



Ohio Region Policies and Procedures (OPERATING POLICIES)



SIXTH EDITION, ADOPTED XX.XX.2011



OHIO REGION

CENTRAL DIVISION



NATIONAL SKI PATROL SYSTEM, INC.

PREFACE

This collection of administrative policies, known as the Ohio Region Policies and Procedures, is a compilation of practices, higher-level rules and procedures, directives, and motions of the Board of Governors applicable to the Ohio Region, Central Division, National Ski Patrol System, Inc. These Region Operating Policies along with the Region Bylaws, Board Minutes, and appendices form the *Ohio Region Policies and Procedures*. Before the change in nomenclature for the 1993 revision, the Region Operating Policies were known as the Region Bylaws.

Ohio Region Policies and Procedures are arranged in sections sorted by function. The duties of the responsible advisor or officer appear in the section before the Region policies and procedures.

Region Policies and Procedures supplement NSPS and the Central Division policies and procedures. References to applicable NSPS and Central Division policies and procedures appear as footnotes to Region Policies and Procedures.

Region policies must be revised periodically to be responsive to both local needs and changes to National and Division level policies.

New sections added to the 1993 revision to the *Ohio Region Operating Policies* provide a section for every existing advisor and officer and for all but two, a corresponding operating policy section. The new sections include sections 11- Legal Procedures, 14 - Registration Policies and Procedures, 15 - Region Elections Coordinator (for new Division election policy), 16 - Nomination and Election Procedures, 17 - Recording Secretary, 26 - Alumni Advisor, 27 - Alumni Policies and Procedures, 28 - Fund-Raising Advisor, 29 - Fund- Raising Policies and Procedures, 30 - Region Historian, 31 - Region History Policies and Procedures, 34 - Insurance Advisor, 31 - Insurance Policies and Procedures, 38 - Auxiliary Advisor, 54 - Certified Patroller Advisor. In 1993, during the revision development, The Board of Governors deactivated the Safety and Insurance Advisorships, however, the motion specified that the sections on these Advisors and the policies and procedures would be retained. This procedure was followed when the Equipment Advisor, 25 position was abolished in 1996. The NSPS eliminated the Junior program in 1991 (AM-91) and the Federal Equipment Program in 1993 eliminating the need for corresponding Region Operating Policies. Section titles were dropped for Government Surplus Advisor, Government Surplus Policies and Procedures, Junior Advisor, and Junior Policies and Procedures.

The Awards and the NSP Appointments review functions were divided into separate sections, reflecting the actual distribution of responsibilities. Responsibilities that had been listed under Board of Trustees and Awards Administration and Awards Policies and Procedures were sorted and redistributed under 18 -Awards Board and Awards Advisor, 19 - Awards Policies and Procedures, 20 - NSP Appointments Review Board and Chair and 21 - NSP Appointments Review Policies. Appendix II provides supplemental information for the preparation of awards nominations. NSP Appointments requirements and changes were reflected in the 1996 revisions to Sections 20, 21 and paragraphs 3.12, 4.1,4.7, 5.1, 5.5, 18.2, 18.10, 19.5, 40.1, and 42.1.

Significant content changes were made in 1994 and 1996 to sections 46 - OEC Administrator, 50 - Ski and Toboggan Proficiency (Testing) Advisor, 51 - Ski and Toboggan Proficiency Procedures and Policies to reflect corresponding changes in NSPS programs.

The old section on General Policies and Procedures was reduced in scope to focus on the new title, 8 - Region Officer's And Advisor's General Duties. Common requirements were deleted from all advisor sections and relocated in section 8. Other paragraphs were either dropped or placed in a reorganized Sections 1 - General Provisions or 2 - Organization.

Revisions: May 1994 - revised Sections 20 and 21, added primary Nordic registration to 36.1 and added emergency powers paragraphs 1.7 and 3.11. Sep. 1994 added sections 56 and 57. May and October 1996 revisions reflected NSP Appointments changes deletion of Appointments requirements for offices and Phase 1 &2 Advisor training requirements. September 1997 amendment completely revised sections 50-52, Senior Program administration and the Alpine Ski and Toboggan Senior training and clinicing. Basic S&T Testing was delegated to Sections. (6.6)

Revisions made to the Fifth edition that are reflected in this sixth edition are described below. The Fifth edition was compiled in 2005, but never formally approved by the Board of Governors or published.

The Sixth Edition is a major update that includes:

1. Alignment with NSP and Central Division Bylaws and P&P to eliminate redundant and/or conflicting wording and updating references to current versions of these documents
2. Removal of obsolete references such as *Central Division Administration Manual*. References to the *Ski Patroller's Manual* remain pending release of an updated version by the NSP.
3. Making reference to Region Advisors, Administrators, Coordinators, Editors, Web Master, etc. as Region Staff
4. Changing ARD Line responsibilities to include Registration Coordinator since registration became an automated procedure via the NSP web site
5. Revised Section Chief responsibilities and procedures (Sections 5&6)
6. Updating PR's responsibilities and duties to clarify patrol vs. area management duties and responsibilities (Section 7)
7. Adding requirement for Region staff members to appoint assistants (Section 8.12)
8. Adding investment of Region funds to Treasurer's responsibilities (Section 9.4)
9. Updating Financial policies and procedures (Section 10)
10. Updating Section 13 to reflect elimination of Registration Coordinator position and the addition of duties to the ARD Line.
11. Updating registration procedures (Section 14)
12. Changes to nomination and election procedures to align them with Central Division procedures (Section 16)
13. Changing awards policies and procedures to align them with Central Division policies and procedures and to update the list of Region awards (Section 19)
14. Updating NSP Appointment Review Procedures re Section Review Boards (Section 21)
15. Adding procedures for web site management to Section 24
16. Changing *DOWNHILL* procedures to reflect e-distribution
17. Significant updates to Region Senior Program procedures (Section 38)
18. Significant updates to Region Certified Advisor (Section 43)

Sections Added:

- 9.10 Audits of Region Financial Records
- 11.7 Liaison with Division Legal Advisor
- 23. Webmaster
- 32.3. Conduct of Avalanche Courses

Sections Deleted:

- 3.2 and 3.3 RD's Cooperation with Other Officers and Maintaining Uniformity
- 3.7 RD's Responsibilities because they are described in the Central Division P&P
- 3.10 RD's Coordination of Activities
- 6.4-6.6 Section Chief's P&P
- 7.15 Senior S&T Evaluation from PR's
- 9.8 Registration Fees
- 9.12 Region Financial Reports
- 10.5 No Local Travel Cost Reimbursement
- 10.11 Division Reimbursement of Advisor Travel
- 10.14 Budget Expense Categories
- 29.6 Patroller Enrichment Seminar
- 31.7 Addition Basic Avalanche Courses
- 34.3-34.6 MTR procedures
- 36.2 Region SEM Clinic Fee
- 37.4 Medical Advisor Division Duties
- 49 Medical P&P
- 42.2 ID Instructor Course Fee
- Appendix A
- Appendix B

Table of Contents

PREFACE..... i

1 GENERAL PROVISIONS 1-1

..... 2

1.1 NOT FOR PROFIT POLICY 2

1.2 REGION FALL MEETING: 2

1.3 REGION SPRING MEETING: 2

1.4 HIGHER-LEVEL POLICY 2

1.5 REGION CALENDAR: 2

1.6 GRIEVANCES AND APPEALS 2

1 GENERAL PROVISIONS 1-2

..... 3

1.7 EMERGENCY POWERS: 3

2 ORGANIZATION 2-1

..... 4

2.1 BOARD OF GOVERNORS: 4

2.2 REGION DIRECTOR: 4

2.3 REPORTING SUPERVISION: 4

2.4 SECTION STAFFS 4

2.5 REGION STAFF: 4

2.6 HOLDING SIMULTANEOUS REGION POSITIONS: 4

2.7 REGION ORGANIZATION CHART: 4

3 REGION DIRECTOR 3-1

..... 5

3.1 SELECTION: 5

3.2 DIVISION DUTIES: 5

3.3 APPOINTMENTS: 5

3.4 REMOVALS: 5

3.5 LEADERSHIP DEVELOPMENT: 5

3.6 REGION GOALS AND STATUS: 5

3.7 EMERGENCY POWERS: 5

3.8 COMMITTEE MEMBERSHIPS 5

4 ASSISTANT REGION DIRECTOR (ARD) 4-1

..... 6

4.1 QUALIFICATIONS: 6

4.2 APPOINTMENT AND SUPERVISION: 6

4.3 GENERAL DUTIES: 6

4.4 MEMBER OF REGION BOARD OF GOVERNORS: 6

4.5 ASSISTANT REGION DIRECTOR FOR LINE: 6

4.6 ASSISTANT REGION DIRECTORS FOR STAFF: 6

4.6.1 ASSISTANT REGION DIRECTOR FOR PROGRAMS: 6

4.6.2 ASSISTANT REGION DIRECTOR FOR ADMINISTRATION: .. 6

4.6.3 ASSISTANT REGION DIRECTOR FOR PROFICIENCY: 6

4.7 COMMITTEE MEMBERSHIPS: 6

4.8 REPRESENTS REGION WHEN REQUESTED: 6

4.9	OTHER DUTIES AS ASSIGNED:.....	6
5	SECTION CHIEF	5-1
	7
5.1	QUALIFICATIONS:.....	7
5.2	SELECTION:	7
5.3	GENERAL DUTIES:	7
5.4	REGION BOARD OF GOVERNORS:	7
5.5	REGION AWARDS AND NSP APPOINTMENTS REVIEW BOARDS.....	7
5.6	MAINTAINING STANDARDS AND POLICIES:.....	7
5.7	SUPERVISION OF PATROL REPRESENTATIVE/DIRECTORS:.....	7
5.8	STANDARDS:.....	7
5.9	TRAINING NEEDS	7
5	SECTION CHIEF	5-2
	8
5.10	APPOINTMENTS:.....	8
5.11	APPOINTMENTS FROM ALL PATROLS:	8
5.12	REGION MEETINGS:	8
5.13	OTHER DUTIES:.....	8
5.14	REMOVAL OF PATROL REPRESENTATIVE/DIRECTOR.....	8
5.14	ANNUAL SECTION FINANCIAL SUMMARY:.....	8
5.15	FREQUENT COMMUNICATIONS:.....	8
6	SECTION POLICIES AND PROCEDURES	6-1
	9
6.1	REGISTRATION FEES:.....	9
6.2	FUND-RAISING:.....	9
6.3	USES OF SECTION FUNDS:	9
7	PATROL REPRESENTATIVE/DIRECTOR	7-1
	10
7.1	QUALIFICATIONS:.....	10
7.2	REPORTING CHAIN:.....	10
7.3	REGION MEETINGS:.....	10
7.4	INTERMEDIARY WITH AREA MANAGEMENT.....	10
7.5	PATROL STAFF:	10
7.6	REFRESHERS:.....	10
7.7	CPR CERTIFICATION:	10
7	PATROL REPRESENTATIVE/DIRECTOR	7-2
	11
7.8	PATROL AND PATROLLER REGISTRATION:.....	11
7.9	PATROLLER RECORDS:	11
	7.9.1 SENIOR RECORD UPGRADE:.....	11
7.10	AREA EMERGENCY PLAN:	11
7.11	AREA LIFT EVACUATION PLAN:.....	11
7.12	ANNUAL PATROL ACTIVITY REPORT:	11
7.13	ANNUAL FINANCIAL REPORT:	11
7.14	AWARD NOMINATION SUBMISSIONS:	11
7	PATROL REPRESENTATIVE/DIRECTOR	7-3
	12

8	REGION STAFF GENERAL DUTIES	8-1
		13
8.1		PLANS AND BUDGETS:	13
8.2		DIVISION ACTIVITIES:	13
8.3		PROGRAM AND BUDGET AUTHORITY:	13
8.4		ANNUAL REPORTS:	13
8.5		ADMINISTRATIVE BUDGETS AND REPORTS:	13
8.6		NON-EXPENDABLE EQUIPMENT:	13
8.7		REIMBURSEMENT:	13
8	REGION STAFF GENERAL DUTIES	8-2
		14
8.8		RECORDS:	14
8.9		COORDINATION AND SCHEDULES:	14
8.10		NSP AND DIVISION PROGRAM EXECUTION AUTHORITY	14
8.11		COURSE COMPLETION RECORDS FOR SENIOR REQUIREMENTS OR ELECTIVES:	14
8.12		ASSISTANT ADVISORS:	14
9	TREASURER	9-1
		15
9.1		QUALIFICATIONS:	15
9.2		APPOINTMENT AND SUPERVISION:	15
9.3		GENERAL DUTIES:	15
9.4		FINANCIAL RESPONSIBILITIES:	15
9.5		BOOKKEEPING SYSTEM:	15
9.6		ACCOUNT EXPENDITURE RECORDS:	15
9.7		FUNDS RECEIPT AND EXPENDITURES:	15
9.8		ANNUAL REGION FINANCIAL REPORT:	15
9.9		END-OF-FISCAL-YEAR REPORT MANAGEMENT:	15
9.10		AUDITS OF REGION FINANCIAL RECORDS:	15
9.11		REGION BOARD OF GOVERNORS:	15
10	FINANCIAL POLICIES AND PROCEDURES	10-1
		16
10.1		BONDING OF OFFICERS:	16
10.2		PROGRAM AND BUDGET AUTHORITY:	16
10.3		EXPENSE VOUCHERS AND BILLS:	16
10.4		TRAVEL REIMBURSEMENT:	16
10.5		AIR TRAVEL REIMBURSEMENT:	16
10.6		LODGING COST REIMBURSEMENT	16
10.7		REIMBURSEMENT FOR Meals:	16
10.8		REIMBURSEMENT FOR ATTENDANCE AT DIVISION MEETINGS AND OTHER EVENTS	16
10.9		OTHER ADMINISTRATIVE EXPENSE REIMBURSEMENT:	16
10	FINANCIAL POLICIES AND PROCEDURES	10-2
		17
10.10		SELF-FINANCING PROGRAMS:	17
10.11		EXPENSE VOUCHER APPROVAL AND PROCESSING	17
10.12		FINANCIAL REPORTING CALENDAR:	17

11LEGAL ADVISOR	11-1
	18
11.1	QUALIFICATIONS:	18
11.2	APPOINTMENT AND SUPERVISION:.....	18
11.3	GENERAL DUTIES:.....	18
11.4	PRIMARY RESPONSIBILITY	18
11.5	LEGAL CONSULTATION:.....	18
11.6	NOTIFICATION OF LEGAL ACTIONS AFFECTING NSP AND MEMBERS:	18
11.7	LIASION WITH DIVISION LEGAL ADVISOR:	18
12LEGAL PROCEDURES	12-1
	19
12.1	LEGAL ACTIONS AND RESPONSIBILITIES:.....	19
12.2	CONTACT REGION LEGAL ADVISOR:.....	19
13REGISTRATION COORDINATOR	13-1
	20
13.1	DUTIES AND GUIDELINES:	20
13.2	ARCHIVE ROSTER:	20
14REGISTRATION POLICIES AND PROCEDURES	14-1
	21
14.1	REGION REGISTRATION FEE:	21
14.2	REGISTRATION FEE PAYMENT:.....	21
14.3	LATE FEE:.....	21
14.4	PROCESSING OF REGISTRATION MATERIALS:	21
15REGION ELECTIONS OFFICER	15-1
	22
15.1	QUALIFICATIONS:	22
15.2	APPOINTMENT AND SUPERVISION:.....	22
15.3	GENERAL DUTIES:.....	22
15.4	ELECTION SCHEDULING:.....	22
15.5	ELECTION DUTIES:.....	22
15.6	SUPPORT DIVISION AND REGION ELECTION POLICY:	22
16NOMINATION AND ELECTION PROCEDURES	16-1
	23
16.1	FOLLOWING DIVISION ELECTION POLICY:.....	23
16.2	ELECTION DATES:	23
16.3	VOTES TO WIN ELECTION	23
16.4	VOTE FOR SECTION CHIEF:.....	23
16.5	VOTE FOR REGION DIRECTOR:	23
16.6	CANDIDATE CAMPAIGN INFORMATION:	23
17RECORDING SECRETARY	17-1
	24
17.1	QUALIFICATIONS:	24
17.2	APPOINTMENT AND SUPERVISION:.....	24
17.3	GENERAL DUTIES:.....	24
17.4	PRIMARY RESPONSIBILITY:.....	24
17.5	FIVE-YEAR RECORD OF MINUTES:	24

17.6	ARCHIVING OLD MINUTES:	24
17.7	ON-HAND REFERENCES:.....	24
17.8	REGION POLICY UPDATES:	24
18.....	AWARDS BOARD AND AWARDS ADVISOR	18-1
	25
18.1	REGION AWARDS BOARD AND ADVISOR:.....	25
18.2	AWARDS BOARD MEMBER QUALIFICATIONS:.....	25
18.3	ALTERNATE AWARDS BOARD MEMBERS:	25
18.4	ADVISOR QUALIFICATIONS:.....	25
18.5	AWARDS ADVISOR AND BOARD APPOINTMENT AND SUPERVISION	25
18.6	ADVISOR GENERAL DUTIES:	25
18.7	PROMOTION OF AWARDS PROGRAM:	25
18.8	MINIMUM REQUIREMENTS REVIEW:	25
18.9	ADDITIONAL DUTIES:.....	25
18.10	AWARDS ADVISOR SERVES ON REGION NSP APPOINTMENTS REVIEW BOARD:	25
19.....	AWARDS POLICIES AND PROCEDURES	19-1
	26
19.1	NOMINATIONS PROCESSING	26
19.2	OUTSTANDING AWARDS.....	26
19.3	MERIT STARS:.....	26
19.....	AWARDS POLICIES AND PROCEDURES	19-2
	26
19.4	REGION AWARDS	27
19.4.1	WALLY JAMES AWARD:	27
19.4.2	DICK SCHLEICHER AWARD:	27
19.4.3	DALE MIHUTA AWARD:.....	27
19.4.4	REGION DIRECTOR'S AWARD:	27
19.4.5	ROBERT D. SHERRY AWARD:.....	27
19.5	NATIONAL LEVEL APPOINTMENTS AND AWARDS:	27
19.6	STANDARDS:	27
19.7	AWARD SUBMISSION AND EVALUATION PROCEDURES:.....	27
19.7.1	AWARD NOMINATIONS MUST MEET PUBLISHED DEADLINES:	27
19.....	AWARDS POLICIES AND PROCEDURES	19-3
	28
19.7.2	AWARD NOMINATION FILING DEADLINES:	28
19.7.3	NOMINATION EVALUATION PROCEDURES: The.....	28
19.7.4	NOMINATIONS PROCESSING:	28
19.7.5	OUTSTANDING AWARDS SELECTION MEETING DATE..	28
19.7.6	FORWARDING OUTSTANDING WINNERS:.....	28
19.7.7	ACCURACY AND AUTHENTICITY:	28
19.7.8	EVALUATIONS CONFIDENTIAL:	28
20.....	NSP APPOINTMENTS REVIEW BOARD AND CHAIR	20-1
	29
20.1	NSP APPOINTMENTS REVIEW BOARD MEMBERSHIP:	29

20.2	CHAIR APPOINTMENT AND SUPERVISION:	29
20.3	CHAIR QUALIFICATIONS	29
20.4	GENERAL DUTIES.....	29
20.5	CHAIR AND BOARD MEMBERS DO NOT SPONSOR NOMINATIONS:.....	29
20.6	ADMINISTRATIVE REVIEW OF NOMINATIONS:.....	29
21NSP APPOINTMENTS REVIEW POLICIES	21
	30
21.1	SECTION REVIEW PANELS:	30
	21.1.1 SECTION PANEL REVIEW RECOMMENDATION DEADLINE:	30
21.2	REGION REVIEW BOARD AND CHAIR FUNCTIONS.....	30
21.3	REGION NSP APPOINTMENTS REVIEW BOARD MEETINGS:	30
	21.3.1 QUORUM:.....	30
	21.3.2 VOTING.....	30
21.4	AWARD SPONSORS:.....	31
22DOWNHILL EDITOR	22-1
	32
22.1	QUALIFICATIONS:	32
22.2	APPOINTMENT AND SUPERVISION	32
22.3	GENERAL DUTIES:.....	32
22.4	PRIMARY RESPONSIBILITY	32
22.5	DEADLINES:	32
22.6	GATHERING NEWS:.....	32
22.7	EDITORIAL AUTHORITY:	32
22.8	ATTENDANCE AT REGION EVENTS	32
22.9	OTHER DUTIES:.....	32
23WEBMASTER	23-1
	33
23.1	QUALIFICATIONS:	33
23.2	APPOINTMENT AND SUPERVISION	33
23.3	GENERAL DUTIES:.....	33
23.4	PRIMARY RESPONSIBILITY	33
23.5	GATHERING CONTENT:.....	33
23.6	EDITORIAL AUTHORITY:	33
23.7	SECURITY:.....	33
23.8	ATTENDANCE AT REGION EVENTS	33
23.9	OTHER DUTIES:.....	33
24DOWNHILL AND WEB SITE PUBLIC RELATIONS POLICIES AND PROCEDURES 24-1	34
24.1	PUBLICATION CRITERION:.....	34
24.2	PROGRAM PUBLICITY:.....	34
24.3	ANNUAL BUDGET AND PROGRAM REPORTS:	34
24.4	REGION ORGANIZATION CHART:.....	34
24.5	REGION CALENDAR.....	34
24.6	PUBLICATION DATES:	34
24DOWNHILL AND WEB SITE PUBLIC RELATIONS POLICIES AND PROCEDURES 24-2	35

24.8	Region WEB Policies	35
	24.8.1. Introduction	35
	24.8.2. Links to Other NSP Sites.....	35
	24.8.3. Links to Non-NSP Sites	35
	24.8.4. Electronic Mail (e-mail)	35
24.....	DOWNHILL AND WEB SITE PUBLIC RELATIONS POLICIES AND PROCEDURES 24-3	36
	24.8.5. Privacy.....	36
25	ALUMNI ADVISOR 25-1	37
	25.1 QUALIFICATIONS:	37
	25.2 APPOINTMENT AND SUPERVISION:.....	37
	25.3 GENERAL DUTIES:.....	37
	25.4 PRIMARY RESPONSIBILITIES.....	37
	25.5 KNOWLEDGE ABOUT ALUMNI POLICIES:	37
	25.6 ALUMNI MEMBER LIST:	37
	25.7 INFORMATION FOR ALUMNI:	37
	25.8 BUDGET	37
26.....	ALUMNI POLICIES AND PROCEDURES 26-1	38
	26.1 ALUMNI REGISTRATION.....	38
	26.2 ALUMNI VISITS:	38
	26.3 ALUMNI OEC INSTRUCTORS:	38
	26.4 REGION ALUMNI ACTIVITIES:.....	38
27	REGION HISTORIAN 27-1	39
	27.1 QUALIFICATIONS:	39
	27.2 APPOINTMENT AND SUPERVISION:.....	39
	27.3 GENERAL DUTIES:.....	39
	27.4 ANNUAL PLAN AND BUDGET:	39
	27.5 ARCHIVES:	39
	27.6 RECORD HOLDINGS REVIEW:	39
	27.7 HISTORICAL ARTICLES:.....	39
28.....	REGION HISTORY POLICIES AND PROCEDURES 28-1	40
	28.1 REGION PROGRAM.....	40
	28.2 PATROL NEWSLETTERS:.....	40
	28.3 USE OF REGION HISTORY RECORDS:	40
29	AUXILIARY ADVISOR 29-1	41
	29.1 QUALIFICATIONS :	41
	29.2 APPOINTMENT AND SUPERVISION:.....	41
	29.3 GENERAL DUTIES.....	41
	29.4 AUXILIARY RECORDS	41
	29.5 AUXILIARY INFORMATION DISSEMINATION:.....	41
	29.6.....	41
30.....	AUXILIARY POLICIES AND PROCEDURES 30-1	

