



## **OHIO REGION POLICIES AND PROCEDURES**

**7th EDITION, ADOPTED 10/01/2022  
OHIO REGION, CENTRAL DIVISION, NATIONAL SKI PATROL**

## Table of Contents

PREFACE .....	4
1 GENERAL PROVISIONS.....	5
2 ORGANIZATION .....	7
3 SECTION POLICIES AND PROCEDURES.....	8
4 FINANCIAL POLICIES AND PROCEDURES .....	9
5 LEGAL PROCEDURES .....	11
6 NOMINATION AND ELECTION PROCEDURES.....	12
7 AWARDS POLICIES AND PROCEDURES.....	13
8 NSP APPOINTMENTS REVIEW BOARD AND CHAIR.....	16
9 NSP APPOINTMENTS REVIEW POLICIES .....	17
10 DOWNHILL & WEB SITE, PUBLIC RELATIONS .....	19
11 ALUMNI POLICIES AND PROCEDURES .....	22
12 REGION HISTORY POLICIES AND PROCEDURES .....	23
13 AVALANCHE OPERATING PROCEDURES .....	24
14 MOUNTAIN TRAVEL AND RESCUE (MTR) PROCEDURES .....	25
15 OEC OPERATING PROCEDURES .....	26
16 REGION ALPINE SKILLS TEAM (FORMERLY SKI/RIDE & OET BOARD) .....	27
17 REGION SENIOR PROGRAM CANDIDATE ADMINISTRATION .....	28
18 SENIOR ALPINE SKI/RIDE & OET EVALUATION PROCEDURES .....	30
APPENDIX A – JOB DESCRIPTIONS.....	32
REGION DIRECTOR .....	32
ASSISTANT REGION DIRECTORS (ARD) .....	33
SECTION CHIEFS .....	34
PATROL REPRESENTATIVE/DIRECTOR .....	36
REGION STAFF GENERAL DUTIES.....	38
REGION TREASURER .....	39

REGION LEGAL ADVISOR..... 40

REGION ELECTIONS OFFICER ..... 41

REGION ADMINISTRATIVE ASSISTANT ..... 42

AWARDS BOARD AND AWARDS ADVISOR ..... 43

DOWNHILL EDITOR ..... 44

WEBMASTER..... 45

ALUMNI ADVISOR..... 45

REGION HISTORIAN ..... 46

AVALANCHE ADMINISTRATOR..... 47

MOUNTAIN TRAVEL AND RESCUE (MTR) ADMINISTRATOR ..... 48

OUTDOOR EMERGENCY CARE (OEC) ADMINISTRATOR ..... 49

REGION MEDICAL ADVISOR ..... 51

REGION OET ADMINISTRATOR..... 51

REGION SENIOR PROGRAM ADMINISTRATOR ..... 53

REGION SNOWSPORTS SCHOOL ADVISOR ..... 55

INSTRUCTOR DEVELOPMENT (ID) ADMINISTRATOR ..... 56

CERTIFIED ADMINISTRATOR ..... 58

## **PREFACE**

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

Region Policies and Procedures supplement NSP and the Central Division policies and procedures which can be found on their respective websites. Region policies must be revised periodically to be responsive to both local needs and changes to National and Division level policies.

The Sixth Edition in 2020 was a major update that included revisions to be consistent with current practices, as well as Division and National policies, while eliminating redundancies where possible. The Seventh Edition in 2022 is principally a reformatting and organization of the policy and procedures with all Job Descriptions moved to an Appendix and procedures set for future revisions to the Policies and Procedures. Going forward, revisions will be entered to the PnP document with a notation following of the date approved.

# 1 GENERAL PROVISIONS

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**1.1 NOT FOR PROFIT POLICY:** 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 Directors Fall meeting are to confirm and finalize the Region calendar and to approve and give direction to the programs of each Region staff member above Patrol level. Region Fall meetings are usually held after the Central Division Fall meeting. Education and training events may be offered at either Region Fall or the Region Spring meeting at the discretion of the Region Director.

**1.3 REGION SPRING MEETING:** The general purposes of the Ohio Region Board of Directors Spring meeting are to receive year-end reports from the Region staff members, Section Chiefs and the Patrol Representative/Directors, and to determine any general redirection needed for Region programs. Region Spring meetings are usually held after the Central Division Spring meeting. The annual Region Banquet and Awards Ceremony is held following the Spring business meeting. The host patrol for the Spring meeting rotates among the sections. The location of the meeting is selected by the host section with the approval of the Region Director.

**1.4 HIGHER-LEVEL POLICY:** The *Ohio Region Policies and Procedures* contains the current Region operations policies. The Ohio Region operates under the policies of the National Ski Patrol System, Inc. and the Central Division. No Region policy can conflict with Central Division or National (NSPS) level policies. Current National Ski Patrol policy is published in the last updated copy of the *NSP Policies and Procedures* which may be found on the NSP web site. The latest Central Division policy and Procedures is posted on the Central Division Web Site. All other NSP publications are educational documents (e.g. *The Ski Patroller's Manual, Outdoor Emergency Care, etc.*) which may or may not reflect current policies.

**1.5 REGION CALENDAR:** The Region maintains a Region Calendar to help coordinate Region and Patrol activities and to minimize avoidable schedule conflicts. The Calendar for the next year is first drafted at the Region Spring meeting, finalized in detail at the Region fall meeting, and updated as necessary thereafter. The Region Calendar is posted on the Region Web site and the Central Division Web site, and is published in each issue of the *DOWNHILL*. The Region Calendar on the Region web site may be updated on-line by those having the user id and password.

**1.6 GRIEVANCES AND APPEALS:** 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 Patrol Representative/Director for the aggrieved party. Grievances concerning a condition at Section level or higher, must first be presented as petitions to the Patroller's Patrol Representative/Director, who shall pass the petition along to the Section Chief. A Region Officer or Advisor may, in like circumstances, petition directly to the next higher supervisory level. Any petition to a Section Chief or higher shall cite all points of grievance in specific terms and shall present all evidence known to the aggrieved. The recipient shall reply in writing within ten days after receipt of the petition. That reply may invite the petitioner to a hearing or may promise a finding, either within twenty days. If there is a hearing, the decision shall be transmitted to the petitioner within ten days after the hearing. If the petitioner receives no reply within the first ten-day period or is dissatisfied with or receives no finding within the ensuing time, the petition may be submitted to the next higher authority within ten days of the end of the reply period or ten days after receiving the finding. This procedure may be repeated to successively higher levels of authority, but involves no right of petition to a level higher than the Central Division Director.

**1.7 EMERGENCY POWERS:** In the event of an emergency due to unforeseen circumstances or an oversight in the current provisions, a Region Officer or staff member may request that the Region Director make a onetime change to a specific policy in the Ohio Region Policies and Procedures provided that (1) the change will not conflict with any National Ski Patrol System, Inc. policy or any Central Division policy, (2) the change is not in conflict with stated Region Goals and Policies, (3) that the change is documented at the time of approval, and (4) a proposal to rectify any oversight will be prepared as an amendment for consideration by the Board of Directors 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 Directors. An emergency change cannot be repeated and cannot persist beyond the next meeting of the Board of Directors. 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 ORGANIZATION

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**2.1 BOARD OF DIRECTORS:** The Board of Directors, whose members are selected and function as prescribed by the Ohio Region Policies and Procedures, acting under the authority granted by the Central Division and the National Ski Patrol System, Inc., determine the overall policies, procedures, and practices guiding the operation of the Ohio Region.

**2.2 REGION DIRECTOR:** The Region Director is the ranking NSPS officer of the Ohio Region.

**2.3 REPORTING SUPERVISION:** The Region Director reports to the Division Director or the Division Officer designated by the Division Director. The Assistant Region Directors report to the Region Director. All other Region staff, Section Chiefs and Patrol Representative /Directors report as indicated on the Region Organization Chart.

**2.4 SECTION STAFFS:** Section Chiefs are empowered to organize and appoint their own staff subject to National and Division policies for appointing and certifying program leaders, instructors and trainers. The Section Chief consults with and considers the recommendations from Region staff about Section staff candidate qualifications and organizational skills when making Section level appointments for staff who must work closely with these staff. The Section Chief will attempt to resolve any disagreements with Region staff which may occur in the selection of acceptable Section staff, but if no workable solution can be found, the problem will be referred to the appropriate Assistant Region Director(s) for resolution.

**2.5 REGION STAFF:** Region staff will usually be appointed in the same functional areas as at Division and National levels, but some higher-level positions, e.g. Meeting Coordinator, may not be duplicated at Region level. Other, unique positions, e.g. NSP Appointments Review Board Chair, may be created to serve Region needs.

**2.6 HOLDING SIMULTANEOUS REGION POSITIONS:** No Patroller shall concurrently hold more than one position as a Region Officer or staff member, or shall be a Patrol Officer, without the express permission of the Region Director. Exception: a Section staff member can, without express permission, be an Assistant Region staff member in the same area.

**2.7 REGION ORGANIZATION CHART:** The current Region Organization Chart is published in the latest edition of the *DOWNHILL* and is posted on the Region Web Site. Region staff members are also listed on the Central Division web site.

### 3 SECTION POLICIES AND PROCEDURES

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**3.1 REGISTRATION FEES:** Sections may collect registration fees from Patrollers.

