

POLICIES & PROCEDURES MANUAL

4TH EDITION – REVISED

August 19, 2007

SOUTHERN DIVISION

NATIONAL SKI PATROL SYSTEMS, INC.

NOTE: This document is a work in progress document. Please send any corrections or suggestions for inclusion to the current Division Director. This manual is intended to define Division Policies and Procedures and is subordinate to and supplements the NSP Bylaws, NSP Policies and Procedures Manual and the Southern Division Bylaws.

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SECTION 1 - DIVISION STRUCTURE

Organization

Member Areas of the Southern Division come from the states of Virginia, West Virginia, North Carolina, Georgia, Alabama and Tennessee. The Division currently has 2 Areas (Northern & Southern) and 4 Regions with Sections not currently being used.

NORTHERN AREA

Virginia Region

- Bryce
- Massanutten
- Homestead
- Wintergreen

West Virginia Region

- Snowshoe/Silvercreek
- Winterplace
- Timberline
- Blackwater Nordic

SOUTHERN AREA

Blue Ridge Region

- Appalachian
- Beech
- Hawksnest
- Sugar

Dixie Region

- Cataloochee
- Cloudmont
- Ober Gatlinburg
- Sapphire
- Smoky Mountain Nordic
- Wolf Laurel

Each Region will consist of a minimum of three (3) patrols and will have a Region Director to supervise administration matters and the planning and delivery of all education programs and activities within that Region.

Assistant Region Directors - If the Region Director requires it, the Region Director may request in writing an Assistant Region Director and make the appointment upon approval of the position and appointee by the Division Director.

Board of Directors

The Southern Division Board of Directors will be composed of the members of the Executive Committee and the NSP Patrol Representatives, as defined by the Bylaws.

The Board of Directors shall:

- Manage the Division in a financially responsible fashion in good faith and with the degree of diligence, care and skill, which ordinarily prudent persons would exercise under similar circumstances in like positions.
- Adopt a budget annually
- Periodically measure the effectiveness of the Division programs in meeting the plan
- Insure the needs of members are being met
- Insure that members have reasonable access to high-quality programs
- Periodically examine the need for new or updated programs to meet the changing requirements of the members.
- Operate within the constraints of Division Bylaws.
- Ratify standing committee members proposed by the Division Director or Executive Committee

Executive Committee

The Executive Committee is composed of the Division Director, Professional Director, Secretary, Treasurer, OEC Supervisor (at DD's option/need), Region Directors, Past Division Director, and all Assistant Division Directors, as defined by the Bylaws. The Division Director appoints all members.

Programs and Program Supervisors

The various Programs offered in the Southern Division reflect those programs at National level and may include others as the need arises and with approval by the Executive Committee.

The National Program Director appoints the OEC Division Supervisor, after consultation and agreement with the Division Director.

All other Program Supervisors are appointed by the Division Director (who consults with the National Program Director for the respective program), approved by the BOD, and are coordinated by the respective Assistant Division Director.

Program Supervisors are responsible for equipment provided by Division for use in fulfilling their duties. Equipment purchased by Division for training may not be used for operations by any Patrol. Written receipt of said equipment will be obtained from each Program Supervisor upon their appointment, and each Program Supervisor is responsible for relinquishing this equipment upon completion of his or her term or should his or her position be terminated for any reason.

Program Supervisors are responsible for maintaining records of all activities in their Program. These records are to be turned over to the successor within one week of termination of assignment.

SECTION 2 – Line Administration Structure

General Duties and Responsibilities of the Line Officers of the Division

Rev. May 1, 2006

General

Patrol Representatives, elected or appointed by patrol registration units are Division Officers, however, the term is determined by their local bylaws. The Division Director may not remove Patrol Representatives as a Division Officer or Patrol Representative.

A Division Officer is a member of the Division Director's staff, responsible to him or her through the designated Assistant Division Director. The Division Director, in accordance with the Division Bylaws, appoints Division Officers (e.g., Region Directors, Secretary, Treasurer, Assistant Division Directors, OEC Supervisor and Professional Directors). The Division Director according to Division Bylaws may remove Division Officers on staff from office. Terms of office are in accordance with Division Bylaws.

Each Division Officer must be familiar with the national policies and procedures as defined in the current *NSP Policies and Procedures Manual*, Division Bylaws, Division Policies and Procedures Manual, as applicable.

Division Officers are expected to support and foster the NSP mission statement, to promote NSP educational programs within the Division and to maintain the integrity of NSP training standards. Officers promote the financial support of the Division and National organizational programs and cooperate with each other in maintaining the rules, regulations, and training standards of the NSP. Officers facilitate communication to and from membership and within the chain of command.

Meeting Attendance

Division Officers are expected to attend the annual Fall meeting of the Division Board of Directors.

Division Officers on the Executive Committee (Region Directors, Assistant Division Directors, Past Division Director, Professional Director, OEC Supervisor, Secretary and Treasurer) are additionally expected to attend the Executive Committee meeting for Division on the dates announced by the Division Director.

Records and Equipment Responsibilities

Each Division Officer is expected to keep records of his or her tenure and pass these on to their successor within one week of the successor's appointment. If the Officer purchases or is assigned equipment from Division funds, the Program Supervisor is expected to keep an inventory of these items and pass them on to their successor. For the purpose of continuity, the Officer is expected to assist their successor in effecting a smooth transition. The Officer should make recommendations to the Division Director for successors, and assist in leadership development by identifying capable individuals.

Budgets and Expense Requests

Each Division Officer shall submit a proposed line item budget for the operation of their Program to the Division Registration Coordinator/Treasurer each spring. Once a budget has been established and approved, records and documentation of receipts and expenditures shall be

maintained in a manner sufficient to support all deposits and requests for reimbursement, as well as, applications for payments including advances of authorized expenditures. Requests for reimbursements and/or advances shall be made in writing through the Treasurer, based upon established budget guidelines. If the amount exceeds the budget, approval to exceed must be made through the respective ADD.

Specific Duties and Responsibilities of Line Officers

Division Director

Duties and Responsibilities

June 15, 2005

- Presides at all meetings of the Board of Directors and shall have the responsibility for the day-to-day activities of the organization
- Shall perform all duties described in the published regulation of NSP and all other duties as may, from time to time, be assigned by the Board of Directors.
- Shall propose or appoint members of the standing committees of the Board for each calendar year, subject to ratification by the Board of Directors.
- Follow the objective of the Board of Directors.
- Make regular contact with the Board of Directors
- Report decision made to the Board of Directors.
- Appoints all Division staff personnel, with the exception of the Division Certified Supervisor (appointed by Certified by-laws) and Past Division Director.
 - Has the power to remove any appointed officer.
- Manage all support services:
 - Act as liaison with the National office
 - Act as liaison with Program Supervisors
 - Appoint special sub-committees
 - Ensure the annual budget is distributed to the Board of Directors.

Past Division Director

Duties and Responsibilities

June 15, 2005

- The Past Division Director serves as a member of the Southern Division Executive Committee for the term of their successor's office.
- As a member of the Executive Committee, the Past Division Director is expected to lend their experience and recall of recent historical events to help guide the Executive Committee and Division Director.
- The Past Division Director serves as a mentor to the current Division Director and meets with the new Division Director as soon as possible after election to perform an in-depth review of:
 - The State of the Division
 - To ensure the new DD is aware of all responsibilities and rising obligations
 - To turn over Division records to incoming DD.
- The Past DD remains in close contact with the new DD until the new DD gains experience and comfort in that role, and can thereafter be called upon by the DD as needed for advice or assistance.
- The Past DD, as a member of the Executive Committee, may be assigned to Committees or Task Forces at the will of the current DD.

1st Assistant Division Director - Administrative
Duties and Responsibilities
May 15, 2005

- The 1st Assistant Division Director shall serve as the DD and as Chair in the absence or inability of the sitting DD and shall have such powers as are delegated by the DD and such other duties, as from time to time, may be assigned by the Board
- To plan, implement, manage, complete and report all tasks assigned by the DD. To be:
 - Responsible for all division supervisors or programs assigned to this officer in the division chain of command
 - Responsible for the publication and filing annually or as required by the Division Director, a staff roster identifying those programs assigned to the 1st Assistant Division Director and the staff for each program
 - Responsible for the preparation and/or publication of the End of Year report for this office by April 1st, each year, for inclusion into the Division annual report.
 - Responsible for compiling all ADD reports and submitting a summary, by May 1st, each year, to the Division Director.
 - Maintain division records of all activities, to be turned over to the successor upon termination of assignment.
 - Responsible for and ensure the Mission Statement of the National Ski Patrol is met and remains the primary goal of each program assigned
- To serve as the division grievance officer for all matters assigned by the Division Director.
- To investigate and report any violations of the Code of Conduct or violations of the Duties and Responsibilities Guide for programs under the supervision of this officer
- To investigate and report any violations of the Code of Conduct or violations of the Duties and Responsibilities Guide for any officer or patroller when assigned by the DD to this officer.
- To develop a budget for this office each year.
- To mentor, evaluate and recommend, by name, a successor and potential successors for this office.
- To attend the spring and fall meetings and any others called for by the Division Director and to ensure that all assigned Program Supervisors are at the meetings.
- To submit an article for each issue of the division newsletter.
- Responsible for updating, staffing and presenting the **New Patrol Rep and Officer's** seminar, as needed.

Assistant Division Director – Skills

Duties and Responsibilities

March 18, 2007

- The 2nd Assistant Division Director shall have such powers as are delegated by the DD and such other duties, as from time to time, may be assigned by the Board
- To plan, implement, manage, complete and report all tasks assigned by the DD. To be:
 - Responsible for all division supervisors or programs assigned to this officer in the division chain of command
 - Responsible for the publication and filing annually or as required by the Division Director, a staff roster identifying those programs assigned to the 2nd Assistant Division Director and the staff for each program
 - Responsible for the preparation and/or publication of the End of Year report for this office by April 1st, each year, for inclusion into the Division annual report.
 - Responsible for compiling all ADD reports and submitting a summary, by May 1st, each year, to the Division Director.
 - Maintain division records of all activities, to be turned over to the successor upon termination of assignment.
 - Responsible for and ensure the Mission Statement of the National Ski Patrol is met and remains the primary goal of each program assigned
- To investigate and report any violations of the Code of Conduct or violations of the Duties and Responsibilities Guide for programs under the supervision of this officer
- To investigate and report any violations of the Code of Conduct or violations of the Duties and Responsibilities Guide for any officer or patroller when assigned by the DD to this officer.
- To develop a budget for this office each year.
- To mentor, evaluate and recommend, by name, a successor and potential successors for this office.
- To attend the spring and fall meetings and any others called for by the Division Director and to ensure that all assigned Program Supervisors are at the meetings.
- To submit an article for each issue of the division newsletter.
- Responsible for updating, staffing and presenting the **New Patrol Rep and Officer's** seminar, as needed.
- To determine and encourage proficiency and skills in all patrollers and to supervise and coordinate quality assurance in these areas.

