



# OPERATING POLICIES



FOURTH EDITION, ADOPTED SEPTEMBER 23, 1993

with May 1994 Revisions  
Sep. 1994 Revisions  
May 1996 Revisions  
Oct. 1996 Revisions  
Sep. 1997 Revisions



OHIO REGION

CENTRAL DIVISION



NATIONAL SKI PATROL SYSTEM, INC.

## 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)

TABLE OF CONTENTS

PREFACE..... ii

1 **GENERAL PROVISIONS** ..... 1

    1.1 NOT FOR PROFIT POLICY ..... 1

    1.2 REGION FALL MEETING ..... 1

    1.3 REGION SPRING MEETING ..... 1

    1.4 HIGHER-LEVEL POLICY ..... 1

    1.5 REGION CALENDAR ..... 1

    1.6 GRIEVANCES AND APPEALS..... 1

    1.7 EMERGENCY POWERS ..... 2

2 **ORGANIZATION** ..... 3

    2.1 BOARD OF GOVERNORS..... 3

    2.2 REGION DIRECTOR ..... 3

    2.3 REPORTING SUPERVISION..... 3

    2.4 SECTION STAFFS ..... 3

    2.5 REGION ADVISORS..... 3

    2.6 HOLDING SIMULTANEOUS REGION POSITIONS..... 3

    2.7 ORGANIZATION CHART ..... 4

3 **REGION DIRECTOR**..... 5

    3.1 SELECTION ..... 5

    3.2 COOPERATION WITH OTHER OFFICERS ..... 5

    3.3 MAINTAINING UNIFORMITY ..... 5

    3.4 DIVISION DUTIES ..... 5

    3.5 APPOINTMENTS..... 5

    3.6 REMOVALS ..... 5

    3.7 RESPONSIBILITIES..... 5

    3.8 LEADERSHIP DEVELOPMENT ..... 5

    3.9 REGION GOALS AND STATUS ..... 5

    3.10 COORDINATION OF ACTIVITIES..... 6

    3.11 EMERGENCY POWERS ..... 6

    3.12 COMMITTEE MEMBERSHIPS..... 6

4 **ASSISTANT REGION DIRECTOR (ARD)** ..... 7

    4.1 QUALIFICATIONS..... 7

    4.2 APPOINTMENT AND SUPERVISION..... 7

    4.3 GENERAL DUTIES ..... 7

    4.4 MEMBER OF REGION BOARD OF GOVERNORS..... 7

    4.5 ASSISTANT REGION DIRECTOR FOR LINE ..... 7

    4.6 ASSISTANT REGION DIRECTORS FOR STAFF ..... 7

        4.6.1 ASSISTANT REGION DIRECTOR FOR PROGRAMS ..... 7

        4.6.2 ASSISTANT REGION DIRECTOR FOR ADMINISTRATION..... 7

        4.6.3 ASSISTANT REGION DIRECTOR FOR PROFICIENCY..... 7

    4.7 COMMITTEE MEMBERSHIPS ..... 7

    4.8 REPRESENTS REGION WHEN REQUESTED ..... 7

    4.9 OTHER DUTIES AS ASSIGNED ..... 7

5 **SECTION CHIEF** ..... 8

    5.1 QUALIFICATIONS..... 8

    5.2 SELECTION ..... 8

    5.3 GENERAL DUTIES ..... 8

    5.4 REGION BOARD OF GOVERNORS ..... 8

    5.5 REGION AWARDS AND NSP APPOINTMENTS REVIEW BOARDS ..... 8

    5.6 MAINTAINING STANDARDS AND POLICIES ..... 8

    5.7 SUPERVISION OF PATROL DIRECTORS..... 8

    5.8 STANDARDS..... 8

    5.9 OEC TRAINING NEEDS..... 8

    5.10 APPOINTMENTS..... 9

5.11	APPOINTMENTS FROM ALL PATROLS:	9
5.12	OTHER DUTIES	9
5.13	REMOVAL OF PATROL DIRECTOR	9
5.14	ANNUAL SECTION FINANCIAL SUMMARY	9
5.15	FREQUENT COMMUNICATIONS	9
6	<b>SECTION POLICIES AND PROCEDURES</b>	10
6.1	REGISTRATION FEES:	10
6.2	FUND-RAISING	10
6.4	FINANCIAL REPORT	10
6.5	SECTION OEC TEST REPORTS	10
6.6	SECTION SKI AND TOBOGGAN PROFICIENCY PROGRAMS	10
6.6.1	QUALIFICATION	10
6.6.2	BASIC PROFICIENCY EVALUATION REPORTS	10
6.6.3	SECTION TRAINING CLINICS	10
6.6.4	BASIC EVALUATION CLINICIANS	10
6.6.5	BASIC EVALUATION CLINICIAN TRAINING	10
7	<b>PATROL DIRECTOR</b>	11
7.1	QUALIFICATIONS	11
7.2	REPORTING CHAIN	11
7.3	REGION MEETINGS	11
7.4	INTERMEDIARY WITH AREA MANAGEMENT	11
7.5	PATROL STAFF	11
7.6	REFRESHERS	11
7.7	CPR-BLS CERTIFICATION	11
7.8	PATROL AND PATROLLER REGISTRATION	12
7.9	PATROLLER RECORDS	12
7.9.1	SENIOR RECORD UPGRADE	12
7.10	AREA EMERGENCY PLAN	12
7.11	AREA LIFT EVACUATION PLAN	12
7.12	ANNUAL PATROL ACTIVITY REPORT	12
7.13	ANNUAL FINANCIAL REPORT	12
7.14	AWARD NOMINATION SUBMISSIONS	12
7.15	SENIOR ALPINE SKI AND TOBOGGAN CLINIC	12
8	<b>REGION OFFICERS' AND ADVISORS' GENERAL DUTIES</b>	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
8.8	RECORDS	14
8.9	COORDINATION AND SCHEDULES	14
8.10	NSP AND DIVISION PROGRAM EXECUTION AUTHORITY	14
8.11	COURSE COMPLETION RECORDS, SENIOR REQUIREMENTS/ ELECTIVES	14
9	<b>TREASURER</b>	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	REGISTRATION FEES	15
9.9	ANNUAL REGION FINANCIAL REPORT	15

	9.10	END-OF-FISCAL-YEAR REPORT MANAGEMENT .....	15
	9.11	REGION BOARD OF GOVERNORS .....	15
	9.12	<i>DOWNHILL</i> REGION FINANCIAL REPORTS .....	15
10		<b><i>FINANCIAL POLICIES AND PROCEDURES</i></b> .....	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	NO LOCAL TRAVEL COST REIMBURSEMENT .....	16
	10.6	AIR TRAVEL REIMBURSEMENT .....	16
	10.7	REGION LODGING COST REIMBURSEMENT .....	16
	10.8	REIMBURSEMENT FOR FOOD COSTS .....	16
	10.9	DIVISION REIMBURSEMENT FOR DIVISION MEETINGS .....	16
	10.10	OTHER ADMINISTRATIVE EXPENSE REIMBURSEMENT .....	16
	10.11	DIVISION REIMBURSEMENT OF ADVISOR TRAVEL.....	16
	10.12	SELF-FINANCING PROGRAMS .....	17
	10.13	VOUCHER APPROVAL AND PROCESSING .....	17
	10.14	BUDGET EXPENSE CATEGORIES .....	17
11		<b><i>LEGAL ADVISOR</i></b> .....	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
12		<b><i>LEGAL PROCEDURES</i></b> .....	19
	12.1	LEGAL ACTIONS AND RESPONSIBILITIES .....	19
	12.2	CONTACT REGION LEGAL ADVISOR .....	19
13		<b><i>REGISTRATION COORDINATOR</i></b> .....	20
	13.1	QUALIFICATIONS.....	20
	13.2	APPOINTMENT AND SUPERVISION .....	20
	13.3	GENERAL DUTIES .....	20
	13.4	GUIDELINES.....	20
	13.5	ARCHIVE ROSTER .....	20
14		<b><i>REGISTRATION POLICIES AND PROCEDURES</i></b> .....	21
	14.1	REGION REGISTRATION FEE .....	21
	14.2	REGISTRATION FEE PAYMENT .....	21
	14.3	LATE FEE.....	21
15		<b><i>REGION ELECTIONS COORDINATOR</i></b> .....	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
16		<b><i>NOMINATION AND ELECTION PROCEDURES</i></b> .....	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	VOTER ELIGIBILITY DEADLINE .....	23
	16.6	CANDIDATE CAMPAIGN INFORMATION .....	23
17		<b><i>RECORDING SECRETARY</i></b> .....	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		<b>AWARDS BOARD AND AWARDS ADVISOR .....</b>	<b>25</b>
	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 ON REGION NSP APPOINTMENTS REVIEW BOARD.....	25
19		<b>AWARDS POLICIES AND PROCEDURES .....</b>	<b>26</b>
	19.1	NOMINATIONS PROCESSING .....	26
	19.2	OUTSTANDING AWARDS .....	26
	19.3	MERIT STARS .....	26
	19.4	REGION AWARDS .....	27
	19.5	NATIONAL LEVEL APPOINTMENTS AND AWARDS.....	27
	19.6	STANDARDS.....	27
	19.7	DICK SCHLEICHER AWARD.....	27
	19.8	WALLY JAMES AWARD .....	27
	19.9	REGION DIRECTOR'S AWARD.....	27
	19.10	ROBERT D. SHERRY AWARD .....	27
	19.12	AWARD SUBMISSION AND EVALUATION PROCEDURES .....	27
	19.12.1	<b><u>AWARD NOMINATIONS MUST MEET PUBLISHED</u></b>	
		<b><u>DEADLINES</u></b> .....	<b>27</b>
	19.12.2	AWARD NOMINATION FILING DEADLINES.....	28
	19.12.3	NOMINATION EVALUATION PROCEDURES .....	28
	19.12.4	OUTSTANDING NOMINATIONS DISTRIBUTION.....	28
	19.12.5	NOMINATIONS PROCESSING.....	28
	19.12.6	OUTSTANDING AWARDS SELECTION MEETING DATE .....	28
	19.12.7	FORWARDING OUTSTANDING WINNERS.....	28
	19.12.8	ACCURACY AND AUTHENTICITY .....	28
	19.12.9	EVALUATIONS CONFIDENTIAL .....	28
20		<b>NSP APPOINTMENTS REVIEW BOARD AND CHAIR.....</b>	<b>29</b>
	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
21		<b>NSP APPOINTMENTS REVIEW POLICIES .....</b>	<b>30</b>
	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 .....	30
22		<b>DOWNHILL ADVISOR.....</b>	<b>30</b>
	22.1	QUALIFICATIONS .....	30
	22.2	APPOINTMENT AND SUPERVISION.....	30

22.3	GENERAL DUTIES .....	31
22.4	PRIMARY RESPONSIBILITY .....	31
22.5	DEADLINES.....	31
22.6	GATHERING NEWS.....	31
22.7	EDITORIAL AUTHORITY .....	31
22.8	ATTENDANCE AT REGION EVENTS .....	31
22.9	OTHER DUTIES .....	31
23	<b><i>DOWNHILL PUBLIC RELATIONS POLICIES AND PROCEDURES</i></b> .....	32
23.1	PUBLICATION CRITERION.....	32
23.2	PROGRAM PUBLICITY .....	32
23.3	FINANCIAL REPORTS .....	32
23.4	REGION ORGANIZATION CHART.....	32
23.5	REGION CALENDAR.....	32
23.6	PUBLICATION DATES .....	32
24	<b><i>EQUIPMENT ADVISOR</i></b> .....	33
24.2	APPOINTMENT AND SUPERVISION.....	33
24.3	GENERAL DUTIES .....	33
24.4	PRO FORMS.....	33
24.5	POSITION DEACTIVATED.....	33
25	<b><i>EQUIPMENT POLICIES AND PROCEDURES</i></b> .....	34
25.1	COST RECOVERY .....	34
25.2	PATROLLER QUALIFICATIONS FOR PRO FORMS .....	34
26	<b><i>ALUMNI ADVISOR</i></b> .....	35
26.1	QUALIFICATIONS.....	35
26.2	APPOINTMENT AND SUPERVISION.....	35
26.3	GENERAL DUTIES .....	35
26.4	KNOWLEDGE ABOUT ALUMNI POLICIES.....	35
26.5	ALUMNI MEMBER LIST.....	35
26.6	INFORMATION FOR ALUMNI .....	35
26.7	BUDGET.....	35
27	<b><i>ALUMNI POLICIES AND PROCEDURES</i></b> .....	36
27.1	ALUMNI REGISTRATION .....	36
27.2	ALUMNI VISITS.....	36
27.3	ALUMNI OEC INSTRUCTORS .....	36
27.4	REGION ALUMNI ACTIVITIES .....	36
28	<b><i>FUND-RAISING ADVISOR</i></b> .....	37
28.1	QUALIFICATIONS.....	37
28.2	APPOINTMENT AND SUPERVISION.....	37
28.3	STANDARD DUTIES .....	37
28.4	PRIMARY PURPOSE .....	37
28.5	FINANCIAL REQUIREMENTS AND GOALS .....	37
28.6	FUND-RAISING OPTIONS.....	37
29	<b><i>FUND-RAISING POLICIES AND PROCEDURES</i></b> .....	38
29.1	APPROVAL FOR FUND-RAISING ACTIVITIES.....	38
29.2	ACCOUNTING FOR EXPENDITURE OF SPECIAL FUNDS .....	38
29.3	COORDINATION.....	38
29.4	FUND-RAISING INCENTIVES.....	38
30	<b><i>REGION HISTORIAN</i></b> .....	39
30.1	QUALIFICATIONS.....	39
30.2	APPOINTMENT AND SUPERVISION.....	39
30.3	GENERAL DUTIES .....	39
30.4	ANNUAL PLAN AND BUDGET .....	39
30.5	ARCHIVES.....	39
30.6	RECORD HOLDINGS REVIEW .....	39
30.7	HISTORICAL ARTICLES.....	39
31	<b><i>REGION HISTORY POLICIES AND PROCEDURES</i></b> .....	40

	31.1	REGION PROGRAM .....	40
	31.2	PATROL NEWSLETTERS.....	40
	31.3	USE OF REGION HISTORY RECORDS.....	40
32		<b><i>SAFETY ADVISOR</i></b> .....	41
	32.1	QUALIFICATIONS .....	41
	32.2	APPOINTMENT AND SUPERVISION.....	41
	32.3	GENERAL DUTIES.....	41
	32.4	REGION SKI SAFETY TEAM .....	41
	32.5	SAFETY POLICIES AND PROGRAMS .....	41
	32.6	SAFETY PROMOTION .....	41
	32.7	SKI SAFETY LEGISLATION .....	41
	32.8	POSITION DEACTIVATED.....	41
33		<b><i>SAFETY POLICIES AND PROCEDURES</i></b> .....	42
	33.1	SAFETY POLICY CRITERIA.....	42
	33.2	HAZARD IDENTIFICATION AND CORRECTION .....	42
	33.3	SAFETY PROGRAMS .....	42
	33.4	LOCAL EMERGENCY PLAN .....	42
	33.5	LOCAL SKI SAFETY PROMOTION .....	42
34		<b><i>INSURANCE ADVISOR</i></b> .....	43
	34.1	QUALIFICATIONS .....	43
	34.2	APPOINTMENT AND SUPERVISION.....	43
	34.3	GENERAL DUTIES .....	43
	34.4	PRIMARY RESPONSIBILITY .....	43
	34.5	CONSULTANT DUTIES.....	43
	34.6	GENERAL INFORMATION .....	43
	34.7	SOURCES FOR INSURANCE COVERAGE .....	43
	34.8	POSITION DEACTIVATED.....	43
35		<b><i>INSURANCE POLICIES AND PROCEDURES</i></b> .....	44
	35.1	FOLLOW NATIONAL AND DIVISION LEAD .....	44
36		<b><i>NORDIC ADVISOR</i></b> .....	45
	36.1	QUALIFICATIONS .....	45
	36.2	APPOINTMENT AND SUPERVISION.....	45
	36.3	GENERAL DUTIES.....	45
	36.4	PRIMARY PURPOSE.....	45
	36.5	DIVISION COORDINATION .....	45
	36.6	ON-THE-TRAIL REFRESHERS.....	45
	36.7	NORDIC SKI AND TOBOGGAN PROFICIENCY.....	45
37		<b><i>NORDIC POLICIES AND PROCEDURES</i></b> .....	46
	37.1	NORDIC PATROLLER UNIFORM .....	46
38		<b><i>AUXILIARY ADVISOR</i></b> .....	47
	38.1	QUALIFICATIONS FOR POSITION .....	47
	38.2	APPOINTMENT AND SUPERVISION.....	47
	38.3	GENERAL DUTIES.....	47
	38.4	AUXILIARY RECORDS .....	47
	38.5	AUXILIARY INFORMATION DISSEMINATION.....	47
	38.6	PATROLLER ENRICHMENT SEMINARS.....	47
39		<b><i>AUXILIARY POLICIES AND PROCEDURES</i></b> .....	48
	39.1	AUXILIARY DUTY ASSIGNMENTS.....	48
	39.2	SKIING PROFICIENCY IMPROVEMENT OPPORTUNITIES.....	48
	39.3	FIRST AID BELT.....	48
	39.4	UNIFORM AND BADGES .....	48
	39.5	NSP TRAINING.....	48
40		<b><i>AVALANCHE ADVISOR</i></b> .....	49
	40.1	QUALIFICATIONS .....	49
	40.2	APPOINTMENT AND SUPERVISION.....	49
	40.3	GENERAL DUTIES.....	49

