forth herein as a Traditional Member or Associate. This will allow the heath care professional to obtain standard of training advice and services from the NSP medical director and/or the NSP medical committee.

3. ADMINISTRATIVE PROCEDURES

3.1 National Board

3.1.1 Board Operations

3.1.1.1 The National Board of Directors is the governing body of the National Ski Patrol.

3.1.1.2 It shall be responsible for the interpretation of the Bylaws.

3.1.1.3 With the exception of the Chair, the Board of Directors shall be evenly distributed to sit on the standing committees, which are: Governance, Planning, Finance and Education. In addition, each of the Division Directors shall be assigned by even distribution to one of these four standing committees. The National Board Chair shall be an ex officio member of all standing committees except the Nomination Committee.

3.1.1.4 Each member of the Board accepts the NSP Standards of Conduct for directors and officers as follows:

a. The undersigned Board member or officer acknowledges and accepts the scope and extent of my duties as a director or officer of the National Ski Patrol System, Incorporated. I am responsible for my conduct, and hereby agree that I will:

b. Act in the best interests of, and fulfill my fiduciary obligations to, the NSP and its members;

c. Act honestly, fairly, ethically and with integrity;

d. Conduct myself in a professional, courteous, and respectful manner;

e. Comply with applicable laws, rules, and regulations;

f. Comply with the National Charter, the Articles of Incorporation, and the Bylaws of the National Ski Patrol System, Incorporated; and

g. Act in good faith, responsibly, with due care, competence, and diligence, without allowing my independent judgment to be subordinated.

h. I also acknowledge that I have received a copy of the current Colorado statute governing the general standards of conduct for directors and officers of a Colorado corporation.

3.2 Meetings

3.2.1 National Board of Directors Meetings

3.2.1.1 The Board holds two regular meetings each year: the midwinter meeting and the annual meeting, as required by the Bylaws. It may hold additional meetings as

called or by resolution. The general business portion of the meetings is open to any member.

3.2.1.2 Members may access information regarding these meetings, including agendas, packets, and documents, on the NSP website.

3.2.1.3 The meetings are conducted in accordance with the current edition of Robert's Rules of Order.

3.2.1.4 National program directors that have business to bring to the National Board are invited to attend an annual meeting.

3.2.1.5 Only Board members, Division Directors, and the National Chair have a right to be heard on issues that are presented to the Board. The National Chair may invite comments from those in attendance at the meeting, including those in leadership positions and individual members.

3.2.1.6 At the direction of the National Chair, the Board of Directors may conduct any meeting using any electronic medium that allows all participants to simultaneously send and receive audio and/or textual or graphic material. Passive participation by NSP members shall be allowed and accommodated.

3.2.1.7 The National office shall post the minutes of the Board of Directors' meetings no later than 60 days following the adjournment of the meeting.

3.2.2 Division Director Team Meetings

3.2.2.1 The Division Directors may meet as a team to advise the NSP Board on matters and issues as the team feels necessary or when requested by the NSP Board. The team retains the right to weigh in or not weigh in on matters or issues. Each Division Director shall have one vote per geographic or professional division. Meetings may be in person, by telephone conference or by any other electronic means after reasonable notice. When possible, meetings of this team shall be immediately in advance of the NSP Board meeting so informational votes and any reports may be made ready to be given orally to the NSP Board without delaying the work of the NSP Board. When requested, any advisor or guest may be invited to attend team meetings until excused. The Division Director team will follow *Robert's Rules of Order* regarding deliberations or hearings as the team chooses.

3.2.2.2 Chair of the Division Director Team

A Chair of the Division Director team shall be selected by majority vote of the Division Directors and serve until replaced. This chair will be spokesperson for the team regarding matters presented to the NSP Board.

3.2.3 Division Meetings

3.2.3.1 Each Division should have an annual meeting to approve an annual budget, provide for education and publication projects and delivery, and take action on other Division business.

3.2.3.2 The National Chair, a member of the National Office staff, or a member of the Board should attend all annual Division meetings to keep Divisions updated on what is happening at the National level.

3.2.3.3 Divisions should make a request (verbal or written) to the National Chair naming the national representative(s) they would like to attend the Division meeting.

3.3 Consideration of Proposals - RFA (Request for Action)

3.3.1 Proposal Submission and Communication Process

3.3.1.1 Any member in good standing may submit a proposal for board consideration by filling out the NSP Request for Action form (RFA) and submitting the completed document to the RFA Review Committee at RFA@nspserves.org.

- The RFA Review Committee is comprised of the National Chair and two NSP Board members appointed by the National Chair; one being the committee Chair.

3.3.1.2 Any Board member may submit a proposal for expedited board consideration by filling out the NSP Board Request for Action form (BRFA) and submitting the completed document to the National Chair RFA Review Committee at RFA@nspserves.org. BRFA's should only be used when there is a situation of urgency for the proposal. These may bypass the standing committee process when deemed appropriate by the National Chair and the RFA review committee. BRFA's are issued a unique "Request Identification Number."

3.3.1.3 Upon receipt of an RFA form the RFA will be assigned a unique "Request Identification Number." The RFA committee will assign a Steward to each RFA, The Steward will be a member who has functional knowledge of NSP operations and governance structure and can assist and inform the Author during the RFA process (see 3.3.1.19) The National Office shall maintain an RFA log for the purpose of tracking the progress of the RFA and ensuring that allotted times are met. As each step is reported, it shall be added to the log. The in-process log includes a report on the final status of the RFA to the membership. The RFA will also be posted on the website.

3.3.1.4 The Steward will review the RFA to determine if the RFA is complete with a clearly stated objective, budget implications, and NSP Policies and Procedures or Bylaws ramifications, with language changes clearly shown as current, redline, and clean copies, if applicable and counsel the author on any deficits. The RFA may be returned to author for correction of deficits.

3.3.1.5 Once any deficits are corrected, the Steward sends the RFA to the RFA Committee Chair. RFA's not resubmitted within 30 days are considered withdrawn.

3.3.1.6 The RFA Committee Chair then sends the RFA to the RFA committee for preliminary review.

3.3.1.7 The RFA committee reviews and identifies Standing Committees, staff, Division Directors, Program Supervisors, etc. that need to analyze the proposal and provide analysis/reports to RFA committee for summarization for submittal to the National Board of Directors. The RFA is sent to these parties.

a. When committees are involved in the RFA process; if there are multiple RFAs referred to a committee, the committee chairperson determines the order in which proposals are to be considered by the committee. Each proposal is entitled to testimony, discussion, and debate prior to any vote or reporting outcome to the RFA review committee.

3.3.1.8 Proposals to amend the NSP Bylaws shall comply with the NSP Bylaws procedure and shall be sent to the Bylaws committee.

3.3.1.9 Administrative RFAs are sent directly to the Executive Director. The ED will evaluate and make a decision. The ED should consult staff, Program Directors, NSP leaders, committees, etc. as appropriate to help make their decision. They will report to the RFA Chair and the Board on the action being taken.

3.3.1.10 The selected parties above analyze the RFA and send their analyses/reports to the Chair of the RFA committee.

3.3.1.11 Once received, the Chair sends the analyses/reports to the RFA committee for secondary review.

3.3.1.12 The RFA committee reviews all the received reports and sends a final summary report to the National Board of Directors.

3.3.1.13 All proposals that will be considered by the Board must be received by the National staff so that they may be posted 10 days prior to the Board meeting where consideration is scheduled by the National Office.

3.3.1.14 Members are encouraged to provide comments on RFA proposals.

3.3.1.15 The RFA Committee Chair will make a motion to introduce the said proposal at the meeting. The proposal will need to be seconded by another Board member for consideration. The Board then takes action to either approve the RFA, approve with modification, or reject it.

3.3.1.16 The National Office logs outcome, including date. If the action taken necessitates changes to the P&P and/or Bylaws, the staff is advised.

3.3.1.17 An RFA may be withdrawn by the author(s) at any time during the process without prejudice. Whenever possible, the RFA process should be completed, and the proposal submitted to the Board for consideration in 90 days. If requested, the National Chair may grant additional time as needed. The National Chair will report such extensions at the next board meeting.

3.3.1.18 Role of the Steward

a. The Steward is neither in favor – nor opposed – to the proposal, they are just willing to help it through the process. The Steward reports the final Board decision to the author.

b. The Steward should not be a current Board member (Board members will have a vote at the end of the process and can "advise" at any point in the process.) Past Board members, past or present Division Directors, Program Directors, or National Committee Members-at-Large could be knowledgeable Stewards.

c. The RFA review committee should maintain a list of possible Stewards and assign RFAs to them.

d. Steward qualities should include:

i. A willingness to assist the author and to get their RFA through the process efficiently.

ii. A thorough knowledge of the process or whom to ask questions of

iii. Possess good communication skills.

iv. Be willing to correspond with the RFA review committee and other committees in a timely manner as needed.

v. Be willing to be a resource to the Board as they review and debate the proposal.

3.4 Standing Committees

3.4.1 There shall be four standing committees: Governance, Finance, Planning and Education.

3.4.2 All standing committee operations shall conform to the following:

3.4.2.1 Qualifications: Will be determined by the Board of Directors from time to time.

3.4.2.2 Selection: Standing committees are appointed by the National Chair, based on the individual's attributes and the needs of the committee.

3.4.2.3 Responsibilities: Deals with situations and business items specific to the committee, based on direction from the general board.

3.4.2.4 Minutes: Standing committees should keep and post minutes from their meetings. These may to posted independently or included in the Board meeting packet for the month after the committee meeting.

3.4.2.5 Reports to the Board of Directors

Standing Committee Chairs shall prepare an annual report and as many special reports of their activities and expenditures as requested and deliver to the NSP Board of Directors as ordered.

3.5 Standing Committee Charters

3.5.1 Governance Committee Charter

3.5.1.1 Purpose

a. The Board of Directors of the National Ski Patrol is responsible for the maintenance of the NSP Bylaws and *NSP Policies and Procedures* and ensuring their appropriate application.

b. The purpose of the Governance Committee is to assist the NSP board in fulfilling this responsibility as a standing committee.

c. The Governance Committee supports the Board by developing and recommending processes and information that allow the Board to operate more efficiently and strategically.

3.5.1.2 Membership

a. The Governance Committee is a standing committee of the Board of Directors and is comprised of members of the board and Division Directors, and may include NSP members-at-large.

3.5.1.3 Authority and Responsibilities

a. Provide guidance and assist the NSP board in reviewing matters related to governance.

b. Provide direction for the Bylaws/Oversight Subcommittee (in compliance with the Bylaws).

c. Reviews the NSP Bylaws and the NSP Policies and Procedures periodically, to avoid conflicts within each document and to avoid conflicts between the two documents.

d. Assist in matters concerning conflict of interest policy and NSP Code of Conduct.

e. Monitor corporate governance requirements.

f. Suggest methods for accountability which act as checks and balances.

g. Oversee the maintenance of the NSP Bylaws and NSP Policies and Procedures. Ensure changes approved by the Board are integrated into the NSP Bylaws and NSP Policies and Procedures.

h. Recommend NSP Bylaws and NSP Policies and Procedures changes, and upgrades to improve them.

i. Develop and recommend processes and information that allow the Board to operate more efficiently and strategically.

j. Promote "Transparency" in processes and policies.

k. Support board operations with proposed resources, processes, and capabilities (e.g., RFA, data sharing, software, project management, voting capability, communications, and other best practices).

l. Promote and maintain the use of a screening process to evaluate Board decisions and actions for use in maintaining a focus on core values and strategic goals.

m. Promote and assist in leadership structure with the use of committee charters and job descriptions.

n. Promote effective communication.

o. Promote and provide guidance for board member development.

p. Promote continuous improvement within NSP leadership via assessments, feedback, and mentoring.

q. Promote continuing education within NSP leadership via communications and updates on new programs, legislative action, best practices, and so forth.

r. Orient new board members and annually refresh existing board members to ensure that they understand their roles and responsibilities.

s. Promote and provide guidance for the election of new board members.

t. Solicit, identify, and propose for board approval the list of needed board skills and expertise to be incorporated into the "List of Needs" for use by the Nomination Committee.

u. Provide support for the Nomination Committee and nominating/elections process (in accordance with and complying with the NSP Bylaws).

v. Promote the cultivation and recruitment of new board members.

3.5.2 Finance Committee Charter

3.5.2.1 Purpose

a. The Board of Directors of the National Ski Patrol, as an organization, must make critical decisions related to the financial management of the organization. These decisions may include budgeting, fundraising, asset allocation, investing and spending, and other required activities.

b. In addition, the Board is responsible for developing financial procedures and accounting controls to protect the assets of the organization, and to ensure to the public that funds contributed are appropriately handled.

c. The Board of Directors has the primary responsibility for making these decisions. The purpose of the Finance Committee is to assist the Board in fulfilling this responsibility as a standing committee.

d. In fulfilling its authority, the Finance Committee is empowered to:

e. Ensure accounting and other controls are adequate to safeguard the organization's assets.

f. Develop adequate financial procedures and systems.

g. Oversee fundraising activities.

h. Recommend allocation of resources and assets. Invest any reserves in a prudent manner.

i. Review and make recommendations to the board regarding any issues with financial implications.

3.5.2.2 Membership

a. The Finance Committee is a standing committee of the Board of Directors and is comprised of members of the Board and Division Directors and may include NSP members-at-large.

b. Qualifications to consider should include having some background and experience in accounting, finance, and nonprofit organizations.

3.5.2.3 Responsibilities

a. The focus of the Finance Committee is the financial management of the National Ski Patrol regarding its operations and special projects in a sustainable effort. It shall:

i. Review and understand the accounting controls to ensure financial integrity of the organization.

ii. Ensure that the information technology is adequate to ensure the safeguarding of assets and preserve the integrity of charitable donations.

iii. Develop a budgeting process to adequately fund programs to accomplish the mission of the organization.

iv. Design and develop a fundraising system to adequately fund the programs and mission of the organization.

v. Maintain integrity in the fundraising system.

vi. Develop adequate reserves and invest them in a prudent manner.

vii. Proactively participate in the financial management of the organization, including the decision-making process of allocating the organization resources.

viii. Review and understand the capital needs of the organization and present solutions to the Board to meet these requirements.

ix. Review and understand the financial requirements of the organization.

x. Review all necessary reports to outside agencies to ensure that they are properly presented.

xi. Evaluate the effectiveness of the Finance Committee and NSP financial management, and as appropriate recommend improvements in procedures and processes to the Board.

xii. Review business plans and other financial reports submitted to the Board and assist the board by providing insight and recommendations.

xiii. Promote and facilitate the submission and resolution of committee and task force budgets during the budget development process.

xiv. Provide guidance and assist the Board in the development and approval of the NSP annual budget.

xv. Monitor the annual budget against plan and provide bimonthly financial reports to the Board.

xvi. Develop a system that ensures all legal and financial documents comply with government regulations related to the type of documents to be filed and timelines for filing.

xvii. Monitor the use of restricted funds.

xviii. Develop a fund development plan that ensures a diversified funding base.

xix. Perform such other functions deemed necessary for appropriate fiscal management.

xx. Some of the listed tasks may overlap because they are derived from different sources. These are suggested because the Finance Committee should discuss the specific tasks they should accept.

3.5.3 Planning Committee Charter

3.5.3.1 Purpose

a. The Planning Committee is accountable for developing and leading the Board's participation in strategic planning, developing, and tracking the strategic plan, board self-assessment, and long-range budget considerations. In this capacity, the Planning Committee will:

i. Reach agreement with the Executive Director on the detailed design of NSP's planning project development cycle, with special attention to the Board's role in planning, the annual planning calendar, and ensuring that the Board participates fully and proactively in the planning process.

ii. Oversee preparation for, and hosting, the strategic work session at the annual meetings.

iii. Identify strategic issues for the Board to consider for addition to NSP's Strategic Change Portfolio, update Values, Vision, and Mission statements, define operational planning priorities, and other strategic and policy-level products that merit full board attention.

iv. Is responsible for the continuous assessment of strategic initiatives.

v. Develop, update, maintain, and track the strategic plan and its objectives.

vi. Develop a system to track the work of the Board, especially the strategic intent and strategic initiatives versus the strategic plan. Track the objectives versus the metrics/responsibilities.

vii. Develop data and examine how we use it to help initiate new strategic initiatives to ensure organizational viability.

viii. Develop and implement a program for Board training.

ix. Develop and implement a program for Board self-assessment.

x. Coordinate initiatives to ensure a match to strategic objectives and mapping initiatives to the long-range strategic objectives, e.g., areas such as ski area relationships and risk management.

xi. Support the other committees as appropriate and avoid creating jurisdictional disputes.

xii. Respond to management letters.

xiii. Look at strategic partnerships consistent with the strategic plan, such as the need to formalize the new agreement with NSAA.

3.5.3.2 Membership

a. The Planning Committee is a standing committee of the Board of Directors and is comprised of members of the Board and Division Directors and may include NSP members-at-large.

3.5.4 Education Committee Charter

3.5.4.1 Purpose

a. Responsible for facilitating the National leadership team's oversight of the development of NSP curricular based programs and other offerings as prescribed by the strategic plan.

b. Establish and evaluate strategic educational initiatives in conjunction with the Board of Directors' approved strategies.

c. Support the efforts of the National Program Directors and/or committees to develop and deliver educational materials to the NSP membership, including long-range budget considerations.

d. Work in collaboration with the National Education Programs Director in the assessment and development of new programs, products, and services to benefit the membership of the National Ski Patrol.

e. Support and promote effective education-based communication via regular reporting to the Board of Directors and others.

f. In conjunction with NSP Board-approved strategy, work with NSAA and other industry partners to develop skier safety, awareness, risk management, and other programs that would benefit the NSP, the NSAA, and the snow sports public.

g. Explore opportunities to expand the range and scope of education offerings as defined by the NSP Board-approved strategy by working in partnership with other organizations involved in public safety and law enforcement.

3.5.4.2 Membership

a. The Education Committee is a standing committee of the Board of Directors and is comprised of members of the Board, National Program Directors, and Division Directors. The committee may include members-at-large.

3.5.4.3 Responsibilities

a. Evaluate, direct development, and improve consistency of education programs and materials.

b. Annually, or as needed, review the NSP education programs, manuals, and other resource materials.

c. Identify educational initiatives to support the training needs and requirements of NSP members and other stakeholders in NSP educational products and services.

d. Provide guidance to the NSP Executive Director and Board of Directors regarding strategic planning for educational offerings. Address issues presented by the NSP Board of Directors.

e. Provide assistance, support, and guidance to the National Education Director as needed for the development of new content, quality management, and consistent delivery of education materials to our membership.

f. Maintain open and unencumbered two-way communication between the National Board, Division Directors, Program Directors, and Advisors to ensure that NSP educational services meet the needs and requirements of all members. This may include the use of focused surveys and recommendations on face-to-face meeting schedules.

g. Report to the Board of Directors on a regular basis and submit a written annual report. Ensure that all programs have standardized administrative policies.

h. Ensure that all programs have standardized evaluation policies.

i. Ensure that all programs have standardized quality management programs.

3.6 National Special Committees

Any National committee report to the Board of Directors that contains recommendations for program policy or operational modifications, changes, or revisions and/or changes in financial support requirements at any level must be accompanied by a formal proposal which shall be subject to the proposal process of the NSP Board of Directors as described in Section 3.3 of this manual.

3.6.1 Board-Level Special Committee

3.6.1.1 This committee consists of members from the National Board of Directors, Division Directors, former senior leaders, members, and others that can provide needed expertise as determined by the appointing authority and approved by the Board.

3.6.1.2 This committee is charged by the National Chair, the Board of Directors, or the standing committees with specific objectives.

3.6.1.3 This is an ad hoc committee and is disbanded when the task is completed.

3.6.1.4 Reports to the Board of Directors

Special Committee Chairs and Subcommittee Chairs shall prepare an annual report, and as many special reports of their activities and expenditures, and deliver them to the entity, creating them for presentation at the Annual Meeting of the Board of Directors.

3.6.2 National Program Committees

3.6.2.1 There is a national program committee for each of the following education and interest group programs, except Leadership, Senior, and Nordic/Backcountry Master

3.6.2.2 National Programs, Annual Report

Program Directors shall prepare an annual report and as many special reports of their activities and expenditures and deliver them to the NSP Board of Directors as ordered.

3.6.2.3 Education Programs

a. Avalanche;

b. Bike;

c. Instructor Development;

d. Mountain Travel and Rescue;

e. Nordic/Backcountry;

f. Outdoor Emergency Care;

g. Outdoor Emergency Transportation

h. Outdoor Risk Management

3.6.2.4 Education Subprogram for Skills Development

a. Leadership

b. Senior

c. Certified

d. Nordic/Backcountry Master

3.6.2.5 Interest Group Programs

a. Women’s

b. Young Adult

c. Alumni

3.6.2.6 Committee Members

a. National discipline-specific or interest group Program Director or Program Advisor;

b. Assistant national discipline-specific or interest group program Director(s) or Advisor(s);

c. Division discipline-specific or interest group program Supervisors or Advisor(s);

d. A member or members-at-large as approved by the Education Committee Chair;

e. National Education Director; and

f. National Education Committee Chair.

3.6.2.7 Responsibilities

a. Discipline-specific program committees

1. Develop and review curriculum for discipline-specific programs.

2. Develop and review all written materials for consistency with discipline specific objectives.

3. Develop and update discipline-specific training aids.

4. Review discipline-specific policies for program administration.

b. Interest Group Program Committees

1. Assist with planning and support activities for their interest group at all levels, e.g., Powderfall, Division seminars, etc.

2. Use approved NSP education and/or PSIA/AASI programs, materials, and instructors as the basis for their activities whenever possible. Standard NSP QA policies and practices will be utilized where NSP programs are used.

3.6.2.8 Structure

a. Each National program director or advisor shall serve as chairperson of their committee.

b. National program committees will report regularly through their chairperson to the National Education Committee regarding the state of their program.

3.6.3 National Medical Committee

3.6.3.1 The National Medical Committee is an advisory body of the Board of Directors composed of the National Medical Advisor, the Division Medical Advisors, the National OEC Program Director, and members-at-large.

3.6.3.2 The National Medical Committee monitors pertinent developments in medicine and prehospital care and makes recommendations to the Board. This committee determines the course content for the Outdoor Emergency Care and the Outdoor First Care courses, and provides advice on the content of the texts for these programs.

3.6.3.3 The National Medical Committee evaluates new medical equipment and techniques and assesses their capabilities for ski patrolling activities.

3.6.3.4 The National Medical Committee shall meet as necessary or as directed by the National Chair to review the "current state of affairs" within the OEC Program and EMS in general, and shall prepare an annual report and/or other reports as directed by the National Board of Directors.

3.7 National Committee Charters

3.7.1 National Ski Patrol Audit Committee Charter

3.7.1.1 Purpose: The purpose of the Audit Committee is to independently assist the NSP board in fulfilling its financial fiduciary oversight responsibilities for the financial reporting process, the system of internal controls, the audit process, and NSP's process for monitoring compliance with laws and regulations.

3.7.1.2 Authority

a. In fulfilling its purpose, the Audit Committee is empowered to review or investigate matters brought to its attention. The Audit Committee shall have complete and unrestricted access to all books, records, documents, facilities, and personnel of the National Ski Patrol that are related to the matter it is investigating.

b. Upon approval from the NSP Board, the Audit Committee will be provided with the necessary resources and financial support that are needed for the Audit Committee to discharge its purpose. This may include utilizing outside counsel, auditors, investigators, or other experts.

3.7.1.3 Membership

a. The Audit Committee shall be comprised of three NSP Board members nominated by the Chair of the NSP board and ratified by the Board.

b. The Audit Committee chair will be elected annually at the midwinter meeting by the members of the Audit Committee. The National Treasurer is not eligible for Audit Committee membership.

c. Audit Committee member selection shall be completed at the midwinter meeting of each year.

d. Audit Committee members will have staggered two-year terms starting at the midwinter meeting and cannot serve for more than two consecutive terms.

e. Members of the Audit Committee shall:

i. Be members in good standing;

ii. Preferably have financial experience or not-for-profit accounting experience;

iii. Not be an employee, contractor, or related party of the NSP;

iv. Not receive compensation other than compensation for approved expenses; and

v. Not have a material financial interest in any organization doing business with NSP.

3.7.1.4 Responsibilities

a. The Audit Committee's responsibilities shall include, but are not strictly limited to, providing oversight (verify, test, examine, or review) for the following:

i. Review financial internal controls; NSP audit process;

ii. Tax-exempt status and the identification of activities that could jeopardize this status; Ethics, conflict of interest, misconduct, or fraud alleged violations and investigations; and

iii. Whistleblower protection for those raising concerns about serious accounting or auditing irregularities.

b. In addition to the above Audit Committee responsibilities, the Audit Committee may also provide timely reviews and reports with recommendations to the Board to ensure:

i. The National Ski Patrol's financial governance procedures and controls are in compliance with existing and pending regulatory requirements.

ii. The National Ski Patrol's information technology system and associated security measures are adequate against financial fraud and abuse.

iii. The NSP Policies and Procedures are in compliance with laws and regulations in regard to ethics, employee conduct, and conflicts of interest.

iv. The Audit Committee Charter is appropriate for the needs of NSP and pending regulatory requirements.

c. The Audit Committee operates under the direction of the Board. On an annual basis, the committee will submit a proposed annual budget request and annual expense report, operate within the Board-approved budget, submit an annual report on accomplishments versus annual goals, and set a new year of goals.

3.7.2 National Ski Patrol Compensation Committee Charter

3.7.2.1 Roles and Responsibilities

a. The Compensation Committee recommends policies and processes to the Board for the regular and orderly review of the performance, compensation, and development of the Executive Director.

b. The Compensation Committee is also responsible for conducting periodic evaluations, annual goal setting, and compensation review in accordance with Board policy.

c. Recommend an Executive Director evaluation policy and structure to the board, including annual goals for the Executive Director and a process for annual Executive Director performance evaluation. The policy includes provision for input from the full Board, a report to the Board on the results of the evaluation, and compensation review for the Board's ratification. The process for goal setting should be based on performance metrics that are mutually negotiated.

d. Conduct the Executive Director evaluation process, consistent with Board policy.

e. Ensure that the organization's executive compensation program meets IRS requirements and achieves the "rebuttable presumption of reasonableness".

f. Review and understand all current legal and regulatory requirements with regard to executive compensation.

g. Recommend annual compensation for the Executive Director to the Board consistent with the incentive compensation plan within the contract with the Executive Director. Direct the Executive Director to prepare and annually update a development plan for the Executive Director to be reviewed with the committee.

h. Report to the Board in sufficient detail to ensure the Board that its responsibilities for executive evaluation and compensation are being fulfilled.

i. Negotiate the employment contract with the Executive Director and submit to the board for ratification.

3.7.2.2 Meetings

The committee shall meet at least once a year to evaluate the Executive Director's performance, and at such other times as necessary upon call of the committee chair or NSP Board resolution.

3.7.2.3 Members

The committee will be comprised of the National Chair, the Assistant National Chair, and one other Board Member.

3.7.2.4 Reports

a. The committee may receive and review the following reports:

i. Information from independent sources on executive compensation for comparable nonprofit organizations.

ii. Information summarizing the value of each element of executive compensation, including potential future costs and benefit plans.

iii. Information regarding the management of succession plans.

3.7.2.5 Annual Committee Goals

a. Each year, the Compensation Committee may consider whether to set goals for its work in the coming year, in addition to its ongoing responsibilities, such as conducting a comprehensive review of the executive evaluation and compensation policy and process, recommending changes as deemed necessary or desirable, and submitting to the Board for approval.

3.7.3 National Ski Patrol Fundraising Committee Charter

3.7.3.1 Purpose

a. The Board of Directors is responsible for raising funds required to support NSP operations, programs, initiatives, special projects, and member services. The purpose of the Fundraising Committee is to assist the Board in fulfilling this responsibility while ensuring that fundraising activities are compliant with the *NSP Policies and Procedures* and statutory law.

3.7.3.2 Authority

a. In fulfilling its responsibilities, the Fundraising Committee is empowered to:

i. Explore and identify fundraising opportunities available to NSP;

ii. Propose strategic fundraising initiatives or proposals to the Board for approval;

iii. Assist in the implementation and pursuit of board-approved fundraising initiatives; and

iv. Obtain the budget resources necessary to discharge its Board-approved responsibilities.

3.7.3.3 Membership

a. The Fundraising Committee shall be a subcommittee of the Finance Committee. It shall be comprised of two members of the Board, nominated by the NSP Board Chair and ratified by the Board by March 1 of each year, and at least three members-at- large nominated by any NSP member in good standing and approved by the Board.

b. The NSP Executive Director or their designee shall be an ex officio member of the Fundraising Committee.

c. The Fundraising Committee Chair should be elected annually by the members of the committee at its first meeting after all members are selected.

d. Committee members will have one-year terms starting at the midwinter meeting. Members of the Fundraising Committee shall not receive monetary compensation, other than for approved expenses.

3.7.3.4 Responsibilities

a. Procedure Development

i. Define and clarify the NSP board-approved fundraising needs and processes.

ii. Develop and define fundraising opportunity analysis tools and associated processes.

iii. Develop an approved solicitation and acquisition process for each contributor or source type, which shall include, but not be limited to, contact initiation, financial routing options, acceptance, acknowledgment, gratitude, retention, recordkeeping, controls, and auditing aspects. These process descriptions shall clearly define who is responsible for each step.

b. Execution

i. Utilize the above-defined procedures to raise funds and provide coordinated assistance to the defined and agreed upon responsible parties.

ii. ii. Fundraising contributor or source types:

a) Individuals;

b) State and federal grants;

c) Corporate sponsors;

d) Nonprofit foundations;

e) Corporate foundations;

f) Members; and

g) Any other sources the committee deems appropriate.

c. In addition to the above, the Fundraising Committee shall provide timely reviews, propose changes in defined procedures, and, if appropriate, submit recommendations to the Board to ensure:

i. NSP fundraising procedures, processes, and activities are compliant with the NSP Policies and Procedures and present or pending statutory law.

ii. Fundraising efforts meet the defined Fundraising Committee goals and fundraising targets.

d. On an annual basis, the committee shall:

i. Submit a proposed annual budget request and annual expense report;

ii. Operate within the Board approved budget; and

iii. Submit an annual report on accomplishments versus annual goals, and a set of goals for the next year.

3.7.4 Bylaws Oversight Subcommittee Charter

3.7.4.1 Authority

a. The Bylaws Oversight Subcommittee was created and is attached to the Standing Governance Committee as a permanent subcommittee under Section 5.3, Article V, of the Bylaws of the National Ski Patrol. This subcommittee is to report jointly to the Governance Committee and directly to the National Ski Patrol Board of Directors.

3.7.4.2 Purpose

a. The purpose of this subcommittee is to review all governance matters that might affect the Bylaws, and it shall, from time to time, report its findings to the Governance Committee, and has special authority to also make reports directly to the NSP Board of Directors as stated in the Bylaws of the National Ski Patrol.

3.7.4.3 Membership

a. This subcommittee shall consist of five voting members and two nonvoting members. It is recommended, but not required, that a minimum of two voting members of the committee be from the legal profession. The Governance Committee shall nominate a slate of five to 10 candidates for membership to this subcommittee and present the slate to the NSP National Chair. The NSP National Chair may consider those candidates nominated by the committee or others for the five members, and appoint a chair of the subcommittee, provided all are well-suited and qualified, and send those names to the NSP Board of Directors for confirmation. In addition to the voting members selected by the Governance Committee and the NSP National Chair, the National Legal Advisor or the National Legal Advisors designee shall be an ex officio, nonvoting member, and the NSP Executive Director shall select one nonvoting member from the NSP staff to serve as liaison between this subcommittee and the office of the Executive Director. The chair of this subcommittee, or the staff member, may serve as secretary of the subcommittee.

3.7.4.4 Term

a. The five voting members shall serve a term of two years and may be reappointed for a total term of up to six years. Members may be reappointed after a term of two years off the committee. There is no term limit for the National Legal Advisor or the National Legal Advisor's designee or the liaison member of the NSP staff. The terms shall begin and end 30 days after the selection of a new NSP Chair, and shall be staggered in the following manner:

   i. Upon the selection of the members in even years, three shall be appointed.

   ii. Upon the selection of the members in odd years, two shall be appointed.

   iii. The first selection shall be in 2011, and all voting members shall be selected, with the Chair designating three, who shall serve two-year terms, and two who shall serve one-year terms initially. Prior years of service shall not be counted with this first selection under the new NSP Bylaws.

3.7.4.5 Responsibilities

a. The responsibilities of this subcommittee are foremost those mandated in the Bylaws of the National Ski Patrol.

b. The Governance Committee shall refer governance matters that might affect the NSP Bylaws to the Bylaws Oversight Subcommittee. Any other standing committee, if it detects an issue that might affect the Bylaws, may refer that issue to the Governance Committee for review and determination if the matter should also be referred to the Bylaws Oversight Subcommittee. Each Request for Action and each proposal that might affect the Bylaws which has not been reviewed by the Governance Committee, but might affect or conflict with the NSP Bylaws, should be filed with this subcommittee for review and a report.

c. The subcommittee may request additional information or clarification from the submitting authority in order to adequately judge if the issue or matter complies or conflicts with the current NSP Bylaws.

d. When this subcommittee feels it is necessary, a request may be made to the National Legal Advisor for reference of the issue to the National Legal Committee or the Legal Advisor for a legal opinion or guidance on the issue.

e. All matters will be handled in a timely manner.

f. If the subcommittee confirms unanimously there is no conflict with the NSP Bylaws, a report shall be filed with the submitting authority. If the vote is split, the vote shall be included in the report.

g. If the subcommittee confirms unanimously there is a conflict with the NSP Bylaws, a report shall be filed with the submitting authority indicating the nature of the conflict and the section or sections of the NSP Bylaws affected. If the vote is split, the vote shall be included in the report with a minority opinion.

h. This subcommittee may at any time make a direct report to the NSP Board of Directors whenever any issue being considered by a standing committee or the board of the NSP conflicts with the current NSP Bylaws, with a copy to the submitter.

4. PROGRAMS

4.1 NSP Programs

4.1.1 Approved Programs

4.1.1.1 Education Programs

a. Avalanche

b. Instructor Development

c. Mountain Travel and Rescue

d. Nordic/Backcountry

e. Outdoor Emergency Care

f. Outdoor Emergency Transportation

g. Outdoor Risk Management

h. Bike

4.1.1.2 Education Subprograms for Skills Development

a. Leadership

b. Senior

c. Nordic/Backcountry Master

d. Certified

4.1.1.3 Interest Groups

a. Women's

b. Young Adult

c. Alumni

4.1.2 Program Information

4.1.2.1 Each NSP program will maintain an appendix to these NSP Policies and Procedures, which includes information about the courses offered by the program. The program's national committee will be responsible for the content of the appendix.

4.1.2.2 Each National Education Program committee will work with the National Education Director and the National Education Committee to develop, modify, or retire courses/programs and materials. New or retiring courses must be approved

by the Board of Directors. Course modifications will be reported to the Board of Directors through the National Education Committee.

4.1.2.3 All NSP program courses, and materials/publications will be updated based on the schedule established by the National Education Director and approved by the National Board of Directors.

4.1.2.4 An archive of retired courses will be maintained. Requests for information on those courses should be made through the National Education Director's office.

4.1.2.5 Instructor Newsletter

a. An instructor newsletter is published monthly or as needed by the education department and e-blasted to certified instructors and posted on the website for all NSP instructors. Content is supplied by the National Program Directors and their assistants, supervisors, instructors, and other contributors.

4.1.2.6 The proposed program aligns with the NSP Mission, Vision, and Strategic objectives.

4.1.2.7 The proposed program is desired or needed by NSP principal customers, patrollers, and/or other member types, as documented by survey results, ad hoc conversations, and email inquiries, among other sources.

4.1.2.8 The proposed program content and course materials do not conflict with an existing program.

4.1.2.9 The proposed program can be supported budgetarily in a manner consistent with existing programs.

4.1.2.10 The proposed program comprises enough content and courses to justify budgetary support at the program level.

4.1.2.11 The proposed program can be consistently delivered in all Geographic Divisions with a generally common approach, with modest accommodations for terrain, weather, etc. as needed.

4.2 Quality Management System

4.2.1 The full text for the Quality Management System as approved by the National Board of Directors is located in Appendix B. This information summarizes the main tenets of the system.

4.2.2 In order to maintain the quality of every NSP education program, a Quality Management System has been developed. Goals of the QMS include:

4.2.2.1 To ensure the quality and validity of the NSP Education Program as a whole.

4.2.2.2 To maintain NSP program integrity for each course by soliciting feedback from instructors and students regarding the program, instruction, and materials.

4.2.2.3 To develop quality instructors using a mentorship program.

4.2.2.4 To hold instructors accountable to program standards.

4.2.2.5 To have an adequate number of properly trained and committed instructors at all NSP functions.

4.2.2.6 To evaluate students with standards-based written and/or practical examinations where appropriate.

4.2.3 National program quality management responsibilities

4.2.3.1 The NSP education department develops and maintains:

a. Curricular objectives and printed materials for each course; and

b. Educational event registration and closure standards and guidelines for use across all programs.

i. An educational event may be a course, clinic, seminar, workshop, or testing event in which knowledge or skills are acquired, practiced, or evaluated. It may extend for more than one session.

ii. The NSP Feedback Questionnaire for use across all programs at all registered events.

iii. Supervisor reports that allow division supervisors and region administrators to monitor event registrations and closures within their respective programs.

iv. Standards for each educational program.

4.2.3.2 The NSP program standard contains 11 elements that each education program director specifies for their education events, using a common template, and publishes in their program's instructor manual. The elements are:

a. Event purpose, goals, and objectives: specifies each program's purpose, overall goals, and objectives, and how they will be accomplished.

b. Event structure: specifies event requirements to best achieve the event objective, such as:

i. Venue: classroom, outside, on snow, etc.

ii. Class size: minimum and maximum number of students, as appropriate.

iii. Instructor/student ratio: for effective training

iv. Audit frequency: how often the event should be audited.

c. Content: specifies what educational material is being taught in each educational event, and the level of detail that the students are expected to learn.

d. Resources required: specifies what is necessary to deliver an event, such as:

   i. Instructors: how many trainers are needed;

   ii. Helpers: how many trained and untrained assistants are needed;

   iii. Equipment: specifies what equipment is to be supplied by the trainers, and what is to be supplied by students.

   iv. Educational materials: defines material required by students and instructors.

e. Instructor credentials: specifies what instructor credentials are required for those delivering the educational event.

f. Event prerequisites: specifies what other courses, credentials, or abilities the student needs prior to attending each event.

g. Evaluation: specifies how assessment of learning/evaluation of competence will be conducted (e.g., written test, practical test, ski-along test, oral test, check sheet, etc.).

h. Grade scale/structure: defines the grading structure and what constitutes passing and failing.

i. Reporting requirements: specifies the administrative processes required for:

   i. Event registration: specifies how to register the event with the NSP;

   ii. Event completion: specifies process/paperwork necessary to close out an event; and

   iii. Event feedback: defines what feedback mechanisms are employed for program quality management purposes.

j. Risk management considerations: details risk management considerations for all phases of program, (e.g., training, evaluation, refreshers).

k. Conflict resolution: specifies a process to follow in the event of issues/complaints from any program participant.

4.2.3.3 The NSP National Education Program committees develop National program quality standards for each program component and publish them in the program's instructor manual. These components shall include, but are not limited to: a. Program-specific instructor qualifications, development processes, certification processes, and continuing education criteria that meet specific program needs and goals but remain consistent with instructor certification guidelines specified in NSP Policies and Procedures Section 4.4.

b. Program-specific instructor continuing education criteria.

c. Program administration standards and guidelines to ensure effective communication and recordkeeping between all levels of program management.

d. Program quality audit/evaluation forms that are used consistently, including, but not limited to:

i. An event evaluation report form that is consistent with that program's quality standards. The IT uses that form to provide an independent assessment of an event to determine if it was delivered in accordance with the national program standards. The IT provides a copy of the evaluation report to the instructor of record (IOR), the program's region administrator, and the division program supervisor.

ii. An instructor performance evaluation report form consistent with that program's instructional quality standard. The IT uses that form to provide an independent assessment of each participating instructor's performance in lesson planning and delivery. The IT provides a copy of the instructor's performance evaluation report to the evaluated instructor, the program's region administrator, and the division program supervisor.

4.2.4 National Program Director quality management responsibilities and functions

4.2.4.1 National program directors shall determine a format and frequency schedule for division program supervisors to collate and report:

a. Division quality management data;

b. Goals and objectives for program improvement at the division and region levels; and

c. Suggestions for program improvement at the National level.

4.2.4.2 National Program Directors will use data and suggestions supplied by Division Program Supervisors to determine if the program standard is being consistently applied across all Divisions, and to formulate appropriate direction and support for program improvement.

4.2.5 Division Supervisor and Region Administrator program quality management responsibilities and functions

4.2.5.1 The Quality Management System will be administered at the Division level, with Division Program Supervisors being responsible for QM within their programs.

4.2.5.2 Region Program Administrators work in close collaboration with Division Supervisors to manage the QMS and are often responsible for assigning ITs for QM of local events. Region administrators may also act as the QM designee for Region and/or Division events which the Division Supervisor is unable to attend.

4.2.5.3 Division Program Supervisors are responsible for developing standards and guidelines for program administration at the region level. Region Administrators are responsible for ensuring that Region programs maintain adequate recordkeeping and reporting capability. These standards and guidelines may include, but are not limited to:

a. Gathering input from patrols regarding program education needs;

b. Coordinating and scheduling sufficient educational events to meet patrol needs;

c. Ensuring that the IOR registers all events in a timely manner;

d. Helping the IOR to procure assisting instructors;

e. Helping to coordinate IT presence at educational events; and

f. Helping the division supervisor monitor event outcomes.

4.2.5.4 Division Program Supervisors are responsible for developing and appointing sufficient numbers of properly trained instructor trainers. Region administrators recommend qualified individuals and assist with their mentoring, appointment, and monitoring.

4.2.6 Instructor Trainer Assignments

4.2.6.1 The assigned IT must be familiar with the national standards regarding content and evaluation criteria of the program providing the event. If an IT for a specific program event is not available, that program's Region Administrator or Division Supervisor may assign an IT from a different program. This IT may evaluate event organization and teaching performance, but not course content.

4.3 Evaluation of an Educational Event

4.3.1 When credentialing is involved, the assigned IT must attend enough classes and the final evaluation to ascertain that the National standard has been met consistently for that course. The auditing IT will observe, certify, and only intervene in the event if an activity occurs (or does not occur) that falls well outside the National standards of the program.

4.3.2 The IT will evaluate the instructional performance of instructors participating in the course, such evaluations being required for instructor certification and recertification. If an event involves a large number of instructors, evaluation of all of them may be impractical. If this occurs, the following alternatives may be considered:

4.3.2.1 Additional instructor trainers may be assigned to the event, one to evaluate the overall event quality and others to focus on evaluation of instructor performance.

4.3.2.2 Instructors who are approaching the end of their three-year certification period should be evaluated on a priority basis.

4.3.2.3 Instructors who have been evaluated within the previous two years may be exempted.

4.3.3 To complete the quality assessment of any educational event, the IT responsible for oversight will be responsible for administering the NSP Feedback Questionnaire at the conclusion of the event and collecting the responses.

4.3.4 Post evaluation conferencing

4.3.4.1 A critical trait of the IT is the ability to communicate, both by listening and providing feedback. The individual must be confident without being confrontational.

4.3.4.2 Following the evaluation, the assigned IT will meet with the Instructor of Record and any helping instructors for the event to review the completed event evaluation, the NSP Feedback Questionnaires, and, if needed, provide any additional suggestions to improve the event.

4.3.4.3 The IT will confer individually and privately with instructors whose performance was formally evaluated, and likewise suggest possible improvements in lesson delivery.

4.3.5 Distribution of evaluations

4.3.5.1 Copies or summaries of all evaluations will be sent to the Region Program Administrator and/or the Division Program Supervisor, per Division policy.

4.3.5.2 The evaluations provide feedback regarding the level to which the National standards are being met across the Region and Division. They may also provide suggestions for improving the quality of the program, event, or individual instructor performance.

4.4 Instructor Development, Certification and Recertification

4.4.1 Instructor Development Course

4.4.1.1 The ID course covers the various areas of instruction and how instructors can apply them to create a positive learning experience for students and helps build a basic foundation of educational knowledge for use when planning and delivering lessons.

4.4.1.2 The essentials for being an effective instructor are taught in lessons (chapters) of the Instructor Development Manual – Training the Adult Leaner, including the "six pack" lesson. This is the quality management (QM) standard for how NSP programs are to be taught.

4.4.2 Instructor Mentoring

4.4.2.1 In this phase, the potential instructor (mentee) develops lessons and practices teaching at regular courses under the observation and guidance of a credentialed and assigned instructor (mentor). Mentoring focuses on the practical application of teaching and assessment-or-learning skills, plus the NSP and Division-specific administrative polices for a specific program.

4.4.2.2 Guide to Mentoring New Instructors is the manual that describes the mentoring process. It is found under "Instructor Development" on the NSP website.

4.4.3 Initial Certification

4.4.3.1 Instructor certification is based on competence, not on a certain time period or number of lessons taught. A certified instructor is defined as being capable of carrying out all program event functions, including those of an IOR.

a. When the mentor determines that the mentee is ready, the mentor arranges for a formal instructor evaluation by the IT having oversight at a course.

b. If the mentee's performance evaluation indicates readiness for certification, certification will be issued according to the National and Divisional program processes and guidelines specified in each program's instructor manual.

4.4.3.2 Continuing Education

a. All instructors must participate in at least one instructor continuing education (CE) activity during each certification period. Suitable CE events are specified within each national program standard.

b. Participation in a suitable CE event is documented by submitting a course completion record, in the case of NSP registered events, or by submitting a participant roster and/or certificate in the case of non-NSP events, to the Region Administrator or Division Supervisor.

4.4.3.3 Formal evaluation of teaching performance

a. All instructors must have at least one lesson formally evaluated at an educational event delivered by their program within their three-year certification cycle. This is documented by the Instructor Performance Evaluation Report.

4.4.4 Instructor Recertification and Quality Standards Enforcement

4.4.4.1 NSP instructor certification is valid for a period of three years, at which time it expires. Like initial instructor certification, recertification is based on evidence of observed competence, not incumbency. Specific recertification requirements may be found in the program’s instructor’s manual.

4.4.4.2 Determination of instructor competence is based on the level of teaching activity, formal evaluation, and participation at qualified instructor CE sessions, all of which contribute to the continuous development of instructional quality.

4.4.5 Qualification for instructor recertification is audited by the Division Program Supervisor, using Division instructor activity reports, formal course evaluations, instructor performance evaluation reports, NSP education activity feedback reports, CE attendance records, and other input supplied by the region program administrator and ITs.

4.4.5.1 Instructors who do not meet minimum teaching requirements are not eligible for recertification. If an instructor is not recertified for this reason alone, the individual may recertify by reentering the mentoring process and/or teaching at a qualifying education event and receiving a satisfactory instructor performance evaluation.

4.4.5.2 Instructors who do not meet minimum continuing education requirements are not eligible for recertification. To help avoid this situation, Division Program Supervisors must ensure that sufficient qualifying CE opportunities are available. If an instructor is not recertified for this reason alone, the individual may recertify by participating in a qualified CE event within one year.

4.4.5.3 If any performance deficiencies are noted by the evaluating IT at an event, that IT will provide corrective feedback. If the deficiency is in an area of event management that the IT is not in a position to notice (e.g. course completion paperwork), the program's Division Supervisor must provide the corrective feedback. If noted deficiencies are not self-corrected by the instructor after a reasonable interval, the Division Supervisor should perform any of the following additional interventions, as appropriate:

a. Recommend or require remediation of instructor performance deficiency through counseling, mentoring, or continuing education.

b. If the deficiency is in the area of course management, restrict the instructor from acting as event IOR until the deficiency is corrected.

c. Temporarily suspend instructorship. Such suspension automatically puts the instructor back into mentee status until all performance deficiencies are remedied, as evidenced by formal instructor performance evaluations conducted by a program IT.

d. Terminate instructor certification if prior interventions have not proven effective.

4.4.5.4 If the IT and/or Region Administrator fails to provide corrective interventions, or if there is no appointed region administrator, the Division Program Supervisor may intervene on the program's 'behalf. In extreme cases, the National Program Director may also intervene on the program's 'behalf.

4.5 Outdoor Emergency Care Course

(The OEC Program Committee maintains an appendix with information about the initial OEC course, the OEC challenge course, OEC Modified Challenge course, refreshers, the OEC aspects of the Senior and Certified/Nordic/Backcountry Master

Program and the OFC course. The policies in Sections 4.5 and 4.6 refer to membership requirements as outlined in Chapter 5 and have been established by the National Board of Directors. Desired changes to these sections must be made according to the "Consideration of Proposals" policies outlined in Chapter 5.)

4.5.1 The OEC Program is the required emergency care standard of training for NSP members registered as patrollers.

4.5.1.1 The OEC program is set/based on cycles of June 1 through May 31. These cycles drive the process and dates for refresher cycles, and certification expiration dates.

4.5.2 The standard training criteria for the OEC course is formalized by the National Medical Committee and approved or amended as deemed necessary by the NSP Board of Directors.

4.5.2.1 Outdoor Emergency Care courses are based ONLY on the objectives listed in each chapter of the current Outdoor Emergency Care textbook. The objectives are both knowledge and skill based.

4.5.2.2 Written and skill-based evaluations are required to pass the OEC course. Standards for these evaluations are found in the OEC Appendix D.