Assistant Division Director (ADD) – Northern and Southern Areas
Duties and Responsibilities

August 10, 2005

- ADD's coordinate division activities and promote uniformity with respect to NSP and Southern Division Policies and Procedures throughout the Division. Like all officers of the Division the ADD's first responsibility is to the members of the NSP registered with the Division
 - Be responsive to requests from Region Directors and the Division. Take necessary actions and communicate all actions to the DD. Work closely with the DD to help in anyway to promote the goals, plans and agenda of the DD for the ski year.
 - Visit areas within the region as is necessary, but not too frequently so as to interfere with normal operations of the areas.
 - Expedite communication to and from the membership within the chain of command
 - Make sure we are marketing and offering education courses that are needed.
 - To investigate and report any violation of the Code of Conduct or of any violation of duties for officers and programs under the supervision of this office
 - Responsible for communicating national/divisional policies to patrol registration units, and for communicating regional concerns to the DD.
 - Be aware of matters and concerns of the regions. Stay in touch with the Region Directors, the other ADD's and the DD.
 - Be available to help the RD's resolve all issues at the patrol level if called upon for help. If it cannot be resolved and you need assistance, contact the DD.
 - Communicate with RD's by email, phone and visits. If the patrols have a patrol newsletter, ask them to put you on the mailing list.
 - Be a consultant membership and patrols. You cannot dictate to any patrol, how they operate. That is totally their responsibility. You can state your positions.
 - Work with the RD's to ensure NSP registration units submit annual reports, financial reports and awards nominations by deadlines
 - An End-of-Year report, summarizing the activities, goals, objectives and future plans of the Region must be submitted by each ADD to the 1st ADD by April 1 each year, for inclusion in the division report.
 - Report includes a summary of Regions within Northern and Southern Areas
 - Required to write an article/report on region activities in *The Southern Cross*.
 - Required to attend all Executive Committee, BOD and any called meetings.
 - Required to fulfill the NSP's hour requirement at their home base during the ski season. Preferably this should be in a normal rotation as every other member.

- Required to monitor the Southern Division website to insure information is current and accurate regarding the various programs, calendar events and news items.
 - Should encourage submissions of award requests and help administrators and supervisors with filing the nominations in a timely and proper manner.
- Responsible for and ensure the Mission Statement of the National Ski Patrol is met and remains the primary goal of each program assigned.
- Maintain division records of all activities, to be turned over to the successor upon termination
- To mentor, evaluate and recommend, by name, a successor and other potential successors for office.
 - Responsible for the identification and development of future leadership personnel.

Division Professional Director

Duties and Responsibilities

June 28, 2005

- Fulfill all the requirements and responsibilities for Division Officers as set forth by the latest edition of the Bylaws of the National Ski Patrol and this division, the National Ski Patrol Manual, the National Ski Patrol Policies and Procedures Manual, and the Southern Division Policies and Procedures Manual, while displaying a working knowledge of the above mentioned.
- Support and foster the Mission Statement of the National Ski Patrol.
- Have a working knowledge and ensure Patrols and Officers of the Southern Division adhere to the “Joint Statement of Understanding Between the National Ski Patrol and the National Ski Areas Association”.
- Be a voting member of the Southern Division Executive Committee while representing the best interest of paid patrollers in the Southern Division.
- Stay current on legal, safety, and employment issues relating to patrollers.
- Be familiar and respond to the needs of ski area management requirements from patrols and patrollers.
- Encourage communication between Patrol Directors and Patrol Representatives.
- Ensure the training standards set forth by NSP are satisfying ski area management.
- Encourage and promote joint educational opportunities between Patrol Directors, NSP, NSAA, SSAA, and other industry stakeholders
- Work with Patrol Directors of the Division to share knowledge and experience.
- Respond to the needs of the Southern Division Director, and the Assistant Division Directors, and work closely with the Southern Division Directors staff to promote the success of our organization.
- Provide annual report of all activities performed by the Division Professional Director to the Division Director by April 1 of each year.
- Maintain all records of activity to be turned over to the successor.
- Have fun and ski or ride as much as possible while serving the needs of the snow sport public!
- To mentor, by name, a successor and other potential successors

Southern Division Secretary
Duties and Job Responsibilities
August 12, 2005

- Is a member of the Executive Committee
- Is a voting member of the Board of Directors
- Is responsible for attending the following:
 - Spring EC planning meeting in April/May
 - EC summer meeting in July/August
 - Fall EC/BOD meeting in August or September
 - Possible mid winter meeting in January.
 - Any called meetings
- Responsible for recording and transcribing all minutes of all called meetings
 - Transcription documents should be presented to the DD for the first review within three (3) weeks after the conclusion of respective meetings.
 - Once DD has reviewed, responsible for sending minutes out via email (U.S. Postal for non email people) to all EC and BOD members, at least 10 days before any scheduled meeting.
- Responsible for maintaining copies of all minutes and turning them over to their successor.
- Responsible for maintenance and care of division recording machine and any other listed.
- Must have email capabilities, hence a computer and ability to type and possess administrative skills

DIVISION PROPERTY:

1. _____ Voice recording machine.
2. _____ Manual with past minutes of meetings

Treasurer and Registration Coordinator

Duties and Responsibilities

April 30, 2005

Treasurer –Finances

Division Budget Development

- Division Officers and Program Supervisors shall submit a budget to the Division Treasurer by April 15.
- Division Treasurer shall submit preliminary budget proposal to Executive Committee at the Spring Executive Committee Meeting
- Executive Committee shall develop and approve proposed budget at the Spring Executive Committee Meeting.
- Executive Committee shall submit approved proposed budget to Board of Directors for final approval at Fall Officers' Meeting.

Expenditures

- Itemized reimbursement requests (including receipts) for Division Expenditures shall be submitted to Division Treasurer prior to July 1.
- The Division Director and responsible Assistant Division Director must approve any reimbursement request that is significantly in excess of the budget.

Income

- Division income derived from dues, course fees, donations, ski swaps, etc., shall be submitted to Division Treasurer, for deposit in Division Account.

NOTE: The above funds should be submitted as soon as possible so that the Division's financial status is kept current.

Reports

- Division Treasurer shall submit the annual financial report to the Executive Committee for approval at the Spring Executive Committee meeting, or, via electronic communications.
- The Division Treasurer shall submit the approved annual financial report approved by the Executive Committee to the Board of Directors for approval at the Fall Officer's Meeting.
- Division Treasurer shall submit a copy of the Annual Treasurer's Report for publication in the Southern Cross prior to Sept. 1 each year.
- Division Treasurer shall submit a detailed expense report for all budgetary functions exceeding \$500 in expenses or that have significant budget expense overruns.

Registration Coordinator

- It is recommended that all Patrols send a registration coordinator to the Fall Officers' Meeting.
- The Division Registration Coordinator shall provide adequate registration instructions to all patrols.
- The Division Registration Coordinator shall process all patroller registrations and dues as received from Patrol Representatives. The Division Registration Coordinator (only) shall forward appropriate dues and Registration forms to the National Office.

Region Director
Duties and Responsibilities

June 8, 2005

- Region Directors coordinate region activities and promote uniformity with respect to NSP Policies and Procedures/Division Administrative Procedures, throughout the region.
 - Be responsive to requests. Take necessary actions.
 - Expected to visit all areas within the region annually; once during the active season and once during the refresher cycle.
 - Make sure we are offering education courses that are needed.
 - Responsible for communicating national/divisional policies to patrol registration units and for communicating registration unit concerns to ADD, with copy to DD.
 - Be the eyes and ears of all matters with patrols. Get to know the Patrol Representatives and workings of each patrol.
 - Attempt to resolve all issues at the patrol level. If it cannot be resolved and you need assistance, contact respective ADD and copy the DD.
 - Communicate with PR's by email, phone and visits. If they have a patrol newsletter, ask them to put you on the mailing list.
 - You cannot dictate to any patrol, how they operate. That is totally their responsibility. Everyone from Division is a consultant to patrols and membership. Do not be afraid to let them know your positions however.
 - To investigate and report any violation of the Code of Conduct or of any violation of duties for officers and programs under the supervision of this office.
 - Ensures NSP registration units submit annual reports, financial reports and awards by deadlines
 - An End-of-Year report, summarizing the activities, goals, objectives and future plans of the Region must be submitted by each RD to their respectively assigned ADD by April 1 each year, for inclusion in the division report.
 - Required to write an article/report on region activities in *The Southern Cross*.
 - Responsible for your region calendar:
 - Submission to Southern Cross Editor, by due dates.
 - Request changes to and by the Web Supervisor as they occur. The web should always have the latest information.
 - Appoint award judges each year from respective regions to judge division outstanding awards. The Division Awards Coordinator determines the number of region judges. These judges must be experienced patrollers, i.e., ex-region directors or other key division members. Names of proposed judges must be submitted to the Division Awards Coordinator by April 1, each year.
 - Required to attend all Executive Committee, BOD and any called meetings.
 - Responsible for checking with their respective Patrol Reps in February/March of each year to ensure that delinquent rosters are corrected with National records.

- RD may request an Assistant Region Director, provided justification is provided to the DD, in writing, stating why the position is critical to the region. If position is approved, RD is responsible for the selection of Assistant, with DD's approval, prior to the actual appointment. Recommend any Region Administrator (RA) positions, as appropriate, to the respective educational discipline. Once the Division Program Supervisor and RD agree upon the person, the respective Division Program Supervisor will notify the prospective AR accordingly.
- To mentor, by name, a successor and other potential successors

Assistant Region Director

Duties and Responsibilities

Rev. May 1, 2006

- Assistant Region Director (ARD) coordinates region activities and promotes uniformity with respect to Division Administrative Procedures; NSP Policies & Procedures. Responsible for communicating Patrol concerns to the Region Director.
- The respective RD assigns all duties and responsibilities.