.....		42
30.1	AUXILIARY DUTY ASSIGNMENTS:	42
30.2	SKIING PROFICIENCY IMPROVEMENT OPPORTUNITIES:	42
30.3	FIRST AID BELT:	42
30.4	UNIFORM AND BADGES:	42
30.5	NSP TRAINING:	42
31AVALANCHE ADVISOR	31-1
.....		43
31.1	QUALIFICATIONS.....	43
31.2	APPOINTMENT AND SUPERVISION:.....	43
31.3	GENERAL DUTIES	43
31.4	SPECIFIC DUTIES	43
31.5	INSTRUCTOR STANDARDS	43
31.6	ANNUAL BASIC COURSE	43
31.8	INSTRUCTOR TRAINING	43
31.9	COURSE RECORDS	43
31.10	COURSE FEES	43
31.11	ASSISTANT ADVISOR	43
32AVALANCHE POLICIES AND PROCEDURES	32-1
.....		44
32.1	SELF-SUPPORTING BUDGET:	44
32.2	NON-NSP STUDENTS:.....	44
32.3	CONDUCT OF AVALANCHE COURSES	44
33MOUNTAIN TRAVEL AND RESCUE (MTR) ADVISOR	33-1
.....		45
33.1	QUALIFICATIONS:	45
33.2	APPOINTMENT AND SUPERVISION:.....	45
33.3	GENERAL DUTIES:.....	45
33.4	SPECIFIC DUTIES:	45
33.5	INSTRUCTION STANDARDS:.....	45
33.6	ANNUAL MTR COURSES:	45
33.7	INSTRUCTOR TRAINING	45
33.8	COURSE RECORDS	45
33.9	COURSE FEES AND EXPENSES:.....	45
33.10	ASSISTANT ADVISOR:	45
34	MOUNTAIN TRAVEL AND RESCUE (MTR) POLICIES AND PROCEDURES	
34-1	46
34.1	SELF-SUPPORTING BUDGET:	46
34.2	NON-NSP MEMBER COURSE STUDENTS:.....	46
34.3	COURSE SCHEDULING:	46
35 <i>OUTDOOR EMERGENCY CARE (OEC) ADMINISTRATOR</i>	35-1
.....		47
35.1	QUALIFICATIONS:	47
35.2	APPOINTMENT AND SUPERVISION:.....	47
35.3	GENERAL DUTIES:.....	47
35.4	ASSISTANT AND ASSISTANT QUALIFICATIONS	47
35.5	SECTION OEC ADVISORS	47

35.6	OEC INSTRUCTOR TRAINERS (ITs):	47
35.7	OEC INSTRUCTOR TRAINERS (ITs) ROLES AND RESPONSIBILITIES:	47
35.8	OEC INSTRUCTOR TRAINING	47
35	<i>OUTDOOR EMERGENCY CARE (OEC) ADMINISTRATOR</i>	35-2
	48
35.9	OEC INSTRUCTOR RECORDS:	48
35.10	OEC REFRESHERS:	48
35.11	SENIOR Emergency Management Evaluation:	48
35.12	OEC Course Quality Assurance Program:	48
35.13	SEM EVALUATION RECORDS:	48
35.14	ANNUAL OEC REFRESHER STUDY GUIDE DISTRIBUTION:	48
35.15	DIVISION/NATIONAL PROJECTS:	48
36	OEC POLICIES AND PROCEDURES	36-1
	49
36.1	NO UNIQUE REGION POLICIES:	49
37	MEDICAL ADVISOR	37-1
	50
37.1	QUALIFICATIONS:	50
37.2	APPOINTMENT AND SUPERVISION:	50
37.3	GENERAL DUTIES:	50
37.4	SUPPLEMENTAL TRAINING:	50
37.5	SECTION AND PATROL MEDICAL ADVISORS:	50
38	REGION SENIOR PROGRAM PROCEDURES	38-1
	52
38.1	REGION SENIOR PROGRAM:	52
38.2	REGION SENIOR PROGRAM ADMINISTRATOR:	52
	38.2.1 QUALIFICATIONS:	52
	38.2.2 APPOINTMENT AND SUPERVISION:	52
	38.2.3 GENERAL DUTIES:	52
	38.2.4 PRIMARY RESPONSIBILITY:	52
38.3	SENIOR CANDIDATE APPLICATION:	52
38.4	SENIOR EVALUATION APPLICATIONS:	52
38.5	SENIOR CANDIDATE RECORD ADMINISTRATION:	52
38	REGION SENIOR PROGRAM PROCEDURES	38-2
	53
	38.5.1 ACTIVE SENIOR CANDIDATE LISTS:	53
	38.5.2 LIST OF SENIOR CANDIDATE REQUIREMENT COMPLETIONS:	53
	38.5.3 USE OF SENIOR CANDIDATE RECORDS	53
	38.5.4 NOTIFICATION OF NATIONAL OFFICE OF SENIOR CLASSIFICATION UPGRADE:	53
38.6	SENIOR CANDIDATE QUALIFICATION LOG	53
39	SENIOR ALPINE SKI AND TOBOGGAN PROGRAM PROCEDURES	39-1
	54
39.1	REGION PROCEDURES	54
39.2	SENIOR ALPINE SKI & TOBOGGAN EVALUATIONS -	

	APPLICATIONS AND FEES:.....	54
	39.2.1 CANDIDATES:.....	54
	39.2.2 PATROLS:.....	54
39.3	REGION REIMBURSEMENT OF SENIOR EVALUATORS’ EXPENSES	54
39.4	SENIOR ALPINE SKI AND TOBOGGAN EVALUATION - EVALUATORS:	54
	39.4.1 DUTIES:.....	54
39.....	SENIOR SKI AND TOBOGGAN PROGRAM PROCEDURES	39-2
	55
	39.4.2 APPOINTMENT:	55
	39.4.3 PREREQUISITES:	55
	39.4.4 SERVICE REQUIREMENTS	55
	39.4.5 REACTIVATION OF INACTIVE SKI AND TOBOGGAN EVALUATION EVALUATORS	55
40.....	<i>SENIOR SKI AND TOBOGGAN PROGRAM ADMINISTRATION</i>	40-1
	56
40.1	SKI AND TOBOGGAN BOARD (S&T BOARD).....	56
	40.1.1 APPEALS:	56
	40.1.2 ADVISOR REPLACEMENT RECOMMENDATIONS	56
	40.1.3 SENIOR EVALUATOR APPROVAL:.....	56
	40.1.4 ESTABLISHES SENIOR SKI AND TOBOGGAN SEASON EVALUATION PLAN:	56
40.2.....	REGION TOBOGGAN ADVISOR	40-2
	57
	40.2.1 QUALIFICATIONS:	57
	40.2.2 APPOINTMENT AND SUPERVISION:.....	57
	40.2.3 REGION SKI AND TOBOGGAN BOARD	57
	40.2.4 GENERAL DUTIES:.....	57
	40.2.5 ASSISTANT	57
	40.2.6 TRAINING UNIFORMITY:	57
	40.2.7 TRAINING AND RECOMMENDING SENIOR EVALUATION TOBOGGAN EVALUATION CANDIDATES	57
	40.2.8 REFRESHER CLINIC FOR SENIOR TOBOGGAN EVALUATORS:..	57
	40.2.9 REGION SENIOR TOBOGGAN EVALUATION INSTRUCTOR CADRE	57
40.2.....	REGION TOBOGGAN ADVISOR	40-2
	58
	40.2.10. REGION TOBOGGAN INSTRUCTOR TRAINER CADRE	58
	40.2.11. TOBOGGAN INSTRUCTOR TRAINER RESPONSIBILITIES AND DUTIES:.....	58
	40.2.12. REGION TOBOGGAN INSTRUCTOR TRAINER PROCESS:	58
	40.2.13 TOBOGGAN ENHANCEMENT SEMINAR (TES) COURSES:.....	58
40.3.....	REGION SENIOR PROGRAM ADMINISTRATOR	40-3
	59
	40.3.1 QUALIFICATIONS:	59
	40.3.2 APPOINTMENT AND SUPERVISION:.....	59

40.3.3	REGION SKI AND TOBOGGAN BOARD:	59
40.3.4	GENERAL DUTIES	59
40.3.5	ASSISTANT:	59
40.3.6	PRIMARY RESPONSIBILITIES AND DUTIES:	59
40.3.6.1	EVALUATOR DISQUALIFICATIONS	59
40.3.6.2	EVALUATION COURSE COMPLETION RECORD AND INSTRUCTOR ACTIVITY RECORDS:	59
40.3	REGION SENIOR PROGRAM ADMINISTRATOR	40-3
		60
40.3.7	SENIOR EVALUATOR PERFORMANCE RECOMMENDATIONS:..	60
40.3.8	RECRUITING SKI AND TOBOGGAN SENIOR EVALUATORS:	60
40.4	ALPINE SKI SCHOOL ADVISOR	40-4
		61
40.4.1	QUALIFICATIONS:	61
40.4.2	APPOINTMENT AND SUPERVISION:	61
40.4.3	REGION SKI AND TOBOGGAN BOARD	61
40.4.4	GENERAL DUTIES	61
40.4.5	ASSISTANT	61
40.4.6	TRAINING UNIFORMITY:	61
40.4.7	TRAINING AND RECOMMENDING SENIOR EVALUATOR CANDIDATES:	61
40.4.8	TRAINING CLINIC FOR SENIOR EVALUATORS:	61
40.4.9	REGION SENIOR EVALUATOR CADRE:	61
40.4	ALPINE SKI SCHOOL ADVISOR	40-4
		62
40.4.10	SKI/SNOWBOARD ENHANCEMENT SEMINAR (SES) COURSES: ..	62
41	INSTRUCTOR DEVELOPMENT (ID) ADMINISTRATOR	41-1
		63
41.1	QUALIFICATIONS	63
41.2	APPOINTMENT AND SUPERVISION:	63
41.3	GENERAL DUTIES:	63
41.4	ASSISTANT AND ASSISTANT QUALIFICATIONS:	63
41.5	SECTION ID ADVISORS	63
41.6	ID INSTRUCTOR TRAINERS (IT's)	63
41.7	ID INSTRUCTOR TRAINERS ROLES AND RESPONSIBILITIES:	63
41	INSTRUCTOR DEVELOPMENT (ID) ADMINISTRATOR	41-2
		64
41.8	ID INSTRUCTOR TRAINING (IT):	64
41.9	ID INSTRUCTOR RECORDS:	64
41.10	ID Training Courses:	64
41.11	ID COURSE QUALITY ASSURANCE PROGRAM	64
41.12	DIVISION/NATIONAL PROJECTS	64
42	INSTRUCTOR DEVELOPMENT (ID) POLICIES AND PROCEDURES	42-1
		65
42.1	NO UNIQUE REGION POLICIES:	65
43	CERTIFIED ADVISOR	43-1
		66

43.1	QUALIFICATIONS.....	66
43.2	APPOINTMENT AND SUPERVISION:.....	66
43.3	PROMOTION OF CERTIFIED PROGRAM.....	66
43.4	OHIO REGION EVENTS:	66
43.5	ACTIVE PARTICIPATION:.....	66
43.6	OHIO REGION STAFF:.....	66
43.7	OHIO REGION HOST:	66
43.8	INFORMATION SOURCE FOR REGION:	66
43.9	DIVISION PROGRAM:	66
43.10	DIVISION COMMUNICATION:	66
43.11	ASSITANT ADVISOR:	66
INDEX	68

This page intentionally blank

- 1.1 NOT FOR PROFIT POLICY:**¹ In keeping with the practices of all NSP units, the Ohio Region shall be a not for profit organization and no Region policy shall conflict with the provisions of the NSP Federal Charter or with the Internal Revenue Service requirements for tax exempt organizations.
- 1.2 REGION FALL MEETING:** The general purposes of the Ohio Region Board of Governors Fall meeting are to confirm and finalize the Region calendar and to approve and give direction to the programs of each Region staff member above Patrol level. Region Fall meetings are usually held after the Central Division Fall meeting. . Education and training events may be offered at either Region Fall or the Region Spring meeting at the discretion of the Region Director.
- 1.3 REGION SPRING MEETING:** The general purposes of the Ohio Region Board of Governors Spring meeting are to receive year-end reports from the Region staff members, Section Chiefs and the Patrol Representative/Directors , and to determine any general redirection needed in Region programs. Region Spring meetings are usually held after the Central Division Spring meeting. The annual Region Banquet and Awards Ceremony is held following the Spring business meeting. The host patrol for the Spring meeting rotates among the sections. The location of the meeting is selected by the host section with the approval of the Region Director.
- 1.4 HIGHER-LEVEL POLICY:**² The *Ohio Region Policies and Procedures* contains the current Region operations policies. No Region operation policy can contravene a Region Bylaw. The Ohio Region operates under the policies of the National Ski Patrol System, Inc. and the Central Division. No Region policy can conflict with Central Division or National (NSPS) level policies. Current National Ski Patrol policy is published in the last updated copy of the *NSP Policies and Procedures* which may be found on the NSP web site. The latest Central Division policy and Procedures is posted on the Central Division Web Site. All other NSP publications are educational documents (e.g. *The Ski Patroller's Manual, Outdoor Emergency Care, etc.*) which may or may not reflect current policies.
- 1.5 REGION CALENDAR:** The Region maintains a Region Calendar to help coordinate Region and Patrol activities and to minimize avoidable schedule conflicts. The Calendar for the next year is first drafted at the Region Spring meeting, finalized in detail at the Region fall meeting, and updated as necessary thereafter. The Region Calendar is posted on the Region Web site and the Central Division Web site, and is published in each issue of the *DOWNHILL*. The Region Calendar on the Region web site may be updated on-line by those having the user id and password.
- 1.6 GRIEVANCES AND APPEALS:**³ Every Patroller in the Ohio Region has the right to petition for redress of a grievance. If the grievance concerns a condition within the Patroller's Patrol, the aggrieved must first follow any steps established by that Patrol. If dissatisfied with the results of that action, the aggrieved may then petition the appropriate Section Chief, with a copy to the aggrieved Patrol Representative/Director. Grievances concerning a condition at Section level or higher must first be presented as petitions to the Patroller's Patrol Representative/Director, who shall pass the petition along to the Section Chief. A Region Officer or Advisor may, in like circumstances, petition directly to the next higher supervisory level. Any petition to a Section Chief or

¹ *NSP Policies and Procedures*, section 3.1 - Tax-Exempt Status and Federal Tax Filing

² *NSP Policies and Procedures*, page ii and section 3.5 A Publication Policy"

³ *NSP Policies and Procedures*, Article XI, Section 12.4 Appeals and the Chain of Command and Section 12.5 Appeals Within Divisions and Below and *Central Division Bylaws, Appendix B Procedure for Suspension and Revocation of Membership*

higher shall cite all points of grievance in specific terms and shall present all evidence known to the aggrieved. The recipient shall reply in writing within ten days after receipt of the petition. That reply may invite the petitioner to a hearing or may promise a finding, either within twenty days. If there is a hearing, the decision shall be transmitted to the petitioner within ten days after the hearing. If the petitioner receives no reply within the first ten day period or is dissatisfied with or receives no finding within the ensuing time, the petition may be submitted to the next higher authority within ten days of the end of the reply period or ten days after receiving the finding. This procedure may be repeated to successively higher levels of authority, but involves no right of petition to a level higher than the Central Division Director.

1.7 EMERGENCY POWERS: In the event of an emergency due to unforeseen circumstances or an oversight in the current provisions, a Region Officer or staff member may request that the Region Director make a onetime change to a specific policy in the Ohio Region Policies and Procedures provided that (1) the change will not conflict with any National Ski Patrol System, Inc. policy or any Central Division policy, (2) the change is not in conflict with stated Region Goals and Policies, (3) that the change is documented at the time of approval, and (4) a proposal to rectify any oversight will be prepared as an amendment for consideration by the Board of Governors at their next regular meeting. A circumstance is not an emergency if it occurred in a previous year or if was recognized prior to the last meeting of the Board of Governors. An emergency change cannot be repeated and cannot persist beyond the next meeting of the Board of Governors. The Region Director is the only Region authority who can determine if approval of any proposed emergency change is in the best interests of the National Ski Patrol, the Central Division, the Ohio Region and the majority of the Region Ski Patrollers.

- 2.1 BOARD OF GOVERNORS:** The Board of Governors, whose members are selected and function as prescribed by the Ohio Region Bylaws, acting under the authority granted by the Central Division and the National Ski Patrol System, Inc., determine the overall policies, procedures, and practices guiding the operation of the Ohio Region.
- 2.2 REGION DIRECTOR:** The Region Director is the ranking NSPS officer of the Ohio Region.
- 2.3 REPORTING SUPERVISION:** The Region Director reports to the Division Director or the Division Officer designated by the Division Director. The Assistant Region Directors report to the Region Director. All other Region staff, Section Chiefs and Patrol Representative/Directors report as indicated on the Region Organization Chart.
- 2.4 SECTION STAFFS:** Section Chiefs are empowered to organize and appoint their own staff subject to National and Division policies for appointing and certifying program leaders, instructors and trainers. The Section Chief consults with and considers the recommendations of Region staff about Section staff candidate qualifications and organizational skills when making Section level appointments for staff who must work closely with these staff. The Section Chief will attempt to resolve any disagreements with Region staff which may occur in the selection of acceptable Section staff, but if no workable solution can be found, the problem will be referred to the appropriate Assistant Region Director(s) for resolution.
- 2.5 REGION STAFF:** Region staff will usually be appointed in the same functional areas as at Division and National levels, but some higher-level positions, e.g. Meeting Coordinator, may not be duplicated at Region level. Other, unique positions, e.g. NSP Appointments Review Board Chair, may be created to serve Region needs.
- 2.6 HOLDING SIMULTANEOUS REGION POSITIONS:** No Patroller shall concurrently hold more than one position as a Region Officer or staff member, or shall be a Patrol Officer, without the express permission of the Region Director. Exception: a Section staff member can, without express permission, be an Assistant Region staff member in the same area.
- 2.7 REGION ORGANIZATION CHART:** The current Region Organization Chart is published in the latest edition of the *DOWNHILL* and is posted on the Region Web Site. Region staff members are also listed on the Central Division web site.

- 3.1 SELECTION:** The Ohio Region Director is elected in accordance with Central Division Policies and Procedures
- 3.2 DIVISION DUTIES:** Is charged by the Central Division procedures and policies with various duties and functions. The Region Director shall perform those duties and functions as provided.
- 3.3 APPOINTMENTS:** Shall appoint Region staff members and establish whatever committees and offices the Region Director deems necessary to assist in discharging the duties of the office. Resolves differences about the appointment of qualified Section Advisors which may be referred for resolution by an Assistant Region Director and a Section Chief.
- 3.4 REMOVALS:** Is empowered by the Central Division to remove from office any appointed Region Officer or Advisor, Section Chief or Ski Patrol Representative/Director who is not discharging the duties according to NSP standards. Removal of a Patrol Representative/Director must be discussed in detail with the responsible Section Chief. The Region Director shall send a copy of any removal order, including all information showing cause of the order, to the Central Division Director, before undertaking final action.
- 3.5 LEADERSHIP DEVELOPMENT:** As the senior executive of the Region, the Region Director has a responsibility to identify, encourage and develop a strong cadre of Patrollers for leadership roles within the Region.
- 3.6 REGION GOALS AND STATUS:** The Region Director has primary responsibility for articulating the overall Region goals and objectives and for providing a year-end summary of the status of the Region's programs and finances to the Officers and Patrollers of the Region and to the Central Division.
- 3.7 EMERGENCY POWERS:** The Region Director is the sole Region authority to determine if Emergency Powers as described in paragraph 1.7 of the Ohio Region Policies and Procedures should be invoked. If an emergency is declared for any of the reasons listed in paragraph 1.7, the Region Director has the authority to make the necessary one time change provided that all four conditions listed are met. A written record must be made of any use of emergency powers by the Region Director and reported to the next meeting of the Ohio Region Board of Governors. Use of the Region Director's emergency powers should be very restrained. It is not the purpose of this paragraph to substitute use of emergency powers for poor planning or to subvert the intent of the Ohio Region Bylaws and the Ohio Region Policies and Procedures by emergency decrees.
- 3.8 COMMITTEE MEMBERSHIPS:** Member of the Ohio Region NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment.

⁴ The minimum qualifications, selection, duties and responsibilities of the Region Director are specified in:

- a. *NSP Policies and Procedures*, section 6.4.1, Region Director
- b. *The Ski Patroller's Manual*, 13th ed., Chapter 3 page 22
- c. *Central Division Policies and Procedures*, Chapter 2 Qualifications and Responsibilities, Region Director, and Chapter 3 Division Elections, REGION DIRECTORS
- d. *Ohio Region Bylaws*, Articles 2.3, 4.1, and 5.1.