	40.4	DIVISION DUTIES .....	49
	40.5	INSTRUCTOR STANDARDS .....	49
	40.6	ANNUAL BASIC COURSE .....	49
	40.7	ADDITIONAL BASIC COURSES .....	49
	40.8	INSTRUCTOR TRAINING .....	49
	40.9	COURSE RECORDS .....	49
	40.10	INSTRUCTOR RECORDS .....	49
	40.11	COURSE FEES .....	49
41		<b>AVALANCHE POLICIES AND PROCEDURES</b> .....	51
	41.1	SELF-SUPPORTING BUDGET .....	51
	41.2	NON-NSP STUDENTS .....	51
	41.3	PHASE II INSTRUCTOR TRAINING .....	51
42		<b>MOUNTAINEERING ADVISOR</b> .....	52
	42.1	QUALIFICATIONS .....	52
	42.2	APPOINTMENT AND SUPERVISION .....	52
	42.3	GENERAL DUTIES .....	52
	42.4	DIVISION DUTIES .....	52
	42.5	INSTRUCTION STANDARDS .....	52
	42.6	ANNUAL MOUNTAINEERING COURSE .....	52
	42.7	INSTRUCTOR TRAINING .....	52
	42.8	COURSE RECORDS .....	52
	42.9	INSTRUCTOR RECORDS .....	52
	42.10	COURSE FEES AND EXPENSES .....	52
	42.11	ASSISTANT ADVISOR .....	52
43		<b>MOUNTAINEERING POLICIES AND PROCEDURES</b> .....	53
	43.1	SELF-SUPPORTING BUDGET .....	53
	43.2	BASIC COURSE FIELD SESSION SCHEDULING .....	53
	43.3	NON-NSP MEMBER BASIC COURSE STUDENTS .....	53
	43.4	ADVANCED COURSE SCHEDULING .....	53
	43.5	NON-NSP MEMBER ADVANCED COURSE STUDENTS .....	53
	43.6	PHASE II INSTRUCTOR TRAINING .....	53
44		<b>GREEN MEMORIAL ADVISOR</b> .....	54
	44.1	QUALIFICATIONS .....	54
	44.2	APPOINTMENT AND SUPERVISION .....	54
	44.3	PRIMARY PURPOSE .....	54
	44.4	GENERAL DUTIES .....	54
	44.5	HOST AREA .....	54
	44.6	PUBLICITY .....	54
45		<b>GREEN MEMORIAL POLICIES AND PROCEDURES</b> .....	55
	45.1	BACKGROUND AND PURPOSE .....	55
	45.2	GREEN MEMORIAL FUND .....	55
	45.3	DATE AND EVENTS .....	55
	45.4	ENJOYABLE COMPETITION .....	55
	45.5	NO TEAM ENTRY LIMIT .....	55
	45.6	INTER-PATROL TEAMS .....	55
	45.7	LOW BUDGET .....	55
46		<b>OUTDOOR EMERGENCY CARE (OEC) ADMINISTRATOR</b> .....	56
	46.1	QUALIFICATIONS .....	56
	46.2	APPOINTMENT AND SUPERVISION .....	56
	46.3	GENERAL DUTIES .....	56
	46.4	deleted .....	56
	46.5	SECTION OEC ADVISORS .....	56
	46.6	OEC INSTRUCTOR TRAINERS (ITs) .....	56
	46.7	OEC INSTRUCTOR TRAINING .....	56
	46.8	OEC INSTRUCTOR RECORDS .....	56
	46.9	OEC REFRESHERS .....	56

46.10	SENIOR OEC CLINICS .....	57
46.11	deleted.....	57
46.12	OEC EVALUATION RECORDS .....	57
46.13	INSTRUCTOR ACTIVITY REPORTS.....	57
46.14	ANNUAL OEC REFRESHER STUDY GUIDE DISTRIBUTION .....	57
47	<b>OEC POLICIES AND PROCEDURES.....</b>	58
47.1	NO UNIQUE REGION POLICIES .....	58
47.2	REGION SENIOR OEC CLINIC FEE .....	58
48	<b>MEDICAL ADVISOR .....</b>	59
48.1	QUALIFICATIONS .....	59
48.2	APPOINTMENT AND SUPERVISION.....	59
48.3	GENERAL DUTIES.....	59
48.4	DIVISION DUTIES.....	59
48.5	SUPPLEMENTAL TRAINING.....	59
48.6	SECTION AND PATROL MEDICAL ADVISORS.....	59
49	<b>MEDICAL POLICIES AND PROCEDURES .....</b>	60
49.1	SUPPLEMENTAL TRAINING SUPERVISORY AUTHORITY .....	60
50	<b>REGION SENIOR PROGRAM ADMINISTRATION.....</b>	61
50.1	REGION SENIOR PROGRAM.....	61
50.2	SENIOR PROGRAM ADMINISTRATOR .....	61
	50.2.1 QUALIFICATIONS.....	61
	50.2.2 APPOINTMENT AND SUPERVISION.....	61
	50.2.3 GENERAL DUTIES .....	61
	50.2.4 PRIMARY RESPONSIBILITY .....	61
50.3	SENIOR CANDIDATE APPLICATION.....	61
50.4	SENIOR CLINIC APPLICATIONS .....	61
50.5	SENIOR CANDIDATE RECORD ADMINISTRATION .....	62
	50.5.1 ACTIVE SENIOR CANDIDATE LISTS.....	62
	50.5.2 LIST OF SENIOR CANDIDATE REQUIREMENT COMPLETIONS .....	62
	50.5.3 USE OF SENIOR CANDIDATE RECORDS.....	62
	50.5.4 NOTIFICATION OF NSP OFFICE OF SENIOR CLASSIFICATION .....	62
50.6	SENIOR CANDIDATE QUALIFICATION LOG .....	62
51	<b>SENIOR ALPINE SKI AND TOBOGGAN PROGRAM PROCEDURES .....</b>	63
51.1	REGION PROCEDURES.....	63
51.2	SENIOR ALPINE SKI & TOBOGGAN CLINIC APPLICATIONS AND FEES.....	63
	51.2.1 CANDIDATES .....	63
	51.2.2 PATROLS .....	63
51.3	REGION REIMBURSEMENT OF SENIOR CLINIC INSTRUCTORS= .....	63
51.4	ALPINE SKI AND TOBOGGAN SENIOR CLINIC INSTRUCTORS.....	63
	51.4.1 DUTIES .....	63
	51.4.2 APPOINTMENT .....	64
	51.4.3 PREREQUISITES .....	64
	51.4.4 SERVICE REQUIREMENTS .....	64
	51.4.5 REACTIVATION OF INACTIVE ALPINE S&T CLINIC INSTRUCTORS .....	64
52	<b>SENIOR ALPINE SKI AND TOBOGGAN PROGRAM ADMINISTRATION .....</b>	65
52.1	ALPINE SKI AND TOBOGGAN BOARD .....	65
	52.1.1 APPEALS.....	65
	52.1.2 ADVISOR REPLACEMENT RECOMMENDATIONS .....	65
	52.1.3 SENIOR CLINIC INSTRUCTOR APPROVAL.....	65
	52.1.4 ESTABLISHES SENIOR ALPINE S&T SEASON CLINIC PLAN.....	65
52.2	REGION ALPINE S&T INSTRUCTOR DEVELOPMENT ADVISOR .....	65
	52.2.1 QUALIFICATIONS.....	65
	52.2.2 REGION ALPINE SKI AND TOBOGGAN BOARD .....	65
	52.2.3 GENERAL DUTIES .....	65
	52.2.4 ASSISTANT.....	65

	52.2.5	TRAINING UNIFORMITY.....	65
	52.2.6	TRAINING AND RECOMMENDING SENIOR CLINIC INSTRUCTOR CANDIDATES .....	65
	52.2.7	REFRESHER CLINIC FOR SENIOR CLINIC INSTRUCTORS.....	66
	52.2.8	REGION SENIOR CLINIC INSTRUCTOR CADRE .....	66
	52.2.9	MOCK SENIOR CLINIC .....	66
	52.2.10	PHASE II - ALPINE TOBOGGAN.....	66
52.3		REGION ALPINE SKI AND TOBOGGAN SENIOR CLINIC ADVISOR.....	66
	52.3.1	QUALIFICATIONS.....	66
	52.3.2	REGION ALPINE SKI AND TOBOGGAN BOARD.....	66
	52.3.3	GENERAL DUTIES .....	66
	52.3.4	ASSISTANT .....	66
	52.3.5	PRIMARY RESPONSIBILITIES AND DUTIES.....	66
52		<b>SENIOR ALPINE SKI AND TOBOGGAN PROGRAM ADMINISTRATION</b> .....	67
	5.2.3.5.1	EVALUATOR DISQUALIFICATIONS .....	67
	5.2.3.5.2	CLINIC COURSE COMPLETION RECORD AND INSTRUCTOR ACTIVITY RECORDS.....	67
	52.3.4	SENIOR CLINIC INSTRUCTOR PERFORMANCE .....	67
	52.3.5	RECRUITING ALPINE S&T SENIOR CLINIC EVALUATORS .....	67
53		<b>RESERVED</b> .....	68
54		<b>CERTIFIED PATROLLER ADVISOR</b> .....	69
	54.1	QUALIFICATIONS.....	69
	54.2	PROMOTION OF CERTIFIED PROGRAM .....	69
	54.3	INFORMATION SOURCE FOR REGION .....	69
	54.4	NO SEPARATE REGION PROGRAM.....	69
56		<b>SNOWBOARD ADVISOR</b> .....	70
	56.1	QUALIFICATIONS:.....	70
	56.2	APPOINTMENT AND SUPERVISION .....	70
	56.3	GENERAL DUTIES .....	70
	56.4	PRIMARY PURPOSE .....	70
	56.5	DIVISION COORDINATION.....	70
	56.6	REFRESHERS .....	70
	56.7	PROFICIENCY.....	70
57		<b>SNOWBOARD POLICIES AND PROCEDURES</b> .....	71
	57.1	SNOWBOARD PROGRAM .....	71
		<b>INDEX</b> .....	73

This page intentionally blank

- 1.1 NOT FOR PROFIT POLICY:<sup>1</sup> 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 Advisor and Officers above Patrol level. Region fall meetings are held after the fall Central Division meeting at a central location approved by the Region Director. (The Region fall meeting usually is held on the last Sunday of September.)
- 1.3 REGION SPRING MEETING: The general purposes of the Ohio Region Board of Governors spring meeting are to receive year-end reports from Patrol Directors, other Region Officers, and Region Advisors, and to determine any general redirection needed in Region programs. The spring meeting is held after the Central Division spring meeting. The annual Region Banquet and Awards Ceremony follows the spring meeting. The host section for the spring meeting rotates among the sections and the location of the meeting is selected by the host with the approval of the Region Director.
- 1.4 HIGHER-LEVEL POLICY:<sup>2</sup> The *Ohio Region Operations Manual* 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 Division or National (NSPS) level policies. Current National Ski Patrol policy is published in the last updated copy of the *NSP Policies and Procedures*. The last Central Division policy was published in the February 1, 1989 *Central Division Operations Manual*. 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 compiled at the Region Spring meeting and frequently updated thereafter. Each issue of the *DOWNHILL* lists the calendar as of the deadline date. In Ohio, primary snow event dates should have alternate dates set for adverse weather conditions.
- 1.6 GRIEVANCES AND APPEALS:<sup>3</sup> 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's Patrol Director. Grievances concerning a condition at Section level or higher, must first be presented as petitions to the Patroller's Patrol 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 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 20 days. If there is a hearing, the decision shall be

---

<sup>1</sup> *NSP Policies and Procedures*, section 3.1 - Tax-Exempt Status and Federal Tax Filing

<sup>2</sup> *NSP Policies and Procedures*, page ii and section 3.5 A Publication Policy"

<sup>3</sup> *NSP Policies and Procedures*, NSP Bylaws, Article 10a.

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 Assistant Division Director, Line, in charge of the Ohio Region.

- 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 Advisor may request that the Region Director make a one time change to a specific policy in the *Ohio Region Operating Policies* 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 administrator 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 Officers, Advisors, Coordinators, Patrol Directors report as indicated on the Region Organization Chart.
- 2.4 **SECTION STAFFS:** Section Chiefs are empowered to organize and appoint their own staff and set of Advisors 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 Advisors about Section Advisor candidate qualifications and organizational skills when making Section level appointments for Advisors who must work closely with these Region Advisors. The Section Chief will attempt to resolve any disagreements with Region Advisors which may occur in the selection of acceptable Section Advisors, 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 ADVISORS:** Region Advisors will usually be appointed in the same functional areas as at Division and National levels, but some higher-level Advisorships may not be duplicated at Region level. Other, unique Advisorships 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, Coordinator and/or Advisor, or shall be a Patrol Officer, without the express permission of the Region Director. Exception: a Section Advisor can, without express permission, be an Assistant Region Advisor in the same area.
- 2.7 **REGION ORGANIZATION CHART:** (See Chart on next page) This generic Ohio Region Organization Chart is unavailable. The reader is referred to the latest copy of *DOWNHILL* for the current Region Organization Chart.

- 3.1 **SELECTION:** Is elected in accordance with Central Division bylaws Article XI, Section C. The Region Policies for elections, based on the Division Policy, are found in *Ohio Region Bylaws* Articles 2.3, 4.1 and 5.1.
- 3.2 **COOPERATION WITH OTHER OFFICERS:** Is charged with cooperating with the Division Director and other NSP Officers in maintaining the rules, regulations, and standards of the NSP.
- 3.3 **MAINTAINING UNIFORMITY:** Is charged by the Central Division to promote uniformity among the Sections of the Ohio Region.
- 3.4 **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.
- 3.5 **APPOINTMENTS:** Shall appoint Advisors 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.
- 3.6 **REMOVALS:**<sup>5</sup> Is empowered by the Central Division to remove from office any appointed Region Officer or Advisor, Section Chief or Ski Patrol Director who is not discharging the duties according to NSP standards. Removal of a Patrol Director must be discussed in detail with the Section Chief in charge. The Region Director shall send a copy of any removal order, including all information showing cause of the order, to the Assistant Division Director, Line, before undertaking final action.
- 3.7 **RESPONSIBILITIES:** The Region Director is a direct line Division Officer responsible for administering the policies and programs of the National Ski Patrol System, Inc. The Region Director is the final authority on the interpretation of NSPS policies within the Region. The Region Director is the highest Region Officer for formal chain-of-command procedures. The Region Director is also an elected official, and has a special responsibility as a representative of the Patrols in the Region. As the senior representative of the Ohio Region, the Region Director will be present, visible and available at as many Ski Patrol functions and other significant ski-related activities within the Region as is possible.
- 3.8 **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.
- 3.9 **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.