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

**3.3 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.

## 4 FINANCIAL POLICIES AND PROCEDURES

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**4.1 BONDING OF OFFICERS:** The Region Director and the Treasurer shall be the Ohio Region Officers bonded at Central Division expense. The full board may be bonded with approval of the Region Director.

**4.2 PROGRAM AND BUDGET AUTHORITY:** Each Region Staff Member anticipating reimbursement from Ohio Region funds shall propose a program and budget, and then follow that budget after approval by the Board of Directors. The Region Treasurer will review all budget requests and make recommendations to the board for an overall Region Annual budget. No monies will be allocated in the budget without a specific request. Mid-year or mid-season budget modifications may be approved by the Region Director, but all additional expenditure allocations must be based on an identified new source of funds or a reduction made elsewhere in the budget. Proposed budgets shall be related to program tasks, and shall identify major expense categories, such as travel, lodging, purchases, copying, telephone, and postage, when the total budget proposed exceeds \$250.

**4.2.a. The goal of the spending approval process** is to ensure that the leadership team is aware of and approves significant expenditures outside those normally part of Ohio Region operations. Examples of this type of expense would include but not be limited to: large Ohio Region or Central Division events, significant capital purchases or any other non-routine expense that exceeds the preset spending limit. This process applies to any expenses in excess of \$1000 and requires approval of more than 50% of the voting board. The requestor should submit the spending request to the Region Director and Treasurer who will forward the request to the voting members. The request should include:

- 1) What is being requested, i.e. "This is a request for funds for \_\_\_\_\_"
- 2) Reason/Purpose
- 3) Amount and whether this is a firm or estimated number
- 4) How payment should be made (to the requestor or the supplier)

The voting members have a maximum of 3 days to vote for/against the spending proposal. In the event the spending request is more time sensitive than these guidelines, the Region Director may expedite the vote as needed. If the final cost of the approved expenditure is going to exceed the requested amount by more than 10%, the Region Director and Treasurer must be contacted as soon as possible.

**4.3 EXPENSE VOUCHERS AND BILLS:** Expense vouchers or bills for Region reimbursement may be submitted only for approved budgeted expenses. Expense claims must be documented and supported with receipts. Vouchers must be approved by the Region Director or the supervising Assistant Region Director. Reimbursement will be made only by check or electronic transfer signed by either the Region Director or the Treasurer.

**4.4 TRAVEL REIMBURSEMENT:** Automobile travel within or outside the Region shall be reimbursed at the mileage rate approved by the Region Board of Directors and requires support of miles count via Google Maps or similar program. Travel by rental car will only be reimbursed at the approved mileage rate. Automobile travel within a Patroller's home Section will not be an allowable travel expense unless approved by the board.

**4.5 AIR TRAVEL REIMBURSEMENT:** Travel by air will be reimbursed for the amount of

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

**4.6 LODGING COST REIMBURSEMENT:** Individual lodging costs up to one-half the cost of a room based on double occupancy per night, may be reimbursed. Costs for lodging within the Patroller's home Section will not be reimbursed. If no one is available to room with, the ARD & RD can review and approve for full reimbursement.

**4.7 REIMBURSEMENT FOR MEALS:** Meal expenses (alcohol not included) associated with Region travel shall be reimbursed at the amount approved by the Region Board of Directors. Costs for meals within the Patroller's home Section will not be reimbursed unless pre-approved.

**4.8 REIMBURSEMENT FOR ATTENDANCE AT DIVISION MEETINGS AND OTHER EVENTS:** The Region Director and other Region staff who are requested by the Central Division Director to attend Central Division meetings and other events will be reimbursed in accordance with Central Division policy. Other region staff requested and budgeted to attend division meetings may receive reimbursement from the region per standard procedures.

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

**4.10 SELF-FINANCING PROGRAMS** For programs intended to be self-supporting, such as Avalanche, SES's and Mountain Travel and Rescue, revenues from them are anticipated to balance expenditures unless approved in advance by the Board of Directors. Except for significant one-time purchases and for materials, such as manuals, low angle rescue kits, transponders, etc. that are carried over to later seasons, all program expenses are to be covered by current year course fees, unless specifically approved in the budget process as a program investment. Fees collected from participants are to be submitted to the Region Treasurer by the responsible staff member. Expenses are to be paid by the Region Treasurer upon submission of approved expense vouchers.

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

**4.12 FINANCIAL REPORTING CALENDAR:** The Ohio Region financial reporting calendar is based on the deadlines that are published in the Region calendar.

## 5 LEGAL PROCEDURES

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**5.1 LEGAL ACTIONS AND RESPONSIBILITIES:** In the event of any pending or actual legal action against a Patroller or Patrol, it is imperative that Patrollers and Patrol Officers be familiar with and execute the procedures in the NSP Policies and Procedures, including proper notification to Division of any potential or pending actions.

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

## 6 NOMINATION AND ELECTION PROCEDURES

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**6.1 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.

**6.2 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. Election results must be available for announcement during the Region Spring Meeting. The deadlines for the election activities are:

- Election announcement for Section Chiefs/Region Director by February 1
- Nomination deadline for Section Chief/Region Director by February 25
- Candidate résumés and position papers due by March 15
- Ballots, résumés, position papers mailed to electors by March 22
- Ballots returned postmarked no later than April 5
- Announcement of Section Chief/Region Director election results - Region Spring Meeting

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

**6.4 VOTE FOR SECTION CHIEF:** Voting members will normally be the Patrol Representatives/Directors who shall cast the single Patrol vote provided that he/she is not a candidate, in which case the Patrol will select a representative.

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

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

## 7 AWARDS POLICIES AND PROCEDURES

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**7.1 NOMINATIONS PROCESSING:** The Ohio Region follows NSP and Central Division Awards programs and defined rules. All Patrols and Patrollers are urged to make and submit nominations for the various awards listed in this section. Award nominations are submitted to the Region Awards Advisor on the current National form. 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.

**7.2 OUTSTANDING AWARDS:** "Outstanding Award" categories are awarded at the Region, Division, and National Level Awards. Reference Division and National P&P documents for a current listing of possible Outstanding Awards.

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

**7.4 REGION AWARDS:** The following Region Award nominations are submitted in letter form: Outstanding Ski and Toboggan Trainer, Outstanding OEC Trainer, BRAVO - Patroller with most hours this season, Sage - Oldest Active Patroller in Region, Certificates of Appreciation, Angel Pin and Super Angel Awards, and the specialized awards detailed below.

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

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

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

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

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

**7.5 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 the provisions in section 8 following.

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

**7.6 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.

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

**7.7.1 AWARD NOMINATIONS MUST MEET PUBLISHED DEADLINES:** The nominations must be received by the Awards Advisor to meet the deadline. Late submissions will be returned to the originator without action. The awards deadline is established by the Region Awards Advisor to meet Division deadlines and allow two weeks to process, copy, and distribute copies of all awards nominations to the Awards Review Board Members, hold the review meeting, prepare the Region recommendations and forward the recommendations to the Division.

**7.7.2 AWARD NOMINATION FILING DEADLINES:** Nominations for all "outstanding" awards and Ohio Region awards must be received by the Chair of the Awards Board by February 14th; for Certificates of Appreciation and Service Recognition by 21 days before the date award materials are needed for the scheduled awards ceremony; for Bravo and Sage awards by 15 days before needed date; for NSP Merit Stars 50 days before the needed date; and Angel Pins by 45 days before needed date to allow for processing through Division and National Offices.

**7.7.3 NOMINATION EVALUATION PROCEDURES:** The procedures for evaluating and judging "outstanding" nominations shall be as established by the Chair of the Awards Board, in accordance with national procedures and agreed to by the members of the Awards Board. Those procedures and changes thereto shall be included as an appendix to the *Ohio Region Policies and Procedures*.

**7.7.4 NOMINATIONS PROCESSING:** The Board Chair will evaluate nominations for other awards and take appropriate action, passing on nominations for Division and higher-level awards to the Central Division Awards Advisor.

**7.7.5 OUTSTANDING AWARDS SELECTION MEETING DATE:** The Awards Board shall meet at a time and place established by the Board Chair to select winners of "outstanding" nominations.

**7.7.6 FORWARDING OUTSTANDING WINNERS:** The Board Chair will prepare and pass on to the Central Division Awards Advisor the Ohio Region winners of Division and National "outstanding" awards.

**7.7.7 ACCURACY AND AUTHENTICITY:** The accuracy and authenticity of the nominations is the responsibility of the originator preparer. A nomination containing a defect or a detected inaccuracy will be returned.

**7.7.8 EVALUATIONS CONFIDENTIAL:** All judging and evaluations are to be strictly confidential.

## 8 NSP APPOINTMENTS REVIEW BOARD AND CHAIR

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**8.1 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. 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.

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

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

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

**8.5 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.

**8.6 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.

## 9 NSP APPOINTMENTS REVIEW POLICIES

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

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

**9.2 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.

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

**9.3.1 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.

**9.3.2 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.

**9.4 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.

## 10 DOWNHILL & WEB SITE, PUBLIC RELATIONS

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

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

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

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

**10.5 REGION CALENDAR:** The Region Calendar will be published in the first *DOWNHILL* issue of each season, usually the October issue, and will be posted on the Region Web site. Changes to the Region Calendar will be published in the *DOWNHILL* and posted on the Region Web site as they occur. Section Chiefs, Patrol Representatives/Directors, and Region Staff shall be responsible for notifying the *DOWNHILL* Editor and Webmaster of their event dates and changes thereto. Authorized Region Staff members may also update the Region calendar on the Region Web site.