4.5.2.3 Patrollers are referred to their area management and/or Medical Advisor for local medical protocols.

4.5.3 OEC Enrollment Fees

4.5.3.1 OEC enrollment fees for OEC courses and challenges are based on enrollment and participation in an OEC course and are divided into three groups:

(1) fees for NSP members and potential NSP candidates;

(2) fees for approved affiliate organizations and associates; and

(3) fees for nonaffiliated groups and individuals.

i. These do not include NSP registration fees outlined in Section 9.3.

a. Fees for NSP members and potential NSP candidates:

i. The OEC course fee is $150, plus the cost of the training materials. A three-year OEC technician card is issued upon satisfactory completion of the OEC course.

ii. The OEC Challenge or Modified Challenge Course Fee is $150, plus the cost of any training materials.

iii. Any OEC student who pays the NSP course fee to enroll in the OEC course is expected to be an NSP registered member for at least one

year. If the student successfully completes the OEC course before the ski season registration, they must then pay NSP membership dues, or pay the difference between the member and nonmember OEC fee.

b. Fees for Associates or for approved affiliate organizations' students.

   i. The Affiliate organization must hold a current affiliate contract with the NSP. See section 5.9.2 for Affiliate Organization information. The current annual contract rate is $600.

   ii. Any person taking an NSP course through an affiliate organization must register as an Associate at the established membership dues rate per year. A three-year OEC technician card is issued upon satisfactory completion of the OEC course.

   iii. The OEC course enrollment fee is $150 per individual Associate member.

   iv. To renew a card, the individual must have completed the three refresher cycles and pay the currently charged credential fee for a new card (or maintain an associate registration/membership) or enroll in another OEC course.

c. Fees for members of nonaffiliated groups, individuals, and nonmembers of NSP:

   i. To enroll in an OEC course the individual must be a registered member of the NSP (traditional or associate membership).

   ii. The course fee is $150, plus costs of any training materials.

   iii. A three-year OEC technician card will be issued upon satisfactory completion of the OEC course.

      a) To renew a card, the individual must have completed the three refresher cycles for the certification period and pay the currently charged credential fee for a new card or enroll in another OEC course.

      b) If the individual was not a member for any year of the three-year recertification period, and they take a refresher, they must pay $100 per refresher year that they were not a member.

4.6 Annual OEC Refreshers

4.6.1 The annual refresher is intended to reinforce and upgrade an OEC technician's emergency care knowledge and techniques. It is designed to review one-third of the material in the complete OEC course. Refresher topics are featured in the NSP refresher material which is distributed with the summer issue of *Ski Patrol Magazine*.

4.6.2 All refreshers must be conducted using the current edition of Outdoor Emergency Care, the *OEC Instructor Guide*, and the appropriate NSP refresher materials.

The OEC Instructor's Guide is published annually in conjunction with the *OEC Refresher Workbook*. The OEC Refresher Committee prepares these publications, which provides the required content of the refresher, as well as suggestions for planning and execution.

4.6.3 OEC instructors are not exempt from completing a full refresher, regardless of their instructional activities, and typically participate in a separate instructor refresher.

4.6.4 All refreshers must be evaluated, preferably by a visiting IT using the Quality Management System and forms provided in the OEC Instructor's Guide.

4.6.4.1 Results of the evaluation should be shared with the Instructor of Record and Patrol Representative. If necessary, a plan should be developed to remediate deficiencies.

4.6.4.2 Copies of the evaluation should be sent to the Region Administrator and/or the Division Supervisor, based on Division policies.

4.6.5 OEC refresher completion and delinquent records are made available online to patrol representatives.

4.6.5.1 The OEC Instructor of Record and the NSP Patrol Representative use these computer records to verify that members have completed the annual OEC refresher requirements. The OEC Instructor of Record is responsible for forwarding the necessary information to the national office.

4.6.5.2 OEC refresher documentation is due in the National Office within two weeks after the completion of the refresher.

4.6.6 The Patrol Representative shall certify that all NSP patrollers at their area have completed their NSP OEC and CPR training requirements prior to submitting their registration.

4.7 Introduction to Patrolling

4.7.1 An optional NSP course available to ski areas and/or NSP registration units.

4.7.2 The curriculum introduces fundamental skills needed to perform entry-level patrolling duties according to local needs. By design, the Introduction to Patrolling curriculum should be flexible, to adapt to the needs of local patrols. The following list – far from exhaustive includes just some of these many possible topics that may be suitable focus areas for Introduction to Patrolling Clinics. The course is not intended to substitute for in-dept courses taught in NSP's educational programs. The core course includes 8 chapters that provide course materials appropriate for all disciplines followed by discipline-specific tracks, including Alpine, Nordic/Backcountry and Bike Patroller Skills. Any NSP instructor may serve as Instructor of Record with the approval of the appropriate Patrol Director or Patrol Representative.

Course content includes the following:

a. The History and Organization of the NSP

b. Risk Management;

c. The National Ski Patrol, Ski Area Management, and the Role of the Patroller;

d. Scene Management

e. Adapting to the Outdoor Environment;

f. Introduction to Rope and Belay Skills

g. Introduction to Lift Evacuation

h. Introduction to Incident Command System

i. Alpine: Introduction to Outdoor Emergency Transportation

j. Nordic: Introduction to Nordic Backcountry Skills

k. Bike: Introduction to Bike Patroller Skills

l. Guest Services

4.7.3 This program should be supplemented by area-specific training in policy, procedure, practice, and equipment.

4.8 Division, Region, and Local Education Program or Interest/Other Group - Staff Information and Job Descriptions

4.8.1 Education Program Leadership Titles

a. Division – Supervisor

b. Region – Administrator

4.8.2 Interest/Other Group Leadership Titles

4.8.2.1 Division – Advisor

4.8.2.2 Region – Advisor

4.8.3 Division Education Program Supervisor or Division Interest Group Advisor

4.8.3.1 There will be one discipline-specific education program supervisor in each Division who is appointed by the Division Director. The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

4.8.3.2 Divisions have the option of appointing a Division Advisor for the interest group programs, which will have qualifications and selection criteria similar to the

education program supervisors and responsibilities as determined by Division policies.

4.8.3.3 Qualifications

a. Is a current NSP member.

b. Has the commitment and the capability to implement and deliver NSP programs to members, associates, affiliate organizations, and, as appropriate, to nonmembers.

c. Demonstrates technical expertise and broad experience in all phases of the program's knowledge and skills performance.

d. Demonstrates a proven administrative track record, including written and communication skills.

e. Is a program Instructor-Trainer, or qualified to be one.

i. Instructor and IT certification will be maintained without recertification requirements during term of service.

4.8.4 Selection

a. The appointment is made by the Division Director according to Division policy.

b. It is recommended that the Division Director consult with the outgoing Division Education Program Supervisor and the National Education Program Director to determine the needs of the program in the Division, and to solicit names of suggested replacements.

c. The Division Director will inform the National Education Program Director of the choice when the process is complete.

4.8.5 Responsibilities

a. Program delivery

i. Implements and maintains the NSP program within the Division according to National program goals, standards, objectives, policies, and procedures as established by the NSP Board of Directors, and by working closely with the National Program Director or National Program Advisor.

ii. Promotes NSP programs in cooperation with Division Officers, Instructor-Trainers, and Instructors.

iii. Develops performance-driven instructional staff.

iv. Facilitates ongoing continuing education, refreshers, and use of training aids.

v. Identifies and provides solutions to issues and problems that could negatively affect the program or its delivery to the membership.

b. Communication

i. Participates actively on the respective national program committee.

ii. Provides member input on programs.

iii. Evaluates how well the existing program is meeting member needs. Attends committee meetings as scheduled.

iv. Communicates with the National Office, National Program Director/Advisor, Division Supervisors/Advisors and line officers, Instructor-Trainers, Instructors, and others.

v. Creates mutual understanding of program objectives and performance standards.

vi. In collaboration with the Division Director and the National Program Director/Advisor, develops and reviews an annual "Supervisor Planning and Feedback Tool".

vii. Establishes and distributes training schedules of courses in collaboration with Division and Region staff to meet the needs of instructors and members.

c. Quality management

Administers a quality management process using the Quality Management System found in Appendix B to ensure the consistency and quality of instruction, content of the program and materials, competency of trainees or members, and overall effectiveness of the courses within the division.

i. Maintains integrity and standards of NSP programs.

ii. Trains, appoints, mentors, and supervises Instructor -Trainers in the Division.

iii. Assists in the development of the discipline's National program content.

iv. With the assistance of the instructor trainers, provides programs that meet instructor recertification requirements.

v. With the assistance of Region Administrators, maintains Instructor rosters. Performs all recordkeeping and reporting requirements in a timely fashion and in the proper format.

4.8.6 Region Education Program Administrator

4.8.6.1 There may be one discipline-specific program administrator in each Region who is appointed by the Region Director. The Region Administrator may appoint Assistant Administrators as needed after conferring with the Region Director. Regions have the option of appointing a Region Administrator for the interest group programs that will have qualifications and selection criteria similar to the Education Program administrators and responsibilities as determined by Region policies.

4.8.6.2 Qualifications

a. Is a current NSP member.

b. Demonstrates an interest in education program administration and quality.

c. Has the ability to organize programs and work with others.

d. Is an experienced program instructor and IT.

4.8.6.3 Selection: Is appointed according to Division or Region guidelines.

4.8.6.4 Responsibilities

a. Communication

i. Works with the Division Program Supervisor, Instructor-Trainers, and Instructors in developing, recruiting, training, and evaluating instructors and establishing a quality management program.

ii. Develops a network of communication with the Division, Region, Section, and local NSP registration unit officers, program instructional staff, and others in the area to help with program implementation and delivery.

iii. Establishes a distribution method of course and refresher schedules, if applicable.

b. Program promotion and delivery

i. Works with the Division Supervisor, Instructor-Trainers, and Instructors in developing, recruiting, training, evaluating, and recertifying instructors.

ii. Works with the Division Supervisor to implement the Quality Management System found in Appendix B within the Region.

iii. Delivers and supports instructor continuing education clinics (required for instructors every three years).

iv. Promotes, delivers, or supports the Senior Program calibration clinics and Senior T/E clinics.

c. Administrative

i. Implements instructor training programs (which may include instructor continuing education and/or recertification clinics and the Senior Program calibration clinics and Senior T/E clinics), and ensures that an adequate number are available based on need, population, and geography.

ii. Ensures adequate number of program courses available in area of responsibility based on need, population, and geography.

iii. Handles other NSP duties as may be assigned.

iv. Maintains such records as required by Division, Region, Section, or NSP registration unit.

4.8.7 Instructor-Trainer

4.8.7.1 Appointments – Instructor-trainers are appointed based on need, and are reviewed by the Division Program Supervisor annually. An instructor-trainer appointment is a job, not an award. The recommended minimum ratio is one instructor-trainer to 10 instructors.

4.8.7.2 Qualifications

a. Is a current NSP member or associate member.

b. Is current in certification(s) for the discipline.

c. Is a current discipline-specific instructor.

d. Demonstrates expertise in the areas of teaching techniques and supervising a quality management program.

e. Displays excellent knowledge and performance competency in all areas of the education program.

f. Completes all prescribed training, continuing education, and evaluation programs.

g. Demonstrates effective organization, administration, communication, observation, and evaluation skills.

4.8.7.3 Selection

a. Is appointed annually on an as-needed basis by the Division Program Supervisor, with input from the Region Administrator.

b. Reports to the Region Administrator, or directly to the Division Supervisor if the Division does not use Region Administrators.

4.8.7.4 Responsibilities

a. Training and quality management

i. Trains, certifies, evaluates, and recommends recertification of program instructors.

ii. Participates in Instructor Development Mentoring Program.

iii. Establishes mentoring relationships with new instructors as assigned and maintains working/mentor relationship with current instructors.

iv. Observes and evaluates assigned instructors' use of instructional techniques and their individual skill proficiency as required for instructor recertification.

v. Conducts instructor continuing education events, both discipline specific and NSP instructor skills CE.

vi. Works with the Division Supervisor and Region Program Administrator to monitor consistency and quality of instruction using the Quality Management System by:

1) Auditing and formally evaluating the quality of program educational events and the quality of instruction provided by individual instructors.

2) Administering the NSP Feedback Questionnaire to all event attendees.

3) Providing feedback to the event IOR and each evaluated instructor.

4) Providing copies of all formal evaluations and other pertinent quality assessment data to the region program administrator and the division program supervisor.

5) Maintains instructor credentials by participating in Region, Division, or National instructor training seminars/clinics (Instructor recertification teaching requirements are waived for the duration of the appointment as an instructor-trainer).

b. Program Delivery

i. Communicates with Division Program Supervisor, Region Administrator, Region Director, and NSP Patrol Representatives regarding scheduling, problems, needs, and concerns.

ii. Assist the Division Supervisor and Region Administrator as needed or directed in coordination of instructors' refresher programs to allow program instructors to meet NSP continuing education requirements and/or update all instructors on new content and teaching methods for annual refreshers.

c. Administration

i. Completes all administrative duties in accordance with applicable national and division guidelines.

4.8.8 Mentor

4.8.8.1 Qualifications

a. Is a current NSP member or associate.

b. Is a current discipline-specific instructor.

c. Possesses exceptional abilities in needs assessment and communication.

4.8.8.2 Selection

a. Is appointed on an as-needed basis by the Division Supervisor, Region Administrator, or Instructor-Trainer, depending on local protocol.

4.8.8.3 Responsibilities

a. Mentoring and coaching

b. Establishes mentoring relationships with assigned instructor trainees.

c. Provides assessment and determines instructor trainee's readiness to teach in a specific discipline.

4.8.8.4 Administration

a. Maintains records of meetings and observation assessments.

b. Recommends instructor trainee for instructor trainer observation and certification.

4.8.9 Instructor

4.8.9.1 Qualifications

a. Is a current NSP member or associate.

b. Successfully completes the program's course(s).

c. Successfully completes the Instructor Development course.

d. Successfully completes the appropriate Instructor Development mentoring program.

4.8.9.2 Selection

a. Initial appointment process

b. Submits an instructor application to the appropriate Program Supervisor or Administrator.

c. Assists in teaching two or more courses under the supervision of the appointed mentor.

d. Appointed by Division Program Supervisor or delegated individual for a three-year period.

4.8.9.3 Recertification Process

a. Instructor recertification process (see specific details in QMS section and the discipline's instructor manual).

b. Teaching requirements (vary slightly with each discipline),

c. Attends a National-, Division-, or Region-approved continuing education event once every three years.

d. Completes all program's annual refresher requirements.

4.8.9.4 Responsibilities

a. Teaching

i. Actively teaches program courses.

ii. Actively teaches program's continuing education/refreshers event once every three years, during period of certification.

iii. Has teaching evaluated by an assigned IT once during period of certification.

iv. Maintains cooperative relationship with assigned instructor trainer.

b. Quality assurance

i. Maintains personal competency in all knowledge and skill areas.

ii. Responsible for student competency validation.

iii. May be appointed to act as a mentor for an instructor trainee.

c. Administration

i. Maintains personal teaching and continuing education record.

4.8.10 Senior Program Trainer/Evaluator (Senior T/E) - position

Works with the discipline specific Division Supervisor and Region Program Administrator to maintain standards, and consistency with the training and evaluation of the Senior Program discipline specific modules.

4.8.10.1 Qualifications

a. A current NSP traditional member.

b. A current instructor in the NSP educational discipline.

c. Has successfully completed the Senior program modules for the discipline.

d. Has successfully completed the Senor Trainer/Evaluator clinic for the discipline. Generally, must take this course/clinic once every 3 years to maintain calibration. The number of years may vary by Division.

4.8.10.2 Selection

a. The selection of Senior T/E for specific events should be made according to local, Region, Division, or program policies.

4.8.10.3 Responsibilities and Authorizations

a. Teaching

i. Actively teaches Senior program modules.

b. Evaluating

i. Is authorized to be an evaluator at a Senior training or evaluation clinic for the specific discipline.

ii. At the actual evaluation event, works under the direction of the Region or Division Program staff, and as a team member with the other assigned Evaluators in the process of student evaluations.

c. Quality assurance

i. Maintains personal competency in all knowledge and skill areas.

ii. May be appointed to act as a mentor for a new Senior T/E.

iii. Region Program Administrator or Division Program Supervisor may remove this credential if it is determined that the individual is not upholding the standards.

4.8.11 Instructor of Record

4.8.11.1 Qualifications

Is a current and experienced instructor in the program. Instructor certification presumes capability as an event or course IOR.

4.8.11.2 Selection

a. The selection of IORs for courses or specific events should be made according to local, Region, Division, or program policies.

4.8.11.3 Responsibilities

a. Establishes course and dates through division, per division guidelines.

b. Preregisters all NSP courses with the National office following the NSP course management system process. It Should be done several weeks prior to the start of the course.

c. Orders or provides ordering information for required texts in timely manner.

d. Organizes and plans courses.

e. Works with the assigned IT, Region Program Administrator, and/or Division Program Supervisor to ensure course and instructional quality management.

f. Works with program instructors to ensure that all curriculum objectives are met.

g. Facilitates the mentoring relationship with individual instructors and their assigned trainees.

h. Distributes education certificates to students who successfully complete the course. Collates course and instructor evaluations and forwards them to the Division Supervisor.

i. Certifies students' successful completion of the course.

j. Completes course records accurately within two weeks of course completion, and submits to the national office, with copies to others following division policies.

k. Maintains accurate records of student and instructor participation.

l. Provides each student a detailed receipt of course costs and their payments.

m. Completes, balances, and reports all accounting for each course following Division, Region, and local policies.

4.9 Education Seminars, e.g., patroller education conference, Training Seminars, etc.

4.9.1 Education seminars should be self-supporting.

4.9.2 Activities should emphasize training and fellowship and de-emphasize competition.

4.9.3 NSP members and other seminar participants must comply with the dress code specified by the area.

4.10 Cross Division Courses

4.10.1 If an NSP Division Program Supervisor or Advisor, Region Administrator or Advisor, or NSP program instructor wishes to offer an NSP program in another division, they must use the following procedure:

4.10.1.1 The host Division Program Supervisor must receive the request at least 30 days prior to the course start date. The request must include the specific course being offered, the number of participants anticipated from the visiting Division, and the requested location for the course.

4.10.1.2 The host Division Program Supervisor will ensure that the requested course meets their division policies, and that the requested ski area is willing to host the event.

4.10.1.3 An IOR will be identified by the host Division's Program Supervisor. This person will be responsible for registering the course and submitting the course completion record in a timely manner. Copies of the CCR will also be provided to the appropriate visiting Division's personnel.

4.10.1.4 Instructors or clinicians will be assigned by the host Division according to that Division's policies. Involvement of instructors or clinicians from the visiting Division will be at the discretion of the host Division personnel (supervisor and/or IOR of the discipline).

4.10.1.5 The host Division Program Supervisor will be responsible for quality management.

4.10.1.6 Patrollers from either Division will be eligible to enroll in the course on a 'space available' basis.

4.10.1.7 Fees for the course will be determined by the host Division.

4.11 Non-NSP Programs

The NSP National Board of Directors has the sole authority to adopt and approve NSP programs. Approved programs are set forth in the NSP Strategic Plan and the NSP Policies and Procedures, as amended. Unless authorized in accordance with the NSP Bylaws, NSP members are prohibited from adopting, approving, developing, implementing, or maintaining any program in the name or under the auspices of the NSP.

4.11.1 Critical Incident Stress Debriefing (CISD)

4.11.1.1 CISD is not a recognized NSP activity. NSP does not have an approved CISD training program.

4.11.1.2 NSP subunits are encouraged to investigate the availability of CISD programs from qualified agencies, and to make referrals to such agencies where appropriate. NSP encourages the involvement of individual patrollers in CISD programs as part of, and under the auspices of, local CISD agencies.

4.11.2 Incident Command System / National Incident Management System Training (ICS or NIMS)

4.11.2.1 The NSP recognizes the importance and value of this federally recognized system of Incident Command and training. The NSP requires that all patrollers and Hosts take the ICS-100 course.

4.11.2.2 NSP Patrollers/Traditional members (except Alumni) are required to take the Incident Command System 100 course, through the Dept of Homeland Security. All members should be aware that if they respond to a federal, state, or local incident subject to Homeland Security Presidential Directive – 5 (HSPD-5) they are required to have taken this course.

4.11.2.3 The NSP has a process in place to record the members' course completion on their NSP educational profile; provided the completion information/certificate is provided.

4.11.2.4 Some of the NSP educational programs require one or more of these courses to be completed as prerequisites for entry into those NSP programs. See specific programs (MTR and Avalanche) for more information.

4.11.2.5 Members should also refer to their local area management policies as many areas and/or land management authorities are requiring some of the ICS courses for their patrollers.

4.11.3 CPR – Cardiopulmonary Resuscitation - The NSP requires that all active NSP members (except Alumni), must hold a current CPR certification from an NSP approved agency.

4.11.3.1 Patrollers – are required to have "Professional-rescuer CPR certification".

4.11.3.2 Hosts – are required to have a “Community level CPR certification.”

4.11.3.3 All active NSP members must demonstrate their CPR skills annually to a certified CPR instructor, regardless of the certifying agency's requirements or the expiration date of the card.

4.11.3.4 Currently approved CPR providers are the American Heart Association, American Red Cross, American Safety and Health Institute, EMS Safety Services, Inc., Emergency Care and Safety Institute, National Safety Council, and Medic First Aid.

4.11.3.5 The patrol's Patrol Representative shall, and acting as the ski area's agent, certify that all NSP patrollers at the patrol representative's ski area have completed their NSP CPR training requirements.

4.11.4 Youth Protection Training

4.11.4.1 The NSP recognizes the importance and value of this training and requires it for all members who will be working with or training youth under the age of 18 years.

4.11.4.2 This training must be refreshed/repeated using the timeframe as deemed by the agency providing the course.

4.11.4.3 The NSP has a process in place to record the members’ course completion on their NSP educational profile; provided the completion information/certificate is provided.

4.11.4.4 The training is available through several recognized sources such as: Scouting America, see section 13.2.4

4.11.5 Lift Evacuation

4.11.5.1 Responsibility

a. Ski area management is solely responsible for all aspects of lift operation, maintenance, training, evacuation, and evacuation training in accordance with applicable laws and standards.

4.11.5.2 Self-Evacuation

a. Neither NSP, nor the NSAA, supports or provides training or technical materials for self-evacuation from aerial lifts.

4.12 Participation by minors

Policies regarding participation in multiday events specifically designed for young adult patroller (minors) programs is outlined in Chapter 13.

5. MEMBERSHIP GUIDELINES AND POLICIES

5.1 General Guidelines for NSP Membership

5.1.1 Membership in the NSP represents the satisfactory completion of a combination of requirements. Many of these requirements can only be met by the member's concurrent relationship with area management or a public lands administrator. Included in the NSP requirements are skills for which the NSP has developed training programs; however, their applicability and patroller skill expectations are established by area management. Requirements such as knowledge of local procedures are not established by the NSP, but by management at the member's area. These become indirect membership requirements as part of the member's relationship with the area. The NSP maintains categories for its membership. These categories are a means of indicating the types of training and the ability to satisfy objectives for various patrolling activities. (Note: Except in section titles, for the purpose of this chapter, lowercase "patroller" will be equivalent to "traditional member", whereas uppercase "Patroller" refers to the membership classification level.)

5.1.2 Authority

5.1.2.1 The Memorandum of Understanding between the National Ski Patrol and the National Forest Service defines the relationship between land management authority and its NSP registration units. The text of the MOU can be found on the NSP website under: Member Resources."

5.1.2.2 The General Agreement between the National Ski Patrol and the National Park Service defines the relationship between land management authority and its NSP registration units. The text of the GA can be found on the NSP website under "Member Resources."

5.1.2.3 The Memorandum of Understanding between the National Ski Patrol and the Canadian Ski Patrol defines the relationship between the two organizations. The text of the MOU can be found on the NSP website under Member Resources.

5.1.2.4 Ski area management or public lands administrators have the final decision on how many members the area will have, which members can work or volunteer at their area, and what these members' responsibilities will be. NSP provides the ski and outdoor recreation community with education programs for individuals who may wish to obtain the skills and credentials required for positions at ski areas on public lands or other outdoor recreation facilities.

a. The NSP Patrol Representative/Patrol Director (PR/PD) has discretion to refuse to reregister any NSP member at that local area with that registration unit.

b. NSP members dropped from the local NSP registration unit are moved to the unassigned list and retain membership in the NSP through the rest of the membership year. If an individual loses membership in the local NSP

registration unit, for cause or through a code of conduct situation, the NSP PR/PD must notify the section chief and region director of this action as soon as possible.

5.1.3 Minimum Membership Requirements

5.1.3.1 To be considered 'in good standing' members must meet the following minimum requirements.

5.1.3.2 NSP members and candidates must be at least 15 years of age.

5.1.3.3 Members and candidates must remit NSP Registration fees to all levels of the organization (National, Division, Region, Patrol) as established for that level.

a. No access to the member side of the system, educational programs, and Pro deals unless dues are paid and current; not suspended.

5.1.3.4 Members must be affiliated with a local unit (Patrol, Host, Associate, Alumni) and satisfy any local area requirements.

a. Exception- Members transferring between units- see section 9.5.11 Removal from Roster

b. Associates – are registered with a Division.

5.1.3.5 It is every member's responsibility, regardless of classification or office held in the NSP, to maintain those skills required by the NSP as well as any local area requirements.

a. Members should check their member profile annually to make sure that their contact information and other information is current.

5.1.3.6 Traditional Members/Patrollers and Hosts registered above the candidate level (except Physician Partners, and Alumni) must hold current credentials in OEC and CPR for the Professional Rescuer from an NSP-approved agency, as appropriate for their membership classification and ICS-100 (Hosts see section 5.7 and 5.8)

5.1.3.7 Candidates must have completed OEC, CPR, and ICS100, or OEC, CPR, ICS100, and OET, based on classification requirements; before they can be advanced to the Patroller, Alpine Patroller, Nordic/Backcountry Patroller, or Bike Patroller classification.

5.1.3.8 Physician Partners- see section 5.4 - Medical

5.1.3.9 Host Members – see section 5.7 and 5.8

5.1.3.10 Associate Members- see section 5.10

5.1.3.11 Members will follow the uniform standard established by their local management.

5.1.3.12 Members will adhere to the Code of Conduct, which is found in Chapter 6 of this document. To be considered in good standing, members must be free of or cleared of any Code of Conduct actions (see Chapter 6).

5.1.3.12 Members at an area are subject to the area operating procedures (or bylaws where they have been developed) and operate as agents of area management.

5.1.3.13 An Alpine or Nordic/Backcountry Patroller who cannot or no longer wishes to maintain ski and toboggan-handling skills may register as a Patroller.

5.1.4 Leave of Absence and Waiver of Dues

5.1.4.1 College Students

a. To maintain NSP membership while away at college, a member must provide the NSP PR/PD with a letter of acceptance/continuation from the member's college or university.

b. To maintain active registration, a college student must maintain a current OEC card by attending annual refreshers and patrol at such times as they are available. Those college students who cannot or do not refresh or patrol should be registered as Alumni or Temporarily Not Patrolling.

c. A college student must pay all annual dues.

5.1.4.2 Military – Active Duty with Deployment

a. Member's inability to patrol due to active military duty with deployment.

b. Active duty/deployed military members have their National dues waived. Division, Region, or local dues may also be waived at the discretion of the appropriate officer.

c. This registration option is intended only for those members of the military whose duty in defending the United States prevents them from performing their patrolling duties during the normal patrolling season; that is, they are deployed or posted in an area where patrolling is not an option. Those patrollers who are active military, but whose duty assignments allow them to patrol, should be registered in the same manner as other patrollers and must pay registration fees.

d. Within 12 months of return from active military duty/deployment, the individual must take the OEC refreshers required by NSP and fulfill any other requirements to resume pre-service NSP classification.

e. Other members who are, as a result of their employment, posted in conflict zones may also apply for leaves of absence under this provision.

f. Such leave must be approved by the Division Director and the Executive Director.

g. Updating membership requirements will follow the same path as Section 5.1.4.2d above.

h. Dues waivers for these members will be considered on a case-by-case basis and must be reviewed on an annual basis before the PD/PR finalizes the roster.

5.1.5 Uniform

5.1.5.1 The dress code for NSP members is subject to the requirements of area management. NSP members should wear the area-approved uniform when on duty.

5.1.5.2 Members may not wear their uniform where alcoholic beverages are served, unless responding to an accident/incident.

5.1.5.3 Members may wear their uniform when traveling to and from or when attending recognized NSP functions.

5.2 Patrol Candidates

5.2.1 Recruitment

5.2.1.1 Local patrols develop recruitment programs appropriate for the ski/bike area, location, and needs, subject to area management approval.

5.2.2 Candidate Requirements

5.2.2.1 Candidates are required to meet, or be in progress on, all the NSP requirements.

5.2.2.2 Candidates must be registered on a patrol and pay dues before participating in any NSP on-the-hill training. This requirement cannot be satisfied by registering in or having passed an OEC course (patrol, associate, or affiliate).

5.2.2.3 At the conclusion of training (OEC, or OEC and OET based on local requirements, CPR, and ICS-100, candidates who have not met all the required credentialing, cannot be advanced to any patroller level classification (e.g. Patroller, Alpine Patroller, Nordic/Backcountry Patroller, or Bike Patroller etc.). The NSP PR/PD has the option of terminating the candidate's membership either during or at the end of the season or reregistering the person as a candidate again the following season. Dues will not be refunded.

5.2.2.4 Candidates must be registered with a local unit and satisfy local area requirements.

5.2.2.5 All candidates must complete the ICS100 Introduction to Incident Command System course (or the equivalent course that may have a different number) offered by the Federal Emergency Management Institute (FEMA). New candidates should complete the course during their initial training.

5.2.3 Education Credentialing

5.2.3.1 NSP education programs must include the knowledge and skill performance objectives in the areas listed below. The parents or guardians of all candidates who are minors should be informed of the education requirements and time and financial commitments. Education programs involving minors must be properly supervised by NSP officers, supervisors, advisors, and/or instructors.

a. The Outdoor Emergency Care course is a performance-driven program. Class schedules vary as developed by the local OEC instructor. Candidates should contact the area where they wish to patrol for the schedule and other course details. Written and practical evaluations will be held at the completion of the course.

b. OEC class fees are outlined in Section 4.5.3.

c. OEC training can be accomplished at any time before or during the “candidate’s’’ membership. A candidate completing the on-the-hill training requirements prior to completing OEC cannot advance to any Patroller classification until the OEC requirement is met.

d. Candidates must hold a current professional-rescuer CPR certification prior to advancing to any Patroller classification.

e. Skill performance toboggan-handling sessions for Alpine (ski/snowboard) and Nordic/Backcountry candidates also have varying schedules. Candidates should contact the area where they wish to patrol for details. A final evaluation will be held at the completion of training.

f. General skiing/snowboarding proficiency is defined at the local area by area management or a public lands administrator. The National Ski Patrol does not provide a ski/snowboard instruction program.

g. The NSP does not require candidates to be skiers or participate in toboggan handling training. Local area patrols may impose skiing/riding and/or toboggan-handling proficiency requirements for patrollers, Alpine (ski/snowboard) patrollers, or Nordic/Backcountry patrollers.

5.2.3.2 Ski area management assumes the responsibility for local patrol policies, procedures, and training requirements.

5.2.4 Candidate Reclassification

5.2.4.1 Candidates may be reclassified with NSP by their PR/PD or designee upon successful completion of the OEC, Professional rescuer CPR, and the ICS100 courses, or may remain in the candidate classification until the preceding and all area requirements are met, subject to local patrol policies or the requirements of area management. Candidate reclassification requires the following:

a. For reclassification as a Patroller, have a current Outdoor Emergency Care certification, professional-rescuer CPR certification, ICS100, and demonstrate skills at their area in a manner that meets both the requirements of the certification and the local requirements as established by area management.

b. For reclassification as an Alpine or Nordic/Backcountry or Bike Patroller, in addition to above, meet the toboggan-handling proficiency objectives and other patrolling objectives, demonstrating the skills at their area in a manner that meets both the requirements of the certification and the local requirements as established by area management.

c. Meet non-NSP requirements for their area, such as general skiing, snowboarding, or bike riding proficiency and local area procedures and policies, as determined by area management.

d. The NSP PR/PD submits change of classification in accordance with the guidelines in Chapter 9; through the patrol management system- Manage my patrol roster.

5.2.5 Continuing Education

5.2.5.1 Candidates who complete the OEC course before May 31 (January 1 – May 31) must attend an OEC refresher before reregistering for the next season.

5.2.5.2 All candidates who did not complete candidate training in the first year and are reregistering as candidates must attend the annual OEC refresher and the NSP patrol's on-the-hill/trail refresher.

5.2.6 Uniform

5.2.6.1 The uniform policy for candidates is established by area management.

5.3 Traditional Members

5.3.1 Membership Categories/Type for volunteer, paid patrollers, Physician Partners, Alumni, Candidates and Hosts

5.3.1.1 Traditional members- Patrollers and Candidates (voting)

a. Patroller (P) Patroller, Alpine (Ski/Snowboard), Nordic/Backcountry, and Bike Patroller.

b. Candidate (C)

i. Candidates are only traditional members while registered on a patrol roster. If dropped from the patrol roster they become associates.

5.3.1.2 Traditional Members- Not Patrollers (voting)

a. Physician Partner (PHY)

b. Alumni (AL)

i. If a member who is registered as an Alumni (secondary) is also registered as an Associate (primary), that individual will retain the right to vote through their Alumni membership status. They will pay dues at the active/higher dues rate.

c. Hosts – Mountain or Bike Hosts (H)

i Member Type is HM (Host Member)

ii Host Primary Initial Classification

a) Mountain Host Candidate (MHC)

b) Mountain Host (MH)

c) Bike Host Candidate (BHC)

d) Bike Host (BH)

iii Host Units have a unit number reflecting the Host type followed by the Division code, followed by a Unit number; e.g. Mt Host MH-A001; Bike Host BH-A001

iv The Unit number (3-digit number) is the same for all Units at a given area/resort e.g. A001

5.3.1.3 Traditional Member – Primary Initial Classifications

a. Candidate (CAN)

b. Patroller (PAT)

c. Alpine (ALP)

d. Nordic/Backcountry (NOR)

e. Bike (BIK)

f. YAP- Candidate (YCAN)

g. YAP- Patroller (YPAT)

h. YAP- Alpine (YALP)

i. YAP- Nordic/Backcountry (YNOR)

j. YAP – Host Candidate (YHC)

k. YAP – (YMH)

l. YAP - (YBH)

m. Mt Host Candidate (MHC)

n. Mt Host (MH)

o. Bike Host Candidate (BHC)

p. Bike Host (BH)

q. Physician Partner (PHY)

r. Alumni (AL)

5.3.1.4 All members under the age of 18 must be registered as Young Adults with the appropriate classification.

5.3.2 Primary Patrol Service Type

5.3.2.1 Volunteer (V)

5.3.2.2 Paid Full Time (P)

A full-time paid patroller or Host is defined as an individual who is paid by area management to work a full-time schedule during that area's ski season. Patrolling is the individual's vocation during the ski season, and the individual receives FICA wages. When working a regular schedule, the individual must be paid the entire time worked.

5.3.2.3 Paid Part Time (PPT)

A part-time paid patroller is defined as an individual who is paid FICA wages by area management to work a part-time schedule. This person may be included in the Professional Division patrol if the full-time paid patrollers are registered in the Professional Division. Otherwise, the part-time paid patroller shall register with the Geographic Division.

5.3.3 Education Credentialing

5.3.3.1 All members may participate in any approved NSP education program for which they meet the prerequisites.

5.3.3.2 Patrollers who do not ski and/or handle toboggans receive NSP training to administer emergency care in the aid room or on the hill or trail. These patrollers

may be assigned to on-the-hill/trail duties, but do not receive NSP training to transport injured skiers in a toboggan.

5.3.3.3 Until they have passed a local evaluation, candidates or patrollers may operate rescue toboggans, empty or loaded, only in supervised training sessions conducted according to local protocols. Patrollers who are not required to do any ski or toboggan handling, are exempt from these training requirements.

5.3.3.4 All NSP patrollers may advance to the Senior Patroller, Alpine Senior, or Nordic/Backcountry Senior skill level by meeting the requirements of the Senior program.

a. Senior Patroller (SA)

b. Alpine Senior (AS)

c. Nordic/Backcountry Senior (NS)

5.3.3.5 All NSP patrollers may advance to the Alpine Certified or Nordic/Backcountry Master skill level by meeting the requirements of those programs. a. Alpine Certified (AC)

b. Nordic/Backcountry Master (NM)

5.3.4 Patroller Requirements- All patrollers (this includes Patrollers, Alpine Patrollers, Bike Patrollers, Nordic/Backcountry Patrollers, YAP Patrollers, YAP Alpine Patrollers, YAP Bike Patrollers, and YAP Nordic/Backcountry Patrollers)

5.3.4.1 Patrollers must be affiliated with a local unit and satisfy local area requirements.

5.3.4.2 Patrollers must be: (1) registered in an OEC class, or (2) hold current credentials in OEC, and CPR for the Professional Rescuer from an NSP- approved agency and have completed the FEMA ICS100 course. Approved agencies for CPR training may be found in the OEC Program appendix.

5.3.4.3 As part of the requirements for annual NSP registration, all patrollers, regardless of classification or office held MUST complete the following ANNUAL requirements:

a. An Outdoor Emergency Care refresher;

b. CPR skills demonstration to a certified CPR instructor, regardless of the certifying agency's requirements or the expiration date of the card, and must hold a current "Professional-rescuer CPR certification" from an NSP approved agency;

c. If the patroller's duties include toboggan handling, that patroller must complete a ski and toboggan-handling proficiency refresher, the content of which is determined by the local patrol based on recommendations in the

Outdoor Emergency Transportation Program Appendix E, or Nordic/Backcountry Program Appendix F; and

d. Any additional refresher requirements as required by Division, Region, Section, or NSP patrol, e.g., avalanche rescue.

5.3.4.4 ICS-100 – All patrollers (this includes Patrollers, Alpine Patrollers, Bike Patrollers, Nordic/Backcountry Patrollers, YAP Patrollers, YAP Alpine Patrollers, YAP Bike Patrollers, and YAP Nordic/Backcountry Patrollers) must complete the ICS-100 Introduction to Incident Command System course (or the equivalent course that may have a different number) offered by the Federal Emergency Management Institute (FEMA). Current patrollers have until December 31, 2019, to complete the course. All new patrollers must complete in the first year.

5.3.5 Uniform

5.3.5.1 Area management establishes the ski area's uniform code.

5.3.5.2 The NSP will continue to make available uniform pieces that meet a majority of its members' needs and requirements, and that support its relationship with its sponsors, through the NSP *Ski Patrol Catalog.*

5.3.6 Professional Division Member Requirements

5.3.6.1 Patrol Membership in the Professional Division is limited to patrols that have met the National qualification requirements for NSP members and have met the patrol registration guidelines established by the Professional Division review process found in Section 9.6.

5.3.6.2 Individuals registered as members in the Professional Division is limited to those that have met the National requirement for NSP members and have met the paid employee guidelines established by the NSP in Sections 5.3 and 9.

Professional Division members are subject to the requirements outlined in sections 5.1-5.3.4.

5.3.6.3 Paid Patrollers, Physician Partners, and Paid Hosts type of compensation

a. Full-time: Paid (P)

b. Part-time: Paid (PPT)

c. There are no volunteers in the Professional Division (see 5.3.6.2)

i. A full-time paid patroller, physician partner, or paid host is defined as an individual who is paid by area management to work a full-time schedule during that area's ski/bike season. Patrolling or being a Host is the individual's vocation during the ski/bike season, and the individual

receives FICA wages. When working a regular schedule, the individual must be paid the entire time worked.

ii. A part-time paid patroller, physician partner, or paid host is defined as an individual who is paid by area management to work a part-time schedule during that area's ski/bike season and the individual receives FICA wages. When working a regular schedule, the individual must be paid the entire time worked.

iii. This person may be included in the Professional Division patrol or host unit if the full-time paid patrollers/host are registered in the Professional Division. Otherwise, the part-time paid patroller or host shall register with the Geographic Division.

5.3.6.4 A paid patroller, paid physician partner, or paid host registered with a Geographic Division is defined as an individual who is employed by area management and is paid FICA wages for services and there is no Professional Division patrol at that resort/area.

5.3.6.5 A Professional Division member may register with a registration unit in a Geographic Division as secondary with permission of the PD/PR and by paying any required Division, Region, Section, and geographic patrol dues, and by meeting the patrol requirements.

5.3.7 Professional Division Education Credentialing

5.3.7.1 To register with the Professional Division, the paid patroller must satisfy established national requirements found in section 5.1, 5.2, 5.3.4 and local performance objectives in all aspects of candidate training and annual credentialing.

5.3.7.2 When training takes place using NSP education programs or involving other area requirements, area management is responsible for the management and instruction of such programs unless they are contracted with another agency.

5.3.7.3 The initial application form for a patrol to have NSP membership in the Professional Division requires that the area patrol identify what NSP educational services are used.

5.3.8 Professional Division Uniform

5.3.8.1 Area management establishes the area’s uniform code.

5.3.8.2 The NSP will continue to make available uniform pieces that meet a majority of its members’ needs and requirements, and that support its relationships with its sponsors, through the NSP *Ski Patrol Catalog*.

5.4 Medical

5.4.1 Membership Categories and Requirements

5.4.1.1 Patroller who is also a Physician (M.D., D.O., or MBBS)

a. Is a Patroller

b. Must be certified in OEC and provide services as a patroller appropriate to OEC.

c. As candidates, must satisfy the national and local performance objectives outlined in Section 5.2.2 and 5.2.3.

d. As patrollers, must meet all membership requirements outlined in Section 5.1.3.

e. Must be registered with a local patrol, and registered in any patroller classification level outlined in Sections 5.3

5.4.1.2 Physician Partner

a. Is not a Patroller.

b. Must be an M.D., D.O., or MBBS. Must have an M.D., D.O., or MBBS degree and have a current medical license.

c. The role of the Physician Partner is one of primarily assisting a patrol/unit with emergency medical education and quality assurance.

d. A Physician Partner is not required to provide emergency care or perform any other on-the hill/trail patroller duties but may be asked to assist with instruction and quality assurance for OEC programs.

e. Physician Partners are approved by the Patrol Rep/Director and must be affiliated with a local unit and satisfy local area requirements.

f. Nurses, EMTs, paramedics, and other medical professionals who are not M.D.s, D.O.s, or MBBSs may not be registered as Physician Partner. Those medical professionals who do not wish to obtain Patroller status should see Associate registration information in Section 5.10 below.

g. A Physician Partner is not required to be an Outdoor Emergency Care technician, or complete refreshers.

h. A Physician Partner is not required to take the ICS100 course, but it is recommended.

i. A Physician Partner must pay NSP membership dues and obtain a copy of the current Outdoor Emergency Care text.

j. If a Physician Partner wishes to become a Patroller, they must meet all candidate objectives outlined in Sections 5.2.2 and 5.2.3, and subsequently all membership requirements outlined in Section 5.1.3.

5.4.2 Uniform

5.4.2.1 Physicians may not wear any insignia on their uniform to identify the person as being an M.D., D.O., or MBBS unless specified by area management.

5.4.2.2 Only physicians who are registered as active patrollers may wear a patrol uniform.

5.4.2.3 A Physician Partner may not wear a patrol uniform unless required to do so by area management.

5.5 Lifetime Members

5.5.1 Membership Categories

5.5.1.1 Active

5.5.1.2 Alumni

5.5.2 Lifetime Member Requirements

Any traditional member of the NSP who has been registered in any category except candidate for at least one year is eligible to purchase National lifetime membership. For traditional members who have 50 years of service/membership, Lifetime membership will be free and processed annually by the NSP.

5.5.2.1 Purchased Lifetime Membership

a. Purchased Lifetime membership only applies to National-level registration.

b. Traditional members who wish to become Lifetime members should contact the National office for information about the current fee. There is a reduced rate for members with 30 years of continuous service/membership.

c. Purchased Lifetime members are still responsible for paying annual dues at the Division, Region, Section, and any local patrol levels.

d. This membership level is coded in the system as Billing Category - PL

5.5.2.2 Earned Lifetime Membership

a. For Traditional Members who have 50 or more years of continuous service/membership. This membership level is coded in the system as Billing Category - LI

b. Earned Lifetime Membership at the National level will be free and automatically processed and presented by the NSP.

c. Earned Lifetime members do not pay annual dues at the National Level.

d. Each Division, Region, Section, and local patrol level establish their own policies related to any annual dues collectable from these 50 plus year Lifetime members.

- Effective 2020 all Divisions have stated that they will not charge Division or Region dues for LI 'earned' Lifetime members.

5.5.2.3 All Lifetime Members

a. Lifetime members receive a gold Lifetime membership pin, a walnut-framed Lifetime membership certificate, and a Lifetime membership registration card.

b. Lifetime membership fees go directly into the NSP Education Endowment Fund.

c. When an active Lifetime member is no longer going to continue as an active patroller, they should notify the National office by way of the Alumni Application form; the Lifetime membership automatically becomes a Lifetime Alumni membership.

d. If a lifetime member transitions to an Associate membership type, their Lifetime membership is maintained.

e. Lifetime members should check their member profile annually to make sure that their contact information is current.

5.5.3 Education Credentialing and Continuing Education

5.5.3.1 Active lifetime members must satisfy the national and local performance objectives in all aspects of training and annual certification.

5.5.3.2 Alumni lifetime members are not required to maintain any skill qualifications or certifications unless they are maintaining instructor credentials.

5.5.4 Uniform

5.5.4.1 Active lifetime members must meet the uniform requirements of the area at which they patrol.

5.6 Temporarily not patrolling Members, Former Members, and Returning to Active Membership Status

5.6.1 Temporarily Not Patrolling Members

5.6.1.1 Members from any classification level may register as Temporarily Not Patrolling.

5.6.1.2 Member Requirements

a. A member who is temporarily not patrolling is someone who was previously registered as an active member (Candidate, Patroller, Physician Partner, or Host) of the NSP, but who wishes to temporarily discontinue patrolling/candidate training/host activities. The temporary period may vary depending on circumstances but should not exceed one or two years.

b. By definition, a temporarily not patrolling member has discontinued patrolling and is not to be patrolling/host activities or representing themselves as an active patroller/host, by action or uniform. They should maintain OEC certification through the refresher process (sect 5.6.1.3) or, if a host, OFC certification.

c. A temporarily not patrolling member must pay all dues during the applicable registration period and comply with any additional Division, Region, Section, and local NSP registration unit policies.

d. Awards, Recognitions, and honorary appointments (merit stars, National Appointments, etc.) are unaffected by temporarily not patrolling status.

5.6.1.3 Continuing Education (Refresher)

a. To maintain a valid OEC card without retaking a complete course, the temporarily not patrolling member must demonstrate satisfactory completion of a refresher for each year of registration in that status.

b. Though completion of the three OEC refresher cycles can be accomplished at any time during the three-year certification period, it is recommended that the member attend annual refreshers.

c. If the patroller does not remain current on their OEC refreshers during the period of membership registration and the OEC card has not expired, the individual may make up a maximum of three refreshers that were missed while temporarily not patrolling.

d. If their OEC card expires during that time, they may make up a maximum of two refreshers upon approval of the PR/PD. If the PR/PD does not approve the make-up refreshers, the patroller will be required to complete an OEC course or challenge prior to reentry into active patrolling. Challenges must follow the guidelines in the OEC Appendix D.

e. Hosts must maintain their OFC certification through the OFC renewal process; retaking the OFC course every two years. Section Appendix D, Item H.

5.6.1.4 Awards and Recognitions

a. Awards, Recognitions, and honorary appointments will be recognized upon reentry into active status.

5.6.1.5 Uniform

a. A temporarily not patrolling member may not wear a patrol uniform.

5.6.2 Temporarily not patrolling members returning to active membership status registration

5.6.2.1 Before registering a temporarily not patrolling member as an active member, the NSP Patrol Representative must verify that the member has met the requirements for the desired registration category and classification.

5.6.2.2 To requalify for active membership, a person must have a valid OEC technician card and a current CPR for the Professional Rescuer certification. If a Host, OFC or OEC and Community level CPR.

a. The responsibility for reentry evaluation rests with the individual member and the instructor of the appropriate education discipline.

5.6.2.3 Temporarily not patrolling members with Senior classification who wish to reenter the system with Senior classification will have to demonstrate Senior skills (Alpine or Nordic/Backcountry skiing and toboggan-handling skills) per their Division policy during the annual on-the-hill/trail refresher.

5.6.3 Former Members rejoining the organization as active members

5.6.3.1 It is the prerogative of the NSP PR/PD, in consultation with area management as appropriate, to allow a former member to reenter into active NSP membership or participate in NSP education courses.

5.6.3.2 NSP ID number, dues, and years of membership

a. Each member's NSP ID number is unique, and an archival record of the member is retained in the registration system. When the member is reactivated, the PR/PD should ensure that the member's former number is used to avoid duplication.

b. If there has been a ‘break in membership’ they will:

- Not be able to pay any back dues for the years of non-membership,
- Get a new Join Date, and
- Lose any prior years of membership.

5.6.3.3 Before registering a former member as active, the NSP PR/PD must verify that the former member has met the requirements for the desired registration category and classification, including for Patrollers valid OEC, CPR for the Professional Rescuer cards, and ICS-100 or for Hosts valid OEC or OFC, and Community level C

5.6.3.4 Former patrollers who held Senior classification and who wish to reenter the system and reestablish their Senior classification must demonstrate their Senior skills per Division policy.

5.6.3.5 Continuing Education (refresher)

a. If the former member's OEC card has not expired, the individual may make up a maximum of three refreshers that were missed during the period of non-membership.

b. If the former member's OEC card expired during the period of non-membership, the individual may make up a maximum of two refreshers upon approval of the PR/PD. If the PR/PD does not approve the make-up refreshers, the member must complete an OEC course or challenge to be eligible for active membership. Challenges must follow the guidelines in the OEC Appendix D.

5.6.4 Former Members rejoining the organization as Alumni members.

5.6.4.1 Former members who were registered and held credentials as a traditional member above the candidate level (Patrollers and Physician Partners) for a minimum of one year are eligible to become Alumni members. (see section 5.7)

5.6.4.2 These individuals should contact the National Office to obtain information and the current process for rejoining the organization as Alumni.