Patrol Representative
Duties and Responsibilities
August 19, 2005

- Be a current member of National Ski Patrol and remain in good standing with the National Ski Patrol.
- Fulfill the requirements and responsibilities as set forth by the latest edition of the Bylaws of the National Ski Patrol and this division, the National Ski Patrol Manual, the National Ski Patrol Policies and Procedures Manual, and the Southern Division Policies and Procedures Manual, while displaying a working knowledge of the above mentioned.
- Support and foster the Mission Statement of the National Ski Patrol.
- Have a working knowledge and ensure adherence of the Patrol to the “Joint Statement of Understanding Between the National Ski Patrol and the National Ski Areas Association”.
- Possess the skills deemed necessary by area management.
- Promote National Ski Patrol educational programs
- Maintain the patrol registration records and associated forms in order to comply with National Ski Patrol, Southern Division, and local area guidelines including but not limited to:
 - Patrol Bylaws
 - Patrol Administrative Procedures
 - Patrol Registration
 - Patrol Finances
 - Personnel Development
 - Patrol Training Records
- Maintain and update member classification records to reflect membership and educational status of individual members
- Attend Board of Directors meetings and represent all registered patrol membership’s interest as a voting member of the Board of Directors
- Submit the Patrol’s End of Year Report as prescribed by the Policies and Procedures Manual.
- Be able to meet any other requirements set forth and deemed necessary by area management.
- Be able to meet any other requirements set forth and deemed necessary by local patrol’s governing body and the Southern Division.
- Patrol Representatives will receive OEC delinquent rosters in January of each year. They should review and correct all discrepancies and notify National accordingly.
- Maintains patrol records and turn them over to the newly elected/appointed Patrol Representative.
- Completes all required annual reports as listed in the annual Division Calendar reports section.

Patrol Director
Duties and Responsibilities
June 28, 2005

- Works directly for Area/Resort Management.
- Be a current member of National Ski Patrol and remain in good standing with the National Ski Patrol.
 - Encourages paid staff to become members of NSP.
 - Encourages NSP members to attend approved NSP training programs for advancement of skills.
- Fulfill the requirements and responsibilities as set forth by the latest edition of the Bylaws of the National Ski Patrol and this division, the National Ski Patrol Manual, the National Ski Patrol Policies and Procedures Manual, and the Southern Division Policies and Procedures Manual, while displaying a working knowledge of the above mentioned.
- Support and foster the Mission Statement of the National Ski Patrol.
- Have a working knowledge and ensure adherence of the Patrol to the “Joint Statement of Understanding Between the National Ski Patrol and the National Ski Areas Association”.
- Any other duties, tasks, and responsibilities deemed necessary by area management.
- Possess the skills deemed necessary by area management.
- Complete educational and certification programs deemed necessary by area management.
- Be able to meet any other requirements set forth and deemed necessary by area management.

Operational Rules for Line Officers

Administrative Patrol

May 3, 2003

NSP Policies and Procedures Manual, Chapter 8.2.2C: The division administrative patrols consist of members whose responsibilities of office prevent them from fulfilling the member requirements at a specific area.

The following are the guidelines for registration with Southern Division Administrative Patrol:

1. To register on the Administrative Patrol, a member must ski with a local patrol(s) a minimum of 10 days per season.
2. In addition to the 10 days listed above, member must perform National, Division or Region administrative work that requires a minimum of 8 additional days per season.
 - a. Included in these 8 days are:
 - i. Executive Committee Meetings
 - ii. Annual Officers Meetings
 - iii. Mid winter Executive Committee Meeting, if called by DD
 - iv. Attendance at Fall OEC refreshers, if in an official capacity
 - v. An examiner at any discipline event
3. Must attend an annual OEC Refresher and CPR re-certification, per NSP P&P. Proof of completion must be sent to Division Registrar with all dues before a member will be registered.
4. Past Division Directors, if requested in writing, with an explanation of extenuating circumstances, may be allowed to register with the Administrative Patrol.

The current Division Director – as the NSP Patrol Representative of the Southern Division Administrative Ski Patrol – has the discretion to modify, approve or deny any request.

All members are highly encouraged to be registered members with a local patrol, in lieu of the Administrative Patrol. Patrols are the heart and sole of the organization for which we are here to support.

[See Forms Appendix for proper forms]

Nordic Patrol Agreements on Public Lands

The following are the requirements for registration of Nordic Patrols in the Southern Division, operating on public lands.

1. A Nordic patrol must have a written agreement whenever they operate on public lands.
2. Agreement must be signed by the named Nordic patrol and the named controlling administration of the public lands or park service.
 - a. Agreement shall document the desires of the public land administration to have the patrol on premise.
 - b. Agreement must state that the operational liability is assumed by the public land or park service on premises where Nordic patrol provides services
 - c. Agreement shall document the services to be performed.
 - d. Agreement shall describe the scope of responsibilities to be performed
 - e. Agreement shall describe the methods used to perform these responsibilities.
3. Agreement must be on file with the Division Registrar.
 - f. Copy of the agreement should be a part of the patrols operating procedures and on file with the Patrol Representative.
 - g. Incoming Patrol Representatives should review this agreement annually with the public lands administration.
 - i. The NSP Statement of Understanding between NSP and NSAA should be used as a guideline
4. If an active agreement is not on file with the Division Registrar when annual registration procedures are processed, the Registrar will not be authorized to register the patrol.

Nordic Patrol Agreements on For Profit Areas:

1. Nordic patrols operating at for profit recreational areas where services are performed are covered under the NSP/NSAA Joint Statement of Understanding.

The current Division Director has the discretion to modify, approve or deny any request.

Travel Expenses
(Rev. August 20, 2005)
(Rev. July 17, 1999)

Personal travel expenses will be reimbursed for approved budgeted Southern Division business such as:

- Line officers required/necessary ski area visits (other than to home, local or most frequented ski areas)
- Line officers and staff advisors required/necessary attendance at seminars, tests, clinics, etc., (other than to home or local or most frequented ski areas)

Examples of reimbursable personal travel expenses

- Mileage - reimbursement will float with IRS rate, currently at \$.14 per mile (amended Jul 1999)
- Lodging - \$75 per night maximum (amended Aug 2005)
- Air transportation and car rental if normal driving time exceeds 6 hours (one-way) (Super-saver and compact car rates only.)

Examples of travel expenses that are NOT reimbursable

- Meals
- Spring/Fall Officer's Meeting expenses
- Any other expense that would result from normal/routine activities including training or testing for self-development (i.e., CPR re-certification, Basic/Senior/Certified tests, First Aid refresher, On-the-Hill refresher, etc.)

**CHARTERED BY THE UNITED STATES CONGRESS · ALL CONTRIBUTIONS TAX
DEDUCTIBLE**

SECTION 3 – PROGRAMS STRUCTURE

General Duties and Responsibilities of the Program Supervisors of the Division

Rev. May 1, 2006

General

A Division Program Supervisor is a member of the Division Director's staff and is responsible to him or her through the respective Assistant Division Director. The position carries no policy-making powers.

Program Supervisors Responsibilities

The purpose of the position is to advise the Division Director, Board of Directors and the membership on matters relating to Programs, course content, conduct and to maintain and promote related programs within the Southern Division. If the Program Supervisor has any question as to whether an issue is related to policy or simply procedure, the Program Supervisor should contact the respective Division ADD or National Program Advisor.

Each Division Program Supervisor is chairperson of a Division Advisory Committee consisting of Advisors or members from each region, as deemed necessary by the Division Program Supervisor, Division Director or respective ADD. The Program Supervisor shall be responsible to meet with respective committees in order to discuss goals and objectives of the program and to develop new programs for the organization. An advisory committee has no policy making power but can suggest policy through motions to the Division Board of Directors.

Program Supervisor will be expected to prepare a written report of the Program's activities, goals, objectives and future prospects for inclusion in the annual Division Report to NSP. The respective ADD for each discipline, in advance of the meeting, shall receive the Program Supervisor's report, generally by April 1st each year.

Meeting Attendance

Division Program Supervisors are expected to attend the Annual Fall meetings of the Southern Division Board of Directors, as well as any other meetings by the Division Director or ADD, to provide any necessary input.

Records and Equipment Responsibilities

Each Division Program Supervisor is expected to keep records of their tenure and to pass these on to their successor within one week of successor's appointment. If the Program Supervisor purchases or is assigned equipment from Division funds, the Program Supervisor is expected to keep an inventory of these items and pass them on to their successor. For the purpose of continuity of the system, the Program Supervisor is expected to assist their successor in effecting a smooth transition. The Program Supervisor should make recommendations to the Division Director for successors and assist in leadership development by identifying capable individuals.

Budgets and Expense Requests

Each Division Program Supervisor shall submit a proposed line item budget for the operation of their Program to the Division Treasurer each spring. Once a budget has been established and approved, records and documentation of receipts and expenditures shall be maintained in a manner sufficient to support all deposits and requests for reimbursement, as well as, applications for payments including advances of authorized expenditures. Requests for reimbursements and/or advances shall be made in writing through the Treasurer, based upon established budget

guidelines. If the amount exceeds the budget, approval to exceed must be made through the respective ADD.

National Responsibilities

Each Division Program Supervisor shall serve as members of the National Program Committee, if applicable, for their Divisional Program and shall promptly report any conclusions and recommendations of said committee to the Division Director, respective ADD and program members within the Division.

Specific Duties and Responsibilities of the Program Supervisors of the Division

Alumni Program Supervisor

Duties and Responsibilities

(March 20, 2007)

- To coordinate and foster the Alumni Program in the Southern Division.
- To be familiar with all aspects of the National Alumni Program and classification.
- To provide information to all Division patrollers about the alumni program and any program activities through:
 - The Southern Cross
 - Announcements and hand-outs to Patrol Representatives at the Fall Officers' Meeting and Spring Convention
 - Providing a schedule of social gatherings to the Division Internet Website Coordinator
- To provide an annual summary report of all Division Alumni Program activities to the respective ADD by April 1st of each year, for inclusion in the annual Division Report.
- To identify future Alumni Program members.
- To develop and request a budget for the Alumni Program each Spring.
- To mentor, by name, a successor and other potential successors.
- When needed, to appoint Assistant Alumni Program Supervisors after approval of the Division Director.