- 4.1 QUALIFICATIONS:** Shall be a registered Patroller at a Senior level or higher, able and willing to provide administrative leadership in the operation and management of the Ohio Region.
- 4.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director. Term of appointment ends upon resignation by the incumbent, removal by the Region Director, or when the Region Director leaves office unless requested to remain in office by the new incoming Region Director.
- 4.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (Section 8). Shall ensure Assistant Staff positions are filled on a timely basis with qualified patrollers who aspire to attain leadership positions in the Ohio Region
- 4.4 MEMBER OF REGION BOARD OF GOVERNORS:** Shall serve as a member of the Board of Governors of the Ohio Region.
- 4.5 ASSISTANT REGION DIRECTOR FOR LINE:** The Assistant Region Director for Line, shall be in charge of the Section Chiefs as indicated on the Ohio Region Organization Chart. The duties include supervision of the Section Chiefs, aiding each in planning and execution of Section activities as needed, and ensuring that duties are performed according to Region, Division, and National standards. The Assistant Region Director for Line is also the Region's Registration Coordinator whose duties are described in Section 13.
- 4.6 ASSISTANT REGION DIRECTORS FOR STAFF:** Assistant Region Directors for Administration, Programs and Proficiency) shall be in charge of and have responsibility for staff as indicated on the Ohio Region Organization Chart. Each Assistant Region Director shall supervise those Region staff members so assigned, aiding each in planning, coordination and execution of the programs, and ensuring that duties are performed according to Region, Division, and National standards.
- 4.6.1 ASSISTANT REGION DIRECTOR FOR PROGRAMS:** The Assistant Region Director for Programs is responsible for the oversight and inter-program coordination of those programs shown on the current Ohio Region Organization Chart.
- 4.6.2 ASSISTANT REGION DIRECTOR FOR ADMINISTRATION:** The Assistant Region Director for Administration is responsible for oversight of the functions and advisorships shown on the current Ohio Region Organization Chart.
- 4.6.3 ASSISTANT REGION DIRECTOR FOR PROFICIENCY:** The Assistant Region Director for Proficiency is responsible for oversight of those programs shown on the current Ohio Region Organization Chart.
- 4.7 COMMITTEE MEMBERSHIPS:** Member of the Ohio Region NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment.
- 4.8 REPRESENTS REGION WHEN REQUESTED:** Any designated Assistant Region Director may officially represent the Ohio Region Director at any time and function, at the request of the Region Director.
- 4.9 OTHER DUTIES AS ASSIGNED:** Any Assistant Region Director shall undertake any other duties or activities that the Region Director may assign from time to time.

- 5.1 QUALIFICATIONS:** Shall meet the Central Division qualification requirements⁵, be a registered Senior, able and willing to provide administrative and operating leadership to assure a high standard of training and testing of Section Patrollers and to assist Patrol Representative/Directors in their management of their Patrols.
- 5.2 SELECTION:** Shall be elected for a three-year term as specified in the Central Division bylaws and report to the Assistant Region Director for Line.
- 5.3 GENERAL DUTIES:** Carries out the responsibilities listed in the Central Division Policies and Procedures for Section Chiefs. Shall meet the applicable planning, reporting, budgeting, and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 5.4 REGION BOARD OF GOVERNORS:** Shall serve as a member of the Board of Governors of the Ohio Region and shall appoint a Patrol Representative/Director from the Section to serve as a voting member on the Board of Governors at each business meeting.
- 5.5 REGION AWARDS AND NSP APPOINTMENTS REVIEW BOARDS**⁷ Member of the Ohio Region NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment. If not a holder of a National Appointment or a Leadership Commendation Appointment, the NSP Appointments Review Board Chair shall appoint a representative from that section (see Section 21. Serves as a member of the Awards Board of the Ohio Region.
- 5.6 MAINTAINING STANDARDS AND POLICIES:** Shall cooperate with the Region Director and other NSP Officers in maintaining the policies, rules, regulations, and standards of the Ohio Region, the Central Division, and the NSP.
- 5.7 SUPERVISION OF PATROL REPRESENTATIVE/DIRECTORS:** Shall supervise the Patrol Representative/Directors in the Section, hold meetings of Patrol Representative/Directors, maintain frequent informal contacts, and send information, bulletins, and directives to Patrol Representative/Directors to encourage good leadership and administration.
- 5.8 STANDARDS:** Shall promote uniformity and high standards among the Patrols in the Section by promoting, facilitating and helping establish Patrol programs to refresh, train, and test members of those Patrols to NSP standards.
- 5.9 TRAINING NEEDS:** Shall work with Region staff responsible for programs to assure that requirements for courses are determined and accommodated for all Patrols in the Section.

5 Central Division Policies and Procedures, Chapter 2 Qualifications and Responsibilities, Section Chiefs

⁷ Ohio Region Policies and Procedures, section 20.1 and 18.1

- 5.10 APPOINTMENTS:** Is authorized to appoint Assistant Section Chiefs, subject to the approval of the responsible ARD and the RD, as needed to meet the objectives and requirements of the Section. Shall be responsible for Section execution of all programs emanating from Region level; if there is no Section Advisor in an area, shall personally perform the needed actions.
- 5.11 APPOINTMENTS FROM ALL PATROLS:** Shall make every effort to select Section Staff members from all the Patrols in the Section in numbers approximately proportionate to the (primary) membership of those Patrols; the Assistant Section Chief should not be from the same Patrol as the Section Chief.
- 5.12 REGION MEETINGS:** As an Officer of the Ohio Region, shall attend general business meetings of the Ohio Region or shall appoint a proxy.
- 5.13 OTHER DUTIES:** Shall perform other duties or functions for the Region or the Section which may be necessary or may be directed by the Region Director.
- 5.14 REMOVAL OF PATROL REPRESENTATIVE/DIRECTOR:⁸** Shall initiate removal-from-office actions for any Patrol Representative/Director within the Section only as prescribed in the *NSP Policies and Procedures*, *NSP Articles and Bylaws* and the *Central Division Policies and Procedures* for failure to discharge the duties of the office according to NSP standards; shall discuss any proposed dismissal with Area Management and the Region Director who will, upon agreement, obtain approval from the Central Division Director before the Section Chief proceeds with that removal.
- 5.14 ANNUAL SECTION FINANCIAL SUMMARY:** Each Section Chief shall submit a Section Financial Report on a fiscal-year basis. to the Region Treasurer in accordance with instructions issued by the Central Division.
- 5.15 FREQUENT COMMUNICATIONS:** Maintains frequent year-round contacts with every Patrol Representative/Director in the Section to keep abreast of Patrol plans, activities and problems. Prepares a news summary of Section and Patroller activities and accomplishments for publication in each issue of the *DOWNHILL*.

⁸ *NSP Policies and Procedures*, section 7.2.3, Disciplinary Procedures
NSP Articles and Bylaws, Article XII, Grievance Procedures
Central Division Policies and Procedures, Appendix B Procedure for Suspension Or Revocation of NSP Membership

6.1 REGISTRATION FEES: Sections may collect registration fees from Patrollers.

6.2 FUND-RAISING: Sections may establish and operate fund-raising projects.

6.3 USES OF SECTION FUNDS: Any money raised by or in the name of a Section must be expended to the general benefit of the Patrollers in the Section, such as for Section picnics or meetings, a newsletter, training, or other similar purposes.

- 7.1 QUALIFICATIONS:**¹¹ Shall meet the qualifications and be selected as prescribed in the NSP Policies and Procedures, section 6.4.3.
- 7.2 REPORTING CHAIN:** Reports to local area management for all local policy and the operation of the local ski patrol. Reports to the Section Chief, thence to the Assistant Region Director for Line, and then to the Region Director.
- 7.3 REGION MEETINGS:** As an Officer of the Ohio Region, shall either attend general business meetings of the Ohio Region or shall appoint a proxy.
- 7.4 INTERMEDIARY WITH AREA MANAGEMENT:** Shall be the primary intermediary with Area Management in all business between Area Management and the Patrol, the Section, and the Region.
- 7.5 PATROL STAFF:** Shall designate Patrol staff members in accordance with Patrol constitution, bylaws or policies and procedures. It is recommended that the Patrol staff positions be aligned with Region staff positions to facilitate communication and execution of NSP programs at the local level. Patrols are also encouraged to name an Awards Advisor to help ensure that all deserving Patrol members have a chance to receive recognition for achievements and service.
- 7.6 REFRESHERS:** Shall be responsible for organizing and holding Patrol annual OEC, On-the-Hill/On-the-Trail, and On-the-Snow refreshers meeting NSP standards⁶. Refreshers for alpine ski areas served by chair-lifts will include chair evacuation training meeting local area management's requirements⁷.
- 7.7 CPR CERTIFICATION:**¹³ A current professional rescuer CPR card is required for Patroller registration. Patrol Representatives/Directors are responsible for certifying that all members registered have a current professional rescuer CPR card from the American Red Cross, the American Heart Association, or other organizations as specified in the NSP National P&P⁸, showing course refresher completion since the last ski season.

¹⁰ *NSP Policies and Procedures*, section 6.4.3, Articles and Bylaws Art. IV, section 4.3
The Ski Patroller's Manual, 13th ed., Chapter 12

¹¹ *NSP Policies and Procedures*, section 6.4.3A, Minimum recommended requirements for Patrol Director candidates include two years experience since becoming a Basic Patroller, one year's experience as a Patrol Advisor, instructor or Officer, a minimum level of activity in the past season and familiarity with Section, Region, Division and National Policies. The Ohio Region has long recommended that Patrol Director's hold a Senior Classification.

⁶ NSP Policies and Procedures, section 7.1.3.B specifies requirements to hold annual refreshers
Section 7.4.5 specifies the requirement to refresh annually in OEC, CPR and Toboggan
Section 7.5.4 specifies requirements for continuing education in OEC, CPR and Toboggan

⁷ NSP Policies and Procedures, Section 2.1.9.E.4.

¹³ *NSP Policies and Procedures*, section 7.1.3, 7.4.9, and 7.5.4 OEC and BLS-CPR requirements for registration

⁸ NSP Policies and Procedures, section 7.4.5.2 or 7.5.4.2

- 7.8 PATROL AND PATROLLER REGISTRATION:**¹⁴ Shall be familiar with and follow the current registration procedures for Patrols and Patrollers found in the most recent update of the *NSP Policies and Procedures*. Shall comply with any current Central Division and Region supplementary registration policies and deadlines.
- 7.9 PATROLLER RECORDS:** Shall assist individual Patrollers with their membership records by prompt distribution of registration cards and assuring that record updates for member classification and education course completion are maintained and that upgrade data is sent to the National Office. Shall verify and, if necessary, correct each Patroller membership record in the member data base maintained by the National Office. Individual patrollers are responsible for maintaining their own personal data in the member data base. The Region strongly advises that a Patrol maintain individual Patroller history records of service, training and accomplishments for record validation, preparation of award nominations and publicity releases.
- 7.9.1 SENIOR RECORD UPGRADE:** Prior to the annual Senior Alpine Test and the SEM Test, the Patrol representative/Director and the Senior Program Administrator should compare records to confirm candidates completion of elective and core components; to confirm candidates who have attained full Senior classification; and to verify that patroller records have been updated at the National Office.
- 7.10 AREA EMERGENCY PLAN:** Shall participate as requested by Area Management in the preparation and updating of the area disaster plan for handling extreme emergencies at the local ski area. Shall explain the patrols role and responsibility with respect to the plan and ensure that local patrol leadership understands what their role and responsibilities are and that affected patrollers are properly trained in it's execution.
- 7.11 AREA LIFT EVACUATION PLAN:**⁷ Patrol Representative/Directors serving alpine areas equipped with chair-lifts shall assist Area Management, as needed, in the preparation of an area Lift Evacuation Plan (LEP. and specifying the general protocols that all area departments to follow if a lift becomes inoperable. The LEP will be reviewed with Area Management prior to the start of each ski season and prior to the on-the-hill refresher to assure that it is current.
- 7.12 ANNUAL PATROL ACTIVITY REPORT:** An annual end of season report (see suggested format on Region web site) shall be prepared describing the Patrol's activities and accomplishments. The report shall be submitted to the Recording Secretary and copied to the Section Chief prior to the Region Spring Meeting. A brief oral summary will be presented to the Region Board of Governors at the Region Spring Meeting.
- 7.13 ANNUAL FINANCIAL REPORT:** Each Patrol Representative/Director shall submit a Financial Report in the format prescribed by the Region Treasurer for the NSP fiscal year. That report is to be submitted to the Section Chief in accordance with the procedures and by the dates established by the Region Treasurer.
- 7.14 AWARD NOMINATION SUBMISSIONS:** The Patrol Representative/Director is strongly encouraged to submit to the Region Awards Advisor nominations for all awards for which the Patrol and its Patrollers are eligible. Since the nominations must meet stringent documentation requirements and strict deadlines, the Patrol Representative/Director is encouraged to name a local awards advisor who

¹⁴ *NSP Policies and Procedures* Chapter8 - Registration; The entire section describes at great length the many aspects of registration including the calendar cycle, codes, Patrol and Patroller registration, refresher and fee requirements and other items. Section 8.3.9.B describes the Update and Classification Change Form.

should carefully study award nomination requirements⁹ and consult with the Region Awards Advisor far in advance of the submission deadlines.

⁹ See Section 19

- 8.1 PLANS AND BUDGETS:** Region Staff¹⁰ responsible for a program or training function shall prepare a proposed program for the year's activities, and, if anticipating either using any funds or generating income, shall include a budget identifying the sources (Region treasury, fees, contributions, other) and uses of all funds. The program and the budget shall be presented in person or by proxy, to the Board of Governors during the Region Fall meeting. Unless more detail is required to describe some of the categories, the proposed program shall be delineated using the Budget Request Form recorded on the Region web site.
- 8.2 DIVISION ACTIVITIES:** Region Staff shall identify and recommend their participation in anticipated or scheduled Division events, such as meetings, seminars, training clinics, etc., which are expected to contribute to meeting Region objectives. The costs for participating in the Division activities will be estimated and any offsetting Division reimbursement requests will be included in the proposed budget. Region Staff projections of Division activities may be estimates and cannot be expected to accurately predict unpublished plans or schedules of a Division Advisor.
- 8.3 PROGRAM AND BUDGET AUTHORITY:** Upon receipt or notification of the Region approved program and budget, Region Staff shall carry out the program and follow the budget as approved by the Board of Governors. Any interim program or budget modifications require approval by the Region Director prior to execution.
- 8.4 ANNUAL REPORTS:** Region Staff following an approved program shall prepare an annual report comparing accomplishments versus goals and expenses versus projected budgets for the year just ended and shall recommend program changes and budgets for the ensuing year. The annual program summary report shall be written on the Region Program Annual Report Form recorded on the Region web site and submitted to the Region Recording Secretary who shall prepare and distribute copies to the Region Director and, upon direction, to the Historian, the *DOWNHILL*, members of the Board of Governors and the originating staff member's file. A short summary of this report shall be given, in person or by proxy, to the Board of Governors during the Region Spring meeting.
- 8.5 ADMINISTRATIVE BUDGETS AND REPORTS:** Region Staff having staff support or Advisory responsibilities (*e.g.* Recording Secretary, Legal Advisor, Treasurer, etc.) not involving NSP educational programs, shall submit an annual budget if funds are required to carry out the responsibilities of the office. An annual report of noteworthy activities, recommendations for future actions, and expenses shall be submitted for the annual Spring business meetings. Negative reports may be given either by telephone or electronically to the supervising Region Officer.
- 8.6 NON-EXPENDABLE EQUIPMENT:**¹⁶ Any Region Staff member who buys or obtains non-expendable equipment for retention and use in an Ohio Region program shall make a record of the purchased item(s), including the cost or value, transaction date, any limitations on the use of the equipment and storage location. Copies of this record shall be sent to the Central Division Legal and Risk Advisor for possible addition of coverage, added to the Advisor's inventory record, forwarded to the Region Director and also sent to the Assistant Region Director overseeing that staff member.
- 8.7 REIMBURSEMENT:** Region Staff shall claim reimbursement from the Region for authorized expenses in accordance with Section 10 Financial Policies and Procedures.

¹⁰ Region Staff includes Region Officers, Advisors, Program Administrators, Chairpersons, the Treasurer, the Recording Secretary, the Web Site Manager and the *DOWNHILL* Editor

¹⁶ *NSP Policies and Procedures* section 7.2.2.F"Special Arrangements for Acquisition of Equipment"

- 8.8 RECORDS:** Each Region Staff Member shall maintain all records necessary for the proper program administration, equipment inventory control and financial accountability, and shall turn over those records to their successor upon request.
- 8.9 COORDINATION AND SCHEDULES:** Each Region Staff Member shall keep in close contact and communication with Division, Section and Patrol counterparts, coordinating plans and activities. Region Advisors and Program Administrators will provide calendar and registration information about their program areas to the *DOWNHILL* before the published deadlines, will maintain calendar and registration details on the Region web site and will inform Patrol Representatives/Directors and Region staff on a timely basis.
- 8.10 NSP AND DIVISION PROGRAM EXECUTION AUTHORITY:** Certain programs have policies and procedures imposed by higher authority within NSP (*e.g.*, Awards, OEC, Certified, Senior Tests, NSP Ski School, etc.), or by authority external to NSP (*e.g.*, Telecommunications). Ohio Region Staff Members administering such programs are empowered and encouraged to prepare descriptions and clarifications of imposed policies and procedures and, without review and approval by the Ohio Region Board of Governors, to distribute them to affected Ohio Region Staff Members. They are not empowered to devise unique extensions of these policies and procedures within the Ohio Region without approval of the Region Board of Governors.
- 8.11 COURSE COMPLETION RECORDS FOR SENIOR REQUIREMENTS OR ELECTIVES:** Advisors, Officers and Program Administrators responsible for conducting or overseeing courses and clinics designated as Senior Candidate Core Requirements or Electives must assure that course completion records are filed in accordance with procedures prescribed by the Region Senior Program Administrator¹¹.
- 8.12 ASSISTANT ADVISORS:** Each, Staff Member shall select and appoint, subject to approval of the Region Director and Supervising Assistant Region Director, one or more assistants who shall help administer the applicable function / program and who shall endeavor to learn and prepare to take over the post.

11 Ohio Region Policies and Procedures section.....

- 9.1 QUALIFICATIONS:** Shall be a registered member of the NSP and able to be bonded; does not need to be a CPA, but must be able to maintain the books and financial records in a clear and legible manner. Desirable experience includes budgeting and maintaining financial books and records of either a non-profit or for-profit organization.
- 9.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director as the Region's senior Financial Officer and administrator of the budget.
- 9.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff Members General Duties (section 8).
- 9.4 FINANCIAL RESPONSIBILITIES:** Shall be responsible to the Region Director for all Region funds and shall maintain a proper accounting system and procedures to assure the proper receipt and disbursement of those funds. Shall invest Region funds in a manner that minimizes the risk of loss and provides appropriate income and that is consistent with the Investment Objectives and Restrictions of the Central Division.¹²
- 9.5 BOOKKEEPING SYSTEM:** Shall set up a bookkeeping system patterned after the Central Division bookkeeping system.
- 9.6 ACCOUNT EXPENDITURE RECORDS:** Shall maintain accounts in such a manner that expenditures in each account can be determined.
- 9.7 FUNDS RECEIPT AND EXPENDITURES:** Shall deposit all checks upon receipt and shall reimburse expense vouchers as specified in 10.3 in a timely manner.
- 9.8 ANNUAL REGION FINANCIAL REPORT:** Shall prepare an annual end-of-fiscal-year statement for the Board of Governors and for use in establishing the next year's budget. The end of year statement shall include all Region funds, including those for self-financing programs. Shall prepare an annual Ohio Region financial report and submit it to the Central Division Treasurer in accordance with the Central Division Treasurer's instructions.
- 9.9 END-OF-FISCAL-YEAR REPORT MANAGEMENT:** Shall assemble and forward to the Central Division Treasurer the financial reports of the operating units of the Ohio Region In accordance with the Central Division Treasurer's instructions.
- 9.10 AUDITS OF REGION FINANCIAL RECORDS:** Shall make available Region financial records for audit purposes when requested by the Central Division Treasurer. After review with the Central Division Treasurer shall incorporate audit recommendations into the Region's accounting and financial reporting procedures.
- 9.11 REGION BOARD OF GOVERNORS:** Shall serve on the Ohio Region Board of Governors as a non-voting member and shall attend board meetings.

¹² Central Division Policies and Procedures, Chapter 5 Treasury Operations

10.1 BONDING OF OFFICERS: The Region Director and the Treasurer shall be the Ohio Region Officers bonded at Central Division expense.

10.2 PROGRAM AND BUDGET AUTHORITY: Each Region Staff Member anticipating reimbursement from Ohio Region funds shall propose a program and budget, and then follow that budget after approval by the Board of Governors. The Region Treasurer will review all budget requests and make recommendations to the board for an overall Region Annual budget. No monies will be allocated in the budget without a specific request. Mid-year or mid-season budget modifications may be approved by the Region Director, but all additional expenditure allocations must be based on an identified new source of funds or a reduction made elsewhere in the budget. Proposed budgets shall be related to program tasks, and shall identify major expense categories, such as travel, lodging, purchases, copying, telephone, and postage, when the total budget proposed exceeds \$25.

10.3 EXPENSE VOUCHERS AND BILLS: Expense vouchers or bills for Region reimbursement may be submitted only for approved budgeted expenses. Expense claims must be supported as described in 10.13 below. Vouchers must be approved by the Region Director or the supervising Assistant Region Director. Reimbursement will be made only by check signed by either the Region Director or the Treasurer.

10.4 TRAVEL REIMBURSEMENT: Automobile travel within or outside the Region shall be reimbursed at the mileage rate approved by the Region Board of Governors. Travel by rental car will only be reimbursed at the approved mileage rate. Automobile travel within a Patroller's home Section will not be an allowable travel expense.

10.5 AIR TRAVEL REIMBURSEMENT: Travel by air will be reimbursed for the amount of the ticket and applicable fees such as checked baggage, provided a ticket stub or voucher, or a clear photocopy of either, is submitted with the expense voucher; The cheapest air fare available at the time the decision was made to travel by air should be used. Air travel should be approved in advance by the Region Director or the supervising Assistant Region Director.

10.6 LODGING COST REIMBURSEMENT: Individual lodging costs up to one-half the cost of a room based on double occupancy per night, may be reimbursed. Costs for lodging within the Patroller's home Section will not be reimbursed.

10.7 REIMBURSEMENT FOR Meals: Meal expenses associated with Region travel shall be reimbursed at the amount approved by the Region Board of Governors. Costs for meals within the Patroller's home Section will not be reimbursed

10.8 REIMBURSEMENT FOR ATTENDANCE AT DIVISION MEETINGS AND OTHER EVENTS: The Region Director and other Region staff who are requested by the Central Division Director to attend Central Division meetings and other events will be reimbursed in accordance with Central Division policy.

10.9 OTHER ADMINISTRATIVE EXPENSE REIMBURSEMENT: The Region will reimburse Region Staff for postage, telephone, copying, and other authorized purchases for approved Region programs. Such expenses must be included in the approved annual program budget or approved by special authorization of the Region Director. Receipts will be furnished, originals or photocopies, with the expense voucher.

10 FINANCIAL POLICIES AND PROCEDURES

10-2

10.10 SELF-FINANCING PROGRAMS: Self-sustaining or self-financing Region programs, *e.g.*, for Avalanche, SES's and Mountain Travel and Rescue, revenues from them are expected to balance expenditures. Except for significant one-time purchases and for materials, such as manuals, low angle rescue kits, transponders, etc. that are carried over to later seasons, all program expenses are to be covered by current year course fees. Fees collected from participants are to be submitted to the Region Treasurer by the responsible staff member. Expenses are to be paid by the Region Treasurer upon submission of approved expense vouchers. Residual course fees from a self-sustaining program will be carried over to the next year by the Region Treasurer for that specific program.