5.6.5 Awards and Recognition

5.6.5.1 Awards, recognitions and honorary appointments will be recognized upon reentry into the NSP.

5.7 Mountain Hosts

5.7.1 The NSP Mountain Host Program was established to provide skiers and riders an opportunity to assist ski areas in their efforts to improve slope safety, provide excellent customer service, and give limited support to the NSP patrols.

a. A mountain host is an individual who has a need or desire to be associated with the NSP.

b. Each person registered in this category shall be designated as a Mountain Host and is a Traditional Member.

c. A mountain host is a voting member.

d. Mountain hosts are part of Geographic Divisions and the collection of Division and Region dues, but are not considered in geographical patroller counts. They are counted as Hosts.

e. Mountain hosts have a “Host Classification” of MH

5.7.2 Mountain Host Requirements

a. A mountain host must be at least 15 years of age.

b. Mountain hosts must register with a Mountain Host Unit.

c. A mountain host must complete the NSP Outdoor First Care (OFC) course, or the NSP Outdoor Emergency Care (OEC) course and ICS-100. Current OFC or OEC certification must be maintained.

d. A mountain host must hold at least a community level CPR certification from an approved agency

e. A Mountain Host is required to take the ICS-100 course

f. They are Host Candidates until items c. d and e. above are completed.

g. There shall be no skill designations.

h. A Mountain Host is required to pay an annual National registration fee, plus Division and Region dues. See section 9.3

i. Effective January 2020 the National level no longer passes the $10 back to the Divisions. Divisions and Region Dues will be billed and collected through the NSP electronic billing system, with the Division and Region dues monies distributed to the divisions the same as any other member.

5.7.3 Awards and Recognitions, and Benefits

a. A Mountain Host will receive Ski Patrol Magazine.

b. A Mountain Host may purchase items in the Ski Patrol Catalog, except those that identify the individual as an active patroller in the NSP.

c. A Mountain Host may participate and be credentialed in NSP training or education programs as appropriate.

d. A Mountain Host is not eligible to receive awards, recognitions or appointments that are restricted to patroller membership in the NSP.

e. A Mountain Host is eligible to receive some awards or recognition. See chapter 12.

5.7.4 Uniform

a. The dress code for NSP mountain hosts is subject to the requirements of area management

b. The NSP provides an official mountain host patch, which is available in the Ski Patrol catalog.

5.7.5 More information about mountain hosts, participating ski areas, frequently Asked questions can be found on the NSP website.

5.8 *Bike Hosts

5.8.1 The NSP Bike Host Program was established to provide cyclists an opportunity to assist ski/ride areas or land management units and other venues in their efforts to establish programs for bike and bike trail safety and rescue, provide excellent customer service, and perform other tasks as assigned to them.

a. A bike host is an individual who has a need or desire to be associated with the NSP.

b. Each person registered in this category shall be designated as a bike host and is a Traditional Member.

c. A bike host is a voting member.

d. Bike hosts are part of Geographic Divisions and the collection of Division and Region dues but are not considered in geographical patroller member counts. They are counted as Hosts.

e. Bike hosts have a “Host Classification” of BH.

5.8.2 Bike Host Requirements

a. A bike host must be at least 15 years of age.

b. A bike host must register with a bike host unit.

c. A bike host must complete the NSP Outdoor First Care (OFC) course, or the NSP Outdoor Emergency Care (OEC) course and ICS-100. Current OFC or OEC certification must be maintained.

d. A bike host must hold at least a community level CPR certification from an approved agency.

e. A bike host is required to take the ICS-100 course

f. They are Host Candidates until items c, d, and e above are completed.

g. There shall be no skill designations.

h. Annual Registration Fee - A bike host is required to pay an annual national registration fee, plus Division and Region Dues. See section 9.3

i. Effective January 2020 the National level no longer passes the $10 back to the Divisions. Divisions and Region Dues will be billed and collected through the NSP electronic billing system, with the Division and Region dues monies distributed to the divisions the same as any other member.

5.8.3 Awards and Recognition, and Benefits

a. A bike host will receive Ski Patrol Magazine.

b. A bike host may purchase all items in the Ski Patrol Catalog, except those that would identify the individual as an active patroller in the NSP.

c. A bike host may participate and be credentialed in NSP training or education programs as appropriate.

d. A bike host is not eligible to receive awards and recognitions, or appointments that are restricted to patroller membership in the NSP.

e. A bike host is eligible to receive some awards or recognitions. See chapter 12.

5.8.4 Uniform

a. The dress code for NSP bike hosts is subject to the requirements of area, unit, or venue management.

b. The NSP provides an official bike host patch, which is available in the Ski Patrol Catalog.

5.9 Alumni

5.9.1 Member Recognition

5.9.1.1 Alumni members are those who have voluntarily suspended their active patrolling or active Host activities but maintain membership with the NSP as an Alumni member. Alumni members will be recognized as Alumni on their membership identification card, which indicates the combined years as both an active member and an alumni member.

5.9.1.2 Alumni are registered with the division. Some divisions have broken up their Alumni registrations by region.

5.9.1.3 An Alumni member may have a secondary registration, as an alumnus on their former patrols secondary roster if approved by the PD/PR.

5.9.1.4 If a member who is registered as an Alumni (secondary) is also registered as an Associate (primary), that individual will retain the right to vote through maintaining their Alumni membership status. They will pay dues at the active/higher dues rate.

5.9.2 Membership Requirements

5.9.2.1 Alumni membership is available to anyone who has been registered with the NSP as a patroller or Host (above candidate) for a minimum of one year.

5.9.2.2 When an active lifetime member is no longer an active patroller, or active Host the lifetime membership automatically becomes a lifetime Alumni membership. The member should notify the NSP office of their change to Alumni.

5.9.3 Authorized Activities and Education Credentialing

5.9.3.1 Alumni members are not required to fulfill any refresher requirements, except as required to maintain instructor certifications. Alumni members may by choice continue to maintain OEC or OFC certification through the refresher process.

5.9.3.2 Any registered Alumni member who has satisfied the continuing education requirements for being an instructor may serve in that capacity within the division registered.

5.9.3.3 Alumni members may serve in an advisory capacity at local, region, division, and national levels of the NSP.

5.9.3.4 Alumni members may not represent themselves as active patrollers or active Hosts in any capacity.

5.9.3.5 Members registered as Alumni are traditional members and retain voting rights in NSP elections and matters brought before the membership.

5.9.4 Uniform

5.9.4.1 An Alumni member may not wear a patrol uniform.

5.9.4.2 Alumni are authorized to wear the Alumni sweater pin.

5.9.4.3 Alumni are authorized to wear the official Alumni chest patch on their personal parkas.

5.9.4.4 Alumni are authorized to purchase and wear a basic ID bar with the word "Alumni" under their name.

5.9.4.5 Awards and Recognitions and honorary appointments, e.g., merit stars and National Appointments, will continue to be recognized. Alumni are authorized to purchase patches and ID bars that indicate these honorary achievements.

5.9.5 Reentry of Alumni as Active NSP Member

5.9.5.1 If an Alumni member wishes to return to active NSP membership status as a patroller, Physician Partner or Host, the individual must meet the requirements for that active membership classification as set forth in Sections 5.1.3 and 5.7.2 of this document.

5.9.5.2 If an Alumni member wishes to return to active NSP membership status as an Associate membership type, the individual must meet the requirements for active status for that membership type according to this document and must register primary as an Associate membership type. They may register secondary as an Alumni; which requires communication with the National Office.

5.10 Associate Memberships

- An Associate is an individual who has a need or desire to be associated with the NSP.
- Individuals outside the NSP who want to take NSP courses may apply to become associates.
- Each person registered in this category shall be designated as an associate.
- There shall be no skill designation.
- An associate is not a voting member.

i. If an Associate member is also registered as an Alumni (secondary), that individual will retain the right to vote through Alumni membership. They will pay dues at the higher dues.

ii The Associate will not be mixed Traditional and Associate member(s)

5.10.1 Associates are part of, connected/assigned to a geographic division for associate counts and the collection of division and region dues, but are not considered in geographical patroller/traditional member counts.

5.10.2 Effective January 2020 the National level no longer passes the $10 back to the Divisions. Divisions and Region Dues will be billed and collected through the NSP electronic billing system, with the Division and Region dues monies distributed to the divisions the same as any other member.

5.10.3 Associate Requirements

5.10.3.1 Individuals must be at least 15 years of age to join the NSP as an Associate,

5.10.3.2 Associates must be at least 15 years of age to participate in NSP courses.

5.10.3.3 An associate may participate and be credentialed in NSP training or education programs as appropriate. The instructor of record, following division guidelines, can determine course fees for NSP education programs that do not have a national fee.

5.10.4 Types of Associates

5.10.4.1 Associates who are associated with Affiliate Organization(s)

- Affiliate/Associates- Individuals who are part of an Affiliate Organization
- Member Type is Assoc
- Unit Number reflecting the Division code followed by a group specific number in 800 series. e.g., A801 is an affiliate group within the Alaska division. Were unit code = W in the past.

5.10.4.2 Associates who are associated with an Associate Patroller Unit

a. Associate Patroller Unit –

Groups who are not associated with the NSP and whose members have existing first responder credentials – Wilderness First Responder, EMT, Paramedic, MD, or DO – and who do not intend to obtain or utilize the OEC credential may join the NSP under Associate membership.

i. Associate Patroller Units may be at an area/resort which has an NSP Patrol or may be stand-alone registration units at non-NSP areas/resorts. Regardless they will be numbered as Associate Patroller Units.

ii. These units will not be mixed traditional and associate members. If the unit wants to change to full traditional membership, they will request that change and meet all traditional membership requirements.

iii. These groups are not counted in Division traditional membership numbers. They are associates and have limited NSP membership benefits.

iv. These groups/units will not have the ability or authorization to teach any NSP courses. If they want this ability the must pursue becoming a contracted Affiliate Organization.

v. Unit Name – Associate Patroller – example: Associate Patroller – Acme Mountain

- Unit Number – (using P&P 9.2.1.1.c)
- Connected to the national level only – example AP-X920 (they do not pay reg/div dues as they are not connected to any Division.)

5.10.4.3 General/Other Associates

- General Associates - Individuals who became associates in order to take an NSP educational program such as OEC e.g., River Guides, or individuals who just want to be a member of the NSP.
- Member Type is Associate
- Unit Number reflecting the Division code followed by a Division specific number in the 900 series. e.g., A901 is the Alaska Division. It was unit code = W9 in the past.

5.10.5 Awards and Recognition and Benefits

5.10.5.1 An associate will receive Ski Patrol Magazine.

5.10.5.2 An associate may purchase items in the Ski Patrol Catalog, except those that would identify the individual as a Traditional Member of the NSP

5.10.5.3 An associate is not eligible to receive awards and recognitions or appointments that are restricted to Traditional membership in the NSP. See Chapter 12.

5.11 Affiliate Organizations

5.11.1 An affiliate organization is defined as an outside organization desiring to organize and teach NSP educational programs to its students. Only domestic U.S. organizations are eligible to apply to be a new affiliate organization.

5.11.2 NSP may enter into an affiliate agreement with outside organizations for this purpose.

5.11.3 The affiliate application will be submitted to the NSP education department. The education director, in cooperation with the geographic division director and the appropriate education program leadership, will review the application and determine whether the organization qualifies as an affiliate. Determining factors will include the ability to consistently deliver quality educational programs that meet NSP quality assurance guidelines. This includes the ability to work with the geographic division to maintain a core of qualified education program instructors and instructor trainers and meet the program administration guidelines as established by the NSP.

5.11.3.1 Based upon the application approval, the NSP may enter into a contractual agreement (NSP Affiliate Organization Agreement) with the outside organization. The agreement provides that the affiliate will be responsible for administering the NSP program consistent to the quality standards of NSP, and timely making payments due to the NSP. (e.g., course and membership fees). Currently, this affiliate contractual agreement fee is $600 annually. This fee is transferred to the Geographic Division with which the affiliate organization is associated. The annual contract fee is invoiced by the NSP at the time of signing a contract and thereafter annually in the late fall with payment due by December 31st.

5.11.3.2 An associate registration, and fees will be required for each affiliate student or learner.

5.11.3.3 Registration Fee is the same as active NSP members with $10 going back to the Division (June 2018 BOD), OEC Course fee is the same as any other NSP member $150, plus costs of any training materials. Effective January 2020 the National level no longer passes the $10 back to the Divisions. Divisions and Region dues will be billed and collected through the NSP electronic billing system, with the Division and Region dues monies distributed to the Divisions the same as any other member.

5.11.3.4 NSP Affiliate Organization Agreement contracts must be approved by the Executive Director and the Division Director for the Division the group is being attached too.

5.11.3.5 NSP Affiliate Organizations are assigned a Unit Number connected to the Division that manages/oversees their group/contact. These numbers will utilize the 800 series of numbers, e.g., P801, R801, etc. This replaces the W900 numbers that were used in the past for these affiliate groups.

5.12 Associate Patrollers as part of an Associate Patroller Unit/Group

5.12.1 Associate patrollers are individuals who are part of a ski patrol group from resorts that are not associated with the NSP at the time of unit creation. These groups are made up of individuals with current First Responder credential, Wilderness first Responder, EMT or Paramedic and who do not intend to obtain an OEC credential and are part of an Associate Patrol Unit

5.12.2 Each individual registered in this category shall be designated as an Associate-Patroller under NSP Associate membership

5.12.2.1 Member Type=AP (Assoc Patroller)

5.12.2.2 Primary initial classification=ASP or Assoc

5.12.3 An Associate Patroller is not a voting member

5.12.4 Associate Patrollers will register as part of an Associate Patrol Unit

5.12.5 Annual dues for Associate Patrollers will be at the regular Geographic patroller rate, including any Division or Region dues

5.12.6 Associate Patrollers will have access to some NSP courses, specifically the On-line courses

5.12.7 Associate Patrollers will have access to some benefits as established for Associates

5.12.8 Associate Patrollers will be subject to NSP P&P and Bylaws as they relate to Associates.

6. NSP Code of Conduct

6.1 Purpose and Underlying Principles

The purpose of defining a Code of Conduct is to set forth the National Ski Patrol's expectations of ethical behavior. It identifies standards of conduct and defines the disciplinary process that is used to address behavior and/or conduct that is in violation of our identified expectations. This Code of Conduct is intended to meet or exceed the minimum standards as set forth in the Colorado Revised Nonprofit Corporation Act and those required under federal law.

The National Ski Patrol (NSP) expects its members, affiliates and their members, associates, and partners to interact with the public and each other in an appropriate respectful manner reflecting high standards of civility and congeniality. These standards are based on core values such as honesty, respect, and trust, but they are also learned directly from the actions of others. What people see their organizational members, leaders, and staff do influences their own views of what is acceptable or unacceptable behavior.

Anti-Discrimination Policy and Commitment to Diversity, Equity, and Inclusion

The NSP is committed to creating and maintaining an environment in which all have an opportunity to participate and contribute to the organization and are valued for their skills, experience, and unique perspectives. The National Ski Patrol is committed to respecting and including diverse opinions, perspectives, and cultures in its operations and associations with the outdoors sports community.

The NSP policy against discrimination is inclusive of any basis prohibited by law, including:

- race,
- religion,
- creed,
- ancestry,
- sex,
- gender,
- gender identity,
- sexual orientation,
- disability,
- citizenship,
- genetic information,
- past, current, or prospective service in the uniformed services,
- age,
- color,
- national origin,
- marital or family status,
- veteran status, and
- medical condition.

NSP members, affiliate members, and associates must not subject or be subjected to abuse, derogatory comments, or slurs relating to any of the above. Harassment, bullying, intimidation, and exclusion will not be tolerated. Every NSP member, affiliate member, and associate has the right, without fear of retaliation, to raise good faith concerns about Code of Conduct issues.

The NSP is committed to a Code of Conduct process that is fair, reasonable, accountable, and compliant with relevant law. The NSP intends that remedial actions taken under the Code of Conduct be rehabilitative and educational in nature to the greatest extent possible under the circumstances to prevent further occurrences.

NSP does not discriminate against diverse populations nor ignore inequities. It embraces inclusion and commits to removing barriers (real or perceived) to improve the quality of the organization and encourage/recruit the participation of those of historically underrepresented populations in the outdoor recreational environment. In addition, NSP expects a climate and culture of acceptance for ALL current and future members.

6.2 NSP Code of Conduct

Members and associates of the National Ski Patrol are expected to conduct themselves in a manner that projects competence, instils public trust, and supports the Mission, Purpose, and Values of our organization.

The NSP's Code of Conduct includes but is not limited to the following expectations. All members shall:

- Communicate and work with courtesy and collegial respect.
- Act with integrity, using good judgment and behave in accordance with the law, in a way that supports the National Ski Patrol and its stakeholders.
- Represent the National Ski Patrol organization and its mission in a positive and competent manner.
- Respect the uniqueness and intrinsic worth of every individual. Foster an environment of inclusiveness and a commitment to diversity within the entire organization.
- Engage in conduct that will not compromise, discredit, or diminish the integrity of yourself or the NSP.
- Presume positive intent in interactions with others; find out all the facts and circumstances; give others the benefit of the doubt first.
- Keep personal attacks, slurs, and insults out of the conversation. Aim to offer positive alternatives or suggestions for furtherance of overall NSP mission, vision, and goals.
- Foster an open democratic decision-making process; respect decisions once they are made.
- Respect the policies and procedures that have been established by and for members; when in doubt, ask for clarification.

- Follow controlling statements or memoranda of understanding and other agreements to which NSP is a party.
- Use financial resources for the good of the membership and in keeping with the fiduciary responsibilities, policies, and procedures at all levels of the organization.
- Air any grievances in a manner that promotes a positive resolution. To the extent applicable, utilize the NSP's Step by Step Process found at www.nsp.org to address concerns. Seek guidance if in doubt about the ethical propriety of a situation; your Patrol Director/Representative or Superior can be an excellent resource.

6.3 Misconduct Violating NSP Code of Conduct

The following actions constitute **misconduct** violating NSP's Code of Conduct**.**

6.3.1 Assault, Battery, or Physical Violence

The Code of Conduct prohibits assault, battery, and physical violence. Causing someone to reasonably fear that battery will occur is assault. Touching someone who does not desire to be touched is battery. Physical violence is exerting control over another person through the use or threat of physical force.

6.3.2 Sexual Harassment, Assault, or Battery

The Code of Conduct prohibits sexual harassment, assault, and battery. Sexual harassment is harassing a person because of that person's sex. It includes deliberate or repeated unwanted or unwelcome behavior, including sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Sexual harassment can include the display of sexually suggestive objects, signs, magazines, or pictures, or the sending of sexually suggestive emails or text messages to persons who do not want this attention. It may also include a range of actions from verbal transgressions and sexual overtones to sexual assault.

Sexual assault, or sexual battery is intentionally sexually touching another person without that person's consent or coercing or physically forcing a person to engage in a sexual act against their will.

6.3.3 Bullying or Harassment

The Code of Conduct prohibits bullying and harassment. Bullying is an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten, or frighten another person. An imbalance of power between the aggressor and the victim is often involved. Bullying occurs in a variety of settings ranging from direct interpersonal interaction to social media or other online environments.

Harassment is a pattern of continued and regular unwanted actions against an individual. Harassment may include abusive, profane, indecent, belittling, condescending, threatening, annoying, malicious, or other derogatory statements regarding race, ethnic or national origin, sex, gender, sexual orientation, religion, age, disability, or another legally protected status.

6.3.4 Youth Protection Violation

The Code of Conduct prohibits any action that violates the NSP Youth Protection Policy that has been put in place to minimize the risk of abuse of Young Adult Patrollers and other non-NSP members under the age of 18 who may be involved in support roles during NSP courses or events.

Reporting is done separately, through a Youth Protection Report Form found here, under the Governance Tab within the Youth Protection Training Process document,

6.3.5 Discrimination

The Code of Conduct prohibits unfair or prejudicial treatment of people and groups, and unwelcome or offensive behavior, based on characteristics such as race, national origin, sex, gender, sexual orientation, religion, age, disability, or another legally protected status.

6.3.6 Intentional Actions to Harm the NSP The

Code of Conduct prohibits:

- Defamation, (often known as slander or libel), that could significantly damage the National Ski Patrol, its reputation, or its assets. Defamation is a false statement of fact that harms the reputation of an organization or person. NSP recognizes that a statement of opinion is not defamatory, and the true facts may be disputed and subject to discussion, and nothing in this section is intended to prevent legitimate debate, discussion, or criticism.
- Intentional interference with any national level contract negotiations or relationship between the NSP and an industry partner.
- Engagement or service as an expert witness adverse to the NSP or an NSP associated ski area or other recreation area.

6.3.7 Fraud/Misrepresentation and Misappropriation of Funds/Property/Goods or Services

The Code of Conduct prohibits fraud, misrepresentation, and misappropriation of funds or property, including:

- Misappropriation, misuse, defalcation, or neglect in managing money or property owned by NSP, a division or any other NSP sub-unit.
- Stealing from any program or unit of the NSP; or the intentional withholding of funds or property belonging to the NSP or any program or unit of the NSP or belonging to any sponsor or industry partner and administered by NSP, after a demand for the return of the funds or property has been made by the NSP.
- Embezzling or misdirecting or converting to their own use NSP funds, membership lists or other assets for activities not authorized by the responsible entity. •

Intentional violation of any NSP sponsor's or industry partner's requirements to obtain goods or services, including intentional misrepresentation.

6.3.8 Impersonation; Misrepresentation of Authority; Unauthorized Publication; Unauthorized use of Trademarks and Logos

- Unauthorized creation, manufacture, dissemination and/or possession of any NSP credential including any document bearing the signature of the National Chair or chief executive of the NSP.
- Unauthorized publication of copyrighted material, and unauthorized use of NSP trademarks and logos, in violation of Sections 10.2.2 and 10.2.3 of the NSP Policies and Procedures. Each NSP member and/or subunit is directly responsible for the content of their publications, including websites that contain NSP trademarks, logos, or copyrighted material, and must ensure continuing compliance with the provisions of Section 10.2.

6.3.9 Non-standard Medical Training

6.3.9.1 The Code of Conduct prohibits training under the auspices of NSP, including OEC and its other educational programs, contrary to the established Standard of Training. The Code of Conduct does not prohibit ski areas or other local operational entities from establishing their own protocols and standards of care that depart from an NSP Standard of Training and does not prohibit members at such operational entities from training members in such protocols and standards of care, provided that such training is identified as departing from the applicable NSP Standard of Training.

6.3.10 Retaliation

- The Code of Conduct prohibits retaliation. Retaliation is subjecting a complainant to an adverse action or harassment solely because they filed a complaint, or participated in an investigation, proceeding, or hearing.
- Leaders, line officers, instructors, advisors, and volunteer staff may not directly or indirectly use their authority or influence for the purpose of interfering with the right of a member or associate to file a complaint.
- It is not retaliation for a member to file a complaint alleging that a prior complaint rested on false accusations and was driven by purposeful intent to harm the member's reputation.

6.3.11 Interpersonal

- Failing to report conduct where there is an affirmative duty by law to report such conduct.
- Clear and significant abuse of authority, including clear and significant failure to exercise authority, by a leader, line officer, instructor, advisor, volunteer staff, or other person granted authority by the NSP or a subunit.

- Failure to behave in a way that demonstrates good judgment, respect for the law, honesty, integrity, and courtesy, in a manner that brings serious discredit to NSP, its programs, or subunits.
- Conduct which interferes with or obstructs directives from the area management or lands administrators.
- Behaving or dressing in a manner that is clearly inappropriate during NSP activities, when representing or acting on behalf of the NSP, taking into account the context of the activity.
- Repeated discourtesy to NSP National Office staff

6.3.12 Procedural Violations

- A repeated filing of a matter that was previously resolved in a final manner.
- Refusal to follow, or obstructive or insubordinate behavior when given, a lawful instruction by a leader authorized to give it, unless an appeal from that order has been accepted or the order has been stayed pending appeal.

6.3.13 Inappropriate Alcohol/ Drug use

- Substance abuse or being impaired while representing NSP.
- Consuming alcohol or drugs in view of the public while in uniform, except legally obtained medications that do not impair performance; when the medicine carries a warning, the member must confer and follow the directions of the prescribing physician or health care professional.

6.4 Actions Not Subject to Adjudication Under the NSP Code of Conduct:

- Allegations against NSP paid staff members, or against paid patrollers, for matters that fall within their scope of employment are the subject of employment law and are not subject to this Code of Conduct.
- Allegations based on actions of area management or lands administrators are not subject to this Code of Conduct.
- Changes in program or other leadership positions, other than for retaliatory or other manifestly improper purposes, do not violate this Code of Conduct.
- Allegations against an evaluator for any NSP sponsored educational or skill test or assessment, other than for retaliatory or other manifestly improper purposes, do not violate this Code of Conduct.

Note: The NSP Board of Directors has the sole, final authority to determine whether a matter falls within the NSP Code of Conduct and the decision of the NSP Board of Directors is a final determination on Code of Conduct matters.

6.5 Code of Conduct Complaints and Investigations

All members are encouraged to work together respectfully to resolve conflict. People often make comments or statements that are not intended to hurt or be disrespectful but come across that way to the person who heard it. Many conflicts can be sorted out through respectful conversation and open discussion through the informal resolution process.

NSP's Code of Conduct Complaint process should not be used to settle personal animosities or mere differences of opinion. Nor may Code of Conduct Complaints be used to retaliate against protected activities, such as discrimination complaints, sexual harassment complaints, and other Code of Conduct Complaints.

6.5.1 Types of Complaints, Investigations, and Sanctions

6.5.1.1 Informal Complaints; Sanctions Available

- As a matter of both principle and practicality, most Code of Conduct complaints should be investigated and resolved informally at the Patrol Unit level. For example, an ordinary conflict between two members of the same Patrol Unit, that affects only that patrol and associated area, will typically be appropriately investigated, and resolved by that Patrol Unit, acting alone or in connection with management of the associated area. The complainant and patrol representative/director follow the process as defined by the patrol or area management.
- The Unit Representative may investigate the allegations themselves or may designate another member of the Patrol Unit to perform the investigation, consistent with the Objectivity and Avoidance of Bias requirements of subsection 6.5.4 below.
- At the conclusion of an informal investigation, the investigator should inform the affected parties whether a violation has been found, as specifically as is reasonable under the circumstances. If an informal investigation identifies a violation, the investigator may impose appropriate sanctions, such as a requirement that the offender apologize to the affected parties or a reprimand.
- Sanction available based on an informal complaint include:
  - De minimis finding where there is little, or no action taken.
  - Instruction that particular members refrain from unnecessary interaction.
  - Private apology
  - Verbal reprimand
- When informal efforts to resolve member complaints at the local level have been ineffective, a member should complete the Formal Complaint form that can be found on the NSP website. A "Formal Complaint" may also be referred

to as a “Category One Complaint” or a complaint alleging a “Category One Violation;” the terms have the same meaning.

6.5.1.2 Formal Complaints; Sanctions Available

- When informal efforts to resolve member complaints at the local level are ineffective, a member should complete the Formal Complaint form that can be found on the NSP website.
- When a formal complaint is filed, the Executive Director, or designee, will assign the issue to the National Legal Advisor, (or Board Chair, in their absence), who will review and refer it to the appropriate Division Director, unless the Complaint is subject to section 6.5.1.3 (Formal National Investigations).
- If the formal complaint is handed to a Division Director for resolution, the Division Director(s) shall delegate the investigation and any initial determination of misconduct and discipline to the local or regional leadership as appropriate. In most cases, the Division Director will engage the Division Legal Advisor to work with the complainant, the accused, witnesses, and appropriate leadership (such as the Region Director, the Patrol Director, and ski area management) to gather relevant facts and other information.
- Sanctions will ultimately be determined by the Division Director, and may include a:
  - De minimis finding where there is little, or no action taken.
  - Instruction that particular members refrain from unnecessary interaction.
  - Private apology
  - Verbal reprimand
  - Public apology
  - Letter of reprimand
  - Restitution of harm caused
  - Suspension of instructor/IT status for a time or permanently
  - Suspension from attending training events for a time (not to exceed one year)
  - Suspension from local patrol for a time or permanently
  - If in violation of law, report to appropriate law enforcement or another agency
  - Recommendation of expulsion or suspension for more than one year

6.5.1.3 Formal National Investigations; Sanctions Available

A National Code of Conduct complaint is a formal complaint that impacts the reputation and/or relationship of the NSP with the general public, sponsors or potential sponsors, industry partners or potential industry partners, insurance agencies of industry partners, EMS, health care agencies or governments, or when there may be legal or national ramifications. A “National Code of Conduct

Complaint" may also be referred to as a "Category Two Complaint" or a complaint alleging a "Category Two Violation"; the terms have the same meaning. When a national complaint is filed, the Executive Director or National Legal Advisor, or their designees, will review and refer it to Board of Directors

Only a formal, national investigation can result in expulsion of a member or suspension for a period of greater than one year.

6.5.1.4 Process and Form

For more specific details on the National Code of Conduct Complaint process and form, please go to this link.

6.5.2 Specific Examples of Complaint Outcomes

Most Code of Conduct Complaints never become public knowledge. As guidance for Members and for those investigating Code of Conduct Complaints, the Board provides some examples of conduct that have been found, or would be found, either to violate or not to violate the Code of Conduct. These examples do not contain names or specific details about complaints, but rather are illustrations of the types of complaints that are the subject of this Code of Conduct and associated sanctions. They are found in the CoC process document.

6.5.3 Objectivity and Avoidance of Bias; Recusal

Any investigation must be, to the extent feasible, free of actual and perceived bias. Potential investigators' particular relationships with accused or affected parties, or direct involvement in the event that led to the investigation, may affect their actual or perceived objectivity. If potential investigators recognize that their objectivity might be reasonably questioned in connection with a particular investigation, or if accused or affected parties reasonably question their objectivity, they should recuse themselves from the investigation.

If recusal by one or more potential investigators makes investigation and adjudication by the affected Subunit impractical, the leadership of that Subunit shall request assistance or intervention from the legal advisor of the next highest-level leadership (e.g., Region, Division, or National), as appropriate, who shall identify one or more appropriate and unbiased investigators and coordinate transfer of the investigation thereto.

6.5.4 Confidentiality.

- As a general principle, Code of Conduct investigations should be kept as confidential as is reasonable under the circumstances. This helps to protect personal information and to encourage a forum for complaints without fear of reprisal. Moreover, the nature of certain violations may inherently require particular efforts to maintain confidentiality. For example, when the incident being investigated involves the alleged disclosure of personal information,

private facts, or false information, a lack of confidentiality may exacerbate the injury to the complainant well beyond the original incident.

- However, as a practical matter, it may not be possible to maintain complete confidentiality. For example, when the incident leading to an investigation is witnessed by others – whether members of NSP, persons associated with area management, or the public – seeking information from those witnesses necessarily requires some disclosure of the underlying investigation. Moreover, to the extent that an investigation may result in a determination or sanctions that affect the participants' interactions with each other, with other members, or with area management – for example, a public reprimand or apology, or suspension from patrolling status – communication of that result and any sanctions may be inherently necessary.
- At the outset of each Code of Conduct investigation, the investigator in charge should clearly articulate specific confidentiality expectations in connection with the investigation and consequences for failure to abide by those expectations and should convey those expectations in writing to the participants. Such consequences may include, for example, that a participant's disclosure of information related to the investigation may waive complaints regarding others' failure to maintain confidentiality, or in extreme circumstances, may result in a separate Code of Conduct investigation. At the conclusion of each Code of Conduct investigation, any written determination should reiterate those confidentiality expectations, and should clearly articulate any limitations on the dissemination of the determination or other information about the investigation. The investigator and participants should make reasonable efforts to clearly mark any confidential documents related to the investigation as confidential, to facilitate meeting those expectations.

6.5.5 Records Retention All written documentation of Code of Conduct investigations should be in accordance with the NSP Document Retention Policy.

6.6 Appeals

To the extent not inconsistent with the Bylaws, the following provisions control Appeals:

6.6.1 All Appeals of the Code of Conduct complaints shall be filed and processed by the National Ski Patrol according to either a Formal or National classification.

- National Appeals are limited to matters which impact the National Ski Patrol at the national level.
- All other appeals, including those involving a Division or its subunits and chains of command, will be considered Formal appeals.

- The NSP Board of Directors has absolute authority to decide whether a matter falls into Formal or National classification.

6.6.2 Place and Procedure of the Initial Filing

- Formal Appeals are filed with the Executive Director and National Legal Advisor, with a copy to the Chair of the National Board. A copy is also then filed with the Division Director or equivalent Associate Unit command official. Any Appeal may be redirected after it is filed by the Division Director or equivalent associate unit command official.
- National Appeals are filed with the Chair of the NSP Board, with a copy to the Executive Director and National Legal Advisor. The NSP Board will make a prompt initial decision to hear or decline the request. If the matter is accepted, the NSP Board will schedule the matter on its calendar.

6.6.3 Division Procedures and Appeals from the Division

The Divisions or equivalent Associate Unit command may provide additional procedures which do not conflict with these Bylaws or the NSP Policies and Procedures Manual.

6.6.4 Preemption

The NSP Board may take over Formal Appeal or Code of Conduct Complaint at any time, if the NSP Board feels the matter involves a National issue.

Upon this preemption, the NSP Board has exclusive jurisdiction unless the Board exercises its discretion to refer the matter to a subunit for further proceedings.

6.7 Preservation of Statutory Rights

Nothing in this Section shall modify a member's legal rights, including under Colorado Revised Statutes section 7-126-302, which currently reads:

Termination, expulsion, or suspension. (1) Unless otherwise provided by the bylaws, no member of a nonprofit corporation may be expelled or suspended, and no membership or memberships in such nonprofit corporation may be terminated or suspended except pursuant to a procedure that is fair and reasonable and is carried out in good faith. (2) For purposes of this section, a procedure is fair and reasonable when either: (a) The bylaws or a written policy of the board of directors state a procedure that provides: (I) Not less than fifteen days prior written notice of the expulsion, suspension, or termination and the reasons therefor; and (II) An opportunity for the member to be heard, orally or in writing, not less than five days before the effective date of the expulsion, suspension, or termination by a person or persons authorized to decide that the proposed expulsion, termination, or suspension not take place; or (b) It is fair and reasonable taking into consideration all of the relevant facts and circumstances. (3) For purposes of this section, any written notice given by mail must be given by first-class or certified mail sent to the last address of the member shown on the nonprofit corporation's records. (4) Unless otherwise provided by the bylaws, any proceeding challenging an expulsion, suspension, or termination, including a proceeding in which

defective notice is alleged, must be commenced within one year after the effective date of the expulsion, suspension, or termination. (5) Unless otherwise provided by the bylaws, a member who has been expelled or suspended may be liable to the nonprofit corporation for dues, assessments, or fees because of obligations incurred or commitments made prior to expulsion or suspension. The Colorado Revised Non-Profit Act, §7-126-302 (2017).

Note: To confirm the most current version of this statute, please look up the statute online. **https**://leg.colorado.gov/sites/default/files/images/olls/crs2017-title-07.pdf#pge=480

This Code of Conduct does not grant any individual any legally enforceable rights but sets forth standards and procedures to deal with alleged and actual violations of this Code of Conduct.

7. FINANCE AND TAXATION

7.1 Fiscal Year

7.1.1 The fiscal year of the National Ski Patrol is from July 1 to June 30.

7.2 Membership

7.2.1 National Dues

7.2.1.1 The Board of Directors establishes the National dues structure. The current amounts can be found in Section 9.3.

7.2.1.2 Annual membership dues are based on the calendar year January – December.

7.2.1.3 An NSP member who desires to belong to multiple Divisions only has to pay annual National dues once. The member is responsible for all other fees due as a geographic member, e.g., Division, Region, Section, and local NSP registration unit.

7.3 Budget

The budget of the National Ski Patrol System Inc. is the primary method of directing organization financial resources to accomplish the organization's mission. Budgets are built on a July 1-June 30 Fiscal Year. Unspent funds do not carry over into future fiscal years.

7.3.1 General

7.3.1.1 The National Ski Patrol allocates its funds based on the strategic and business goals established by the board of directors.

7.3.1.2 Key Dates

a. March 1st- Face to Face Meeting Requests due to National Office

b. By March 15th -Program Budget Worksheets provided to Program Directors/Advisors

c. April 1st- all Program and Committee Budget requests due to Finance Director

d. May- Finance Committee Meeting – Draft Budget Presented to Finance

e. May Board Meeting – Draft Budget Presented to Board

f. June Finance Committee Meeting – Final Budget Presented to Finance Committee

g. June Board Meeting – Final Budget Presented to the Board for approval.

7.3.1.3 Face to Face Meeting Requests

a. Any committee, program, or other group wishing to have a face-to-face meeting needs to complete a face-to-face meeting request and submit as required by March 1st.

b. A face-to-face meeting selection committee will be established annually by the Board Chair to select the approved face to face meetings. The Board Chair will appoint the Face-to-Face Meeting committee members. The Finance Director and Executive Director will serve as staff liaisons to the committee.

c. A maximum of seven face- to- face meetings can be approved in any fiscal year. If a committee has an approved meeting but does not hold their meeting that approval does not automatically apply to the following fiscal year.

7.3.1.4 Lakewood Office Budgets

a. The Finance Director and Executive Director are responsible for building the budget in consultation with other staff.

7.3.1.5 Executive Director Evaluation and Compensation

a. Per section 3.7.3 The Compensation Committee is responsible for setting Executive Director compensation and evaluation.

7.3.1.6 Employee Compensation (New)

a. The budget for all employee benefits– including 401k, medical/dental insurance, paid time off, short- and long-term disability programs, and holidays – will be approved in the annual budget process. If the employee benefits package changes during the budget year, e.g., due to changes in health insurance options, and requires budget modification, the Executive Director and/or Finance Director shall initiate the established procedures for seeking budget modification as outlined in section 7.3.2.1.5.

b. Director-level compensation: The Executive Director will notify the Compensation Committee of the timing of each staff Director's in-person review, overall content of the annual review, proposed compensation increases, and bonuses where applicable. The Compensation Committee will notify the Executive Director before the staff Director's in-person review if the Committee requests any modifications.

7.3.1.7 Board of Directors (New)

a. The Finance Director will work with the Board Chair, Executive Director and other staff as appropriate to develop appropriate budgets for all Board of Directors line items.

7.3.1.8 Committee and Program Budgets

a. Program travel must be budgeted and should further the mission of the NSP. When budgeting for Division Meetings these expenses should be split with the Division based on section 7.4.5. Other travel or conference attendance is guided by section 7.4.6.

b. All Committee Chairs, National Program Advisors, and National Program Directors will receive the budget worksheet no later than March 15th from the Finance Director. These forms will be due back by April 1st.

i. The Finance Director will send the completed forms to the appropriate staff and board members.

ii. The Education Director and Education Committee Chair will receive all budget requests from curriculum-based and Interest Group programs.

iii. The Executive Director and National Board Chair will receive requests from all non-curriculum programs.

iii. Comments should be sent to the Finance Director within two weeks of receipt of request.

7.3.1.9 Budget Approval Process

a. After review by the Finance Director and the Executive Director, the Draft Operating and Capital Budget will be sent to the Finance Committee no less than one week prior to the May Finance Committee Meeting. Any requests for modification received prior to and during the Finance Committee Meeting and approved by the Finance Committee will be incorporated into the version presented to the board.

b. After the May board meeting, the Finance Director will review the budget, incorporate any needed changes, and submit to the Finance Committee for final approval. The Finance Committee will review and submit to the Board for the June Board meeting.

c. The budget must be approved by June 30.

7.3.2 NSP Budget Modifications

7.3.2.1 During the standard and normal operations of business it is recognized that both income and expenses can have either positive or negative variances to the budget. In these cases, budget modifications can be approved based on the following guidance:

a. Positive Income Variances

i. In the event income is up in any area of operations a budget modification will still be required to spend the additional funds if the spending is above the approved budget.

ii. Positive income variances will be reported to the Finance Committee

ii. Program Budgets

iv. National Program Directors and Advisors may request to move money between line items without increasing the overall program budget. The Finance Director must approve these requests; if not approved, requests will be sent to the Executive Director for approval. Finance Committee will be notified of all decisions.

v. Requests for additional funds due to unforeseen or unplanned opportunities or change in structure require Board approval as outlined in section 7.3.2.1.5.

b. Office Expenses

i. If there is a request to move up to $5,000 in budget from one line item to another line item in the same department, and the request does not increase the budget on the department, the Executive Director can approve and then notify the Finance Committee.

ii. If there is a request to move more than $5,000 between line items in the same department or transfer budget amounts between departments (excluding personnel), and this request does not increase the overall NSP Budget, the Executive Director will make a recommendation to the Finance Committee for approval. The Finance Committee will then notify the Board.

iii. If there is a request to increase a budget line item which results in an increase to the overall budget, the Finance Director shall send a request to the Finance Committee as outlined in section 7.3.2.1.5.

c. Online Store Variances

i. The Finance Director will report monthly to the Finance Committee, comparing net Online Store income (sales minus cost of goods sold) to budget. Given the seasonality of the Store, comparisons will also be made to the prior year. If the net income from sales has a variance exceeding 5% of the budget, a report will be made to the Board.

ii. Quarterly inventory analysis will be run. If inventory exceeds 10% more than prior year the Board will be notified.

d. Request additional funds for expenses that will exceed the overall NSP budget.

i. In the event approval is needed for expenses that will result in an increase to the overall expense or capital budget for NSP, approval from the Board is required.

ii The request will be submitted to the Finance Director and/or the NSP Treasurer (Chair of the Finance Committee).

iii The Finance Committee will review and recommend a decision to the Board.

iv The Board of Directors must approve all requests that will result in an increase in the NSP annual budget.

7.3.3 General Operating Fund

7.3.3.1 Any unrestricted proceeds from corporate or individual in-kind (noncash) contributions to the National Ski Patrol will go directly into the general operating fund.

7.3.4 Member's Equity

7.3.4.1 The difference on the balance sheet between liabilities and assets equals member's equity.

7.3.4.2 NSP Real Property

a. The NSP owns two-thirds and the PSIA owns one-third of the property at 133 South Van Gordon Street, Lakewood, Colorado.

b. The NSP owns one-half and the PSIA owns one-half of the property at 11900 West Cedar Drive, Lakewood, Colorado.

c. Acquisition or sales of NSP real property must be approved by a vote of the Board of Directors.

7.3.5 Education Endowment Fund (The Forever Giving Fund)

7.3.5.1 The NSP Education Endowment Fund (the "Fund") is invested under the direction of the National Treasurer and Executive Director in a manner consistent with the NSP Investment Policy Statement and the Colorado Uniform Prudent Management of Institutional Funds Act ("UPMIFA").

7.3.5.2 Sources of support for the Fund can include, but are not limited to, gifts and bequests from NSP members, subunits, proprietorships, partnerships, corporations, associations, estates, trusts, and foundations that, in all cases, are either expressly designated for inclusion in the Fund or that can reasonably be regarded as having been made in response to a specific written appeal soliciting contributions to the Fund.

7.3.5.3 The Fund shall be used for the development, maintenance, delivery, modification, and outreach of NSP education programs, provided that, in the event that any designation, restriction, or condition on distributions of the Fund should, in the judgment of the Board of Directors of the NSP, exercised in good faith, become in effect unnecessary, undesirable, impractical of fulfillment, or fundamentally inconsistent with the educational needs of the NSP, then the Fund shall be subject to such alternate designations, restrictions, or conditions on distributions of the Fund which, in the judgment of the Board of Directors of the NSP, exercised in good faith, are as similar as practical to the original designation, restriction, or condition, and which are in fact necessary, desirable, practical of fulfillment, and fundamentally consistent with the educational needs of the NSP.

7.3.5.4 Without regard to the actual income or historic dollar value of the Fund, the NSP shall be authorized to distribute annually from the Fund such amounts as may be recommended by the Executive Director and approved by the Board, as may be consistent with the NSP budget, and as may be prudent under UPMIFA, provided that it is the expectation of the Board that such expenditures shall normally not exceed seven percent per year of the average of the net fair market value of the assets of the Fund on the last business day of each of the three calendar years preceding the year for which the distribution is being made (or such lesser number of calendar years during which the Fund has been in existence and funded), unless the Board, after deliberation, determines that particular circumstances warrant a greater distribution.

7.3.5.5 The National Board and the Executive Director promote the Fund in an effort to attract donations and may provide incentives for donations in the form of publicity, awards, indicia of appreciation, or other recognition.

7.3.5.6 The NSP shall be authorized to charge the Fund or to reimburse itself periodically from the Fund for all reasonable expenses incurred by the NSP in administering the Fund, including the expenses of professional advisors, managers, custodians and other agents and advisors to the extent that such expenses are not otherwise paid directly out of funds under professional management on the NSP's behalf, expenses directly associated with soliciting contributions to the Fund, and expenses directly related to carrying out the purposes of the Fund, so long as such expenses are appropriate and reasonable in relation to the assets of the Fund, the purposes of NSP, and the skills available to NSP.

7.3.6 NSP Planned Giving Program

7.3.6.1 This program represents an initial step by NSP to begin to access the financial opportunities that exist around giving by members and other interested parties. It is intended to place NSP's desire to be considered for inclusion in personal estate plans in front of people who have an interest in seeing the vision and mission of the NSP advanced and who wish to assist in that effort by providing a bequest in their will. Contact the National Office for details.

7.4 Expense Reimbursement Procedures

7.4.1 Reimbursement – General Rules

The first section sets forth the general rules for reimbursement by the NSP office to any member. Exceptions for special travel may be noted below. Authorization for expense reimbursement for any expense or travel may be acquired in one of the following manners:

7.4.1.1 Budgeted Amount – A budgeted line item approving annual expenditures for the person or group submitting a claim for reimbursement and the amount does not exceed the annual amount for that line item. These are checked by the Finance Director but are considered approved items.

7.4.1.2 Overage Approved – A person or group submitting a claim has obtained authority from the NSP Board of Directors for a special line-item increase for that budgeted line item to cover the extra expense which exceeds the original budgeted amount.

7.4.1.3 Line-Item Transfer – A person or group submitting a claim has obtained authority from the National Chair, Executive Director, or Program Director to use funds approved by the NSP Board of Directors and allocated in a line item for that department or program and those allocated funds are redirected from one line item to another line item to cover the claim. This special transfer of funds from one line item to another is not authorized when prohibited by special order or resolution from the NSP Board of Directors. The National Chair, when necessary, shall notify appropriate persons when line-item transfers are not permitted under section 7.

7.4.1.4 Overage Not Approved – When a person or group submits a claim that exceeds the amount allocated, only the amount budgeted will be paid. The person or group must be ready, willing, and able to cover the excess amount with personal funds for funds from an NSP subunit or non-NSP source. Otherwise, the expense should not be incurred.

7.4.1.5 Travel Limit #1 – Travel costs billed to the NSP will be limited to "economy" class as that general term applies to any form of transportation. Economy is defined as the lowest cost ticket with an assigned seat at time of purchase, the addition of an assigned seat, or Early Bird Check-in on Southwest. NSP does not cover the cost of additional travel insurance.

7.4.1.6 Travel Limit #2 – Claims by the person traveling by personal car will be limited to actual mileage from the primary residence to the meeting and return by the most direct route and the reimbursement rate will be at the mileage rate of $0.32 per mile.

NOTICE – Any amount paid over the amount set by the IRS for charitable miles reimbursement must be declared as income. Check with your CPA or accountant for current IRS regulations. When travel by commercial

airline or ground transportation is less than travel by auto (including hotel, meals, mileage or gas and all other expenses) the NSP reserves the right to reimburse the person as if that means of transportation was used.

7.4.1.7 Meals will generally be reimbursed from the point of departure until the return home. However, the total cost for meals should not exceed the limit in 7.4.1.15.

7.4.1.8 The Expense Report – The NSP Expense Reimbursement Report Form is to be used by all persons claiming reimbursement from the NSP for any type of expense. The form will be created and disseminated by the Executive Director in collaboration with the Finance Committee and National Legal Advisor and carries the title "Expense Report."

7.4.1.9 Time Deadlines – The expense report will be submitted **within sixty (60) days after the expense has occurred**. Expenses incurred with fewer than 60 days remaining in the fiscal year, which ends June 30, require expense reports to be submitted no later than **July 31**. The Executive Director or the National Chair may authorize a delay in the filing of any expense report for good cause.

7.4.1.10 Executive Director's Authority – While the NSP Board of Directors has the ultimate authority to approve or disapprove all matters that concern the NSP, for purposes of the reimbursement of expenses and travel, the Executive Director may act on behalf of the NSP Board of Directors to approve reasonable travel and expenses that are necessary for the benefit of the NSP but may exceed a line-item amount. The Executive Director in consultation with the Finance Director has the authority to approve or disapprove a particular expense and, when appropriate, report the matter to the Finance Committee and/or the Board of Directors.

7.4.1.11 Overage Reports Required – When any item submitted is not authorized by the budget or by special prior permission, then a report shall be filed within a reasonable time by the Executive Director with the National Chair, who shall in turn report the matter to the Chair of the Finance Committee, the National Legal Advisor, and, when appropriate, to the NSP Board of Directors. The Executive Director will keep the National Chair and the Finance Committee informed of the financial health of the NSP from time to time.

7.4.1.12 Approval Required – Prior to any payment being made by the NSP to the claimant, the expense report must be approved by the Finance Director. This allows for a check and balance system for all payments prior to payment. The officer on the left will submit for approval his or her expense report for payment to the official or officials on the right:

Title	Expense Report sent to and approved by
National Chair	Finance Director
Executive Director	Finance Director (copy to National Chair)
National Legal Advisor	Finance Director (copy to National Chair*)
Member, NSP Board of Directors	Finance Director (copy to National Chair*)
National Program Directors	Finance Director (copy to Education Director*)
National Supervisors, Advisors/ Coordinators	Finance Director (copy to National Chair*)

***The copy is required only when the expense is outside the approved line item or exceeds the line-item amount.**

7.4.1.13 Receipts Required – All authorized expenses for travel or lodging by any NSP officer, Program Director, Supervisor, National advisor, or other authorized person will be submitted on an expense report with itemized receipts attached in the same manner as described in Section 7.4.1.12 Itemization should show proof of payment and contain an itemized list of items purchased. This would include complete travel itineraries or full meal receipts including items and cost.

7.4.1.14 Shared Lodging – Lodging expenses will be reimbursed at a reasonable cost based upon the best negotiated rate under the circumstances. To save costs, it is requested when possible that lodging reimbursement be double occupancy and the reimbursement to each individual would then be at half the actual cost of the room unless one person pays for two. Application of this subsection to Board members and the Division Director team shall be at the discretion of the National Chair. Exceptions are as follows: (1) when only one person is traveling to a destination for the NSP; (2) when due to a gender difference the sharing of a room is not feasible or appropriate; and (3) at meetings of the NSP Board of Directors the National Chair may authorize single occupancy for attendees.