Archivist – Historian Program Supervisor

Duties and Responsibilities

(To be updated)

- To maintain all Division albums, films and memorabilia.
- To request from each patrol photos, news items and anything of importance concerning their ski patrol for cataloging.
- To obtain a copy of each Southern Cross newsletter for inclusion in archives.
- To record NSP events in Southern Division through photographs or videotaping.
- To compile all information in scrapbook form.
- To take scrapbooks and albums to all NSP Division Officer's Meetings or other events as requested.
- To maintain a record of patrol history in Southern Division (with the assistance of the individual member patrols).
- To develop an annual budget and expenditure request, which is forwarded to the Division Treasurer.
- To provide an annual summary report of all Division Archivist-Historian Program activities to the respective ADD by April 1st of each year, for inclusion in the annual Division Report
- To mentor, by name, a successor and other potential successors.

Avalanche Program Supervisor
Duties and Responsibilities
(March 20, 2007)

- To provide basic and advanced training in Avalanche safety and rescue for members of the NSP Southern Division wishing to increase their patrol skills and/or advance in patrol classification. Courses will be offered on an annual, or as need basis throughout Division, using the course standards guidelines as outlined in the NSP discipline Manual.
 - Refresher courses should be encouraged by Region avalanche instructors to allow members to maintain their certification.
- To provide the Southern Division with trained patrollers able to recognize potential avalanche hazards, capable of conducting an avalanche rescue operation if called upon, whether it is in the Southern Division or in other areas more prone to avalanche hazards.
- To create an awareness of the potential avalanche danger to the Southern skiing public frequenting western and northern ski areas.
- To provide support to the Division Certified Program avalanche module, as requested by the Certified Program Supervisor.
- To create and maintain an “avalanche kit” of instructional materials with one PEEPS per Region.
- To identify potential avalanche instructors and to encourage their instructor development.
 - Annually develops and maintains a list of Avalanche Instructors and Mentors
 - Annually appoints Avalanche Instructor Trainers
- To maintain records of all courses and participants of courses sponsored by Southern Division, and to collect and forward to the Treasurer any Division fees required.
- To provide an annual summary report of all Division Avalanche Program activities to the respective ADD by April 1st, of each year, for inclusion in the annual Division Report
- To mentor, by name, a successor and other potential successors

Awards Program Coordinator

Duties and Responsibilities

(Rev. August 12, 2003)

- To provide recognition to those who serve the Southern Division of the NSP with awards as outlined in the Awards Chapter of NSP Policies and Procedures manual.
- To act as an ex-officio member of the Awards Committee (Executive Committee). He or she will assemble individual awards information, and make his or her recommendations on the award, as is directed by the Awards Chapter of the NSP Policies and Procedures Manual.
- To ascertain the validity of an award nomination and either process the nomination or return it for a specific reason. The Awards Coordinator will notify the person submitting the nomination of this action.
- To work with each Region Director, who will recommend two awards judges each year, to judge the National Outstanding Awards.

The Awards Coordinator will determine the number of regional judges.

Awards judges must be experienced patrollers (Ex-Region Directors or key division members).

Names of awards judges will be requested from the Region Directors by January 1 of each year.

The rating system in the NSP P & P Manual will be used to judge all outstanding awards.

- To appoint two judges from the Southern Division each year to judge the National Outstanding Awards. He/she will submit the names of these judges to the National Awards Coordinator. The Division Awards Coordinator should use discretion when choosing these judges, as the position needs to be filled by an experienced patroller in judging awards, i.e., ex-Division Directors, Region Directors, or other key staff members.
- To maintain a supply of Service Award Certificates and Pins, and awards folders and frames paid for from the awards budget.
- To coordinate the publication of Division Level Award Certificates and their presentation, if possible, at the Annual Spring Meeting and Awards banquet. If an award cannot be presented to a patroller at this meeting, it should be presented by the highest-ranking officer at the next available group meeting attended by that patroller.
- To keep accurate records every award nomination filed and on every award presented.
- To prepare an annual budget request and expenditure report to the Division Treasurer.
- To prepare an annual report summarizing the activities of the Awards Coordinator, and forward this document to the appropriate division officer no later than 30 days prior to the Annual Spring Meeting and Awards Banquet.
- To provide the Southern Cross Editor with a listing of award recipients, for inclusion in the next newsletter.
- To mentor, by name, a successor and other potential successors.

Certified Program Supervisor
Duties and Responsibilities
(Rev. August 12, 2005)

- This position will report to the Division Director, but is an elected position within the membership of Certified Patrollers.
 - Approval of Southern Division Executive Committee is needed before confirmation of Certified Program Supervisor.
- Coordinate the Certified Clinics and Evaluation in Southern Division. The Certified Program Supervisor may delegate pre-planning of certified clinics and modules to appropriate Certified Examiners as necessary.
- Maintain records of all applicants, participants and Certified patrollers in the Division.
 - Names of patrollers completing the Certified Program shall be forwarded on the appropriate form to the National Office for the assignment of their Certified Number.
 - Once the Certified Number is received, names of patrollers should be forwarded to the Division Awards Supervisor for preparation of the award certificates.
- Coordinate the re-certification of Certified Patrollers every 3 years, and to forward the appropriate records of re-certification to National.
- Collect and forward to the Division Treasurer any required Division fees collected from Certified candidates.
- Provide an annual report, summarizing the activities of the Program and the Program Supervisor. This report should be forwarded to the respective ADD no later than April 1st, of each year, for inclusion in the annual Division report.
- Prepare an annual budget and expenditure request and forward it to the Division Treasurer.
- Mentor, by name, a successor or potential successors, for future Certified leadership roles.

Division Election Coordinator
Duties and Responsibilities
(July 26, 2005)

- Regular elections of the Division Director will take place during odd years.
- On or before November 1 of the year preceding an election, the Division Director shall appoint an election coordinator.
- The election coordinator receives nominations, reviews candidate qualifications, communicates with candidates and oversees the election.

The deadline for submitting a nomination shall be no later than December 1 prior to the election year. A nomination must be accompanied by a signed acceptance of the nominee. Nominations must be accompanied by a one-page resume of the candidate's qualifications for office and may be accompanied by the candidate's platform. The election coordinator will forward the platform and resume to the Division newsletter editor for inclusion in the January/Mid-winter issue of the Southern Cross. The candidate's resumes will also be forwarded to the division web site for posting.

Candidates cannot use their current position or its resources to aid in campaigning for another office.

Candidates should verify with the Southern Cross Editor and Division Internet Supervisor whether their respective articles have been received for publication.

On or before December 15, the election coordinator will determine whether a candidate is eligible and submit a list of all eligible and ineligible candidates to the Division Director and to the NSP National Chair. In the event a candidate is found to be ineligible, the candidate has seven (7) days to appeal the finding to the Past Division Director. If the Past Division Director does not rule on the appeal within five (5) days after its submission, the decision of the election coordinator is deemed affirmed.

The NSP National Chair shall review and approve the slate of candidates prior to January 1 of the election year.

No later than February 1, the election coordinator shall mail, fax, deliver or e-mail ballots, together with resumes and platforms to each of the Patrol Representatives. Each patrol shall have one vote to be cast by the Patrol Representative of record as of January 1st of election year. The ballots for each election must list the name of the eligible candidate and provide space for a write-in vote. Ballots may be returned in person, by mail, by facsimile or by email no later than February 21.

On March 1, the election coordinator shall announce the results of the election. In the event of a tie, the election coordinator shall submit ballots with the names of the tied individuals for re-voting within seven (7) days to each of the Patrol Representatives. Ballots on the re-voting must be returned to the election coordinator no later than March 21. On March 25, the election coordinator shall announce the results of the re-voting. In the event of a further tie, the election coordinator shall submit ballots with the names of the tied individuals for voting within seven (7) days to the Executive Committee, to break the tie. If individuals are members of the Executive Committee, they will be excluded from voting on

the tie. If a nominee fails to receive a majority of the vote, a second and a third vote, if necessary, will be conducted. If no nominee still is able to obtain a majority of the vote, the Executive Committee shall vote to elect the Division Director.

Instructor Development Program Supervisor

Duties and Responsibilities

August 6, 2005

- To manage and promote the Instructor Development (ID) Program in the Division Responsible for annual Instructor Trainer (IT) and mentor appointments
 - Responsible for the publication and filing annually or as required by the Division Director, a staff roster identifying each ID instructor as to mentor status and IT status, and if required by the Division Director, breaking the staff down into regions and noting the home or base patrol of each instructor
 - Responsible for program maintenance
 - Liaison with division program supervisors for all disciplines to ensure each mentoring process is completed
 - Responsible for and ensure the Mission Statement of the National Ski Patrol to educate patrollers is met and remains the primary goal of this program.
- To ensure that ID courses are taught in each region as often as needed so there will be sufficient instructors for each program (including the Instructor Development Program). This Supervisor is to:
 - Assist the Region ID Administrators with the marketing of their courses.
 - Assist the Region ID Administrators in scheduling courses.
- To work with each program supervisor in each discipline towards assigning mentors
 - Ensure the Division Supervisor for that program provides Region ID Administrators with the names of mentors for each discipline.
 - Ensure that program supervisors assign mentors to all new mentees at the completion of respective courses, unless student is taking the course for elective credit only or declines interest in becoming an instructor.
 - Report any failure to appoint a mentor to the Division Director with a copy to the Division Supervisor involved
- To market information to all division patrollers about the schedule of Instructor Development courses through:
 - The Southern Cross
 - Marketing announcements and hand-outs to patrol representatives at the Fall and Spring Officers Meetings
 - Providing a schedule of courses to the Division Internet Supervisor for publication on the Division Website and other websites as appropriate.
- To ensure that all Instructor Development paperwork (course registration, course completion and fees) are completed for each course.
 - To ensure that all IOR's notify the proper division supervisor so the supervisor may assign Instructor Development participants to a discipline mentor after each course, but no later than 10 days after course completion.
 - Report any failures to the Division Director and take disciplinary action as required and authorized.
- To monitor and evaluate Instructor Development instructors periodically to ensure that all standards of training are being met, quality assurance standards are met, and that there is continuity of content in conformity with NSP texts.