10.11 EXPENSE VOUCHER APPROVAL AND PROCESSING: Vouchers submitted for reimbursement from the Ohio Region must be complete and provide all the required information on the approved voucher form, and be supported, whenever possible, by originals or photocopies of receipts documenting the expenses. Expense vouchers are to be routed through the supervising Assistant Region Director who will validate the prior budget approval for the actual expenses claimed. When validated, the vouchers will be submitted to the Region treasurer for timely payment.

10.12 FINANCIAL REPORTING CALENDAR: The Ohio Region financial reporting calendar is based on the following deadlines that are published in the Region calendar (examples only and subject to change):

May 15End of fiscal year financial reports due to region treasurer
June 30 End of Fiscal Year
15 August Patrol Annual Financial Summary Report due to Section Chief
1 September Section Annual Financial Report Summaries Due to Region Treasurer
1 October..... Region Annual Financial Summary Report due to Central Division Treasurer

- 11.1 QUALIFICATIONS:** Shall be a registered member of NSP and an experienced, licensed practicing attorney. Must be available for immediate notification about legal matters.
- 11.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration
- 11.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).
- 11.4 PRIMARY RESPONSIBILITY:** Shall advise the Region Director and the Region Board of Governors on all matters having a legal bearing on Ski Patrol activities in the Ohio Region. Provides advice and counsel to the Region Director and affected Ohio Region patrollers on NSP Code of conduct matters including possible sanctions as described in the NSP P&P section 7.2.1.B and other 7.2 sections. Provides legal information of general importance to ski patrolling for distribution to Patrol and Patrollers in the Region.
- 11.5 LEGAL CONSULTATION:** Shall be available to all Staff of the Ohio Region for consultation on Ski Patrol matters.
- 11.6 NOTIFICATION OF LEGAL ACTIONS AFFECTING NSP AND MEMBERS:** Serves as the first official point of contact on all pending or current legal actions affecting any Ohio Region Ski Patrol or Patroller. When informed of an actual or potential legal action, is responsible for requesting the pertinent information and for promptly relaying it to appropriate Local, Section, Region, Division and National Ski Patrol officials.
- 11.7 LIASION WITH DIVISION LEGAL ADVISOR:** Shall liaise with the Central Division Legal Advisor in order to stay abreast of either Division or National legal matters that may affect the Ohio Region.

12.1 LEGAL ACTIONS AND RESPONSIBILITIES: In the event of any pending or actual legal action against a Patroller or Patrol, it is imperative that Patrollers and Patrol Officers be familiar with and execute the procedures in the NSP Policies and Procedures section 3.2.5. This and other references about legal responsibilities are listed in the footnote to this section.

12.2 CONTACT REGION LEGAL ADVISOR: The Region Legal Advisor will assist any Region Patroller in carrying out the required procedures by advising what information should be obtained, notifying the higher National Ski Patrol levels about the legal situation and providing general information about the legal process. Any Region Patroller or Officer should contact the Region Legal Advisor by telephone immediately after notifying their Patrol Representative/Director about any actual or potential legal claim action resulting from Patrol activities or duties. The Legal Advisor's telephone number appears on the current Region Organization Chart.

¹⁸ *NSP Policies and Procedures*, section 3.2.5 Claims Against NSP Members or Local NSP Patrols
section 3.6 Expert Witness and Attorney Representation
Ski Patroller's Manual, 13th ed., Chapter 12, Local Patrol Operations Legal Responsibilities and Insurance,
Chapter 13 Legal Responsibilities

13.1 DUTIES AND GUIDELINES: Shall be the Region's central point for the distribution of Patrol annual registration instructions. Shall ensure that all Patrol Representative/Directors receive their registration materials, are aware of the deadlines and procedures for registering Patrollers and shall follow up on Patrols that have not met expected submission dates. Shall utilize the assistance of Section Chiefs and the Region Director, if necessary, in an effort to obtain 100% on time registration of all Patrols. Shall perform duties promptly, at all times governed by National and Central Division directives, guidelines, and policies. Shall be the Region point of contact for information about Patrol registration status and statistics.

13.2 ARCHIVE ROSTER: Shall provide a copy of the current Ohio Region Patroller roster at the end of the Patrol year to the Region Historian for the Region Archives.

¹⁹ *NSP Policies and Procedures*, Chapter 8. Registration

- 14.1 REGION REGISTRATION FEE:** Every Ski Patroller registering as a primary member with an Ohio Region Ski Patrol shall pay an annual Region registration fee when registering with the primary Patrol. The only membership classifications that do not pay an annual registration fee to the Region are the Lifetime and Alumni Members. Region registration fees are paid by Region Patrollers in all other membership classifications. A Patroller registered in more than one classification is required to pay only one annual Region dues assessment. The Region annual registration fee is set by the Board of Governors.
- 14.2 REGISTRATION FEE PAYMENT:** All re-registering Ohio Region Ski Patrollers must pay their National, Division, Region, Section (if any) and primary Patrol registration fees to their primary Patrol and, when applicable, incremental Patrol registration fees to any secondary Patrol. Registration fees are paid to the Patroller's primary and secondary patrol when applicable. Local patrols remit registration fees to the Central Division in accordance with Division registration procedures¹³
- 14.3 LATE FEE:** A late fee must accompany each Patroller's registration received by the Central Division Registration Coordinator after the established cutoff date⁸.
- 14.4 PROCESSING OF REGISTRATION MATERIALS:** Notice of annual registration deadlines and procedures will be distributed by the ARD Line to the Patrol Representatives/Director.

¹³ Central Division Policies and Procedures, Chapter 5

- 15.1 QUALIFICATIONS:** The qualifications for the Region Elections Officer are; 1) to be a registered member of the National Ski Patrol in the Ohio Region for at least the past two years, 2) not to be a candidate for the office of Region Director or Section Chief while serving as Region Election Coordinator, and 3) to be acceptable to the Central Division Elections Coordinator.
- 15.2 APPOINTMENT AND SUPERVISION:** A Region Elections Officer shall be appointed by and report to the Region Director through the Assistant Region Director for Administration to assist the Division Elections Coordinator as requested in conducting the nominations and elections for the Region Director and Section Chief.
- 15.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).
- 15.4 ELECTION SCHEDULING:** The Region Elections Officer shall advise and assist the Region Director in planning and coordinating Region calendars and activities necessary to conduct the elections for Region Director and Section Chiefs.
- 15.5 ELECTION DUTIES:** The Region Elections Officer shall place a notification of election in the second issue of each *DOWNHILL* volume (January issue) and on the Region website about the elections scheduled to be held during the current year. The notification shall include the deadlines prescribed in Section 16, a description of the qualifications for office, and when appropriate, the Region electorate, i.e. Patrol Representative/Director, Section Chief plus the number of additional voters allocated to each Patrol based upon the number of registered patrollers¹⁴. Information about qualified candidates filing for election and the results of the elections will be provided to the *DOWNHILL* as soon as it is available.
- 15.6 SUPPORT DIVISION AND REGION ELECTION POLICY:** The Region Elections Officer shall assist the Division Elections Coordinator as requested in conducting the nomination process and elections within the Ohio Region as provided by the Central Division Bylaws and the Central Division Policies and Procedures.

14 See Central Division P&P, Chapter 4

16.1 FOLLOWING DIVISION ELECTION POLICY: Candidate qualifications and election procedures for Region Director and Section Chiefs will be followed as specified in the Central Division Bylaws (Article XI).

16.2 ELECTION DATES: Election dates for Region Director and for Section Chief must allow the newly- elected candidate to be in office effective July 1 of the election year. *Ohio Region Bylaws* Article 5.1 requires that Ohio Region Election results be available for announcement during the Region Spring Meeting. The deadlines for the election activities are:

- Election announcement for Section Chiefs/Region Director by February 1
- Nomination deadline for Section Chief/Region Director by February 25
- Candidate résumés and position papers due by March 15
- Ballots, résumés, position papers mailed to electors by March 22
- Ballots returned postmarked not later than April 5
- Announcement of Section Chief/Region Director election results Region Spring Meeting

16.3 VOTES TO WIN ELECTION: The successful candidate shall receive a simple majority of the votes cast.²⁴ If the vote is tied in a Section Chief election, the tie will be broken by the Region Director. If the vote is tied in a Region Director election, the tie will be broken by the Division Director.

16.4 VOTE FOR SECTION CHIEF: Voting members will be as specified in the Central Division Bylaws (Article XI, Section 11.2). Normally, they will be the Patrol Representatives/Directors who shall cast the single Patrol vote provided that he/she is not a candidate, in which case the Patrol will select a representative.

16.5 VOTE FOR REGION DIRECTOR: The voter population will be determined by the Region Board of Governors as specified in the Central Division Bylaws (Article XI, Section 11.3). This will be either one vote for each Section Chief in the region, one vote for each Patrol Representative/Director in the Region plus one additional representative for every fifty members over fifty members in the patrol; or one vote for each registered member in the region. The names and address of the voter population shall be submitted to the Central Division Elections Coordinator in accordance with the Region Director Election Schedule¹⁵ in each year that a Region Director election is to be held.

16.6 CANDIDATE CAMPAIGN INFORMATION: Within the limitations of its publications schedule, the *DOWNHILL* and the Region web site will keep the Region Patrollers informed about elections, candidates and election results. In addition, the Ohio Region Elections Officer will distribute candidate résumés and position papers with ballots for Section chief to designated electors. Region Director candidate contacts with the electorate are limited by the Central Division Bylaws (Article XI, Section 11.3.9). Section Chief candidates may solicit votes by personal contacts and by distributing election campaign materials to electors, with a copy to the Region Elections Officer. No candidate for any elected office may use Patrol, Section or Region resources or their present position for advocating or promoting their own candidacy or any other candidate. Campaign expenses are not reimbursable.

23

The Ski Patroller's Manual, 13th ed., Chapter 3, Region Director and Section Chief responsibilities.
Bylaws of the Central Division (as amended September 12, 2010), Article XI - Selection of Division Leaders.

24 Note that if there are more than two candidates, it is possible that no candidate would receive a majority of votes cast. Presumably, if there is no tie in the vote for the candidate receiving the most votes cast, the candidate receiving a plurality of the votes would be selected.

¹⁵ Central Division P&P Chapter 4

-
- 17.1 QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Recording Secretary.
- 17.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director.
- 17.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).
- 17.4 PRIMARY RESPONSIBILITY:** Shall attend all regular and, when requested by the Region Director, special Region Board of Governors meetings, take minutes, and distribute them when and as directed by the Region Director.
- 17.5 FIVE-YEAR RECORD OF MINUTES:** Shall maintain on the Region web site a record of minutes and all reports filed at the Board of Governors meetings for the past five years.
- 17.6 ARCHIVING OLD MINUTES:** Shall archive records older than five years on the Region web site.
- 17.7 ON-HAND REFERENCES:** Shall have a copy of *Robert's Rules* and a current copy of the *NSP Policies and Procedures*, *The Central Division Policies and Procedures* and the *Ohio Region Bylaws and Policies and Procedures* at every Board of Governors meeting.
- 17.8 REGION POLICY UPDATES:** Shall prepare updated revisions to the *Ohio Region Bylaws* and the *Ohio Region Policies and Procedures* according to motions passed at Board of Governors meetings. The format of the updates shall follow the pattern established in the *Central Division Policies and Procedures*.

- 18.1 REGION AWARDS BOARD AND ADVISOR:** There shall be an Awards Board of the Ohio Region, composed of a Chair, the Section Chiefs, and two primary members appointed from each Section. In addition, there will be an alternate member appointed from each Section. The Chair shall be the Region Awards Advisor. The Awards Advisor shall administer the awards program of the Ohio Region as described in Section 19, Awards Policies and Procedures. The Awards Board shall assist by judging the award nominations.
- 18.2 AWARDS BOARD MEMBER QUALIFICATIONS:** The appointed primary and alternate appointed members of the Board shall be holders of a National Appointment or a Leadership Commendation Appointment having outstanding experience in and knowledge of the operation of the Ohio Region, with demonstrated ability to make sound, unbiased judgments. The appointed Awards Board shall be selected and appointed by the Chair of the Awards Board, with the concurrence of the Region Director.
- 18.3 ALTERNATE AWARDS BOARD MEMBERS:** Alternate appointed Awards Board Members shall substitute as needed for primary appointed Awards Board Members in the conduct of the business of the Awards Board.
- 18.4 ADVISOR QUALIFICATIONS:** The Advisor/Chair shall be a registered Patroller willing and capable of leadership necessary to coordinate and administer the activities of the Board, and having outstanding experience in and knowledge of the operation of the Ohio Region, with demonstrated ability to make sound, unbiased judgments.
- 18.5 AWARDS ADVISOR AND BOARD APPOINTMENT AND SUPERVISION:** The Awards Advisor shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.
- 18.6 ADVISOR GENERAL DUTIES:** The Awards Advisor shall meet the applicable planning, reporting, budgeting, and records requirements listed under Ohio Region Staff General Duties (section 8).
- 18.7 PROMOTION OF AWARDS PROGRAM:** The Awards Advisor shall encourage and promote the Awards program in the Ohio Region but shall not personally prepare nominations for awards.
- 18.8 MINIMUM REQUIREMENTS REVIEW:** The Awards Advisor shall review nominations for awards to determine whether the content is complete and whether all necessary signatures are on the form; and if there is time before the deadline, shall return to the originator any improperly prepared nominations, with directions for correction.
- 18.9 ADDITIONAL DUTIES:** The Awards Advisor and the Awards Board shall have additional duties as requested and defined by the Region Director.
- 18.10 AWARDS ADVISOR SERVES ON REGION NSP APPOINTMENTS REVIEW BOARD:**¹⁶ If a holder of a National Appointment or a Leadership Commendation Appointment, the Region Awards Advisor shall be member of the Ohio Region NSP Appointments Review Board.

¹⁶ See Section 20.1

19.1 NOMINATIONS PROCESSING:²⁶ The Ohio Region follows the NSP¹⁷ and Central Division¹⁸ Awards programs as described in the [Central Division Awards Manual](#). All Patrols and Patrollers are urged to make and submit nominations for the various awards listed in this section. All award nominations are submitted to the Region Awards Advisor on the current National form. Award nomination deadlines shall be adhered to as described in 19.12.2, below. The Awards Advisor will be responsible for all documentation processing and assuring that the applications are complete and meet all administrative and documentation requirements. Forms and nomination letters that fail to meet the requirements will be returned to the originator. Award nominators are encouraged to ask questions and submit nominations well in advance of deadlines to permit time for corrections. The Awards Board will evaluate the nominations that meet all administrative requirements and make recommendations on the merits of the information presented. Names of Patrols and Patrollers are removed from the nominations of competitive awards to assure that the evaluations are based on the facts actually written in the forms and letters.

19.2 OUTSTANDING AWARDS: The following "Outstanding Award" categories are Region, Division, and National Level Awards:

- Outstanding Young Adult Patroller
- Outstanding Auxiliary Patroller
- Outstanding Nordic Patroller (designated Robert D. Sherry Award in Ohio Region)
- Outstanding Alpine Patroller
- Outstanding National Chairman's Patroller, Administration
- Outstanding Instructor (Other)
- Outstanding OEC Instructor
- Outstanding Professional Ski Patroller
- Outstanding Patrol Representative/Director
- Outstanding Alpine Patrol
- Outstanding Nordic Patrol
- Outstanding Small Alpine Patrol

19.3 MERIT STARS: All nominations for NSP Merit Star Awards must be submitted on a current National Form along with the specified backup data.²⁹ They must be processed through Division and National Officers and require a minimum of four weeks process time.

²⁵ *NSP Policies and Procedures*, Chapter 10, Awards Program
The Ski Patroller's Manual, 13th edition, Chapter 24 and Appendix B
Ohio Region Policies and Procedures, Awards Appendix

²⁶ *The Ski Patroller's Manual*, 13th ed., Appendix E lists the rating system for evaluating Outstanding Awards and provides an awards guide chart showing levels for National level award initiation, concurrence, approval, and presentation.

¹⁷ *NSP Policies and Procedures*, Chapter 10

¹⁸ *Central Division Policies and Procedures*, Awards Chapter

²⁹ *NSP Policies and Procedures*, Chapter 10.5

19.4 REGION AWARDS: The following Region Award nominations are submitted in letter form:

Outstanding Ski and Toboggan Trainer
Outstanding OEC Trainer
Wally James Outstanding Line Officer (see section 19.4.1)
Dick Schleicher Outstanding Advisorship (see section 19.4.2)
Dale Mihuta, Outstanding Trainer (See Section 19.4.3)
BRAVO - Patroller with most hours this season
Sage - Oldest Active Patroller in Region
Certificate of Appreciation
Angel Pin and Super Angel Awards
Region Director's Award (Section 19.4.4)

19.4.1 WALLY JAMES AWARD: There shall be a special award given by the Ohio Region to that line Officer at any level who makes an outstanding contribution to the Ohio Region. That award is designated the Wally James Award, in honor of one of the outstanding Region Directors of the Ohio Region. The award was established in 1975 and need not be given each season.

19.4.2 DICK SCHLEICHER AWARD: There shall be a special award given by the Ohio Region to that Administrative Officer at any level who makes an outstanding contribution to the Ohio Region. That award is designated the Dick Schleicher Award, in honor of one of the founders of the Ski Patrol in Ohio. The award was established in 1974 and need not be given each season.

19.4.3 DALE MIHUTA AWARD: There shall be a special award given by the Ohio Region to that trainer at any level who makes an outstanding contribution to the Ohio Region. That award is designated the Dale Mihuta Award, in honor of one of the outstanding trainers in the Ohio Region. The award was established in 2009 and need not be given each season.

19.4.4 REGION DIRECTOR'S AWARD: An award for an Ohio Patroller selected by the Region Director for a special act or service performed during the term of the current Region Director. This award need not be given each year.

19.4.5 ROBERT D. SHERRY AWARD: The outstanding Nordic Patroller award in the Ohio Region is designated the Robert D. Sherry Award in honor of a long time Nordic Patroller and Ohio Region Officer who was a member of the 10th Mountain Division.

19.5 NATIONAL LEVEL APPOINTMENTS AND AWARDS: The following appointments and awards are submitted on the current National Form through the Section and Region NSP Appointments Review Boards in accordance with provisions in Section 21.

- NSP National Appointment
- Leadership Commendation Appointment
- Distinguished Service Award

19.6 STANDARDS: Although awards are not to be handed out indiscriminately, neither shall the standards for NSP awards in the Ohio Region be set significantly higher than those established by National and/or Divisional standards.

19.7 AWARD SUBMISSION AND EVALUATION PROCEDURES: The procedures for submitting and judging nominations for awards are as follows:

19.7.1 AWARD NOMINATIONS MUST MEET PUBLISHED DEADLINES: The nominations must be received by the Awards Advisor to meet the deadline. Late submissions will be

returned to the originator without action. The awards deadline is established by the Region Awards Advisor to meet Division deadlines and allow two weeks to process, copy, and distribute copies of all awards nominations to the Awards Review Board Members, hold the review meeting, prepare the Region recommendations and forward the recommendations to the Division

- 19.7.2 AWARD NOMINATION FILING DEADLINES:** Nominations for all "outstanding" awards and Ohio Region awards must be received by the Chair of the Awards Board by February 14th; for Certificates of Appreciation and Service Recognition by 21 days before the date award materials are needed for the scheduled awards ceremony; for Bravo and Sage awards by 15 days before needed date; for NSP Merit Stars 50 days before the needed date; and Angel Pins by 45 days before needed date to allow for processing through Division and National Offices.
- 19.7.3 NOMINATION EVALUATION PROCEDURES:** The procedures for evaluating and judging "outstanding" nominations shall be as established by the Chair of the Awards Board, in accordance with Central Division procedures¹⁹, and agreed to by the members of the Awards Board. Those procedures and changes thereto shall be included as an appendix to the *Ohio Region Policies and Procedures*.
- 19.7.4 NOMINATIONS PROCESSING:** The Board Chair will evaluate nominations for other awards and take appropriate action, passing on nominations for Division and higher-level awards to the Central Division Awards Advisor.
- 19.7.5 OUTSTANDING AWARDS SELECTION MEETING DATE:** The Awards Board shall meet at a time and place established by the Board Chair to select winners of "outstanding" nominations.
- 19.7.6 FORWARDING OUTSTANDING WINNERS:** The Board Chair will prepare and pass on to the Central Division Awards Advisor the Ohio Region winners of Division and National "outstanding" awards.
- 19.7.7 ACCURACY AND AUTHENTICITY:** The accuracy and authenticity of the nominations is the responsibility of the originator preparer. A nomination containing a defect or a detected inaccuracy will be returned.
- 19.7.8 EVALUATIONS CONFIDENTIAL:** All judging and evaluations are to be strictly confidential.

¹⁹ See Section 10.7.13 of NSP P&P

20.1 NSP APPOINTMENTS REVIEW BOARD MEMBERSHIP: The members of the NSP Appointments Review Board shall be the Chair, the Region Director, Assistant Region Directors, Section Chiefs and the Region Awards Advisor providing that each of these officers hold a National Patroller Appointment or Leadership Commendation Appointment. A Section Review Panel Chair appointed pursuant to section 21.1 shall serve on the Review Board in place of a Section Chief who does not hold a NSP appointment³⁰. Past Ohio Region Directors, who are holders of a National Patroller Appointment or Leadership Commendation Appointment and are currently active Ohio Region patrollers, may participate in the Board's deliberations and voting.

20.2 CHAIR APPOINTMENT AND SUPERVISION: The NSP Appointments Review Board Chair shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.

20.3 CHAIR QUALIFICATIONS: The NSP Appointments Review Board Chair shall be a National Appointment or Leadership Commendation Appointment holder, shall have extensive experience at the Ohio Region Officer or Advisor levels, shall have a demonstrated record of sound judgment and discretion, and be willing and able to serve the Region in this job.

20.4 GENERAL DUTIES: The NSP Appointments Review Board Chair shall meet the applicable planning, reporting, budgeting, and records requirements listed under Ohio Region Staff General Duties (section 8).

20.5 CHAIR AND BOARD MEMBERS DO NOT SPONSOR NOMINATIONS: The Chair and other Review Board members shall encourage and promote the National and Leadership Commendation Appointments, and Distinguished Service Awards programs in the Ohio Region, but shall not personally sponsor nominations.