7.4.1.15 Meals and Beverages – Meals and nonalcoholic beverages will be reimbursed at their cost. The total cost of all meals in a 24-hour period may not exceed $60.00. Other purchases require advanced approval from the National Chair or Executive Director. An itemized expense report with accompanying itemized receipts for each expense item is required.

7.4.1.16 Gratuities - Tips and gratuities are allowed, provided that they are within recommended guidelines. Tips for meals should not exceed 20% unless a group service charge is applied. Other gratuities for shuttle drivers and similar instances should be nominal and not exceed $10 on any tip.

7.4.2 Expenses and Travel by the National Office Staff

The *NSP Policies and Procedures Manual* does not cover the rules and regulations regarding expenses incurred by the paid office staff of the National Ski Patrol. Those procedures are written and published for use in the National office by the Executive Director. This publication for expense reimbursement or payment to the Office Staff will be reported to the National Board of Directors whenever a change in the procedure is made in order to comply with the Bylaws provision that states the NSP Board of Directors has ultimate authority over the affairs of the NSP.

7.4.3 Expenses and Travel by Division Officers, Division Supervisors, Division Advisors, or designated Division Representatives to a National Meeting.

7.4.3.1 When travel by a Division officer, Division Supervisor, Division Advisor or designated Division representative has been in compliance with a directive from the NSP and the NSP has indicated that travel expenses will be paid by the NSP fully or partially, the officer, supervisor, or advisor will follow the guidelines of Section 7.4.1 and items and phrases that refer to National matters will be amended by implication to include Division level terms and phrases. The person's immediate Division supervisor or the Division Director when appropriate will be kept informed of travel expenses and notified of anticipated excess amounts prior to the excess being incurred.

The officer, supervisor, or advisor will determine the budgeted amount allocated for that specific trip prior to incurring any expenses and when the expense amount exceeds the budgeted item, the officer, supervisor, or advisor must obtain permission from the appropriate National official in charge of that meeting to exceed the budgeted amount, ask for and receive permission from the Division to pay the excess, or agree to cover the excess with personal funds without reimbursement from the NSP or the Division.

7.4.4 Expenses and Travel by Division Officers, Division Supervisors, Division Advisors or any other patroller in the Line or Program Chain of command to a Division Meeting - Payment by the Division from Division monies to any member or associate are governed by the Division making the payment. Reference to the Division governance documents is here made. If the Division does not have a policy or procedure, the Division may adopt Section 7.4.1 as a default standard of reporting with the report to be made not to the National Financial officers, but to the Division Director or other Division official as directed by the Division Director. When a Division has Bylaws or a Policies and Procedures Manual that sets forth the rules and regulations for matters of this type, the person asking for reimbursement will follow those Division rules and regulations.

7.4.5 Expenses and Travel by National Board of Directors Members, National Program Directors, and National Advisors to a Division Meeting or Event

7.4.5.1 When travel by a National Board of Directors Member, National Program Director, or National Advisor is to a Division for any division meeting or event and reimbursement from the NSP is expected, there must be an agreement between the Division Director and the attendee concerning the allocation of costs between the Division and the NSP National budget for reimbursement to occur. The expense may be reimbursed to that person if:

- The amount is covered by a previously authorized line item in the annual budget for that person or group;
- Or special authority has been granted by the NSP board for a special expenditure;
- And the request complies with the General Rules for reimbursement as outlined in section 7.4.1

7.4.6 General Expenses and General Travel other than to a Division Meeting by Officers, Program Directors, Supervisors, National Advisors, or other authorized persons on behalf of the NSP

7.4.6.1 When travel is to be paid by the NSP for an NSP purpose to any Division meeting or event, the expense may be reimbursed to that person if:

- The amount is covered by a previously authorized line item in the annual budget for that person or group;
- Or Special authority has been granted by the NSP board for a special expenditure;
- And the request complies with the General Rules for reimbursement as outlined in section 7.4.1

7.5 Sponsors

7.5.1 The National sponsorship program is administered from the National office. The Executive Director, Sales and Partnerships Director, and Marketing Director develop and fulfill sponsorship programs to a wide variety of corporations inside and outside the ski industry, and report on them annually to the Finance Committee. Members are encouraged to contact the National office with ideas or contacts for sponsorship development.

7.5.2 The funds from sponsorship programs are used to support the organization. This could include, but is not limited to, education and safety programs.

7.5.3 The subunits are encouraged to work with the National office to utilize and support the sponsorship programs that have been created by the NSP National office.

7.5.4 Manufacturers and distributors of alcoholic beverages may be allowed to finance NSP projects upon approval of the National Chair and the Executive Director.

7.6 Fundraising and Development

7.6.1 At the National level, the guidelines of the National Fundraising Charter, approved July 17, 2008, and "A Donor Bill of Rights," will always be followed. These documents are posted on the member website.

7.6.2 The NSP Gift Acceptance Policy, approved June 26, 2009, is posted on the member website.

7.6.3 Information on fundraising guidelines for subunits, especially local patrols, is located on the member website.

7.7 Accounting Guidelines for Divisions and Their Subunits

7.7.1 Accounting Basis

7.7.1.1 For financial reporting purposes, the National Ski Patrol System, Inc., comprises 10 separate entities. As required by our Federal Charter, the National office submits financial statements to Congress. Each of the Geographic Divisions files separately under Section 501(c) (3) of the Internal Revenue Code. For this purpose, a Division is a consolidation of all subunits (Regions, Sections, and local NSP registration units) registered within each Division. To avoid duplication of accounting records, the record- keeping system should reflect the tax basis of accounting.

7.7.2 Fiscal Year

7.7.2.1 Each Region, Section, and local NSP registration unit must adopt the same fiscal year as the Division with which it is registered. It is recommended that each Division adopt a fiscal year that ends June 30.

7.7.3 Identification Number

7.7.3.1 Each Region, Section, and local NSP registration unit must use the federal identification number of the Division with which it is registered. Because the Internal Revenue Service matches federal I.D. numbers which can be found in Section 7.8.3 when 1099s are filed, it is important that checking, savings, and other accounts be titled National Ski Patrol – ABC Division, XYZ Patrol.

7.7.4 Chart of Accounts

7.7.4.1 It is recommended that the Division and all subunits within the Division (Regions, Sections, and local NSP registration unit) use the same chart of accounts. Adoption of the same chart of accounts will facilitate consolidation of each revenue and expense category required in filing Form 990 at year end. A suggested chart of accounts for use by Divisions, Regions, Sections, and local patrols is located on the member website.

7.7.5 Budget

7.7.5.1 It is recommended that before the beginning of each fiscal year, a detailed budget for each subunit be prepared. The budget should be approved by the subunit's Board of Directors or similar authority and be made available to all members of the subunit. The budget should correspond with the subunit's business plan, thus providing a financial map to achieve the subunit's goals. It will provide a clear indication whether there will be sufficient funds to effectively operate the subunit or if excess funds will create potential excise tax problems, allowing enough time for effective action to be taken by the appropriate leadership. Unless otherwise supported by a written business plan, a subunit should assume it has an excess accumulation of funds if cash or cash equivalent exceeds the amount of twice the annual budgeted expenditures.

7.7.6 Annual Report

7.7.6.1 The annual report is to be prepared on the tax basis of accounting as required on Form 990. A sample of a report is located on the member website. Financial reports for local NSP registration units are due 30 days after the end of the Division's fiscal year and should be filed in accordance with instructions published annually by the division (Section 7.7.7, Consolidation).

7.7.7 Consolidation

7.7.7.1 As noted in Section 7.7.1, for financial reporting purposes, the Division is a single entity representing the consolidated financial activity of the Division, Regions, Sections, and local NSP registration units registered with the Division. In order to allow sufficient time to obtain the information and prepare the tax return Form 990, the following procedures are suggested.

7.7.7.2 NSP Registration Unit Financial Reports: Each NSP patrol representative is responsible for the accurate and complete preparation of the local NSP registration unit's financial report, which must be filed with the Section Chief (or Region Director for those Regions with no Sections) 30 days after the end of the Division's fiscal year.

7.7.7.3 Section Financial Reports: Each Section Chief is responsible for the accurate and complete consolidation of the Section and each local NSP registration unit's financial reports, which must be filed with the Region Director 60 days after the end of the Division's fiscal year.

7.7.7.4 For Regions with sections, the Section Chief is responsible for the accurate and complete consolidation of the Section and each local NSP registration unit's financial reports, which must be filed with the Region Director 60 days after the end of the Division's fiscal year.

7.7.7.5 Region Financial Reports: Each Region Director is responsible for the accurate and complete consolidation of the Region, Section, and local NSP registration

unit financial reports, which must be filed with the Division Director or designee (normally the Division Treasurer) 90 days after the end of the Division's fiscal year.

7.7.7.6 Division Financial Reports: Each Division Director is responsible for accurate and complete consolidation of the Division, Region, Section, and local NSP registration unit financial reports, which must be filed with the National office 135 days after the end of the Division's fiscal year.

7.7.7.7 If the size of the Section or Region or other circumstance indicates the consolidation would be more efficient, the Division Director may elect to eliminate steps 7.7.7.3 and 7.7.7.4.

7.8 Tax-Exempt Status and Federal Tax Filing

7.8.1 Public Law 96-489 granted the National Ski Patrol System, Inc., a Federal Charter under an act of Congress in 1980. The National Ski Patrol System, Inc., is a tax-exempt organization registered with the Internal Revenue Service under Section 501(c)(1) of the Internal Revenue Code. Presently, this includes the finances of the National office and the International and Professional Divisions.

7.8.2 For tax purposes, a Geographic Division is the financial consolidation of the Division, Region, Section, and local NSP patrol registration unit finances. In other words, annually, the finances of each Region, Section, and local NSP patrol registered with the Division are added to the Division's finances. The aggregate total represents the Division's annual operating results. Each Division is separately registered as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

7.8.3 Division tax exempt numbers must be used for federal tax purposes in establishing a checking account for a Division, Region, Section, and local NSP registration unit, and for other purposes required by federal or state regulations.

a. Alaska 92-6007818

b. Central 23-7241210

c. Eastern 16-1002936

d. Far West 77-0209921

e. Intermountain 87-6155469

f. Northern 23-7253506

g. Pacific Northwest 91-6158845

h. Rocky Mountain 84-6095396

i. Southern 23-7221400

7.8.4 Form 990

7.8.4.1 Any Division whose consolidated gross receipts exceed $50,000 is required to file a 990 Form: Return of Organization Exempt from Federal Income Tax, with the Internal Revenue Service by the 15th day of the fifth month after the end of the Division's annual accounting period.

7.8.4.2 It is the responsibility of each Division Director to ensure the Division's tax return is prepared accurately and filed in a timely manner with the Internal Revenue Service.

7.8.4.3 A copy of the Division's tax return should be filed with the National office on or before its due date. Divisions may adopt policies that impose sanctions on subunits that fail to file an annual report in a timely manner, if such a failure causes the Division's report to be filed late or incomplete.

7.8.4.4 Any Division whose consolidated gross receipts are $50,000 or less is required to file with the Internal Revenue Service a signed Form 990 without financial information. Review the 990 Form instructions for details.

7.8.4.5 All NSP registration units in those Divisions required to file a 990 Form must submit the necessary information in accordance with the Division's deadlines. Failure to do so may result in the local NSP patrol not being registered the following season.

7.8.5 Filing Form 990-T

7.8.5.1 Any Division whose consolidated gross income from an unrelated trade or business exceeds $1,000 is required to file Form 990-T: Exempt Organization Business Income Tax Return, with the Internal Revenue Service by the 15th day of the fifth month after the end of the Division's annual accounting period.

7.8.5.2 Unrelated trade or business is any trade or business that is regularly carried on and not substantially related to the organization's exempt purpose or function. For example, during the off season, a local NSP patrol rents its radio equipment to a construction company. Equipment rental is not the exempted purpose of the local NSP patrol and is therefore unrelated business income.

7.8.5.3 Unrelated trade or business does not include a trade or business in which substantially all the work is performed for the organization without compensation or is carried on by the organization mainly for the convenience of its members.

7.8.5.4 It is the responsibility of the Division Director to ensure the Division's consolidated Form 990-T return is accurately prepared, and the taxes paid and filed timely with the Internal Revenue Service.

7.8.6 Excise Tax Form 4720

7.8.6.1 Section 4942 of the Internal Revenue Code imposes a 15 percent excise tax on income accumulated in excess of a reasonable amount to carry out the organization's exempt purpose or function. This tax can be avoided by carefully monitoring the accumulation of funds and documenting a need for accumulated funds in the Division's written annual business plan.

7.8.6.2 If a Division is subject to excise tax under Section 4942, it is the Division Director's responsibility to ensure the division's consolidated Form 4720 is accurately prepared and the taxes paid and filed timely with the Internal Revenue Service by the 15th day of the fifth month after the Division's annual accounting period.

7.8.7 Incorporation of Subunits

7.8.7.1 NSP recommends that subunits (Divisions, Regions, Sections and local NSP registration units) not incorporate, except in those specific instances where local counsel strongly advises such action based on very exceptional reasoning and after thorough discussion with the Division Legal Advisor and consultation with the National Legal Advisor. Existing incorporated local NSP patrols should seriously consider dissolution, unless the local NSP patrol can show exceptional circumstance such as substantial assets that would be difficult to liquidate and distribute, or specific local need that justifies incorporation.

8. INSURANCE AND RISK MANAGEMENT POLICIES

8.1 General Liability Insurance

8.1.1 The following sections summarize the current NSP liability insurance coverage. This information is not a complete and wholly accurate rendition of the full terms, conditions, and exclusions of the insurance policy. The summary is provided for general guidance only, and NSP specifically disclaims any liability for any incompleteness or inaccuracy contained in this summary. NSP members with specific questions regarding coverage should submit them in writing to the Executive Director.

8.1.2 Area Management

8.1.2.1 Members of NSP typically engage in operational patrolling and public safety activities, including at facilities (including ski areas) and in connection with events or competitions.

8.1.2.2 When NSP members are engaged as volunteers, they are responsible to, and under the direction, supervision, and control of, the management of the entity that operates the facility or event; they are therefore agents of that entity, but not employees.

8.1.2.3 When NSP members are engaged as paid employees, they do so subject to relevant federal, state, and/or local employment law and employment agreements.

8.1.2.4 When NSP members provide care without a formal engagement or role, they operate as “good Samaritans” subject to legal protections and responsibilities that may vary from state to state.

8.1.2.5 It is an area management prerogative to exceed NSP educational requirements. However, any additional area requirements are outside the auspices of NSP program insurance and liability coverage.

8.1.3 NSP Liability Insurance Policy

8.1.3.1 The NSP policy covers NSP members while they are participating in any NSP education, training, or certification program that has been specifically authorized by the National office as a sanctioned activity. NSP insurance covers claims for harm to others alleged to have arisen out of such educational and certification programs where a claim is made that such harm was the fault of the NSP or one of its members or instructors.

8.1.3.2 The NSP's National insurance policy provides that all local NSP registration units, Sections, Regions, and Divisions, as well as the National level of the organization, are protected if such units are named in a particular legal action as a defendant. This is true regardless of whether the ski area has a liability policy.

8.1.3.3 Endorsement Number 2 of the policy states: "It is hereby agreed that coverage as is afforded by this policy shall not apply to NSP Registration Units and/or NSP Member of the Named Insured while acting on behalf of area management whether Alpine, Nordic/Backcountry, Bike or other specialized area. It is further agreed that such coverage as is afforded by this policy shall not apply to NSP Registration Units and/or NSP Member activities, unless specifically authorized by the Named Insured's National Office as a sanctioned activity."

8.1.3.4 For the purposes of this provision, approved education programs or educational activities are those found in NSP Policies and Procedures and expounded by the training manuals approved by the National Board of Directors (e.g., Outdoor Emergency Care, Outdoor Emergency Transportation: Principles of Toboggan Handling, The Ski Patroller's Manual). In addition, acting as the NSP Risk Management Commission, the National Board of Directors may approve individual activities that are not part of the foregoing publications on a case-by-case basis. Application for such approval must be submitted to the National Chair well in advance of the proposed activity.

8.1.4 Certification of Insurance

8.1.4.1 If NSP members need certification of insurance for any NSP ski safety, recruitment, or educational purpose, they must submit their request in writing to the National office at least 14 days in advance of the activity. This request must be for an activity that is directly related to the ongoing programs of NSP.

8.1.5 Subunit or Local Insurance

8.1.5.1 If liability insurance is purchased by a subunit or at a local level, the name of the National Ski Patrol System, Inc., or any abbreviation thereof, must not be included in any manner, shape, or form as a party additionally insured under the policy. If a particular local NSP patrol must be named as a party insured, the local NSP patrol should be referred to as the "____ Ski Patrol", without any reference that might connect the patrol with the NSP.

8.1.6 Every patroller should determine sources of insurance for their patrolling activities and determine if the coverage is adequate or if they are willing to assume the risk of patrolling without insurance.

8.1.7 Claims Against NSP Members or Local NSP Patrols

8.1.7.1 NSP will not participate in litigation initiated by a registered NSP member against a ski area or its management, unless the National Board of Directors determines that it is in the best interests of NSP to participate in some manner.

8.1.7.2 If an NSP member receives a notice setting forth a claim or potential claim against a patroller or the NSP, the member must immediately do the following:

a. Telephone the NSP Executive Director at the National office, (303) 988-1111, during business hours (Mountain Time) to inform him or her of the claim.

b. Telephone or personally contact the member's NSP patrol representative, the ski area's Patrol Director, and ski area management or the public lands agency to inform them of the claim.

c. If possible, transmit the claim letter or summons and complaint by fax to the NSP National office at (855) 331-6468.

d. Unless otherwise directed by the Executive Director, mail a copy of the letter or summons and complaint to:

Executive Director
National Ski Patrol
133 South Van Gordon, Suite 100 Lakewood,
CO 80228-1706

e. Mail or deliver a copy of the letter or summons and complaint to the member's NSP Patrol Representative, the ski area's Patrol Director, and ski area management or the public lands agency.

f. Notify the member's general liability insurance company (such as a homeowner's or renter's insurance company) of the claim and follow the insurance company's directions.

8.1.7.3 Except in the time and place set forth in a subpoena, the patroller should refuse to speak to anyone about the claim unless the person is positively identified as an authorized representative of NSP, the ski area, a public land agency, the patroller's insurance company, or the patroller's attorney.

8.2 General Risk Awareness and Management Strategies

8.2.1 Definitions

8.2.1.1 Risk: Exposure to the chance of injury or loss; a hazard or dangerous chance (Random House Dictionary of the English Language). Risks may be considered voluntary or involuntary. Generally, voluntary risk-takers are seeking benefit or gain and are aware of the risks involved. Involuntary risk- takers do not have the knowledge or experience to assess the results of their actions. The distinction becomes important when considering the acceptability of the risk.

8.2.1.2 Accident: A sequence of events that usually produces unintended injury, death, or property damage (National Safety Council).

8.2.1.3 Hazard: A condition that may cause injury, death, or property damage. Hazards are normally latent, and only become dangerous when humans interact with them.

8.2.2 Risk management is the process by which we identify risk and determine the probability of harm and the acceptability of the risk. We then analyze and select the techniques that are most appropriate to deal with that risk, implement those techniques, and monitor the results.

8.2.3 Management techniques fall into three general groupings:

a. Eliminate the risk. (End the program.)

b. Manage the risk. (Nurture the program.)

c. Shift the risk. (Purchase liability insurance, use release forms, etc.)

8.2.4 The process of solution selection, in simple form, consists of the following steps:

a. Identify risk and evaluate potential loss.

b. Evaluate how to eliminate, manage, or shift the risk.

c. Implement the selected strategy or strategies.

d. Monitor the results.

8.2.5 Participation in Ski Area Incident Investigations

8.2.5.1 Participation in incident investigation is under the direction, control, and supervision of area management

8.2.5.2 NSP members should not offer a specific diagnosis of injury, an opinion as to the cause of any accident, or statements of blame or accusations of wrongdoing regarding events which may have led up to an accident.

8.2.6 Managing Personal Risk

8.2.6.1 Safety should be the goal of every patroller. Patrollers should understand that patrolling involves inherent risks.

8.2.6.2 In order to minimize liability exposure as much as possible, it is important that each NSP member assess personal risk based on personal situation and be comfortable with the risks assumed by participating in NSP programs and as a service provider subject to the direction and control of area management or public lands agency.

8.2.7 Risk Management for Local Fundraising Events

8.2.7.1 When local subunits sponsor a fundraising event such as a ski swap, risk management, including the placement of adequate and appropriate insurance, will remain the sole responsibility of the local subunit.

8.2.7.2 Contact the NSP for additional information on this topic.

8.3 Expert Witness and Attorney Representation

8.3.1 The NSP reserves the right to discipline or expel any member who offers themselves as an expert witness or attorney in litigation against NSAA members, other NSP snow sports area partners, or fellow patrollers.

8.4 Child Labor Laws

8.4.1 Area operators direct ski or bike patrol and host operations at their areas. The area operator, not the NSP, must ensure that any use of minor ski/bike patrollers, mountain hosts, bike hosts, or minors in their capacities complies with applicable employment or other state laws. Therefore, the NSP patrol or host units must seek approval from area management when and prior to utilizing minors.

9. REGISTRATION

9.1 General Information

9.1.1 Registration Process and Responsibility

9.1.1.1 The annual registration process is designed to keep the National office records up to date. The National office uses registration information to maintain basic information on member data, education credentials, instructor certification, and certain awards or recognitions. It also enables the National office to compile accurate mailing lists for National, Division, and Region registration and refresher materials, publications, elections, and program mailings.

9.1.1.2 NSP Patrol Representatives/Directors (PR/PD) or designated registration coordinators (DRC) in the Divisions are responsible for patrol registration.

9.1.1.3 Patrol or Associate Unit Registration – Each year the Patrol or Unit must report to the NSP that the patrol or unit will or will not be continuing its affiliation with the NSP. Generally done in July. Each unit will also work with their Division Registrar related to Individual member billing vs Group/Bulk billing. Group/Bulk billing is only used for situations where the patrol or area pays the dues for all members. The Division Registrar will make necessary arrangements with the NSP office. Done by Sept 1st.

9.1.2 Member Registration

a. All members will be registered using the online registration system.

b. Detailed instructions for using the online registration system are posted on the registration web page.

c. Division registrars and NSP PR/PDs or DRCs also receive a description of the process via email.

d. Adding new members, transfers, late registrations, information updates, and classification changes may be done at any time during the year through the online registration system. Instructions for each of these activities will be found at the appropriate location within the online registration system.

9.1.2.1 Traditional members other than Alumni cannot register independently. Registration can only be done through the members' patrol.

a. No candidate or patroller type member shall be registered above the candidate level without first completing the OEC certification, CPR, ICS100, and any other area specific training requirements.

9.1.3 NSP Membership Registration Cards

9.1.3.1 The National office will issue NSP membership cards to individuals following dues payment. Cards should not be issued to any member who has not met all NSP

membership requirements listed in Section 5.1.3, nor should those members be permitted to patrol until the required activities are completed. PR/PDs should verify these requirements are met before adding individuals to the patrol roster for that year. No one other than the National office is authorized to create a membership card.

9.1.4 Registration Activity Calendar

9.1.4.1 The following information applies to all members except where specified.

a. July 1: Start of the registration year/fiscal year. Effective date for any new registration rates. The fiscal year is July 1 – June 30.

b. September 15: Deadline for Divisions to report to the National office any changes to their Opt-In or Opt-Out status, their dues rates for the Division and their various Regions, late fee amounts and date for implementation (Division and Region).

i. Opt-In --- National collects Division and Region dues and distributes to the Division by 5th working day of the month, each month.

ii. Opt-Out -- Division is responsible for collecting any Division or Region Dues.

c. **September 30:** Deadline for registration system to be open for re-registration of members through the on-line process.

i. Patrol/Unit (including affiliate groups) formation of their rosters for the year triggers the dues billing process.

ii. Office initiates billing of dues to Alumni members, after Sept 15.

iii. Office initiates billing of dues for General/Individual Associate members, after Sept 15, to capture changes in Division/Region Dues rates.

d. **January 1**: NSP registration and dues payments for reregistering members are due in the National office.

- January 1: Any individual who had not paid the prior years' dues, currently listed as Record Status SN, will have their Record Status changed to "I" – Inactive (aka Former Member).

e. **February 1**: Late fees are levied for reregistering members, whose online registrations have not been completed before this date. (Note: Divisions may impose additional late fees.)

f. **February 1**: Suspension - NSP registration for reregistering members including Alumni that have not been paid for the calendar year the member's Record Status is changed to SN – Suspended.

g. **April 1**: Alumni - Registration emails and reminder letters with Alumni promotional materials are sent to all unregistered members eligible to become Alumni at this time.

h. **July 1**: Additional late fees are levied for reregistering members whose online registrations have not been completed before this date.

9.1.5 Patrol/Unit Creation, Dispute Resolution, and Dissolution

a. An NSP registration unit consists of an NSP PD/PR/UR and one or more additional members, all of whom are members of the NSP and whose primary registration is with that registration unit.

b. Any two or more patrollers/members (see Bylaws Article VIII, Section 8.3) may elect an initial Patrol Representative who will then request authority from the Geographic Division based on their location for permission to form a patrol or the initial Patrol Representative may petition the Professional Division when appropriate.

c. When a dispute arises between two Divisions as to the location and proper assignment of the patrol within one of two competing Divisions (Geographic versus Geographic or Geographic versus Professional), if the Divisions cannot agree, the NSP Board of Directors shall assign the patrol to a Division.

9.1.6 Information Required to Create and Dissolve a Patrol

a. The Patrol Representative of the new patrol requesting formation will provide an original copy of the NSP Registration Unit Information Form with all required signatures to the Division Director for submission to the NSP National Office. The Division will review all of the facts provided and may request the NSP to provide assistance if it is not totally satisfied the NSP requirements will be met.

b. Once the Division has reviewed the facts, made a decision on the new patrol meeting the NSP requirements or if necessary, both the Division and NSP have made such a decision, only then may the division request a Patrol or Unit Registration Number from the NSP.

c. The NSP reserves the right to review the facts to determine if all the necessary requirements have been met prior to issuing a Unit Registration Number.

d. If this is an Associate Unit request, which is not attached to a Division, the NSP will make the determination, determine how the unit will function and be governed and assign a Unit Registration Number.

e. The Patrol Registration Number is for a geographic location subject to adjustment or termination by the Division or the NSP.

f. Information during the creation process between the Division or any unit and the NSP in the creation of a new patrol or unit shall be shared.

g. Should a Division make the determination to dissolve a patrol for cause, following due process, they should submit documentation of the facts surrounding the matter, detail of the process followed and memorializing the decision for ratification by the National Board of Directors. [Once presented to the National Board of Directors ratification is automatic unless voted down by a majority of voting members]. The

National Office shall have similar authority for the dissolution of patrols for ministerial reasons.

9.2 Membership Categories and Registration

9.2.1 Membership requirements for various member classification levels and types of service are provided in Chapter 5, "Member Guidelines and Policies." Notes:

i. National and LCA Appointments are an award, not a classification.

ii. A lifetime membership will be noted on the members' card.

Type of Service

i. V – Volunteer

ii. P – Paid Full-time (P)

iii. PPT – Paid Part-Time (PPT)

9.2.1.1 Member Number

a. Every individual member is assigned a permanent six-digit ID number. Although the Division and NSP patrol number may change if a member moves to another NSP registration unit and/or division, the individual's ID number will remain the same.

Example

- A001-111111
- A – Division
- 001 - NSP registration unit number
- 111111 - Member number

b. Codes for Divisions

- A – Alaska
- C – Central
- E – Eastern
- F – Far West
- I – Intermountain
- U – International
- N – Northern
- P – Pacific Northwest
- Q – Professional

- R– Rocky Mountain
- S – Southern
- X – U.S. Ski Patrol

c. Other Codes

- Affiliate groups, associates, and individuals registered with an associate NSP registration unit.

Affiliate Groups and Unassigned Associates - Old numbers	**Division**	**Associates by division**	**Affiliate Organization Groups**
W901	Alaska	A901	A800 series
W902	Central	C902	C800 series
W903	Eastern	E903	E800 series
W904	Far West	F904	F800 series
W905	Intermountain	I905	I800 series
W906	Northern	N906	N800 series
W907	Pacific Northwest	P907	P800 series
W908	Rocky Mountain	R908	R800 series
W909	Southern	S909	S800 series
W910	Professional	Q910	Q800 series
W911	International (was Europe/Asia)	U911	U800 series
W912	Unknown	X912	X800 series
n/a	None-National Level	X920 series	n/a

- Affiliate Units – Each Division has one or more Associate units to track their 'affiliate organization' Associate members. These units are in the 800 series

preceded by the code for established for the Division with which they are connected – e.g. A800

- Associate Units – Each Division has one or more Associate units to track their 'unassigned' Associate members. These units are in the 900 series preceded by the code for established for the Division with which they are connected – e.g. A900
- Associate Patroller Units- Associate units consisting of groups of individuals who are part of ski patrol groups from resorts that are not associated with the NSP at the time of unit creation. These groups are made up of individuals with WFR, EMT, Paramedic credentialing but not OEC and do not intend to use or become OEC credentialed. These units are in the 920 series preceded by an X to establish a connection to the US Ski Patrol Administrative Division – e.g. X920
- Mountain Host Units or Bike Host Units – Mt Host and Bike Host units are assigned a unit number tied to the Division and the resort with which they are connected. These will include the letters MH or BH followed by the code for the division and the unit number. (e.g., MH-A001, BH-A001)

9.2.1.2 Unit/Patrol numbers

Numbers	Kind of Unit	Description
001 – 499	Patrol Units	
500 – 599	Not currently used	
600 – 699	Alumni Units	For most Divisions there is a unit for each Region.
700 – 799	Not currently used	
800 – 899	Affiliate Group Units	Using the 800's started in approx. fall 2018
900 – 912	Associates by Division	Each Division has a # 900 – 912 All were preceded by a W (see P&P sec 9.2.1.1.d) are now proceeded by Division Code
920 – 949	Associate Patrol Units	Associate Patrol Units under Associate membership will use numbers 920; starting 8/29/24
950-999	Not currently used	

9.3 Registration Fees

9.3.1 When collecting NSP registration fees, the NSP PR/PD is required to provide a written statement to all registering members specifying amounts assessed by the National, Division, Region, Section, and local NSP registration unit, together with the total amount.

9.3.1.1 Division, Region, Section, and/or Patrol dues are designated by each subunit according to their published policies.

9.3.1.2 There are no additional National fees required for Secondary registration, but additional fees may be levied by Division, Region, or the local patrol.

9.3.1.3 Late Registration Fee – February 1st - There is a National late registration fee of an additional $10 per re-registering member for registrations submitted after January 31. Divisions may assess an additional late fee.

9.3.1.4 On February 1st members' Record Status is changed to SN – Suspended for any member who has not yet paid for that year's dues.

9.3.1.5 On July 1st there is an additional National late registration fee of an additional $10 per member for registrations submitted after June 30.

9.3.1.6 Effective 7-1-2025 the NSP will have an automatic increase in the annual membership dues rates. There will be a minimum increase in National dues of the greater of 2.5% or the CPI-U of the previous year measured from 1/1 through 12/31 as published by the BLS. (Bureau of Labor and Statistics)

9.3.1.7 Flexible Dues Structure – The board working with the Finance committee during the budgeting process has the authority to set registration fee/dues rates for various membership types based on the needs of the organization.

9.3.1.8 The annual registration fees/dues rates will be published on the NSP website, showing the current rates and any increases with effective dates.

9.3.2 Geographic Division Members

9.3.2.1 The annual national registration fees shall be set annually by the Finance Committee through the budgeting process and will be approved annually by the Board of Directors. The rate will be applicable for Patroller, Candidate, Physician Partner, and Host member types, plus any Division, Region, Section, and Patrol/Unit registration fees.

9.3.3 Professional Division Members

9.3.3.1 The annual National registration fees will shall be set annually by the Finance Committee through the budgeting process and will be approved annually by the Board of Directors. This rate applies to all member types other than Alumni.

9.3.4 Alumni

9.3.4.1 Dues for Alumni members shall be set annually by the Finance Committee through the budgeting proceeds and will be approved annually by the Board of Directors. Alumni dues will be processed directly by the National office. A certain percentage shall be sent to the Division, to be no less than $10.00

9.3.4.2 On February 1st member's Record Status is changed to SN – Suspended for any Alumni member who has not yet paid for that year's dues.

9.3.5 Associates (includes Associate Patrols)

9.3.5.1 The annual National registration fees for Associates shall be set annually by the Finance Committee through the budgeting process and will be approved annually by the Board of Directors, plus any Division, Region, Section, and Unit registration fees.

9.3.5.2 Effective January 2020 the National level no longer passes the $10 back to the Divisions. Divisions and Region Dues will be billed and collected through the NSP electronic billing system, with the Division and Region dues monies distributed to the Divisions the same as any other member.

9.3.5.3 Late Registration Fee – February 1st there is a National late registration fee of an additional $10 per member for non-registration by January 31 (submitted after January 31). Divisions may assess an additional late fee.

a. On February 1st members' Record Status is changed to SN – Suspended for any member who has not yet paid that year's dues.

b. On July 1st there is an additional National late registration fee of an additional $10 per member for non-registration by or submitted after June 30.

9.3.6 Affiliates

9.3.6.1 The contract fee is negotiated in the Affiliate contract. Individual members pay the Associate rate plus any Division or Region dues.

9.4 Types of Registration Units

9.4.1 An NSP patrol may be directly affiliated with a ski area or land management unit that registers patrollers who have chosen to provide patrol services primarily to that specific area or unit,

9.4.2 An NSP Host unit may be directly affiliated with a ski area or land management unit that registers Hosts who have chosen to provide Host services primarily to that specific area or unit.

9.4.3 The Division administrative patrols (the NSP Patrol Representative is the Division Director) and the U.S. Ski Patrol (the NSP Patrol Representative is the National Chair)

consist of members whose responsibilities of office prevent them from fulfilling the member requirements at a specific area or unit.

9.5 NSP Patrol and Host Registration

9.5.1 All NSP patrols and Host units registered with an NSP Division are registered on an annual basis coinciding with the NSP fiscal year (July 1 to June 30). These NSP patrols reregister every year to maintain validity of the unit in accordance with National and Division policy. NSP patrols may be denied reregistration if they do not properly submit appropriate annual reports, or if they fail to complete the annual refresher requirements.

9.5.2 Patrol and Host unit registration is done in July/August each year. This informs the NSP of the unit's intention to maintain the unit's membership or information related to deactivating the unit.

9.5.3 Patrols and Host units registering with the NSP for the first time should contact the Section Chief, Region Director, Division Director, Division Registrar, or National office.

9.5.4 The NSP patrol online registration must be completed when the NSP patrol initially registers.

9.5.5 The online registration system is used to register or reregister Alpine, Nordic/Backcountry, Bike, or other specialized patrols and Host units. Individuals cannot register independently. Registration is by area patrol only, with the exception of Alumni.

9.5.6 During the season, any changes to officer information should be submitted to the Division and National office.

9.6 Geographic Division - Patrol and Host Registration

9.6.1 Patrol Registration Unit Definitions

9.6.1.1 An NSP registration unit must consist of an NSP PR/PD and one or more additional patrollers/members, all of whom are members of the NSP and whose primary registration is typically with that registration unit.

9.6.1.2 Two patroller registration units at the same area may register separately with the NSP, e.g., the volunteer patrollers with the Geographic Division and the paid patrollers with the Professional Division, or volunteer and paid patrollers may be registered as one registration unit with the Geographic Division.

9.6.1.3 Host registration units are registered separately from the patroller units

9.7 Professional Division - Patrol and Host Registration

9.7.1 Area Patrol Definition

9.7.1.1 To register with the National Ski Patrol through the Professional Division, an area patrol must meet the National requirements for NSP members as outlined in Section 5.1.3 of this document and fall within the guidelines for membership in the Professional Division as outlined in Section 9.7 below.

9.7.1.2 Individuals cannot register independently in the Professional Division. Registration is by area patrol or Host unit only.

9.7.2 Area Patrol Review Process

9.7.2.1 All registrations are subject to review by the responsible Professional Division Region delegate within the Geographic Division and by that Geographic Division's director.

9.7.3 New Area Patrol Registration Process

9.7.3.1 The area patrol must file its intent to register with the Professional Division Region Delegate. In the absence of a region delegate, the application will be filed with the Professional Division Director.

9.7.3.2 The Region Delegate must send a copy of the initial membership application to the corresponding Geographic Division Director for review.

9.7.3.3 The Geographic Division Director has 30 days to respond to the Professional Division Delegate with any concerns or problems regarding the patrol's intention to register with the Professional Division.

a. If there is no response from the Geographic Division within 30 days, or the Geographic Division Director and the Professional Division Delegate agree that this patrol meets the criteria for Professional Division membership, then the registration will be forwarded to the National office.

b. If the Geographic Division Director disagrees with the patrol's intention to register with the Professional Division, then the Geographic Division Director and Professional Division Region Delegate and Division Director will determine the appropriate action and notify the patrol director.

c. If the unit membership decision is not resolved, the application will go to a board of review (see below).

9.7.3.4 Dispute Resolution Process

a. If there is no agreement between the Professional Division Region Delegate and the Geographic Division Director, the matter of a patrol registration will go to a board of review.

b. The board of review will consist of the Geographic Division Director, Geographic Region Director, Professional Division Region Delegate, Professional Division Director, and National Chair as voting members. The Executive Director will serve as an ex officio staff liaison.

9.8 Geographic Division - Member Registration

9.8.1 Registration

9.8.1.1 Members register with the NSP for a calendar year (January 1 through December 31). A patroller is considered registered with the NSP when all appropriate dues and necessary personal information updates have been provided to the NSP PR/PD. Dues payment and processing must be verified before registration is completed.

9.8.1.2 NSP PR/PDs are responsible for recording and verifying that all NSP members have completed all NSP refresher requirements before permitting them to patrol. It is understood that some refresher requirements, especially on-the-hill/trail refreshers, may take place after registration information has been submitted.

9.8.1.3 Registration above the candidate level requires OEC certification, and ICS100. (see sections: 4.5, and 5.2)

9.8.1.4 Online registrations should be completed, and fees submitted by January 1 to ensure that members receive their membership registration cards in a timely manner. Late registrations can be submitted as additions through the online system as members complete their requirements.

9.8.1.5 Late Fees - National dues for reregistering patrollers/members submitted through the online system after January 31 are subject to a $10 late fee. Division late fees may be charged as well.

9.8.1.6 Suspension - Feb 1st – if dues are still unpaid the member's Record Status is changed to SN – Suspended status.

9.8.2 Update Classification, Address Changes

9.8.2.1 Classification changes should be done through the online registration system.

a. This can be done by the PR/PD or DRC at any time during the season to update the records of members who have had a change in classification.

b. The PR/PD or DRC should use the online registration system to ensure that membership records are kept accurate.

c. Members are encouraged to use the member profile section of the NSP website to update their own changes for home address, phone, or email address.

d. Based on Division guidelines, members may also need to notify the Division Registrar of changes.

9.8.3 Secondary Registration

9.8.3.1 Members may register with a second NSP registration unit. Members may select only one registration unit as their primary NSP patrol/unit and one or more registration units as their secondary NSP patrol.

a. To initially register with a secondary NSP patrol/unit, the PR/PD or DRC at the secondary patrol/unit must add the individual via the online registration system using the member's individual membership number.

b. The secondary patroller/member roster is provided to NSP PR/PDs through the online registration system.

9.8.4 Transferring Members

9.8.4.1 Transferring members should be registered through the online registration system using the member's individual membership number.

9.8.4.2 If the transferring member has paid dues for the current season, no further National dues are required. If the transferring patroller has not paid dues for the current season, dues will be billed accordingly.

9.8.4.3 Members transferring to another Division or Region may have to pay that Division’s or Region's dues.

9.8.5 New Members/Candidates

9.8.5.1 New Member Registration

9.8.5.2 New members should be registered through the online registration system.

9.8.5.3 Candidates in Geographic Divisions must complete the registration process before participating in any NSP on-the-hill activity.

9.8.5.4 If a candidate registers between Jan. 1 and June 30, the candidate's registration will expire on December 31 of that year.

9.8.5.5 If a candidate registers between July 1 and Dec. 31, the candidate's registration will expire on Dec. 31 of the year following initial registration.

9.8.6 Changes between Active and Temporarily not patrolling Status

9.8.6.1 The PR/PD can change an individual from active to temporarily not patrolling status or temporarily not patrolling to active status through the online registration system. It is the PR/PD's responsibility to verify that the individual returning to active status has met the necessary NSP refresher requirements.

9.8.7 Reregistering a Former Member

9.8.7.1 The unique registration ID number of former members is archived in the online registration system.

9.8.7.2 To reregister a former member, the PR/PD or DRC must search for the member's existing record.

9.8.7.3 If there has been a 'break in membership' they will:

i. Not be able to pay any back dues for the years of non-membership,

ii. Get a new Join Date, and

iii. Lose any prior years of membership.

9.8.8 Physician Partner

9.8.8.1 The PR/PD or DRC should use the online registration system for Physician Partner registrations.

9.8.8.2 Only M.D.s, D.O.s, and MBBSs may be registered in this classification. This classification is not for 'patrollers' who are also M.D.s, D.O.s, or MBBSs but for those doctors who assist the patrol and area with training, and if authorized by the area's management may also help with medical emergency treatments as warranted. Other medical professionals who wish to be members of the NSP should be registered as patrollers or use the NSP associate registration process.

9.8.9 Active Duty Deployed Military

9.8.9.1 This registration notation is to be used only for members whose military duty/deployment does not allow them to fulfill their patrolling duties.

9.8.9.2 Active military personnel who are also active patrollers should be registered as outlined above.

9.8.10 Young Adult Members

9.8.10.1 All members under the age of 18 must be registered as Young Adults with the appropriate classification YAP - Candidate (YCAN); YAP – Patroller (YPAT); YAP – Alpine (YALP); YAP – Nordic/Backcountry (YNOR); YAP – Bike (YBIK) YAP Mt Host (YMH), YAP Bike Host (YBH)

9.9 Professional Division - Member Registration

9.9.1 All registered Professional Division patrollers, Physician Partners, and Hosts must meet the NSP membership requirements found in Section 5.1.3. and section 5.3.6, 5.7.2 and 5.8.1.

9.9.2 PR/PDs or DRCs should use the online registration system for members being reregistered, to add new patrollers or transfer members to a patrol.

9.9.3 Online registration must be completed, and membership dues submitted to the national office by Dec. 31 of the current ski season.

9.9.4 Registration above the candidate level requires OEC certification, CPR, and ICS-100 completion. (see sections: 4.5, and 5.2)

9.9.5 New patrollers and Hosts hired during the season should be submitted as additions (late registrations) through the online system as they complete their requirements. Dues should be sent directly to the National office.

9.9.6 Young Adults

9.9.6.1 All members under the age of 18 must be registered as Young Adults with the appropriate classification YAP - Candidate (YCAN); YAP – Patroller (YPAT); YAP – Alpine (YALP); YAP – Nordic/Backcountry (YNOR); YAP – Bike (YBIK), YAP-Mt. Host (YMH), YAP- Bike Host (YBH).

9.10 Alumni Registration Process

9.10.1 Alumni membership applications or brochures are available from the NSP website, the national office, and the division registration coordinator.

9.10.2 Alumni members are registered with divisions and may request to be on a local patrol's secondary patrol roster as an alumnus if permitted by that patrol's policies.

10. COMMUNICATIONS

10.1 Communication

10.1.1 Communicating National Policy to Divisions

10.1.1.1 Periodic National communication between the Board, volunteer and National staff, program committees, line officers, and other NSP members describing policies and programs is essential. This is done using electronic mail, the NSP member website, social networking sites such as Facebook, and through Ski Patrol Magazine. Copies of all NSP communication coming into a Division are sent to the Division Director. It is the responsibility of the Division to disseminate this information to line officers, Advisors, Education Supervisors, and Administrators as appropriate.

10.1.2 Ski Patrol Magazine

10.1.2.1 *Ski Patrol Magazine* which is published two times a year, is the NSP's primary source of printed information for the general membership.

10.1.2.2 The OEC Refresher Study Workbook is sent out with the summer issue in May. All content for the Refresher Study Workbook is created by the OEC Refresher Committee.

10.1.2.3 All ideas and articles must be submitted to and reviewed by the Editor of *Ski Patrol Magazine* before a decision is made whether to develop the idea or publish the article. There is no obligation to develop ideas or publish articles submitted by members.

10.1.3 Ski Patrol Catalog

10.1.3.1 *The Ski Patrol Catalog* provides information on all catalog items available from the National warehouse, through the NSP Online Store, including official supplier items, logoed items, medical equipment, patches, badges, pins, award material, publications and educational materials, and information on NSP education courses.

10.1.3.2 *The Ski Patrol Catalog* is sent out with the fall and spring issues of the Ski Patrol Magazine.

10.1.4 Electronic Mail

10.1.4.1 The National office is equipped to send and receive electronic mail.

10.1.4.2 The National office address for electronic mail sent through the Internet is memberservices@nsp.org.

10.1.4.3 NSP members are encouraged to communicate using electronic mail.

10.1.5 NSP Website

10.1.2.4 The NSP is represented on the web at http://www.nsp.org.

10.1.2.5 The National office staff maintains the website. The site provides information to members and nonmembers on the organization, education programs, ski safety, and a variety of other topics.

10.1.2.6 NSP members are provided special services via the NSP member login section of the website. These services include the ability to make address changes, view their member data, shop the catalog and close-outs online, participate in the Member Forum, download NSP Policies and Procedures and a variety of forms, plus other services as deemed necessary and appropriate.

10.1.3 Member Services

10.1.3.1 Member service personnel are prepared to answer member questions concerning orders, registration, courses, awards, recognitions, and special events.

10.1.3.2 Member data is maintained in the National office to provide members, officers, program directors, and supervisors with member and instructor cards, registration materials, and program records.

10.1.3.3 An education report verifying a member's educational course completions and instructor training is provided upon request to NSP Patrol Representatives.

10.1.3.4 Member Data - Line officers of the National Ski Patrol will have “read only” access to the member’s profile database up to one level above that officer’s line position in the organization.

10.1.4 National Office Facsimile

10.1.4.1 The national office local FAX number is 855.331.6468.

10.2 Use of NSP Name, Trademarks and Logos, and Copyrights

10.2.1 Use of Name

10.2.1.1 The wording "National Ski Patrol System, Inc." is used on all appropriate documents. The common usage of the organization's name is "National Ski Patrol" or "NSP."

10.2.1.2 The phrase "National Ski Patrol" is a registered trademark of the National Ski Patrol System, Inc.

10.2.1.3 All trips, excursions, etc., organized by members or units of the NSP that are advertised as "NSP" or "Ski Patrol" sponsored, and/or which claim to be tax deductible under the rules of the Internal Revenue Service, must have the written approval of the National Chair or Executive Director to be so sanctioned.

10.2.2 Trademarks and Logos

10.2.2.1 The National Ski Patrol holds the following trademarks registered with the Commissioner of Patents, United States Patent and Trademark Office:

a. The words "National Ski Patrol";

b. The gold cross;

c. The gold cross with blue outline;

d. The blue and gold triangle, with the words "Ski Patrol" and the gold cross;

e. The blue and gold cross, with the words "National Ski Patrol;"

f. The blue and gold six-pointed star, with the words "National Ski Patrol" and the gold cross;

g. The words "U.S. Ski Patrol" and "United States Ski Patrol;"

h. The words "Outdoor Emergency Care" and the acronym "OEC;"

i. The words "Ski Patrol Magazine;"

j. The words "Outdoor First Care;"

k. The NSP shield logo;

l. National Ski Patrol Mountain Host;

m. The Mountain Host logo, including the black oval with the words “National Ski Patrol Mountain Host” and a white cross with mountain silhouette; and

n. The words “National Mountain Bike Patrol.”

10.2.2.2 The NSP shield logo with the white cross is the official logo of the NSP for use on all printed and promotional materials.

10.2.2.3 The National office administers and regulates the use of the NSP trademarks and logos. No subunit, member, or other person may use NSP trademarks or logos, except in accordance with these guidelines and as authorized by the National office.

10.2.2.4 The National level of the NSP has exclusive rights with respect to the use of NSP trademarks and logos for commercial purposes. No subunit, member, or other person may use NSP trademarks or logos for commercial purposes without prior, express, written consent of the NSP Executive Director.

10.2.2.5 NSP subunits may use NSP trademarks and logos within the geographic area of the subunit for noncommercial purposes, including letterhead and business

cards, identification of NSP national programs, and fundraising purposes. In all such cases, the following rules apply:

a. The mark or logo may not be augmented, distorted, defaced, or altered in any way, including the substitution of colors;

b. All uses must be consistent with good taste and common sense; and

c. Any fundraising efforts must be confined to the specific geographic area of the subunit. Any subunit desiring an exception to this policy must submit a written request detailing the proposed use, including a diagram of any piece which includes an NSP mark or logo, to the Executive Director.

10.2.2.6 No subunit, member or other person may make changes to existing marks or logos or create new marks or logos to symbolize National programs or the National organization, without the prior, express, and written consent of the Executive Director.

10.2.2.7 The NSP will vigorously enforce its rights with respect to trademarks, logos, and other intellectual property, regardless of who infringes those rights. Members who observe possible unauthorized use or infringement of NSP rights are requested to notify the national office, and, if possible, forward a copy of the questionable material(s) to the national office, together with a note regarding the place and kind of material in which the mark or logo was used. The Executive Director will investigate the matter and take appropriate action. Litigation against offenders may be initiated at the direction of the Board of Directors.

10.2.3 Copyrights

10.2.3.1 NSP holds and retains copyrights in a variety of informational and educational publications, including manuals, textbooks, workbooks, posters, videos, and electronic items.

10.2.3.2 No part of any NSP copyrighted materials may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means – electronic, mechanical, photocopying, recording, or otherwise - without the prior written permission of the Executive Director.