**10.6 PUBLICATION DATES:** DOWNHILL will normally be published three times each fiscal year:

- Issue #1 published very soon after the Region Fall Meeting. Shall include the region calendar for the coming season and the region organization chart, both as of the date of the Fall region meeting.
- Issue #2 published in January after Region ski areas have opened and will emphasize event changes and records that have occurred since the first issue.
- Issue #3 published in late May after the awards banquet with information about the Region award winners

### **10.7 DOWNHILL DISTRIBUTION:**

DOWNHILL shall be emailed to all Ohio Region registered patrollers and alumni members, and posted on the Region Website. When a new issue has been posted on the Region Website, the DOWNHILL Editor shall send an email to Central Division officers and advisors also, notifying them that the latest issue is available for viewing and/or downloading.

## **10.8 REGION WEB POLICIES**

### **10.8.1. Introduction**

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

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

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

### **10.8.2. Links to Other NSP Sites**

The Ohio Region website will accept and post links to other NSP sites in accordance with the following hierarchy:

- The National site @NSP.org
- The Central Division NSP
- Other Central Division Regions and, upon request, Regions in other Divisions.
- Registration Units in the Ohio Region

### **10.8.3. Links to Non-NSP Sites**

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

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

### **10.8.4. Electronic Mail (e-mail)**

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

- The designated recipient will respond to incoming mail in a timely manner.
- Outgoing mail from the site should be for NSP business only, and any mail sent to a list of recipients must contain instructions on how to unsubscribe.
- Individuals are prohibited from using the Ohio Region website to access and distribute inappropriate and/or illegal material electronically.

### **10.8.5. Privacy**

The Ohio Region Internet site contains personal, private information regarding Ohio Region NSP members and staff. The Ohio Region NSP has obligations under data protection laws as an organization and as individuals to respect the privacy rights of others. This means that personal information about Ohio Region patrollers must be held with the appropriate confidentiality and not used for purposes

(outside of law), which the provider did not anticipate. Users of this site are required to be aware of these data protection laws and obligations and follow them.

## 11 ALUMNI POLICIES AND PROCEDURES

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**11.1 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. Registration procedures are described in the Alumni program section of the Programs on the NSP web site.

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

**11.3 ALUMNI INSTRUCTORS:** Active alumni may continue as instructors in NSP programs for which they were certified as active patrollers and they must maintain their credentials.

**11.4 REGION ALUMNI ACTIVITIES:** NSP activities, such as instructing, that Alumni members are allowed to carry out are described in NSP Policies and Procedures, Alumni program section. Alumni may participate in local activities and events as determined by the Patrol Representatives/Directors. The Region Alumni are encouraged to meet and to participate in activities at either the Region or local level. Activities that other Alumni groups have been involved in are described in the *Alumni E-News* copies of which may be found in the Alumni program on the NSP web site.

## 12 REGION HISTORY POLICIES AND PROCEDURES

**12.1 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.

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

**12.3 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.

## 13 AVALANCHE OPERATING PROCEDURES

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**13.1 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 unless approved in advance by the Board of Directors.

**13.2 NON-NSP STUDENTS:** The Basic Avalanche course shall be open to non-members of NSP with registration according to national requirements, to include liability release, and fee premium.

**13.3 CONDUCT OF AVALANCHE COURSES:** Avalanche courses shall be conducted in accordance with national policy and procedures.

## 14 MOUNTAIN TRAVEL AND RESCUE (MTR) PROCEDURES

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

**14.2 NON-NSP MEMBER COURSE STUDENTS:** The Level I MTR course shall be open to non-members of NSP. The MTR Level II course shall be open to non-members of NSP who have taken the MTR Level I course. Non-members of NSP can complete registration according to national requirements, to include liability release, and fee premium.

**14.3 COURSE SCHEDULING:** The field session of the Level I MTR course should be held either in the Fall or early Winter with the aim of having cold weather and the hope of having snow on the ground. However, the absence of either will not be cause for cancellation or invalidation of the session or course.

## 15 OEC OPERATING PROCEDURES

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**15.1 NO UNIQUE REGION POLICIES:** All policies and procedures regarding OEC training refreshers, evaluations, and quality assurance are documented in the OEC Instructor's Manual, the Instructor Development Manuals, and the OEC update bulletins published by the National Office. The annual OEC refresher study guide is now published electronically via the NSP website only.

## **16 REGION ALPINE SKILLS TEAM (formerly Ski/Ride & OET Board)**

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**16.1 SKILLS TEAM:** The purpose of the Skills Team is to review and guide the Senior Ski/Ride and OET Program. The Board consists of Assistant Region Director for Proficiency (chair), the Region Snowsports School Advisor, Region OET Administrator, and the Region Senior Program Administrator. The Assistants for each program may attend but do not vote at Skills Team meetings.

**16.2 APPEALS:** The Skills Team shall hear and decide appeals from candidates to any decisions made by the Region Snowsports School Advisor, Region OET Administrator or the Region Senior Program Administrator.

**16.3 ADVISOR REPLACEMENT RECOMMENDATIONS:** The Skills Team may make recommendations to the Region Director for appointments for Region Snowsports School Advisor, OET Administrator, and/or the Region Senior Program Administrator roles in the event of a mid-season vacancy.

**16.4 SENIOR EVALUATOR APPROVAL:** To become a new or to be reinstated as a Senior Alpine Evaluator, a Patroller must be approved by the S&T Board/Skills Team.

**16.5 ESTABLISHES SENIOR SKI/RIDE AND OET SEASON EVALUATION PLAN:** Establishes the number, location(s) and desired schedule for each season's Region Ski/Ride and OET Senior Evaluation(s).

## **17 REGION SENIOR PROGRAM CANDIDATE ADMINISTRATION**

*Note – see current revisions in process in Central Division as of Sept 2022*

### **17.1 REGION SENIOR PROGRAM:**

The Senior Program shall be administered in the Region to conform to NSP Policies and Procedures, supplemented by the policies in the Ohio Region Policies and Procedures and the Central Division Senior Manual. The Senior Program is conducted under the overall supervision of the Assistant Region Director for Proficiency with records maintained by the Region Senior Program Administrator.

### **17.2 REGION SENIOR PROGRAM ADMINISTRATOR**

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

**17.2.2 APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director of Programs, with concurrent reporting to the division supervisor and ARD.

**17.2.3. GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties.

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

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

**17.4 SENIOR EVALUATION APPLICATIONS:** To participate in a Senior Evaluation, a Senior candidate must submit a completed Ohio Region Senior Evaluation Application form and the associated evaluation fee(s) to the Region Senior Program Administrator in accordance with schedule of fees determined at the beginning of the season for the evaluation event. A candidate application is also required if not already on file (see above). Completed Senior Evaluation Application forms must be received by the Senior Program Administrator at least 14 days prior to the scheduled evaluation date, unless set otherwise with approval of the Region Director. An application is considered incomplete if the form is not signed by the Patrol Representative/Director or if it is not accompanied by the required evaluation registration fee. A Senior Evaluation Application is valid only for the evaluation or evaluations applied for. Should a candidate not pass an evaluation, the candidate must reapply with a new Ohio Region Senior Evaluation Application and fee for any subsequent evaluation.

**17.5 SENIOR CANDIDATE RECORD ADMINISTRATION:** The Senior Program

Administrator will establish an individual senior candidate record upon receipt of a complete senior candidate application. This record will be maintained until the candidate either completes the senior requirements or withdraws from the program. Evaluation, elective records and senior candidate skills sign off forms will be used to update individual senior candidate records.

**17.5.1 ACTIVE SENIOR CANDIDATE LISTS:** The Senior Program Administrator shall forward a list of active Senior candidates to the Region OEC Program Administrator and OECMSP, the Region OET Administrator, and the Region Alpine Snowsports School Advisor at least 25 days prior to a Senior Evaluation for which that Advisor is responsible.

**17.5.2 LIST OF SENIOR CANDIDATE REQUIREMENT COMPLETIONS:** The Senior Program Administrator shall forward a list of senior candidates who have completed their core and elective requirements during the current season to the Region Awards Advisor at least 30 days before the Region Spring Awards Banquet. The Region Awards Advisor prepares the Region Senior Certificates, if not already issued at one of the region tests.

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

**17.5.4 NOTIFICATION OF NATIONAL OFFICE OF SENIOR CLASSIFICATION UPGRADE:** When all requirements have been completed by a Senior candidate, the Candidate's Patrol Representative/Director must certify the completion via current national procedures.

**17.6 SENIOR CANDIDATE QUALIFICATION LOG:** Each senior candidate is responsible for maintaining their own personal senior candidate qualification Log with instructor signatures and dates for each completed Senior requirement. Upon completion of all components of the senior program, this log is presented to the Senior candidate's Patrol Representative/Director who is responsible for updating national records per current procedures.

## 18 SENIOR ALPINE SKI/RIDE & OET EVALUATION PROCEDURES

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**18.1 REGION PROCEDURES:** All policies and procedures controlling the performance standards of the Senior Alpine Ski/Ride and OET Program are documented in *NSP Policies and Procedures* and the Central Division Senior Manual. This section and the *Central Division Senior Manual* documents the Region administrative procedures affecting Senior Alpine Ski/Ride and OET Candidates and the Senior Alpine Evaluators and Patrols that support the program.