---

<sup>4</sup> 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 Operations Manual*, Section E.5, Region Director
- d. *Ohio Region Bylaws*, Articles 2.3, 4.1, and 5.1.

<sup>5</sup> *Central Division Administration Manual* Regional Director Duties and Responsibilities #4

- 
- 3.10 COORDINATION OF ACTIVITIES: The Region Director must emphasize continuing coordination between Officers and Advisors to provide the greatest number of opportunities for Patrollers to participate in skill developing and fellowship events across the entire geographic area served by the Region.
- 3.11 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 Operating Policies* 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 Operating Policies* by emergency decrees.
- 3.12 COMMITTEE MEMBERSHIPS: Member of the NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment.

- 4.1 **QUALIFICATIONS:** Shall be a registered Senior, 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).
- 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.
- 4.6 **ASSISTANT REGION DIRECTORS FOR STAFF:** The three Assistant Region Directors for Staff (for Administration, for Programs and for Proficiency), shall be in charge of and have responsibility for Advisors as indicated on the Ohio Region Organization Chart. Each Assistant Region Director for Staff shall supervise those Region Advisors 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 of training programs in Mountaineering, Nordic Ski Patrolling special skills, Avalanche Safety and Rescue, Auxiliary skills and events, and the Green Memorial Competition.
- 4.6.2 **ASSISTANT REGION DIRECTOR FOR ADMINISTRATION:** The Assistant Region Director for Administration is responsible for oversight of the Region Awards, Alumni, Legal, Fund-Raising, Insurance<sup>6</sup>, *DOWNHILL*, Historian, and Equipment<sup>6</sup> functions.
- 4.6.3 **ASSISTANT REGION DIRECTOR FOR PROFICIENCY:** The Assistant Region Advisor for Proficiency is responsible for oversight, administration and inter-program coordination of the Senior Program clinics for OEC, Snowboard, Alpine and Nordic Ski and Toboggan. Responsible for Region Senior program records. Oversees the Alpine Ski and Toboggan Instructor development program and chairs the Region Senior Alpine Ski and Toboggan (AS&T) Board (52.1). Responsible for Certified Patroller, Snowboard, and Safety<sup>6</sup> programs, and the closely related Medical program.
- 4.7 **COMMITTEE MEMBERSHIPS:** Member of the 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.

---

<sup>6</sup> Insurance and Safety Advisor functions deactivated in spring 1993, Equipment Advisor functions deactivated in October 1996

- 5.1 **QUALIFICATIONS:** Shall 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 Directors in their management of their Patrols.
- 5.2 **SELECTION:** Shall be elected for a two-year term as specified in the Central Division bylaws and report to the Assistant Region Director for Line.
- 5.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting, and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 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 Director from the Section to serve as Patrol Representative on the Board of Governors.
- 5.5 **REGION AWARDS AND NSP APPOINTMENTS REVIEW BOARDS:**<sup>7</sup> Member of the 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, see Section 21.1. 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 DIRECTORS:** Shall supervise the Patrol Directors in the Section, hold meetings of Patrol Directors, maintain frequent informal contacts, and send information, bulletins, and directives to Patrol 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 **OEC TRAINING NEEDS:** Shall work with OEC Administrator to assure that OEC requirements for courses are determined and accommodated for all Patrols in the Section.

---

<sup>6</sup> The minimum qualifications, duties and responsibilities of the Section Chief are specified in:

- a. *NSP Policies and Procedures*, section 6.4.2, Section Chief
- b. *The Ski Patroller's Manual*, 13th ed., Chapter 3, page 22
- c. *NSP Policies and Procedures*, section 6.4.2, Section Chief
- d. *Central Division Operations Manual*, section E.6, Section Chief and *Central Division Bylaws*, Article XI sec B
- e. *Ohio Region Bylaws*, Articles 2.4, 4.2 and 5.

- 5.10 **APPOINTMENTS:** Is authorized to appoint Assistant Section Chiefs and Section Advisors as needed to meet the objectives and requirements of the Section. Shall name Section Advisors in Alpine Ski and Toboggan Proficiency, OEC, and is encouraged to name Advisors in Avalanche, Medical, and Ski Mountaineering. Shall consult with the Region OEC Administrator about the appointment of a Section OEC Advisor. Shall consult with the Region Alpine Ski and Toboggan Senior Clinic Advisor about the appointment of a Section Ski and Toboggan Proficiency Advisor. 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 **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.
- 5.13 **REMOVAL OF PATROL DIRECTOR:**<sup>8</sup> Shall initiate removal-from-office actions for any Patrol Director within the Section only as prescribed in the *NSP 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 Division Director before the Section Chief proceeds with that removal.
- 5.14 **ANNUAL SECTION FINANCIAL SUMMARY:**<sup>9</sup> Each Section Chief shall submit a Section Financial Report (Division form) on a fiscal-year basis that matches the fiscal year of the Central Division. This shall be a report combining and summarizing the fiscal year financial records for all Section programs and activities of the Section Chief, Assistant Section Chiefs and Section Advisors. If no funds were collected, expended or retained, that report shall be marked "NO FUNDS COLLECTED OR EXPENDED;" otherwise the form is to be completed as indicated thereon. That report is to be delivered to the Region Treasurer on the date set by the Region Treasurer by September 15.
- 5.15 **FREQUENT COMMUNICATIONS:** Maintains frequent (at least monthly) year-round contacts with every Patrol 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*.

---

<sup>8</sup> *NSP Policies and Procedures*, section 7.2.3, Disciplinary Procedures  
*NSP Articles and Bylaws*, Article Xa, Appeal Rights  
*Central Division Operations Manual*, Article III E 6, Section Chief, Duty #5

<sup>9</sup> Editor could find no record of a provision in Division Articles of Administration that would deny registration to an individual who failed to file an annual financial report. An individual could be removed from office for failing to fulfill the duties of that office. Division Accounting Procedure #12 does indicate that, "failure to adhere to Division Policies could lead to refusal to register the involved unit."

- 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.
- 6.4 **FINANCIAL REPORT:** All money raised and expended in and by a Section shall be reported on the Section Annual Financial Report by September 15.
- 6.5 **SECTION OEC TEST REPORTS:** The Section OEC Advisor shall supervise all OEC written and practical OEC tests and shall report to the Patrol Directors, Section Chief and the Region OEC Coordinator and Testing Advisors the names of those taking those tests, their Patrol affiliation, the individual scores and whether each passed or failed.
- 6.6 **SECTION SKI AND TOBOGGAN PROFICIENCY PROGRAMS:** The Section Ski and Toboggan Advisor shall represent the Section Chief by attending and supporting Section and local Patrol Basic Patroller Ski and Toboggan Handling evaluations.
- 6.6.1 **QUALIFICATION:** Section Proficiency Advisors shall be Senior Patrollers, preferably Senior Clinic Instructors
- 6.6.2 **BASIC PROFICIENCY EVALUATION REPORTS:** Section Proficiency Advisors shall report results of any section Basic Patroller Evaluations to the Patrol Director (s), Section Chief, and Assistant Region Director for Proficiency. Such reports shall include the names of candidates taking the evaluations, their patrol affiliation, the names of the evaluators and their patrol affiliation, the individual candidate scores and whether each candidate passed or failed.
- 6.6.3 **SECTION TRAINING CLINICS:** Section Proficiency Advisors shall provide annual Section Training Clinics.
- 6.6.4 **BASIC EVALUATION CLINICIANS:** Section Proficiency Advisors shall appoint Basic Patroller Evaluation Clinicians (formerly Qualified Examiners) to evaluate at Basic Patroller Evaluations. Such Clinicians must attend the Section Training Clinic at least once every two years and evaluate at a Basic Patroller Evaluation once every two years to stay current. (Section Proficiency Advisor currency requirements are waived for current status Senior Clinic Instructors.) The Section Chief, Patrol Director of Candidates and Section Proficiency Advisor are not eligible to evaluate at Basic Patroller Evaluations and shall be exempt from the currency requirement. The individual primarily responsible for Basic Patroller training is urged to function as a Candidate Advocate during the evaluation and not as a Clinician. (In the event that this individual does function as Candidate Advocate, the requirement for evaluating at a Basic Patroller Evaluation is satisfied by that service.)
- 6.6.5 **BASIC EVALUATION CLINICIAN TRAINING:** Section Proficiency Advisors shall provide a program for Patrollers to become a Basic Patroller Evaluation Clinician. Prerequisites: must be a Basic Patroller or higher, must have completed Phase II Alpine Toboggan, must have attended a section Training Clinic (6.6.3), must participate as a scoring observer at a Basic Patroller Evaluation, and must demonstrate scoring and ski and toboggan skills commensurate with other evaluators. Current Senior Clinic Instructors are exempt from these prerequisites.

- 7.1 **QUALIFICATIONS:**<sup>11</sup> Shall meet the minimum requirements of being acceptable to Area Management and being a registered NSPS member of the Patrol and be elected or otherwise selected as provided by the constitution, bylaws or other Patrol operating rules.
- 7.2 **REPORTING CHAIN:** 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, is to attend general business meetings of the Region Board of Governors, or shall send an alternate.
- 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 operations manual. It is recommended that the Patrol staff include at the least OEC, Ski and Toboggan Training, and Testing (Proficiency) Advisors/Officers. Patrols are also encouraged to name an Awards Chair or Advisor to help ensure that all deserving Patrol members have a chance to receive recognition for achievements and service to the NSP, Patrol and skiing public. Other Advisors to support NSP Education Programs (*e.g.* Ski Mountaineering, Avalanche, etc.) to be responsible for equipment and other needed duties may be appointed.
- 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 standards. Refreshers for alpine ski areas served by chair-lifts will include chair evacuation training meeting National and Central Division standards. If an alpine Patrol serves an area that has no chair-lift, the Patrol Director must confirm before submitting annual registration for Senior alpine Patrollers, that each has participated in a refresher in chair-lift evacuation procedures at some chair equipped ski area.<sup>12</sup>
- 7.7 **CPR-BLS CERTIFICATION:**<sup>13</sup> A current CPR-BLS card is required for Patroller registration. Patrol Directors are responsible for certifying that all members registered have a current CPR-BLS card from the American Red Cross or the American Heart Association, showing course refresher completion since the last ski season.

---

<sup>10</sup> *NSP Policies and Procedures*, section 6.4.3, Articles and Bylaws Art. III, section 17  
*The Ski Patroller's Manual*, 13th ed., Chapter 12

<sup>11</sup> *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.

<sup>12</sup> *NSP Policies and Procedures*, no longer a National level requirement, See section 16.5

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

- 7.8 PATROL AND PATROLLER REGISTRATION:<sup>14</sup> 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 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 on the Patrol Patroller Roster printout from the National Office. 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: At least 30 days prior to the annual Region Awards Banquet, the Patrol Director shall forward to the Region Senior Program Administrator a copy of the ADivision Activity Records for Senior Core and Elective Components@ form for each Senior Candidate who has fulfilled all the requirements for the Senior Program and for which an AUpdate and Change In Classification@ form has been submitted to the National Office.<sup>14</sup>
- 7.10 AREA EMERGENCY PLAN: Shall be responsible for the preparation, updating and coordination with local Area Management of the area disaster plan for handling extreme emergencies at the local ski area.
- 7.11 AREA LIFT EVACUATION PLAN:<sup>15</sup> Patrol Directors serving alpine areas equipped with chair-lifts shall assist Area Management, if necessary, to assure that an area Lift Evacuation Plan (LEP) exists for all lifts 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 shall be prepared describing the Patrol's activities and accomplishments. This written report shall be delivered to the Section Chief prior to the Region Spring Meeting. The Patrol Annual Report format provides a guideline about the minimum information content. A brief oral summary will be presented to the Region Board of Directors by the Patrol Director or the Section Chief.
- 7.13 ANNUAL FINANCIAL REPORT: Each Patrol Director shall submit a Financial Report (Division form) for the NSP fiscal year, from 1 July to 30 June. That report is to be delivered to the Section Chief by August 15 (45 calendar days after the close of the fiscal year).
- 7.14 AWARD NOMINATION SUBMISSIONS: The Patrol Director is strongly encouraged to submit to the Section and Region 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 Director or designee should carefully study award nomination requirements and consult with the Region Awards Advisor far in advance of the submission deadlines.
- 7.15 SENIOR ALPINE SKI AND TOBOGGAN CLINIC: When sending candidates to a Senior Clinic, the Patrol Director shall coordinate the clinic=s support by the patrol=s Senior Clinic Instructors. (see 51.4 and 52.3.7)

---

<sup>14</sup> *NSP Policies and Procedures* section 8 - 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.

<sup>15</sup> *NSP Policies and Procedures*, section 2.2.4 area management is responsible for Lift Evacuation  
*The Ski Patroller's Manual*, 14th ed., page 55  
*The Lift Evacuation Technical Manual, 1990 Edition* a joint NSAA-NSP publication

- 8.1 **PLANS AND BUDGETS:** Each Region Advisor or Officer responsible for a program or training function shall prepare a proposed program for the year's activities, and if anticipating using any funds, 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 one-page Proposed Region Program Form.
- 8.2 **DIVISION ACTIVITIES:** Region Advisors shall identify and recommend their participation in anticipated or scheduled Division meetings, seminars, training clinics or similar events, 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 Advisor 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 or modified program and budget, Region Advisors and Officers shall carry out the program and follow the budget as approved or modified by the Board of Governors. Any mid-season program or budget modification requires approval by the Region Director prior to execution.
- 8.4 **ANNUAL REPORTS:** Region Advisors, Coordinators and Officers 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. Unless more detail is required to describe some of the categories, the annual program summary report shall be written on the one-page Region Program Annual Report Form. Twelve copies of the written program and financial report shall be prepared for the Region Director and, upon direction, for distribution by the Region Recording Secretary to the Historian, the *DOWNHILL*, members of the Board of Governors and the originating Officer's, Coordinator's or Advisor's file. A short summary of this report shall be briefed, in person or by proxy, to the Board of Governors during the Region spring meeting.
- 8.5 **ADMINISTRATIVE BUDGETS AND REPORTS:** Region Advisors, Officers and Coordinators having staff support or Advisory responsibilities (*e.g.* Recording Secretary, Legal Advisor, Treasurer, Registrations Coordinator, 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 by telephone to the supervising Region Officer.
- 8.6 **NON-EXPENDABLE EQUIPMENT:**<sup>16</sup> Any Region Advisor or Officer 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 Insurance 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 Advisor.
- 8.7 **REIMBURSEMENT:**<sup>17</sup> Reimbursement from the Region for authorized expenses shall be claimed by expense vouchers.

---

<sup>16</sup> *NSP Policies and Procedures* section 7.2.2.G "Special Arrangements for Acquisition of Equipment"

<sup>17</sup> *Ohio Region Operations Manual*, section 10, Financial Policies and Procedures, for more information about reimbursements.