10.2.3.3 Anyone seeking to use any part of NSP publications in proposed publications, films, or electronic media must make an application to the Executive Director. The application must include a description of the proposed use, whether the publication will be sold, and how many copies of the publication are to be made.

10.2.3.4 The NSP will vigorously enforce its rights with respect to copyrighted and trademarked materials and logos and other published materials, regardless of who infringes those rights. Members who observe possible infringement of NSP rights are requested to notify the National office, and, if possible, forward a copy of the questionable material(s) to the National office, together with a note

regarding the place and kind of publication in which the material was published. The Executive Director will investigate the matter and take appropriate action. Litigation against offenders may be initiated at the direction of the Board of Directors.

10.2.4 Electronic Publication Guidelines

10.2.4.1 To "publish electronically" means to post or transmit content on or to a computer network or message board, including the web and the Internet. "Content" is any text, graphics, or computer code that can appear on a computer network or message board, WWW site, or the Internet. This includes but is not limited to sites such as Facebook, Instagram, Twitter [X]

10.2.4.2 The electronic publication of NSP trademarks and logos or copyrighted material is subject to the provisions of Sections 10.2.2 and 10.2.3, and the NSP Code of Conduct. An NSP member and/or subunit must be directly responsible for the content of any electronic publication site containing NSP trademarks, logos, or copyrighted material, and responsible for ensuring continuing compliance with the provisions of Section 10.2.

10.2.4.3 Appropriate copyright notices and language must accompany electronic publication of NSP trademarks and logos. (Refer to the NSP website for suggested language.)

10.2.4.4 Electronic publication of NSP copyrighted material is prohibited without prior written authorization from the NSP Executive Director. Prohibited material includes NSP educational publications, Ski Patrol Magazine, Ski Patrol Catalog, The Sweep, films and videos, or any part of such materials.

10.2.4.5 NSP retains the exclusive rights to the commercial use of NSP logos and marks. Advertising and links to suppliers other than NSP-approved sponsors within member, Division, or other subunit electronic sites are prohibited, unless approved in writing by the NSP Executive Director. Because of the worldwide nature of the Internet, such links and advertising create a potential conflict of interest with existing endorsement relationships and agreements. Commercial relationships are solicited and administered by the National office. Links to the NSP website that contains links to NSP sponsors and suppliers are encouraged.

10.2.4.6 NSP subunits and members are cautioned to take care in posting information on the web or their websites, and to observe legal and ethical considerations, including the provisions of the online responsibility code governing use of the NSP website, and the provisions of the NSP Code of Conduct.

10.2.4.7 NSP will vigorously enforce its rights with respect to copyrighted materials and other published materials, regardless of who infringes those rights. Members who observe possible infringement of NSP rights are requested to notify the national office, and, if possible, forward a copy of the questionable material(s) to the national office, together with a note regarding the place and kind of publication in

which the material was published. The Executive Director will investigate the matter and undertake appropriate action. Litigation against offenders may be initiated at the direction of the Board of Directors or the Executive Committee.

10.2.5 Confidential Information and Data Policies

10.2.5.1 NSP obtains, compiles, and retains information and data concerning many topics, including members, programs, scientific and medical matters, designs, procedures, and finances. The purpose is to further the mission of the NSP.

10.2.5.2 Much of the information and data that the NSP gathers and maintains is confidential, and constitutes "trade secrets" of NSP, as that term is defined in the Uniform Trade Secrets Act as adopted by the state of Colorado. Colorado Revised Statutes §7-74-101(4) provides that a "trade secret" includes "the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, improvement, confidential business or financial information, listing of names, addresses, or telephone numbers, or other information relating to any business or profession which is secret and of value."

10.2.5.3 From time to time, confidential information is given to NSP members (especially Officers, Program Directors, Supervisors, and instructors) for use in implementing NSP policies and programs. The use of such information is limited to the purpose(s) for which the information is distributed.

10.2.5.4 Without the prior written consent of the NSP Executive Director, confidential NSP information and data may not be used for any purpose other than furthering NSP policies and programs as authorized by the Board of Directors and as implemented by the National and Division organizations.

10.2.5.5 Membership address lists may be obtained as follows:

a. Line officers may obtain address lists for the members of their respective subunit upon request.

b. Other NSP members may obtain member address lists upon filing a written request with the National office. If the Division can provide such lists and follows these guidelines, the request may be made to the Division Director. The request must include a copy of the written materials proposed to be distributed via the list and must state that the use complies with the guidelines of this section and does not involve financial gain to any entity other than an NSP subunit. The list will be made available on a single-use basis through preprinted mailing labels. The requester shall pay the cost of the labels.

c. Distribution of membership address lists in electronic form is limited to National, Division, and Region officers. The Executive Director must approve such requests.

d. The National office may develop additional rules and guidelines for the implementation of NSP confidential information and data policies.

10.2.5.6 Examples of misuse include, but are not limited to, electronic storage, use, transfer, or disclosure of (1) mailing lists for unauthorized commercial or charitable purposes other than authorized promotion of NSP policies; (2) personal member information for personal, business, or government uses unrelated to NSP policies or programs; (3) confidential NSP budgetary, fiscal, or financial matters to persons or groups other than those entitled to review such information; (4) information relating to confidential NSP legal matters, including the minutes of NSP meetings for any purpose other than authorized promotion of NSP policies; (5) draft program books, guides, and other materials for purposes other than program development and revision; and (6) other confidential information or data for any purpose other than authorized promotion of NSP policies.

10.2.5.7 NSP members who violate NSP confidential information and data policies are subject to discipline under the Code of Conduct (Chapter 6). Members and others who violate such policies may be sued by NSP and/or reported to the appropriate law enforcement agency for possible criminal prosecution. NSP reserves all rights, claims, and remedies it may have in connection with violations or threatened violations of its confidential information and data policies.

10.3 Publication Policy

10.3.1 Education and Training Publications

10.3.1.1 All education and training publications intended to be used as NSP documents for approved NSP programs in the education of members must first be reviewed and approved by the National Office staff to ensure that the material conforms to the organization's copyrights, policies, and regulations.

10.3.1.2 All publications and proposed publications are subject to review for any possible endorsements of products that might conflict with the federal antitrust law.

10.3.1.3 Individual ski area patrol manuals do not need to be reviewed by the NSP but should be approved by the appropriate area management. Topics in local manuals involving education, training, and certification for NSP membership must comply with NSP Policies and Procedures.

10.3.1.4 The authors of publications and/or materials rejected by a publication review committee may appeal to the National Board of Directors.

10.3.2 Publication Coordination with National Office

10.3.2.1 Program Directors whose disciplines require education materials must work with the National Office staff to coordinate the scheduling, development, production, and inventory of these publications. The lead time for producing a manual is long,

so a close watch must be kept on the inventory of existing manuals to avoid exhausting supplies.

10.3.2.2 Before any National education project can be assigned a deadline, it must be scheduled with respect to the workload and prior commitments of both the education department and the marketing department.

10.3.2.3 Publication time schedules must not interfere with, or take priority over, *Ski Patrol Magazine, Ski Patrol Catalog*, or the *Refresher Study Workbook* production schedules.

10.3.2.4 The Education Director coordinates the development of all educational material produced by the National organization. Consequently, this person should be contacted regarding the proposed development of any publication of National application. The Education Director is not responsible for the content or the writing, but rather reviews and revises the material for compliance with National standards pertaining to a specific discipline, implements committee revision of the material, oversees the development and review of the publication's graphic components with respect to technical accuracy, and assembles the overall material into a specific format.

10.3.2.5 The National staff shall edit and review national publications, as necessary and where appropriate, before they are produced.

10.3.2.6 Because the quality of a publication depends as much on the editorial process as on the initial development stages, a realistic timeline for both phases should be factored into the production schedule.

10.3.2.7 The National office will provide a copy of source material for pilot programs to be distributed and reproduced at division expense to division members.

10.3.2.8 The development of NSP education publications must be comprehensive and consistent in educational quality.

a. Educational documentation will be created for two major publication categories: emergency response and patrolling skills.

b. Publications will be produced for three member groups: patrollers, line officers, and instructors.

c. Publications will be generated with a five-year shelf life following a workable publication schedule.

10.3.3 Current National Publication Policy

10.3.3.1 NSP Policies and Procedures as amended constitutes the approved National policies of the NSP. All other publications are educational or informational documents and may or may not reflect current NSP policies. The National office shall complete the compilation of the annual edition of the amended NSP Policies and Procedures manual no later than Sept. 1 of each year.

10.3.3.2 In addition to such "hardcopy" printed publications of the NSP Policies and Procedures as the NSP Board of Directors deems appropriate, the NSP Executive Director shall publish and keep current the entire NSP Policies and Procedures (except minutes of board actions) on the NSP website in a manner that will permit members having access to the home page to view and print selected pages of interest using their Internet browsers through a secure website. The NSP Policies and Procedures version published on the NSP home page shall be the archival reference version whose contents are authoritative over all printed versions(s) thereof. Each page of the version published on the home page shall be appropriately annotated so that a reader thereof can easily determine its currency.

10.3.3.3 The NSP expressly repudiates all parts of manuals and publications developed by the NSP Divisions or their subunits that are inconsistent with, or contrary to, current National policy, as amended from time to time.

10.3.3.4 Divisions are responsible for verifying that the material presented in Division publications is not in conflict with National policies.

10.3.3.5 National policy takes precedence over any policies published at the Division, Region, Section, or local NSP patrol levels.

10.3.3.6 The following publication disclaimer must appear in all NSP published textbooks and manuals: *NSP Policies and Procedures, as amended, constitutes the approved national policies of the National Ski Patrol System, Inc. All other publications are educational or informational documents and may or may not reflect current NSP policies*.

10.4 Social Media

10.4.1 The NSP's Social Media position is available on the NSP website.

11. SKI AND OUTDOOR RECREATION COMMUNITY RELATIONS

11.1 Organizations

11.1.1 The NSP is associated with numerous organizations in the arena of snow sports and outdoor recreation., Canadian Ski Patrol (CPS), the National Park Service (NPS), and the U.S. Forest Service (USFS).

11.1.2 Copies of the operative formal agreements, as well as additional information regarding organizations with which the NSP is associated, may be found on the member website.

11.1.3 National Ski Areas Association (NSAA)

11.1.3.1 The NSAA is the national trade association for ski resorts located in North America. The association fosters the legitimate interests of ski area operators and industry supplier members, promotes utilization of environmental resources to meet the skiing public's needs, and promotes skiing and skiing safety.

11.2 Ski Industry Safety Education Programs

11.2.1 The NSP recognizes the need for a united effort to increase safety awareness among the snow sports public.

11.2.2 The NSP, in concert with the National Ski Areas Association, agrees to promote the development of safety programs that address the variety of safety issues associated with mountain recreation.

11.2.3 Central to all industry safety programs is Your Responsibility Code. NSP endorses the Your Responsibility Codes promulgated by the NSAA. The texts of the Your Responsibility Codes, as well as other industry safety initiatives supported by the NSP, are posted on the "Safety Page" on the NSP website.

11.2.4 In addition to the NSAA, NSP may partner on safety initiatives with other organizations and companies, including but not limited to the U.S. Forest Service, National Park Service, United States Ski Association, Professional Ski Instructors of America, Consumer Products Commissions, and the National Safety Council.

11.3 NSP's Membership Commitment to Safety

11.3.1 Part of the National Ski Patrol's mission statement calls for its membership to participate in and support the ski and outdoor recreation community through exceptional education programs.

11.3.2 All Divisions should encourage their members to promote skiing/snowboarding and other outdoor recreation education programs, materials, and symbols where possible.

11.3.3 Snow sports safety programs may be initiated at all levels of the NSP organization. NSP patrols should work closely with area management, the area insurer, and the NSP patrol Legal Advisor to develop programs that address local needs, are consistent with area management policies, and are in accordance with area insurance coverage.

11.3.4 NSP subunits may also work closely with public school systems, youth organizations, and ski trip organizers and other parties to coordinate skier education programs for students.

11.3.5 Special education projects, such as Backcountry awareness programs, may warrant coordination with governmental agencies or other organizations, such as but not limited to the U.S. Forest Service, National Park Service, National Ski Areas Association, United States Ski Association, Professional Ski Instructors of America, Consumer Products Commissions, and the National Safety Council.

11.3.6 It is a goal of the NSP to develop and disseminate public relations material to positively promote the organization and the NSP member. Skier education should be presented positively and focus on attracting new skiers and encouraging return visits.

12. AWARDS AND RECOGNITION PROGRAM

12.1 NSP Awards and Recognitions

12.1.1 NSP awards and recognitions are designed to recognize and reward its registered and in good standing (per chapter 5) patrollers and hosts for outstanding service in individual events and for extended service to the organization. The National Awards and Recognition Program may be supplemented at the Division, Region, Section, or patrol level. Many of the awards and recognitions can be nominated at any time during the year. NSP officers are reminded that for all awards and recognitions needing National level approval, except the National Outstanding Awards, a minimum of 45 days from receipt in the National office is needed to approve such nominations, and process and distribute the awards.

12.1.2 For nominations, the most current years nomination forms located on the NSP website shall be used. Any changes to the existing forms or rules/criteria shall be completed and approved by September 30th and will go into effect October 1, of that year. Any changes after that date will not apply until the next October 1, unless expressly implemented sooner by the Board of Directors. All changes to NSP Awards and Recognition criteria shall be reviewed and approved by the NSP Board of Directors.

12.1.3 All awards and recognitions require the recipient to be an NSP registered member, and in good standing (per chapter 5), at the time of the period for which the award is honoring, unless indicated otherwise for a particular award.

12.1.4 Where applicable the sponsor's recommendation means the sponsor writes the equivalent of a letter of recommendation but not in a formal letter format. The recommendation should be detailed and reference the attributes and activities mentioned on the nomination form.

12.1.5 All NSP National Awards listed below must be signed by the National Chair

12.2 Appointments (National and Leadership Commendation)

12.2.1 Intent: A patroller awarded an Appointment is an individual who has demonstrated exemplary leadership, good character, diplomacy, a positive attitude, good judgment, exemplary qualities of patrolling ability, a genuine desire to serve the skiing public, and extraordinary service to the NSP.

12.2.2 Receiving an Appointment is not something for which a patroller, volunteer or paid, can work or plan. A patroller does not apply for an Appointment. The Appointment should be overdue, rather than premature, but tenure alone is never an adequate criterion. To be bestowed with the high honor of an Appointment, a patroller must be nominated by a member who already has an Appointment. Those in the review process, should all have appointments. An Appointment is not intended to be a retirement award. A patroller may receive only one Appointment.

12.2.3 Common Qualifications

12.2.3.1 A patroller who is nominated for an Appointment must meet the following qualifications:

a. Must have served a minimum of eight years as an active patroller of the National Ski Patrol.

b. A minimum of 12 months must have elapsed since completing all requirements for NSP Senior, NSP Certified or NSP Nordic Master classification.

c. Must have demonstrated exemplary leadership that benefits the ***NSP in one or more of the following.*** Address all that apply:

i. By serving in a leadership role with a positive impact at region, division, or national levels,

ii. By serving two or more years as an exceptional certified instructor in a program that is beneficial to the NSP,

iii. By exceptional performance as an NSP Patrol Representative or NSP paid Patrol Director.

d. Should have demonstrated leadership abilities in working with the public as related to outdoor activities and safety education.

12.2.4 Leadership Commendation Appointment Qualifications

12.2.4.1 Nominees for the Leadership Commendation Appointment who are registered as a patroller must have been an active Senior patroller (as defined in Appendix G) for at least one year before nomination.

12.2.5 National Appointment Qualifications

12.2.5.1 Nominees for the National Appointment must have been an active Senior Alpine Patroller, Senior Nordic/Backcountry patroller, NSP Nordic Master or Certified patroller for at least one year before nomination. Senior, Nordic Master, or Certified requirements are defined in Appendix G.

12.2.6 Nomination Procedure Requirements (National and Leadership Commendation)

12.2.6.1 The Appointment nominee must be nominated on the current approved Appointment Award Form and requires the sponsor's recommendation. The sponsor must be an active NSP patroller with an Appointment.

12.2.6.2 The Appointment of a patroller registered through the Professional Division may be submitted or processed through either the Professional Division or Geographic Division.

12.2.6.3 The Appointment nominee must be approved by the nominee's NSP Patrol Representative or Patrol Director, Section Chief, Region Director, Division Director, and a review board as applicable. Those in the review process, should all have appointments. Professional patroller nominations submitted through the Geographic Division require the approval of both the Geographic and Professional Division Directors. In lieu of the Professional Division Director's approval, approval may alternately be obtained from the respective volunteer Patrol Representative. The Division Director may delegate the authority for overseeing the procedure to a Division Awards and Recognition Advisor; however, this does not relieve the Division Director of the final responsibility for approving fully qualified and deserving nominees.

12.2.6.4 Each officer must sign the nomination form to give approval, except in those cases where the officer is the nominee. All signatures on the form should be from different individuals.

12.2.6.5 If the nomination is rejected at any step, the nomination, along with the reason for rejection, must be returned in writing (can be sent by email) to the sponsor within 30 days, with a copy sent to all in the review chain listed on the nomination form below, as well as one review step above the rejecting party. (See Section 12.13)

12.2.6.6 Paid patrols that certify skill levels in-house, versus participation in a formal NSP course or evaluation, must provide a training checklist or job description certifying those skill levels and describing them in detail. The paid Patrol Delegate must be satisfied and stipulate in a letter of support that the nominee's skill standards meet or exceed the Senior patroller skill level in that Geographic Division, and that the nominee meets the Appointment criteria in all other ways.

12.2.6.7 The nomination of a patroller for an Appointment must occur without the nominee's knowledge.

12.2.7 Nominations Review, Processing, and Presentation

12.2.7.1 The nomination review board must consist of at least three active patrollers with Appointments who have been appointed to the review board according to Division policy. The term of membership on a review board should be two years, subject to reappointment for successive terms, and terms should be staggered to assure continuity.

12.2.7.2 When the nomination has been approved at the Division level, the nomination form and sponsor's recommendation must be forwarded by the Division Director or the Division Awards and Recognition Advisor to the National Awards and Recognition Advisor, who reviews and forwards it to the national office for processing.

12.2.7.3 The National office sends the Appointment certificate, plaque, pin, patch, wallet card, and NA or LCA acknowledgment card to the person as designated on the nomination form.

12.2.7.4 Presentation of an Appointment must be made at a special occasion by the highest officer in attendance (a Region Director or higher officer or designee), and persons closely associated with the award recipient should be invited to attend.

12.2.7.5 The recipient must notify the National office that the Appointment has been presented. This can be done by either mailing the signed Appointment acknowledgement card or electronically with the electronic form. Once this is received the Appointment is posted on the member's NSP record. The electronic form can be found under Forms & Documents / Awards on the NSP website.

12.2.7.6 The Appointment is for life; however, if a patroller with an Appointment discredits the honor of the NSP, the Appointment will be revoked, and the individual will be asked to relinquish the Appointment certificate, plaque, patch, pin, and wallet card.

12.2.7.7 The Appointment number is not transferable.

12.3 Distinguished Service Award

12.3.1 Intent: The Distinguished Service Award may be given to individuals who have performed extraordinary service to the National Ski Patrol and the skiing public over a long period of time (minimum is 20 years). This is distinguished by exceptional devotion to duty and outstanding performance.

12.3.2 The Distinguished Service Award may be used to recognize patrollers who have made excellent contributions to the organization, regardless of their classification or whether they have an Appointment.

12.3.3 A patroller, host, or individual may receive this award only once.

12.3.4 The Distinguished Service Award also may be presented to individuals, or an organization not affiliated with the National Ski Patrol for outstanding contributions to the NSP. An example would be to recognize a ski area manager who has strongly supported the NSP for many years (no minimum specified) and has contributed significantly to the achievement of NSP goals.

12.3.5 The nominee for a Distinguished Service Award must be nominated on the current approved Distinguished Service Award Form and requires the sponsor's recommendation. The approval procedures are the same as those for an Appointment.

12.3.6 Recipients of the Distinguished Service Award who are patrollers or hosts of the NSP will be given a certificate, plaque, and sweater pin. Recipients outside the NSP will be given a certificate and a plaque.

12.3.7 Presentation of the Distinguished Service Award must be made at a special occasion by the highest officer in attendance (a Region Director or higher officer or designee), and persons closely associated with the award recipient should be invited to attend.

12.4 Meritorious Service Award

12.4.1 Intent: The Meritorious Service Award is to be given to active patrollers or hosts of the National Ski Patrol who have completed extraordinary and outstanding service and leadership as a Region or Division staff member (a Region Director or Division Director is not eligible). A staff member is defined as a Region or Division Program Supervisor, Advisor, or Coordinator, or other core administrative positions (Treasurer, Legal Advisor, Registrar, Alumni, etc.).

12.4.2 Qualifications

12.4.2.1 This award can be presented only to Region and Division staff members.

12.4.2.2 Must have served a minimum of three consecutive years in a Region or Division staff position.

12.4.2.3 Must have demonstrated leadership and outstanding performance while performing the staff position.

12.4.2.4 An individual is normally the recipient of this award only once.

12.4.2.5 This award is not intended for National-level staff.

12.4.2.6 A patroller who has already been given a Yellow Merit Star for service is not eligible for a Meritorious Service Award for the same service during the same period of time.

12.4.3 Nomination requirements

12.4.3.1 The nominee for the Meritorious Service Award must be nominated on the current approved Meritorious Service Award form and requires the sponsor's recommendation.

12.4.3.2 A nomination for the Meritorious Service Award must be sponsored by a Division Director or Region Director.

12.4.3.3 Region Director or Division Director and Division Awards and Recognition Advisor approvals are required.

12.4.4 Presentation

12.4.4.1 Recipients of the Meritorious Service Award will receive a certificate, plaque, and pin.

12.4.4.2 Presentation of a Meritorious Service Award must be made at a special occasion by the highest officer in attendance (a Region Director or higher officer or designee).

12.5 Merit Stars

12.5.1 Merit Star Nomination Procedure

12.5.1.1 The nominee for a Merit Star Award must be nominated on the current approved Merit Star Award form accompanied by the appropriate support material. Gold and Silver Merit Stars are automatically issued to the individual recipients and runners-up of National Outstanding Awards.

12.5.1.2 The National office will send the Merit Star certificate and corresponding colored pin to the Division Director, Division Awards and Recognition Advisor, or other person who has been designated on the nomination form.

12.5.1.3 The National Awards and Recognition Advisor, or Division Awards and Recognition Advisor has the authority to change the type of merit star being applied for and the wording on the form after consultation with the Division Director or Division Awards and Recognition Advisor.

12.5.1.4 Presentation of Merit Star awards must be made at a special occasion by the highest NSP officer in attendance (a Region Director or higher officer or designee).

12.5.1.5 All Merit Star nominations must be submitted within two years of the event or service being recognized.

12.5.2 Gold Merit Star

12.5.2.1 The Gold Merit Star is awarded annually to the recipient of the National Outstanding Individual Patroller or host Awards as defined in section 12.7.4.

12.5.3 Silver Merit Star

12.5.3.1 The Silver Merit Star is awarded annually to the recipient of the runner-up to the National Outstanding Individual Patroller or host Awards as defined in section 12.7.4.

12.5.4 Purple Merit Star

12.5.4.1 Intent: The Purple Merit Star is given for saving a human life through emergency care and the use of NSP skills. The Purple Merit Star is awarded to NSP Patrollers, Hosts, or Alumni members, in good standing who individually or are primarily responsible in conjunction with others for saving a human life. This may be accomplished by rendering emergency care to someone who has been stricken by a sudden illness or accident. The Purple Merit Star may be presented regardless of where the lifesaving act was performed, provided the patient lives for approximately 24 hours after EMS takes over responsibility. To qualify for a Purple Merit Star, at the time of the action, the member must be in good standing and utilize the NSP required training appropriate for the member type.

12.5.4.2 The Purple Merit Star may be presented regardless of where the lifesaving act was performed, Patrollers, Host(s), or Alumni members who perform the lifesaving act while on duty in the course of their normal occupations (e.g., ambulance crew, firefighter, etc.), do not qualify for a Purple Merit Star, unless that occupation is patrolling.

12.5.4.3 The nomination must be accompanied by a signed statement from an attending physician or, in the physician's absence, any higher medical authority (a PA – Physician Assistant, R.N. – Registered Nurse, or paramedic) that can substantiate that the Patroller's, Host's, or Alumni member's actions primarily contributed to saving a life.

12.5.4.4 In the event the nominator is unable to obtain the statements as required in Section12.5.4.3, a letter from the nominee's Division Medical Advisor attesting that, in their professional opinion based on the existing documentation supporting the case, the Patroller's, Host's, or Alumni member's actions were primarily responsible for saving a life will suffice. All other documentation describing the event must also be included in the submission.

12.5.5 Blue Merit Star

12.5.5.1 Intent: The Blue Merit Star is awarded to NSP Patrollers, Hosts, or Alumni members, in good standing for outstanding or crucial support roles using emergency care and patrol skills in an attempt to save a human life, but whose efforts have not met the Purple Merit Star criteria; that is, life was not sustained for the minimum 24 hours, This award also may be presented to NSP Patrollers, Hosts, or Alumni members for outstanding service in support roles associated with the Purple Merit Star. To qualify for a Blue Merit Star, the Patroller, Host, or Alumni member must be in good standing and utilize the NSP required training appropriate to their member type.

12.5.5.2 A Blue Merit Star in association with a Purple Merit Star requires the same merit star submission as a Purple Merit Star.

12.5.5.3 The Blue Merit Star not associated with a Purple Merit Star requires its own letter of recommendation describing the incident but does not require medical documentation.

12.5.5.4 Individuals who perform lifesaving acts while on duty in the course of their normal occupations (e.g., ambulance crew, firefighter) do not qualify for a Blue Merit Star unless that occupation is patrolling.

12.5.6 Green Merit Star

12.5.6.1 Intent: The Green Merit Star is awarded to NSP Patrollers, Hosts, or Alumni members, in good standing for an outstanding act of heroism that does not meet the lifesaving requirements of the Purple Merit Star. It is given for arduous and/or hazardous rescue work in which the recipient uses NSP training (e.g., at ski

areas, air crashes, and mountain rescue situations, etc.). To qualify for a Green Merit Star, at the time of the action, the member must be in good standing and utilize the required training appropriate for their membership type.

12.5.6.2 A letter of recommendation must accompany the nomination from the NSP Patrol or Host Unit Representative or higher officer. Supporting material, such as newspaper clippings and statements from government offices and from any person who can attest to the Patroller's, Host's, or Alumni member's actions, also should be included.

12.5.6.3 Individuals who perform a heroic rescue attempt while on duty in the course of their normal occupations (e.g., ambulance crew, firefighter, etc.) are not eligible for this award, unless that occupation is patrolling.

12.5.7 Yellow Merit Star

12.5.7.1 Intent: The Yellow Merit Star is awarded to NSP Patrollers, Hosts, or Alumni members in good standing for any outstanding act or service to the National Ski Patrol. This award also may be presented to NSP Patrollers, Hosts, or Alumni members, in good standing for outstanding service in significant support roles associated with the Purple, Blue, or Green Merit Star. To qualify for a Yellow Merit Star for outstanding service in significant support roles associated with the Purple, Blue, or Green Merit Star, the Patroller, Host, or Alumni member must have held current OEC or OFC; and CPR cards at the time of the action.

12.5.7.2 To maintain the value of the Yellow Merit Star, it should not be given too freely. The Yellow Merit Star is not awarded for local services or functions (e.g., bake sales, ski swaps, T-shirt sales, repairing toboggans, painting aid rooms, bike race support, etc.). These examples can be recognized with the National, Division, or local Certificate of Appreciation.

12.5.7.3 A letter of recommendation and any appropriate supporting documentation should accompany the nomination.

12.5.7.4 A Patroller, Host or Alumni member who has already been given a Meritorious Service Award for service is not eligible for a Yellow Merit Star for the same service during the same period of time.

12.5.7.5 An NSP Patroller, Host, or Alumni member may receive more than one Yellow Merit Star, but each act or administrative duty must be unrelated to any prior receipt of the award and must have relevance to the National Ski Patrol.

12.6 Member Crosses

12.6.1 Intent: Recognition of Serious Injury in the line of duty

12.6.2 Patroller Cross

12.6.2.1 The Patroller's Cross may be awarded, upon approval of the Division Director or Division Awards and Recognition Advisor, to a patroller who is seriously injured in one of the following categories:

a. During scheduled training and/or duty under the direction of area management.

b. While performing patrol related search and rescue activities under the direction of a recognized authority.

c. While performing avalanche control work under the direction of area management.

d. While performing lift evacuation under the direction of area management.

12.6.2.2 The definition of a serious injury is an injury requiring a physician's care over a long period of time, surgery, extended rehabilitation, and/or lost work time.

12.6.2.3 The nominee must be nominated on the current approved Patroller's Cross form and requires the sponsor's recommendation.

12.6.2.4 The recipient receives a certificate and pin.

12.6.2.5 Patrollers can receive this award more than once.

12.6.3 Alumni Cross

12.6.3.1 The Alumni Cross may be awarded, upon approval of the Division Director or Division Awards and Recognition Advisor, to a current Alumni member who is seriously injured in one of the following categories:

a. During scheduled NSP training events

b. During activities where the Alumni member was working for the Patrol, Region, or Division in an advisory or support capacity.

12.6.3.2 The definition of a serious injury is an injury requiring a physician's care over a long period of time, surgery, extended rehabilitation, and/or lost work time.

12.6.3.3 An individual can receive this award more than once.

12.6.3.4 The nomination must be submitted on the current approved Alumni Cross form with the required documentation and the sponsor's recommendation.

12.6.3.5 The recipient receives a certificate and pin.

12.6.3.6 An Alumni can receive this award more than once.

12.6.4 Host Cross

12.6.4.1 The Host Cross may be awarded, upon approval of the Division Director or Division Awards and Recognition Advisor, to a current Host member who is seriously injured in one of the following categories:

12.6.4.2 During scheduled training and/or duty under the direction of area management.

12.6.4.3 During activities where the host member was working for the patrol, region, division in an advisory or support capacity.

12.6.4.4 The definition of a serious injury is an injury requiring a physician's care over a long period of time, surgery, extended rehabilitation, and/or lost work time.

12.6.4.5 An individual can receive this award more than once.

12.6.4.6 The nomination must be submitted on the current approved Host Cross form with the required documentation and the sponsor’s recommendation.

12.6.4.7 The recipient receives a certificate and pin.

12.6.4.8 A host can receive this award more than once.

12.7 National Outstanding Awards

12.7.1 Intent: Annually, the National Ski Patrol may award the following awards to NSP Patrols, individual NSP Patrollers, individual NSP Hosts, and Alumni members whose nominations have been submitted by a Division Director or designee. A Division may submit only one nomination for each award. All National Outstanding awards will be called by their descriptive names, and only the trophy will carry the name of an individual who has made significant contributions to the NSP (e.g., a National Chair) for whom it is named. The National plaques are kept on display at the National office, with the winners' names attached. The winners will also receive an award and appropriate certificate and pin.

12.7.1.1 A winner of a National Outstanding Award, either an individual or patrol, cannot be nominated for any outstanding award for the following four years.

12.7.1.2 No single individual may be nominated for more than one outstanding award in the same year.

12.7.2 Nomination Procedures for National Outstanding Awards

12.7.2.1 Nominees for a National Outstanding Award may be winners in division selection procedures and must be sponsored by a Division Director.

12.7.2.2 No information dating back more than four years, including the current year, may be used in the nomination.

12.7.2.3 If a nominee has service as a dual registered volunteer and paid patroller and is nominated for any award other than Outstanding Paid Patroller or Outstanding Paid Patrol Director, the nomination must be considered on the merits of the volunteer service and experience alone.

12.7.2.4 Nominees for all outstanding awards must be nominated on the current approved Outstanding Patrol of the Year Award form, the Outstanding Patroller of the Year form, or the Outstanding Host of the Year form and requires the sponsor's recommendation. The completed form, with all required signatures and attachments, must be received in the National office by June 1 each year, unless a different date is set by agreement of a majority of the National Awards and Recognition Committee.

12.7.2.5 The National Outstanding Awards Judges

a. Selection of Judges – Each Division will submit an equal number of members as determined by the National Awards and Recognition Advisor and National staff based on the number of approved Outstanding Award categories to serve as National awards judges. Judges must be available to review assigned nominations between June 15th and 30th each year. Names are to be submitted to the National staff annually by April.

b. Each judge may serve for three years, but it is recommended that judges be replaced on a staggered rotation to help with continuity on the judging committee.

c. Responsibility of Judges – Judges are responsible for determining the winners of the National Outstanding Awards. The National office sends each judge all the nominations received in a single category as assigned. Each judge then sends a summary of point totals for each nominee to the National office; the National Awards and Recognition Advisor and National Awards and Recognition staff will tally the results. The National Awards and Recognition Advisor then will release the winners' names to all the Division Awards and Recognition Advisors. How and when each winner is notified is left to the decision of each division.

d. Refer to Division policies and procedures for submission schedule for awards at the division level.

12.7.3 Outstanding Patrol Awards

12.7.3.1 Intent: In determining the number of patrollers registered with a patrol, all patrollers, candidates, and physician partners who are registered as primary and secondary registrants (excludes Alumni members) shall be included in the total membership count for this award. Patrols being nominated must be registered as a patrol of the type designated for the award e.g., Alpine Patrol, Nordic/Backcountry Patrol, Bike Patrol. Nominations for Outstanding Patrol shall only be accepted from a single patrol registered with the NSP. If there are two or more separately registered patrols at the same area/resort (e.g., Geographic

Division registrant, Alpine or Nordic/Backcountry patrol registrant, or Professional Division registrant), only the members and achievements of one patrol will be considered per nomination.

12.7.3.2 Recognition

a. A Gold Unit Citation certificate is awarded to the winners (Alpine Large, Alpine Small, Bike, and Nordic/Backcountry) of the National Outstanding Patrol Award.

   i. All registered (primary and secondary) patrollers (excluding Alumni members), of an Outstanding Patrol Award shall receive an award recognition pin.

b. A Silver Unit Citation certificate is awarded to runners-up (Alpine Large, Alpine Small, Bike, and Nordic/Backcountry) of the National Outstanding Patrol Award.

c. The Unit Citation Award Certificate is given automatically to each NSP patrol nominated by its Division for the National Outstanding Patrol Award.

12.7.3.3 Outstanding Large Alpine Patrol

a. This award is presented each year to the Outstanding Large Alpine Patrol (41 or more members). It is selected from among nominations sent by Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Friends of Minnie Dole – Outstanding Large Alpine Patrol Award winner's name is inscribed on the plaque that is kept on display at the National office.

12.7.3.4 Outstanding Small Alpine Patrol

a. This award is presented each year to the Outstanding Small Alpine Patrol (40 or fewer members). It is selected from among nominations sent by Division Directors or designees to the national office and approved by the National Awards and Recognition Advisor. The Friends of Minnie Dole – Outstanding Small Alpine Patrol Award winner's name is inscribed on the plaque that is kept on display at the national office.

12.7.3.5 Outstanding Nordic/Backcountry Patrol

a. This award is presented each year to the outstanding Nordic/Backcountry Patrol selected from among nominations sent by Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Patrol must be registered as a Nordic/Backcountry Patrol. The Ronald Ricketts Outstanding Nordic/Backcountry Patrol Award winner's name is inscribed on the plaque that is kept on display at the national office.

12.7.3.6 Outstanding Bike Patrol.

a. This award is presented each year to the Outstanding Bike Patrol selected from among nominations sent by the Division Directors or designees to the national office and approved by the National Awards and Recognition Advisor. The Patrol must be registered as a Bike Patrol. The Outstanding Bike Patrol Award winner's name is inscribed on the plaque that is kept on display at the National office.

12.7.4 Outstanding Host Unit Award

12.7.4.1 Intent: In determining the number of hosts registered with a unit, all members who are registered as primary and secondary Host registrants (excludes Alumni members) shall be included in the total membership count for this award. Host Units being nominated must be registered as a unit of the type designated for the award e.g., Mountain Host Unit or Bike Host Unit. Nominations for Outstanding Host unit shall only be accepted from a single unit registered with the NSP. If there are two or more separately registered units at the same area/resort (e.g., Mountain Host Unit or Bike Host Unit), only the members and achievements of one unit will be considered per nomination.

12.7.4.2 Recognition

a. A Gold Unit Citation certificate is awarded to the winners of the National Outstanding Mountain Host and National Outstanding Bike Host Unit awards.

1. All registered Host (primary and secondary) members (excluding Alumni members), of an outstanding Host unit award shall receive an award recognition pin.

b. A Silver Unit Citation certificate is awarded to winners of the National Outstanding Mountain Host and National Outstanding Bike Host Unit awards.

c. The Unit Citation Award Certificate is given automatically to each NSP host unit nominated by its Division for the National Outstanding Host Unit Award.

12.7.4.3 Outstanding Mountain Host Unit

a. This award is presented each year to the Outstanding Mountain Host Unit selected from among nominations sent by Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Unit must be registered as a Mountain Host Unit. The Outstanding Host Award winner's name is inscribed on the plaque that is kept on display at the national office.

12.7.4.4 Outstanding Bike Host Unit

a. This award is presented each year to the Outstanding Bike Host Unit selected from among nominations sent by the Division Directors or designees to the

National office and approved by the National Awards and Recognition Advisor. The Unit must be registered as a Bike Host Unit. The Outstanding Bike Host Unit Award winner's name is inscribed on the plaque that is kept on display at the national office.

12.7.5 Outstanding Individual Patroller Awards

12.7.5.1 Recognition

a. The winner of an individual Outstanding Award receives a Gold Merit Star certificate, plaque and corresponding colored pin and is authorized to have a Gold Merit Star engraved on the NSP name bar. The winner is also presented with a commemorative piece.

b. The runner-up receives a Silver Merit Star certificate, plaque and corresponding colored pin and may have a Silver Merit Star engraved on the NSP name bar.

c. All other nominees will receive a Yellow Merit Star certificate and corresponding colored pin and may have a Yellow Merit Star engraved on the NSP name bar.

12.7.5.2 Outstanding Alpine Patroller

a. This award is presented each year to the Outstanding Volunteer Alpine Patroller selected from among nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The William R. Judd Outstanding Alpine Patroller Award winner's name is inscribed on the plaque that is kept on display at the national office.

b. Any active volunteer alpine patroller is eligible, except young adult patrollers (see Section 12.7.5.4), those eligible for the Outstanding Administrative Award or the Outstanding Patrol Representative Award, or those who hold offices or positions at or above the NSP patrol representative level.

12.7.5.3 Outstanding Nordic/Backcountry Patroller

a. This award is presented each year to the Outstanding Volunteer Nordic/Backcountry Patroller selected from among nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Donald C. Williams Outstanding Nordic/Backcountry Patroller Award winner's name is inscribed on the plaque that is kept on display at the national office.

b. Any active volunteer Nordic/Backcountry patroller is eligible, except young adult patrollers, those eligible for the Outstanding Administrative Award or the Outstanding Patrol Representative or the Outstanding Paid Patrol Director

Award, or those who hold offices at or above the NSP patrol representative level.

12.7.5.4 Outstanding Young Adult Patroller

a. This award is presented each year to the Outstanding Young Adult volunteer patroller selected from among nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Edward F. Taylor Outstanding Young Adult Patroller Award winner's name is inscribed on the plaque that is kept on display at the National office.

b. Any active volunteer NSP patroller may be nominated based on their actions and activities as a young adult patroller. Nominations for the national level award may be submitted if the nominee is under 19 years of age on June 1 of the year nominated.

12.7.5.5 Outstanding Paid Patroller

a. This award is presented each year to the Outstanding Paid Patroller selected from nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Harry G. Pollard Outstanding Paid Patroller Award winner's name is inscribed on the plaque that is kept on display at the national office.

b. Any active patroller who is registered as a paid patroller is eligible for this award except young adult patrollers, those eligible for the Outstanding Administrative Award or the Outstanding Paid Patrol Director Award, or those who hold offices at or above the NSP Patrol Director level.

12.7.5.6 Outstanding Patroller

a. This award is presented each year to the Outstanding Volunteer Patroller selected from among nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Charles C. Haskins Outstanding Patroller Award winner's name is inscribed on the plaque that is kept on display at the National office.

b. Any active volunteer patroller is eligible for this award, except those who are eligible for the Outstanding Administrative Award, Outstanding Patrol Representative Award, or who hold offices at or above the level of NSP patrol representative.

12.7.5.7 Outstanding Bike Patroller

a. This award is presented each year to the Outstanding Volunteer Bike Patroller selected from among nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The individual must be registered as a Bike Patroller

either as a primary or secondary patroller. The Outstanding Bike Patroller Award winner's name is inscribed on the plaque that is kept on display at the national office.

b. Any active volunteer NSP bike patroller is eligible to receive this award.

12.7.5.8 Outstanding OEC Instructor

a. This award is presented each year to a patroller who has been an NSP instructor in Outdoor Emergency Care. The nominations are sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Warren Bowman Outstanding OEC Instructor Award winner's name is inscribed on the plaque that is kept on display at the National office.

b. The intent of this award is to cover the OEC education discipline only.

c. The recipient must have been a certified OEC instructor for at least three years, and actively instructed for the last two years.

d. Any active and qualified NSP patroller is eligible to receive this award.

e. If the nominee is a paid patroller, only teaching activities done as a volunteer are considered toward the award nomination.

12.7.5.9 Outstanding Instructor (non-OEC) Award

a. This award is presented each year to a patroller who has been an NSP instructor in any of the NSP educational programs other than OEC. The nominations are sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Roger Langley Outstanding Instructor Award winner's name is inscribed on the plaque that is kept on display at the National office.

b. This award is given to cover all NSP education disciplines other than OEC.

c. The recipient must have been a certified instructor in a non-OEC discipline for at least three years, and actively instructed for the last two years.

d. Any active NSP patroller is eligible to receive the award.

e. If the nominee is a paid patroller, only teaching activities done as a volunteer are considered toward the award nomination.

12.7.5.10 Outstanding Administrative Patroller

a. This award is presented each year to a volunteer patroller who has made an outstanding administrative contribution to the NSP beyond the patrol level. The winner is selected from nominations sent by the Division Directors or designees to the National office and approved by the National Awards and

Recognition Advisor. The Outstanding Administrative Patroller Award winner's name is inscribed on the plaque that is kept on display at the National office.

b. Any active Volunteer NSP patroller is eligible for this award. The nominee may be a Section Chief, Region Director, and Region or Division Supervisor/Advisor. If the individual is eligible for the Outstanding Patrol Representative Award, the person cannot be considered for this award.

12.7.5.11 Outstanding Volunteer Patrol Representative

a. This award is presented each year to the Outstanding Volunteer Patrol Representative selected from among those nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor.

b. Any active volunteer NSP Patrol Representative, or one who has served in the position during the immediately preceding year, is eligible.

12.7.5.12 Outstanding Paid Patrol Director

a. This award is presented each year to the Outstanding Paid Patrol Director selected from among those nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Outstanding Paid Patrol Director Award winner's name is inscribed on the plaque that is kept on display at the National office.

b. Any active NSP Paid Patrol Director or one who has served in the position during the immediately preceding year is eligible.

12.7.6 Outstanding Individual Host Awards

12.7.6.1 Recognition

a. The winner of an Individual Outstanding Award receives a Gold Merit Star certificate, plaque and corresponding colored pin and is authorized to have a Gold Merit Star engraved on the NSP name bar. The winner is also presented with a commemorative piece.

b. The runner-up receives a Silver Merit Star certificate, plaque and corresponding colored pin and may have a Silver Merit Star engraved on the NSP name bar.

c. All other nominees will receive a Yellow Merit Star certificate and corresponding colored pin and may have a Yellow Merit Star engraved on the NSP name bar.

12.7.6.2 Outstanding Mountain Host

a. This award is presented each year to the Outstanding Mountain Host selected from among nominations sent by the Division Directors or designees to the National office and approved by the National Awards and

Recognition Advisor. The Outstanding Mountain Host Award winner's name is inscribed on the plaque that is kept on display at the National office.

b. Any active Mountain Host is eligible, except those eligible for the Outstanding Host Unit Representative Award, or those who hold offices or positions at or above the NSP host unit representative level.

12.7.6.3 Outstanding Bike Host

a. This award is presented each year to the Outstanding Bike Host selected from among nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Outstanding Bike Host Award winner's name is inscribed on the plaque that is kept on display at the National office.

12.7.6.4 Outstanding Bike Host Unit Representative

a. This award is presented each year to the Outstanding Host Unit Representative selected from among those nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor.

b. Any active Host Unit Representative, or one who has served in the position during the immediately preceding year, is eligible.

12.7.7 Other Outstanding Individual Awards (non-patroller)

a. Outstanding Alumni

i. This award is presented each year to the Outstanding Alumni for their services and contributions as an alumnus. The winner is selected from among those nominations sent by the Division Directors or designees to the National office and approved by the National Awards and Recognition Advisor. The Outstanding Alumni Award winner’s name is inscribed on the plaque that is kept on display at the national office.

ii. Any currently registered NSP Alumni is eligible to receive this award, except those who are eligible for the Outstanding Administrative Award.

12.7.8 Rating System for Outstanding Awards

Rating System for Outstanding Awards

Award Form Section	Volunteer Patroller: Alpine, Nordic, Patroller, Bike, or Mountain Host or Bike Host	Paid Patroller	Volunteer Young Adult Patroller	Volunteer Admin Patroller	Instructor: OEC Instructor, Non OEC Instructor	Vol Patrol or Host Unit Rep.	Paid Patrol Director	Alumni	Patrol/Unit: Large Alpine, Small Alpine, Nordic, Bike Patrol, or Mt Host or Bike Host Unit
1	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	5
4	0	0	0	0	0	0	0	0	5
5	0	0	0	0	0	0	0	0	5
6	0	0	0	0	0	0	0	0	5
7a	5	10	15	5	5	5	5	0	5
7b	5	0	5	5	5	5	5	5	0
8a	5	5	5	5	15	0	0	5	10
8b	10	10	5	0	15	0	0	10	10
8c	5	5	10	5	5	0	0	0	0
9a	5	5	0	5	5	10	10	0	15
9b	5	5	0	0	0	5	5	5	5
9c	5	5	0	5	5	10	10	10	10
10	5	5	0	5	5	5	5	5	25
11	15	15	15	20	10	15	15	20	0
12	5	5	15	10	5	5	5	15	0
13	5	5	5	10	0	15	15	0	0
14	25	25	25	25	25	25	25	25	0
Total	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**

12.8 National Recognition Awards

12.8.1 Unit Citation Award

12.8.1.1 A Unit Citation Award certificate may be presented by the National Chair, upon the recommendation of a Division Director, to any NSP Patrol or Host unit that has performed in any outstanding manner in the NSP, the Snowsports industry, outdoor activities, or rescue, and when it is not possible to single out specific individuals.

12.8.1.2 Nominations for unit citations are made via letters sent to the National Awards and Recognition Advisor through appropriate local and Division channels.

12.8.1.3 The Unit Citation Award Certificate is given automatically to each NSP Patrol or Host unit nominated by its Division for the National Outstanding Patrol, Mountain Host Unit or Bike Host Unit Award.

12.8.1.4 A Gold Unit Citation certificate is awarded to the winners (Alpine Large, Alpine Small, Bike, and Nordic/Backcountry) of the National Outstanding Patrol Award; and to the winners (mountain or bike) of the National Outstanding Host Unit Award.

12.8.1.5 A Silver Unit Citation certificate is awarded to runners-up (Alpine Large, Alpine Small, Bike, and Nordic/Backcountry) of the National Outstanding Patrol Award, and to the runners-up of the National Outstanding Host Unit Awards.

12.8.2 National Certificate of Appreciation

12.8.2.1 Intent: The National Certificate of Appreciation is for National-level service that does not meet the level of the Yellow Merit Star. Examples would be area managers/owners, retiring patrollers or Hosts, and patrollers or Hosts who deserve National recognition.

12.8.2.2 The nominee must be nominated on the current approved National Certificate of Appreciation form and requires the sponsor's recommendation. A National Certificate of Appreciation is signed by the National Chair, has a gold seal affixed, and is awarded for National level service.

12.8.2.3 Members and nonmembers or groups are eligible for either the National Certificate of Appreciation or the Standard Certificate of Appreciation.

12.8.2.4 The National Board of Directors may award a National Certificate of Appreciation directly to a deserving individual by nomination by a Board member and the concurrence of the Board (or a majority of the board members). The National Chair may have the award issued immediately from the National office. The National Awards and Recognition Advisor should be notified of such awards for record purposes.

12.8.3 Standard Certificate of Appreciation

12.8.3.1 Intent: The Standard Certificate of Appreciation is to be used for those situations that affect the National Ski Patrol at the local, Region, or Division level only.

12.8.3.2 The Standard Certificate of Appreciation lower right corner reads, "For the National Ski Patrol", and may be signed by the Division Director or Region Director. This certificate is awarded for local service and may be obtained from the Ski Patrol Catalog. (No form is necessary for this award.)

12.8.3.3 Members, as well as nonmembers or groups, are eligible for the Standard Certificate of Appreciation.

12.8.4 Division or Region Certificate of Appreciation

12.8.4.1 The Division or Region Certificate of Appreciation may be awarded, upon the recommendation of an NSP officer, to individuals or groups that have provided service to, or support of, the National Ski Patrol that does not fall within the scope of the other awards categories. This certificate should be designed by the Division, Region, Patrol, or Host unit, as appropriate, and is not available through the Ski Patrol Catalog.

12.8.4.2 This certificate may be awarded to nonmembers or non-NSP patrol groups for valued contributions in furthering the goals of the NSP.

12.8.4.3 The National Chair, Division or Region Directors, Section Chiefs, or NSP Patrol or Host Representatives may present the certificates.

12.8.5 Charles Minot "Minnie" Dole Award

12.8.5.1 This extremely rare award recognizes those exceptional few patrollers who, over the years, have closely exemplified the long-term dedication, devotion, and self-sacrifice of the founder of the NSP, Charles Minot "Minnie" Dole.

12.8.5.2 The winner of this award must be an NSP patroller who has at least 30 years of active patrolling service, is registered as an active patroller at the time of nomination, has provided continuous leadership for more than 15 years, served in a variety of offices/adviserships from NSP Patrol Representative through Division and/or National levels, and has designed and/or implemented a program, project, and/or procedure that has had an overall positive impact on the entire National Ski Patrol.

