

DIAMOND PEAK NATIONAL SKI PATROL
POLICIES AND PROCEDURES

I. GENERAL PATROL RESPONSIBILITIES

All members and associates shall at all times:

1. Conduct themselves in such a way as to place the safety of the area public above all other considerations.
2. Carry out the instructions of area management and DPNSP Board of Directors.
3. Know the current operational procedures, the location of area equipment and trails and be familiar with the National Ski Patrol manual.
4. Obey the directives of the National Ski Patrol and DPNSP by-laws and posted rules.
5. Abstain from the use of alcohol and any misuse of drugs during patrol duty hours.
6. Promote professionalism, unity and harmony within the patrol.
7. Maintain knowledge and skill performance as prescribed by their current classification.

II. SPECIFIC RESPONSIBILITIES

A. Volunteer Patrol Director

In addition to the duties and responsibilities prescribed by the National Ski Patrol and area management, the Volunteer Patrol Director will be responsible for the following:

1. All responsibilities and authority not specifically assigned to others.
2. Allowing no action that will compromise the effectiveness of DPNSP.
3. Delegation of any authority.
4. Administration of duties according to the provisions of the by-laws and directives of the National Ski Patrol and DPNSP.
5. Providing direction and leadership for DPNSP.
6. Presiding as Chairperson of the Board of Directors.
7. Directing the membership in the conduct of patrol affairs. Implementing the Board of Directors policies and directives.
8. Serving as an ex-officio member on all patrol committees.
9. Representing the DPNSP in all dealings with area management.
10. Holding regular meetings of the Board of Directors.
11. Scheduling and presiding at general meetings of DPNSP membership. These meetings will be called when deemed necessary by the Volunteer Patrol Director, Board of Directors or by petition of 15% of DPNSP membership. There will be a minimum of one (1) meeting per year.
12. Maintain consistent interaction and provide timely correspondence with Region, Division and National groups. All pertinent information shall be prominently posted.

13. Reporting any competence deficiencies to the Board of Directors.

B. Assistant Director/Operations

Shall be responsible for:

1. Maintaining patrol membership records.
2. Registration of DPNSP membership.
3. Submission of DPNSP financial reports to the National Ski Patrol.
4. DPNSP sign-in book. At the end of the season compile an accurate report consisting of the number of days volunteered by each patroller and the total number of days recorded for the season.
5. Coordinate the annual OEC Refresher with the Assistant Director/Testing & Training pertaining to each years patrol refresher.
6. Assumption of authority and duties as delegated by the Volunteer Patrol Director.
7. Attending meetings of the Board of Directors.
8. Striving to be well informed on matters affecting the administration of DPNSP.
9. Performing as Volunteer Patrol Director in the absence of the Volunteer Patrol Director. Being governed by all DPNSP and National Ski Patrol rules and regulations attendant upon the Volunteer Patrol Director.
10. Allowing no action that will compromise the effectiveness of DPNSP.
11. Delegation of any attendant authorities.
12. Processing requests for supplies and equipment.

C. Assistant Director/Testing & Training

Shall be responsible for:

1. Providing effective testing and training programs with appropriate supervision.
2. Reporting to the Volunteer Patrol Director any person not performing at the level required by their classification.
3. Providing remedial training for persons in need.
4. Providing continuing education in OEC and equipment handling.
5. Providing OEC and “on the hill” annual refreshers.
6. Attending meetings of the Board of Directors.
7. Striving to be well informed on matters affecting the administration of DPNSP.
8. Performing as Volunteer Patrol Director in the absence of both the Volunteer Patrol Director and Assistant Director/Operations. Being governed by all DPNSP and National Ski Patrol rules and regulations attendant upon the Volunteer Patrol Director.
9. Allowing no action that will compromise the effectiveness of DPNSP.
10. Delegation of any attendant authorities.

D. Board Members at Large

Shall be responsible for:

1. Attending meetings of the Board of Directors.
2. Striving to be well informed on matters affecting the administration of DPNSP.
3. Allowing no action that will compromise the effectiveness of DPNSP.

E. Secretary

Shall be responsible for:

1. Handling all DPNSP correspondence and maintaining a correspondence file.
2. Recording and maintaining a complete file of minutes for general membership meetings, Board of Directors meetings and other meetings as required.
3. Performing such other administrative functions as delegated by the Patrol officers.

F. Treasurer

Shall be responsible for:

1. Maintaining receipts and a strict accounting of all DPNSP transactions, employing standard bookkeeping methods.
2. Making prompt payment on all accounts payable.
 - a. The Volunteer Patrol Director or Assistant Director/Operations must authorize all expenditures up to \$300.
 - b. The Board of Directors must authorize expenditures over \$300.
 - c. Treasurer must keep accurate records of authorizations.
3. Representing DPNSP in all banking matters.
 - d. Maintain a current bank signature card.
 - e. Authorized signatures will include the Volunteer Patrol Director, Assistant Director/Operations and Treasurer.
 - f. Only one (1) signature is required on DPNSP checks.
 - g. Signatories may not write a check to themselves.
4. Preparing the annual written financial statement in accordance with National Ski Patrol Requirements.
5. Presentation of a written quarterly Treasurers report for presentation at the Board of Directors and general membership meetings.

G. Advisors

Advisors shall be appointed by the Volunteer Patrol Director and ratified by the Board of Directors.