**18.2 SENIOR ALPINE SKI/RIDE & OET EVALUATIONS - APPLICATIONS AND FEES:** Each Patrol sending Senior candidate(s) to a Senior Ski/Ride and/or OET Evaluation shall be assessed a \$25 evaluation fee for each candidate attending the evaluation. [For example, the Patrol fees for a candidate attending both the Senior Ski/Ride and the OET Evaluations on the same weekend total \$50.]

**18.3 REGION REIMBURSEMENT OF SENIOR EVALUATORS' EXPENSES:** All Patrol Senior Alpine Ski/Ride and OET Evaluation fees collected must be recorded and processed through the Region Treasurer. Senior Alpine Evaluators may then also submit expenses for reimbursement if not supported by their local patrols, in accordance with region expense reporting guidelines.

### **18.4 SENIOR ALPINE SKI/RIDE AND OET EVALUATION - EVALUATORS:**

**18.4.1 DUTIES:** Senior Alpine Evaluators evaluate Senior Candidates at Senior Alpine Ski/Ride and OET Evaluations and participate in local area Ski/Ride and OET training activities.

**18.4.2 APPOINTMENT:** Only NSP members who meet the training prerequisites and service requirements shall be considered for Senior Alpine Evaluator appointments. Each year/season new appointments and reinstatements are made as recommended by the Region Senior Program Administrator and approved by the Ski/Ride and OET Board/Skills Team for a one-year period.

**18.4.3 PREREQUISITES:** To become an Ski/Ride and/or OET Senior Alpine Evaluator, a patroller must be a Senior or a Certified Patroller, must demonstrate ability and willingness to actively participate in home area training activities, must have successfully completed a division certification for Senior Ski/Ride Evaluators or Senior OET Evaluators via the annual ASDW (Alpine Snowsports Development Workshop), must successfully observe two Ski/Ride and/or OET Senior Alpine Evaluations (which could be on the same day – AM/PM) and have demonstrated their scoring Ski/Ride skills commensurate with Senior Alpine Evaluators, and must be approved by the Ski/Ride and OET Board/Skills Team. Ski/Ride Senior Alpine Evaluators must be PSIA/AASI level II certified with level III certification preferred. It is recommended that prospective Senior Alpine Evaluators have participated in several Alpine Patroller Evaluations prior to becoming a Senior Evaluator.

**18.4.4 SERVICE REQUIREMENTS:** To maintain Senior Evaluator status, a Patroller must be current Senior Patroller in accordance with National Ski/Ride Patrol policies, must attend a Region Training Clinic/ASDW and/or Division ASDW at least once every three years, must participate in a Ski/Ride and OET Senior Evaluation as a Senior Evaluator at least once every

three years, and must continue to be active in training activities at the home area. Exceptions to these service requirements are made for the current Line Officers (Region Director, Section Chiefs and Patrol Representative/Directors) the Assistant Region Director for Proficiency, the Region Snowsports School Advisor, the Region OET Administrator and the Region Senior Program Administrator.

**18.4.4 REACTIVATION OF INACTIVE SKI/RIDE AND OET EVALUATION EVALUATORS:**

An inactive Senior Alpine Evaluator must attend a Region Training Clinic/ASDW and observe at a Senior Alpine Evaluation in a non-scoring capacity to be eligible for recommendation for reactivation by the Ski/Ride and OET Board/Skills Team.

## APPENDIX A – JOB DESCRIPTIONS

This appendix to the Ohio Region Policy and Procedures document has been developed to record job descriptions for positions as designated by the Ohio Region Board of Directors. Reviews of the positions are intended to be completed yearly, with needed revisions submitted and approved by the board for inclusion at the spring board meeting.

Selection of all region staff will be made by the region director or his/her delegate with input from the board of directors, after posting on the region website with a review of all interested candidates.

### REGION DIRECTOR

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**SELECTION:**The Ohio Region Director is elected in accordance with Central Division Policies and Procedures.

**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.

**APPOINTMENTS:** Shall appoint Region staff members and establish whatever committees and offices the Region Director deems necessary to assist in discharging the duties of the office. Resolves differences about the appointment of qualified Section Advisors which may be referred for resolution by an Assistant Region Director and a Section Chief.

**REMOVALS:** Is empowered by the Central Division to remove from office any appointed Region Officer or Advisor, Section Chief or Ski Patrol Representative/Director who is not discharging the duties according to NSP standards. Removal of a Patrol Representative/Director must be discussed in detail with the responsible Section Chief. The Region Director shall send a copy of any removal order, including all information showing cause of the order, to the Central Division Director, before undertaking final action.

**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.

**REGION GOALS AND STATUS:** The Region Director has primary responsibility for articulating the overall Region goals and objectives and for providing a year-end summary of the status of the Region's programs and finances to the Officers and Patrollers of the Region and to the Central Division.

**EMERGENCY POWERS:** The Region Director is the sole Region authority to determine if Emergency Powers as described in paragraph 1.7 of the Ohio Region Policies and Procedures should be invoked. If an emergency is declared for any of the reasons listed in paragraph 1.7,

the Region Director has the authority to make the necessary one-time change provided that all four conditions listed are met. A written record must be made of any use of emergency powers by the Region Director and reported to the next meeting of the Ohio Region Board of Directors. 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 Policies and Procedures by emergency decrees.

**COMMITTEE MEMBERSHIPS:** Member of the Ohio Region NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment.

**REGION REGISTRATION FEES:** Every Ski Patroller registering as a primary member with an Ohio Region Ski Patrol shall pay an annual Region registration fee when registering with the primary Patrol. The only membership classifications that do not pay an annual registration fee to the Region are the Lifetime and Alumni Member. Region registration fees are paid by Region Patrollers in all other membership classifications. A Patroller registered in more than one classification is required to pay only one annual Region dues assessment. The Region annual registration fee is set by the Board of Directors. The Region Director shall be responsible for coordination with national when needed to insure that all fees are properly handled per division policy.

## **ASSISTANT REGION DIRECTORS (ARD)**

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**QUALIFICATIONS:** Shall be a registered Patroller at a Senior level or higher, able and willing to provide administrative leadership in the operation and management of the Ohio Region.

**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.

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (Section 8). Shall ensure Assistant Staff positions are filled on a timely basis with qualified patrollers who aspire to attain leadership positions in the Ohio Region

**MEMBER OF REGION BOARD OF DIRECTORS:** Shall serve as a member of the Board of Directors of the Ohio Region.

**ASSISTANT REGION DIRECTOR FOR LINE:** The Assistant Region Director for Line, shall be in charge of the Section Chiefs as indicated on the Ohio Region Organization Chart. The duties include supervision of the Section Chiefs, aiding each in planning and execution of Section activities as needed, and ensuring that duties are performed according to Region, Division, and National standards. The Assistant Region Director for Line is also the Region's Registration Coordinator whose duties are described in Section 13.

**ASSISTANT REGION DIRECTORS FOR STAFF:** Assistant Region Directors for Administration, Programs and Proficiency shall be in charge of and have responsibility for staff as indicated on the Ohio Region Organization Chart. Each Assistant Region Director shall supervise those Region staff members so assigned, aiding each in planning, coordination and execution of the programs, and ensuring that duties are performed according to Region, Division, and National standards.

**ASSISTANT REGION DIRECTOR FOR PROGRAMS:** The Assistant Region Director for Programs is responsible for the oversight and inter-program coordination of those programs shown on the current Ohio Region Organization Chart.

**ASSISTANT REGION DIRECTOR FOR ADMINISTRATION:** The Assistant Region Director for Administration is responsible for oversight of the functions and advisors shown on the current Ohio Region Organization Chart.

**ASSISTANT REGION DIRECTOR FOR PROFICIENCY:** The Assistant Region Director for Proficiency is responsible for oversight of those programs shown on the current Ohio Region Organization Chart.

**COMMITTEE MEMBERSHIPS:** Member of the Ohio Region NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment.

**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.

**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.

## **SECTION CHIEFS**

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**QUALIFICATIONS:** Shall meet the Central Division qualification requirements be a registered Senior, able and willing to provide administrative and operating leadership to assure a high standard of training and testing of Section Patrollers and to assist Patrol Representative/Directors in their management of their Patrols.

**SELECTION:** Shall be elected for a three-year term as specified in the Central Division bylaws with a maximum of 2 terms and report to the Assistant Region Director for Line.

**GENERAL DUTIES:** Carries out the responsibilities listed in the Central Division Policies and Procedures for Section Chiefs<sup>6</sup>. Shall meet the applicable planning, reporting, budgeting, and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).

**REGION BOARD OF DIRECTORS:** Shall serve as a member of the Board of Directors of the Ohio Region and shall appoint a Patrol Representative/Director from the Section to serve as a

voting member on the Board of Directors at each business meeting.

**REGION AWARDS AND NSP APPOINTMENTS REVIEW BOARDS** Member of the Ohio Region NSP Appointments Review Board if a holder of a National Appointment or a Leadership Commendation Appointment. If not a holder of a National Appointment or a Leadership Commendation Appointment the NSP appointments Review Board Chair shall appoint a representative from that section (see Section 21.1) Serves as a member of the Awards Board of the Ohio Region.