12.8.5.3 Nominations must be submitted on the current approved Minnie Dole Award form, including the sponsor’s recommendation and signatures of 10 currently registered Appointment holders. The nomination should be forwarded to the National Awards and Recognition Advisor.

12.8.5.4 After review by the National Awards Committee, if the nomination receives approval by at least three-fourths of the committee members, it will be sent to the National Board of Directors. If at least three-fourths of the voting members of the National Board of Directors approve the nomination, the award will be presented.

12.8.5.5 The recipient of this award receives a plaque and a pin. This award may not be presented to the person who receives an Outstanding Patroller Award in that year. The Minnie Dole Award may be given only upon nomination and approval. There may be more than one recipient in a given year.

12.8.5.6 The Minnie Dole Award may be presented to the recipient at the annual meeting of the NSP Board of Directors, or at another appropriate occasion. Announcements may be withheld if the award is to be presented on another occasion. Presentation of a Minnie Dole award must be made at a special occasion by the highest officer in attendance (National Board Chair, National Board chairs designee, Division Director, or higher officer when available), and persons closely associated with the award recipient should be invited to attend.

12.8.5.7 If the nomination is not approved by either the National Awards Committee or the National Board of Directors, the nomination, along with the reason(s) for rejection, must be returned in writing (can be sent by email) to the sponsor within 30 days. The decision of the National Awards and Recognition Committee or the National Board may not be appealed. A revised nomination may be submitted after 12 months from the date of the notification.

12.8.5.8 Nominations for this award will be retained at the National office to be available as a historical reference.

12.8.5.9 The recipient's names will appear on the Minnie Dole plaque in the National office.

12.8.6 National Ski Patrol Hall of Fame

12.8.6.1 The National Ski Patrol Hall of Fame (hereafter referred to as HOF) is presented to individuals whose association with the NSP has had a substantial and lasting positive effect among multiple Regions and Divisions, or the National organization. NSP members and non-members are eligible to receive this award and may be deceased at the time of nomination.

12.8.6.2 Inductee(s) will be announced by the National Board at a meeting of their choosing. Presentation of a Hall of Fame must be made at a special occasion by the highest officer in attendance (National Board Chair, National Board Chairs' designee, Division Director, or higher officer when available), and persons closely associated with the award recipient should be invited to attend.

12.8.6.3 The HOF Selection Committee may induct as many as 25 new HOF members per year.

12.8.6.4 National Ski Patrol Hall of Fame Nomination Requirements

A. NSP Member or Former Members nominated for induction into the HOF MUST have:

i. Had a substantial and lasting positive effect among multiple Regions and Divisions, or the National organization;

ii. 25 years or more of active NSP Membership;

iii. A National Appointment (NA) or Leadership Commendation Appointment (LCA);

iv. The committee may consider and approve a nominee for HOF:

- If the nominee has accomplished 4 of the following 4, with a simple majority of the entire HOF Committee affirmative vote.

- If the nominee has accomplished 3 of the following 4, with a 75% majority of the entire HOF Committee affirmative vote.

1) Served in a leadership position such as Patrol Director, Section Chief, Program Director or Advisor at the National or Division level, National Board Member, Division Director, or Assistant Division Director with a combined total of 20 years. (Positions must be defined in the National or Division P&P to qualify in this section.)

2) Received a Distinguished Service Award and/or Meritorious Service Award. Or, in the review of the nomination, the majority of the HOF committee recognizes that the individual would have been eligible to receive a DSA or MSA had either recognition been available while they were active members of the NSP.

3) Served as an active credentialed NSP Instructor or Instructor Trainer in any NSP curriculum-based program or programs for 20 years or more.

4) Served on a National Committee, National Task Force, wrote/co-wrote a National Program or curriculum, created a pilot program or curriculum later adopted across the NSP. Signatures by the current Chair of that committee or task force and the current Division Director are required.

B. Nonmembers (excluding former members) nominated for induction into the Hall of Fame MUST have:

i. Received a DSA and/or Honorary National Appointment

ii. Had a lasting and positive effect on the National Ski Patrol for a minimum of 25 consecutive years

iii. Exceptional nonmember nominees may be inducted with a 3/4 affirmative vote of the entire HOF Committee

12.8.6.5 Nominations are submitted on the current approved Hall of Fame Nomination Form available on the National website and requires a sponsor's recommendation in the appropriate section of the form.

12.8.6.6 Approximation of dates may be used; however, the sponsors must make every effort to accurately list the dates and achievements.

12.8.6.7 Nominations shall provide a specific and detailed description of the nominee's accomplishments in the appropriate section of the form. This description must be 1,000 words or less and can contain additional dates, anecdotes, etc. that the sponsor feels are pertinent to the nomination.

12.8.6.8 The Committee will consider both NSP member and nonmember nominees based upon their merits as presented in the nomination documents.

12.8.6.9 Selection and Recognition Approval Process

A. The selection committee will be comprised of the National Chair (1), the National Awards and Recognition Advisor (1), and the National Awards Committee (HOF Committee).

B. The HOF Committee will meet at the discretion of the National Awards and Recognition Advisor, at least once per calendar year. The meeting(s) will be 'in- person' or by 'teleconference.'

C. All nominations will require review of the respective Division Director prior to submission.

D. The National Awards and Recognition Advisor will distribute all nominations to the selection committee.

E. The recipient of this award receives a plaque and a pin. The inductees' names will appear on a Hall of Fame plaque in the National office.

12.8.6.10 Notification of Rejection - If the nomination is not approved by the National Awards Committee the nomination along with the reason(s) for rejection, must be returned in writing (can be sent by email) to the sponsor within 30 days of the rejection. The decision of the National Awards Committee may not be appealed. A revised nomination may be submitted 12 months from the date of notification.

12.8.7 Avalanche Award

12.8.7.1 The Montgomery M. Atwater Award is given periodically to recognize NSP members or nonmembers who have made outstanding and continuing superlative contributions to the Avalanche Program with National impact. Examples of such contributions might fall under management, curriculum development, publication, scientific discovery, or any combination thereof.

12.8.7.2 Nominations for the Avalanche Award are made via a letter that must be forwarded to the National Avalanche Program Director, who will select a committee of three nationally respected Avalanche specialists (including the

Avalanche Program Director) and at least one nonmember. The award recommendation goes to the National Chair for approval.

12.8.8 National Chair's Outstanding Administrative Patroller Award

12.8.8.1 This award may be presented each year to the National Chair's choice for outstanding administrative patroller selected from patrollers who are eligible and may or may not be registered with the U.S. Administrative Patrol.

12.8.9 National Service Excellence Award

12.8.9.1 This award can be presented only by the National Chair to a nonelected national staff member, e.g., National Program Director, National Treasurer, etc.

12.8.9.2 The patroller must have served a minimum of two continuous years in a national staff position.

12.8.9.3 The patroller must have demonstrated leadership and outstanding performance while fulfilling the staff position.

12.8.9.4 A patroller is normally the recipient of this award only once.

12.8.9.5 A patroller who has already been given a Yellow Merit Star for service is not eligible for a National Service Excellence Award for the same period of service.

12.8.9.6 The request for this award requires a sponsoring letter.

12.8.9.7 Recipients of the National Service Excellence Award will receive an award and a pin.

12.8.9.8 The National Chair or designee must make a presentation of the National Service Excellence Award at a special occasion.

12.8.10 National Ski Patrol Memorials

12.8.10.1 Patroller Memorial

a. Intent: The National Ski Patrol Memorial is to be given to the family of any patroller of the National Ski Patrol who has passed away in the line of patrol duties.

b. The nominee for the National Ski Patrol Memorial must be nominated on the current approved form and requires the sponsor's recommendation. The nomination must be submitted within two years of loss of life.

c. Approvals are required by the Region and/or Division Director, and Division Awards and Recognition Advisor.

d. The patroller's family will receive a letter, plaque, and medallion.

e. A Region Director or higher officer must make the presentation of the National Ski Patrol Memorial at a special occasion. Persons closely associated with the patroller should be invited to attend.

f. The patroller's name will be permanently engraved on the memorial that is kept and displayed at the National office, recognizing the patroller's devotion to duty.

g. The National Ski Patrol Memorial is available for recognition of loss of life occurring after July 1, 2007.

h. Patrollers who die while not on duty may be recognized at the Division level, and such recognition may include a letter of recognition from the National Chair.

12.8.10.2 Host Memorial

a. Intent: The Host Memorial is to be given to the family of any host of the National Ski Patrol who has lost his/her life in the line of host duties.

b. The nominee for the Host Memorial must be nominated on the current approved form and requires the sponsor's recommendation. The nomination must be submitted within two years of loss of life.

c. Approvals are required by the Region and/or Division Director, and Division Awards and Recognition Advisor.

d. The host's family will receive a letter, plaque, and medallion.

e. A Region Director or higher officer must make presentation of the Host Memorial at a special occasion. Persons closely associated with the host should be invited to attend.

f. The host's name will be permanently engraved on the memorial that is kept and displayed at the National office, recognizing the host's devotion to duty.

g. The National Ski Patrol Host Memorial is available for recognition of loss of life occurring after July 1, 2007.

h. Hosts who die while not on duty may be recognized at the Division level, and such recognition may include a letter of recognition from the National Chair.

12.8.10.3 Alumni Memorial

a. Intent: The National Ski Patrol Alumni Memorial is to be given to the family of any current Alumni member of the National Ski Patrol who has passed away in the line of Alumni member duties (Section 5.7.3.2 and 5.7.3.3).

b. The nominee for the National Ski Patrol Alumni Memorial must be nominated on the current approved form and requires the sponsor's recommendation. The nomination must be submitted within two years of loss of life.

c. Approvals are required by the Region and/or Division Director, and Division Awards and Recognition Advisor.

d. The alumni member's family will receive a letter, plaque, and medallion.

e. A Region Director or higher officer must make presentation of the National Ski Patrol Alumni Memorial at a special occasion. Persons closely associated with the alumni should be invited to attend.

f. The alumni member's name will be permanently engraved on the memorial that is kept and displayed at the National office, recognizing the alumni's devotion to duty.

g. The Alumni Memorial is available for recognition of loss of life occurring after July 1, 2020.

h. Alumni members who die while not associated with Alumni duties may be recognized at the Division level.

12.9 Service Recognition and Awards

12.9.1 Patrollers - The Service Recognition Award may be used to recognize patrollers who have served the NSP for five years or longer. This award should be given when years of service are in increments of five years of membership. NSP Patrol Directors/Representatives or Awards and Recognition Advisors may order service recognition certificates and pins from the National organization.

12.9.2 Hosts - The Service Recognition Award may be used to recognize hosts who have served the NSP for five years or longer. This award should be given when years of service are in increments of five years of membership. Host Unit Representatives or

Awards and Recognition Advisors may order service recognition certificates and pins from the national organization.

12.9.3 50 years of membership – Fifty years of continuous membership by an individual is a significant milestone. It is recognized by both:

12.9.3.1 Years of membership recognition (section 12.9.1), and

12.9.3.2 Lifetime membership in the organization (section 5.5) Lifetime members receive a gold lifetime membership pin, a walnut-framed lifetime membership certificate, and a lifetime membership registration card. The National awards staff will update and send these to each Division or individual Alumni annually with no request for action required by any member or officer.

a. Some Divisions have processes in place for how and/or where to make these presentations. Consult your Division Director or Division Awards and Recognition Advisor.

12.9.4 Instructors – Instructor Service Recognition Pins may be used to recognize dedicated instructors who have served as an NSP certified instructor for six years or longer. This award should be given when the years of instruction add up to an increment of six years.

12.9.4.1 These pins are available in six-year increments, starting at six and running through 30 years.

12.9.4.2 Education Program Directors, Supervisors, Administrators, ITs, Award and Recognition Advisors, Patrol Representatives, Host Unit Representatives, and Patrol Directors may order instructor service certificates and pins from the National organization.

12.9.5 National Board Members – An NSP Board of Directors' member is recognized for their service on the Board with a designated National Board Service certificate.

12.9.6 Patrol - National Ski Patrol 50 Year Membership Recognition Sign

12.9.6.1 The fifty (50) year sign can be purchased by or for a patrol to recognize their 50 years or more of consecutive NSP membership.

12.9.6.2 The nominee for the National Ski Patrol 50 Year Sign must be nominated on the current approved National Ski Patrol 50 Year Sign form accompanied by the appropriate fee for the sign.

12.9.6.3 The NSP Patrol Representative, Patrol Director, Region Director, or Division Director may order the sign from the National Awards and Recognition Advisor.

12.9.6.4 The order should include documentation to verify the years of NSP membership by the patrol. The sign order is not completed until after verification of the years of NSP membership by the patrol.

12.10 Honorary Awards

12.10.1 Honorary National Appointment

12.10.1.1 The Honorary National Appointment is awarded at rare intervals to individuals who have performed unusual or highly useful service of National significance to the National Ski Patrol. The recipient is not required to meet the skiing, emergency care, or other requirements of registered NSP patrollers, nor is the recipient required or expected to perform the duties of a patroller. The recipients of this award may not wear the official NSP uniform. The recipient receives a certificate but does not receive a pin or patch.

12.10.1.2 NSP patrollers, hosts, or retired patrollers are not eligible to receive this award.

12.10.1.3 This honorary award must be submitted to the National Awards and Recognition Advisor, who will submit it to the National Awards Committee for review. The

committee will then make a recommendation to the National Chair for consideration of the award, with the concurrence of the NSP Board of Directors.

12.10.1.4 The presentation of an Honorary National Appointment must be made at a special occasion by the highest officer in attendance (National Chair or designee).

12.10.2 Angel Pin

12.10.2.1 The NSP Angel Pin may be awarded, upon the approval of the Division Director or designate, to nonmembers of the NSP who have provided valuable contributions to the NSP. Examples of use include a spouse or other who contribute to the NSP through assistance with classes/refreshers, Patrol, Region, and Division events, fundraisers, etc.

12.11 Awards Advisor Job Description

12.11.1 National Awards and Recognition Advisor: See Section 2.3.2.

12.11.2 Division Awards and Recognition Advisor: See Section 2.7.1.

12.11.3 Region or Section Awards and Recognition Advisor: See Section 2.7.2.

12.11.4 Local Patrol Awards and Recognition Advisor: See Section 2.7.3.

12.12 Awards Forms

12.12.1 Award nomination forms can be found on the NSP website under Member Resources / Documents & Forms / Awards.

12.13 Award Rejection/Appeal Process (except Outstanding Awards)

12.13.1 If the nomination is rejected at any step, the nomination, along with the reason for rejection, must be returned in writing (can be sent by email) to the sponsor within 30 days, with a copy sent to all in the review chain listed on the nomination form, as well as one review step above the rejecting party.

12.13.2 The rejection of the nomination may be appealed by the sponsor within 30 days of receipt of the rejection notification.

12.13.3 The appeal by the sponsor must be filed with the next level higher than the party who initially rejected the nomination. Except the Minnie Dole Award, which cannot be appealed. see section 12.8.5.7.

12.13.4 A second rejection shall follow the same process defined above, and no further appeal may be pursued by the sponsor.

12.13.5 The nomination may not be resubmitted for 12 months from the date of final rejection.

12.13.6 In the event an awards nomination is denied for the first time by the National Awards and Recognition Advisor, the sponsor who submitted the award can request that the

submission, along with the reason for rejection, be sent to the National Awards and Recognition Committee for a final appeal. The National Awards and Recognition Advisor will forward the appealed nomination and all related correspondence and documentation to the National Awards and Recognition Committee within 30 days of the appeal. Each National Awards and Recognition Committee member will analyze the rejected submission and return a decision to the-National Awards and Recognition Advisor within two weeks, indicating their acceptance or denial of the submission, along with a brief synopsis of the reason(s) for their decision. The National Awards and Recognition Committee will meet to discuss and vote on the appeal. The final disposition of the appeal will be based upon a simple majority vote of the National Awards and Recognition Committee.

13. Youth Protection: Training and Reporting Guidelines

13.1 Introduction

This NSP Youth Protection Policy is designed to minimize the risk of abuse of youths (defined as protected parties) participating in NSP sanctioned courses or events, ensuring compliance with all state and federal laws governing events or activities involving youths. Protected parties are defined as Young Adult Patrollers (YAPs) and other non-NSP members under the age of 18 who may be involved in support roles during NSP courses or events. This excludes on-hill patrolling activities which fall under area operations where policies of the area would apply.

To meet the goal of protecting our youth, the NSP requires that key NSP leaders and other members working with protected parties will complete Youth Protection Training from an NSP-approved training source. In addition, the NSP will provide reporting guidelines if abuse is suspected or witnessed, as well as guidelines for management of any NSP sanctioned event where protected parties are involved, to provide a safe, nurturing and empowering environment. No form of abuse will be tolerated, and reports of abuse or suspected abuse will be investigated and subject to the NSP Code of Conduct. Our organization will fully cooperate with authorities if allegations of abuse are made that require additional reporting or investigation. It is the duty of all NSP members, NSP employees, and other participants to protect our youth from all types of abuse.

13.2 Training

To promote youth safety and ensure compliance with NSP policies designed to protect youths participating in NSP events and courses, NSP members in certain roles (defined below) must complete and document training in a recognized youth safety program specified in section 13.2.4.

13.2.1 Training Requirements for NSP leadership positions

13.2.1.1 Leaders within the chain of command have a variety of responsibilities within the organization, including the promotion of youth safety and ensuring compliance with NSP policies and requirements. Individuals in the following positions (if applicable) are required to complete training in a recognized youth safety program, as specified in section 13.2.4:

- Instructor, Advisor, Chaperone (13.2.2, and 13.2.3)
- Patrol Representative, Patrol Director, and Unit Representative in any patrol or other unit in which protected parties are members of the patrol/unit
- Assistant Region Directors/Section Chiefs (if applicable)
- Region Directors

- Region Program Administrators or Advisors in any discipline in which protected parties participate in courses or other events held within the Region
- Region Legal Advisors
- Assistant Division Directors
- Division Directors
- Division Program Supervisors or Advisors in any discipline in which protected parties participate in courses or other events in the division
- Division Legal Advisors
- National Program Directors and Advisors
- National Board Members
- National Legal Advisors
- National Safety Team

13.2.2 Courses and Events that do not include overnight outings

13.2.2.1 When protected parties are participating in an NSP course or other event that does not include overnight outings, at least one (1) NSP instructor who participates in the course or other event must have completed the youth protection training specified in section 13.2.4.

13.2.3 Courses or Events including overnight outings

13.2.3.1 When protected parties are participating in an NSP course or other event that includes overnight outings or lodging, at least two (2) NSP instructors matching protected party demographics participating in the event must have completed the youth protection training specified in section 13.2.4. In other words, if the outing includes a male participant, there should be at least one male instructor. If the outing includes a female participant there should be at least one female instructor. Each protected party's parent or guardian may approve of an adult chaperone for the protected party during the NSP course or other event. Any adult participating in the NSP course orother event, who has completed the youth protection training, may be designated as an adult chaperone. If a protected party's parent or guardian is participating in the NSP course or other event, then no additional chaperone is required, and that parent or guardian is not required to complete the NSP-required training.

13.2.4 Recommended Youth Protection Training

13.2.4.1 To satisfy the NSP youth protection training requirement, members and other adults in the positions and roles specified in sections 13.2.1 – 13.2.3 must complete one of the following training programs and must submit documentation of training to the appropriate Division Director or designee. Training and documentation must be completed prior to participating in an NSP sanctioned course or event where youths are present, or within 30 days after election or appointment to a specified leadership position:

- Armatus online training through Praesidium, including the following modules:
  - Duty to Report
  - Preventing Sexual Activity among Adolescents
  - Meet Sam

  Directions for access are located on the NSP website
  Documentation of completion is available after completion

- Safesport.org training (fee)
- Scouting America (formerly BSA) Safeguarding Youth Training (formerly Youth Protection Training)
- Other on-line training with completion documentation and approval of the Division Director
- In-person training provided by school districts, childcare centers, or other in-person training of at least 2 hours in length where a documentation of completion is provided.

13.2.5 Frequency of training

13.2.5.1 Training is valid for the number of years set by the agency from which the course is taken and must be retaken to remain current for continued participation in activities where protected parties are present.

13.2.6 Documentation of training

Any member who is required to complete Youth Protection Training shall present documentation of training to the Division Director or designee. Non-members required to complete Youth Protection Training must submit documentation of training to the Instructor of Record or event leader, who will forward the information to the Division Director or designee. The Division Director or designee will notify the National office of the training provider and completion date for each member, which will be recorded on the member's profile. Training information for non- members will be retained by the Division Director or designee.

13.2.7 Training Exemption

13.2.7.1 In certain situations, the Youth Protection Training requirement in this section will not apply.

13.2.7.2 Patient Training Exemption: In any patrol or other unit in which no protected parties are members of the patrol/unit, and protected parties are present during an NSP course or other event to provide an opportunity for NSP members to learn or refresh OEC skills then the training requirement in section [13.2.2] applies only to the IOR for such course.

13.2.7.3 Other Exemption: Any instructor who certifies that the purposes of this Youth Protection Policy would not be served by requiring training of certain participants may request a training exemption by submitting the Youth Protection Training Exemption Form to the Division Director or designee for approval. Any such request must set forth a justification that includes the number of protected parties expected to participate in the NSP course or other event, the instructors or other adults participating in the course or event who have completed the Youth Protection Training specified in section 13.2.4, and the reasons why additional training would not further the purposes of this youth protection policy.

13.2.8 Responsibility of IOR/Event Leadership

13.2.8.1 It is the responsibility of the IOR or event leader to assure that the youth protection training requirement has been completed by those adults subject to the training requirement, including NSP member and non-members, and that proof of training has been received and provided to the Division Director or designee, prior to the event. Those adults subject to the training requirement who have not completed the required youth protection training requirement will not lead events or serve as overnight chaperones.

13.2.8.2 It will be the responsibility of Region and Division program supervisors, advisors, and administrators to ensure that all instructors subject to the training requirement have completed youth protection training.

13.3 Reporting

13.3.1 Because the NSP is dedicated to maintaining zero tolerance for abuse, it is imperative that every participant in NSP sanctioned courses or events actively takes part in the protection of youths.

13.3.2 Anyone taking part in an NSP sanctioned course or event must follow mandatory reporting requirements imposed by federal, state, and local law. The NSP will cooperate with authorities to investigate all cases of alleged abuse or neglect. Every NSP member shall cooperate to the fullest extent possible in any investigation, including those conducted by outside authorities as well as any internal NSP investigation.

13.3.3 In the event that anyone participating in any capacity during an NSP sanctioned event or course observes suspicious or inappropriate behaviors and/or policy violations on the part of other participants, the individual must immediately report their observations

to the Instructor of Record or event leader, and must complete a Youth Protection Report form. The Instructor of Record or event leader will assist the reporter in completing the form and with submission to the YouthSafety@nsp.org email address.

13.3.4 Once the reporting form is completed, it will be submitted to YouthSafety@nsp.org by email. The form will be reviewed by the NSP (Executive Director, National Board Chair and National Legal Advisor) and may be shared with the appropriate Division Director, Region Director and Division Legal Advisor. Appropriate action will be determined by the National Legal Advisor.

13.3.5 Reports should be handled confidentially and should not be discussed among uninvolved individuals. Retaliation against individuals(s) making the report, or against any other party involved, will not be tolerated.

13.4 Follow Up

13.4.1 In the event an investigation is warranted, it is the responsibility of all NSP members to cooperate with the investigation so that appropriate action can be taken. If there is an impact to on-hill activities of the Ski Patrol, NSP will also contact area management.

13.5 Compliance

13.5.1 Failure to comply with any provision of this Chapter 13 is a violation of the NSP Code of Conduct, and violations should be reported to the appropriate NSP leader as specified in Chapter 6.

Program Appendices

Appendix A: INSTRUCTOR PROGRAMS

A. NSP Instructor Programs

1) The NSP Instructor Development Program provides training in instructional and course management skills.

2) The program consists of two components.

   a. Instructor Development: this course only needs to be taken once.

   b. Instructor Mentoring Program: this phase of instructor development involves actual teaching in real course situations while being coached/mentored by an instructor/mentor of a specific education discipline, and is required before certification in that discipline.

B. Instructor Development Course

1) This program builds a strong educational knowledge base. This generic information is applicable for all potential NSP instructors, regardless of patrolling specialty. Students in the Instructor Development course learn how to prepare and deliver an effective lesson. They develop an understanding of the variety of skills required to teach successfully.

   a. Prerequisite: None

   b. This course is available in a traditional 8-hour, in-class course, and as an alternative hybrid electronic format coupled with an in-person segment. Access to the electronic portion of the course is available through the NSP website, and upon completion of that portion the student is issued a course completion certificate electronically. Students using this option must be enrolled in and complete a registered NSP Instructor Development course containing the in-person segment.

   c. Time commitment: One day but may vary with electronic version.

   d. Fee: National — none for the traditional course, but there is a fee for the electronic portion of the hybrid course; Division — varies.

   e. Instructor of record: NSP Instructor Development instructors.

   f. Credential: Education Certificate of Achievement; electronic course completion certificate (if applicable).

   g. *Texts:*

- Instructor Development: Training the Adult Learner (downloadable from NSP website).
- Instructor Development Instructor's Manual.

C. Instructor Mentoring Program

1) The NSP Instructor Mentoring Program focuses on the practical application of teaching and assessment skills for a specific discipline. Potential instructors are teamed with experienced instructors for individual training and guidance.

2) Prerequisite: Instructor Development course.

3) Time commitment: Varies.

4) Fees: National — none; Division — none; Local — none.

5) Credential: NSP Instructor Certification.

6) Continuing education/refresher requirement: None.

7) Instructor of record: Discipline-specific instructor trainer. 8) Required texts:

(i) Instructor Development: Training the Adult Learner;

(ii) Discipline-specific instructor's manuals and other resources defined by discipline; and (iii)

Mentors: NSP Guide to Mentoring New Instructors.

D. Instructor Development Continuing Education

1) The purpose of continuing education is to develop in-service, educational, continuing training modules for all NSP instructor trainers and instructors when participating in local or division instructor clinics.

2) The program resources will deliver up-to-date educational and training materials, as well as new instructional methods to NSP instructors and ITs in all NSP disciplines. These resources will concentrate on content integrity and instructional skills.

E. Instructor Development Instructor Certification

1) The NSP Instructor Development instructor program is conducted according to NSP instructor development guidelines specified in this appendix. The NSP Instructor Development instructor certification process is described in the NSP Instructor Development Instructor's Manual.

F. Education Program Committee and Job Description References Education Committee and job descriptions for all education programs will be found in the following sections of Chapters 2, 3, and 4.

1) National Education Committee – Section 3.6.2;

2) National Program Committee – Section 3.6.3;

3) National Program Director – Section 2.3.5;

4) Division Supervisor – Section 4.8.1;

5) Region Administrator – Section 4.8.2;

6) Instructor Trainer – Section 4.8.3;

7) Mentor – Section 4.8.4;

8) Instructor – Section 4.8.5;

9) Senior Trainer/Evaluator - Section 4.8.6; 10) Instructor of Record – Section 4.8.7.

Some additional details may be found in the *Instructor Development Instructor's Manual.*

G. Instructor Incentives and Recognition

The instructor incentives and recognition program supports the Mission of the National Ski Patrol by creating incentives that encourage members to become instructors. The program recognizes and rewards both the efforts and accomplishments of those members who serve as instructors through an organized program that is consistently delivered on a National, Division, Region, Section, and local level.

1) Incentive component suggestions*

a. Regions and Divisions are encouraged to fund or partially reimburse patroller expenses associated with enrolling in an Instructor Development course or instructor mentoring program.

b. NSP patrols are encouraged to provide credit toward duty day requirements for instructors who teach courses off the hill.

c. NSP patrols are encouraged to evaluate and extend other benefits to instructors, such as dues reductions, hill assignment modifications, etc.

d. NSP Patrols, Regions, and Divisions are encouraged to reimburse instructors fully or partially for the costs of purchasing new or updated textbooks and manuals.

2) Recognition component suggestions*

a. Publicize and promote the National Outstanding Instructor Award at all organization levels.

b. Continue program of thank-you letters.

c. Develop "hours of service" recognition pins or certificates at the local, section, region, and division levels.

d. Provide periodic discount coupons on catalog purchases and other programs.

*Other suggestions will be implemented through the national office or through committees established by the national chair.

3) Instructor Service Recognition and Pins

a. The Instructor Service Award is a way that dedicated instructors may be presented with national recognition of their continued service. It is available in six-year increments, starting at six and running through 30 years. Education program directors, supervisors, administrators, ITs, and patrol representatives may order the pin and accompanying certificate (*Ski Patrol Catalog*, #166) (P&P section 12.9.4).

Appendix B: QUALITY MANAGEMENT SYSTEM

Section 1 – Purpose of the Quality Management System

1) A Quality Management System (QMS) has been established to protect the interests of the National Ski Patrol by creating a quality control process that ensures programs and services are being delivered consistently and in accordance with national standards that embody best practices.

2) The system also creates a quality assurance process that is designed to audit the programs being delivered by the membership and creates a feedback loop to the National office and Divisions necessary to foster continuous improvement and maintain the reputation and integrity of the National Ski Patrol as the premier provider of training and education programs for the outdoor recreation community.

Mission

1) The National Ski Patrol is a member-driven organization of registered ski patrols, patrollers, and others, both paid and volunteer. The NSP supports its members through credentialed education and training in leadership, Outdoor Emergency Care, safety, and transportation services, which enables members to serve the community in the safe enjoyment of outdoor recreation.

2) Core Values

   (i) Excellence;

   (ii) Service;

   (iii) Camaraderie;

   (iv) Leadership;

   (v) Integrity; and

   (vi) Responsiveness.

NSP Quality Policy

1) The National Ski Patrol is the premier provider of training and education programs for emergency rescuers serving the outdoor recreation community. The Quality Management System (QMS) sets quality guidelines that ensure that the process of delivering NSP educational programs follows National standards. It also ensures that they are being taught by accredited instructors, are monitored through independent auditing, and bettered via continuous improvement measures.

Section 2 – Management Responsibility and Organization Structure

1) The NSP organization is required to carry out its Mission as described in its Federal Charter, state Articles of Incorporation, NSP Bylaws, and NSP Policies and Procedures. The educational and credentialing functions are provided by the:

   a. National officers;

b. National volunteer staff and program directors;

c. National office staff;

d. Division officers; and

e. Division, Region, Section, and Patrol staff (paid/pro or volunteer).

2) The services to the ultimate customer, the outdoor recreation community, are provided by the individual patrol members, organized in patrols under the direction and full responsibility of resort area management.

3) The NSP Policies and Procedures describe the responsibilities of the Board of Directors (BOD) and assigns responsibility for delivery and quality of the NSP programs to the Division Directors. The NSP Policies and Procedures assigns responsibility for development, promotion, and administration of the discipline programs to the national volunteer staff (NVS), and responsibility for the development and coordination of the QMS to the Education Committee.

4) Several levels of learners and instructors are established to deliver the educational programs:

a. Candidates – enrolled in basic courses;

b. Patrollers – enrolled in courses for continued education and Senior electives;

c. Mentees – training to be instructors;

d. Instructors – members who deliver NSP educational courses to members and other stakeholders;

e. Mentors – (experienced instructors) to train instructor mentees;

f. Instructor trainers – certify credentialing and ensure quality control; and

g. Region, Division, and National program leaders.

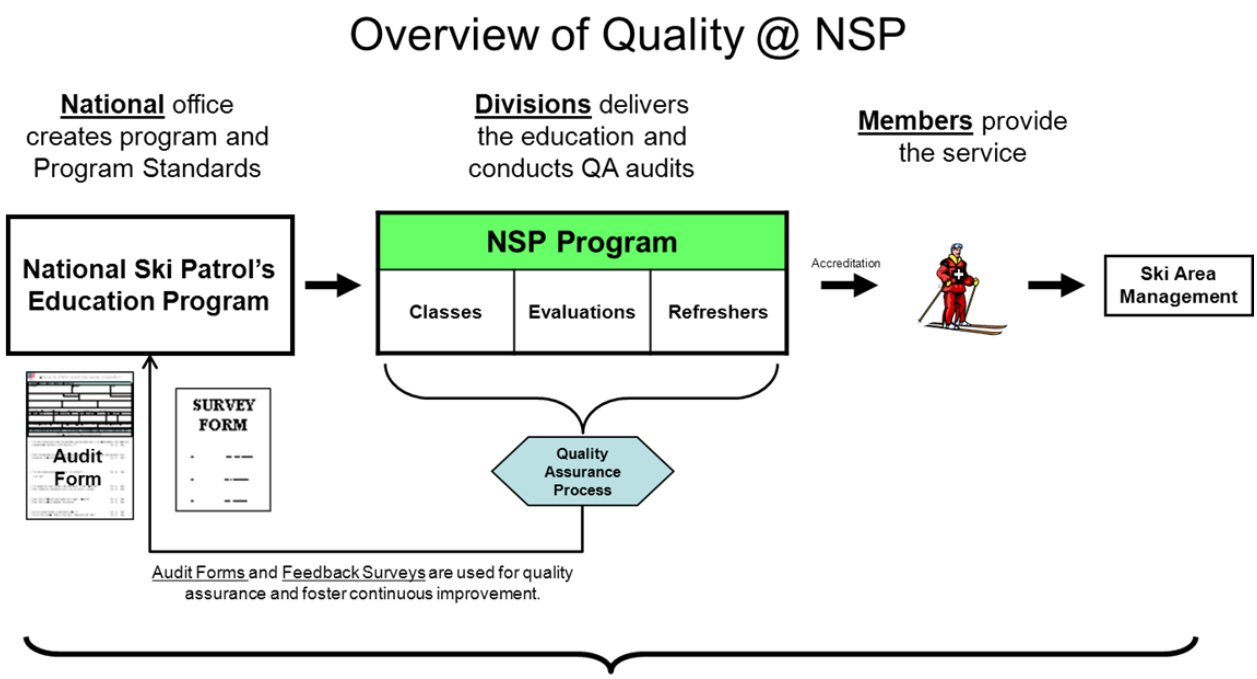
Section 3 – Quality Management Process – Overview

1) The NSP Policies and Procedures establishes the environment for the delivery of the educational programs in the outdoor recreation community.

2) The Quality Management System of the National Ski Patrol is built on the two basic elements of quality: quality control and quality assurance. The quality control section defines the National standard for educational program delivery. The quality assurance section defines the auditing process necessary to ensure that programs are being delivered at the level prescribed by the national standard.

Section 4 – Quality Control within the NSP

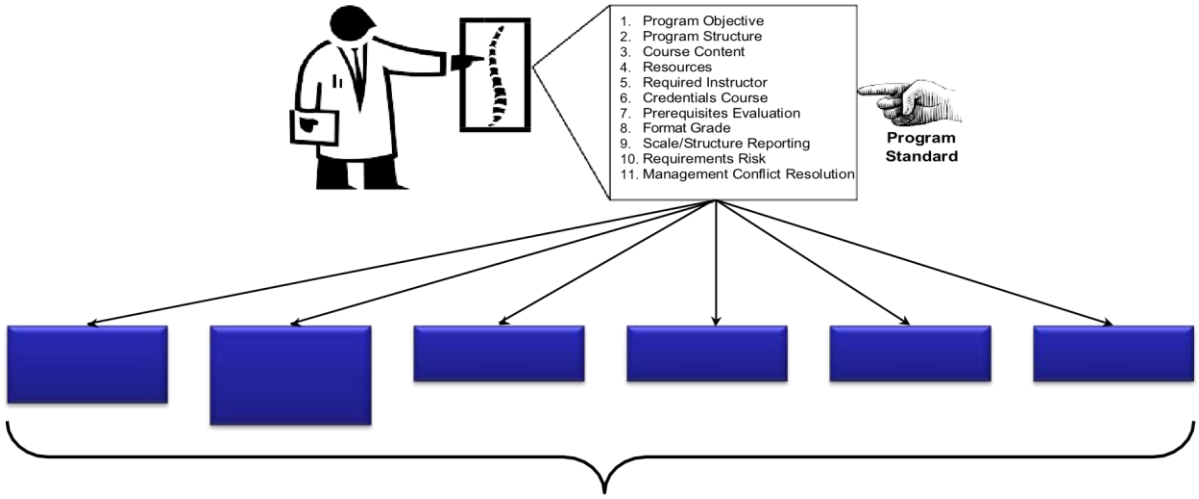
1) Quality control is the process employed by the NSP to ensure that prescribed parameters are defined for every education program, and that the delivery of these educational programs is consistent with the prescribed parameters. These parameters are referred to as "Program Standards." The key products of the NSP are the education programs, and the main effort of quality control is focused on ensuring that the delivery of the programs is consistent across all venues of the NSP.



NSP Quality Management System ensures that education programs developed have quality expectations defined and are delivered consistent with NSP Program Standards.

2) NSP Program Standards

a. The NSP Program Standards contain 11 elements that each educational program defines for their courses, events, or services. To ensure a consistent delivery of educational programs, these standards will be documented using a common template. Defining these elements across all NSP educational programs forms the backbone of the NSP Quality Management System. National program directors are responsible for ensuring that their specific program documentation defines and contains these Program Standards.



Quality Control 'Backbone'

The NSP 'Program Standard' has 11 key elements that each Educational Program defines in their documentation to help ensure the education is being delivered in a uniform and consistent basis. Applying these elements across all NSP educational products forms the 'Backbone' of the NSP Quality Management System.

11 Elements of the National Program Standard

1) Program objective – define objective/s of the program and how they will be delivered.
2) Program structure – defines program requirements, such as where, when, and how the class is held (e.g., classroom, outside, on-snow, what time of year) to best achieve the program objective.
    a. Venue – classroom, outside, on-snow, etc.
    b. Class size – minimum and maximum number of students, as appropriate.
    c. Instructor/student ratio – for training effectiveness.
    d. Audit frequency – how often the event should be audited.
3) Course content – defines what educational material is being taught and the level of detail that the students are expected to learn.
4) Resources required – what is necessary to deliver a program.
    a. Instructors – how many trainers are needed?
    b. Helpers – how many helpers are needed, trained and untrained assistants?
    c. Equipment – defines what equipment is needed by the trainers and what is required of the students to bring to class.
    d. Educational Materials – defines material required by the student and trainer.
5) Instructor Credentials – defines what instructor credentials are required for those delivering the educational program.
6) Course Prerequisites – what other courses or credentials the student needs prior to attending this program.
7) Evaluation format – defines the type of format of the evaluation (e.g., written test, practical test, ski-along test, oral test, check sheet, etc.)
8) Grade scale/structure – defines the grade structure and what constitutes passing and failing.
9) Reporting requirements – defines the administration process/paperwork required.
    a. Class registration – defines how to register the course with the NSP.
    b. Course completion report – defines process/paperwork necessary to close out a course.
    c. Course feedback – defines what feedback mechanisms are employed by program participants, (e.g., instructors, helpers, students).

10) Risk management considerations – details risk management considerations for all phases of program, (e.g., training, evaluation, refreshers).

11) Conflict resolution – defines process to follow in the event of issues/complaints from any program participant, who to take complaint to, what process to follow.

Section 5 – Quality Assurance within the NSP

Quality assurance involves monitoring/evaluating the delivery of NSP programs and services. Audit frequency is defined in the program's documentation. Quality assurance is a process to audit courses and events being delivered to ensure that it is done in accordance with the program's standards. It ensures that the program standards are being consistently applied across all programs and divisions in the NSP. The QA function is performed by Instructor Trainers (ITs) and monitored by Division Program Supervisors.

Purpose of the NSP Quality Assurance Process

1) Audit the program delivery process to ensure it meets the national standards.

2) Provide continuous improvement feedback at the Region, Division, and National level.

ITs Provide Evaluation and Oversight Function

Instructor Trainers (IT's) are experienced evaluators in their respective discipline(s) and are responsible for completing evaluations and program oversight. Experience in the evaluation and administration of the program is important for an understanding of the flow and procedure of the program being delivered.

Other IT's from outside the discipline can serve as evaluators if an IT from that specific discipline is not available, and this other IT is specifically assigned to that event by the discipline-specific Region Administrator or Division Program Supervisor for the program of the course in question. They will be able to QA the course teaching/presentation, not course content. A critical trait of the QA auditor is the ability to communicate, both by listening and providing feedback. The individual must be confident without being confrontational.

Per the *Policies and Procedures*, the IT is responsible for program oversight (auditing/evaluating) of an event are assigned by the Division Program Supervisor. Per Division policies and needs, the IT assignment may be made by the Region Program Administrator. ITs should develop their auditing skills by shadowing a competent and experienced IT. The assigned IT must be familiar with the program standards of the program regarding content and evaluation criteria. One intent of the QA Program is for the IT to provide information and documentation to the region administrator and division program supervisor.

Evaluation Process of an Educational Event

An educational event may be a course, clinic, workshop, or testing event in which knowledge or skills are acquired, practiced, or evaluated. A course is a body of prescribed study whereby knowledge or skills are initially taught; it may extend for more than one session. When credentialing is involved, such as in OEC or Avalanche Level 1, the assigned IT must attend enough classes and the final evaluation to ascertain that the National standard has been met consistently for that course. Furthermore, the IT shall evaluate the instructional performance of each instructor participating in the course, such evaluations being required for instructor certification and recertification.

Region Program Administrators and Division Supervisors review the submitted evaluation forms to ascertain that the National standards are being met across their Region and Division. Similarly, the IT must be present at a credentialing event like an OEC refresher, an OEC final evaluation, a Senior alpine toboggan evaluation, etc. The auditing IT will observe, certify, and only intervene in the event when activity occurs (or does not occur) that falls well outside the national standards of the program.

Following the evaluation, the assigned IT will meet with the instructor of record and any helping instructors for the event to review the completed QA form and, if needed, provide any additional suggestions to improve the event. If appropriate, the Patrol Director should be included in this process, especially if deficits were found. Copies of the evaluations will be sent to the Region Program Administrator and the Division Program Supervisor. This step in the process is not just an "evaluation of the evaluation," but a means to give feedback toward improving the quality of the program or event or individual instructor(s) performance.

Quality Assessment/Evaluation Form

Each National Program Director shall design a course assessment/evaluation form that is consistent with that program's quality standards. The IT uses that form to provide an independent assessment of an event to determine if it was delivered in accordance with the program standards. The IT provides a copy of the assessment to the instructor of record (IOR), the cognizant Region Administrator, and the Division Program Supervisor.

Similarly, the National Program Director shall design an instructor performance evaluation form consistent with that program's instructional quality standard. The IT uses that form to provide an independent assessment of each participating instructor's performance in lesson planning and delivery. The IT provides a copy of the instructor's performance evaluation to the evaluated instructor, the cognizant Region Administrator, and the Division Program Supervisor.

NSP Student Feedback Questionnaire

To complete the quality assessment of an event, it is necessary to gain feedback from the participants after they complete the course/program. This is accomplished by using the NSP Feedback Questionnaire. This feedback helps gauge how satisfied the participants were and helps identify any areas for improvement. This standard program feedback questionnaire will be used at all educational events/courses, across all Divisions.

The IT responsible for oversight of the educational event will be responsible for circulating the NSP Feedback Questionnaire at the conclusion of the event and collecting the responses. Once collected or reported, the completed Feedback Questionnaires will be sent to the Region Program Administrator for review and tabulating the results.

Division level: Copies of completed Audit Forms and Feedback Questionnaires are to be sent to the Region Program Administrator and Division Supervisor for review and follow up, if necessary.

Quality Reporting Frequency

Division level: Program oversight, minimum frequency, and event type (classroom session and final evaluation) is determined by the national program director and outlined in each program's standards documentation.

Student Feedback Questionnaires are to be utilized at all NSP educational events/courses.

Section 6 – Instructor Development and Mentoring

Education is critical to NSP satisfying its federal charter and articles of incorporation as a public service organization. The application of effective teaching methods is therefore most important, and necessary throughout all of its programs. These effective teaching skills are taught in the NSP Instructor Development Course (ID), which focuses on principles of adult education and the associated Mentoring Program. The ID Program also includes teaching the NSP education programs' administrative policies and procedures (paperwork). Recognition of the importance of these educational basics to NSP is demonstrated by the fact that no instructor is allowed to manage or teach ANY course until (s)he has satisfactorily completed the ID course and has been adequately mentored for a specific discipline.

Instructor Development

The ID course covers the various areas of instruction and how instructors can apply them to create a positive learning experience for students and helps build a strong foundation of educational knowledge for use when planning and delivering lessons.

The essentials for being an effective instructor are taught in lessons (chapters) of the *Instructor Development Manual: Training the Adult Leaner*, including the "six pack." This is the QM standard for how NSP programs are to be taught.

Instructor Mentoring Program

The second component of instructor development is the Instructor Mentoring Program. In this phase, the potential instructor practices teaching under the observation and guidance of a credentialed instructor (mentor). The potential instructor (mentee) learns additional skills from the mentor via interactive sessions and by practice teaching real students. The mentoring program focuses on the practical application of teaching and assessment skills and the NSP or division-specific administrative polices for a specific program.

Guide to Mentoring New Instructors is the manual that describes the mentoring process. It is found under Instructor Development on the NSP website.

Instructor Continuing Education

NSP instructor certification is valid for a period of three years, at which time it expires. In order to maintain, update, and improve instructional quality, participation in at least one instructor continuing education (CE) activity during this period is required for renewal of certification. Suitable CE events are specified within each National program standard. Region Administrators and Division Supervisors use evaluation data to help determine or develop appropriate CE content to improve the quality of program delivery.

Section 7 – Measurement and Analysis QA Evaluation Forms

The IT is responsible for completion of the program's course evaluation form, and for making suggestions for course and program improvement. Similarly, the IT is responsible for completing individual instructor performance evaluations, and for making suggestions for improving instructional quality. Finally, the IT is responsible for distributing copies of all evaluation forms to the IOR, cognizant Region Program

Administrator, and Division Program Supervisor, as appropriate. Each recipient will use these evaluations to guide program improvements at their respective levels.

NSP Feedback Questionnaire

Student Feedback Questionnaire results are to be reported to the Region Program Administrator and Division Program Supervisor at the end of each course. This will allow for reviewing and implementing suggestions in a timely manner. The questionnaire results should contain the following categories:

- Number of events where the questionnaire forms were collected, by program type.
- Average score for each of the 10 questions.
- Report any variance of responses.
- Any other relevant comments and/or issues identified in the surveys.
- Continuous improvement suggestions.

National Ski Patrol
Quality Assurance – Course/Event Evaluation

Program/Course/Event/Clinic			**Location**		**Region**	**Date**
Instructor of Record – print name			**NSP ID #**		**QA Auditor – print name**	**NSP ID#**
Number of Examiners	No of Support Staff	No of Candidates	Number of Pass/Fail		QA Auditor - Signature	
			Pass	Fail		
Quality Assurance Overall Assessment – check box						
Course met National Standard **(+)** ☐			Course needs improvements **(=)** ☐		Course Failed to meet National Standard **(-)** ☐	
Information below to be used by IT to determine how well the standard was met						
OEC Module of the Senior Program						

	Strongly Disagree		Neutral		Strongly Agree
The scenarios provided the candidates a fair opportunity to display leadership, problem management, and decision-making skills.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
The candidate was evaluated as lead on one scenario with multiple patients and one scenario where the single patient had multiple injuries.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
The scenarios portrayed true-to-life incidents.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
The patient/s portrayed accurate behavior for the scenarios.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
The patient/s behavior was consistent throughout the day.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
The moulages were properly applied for each scenario.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
The moulages were reapplied as needed.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)

The scenario helpers were correctly coached.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
The scenario helpers acted consistently throughout the day.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
Recording on check sheets was accurate.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
Radio communication simulation was realistic.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)

Total Points (out of 55) _____ (80% is passing)

Better conformance to the national standard for this course/event may be achieved by:

Additional comments for quality improvement:

NSP Feedback Questionnaire

Date_____Event

Please provide your answer using the following scale.

1 – Strongly Disagree, 2 – Disagree, 3 – Neutral, 4 – Agree, 5 – Strongly Agree

1) The event was well run and organized.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
2) The instructor/s was prepared and effective.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
3) The training material was easy to understand.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
4) The course/program's objective was explained.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
5) I was allowed to demonstrate my new skills.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
6) Program specific leaning materials were available.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
7) The course/program's objective was achieved.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)

8) Instructors obtained good student participation.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
9) Event was conducted in a relaxed positive manner.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)
10) I would recommend this course/program.	☐(1)	☐(2)	☐(3)	☐(4)	☐(5)

Summary Score (Sum of points X 2)

Additional Comments

"Your opinion is very important to us!"

If you have additional comments regarding this course/program and want to be contacted, put name and contact information below.

Name_____

Phone # and/or email_____

Appendix C: LEADERSHIP PROGRAMS

A. NSP Leadership Development Program

1) The NSP Leadership Development Program helps to promote organizational excellence by providing opportunities for patrollers to develop their leadership skills and management abilities.

2) The Leadership Development Program consists of four modules. It is designed to provide all levels of patrollers with insight on the qualities and attributes of leadership and the application of leadership in the NSP. These four modules are stand-alone, interactive, online, self-paced programs. They can be done collectively or independently.

3) The Leadership Development Program will not require a course registration if the course is done online. The modules may be used as part of a leadership program unique to a patrol, patrollers, or those seeking a classification change.

Module One: Structure of the NSP Completed and available on DVD

NSP organization make-up, overview of the leadership structure within the NSP, and background about the organization. Good use for the *Life of a Patroller* DVD.

Module Two: Leadership Autobiographical Workbook Currently under development

- This module contains two distinct subsections:

  ○ Module 2A is designed to assist you in the preparation of your own ***Leadership Autobiographical Workbook*** **and** includes a detailed self-assessment of your personal leadership goals, awareness, strengths, and opportunities for growth. ○ Module 2B provides focus on the personality, attributes, and virtues of leadership that are vital to your further development as a leader within the National Ski Patrol.

Module Three: Leadership Tools Currently under development

- Communication skills;
- Achieving the best possible results for team building;
- Customer service and conflict resolution; and
- Attributes of leadership.