1. The following Advisors will report to the Assistant Director/Operations:
 - a. Staff Liaison
 - b. Risks & Liability
 - c. Awards
 - d. Equipment & facilities
 - e. Newsletter
 - f. Fundraising
 - g. Auxiliary
2. The following Advisors will report to the Assistant Director/Testing & Training:
 - a. OEC
 - b. Proficiency
 - c. Avalanche
 - d. Mountaineering
 - e. Nordic
 - f. Recruiting

III. PRACTICAL SKILLS AND THEORETICAL KNOWLEDGE

A. (OEC) Outdoor Emergency Care

All DPNSP members are expected to maintain proficiency in OEC skills and knowledge. If a patroller exhibits weak practical skills at any time or scores poorly on any written examination at the OEC Refresher as indicated by an OEC instructor that instructor will document the weakness(es), inform the patroller and recommend to the Assistant Director/Testing and Training that the patroller receive corrective training.

1. Minor Deficiencies
 - a. Practical Skill

After review and recommendation of the Assistant Director/Testing and Training or OEC Advisor, patroller will attend an OEC Clinic appropriate to the deficiency or receive special training from an OEC Instructor.
 - b. Theoretical Knowledge

After review and upon recommendation of the Assistant Director/Testing and Training or the OEC Advisor, patroller will study pertinent section(s) of the OEC manual and demonstrate appropriate knowledge.

2. Major Deficiencies

a. Practical Skills

After review and upon recommendation of the Assistant Director/Testing and Training or the OEC Advisor, patroller will (i) study for and successfully complete another OEC Refresher or (ii) complete the full OEC classroom course.

3. If a Senior Patroller is deficient in the skills expected of that level, the Assistant Director/Testing and Training will recommend to the Volunteer Patrol Director, as a minimum, downgrading of that patroller from Senior to Patroller. That patroller may re-train and be evaluated for Senior level the next time a clinic is available if they so wish.

4. Actions taken by the Assistant Director/Testing and Training may be appealed to the full Board of Directors if the patroller feels there is cause.

B. Skiing and Equipment Skills

All DPNSP patrollers are expected to maintain proficiency in Ski and Equipment Handling skills. If a patroller at any time exhibits weak skills as identified by an NSP instructor or Advisor, the Instructor or Advisor will document weakness(es), inform the patroller, and recommend to the Assistant Director/Testing and Training that the patroller receive remedial training.

a. After review and recommendation of the Assistant Director/Testing and Training patroller will successfully complete remedial hill training session(s) appropriate to the deficiency.

b. If the patroller does not successfully complete remedial training for any reason patroller will be downgraded one level (Senior to Patroller, Patroller to Auxiliary) as appropriate.

c. Actions taken by the Assistant Director/Testing and Training may be appealed to the full Board of Directors if the patroller feels there is cause.

IV. CLASSIFICATIONS

A. Candidate Status

1. Must be enrolled in or have completed the OEC academic training course or have successfully completed an OEC challenge test.

2. Participate in the DPNSP practical OEC training course.

3. Participate in DPNSP equipment skills training course, if training for patroller status.

B. Auxiliary Status

1. Must have successfully completed the OEC academic training course or the OEC challenge test.

2. Must have completed the DPNSP OEC area practical skills training, with a minimum of 10 days training.

3. Must have passed the DPNSP area OEC practical evaluation.

4. Must be familiar with the area's policies and procedures.

- C. Patroller Status
 - 1. Must have completed Candidate training and have passed both the area OEC and equipment skills evaluation.
 - 2. Must successfully complete the required annual refresher.
 - 3. Must patrol a minimum of 12 days each season, including the annual refresher.
 - 4. Before patrolling each patroller must have their equipment safety checked and give the Patrol Director written confirmation.
 - 5. Before patrolling each patroller must complete the “on-hill” refresher.
- D. Qualifying to Patrol at Diamond Peak Ski Area
 - 1. Must be a Auxiliary or Patroller.
 - 2. Five (5) out of the ten (10) required days must be scheduled.
 - a. If a patroller can’t make one or more of their required days it is up to that patroller to find a replacement.
 - b. Scheduled days must be turned in by November 30 to the area management’s Patrol Director.
 - c. If a patroller has scheduled a day before the area has opened they must reschedule.
- E. The area management’s Patrol Director and the Assistant Director/Testing and Training have the authority to supersede the above policy.

V. PATROL ROOM POLICY

- A. No alcoholic beverage’s will be opened or consumed in the patrol room until after the area management Patrol Director or person in charge has declared the area closed for the day and the public is no longer present.
- B. The area management Patrol Director, Volunteer Patrol Director or the Assistant Director/Operations will assign lockers at the beginning of each season. Do not assume you have a locker.
- C. Patroller’s must store their personal property in the patrol locker room.
- D. Patrollers will store a maximum of one pair of skis or one snowboard in the locker room when patrolling continuously. If more than one week will lapse before next duty period, that equipment will be removed.
- E. The patrol locker room is for patroller’s use only. Family and/or friends may not utilize the patrol locker room for any purpose including long or short-term storage.
- F. Patroller’s family and/or friends may not congregate in the Patrol room from morning report time until after the area has been closed for the day.
- G. Any personal property left in the Patrol room five (5) days after the close of the season will be disposed of.
- H. The Patrol room is to be kept clean and neat at all times.
- I. These policies may be revised at such time as additional space for patrol operations is acquired.

Created on 08/18/98