- 8.8 **RECORDS:** Each Region Advisor, Coordinator, Chair, Administrator, or Officer 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 within two weeks after that successor is appointed unless some other arrangement is made with the approval of the Region Director.
- 8.9 **COORDINATION AND SCHEDULES:** Each Region Advisor shall keep in close contact and communication with Division and Section counterparts, coordinating plans and activities. Region Advisors will provide calendar and registration information about their program areas to the *DOWNHILL* before the published deadlines.
- 8.10 **NSP AND DIVISION PROGRAM EXECUTION AUTHORITY:** Certain programs have policies and procedures imposed by higher authority within NSP (*e.g.*, Awards, OEC ), or by authority external to NSP (*e.g.*, Telecommunications). Ohio Region Advisors 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 line Officers and Advisors. 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 and Program Administrators responsible for conducting or overseeing courses and clinics designated as Senior Candidate Core Requirements or Electives must assure that the Instructor of Record files a NSP Course Completion Record form within 14 days after the completion date with the NSP National Office with copies to the Region and Division Advisor/Program Administrators and the Region Senior Program Administrator. (A courtesy copy should also be sent to each participating Instructor/Clinician and to the Patrol Director of each patrol represented by a course/clinic participant.) Senior Candidate records maintained by the Region Senior Program Administrator are use to administer the Senior program and prepare the Region Senior Award Certificates.

- 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 in a clear and legible manner.
- 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 Officer's and Advisors 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.
- 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 issue checks in payment of expense vouchers that have been approved by the Region Director or an Assistant Region Director.
- 9.8 **REGISTRATION FEES:** When Patroller registration funds are not sent directly to higher levels, shall receive from the Division Registration Coordinator the Patroller registration fees, and review same for financial accuracy.
- 9.9 **ANNUAL REGION FINANCIAL REPORT:** Shall prepare an annual end-of-fiscal-year statement for presentation to the Board of Governors and for use in establishing the next-year budget. The end of year statement shall include all Region funds, including those for self-financing programs. An annual Ohio Region financial report must be prepared and sent to the Division Treasurer not later than September 15 for the past fiscal year.
- 9.10 **END-OF-FISCAL-YEAR REPORT MANAGEMENT:** Shall assemble and forward to the Division Treasurer the financial reports of the operating units of the Ohio Region; shall forward those on hand in time to be received by the Division Treasurer by October 1 or earlier if requested by the Division, and shall identify in the package all those units that have not submitted a report. Shall establish Region calendar due dates for all end of year financial reports at the start of the year for publication in the *DOWNHILL* Region Calendars.
- 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.
- 9.12 **DOWNHILL REGION FINANCIAL REPORTS:** Shall prepare Region Financial Summaries for publication in *DOWNHILL* as required by the Board of Governors.

- 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 Officer and Advisor anticipating reimbursement from Ohio Region funds shall propose a program and budget, then follow that budget after approval by the Board of Governors. The Region Director shall appoint a budget review committee to 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.
- 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 backed up by paid bills or sales slips attached to the vouchers. Vouchers must be approved by the Region Director or the supervising Assistant Region Director. Region payments will be made only by check signed by either the Region Director or the Treasurer.
- 10.4 **TRAVEL REIMBURSEMENT:** Reimbursement for automobile travel within or outside the Region, when at the request with the prior approval for reimbursement by the Region Director, shall be limited to mileage at the rate allowed by the IRS as a contribution to a charitable organization. Tolls will be allowed as an additional expense.
- 10.5 **NO LOCAL TRAVEL COST REIMBURSEMENT:** Automobile travel within a Patroller's home Section will not be an allowable travel expense.
- 10.6 **AIR TRAVEL REIMBURSEMENT:** Travel by air will be reimbursed for the amount of the ticket, provided a ticket stub or voucher, or a clear photocopy of either, is submitted with the expense voucher; and provided further that reimbursement for air fare will be limited to the cheapest air fare available at the earliest time the decision could be made to travel. Air travel should be approved in advance by the Region Director or the supervising Assistant Region Director.
- 10.7 **REGION LODGING COST REIMBURSEMENT:** With prior Region Director or Assistant Region Director approval for each trip, even if the trip is already part of an approved annual budget, individual lodging costs up to 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 by the Region.
- 10.8 **REIMBURSEMENT FOR FOOD COSTS:** The maximum reimbursement for meal expenses shall be \$15 per day, but only when travel is outside the Ohio Region.
- 10.9 **DIVISION REIMBURSEMENT FOR DIVISION MEETINGS:** When Central Division funds are allocated and transferred to the Ohio Region for the purpose, the Region Director and the Assistant Region Directors attending the Central Division fall meeting and will be reimbursed to the amount of the Division allocation. The Region Director will also attend the Central Division spring meeting and will be reimbursed to the limits of the funds remaining.
- 10.10 **OTHER ADMINISTRATIVE EXPENSE REIMBURSEMENT:** The Region will reimburse an Officer or Advisor for postage, telephone, copying, and other authorized purchases for 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.
- 10.11 **DIVISION REIMBURSEMENT OF ADVISOR TRAVEL:** When Division funds are allocated for the purpose, and when certain Region Advisors are asked to attend Central Division meetings, training sessions coordination meetings or clinics, they will be reimbursed by the Division for travel expenses. Each invited

Advisor will be advised in advance the amount of financial assistance allowed. To avoid misunderstandings, it is the traveler's responsibility to clarify the exact reimbursement policy as it applies to their specific situation prior to starting the trip. The Region Advisor may decline an invitation to attend a Division event other than the Central Division fall meeting if Division reimbursement is insufficient. Division policy requires that separate expense vouchers with receipts must be submitted for each individual's expenses. These expense vouchers and receipts are sent through the Advisor's supervising Assistant Region Director to the Region Director or designated Region Officer for approval and forwarding to the Division Treasurer for payment.

- 10.12 **SELF-FINANCING PROGRAMS:** Self-sustaining or self-financing Region programs, *e.g.*, for Avalanche and Ski Mountaineering, revenues from are to balanced expenditures. Except for significant one-time purchases and for materials such as texts that are carried over to later seasons, all program expenses are to be covered by current year course fees. IRS and Central Division regulations do not allow independent checking accounts for these programs. Fees collected from participants are to be submitted to the Region Treasurer. Expenses are to be paid by the Region Treasurer upon submission of approved expense vouchers. Residual course fees from self-sustaining program will be carried over to the next year by the Region Treasurer for that specific program for the purchase of materials such as texts and for the purchase, repair, and replacement of equipment used in that program.
- 10.13 **VOUCHER APPROVAL AND PROCESSING:** Vouchers submitted for reimbursement by either the Central Division or the Ohio Region must be complete and provide all the required information on the approved voucher form, and be supported, when ever 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 or return it to the originator for correction within ten days. When validated, the Division Vouchers will be forwarded through the Region Director to the Division Treasurer for payment; the Region vouchers will be submitted to the Region treasurer for prompt payment.
- 10.14 **BUDGET EXPENSE CATEGORIES:** 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.
- 10.15 **FINANCIAL REPORTING CALENDAR:** The Ohio Region financial reporting calendar is based on the following deadlines:

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 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 the Region Director and shall report to the Assistant Region Director for Administration.
- 11.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 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 legal information of general importance to ski patrolling for distribution to Patrols and Patrollers in the Region.
- 11.5 **LEGAL CONSULTATION:** Shall be available to other Officers or Advisors 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 Region Ski Patrol or Patroller based on NSP training or service to the public. 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.

- 12.1 **LEGAL ACTIONS AND RESPONSIBILITIES:** In the event of any pending or actual legal action against a Patroller, Patrol, or local area, 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 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 and in the quick reference Facts and Figures appendix to the *Ohio Operations Manual*.

---

<sup>18</sup> *NSP Policies and Procedures*, section 3.2.5 Claims Against Patrollers or Patrols  
section 3.7 Expert Witness and Attorney Representation  
*Ski Patroller's Manual*, 13th ed., Chapter 12, Local Patrol Operations Legal Responsibilities and

- 
- 13.1 **QUALIFICATIONS:** Shall be a registered active Patroller willing and able to serve as liaison between the Ohio Region and the Central Division Registration Coordinator.
- 13.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director.
- 13.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 13.4 **GUIDELINES:** Shall be the Region's central point for the distribution of Patrol annual registration papers. Shall ensure that all Patrol 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.
- 13.5 **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.

---

<sup>19</sup> *NSP Policies and Procedures*, section 8.3 Geographic Division Membership Registration  
**Ohio Region Operating Policies**

- 14.1 **REGION REGISTRATION FEE:** Every Ski Patroller registering as a primary member with a Ski Patrol affiliated with the Ohio Region shall pay the annual Region registration fee when registering with the primary Patrol. The only membership classification that does not pay an annual registration fee to the Region is the Alumni Member.<sup>20</sup> Region registration fees are paid by Region Patrollers in all other membership classifications; candidates, skill levels, type service, and category. A Patroller registered in more than one classification is required to pay only one annual Region dues assessment. The Region annual registration fee, set by the Board of Governors is \$8.<sup>21</sup>
- 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 to be eligible to perform hill, hut, or trail duties as apropos once the ski area opens. Registration fees are considered paid beyond the local Patrol level only after received by the Division Registration Advisor. In the event that registration fees payment to the primary Patrol is contested, the Patroller must be able to verify the date and the amount by canceled check or receipt.
- 14.3 **LATE FEE:**<sup>22</sup> A \$10.00 late fee must accompany each Patroller registration received by the Division Registration Advisor after the Division established cutoff date .
- 14.4 **PROCESSING OF REGISTRATION MATERIALS:** Registration materials will be distributed by the Region Registration Coordinator. Patrol re-registration papers and fees will be sent to the Division Registration Coordinator and a copy will be sent to the Region Registration Coordinator.

---

<sup>20</sup> Ohio Region collects no Alumni dues. Region dues for Alumni members could be considered if the alumni member receives any Region benefits, i.e., receives the *DOWNHILL*.

<sup>21</sup> Ohio Region Registration fee was set at \$8 by the Region Board of Governors in June 1992.

<sup>22</sup> *NSP Policies and Procedures* section 8.3.10.C - National late fee (\$10) date is 1 February. Division may assess an additional late fee and impose an earlier date.

- 15.1 **QUALIFICATIONS:** The qualifications for the Region Election Coordinator 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 Division Director.
- 15.2 **APPOINTMENT AND SUPERVISION:** A Region Election Coordinator shall be appointed by the Region Director to assist the Division Election Coordinator as requested in conducting the nominations and elections for the Region Director and Section Chief positions.
- 15.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 15.4 **ELECTION SCHEDULING:** The Region Coordinator 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 Coordinator shall place a notification of election in the second issue of each *DOWNHILL* volume (January issue) about the elections scheduled to be held during the current year, listing the dates for nomination filing, for mailing ballots and the announcement of election results, and describing the qualifications for office, and when appropriate, the number of Region Director votes (Patrol Director plus the allocated Patrol election representatives) allocated to each Patrol. 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 Election Coordinator shall assist the Division Election Coordinator as requested in scrupulously conducting the nomination process and elections within the Ohio Region as provided by the Central Division Bylaws and the Ohio Region Operating Policies.

- 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, which will advance the schedule published in the *Central Division Bylaws* by about six weeks to provide the required election process times.
- |  |                         |
|--|-------------------------|
| Election announcement for Section Chiefs/Region Director .....       | February 1              |
| Nomination deadline for Section Chief/Region Director .....          | February 25             |
| Candidate résumés and position papers due .....                      | March 20                |
| Ballots, résumés, position papers mailed to electors .....           | April 1                 |
| Ballots returned postmarked not later than .....                     | April 20                |
| Announcement of Section Chief/Region Director election results ..... | May 1 or Spring Meeting |
- 16.3 VOTES TO WIN ELECTION: The successful candidate shall receive a simple majority of the votes cast.<sup>24</sup> If the vote is tied in a Section Chief election, the tie will be broken by the Region Director.
- 16.4 VOTE FOR SECTION CHIEF: Patrol Directors shall cast the single Patrol vote for Section Chief provided that he/she is not a candidate, in which case the Patrol will select a representative.
- 16.5 VOTER ELIGIBILITY DEADLINE: Names and addresses of all eligible from a Patrol to vote in Section Chief and Region Director elections must be supplied to the Region Election Coordinator by the Patrol Director before the published deadline to facilitate distribution of candidate information and election ballots.
- 16.6 CANDIDATE CAMPAIGN INFORMATION: Within the limitations of its publications schedule, the *DOWNHILL* will keep the Region Patrollers informed about elections, candidates and election results. In addition, the Ohio Region Election Coordinator will distribute candidate résumés and position papers with ballots for Section chief to designated electors. Region Director candidate contacts with the electorate are regulated by the Division Bylaws. Section Chief candidates may solicit votes by personal contacts and by distributing election campaign materials to electors, with a copy to the Region Election Coordinator. No candidate for any elected office may use Patrol, Section or Region resources or their present position for advocating for promoting their own candidacy or any other candidate. Campaign expenses are not reimbursable by the Division, Region, Section or Patrol.

<sup>23</sup> *NSP Policies and Procedures*, Board Minutes MWM-85 Section Chief Candidate Requirements.  
*The Ski Patroller's Manual*, 13th ed., Chapter 3, Region Director and Section Chief responsibilities.  
*Bylaws of the Central Division* (as amended September 19, 1992), Article XI - Selection of Division Leaders, Patrol Director, Section Chief, and Region Director.

<sup>24</sup> 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.

- 
- 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 Officer's and Advisors 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 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 send records older than five years to the Region Historian.
- 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 Operations Manual* and the *Ohio Region Bylaws and Operations Manual* at every Board of Governors meeting.
- 17.8 **REGION POLICY UPDATES:** Shall prepare updates for the Board Minutes section of the *Ohio Region Bylaws* and the *Ohio Region Operations Manual*. This section lists only motions passed which change any provision in these documents. The format of the updates shall follow the pattern established in the *NSP 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 Awards Advisor. The Awards Advisor shall administer the awards program of the Ohio Region as described in section 19 operating policies. 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 Officer's and Advisors 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 that the content is complete and that 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:** 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 for the purpose of reviewing and voting on recommendations for nominations for National Appointments, Leadership Commendation Appointments and Distinguished Service Awards.

- 19.1 NOMINATIONS PROCESSING:<sup>26</sup> All award nominations are submitted to the Region Awards Advisor who is the Chair of the Region Awards Board. 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 and must be submitted on a current National Form:
- Outstanding Student 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
  - Outstanding Professional Ski Patroller
  - Outstanding Patrol Director
  - Outstanding Alpine Patrol
  - Outstanding Nordic Patrol
  - Outstanding Small Alpine Patrol<sup>27</sup>
- Nominations for any type outstanding patrol award shall include a statement on the nomination form, in the Training and Testing Section, indicating the percentages of patrol members who have completed the Basic Avalanche Course and the Basic Mountaineering Course.<sup>28</sup>
- 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.<sup>29</sup> They must be processed through Division and National Officers and require a minimum of four weeks process time.

---

<sup>25</sup> *NSP Policies and Procedures*, Chapter 11, Awards Program  
*The Ski Patroller's Manual*, 13th edition, Chapter 24 and Appendix E  
*Ohio Region Operations Manual*, Awards Appendix

<sup>26</sup> *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.

<sup>27</sup> The Outstanding Small Alpine Patrol is a Central Division Award for small alpine patrols having 39 or fewer members. The award was initiated in the 1996-97 season. A region Outstanding Small Alpine Award winner will be nominated for the division award.

<sup>28</sup> Basic Avalanche and Basic Mountaineering percentage statements requirement was added by the Ohio Region Board of Governors on October 13, 1996.

<sup>29</sup> NSP Merit Star criteria and documentation requirements are listed in *NSP Policies and Procedures*, in paragraphs 11.1.2 through 11.1.8.

- 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 19.8)
  - Dick Schleicher Outstanding Advisorship (see section 19.7)
  - 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
- 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 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.
- 19.8 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.
- 19.9 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 presented each year.
- 19.10 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.
- 19.11 AWARD SUBMISSIONS ENCOURAGED: All Patrols and Patrollers are urged to make and submit nominations for the various awards listed in this section and other awards that may be added to the current list as announced in issues of the *DOWNHILL*. 19
- 19.12 AWARD SUBMISSION AND EVALUATION PROCEDURES: The procedures for submitting and judging nominations for awards are as follows:
- 19.12.1 **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. Awards submission deadlines are established and published in the *DOWNHILL*.