Module Four: Call to action Currently under development

- Applying new knowledge and skill;
- Critically assessing leadership performance; and
- Measuring success.

a. Time commitment: Varies by module and individual pacing.

b. Fee: National — none.

c. Credential: NSP Certificate of Achievement.

b. Required materials: The Ski Patroller's Manual (current edition); NSP Policies and Procedures; and NSP Bylaws.

Appendix D: OUTDOOR EMERGENCY CARE PROGRAMS

A. General Information

1) The original program title, Winter Emergency Care (WEC), was changed to Outdoor Emergency Care (OEC).

2) The OEC Program is the required emergency care standard of training for NSP members. (See Membership Requirements, Chapter 5.)

   a. Effective July 1, 2018, the member type for any Traditional member registered above the candidate level (member type P) without completion of OEC will be changed to 'C' - candidate until they have attained OEC certification through completion of an OEC Course, Challenge Course or Modified Challenge course). Upon completion of the course, such individuals will be awarded an OEC technician card, and their member type will be changed to patroller.

   b. In order to participate in an OEC course or challenge the student must be a member of the NSP in any Traditional or Associate membership type.

3) The standard training and testing criteria for the OEC course are formalized by the National Medical Committee and the OEC Program Committee.

   a. Ski area management, area Patrol Directors, and Medical Advisors determine the local operational standard of care.

   b. Skill performance evaluations consist of general principles and accepted procedures that must be used in specific situations. The OEC curriculum emphasizes the need to adapt to the environmental conditions, patient's physical conditions, and available equipment, which can vary from one emergency situation to another.

4) OEC Division Supervisors

   a. There will be one OEC Supervisor in each Division who is appointed by the Division Director in consultation with the National OEC Program Director. The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director. Only the Division Supervisor, or their designee, will have the authority to present material and vote on items presented to the National OEC Program Committee.

   b. OEC Supervisors are responsible for program administration, OEC instructor certification, and quality assurance programs in their division.

5) NSP members who successfully complete the OEC course receive the designation of Outdoor Emergency Care Technician.

6) Every NSP officer should have access to the current OEC Instructor's Manual with the complete set of OEC policy statements as documented on the www.nsp.org website.

7) The current edition of Outdoor Emergency Care and the accompanying OEC curriculum exceed the specifications and requirements of the American Society for Testing and Materials (ASTM) and the U.S. Department of Transportation first responder training objectives.

B. Outdoor Emergency Care Course

1) This course is a sequenced, competency-based educational program with detailed and specific knowledge and skill objectives tailored for the outdoor and winter environment. OEC emphasizes field application of Outdoor Emergency Care knowledge, techniques, equipment, and special transportation considerations mandated by the environment. The course requires completion of all comprehensive lessons, with skill and scenario application, demonstrated skill guides, and final written and practical examinations.

   a. Course prerequisite: Must be15 years of age on or before December 31st of the year the course is conducted. Subject to Federal and State law or local laws. The Patrol Representative/Director has the authority to require the age of 15 at the beginning of the course.

   b. Course time requirement: not specified. The length of time required to master the objectives will vary depending based on both the students and the method of course delivery.

   c. Fee (course/challenge/modified challenge): National —$150 (member); Division — $10 (optional); Local — varies. Any OEC student or challenge applicant who is not a member of the NSP must pay the nonmember fee.

   d. Instructor of record: OEC instructors.

   e. Credential: OEC card (term of card is over a period of three years and technicians must have the current year refresher cycle completed to be considered valid).

   f. Continuing education requirements: Annual OEC refresher consisting of one-third of the total curriculum, and skill competency verification as developed by the OEC Refresher Committee.

   g. Text: *Outdoor Emergency Care*, current edition.

2) OEC Challenge and Modified Challenge

   a. Challenge - Applicants must meet one or more of the following criteria:

      (i) Emergency trained and currently certified as: M.D./D.O./MBBS, PA/NP, RN, or LPN.

      (ii) Previous OEC certification, provided the OEC certification has not been expired for more than one year.

      (iii) Certain wilderness first responders whose courses have a minimum of 72 hours of course work (currently approved are WMI, WMA, and SOLO).

      (iv) Individuals who have the designation of Emergency Medical Technician, Advanced Emergency Medical Technician or Paramedic (NHTSA definitions), all as licensed by and in good standing with the National Registry of EMTs (for states that use NREMT exclusively) and/or their state EMS regulatory agency qualify for the Modified Challenge course, a demonstration of skills based upon a skills checklist developed by the National OEC Program Director. The Modified Challenge is not a pass-fail test, but to become

OEC Technicians, candidates must successfully demonstrate all required skills with guidance from OEC Instructors as needed and within limitations as identified by the National OEC Program Committee. The Modified Challenge course evaluation will utilize the OEC Modified Challenge Skills Check Sheets.

(v) By including these individuals on a patrol roster, the PR/PD is certifying such individual is in good standing as described here.

(vi) Other certifications may be approved by the national OEC Program director after consultation with the national medical advisor. This is based upon the submission and review of appropriate curriculum materials.

b. Challenge

(i) Time requirements (total hours) will vary with background, specialty, and experience.

(ii) Challenges must be registered separately from courses.

(iii) Challenge applicants must practice skills with an OEC instructor prior to the challenge testing.

(iv) Challenge applicants must successfully demonstrate all skills from the Skill Guides and complete the same final written and practical exams as the course students.

(v) The OEC Challenge applicant may fail a maximum of one scenario or one skill station and be allowed to retest that skill station or scenario on the same day. The retest must be taken using the most current backup skill station or scenario approved by the National OEC Program Director. Trainees may not retake the same written exam that they failed.

(vi) Failure of more than one skill station or scenario will result in an overall failure, and the student will have to successfully complete the full OEC course.

c. Modified Challenge

(i) **Initial Assessment**: Candidates will complete a skills assessment designed to evaluate their performance on key OEC skills. This is part of the training process for skills that candidates are not familiar with and need to review the OEC skills standard of training.

(ii) **Skill Demonstration**: Each skill is evaluated on its CPI's which outline critical tasks necessary for proficient performance

(iii) **Feedback and Remediation:** For skills that do not meet the required standard, candidates will receive feedback and are encouraged to continue training. They will have additional opportunities to attempt the assessment until proficiency is demonstrated

(iv) **Final Approval**: Once all the required skills are successfully completed and the QA checks are finalized, the candidate will be awarded OEC technician status.

(v) Modified Challenge applicants who do not successfully demonstrate the required skills at first may receive guidance from OEC instructors. The OEC Instructor of Record and IT reserve the right to require that any candidate who cannot demonstrate skills take the full OEC course.

3) OEC Testing criteria

a. OEC trainees and challenge applicants must pass the final written and practical exams provided by the National office, as verified by an OEC instructor and with QA performed by an OEC instructor trainer. The IT assigned to QA the course should be from a different patrol. If an OEC IT from a different patrol is not available, the Division OEC Supervisor may appoint another IT in good standing from a different educational discipline to perform the QA.

(i) The minimum passing score for the written final exam is 80 percent.

(ii) In addition to passing all CPIs, the minimum passing score for each skill or scenario station on the practical examination is 80 percent.

b. Trainees may not retake the same written or practical exam that they failed.

c. The final written exam is not to be posted to any websites. The exam must be in written/printed form and all copies of the test destroyed after the conclusion of the testing process.

(i) For OEC Challenge_applicants – see section B 2 (vi) above.

(ii) For OEC Full course students

(a) Written exam

- The final written exam may be retaken only once.
- Retest of the final written exam may occur on the same day as the original final written exam. The retest must be taken using the most current backup OEC written exam approved by the National OEC Program Director. Trainees may not retake the same exam that they failed.
- Retest of the final written exam must occur within 30 days of the original exam. This timeline may be extended at the discretion of the Division OEC supervisor.
- Failure to retest constitutes failure of the entire OEC course.

(b) Practical exam

- Trainees may fail 100 percent of the final practical exam stations and still be eligible to retest the final practical exam.
- Trainees may fail up to 50 percent of the final practical exam stations and be able to retest the failed stations on the same day as the original final practical exam.
- Trainees who fail more than 50 percent of the final practical exam stations must retake the failed final practical exam stations on another day.
- Retest of the final practical exam must be completed within 90 days of the original exam. This timeline may be extended at the discretion of the Division OEC Supervisor.
- Failure of any retested final practical exam station constitutes failure of the entire OEC course.

d. The OEC instructor of record for all courses and refreshers must follow the administrative procedures outlined in the current OEC Instructor's Manual, as well as the instructions included with the testing packet. Testing packets will be provided electronically to the Division OEC Supervisors each season for their reference. Each Division Supervisor will have the option to determine how the final testing packets will be distributed in their Division by selecting from one of the following methods for test delivery:

(i) tests sent electronically by the Division Supervisor to the IT that is the designated IT responsible for QA of the course; or

(ii) paper copies of the tests will be mailed from the National office to the Division Supervisor or the IT designated on the course registration approximately two weeks before the designated end of the course.

4) Fees:

a. Fee (course/challenge/modified challenge): National — $150 (member); Division — $10 (optional); Local — varies. Any OEC student or challenge applicant who is not a member of the NSP must pay the nonmember fee.

b. Divisions may charge an OEC course/challenge registration fee not to exceed $10 per individual; however, Division fees charged for an OEC course may only be expended to support OEC administration for quality assurance in the Division. Other NSP units may not charge fees for OEC courses.

c. An OEC instructor may charge OEC trainees for additional expenses that may be incurred in teaching the class; however, the Board of Directors strongly recommends that all efforts be made to keep these costs at a minimum. The additional costs must be itemized and explained in detail to the OEC trainees. If requested, all OEC instructors must supply a written itemization of all fees to any participant of an OEC course, and to the National office. This itemization must include, but is not limited to:

(i) NSP training packet charge;

(ii) Any local assessments or fees;

(iii) Any meeting room costs;

(iv) Training aids and audio/visual rentals;

(v) Duplication and/or printing costs; and

(vi) Refreshments.

d. Fees for instructional services in courses sponsored directly by the NSP for NSP members are specifically prohibited; however, an OEC instructor may charge an instructor fee up to or equal to the cost of the trainee packet fee for each nonmember individual participating in the OEC class.

C. **Annual OEC Refreshers**

1) The annual Outdoor Emergency Care refresher reviews one-third of the material covered in the complete OEC course. Over a three-year period, the entire Outdoor Emergency Care course is reviewed. The refresher cycle topics are featured in the National Ski Patrol Center for Learning. The refresher course will be open for student access starting July 1st. The annual refresher is intended to reinforce and upgrade OEC technicians' emergency care knowledge and techniques in conformity with new procedures and equipment. Completion of the On-line module and in-person skills module are mandatory components of the annual OEC refresher program. Each refresher must be observed/QA'd by an OEC IT as assigned by the division supervisor or ROA - Region OEC Administrator. Whenever possible, the IT performing the QA should be from a different patrol.

   a. Prerequisite: Current Outdoor Emergency Care certification.

   b. Time commitment: no minimum time requirements; however, a member must be able to satisfactorily demonstrate and meet the objectives of all stations, including skill competency demonstrations, to complete an OEC refresher.

   c. Fee: National — none; Division — optional.

   d. Instructor of record: OEC instructor.

   e. Credential: None. Upon course closure, the date of each cycle completion is posted to participant records.in the member's education profile. A new OEC card is issued following the completion of three consecutive cycles.

2) Every NSP member must complete the OEC refresher each year, except Physician Partners, Alumni, or candidates who are currently enrolled in or who complete a full OEC course after May 31, before the annual membership registration. Every OEC instructor, including ITs, Division Supervisors, and the National OEC Program Director must complete a full OEC refresher. This may be accomplished during a separate OEC refresher specifically for instructors teaching or helping at the patrol refresher.

3) Division Supervisors, Region OEC administrators, and Patrol Representatives/Directors have access through the NSP website to OEC delinquency reports for their respective responsibility areas. These reports should be reviewed prior to each year's refresher to ensure that all patrollers are up to date.

   a. The IOR who registers the refresher course on the NSP website also closes the course following its completion and successful enrollment in the course of all participating patrollers.

   b. Refresher courses should be closed within two weeks after the course is held.

4) All OEC refreshers must be conducted using the current edition of *Outdoor Emergency Care, OEC Instructor's Manual,* and the OEC Refresher Instructor's Toolkit materials.

D. **CPR Annual Requirement**

1) All active NSP patrollers, candidates, and hosts must hold a current CPR certification from an NSP-approved agency.

a. Patrollers – are required to have “Professional-rescuer CPR certification”.

b. Hosts – are required to have a “Community level CPR certification”.

2) All active NSP candidate, patroller and host members must demonstrate their CPR skills annually to a certified CPR instructor, regardless of the certifying agency's requirements or the expiration date of the card. This is not intended to be a part of the annual OEC Refresher requirements.

3) Currently approved CPR providers are the American Heart Association, American Red Cross, American Safety and Health Institute, EMS Safety Services, Inc., Emergency Care and Safety Institute, National Safety Council, and Medic First Aid.

4) All active NSP Host Members must hold a current Community Level CPR certification from an NSP-approved agency.

5) The patrol’s Patrol Representative shall, and acting as the ski area's agent, certify that all NSP patrollers at the Patrol Representative's ski area have completed their NSP CPR training requirements.

E. Continuing Education

1) The OEC continuing education program is an optional training opportunity to help OEC technicians maintain their skills and knowledge throughout the season.

2) The program consists of knowledge and skill elements on specific topics that are often featured in Ski Patrol Magazine.

3) Minimum training requirements will be established by the National OEC Program Committee. Division Supervisors may add additional topics that are Division-specific but cannot remove the minimum requirements. Topics may be included in instructor newsletters and Instructor CE clinics.

4) All OEC CE clinics must have an OEC IT present to perform QA and validate that the minimum established requirements are met.

F. OEC Enhancement Seminar

1) Outdoor Emergency Care Enhancement Seminars are continuing education tools designed to enhance existing OEC skills for OEC technicians through an injury or illness directed practice session selected from a series of predesigned modules. Each session will be presented in an environment realistic to the injuries addressed in the selected module. Each module is formatted to include an introduction of topics and objectives, skills demonstrations, practice scenarios, summary and review, and a group discussion. This continuing education opportunity is not meant to replace or supersede existing OEC refresher requirements. Introduction of new enhancement seminar sections requires approval by the OEC National Program Director after consultation with the National OEC Program Committee and the National Medical Advisor. All new OEC Enhancement Seminars must be consistent with the current OEC textbook/curriculum.

a. Prerequisites: Current OEC technician.

b. Time commitment: Approximately 3.5 hours per module.

c. Fee: National — none; Local — varies.

d. Credential: NSP Certificate of Achievement.

e. Instructor of record: Current OEC instructor. An OEC IT must be assigned to the course by the division OEC supervisor or ROA (Region OEC Administrator) to provide QA and ensure that the standards are met to receive credit for the course.

f. Required text: *Outdoor Emergency Care*, current edition.

g. Recommended references:

(i) OEC *Instructor's Manual*;

(ii) OEC Instructor's Toolkit;

(iii) OEC Test Bank;

(iv) NSP OEC videos

h. OEC Enhancement Seminars – List of topics

(i) Lower Extremities

(ii) Upper Extremities

(iii) Head, Face, Neck, & Back

(iv) Hip & Pelvis

(v) Chest, Abd & Genitalia

(vi) Unresponsive or Altered Guest

(vii) Other (e.g., Special Olympics or Adaptive Skiers)

G. Outdoor Emergency Care Module of the Senior Program

1) The Outdoor Emergency Care Module of the Senior Program (OECMSP) is one module within the Senior Program established by the NSP. The Senior Program provides the Divisions with a standardized method for evaluating patrollers to determine if they demonstrate the skills needed for the Senior patroller classification.

2) The OECMSP is a training program that culminates in a skill/scenario evaluation structured to help patrollers handle more complex scenarios with strong fundamental OEC skills and emergency scene management. It is not a different level of OEC.

3) Candidates for the OECMSP must meet qualifications as outlined in the most current version of the OECMSP Guide.

a. Prerequisite: must be a patroller for at least one ski season and must have the approval of their patrol director/patrol representative prior to entering the Senior Program.

b. Time commitment varies between each candidate. The candidate must attend at least one Region- or Division-sponsored training/pre-course, and additional training and/or pre- course participation is highly encouraged.

c. Instructor of Record for the OECMSP: Region- or Division-designated Senior Training Coordinator

d. This is a credential course and once it has successfully been completed, it does not need to be updated and there is no additional continuing education required.

e. Fee: National—none; Division—varies; Region—varies.

f. Instructor materials: Latest edition of the OECSP Training Coordinators Guideline; current edition of the OEC textbook.

g. The OEC Program Director and the National OEC Committee will provide the final standardized evaluation scenarios and supporting materials each testing season. Division OEC Supervisors will receive an electronic version of the testing packet to provide to the STC prior to the final evaluation day.

h. An OEC IT must be assigned to, and be responsible for, the QA during the training period and the Division Supervisor or their designee will be assigned as IT to QA for the final evaluation/testing.

H. Outdoor First Care

1) Outdoor First Care provides area managers and directors of other recreational facilities a way to promote safety, foster stronger relationships with their employees, and educate area personnel and guests about the responsibilities of the ski patrols and EMS personnel.

2) The Outdoor First Care course is a skill-performance program that is structured to help individuals appropriately respond to an injured or ill person, to summon a trained response person or team, and to render immediate first care and stabilization as needed. The overall objective is to include universal precaution practices and application of personal protection procedures to prevent unnecessary exposure in accordance with procedures required by OSHA federal regulations and training guidelines.

a. Prerequisite: Heart-Saver or the equivalent Community Level CPR certification from an approved provider.

b. Time commitment: 6 to 8 hours without CPR certification. The course is skill-oriented and performance-driven. Exact time requirements are not set. Testing materials will be provided electronically to the division supervisor for distribution to the IT assigned to QA the course. The course can be delivered in a Hybrid or traditional format.

c. Instructor of record: NSP OEC instructor. An OEC IT is assigned by the Division Supervisor or ROA to QA the course and whenever possible, the IT should be from a different patrol.

d. Credential: Two-year credential, with certificate of achievement issued upon completion. The course is designed to be repeated every two years.

e. Continuing education: Retake course every two years.

f. Fee: National — $60; Local — varies. For Retake/Renewal course – National course fee is waived for individuals who have maintained their NSP membership in good standing throughout the two years of certification. For all others, the fee is $60.

g. Instructor materials:

(i) Outdoor First Care Instructor's Guide.

(ii) OEC Instructor's Manual

(iii) PowerPoint slides

I. Education Program Committee and Job Description References

1) Education Committee and job descriptions for all education programs will be found in the following sections of Chapters 2, 3, and 4. Some additional details are listed below; others may be found in the OEC Instructor's Manual.

a. National Education Committee – Section 3.6.2

b. National Program Committee – Section 3.6.3

c. National Program Director – Section 2.3.5

d. Division Supervisor – Section 4.8.1

e. Region Administrator – Section 4.8.2

f. Instructor Trainer – Section 4.8.3

g. Mentor – Section 4.8.4

h. Instructor – Section 4.8.5

i. Senior Trainer/Evaluator – Section 4.8.6

j. Instructor of Record – Section 4.8.7

Some additional details are listed below; others may be found in the OEC Instructor's Manual.

J. OEC Instructor Certification

1) The NSP Instructor Mentoring Program focuses on the practical application of teaching and assessment skills for the OEC Program. Potential instructors are teamed with experienced instructors for individual training and guidance.

a. Prerequisite: Instructor Development course. Review of the OEC Instructor Manual and related resources as well as Policies & Procedures relating to the OEC Program is required as part of the mentoring process to ensure that new instructors are familiar with where the resources are located and how to access needed information.

K. National OEC Program Committee

1) Committee Members

a. National OEC Program Director;

b. Assistant national OEC Program Director;

c. Division OEC Supervisors;

d. National Medical Advisor (nonvoting);

e. National Education Director (nonvoting); and

f. National Education Committee Chair (nonvoting).

2) Responsibilities

a. Develops and reviews curriculum for the Outdoor Emergency Care course and refreshers, OEC Enhancement Seminars, and the Outdoor First Care course.

b. Develops and reviews all written materials for consistency with OEC and Outdoor First Care course objectives.

c. Develops and updates OEC training aids.

d. Reviews OEC policies for program administration.

3) Structure

a. The National OEC Program Director shall serve as Chairperson of the committee.

b. The National OEC National Program Committee will report regularly through their chairperson to the National Education Committee regarding the state of their program.

c. The OEC Refresher Committee is a subcommittee of the OEC Program Committee and is comprised of members appointed by the National OEC Program Director.

L. National Medical Committee (also in Section 3.6.4)

1) The National Medical Committee is an advisory body of the Board of Directors, comprised of the National Medical Advisor, the Division Medical Advisors, the National OEC Program Director, and members-at-large.

2) The National Medical Committee monitors pertinent developments in medicine and prehospital care and makes recommendations to the board. It determines the course curriculum for the Outdoor Emergency Care and Outdoor First Care educational programs and provides advice on the content of the texts for both programs.

3) The committee evaluates new medical equipment and techniques and assesses their capabilities for ski patrolling activities and associate units.

4) The National Medical Committee shall meet as necessary, or as directed by the National Chair, to review the "current state of affairs" within the OEC Program and EMS in general, and shall prepare an annual report and/or other reports as directed by the National Board of Directors.

Appendix E: OUTDOOR EMERGENCY TRANSPORTATION PROGRAM

This Appendix provides information to support application and administration of the NSP Outdoor Emergency Transportation (OET) Program and is intended as a resource for ski patrollers of all classifications, OET Instructors, OET Instructor Trainers (ITs), Region OET Administrators, and Division OET Supervisors.

E.1 General Information

1) Information in Appendix E is for use by local area patrols as a resource for training and evaluation of patrollers in OET.

2) The NSP does not require candidates to be skiers or participate in toboggan-handling training. Local area patrols may impose such requirements.

3) Skiing/snowboarding proficiency is defined at the local area by area management or the public lands administrator.

4) The NSP does not provide a ski/snowboard instruction program. However, Divisions may establish a ski/snowboard school. Use of Professional Ski Instructors of America (PSIA) and the American Association of Snowboard Instructors (AASI) terminology and methodologies is recommended.

5) NSP candidates and members must be at least 15 years of age. The parents or guardians of all candidates who are minors should be informed of the education requirements and time and financial commitments. Education programs involving minors must be properly supervised by NSP officers, supervisors, advisers, and/or instructors. A parent or guardian must sign the event participant waiver.

6) NSP Member Classifications and certifications pertinent to OET include Candidate, Patroller, Young Adult, Senior Patroller, Alpine Patroller, Alpine Senior Patroller or Alpine Certified Patroller.

   - OET training for the Nordic Patroller Classifications (Patroller, Senior Patroller, and Nordic Master) is addressed within the Nordic Program.
   - OET training for Patroller Candidates, Patrollers, and Senior Patrollers is addressed under the OET program.
   - Until they have successfully completed the local area patrol evaluation, candidates or patrollers may operate rescue toboggans, empty or loaded, only in supervised training sessions conducted according to local protocols.
   - Alpine Patrollers, Alpine Senior Patrollers, and Alpine Certified Patrollers have been evaluated by the local area patrol and are approved to operate rescue toboggans as part of their patrolling duties.
     - Alpine Patroller Status is determined by the local patrol (e.g., Patrol Representative and/or Patrol Director). An Alpine patroller shall complete the annual on-the-hill/trail

refresher, ski or snowboard all terrain at the home ski area, and operate a rescue toboggan in a strong, competent manner, using sound skiing or snowboarding technique, with an emphasis on stability and control, under all environmental conditions. Local area patrols may add additional requirements for becoming an Alpine Patroller.

- Senior Patrollers that operate rescue toboggans must meet the requirements of the Alpine Patroller and have advanced to the Alpine Senior skill level by meeting the requirements of the Senior program.
- Alpine Certified must meet the requirements of the Alpine Patroller and have advanced to Alpine Certified classification by meeting the requirements of that program.

- An annual toboggan refresher is required for all patrollers who operate a toboggan as part of their duties. The content and administration of this refresher is determined by the local area patrol (NSP recommendations for a refresher to follow in Suggested TREF Content). Registration of a TREF course is recommended for confirmation that each Alpine Patroller, Alpine Senior Patroller, and Alpine Certified Patroller has completed the annual OET refresher when their membership is renewed each season. An Alpine patroller who cannot or no longer wishes to maintain OET requirements may register as a Patroller.

7) There are ten (10) courses offered as part of the OET program to support training of new patrollers, refreshing OET skills, development of ski/snowboard/telemark skills, development of toboggan handling skills, continuing education for OET instructors and Alpine Senior patrollers, and evaluation of Alpine Senior candidates. These courses include:

Course Name	Purpose	Students	Notes
Introduction to Patrolling (PAT)	Train new and returning patrollers	New and Returning Patrollers	Includes elements of OET, Local Mountain Protocol, and NSP History and Administration, among others
Toboggan Refresher (TREF)	Refresh Toboggan Handling Skills	All patrollers who handle a toboggan as part of their duties	Required Annually – Performed at the local ski area. Content determined by the local patrol.
Toboggan Enhancement Seminar (TES)	Improve toboggan handling skills	All patrollers	On the Snow – Is a Senior Elective. Counts for Senior CE as well
Snowsports Enhancement Seminar (SES)	Improve the ski/snowboard/telemark skill	All patrollers	Taught by PSIA/AASI, or Instructors vetted and approved by the Division OET Supervisor. Counts as Senior CE

Snowsports Trainers Workshop (STW)	Improve the teaching skills with respect to alpine and telemark skiing and snowboarding	OET instructors who teach skiing or riding	On the Snow – This course in addition to an OETICE satisfies the continuing education. Requirement for OET instructors. Counts as Senior CE as well.
Course Name	**Purpose**	**Students**	**Notes**
Toboggan Trainers Workshop (TTW)	Improve the teaching skills for toboggan instructors	All OET instructors	On the Snow – This course along with an OETICE satisfies the continuing education requirement for OET instructors. Counts as Senior CE as well.
OET Instructor Continuing Education Clinic (OETIC) or NSP Instructor Skills Review for Continuing Education (REINS)	Dry-land continuing education (e.g., paperwork, administration, course registration and closure)	All OET Instructors	To be combined with a TTW or STW as to satisfy the CE Requirement for OET instructors.
Senior Evaluation – Alpine Toboggan (SATE)	Evaluation of toboggan handling skills of Alpine Senior Candidates	Alpine Senior Candidates	Conducted at a Snowsports area selected for Senior evaluation using the Division or Region protocol.
Senior Evaluation – Alpine Skiing / Riding (SAEE)	Evaluation of skiing/riding skills of Alpine Senior Candidates	Alpine Senior Candidates	Conducted at a Snowsports area selected for Senior evaluation using the Division or Region protocol
OET Alpine Toboggan Sr. T/E Clinic (STEN)	Calibration and Training for Senior OET Trainers and Evaluators	OET Instructors	Used by some Divisions as a continuing education / calibration course for OET ITs and Senior Evaluators. Counts as Senior CE as well.

Notes:
OET – Outdoor Emergency Transportation CE
– Continuing Education

8) The OET courses listed above are delivered by current, approved OET instructors. Current refers to the instructor status as recorded in the NSP database. Approved refers to approval by the Regional OET Administrator, and/or Division OET Program Supervisor.

E.2 General Information - Skiing and Snowboarding Proficiency

(Suggested outline for use by local patrol/area management)

1) Advancement to the Alpine Patroller Status is determined by the local patrol (e.g., Patrol Representative and/or Patrol Director). An Alpine Patroller must be able to complete the annual on-the-hill refresher, ski or snowboard all terrain at their home ski area, and operate a rescue

toboggan in a strong, competent manner, using sound skiing or snowboarding technique, with an emphasis on stability and control, under all environmental conditions.

2) The content of ski and snowboard training programs for all levels of patrollers should be consistent with the objectives and techniques currently taught by the PSIA and AASI.

3) Instructor staff responsible for implementing ski and snowboard training programs should be familiar with skill performance objectives established by the National Transportation Committee and incorporate them into all ski training activities. These performance objectives can be found in Outdoor Emergency Transportation: Principles of Toboggan Handling, and The Ski Patroller's Manual, current edition and NSP Policies and Procedures current edition.

4) The use of PSIA alpine, telemark, and AASI snowboard instructors and reference materials is encouraged in the development and implementation of training programs.

E.3 General Information - Toboggan-Handling Proficiency

(Suggested outline for use by local patrol/area management)

1) In order to pass the Alpine patroller evaluation, and to complete the annual on-the-hill/trail refresher, candidates must be able to demonstrate effective toboggan-handling skills on the slopes and trails of their home ski area under a variety of conditions. Each area sets their own performance objectives based on local area/Division protocols based upon NSP Training standards.

2) NSP has training standards to evaluate the toboggan-handling competency of candidates training on alpine and telemark skis and snowboards. Instructors should be familiar with skill performance objectives established by the Transportation Committee and incorporate them into all toboggan training activities. These performance objectives can be found in Outdoor Emergency Transportation: Principles of Toboggan Handling, and The Ski Patroller's Manual, current edition. (There may be information in these manuals that has changed since publication. NSP Policies and Procedures constitutes the approved national policies of the NSP.)

E.4 Resources for All Patrollers (Patrollers, Alpine Patrollers, Alpine Senior Patrollers, and Alpine Certified Patrollers). Approved course descriptions may be found on the OET education resources and instructor resources pages of the NSP website.

Courses offered for all Patrollers to develop, enhance and refresh skills include:

Introduction to Patrolling (PAT)

1) The content and administration of toboggan training is determined by the local patrol and is reviewed by the Patrol Representative/Patrol Director and local area management. One of the courses offered through the NSP OET Program is an Introduction to Patrolling (PAT). The advantage of registering the PAT is that current OET instructors are covered by the NSP liability insurance.

2) The local/Regional OET team is responsible for organizing the training and delegating the review stations to the appropriate individuals.

3) On-the-hill/trail ski, snowboard, and toboggan-handling requirements are written in performance-based terms, rather than time-based terms. The amount of time required to complete an on-the-hill/trail ski or snowboard and toboggan training is based on satisfactory performance.

4) Provides instruction on the fundamental skills needed to perform entry-level patrolling duties. Topics covered include:

- Risk Management;
- Adapting to the Outdoor Environment;
- Toboggan Handling;
- Scene Management;
- Rope and Belay Skills;
- The NSP, Ski Area Management,

  The Role of the Volunteer Patroller;
- Guest Service.
- In addition, area-specific training in policy, procedure, practice, and equipment may be included. This is a good course for new patrollers, returning patrollers, patrollers transferring to new areas, and patrollers looking for a refresher of overall skills.

Snowsports Enhancement Seminar (SES)

Patrollers of all classifications seeking to improve skiing and riding skills through additional instruction may participate in SES courses. These educational events are arranged by OET instructors/Region OET Administrators/or the Division OET supervisor and are intended to provide ski and snowboard instruction using PSIA and AASI methodologies and techniques.

Toboggan Enhancement Seminar (TES)

Toboggan enhancement seminars provide toboggan training for all Patroller classifications. These events are tailored by the instructor of record to meet the needs of the intended audience. For instance, a TES may be registered for general toboggan training or may have a targeted audience such as Senior candidates, telemark skiers, snowboarders, or women's only events.

Toboggan Refresher (TREF) – Administrative

Every Alpine Patroller, Alpine Senior and Alpine Certified patroller who operates rescue toboggans as part of their duties is required to refresh those skills annually.

1) The content and administration of toboggan refreshers is determined by the local patrol and is reviewed by the Patrol Representative/Patrol Director and local area management. One of the courses offered through the NSP OET Program is a Toboggan Refresher (TREF). The advantage of registering the TREF is that current OET instructors are covered by the NSP liability insurance. The NSP Patrol Representative is responsible for organizing the refreshers and delegating the refresher review stations to the appropriate individuals. The on-the-hill/trail ski and toboggan refreshers should be held as early as practicable in the season.

2) On-the-hill/trail ski, snowboard, and toboggan-handling refresher requirements are written in performance-based terms, rather than time-based terms. The amount of time required to complete an on-the-hill/trail ski or snowboard and toboggan refresher is based on satisfactory skill demonstration and on local conditions and needs.

3) NSP registration unit refresher requirements are considered complete when NSP members have met all the performance objectives. If an NSP member demonstrates all the required skills in one individual session, then the individual has met the objectives of that refresher. If a patroller cannot demonstrate any or all of the skills, then the individual has not met the requirements for that refresher and will need more training.

4) All NSP members must meet any additional refresher training requirements indicated by Division, Region, Section, or ski area policy. Local conditions may require Avalanche, Search and Rescue, Nordic/Backcountry, and other skill areas to be refreshed.

5) As part of NSP's annual requirements, all NSP members, except Alumni, temporarily not patrolling members, and Physician Partners, must complete an on-the-hill/trail practical refresher course as early as possible each season.

6) All candidates who are registering for the second or subsequent years must participate in the on-the-hill/trail refresher.

Suggested TREF Content:

Alpine Maneuvers

1) Ski/Snowboard Maneuvers

   a. The NSP member must demonstrate consistent runs on moderate to difficult terrain, performing large and small radius turns while showing effective use of edging, turning, and pressure control skills.

   b. The NSP member must ski or snowboard consistent runs on more difficult terrain, (e.g., steep, moguled or more difficult for the area) terrain while demonstrating stability and control. The NSP member must demonstrate an equipment carry run in adverse conditions (chop, crud, ungroomed, etc.) and on varying terrain.

   c. The NSP member on alpine skis must demonstrate a controlled run, including wedge, sideslip, transition, and power stop maneuvers. The NSP member on a snowboard must demonstrate a controlled run, including sideslip, transition, and power stop maneuvers. *Snowboard skills correlate with alpine skiing skills as defined in the glossary.*

2) Toboggan-Handling Maneuvers

   a. Unloaded: The NSP member must demonstrate how to operate the front of an unloaded toboggan while descending ski runs under a variety of terrain and snow conditions. The NSP member will be evaluated on straight running, turning, side slipping, approach to the injured guest, power stopping, and positioning of the toboggan at the accident site as they apply to skis or snowboards.

   b. Loaded (Front): The NSP member must demonstrate the ability to run a loaded toboggan while demonstrating control, smoothness, and appropriate route selection on the home area's

moderate to difficult terrain. The NSP member also must demonstrate skiing skills, including a sideslip (forwards, backwards, and straight down), wedge (if on alpine skis), and transition maneuvers, braking techniques, straight running, fall line and traverse technique with a toboggan, and communication with the injured skier and tail person (if one is used).

c. Loaded (Tail): The NSP member must demonstrate proper rope handling, fall line, and traverse techniques, effective side slipping (forward, backward, and straight down), wedge (if on alpine skis) and transition maneuvers, braking techniques, and communication with the injured skier and front person.

Suggested NSP Alpine (Ski/Snowboard) Patrol Refresher Policies - Note: some topics on this list are outside of the OET program but are included here for consideration.

a. The NSP member may identify and list the location, degree of difficulty, length, and names of all alpine ski runs trails at the area patrolled.

b. The NSP member may identify the location of all toboggan stations at the area patrolled.

c. The NSP member may demonstrate or explain procedures for the restocking and return of empty toboggans to their stations.

d. The NSP member may review the alpine emergency lift operation procedures (consistent with the area procedures), including location and operation of safety gates and emergency stop buttons.

e. The NSP member may demonstrate the ability to operate the communications system.

f. The NSP member may practice avalanche rescue procedures using avalanche rescue beacons (where applicable).

g. The NSP member may review search and rescue procedures (where applicable).

h. The NSP member may practice emergency care procedures supplemental to the Outdoor Emergency Care refresher, both on the hill/trail and in the first aid room.

i. The NSP member may demonstrate the ability to complete accident report forms in accordance with area policies and procedures.

j. The NSP member may review ski patrol and ski area management operation procedures, including sign on, assignments, rotation, relief, and sweep.

k. The NSP member may demonstrate knowledge of area procedures, including hours of operation and the location of the ski school, cafeteria, ticket counters, rest rooms, etc.

l. The NSP member may demonstrate familiarity with ski bindings, ski boots, and restraint devices.

m. The NSP member may practice other procedures unique to the individual patrol or area.

E.5 Senior Candidates

Senior Alpine Toboggan Evaluation (SATE) – This course is registered for evaluation of Senior Candidates during demonstration of toboggan handling skills. The course is typically registered by Region Senior Administrators or Region OET Administrators to assess the toboggan handling skills of candidates on challenging terrain and in varying snow conditions. Evaluators for the SATE should be

vetted and approved by the Division OET Supervisor and will be able to demonstrate all of the Toboggan handling skills at a level that would result in a passing grade on the event. For more information contact your Region OET Administrator or Division OET Supervisors or Region or Division Senior Coordinator.

The course description provides information on registering and performing the SATE and the *Ski Patroller's Manual, current edition provides additional information*. (There may be information in these manuals that has changed since publication. *NSP Policies and Procedures* constitutes the approved National policies of the NSP.)

Senior Alpine Ski /Snowboard Evaluation (SAEE) - This course is registered for evaluation of Senior Candidates during demonstration of skiing or riding skills. The course is typically registered by Region Senior Administrators or Region OET Supervisors to assess the skiing or riding skills and candidates will be asked to demonstrate a variety of turn shapes on challenging terrain, in a variety of snow conditions. Evaluators for the SATE should be vetted and approved by the Division OET Supervisor and will be able to demonstrate skiing or riding skills at a level that would result in a passing grade on the event. For more information contact your Region or Division OET Supervisors or Region or Division Senior Coordinator. The course description provides information on registering and performing the SAEE and the *Ski Patroller's Manual, current edition provides additional information*. (There may be information in these manuals that has changed since publication. *NSP Policies and Procedures* constitute the approved National policies of the NSP.)

Senior Clinics – Historically, clinics were registered to aid Senior candidates in preparation for the SATE and SAEE events. These clinics still exist but are covered under the TES and SES courses. To train Senior candidates in toboggan handling register a TES and, in the notes, specify that the course is for Senior Candidates. Likewise, a SES replaces the old Senior Ski/Snowboard clinic.

E.6 Alpine Outdoor Emergency Transportation Instructor Certification

NSP Alpine toboggan instructor development is conducted according to NSP Instructor Development guidelines specified in Appendix A. The NSP Alpine toboggan instructor certification process is described in the NSP alpine toboggan *Instructor's Manual. Open to Alpine Patrollers, Alpine Senior Patrollers, and Alpine Certified Patrollers.*

The NSP Instructor Mentoring Program focuses on the practical application of teaching and assessment skills for toboggan-handling. Potential instructors are teamed with experienced instructors for individual training and guidance.

1) Prerequisite: Instructor Development course. Mentors are current NSP OET instructors. Mentoring patrollers must be approved by a current OET Instructor Trainer. Approved applications are forwarded to the Division OET Supervisor for signature and transmittal to NSP education department.

2) Requirements to become an OET Instructor.

    i) Instructor Development course completion

        (a) Mentoring

        (b) IT observation and check off

        (c) Division Supervisor – Approval and signature

3) Instructor recertification requirements. (as described in P&P 4.4)

i) Appointment for 3 years ii) Actively teaching iii) **CE** requirements

(a) **OETICE or REINS**– see above

(b) **TTW** - see above

(c) **STW** - see above iv) IT observation

E.7 OET Instructor Trainers – (as described in P&P 4.8.3)

1) Appointment for 1 year – reviewed by OET Division Program Supervisor annually
2) Characteristics of a good IT
3) Duties
4) All requirements of an OET instructor +

a. **OET Alpine Toboggan Senior Trainer Evaluator (T/E)** clinic as described above

Appendix F: NORDIC/BACKCOUNTRY PROGRAM

A. Introduction

1) The Nordic/Backcountry Program provides quality, skills-based training to Nordic/Backcountry patrollers who cover a wide variety of terrain and serve both public and private area managements. Because they often patrol in environments significantly different from those patrolled by Alpine patrollers, Nordic/Backcountry patrollers require proficiency in a broader range of skills. The Nordic/Backcountry Program provides instruction to Nordic/Backcountry candidates and patrollers in the skills they need to perform patrolling activities in the backcountry, at touring venues, and at cross-country resorts. The program also provides instruction for Alpine patrollers in out-of-bounds and backcountry search and rescue techniques.

B. Administration

1) National Nordic/Backcountry Program Director

   a. The National Nordic/Backcountry Program Director is appointed as prescribed by Section 2.3.5 of these *NSP Policies and Procedures* and holds office at the pleasure of the National Chair

2) Division Nordic/Backcountry Program supervisors

   a. Division Nordic/Backcountry Program Supervisors are appointed as prescribed by Section 4.2.5 of these NSP Policies and Procedures and hold office at the pleasure of the Division Director.

3) Region Nordic/Backcountry Program Advisors

   a. Regions may appoint Region Nordic/Backcountry Program Advisors who serve at the pleasure of the Region Director. Region Nordic/Backcountry Advisors also work with the Division Nordic/Backcountry Program Supervisor to ensure delivery of quality Nordic/Backcountry educational programs at the Region level.

C. Nordic/Backcountry Educational Program

1) Overview

   a. The Nordic/Backcountry Program provides skills-based courses for Nordic/Backcountry candidates and patrollers and offers supplemental training for Alpine patrollers. The goal is to create and maintain a high level of skills proficiency among Nordic/Backcountry patrollers throughout the National Ski Patrol System.

2) Courses

a. Nordic/Backcountry Skills Course

   (i) The Nordic/Backcountry Skills Course is designed to provide Nordic/Backcountry candidates with the training they require to master approximately 50 specific skills. Included is training in navigation, survival, patient care, search and rescue, low angle patient access and rope rescue, communications, incident management, emergency toboggan construction and

handling, and local patrol procedures. The list is formulated and reviewed annually by the Nordic/Backcountry Program director. Particular patrols may request variations in this list from the division Nordic/Backcountry Program supervisor. Where required by the division, the list of 50 skills can be expanded to include proficiency in avalanche skills and advanced rope rescue skills. This course is taught by Nordic/Backcountry instructors with the assistance of NSP Avalanche instructors, where appropriate.

b. Annual Nordic/Backcountry Skills Refresher

(i) At this annual refresher, patrollers must demonstrate a core group of skills selected from the list of 50 Nordic/Backcountry skills, plus a third of the remaining skills. This process is similar to the OEC refresher cycle. Each Nordic/Backcountry patrol is required to refresh the same set of skills, but the format of the refresher is determined by the local patrol. Each patroller receives a patroller skill proficiency record with the required skills listed and a place for instructor verification of proficiency. If a patroller fails to attend the skills refresher or fails to demonstrate proficiency in one or more of the required skills, the individual must enroll in the Nordic/Backcountry Skills Refresher Course.

c. Nordic/Backcountry Skills Refresher Course

(i) This course starts the day after the standardized Nordic/Backcountry refresher and extends throughout the season. There are no formal classes, but each patrol day represents an opportunity to practice skills and demonstrate proficiency to a Nordic/Backcountry instructor. The goal is to have all patrollers proficient in each required skill by the end of the season.

d. Nordic/Backcountry Skills Enhancement Seminar

(i) This is a teaching session of short duration that focuses on a few select Nordic/Backcountry skills. It is normally conducted over one or two days.

e. Nordic/Backcountry Ski Enhancement Seminar

(i) This is a teaching session of short duration that focuses on improving skiing skills employed by Nordic/Backcountry patrollers. It is taught by Nordic/Backcountry instructors or PSIA Nordic/Backcountry ski instructors.

f. Backcountry Skills for Alpine Patrollers

(i) Alpine patrollers are often called upon to travel outside of resort boundaries to rescue resort clients. This course provides training in navigation, survival, patient care, low angle patient access and rope rescue, and other training as required.

g. Nordic/Backcountry Instructors

(i) Nordic/Backcountry courses and enhancement seminars are taught by Nordic/Backcountry instructors. Nordic/Backcountry instructors must complete Instructor Development and Mountain Travel and Rescue Fundamentals or Mountain Travel and Rescue 1. They must also complete the mentoring process described in Appendix A, Section C, of these *NSP Policies and Procedures*, and demonstrate proficiency in each of the skills listed in the Nordic/Backcountry Skills Course.

h. Nordic/Backcountry Instructor Continuing Education Seminar

(i) This is a session of short duration for Nordic/Backcountry instructors that focuses on enhancing instructional techniques and the teaching of new Nordic/Backcountry skills. It is required for recertification of Nordic/Backcountry instructors.

i. Instructor Renewal

(i) In order to maintain the Nordic/Backcountry instructor certification, an instructor must teach in at least one Nordic/Backcountry course over a three-year period. In addition, instructors must attend a Nordic/Backcountry Instructor Continuing Education Seminar at least once every three years, and annually demonstrate proficiency in all skills listed in the Nordic/Backcountry Skills Course.

j. Nordic/Backcountry Training Manuals

(i) *Nordic/Backcountry Skills Training Manual*

- The skills required of all Nordic/Backcountry candidates and patrollers are set forth in the online *Nordic/Backcountry Skills Training Manua*l. This manual provides a dynamic source of training materials and is reviewed and updated annually to reflect improvements in subject matter and training methods.

(ii) *Nordic/Backcountry Instructor's Manual*

- The online *Nordic/Backcountry Instructor's Manual* provides a dynamic source of training methods in many of the skills treated in the *Nordic/Backcountry Skills Training Manual* and is also updated annually to reflect improvements in training methods.

(iii) *Nordic*/Backcountry Quality Assurance Program

- The Nordic/Backcountry Program strives for uniformity in the quality and subject matter of its courses, with the goal of developing uniformly well-trained Nordic/Backcountry patrollers throughout the National Ski Patrol System, Inc. To assist in this effort, the Nordic/Backcountry Program has implemented a quality assurance program. All Nordic/Backcountry patrols teach the same or substantially similar set of skills, and each Nordic/Backcountry candidate and patroller is required to demonstrate proficiency in each of those skills.

  Nordic/Backcountry instructors measure such proficiency annually on an individual basis. Each candidate and patroller maintain a skills proficiency record annually, and instructors sign off on particular skills as proficiency is demonstrated. At the end of each season, an appointed instructor trainer collects the skills proficiency records of each Nordic/Backcountry candidate and patroller, tabulates the records, and forwards a proficiency report to the division Nordic/Backcountry Program supervisor. The Division Nordic/Backcountry Program Supervisor then tabulates those reports and prepares a division proficiency report that is forwarded to the national Nordic/Backcountry Program director. This Quality Assurance Program annually measures the skill levels of Nordic/Backcountry patrollers across the country and indicates where additional instructional services might be required.

D. Senior Nordic/Backcountry Program

1) The Senior Nordic/Backcountry Program is described in Appendix G, Section A, of these *NSP Policies and Procedures*, Chapter 18 of *The Ski Patroller's Manual, 14th Edition*, and in the *Senior Nordic/Backcountry Manual*. A candidate for Nordic/Backcountry Senior must demonstrate proficiency only in the skiing styles described in *The Ski Patroller's Manual* that the individual normally employs in performing duties as a patroller. In addition to the skills listed in *The Ski Patroller's Manual, 14th Edition*, a candidate for Senior Nordic/Backcountry must also demonstrate a sufficient knowledge of grid coordinates (Universal Transverse Mercator [UTM], latitude, and longitude, and, in venues where utilized, township and range), GPS receiver usage, incident management, and low angle patient access and rope rescue. These additional requirements are further described in the online *Senior Nordic/Backcountry Manual*.

E. Nordic/Backcountry Master's Program

1) The Nordic/Backcountry Master's Program represents the highest level of achievement for Nordic/Backcountry patrollers, and is designed to be on a par with the Certified Program for Alpine patrollers. It is based on a thorough understanding of, and proficiency in, all aspects of the National Ski Patrol Avalanche and Mountain Travel and Rescue Programs, as well as proficiency in all Nordic/Backcountry skills. Senior Nordic/Backcountry status is a prerequisite, as are completion of Avalanche Level 2 and service as a Patrol Representative. Specific requirements and Division options for the Nordic/Backcountry Master's Program are further described in the online Nordic/Backcountry Master's Manual.

2) The Nordic/Backcountry Master's Program provides recognition at an advanced level of individual performance in the Nordic/Backcountry patroller classification above the level of Senior Nordic/Backcountry patroller. Certification of a Nordic/Backcountry Master patroller requires advanced skill certification by division Avalanche, Mountain Travel and Rescue, and Nordic/Backcountry Program supervisors, as described in the online Nordic/Backcountry Master's Manual. The objective of the Nordic/Backcountry Master's Program is to provide a self-reliant leader for the outdoor industry who can function safely in any winter environment.

Appendix G: SKILLS DEVELOPMENT PROGRAM

The Skills Development Program encompasses the Senior Program and the Certified Program, programs that affect the registration categories of NSP members.

A. Senior Program —— Core and Elective Components 1)

Core Components for Senior:

a. Alpine (ski/snowboard) Senior candidates

(i) OEC Module of the Senior Program;

(ii) Alpine toboggan handling;

(iii) Alpine skiing or snowboarding;

(iv) Three electives from Senior elective list; and

(v) A minimum of two electives must be from the NSP course offerings.

b. Nordic/Backcountry Senior candidates

(i) OEC Module of the Senior Program;

(ii) Toboggan construction and handling;

(iii) Nordic/Backcountry skiing and endurance;

(iv) Mountain Travel and Rescue 2; and

(v) Two additional electives from Senior elective list; and

(vi) A minimum of two electives must be from the NSP course offerings.

c. Senior Patroller candidates

(i) additional electives from Senior elective list; and

(ii) A OEC Module of the Senior Program;

(iii) Aid room management module;

(iv) Four minimum of two electives must be from the NSP course offerings.