- To help existing instructors flourish by:
 - Developing cooperative planning and coordination processes with supervisors and instructor trainers from each of the NSP educational programs
 - Making instructional skills part of all continuing education training programs
 - Keeping the focus on adult learners in a volunteer setting
- Identifying and training instructor development IT's who will function in a similar fashion to IT's in other disciplines. Their major responsibilities will be quality assurance.
- To identify future Instructor Development course instructors and promote development of course instructors and IT's on a Regional basis.
- To provide an annual summary report of all Division Instructor Development courses and instructor activities to the respective ADD by April 1st of each year, for inclusion in the annual Division Report.
- To develop and request a budget for the Instructor Development Program each year.
- To mentor, evaluate and name the Supervisor's successor and other potential successors for necessary officer positions in the Instructor Development program.

Internet/Website Programs Coordinator

Duties and Responsibilities

Rev. October 1, 2004

- To maintain the Division Internet site.
- To include and maintain the updated annual calendar on the website.
 - Updates to be added within 7 days of receipt.
- To include and maintain the updated annual roster of officer positions on the website.
 - Updates to be added within 7 days of receipt.
- To include and maintain all educational courses on the website.
 - Courses are to be listed 60 days in advance of the start date of the course.
 - i. Updates are taken from the respective region calendars.
 - Courses are to be removed 5 days after the registration deadline date.
- To include the Southern Cross on the website.
 - To be placed on the website within 5 days of receipt from Editor.
- To maintain the email addresses of Southern Division Membership for Southern Cross and other mailings, as needed.
 - To migrate email addresses to the NSP database and shift email address maintenance to the NSP web site.
- To assist local patrols with development of their own Internet sites, as desired.
- To assist the Division with electronic mailings and electronic forms, via Internet email.
- To provide an annual summary report of all Division Internet activities to the respective ADD by April 1st, of each year, for inclusion in the annual Division Report.
- To develop and request a budget for the Internet Coordinator each Spring.
- To mentor, by name, a successor and other potential successors.

**Division Legal Advisor
Duties and Responsibilities
Rev: April 7, 2004**

- To provide legal advice and counsel to the Division Director, Executive Committee, Board of Directors, Officers and Patrollers.
- To respond to claims or potential claims against the Southern Division and monitoring litigation involving the Southern Division.
- To serve as parliamentarian during meetings of the Board and Executive Committee and to advise the Board or Executive Committee on the proper application of Robert's Rules of Order, Newly Revised to any issue of parliamentary procedure.
- To assist and advise the Board in its policy-making decisions
- To act as a liaison between the National Ski Patrol System, Inc. and the Southern Division on all legal matters
- To participate in and with the NSP Legal Committee; to attend such meetings as called by NSP; and to communicate the results of said meetings to the Division Director and general membership.
- To form and Chair a Division Legal Committee as may be needed. Members shall consist of representatives of the various states included in the Southern Division and shall be appointed by the Legal Advisor. Members of this committee will be registered members of NSP who are practicing or retired attorneys. The Division Legal Committee will act to assist the Division Legal Advisor with review of all documents and forms created or used throughout the Southern Division (such as waivers, releases, assumption of risk, etc.) and review legal implications of Southern Division policy on a state-by-state basis. Committee members may be asked to assist the Legal Advisor on claims or potential claims, or other matters as they arise.
- To provide an annual summary of all Division Legal activities performed by the Supervisor and/or the Legal Committee. This summary should be submitted to the Division Director no later than April 1st, of each year, and submitted annually in the Division report.
- To maintain records of all activities to be turned over to the successor upon termination of assignment.
- To mentor any successors and potential successors.
- Upon the filing of litigation or notice of a threat of future litigation, the Division Legal Advisor shall have sole responsibility to represent the Southern Division as a legal entity and not any person or persons, who may be officers or members. If personal advice is needed, the particular officer or member may request assistance from the remaining members of the Legal Committee and if agreeable, an attorney member of that committee may become an independent representative of the person making the request and shall not participate with the Legal Advisor in the case. When information, which has been previously acquired by the attorney member of the Legal Committee, creates a conflict or potential conflict of interest, then the attorney member must decline representation of the individual making the request.

SOUTHERN DIVISION LEGAL COMMITTEE
Qualifications and Position Description
April 7, 2004

- A. Qualifications -** A member of the Southern Division Legal Committee shall:
1. Be an active member of the National Ski Patrol, preferably regularly patrolling at an alpine or Nordic ski area in the Southern Division;
 2. Be an attorney licensed to practice in one or more state(s) and/or an active member of a law school faculty;
 3. Focus his or her area of practice or expertise on personal injury defense, workers' compensation, employment, commercial or general business law;
 4. Be familiar with NSP articles of incorporation, national charter, bylaws, strategic plan, policies and procedures, NSP governance, and NSP education programs;
 5. Be familiar with Division bylaws, strategic plan, policies and procedures, governance, and implementation of NSP education programs;
 6. Understand and subscribe to the NSP-NSAA Joint Statement of Understanding as the fundamental relationship between the volunteer patrol/patroller and ski area management;
 7. Be familiar with parliamentary law as set forth in Roberts Rules of Order, including in particular, the conduct of general board meetings and minutes;
 8. Be able to work well with a variety of personalities and temperaments;
 9. Be willing to provide advice and other legal services regarding issues and opportunities facing the Division and its subunits.
10. Have sufficient time and energy to devote to and complete the necessary tasks.
- B. Position Description. A member of the Southern Division Legal Committee:**
1. Reports to and serves at the pleasure of the Southern Division Legal Advisor;
 2. Maintains familiarity with (a) general common law, including negligence and intentional torts, (b) statutes with direct application to skiing and ski patrolling, including statutory modifications to general tort law, statutes covering ski safety, Good Samaritan liability and immunity, and volunteer liability and immunity, and © statutes and regulations with potential application to skiing and ski patrolling, including anti-discrimination (civil rights), child labor, emergency medical services licensing and regulation, occupational health and safety, and worker's compensation;
 3. Provides advice and other legal services on behalf of the Southern Division as a unit of the NSP and Division subunits as requested by the Southern Division Legal Advisor;
 4. Reviews and, as necessary, proposes revisions to Southern Division bylaws, Administrative Procedures and education program delivery to comply with NSP bylaws, policies and procedures, and to conform organic documents with actual division operations;
 5. Participates as a member of the Southern Division Legal Committee by consulting with the Southern Division Legal Advisor and other committee members, referring issues with division implications to the Southern Division

Legal Advisor and/or national legal counsel, and assisting the Southern Division Legal Advisor as requested;

6. Assists in the resolution of issues arising within the Southern Division with an eye toward uniformity of the application of policies and procedures;
7. Advises and assists line officers, supervisors, administrators, instructor trainers, mentors and instructors in the application and implementation of the NSP Code of Conduct;
8. Develops and maintains cooperative working relationships with ski area management, ski organizations, and other outdoor recreation groups
9. Actively seeks and trains potential successors, and resigns position when no longer able or willing to fulfill position description.

**Division Medical Advisor
Duties and Responsibilities
(March 20, 2007)**

- To serve as a resource on current issues and concerns such as OSHA, infection, trauma, ALS, AED's, Pediatrics, etc. for the Division, area Patrols, and NSP members.
- To work closely with the Division Director and Legal Supervisor on pertinent issues.
- To actively participate in Division meetings and OEC instructor trainer/instructor meetings, seminars, and/or committees.
- To participate as a member of the National Medical Committee.
- To participate in NSP education programs and continuing education on request and as appropriate.
- To participate in national, regional, and state EMS activities as appropriate to provide general representation for the NSP in the interest of ski patrolling.
- To evaluate new medical and rescue equipment and techniques for use in ski patrolling activities.
- To develop and request a budget for the program each spring.
- To provide an annual summary report of all Division advisor activities to the respective ADD by April of each year, for inclusion in the annual Division Report.
- To mentor, by names, a successor and other potential successors.

**Meetings Coordinator
(To be updated)**

- To assist the Division Director in booking meetings with the various hotels and resorts.
- To assist in obtaining information to be able to report to the Board and Division Director on future sites and cost information about those sites.
- To assist in the setting up, administering and taking down the meeting site including but not limited to the acquiring of audio and visual equipment, sound systems and posters or signs for meeting announcements during the meeting.
- To aid the Division Director in obtaining commitments from the officers and patrollers who will attend the event.
- To record in proper form all reservations for the conference and maintain records of money received and disbursed based on accounting principals and guidelines established by the Division Treasurer.
- To do all things assigned by the Division Director in assisting in the proper and efficient presentation of all meetings of the division, when assigned.

Division Mountain and Travel and Rescue (MTR) Program Supervisor
Duties and Responsibilities
(To Be Updated)

- To provide basic and advanced training in mountaineering training and rescue for members of the Division, wishing to increase their patrol skills and/or advance in patrol classification, using the course standards and guidelines as outlined in Mountain Travel and Rescue and NSP Manual.
- To manage, promote and provide quality assurance for MTR programs.
- To schedule and market information to all Division patrollers about the schedule of: Instructor Development courses through:
 - The Southern Cross
 - Marketing announcements and hand-outs to Patrol Reps at the Fall Meeting
 - Providing a schedule of courses to the Division Internet Website coordinator.
- To ensure that all paperwork (course registration, course completion and fees) are completed for each course.
- To ensure that all MTR participants are assigned to a mentor after each course, but no later than 10 days after course completion, if they desire to become MTR Instructors.
- To monitor and evaluate MTR Instructors periodically to ensure that all standards of training are being met.
- To identify future MTR course instructors, IT's and Mentors for the division.
- To develop and request a budget for the MTR Program each Spring.
- To maintain records of all courses held, course participants and instructors involved.
- To provide an annual report summarizing the activities of the Division Program and Program Supervisor to the respective ADD no later than April 1st, of each year for inclusion in the annual Division report.
- To mentor, by name, a successor and other potential successors.