- 19.12.2 **AWARD NOMINATION FILING DEADLINES:** Nominations for all "outstanding" awards and Ohio Region awards must be received by the Chair of the Awards Board by 5:00 PM on the second Saturday in March; for Certificates of Appreciation and Service Recognition by 21 days before date award materials are needed for scheduled awards ceremony; for Bravo and Sage awards by 15 days before needed date; for NSP Merit Stars four weeks before the needed date; and Angel Pins by 45 days before needed date to allow for processing through Division and National Offices.
- 19.12.3 **NOMINATION EVALUATION PROCEDURES:** The procedures for evaluating and judging "outstanding" nominations shall be as established by the Chair of the Board and agreed to by the members of the Awards Board. Those procedures and changes thereto shall be summarized in the *DOWNHILL*, included as an appendix to the *Ohio Region Operations Manual*, and issued to every P.D. and Officer of the Region.
- 19.12.4 **OUTSTANDING NOMINATIONS DISTRIBUTION:** The Board Chair will prepare copies of "outstanding" nominations and distribute them to the Awards Board for evaluation.
- 19.12.5 **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.
- 19.12.6 **OUTSTANDING AWARDS SELECTION MEETING DATE:** The Awards Board shall meet on the fourth Saturday in March to select winners of "outstanding" nominations.
- 19.12.7 **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.
- 19.12.8 **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.
- 19.12.9 **EVALUATIONS CONFIDENTIAL:** All judging and evaluations are to be strictly confidential.

- 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 appointment<sup>30</sup>. 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.
- 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 judgement 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 Officer's and Advisors 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.

---

<sup>30</sup> A NSP Appointment refers to either a National Appointment or a Leadership Commendation Appointment.

- 21.1 SECTION REVIEW PANELS:<sup>32</sup> 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, if possible, 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 Directors.
- 21.1.1 SECTION PANEL REVIEW RECOMMENDATION DEADLINE: Section Panel recommendations must be sent to the Region NSP Appointments Board Chair and postmarked by the 1st day of December to be eligible for Board consideration.
- 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 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.
- 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.

---

<sup>31</sup> *NSP Policies and Procedures*, section 11.1.1 Appointments and section 11.2 Distinguished Service Award

<sup>32</sup> *Ohio Region Operating Policies*, section 5.5

- 
- 22.1 **QUALIFICATIONS:** Shall be a registered member of 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 Officer's and Advisors 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*. Thereafter, the *DOWNHILL* Advisor 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 answer 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:** Shall perform other public relations duties as directed by the Region Director.

- 23.1 PUBLICATION CRITERION: Material published in *DOWNHILL* should be of general interest throughout the Region.
- 23.2 PROGRAM PUBLICITY: Region Advisors are to use *DOWNHILL* as their primary means of publicizing and advertising their programs and events; however, it should not be their only means.
- 23.3 FINANCIAL REPORTS: Each year, *DOWNHILL* shall publish a financial report for the previous season detailing actual Region expenses versus budgeted expenses and presenting the approved budget for the next season.
- 23.4 REGION ORGANIZATION CHART: *DOWNHILL* will publish the Region Organization Chart showing names and positions of Region Officers and Advisors in the first issue of each season, and will publish changes to that roster as they occur.
- 23.5 REGION CALENDAR: *DOWNHILL* will publish, in the first issue of a Volume year (i.e., September issue), the approved Region calendar, including as many Section and Patrol events as possible. Section Chiefs, Patrol Directors, and Region Advisors shall be responsible for notifying the *DOWNHILL* Advisor of their event dates and changes thereto. Later issues of *DOWNHILL* will carry the updated calendar of remaining events.
- 23.6 PUBLICATION DATES: *DOWNHILL* shall be published four times a season: just before the Region fall meeting (Issue 1, September); Issue 2, January; Issue 3, April; and Issue 4, June.

Position deactivated. See 24.5.

- 24.1 **QUALIFICATIONS:** Shall be a registered member of NSP and able and willing to undertake programs to identify and circulate information on equipment available to Patrollers and Patrols, in addition to that equipment available from the NSP catalog.
- 24.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director, Administration.
- 24.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 24.4 **PRO FORMS:** Shall collect and disburse to qualified Patrollers manufacturer's discount forms that are made available in addition to and outside the National Office Pro Form distribution channels for personal equipment. May collect nominal fees to cover the actual administrative costs of distributing the Pro Forms and providing the service.
- 24.5 **POSITION DEACTIVATED:** This position was deactivated by the Ohio Region Board of Governors on October 13, 1996 at the 1996 Region Fall Meeting; however, this section and section 25 are retained in the *Operating Policies* to meet possible future requirements.

Ohio Region Equipment Policies were discontinued on October 13, 1996. See section 24.5

- 25.1 **COST RECOVERY:** The costs of collecting and disbursing manufacturer's discount forms (Pro forms) or special catalogs shall be recovered by charging recipients a fee so that the costs of that portion of the equipment program shall be self-supporting.
- 25.2 **PATROLLER QUALIFICATIONS FOR PRO FORMS:** Only active hill-rated or trail-rated Patrollers with legitimate right to use manufacturer's discount forms shall request them through the Region Equipment Advisor. Registered candidates do not qualify for such discounts. Any Patroller abusing this right or abusing the use of such forms shall be subject to disciplinary action up to and including withdrawal of NSPS registration.

- 
- 26.1 **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.
- 26.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.
- 26.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 26.4 **KNOWLEDGE ABOUT ALUMNI POLICIES:** Shall keep informed about National and Division Alumni Association policies and provide information and advice about the Alumni Association to the Region Officers and members as requested.
- 26.5 **ALUMNI MEMBER LIST:** Shall develop an Ohio Region list of NSP Alumni Association members, addresses and telephone numbers.
- 26.6 **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.
- 26.7 **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 on the standard Division Budget form.

- 27.1 **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.
- 27.2 **ALUMNI VISITS:** The Region encourages members of the Alumni Association to visit Region activities, especially the annual Awards banquet and the Green Memorial.
- 27.3 **ALUMNI OEC INSTRUCTORS:** Active alumni OEC instructors must maintain their credentials through the Region OEC administration.
- 27.4 **REGION ALUMNI ACTIVITIES:** The Region Alumni may meet or conduct alumni activities. The liaison Alumni Association Members and the Region is through the Region Alumni Advisor.

---

<sup>33</sup> *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.

- 
- 28.1 **QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Fund-Raising Advisor.
- 28.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.
- 28.3 **STANDARD DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 28.4 **PRIMARY PURPOSE:** The primary purpose of this Advisor position is to facilitate raising of funds for the Region to help underwrite Region educational programs.
- 28.5 **FINANCIAL REQUIREMENTS AND GOALS:** Shall work with the Board of Governors or a designated Region financial committee to determine the requirements and financial goal for any fund-raising campaign to be conducted by the Region.
- 28.6 **FUND-RAISING OPTIONS:** Shall develop effective and supportable options for raising funds that meet NSP guidelines and can meet the Region established goals (*Ohio Region Operating Policies*, section 29.1). Shall coordinate fund-raising campaigns with Patrols and other ski organizations to avoid unintended and unfortunate conflicts.

- 29.1 **APPROVAL FOR FUND-RAISING ACTIVITIES:** All Region fund raising activities must have the approval of the Region Board of Governors. This approval would normally be obtained as part of the annual program plan review during the Fall meeting. Fund-raising campaign expenditures may be charged against the receipts of funds raised for that campaign.
- 29.2 **ACCOUNTING FOR EXPENDITURE OF SPECIAL FUNDS:** Expenditures of funds that have been raised to meet specified needs or purposes, must be accounted for to show that the funds were used in accordance with originally specified intent.
- 29.3 **COORDINATION:** Any fund-raising activity other than collection of annual course, clinic and refresher fees conducted for or as a part of a Region program, shall be conducted by or coordinated with the Region Fund-raising Advisor. This does not apply to area Patrol fund-raising activities, but Patrol Directors are encouraged to notify the Region Fund-Raising Advisor of Patrol fund raiser plans to help avoid schedule conflicts.
- 29.4 **FUND-RAISING INCENTIVES:** Region fund-raising activities may include incentives for support paid to area Patrols.

---

<sup>34</sup> *NSP Policies and Procedures*, section 4.6 Fund-raising  
**Ohio Region Operating Policies** September 26, 1999

- 30.1 **QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Region Historian.
- 30.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.
- 30.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 30.4 **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.
- 30.5 **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 Mountaineering 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.
- 30.6 **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.
- 30.7 **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 telephones requests to Patrols and Region Officers and Advisors. Shall assist persons making undertaking historical research using the collection. Contacts with other individuals and institutions interested in Patrol history are encouraged.

- 31.1 **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.
- 31.2 **PATROL NEWSLETTERS:** Patrol 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.
- 31.3 **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.

- 32.1 **QUALIFICATIONS:** Shall be a registered Patroller, preferably a Senior or National, able and willing to prepare and undertake a program to promote skiing safety in the Ohio Region.
- 32.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Proficiency.
- 32.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 32.4 **REGION SKI SAFETY TEAM:** Shall chair a team with three other similarly qualified Patrollers from Sections other than the Safety Advisor's home Section. The other members shall be selected by the respective Section Chiefs. This team shall help develop and execute the Region Ski Safety program.
- 32.5 **SAFETY POLICIES AND PROGRAMS:** Shall develop policies and programs to be available for use by Ohio Region Patrol Directors with their Patrols and their Area Managements to promote skier safety. It shall then be the responsibility of the individual Patrol Directors to adapt those policies and programs to meet the needs of the individual ski areas and to take appropriate action.
- 32.6 **SAFETY PROMOTION:** Shall assist in the promotion of consistent ski safety policies across all ski areas in the Ohio Region.
- 32.7 **SKI SAFETY LEGISLATION:** Shall assist in lobbying for ski safety legislation.
- 32.8 **POSITION DEACTIVATED:** The position of Region Safety Advisor was deactivated at the Ohio Region Spring 1993 Meeting; however, this section was retained to meet possible future requirements.

---

<sup>35</sup> *NSP Policies and Procedures*, section 1.3.5, Strategic Objective E, "To continue to expand and improve benefits, services and communication to support membership and ski safety programs."

- 33.1 **SAFETY POLICY CRITERIA:** Safety policies should define unsafe skiing practices and recommend procedures to prevent those practices.
- 33.2 **HAZARD IDENTIFICATION AND CORRECTION:** Safety programs may include follow-up and analysis of accident records by Patrol personnel and Area Management to identify causes of accidents and recommend practices and policies to reduce the probability of similar accidents in the future.
- 33.3 **SAFETY PROGRAMS:** Region safety programs shall provide educational materials to the Patrol Directors to use in developing programs at their ski areas. These shall include, for example, safe skiing codes, the need for ski lessons, and the benefits of fitness and warming up in preventing injuries.
- 33.4 **LOCAL EMERGENCY PLAN:** Each Patrol shall prepare an Emergency Plan to handle severe emergencies or disasters at its ski area. This local area Emergency Plan shall be reviewed prior to each skiing season and updated as needed. Crew chiefs and other key Officers in the Patrol will be refreshed annually on the contents and recent changes to the Emergency Plan.<sup>37</sup>The emergency plan or parts of it should be included in Patrol refreshers and continuing education programs.
- 33.5 **LOCAL SKI SAFETY PROMOTION:** Each Patrol shall have and implement ski safety-promotion programs to include but not be limited to talks to ski area patrons, skiing clubs, schools, or other groups, demonstration of safe practices, and promotion of safe skiing.<sup>38</sup>

---

<sup>36</sup> *NSP Officer's Handbook*, chapter 18, Skier Education and Public Relations Programs. See especially section 18.4, Accident Prevention

<sup>37</sup> Emergency plans include lift evacuation plans, area search plans, and plans for other major emergencies. A model area search plan is published as an appendix in *The NSPS Ski Mountaineering Manual*. When appointed, The Region Safety Advisor can provide models and advice on the preparation of emergency plans. Plans are worthless however, unless the procedures and contacts are current and known by those responsible for the implementation.

<sup>38</sup> *The Ski Patroller's Manual*, 13th ed., Chapter 21.

- 
- 34.1 **QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, be professionally trained and certified in insurance matters and willing and able to undertake the duties of Insurance Advisor.
- 34.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Administration.
- 34.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 34.4 **PRIMARY RESPONSIBILITY:** Serves primarily as an Advisor to the Region on liability insurance. Keeps informed about current insurance conditions and practices relative to liability, changes in laws affecting insurance in Ohio and Indiana, and National Ski Patrol and Division policies relative to liability and other types of insurance for Ski Patrollers.
- 34.5 **CONSULTANT DUTIES:** Be available as an information resource to Patrol Directors in obtaining answers to their questions about insurance from the National office and general insurance sources.
- 34.6 **GENERAL INFORMATION:** Provides information about insurance policy to Region meetings and to Patrollers through *DOWNHILL* articles.
- 34.7 **SOURCES FOR INSURANCE COVERAGE:** If requested by the Board of Governors, searches for insurance coverage needed but not met by National or Division programs.
- 34.8 **POSITION DEACTIVATED:** This position was deactivated by the Ohio Region Board of Governors at the 1993 Region Spring Meeting; however, this section was retained in the operations policies to meet possible future requirements.

- 35.1 FOLLOW NATIONAL AND DIVISION LEAD: To the greatest extent possible Region policies and procedures will depend upon National and Division insurance policy guidance and coverage. Before any extension is contemplated at the Region level, National and Division level options will be considered.

---

<sup>39</sup> *The Ski Patroller's Manual* 13th ed., Chapter 12 - Local Patrol Operations, Legal Responsibilities and Insurance, Chapter 13 Legal Responsibilities discusses liability risks. See also section on health and disability insurance.

*NSP Policies and Procedures* section 3.2 General Liability Insurance and section 3.3 General Risk Management Policies. Chapter 3 of Board Minutes provides policy background.

- 36.1 **QUALIFICATIONS:** Shall be a registered Nordic patroller, preferably a Senior Nordic with a primary Nordic registration, certified as an NSP Nordic Skiing Instructor and either is or is will to become a Nordic Instructor Trainer and is capable and willing to provide the leadership necessary for the continuous development of the Nordic program in the Ohio Region.
- 36.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.
- 36.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 36.4 **PRIMARY PURPOSE:** Shall promote uniformity among Nordic Patrols in the Ohio Region.
- 36.5 **DIVISION COORDINATION:** Shall maintain liaison with the Central Division Nordic Advisor.
- 36.6 **ON-THE-TRAIL REFRESHERS:** Shall supervise the organization and conducting of annual Nordic Trail Refreshers in the Ohio Region
- 36.7 **NORDIC SKI AND TOBOGGAN PROFICIENCY**<sup>41</sup>: Shall organize and administer Nordic Ski and Toboggan Phase II Instructor Training and clinics and evaluations for Nordic Patrollers at Basic and Senior levels. Shall lead a continuing Nordic Training Quality Assurance program in the Region.
- 36.8 **SENIOR NORDIC SKIING AND TOBOGGAN CLINIC COURSE COMPLETION RECORDS:** Shall submit Nordic Senior Skiing and Toboggan Clinic Course Completion Records as required in 8.11

---

<sup>40</sup> *NSP Policies and Procedures*, section 7.5 - Ski Patrollers--Alpine and Nordic, Chapter 17 Ski and Toboggan Program, section 17.8.2 Region Ski and Toboggan Advisor (Nordic) Responsibilities  
*The Ski Patroller's Manual*, 13th ed., Chapter 7, section on Nordic Ski Patrollers

<sup>41</sup> *NSP Policies and Procedures* Section 14.4.4

- 37.1 **NORDIC PATROLLER UNIFORM:** Nordic Patrollers in the Ohio Region shall meet the NSP standardized Uniform Requirements specified in the *NSP Policies and Procedures* section 7.5.5.E.