**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.

**SUPERVISION OF PATROL REPRESENTATIVE/DIRECTORS:** Shall supervise the Patrol Representative/Directors in the Section, hold meetings of Patrol Representative/Directors, maintain frequent informal contacts, and send information, bulletins, and directives to Patrol Representative/Directors to encourage good leadership and administration.

**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.

**TRAINING NEEDS:** Shall work with Region staff responsible for programs to assure that requirements for courses are determined and accommodated for all Patrols in the Section.

**APPOINTMENTS:** Is authorized to appoint Assistant Section Chiefs, subject to the approval of the responsible ARD and the RD, as needed to meet the objectives and requirements of the Section. Shall be responsible for Section execution of all programs emanating from Region level; if there is no Section Advisor in an area, shall personally perform the needed actions.

**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.

**REGION MEETINGS:** As an Officer of the Ohio Region, shall attend general business meetings of the Ohio Region or shall appoint a proxy.

**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.

**REMOVAL OF PATROL REPRESENTATIVE/DIRECTOR:** Shall initiate removal-from-office actions for any Patrol Representative/Director within the Section only as prescribed in the *NSP Policies and Procedures, NSP Articles and Bylaws and the Central Division Policies and Procedures* for failure to discharge the duties of the office according to NSP standards; shall discuss any proposed dismissal with Area Management and the Region Director who will, upon agreement, obtain approval from the Central Division Director before the Section Chief proceeds with that removal.

**ANNUAL SECTION FINANCIAL SUMMARY:** Each Section Chief shall submit a Section Financial Report on a fiscal-year basis. to the Region Treasurer in accordance with instructions issued by the Central Division.

**FREQUENT COMMUNICATIONS:** Maintains frequent year-round contacts with every Patrol Representative/Director in the Section to keep abreast of Patrol plans, activities and problems. Prepares a news summary of Section and Patroller activities and accomplishments for publication in each issue of the *DOWNHILL*.

## **PATROL REPRESENTATIVE/DIRECTOR**

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**QUALIFICATIONS:** Shall meet the qualifications and be selected as prescribed in the NSP Policies and Procedures – reference NSP P&P.

**REPORTING CHAIN:** Reports to local area management for all local policy and the operation of the local ski patrol. Reports to the Section Chief, thence to the Assistant Region Director for Line, and then to the Region Director.

**REGION MEETINGS:** As an Officer of the Ohio Region, shall either attend general business meetings of the Ohio Region or shall appoint a proxy.

**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.

**PATROL STAFF:** Shall designate Patrol staff members in accordance with Patrol constitution, bylaws or policies and procedures. It is recommended that the Patrol staff positions be aligned with Region staff positions to facilitate communication and execution of NSP programs at the local level. Patrols are also encouraged to name an Awards Advisor to help ensure that all deserving Patrol members have a chance to receive recognition for achievements and service.

**REFRESHERS:** Shall be responsible for insuring completion of 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 local area management's requirements.

**CPR CERTIFICATION:** A current professional rescuer CPR card is required for Patroller registration. Patrol Representatives/Directors are responsible for verification that all members registered have a current professional rescuer CPR card from the American Red Cross, the American Heart Association, or other organizations as specified in the NSP National P&P, showing course refresher completion since the last ski season.

**PATROL AND PATROLLER REGISTRATION:** Shall be familiar with and follow the current

registration procedures for Patrols and Patrollers found in the most recent update of the *NSP Policies and Procedures*. Shall comply with any current Central Division and Region supplementary registration policies and deadlines.

**PATROLLER RECORDS:** Shall verify and, if necessary, correct each Patroller membership record in the member data base maintained by the National Office. Individual patrollers are responsible for maintaining their own personal data in the member data base. The Region strongly advises that a Patrol maintain individual Patroller history records of service, training and accomplishments for record validation, preparation of award nominations and publicity releases.

**SENIOR RECORD UPGRADE:** Prior to the annual Senior Alpine Test and the OEC-MSP Test, the Patrol representative/Director and the Senior Program Administrator should compare records to confirm candidates completion of elective and core components; to confirm candidates who have attained full Senior classification; and to verify that patroller records have been updated at the National Office.

**AREA EMERGENCY PLAN:** Shall participate as requested by Area Management in the preparation and updating of the area disaster plan for handling extreme emergencies at the local ski area. Shall explain the patrols role and responsibility with respect to the plan and ensure that local patrol leadership understands what their role and responsibilities are and that affected patrollers are properly trained in its execution.

**AREA LIFT EVACUATION PLAN:** Patrol Representative/Directors serving alpine areas equipped with chair-lifts shall assist Area Management, as needed, in the preparation of an area Lift Evacuation Plan (LEP) and specifying the general protocols that all area departments to follow if a lift becomes inoperable. The LEP will be reviewed with Area Management prior to the start of each ski season and prior to the on-the-hill refresher to assure that it is current.

**ANNUAL PATROL ACTIVITY REPORT:** An annual end of season report (see suggested format on Region web site) shall be prepared describing the Patrol's activities and accomplishments. The report shall be submitted to the Recording Secretary and copied to the Section Chief prior to the Region Spring Meeting. A brief oral summary may be presented to the Region Board of Directors at the Region Spring Meeting.

**ANNUAL FINANCIAL REPORT:** Each Patrol Representative/Director shall submit a Financial Report in the format prescribed by the Region Treasurer for the NSP fiscal year. That report is to be submitted to the Section Chief or directly to the Region Treasurer in accordance with the procedures and by the dates established by the Region Treasurer.

**AWARD NOMINATION SUBMISSIONS:** The Patrol Representative/Director is strongly encouraged to submit to the Region Awards Advisor nominations for all awards for which the Patrol and its Patrollers are eligible. Since the nominations must meet stringent documentation requirements and strict deadlines, the Patrol Representative/Director is encouraged to name a local awards advisor who should carefully study award nomination requirements and consult with the Region Awards Advisor far in advance of the submission deadlines.

## REGION STAFF GENERAL DUTIES

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**PLANS AND BUDGETS:** Region Staff Members responsible for a program or training function shall prepare a proposed program for the year's activities, and, if anticipating either using any funds or generating income, shall include a budget identifying the sources (Region treasury, fees, contributions, other) and uses of all funds. The program and the budget shall be presented in person or by proxy, to the Board of Directors during the Region Fall meeting. Unless more detail is required to describe some of the categories, the proposed program shall be delineated using the Budget Request Form recorded on the Region web site.

**DIVISION ACTIVITIES:** Region Staff shall identify and recommend their participation in anticipated or scheduled Division events, such as meetings, seminars, training clinics, etc., which are expected to contribute to meeting Region objectives. The costs for participating in the Division activities will be estimated and any offsetting Division reimbursement requests will be included in the proposed budget. Region Staff projections of Division activities may be estimates and cannot be expected to accurately predict unpublished plans or schedules of a Division Advisor.

**PROGRAM AND BUDGET AUTHORITY:** Upon receipt or notification of the Region approved program and budget, Region Staff shall carry out the program and follow the budget as approved by the Board of Directors. Any interim program or budget modifications require approval by the Region Director prior to execution.

**ANNUAL REPORTS:** Region Staff following an approved program shall prepare an annual report comparing accomplishments versus goals and expenses versus projected budgets for the year just ended and shall recommend program changes and budgets for the ensuing year. The annual program summary report shall be written on the Region Program Annual Report Form recorded on the Region web site and submitted to the Region Recording Secretary who shall prepare and distribute copies to the Region Director and, upon direction, to the Historian, the *DOWNHILL*, members of the Board of Directors and the originating staff member's file. A short summary of this report shall be given or posted to shared drive for the Board of Directors during the Region Spring meeting.

**ADMINISTRATIVE BUDGETS AND REPORTS:** Region Staff having staff support or Advisory responsibilities (*e.g.* Recording Secretary, Legal Advisor, Treasurer, etc.) not involving NSP educational programs, shall submit an annual budget if funds are required to carry out the responsibilities of the office. An annual report of noteworthy activities, recommendations for future actions, and expenses shall be submitted for the annual Spring business meetings. Negative reports may be given either by telephone or electronically to the supervising Region Officer.

**NON-EXPENDABLE EQUIPMENT:** Any Region Staff member who buys or obtains non-expendable equipment for retention and use in an Ohio Region program shall make a record of the purchased item(s), including the cost or value, transaction date, any limitations on the use of the equipment and storage location. Copies of this record shall be sent to the Central Division Legal and Risk Advisor for possible addition of coverage, added to the Advisor's

inventory record, forwarded to the Region Director and also sent to the Assistant Region Director overseeing that staff member.

**REIMBURSEMENT:** Region Staff Members shall claim reimbursement from the Region for authorized expenses in accordance with Section 10 Financial Policies and Procedures.

**RECORDS:** Each Region Staff Member shall maintain all records necessary for the proper program administration, equipment inventory control and financial accountability, and shall turn over those records to their successor upon request.

**COORDINATION AND SCHEDULES:** Each Region Staff Member shall keep in close contact and communication with Division, Section and Patrol counterparts, coordinating plans and activities. Region Advisors and Program Administrators will provide calendar and registration information about their program areas to the *DOWNHILL* before the published deadlines, will maintain calendar and registration details on the Region web site and will inform Patrol Representatives/Directors and Region staff on a timely basis.