Nordic Program Supervisor
Duties and Responsibilities
(Rev. March 10, 2003)

- Work within the Southern Division for the betterment of the Nordic Program.
- Work with the National Nordic Program Supervisor to bring the latest Nordic ideas to the Southern Division. Conversely bringing any new Nordic ideas developed in Southern to the attention of the National Program Director
- Work with the Nordic Patrols in forming and maintaining healthy, productive Nordic Patrols, as outlined in the latest edition of The Patroller's Manual.
- Work with the Division Avalanche and MTR Supervisors to obtain training for Nordic members
- Work with the Nordic Patrol Representatives to help set and maintain the highest standards of Nordic patrolling.
- Assist Nordic Patrol Representatives with written agreements between patrols and areas (state or national parks, Nordic centers, etc.). A Nordic Patrol must have a written agreement to be a registered Nordic Patrol in Southern.
- Work with local ski clubs, Nordic centers, community centers, etc., to promote safety in Nordic skiing and good public relations.
- Help coordinate Basic and Advanced Nordic Clinics and Evaluations throughout Division as needed.
- To maintain a record of courses held, course participants and those completing basic or senior Nordic patroller evaluations each year.
- To identify the need for Nordic Examiners and to identify potential Nordic Examiners, and to encourage their development as instructors.
- To create an annual budget request and expenditure report for the Nordic Program, this is to be submitted to the Division Treasurer upon request.
- To provide an annual report, summarizing the activities of the Nordic Program to the respective ADD no later than April 1st, of each year, for inclusion in the annual Division report.
- To mentor, by name, a successor and other potential successors

OEC Program Supervisor
Duties and Responsibilities
(Rev. August 20, 2005)

- To plan, implement, manage, complete and report all tasks assigned by the Division Director and National OEC Program Director.
 - Responsible for all programs associated with OEC as assigned to this officer in the division chain of command
 - Responsible for the publication and filing annually or as required by the Division Director, a staff roster identifying staff assigned to the OEC program
 - Responsible for the preparation and/or publication of the End of Year report for this office by April 1st, each year, for inclusion into the Division annual report.
 - Maintain division records of all activities, to be turned over to the successor upon termination of assignment.
 - Responsible for and ensure the Mission Statement of the National Ski Patrol is met and remains the primary goal of each program assigned.
- To serve as the division grievance officer for all matters assigned by the Division Director.
- To investigate and report any violations of the Code of Conduct or violations of the Duties and Responsibilities Guide for programs under the supervision of this officer.
- To investigate and report any violations of the Code of Conduct or violations of the Duties and Responsibilities Guide for any officer or patroller when assigned by the DD to this officer.
- To identify future Instructor Development course instructors and promote the development of course instructors and IT's on a Regional basis.
- To develop a budget for this office each year.
- To mentor, evaluate and recommend, by name, a successor and potential successors for this office.
- Ensure that all delinquent OEC rosters are assigned to the respective OEC RA in the Feb/Mar timeframe for resolution with respective patrols.
- The Division OEC Supervisor shall provide, at such times as are requested by the Division Senior Coordinator, a list of qualified OEC instructors, who are qualified and willing to serve as Division Evaluators, so they may be picked by the Division Senior Coordinator, or designee, to act as evaluators for all Senior evaluations. These named instructors shall serve at the pleasure of the Division Senior Coordinator and when a vacancy occurs, the respective program supervisor shall supply supplemental names for consideration by the Division Senior Coordinator, until vacancies are filled

OEC Supervisor Qualifications & Appointment Process

- A. Qualifications
 - a. Is a current NSP member or Associate
 - b. Must have a commitment and the capability to implement and deliver the OEC program to members

- c. Demonstrates technical expertise and broad experience in all phases of the OEC Program's knowledge and skills performance
 - i. Demonstrates a proven administrative track record including written and communication skills
 - ii. Is an OEC instructor trainer or qualified to be one
- B. Selection/Reporting
 - a. Appointed by the National OEC Program Director but must be approved by the Division Director
 - b. Reports jointly and directly to the National Program Director and the Division Director
- C. Responsibilities
 - a. Program delivery
 - i. Implements and maintains the OEC Program within the division according to national goals, objectives, policies and procedures as established by the NSP Board of Directors and by working closely with the national OEC Program director
 - 1. Promotes the OEC Program in cooperation with division officers, instructor trainers, and instructors
 - 2. Develops performance-driven instructional staff
 - 3. Facilitates ongoing continuing education, refreshers, and use of training aids
 - b. Communication
 - i. Participates actively on the national OEC committee
 - 1. Assists in the development of OEC's national program content
 - 2. Provides member input on OEC programs
 - 3. Evaluates how well the existing OE Program is meeting member needs
 - 4. Attends committee meetings as scheduled
 - a. Communicates with the national office, division supervisors and line officers, instructor trainers and instructors, and others
 - i. Creates mutual understanding of OEC objectives and performance standards
 - ii. In collaboration with the division director and national OE Program director, develops and reviews an annual Planning and Feedback Tool
 - iii. Establishes and distributes training schedules of courses in collaboration with division and region staff to met the needs of instructors and members
- D. Quality management
 - a. Administers a quality management program to ensure the consistency and quality of instruction, content of the program and materials, competency of trainees or members and overall effectiveness of the courses with in the division
 - i. Maintains integrity and standards of the OEC Program
 - ii. Trains, appoints, mentors, and supervises instructor trainers in the division

- iii. Provides instructor recertification programs k, with the assistance of the instructor trainers, and regional administrators
- iv. Performs all record keeping and reporting requirements in a timely fashion and in the proper format

OEC Region Administrator

- A. Qualifications
 - a. Is a current NSP member or Associate
 - b. Demonstrates an interest in OEC administration and quality
 - i. Has the ability to organize programs and to work with others
 - ii. Is an OEC instructor trainer or qualified to be one

- B. Selection
 - a. Is appointed according by Division OEC Supervisor with input from Region Director

- C. Responsibilities
 - a. Communication
 - i. Works with division OEC supervisor, instructor trainers, and instructors in developing, recruiting, training and evaluating instructors and establishing a quality management program.
 - ii. Develops a network of communication with the division, region, section, and patrol line officers, OEC instructional staff and others in the area to help with OEC implementation and delivery
 - iii. Establishes a distribution method of course and refresher schedules, if applicable
 - iv. Works with the region OEC instructor trainers to coordinate OEC instructor development and continuing education
 - 1. Administrative
 - a. Implements instructor training programs and ensures that an adequate number are available in the area of responsibility based on need, population, or patrol and geography
 - b. Maintains such records a required by division, region, or patrol
 - c. Assigns IT to each refresher, and OEC course conducted for Quality Assurance
 - 2. Instructor
 - a. Plans and Instructs the annual Instructor Update
 - 3. Refresher
 - a. Meets with IT in charge of Refreshers to evaluate and perform quality assurance in meeting NSP guidelines

OEC INSTRUCTOR TRAINER

Instructor trainers are appointed based on *need* and reviewed by the program supervisor *annually*. It is a job, not an award. The national ratio recommendation is at least one instructor trainer to 10 instructors.

A. Qualifications

1. Is a current NSP member or Associate
2. Is a certified OEC instructor who demonstrates expertise in the areas of teaching techniques and supervising a quality management program
3. Displays excellent knowledge and performance competence in all areas of the OEC Program.
4. Completes all prescribed instructor training and evaluation programs.
5. Demonstrates effective organization, administration, communication, observation, and evaluation skills.
6. Possesses strong interpersonal skills.

B. Selection

1. Is appointed annually on an as-needed basis by the division OEC supervisor from recommendations from the Regional Administrators.

C. Responsibilities

1. Training and quality management
 - a. Trains, certifies, evaluates, and recommends recertification of OEC instructors.
 - b. Mentors new OEC instructor trainees, as assigned
 - c. Establishes mentoring relationships with currently certified instructors.
 - d. Works with the division supervisor and region administrator to implement a program of quality management to monitor the consistency and quality of instruction.
 - 1) Provides evaluation of individual instructors observed in teaching programs, their use of instructional techniques, and their individual skill proficiency as required for instructor re-certification.
 - 2) Maintains instructor credential by participating in division or national instructor training seminars/clinics. (Instructor re-certification teaching requirements are waived for the duration of the appointment as instructor trainer)
2. Program delivery
 - a. Communicates with division OEC supervisor, patrol directors, region administrators, section chiefs, and region directors regarding scheduling, problems, needs, and concerns.
 - b. Ensures adequate number of OEC courses available in area of responsibility based on need, population, and geography.
 - c. Together with the division supervisor and region administrator, coordinates and participates in instructor's refresher programs to allow OEC instructors to meet NSP membership requirements and/or update all instructors on new content and teaching methods for annual refreshers.

- d. Functions as an instructor or instructor of record as needed.
3. Administration
 - a. Completes all duties and paperwork in accordance with applicable national and division guidelines.

Note: additional job descriptions for the following can be found in the print version of the *OEC Instructor's Manual*:

- Region Administrator
- Division Supervisor
- National Program Director
- Patrol Medical Advisor
- Division Medical Advisor
- National Medical Director

**Patroller Enrichment Seminar (PES) Program Supervisor
Duties and Responsibilities
August 6, 2005**

- To manage and promote the Patroller Enrichment Seminar in the Division
- To schedule and coordinate all courses in the Division.
- To market information to all Division patrollers about the schedule of Patroller Enrichment Seminars (PES):
 - The Southern Cross
 - Marketing announcements and handouts to Patrol Representatives at the Fall Meeting.
 - Providing a schedule of courses to the Division Internet Website Coordinator.
- Ensures all paperwork (course registration, completion and fees) are completed for each course.
- Monitor and evaluate instructors periodically to see that all standards of training are being met.
- To provide an annual summary report of all Division PES activities to the respective ADD by April 1 of each year, for inclusion in the annual Division Report.
- To identify and promote the development of future PES instructors.
- To develop and request a budget for the PES program each Spring.
- To mentor, by name, a successor and other potential successors.
- To attend the Fall Officers meeting
- To change, expand, and create new topics for the PES course as is needed by the division.