---

<sup>42</sup> references same as for Nordic Advisor  
***Ohio Region Operating Policies***

- 38.1 **QUALIFICATIONS FOR POSITION:** Shall be a registered NSP Auxiliary member, preferably a Senior Auxiliary, in good standing, and is or is willing to become a Patroller Enrichment Seminar Trainer and is willing and able to provide the administrative leadership for the continued development of the Auxiliary program in the Ohio Region.
- 38.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and report through the Assistant Region Director for Programs.
- 38.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 38.4 **AUXILIARY RECORDS:** Shall maintain a record of all Region Auxiliaries and their assigned duties, including Advisorships and special projects.
- 38.5 **AUXILIARY INFORMATION DISSEMINATION:** Shall collect information about the Auxiliary program current requirements, standards, programs, awards, and developments and promptly disseminate it to all Patrols and to Ohio Region Officers through the *DOWNHILL*, direct mailing, and personal contacts.
- 38.6 **PATROLLER ENRICHMENT SEMINARS:** Responsible for administering the NSP Patroller Enrichment Seminar Program in the Region. Assures that Patroller Enrichment Seminars are available for patrollers within the Region at least every other year. Recruits trainers for the program and facilitates Phase II training for Region Instructor Candidates. If not an Instructor Trainer, obtains Instructor Trainers from outside the Region. Submits or supervises submission of Patroller Enrichment Seminar Course Completion Records as required in 8.11

- 39.1 **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.
- 39.2 **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."<sup>44</sup>
- 39.3 **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 Director. The auxiliary may offer and provide first aid help to an injured skier.
- 39.4 **UNIFORM AND BADGES:** An Auxiliary Patroller may and is encouraged to wear the Auxiliary sweater pin and may wear a NSP rust and navy jacket or parka bearing an Auxiliary chest badge, so long as the jacket or parka does not also bear a NSP Duty (back) Cross.
- 39.5 **NSP TRAINING:** Auxiliaries are encouraged to participate in advanced NSP training, i.e., Ski Mountaineering, the Senior program, ski training and instructor training, and to participate in special projects for their Patrol.

---

<sup>43</sup> *NSP Policies and Procedures* section 7.6  
*The Ski Patroller's Manual*, 13th edition, Chapter 8

<sup>44</sup> *Ski Patroller's Manual*, Chapter 8, Continuing Education, Classification Change, direct quote  
**Ohio Region Operating Policies** September 26, 1999

- 40.1 **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.
- 40.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director and report through the Assistant Region Director for Programs.
- 40.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 40.4 **DIVISION DUTIES:** Shall serve on the Division Avalanche Committee.
- 40.5 **INSTRUCTOR STANDARDS:** Shall maintain a uniform and high level of avalanche instruction with a NSP training quality assurance program.
- 40.6 **ANNUAL BASIC COURSE:** Shall conduct or cause to be conducted at least one Basic Avalanche course each season, holding that course providing there are sufficient registrants to ensure the quality of the course. The course will be announced in *DOWNHILL*.
- 40.7 **ADDITIONAL BASIC COURSES:** Shall conduct or cause to be conducted a Basic Avalanche course for an individual Patrol providing that the number of registrants and available instructors is sufficient and that teaching materials and other criteria are met so as to ensure the quality of the course.
- 40.8 **INSTRUCTOR TRAINING**<sup>46</sup>: As required to meet Region training needs, shall organize and lead, or coordinate in providing with other NSP education program Instructor Trainers, programs for recruiting and training Avalanche Instructors in NSP Phase I for Training Patrollers Effectively and Phase II Avalanche Instructor Training. Shall conduct continuing education training seminars for avalanche instructors.
- 40.9 **COURSE RECORDS:** After assuring that all Avalanche Course Completion Records are sent to NSP National Headquarters for use as the official training records, maintain a Region copy of these records, as necessary, for purposes of effective Avalanche Program administration. Assure that the Division Avalanche Advisor receives a copy of current year Region Avalanche Program Records. Submits or supervises submission of Avalanche Course Completion Records as required in 8.11
- 40.10 **INSTRUCTOR RECORDS:** Shall maintain instructor training and teaching activity records of all Avalanche Instructors in the Ohio Region, for purposes of Instructor Certification and Recertification.
- 40.11 **COURSE FEES:** Shall be empowered to collect fees for courses, submitting those fees to the Region

---

<sup>45</sup> *NSP Policies and Procedures*, Chapter 10 and Board Minutes Chapter 10, Region Avalanche Instructor Responsibilities and Qualifications are in section 10.6.6  
*The Ski Patroller's Manual*, 13th ed., Chapter 15  
*NSP Avalanche Instructor's Handbook*  
*Central Division Operations Manual*, section VA. Avalanche, section III.B.2 lists Region Advisor

<sup>46</sup> *NSP Policies and Procedures* section 14.4.1 and the *NSP Avalanche Instructor's Manual*

Treasurer, and draw against those collected fees for expenses of the Advisorship by preparing and submitting for approval Expense Vouchers (Division forms).

- 40.12 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.

---

<sup>47</sup> *NSP Policies and Procedures*, Chapter 10 and Board Minutes Chapter 10

*The Ski Patroller's Manual*, 13th ed., Chapter 15

*NSP Avalanche Instructor's Handbook*

*Central Division Operations Manual*, section VA. Avalanche, section III.B.2 lists Region Advisor duties and responsibilities

- 41.1 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.
- 41.2 NON-NSP STUDENTS: The Basic Avalanche course shall be open to nonmembers of NSP.
- 41.3 PHASE II INSTRUCTOR TRAINING: Phase II Avalanche Instructor Training shall be offered within the Region as needed to meet training requirements for new Avalanche Instructors.<sup>49</sup>

---

<sup>48</sup> *NSP Policies and Procedures* NSP Avalanche Program Policies are found in Chapter 10

<sup>49</sup> *NSP Policies and Procedures* 14.4.1 and the current *NSP Avalanche Instructor=s Manual*

- 42.1 **QUALIFICATIONS:** Shall (1) be a registered Patroller, (2) an active currently certified Mountaineering Instructor (3), be or be willing to become a Mountaineering Instructor Trainer and (4) be willing and able to provide the administrative and instructional leadership needed for continued development of the Mountaineering program in the Ohio Region.
- 42.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.
- 42.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 42.4 **DIVISION DUTIES:** Shall serve on the Division Mountaineering Committee.
- 42.5 **INSTRUCTION STANDARDS:** Shall maintain a uniform and high level of mountaineering instruction with a NSP training quality assurance program.
- 42.6 **ANNUAL MOUNTAINEERING COURSES:** Shall organize and conduct, providing there are sufficient students and the weather is appropriate, at least one Basic Mountaineering and one Advanced Mountaineering course each season in or for the Ohio Region. Courses notices shall appear in the *DOWNHILL*.
- 42.7 **INSTRUCTOR TRAINING**<sup>51</sup>: As required to meet Region training needs, shall organize and lead, or coordinate in providing with other NSP education program Instructor Trainers, programs for recruiting and training Mountaineering Instructors in NSP Phase I for Training Patrollers Effectively and Phase II Mountaineering Instructor Training. Shall conduct continuing education training seminars for certified instructors.
- 42.8 **COURSE RECORDS:** After assuring that all Mountaineering Course Completion Records are sent to NSP National Headquarters for use as the official training records, maintain a Region copy of these records, as necessary, for purposes of effective Mountaineering Program administration. Assure that the Division Mountaineering receives a copy of current year Region Mountaineering Program Records. Submits or supervises submission of Mountaineering Course Completion Records as required in 8.11
- 42.9 **INSTRUCTOR RECORDS:** Shall maintain training and teaching activity records of all Mountaineering Instructors in the Ohio Region for purposes of Instructor certification and recertification.
- 42.10 **COURSE FEES AND EXPENSES:** Shall be empowered to collect fees for courses, submitting those fees to the Region Treasurer, and draw against those collected fees for Region Mountaineering expenses by preparing and submitting Expense Vouchers for approval and payment.
- 42.11 **ASSISTANT ADVISOR:** Shall select and appoint, subject to the approval of the Region Director or Assistant Region Director for Programs, an assistant who shall help administer the Mountaineering program and endeavor to learn and prepare to take over the Advisorship. If possible, that assistant shall be from a Section distant from the Mountaineering Advisor and may be a Section Mountaineering Advisor

---

50

*NSP Policies and Procedures*, Chapter 15, Section 15.6.4 Region Mountaineering Advisor  
*The Ski Patroller's Manual* 13th ed., Chapter 17  
*The NSP Ski Mountaineering Manual*  
*Central Division Operations Manual*, section V.F.III.A.3 and B.2

<sup>51</sup> *NSP Policies and Procedures*, Chapter 14, section 14.4.3 and *NSP Mountaineering Instructor=s Manual*  
**Ohio Region Operating Policies** September 26, 1999 **51**

- 43.1 **SELF-SUPPORTING BUDGET:** The Mountaineering 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.
- 43.2 **BASIC COURSE FIELD SESSION SCHEDULING:** The field session of the Basic Mountaineering course shall be held in late December or early January 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.
- 43.3 **NON-NSP MEMBER BASIC COURSE STUDENTS:** The Basic Mountaineering course shall be open to nonmembers of NSP.
- 43.4 **ADVANCED COURSE SCHEDULING:** The field session of the Advanced Mountaineering 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.
- 43.5 **NON-NSP MEMBER ADVANCED COURSE STUDENTS:** The Advanced Mountaineering course shall be open to nonmembers of NSP who have taken the Basic Mountaineering course and have all other requirements for the course except NSP membership.
- 43.6 **PHASE II INSTRUCTOR TRAINING**<sup>53</sup>: Phase II Mountaineering Instructor Training Courses shall be offered within the Region as needed to meet training requirements for new Mountaineering Instructors.

---

<sup>52</sup> *NSP Policies and Procedures*, Chapter 17  
*The Ski Patroller's Manual* 13th ed., Chapter 17  
*The NSP Ski Mountaineering Manual*  
*Central Division Operations Manual*, section V.F.II and V.F.V.A through V.F.V.C

<sup>53</sup> *NSP Policies and Procedures*, Chapter 14, Section 14.4.3 and *NSP Mountaineering Instructors Manual*.  
**52** Revised September 26, 1999 *Ohio Region Operating Policies*

- 
- 44.1 **QUALIFICATIONS:** Shall be a registered Patroller, preferably a Senior, be able and willing to organize and conduct that competition.
- 44.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Programs.
- 44.3 **PRIMARY PURPOSE:** Shall plan, organize, publicize, promote, and manage the Ohio Region Green Memorial Competition. Shall prepare a self-financing budget to support the plan and submit it to the Assistant Region Director for Programs by the date of the annual fall meeting.
- 44.4 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 44.5 **HOST AREA:** Shall work closely with the host Area Management, Patrol and Event Chair to provide the maximum planning time, to avoid schedule conflicts with other area events, and provide guidance in planning and conducting the events.
- 44.6 **PUBLICITY:** Shall widely publicize the annual event in the *DOWNHILL* and by direct contact, announcements and fliers.
-

- 45.1 **BACKGROUND AND PURPOSE:** The Green Memorial was established in 1966 to perpetuate the memory of two brothers, members of NSP at the time of their deaths: Eric William Green, age 21, and Christopher Francis Green, age 18. It is a proficiency competition to honor the brothers and to promote friendly rivalry among Patrols and Patrollers. In September 1999 the Ohio Region Board of Governors changed the name to the Ohio Region Green Memorial.
- 45.2 **GREEN MEMORIAL FUND:** A memorial fund established in memory of the brothers was transferred to the Central Division on May 14, 1975 for the Division Outstanding Student Patroller (former Junior) Award, named the Eric and Chris Green Memorial Award. But the competition remains a program put on by the Ohio Region, in which Patrollers from all regions of the Central Division are invited to compete.
- 45.3 **DATE AND EVENTS:** The date of the competition, the competitive events, and the scoring are to be established no later than the Ohio Region fall meeting, and shall not be changed thereafter for that season except for emergencies. The competition will be publicized in the *DOWNHILL*.
- 45.4 **ENJOYABLE COMPETITION:** The competitive events shall be designed to be enjoyable to the competing Patrollers and shall not be highly-stressed duplicates of or similar to the tests given for first aid, skiing, or toboggan handling, although the events may call for the use of those skills.
- 45.5 **NO TEAM ENTRY LIMIT:** A Patrol may enter more than one team per class in the Ohio Region Green Memorial Competition.
- 45.6 **INTER-PATROL TEAMS:** In the Student division of the Ohio Region Green Memorial Competition, two or more Patrols, neither of which has enough Student Patrollers or candidates on its roster to form a team, may combine to form a team.
- 45.7 **LOW BUDGET:** The Ohio Region Green Memorial Competition will be supported by the fees collected from entrants, by contributions and fund-raisers, and when duly approved, funds from the Region Treasury. The program shall be planned for low costs so that fees are not a deterrent to Patroller participation.
-

- 46.1 **QUALIFICATIONS:** Shall be a registered Patroller or auxiliary and a OEC Instructor Trainer (OEC IT) or a 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 Patroller, must have successfully completed the Senior OEC evaluation. Must have at least one year's experience as a OEC Advisor at the Patrol or Section level and must have demonstrated good administrative and organizational skills.
- 46.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director with the recommendation of the Division OEC Supervisor.
- 46.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 46.4 deleted
- 46.5 **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. When possible, Patrollers recommended as Section OEC Advisor candidates shall be certified OEC ITs.
- 46.6 **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. Actual appointments to the position of OEC IT are made by the Division OEC Supervisor. Within each Section, the target ratio is one IT for every ten OEC instructors.
- 46.7 **OEC INSTRUCTOR TRAINING**<sup>55</sup>: Shall organize OEC PHASE II instructor development courses and seminars to train, qualify, and maintain the qualification of OEC instructors as trainers and examiners of written and practical OEC evaluations at all levels. Shall independently or in coordination with other NSP advisors responsible for instructor training, organize, conduct or oversee NSP Phase I Training Patrollers Effectively Courses. Submits or supervises submission of Phase I, Phase I Instructor, and Phase II OEC Course Completion Records as required in 8.11 for the benefit of Senior Candidates.
- 46.8 **OEC INSTRUCTOR RECORDS:** Shall maintain current and accurate records for the activities of all OEC instructors within 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.
- 46.9 **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 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 Directors 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 a Section OEC Instructor Trainer from another patrol or section to attend each OEC refresher held in the Ohio Region.

---

<sup>54</sup> *NSP Policies and Procedures* Chapter 20 Section 20.10.3 defines NSP standard Region Administrator Responsibilities and Qualifications. Region requirements cannot contravene NSP policies.

<sup>55</sup> *NSP Policies and Procedures* Chapter 14 describes Instructor Development Programs. Region Instructor Development Administrator Responsibilities are in section 14.3.3, the OEC Phase II Course is defined in Section 14.4.5. The syllabus for the OEC Phase II course is in the *WEC Instructor's Manual*.

- 46.10 SENIOR OEC CLINICS: Shall schedule, administer and arrange for all Senior OEC clinics and evaluations in the Region. Submits or supervises submission of OEC Senior Clinic Course Completion Records as required in 8.11 for the benefits of Senior Candidates.
- 46.11 deleted
- 46.12 OEC EVALUATION RECORDS: Shall collect, compile, and report the names and scores of all individuals who take OEC written, and practical evaluations. Reports for Auxiliary, and Basic shall be compiled by the Section IT and/or the Course Instructor of Record and submitted to the Region OEC Administrator within ten days after each evaluation.
- 46.13 INSTRUCTOR ACTIVITY REPORTS: Shall send an annual OEC instructor activity status report copy to the Patrol Directors of the OEC instructors.
- 46.14 ANNUAL OEC REFRESHER STUDY GUIDE DISTRIBUTION: Shall determine if Patrollers across the entire Ohio Region have received the Annual OEC refresher edition of the *Ski Patrol Magazine* within a reasonable time after the issue was mailed by the National Ski Patrol. If for any reason the distribution has failed, the Region Administrator shall detect the fault early and devise an expeditious plan for providing the information to Region Patrollers well ahead of the first OEC refresher of the year.

