

PREFACE

This collection of administrative policies, known as the Ohio Region Operating Policies, 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 new Region Bylaws, Board Minutes, and appendices form the *Ohio Region Operations Manual*. Before the change in nomenclature for this current 1993 revision, the Region Operating Policies were known as the Region Bylaws.

Ohio Region Operating Policies 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. Each section begins on a separate page. Some sections continue for two or more pages.

Region Operating policies supplement NSPS and Division policies. References to applicable NSPS and Division policies appear as footnotes to Region operating policies.

Region policies must be frequently revised to be responsive to both local needs and the frequent changes to National and Division level policies. The NSPS annually publishes its official policy document, the *NSPS Policies and Procedures*, as a loose-leaf notebook. The *Central Division Operations Manual* has not been revised since 1989. Following the NSPS practice, the Ohio Region adopted a loose-leaf format for its *Ohio Region Operations Manual* to facilitate frequently needed changes.

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)