2) Senior elective list

a. Education Courses

(i) Instructor Development;

(ii) Mountain Travel and Rescue Fundamentals or Mountain Travel and Rescue 1;

(iii) Mountain Travel and Rescue 2 (required for Senior Nordic/Backcountry candidates);

(iv) Avalanche Senior Elective

(v) Avalanche Companion Rescue

(vi) Level 1 Avalanche Module 1;

(vii) Level 1 Avalanche Module 2;

(viii) Level 1 Avalanche Module 3;

(ix) Level 2 Avalanche for Rescue Personnel;

(x) National Avalanche School didactic sessions;

(xi) National Avalanche School field sessions;

(xii) Outdoor Risk Management

(xiii) Snowsports Enhancement Seminar;

(xiv) Ski Trainer's Workshop;

(xv) Toboggan Enhancement Seminar;

(xvi) Toboggan Trainer's Workshop;

(xvii) OEC Enhancement Seminar (two modules equal one Senior elective); and

(xviii) ICS100, 200, and 700 (completion of all three modules equal one senior elective)

b. Leadership Courses

(i) Patroller Enrichment Seminar;

(ii) NSP leadership module; NSP instructor status (any discipline);

(iii) NSP instructor trainer appointment (any discipline);

(iv) Professional Ski Instructors of America (PSIA) or American Association of Snowboard Instructors (AASI) Certified Level II or higher; and

(v) BLS CPR instructor or instructor trainer certification (American Heart Association, American Red Cross, National Safety Council, American Safety and Health Institute, or Medic First Aid).

c. Division Optional Electives

(i) One elective may come from a list of approved division electives. The Division Director or a committee appointed by the Division Director shall have the option of reviewing educational programs available within the Division and determining if they should be accepted for Senior elective credit. Each elective must be an educational course that enhances the student's ability to perform ski patrol duties, must be at least eight hours in length, and must be taught by a credentialed instructor. The applicable National Education Program Director must accept content by submitting the appropriate form for NSP Education Committee approval for each elective before holding the class.

d. Division Selected Elective

(i) A Division, by resolution of its Board of Directors, may specify one elective from the list above Section A.2 that all Alpine and Nordic/Backcountry Senior patroller candidates in the Division must complete. If a Division chooses to require an elective, Senior candidates will complete that elective as one of their electives from the list.

(ii) Divisions, Regions, Sections, or NSP registration units may not add to, modify, or delete any of these options. If Divisions, Regions, Sections, or NSP registration units require all patrollers to complete one (or more) of the electives listed in Section A.2 above as a requirement for continued membership, a Senior candidate who has completed that option may credit that course (or courses) toward completion of their Senior electives.

3) Qualifications

a. NSP members may enroll in the Senior Program at any time after advancing beyond candidate status and obtaining their NSP patrol representative's recommendation. There is no minimum age or experience requirement. Eligibility for the Senior Program is based on NSP member classification. Alpine Patrollers may enter the Alpine Senior Program, Nordic/Backcountry Patrollers the Nordic/Backcountry Senior Program, and Patrollers the Senior Patroller Program.

(i) Senior Patrollers may achieve Senior Alpine status/classification by successfully completing the Alpine ski and toboggan components of the Alpine Senior Program. To achieve Senior Nordic/Backcountry status/classification, the Nordic/Backcountry ski and toboggan components of the Nordic/Backcountry Senior Program and Mountain Travel and Rescue 2 must be completed.

(ii) Alpine and Nordic/Backcountry patrollers are not eligible to achieve the Senior Alpine or Nordic/Backcountry Patroller status/classification level by way of the Senior Patroller Program.

(iii) Senior Alpine or Nordic/Backcountry patrollers who wish to reregister as patrollers will forfeit their Senior Alpine or Nordic/Backcountry patroller classification. To become a Senior patroller, these individuals must complete the Senior patroller core requirements and all elective requirements as listed above in Section, A.1.C.

b. Senior candidates completing elective courses, or participating in instructor or instructor trainer courses, must provide proof of participation through a certificate of completion or a current instructor authorization certificate. Proof of completion also appears on the membership card and the member’s education record on the NSP website.

c. A Senior candidate need only complete/pass the OEC Module of the Senior Program one time. In other words, a candidate who completes the OEC core component/module but does not complete the skiing or toboggan-handling component, need not repeat the OEC Module component in the next effort to achieve Alpine or Nordic/Backcountry Senior certification. Furthermore, a Senior patroller who has changed status to an Alpine or Nordic/Backcountry patroller need not complete the OEC Module of the Senior program when attempting to earn Senior Alpine or Nordic/Backcountry certification.

4) Program Goals

a. Approved program goals for all Senior Program classifications are listed in the current edition of *The Ski Patroller's Manual.*

b. Core Components

(i) The OEC Module of the Senior Program consists of field---relevant exercises to develop skills in the objectives of decision-making, problem management, and leadership. Further information on this module can be found in the OEC Senior Training Coordinators Guide, which is posted on the member website.

(ii) The Senior Alpine (skiing/snowboarding) component consists of long, medium-, and short radius turns, skiing/snowboarding unpacked snow or icy conditions, and equipment carry exercises that require edging, weight transfer, and upper and lower body movements. The objective is to help patrollers become better alpine skiers/snowboarders and toboggan handlers.

(iii) The Senior alpine toboggan-handling component covers the mechanics and components of various rescue toboggans, as well as the operation of loaded and unloaded toboggans from the front and tail in a variety of conditions on more difficult slopes and including route selection. Toboggan-handling criteria will vary with the multiplicity of equipment used across the country and the differences between Alpine and Nordic/Backcountry techniques.

(iv) The Aid Room Management Module is a core component for Senior Patroller.

(v) The Senior Nordic/Backcountry component consists of on-snow exercises to develop leadership abilities while increasing and enhancing Nordic/Backcountry skiing proficiency, Nordic/Backcountry toboggan handling, and related Nordic/Backcountry skills.

c. Electives

(i) A Division, by resolution of its Board of Directors, may specify one elective from the list above Section A.2 that all Alpine and Nordic/Backcountry Senior patroller candidates in the Division must complete. If a Division chooses to require an elective, Senior candidates will complete that elective as one of their electives from the list.

(ii) Divisions, Regions, Sections, or NSP registration units may not add to, modify, or delete any of these options. If Divisions, Regions, Sections, or NSP registration units require all patrollers to complete one (or more) of the electives listed in Section A.2 above as a requirement for continued membership, a Senior candidate who has completed that option may credit that course (or courses) toward completion of their Senior electives.

d. Continuing Education

(i) To maintain Senior Alpine or Nordic/Backcountry classification, patrollers must complete National- or Division-authorized clinics once every three years. They will be given performance feedback during these clinics. Participation in these clinics fulfills the requirement; participants do not need to meet a performance standard.

(ii) To maintain the Senior patroller classification, Senior patrollers are required to meet the continuing education requirement once every three years by retaking the Aid Room Management Module or serving as an evaluator, advocate, or trainer for this module at least once every three years.

5) Credentials:

a. With the completion of each core module - members receive NSP Certificate of Achievement, credit in member's education profile, and membership card issued with course completion date.

b. With the completion of the entire program and therefore ones attaining the Senior classification for that type of patroller; Alpine, Nordic/Backcountry, Patroller. Members receive NSP Certificate of Achievement (from their Region or Division Senior Program Coordinator). Some Divisions/Regions also issue a Senior xxx chest patch with the certificate.

c. Membership classification will also be adjusted upon submittal of the 'change of classification' form and related program completion documents. The submittal of this classification change for is done by the Region or Division Senior Program Coordinator, or the Region or Division Director.

B. Alpine Certified Program

1) National Standard

a. Certified is a National education and skill verification program that provides a readily identifiable resource of highly motivated, skilled, and knowledgeable patrollers to better serve the NSP, ski area management, and the outdoor recreation community.

b. The Certified Program, as presented in the *NSP Policies and Procedures* and the current edition of *The Ski Patroller's Manual*, specifies the accepted National standards of the Certified Program. Additional education content may be added to the manual as needed to support the initial objective.

c. Each patroller who successfully completes the Certified Program will be assigned a unique Certified number. This number will be printed on the member's registration card.

2) Application Requirements

a. An applicant must be an NSP member who has advanced beyond the candidate level.

b. A recommendation signature is required from a supervisor (NSP Patrol Representative, area manager, etc.).

c. An applicant must meet all Division requirements (e.g., dates, fees).

d. It is recommended that Senior status be achieved before entering the Certified Program.

3) Program Requirements

a. In order to achieve Certified status/classification, an applicant must complete each of the following modules within three consecutive ski seasons, starting with the application season:

(i) Area Operations;

(ii) Risk Management;

(iii) Avalanche Hazard Assessment;

(iv) Avalanche Mitigation;

(v) Avalanche Rescue;

(vi) OEC for Certified;

(vii) Rope Rescue and Lift Evacuation Management;

(viii) Skiing (free-heel, fixed-heel, snowboard); and

(ix) Toboggan Handling (free-heel, fixed-heel, snowboard).

b. The evaluation system for the Certified Program will be consistent with other NSP programs.

4) Credentials:

a. With the completion of each core module - members receive NSP Certificate of Achievement, credit in member's education profile.

b. With the completion of the entire program and therefore ones attaining the Alpine Certified credential. Members receive:

(i) NSP Certificate of Achievement (from their Division Certified Program Supervisor).

(ii) An NSP Alpine Certified Number, which will be added to their profile along with the date attained.

c. Credentialed classification will also be adjusted upon submittal of the ‘change of classification’ form and related certified program completion documents. The submittal of this classification change form is done by the Division Certified Program Supervisor.

5) Recertification

a. To maintain member level, Certified patrollers are required to successfully demonstrate ski and toboggan-handling skills in Division-authorized events once every three years.

b. If a Certified patroller is not able to meet the performance standards at a recertification event, the individual will be given a grace period of one ski season to bring the skills up to standard. Noncompliance is handled by the Division.

6) Reciprocity

a. Division Certified Advisors, with concurrence of their Division Director, may approve, as appropriate, partial, or full reciprocity for individuals in their Division.

b. Divisions granting reciprocity must continually review this policy to ensure that NSP Certified objectives are being met.

Appendix H: AVALANCHE PROGRAM

A. Avalanche Education Program

1) Purpose

   a. This program helps NSP fulfill its overall purpose as stated in Article III of its Restated Articles of Incorporation, in Article 1.2 of its Bylaws, and in Articles 1.3 and 1.4 of the *NSP Policies and Procedures.*

   b. Another purpose of the NSP Avalanche Program is to save lives. This is accomplished in two ways:

      (i) Educate members of the snow recreation community about the nature of avalanche hazards, how to manage risk, and how to perform effective companion rescue in the event of a life-threatening incident; and

      (ii) Educate patrollers and other search and rescue personnel about organized rescue principles, techniques, and skills in order to respond safely and effectively to an avalanche incident.

2) Curriculum Standards

   a. The American Avalanche Association (A3) establishes national standards and guidelines for avalanche education. The NSP Avalanche Program considers applicable A3 avalanche education standards and guidelines when developing core curricula and augments A3 standards, as necessary, to develop curricula specific to patrollers and other rescue personnel.

   b. Actual curriculum content is developed from many sources, including, but not limited to:

      (i) Scientific papers published in Proceedings of the International Snow Science Workshops;

      (ii) Peer-reviewed articles published in the American Avalanche Association's quarterly publication, *The Avalanche Review*;

      (iii) Research conducted by U.S. Forest Service Avalanche Centers; and

      (iv) Other authoritative literatures published by established professional avalanche scholars and practitioners.

   c. NSP provides familiarization in avalanche hazard mitigation but does not provide specific training in the use of explosives for avalanche control.

3) Program Management

   a. The NSP Division Avalanche Supervisors are responsible for providing all NSP Avalanche education, and ensuring that all Avalanche courses are conducted according to NSP Avalanche Program standards and guidelines.

b. Local NSP patrols are encouraged to participate in programs to educate winter recreationists about avalanche danger, avalanche self-rescue, and group rescue whenever possible. These opportunities may be separate from, or in conjunction with, regular NSP courses.

4) Program Publications

a. The NSP Avalanche Program develops and maintains publications to support program management, curriculum development, educational content, and program delivery. These publications are:

(i) The NSP *Avalanche Instructor's Manual* (AIM) is the comprehensive guiding document for Avalanche Program standards and guidelines at all levels of NSP organization. Provisions contained in the AIM are kept consistent with applicable NSP Policies and Procedures.

(ii) *NSP Avalanche Rescue Fundamentals* is a comprehensive textbook for Level 1 and Level 2 avalanche courses.

(iii) *NSP Avalanche Rescue Quick Guide* is a pocket reference booklet for organized rescue personnel. It provides bulleted outlines for each rescuer function, and mini forms for jotting down critical information in the field while a formal Incident Command Structure is being set up.

(iv) *NSP Backcountry Avalanche Safety: A Level 1 Summary* is a pocket reference that summarizes basic principles, concepts, and skills taught in NSP Level 1 courses. Its purpose is to provide snow recreationists with timely safety and rescue tips and reminders for trip planning, evaluating safety in the field, and conducting effective rescue of companions.

(v) The NSP Avalanche Program also utilizes authoritative non-NSP publications to serve as textbooks and reference material for avalanche instructors and event participants. A listing of approved publications is contained in the "Instructional Resources" section of the AIM. This list is reviewed for update annually.

B. Education Events

1) Courses

a. Avalanche Awareness

This is a public safety outreach presentation for winter recreationists who have a casual interest in avalanche safety. It exposes people to the nature of avalanche hazards and what they need to learn before venturing into avalanche terrain. It encourages them to take a Level 1 avalanche safety and rescue course.

b. Avalanche Senior Elective

This course gives an introduction to critical knowledge and skills taught in Avalanche education courses. The goal of this course is to introduce critical avoidance skills such as terrain analysis, route selection, and decision making. This includes the importance of leadership and teamwork in the rescue skills, which needs to be immediate, but also needs to be methodical and coordinated.

c. Avalanche Companion Rescue

This course covers critical skills for all travelers in avalanche terrain. In most instances, survival depends on the ability of a party to find its own buried members within the first 15 minutes, sometimes augmented by nearby traveling groups that happen upon the scene.

Emphasize the importance of leadership and teamwork; it is immediate but needs to be methodical and coordinated. Emphasize the importance of the witness when searching for members of another party.

d. Level 1 Avalanche, Module 1

Level 1 Avalanche Module 1 (L1AM1) provides the classroom component of a Level 1 avalanche course. It introduces fundamental concepts and principles of avalanche hazard, safety, and rescue, but it does not include skill development in the field. It does not meet full Level 1 course standards and does not qualify as a prerequisite for enrollment in a Level 2 avalanche course.

e. Level 1 Avalanche, Module 2

Level 1 Avalanche Module 2 provides the field component of a Level 1 avalanche course. This module when combined with Level 1 Avalanche Module 1, completes a full Level 1 course for recreationists that meets guidelines established by the American Avalanche Association (A3). It covers basic avalanche problem recognition, including weather snowpack and terrain observation and evaluation; route selection, decision making, survival, self-rescue, and small group rescue methods.

f. Level 1 Avalanche, Module 3

(i) Level 1 Avalanche Module 3 is a specially designed curriculum to help prepare ski patrollers and other SAR personnel for organized avalanche rescue responsibilities. It introduces organized rescue principles and skills, management structure, special decision-making problems and strategies. It is considered to be the minimum level of rescue education for these personnel.

(ii) This module is strongly recommended for all patrollers who may patrol or recreate at areas that have known avalanche hazard. Some divisions require this module as a requirement for senior classification. Some area patrols require this level of avalanche education as a condition of membership.

g. Level 1 Avalanche, Module 4

(i) Level 1 Avalanche Module 4 is a one-day module designed to upgrade and refresh Modules 1 and 2 knowledge and skills. It includes both classroom and field components.

h. Level 1 Avalanche, Module 5

(i) Level 1 Avalanche Module 5 (L1AM5) is a half-day refresher designed to upgrade and refresh Module 3 organized avalanche rescue skills.

i. Level 2 Avalanche for Rescue Personnel

This is an enhanced Level 2 course especially designed for organized avalanche rescue personnel. Subject matter develops advanced avalanche hazard evaluation skills for a given time and place, and basic hazard forecasting skills projected over a longer time span and larger territory. It introduces risk management strategies, leadership principles for safe travel to an avalanche incident site, conducting immediate search and extended operations; incident alerting and rescue planning, incident and rescue documentation and reporting. It is a prerequisite for entry into NSP Avalanche instructor development.

2) Other Program Education

a. Instructor Continuing Education

(i) NSP Avalanche instructors are required to participate in an Avalanche Program-approved instructor continuing education event at least once during their three-year instructor certification cycle.

(ii) Division Supervisors develop program-specific continuing education clinics using criteria specified in the Avalanche Instructor's Manual.

(iii) Division Supervisors may also approve non-NSP avalanche education events according to criteria specified in the Avalanche Instructor's Manual.

b. Other Events

(i) The Avalanche Program may organize and conduct specialized workshops, seminars, or targeted skill development activities to meet specific needs of instructors, members, or outside organizations.

(ii) NSP-certified instructors may present appropriate, customized, NSP Avalanche curricula at avalanche education activities conducted by non-NSP organizations.

(iii) Customized curricula for any of the above events must be screened for consistency with program standards by the Division Avalanche Program Supervisor, or by a Region Administrator or IT delegated with this responsibility.

C. Education Program Committee and Job Description References

1) Education Committee and job descriptions for all education programs will be found in the following sections of Chapters 2, 3, and 4.

a. National Education Committee – Section 3.6.2

b. National Program Committee – Section 3.6.3

c. National Program Director – Section 2.3.5

d. Division Supervisor – Section 4.8.1

e. Region Administrator – Section 4.8.2

f. Instructor Trainer – Section 4.8.3

g. Mentor – Section 4.8.4

h. Instructor – Section 4.8.5

i. Instructor of Record – Section 4.8.7

Some additional details are listed below; others may be found in the Avalanche Instructor's Manual.

D. Avalanche Instructorships

1) The Avalanche Program certifies two levels of instructorship, something unique to the NSP Education Program. The two levels reflect the significant gap between Level 1 and Level 2 course content, and the exceptionally large range of technical knowledge and skill that must be mastered before an instructor is qualified to teach the advanced topics of Level 2 for Avalanche Rescue Personnel courses.

   a. Level I instructor certification qualifies the instructor to serve as IOR of all courses except the Level 2 Avalanche for Rescue Personnel Course. Level 1 Avalanche instructors may teach at Level 2 courses, but not manage one.

   b. Only Level 2 Avalanche instructors may serve as IOR for a Level 2 course.

   c. Because instructor trainers must be conversant in all program content in order to evaluate any program event, they are appointed from the Division population of Level 2 instructors. This may limit the choices available for this appointment.

2) Avalanche Instructor Training and Certification

   a. The Level 1 and Level 2 instructor training and certification processes are detailed in the Avalanche Instructor's Manual, Section 2.

E. Avalanche Award

1) The Montgomery M. Atwater Award is given periodically to recognize NSP members or nonmembers who have made outstanding and continuing superlative contributions to the Avalanche Program with national impact. Examples of such contributions might fall under management, curriculum development, publication, scientific discovery, or any combination thereof. See Section 12.8.5 for nomination and selection criteria.

Appendix I: MOUNTAIN TRAVEL AND RESCUE PROGRAM

A. Mountain Travel and Rescue Program

The Mountain Travel and Rescue Program (MTR) enhances the student's ability to travel and work safely and in reasonable comfort in the backcountry environment and to provide assistance and leadership in search and~~/or~~ rescue operations.

The Mountain Travel and Rescue Program delivers training through a set of five courses: Mountain Travel and Rescue Fundamentals (MTR F), Mountain Travel and Rescue 1 (MTR 1), Mountain Travel and Rescue 2 (MTR 2), Mountain Travel and Rescue Clinic (MTR C), and Mountain Travel and Rescue Enhancement Seminar (MTR E). Curriculum content is defined in the *MTR Instructors' Manual*, while the required textbook describes the depth of knowledge and approved techniques. Instructors may supplement these documents with additional literature and instructional materials, provided the course content meets curricular standards and safety guidelines established in the MTR Instructors' Manual.

Safety is the highest priority in all MTR courses, and MTR instructors must exercise sound mountaineering judgment in all course activities. This mandate includes but is not limited to cancelling or terminating field sessions to manage anticipated or emerging unsafe conditions. After cancelling or terminating an activity for these reasons, the instructor of record should confer with the division MTR supervisor to determine the extent to which learning objectives for the course have been met and whether make-up activities are required.

The Mountain Travel and Rescue Program does not provide training or instructor certification in high angle technical rescue on snow, ice, or rock. High-angle terrain includes slopes over 60 degrees and glaciers on which crevasses or moulins may exist. Patrollers requiring training beyond the scope of the MTR Program should seek it through courses from agencies specializing in such training.

MTR F, MTR 1, and MTR 2 qualify as Senior electives-: MTR CCF, and MTR E do not.

B. Mountain Travel and Rescue fundamentals (MTR F)

This course provides students with the knowledge and skills to travel and work in reasonable comfort and safety in a backcountry environment. It also provides an introduction to search and rescue. Field practice includes navigation, mountain travel, ~~and~~ survival, environmental awareness, emergency shelter construction, basic search and rescue exercises, and rescue rigging.

a. Prerequisite: Completion of two National Incident Management System courses in the Incident Command System: ICS100 and ICS700; see https://training.fema.gov/is/crslist.aspx.

b. Time commitment: Adequate classroom instruction to prepare students for at least one all-day field session—typically three four-hour classroom sessions. There is no overnight campout included in this course curriculum. An Instructor of Record who wishes to conduct an overnight field session should conduct an MTR 1 course instead of MTR F.

c. Fee: National — none; Division — varies. Local patrols may charge fees for the course to defray the costs of permit fees, equipment, and instructors' expenses.

d. Instructors of record: NSP Mountain Travel and Rescue instructors.

e. Credential: Members receive NSP Certificate of Achievement, credit in their NSP education profiles. Nonmembers receive a certificate of achievement.

f. Refreshers: Although there is no formal refresher requirement, the MTR program committee recommends participation in at least one of the following activities every three years: local on-the hill or on-the-trail refreshers using MTR skills, assisting with or retaking the course, or completing follow-on MTR courses, including MTR Clinics or Enhancement Seminars.

g. Required text: current edition of *Mountain Travel and Rescue*, and any addenda posted on the NSP website.

h. Required curriculum: see *MTR Instructors' Manual*.

C. Mountain Travel and Rescue 1 (MTR 1)

This course provides students with the knowledge and skills to travel and work in reasonable safety and comfort in a backcountry environment, and to be assets to search and rescue teams, including possible overnight operations. Field practice includes navigation, mountain travel, survival, environmental awareness, emergency shelter construction, basic search and rescue exercises, rescue rigging, and an overnight campout in the backcountry.

a. Prerequisite: Completion of two However, in order to pass this course, students must have completed both the National Incident Management System courses in the Incident Command System: ICS-100 and ICS-700; see https://training.fema.gov/is/crslist.aspx..

b. Time commitment: Adequate classroom and field instruction to prepare students for a field exercise that lasts through one night—typically three four-hour classroom sessions and one single day field session prior to the overnight field session.

c. Fee: National — none; Division — varies. Local patrols may charge fees for the course to defray the costs of permit fees, equipment, and instructors' expenses.

d. Instructor of record: NSP Mountain Travel and Rescue instructors.

e. Credential: NSP members receive a certificate of achievement, credit in their NSP education profiles, and a membership card with course completion date. Nonmembers receive a certificate of achievement.

f. Refreshers: Although there is no formal refresher requirement, the MTR program committee recommends participation in at least one of the following activities every three years: local on-the hill or on-the-trail refreshers involving MTR skills, assisting with or retaking the course, or completing follow-on MTR courses, including MTR Clinics or Enhancement Seminars.

g. Required text: *Mountain Travel and Rescue*, 2nd edition, and any addenda posted on the NSP website.

h. Required curriculum: see *MTR Instructor's Manual*.

D. Mountain Travel and Rescue 2 (MTR 2)

This course provides students with the knowledge and skills to complete more difficult field operations in backcountry environments and to serve as strike-team or task-force leaders in search and rescue

operations that may extend over several days. Field practice includes advanced navigation skills, extended patient care, mountain travel, survival, environmental awareness, emergency shelter construction, advanced search and rescue exercises, rescue rigging, and an overnight field session spanning two consecutive nights in the backcountry. Completion of MTR 2 requires students to demonstrate all required skills in the field independently and without coaching, in preparation for leadership positions in search and rescue operations. a. Prerequisites:

i. Completion of three National Incident Management System courses in the Incident Command System: ICS-100, ICS-700, and IS-200; see https://training.fema.gov/is/crslist.aspx.

ii. Completion of MTR 1. Since MTR 2 requires a two-night field session, MTR F serves as a prerequisite only in cases where the instructor of record has documented evidence of the prospective student's overnight camping skills and the division MTR supervisor approves. Students who have extensive mountain travel experience, including significant experience in overnight camping, may take the course as part of a combined MTR 1 + MTR 2 course, with the approval of the instructor of record and the division MTR supervisor and provided all other prerequisites are met. b. Time commitment:

i. At least two field days and one two-night overnight field session.

ii. Adequate classroom preparation and training prior to field sessions—typically four four-hour classroom sessions.

iii. Additional days and nights and classroom sessions may be used, not necessarily consecutively, to prepare students for the two-night field session.

c. Fee: National — none; Division — varies. Local patrols may charge fees for the course to defray the costs of permit fees, equipment, and instructors' expenses.

d. Instructor of record: NSP Mountain Travel and Rescue instructor.

e. Credential: NSP members receive a certificate of achievement and credit in their NSP education profiles. Nonmembers receive a certificate of achievement.

f. Refreshers: Although there is no formal refresher requirement, the MTR program committee recommends participation in at least one of the following activities every three years: local on-the hill or on-the-trail refreshers involving MTR skills, assisting with or retaking the course, or completing follow-on MTR courses, including MTR Clinics or Enhancement Seminars.

g. Required text: current edition of *Mountain Travel and Rescue*, and any addenda posted on the NSP website.

h. Required curriculum*:* see *MTR Instructor's Manual*.

E. Mountain Travel and Rescue Clinic (MTR C)

The MTR Clinic provides students with opportunities to acquire in-depth training in one or two specific topics within the MTR program. The MTR Instructors' Manual provides a partial list of possible topics.

The target audience may include (1) experienced MTR technicians, (2) search-and-rescue personnel, and (3) patrollers who need specialized MTR skills (such as rescue rigging, navigation, search and rescue techniques, or other skills) without the time commitment required to complete MTR F, MTR 1, or MTR 2. Some patrols may wish to use the MTR C course to recruiting people who have significant prior mountaineering experience and skills to become NSP members. a. Prerequisite: None.

b. Time commitment: Adequate classroom and field-based instruction to prepare students. Six to eight hours are recommended. Overnight camping is not a necessary part of this course curriculum, although Instructors of Record may design MTR Clinics that involve overnight camping.

c. Fee: National — none; Division — varies. Local patrols may charge fees for the course to defray the costs of permit fees, equipment, and instructors' expenses.

d. Instructor of record: NSP Mountain Travel and Rescue instructors.

e. Credential: NSP members receive a certificate of achievement and credit in their NSP education profiles. Nonmembers receive a certificate of achievement.

f. Refreshers: There is no refresher requirement for MTR C.

g. Required text: current edition of *Mountain Travel and Rescue*, and any addenda posted on the NSP website.

h. Required curriculum: see *MTR Instructor's Manual*.

F. Mountain Travel and Rescue Enhancement Seminar (MTR E)

The MTR Enhancement Seminar provides students who have prior MTR training with opportunities to acquire in-depth training in specific topics within the MTR program. The MTR Instructors' Manual provides a partial list of possible topics.

The target audience may include (1) experienced MTR technicians, (2) search-and-rescue personnel, and (3) patrollers who need specialized MTR skills (such as rescue rigging, navigation, search and rescue techniques, or other skills) and who have completed MTR F, MTR 1, or MTR 2. a. Prerequisite: MTR F, MTR 1, or MTR 2.

b. Time commitment: Adequate classroom and field-based instruction to prepare students. Six to eight hours are recommended. Overnight camping is not a necessary part of this course curriculum, although Instructors of Record may design MTR Enhancement Seminars that involve overnight camping.

c. Fee: National — none; Division — varies. Local patrols may charge fees for the course to defray the costs of permit fees, equipment, and instructors' expenses.

d. Instructor of record: NSP Mountain Travel and Rescue instructors.

e. Members receive NSP Certificate of Achievement, credit in member's education profile, and membership card issued with course completion date. Nonmembers receive a certificate of achievement.

f. Refreshers: There is no refresher requirement for MTR E.

g. Required text: current edition of *Mountain Travel and Rescue*, and any addenda posted on the NSP website.

h. Required curriculum: see *MTR Instructor's Manual*.

G. Mountain Travel and Rescue Refreshers

While there are no formal refresher requirements for MTR courses, Mountain Travel and Rescue training is often part of the annual on-the-hill or on-the--trail refresher, depending on area management and patrol needs. However, separate refreshers specifically oriented to local search and rescue procedures and needs may be offered in the form of MTR Clinics or Enhancement Seminars as needed. Patrollers are encouraged to audit or retake Mountain Travel and Rescue courses or to complete MTR Clinics or MTR Enhancement Seminars at least once every three years to refresh and update skills.

H. Education Program Committee and Job Description References

Education Committee and job descriptions for all education programs will be found in the following sections of Chapters 2, 3, and 4.

- National Education Committee – Section 3.6.2
- National Program Committee – Section 3.6.3
- National Program Director – Section 2.3.5
- Division Supervisor – Section 4.8.1
- Region Administrator – Section 4.8.2
- Instructor Trainer – Section 4.8.3
- Mentor – Section 4.8.4
- Instructor –Section 4.8.5
- Instructor of Record – Section 4.8.7

Some additional details are listed below; others may be found in the *Mountain Travel and Rescue Instructor's Manual*.

I. Mountain Travel and Rescue Instructor Certification

NSP Mountain Travel and Rescue (MTR) instructor development is conducted according to NSP Instructor Development guidelines specified in Appendix A. The NSP MTR instructor certification process is described in the NSP *MTR Instructors' Manual*. The NSP Instructor Mentoring Program focuses on the practical application of teaching and assessment skills for a specific discipline as well as general NSP educational policies, procedures, and administrative requirements. Potential instructors are teamed with experienced instructors for individual training and guidance through the instructor mentoring program.

Prerequisite: Completion of MTR 1, MTR 2, the NSP Instructor Development course, and the MTR instructor mentoring process. (Program specific information appears in the latest edition of the *Mountain Travel and Rescue Instructors' Manual*.)

J. Nonmember Course Registration

MTR courses may be open to NSP members and nonmembers at the discretion of the IOR. After registering an MTR course, an IOR may open the course to non-NSP members by contacting education@nsp.org to request that the course be open to the public. Non-NSP members who wish to register for the course may do so by following these steps:

a. Visit the NSP home page at www.nsp.org. Click the Create Account button at the top right of the page. Supply an email address, to serve as the username, and a password. There is no charge for creating an account.

b. Return to the NSP home page, click the Get Involved button, and then click Course Schedule on the drop-down menu. Search for the desired using the following course number provided by the instructor. The course number will lead to a screen that shows the course information and asks the user to sign in.

c. After selecting the specific course, complete the order for the course. This process generates an email confirmation and involves no charge.

Appendix J: WOMEN'S PROGRAM

As a result of the success garnered by the many women's clinics held across the NSP, a survey of the membership, and following in the wake of the Women's Task Force Committee at the 2009 Patroller Education Conference, the Board of Directors approved the National Ski Patrol Women's Program. The primary mission of the Women's Program is to function as a resource conduit. The intent is that the information will be utilized to enhance the patrolling experience for women by way of meeting individualized needs. This can be accomplished by way of the many different women's clinics operating at the Division level right through to the grassroots patrol level.

A. Resource for Skill and Leadership Development

1) This is probably one of the most important components of the Women's Program. The foundation of this resource is the development of an instructor database, which will be formatted by Divisions with instructors added at the recommendation of the Division leadership and Division program supervisors. This database will be comprised of instructors (both men and women) with experience in teaching women. These individuals will be able to provide a positive experience for women, and hopefully those participants themselves will gain an interest in becoming instructors.

2) With the ranks tipped more toward men, it isn't unusual to see one lone female staff member out on the hill during a Toboggan Enhancement Seminar. Encouraging more women into the teaching roles also empowers them to continue into other leadership roles in the NSP. The instructor database will be a great resource for anyone desiring to develop a Women's Clinic that needs instructors to help. It will also be a valued resource for an established program supervisor to use when looking for someone with specific skill sets. For instance, perhaps there is a need for a snowboard instructor or telemark instructor. Take a look in the instructor database and see who is out there. It will be very easy look at another Division database and get some names; it's a short trip across some of the Division and Region boundaries.

B. Resource for Equipment and Gear

1) It can be very difficult to find good women's gear that is not a "dumbed down" version of the men's gear. Granted, the ski industry is moving forward, but it would be nice to walk into a shop and find something besides just intermediate/beginner level gear for women. This will be a difficult one to tackle, since the industry is driven by profit margin and upper-end women's gear is not a large aspect of the market. Still, it is a message that needs to get out there. Many ski shops have taken great strides to provide an outstanding inventory of quality women's equipment and gear. There are awesome ski shops out there that do a great job of catering to women, and it is a mission of the Women's Program to inform NSP members of these businesses.

C. Resource for General Information Regarding Learning Styles and Tricks of the Trade

1) This is something that goes beyond just "ladies." There is difference between how men and women approach skill development and learning new tasks. Understanding the differences and learning how to work within the student center lesson, makes things easier for both student and instructor. While this may be currently a focus within the Women's Program, the hope is that it

goes beyond the program boundaries and enters into the basic skill set of all instructors, regardless of the student's gender.

2) The strength of the program comes from the cooperative efforts of the Division Women's Program Supervisors. These women are the foundation for the National program and compose the National Women's Program team. The open communication of this team brings strength to each of the Division programs, as well as to the National program. Visit the NSP National Women's NSP Program Facebook page and the NSP website at for the latest news and events within all aspects of the Women's Program across the NSP.

Appendix K YOUNG ADULT PROGRAM

When the National Ski Patrol was founded by Charles Minot Dole in 1938, it had little more than a handful of volunteer patrollers, none under the age of 18. Skiing was by far a much more dangerous sport at the time, and without the advent of "ski lessons," many skiers were left on their own to figure out how to make it from top to bottom without causing a debilitating injury that could cost them more than a day's missed pay at work.

As the National Ski Patrol organization grew under Minnie Dole, and second National Chair Edward Taylor was elected in 1949, it became apparent that younger persons had a strong interest in becoming part of the local area patrols. Taylor recognized the importance of young patrollers in the organization, and thus created the first "junior" patroller program. This program was instrumental in recruiting young persons into patrols and grooming them to become very active and valuable members of their patrol for years to come.

The junior program faded away through the years; however, its roots did not. Many Regions across the United States maintained their own local "student" programs in various forms, and their dedication once again showed the National administration the importance of such a program. The National Ski Patrol Board of Directors has established a Young Adult Program, which will facilitate the acclimation of young adults into the ski industry and the National Ski Patrol. It is our sincere hope that you will join us in establishing a Young Adult Program in your area and help bring these very important people into your ski patrol family.

There are not many chances an organization has to impact the life of a young person; however, this is one. The Young Adult Program has been in existence for more than 60 years (under a number of names – Junior, Student, Young Adult Program), and has taken many forms, from a Nationally recognized program to more Regional and Divisional ventures.

The purpose of this program is to provide opportunities for young persons, ages 15 through 17 to participate in structured activities that will help them develop and enrich their lives as they make the transition from teenagers into adulthood.

We all know that this time in their lives can be a pivotal one. This is the time young people will solidify who they are. The intent of this program is to offer proper and structured guidance to provide them the tools to succeed. Through the Young Adult Program curriculum, young adults will learn to improve their skiing and boarding skills and how to use those techniques to successfully navigate difficult terrain and bring an injured patient safely down the mountain.

They will learn first aid skills and how to communicate with both patients and other emergency personnel in challenging outdoor conditions. One of the most important skills that young adults in this program learn is how to become a leader. Young adults are encouraged to take charge on accident scenes and manage their patients, resources, and other patrollers. They are trained to take issues of liability and area management into consideration and act accordingly.

With such an advanced curriculum, it is clear that a "run of the mill" or "average" young person will not be able to "slide" through this program. The Young Adult Program seeks those young adults who exhibit

maturity and perform well under pressure. It is the hope of the program to develop a student into an adult patroller once they become of age (18 years), thus not only benefiting the student, but also the patrol.

These students will need to show a willingness to follow directions and exhibit a positive attitude toward assignments that they are given from Advisors and other adult members of the patrol. They should be willing to accept responsibility and should display ingenuity and a desire to successfully complete all tasks. All members under the age of 18 must be registered as Young Adults with the appropriate classification. See section 5.3.1.2 for list of classifications.

For additional information on the Young Adult Patrol Program, visit the website at www.nsp.org. Here, you will find a complete list of downloadable forms, documents, and other important material to help you establish, maintain, and grow your programs.

Appendix L: TELECOMMUNICATIONS PROGRAM

A. Radio Systems Authorization

1) Ski patrols operating radio equipment may be subject to authorizations or licenses issued by two government agencies. The National Telecommunications and Information Administration (NTIA) of the U.S. Department of Commerce regulates federal agency use of the radio spectrum. The Federal Communications Commission (FCC) regulates the non-federal radio spectrum.

2) Ski patrols using frequencies assigned to the U.S. Department of Agriculture (USDA) Forest Service, the U.S. Department of the Interior National Park Service, the Department of Defense, or any other federal government department or agency, must obtain permission from the local official having responsibility for that federal agency's radio systems operation.

3) Ski patrols using non-federal government radio frequencies are subject to regulation by the FCC. Refer to Section B below.

B. FCC Licensing

1) NSP patrols are required to comply with applicable regulations of the FCC. Additionally, the National Ski Patrol has established certain policies and procedures related to the operation of radio communications systems by its registration units.

2) No NSP patrol may operate radio equipment without a valid license issued to ski area management, or the National Ski Patrol System, Inc., the corporate entity eligible under FCC rules for the Public Safety frequency pool.

3) In 1987, the FCC determined that local NSP registration units are subunits of a national corporation, the National Ski Patrol System, Inc. NSP registration units, as subunits, have no separate legal identity or status in regard to radio licensing. Therefore, radio licenses are issued to the National organization and then assigned to each NSP patrol.

4) No NSP registration unit is permitted to hold a radio license in its own name (e.g., Snowflake Ski Patrol). Such licenses must be surrendered to the National Telecommunications advisor for modification. There is no charge for the modification. Licenses not so modified are subject to administrative revocation by the FCC.

5) The National Ski Patrol neither condones nor permits the illegal operation of radio systems by its patrols. Operation of radio transmitters in the United States without a valid license, where one would otherwise be required, is a violation of Section 301 of Title 47 of the United States Code (47USC301). The federal government may impose large financial penalties for unlicensed operation.

6) The National office maintains and automatically renews licenses currently on file.

7) Licenses issued to the National Ski Patrol and assigned to a specific NSP patrol may authorize the use of more than one channel. A frequency usage and restriction form accompany each NSP license, providing specific information on what type of communication may be conducted on each channel of a multi-frequency license.

8) New license applications are made by the NSP on behalf of a patrol. A form is available from the National Telecommunications Advisor for this purpose. While there is no FCC license fee for Public Safety licenses, fees may apply for frequency coordination. Such fees are payable to the frequency coordinator (an entity designated by the FCC to make frequency assignment recommendations). At the present time, frequency coordination for EMS applications is a joint venture of the International Association of Fire Chiefs (IAFC) and the International Municipal Signal Association (IMSA). The latest information on procedures and fees applicable to NSP radio licenses is available on the NSP Telecom Program webpage.

C. FCC Rules and Regulations

1) The operation of radio systems in the United States on other than federal government frequencies is subject to regulation by the FCC.

2) All radio licensees must have a copy of the FCC's current regulations. The NSP, as a licensee, has a copy.

3) Only official NSP communications are authorized. Profanity and communications of a personal nature are prohibited.

4) Radio stations must identify themselves by a call sign, which appears on each license. Identification must be made during each transmission or exchange of transmissions, or every 15 minutes, for the Business/Industrial frequency pool, or every 30 minutes for the Public Safety frequency pool, during periods of continuous operation.

5) If a base station is authorized, a photocopy of the license must be posted at the control point, which is generally where the dispatcher sits. A file copy must be kept, even for mobile-only or portable-only systems. The original license document for radio licenses issued to the National Ski Patrol is kept at the national office.

6) If a notice of violation is received from the FCC, the National Telecommunications Advisor or the National office must be notified immediately so an appropriate response can be prepared in a timely manner. Generally, a response must be filed with the FCC within 10 days of the date of the FCC's notice of violation.

D. NSP License Frequency Restriction

1) An FCC license is valid for 10 years and may be renewed indefinitely. The original copy of the license is kept on file at the NSP National office. Copies of the FCC license are sent to the appropriate D*division representative, as well as the Patrol Director or Patrol Representative.

2) If the FCC license authorizes more than one frequency, different restrictions may apply to the use of each channel.

3) An NSP license frequency usage and restriction form is attached to each license to indicate any restrictions.

4) A ski patrol may use frequencies assigned to area management and vice versa, providing there is a letter of agreement between both parties. However, while any communications relating to ski

area operations may be conducted on area management (business) frequencies, only ski patrol-related communications may take place on ski patrol channels.

E. Use of Division Radio Licenses

1) Some NSP Divisions have wide-area Public-Safety (EMS) radio licenses. These very special licenses were and are intended for temporary use by patrols.

   a. The frequencies on the Division licenses are authorized for secondary use. That means that NSP's use of these channels is subordinate to permanent, local, licensed users on these channels. If a local rescue squad is using the channel at a particular time, the ski patrol cannot utilize the same channel. While all radio frequencies are shared, secondary-use licensees have less "rights" to the channel than the permanent, local licensees.

   b. Ski patrols in the process of applying for their own permanent license may use the Division license on a temporary basis; that is, until their own license is granted. Permanent use of a Division license by a ski patrol places the Division license in jeopardy for all other patrols in that Division.

F. Use of National Interoperability Frequencies

Some NSP licenses include the FCC-designated National Interoperability frequencies. These special analog VHF and UHF channels are to be used in case of emergency where communications with other first responder agencies are needed. Pre-planning and coordination with other agencies are vital to ensuring efficient communications when an emergency arises. *Interoperability channels may not be used for normal, day-to-day communication.*

G. Use of NSP National Business Channels

NSP has obtained a nationwide license providing analog VHF and UHF business radio channels for use in non-emergency (non-first responder) situations. These channels, which have no interference protection, are valid in all 50 states (plus American Samoa, Guam, the US Virgin Islands, and Puerto Rico) for *temporary special events* use. Examples of typical uses are training and testing, Young Adult Patroller seminars, Avalanche, and MTR courses, meeting and refresher coordination, fundraising events, safety demonstrations and public relations activities. Permanent use of these channels by a ski patrol is not authorized.

Appendix M: OUTDOOR RISK MANAGEMENT ROGRAM

1. **Program objective** – to provide depth and breadth appropriate awareness of risk management techniques to line level patrollers always deferring to local management. This course does not create a national standard.

2. Program structure – The ORM program consists of one online course designed as an awareness presentation. The course is free, voluntary and has no prerequisites.

a. **Venue** – Any active NSP member may take the course on the Learning Management system (LMS). Nominal requirements are a device connected to the internet.

b. Class size – The course is designed to be taken by individuals but can be presented in a group setting (if desired by local management) if viewing requirements can be accommodated.

c. Instructor/student ratio – the course provides instruction on the LMS

d. **Audit frequency** – Since this course is awareness based; there is no need for audits.

3. **Course content** – There are 10 modules, each deal with certain aspects of patrolling. The module titles are as follows:

1. General Concepts
2. Personal Risk Management
3. Ethical. Legal and Regulatory
4. Standards, Regulations and Generally Accepted Industry Practices
5. Patrol Operations
6. Snowmobile and On-Slope Vehicle Operation
7. NSP Policies and Procedures and NSAA
8. Skier/Rider and MTB Safety Programs and Initiatives
9. Incident Investigations
10. Other Departments

4. Resources Required

a. Instructors – None

b. Helpers – None

c. Equipment – Device with internet access

d. Education Materials - None

5. **Instructor Credentials** – None
6. **Course Prerequisites** – None
7. **Evaluation format** - None
8. **Grade scale/structure** – None
9. **Reporting requirements**:
    a. **Class Registration** – not designed for multiple individuals
    b. **Course Completion Report** – A record of attendance will appear on the member's profile
    c. **Course Feedback** – is built into the course and will allow the leaner to send feedback to the Education Department at NSP.
10. **Risk Management Considerations –** The content has been reviewed and vetted by multiple subject Matter Experts, legal experts and the Education Department of NSP.
11. **Conflict Resolution –** Conflict will be minimal; however, learners may express concerns via the feedback loop build into this course.

Appendix N: BIKE PROGRAM

1. Introduction
    a. The NSP Bike Program provides quality, knowledge and skills-based training to Bike patrollers and host members who cover a wide variety of terrain and serve both public and private area management.

2 Administration
    a. National Bike Program director
        i. The National Bike Program Director is appointed as prescribed by Section 2.3.5 of these NSP Policies and Procedures and holds office at the national director's pleasure.
    b. Division Bike Program Supervisors
        i. Division Bike Program Supervisors are appointed as prescribed by Section 4.2.5 of these NSP Policies and Procedures and hold office at the pleasure of the division director.
    c. Region Bike Program Advisors
        i. Regions may appoint regional Bike Program Advisors, who serve at the director's pleasure. Region Bike Advisors also work with the division Bike Program supervisor to ensure the region Bike Program Advisors serve at the region director's pleasure. Region Bike Advisors also work with the division Bike Program supervisor to ensure the delivery of quality Bike educational programs at the regional level.

3 Bike Educational Program
    a. Overview
        i. The Bike Program provides skills-based courses for Bike hosts and patrollers and offers supplemental training for alpine patrollers. The goal is to create and maintain a high level of skill proficiency among Bike patrollers and hosts throughout the National Ski Patrol System.
    b. The online Bike Program Manual provides a dynamic source of training methods, quality assurance, and program requirements. This document is updated frequently to provide the most current information and reflect improvements in subject matter and training standards.
    c. Bike Instructor Manuals are provided for each curriculum-based course to aid in the consistent delivery of information and skills.
    d. Courses
        i. **Bike Fundamentals (BIKE F) -** Bike Patrollers, Bike Hosts, and members of the public who seek awareness of and proficiency in skills needed to be assets and effective team members in Bike Patrol operations.
        ii. **BIKE 1 (BIKE 1)**—This Course is for entry-level or basic-level Bike Patrollers or Bike Host members. It covers basic bike safety techniques, bike equipment, Outdoor Emergency Transportation—trail, Scene Size up, and an Introduction to Adaptive Cycling.
        iii. **BIKE 2** (In Development) -Seasoned Bike Patroller or Bike Host seeking to expand knowledge and skills to advance their capabilities and value to the patrol. Intermediate-level bike patroller or bike host skills and knowledge that are broken down into modular discipline courses. Road/Gravel, Cross-Country/Enduro, Bike Park/Downhill
        iv. **BIKE Clinics** (BIKE C) - Any Bike Patroller or Bike Host member who seeks

more information on Adaptive Cycling and Adaptive Athletes Practical Hands-on training expanding on Outdoor Emergency Care (6th Edition) Chapter 32 - Adaptive Athletes as it pertains to adaptive cycling

v. **Bicycling Enhancement Seminar (BES)** - Any Bike Patroller or Bike Host member who seeks to improve bicycling skills. To provide the NSP membership with instruction and guided practice skill progression designed to improve their bicycle riding skills directed by Local Patrol and a certified BICP/PMBIA instructor.

vi. **Wheeled Litter Enhancement Seminar (WLES) -** This course is open to all current patrollers and host members. This program may be structured for specific groups to provide more relevant content for all attendees. Examples are over age 50, women only, or Senior candidates. Bike Program Manuals

1. **Course objective** – The WLES is a thorough review and guided practice of Wheeled Litter handling procedures. It is designed to provide instruction and guided practice on the proper inspection, safety checks, and usage of rescue litter transportation. The intent is to have experienced Bike instructor trainers (ITs), and Bike instructors present the proper techniques to handle unloaded and loaded Wheeled Litters on suitable terrain. This enhancement seminar should be conducted at all cycling areas utilizing this equipment, and patrollers should be encouraged to participate.

2. **Course structure** – This course is open to all current patrollers and host members. This program may be structured for specific groups to provide more relevant content for all attendees. Examples are over age 50, women only, or Senior candidates.
    a. **Venue** – Typically takes place in local patrol areas.
    b. **Class size** – The total size is limited to the equipment and instructors available Refer to the Bike Instructor Manual for guidelines.
    c. **Instructor/student ratio** – The most effective ratio is consistent with the group size and number of litters. Refer to the Bike Instructor Manual.

3. **Course content** – This course addresses the fundamental skills of properly utilizing transportation equipment. The course applies these skills to proper, efficient, and safe handling of Wheeled Litters. Proper application of these skills gives the patroller the ability to handle the responsibilities of being an effective team member using the Wheeled Litter with strength and confidence.

4. **Resources required** – This course requires permission from the local area management regarding what is acceptable related to terrain and trails and utilization of the local area's equipment. The local area patrol representative must be supportive and staffed that day to permit other patrollers to participate without compromising proper area coverage. All participants must sign waivers to take part in the seminar.
    a. **Instructors –** This program requires at least one instructor for every five participants.
    b. **Equipment** – Wheeled Litter, additional equalizing/balancing handles, and Low Angle Rescue equipment (if applicable).
    c. **Educational materials** – Bike Instructor Manual and *Bike WLES resource guide*

5. **Instructor credentials** – Bike ITs and/or Bike instructor.

6. **Course prerequisites** – None - Available to all patrollers and hosts.

7. **Evaluation format** – Not applicable

8. **Grade scale/structure** – Not applicable

9. **Reporting requirements** – Course registration, with all participants completely registered. The course IOR or IT will update attendance on the LMS.
    a. **Class registration** – Any Bike IT or Bike instructor may register the course online at nsp.org: “Center for Learning,” “Learning Center” and “Instructor Course Registration Form”

10. **Course feedback form –** At course completion, the IOR distributes a course evaluation form**.**

11. **Risk Management considerations** – Conducting a Wheeled Litter Enhancement Seminar always poses risks. All participants must sign the participation waiver. All instructors must provide an environment that will permit anyone who is not comfortable attempting any portion of the course to opt out of any activity.

12. **Conflict Resolution** – The IOR is responsible for providing reasonable accommodation for any conflict. If a participant has an unresolved issue or complaint, the issue must be taken to the next-line administrator.

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