20.6 ADMINISTRATIVE REVIEW OF NOMINATIONS: The chair shall review nominations for National Appointments, Leadership Commendation Appointments and Distinguished Service Awards to determine that the proper current nomination forms are used, that the content is complete, and that all necessary signatures are on the form. Any incomplete or improperly prepared nominations shall be returned to the originating Section with directions for correction.

³⁰ A NSP Appointment refers to either a National Appointment or a Leadership Commendation Appointment.

21.1 SECTION REVIEW PANELS:³² Section reviews of National Appointment, Leadership Commendation Appointment, and Distinguished Service Award nominations shall be conducted prior to the Region reviews to ensure that the nomination documents are complete, the information on the nomination is valid, and that in the opinion of the reviewers, the nomination is merited. The Section review shall be conducted by a panel of Section Patrollers holding National Appointments or Leadership Commendation Appointments and representing each Patrol in the Section. The Section review will be chaired by the Section Chief, if that Patroller holds a National Appointment or Leadership Commendation Appointment, otherwise, the Region NSP Appointments Review Board Chair shall appoint a Chair for the Section. The Section Chair shall appoint the other members of the Section Review Panel after consultation with the respective Patrol Representative/Directors. A majority of the Section Review Board, including the Section Chief/Chair, must be present to conduct the meeting. Each nomination must pass by a 2/3 vote of the members present. Section Review Board Members must either be present to vote or must designate another Board member as their proxy in writing to the Section Review Board Chair.

21.1.1 SECTION PANEL REVIEW RECOMMENDATION DEADLINE: The date and location of each Section Review Meeting shall be determined by the Section Chief/Chair on or before the Fall Region meeting and then published in the *DOWNHILL* and in the Region calendar. Section Panel recommendations must be sent to the Region NSP Appointments Board Chair and postmarked by the deadline set at the Fall Region Meeting and published in the Region calendar.

21.2 REGION REVIEW BOARD AND CHAIR FUNCTIONS: The Chair of the NSP Appointments Review Board presides at the Board meetings and receives all documentation for nominations for National Appointments, Leadership Commendation Appointments, and Distinguished Service Awards from the Section Review Panel Chairs. The Board shall review and vote on the approval of all the recommendations for National Appointment, Leadership Commendation Appointment and Distinguished Service Award nominations that the Chair forwards to the Central Division Awards Advisor. Voting by the Board to approve nominations shall take place at a closed meeting, but discussions of nominations shall take place at a prior session open to all Ohio Region patrollers holding a National Appointment or a Leadership Commendation Appointment. The Chair shall vote only when necessary to break a tie vote of the Board.

21.3 REGION NSP APPOINTMENTS REVIEW BOARD MEETINGS: At least one meeting shall be held by the NSP Appointments Review Board during the year to consider recommendations from the Section Review Panels and to decide which nominations should be recommended by the Region to the Central Division. The scheduled date for this meeting shall be published in a *DOWNHILL* issue and in the Region calendar prior to the meeting. With the approval of the Region Director, additional meetings to discuss nominations and decide on Region recommendations for nomination approvals may be called and scheduled by the NSP Appointments Review Board Chair.

21.3.1 QUORUM: To establish a quorum, a majority of the Board, including the chair, shall be present. Past Region Directors shall not be counted in establishing a meeting quorum.

21.3.2 VOTING: At a duly constituted scheduled meeting, a two-thirds vote of members present is required to approve a Region recommendation for a National Appointment, Leadership Commendation Appointment, or Distinguished Service Award.

³¹ *NSP Policies and Procedures*, Chapter 10.2 Appointments and Chapter 10.3 Distinguished Service Award

³² *Ohio Region Policies and Procedures*, section 5.5

21.4 AWARD SPONSORS: Only a holder of a National Appointment or a Leadership Commendation Appointment can sign as sponsor of a nomination for a National Appointment, Leadership Commendation Appointment or a Distinguished Service Award.

22.1 QUALIFICATIONS: Shall be a registered member of the National Ski Patrol System, Inc.

22.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.

22.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).

22.4 PRIMARY RESPONSIBILITY: Shall be responsible for planning, organizing, printing, and distribution of *DOWNHILL*, the Ohio Region news publication.

22.5 DEADLINES: Shall establish deadlines for the receipt of material and publication of the *DOWNHILL* newsletter and seek approval of those deadlines from the Board of Governors. The deadlines will be published in the *DOWNHILL* and in the *Region Calendar*. Thereafter, the *DOWNHILL* Editor shall make a best effort to meet those deadlines.

22.6 GATHERING NEWS: Shall solicit information, articles, photographs, and other material for inclusion in *DOWNHILL*.

22.7 EDITORIAL AUTHORITY: Shall screen, select, reject, edit, and rewrite contributed material to best address the needs of the Ohio Region.

22.8 ATTENDANCE AT REGION EVENTS: Should attend Board of Governors meetings and as many Region events as possible and practical.

22.9 OTHER DUTIES: (1) Shall maintain the Region calendar and the Region Organization Chart and shall publish the latest versions in the *DOWNHILL* and on the Region web site. (2) Shall perform other public relations duties as directed by the Region Director.

23.1 QUALIFICATIONS: (1) Shall be a registered member of the National Ski Patrol System, Inc. (2) Shall have sufficient knowledge and experience to manage and maintain the Ohio Region web site.

23.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.

23.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).

23.4 PRIMARY RESPONSIBILITY: Shall be responsible for planning, designing, organizing, publishing and updating the content of the Ohio Region web site in a timely manner. Web page content shall be the responsibility of the relevant Ohio Region staff member.

23.5 GATHERING CONTENT: Shall work closely with Section Chiefs, Patrol Representatives/Directors, and Ohio Region Staff Members to solicit and maintain timely, relevant content of the Ohio Region web site.

23.6 EDITORIAL AUTHORITY: Shall screen, select, reject, edit, and rewrite contributed material to best address the needs of the Ohio Region.

23.7 SECURITY: Shall work with the facility hosting the Ohio Region web site to assure the security and integrity of the site

23.8 ATTENDANCE AT REGION EVENTS: Should attend Board of Governors meetings and as many Region events as possible and practical.

23.9 OTHER DUTIES: Shall liaise with the Central Division Webmaster and others as necessary to ensure consistency of content between linked sites, e.g. calendars, organization charts, etc. Shall provide timely updates of Region calendar and organization changes to the Central Division Webmaster.

24 DOWNHILL AND WEB SITE PUBLIC RELATIONS POLICIES AND PROCEDURES

24-1

24.1 PUBLICATION CRITERION: Material published in the *DOWNHILL* and on the Region web site should be of general interest throughout the Region.

24.2 PROGRAM PUBLICITY: Region Staff Members shall use the *DOWNHILL* and the Region web site as their primary means of publicizing and advertising their programs and events. However, they should not be their only means. Direct person to person communications and communication through patrol program advisors are often necessary and appropriate. Advisors shall also make use of on-line registration features to register their programs whenever practical.

24.3 ANNUAL BUDGET AND PROGRAM REPORTS: Each year during the Fall meeting of the Board of Governors, the *DOWNHILL* Editor and the Webmaster shall submit for approval a budget for the next season. Also, they shall present a report to the Spring Board of Governor's meeting comparing actual to planned activities for the previous season and a financial report detailing actual expenses versus budgeted expenses. they each

24.4 REGION ORGANIZATION CHART: The Region Organization Chart will be published in the first *DOWNHILL* issue of each season, usually the October issue, and will be posted on the Region Web site. Changes to the Region Organization Chart will be published in the *DOWNHILL* and posted on the Region Web site as they occur.

24.5 REGION CALENDAR: The Region Calendar will be published in the first *DOWNHILL* issue of each season, usually the October issue, and will be posted on the Region Web site. Changes to the Region Calendar will be published in the *DOWNHILL* and posted on the Region Web site as they occur. Section Chiefs, Patrol Representatives/Directors, and Region Staff shall be responsible for notifying the *DOWNHILL* Editor of their event dates and changes thereto. Authorized Region Staff members may also update the Region calendar on the Region Web site. Those wishing to update the Region calendar on the Region web site should contact the *DOWNHILL* Editor to obtain update permission and to receive an appropriate password.

24.6 PUBLICATION DATES: *DOWNHILL* shall be published four times each fiscal year:

Issue # 1 published very soon after the Region Fall Meeting. Shall include the region calendar for the coming season and the region organization chart, both as of the date of the Fall region meeting.

- Issue #2 published about January 1 after Region ski areas have opened and will emphasize event changes and records that have occurred since the first issue.
- Issue #3 published soon after the Region's ski areas have closed with end of season news and information about the Region Awards Banquet
- Issue #4 published in late May after the awards banquet with information about the Region award winners
- Issue #5 is sometimes published in late Summer with news of Ohio Region Central Division and National Award winners and topics of general interest about the upcoming season and fall Region Board of Governors meeting.

24.7 DOWNHILL DISTRIBUTION:

Effective with Volume 38, Issue #1 the *DOWNHILL* shall be distributed primarily electronically from the Region Web site. When a new issue has been posted on the Region Web site, the *DOWNHILL* Editor shall send an email to each Ohio Region registered patroller and alumni member, Central Division officers and advisors, certain NSP Staff and board members from the Ohio Region notifying them that the latest issue of the *DOWNHILL* is available for viewing and/or downloading. Printed copies shall be mailed to those who so request.

24.8 Region WEB Policies

24.8.1. Introduction

Ohio Region maintains an Internet site @<http://www.ohionsp.org/>. The purpose of the site is to provide a Web-based communication medium for news, Ohio Region organization information, the location of ski areas in the Ohio Region, a calendar of Region events, NSP membership information, links to other sites, DOWNHILL publications, Board of Governors meeting minutes, program descriptions, by-laws and P&P, and other information as deemed appropriate from time to time by the Region Board of Governors.

The purpose of this policy is to provide guidance on the usage of the site and for the security/privacy of the information recorded thereon. Use of the site includes viewing the site's content, sending and receiving electronic mail (email), linking to other sites and responding to requests for information that may be posted from time to time. All material submitted for publication on the site is subject to review and approval by the Region webmaster, and if accepted, becomes the property of the Ohio Region NSP. Information displayed on the site is subject to the copyright provisions contained on the site.

Users of the Ohio Region Internet site are expected to adhere to the principles and guidelines described in the following paragraphs.

24.8.2. Links to Other NSP Sites

- The Central Division Internet site will accept and post links to other NSP sites in accordance with the following hierarchy:
 - The National site @NSP.org
 - The Central Division NSP
 - Other Central Division Regions and, upon request, Regions in other Divisions, where the Division does not have its own Internet site.
 - Registration Units in the Ohio Region

24.8.3. Links to Non-NSP Sites

The Ohio Region Internet site will accept and post at no cost to the requestor and at no obligation to the Ohio Region links subject to the following:

- The site is related to patrolling, outdoor emergency care, skiing, snowboarding, or other related winter sports activity.
- Links to non-related sites will not be accepted.
- Vendors who are "official suppliers" (as listed on the NSP Internet site (NSP.org/catalog/officialsupplier/)) to the NSP must also establish a link to the NSP @nsp.org.
- Other vendors must show the disclaimer shown on the Ohio Region Internet site home page on their site. Also, they must link directly to their site from the Ohio Region.

24.8.4. Electronic Mail (e-mail)

The Ohio Region Internet site is equipped to send and receive e-mail as per the instruction posted on the site and in accordance with the following guidelines:

- The designated recipient will respond to incoming mail in a timely manner.
- Outgoing mail from the site is subject to the following:
 - Messages should be for NSP business only. Other subject matter will not be accepted for e-mail distribution.
 - Any mail sent to a list of recipients must contain instructions for removing a recipient's name from the list. In other words, if the recipient so requests, a message must be sent to and accepted by the sender with the words "Please Remove My Name From the List" in the subject line. The result will be that no future emails will be sent to that recipient from the sender.
 - Individuals are prohibited from using the Ohio Region Internet site to access and distribute inappropriate and/or illegal material electronically, i.e. non-NSP business, political comments, pornographic items, sexually explicit images, personal jokes and stories, chain letters and any other unethical or illegal matter.

24.8.5. Privacy

The Ohio Region Internet site contains personal, private information regarding Ohio Region NSP members and staff. The Ohio Region NSP has obligations under data protection laws as an organization and as individuals to respect the privacy rights of others. This means that personal information about Ohio Region patrollers must be held with the appropriate confidentiality and not used for purposes (outside of law), which the provider did not anticipate. Users of this site are required to be aware of these data protection laws and obligations and follow them.

- 25.1 QUALIFICATIONS:** Shall be a member of the National Ski Patrol from the Ohio Region, willing and able to undertake the duties of Alumni Advisor. Can be an alumni member of the NSPS.
- 25.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.
- 25.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).
- 25.4 PRIMARY RESPONSIBILITIES:** (1) Serves as the primary contact with Section Chiefs, Patrol Representatives/Directors and retiring/retired active patrollers regarding Alumni membership and activities; (2) Serves as the Patrol Representative for Ohio Patrol C-601, the Alumni Patrol; (3) Liaises the Central Division Alumni Advisor in order to stay abreast of Alumni matters at the Division and National levels.
- 25.5 KNOWLEDGE ABOUT ALUMNI POLICIES:** Shall keep informed about National²⁰ and Central Division Alumni Association policies and provide information and advice about the Alumni Association to the Region staff and members as requested.
- 25.6 ALUMNI MEMBER LIST:** Shall develop an Ohio Region list of NSP Alumni Association members, addresses and telephone numbers.
- 25.7 INFORMATION FOR ALUMNI:** For those requesting it, shall develop procedures to keep Alumni Association members informed about Ski Patrol activities and other alumni within the Region by subscriptions to *DOWNHILL*, articles in *DOWNHILL* and special mailings about events.
- 25.8 BUDGET:** Depending upon the activities planned, shall prepare a proposed self financing budget for estimated administrative expenses for the year and submit an end-of-year financial report.

²⁰ NSP Policies and Procedures, Section 7.10

26.1 ALUMNI REGISTRATION: The Region encourages Patrollers retiring from active service to register with the NSP Alumni Association. Registration and fees are paid directly to the National Association. Activities with the NSP by Alumni Association members are determined by National policies.

26.2 ALUMNI VISITS: The Region encourages members of the Alumni Association to visit Region activities, such as the annual Awards banquet and to stay involved in local patrol activities as agreed with the Patrol Representatives/Directors.

26.3 ALUMNI OEC INSTRUCTORS: Alumni who wish to stay involved in NSP programs, such as OEC, Ski and Toboggan, etc., must maintain their credentials.

26.4 REGION ALUMNI ACTIVITIES: The Region Alumni may meet or conduct alumni activities. The liaison between Alumni Association Members and the Region is through the Region Alumni Advisor.

³³ *The Ski Patroller's Manual* 13th ed., Chapter 5 Introduction, Special Classifications of Membership, Alumni Member
NSP Officer's Handbook, section 8-22 Registration-Alumni Association, Chapter 9 Alumni Association, Board Minutes, Chapter 9.

27.1 QUALIFICATIONS: Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Region Historian.

27.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.

27.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff and Advisors General Duties (section 8).

27.4 ANNUAL PLAN AND BUDGET: Shall prepare a proposed activity plan and a budget for estimated administrative and storage expenses for the year and submit an end-of-year activity report and a financial report on the standard Region Budget form.

27.5 ARCHIVES: Shall maintain a historical record for the Ohio Region consisting of an annual file of:

- a. Copy of each issue of *DOWNHILL*
- b. Copy of Board of Governors' minutes and Spring end of year reports from Officers and Advisors
- c. Copy of the Region Organization Charts at beginning and end of year.
- d. List of Awards and Recipients at Spring Awards Banquet
- e. List of Patrollers receiving Senior Badge, Basic and Advanced Ski Mountain Travel and Rescue and Avalanche Cards and Numbers
- f. List and copy of Awards received by Ohio Region Patrollers and Patrols from Division and National Levels
- g. A copy of Patroller Roster for the Region for the year obtained from the Region Registration Coordinator
- h. copies of Patrol organization charts and newsletters.
- i. Selected memorabilia, programs for Region events, etc.

and selected collections of historical interest, Patrol patches, selected posters, photographs, etc.

27.6 RECORD HOLDINGS REVIEW: Shall consolidate and cull the historical record as necessary to keep the most important items within the record volume authorized by the Region Board of Governors.

27.7 HISTORICAL ARTICLES: Shall prepare at least one item of historical interest each year for publication in *DOWNHILL*. Shall solicit additions to the Region Historical Collection by items in *DOWNHILL* and direct written and telephoned requests to Patrols and Region Staff. Shall assist persons making undertaking historical research using the collection. Contacts with other individuals and institutions interested in Patrol history are encouraged.

28.1 REGION PROGRAM: The Region History Program is not associated with a National or Division program. All policies originate at the Region Level. Consequently, the goals and accomplishments will depend primarily on the initiative, determination and energy of the Advisor and the support given by Patrollers across the Region.

28.2 PATROL NEWSLETTERS: Patrol Representative/Directors are encouraged to place the Region Historian on the Patrol newsletter mailing list and to provide a copy of the Patrol and ski area patches, and any other suitable items of historical interest to the Region Historical Collection.

28.3 USE OF REGION HISTORY RECORDS: Items from the collection will be available for inspection to any Region Patrol or Patroller. If any item is borrowed, it must be signed out and returned by the agreed date.

29.1 QUALIFICATIONS : Shall be a registered NSP Auxiliary member, preferably a Senior Auxiliary, in good standing, and is willing and able to provide the administrative leadership for the continued development of the Auxiliary program in the Ohio Region.

29.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.

29.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).

29.4 AUXILIARY RECORDS: Shall maintain a record of all Region Auxiliaries and their assigned duties, including Advisorships and special projects.

29.5 AUXILIARY INFORMATION DISSEMINATION: Shall collect information about the Auxiliary program including, current requirements, standards, programs, awards, developments, etc., and promptly disseminate it to all Ohio Region Patrols and Ohio Region staff.

29.6

30.1 AUXILIARY DUTY ASSIGNMENTS: In keeping with NSP policies and practices, any Auxiliary Patroller may be assigned to first aid duties in the Aid Room, but may not be required to perform any duties involving skiing or boarding unless properly certified.

30.2 SKIING PROFICIENCY IMPROVEMENT OPPORTUNITIES: "The Ski Patrol Director should not overlook the potential value in advancing the auxiliary Patroller to the Ski Patroller classification. The auxiliary should be given the opportunity to improve skiing ability and learn toboggan handling by participating in training clinics, thereby gaining the ability to pass the proficiency portion of the basic Ski Patroller test." ⁴⁴

30.3 FIRST AID BELT: An Auxiliary Patroller may wear a first aid belt with an auxiliary patch or an area Patrol patch while skiing with the approval of Area Management and the Patrol Representative/Director. The Auxiliary Patroller may offer and provide first aid help to an injured skier.

30.4 UNIFORM AND BADGES:²¹ It is area management's prerogative to determine what uniforms its Auxiliary Patrollers will wear. If management selects the NSP official uniform, the rules regarding this uniform as specified in NSP Policies and Procedures, Section 7.5.5 prevail.

30.5 NSP TRAINING: Auxiliaries are encouraged to participate in advanced NSP training, i.e., Ski Mountain Travel and Rescue, the Senior program, ski training and instructor training, and to participate in special projects for their Patrol.

⁴³ NSP Policies and Procedures section 7.5
The Ski Patroller's Manual, 13th edition, Chapter 8

⁴⁴ *Ski Patroller's Manual*, Chapter 8, Continuing Education, Classification Change, direct quote

²¹ NSP Policies and Procedures, Section 7.5.5

31.1 QUALIFICATIONS: Shall be a registered Patroller and a currently certified active Advanced Avalanche Instructor, be or be willing to become an Advanced Avalanche Instructor Trainer, be willing and able to provide the administrative and instructional leadership needed for the continued development of the NSP Avalanche education program in the Ohio Region.

31.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.

31.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).

31.4 SPECIFIC DUTIES: (1) Shall serve on the Central Division Avalanche Committee. (2) Shall liaise with the Central Division Avalanche Advisor

31.5 INSTRUCTOR STANDARDS: Shall maintain a uniform and high level of avalanche instruction with a NSP training quality assurance program.

31.6 ANNUAL BASIC COURSE: Shall offer and conduct at least one Basic Avalanche course each season.

31.8 INSTRUCTOR TRAINING⁴⁶: As required to meet Region training needs, shall organize and lead, or coordinate with other NSP Instructor Development programs to recruit and train Avalanche Instructors as specified in NSP P&P and the NSP Avalanche Instructor's Manual. Shall conduct continuing education training seminars for avalanche instructors as specified in NSP P&P, and shall maintain appropriate training and teaching records for all certified Avalanche Instructors.

31.9 COURSE RECORDS: Shall complete and send Avalanche Course Completion Records to NSP National Office and retain a copy for purposes of effective Avalanche Program administration, and assure that the Division Avalanche Advisor receives a copy of current year Region Avalanche Program Records.

31.10 COURSE FEES: Shall collect fees for Avalanche courses in accordance with Ohio Region policy and submit them to the Region Treasurer.

31.11 ASSISTANT ADVISOR: May select and appoint, with the approval of the Region Director or supervising Assistant Region Director, an assistant who shall help administer the Avalanche program and endeavor to learn and prepare to take over the Advisorship: if possible, that assistant shall be from a Section distant from the Avalanche Advisor and may be a Section Avalanche Advisor.

⁴⁵ *NSP Policies and Procedures*, Chapter 9 and
The Ski Patroller's Manual, 13th ed., Chapter 15
NSP Avalanche Instructor's Handbook
Central Division Policies and Procedures, section 6. Avalanche

⁴⁶ *NSP Policies and Procedures* sections 9.3 & 9.4 and the *NSP Avalanche Instructor's Manual*

32.1 SELF-SUPPORTING BUDGET: The Avalanche Program in the Ohio Region shall be basically self-supporting, that is, course fees charged participants will, as well as can be estimated in advance, support the cost of the courses, without exceeding those costs beyond a nominal level.

32.2 NON-NSP STUDENTS: The Basic Avalanche course shall be open to non-members of NSP.

32.3 CONDUCT OF AVALANCHE COURSES: Avalanche courses²² shall be conducted in accordance with Central Division policy and procedures.