**NSP AND DIVISION PROGRAM EXECUTION AUTHORITY:** Certain programs have policies and procedures imposed by higher authority within NSP (*e.g.*, Awards, OEC, Certified, Senior Tests, NSP Ski School, etc.), or by authority external to NSP (*e.g.*, Telecommunications). Ohio Region Staff Members administering such programs are empowered and encouraged to prepare descriptions and clarifications of imposed policies and procedures and, without review and approval by the Ohio Region Board of Directors, to distribute them to affected Ohio Region Staff Members. They are not empowered to devise unique extensions of these policies and procedures within the Ohio Region without approval of the Region Board of Directors.

**RECORDS FOR SENIOR REQUIREMENTS OR ELECTIVES:** Advisors, Officers and Program Administrators responsible for conducting or overseeing courses and clinics designated as Senior Candidate Core Requirements or Electives must assure that course records are maintained in accordance with procedures prescribed by the Region Senior Program Administrator

**ASSISTANT ADVISORS:** Each Staff Member shall select and appoint, subject to approval of the Region Director and Supervising Assistant Region Director, one or more assistants who shall help administer the applicable function / program and who shall endeavor to learn and prepare to take over the post.

## **REGION TREASURER**

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**QUALIFICATIONS:** Shall be a registered member of the NSP and able to be bonded; does not need to be a CPA, but must be able to maintain the books and financial records in a clear and legible manner. Desirable experience includes budgeting and maintaining financial books and records of either a non-profit or for-profit organization.

**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.

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff Members General Duties.

**FINANCIAL RESPONSIBILITIES:** Shall be responsible to the Region Director for all Region funds and shall maintain a proper accounting system and procedures to assure the proper receipt and disbursement of those funds. Shall invest Region funds in a manner that minimizes the risk of loss and provides appropriate income and that is consistent with the Investment Objectives and Restrictions of the Central Division. All payments to be issued in excess of \$1,000 require two step authentication/approval of the Region Director or delegate.

**BOOKKEEPING SYSTEM:** Shall set up a bookkeeping system patterned after the Central Division bookkeeping system.

**ACCOUNT RECORDS:** Shall maintain accounts in such a manner that revenues and expenditures in each account can be determined by program.

**FUNDS RECEIPT AND EXPENDITURES:** Shall deposit all checks upon receipt and shall reimburse expense vouchers in a timely manner.

**ANNUAL REGION FINANCIAL REPORT:** Shall prepare an annual end-of-fiscal-year statement for the Board of Directors and for use in establishing the next year's budget. The end of year statement shall include all Region funds, including those for self-financing programs. Detail reports should be provided by program for board review. End of year statements also to include balance sheet / summary of balances.

**END-OF-FISCAL-YEAR REPORT MANAGEMENT:** Shall collect, assemble and forward to the Central Division Treasurer the financial reports of the operating units of the Ohio Region in accordance with the Central Division Treasurer's instructions.

**AUDITS OF REGION FINANCIAL RECORDS:** Shall make available Region financial records for audit purposes when requested by the Central Division Treasurer. After review with the Central Division Treasurer shall incorporate audit recommendations into the Region's accounting and financial reporting procedures.

**REGION BOARD OF DIRECTORS:** Shall serve on the Ohio Region Board of Directors as a non-voting member and shall attend board meetings.

## **REGION LEGAL ADVISOR**

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**QUALIFICATIONS:** Shall be a registered member of NSP and an experienced, licensed

practicing attorney. Must be available for immediate notification about legal matters.

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

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

**PRIMARY RESPONSIBILITY:** Shall advise the Region Director and the Region Board of Directors on all matters having a legal bearing on Ski Patrol activities in the Ohio Region. Provides advice and counsel to the Region Director and affected Ohio Region patrollers on NSP Code of conduct matters including possible sanctions as described in the NSP P&P. Provides legal information of general importance to ski patrolling for distribution to Patrol and Patrollers in the Region.

**LEGAL CONSULTATION:** Shall be available to all Staff of the Ohio Region for consultation on Ski Patrol matters.

**NOTIFICATION OF LEGAL ACTIONS AFFECTING NSP AND MEMBERS:** Serves as the first official point of contact on all pending or current legal actions affecting any Ohio Region Ski Patrol or Patroller. When informed of an actual or potential legal action, is responsible for requesting the pertinent information and for promptly relaying it to appropriate Local, Section, Region, Division and National Ski Patrol officials.

**LIASION WITH DIVISION LEGAL ADVISOR:** Shall liaise with the Central Division Legal Advisor in order to stay abreast of either Division or National legal matters that may affect the Ohio Region.

## **REGION ELECTIONS OFFICER**

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**QUALIFICATIONS:** The qualifications for the Region Elections Officer are; 1) to be a registered member of the National Ski Patrol in the Ohio Region for at least the past two years, 2) not to be a candidate for the office of Region Director or Section Chief while serving as Region Election Coordinator, and 3) to be acceptable to the Central Division Elections Coordinator.

**APPOINTMENT AND SUPERVISION:** A Region Elections Officer shall be appointed by and report to the Region Director through the Assistant Region Director for Administration to assist the Division Elections Coordinator as requested in conducting the nominations and elections for the Region Director and Section Chief.

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

**ELECTION SCHEDULING:** The Region Elections Officer shall advise and assist the Region

Director in planning and coordinating Region calendars and activities necessary to conduct the elections for Region Director and Section Chiefs. Refer to Central Division P&P for timing of director elections.

**ELECTION DUTIES:** The Region Elections Officer shall place a notification of on the Region website about the elections scheduled to be held during the current year. The notification shall include the deadlines, a description of the qualifications for office, and when appropriate, the Region electorate, i.e. Patrol Representative/Director, Section Chief plus the number of additional voters allocated to each Patrol based upon the number of registered patrollers. Information about qualified candidates filing for election and the results of the elections will be provided the Region electorate as soon as it is available.

**SUPPORT DIVISION AND REGION ELECTION POLICY:** The Region Elections Officer shall assist the Division Elections Coordinator as requested in conducting the nomination process and elections within the Ohio Region as provided by the Central Division Bylaws and the Central Division Policies and Procedures.

## **REGION ADMINISTRATIVE ASSISTANT**

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**QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Region Administrative Assistant. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director.

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

**PRIMARY RESPONSIBILITY:** Shall attend all regular and, when requested by the Region Director, special Region Board of Directors meetings, take minutes, and distribute them when and as directed by the Region Director. Maintains Region Action Item listing & distributes before each meeting for follow-up.

**FIVE-YEAR RECORD OF MINUTES:** Shall work with the Region Director to maintain on the Region web site a record of minutes and all reports filed at the Board of Directors meetings for the past five years.

**ARCHIVING OLD MINUTES:** Shall digitally archive records older than five years on the Region Google Drive or other cloud-based storage.

**ON-HAND REFERENCES:** Shall have a copy of *Robert's Rules* and a current copy of the *NSP Policies and Procedures*, *The Central Division Policies and Procedures* and the *Ohio Region Policies and Procedures* at every Board of Directors meeting.

**REGION POLICY UPDATES:** Shall complete updates to *Ohio Region Policies and Procedures*

according to motions passed at Board of Directors meetings. Related board date of change should be noted after each revision, other than grammatical items/corrections. The format of the updates shall follow the pattern established in the *Central Division Policies and Procedures*.

## **AWARDS BOARD AND AWARDS ADVISOR**

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**REGION AWARDS BOARD AND ADVISOR:** There shall be an Awards Board of the Ohio Region, composed of a Chair, the Section Chiefs, and two primary members appointed from each Section. In addition, there will be an alternate member appointed from each Section. The Chair shall be the Region Awards Advisor. The Awards Advisor shall administer the awards program of the Ohio Region as described in Awards Policies and Procedures. The Awards Board shall assist by judging the award nominations.

**AWARDS BOARD MEMBER QUALIFICATIONS:** The appointed primary and alternate appointed members of the Board should 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. The Region Awards Advisor shall be member of the Ohio Region NSP Appointments Review Board, unless the advisor does not already have an appointment.

**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.

**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. If possible, the Awards Advisor should have a National Appointment or Leadership Commendation Appointment. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**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.

**ADVISOR GENERAL DUTIES:** The Awards Advisor shall meet the applicable planning, reporting, budgeting, and records requirements listed under Ohio Region Staff General Duties. In addition, will coordinate the Spring Region Awards banquet presentation with Region Director and local host patrol.

**PROMOTION OF AWARDS PROGRAM:** The Awards Advisor shall encourage and promote the Awards program in the Ohio Region but not personally prepare nominations for awards.

**MINIMUM REQUIREMENTS REVIEW:** The Awards Advisor shall review nominations for awards to determine whether the content is complete and whether all necessary signatures are on the form; and if there is time before the deadline, shall return to the originator any improperly prepared nominations, with directions for correction.

**ADDITIONAL DUTIES:** The Awards Advisor and the Awards Board shall have additional duties as requested and defined by the Region Director.

## **DOWNHILL EDITOR**

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**QUALIFICATIONS:** Shall be a registered member of the National Ski Patrol System, Inc. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

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

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties.

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

**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 Directors. The deadlines will be published in the *DOWNHILL* and in the *Region Calendar*. Thereafter, the *DOWNHILL* Editor shall make a best effort to meet those deadlines.