- 47.1 NO UNIQUE REGION POLICIES: All policies and procedures controlling OEC training refreshers, evaluations, and quality assurance are documented in the OEC Instructor's Manual, the *NSP Ski Patroller's Manual*, 14<sup>th</sup> edition, Chapter 18 Senior Program, the OEC Phase I and Phase II Manuals, and the OEC update bulletins published as necessary by the National Office. The annual OEC refresher study guide is included in the summer issue of the *Ski Patrol Magazine*.
- 47.2 REGION SENIOR OEC CLINIC FEE: (see 50.4)

---

<sup>56</sup> *NSP Policies and Procedures*, Chapter 20 - NSP Policies, Board Minutes - Chapter 20, section 8.5.5 - Refresher Roster, and many others

*The Ski Patroller's Manual*, 13th ed., Chapter 20 - OEC, Patrol calendar 77-79, refresher 45, and other entries.

*Central Division Operations Manual*, section V.C

*OEC Instructor's Manual*, section II - Program Administration, section IV - Refresher

*The Ski Patroller's Manual*, 14th edition, section 4 - Senior OEC

- 
- 48.1 **QUALIFICATIONS:** Shall be a registered member of NSP and a physician, MD or DO, licensed to practice in Ohio.
- 48.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Proficiency.
- 48.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 48.4 **DIVISION DUTIES:** Shall be a member of the Central Division Medical Committee.
- 48.5 **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 OEC and ARC or AHA BLS-CPR courses of instruction: examples are the administration of oxygen, the use of sphygmomanometers, advanced trauma physiological information, and bloodborne pathogens .
- 48.6 **SECTION AND PATROL MEDICAL ADVISORS:** Shall encourage each Patrol Director and Section Chief to obtain and appoint a Medical Advisor.

---

<sup>57</sup> *Central Division Operations Manual*, section V.E outlines Medical Advisor purpose and duties at all levels above the Patrol

- 49.1 SUPPLEMENTAL TRAINING SUPERVISORY AUTHORITY: Supplemental training offered Ski Patrollers in the Ohio Region that goes beyond the limits of the ARC and AHA BLS-CPR texts, the Outdoor Emergency Care Manual OEC, and other material provided by the NSPS office shall be given under the supervision of the Ohio Region Medical Advisor.

---

<sup>58</sup> *NSP Policies and Procedures*, section 7.8 Medical, similar to *Ski Patroller's Manual* reference below  
*The Ski Patroller's Manual* 13th ed., Chapter 22 - Medical and Chapter 12 Medical Advisor section.  
Both items apply to Patrol Medical Advisors  
*Central Division Operations Manual*, section V.E - Medical Advisors, Item V describes Program

- 50.1 **REGION SENIOR PROGRAM:** The Senior Program shall be administered in the Region to conform to Chapter 16 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 Operations Manual*. The Senior Program is conducted under the overall supervision of the Assistant Region Director for Proficiency with records maintained by the Senior Program Administrator.
- 50.2 **SENIOR PROGRAM ADMINISTRATOR:**
- 50.2.1 **QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, preferably a Senior, having access to and capable of using automated data processing equipment and willing to keep records for the Region=s Senior Candidates and provide timely information for advisors conducting senior clinics and elective courses.
- 50.2.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and report to the Region Director through the Assistant Region Director for Proficiency.
- 50.2.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting budgeting and records requirements listed under the Ohio Region Officer=s and Advisor=s General Duties (section 8).
- 50.2.4 **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. The purpose of the Region record is to standardize simple clinic 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.
- 50.3 **SENIOR CANDIDATE APPLICATION:** A patroller can become a Senior Candidate by submitting a Senior Candidate Application (see Appendix C or the *NSP Ski Patroller=s Manual, 14<sup>th</sup> edition, page 216.*) approved by their Patrol Director to the Region Senior Program Administrator. There is no fee associated with this application. This application must be submitted at least 30 days prior to the first senior clinic in which the candidate wishes to participate. The application remains valid for three seasons or until the candidate becomes a Senior. A Patroller can renew an expired candidacy by submitting a new application form. The type of senior program (Alpine, Nordic, Snowboard, Auxiliary) and the name and year of completion for any senior elective courses that the candidate has already completed should be added to the Senior Candidate application for inclusion in the candidates=s record.
- 50.4 **SENIOR CLINIC APPLICATIONS:** To participate in a Senior Clinic, a Senior Candidate must submit a completed Ohio Region Senior Clinic Application form (see Appendix C) and the associated clinic fee to the appropriate Region Advisor in accordance with the following schedule:

<u>SENIOR CLINIC</u>	<u>ADVISOR</u>	<u>FEE</u>
OEC	Region OEC Administrator	\$10.00
Alpine Skiing	Region Alpine S&T Clinic Advisor	\$10.00
Senior Alpine Toboggan	Region Alpine S&T Clinic Advisor	\$10.00
Nordic Skiing	Region Nordic Advisor	\$10.00
Nordic Toboggan	Region Nordic Advisor	\$10.00
Snowboard	Region Snowboard Advisor	\$10.00
Snowboard Toboggan	Region Snowboard Advisor	\$10.00

<sup>59</sup> *Manual* - Senior Candidates are advised to obtain their personal copy.

Make checks for Clinic fees payable to the Ohio Region, NSP. Completed Senior Clinic Application forms must be received by the Clinic Advisor at least 30 days prior to the scheduled clinic date. An application is considered incomplete if the form is not signed by the Patrol director or if it is not accompanied by the required clinic registration fee. A Senior Clinic Application is valid only for the clinic or clinics applied for. Should a candidate not pass a clinic, the candidate must reapply with a new Ohio Region Senior Clinic Application and fee for any subsequent clinic.

50.5 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 for three seasons or until the candidate completes the senior requirements. The candidate record contains essentially the same information as shown on the Activity Record for Senior Core and Elective Components found on page 217 of the *NSP Ski Patroller's Manual*, 14<sup>th</sup> edition. Clinic and Elective Course Completion Records will be used to update individual Senior Candidate Records.

50.5.1 ACTIVE SENIOR CANDIDATE LISTS: Shall forward a list of active Senior Candidates to the Region OEC Program Administrator, the Region Alpine Ski and Toboggan Senior Clinic Advisor, the Region Nordic Advisor, and the Region Snowboard Advisor at least 25 days prior to a Senior Clinic for which the Advisor/Administrator is responsible.

50.5.2 LIST OF SENIOR CANDIDATE REQUIREMENT COMPLETIONS: 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.

50.5.3 USE OF SENIOR CANDIDATE RECORDS: The Senior Program Administrator maintains a current list of active Senior candidates for use by Senior Clinicians to validate the active Senior Candidate status of Senior Candidate Clinic Applicants. The status of any Senior Candidate record can be obtained from the Senior Program Administrator by the Candidate, the Candidate's Patrol Director or a Region Officer, Program Administrator or Advisor.

50.5.4 NOTIFICATION OF NATIONAL OFFICE OF SENIOR CLASSIFICATION UPGRADE: <sup>60</sup> *When all requirements have been completed by a Senior Candidate, the Candidate's Patrol 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 Director should also send a copy of the Change of Classification form to the Senior Program Administrator*

50.6 SENIOR CANDIDATE QUALIFICATION LOG:<sup>61</sup> 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 Director who has responsibility for submitting the Change of Classification form (50.5.4). The Senior Candidate can contact the Region Senior Administrator to verify agreement of the Candidate's personal qualification log and Region Senior Candidate Records.

---

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

<sup>61</sup> *NSP Ski Patroller's Manual*, 14<sup>th</sup> edition, page 217  
**Ohio Region Operating Policies** September 26, 1999

- 51.1 REGION PROCEDURES: All policies and procedures controlling the performance standards of the Senior Alpine Ski and Toboggan Program are documented in Chapter 17 of the current edition of *NSP Policies and Procedures*, the *NSP Ski and Toboggan Training Manual*, and the *NSP Ski Patroller=s Manual*, 14<sup>th</sup> edition, Chapter 18. This section documents Region administrative procedures affecting Senior Alpine Ski and Toboggan Clinic Candidates and the Clinic Instructors and Patrols that support the program. Region administration of this program is described in section 52.
- 51.2 SENIOR ALPINE SKI & TOBOGGAN CLINICS - APPLICATIONS AND FEES:
- 51.2.1 CANDIDATES: See Section 50.4
- 51.2.2 PATROLS: Each Patrol sending Senior candidate(s) to an Alpine Senior Ski and/or Toboggan Clinic shall be assessed a \$25 clinic fee for each clinic and for each candidate. [For example, the Patrol fees for a candidate attending both the Alpine Senior Ski and the Toboggan Clinics 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 Clinic Instructors to the Clinic (as may be identified per section 52.3.5). Every Senior Clinic Instructor sent by the Patrol will qualify for one assessment fee waiver from that season=s Clinic. To qualify for an assessment waiver, patrol Clinic Instructor(s) must be available for the entire clinic. When an Instructor cannot be present for the entire Clinic a second eligible Instructor may be sent by the Patrol to fill the vacated Clinic Instructor's position and complete the clinic. The Region Alpine Ski and Toboggan Senior Clinic Advisor has the option to waive the Patrol Assessment if a sufficient number of eligible Clinic Instructors from other Patrols are scheduled to attend. Failure of a Patrol to pay the fee by the start of the Clinic or to provide at least one Clinic Instructor for each Senior candidate from the Patrol may jeopardize, at the option of the Region Alpine Ski and Toboggan Senior Clinic Advisor, the Patrol=s Candidate= participation in the Clinic. Candidates so denied and who have properly filed a Senior Clinic Application and paid the clinic fee shall have their clinic fee refunded.
- 51.3 REGION REIMBURSEMENT OF SENIOR CLINIC INSTRUCTORS= EXPENSES: It is suggested that when a Patrol sends Senior Clinic Instructors, that the waived fees be made available to defray travel costs of the Patrol=s own Clinic Instructors. All Patrol Senior Alpine Ski and Toboggan Clinic fees collected must be recorded and processed through the Region Treasurer. The Patrol fees collected from a specific Clinic shall be pooled to form a fund to reimburse the travel expenses of the Ohio Region Clinic Instructors participating in that Clinic. Within 21 days after the Clinic, each Clinic Instructor requesting reimbursement for expenses that have not been reimbursed by the local Ski Area or Patrol, must file a Region Expense Voucher (Appendix C), sent through and approved by the Region Alpine Ski and Toboggan Senior Clinic Advisor 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 clinic and use the ratio to prorate the reimbursements of up to 100% of the validated amounts claimed by those requesting reimbursement.
- 51.4 ALPINE SKI AND TOBOGGAN SENIOR CLINICS - INSTRUCTORS:
- 51.4.1 DUTIES: Senior Clinic Instructors (formerly Certified Examiners) evaluate Senior Candidates at Alpine Ski and Toboggan Senior Clinics and participate in local area ski and toboggan training activities.

---

<sup>62</sup> *NSP Policies and Procedures* Chapter 17 Ski and Toboggan Program  
*Senior Manual*, 1993 edition, Section 2 & 3

- 51.4.2 **APPOINTMENT:** Only NSP members who meet the training prerequisites and service requirements shall be considered for Senior Clinic Instructor appointments. Each year/season new appointments and reinstatements are made as recommended by the Region Ski and Toboggan Senior Clinic Advisor and approved by the AS&T Board for a one year period from
- 51.4.3 **PREREQUISITES:** To become a Alpine Ski and Toboggan Senior Clinic Instructor, a patroller must have successfully completed Phase II - Alpine Toboggan, 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 Alpine Ski and Toboggan Instructor Clinic (52.2.6), must successfully observe a Alpine Ski and Toboggan Senior Clinic and have demonstrated there scoring skills commensurate with Senior Clinic evaluators, and must be approved by the Alpine Ski and Toboggan Board (52.1.3). It is recommended that prospective Senior Clinic Instructors have participated in several Basic Patroller Evaluations prior to becoming a Senior Clinic Instructor.
- 51.4.4 **SERVICE REQUIREMENTS:** To maintain Senior Clinic Instructor status, a patroller must be current Senior Patroller in accordance with National Ski Patrol policies, must attend a Region Training Clinic (52.2.7) at least once every three years, must participate in an Alpine Ski and Toboggan Senior Clinic as a Senior Clinic Instructor 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 Directors) the Assistant Region Director for Proficiency, the Region Alpine Ski and Toboggan Instructor Development Advisor, and the Region Alpine Ski and Toboggan Clinic Advisor.
- 51.4.5 **REACTIVATION OF INACTIVE ALPINE SKI AND TOBOGGAN CLINIC INSTRUCTORS:**  
An inactive Clinic Instructor must attend a Region Training Clinic (52.2.7) and observe at a Senior Clinic in a non-scoring capacity to be eligible for recommendation for reactivation by the Alpine Ski and Toboggan Senior Clinic Advisor and consideration for approval by the AS&T Board.

- 52.1 ALPINE SKI AND TOBOGGAN BOARD (AS&T BOARD): The purpose of the AS&T Board is to review and guide the Senior Alpine Ski and Toboggan Program. The Board consists of Assistant Region Director for Proficiency (chair), the Region Alpine Ski and Toboggan Instructor Development Advisor, and the Region Alpine Ski and Toboggan Senior Clinic Advisor. The Assistant Region Alpine Ski and Toboggan Instructor Development Advisor and the Assistant Region Alpine Ski and Toboggan Senior Clinic Advisor, if appointed, attend but do not vote at AS&T Board meetings.
- 52.1.1 APPEALS: The AS&T Board shall hear and decide appeals from candidates to any decisions made by the Region Alpine Ski and Toboggan Instructor Development Advisor or the Region Alpine Ski and Toboggan Senior Clinic Advisor.
- 52.1.2 ADVISOR REPLACEMENT RECOMMENDATIONS: The AS&T Board may make recommendations to the Region Director for appointments to the Region Alpine Ski and Toboggan Instructor Development Advisorship or the Region Alpine Ski and Toboggan Senior Clinic Advisorship in the event of a mid-season vacancy.
- 52.1.3 SENIOR CLINIC INSTRUCTOR APPROVAL: To become a new or to be reinstated as a Senior Clinic Instructor, a Patroller must be approved by the AS&T Board. (See 51.4.3)
- 52.1.4 ESTABLISHES SENIOR ALPINE SKI AND TOBOGGAN SEASON CLINIC PLAN: Establishes the number, location(s) and desired schedule for each season=s Region Alpine Ski and Toboggan Senior Clinic(s).
- 52.2 REGION ALPINE SKI AND TOBOGGAN INSTRUCTOR DEVELOPMENT ADVISOR:
- 52.2.1 QUALIFICATIONS: Shall be an active Senior Clinic Instructor 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 and supervised by the Assistant Region Director for Proficiency.
- 52.2.2 REGION ALPINE SKI AND TOBOGGAN BOARD: Serves on the Region Alpine Ski and Toboggan Board.
- 52.2.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer=s and Advisor=s General Duties (Section 8)
- 52.2.4 ASSISTANT: Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region Alpine Ski and Toboggan Instructor Development Advisor who shall help administer the instructor development program. The Assistant shall, if possible, be from a section distant from the Region Alpine Ski and Toboggan Instructor Development Advisor and may have a Patrol or Section position other than Patrol Director or Section Chief. The Assistant Region Alpine Ski and Toboggan Instructor Development Advisor meets with the AS&T Board (52.1).
- 52.2.5 TRAINING UNIFORMITY: Shall be responsible for establishing uniform training proficiency standards in the Region for all Senior level Alpine Ski and Toboggan training programs.
- 52.2.6 TRAINING AND RECOMMENDING SENIOR CLINIC INSTRUCTOR CANDIDATES: Responsible for organizing annual Region Alpine Ski and Toboggan Instructor Clinic(s) to train patrollers, who meet the prerequisites to become Senior Clinic Instructors (51.4.3). Such clinics shall be used to train and to determine which patrollers can demonstrate the skiing, toboggan and instructing skills necessary to become an effective Senior Clinic Instructors. The Region Alpine Ski and Toboggan Instructor Development Advisor

---

<sup>63</sup> *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*, 14<sup>th</sup> edition, Chapter 18. Region requirements cannot contravene NSP policies.

shall prepare a recommended list of Senior Clinic Instructor Candidates who have adequately demonstrated the specified skills and, no less than 7 days following the Clinic, forward it to the Region Alpine Ski and Toboggan Senior Clinic Advisor for consideration by the AS&T Board (52.1.3).