²² *NSP Policies and Procedures*, Chapter 9
44

- 33.1 QUALIFICATIONS:** Shall be a registered Patroller, an active, currently certified MTR Instructor, be or be willing to become a MTR Instructor Trainer, and be willing and able to provide the administrative and instructional leadership needed for continued development of the MTR program in the Ohio Region.
- 33.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.
- 33.3 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).
- 33.4 SPECIFIC DUTIES:** Shall serve on the Division MTR Committee.
- 33.5 INSTRUCTION STANDARDS:** Shall maintain a uniform and high level of MTR instruction with a NSP training quality assurance program.
- 33.6 ANNUAL MTR COURSES:** Shall offer and conduct at least one Basic MTR and one Advanced MTR course each season.
- 33.7 INSTRUCTOR TRAINING⁵⁰** As required to meet Region training needs, shall organize and lead, or coordinate with other NSP Instructor Development programs to recruit and train MTR Instructors as specified in NSP P&P and the NSP MTR Instructor's Manual. Shall conduct continuing education training seminars for certified instructors and shall maintain appropriate training and teaching records for all certified MTR Instructors.
- 33.8 COURSE RECORDS:** Shall complete and send MTR Course Completion Records to NSP National Office and retain a copy for purposes of effective MTR Program administration. Annually sends the Division MTR Advisor a copy of current year Region MTR Program Records.
- 33.9 COURSE FEES AND EXPENSES:** Shall collect fees for MTR courses in accordance with Ohio Region policy and submit them to the Region Treasurer.
- 33.10 ASSISTANT ADVISOR:** May select and appoint, subject to the approval of the Region Director or Assistant Region Director for Programs, an assistant who shall help administer the MTR program and endeavor to learn and prepare to take over the Advisorship. If possible, that assistant shall be from a Section distant from the Mountain Travel and Rescue Advisor and may be a Section Mountain Travel and Rescue Advisor

50

NSP Policies and Procedures, Chapter 13
The Ski Patroller's Manual 13th ed., Chapter 17
The NSP Mountain Travel and Rescue Manual

34 MOUNTAIN TRAVEL AND RESCUE (MTR) POLICIES AND PROCEDURES

34-1

34.1 SELF-SUPPORTING BUDGET: The Mountain Travel and Rescue Program in the Ohio Region shall be basically self supporting, that is, course fees charged participants, as well as can be estimated in advance, will, support the cost of the courses, without exceeding those costs beyond a nominal level.

34.2 NON-NSP MEMBER COURSE STUDENTS: The Basic MTR course shall be open to non-members of NSP. The Advanced MTR course shall be open to non-members of NSP who have taken the Basic MTR course and who have all other course requirements except NSP membership.

34.3 COURSE SCHEDULING: The field session of the Basic MTR course should be held either in the Fall or early Winter with the aim of having cold weather and the hope of having snow on the ground. However, the absence of either will not be cause for cancellation or invalidation of the session or course. The field session of the Advanced MTR course shall be held only when there is sufficient snow on the ground to assure proper training. If snow is insufficient, the field session shall be deferred to a later date that season, transferred to another snow site outside the Region, or canceled.

35.1 QUALIFICATIONS: Shall be a registered Patroller or registered Auxiliary Patroller and an OEC Instructor Trainer (OEC IT) or an OEC Instructor pursuing OEC IT certification, who is willing to make a commitment to maintain a high level of OEC instruction and evaluation at all Patroller levels in the Ohio Region. If not a Senior or Certified Patroller, must have successfully completed the Senior Emergency Management evaluation. Must have at least one year's experience as an Assistant OEC Advisor, OEC IOR, or similar position at the Patrol or Section level and must have demonstrated good administrative and organizational skills.

35.2 APPOINTMENT AND SUPERVISION: Shall be appointed by, with concurrence of the Division OEC Supervisor, and report to the Region Director through the Assistant Region Director for Proficiency.

35.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).

35.4 ASSISTANT AND ASSISTANT QUALIFICATIONS: Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region OEC Administrator who shall help administer the Region OEC program. The Assistant shall, if possible, be from a section distant from the Region OEC Advisor and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief. The Assistant shall be a registered Patroller or registered Auxiliary Patroller and an OEC Instructor Trainer (OEC IT) or an OEC Instructor pursuing OEC IT certification, who is willing to make a commitment to maintain a high level of OEC instruction and evaluation at all Patroller levels in the Ohio Region. If not a Senior or Certified Patroller, must have successfully completed the Senior Emergency Management evaluation. Must have at least one year's experience as a OEC Advisor, OEC IOR, or similar position at the Patrol or Section level and must have demonstrated good administrative and organizational skills

35.5 SECTION OEC ADVISORS: Shall recommend to the respective Section Chiefs, qualified Patrollers to serve as Section OEC Advisors and supervise all OEC activities in each Section if determined to be needed for the given year. It is highly recommended that, Patrollers recommended as Section OEC Advisor candidates shall be certified OEC ITs.

35.6 OEC INSTRUCTOR TRAINERS (ITs): Shall maintain an adequate corps of OEC Instructor Trainers (ITs) to insure that Quality Assurance Program guidelines are met by identifying and developing qualified candidates for the position of OEC IT from among experienced OEC instructors in the Region. Development of potential candidate OEC ITs should include observing and performing shadow QA functions and instructor observations with another OEC IT assigned to mentor the OEC IT candidate. Upon successful completion of the mentoring program, the OEC Administrator will recommend the IT candidate for IT appointment by the Division Supervisor. Actual appointments to the position of OEC IT are made by the Division OEC Supervisor. Within each Section, the target ratio is a minimum of one IT for every ten OEC instructors.

35.7 OEC INSTRUCTOR TRAINERS (ITs) ROLES AND RESPONSIBILITIES: OEC ITs serve the Region as instructional resources to provide support and quality assurance of Region OEC instruction and OEC programs. It is expected for OEC ITs to participate in Region OEC activities outside of their local patrols whenever possible. Lack of participation and support of the Region OEC programs may lead to revocation of OEC IT status. Recommendation for removal from the OEC IT Cadre shall be the discretion of the OEC Advisor, Assistant Region Advisor for Proficiency and Division OEC Supervisor.

35.8 OEC INSTRUCTOR TRAINING⁵⁵: Shall coordinate ITs within the region to complete OEC Instructor

⁵⁴ *NSP Policies and Procedures* Chapter 14 Section 14.7.3. defines NSP standard Region Administrator Responsibilities and Qualifications. Region requirements cannot contravene NSP policies.

Recertification/Update Clinic throughout the region. The clinics will have an agenda sufficient to meet the instructor requirement of a minimum of one clinic within each three year certification period.

35.9 OEC INSTRUCTOR RECORDS: Shall provide oversight for the maintenance of current and accurate records for the activities of all OEC instructors within their Sections of the Ohio Region. Shall insure that the Region's OEC Instructor records at the National office are kept up-to-date in a timely manner. Shall coordinate with areas and/or sections for the annual review and submission of instructor recertification and IT appointments for the upcoming year, meeting all division deadlines.

35.10 OEC REFRESHERS: Shall be responsible for the administration of the annual OEC refreshers in the Region in accordance with NSP and OEC standards and guidelines. Shall ensure that the OEC refresher calendar is available on the Region web site or before the *DOWNHILL* September issue publication deadline and that refreshers are scheduled enough in advance for common mail notification of Patrollers. Shall work with Section OEC Advisors and Patrol Representative/Directors or Local OEC Advisors to ensure that at least one OEC refresher shall be scheduled in each Section every year and that these refreshers are planned and rehearsed. Shall ensure that all OEC Refreshers are administered by qualified OEC instructors assisted as necessary by patrollers or those with an expertise that will assure that the OEC educational objectives for that year are met. The Region OEC Administrator shall attend or arrange for an OEC Instructor Trainer from another patrol or section to attend each OEC refresher held in the Ohio Region and to complete the required national OEC Refresher QA forms.

35.11 SENIOR Emergency Management Evaluation: Shall schedule, administer and arrange for all Senior Emergency Management (SEM) Evaluations in the Region. Shall conduct an SEM evaluator calibration before the clinic; requiring evaluators to attend at least once every two years to maintain evaluator status. Submits or supervises submission of Senior Emergency Management Evaluation Course Completion Records as required in 8.11 for the benefits of Senior Candidates.

35.12 OEC Course Quality Assurance Program: Shall insure that each OEC course has an Instructor Trainer assigned from another area or section to monitor and provide QA input (including completion of QA forms) on the course.

35.13 SEM EVALUATION RECORDS: Shall monitor reporting on a timely basis for the names and scores of all individuals who take OEC written, and practical evaluations. Reports for all participating Patrollers shall be compiled by the local Section OEC Advisor and/or the Course Instructor of Record and submitted to the Region OEC Administrator within ten days after each evaluation.

35.14 ANNUAL OEC REFRESHER STUDY GUIDE DISTRIBUTION: Shall confirm with local OEC Advisors if Ohio Region Patrollers have received the Annual OEC Refresher Study Guide within a reasonable time after the issue was published by the National Ski Patrol. If the study guide has not been received, the Region Administrator shall inform the Central Division OEC Supervisor well ahead of the first OEC refresher of the year.

35.15 DIVISION/NATIONAL PROJECTS: Shall actively participate in division and national projects as assigned such as completion of new scenarios for the national test bank, and senior manual development and enhancement. Shall maintain effective communications between division/national and region ITs and advisors.

⁵⁴ *NSP Policies and Procedures* Chapter 14 Section 14.7.3. defines NSP standard Region Administrator Responsibilities and Qualifications. Region requirements cannot contravene NSP policies.

⁵⁵ *NSP Policies and Procedures* Chapter 11 describes Instructor Development Programs. Region Instructor Development Administrator Responsibilities are in section 41.

36.1 NO UNIQUE REGION POLICIES: All policies and procedures regarding OEC training refreshers, evaluations, and quality assurance are documented in the OEC Instructor's Manual, the *NSP Ski Patroller's Manual*, 14th edition, Chapter 18 Senior Program, the Instructor Development Manuals, and the OEC update bulletins published by the National Office. The annual OEC refresher study guide is included in the summer issue of the *Ski Patrol Magazine*.

⁵⁶ *NSP Policies and Procedures*, Chapter 14 *OUTDOOR EMERGENCY CARE PROGRAM*
The Ski Patroller's Manual, 13th ed., Chapter 20 - OEC.
Central Division Policies and Procedures, Chapter 6 Programs, OEC
OEC Instructor's Manual, section II - Program Administration, section IV - Refresher
The Ski Patroller's Manual, 14th edition, section 4 - Senior OEC

37.1 QUALIFICATIONS: Shall be a registered member of NSP and a physician, MD or DO, licensed to practice in Ohio.

37.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Proficiency.

37.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).

37.4 SUPPLEMENTAL TRAINING: Shall prepare and present training programs requiring a medical background in areas relating to OEC and CPR that are either not covered or not covered in great depth by the CPR courses of instruction: examples are the administration of oxygen, the use of sphygmomanometers, advanced trauma physiological information, and blood borne pathogens .

37.5 SECTION AND PATROL MEDICAL ADVISORS: Shall encourage each Patrol Representative/Director and Section Chief to obtain and appoint a Medical Advisor.

38.1 REGION SENIOR PROGRAM: The Senior Program shall be administered in the Region to conform to Chapter 17 of *NSP Policies and Procedures* using procedures in the *NSP The Ski Patroller's Manual, 14th edition* and supplemented by the policies in the *Ohio Region Policies and Procedures and the Central Division Senior Manual*. The Senior Program is conducted under the overall supervision of the Assistant Region Director for Proficiency with records maintained by the Region Senior Program Administrator.

38.2 REGION SENIOR PROGRAM ADMINISTRATOR:

38.2.1 QUALIFICATIONS: Shall be a member of the National Ski Patrol in the Ohio Region, preferably a Senior, having access to and proficient in the use electronic record-keeping systems and willing to keep records for the Region's senior candidates and to provide timely information for advisors conducting senior evaluations and elective courses.

38.2.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.

38.2.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8).

38.2.4 PRIMARY RESPONSIBILITY: Establishes and maintains a progress record of the completion of core clinic and elective courses for each current Senior Candidate. Notifies the Awards Advisor when a candidate has completed the Senior requirements. Region Senior Candidate records are not maintained for patrollers after they receive their Senior classification nor are records maintained for inactive Senior candidates.

38.3 SENIOR CANDIDATE APPLICATION: A patroller can become a Senior Candidate by submitting a Senior Candidate Application²³ approved by their Patrol Representative/Director to the Region Senior Program Administrator. There is no fee associated with this application. The application must be submitted at least 30 days prior to the first senior evaluation in which the candidate wishes to participate. The application will remain valid until the candidate either becomes a senior or withdraws from the Senior program. A patroller can re-enter the Senior Program by submitting a new application.

38.4 SENIOR EVALUATION APPLICATIONS: To participate in a Senior Evaluation, a Senior Candidate must submit a completed Ohio Region Senior Evaluation Application form²⁴ and the associated evaluation fee(s) to the Region Senior Program Administrator in accordance with schedule of fees determined at the beginning of the season for the evaluation event.

Completed Senior Evaluation Application forms must be received by the Senior Program Administrator at least 14 days prior to the scheduled evaluation date. An application is considered incomplete if the form is not signed by the Patrol Representative/Director or if it is not accompanied by the required evaluation registration fee. A Senior Evaluation Application is valid only for the evaluation or evaluations applied for. Should a candidate not pass an evaluation, the candidate must reapply with a new Ohio Region Senior Evaluation Application and fee for any subsequent evaluation.

38.5 SENIOR CANDIDATE RECORD ADMINISTRATION: The Senior Program Administrator will establish an individual senior candidate record upon receipt of a complete Senior Candidate Application. This record will be maintained until the candidate either completes the senior requirements or withdraws from the program. Evaluation and Elective Course Completion Records and Senior Candidate Skills Sign Off forms will be used to update individual Senior Candidate Records.

23 See Ohio Region web site for latest Senior Candidate Application form

24 See Ohio Region web site for latest Senior Candidate Evaluation form

38.5.1 ACTIVE SENIOR CANDIDATE LISTS: The Senior Program Administrator shall forward a list of active Senior Candidates to the Region OEC Program Administrator the Region Toboggan Advisor, and the Region Alpine Ski School Advisor at least 25 days prior to a Senior Evaluation for which that Advisor is responsible.

38.5.2 LIST OF SENIOR CANDIDATE REQUIREMENT COMPLETIONS: The Senior Program Administrator shall forward a list of Senior Candidates who have completed their core and elective requirements during the current season to the Region Awards Advisor at least 30 days before the Region Spring Awards Banquet. The Region Awards Advisor prepares the Region Senior Certificates.

38.5.3 USE OF SENIOR CANDIDATE RECORDS: The Senior Program Administrator maintains a current list of active Senior candidates for his/her use in validating the active Senior Candidate's status. The status of any Senior Candidate's record can be obtained from the Senior Program Administrator by the Candidate and/or the Candidate's Patrol Representative/Director.

38.5.4 NOTIFICATION OF NATIONAL OFFICE OF SENIOR CLASSIFICATION UPGRADE:⁶⁰ When all requirements have been completed by a Senior Candidate, the Candidate's Patrol Representative/Director must certify the completion by sending an *Upgrade and Change of Classification Form* to the National Office for the upgrade of the patroller's official record.. (See 7.9) The Patrol Representative/Director should also send a copy of the *Change of Classification form* to the Senior Program Administrator

38.6 SENIOR CANDIDATE QUALIFICATION LOG:⁶¹ Each Senior Candidate is responsible for maintaining their own personal Senior Candidate Qualification Log with instructor signatures and dates for each completed Senior requirement. Upon completion of all components of the Senior program, this log is presented to the Senior Candidate's Patrol Representative/Director who is responsible for submitting the *Change of Classification form* (38.5.4) to the National office. The Senior Candidate can contact the Region Senior Administrator to verify agreement of the Candidate's personal qualification log and Region Senior Candidate Records. Annually, the Senior Candidate should send a copy of their education profile to the Senior Program Administrator. A copy should also be sent when electives affecting a Candidate's Senior status are completed. After three Senior Electives have been completed, no further copies of the candidates education profile need to be sent.

⁶⁰ NSP policies and procedures section 8.3.9.B. Also see *NSP Ski Patroller=s Manual*, 14th edition, Chapter 18, page 127 middle column.

⁶¹ *NSP Ski Patroller=s Manual*, 14th edition, page 217

39 SENIOR ALPINE SKI AND TOBOGGAN PROGRAM PROCEDURES⁶²

39-1

39.1 REGION PROCEDURES: All policies and procedures controlling the performance standards of the Senior Alpine Ski and Toboggan Program are documented in Chapter 17 of *NSP Policies and Procedures*, the *NSP Toboggan Training Manual*, the *Central Division Senior Manual*, and the *NSP Ski Patroller's Manual*, 14th edition, Chapter 18. This section and the *Central Division Senior Manual* document the Region administrative procedures affecting Senior Alpine Ski and Toboggan Candidates and the Senior Evaluators and Patrols that support the program. Region administration of this program is described in section 40.

39.2 SENIOR ALPINE SKI & TOBOGGAN EVALUATIONS - APPLICATIONS AND FEES:

39.2.1 CANDIDATES: See Section 38.4

39.2.2 PATROLS: Each Patrol sending Senior candidate(s) to a Senior Alpine Ski and/or Toboggan Evaluation shall be assessed a \$25 evaluation fee for each candidate attending the evaluation. [For example, the Patrol fees for a candidate attending both the Senior Ski and the Toboggan Evaluations on the same weekend total \$50.] (These fees are not intended to be passed on to the Senior candidate.) A patrol, at its option, may have this assessment waived by sending Senior Evaluators to the Evaluation (as may be identified per section 40.3.5). Every Senior Evaluator sent by the Patrol will qualify for one assessment fee waiver from that season's evaluation. To qualify for an assessment waiver, patrol Senior Evaluator(s) must be available for the entire evaluation. When an Evaluator cannot be present for the entire Evaluation a second eligible Evaluator may be sent by the Patrol to fill the vacated Evaluator's position and complete the evaluation. The Region Senior Program Administrator has the option to waive the Patrol Assessment fees if a sufficient number of eligible Evaluators from other Patrols are scheduled to attend. Failure of a Patrol to pay the fee by the start of the Evaluation or to provide at least one Evaluator for each Senior candidate from the Patrol may jeopardize, at the option of the Region Senior Program Administrator, that Patrol's candidate participation in the Evaluation. Candidates so denied and who have properly filed a Senior Evaluation Application and paid the evaluation fee shall have their evaluation fee refunded.

39.3 REGION REIMBURSEMENT OF SENIOR EVALUATORS' EXPENSES: It is suggested that when a Patrol sends Senior Evaluators, that the fees be made available to defray travel costs of the Patrol's own Senior Evaluators. All Patrol Senior OEC and Alpine Ski and toboggan Evaluation fees collected must be recorded and processed through the Region Treasurer. The Patrol fees collected from a specific evaluation shall be pooled to form a fund to reimburse the travel expenses of the Ohio Region Senior Evaluators participating in that Evaluation. Within 21 days after the Evaluation, each Senior Evaluator requesting reimbursement for expenses that have not been reimbursed by the local Ski Area or Patrol, must file a Region Expense Voucher sent through and approved by the Region Senior Program Administrator and the Assistant Region Director for Proficiency, and forwarded to the Region Treasurer in accordance with the procedures and reimbursement guidelines specified in section 10, *Financial Policies and Procedures*. After receiving the approved vouchers the Region Treasurer shall determine the ratio of expenses claimed to pool of fees collected for the Evaluation and use the ratio to prorate the reimbursements of up to 100% of the validated amounts claimed by those requesting reimbursement.

39.4 SENIOR ALPINE SKI AND TOBOGGAN EVALUATION - EVALUATORS:

39.4.1 DUTIES: Senior Evaluators evaluate Senior Candidates at Senior Alpine Ski and Toboggan Evaluations and participate in local area ski and toboggan training activities.

⁶² *NSP Policies and Procedures* Chapter 17.3 Ski and Toboggan Senior Program
Senior Manual, Third edition, version 3, September 2006
The Ski Patroller's Manual, 1997, Chapter 10 Alpine Ski and Toboggan Program, Chapter 18 Senior Program

- 39.4.2 APPOINTMENT:** Only NSP members who meet the training prerequisites and service requirements shall be considered for Senior Evaluator appointments. Each year/season new appointments and reinstatements are made as recommended by the Region Senior Program Administrator and approved by the Ski and Toboggan Board for a one year period.
- 39.4.3 PREREQUISITES:** To become a Ski/Board and/or Toboggan Senior Evaluator, a patroller must be a Senior or a Certified Patroller, must demonstrate ability and willingness to actively participate in home area training activities, must have successfully completed a Region Ski Trainer Workshop and Toboggan Instructor Clinic (40.2.6), must successfully observe a Ski and Toboggan Senior Evaluation and have demonstrated their scoring skills commensurate with Senior Evaluators, and must be approved by the Ski and Toboggan Board (40.1.3). Ski/Board Senior Evaluators must be PSIA/AASI level II certified with level III certification preferred. It is recommended that prospective Senior Evaluator have participated in several Senior Patroller Evaluations prior to becoming a Senior Evaluator.
- 39.4.4 SERVICE REQUIREMENTS:** To maintain Senior Evaluator status, a Patroller must be current Senior Patroller in accordance with National Ski Patrol policies, must attend a Region Training Clinic (40.2.7) at least once every three years, must participate in a Ski and Toboggan Senior Evaluation as a Senior Evaluator at least once every three years, and must continue to be active in training activities at the home area. Exceptions to these service requirements are made for the current Line Officers (Region Director, Section Chiefs and Patrol Representative/Directors) the Assistant Region Director for Proficiency, the Region Ski School Advisor, the Region Toboggan Advisor and the Region Senior Program Advisor
- 39.4.5 REACTIVATION OF INACTIVE SKI AND TOBOGGAN EVALUATION EVALUATORS:**
An inactive Senior Evaluator must attend a Region Training Clinic (40.2.7) and observe at a Senior Evaluation in a non-scoring capacity to be eligible for recommendation for reactivation by the Ski and Toboggan Board.

40.1 SKI AND TOBOGGAN BOARD (S&T BOARD): The purpose of the S&T Board is to review and guide the Senior Ski and Toboggan Program. The Board consists of Assistant Region Director for Proficiency (chair), the Region Ski School Advisor, Region Toboggan Advisor, and the Region Senior Program Administrator. The Assistant Region Ski School Advisor and the Assistant Region Toboggan Advisor and the Assistant Region Senior Program Administrator, if appointed, attend but do not vote at S&T Board meetings.

40.1.1 APPEALS: The S&T Board shall hear and decide appeals from senior candidates to any decisions made by the Region Ski School Advisor, Region Toboggan Advisor or the Region Senior Program Administrator.

40.1.2 ADVISOR REPLACEMENT RECOMMENDATIONS: The S&T Board may make recommendations to the Region Director for appointments to the Region Ski School Advisorship and Toboggan Instructor Development Advisorship or the Region Senior Program Administratorship in the event of a mid-season vacancy.

40.1.3 SENIOR EVALUATOR APPROVAL: To become a new or to be reinstated as a Senior Evaluator, a Patroller must be approved by the S&T Board. (See 39.4.3)

40.1.4 ESTABLISHES SENIOR SKI AND TOBOGGAN SEASON EVALUATION PLAN: Establishes the number, location(s) and desired schedule for each season's Region Ski and Toboggan Senior Evaluation(s).