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

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

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

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

## **WEBMASTER**

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**QUALIFICATIONS:** (1) Shall be a registered member of the National Ski Patrol System, Inc. (2) Shall have sufficient knowledge and experience to manage and maintain the Ohio Region web site. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

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

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties.

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

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

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

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

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

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

## **ALUMNI ADVISOR**

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**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.

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

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records

requirements listed under Ohio Region Staff General Duties (section 8).

**PRIMARY RESPONSIBILITIES:** (1) Serves as the primary contact with Section Chiefs, Patrol Representatives/Directors and retiring/retired active patrollers regarding Alumni membership and activities; (2) Serves as the Patrol Representative for Ohio Patrol C-601, the Alumni Patrol; (3) Liaises the Central Division Alumni Advisor in order to stay abreast of Alumni matters at the Division and National levels.

**KNOWLEDGE ABOUT ALUMNI POLICIES:** Shall keep informed about National and Central Division Alumni Association policies. For information about the NSP Alumni program refer to the Alumni program on the NSP web site. Provides information and advice about the Alumni Association to the Region staff and members as requested.

**ALUMNI MEMBER LIST:** Shall develop an Ohio Region list of NSP Alumni Association members, addresses and telephone numbers. Update the list annually and share with local patrol alumni advisors and, Patrol Representatives/Directors.

**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*, articles in the NSP Alumni E-News, and special mailings about events.

**BUDGET:** Depending upon the activities planned, shall prepare a proposed budget for estimated administrative expenses for the year and submit an end-of-year financial report.

**AWARDS:** Assist the Region Awards Advisor in identifying Alumni who may be eligible for annual service awards and the Region Outstanding Alumni award.

## **REGION HISTORIAN**

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**QUALIFICATIONS:** Shall be a member of the National Ski Patrol in the Ohio Region, willing and able to undertake the duties of Region Historian. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

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

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

**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.

**ARCHIVES:** Shall maintain a historical record for the Ohio Region, preferably in digital format,

consisting of an annual file of:

- a. Copy of each issue of *DOWNHILL*
- b. Copy of Board of Directors' 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 achieving advanced levels such as Senior or Certified Patroller, MTR Level II, etc
- 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. Select memorabilia, programs for Region events, etc.
- j. Select collections of historical interest, Patrol patches, select posters, photographs, etc.

**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 Directors.

**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 telephone requests to Patrols and Region Staff. Shall assist persons making undertaking historical research using the collection. Contacts with other individuals and institutions interested in Patrol history are encouraged.

## **AVALANCHE ADMINISTRATOR**

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**QUALIFICATIONS:** Shall be a Patroller in good standing and if possible, a currently certified Level II Avalanche Instructor, 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. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director, with concurrent reporting to the division supervisor and ARD.

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties.

**SPECIFIC DUTIES:** Shall liaise with the Central Division Avalanche Supervisor.

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

**ANNUAL LEVEL I COURSE:** Shall offer and conduct at least one basic Avalanche Level I course each season.

**INSTRUCTOR TRAINING:** As required to meet Region training needs, shall organize and lead, or

coordinate with other NSP Instructor Development programs to recruit and train Avalanche Instructors as specified in NSP P&P and the NSP Avalanche Instructor's Manual. Shall conduct continuing education training seminars for avalanche instructors as specified in NSP P&P, and shall confirm appropriate training and teaching records for all certified Avalanche Instructors.

**COURSE RECORDS:** Shall maintain course records per NSP National Office current procedures, retain a set of region records for purposes of effective Avalanche Program administration, and share with the Division Supervisor.

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

**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 become the next Administrator. The assistant should be from a Section distant from the Avalanche Administrator.

## MOUNTAIN TRAVEL AND RESCUE (MTR) ADMINISTRATOR

**QUALIFICATIONS:** Shall be a Patroller in good standing, a currently certified MTR Instructor, preferably an MTR Instructor Trainer, and be willing and able to provide the administrative and instructional leadership needed for continued development of the MTR program in the Ohio Region. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director, with concurrent reporting to the division supervisor and ARD.

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties.

**SPECIFIC DUTIES:** Liaise with the Division MTR Supervisor.

**INSTRUCTION STANDARDS:** Shall maintain a uniform and high level of MTR instruction with a NSP training quality assurance program.

**ANNUAL MTR COURSES:** Shall offer and conduct at least one Level 1 MTR, and if possible one Level II MTR annually.

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

**COURSE RECORDS:** Shall maintain course records per NSP National Office current procedures, retain a set of region records for purposes of effective MTR Program administration, and share with the Division Supervisor.

**COURSE FEES AND EXPENSES:** Shall collect fees for MTR courses in accordance with Ohio Region policy and submit them to the Region Treasurer.

**ASSISTANT ADMINISTRATOR:** May select and appoint, subject to the approval of the Region Director or Assistant Region Director for Programs, an assistant who shall help administer the MTR program and endeavor to learn and prepare to take over the Administrator role. The assistant should be from a Section distant to the Administrator

## **OUTDOOR EMERGENCY CARE (OEC) ADMINISTRATOR**

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**QUALIFICATIONS:** Shall be a Patroller in good standing, an OEC Instructor Trainer (OEC IT) or an OEC Instructor pursuing OEC IT certification, who is willing to make a commitment to maintain a high level of OEC instruction and evaluation at all Patroller levels in the Ohio Region. If not a Senior or Certified Patroller, must have successfully completed the OEC Module of the Senior Program (OECMSP) evaluation. Must have at least one year's experience as an Assistant OEC Advisor, OEC IOR, or similar position at the Patrol level and must have demonstrated good administrative and organizational skills, having access to and proficient in the use electronic record-keeping systems.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director, with concurrent reporting to the division supervisor and ARD.

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties.

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

**OEC INSTRUCTOR TRAINERS (ITs):** Shall maintain an adequate corps of OEC Instructor Trainers (ITs) to insure that Quality Assurance Program guidelines are met by identifying and developing qualified candidates for the position of OEC IT from among experienced OEC instructors in the Region. Development of potential candidate OEC ITs should include observing

and performing shadow QA functions and instructor observations with another OEC IT assigned to mentor the OEC IT candidate. Upon successful completion of the mentoring program, the OEC Administrator will recommend the IT candidate for IT appointment by the Division Supervisor. Actual appointments to the position of OEC IT are made by the Division OEC Supervisor. Within each Section, the target ratio is a minimum of one IT for every ten OEC instructors.

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

**OEC INSTRUCTOR TRAINING:** Shall coordinate ITs within the region to complete OEC Instructor Recertification/Update Clinic throughout the region. The clinics will have an agenda sufficient to meet the instructor requirement of a minimum of one clinic within each three-year certification period.

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

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

**OEC MODULE OF THE SENIOR TEST :** Shall cooperate with the Senior Test Coordinator (STC) for the OEC Module of the Senior Program (OECMSP) Evaluation in the Region. Shall assist as needed to conduct an OECMSP evaluator calibration before the clinic.

**OEC COURSE QUALITY ASSURANCE PROGRAM:** Shall insure that each OEC course has an Instructor Trainer assigned from another area or section to monitor and provide QA input (including completion of QA forms) on the course.

**DIVISION/NATIONAL PROJECTS:** Shall actively participate in division and national projects as assigned. Shall maintain effective communications between division/national and region ITs and advisors.

## **REGION MEDICAL ADVISOR**

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**QUALIFICATIONS:** Shall be a registered member of NSP and a physician, MD or DO, licensed to practice in Ohio. See national PnP for further clarification and qualifications.

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

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties (section 8). Shall communicate with Patrol Medical Directors as needed regarding OEC related topics and practices.

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

**PATROL MEDICAL DIRECTORS:** Shall encourage each Patrol Representative/Director to obtain and appoint a Medical Director.

## **REGION OET ADMINISTRATOR**

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**QUALIFICATIONS:** Shall be a Senior or Certified Patroller, an active Senior OET Evaluator, an active OET IT, and shall fulfill all responsibilities and meet all minimum qualifications set forth in the *NSP Policies and Procedures*. The OET Administrator is supervised by the Assistant Region Director for Proficiency. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director of Proficiency, with concurrent reporting to the division supervisor and ARD.

**REGION SKI AND OET BOARD:** Serves on the Region Ski and OET Board.

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

**ASSISTANT:** Shall select and appoint, subject to the approval of the Assistant Region Director for Proficiency, an Assistant Region OET Administrator who shall help administer the OET program. The Assistant shall, if possible, be from a section distant from the Region OET Administrator and may have a Patrol or Section position other than Patrol Representative/Director or Section Chief. The Assistant Region OET Administrator meets with the S&T Board/Skills Team

**TRAINING UNIFORMITY:** Shall be responsible for establishing uniform training proficiency standards in the Region for all Senior level OET training programs.

**RESPONSIBLE FOR INSTRUCTOR TRAINERS, CLINICS, REFRESHERS, AND AS FOLLOWS:**

**TRAINING AND RECOMMENDING SENIOR OET EVALUATOR CANDIDATES:** Responsible for organizing annual Region OET Instructor Clinic(s) to train patrollers to meet the prerequisites to become Senior OET Evaluation Evaluators. Such clinics shall be used to train and to determine which patrollers can demonstrate the toboggan handling and instructing skills necessary to become an effective Senior Evaluation OET Evaluators. The Region OET Administrator shall prepare a recommended list of Senior Evaluation OET Evaluator Candidates who have adequately demonstrated the specified skills and, no less than 7 days following the OET Instructor Clinic(s), forward it to the Region Senior Program Administrator for consideration by the Skills Team.