52.2.7 REFRESHER CLINIC FOR SENIOR CLINIC INSTRUCTORS: Shall organize an annual Region Refresher Clinic for all active Senior Clinic Instructors (and inactive Senior Clinic Instructors seeking reinstatement) to demonstrate and maintain skill levels commensurate with Senior Clinic standards. Shall forward a list of all the participants in this refresher clinic to the Region Alpine Ski and Toboggan Senior Clinic Advisor.

52.2.8 REGION SENIOR CLINIC INSTRUCTOR CADRE: In consultation with the AS&T Board, establish the number of active Senior Clinic Instructors needed to operate an effective Senior Alpine Ski and Toboggan Clinic during the coming seasons. Maintain a data base of the prerequisite qualifications and service activity records for each Ohio Region Senior Clinic Instructor. Using these records and other information, project the number of Senior Clinic Instructors expected to be active for the coming seasons and work to recruit and train enough Senior Clinic Instructor Candidates each year to assure that the numbers required will be met.

52.2.9 MOCK SENIOR CLINIC: Each year shall organize and conduct a mock Senior Clinic, preferably at least 5 weeks prior to the Alpine Ski and Toboggan Senior Clinic. The mock Senior Clinic is intended to provide Senior Clinic Candidates an assessment of their specific ski and toboggan skills and to apprise them of any deficiencies several weeks prior to the actual Alpine Ski and Toboggan Senior Clinic. Scoring in the mock clinic may occur but these scores will be completely ignored at the subsequent actual clinic. Participation at the mock Senior Clinic is not a prerequisite for participation at the actual Alpine Ski and Toboggan Senior Clinic, however it should be very helpful for each individual Candidate and all Alpine Candidates are urged to participate.

52.2.10 PHASE II - ALPINE TOBOGGAN AND PHASE II SKIING (when available) COURSES: Shall coordinate all Alpine Skiing and Toboggan Phase II courses in the Ohio Region and maintain records of patrollers who successfully complete the courses in the Region Senior Clinic Instructor data base.

52.3 REGION ALPINE SKI AND TOBOGGAN SENIOR CLINIC ADVISOR:

52.3.1 QUALIFICATIONS: Shall be an active Senior Clinic Instructor 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 and supervised by the Assistant Region Director for Proficiency..

52.3.2 REGION ALPINE SKI AND TOBOGGAN BOARD: Serves on the Region Alpine Ski and Toboggan Board.

52.3.3 GENERAL DUTIES: Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer=s and Advisor=s General Duties (Section 8)

52.3.4 ASSISTANT: Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region Alpine Ski and Toboggan Senior Clinic Advisor who shall help administer the instructor development program. The Assistant shall, if possible, be from a section distant from the Region Alpine Ski and Toboggan Senior Clinic Advisor and may have a Patrol or Section position other than Patrol Director or Section Chief. The Assistant Region Alpine Ski and Toboggan Senior Clinic Advisor meets with the AS&T Board (52.1).

52.3.5 PRIMARY RESPONSIBILITIES AND DUTIES: Shall be the Instructor of Record, responsible for planning, executing and reporting on the Ohio Region Alpine Ski and Toboggan Senior Clinics in accordance with guidance set by the AS&T Board. Such Senior Clinics shall be held in the Region at least once annually, or as determined by the AS&T Board, and always in accordance with NSP guidelines, standards and requirements. The clinic(s) must be registered with the NSP Member Information and Service Team (MIST),

and the Region Communications Advisor 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 clinics.

- 5.2.3.5.1 **EVALUATOR DISQUALIFICATIONS:** Unless there is a critical shortage of available Senior Clinic Instructors to evaluate candidates at a Senior Clinic as determined by the Region Alpine Ski and Toboggan Senior Clinic Advisor, the Region Director, Assistant Region Director for Proficiency, and Region Alpine Ski and Toboggan Senior Clinic Advisor will not evaluate Senior candidates. Section Chiefs and Patrol Directors will not evaluate candidate patrollers from their section or home area respectively unless so requested by the Region Alpine Ski and Toboggan Senior Clinic Advisor because of a critical shortage of evaluating Senior Clinic Instructors.
- 5.2.3.5.2 **CLINIC COURSE COMPLETION RECORD AND INSTRUCTOR ACTIVITY RECORDS:** Signs individual Senior Candidate logs for Senior Candidates who pass the Alpine Ski and Toboggan Senior Clinic when so requested by the Senior Candidate (50.6). Within 14 days following the Senior Clinic, shall prepare a NSP Course Completion Record form, listing all candidates and Instructors (on page 3) who participated in the clinic, and indicating which candidates completed, passed or failed the clinic. The Region Alpine Ski and Toboggan Senior Clinic 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 Alpine Ski and Toboggan Instructor Development Advisor (for keeping the Alpine Senior Clinic Instructor Records current) and the Assistant Region Director for Proficiency. Courtesy copies of the Course Completion Record should be sent to the Patrol Director of every participating patrol (candidate or instructor), and to participating Senior Clinic Instructors (for keeping their Instructor Activity Record). As soon as possible, in order to meet the next publication deadline, an account of the Alpine Ski and Toboggan Senior Clinic, listing all candidates who successfully completed the clinic and the participating instructors, should be sent to the editor of *DOWNHILL*.
- 52.3.6 **SENIOR CLINIC INSTRUCTOR PERFORMANCE RECOMMENDATIONS:** Each year shall recommend to the AS&T Board a list of Senior Clinic Instructors who, based on past performance, should be re-appointed. Shall invite Senior Clinic Instructor Candidates who have demonstrated adequate skills during a Region Ski and Toboggan Instructor=s Clinic(52.2.6) and are approved by the AS&T Board to the Region Alpine Ski and Toboggan Senior Clinic for demonstrating their scoring skills (51.4.3). Inactive patrollers must have met the requirements of 51.4.5 to be reinstated on the reappointment list.
- 52.3.7 **RECRUITING ALPINE SKI AND TOBOGGAN SENIOR CLINIC EVALUATORS:** Shall solicit, with the assistance of the Patrol Director (51.2.2), eligible Senior Clinic Instructors from each Patrol sending Candidates to the Alpine Ski and Toboggan Senior Clinic.

Section Reserved for Phase I, Training Patrollers Effectively and  
Phase II Global Management Programs.

- 
- 54.1 **QUALIFICATIONS:** Shall be a Certified Ski Patroller willing and able to perform the duties of Region Certified Patrol Advisor.
- 54.2 **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.
- 54.3 **INFORMATION SOURCE FOR REGION:** Shall advise Region Officers and Advisors on matters relating to the Certified Program.
- 54.4 **NO SEPARATE REGION PROGRAM:** No Region Certified program activities are contemplated; this Advisor promotes the participation in the Division Certified program by Ohio Region Senior Patrollers.

---

<sup>64</sup> *NSP Policies and Procedures*, Chapter 12 - Certified Program

*The Ski Patroller's Manual*, 13th ed., Chapter 11 - Certified Patrollers, Appendix E Forms has an application for NSP Certified Patroller form for copying.

- 56.1 **QUALIFICATIONS:** Shall be a registered Snowboard patroller, preferably a Snowboard Senior, Certified as an NSP Snowboard Instructor and either is or is willing to become a NSP Snowboard Instructor Trainer, and is willing to provide the leadership necessary for the continuous development of the snowboard program in the Ohio Region.
- 56.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Proficiency.
- 56.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 56.4 **PRIMARY PURPOSE:** Shall promote the NSP Snowboard Program among Sections and Patrols in the Ohio Region.
- 56.5 **DIVISION COORDINATION:** Shall maintain liaison with the Central Division Snowboard Advisor.
- 56.6 **REFRESHERS:** Shall supervise the organization and conducting of a Snowboard Patrolling Refreshers in the Ohio Region
- 56.7 **PROFICIENCY:** Shall work with the Alpine Senior Ski and Toboggan Clinic Advisor to organize and administer Snowboard Toboggan Phase II Instructor Training Courses and joint Ski/Snowboard Senior Clinics. Shall support, upon request, section and patrol level training programs for meeting basic patroller level snowboard and snowboard toboggan proficiency objectives. Shall lead a continuing Snowboard Training Quality Assurance Program in the Region. Submits or supervises the submission of Snowboard Clinic and Phase II Snowboard Toboggan Course Completion Records as required in 8.11 for the benefits of Senior Candidates.

---

<sup>65</sup> *NSP Policies and Procedures* Chapter 17 includes snowboard proficiency requirements. Region proficiency advisor responsibilities are described in 17.8.2.

- 57.1 SNOWBOARD PROGRAM: The Snowboard Patroller Program in the Ohio Region shall meet the NSP and Central Division Requirements.

This Page Intentionally Blank

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

**INDEX for REGION OPERATING POLICIES**

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

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

**INDEX for REGION OPERATING POLICIES**

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

Robert D. Sherry Award.....	26
Outstanding Patrol Nomination ~ Percentage Basic Avalanche & Mountaineering .....	26
Past Ohio Region Directors .....	29
Patrol	
Emergency Plan.....	42
Ski Safety-promotion.....	42
Patrol Director .....	11
Annual Financial Report.....	12
Annual Patrol Activity Report.....	12
Area Emergency Plan.....	12
Area Management .....	11
Auxiliary Policies .....	48
Award Nomination Submissions .....	12
Coordination.....	38
CPR-BLS Certification.....	11
Designate Patrol Staff.....	11
Lift Evacuation Plan (LEP) .....	12
Officer of the Ohio Region.....	11
Patrol and Patroller Registration .....	12
Patrol Newsletters .....	40
Patroller Records.....	12
Qualifications .....	11
Refreshers.....	11
Region Meetings.....	11
Reports to .....	11
Patrol Staff.....	11
Patroller Enrichment Seminars .....	47
Every Other Year .....	47
Phase II Training .....	47
Patroller Records .....	12
Course Completion Records.....	14
Electives .....	14
Senior Record Upgrade .....	12
Senior Requirements .....	14
Phase II - Alpine Toboggan .....	66
Phase II Instructor Development	
OEC.....	56
Avalanche.....	49
Mountaineering .....	53
Snowboard.....	70
Position Deactivated	
Insurance Advisor.....	33, 43
Safety Advisor .....	41
Program and Budget Authority .....	16
Program Publicity .....	32
Proposed Region Program Form.....	13
Public Relations Policies .....	32
Publicity for Green Memorial .....	54
Qualifications .....	found in all Advisor Sections
Cooperating with the Division.....	5
Coordination of Activities .....	6
Division Duties.....	5
Division Reimbursement .....	16
Elected .....	5

Auxiliary Advisor.....	47
Awards Advisor.....	25
Quorum	
NSP Appointments Review Board .....	30
Recording Secretary.....	24
Attend Board Meetings .....	24
Duties .....	24
Records, Advisors & Officers.....	14
Turn over.....	14
Refreshers	
Chair-lift Evacuation .....	11
OEC.....	11
On-the Trail .....	45
On-the-hill .....	11
On-the-snow .....	11
On-the-trail .....	11
Snowboard Patrolling .....	70
Region	
Alumni Activities .....	36
Avalanche Education.....	49
Awards .....	27
Historian.....	39
Region Advisors	
Areas of Appointment .....	3
Annual Report .....	13
Calendar and Registration Information .....	14
Division Activities.....	13
Functional Areas.....	3
Nonexpendable Equipment .....	13
Program and Budget Authority.....	13
Reimbursement.....	13
Region Awards.....	27
Angel Pin and Super Angel Awards .....	27
Bravo.....	27
Certificate of Appreciation .....	27
Dick Schleicher .....	27
OEC Trainer.....	27
Region Director's Award.....	27
Sage.....	27
Ski and Toboggan Trainer .....	27
Region Calendar .....	1, 32
Alternate Dates.....	1
Downhill.....	1
Region Director .....	3, 5
Nomination Deadline .....	23
NSP Appointments Rev. Board Member.....	6
Appoint Advisors .....	5
Articulating the Overall Region Goals .....	5
Bonded .....	16
Chain-of-command.....	5
Election Dates .....	23
Emergency Powers: .....	6
Final Authority .....	5
Leadership Development.....	5
Mid-season Program or Budget.....	13

**INDEX for REGION OPERATING POLICIES**

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 Clinic Instructors= .....	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

Section Staffs .....	3	Assistant .....	65
Avalanche .....	9	Qualifications .....	65
Medical.....	9	Refresher Clinic.....	66
OEC.....	9	Ski and Toboggan Proficiency	
Ski and Toboggan Proficiency .....	9	Nordic.....	45
Ski Mountaineering .....	9	Ski Mountaineering Advisor	
Self-financing Programs.....	17	Annual Courses .....	52
Expenses.....	17	Ski Mountaineering Policies .....	53
Fees Collected .....	17	Archives .....	39
Mountaineering Program.....	53	Non-NSP Member Students .....	53
Senior Alpine Patrollers.....	11	Snowboard	
Refresher in Chair-lift Evacuation.....	11	Proficiency .....	70
Senior Alpine S&T Clinic Patrol Fee/Examiner Waiver	63	Program.....	71
Senior Alpine Ski and Toboggan Program .....	63	Snowboard Advisor .....	70
Applications and Fees .....	63	Supervision.....	70
Expenses.....	63	Phase II Instructor Training.....	70
Fees .....	63	Purpose.....	70
Senior Candidate.....	61, 62	Qualifications .....	70
Application.....	61	Refreshers.....	70
Lists .....	62	Reports Through ARD for Proficiency.....	70
Qualification Log .....	62	Snowboard Policies.....	71
Records.....	62	Snowboard Refreshers .....	70
Requirement Completions .....	62	Spring Meeting .....	1
Qualification Log .....	62	Banquet and Awards Ceremony .....	1
Senior Candidate Application No Fee .....	61	Election Results.....	23
Record Administration .....	62	Host Section .....	1
Senior Classification Upgrade		Table of Contents .....	iii
National Office.....	62	Tax Exempt Organization .....	1
Senior Program Administrator.....	62	Tax Exempt IRS Number .....	Appendix A
Senior Clinic Advisor		Travel Reimbursement.....	16
Assistant .....	66	Air Travel .....	16
Course Completion Record .....	67	Mileage.....	16
Instructor Activity Records .....	67	No Local Travel Cost .....	16
Primary Responsibilities.....	66	Tolls .....	16
Senior Clinic Applications .....	61	Treasurer.....	15
Fee.....	61	Annual Region Financial Report .....	15
Senior Clinic Instructors .....	66	Appointment and Supervision .....	15
Refresher Clinic.....	66	Attend Board Meetings .....	15
Evaluator Disqualifications .....	67	Bonded .....	15
Performance Recommendations .....	67	Bookkeeping System.....	15
Senior OEC Clinic Fee.....	61	Deposit All Checks.....	15
Senior OEC Clinics		Expenditures.....	15
Scheduling & Administration.....	57	Issue Checks.....	15
Senior Program .....	61	Qualifications .....	15
Senior Program Administrator.....	61	Region Financial Summaries.....	15
Senior Program Administrator		Registration Fees .....	15
Primary Responsibility .....	61	Responsibilities .....	15
Ski and Toboggan Instructor Development Advisor	65		
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		