⁶³ *NSP Policies and Procedures* Chapter 17 applies to the alpine, Nordic and Snowboard Ski and Toboggan Proficiency programs. The reader will need to refer to the *NSP Ski and Toboggan Training Manual* and the *NSP Ski Patroller's Manual, 14th edition, Chapter 18*. Region requirements cannot contravene NSP policies.

- 40.2.1 QUALIFICATIONS:** Shall be a registered Senior or Certified Patroller and an active Senior Evaluation Toboggan Instructor, an active Toboggan IT and shall fulfill all responsibilities and meet all minimum qualifications set forth in the *NSP Policies and Procedures*, section 6.5.8. Is appointed by the Region Director or by the Region Director's designee and supervised by the Assistant Region Director for Proficiency.
- 40.2.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.
- 40.2.3 REGION SKI AND TOBOGGAN BOARD:** Serves on the Region Ski and Toboggan Board.
- 40.2.4 GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (Section 8)
- 40.2.5 ASSISTANT:** Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region Toboggan Advisor who shall help administer the instructor development program. The Assistant shall, if possible, be from a section distant from the Region Toboggan Advisor and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief. The Assistant Region Toboggan Advisor meets with the S&T Board (40.1).
- 40.2.6 TRAINING UNIFORMITY:** Shall be responsible for establishing uniform training proficiency standards in the Region for all Senior level Toboggan training programs.
- 40.2.7 TRAINING AND RECOMMENDING SENIOR EVALUATION TOBOGGAN EVALUATION CANDIDATES:** Responsible for organizing annual Region Toboggan Instructor Clinic(s) to train patrollers, who meets the prerequisites to become Senior Toboggan Evaluation Evaluators (39.4.3). Such clinics shall be used to train and to determine which patrollers can demonstrate the toboggan and instructing skills necessary to become an effective Senior Evaluation Toboggan Evaluators. The Region Toboggan Advisor shall prepare a recommended list of Senior Evaluation Toboggan Evaluator Candidates who have adequately demonstrated the specified skills and, no less than 7 days following the Toboggan Instructor Clinic(s), forward it to the Region Senior Program Administrator for consideration by the S&T Board (40.1.3).
- 40.2.8 REFRESHER CLINIC FOR SENIOR TOBOGGAN EVALUATORS:** Shall organize an annual Region Refresher Clinic for all active Senior Toboggan Evaluators (and inactive Senior Toboggan Evaluators seeking reinstatement) to demonstrate and maintain skill levels commensurate with Senior Evaluation standards and shall forward a list of all the participants in this refresher clinic to the Region Senior Program Administrator.
- 40.2.9 REGION SENIOR TOBOGGAN EVALUATION INSTRUCTOR CADRE:** In consultation with the S&T Board, establish the number of active Senior Evaluation Toboggan Evaluators needed to operate an effective Senior Ski and Toboggan Evaluation during the coming seasons. Maintain a data base of the prerequisite qualifications and service activity records for each Region Senior Toboggan Evaluator. At the beginning of each season, send a copy of the data base to the Region Senior Program Administrator along with any periodic updates. Using these records and other information, project the number of Senior Toboggan Evaluators expected to be active for the coming seasons and work to recruit and train enough Senior Toboggan Evaluator Candidates each year to assure that the numbers required will be met.

40.2.10. REGION TOBOGGAN INSTRUCTOR TRAINER CADRE: In consultation with the S&T Board, establish the number of active Instructor Trainers needed to operate an effective Region training staff during the coming seasons. Maintain a data base of service activity records for each Region Instructor Trainer. Using these records and other information, project the number of Instructor Trainers expected to be active for the coming seasons and work to recruit and train enough Instructor Trainers each year to assure that the numbers required will be met.

40.2.11. TOBOGGAN INSTRUCTOR TRAINER RESPONSIBILITIES AND DUTIES: Instructor Trainers should have several years of experience as a trainer. Instructor Trainers are fully expected to participate in most Region events including: SES, TES, STW, Senior Evaluations, local test and Frosties. Instructor Trainers will maintain an activity training log and shall file it annually at the end of the season with the Region and Division Toboggan Advisor to demonstrate active participation in Region events

40.2.12. REGION TOBOGGAN INSTRUCTOR TRAINER PROCESS: Region Toboggan Advisor receives candidate recommendation for Instructor Trainer consideration from Instructor Trainer Cadre members. The Region Toboggan Advisor registers Instructor Training course with the Central Division Toboggan Advisor and assigns a Region Instructor Trainer to mentor the Instructor Trainer Candidate until all skill levels have been met. The Instructor Trainer mentor shall, If possible, be from a distant section or different patrol from the Instructor Trainer Candidate. Proficiency in movement analysis, communication skills, scoring skills, teaching skills (should be able to teach Toboggan trainers how to teach) knowledge of learning style skills, class organization skills and risk management and safety awareness skills must be demonstrated. Upon satisfactory completion of the mentoring process, the Region Toboggan Advisor will notify the Central Division Toboggan Advisor that the Instructor Training course been completed and the new Instructor Trainer appointment should be assigned. Instructor Trainers are appointed on a demand basis. If the current IT staff is sufficient to satisfy the local and regional needs, no new Instructor Trainers should be appointed.

40.2.13 TOBOGGAN ENHANCEMENT SEMINAR (TES) COURSES: Shall coordinate all TES courses in the Ohio Region and register course records of patrollers who successfully complete the courses in the Region with NSP Member Information Service Team (MIST) and maintain records of patrollers who instruct the TES courses in the Region Toboggan Instructor data base and Region Senior Toboggan Evaluator data base.

40.3 REGION SENIOR PROGRAM ADMINISTRATOR

40-3

40.3.1 QUALIFICATIONS: Shall be an active Senior Evaluator and shall fulfill all responsibilities and meet all minimum qualifications set forth in the *NSP Policies and Procedures*, section 6.5.8. Is appointed by the Region Director or by the Region Director's designee and supervised by the Assistant Region Director for Proficiency.

40.3.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.

40.3.3 REGION SKI AND TOBOGGAN BOARD: Serves on the Region Ski and Toboggan Board.

40.3.4 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (Section 8)

40.3.5 ASSISTANT: Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region Senior Program Advisor who shall help administer the Senior Evaluator development program. The Assistant shall, if possible, be from a section distant from the Region Senior Program Advisor and may have a Patrol or Section position other than Patrol Director/Representative or Section Chief. The Assistant Region Senior Program Advisor meets with the S&T Board (40.1).

40.3.6 PRIMARY RESPONSIBILITIES AND DUTIES: Shall be the Instructor of Record, responsible for planning, executing and reporting on the Ohio Region Ski and Toboggan Senior Evaluations in accordance with guidance set by the S&T Board and OEC Administrator. Such Senior Evaluation shall be held in the Region at least once annually, or as determined by the S&T Board, and always in accordance with NSP guidelines, standards and requirements. The evaluation(s) must be registered with the NSP Member Information and Service Team (MIST), and the *DOWNHILL* Editor must be advised of the date and location of the clinic as early as possible for publication in the *DOWNHILL*, Region Calendar and for posting on the Region web site. Shall maintain any other records necessary to plan and conduct these evaluations. Establishes and maintains a progress record of the completion of core evaluation and elective courses for each current Senior Candidate. Notifies the Awards Advisor when a Candidate has completed the Senior requirements. The purpose of the Region record is to standardize simple evaluation application and record keeping procedures and to assure that Senior Candidates receive prompt credit for completing their Senior requirements. Region Senior Candidate records are not maintained for patrollers after they receive their Senior classification nor are records maintained for inactive Senior candidates.

40.3.6.1 EVALUATOR DISQUALIFICATIONS: Unless there is a critical shortage of available Senior Evaluators to evaluate candidates at a Senior Evaluation as determined by the Region Senior Program Administrator, the Region Director, Assistant Region Director for Proficiency, Region Ski School Advisor, Region Toboggan Advisor and Region Senior Program Administrator will not evaluate Senior candidates. Section Chiefs and Patrol Representatives/Directors will not evaluate candidate patrollers from their section or home area respectively unless so requested by the Region Senior Program Administrator because of a critical shortage of senior evaluators.

40.3.6.2 EVALUATION COURSE COMPLETION RECORD AND INSTRUCTOR ACTIVITY RECORDS: Signs individual Senior Candidate logs for Senior Candidates who pass the Ski and Toboggan Senior Evaluation when so requested by the Senior Candidate (38.6). Within 14 days following the Senior Evaluation, shall prepare a NSP Course Completion Record form, listing all candidates and Evaluators (on page 3) who participated in the evaluation, and indicating which candidates completed, passed or failed the evaluation. The Region Senior Program Advisor shall retain one copy of the Course Completion Record and forward a copy to the NSP MIST, to the appropriate Central Division Education Program Supervisor, the Region Senior Program Administrator, the Region Ski School Advisor, the Region Toboggan Advisor (for keeping the Senior Evaluation Instructor Records current) and the Assistant Region Director for Proficiency. Courtesy copies of the Course

Completion Record should be sent to the Patrol Representative/Director of every participating patrol (candidate or evaluator), and to participating Senior Evaluators (for keeping their Instructor Activity Record). As soon as possible, in order to meet the next publication deadline, an account of the Ski and Toboggan Senior Evaluation, listing all candidates who successfully completed the Evaluation and the participating evaluators, should be sent to the *DOWNHILL* Editor.

40.3.7 SENIOR EVALUATOR PERFORMANCE RECOMMENDATIONS: Each year with the recommendations of the Region Toboggan Advisor and Region Ski School Advisor shall recommend to the S&T Board a list of Senior Evaluators who, based on past performance and PSIA/AASI certifications should be re-appointed. Shall invite Senior Evaluator Candidates who have demonstrated adequate skills during a Region Ski Trainer Workshop and Toboggan Instructor Clinic (40.2.6) and are approved by the S&T Board to the Region Ski and Toboggan Senior Evaluation for demonstrating their scoring skills (39.4.3). Inactive patrollers must have met the requirements of 39.4.5 to be reinstated on the reappointment list.

40.3.8 RECRUITING SKI AND TOBOGGAN SENIOR EVALUATORS: Shall solicit, with the assistance of the Patrol Representative/Director (39.2.2), eligible Senior Evaluators from each Patrol sending Candidates to the Ski and Toboggan Senior Evaluation

40.4 ALPINE SKI SCHOOL ADVISOR

40-4

40.4.1 QUALIFICATIONS: Shall be a registered Senior or Certified Patroller and a member in good standing of NSP-C Ski School and who is at a minimum PSIA/AASI Level II certified, (Level III certified preferred), and is willing to provide the leadership necessary for the continuous development of the skiing and snowboarding program in the Ohio Region. Is appointed by the Region Director or by the Region Director's designee and supervised by the Assistant Region Director for Proficiency.

40.4.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Proficiency.

40.4.3 REGION SKI AND TOBOGGAN BOARD: Serves on the Region Ski and Toboggan Board.

40.4.4 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (Section 8)

40.4.5 ASSISTANT: Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region Ski School Advisor who shall be a registered Senior or Certified Patroller and a member in good standing of NSP-C Ski School and who is at a minimum PSIA/AASI Level II certified who shall help administer the Region Ski School program. The Assistant shall, if possible, be from a section distant from the Region Ski School Advisor and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief. The Assistant Region Ski School Advisor meets with the S&T Board (40.1).

40.4.6 TRAINING UNIFORMITY: Shall be responsible for promoting the Region NSP-C Ski School and the use of PSIA/AASI teaching and instruction standards and methodology throughout the Region Instructor Cadre and throughout Region S&T training programs.

40.4.7 TRAINING AND RECOMMENDING SENIOR EVALUATOR CANDIDATES: Responsible for organizing annual Region Ski Trainer Workshop(s) to train patrollers, who meet the prerequisites to become Senior Evaluators (39.4.3). Such clinics shall be used to train, refresh and to determine which patrollers can demonstrate the skills necessary to become effective Senior Evaluation Evaluators. The Region Ski School Advisor shall prepare a recommended list of Senior Evaluator Candidates who have adequately demonstrated the specified skills and, no less than 7 days following the Ski Trainer Workshop(s), forward it to the Region Senior Program Administrator for consideration by the S&T Board (40.1.3).

40.4.8 TRAINING CLINIC FOR SENIOR EVALUATORS: Shall organize an annual Region Ski Trainer Workshop(s) for all active Senior Evaluators (and inactive Senior Evaluators seeking reinstatement) to demonstrate and maintain skill levels commensurate with Senior Evaluation standards (39.4.3). Shall forward a list of all the participants in this Ski Trainer Workshop(s) to the Region Senior Program Administrator no less than 7 days following the Ski Trainer Workshop(s),

40.4.9 REGION SENIOR EVALUATOR CADRE: In consultation with the S&T Board, establish the number of active Senior Evaluation Evaluators needed to operate an effective Senior Ski and Toboggan Evaluation during the coming seasons. Maintain a data base of the prerequisite qualifications and service activity records for each Ohio Region Senior Evaluator. At the beginning of each season, send a copy of the data base to the Region Senior Program Administrator along with any periodic updates. Using these records and other information, project the number of Senior Evaluators expected to be active for the coming seasons and work to recruit and train enough Senior Evaluator Candidates each year to assure that the numbers required will be met.

40.4.10 SKI/SNOWBOARD ENHANCEMENT SEMINAR (SES) COURSES: Shall coordinate all SES courses in the Ohio Region and register course records of patrollers who successfully complete the courses in the Region with NSP Member Information Service Team (MIST). Maintains records of patrollers who instruct the SES courses in the Region NSP-C Ski School data base and Region Senior Evaluator data base.

41.1 QUALIFICATIONS: Shall be a registered Senior, Senior Auxiliary or Certified Patroller and an Instructor Development Instructor Trainer (ID IT) or an Instructor Development Instructor pursuing ID IT certification, who is willing to make a commitment to maintain a high level of ID instruction, mentoring and evaluation at all Patroller levels in the Ohio Region. Must have at least one year's experience as an ID Advisor, ID IOR, or similar position at the Patrol or Section level and must have demonstrated good administrative and organizational skills.

41.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Proficiency.

41.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff Officer's General Duties (section 8).

41.4 ASSISTANT AND ASSISTANT QUALIFICATIONS: Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region ID Administrator who shall help administer the Region ID program. The Assistant shall, if possible, be from a section distant from the Region ID Advisor and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief. The Assistant shall be a registered Senior, Senior Auxiliary or Certified Patroller and an ID IT or ID Instructor or Instructor pursuing ID Instructor status, who is willing to make a commitment to maintain a high level of ID instruction, mentoring and evaluation at all Patroller levels in the Ohio Region. Must have at least one year's experience as an ID Advisor, ID IOR, or similar position at the Patrol or Section level and must have demonstrated good administrative and organizational skills.

41.5 SECTION ID ADVISORS: Shall recommend to the respective Section Chiefs, qualified Patrollers to serve as Section ID Advisors and who will supervise all ID activities in each Section if determined to be needed for the given year. It is highly recommended that Patrollers recommended as Section ID Advisor candidates shall be certified ID ITs or ID Instructors.

41.6 ID INSTRUCTOR TRAINERS (IT's): Shall maintain an adequate cadre of ID ITs to insure that Quality Assurance Program guidelines for ID are met by identifying and developing qualified candidates for the position of ID IT from among experienced ID instructors in the Region. Development of potential candidate ID ITs should include the candidate observing and teaching at ID classes while an assigned ID IT mentors and observes them. Upon successful completion of the mentoring program, the Region ID Advisor will recommend the IT candidate for IT appointment by the Division Supervisor. Actual appointments to the position of ID IT are made by the Division ID Supervisor. Within each Section, the target ratio is a minimum of one ID IT for every ten ID instructors.

41.7 ID INSTRUCTOR TRAINERS ROLES AND RESPONSIBILITIES: ID ITs serve the Region as instructional resources that provide support and quality assurance of Region instruction and mentoring programs for ID, OEC, Toboggan, Avalanche, and Mountain Travel and Rescue. It is expected that ID IT's will participate in Region instruction activities outside of their local patrols whenever possible. Lack of participation and support of the Region ID programs may lead to revocation of ID IT status. Recommendation for removal of ID IT status shall be the discretion of the ID Advisor, Assistant Region Advisor for Proficiency and Division ID Supervisor.

41.8 ID INSTRUCTOR TRAINING (IT): Shall coordinate ID IT's within the region to complete ID Training throughout the region and to promote effective mentoring program to support NSP educational programs.

41.9 ID INSTRUCTOR RECORDS: Shall provide oversight for the maintenance of current and accurate records for the activities of all ID instructors within their Sections of the Ohio Region. Shall insure that the Region's ID Instructor records at the National office are kept up-to-date in a timely manner. Shall coordinate with areas and/or sections for the annual review and submission of instructor recertification and IT appointments for the upcoming year, meeting all division deadlines.

41.10 ID Training Courses: Shall be responsible for the administration of the ID Training courses in the Region in accordance with NSP standards and guidelines. Shall ensure that ID courses are reflected in the Region calendar that is published in the September issue of the *DOWNHILL* and on the Region website and that ID courses are scheduled enough in advance for common email notification to Patrollers. Shall work with Section ID Advisors and Patrol Representatives/Directors or Local ID Advisors to ensure that at least one ID course is scheduled in each Section every year. Reports for ID courses shall be compiled by the local Section ID Advisor and/or the Course Instructor of Record and submitted to the Region ID Administrator within ten days of course completion.

41.11 ID COURSE QUALITY ASSURANCE PROGRAM: Shall insure that each ID course has an Instructor Trainer assigned to monitor and provide QA input (including completion of QA forms) for the course. The QA report will be submitted to the ID Administrator within ten days of course completion. The ID Administrator will forward the QA report to the ARD Proficiency and the Division ID Supervisor.

41.12 DIVISION/NATIONAL PROJECTS: Shall actively participate in Central Division and NSP projects as assigned. Shall liaise with Central Division and National ITs and advisors as appropriate.

42 INSTRUCTOR DEVELOPMENT (ID) POLICIES AND PROCEDURES 42-1

42.1 NO UNIQUE REGION POLICIES: All policies and procedures controlling ID training and quality assurance are documented in Chapter 11 of the NSP Policies and Procedures, the ID Instructor's Manual, and the *NSP Ski Patroller's Manual*, 14th edition.

43.1 QUALIFICATIONS: Shall be a Certified Ski Patroller willing and able to perform the duties of Region Certified Patrol Advisor.

43.2 APPOINTMENT AND SUPERVISION: Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.

43.3 PROMOTION OF CERTIFIED PROGRAM: Shall promote the Division Certified Patroller program and be available to consult and advise Region Patrollers interested in becoming Certified Patrollers.

43.4 OHIO REGION EVENTS: Responsible to be the Instructor of Record for Ohio Region administered events, including the annual Ohio Region Certified Qualification Clinic and the Ohio Region Recertification event held at Perfect North Slopes, a Division approved testing site. This event is also a showcase event for Ohio Region potential candidates.

43.5 ACTIVE PARTICIPATION: Advisor to actively participate in the Annual Certified Division Test, and promote active participation of all Ohio Region Certified Staff at the Annual Test and throughout the Ohio Region.

43.6 OHIO REGION STAFF: Advisor to have active communication with the Ohio Region Staff, and encourage them to act as a resource to the Ohio Region patrols they serve.

43.7 OHIO REGION HOST: Responsible to help promote Ohio at Certified Annual Meeting as one of the testing venues for the Division Certified Test.

43.8 INFORMATION SOURCE FOR REGION: Shall advise Region Officers and Advisors on matters relating to the Certified Program.

43.9 DIVISION PROGRAM: Because the Certified Program is a Central Division program, the Ohio Region will administer it as such and never operate independently of the Central Division Policies and Procedures for the Certified program.

43.10 DIVISION COMMUNICATION: Advisor to actively participate and represent Ohio in all communication required with Central Division Certified Director.

43.11 ASSISTANT ADVISOR: In conjunction with Assistant Region Director, Programs, Advisor to name an Assistant Advisor to carry out all duties described above.