**REFRESHER CLINIC FOR SENIOR OET EVALUATORS:** Shall organize an annual Region Refresher Clinic as part of the region ASDW (Alpine Skills Development Workshop) for all active Senior OET Evaluators (and inactive Senior OET Evaluators seeking reinstatement) to demonstrate and maintain skill levels commensurate with Senior Evaluation standards and shall forward a list of all the participants in this refresher clinic to the Region Senior Program Administrator.

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

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

**OET INSTRUCTOR TRAINER RESPONSIBILITIES AND DUTIES:** OET Instructor Trainers should have several years of experience as a trainer. Instructor Trainers are fully expected to participate in

most Region events including: SES, TES, STW, Senior Evaluations, local test and Frosties. Instructor Trainers will maintain an activity training log and shall file it annually at the end of the season with the Region and Division OET Administrator to demonstrate active participation in Region events

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

**OET ENHANCEMENT SEMINAR (TES) COURSES:** Shall coordinate all TES courses in the Ohio Region and register courses per current national procedures, maintain records of patrollers who instruct the TES courses in the Region OET Instructor data base and Region Senior OET Evaluator data base.

## **REGION SENIOR PROGRAM ADMINISTRATOR**

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**QUALIFICATIONS:** Shall be an active Senior Alpine Evaluator and shall fulfill all responsibilities and meet all minimum qualifications set forth in the *NSP Policies and Procedures*. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director of Programs, with concurrent reporting to the division supervisor and ARD. Serves on the Region Skills Team.

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff General Duties.

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

**PRIMARY RESPONSIBILITIES AND DUTIES:** Shall be responsible for planning, executing and reporting on the Ohio Region Ski/Ride and OET Senior Alpine Evaluations in accordance with guidance set by the S&T Board and OEC Administrator and OEC STC. Such Senior Evaluations shall be held in the Region at least once annually, or as determined by the S&T Board and OEC administration, and always in accordance with NSP guidelines, standards and requirements. The evaluation(s) must be publicized in the *DOWNHILL*, Region Calendar, and on the Region web site. Establishes and maintains a progress record of the completion of core evaluation and elective courses for each current Senior Candidate. Notifies the Awards Advisor and responsible Patrol Director when a Candidate has completed the Senior requirements. The purpose of the Region record is to standardize simple evaluation application and record keeping procedures and to assure that Senior Candidates receive prompt credit for completing their Senior requirements. Region Senior Candidate records are not maintained for patrollers after they receive their Senior classification nor are records maintained for inactive Senior candidates.

**EVALUATION PARTICIPATION:** Unless there is a critical shortage of available Senior Alpine Evaluators to evaluate candidates at a Senior Evaluation as determined by the Region Skills Team, the Region Senior Program Administrator will not evaluate Senior candidates. Section Chiefs and Patrol Representatives/Directors will not evaluate candidate patrollers from their section or home area respectively unless so requested by the Region Senior Program Administrator because of a critical shortage of senior alpine evaluators.

**EVALUATION COURSE COMPLETION RECORD AND INSTRUCTOR ACTIVITY RECORDS:** The Region Senior Program Administrator shall maintain records of all evaluation participation and results and advise the appropriate Central Division Education Program Supervisor, the Region Senior Program Administrator, the Region Snowsports School Advisor, the Region OET Administrator, the Region OEC Administrator, and the Assistant Region Director for Proficiency. Records should also be sent to the Patrol Representative/Director of every participating patrol (candidate or evaluator), and to participating Senior Alpine Evaluators (for keeping their Instructor Activity Record). As soon as possible, in order to meet the next publication deadline, an account of the Ski and OET Senior Alpine Evaluation, listing all candidates who successfully completed the Evaluation and the participating evaluators, should be sent to the *DOWNHILL* Editor and Website Admin.

**SENIOR EVALUATOR PERFORMANCE RECOMMENDATIONS:** Each year with the recommendations of the Region OET Administrator and Region Snowsports School Advisor shall recommend to the S&T Board a list of Senior Alpine Evaluators who, based on past performance and PSIA/AASI certifications should be re-appointed. Shall invite Senior Alpine Evaluator Candidates who have demonstrated adequate skills during a Region ASDW and are approved by the Skills Team to the Region Ski/Ride and OET Senior Evaluation for demonstrating their scoring skills.

**RECRUITING OEC AND OET SENIOR EVALUATORS:** Shall solicit, with the assistance of the Patrol Representative/Director, eligible Senior Alpine Evaluators from each Patrol sending Candidates to the OET Senior Alpine Evaluation and Senior Trainer/Evaluators for the Senior Module of the OEC Program.

## **REGION SNOWSPORTS SCHOOL ADVISOR**

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**QUALIFICATIONS:** Shall be a registered Senior, Alpine Senior, or Certified Patroller and a member in good standing of NSP-C Ski School. A minimum PSIA/AASI level II certification is preferred. Advisor must be willing to provide the leadership necessary for the continuous development of the skiing and snowboarding program in the Ohio Region. Is appointed by the Region Director or by the Region Director's designee and supervised by the Assistant Region Director for Proficiency. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director through the Assistant Region Director for Proficiency. Shall liaise with the Division Snowsports School (NSP-C) Director.

**REGION SKI AND OET BOARD:** Serves on the Region Ski and OET Board/Skills Team.

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

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

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

**TRAINING AND RECOMMENDING SENIOR EVALUATOR CANDIDATES:** Responsible for organizing annual Region Ski Trainer Workshop(s) to train patrollers, who meet the prerequisites to become Senior Evaluators (37.4.3). Such clinics shall be used to train, refresh and to determine which patrollers can demonstrate the skills necessary to become effective Senior Evaluation Evaluators. The Region Ski School Advisor shall prepare a recommended list of Senior Evaluator Candidates who have adequately demonstrated the specified skills and, no less than 7 days following the Ski Trainer Workshop(s), forward it to the Region Senior Program Administrator for consideration by the S&T Board (38.1.3).

**TRAINING CLINIC FOR SENIOR EVALUATORS:** Shall organize an annual Region Ski Trainer Workshop(s) for all active Senior Evaluators (and inactive Senior Evaluators seeking reinstatement) to demonstrate and maintain skill levels commensurate with Senior Evaluation standards (37.4.3). Shall forward a list of all the participants in this Ski Trainer Workshop(s) to the Region Senior Program Administrator no less than 7 days following the Ski Trainer Workshop(s),

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

**SKI/RIDE ENHANCEMENT SEMINAR (SES) COURSES:** Shall coordinate all SES courses in the Ohio Region and register course records with national according to current national procedures. Maintains records of patrollers who instruct the SES courses in the Region NSP-C Snowsports School data base and Region Senior Alpine Evaluator database.

## **INSTRUCTOR DEVELOPMENT (ID) ADMINISTRATOR**

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**QUALIFICATIONS:** Shall be a Senior or Certified Patroller and an Instructor Development Instructor Trainer (ID IT) or an Instructor Development Instructor pursuing ID IT certification, who is willing to make a commitment to maintain a high level of ID instruction, mentoring and evaluation at all Patroller levels in the Ohio Region. Must have at least one year's experience as an ID Instructor, ID IOR, or similar position at the Patrol or Section level and must have demonstrated good administrative and organizational skills. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director of Proficiency, with concurrent reporting to the division supervisor and ARD.

**GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Staff Officer's General Duties

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

**SECTION ID ADVISORS:** Shall recommend to the respective Section Chiefs, qualified Patrollers to serve as Section ID Advisors and who will supervise all ID activities in each Section if

determined to be needed for the given year. It is highly recommended that Patrollers recommended as Section ID Advisor candidates shall be certified ID ITs or ID Instructors.

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

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

**ID INSTRUCTOR TRAINING:** Shall coordinate ID ITs within the region to complete ID Training throughout the region and to promote effective mentoring program to support NSP educational programs.

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

**ID Training Courses:** Shall be responsible for the administration of the ID Training courses in the Region in accordance with NSP standards and guidelines. Shall ensure that ID courses are reflected in the Region calendar and on the Region website, and that ID courses are scheduled enough in advance for common email notification to Patrollers. Shall work with Section ID Advisors and Patrol Representatives/Directors or Local ID Advisors to ensure that at least one ID course is scheduled in each Section every year.

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

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

## **CERTIFIED ADMINISTRATOR**

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**QUALIFICATIONS:** Shall be a Certified Ski Patroller willing and able to perform the duties of Region Certified Patrol Administrator. Must have access to and be proficient in the use electronic record-keeping systems, organized and able to maintain adequate records.

**APPOINTMENT AND SUPERVISION:** Shall be appointed by the Region Director and the Assistant Region Director for Programs, with concurrent reporting to the Division Certified Supervisor and ARD.

**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.

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

**ACTIVE PARTICIPATION:** Administrator should actively participate in the Annual Certified Division Test if possible, and promote active participation of all Ohio Region Certified Staff at the Annual Test and throughout the Ohio Region.

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

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

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

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

**DIVISION COMMUNICATION:** Administrator to actively participate and represent Ohio in all communication required with Central Division Certified Supervisor.

**ASSISTANT ADMINISTRATOR:** In conjunction with Assistant Region Director, Programs, Administrator to name an Assistant Administrator to carry out all duties described above.