Senior Program Coordinator
Duties and Responsibilities

May 15, 2004

Qualifications

1. Is a current NSP member.
2. Must be a Senior Auxiliary/Patroller or higher to hold the position
3. Must have commitment and capability to implement and deliver the Senior Program to members.
4. Must have a minimum of 5 years in Senior programs as an evaluator
5. Demonstrates technical expertise and broad experience in all phases of the Senior program's knowledge and skills performance, electives, etc.
6. Demonstrates a proven administrative track record including written and communication skills.
7. To mentor, by name, a successor and other potential successors

Selection

1. Is appointed by the Division Director and reports to the ADD as assigned.

Responsibilities

1. Program Delivery
 - a) Implements and maintains the Senior program within the division according to national goals, objectives, policies, and procedures as established by the NSP Board of Directors.
 - 1) Promotes the Senior program in cooperation with the division officers, regional officers, patrol directors, patrol representatives, instructors, etc.
 - 2) Develops performance driven instructional staff.
 - 3) Facilitates clinics, evaluations and equipment caches as needed.
 - b) Identifies and provides solutions to issues and problems that could negatively affect the Senior program or its delivery to the membership.
 - c) Serves as a resource person for the region Senior Coordinators.
2. Communication
 - a) Assists as required in the development of the Senior national program content.
 - b) Provides member input on Senior programs.
 - c) Evaluates how well the existing Senior program is meeting member needs.
 - d) Attends meetings as necessary.
 - e) Communicates with regional Senior Coordinators as needed.
 - f) Creates mutual understanding of Senior objectives and performance standards.
 - g) Assists in establishing and distributing training schedules of clinics and evaluations in collaboration with division and region staff to meet the needs of instructors and members.
 - h) Attends Spring and Fall Officer's Meetings
 - i) Required to submit an Annual Year End Report to the respective Supervisor
3. Quality Management
 - a) Administers a quality management program to ensure the consistency and quality of instruction, content of the program and materials, competency of trainees or members, and overall effectiveness of the programs within the Division.
 - b) Maintains integrity and standards of the Senior program.

c) Trains and manages regional program coordinators as needed.
Performs all record keeping and reporting requirements in a timely fashion and the proper format.

Region Senior Coordinator

Duties and Responsibilities

May 15, 2004

Qualifications

1. Is a current NSP member.
2. Must have a commitment and the capability to implement and deliver the Senior Program to members.
3. Demonstrates technical expertise and broad experience in all phases of the Senior program's knowledge and skills performance, electives, etc... prior experience as a Senior Evaluator is preferred.
4. Demonstrates a proven administrative track record including written and communication skills.
5. Must be a Senior Auxiliary/Patroller or higher to hold the position
6. Must be a current OEC Instructor and be active as a Senior Evaluator in OEC
7. Must have a minimum of 3 years in Senior programs as an evaluator
8. To mentor, by name, a successor and other potential successors
9. Reports directly to the Division Senior Coordinator
10. Is recognized by peers as a leader
11. Must have sufficient flexibility to perform all duties associated with the position
12. Must have demonstrated organizational, leadership and management skills at the local level

Selection

1. Appointed by the Division Senior Coordinator.

Responsibilities

1. Program Delivery
 - a) Implements and maintains the Senior program within the region according to national goals, objectives, policies, and procedures as established by the NSP Board of Directors.
 - 1) Promotes, champions, and encourages participation in the Senior program in cooperation with the division officers, patrol directors, patrol representatives, instructors, etc.
 - 2) Is responsible for administration, coordination and ensuring that Senior OEC and S&T clinics and evaluations for the region are preformed. Is responsible for submitting all IOR records as appropriate.
 - 3) Is familiar with all aspects of the Senior program.
 - 4) Maintains activity records for all active Senior evaluators.
 - 5) Is responsible to formulate a budget each year and provide this to the Division Senior Coordinator prior to the budget process.
 - 6) Develops performance driven instructional staff.
 - 7) Facilitates clinics, evaluations and equipment caches as needed.

- 8) Responsible to develop, mentor and provide training for new and current Senior Trainer Evaluators (TE) through coaching, mentoring, and clinics
Is responsible to actively recruit and select new Senior TE's for the program.
 - 9) To mentor, by name, a successor and other potential successors
 - b) Identifies and provides solutions to issues and problems that could negatively affect the Senior program or its delivery to the membership.
 - c) Serves as a resource person for the regions patrols and Senior Candidates.
2. Communication
- a) Assists as required in the development of the Senior national program content.
 - a) Provides member input on Senior programs.
 - b) Evaluates how well the existing Senior program is meeting member needs.
 - c) Communicates with regional Senior Coordinators as needed.
 - d) Creates mutual understanding of Senior objectives and performance standards.
 - e) Assists in establishing and distributing training schedules of clinics and evaluations in collaboration with division and region staff to meet the needs of instructors and members.
 - f) Notifies Patrol Directors and Patrol Representatives of the progress of candidate's and any changes in the candidate's classification.
 - g) Responsible to provide Region PR's, staff and the Division Senior Coordinator a Year End Summary Report with the results for the Senior program for the current season. The report is to include, number of clinics and evaluations held, number of candidate's in each clinic and evaluation, the progress of candidates, and the number of active evaluators in the program.
3. Quality Management
- a) Administers a quality management program to ensure the consistency and quality of instruction, content of the program and materials, competency of trainees or members, and overall effectiveness of the programs within the Division.
 - a) Maintains integrity and standards of the Senior program.
 - b) Trains and supports regional program personnel as needed.
 - c) Performs all record keeping and reporting requirements in a timely fashion
4. Meeting Attendance
- a) Attends meetings as necessary.

**Ski and Snowboard School Supervisor
Duties and Responsibilities
Rev. May 1, 2006**

Follow PSIA/AASI criteria for ski/board instruction skills.

- To supervise the Division NSP/PSIA Ski School, working with the respective ADD to identify the need for ski/board instructors at area NSP registration units.
- To promote and organize Skier Enhancement Seminars for candidate and existing patrollers
- To work with the Region Senior Coordinator Administrators and staff to provide Senior level S&T Clinics and Evaluations throughout Division.
- Prepare an annual budget and expenditure report, to be forwarded to the Division Treasurer.
- To prepare an annual report summarizing the activities of the Program and Program Supervisor and any recommendations. This report is to be forwarded to the respective ADD no later than April 1st, of each year, for inclusion in the annual Division report
- Ensure that the guidelines set forth in the Ski and Snowboard Training Manual are met, including completion and distribution of requisite forms, schedules, waivers, logs, and reports.
- To insure that all NSP-PSIA/AASI Instructors who are conducting training sessions under this program are named on the Division Ski School Proficiency insurance policy.
- Report any injury incidences of instructors or participants to the Division Director immediately.
 - Complete a Ski Area Winter Occurrence Report and send the original and copies to the DD at the address listed on the web site or division roster.
 - DD will forward report to Insurance Carrier and NSP Executive Director.
- To mentor, by name, a successor and other potential successors

Snowboard Program Supervisor

(To be updated)

- To implement and maintain within PSIA guidelines and standards the Snowboard Program within the Division according to national goals, objectives, policies and procedures.
- To maintain records of all participants:
 - Taking PSIA Snowboard Instructor classes and the current PSIA level attained
 - Taking Snowboard Examiners Clinics
- To market Snowboard Enhancement Seminars and Snowboard Evaluator Clinics for the Basic, Senior and Certified levels.
- To identify and provide solutions to issues and problems that could negatively affect the program or its delivery to the membership.
- To ensure that all Snowboard Evaluator Mentees interested in becoming Snowboard Evaluators are assigned to a Mentor after each Instructor Development course is completed.
 - Toboggan Supervisor must work with Instructor Development Supervisor for compliance.
- To provide an annual report, summarizing the activities of the Program and the Program Supervisor. This report should be forwarded to the respective ADD no later than April 1st of each year, for inclusion in the annual Division report.
- To prepare an annual budget and expenditure request and forward it to the Division Treasurer.
- To mentor, by name, a successor and other potential successors
- Attend the Fall Board of Directors Meeting each year.

Southern Cross Editor
Duties and Responsibilities
Rev. August 6, 2003

- To coordinate the timely production, layout, publication and distribution of the Division newsletter, *The Southern Cross*. Deadlines for submitting articles will be determined by the Editor.

Prior to the publication of *The Southern Cross*, the Editor will forward a copy to the DD or respective Assistant Division Director for final review and approval of the newsletter.

- To solicit articles, news features and photographs of interest from Program Supervisors, Region Directors, Patrol Representatives and Patrollers. A schedule of articles assigned by the editor may be provided each spring to Program Supervisors BOD or EC members. Acknowledges receipt of any article received with a simple return email stating “receipt”.

If the person sending the articles does not get a “receipt” email notice, it is their responsibility to follow up with the Editor.

- To include timely announcements and registration forms for Fall Officer’s Meeting and other key events around the Division. Typically these are included in regular issues of *The Southern Cross*, but may on occasion be separate mailings.
- Provide copies of each Newsletter in PDF Format to the Division Internet Supervisor for inclusion on the Division Website. The Southern Division will make necessary software available.
- To arrange to have hard copies of the *Southern Cross* printed and mailed for patrollers who prefer not to receive the newsletter electronically.
- To prepare an annual budget request and expenditure report for submission to the Division Treasurer.
- To prepare an annual report of the activities of *The Southern Cross* Editor with any recommendations for future issues, submitted to the respective ADD by April 1st of each year, for inclusion in the annual Division report.
- To attend the Fall Board of Directors Meetings of the Southern Division.
- To mentor, by name, a successor and other potential successors

Telecommunications Program Supervisor

Duties and Responsibilities

Rev. August 10, 2003

- To provide information and assistance to local patrols and patrollers pertaining to the acquisition, maintenance and operation of telecommunication equipment.
- To assist in locating available calibration services for radios used by NSP Southern Division members, to assure compliance with FCC rules, operational readiness and usefulness.
- To assist NSP Registration Units and ski area management with obtaining a FCC radio license, as requested.
- To maintain familiarity with current FCC regulations related to licensing and use of radios by patrols in Southern Division.
- To develop an annual budget and expenditure report forwarded to the Division Treasurer.
- To maintain records of all activities of the Program and Program Supervisor and to forward a copy of this report to the respective ADD no later than April 1st, of each year, for inclusion in the annual Division report.
- To mentor, by name, a successor and other potential successors.