⁶⁴ *NSP Policies and Procedures*, Chapter 17.4 - Certified Program
The Ski Patroller's Manual, 13th ed., Chapter 11

This Page Intentionally Blank

INDEX for REGION POLICIES AND PROCEDURES

INDEX

Applications.....	61	Administration.....	7
Senior Candidate.....	61	Line.....	7
Senior Evaluation.....	61	Member Board of Governors.....	7
Registration Materials.....	21	NSP Appointments Review Board.....	7
Processing.....	21	Other Duties.....	7
Senior Evaluators.....	63	Programs.....	7
Appointment.....	64	Qualifications.....	7
Prerequisites.....	64	Removal.....	7
Reactivation of Inactive.....	64	Represent the Ohio Region Director.....	7
Accounts.....	15	Supervision.....	7
Administration.....	89	Proficiency.....	7
Administrative Budgets And Reports.....	13	Appointment and Supervision.....	7
Administrative Expense Reimbursement.....	16	Assistant Section Chiefs.....	9
Advanced Mountain Travel and Rescue.....	52	Auxiliary Advisor.....	47
Non-NSP Member.....	53	Auxiliary Records.....	47
Alumni.....	21	Information Dissemination.....	47
Alumni Advisor.....	35	Patroller Enrichment Seminars.....	47
Alumni Member List.....	35	Qualifications.....	47
Information For Alumni.....	35	Reports to ARD for Programs.....	47
Qualifications.....	35	Auxiliary Policies.....	48
Self Financing Budget.....	35	Advanced NSP Training.....	48
Supervision.....	35	Duty Assignments.....	48
Downhill.....	35	First Aid Belt.....	48
Alumni Policy.....	36	Senior Program.....	48
Alumni OEC Instructors.....	36	Skiing Proficiency Improvement.....	48
Alumni Visits.....	36	Uniform and Badges.....	48
Region Alumni Activities.....	36	Avalanche.....	
Registration.....	36	Course Completion Records.....	49
Annual Financial Report.....	12	Phase II Instructor Training.....	51
Annual Financial Summary.....	17	Avalanche Advisor.....	49
Region.....	17	Additional Basic Courses.....	49
Annual Financial Summary Calendar.....		Annual Basic Course.....	49
Patrol Report Due.....	17	Assistant Advisor.....	50
Region Report Due.....	17	Course Fees.....	49
Section Report Due.....	17	Division Duties.....	49
Annual Patrol Activity Report.....	12	Instructor Records.....	49
Annual Program Reports.....	13	Instructor Standards.....	49
Advisors.....	13	Instructor Training.....	49
Officers.....	13	Qualifications.....	49
Annual Region Financial Report.....	15, 39	Reports Through ARD Programs.....	49
Archive Annual Region Roster.....	20	Supervision.....	49
Archives.....	39	Avalanche Education.....	49
Area Emergency Plan.....	12, 42	Avalanche Policies.....	51
Area Lift Evacuation Plan.....	12	Non-NSP Students.....	51
Assistant Advisor.....		Self-supporting Budget.....	51
Avalanche.....	50	Avalanche Program.....	51
Mountain Travel and Rescue.....	52	Archives.....	39
S&T Instructor Development.....	65	Award Filing Deadlines.....	
S&T Senior Evaluation.....	66	Angel Pins.....	28
Assistant Region Director (ARD).....	7	Bravo.....	28
Sage.....	28	Certificates of Appreciation.....	28
Service Recognition.....	28	Merit Stars.....	28
		Outstanding.....	28
		Awards Advisor.....	25
		Supervision.....	25

INDEX for REGION POLICIES AND PROCEDURES

Minimum Requirements Review	25	Chair	
NSP Appointments Review Board	25	Awards Board	25
Qualifications	25	Chair-lift Evacuation Refresher	11
Reports Through ARD Administration	25	Contact Region Legal Advisor.....	19
Awards Archives.....	39	Course Fees.....	17, 51, 53
Awards Board	25	Amounts by Course	Appendix A
Alternates	25	Mountain Travel and Rescue Program	53
Appointed by the Chair	25	Senior Evaluations	61
Chair.....	25	Submitted to Treasurer	17
Qualifications	25	Date of Green Memorial	55
Awards Policies	26	Deadline	
Award Submissions Encouraged	27	Voter Eligibility	23
Deadline	27	Leadership Commendation Appointment.....	30
Evaluation Procedures.....	28	National Appointment Nomination	30
Evaluations Confidential	28	Section Panel Recommend.....	30
Filing Deadlines	28	Ballots Returned.....	23
Late Submissions.....	27	Downhill.....	31
Nomination Accuracy and Authenticity	28	Financial Report.....	17
Nominations must Meet Pub. Deadlines	27	Nomination.....	23
Nominations Processing.....	26	Award Nomination	28
Selection Meeting Date	28	Distinguished Service Nomination	30
Standards.....	27	Dick Schleicher Award.....	27
Ballots.....	23	Distinguished Service Awards (DSA).....	30
Mailed to Electors	23	Division Activities	13
Returned Postmarked	23	Region Advisor Participation	13
Banquet and Awards Ceremony.....	1	Division Reimbursement.....	13
Basic Mountain Travel and Rescue	52	Division Reimbursement.....	16
Board of Governors	3	Advisor Travel	16
Approval for Fund-raising.....	38	For Division Meetings.....	16
Non-voting Member	15	Downhill1, 9, 13, 14, 28, 35, 39, 43, 47, 49, 52, 54-56	
Registration Fee, Set by	21	Advisor.....	30
Board of Governors Meetings.....	31	Archives	39
Attendance	15, 24, 31	Deadlines.....	31
Downhill Advisor	30	Financial Report.....	32
Minutes.....	24, 39	Notification of Election.....	22
On-hand References	24	Organization Chart	32
Records	24	Program Publicity.....	32
Bonding of Officers	16	Public Relations Policies.....	32
Central Division Expense	16	Publication Dates	32
Region Director.....	16	Region Calendar.....	32
Treasurer	16	Region Financial Summaries.....	15
Bookkeeping System	15	Election Announcement.....	23
Budget Expense Categories	17	Election Dates.....	23
Budget Review Committee	16	Election Procedures	23
Campaign Expenses.....	23	Candidate Campaign Information	23
Candidate Campaign Information	23	Division Election Policy.....	23
Candidate Résumés.....	23	Election Results	23
Certified Patroller Advisor	69	Elections Coordinator	22
Qualifications	69	Elections Coordinator	
Information Source.....	69	Duties	22
No Separate Region Program.....	69	Qualifications	22
Promotion of Certified Program.....	69	Emergency Powers	2
Authority	2, 6	Report.....	6
Limitations	2, 6	End of Fiscal Year	17
Region Director.....	2, 6	Equipment Advisor	33

INDEX for REGION POLICIES AND PROCEDURES

Position Deactivated.....	33	Plans and Budgets	13
Equipment Policies and Procedures.....	34	Program and Budget Authority	13
Discontinued	34	Records	14
Expenditure Records.....	15	Green Memorial, No Team Entry Limit	55
Expense Vouchers	13	Green Memorial Advisor	54
Expense Vouchers and Bills	16	Host Area	54
Approved by.....	16	Purpose.....	54
Paid Bills or Sales Slips	16	Qualifications	54
Fall Meeting.....	1	Reports to ARD for Programs	54
Approval for Fund-raising Activities	38	Supervision.....	54
Location	1	Publicity	54
Fees	Appendix A	Purpose.....	54
Avalanche Program.....	51	Green Memorial Award	55
Green Memorial Competition	55	Division Outstanding Student Patroller	55
Late Fee.....	21	Green Memorial Policies	55
Mountain Travel and Rescue Courses set by	52	Background and Purpose.....	55
Pro Forms.....	33, 34	Date and Events.....	55
Registration	21	Enjoyable Competition.....	55
Section Registration	10	Fund	55
Senior Evaluations	61	Inter-patrol Teams.....	55
Financial Policies.....	1	Low Budget.....	55
Administrative Expense Reimbursement.....	16	Grievances and Appeals.....	1
Air Travel Reimbursement	16	Finding	2
Bonding of Officers	16	Hearing.....	1
Budget Expense Categories.....	17	Section Level or Higher	1
Division Reimbursement	16	Within the Patroller's Patrol	1
Expense Vouchers and Bills.....	16	Hazard Identification and Correction.....	42
Lodging Cost Reimbursement	16	Higher-level Policy	1
No Local Travel Cost Reimbursement	16	Historian	20, 24, 39
Program and Budget Authority	16	Annual Plan and Budget.....	39
Reimbursement for Food Costs	16	Historical Articles	39
Reporting Calendar	17	Holdings Review	39
Self-financing Programs.....	17	Holding Simultaneous Region Positions.....	3
Travel Reimbursement	16	Exception	3
Voucher Approval and Processing	17	Individual Patroller History Record.....	12
Financial Report	32	Instructor Training	
Financial Reporting Calendar	17	Phase II Avalanche.....	49
Fund-raising.....	10	Insurance Advisor	43
Fund-raising Activities.....	38	Consultant	43
Approval	38	Position Deactivated.....	33, 43
Fund-raising Advisor	37	Responsibility.....	43
Purpose.....	37	Insurance Policies	44
Fund-raising Policies	38	Late Fee, Registration	21
Accounting for Expenditure	38	Leadership Commendation Appointment	30
Coordination.....	38	Leadership Development	5
Incentives	38	Legal Actions and Responsibilities.....	19
Funds Receipt and Expenditures.....	15	Legal Advisor	18
General Duties	13	Appointment and Supervision	18
Coordination and Schedules	14	Consultation	18
Division Activities.....	13	Official Point of Contact	18
Officers' and Advisors'	13	Qualifications	18
Responsibility.....	18	Local Emergency Plan	42
Legal Procedures	19	Lodging Cost Reimbursement.....	16
Contact Region Legal Advisor	19	Medical Advisor	59
Lift Evacuation Plan (LEP) Review.....	12	Qualifications	59

INDEX for REGION POLICIES AND PROCEDURES

Reports Through ARD Proficiency	59	Not for Profit Policy	1
Supervision.....	59	Notification of Legal Actions	18
Division Duties.....	59	NSP and Division	14
Section and Patrol Medical Advisors	59	Program Execution Authority.....	14
Supplemental Training	59	NSP Appointments Sponsors.....	30
Supplemental Training Supervisory Authority		NSP Appointments Review Board	
.....	60	Awards Advisor.....	25
Medical Policies	60	Chair.....	29,30
Mid-season Budget Modifications	16	Chair Appointment.....	29
Mid-season Program or Budget	13	Chair Duties	29
Mid-season Program or Budget Modification Approval		Chair Qualifications	29
Minutes of Board of Gov. Meetings	24	Meetings.....	30
Archiving.....	24	Membership	29
Mock Senior Evaluation	66	Quorum	30
Mountain Travel and Rescue Advisor	52	Sponsor Exclusion.....	29
Annual Courses	52	Voting	30
Assistant Advisor	52	NSP Appointments Review Policies.....	30
Course Records	52	OEC Administrator	56
Instructor Records	52	Completed the Senior OEC Evaluation	56
Instructor Training	52	Evaluation Records	57
Qualifications	52	Instructor Activity Reports	57
Reports to ARD for Programs	52	Instructor Records	56
Supervision.....	52	OEC Instructor Trainers.....	56
Division Duties.....	52	OEC Instructor Training.....	56
Instruction Standards.....	52	OEC Phase II	56
Mountain Travel and Rescue Policies		OEC Refresher Oversight.....	56
Advanced Course Scheduling.....	53	OEC Refreshers.....	56
Field Session Scheduling.....	53	Qualifications	56
Non-NSP Member Students	53	Refresher Study Guide Distribution	57
Phase II Instructor Training	53	Section OEC Advisors	56
Mountain Travel and Rescue Program		Senior OEC Evaluations.....	57
Course Fees..... Appendix A, 52, 53		Supervision.....	56
Self-supporting.....	53	OEC Instructor Records.....	56
National Appointments.....	30	OEC Policies	58
Nomination Deadline		No Unique Region Policies	58
Reg Director & Sec Chief	23	OEC Refreshers	56
Non NSP Students		Calendar	56
Basic Avalanche.....	51	Officers	
Advanced Mountain Travel and Rescue.....	53	Reimbursement.....	13
Basic Mountain Travel and Rescue Course	53	Ohio Region Policies and Procedures.....	24
Nonexpendable Equipment.....	13	Board Minutes Updates.....	24
Inventory	13	On-the-hill Refreshers.....	11
Record	13	On-the-trail-refreshers.....	45
Nordic Advisor	45	Organization	3, 4
Senior, Primary Registration	45	Outstanding Awards.....	26
Division Coordination	45, 70	Alpine Patrol	26
Nordic Ski and Toboggan Proficiency	45	Alpine Patroller	26
On-the-trail-refreshers	45	Auxiliary Patroller.....	26
Nordic Patroller Uniform.....	46, 71	Instructor	26
Nordic Policies	46	Professional Ski Patroller.....	26
National Chairman's Patroller, Administration		Small Alpine Patrol	26
.....	26	Student Patroller.....	26
Nordic Patrol.....	26	Robert D. Sherry Award.....	26
Nordic Patroller.....	26	Outstanding Patrol Nomination ~ Percentage Basic	
Patrol Director.....	26		

INDEX for REGION POLICIES AND PROCEDURES

<p>Avalanche & Mountain Travel and Rescue26</p> <p>Past Ohio Region Directors29</p> <p>Patrol</p> <p style="padding-left: 20px;">Emergency Plan.....42</p> <p style="padding-left: 20px;">Ski Safety-promotion42</p> <p>Patrol Director11</p> <p style="padding-left: 20px;">Annual Financial Report12</p> <p style="padding-left: 20px;">Annual Patrol Activity Report.....12</p> <p style="padding-left: 20px;">Area Emergency Plan.....12</p> <p style="padding-left: 20px;">Area Management11</p> <p style="padding-left: 20px;">Auxiliary Policies48</p> <p style="padding-left: 20px;">Award Nomination Submissions12</p> <p style="padding-left: 20px;">Coordination.....38</p> <p style="padding-left: 20px;">CPR-BLS Certification11</p> <p style="padding-left: 20px;">Designate Patrol Staff.....11</p> <p style="padding-left: 20px;">Lift Evacuation Plan (LEP)12</p> <p style="padding-left: 20px;">Officer of the Ohio Region.....11</p> <p style="padding-left: 20px;">Patrol and Patroller Registration12</p> <p style="padding-left: 20px;">Patrol Newsletters40</p> <p style="padding-left: 20px;">Patroller Records.....12</p> <p style="padding-left: 20px;">Qualifications11</p> <p style="padding-left: 20px;">Refreshers.....11</p> <p style="padding-left: 20px;">Region Meetings11</p> <p style="padding-left: 20px;">Reports to11</p> <p>Patrol Staff.....11</p> <p>Patroller Enrichment Seminars47</p> <p style="padding-left: 20px;">Every Other Year47</p> <p style="padding-left: 20px;">Phase II Training47</p> <p>Patroller Records12</p> <p style="padding-left: 20px;">Course Completion Records.....14</p> <p style="padding-left: 20px;">Electives14</p> <p style="padding-left: 20px;">Senior Record Upgrade12</p> <p style="padding-left: 20px;">Senior Requirements14</p> <p>Phase II - Alpine Toboggan66</p> <p>Phase II Instructor Development</p> <p style="padding-left: 20px;">OEC.....56</p> <p style="padding-left: 20px;">Avalanche.....49</p> <p style="padding-left: 20px;">Mountain Travel and Rescue.....53</p> <p style="padding-left: 20px;">Snowboard70</p> <p>Position Deactivated</p> <p style="padding-left: 20px;">Insurance Advisor33, 43</p> <p style="padding-left: 20px;">Safety Advisor.....41</p> <p>Program and Budget Authority16</p> <p>Program Publicity32</p> <p>Proposed Region Program Form.....13</p> <p>Public Relations Policies32</p> <p>Publicity for Green Memorial54</p> <p>Qualificationsfound in all Advisor Sections</p> <p style="padding-left: 20px;">Auxiliary Advisor.....47</p> <p style="padding-left: 20px;">Cooperating with the Division.....5</p> <p style="padding-left: 20px;">Coordination of Activities6</p> <p style="padding-left: 20px;">Division Duties.....5</p> <p style="padding-left: 20px;">Division Reimbursement16</p> <p style="padding-left: 20px;">Elected5</p>	<p>Awards Advisor.....25</p> <p>Quorum</p> <p style="padding-left: 20px;">NSP Appointments Review Board30</p> <p>Recording Secretary.....24</p> <p style="padding-left: 20px;">Attend Board Meetings24</p> <p style="padding-left: 20px;">Duties24</p> <p>Records, Advisors & Officers.....14</p> <p style="padding-left: 20px;">Turn over.....14</p> <p>Refreshers</p> <p style="padding-left: 20px;">Chair-lift Evacuation11</p> <p style="padding-left: 20px;">OEC.....11</p> <p style="padding-left: 20px;">On-the Trail45</p> <p style="padding-left: 20px;">On-the-hill11</p> <p style="padding-left: 20px;">On-the-snow11</p> <p style="padding-left: 20px;">On-the-trail.....11</p> <p style="padding-left: 20px;">Snowboard Patrolling.....70</p> <p>Region</p> <p style="padding-left: 20px;">Alumni Activities36</p> <p style="padding-left: 20px;">Avalanche Education.....49</p> <p style="padding-left: 20px;">Awards27</p> <p style="padding-left: 20px;">Historian.....39</p> <p>Region Advisors</p> <p style="padding-left: 20px;">Areas of Appointment3</p> <p style="padding-left: 20px;">Annual Report13</p> <p style="padding-left: 20px;">Calendar and Registration Information14</p> <p style="padding-left: 20px;">Division Activities.....13</p> <p style="padding-left: 20px;">Functional Areas3</p> <p style="padding-left: 20px;">Nonexpendable Equipment13</p> <p style="padding-left: 20px;">Program and Budget Authority13</p> <p style="padding-left: 20px;">Reimbursement.....13</p> <p>Region Awards27</p> <p style="padding-left: 20px;">Angel Pin and Super Angel Awards27</p> <p style="padding-left: 20px;">Bravo.....27</p> <p style="padding-left: 20px;">Certificate of Appreciation27</p> <p style="padding-left: 20px;">Dick Schleicher27</p> <p style="padding-left: 20px;">OEC Trainer.....27</p> <p style="padding-left: 20px;">Region Director's Award27</p> <p style="padding-left: 20px;">Sage.....27</p> <p style="padding-left: 20px;">Ski and Toboggan Trainer.....27</p> <p>Region Calendar1, 32</p> <p style="padding-left: 20px;">Alternate Dates.....1</p> <p style="padding-left: 20px;">Downhill.....1</p> <p>Region Director3, 5</p> <p style="padding-left: 20px;">Nomination Deadline23</p> <p style="padding-left: 20px;">NSP Appointments Rev. Board Member6</p> <p style="padding-left: 20px;">Appoint Advisors5</p> <p style="padding-left: 20px;">Articulating the Overall Region Goals5</p> <p style="padding-left: 20px;">Bonded16</p> <p style="padding-left: 20px;">Chain-of-command.....5</p> <p style="padding-left: 20px;">Election Dates23</p> <p style="padding-left: 20px;">Emergency Powers:6</p> <p style="padding-left: 20px;">Final Authority5</p> <p style="padding-left: 20px;">Leadership Development.....5</p> <p style="padding-left: 20px;">Mid-season Program or Budget.....13</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

INDEX for REGION POLICIES AND PROCEDURES

Promote Uniformity	5	Reserved Section 53 for future use	68
Providing a Year-end Summary	5	Robert D. Sherry Award	27
Region Director's Award	27	S&T Proficiency Policies and Procedures	63
Removals	5	Senior Candidate Qualification Log	62
Responsibilities	5	Safety Advisor	41
Region Director's Award	27	Position Deactivated.....	41
Region History Policies	40	Safety Policies and Programs	41
History Records.....	40	Safety Promotion.....	41
Originate at Region Level	40	Ski Safety Legislation	41
Region Lodging Cost Reimbursement Approval	16	Safety Policies	42
Region Operations Policies.....	1	Hazard Identification.....	42
Conflict with Division or National	1	Local Emergency Plan.....	42
Contravene a Region Bylaw.....	1	Local Ski Safety Promotion	42
Region Organization Chart	3, 32	Section	10
Downhill.....	32	Basic Evaluation Clinicians.....	10
Region Proficiency and Training Committee.....	63	Ski and Toboggan Advisor.....	10
Region Program Annual Report Form	13	Ski and Toboggan Proficiency Programs	10
Region Registration Fee.....	21	Training Clinics.....	10
Alumni.....	21	Financial Report.....	10
Set by	21	Fund-raising Projects.	10
Region Ski Safety Team	41	Policies and Procedures	10
Registration Coordinator	20	Proficiency Evaluations.....	10
Archive Roster	20	Registration Fees	10
Distributes Registration Materials.....	20	Ski and Toboggan Handling Tests	10
Patroller Roster Archive.....	39	Uses of Section Funds	10
Qualifications	20	Section Advisors.....	9
Reports to Region Director	20	OEC.....	10
Supervision.....	20	Avalanche.....	9
Registration Fees	10, 15, 21	Medical	9
Late Fee.....	21	Proficiency	9
Payment.....	21	Section Chief	8
Registration Materials.....	20	Appointments	9
Registration Policies	21	Appointments from All Patrols	9
Reimbursement	13	Awards Board	8
Advisor Travel	16	Contacts with Every Patrol Director	9
Division.....	16	Elected.....	8
Region	63	Election	23
Senior Evaluation Evaluators=.....	63	Election Dates	23
Expense Voucher	13	Maintaining Standards and Policies	8
No Campaign Expenses.....	23	Member of the Board of Governors	8
S&T Examiner	63	News Summary of Section	9
Reimbursement for Food Costs.....	16	Nomination Deadline	23
Removals	5	NSP Appointments Review Board	8
Advisor.....	5	OEC Test Reports	10
Patrol Director.....	5, 9	Other Duties	9
Region Officer	5	Qualifications	8
Section Chief.....	5	Removal of Patrol Director	9
Report, Region Director=s Emergency Powers:	6	Section Financial Report	9
Reporting Supervision	3	Section Review Panels	30
Single Patrol Vote	23	Distinguished Service Awards	30
Supervision of Patrol Directors	8	National Appointments.....	30
Term.....	8	Leadership Commendation Appointment....	30
Section Review Panels.....	30	Section Ski and Toboggan Proficiency Programs....	10
Member Appointment	30	Basic Proficiency Evaluation Reports	10
Chair.....	30	Evaluation Clinician Training	10

INDEX for REGION POLICIES AND PROCEDURES

Section Staffs	3	Primary Responsibility	61
Avalanche	9	Toboggan Advisor	65
Medical	9	Assistant	65
OEC	9	Qualifications	65
Ski and Toboggan Proficiency	9	Refresher Clinic	66
Ski Mountain Travel and Rescue	9	Ski and Toboggan Board	65
Self-financing Programs	17	Advisor Replacement	65
Expenses	17	Appeals	65
Fees Collected	17	Evaluation Evaluator Approval	65
Mountain Travel and Rescue Program	53	Season Evaluation Plan	65
Senior Alpine Patrollers	11	Ski and Toboggan Proficiency	
Refresher in Chair-lift Evacuation	11	Nordic	45
Senior S&T Evaluation Patrol Fee/Examiner Waiver	6	Ski Mountain Travel and Rescue Advisor	
Senior Ski and Toboggan Program	63	Annual Courses	52
Applications and Fees	63	Ski Mountain Travel and Rescue Policies	53
Expenses	63	Archives	39
Fees	63	Non-NSP Member Students	53
Senior Candidate	61, 62	Snowboard	
Application	61	Proficiency	70
Lists	62	Program	71
Qualification Log	62	Spring Meeting	1
Records	62	Banquet and Awards Ceremony	1
Requirement Completions	62	Election Results	23
Qualification Log	62	Host Section	1
Senior Candidate Application No Fee	61	Table of Contents	iii
Record Administration	62	Tax Exempt Organization	1
Senior Classification Upgrade		Tax Exempt IRS Number	Appendix A
National Office	62	Travel Reimbursement	16
Senior Program Administrator	62	Air Travel	16
Senior Program Advisor		Mileage	16
Assistant	66	No Local Travel Cost	16
Course Completion Record	67	Tolls	16
Instructor Activity Records	67	Treasurer	15
Primary Responsibilities	66	Annual Region Financial Report	15
Senior Evaluation Applications	61	Appointment and Supervision	15
Fee	61	Attend Board Meetings	15
Senior Evaluator Evaluators	66	Bonded	15
Refresher Clinic	66	Bookkeeping System	15
Evaluator Disqualifications	67	Deposit All Checks	15
Performance Recommendations	67	Expenditures	15
Senior OEC Evaluation Fee	61	Issue Checks	15
Senior OEC Evaluations		Qualifications	15
Scheduling & Administration	57	Region Financial Summaries	15
Senior Program	61	Registration Fees	15
Senior Program Administrator	61	Responsibilities	15
Senior Program Administrator			
Uses of Section Funds	10		
Voter Eligibility	23		
Votes to Win Election	23		
Voting			
NSP Appointments Review Board	30		
Voucher Approval and Processing	17		
Wally James Award	27		