Transportation Program Supervisor
Duties and Responsibilities
August 27, 2003

- To implement and maintain the NSP Toboggan Instructor Program standards within the Division according to national goals, objectives, policies and procedures.
- To maintain records of all participants:
 - Taking Toboggan Instructor courses
 - To update annually, Toboggan Instructor certification rosters
 - Examiners Clinics
- To develop instructional staff to deliver toboggan training and standards
 - Market Toboggan Enhancement Seminars
 - Market Woman Toboggan Clinics
- To identify and provide solutions to issues and problems that could negatively affect the program or its delivery to the membership.
- To participate actively on the National Toboggan Program Committee
- To ensure that all Toboggan Mentees interested in becoming Toboggan Instructors are assigned to a Mentor after each Instructor Development course is completed.
 - Toboggan Supervisor must work with Instructor Development Supervisor for compliance.
- To market information to all Division patrollers about the schedule of Toboggan Instructor Programs as follows:
 - The Southern Cross
 - Marketing announcements and handouts to Patrol Representatives at the Fall Meeting.
 - Providing a schedule of courses to the Division Internet Website Coordinator
- To provide an annual report, summarizing the activities of the Program and the Program Supervisor. This report should be forwarded to the respective ADD no later than April 1st of each year, for inclusion in the annual Division report.
- To prepare an annual budget and expenditure request and forward it to the Division Treasurer.
- To mentor, by name, a successor and other potential successors
- Attend the Fall Board of Directors Meeting each year.

Operational Rules for Program Supervisors

Educational Course Fee Structure

Rev. August 20, 2005

- DIVISION COURSE FEE: A \$10 Division course fee is to be charged for all participants/candidates in the following courses, programs or seminars:
 - OEC Course
 - OFC Course to for profit organizations
 - OEC Challenges
 - Certified (\$15 in Candidate year 1; \$10 per year thereafter)

- DIVISION COURSES - **NO FEE**: The following courses do NOT have a Division course fee, however there may be an administrative fee, determined by IOR:
 - Avalanche (all levels)
 - Certified Evaluation for Alpine or Snowboard
 - Instructor Development
 - Mentoring for any discipline
 - Mountain Travel and Rescue (all levels)
 - OEC Instructor Summer Seminar
 - OEC Enhancement Seminar
 - OFC for resort personnel or not-for-profit organizations
 - Patroller Enrichment Seminar
 - Patroller 101
 - Senior Evaluation for Alpine, Nordic or Snowboard
 - Ski Enhancement Seminars
 - Toboggan Enhancement Seminars

- INSTRUCTOR OF RECORD: IOR's are responsible for the below:
 - Total compliance with Division Policy with **NO EXCEPTIONS**.
 - Collection of all applicable fees at the beginning of the respective course, without exception. No one can attend without first paying required fees.
 - The \$10 course fee is to be sent to Division Treasurer on course start date.
 - Course completion records are to be sent to the Division Program Supervisor, with a copy to the respective Region Director.
 - Within 10 days of course completion, the Course Completion Roster must be sent to National Headquarters for inclusion in individual's records.

Education Course Class Size

June 22, 2003

- **PURPOSE:** Provide a minimum number of attendees for each disciplines class that provides adequate interaction and sharing of views and experiences, thus justifying the establishment of a course and the providing of Instructor(s).
- **REQUIREMENTS:** The minimum number of people to hold any class is 6 people; maximum is 12 people or IOR's determination.
- **EXPECTATIONS:** Attendees must commit in writing and pay the course registration fees 30 days prior to established dates listed in the Region or Division Calendars for each year.
 - **PATROL REPRESENTATIVE ACTIONS:**
 - Courses will be listed on the Region or Division Calendars at the Spring Officers Meeting.
 - Patrol Representatives must solicit participants and give firm commitments, by patrol, of expected attendees, by the Fall Officers Meeting.
 - If commitments of 6 or more people are not confirmed by the Fall Officers Meeting, the courses may be removed from the calendar year; rescheduled the next calendar year, based on commitments.
 - **INSTRUCTOR OF RECORD ACTIONS:**
 - Register course with National, once commitments from attendees are received.
 - Order course materials and certificates for completion.
 - If you do not have a minimum of 6 attendees, 30 days in advance of the course, you may cancel the course and notify attendees that have sent in their fees and commitments. Return checks along with cancellation notification.
 - If course is performed, send the course completion paperwork to National.
 - Send a copy of the course completion paperwork to respective Division Program Supervisor and Region Director.
- **OUTCOME:** Attendees should gain knowledge and experience through interactions with other people and patrols. The sharing of different points of view and experiences will provide a stronger learning environment for the specific discipline.
- **PATROL REPRESENTATIVE OR DESIGNEE:** As a leader, you must determine who needs the developmental training of each discipline to fill the roles within your patrol, plus providing personnel to support the Region and Division.
 - Give specific dates and details of courses.
 - GET specific commitments from your membership.
 - Fill the needs of your patrol.
 - Promote at summer meetings and through newsletters.
 - Do not simply throw out the statement and consider the topic covered.
 - Support the discipline Instructor and value their time and efforts

Mentoring New Instructors

August 22, 2001

Effective with the start of year 2002, the NSP implemented the mentoring system to replace the Phase II instructor training programs for each of its training programs. Mentoring, and the mentoring system, is addressed in The NSP Guide to Mentoring New Instructors. Mentoring itself is well explained, along with how it is successfully done. Also well defined are the steps involved in administrating the mentoring program. Clearly, the only open item in the guide is the assignment of the mentor. The guide states that “the method for assigning a mentor to an instructor trainee may vary from division to division and between programs”.

In the Southern Division, assignment of mentors for each discipline will be the responsibility of the program supervisor.

It will be the responsibility of each Southern Division Program Supervisor to read, understand and implement the methodology and steps in “The NSP Guide to Mentoring New Instructors” in each of their respective programs.

To be added upon completion of sub committee project:

Mentoring Checklist

Mentor Letter

Mentee Letter

Travel Expenses
(Rev. August 20, 2005)
(Rev. July 17, 1999)

Personal travel expenses will be reimbursed for approved budgeted Southern Division business such as:

- Line officers required/necessary ski area visits (other than to home, local or most frequented ski areas)
- Line officers and staff advisors required/necessary attendance at seminars, tests, clinics, etc., (other than to home or local or most frequented ski areas)

Examples of reimbursable personal travel expenses

- Mileage - reimbursement will float with IRS rate, currently at \$.14 per mile (amended Jul 1999)
- Lodging - \$75 per night maximum (amended Aug 2005)
- Air transportation and car rental if normal driving time exceeds 6 hours (one-way) (Super-saver and compact car rates only.)

Examples of travel expenses that are NOT reimbursable

- Meals
- Spring/Fall Officer's Meeting expenses
- Any other expense that would result from normal/routine activities including training or testing for self-development (i.e., CPR re-certification, Basic/Senior/Certified tests, First Aid refresher, On-the-Hill refresher, etc.)

**CHARTERED BY THE UNITED STATES CONGRESS · ALL CONTRIBUTIONS TAX
DEDUCTIBLE**

SECTION 4 – POLICIES & PROCEDURES FOR THE GENERAL OPERATION OF THE DIVISION

Division Memorial Donation and Awards Policy

[Rev. May 8, 2005]

As our organizations ages, so do our members, and more and more of us will be taking that “last run.” The guidelines below are intended to help a patrol representative and patrols as they make their own arrangements to celebrate the life and accomplishments of a member.

First Things First:

When a member of Southern Division dies, the patrol representative of the patrol where the member patrols (or once patrolled) should *arrange for an obituary to be written* and sent to both the Southern Cross editor and to Ski Patrol Magazine. The *Division Registration Coordinator should be notified* so that records can be updated at both National and the Division level. The patrol representative should also *notify the Division Director* of the death. The patrol or family of the deceased will arrange for any memorial funds or memorial events at the patrollers ski area. Once the Division Director is notified of the death, he or she will send a note of sympathy to the family and/or patrol, as appropriate.

Memorial Donations by Southern Division

The Southern Division will donate up to \$50 in memory of the deceased to a registered Patrol, to a Southern Division Fund, or to another 501 (c) (3) charitable organization as requested by either the family of the deceased or the patrol representative, in the following situations:

1. The deceased is a past or present member of either the Board of Directors or the Executive Committee.
2. The deceased expired while actively patrolling or traveling to/from patrol duty.
3. The deceased was a member of the US Armed Forces and killed while in the line of duty, and was registered in good standing as either an active or inactive member of NSP within Southern Division.

It is the responsibility of the patrol representative to notify the Division Director when a patroller or former patroller expires and a memorial donation is requested. “Routine” memorial donations will not be made for every patroller who expires, although the Division Director may at his or her discretion request from the Division Treasurer a donation in the name of the deceased, based on a history of exceptional volunteer activities beyond the patrol level. In such cases, the donation amount will not exceed \$50 and will again be given to a charitable 501 (c) (3) organization.

Posthumous Awards

A Division member, who dies while patrolling, or while traveling to/from their patrol area on a duty day, is eligible for a posthumous Meritorious Service Award. *The patrol representative for the deceased is responsible for forwarding all appropriate information required for completion of such nomination to the Division Awards Coordinator.* Patrollers who are not patrolling when

they die may be eligible for other posthumous appropriate national award. The Division Awards Coordinator should be consulted for advice in these cases.

THIS IS THE LAST PAGE

Manual History:

Southern Division Policies and Procedures Manual – July 1997
Southern Division Policies and Procedures Manual, 2nd Edition – May 2000
Southern Division Administrative Procedures Manual, 3rd Edition – August 2003
Shenandoah Nordic Patrol officially disbanded on December 31, 2003
Mt. Rogers Nordic Patrol officially disbanded on December 31, 2003
Student Seminar Program officially terminated at Spring Officer's Meeting on May 15, 2004
Sky Valley Resort and Patrol disbanded prior to 05-06 season
Southern Division Administrative Procedures Manual, 4th Edition – August 2006
Southern Division Policies and Procedures Manual, 4th Edition – Revised – August 19, 2007

Changes regarding the 08-19-2007 P&P Manual:

Order of the P&P Manual

2nd ADD duties added

Legal Advisor represents the division, not an individual,

Robert's Rules of Order adopted by the Board of Directors

OEC Supervisor – reports to DD and OEC Director (new NSP P&PM change).

Forms modified.