

POLICIES & PROCEDURES MANUAL

APPENDIX “A”

RISK MANAGEMENT FORM

I am voluntarily participating in ski patrol training or other events (“Events”) conducted, supervised or sanctioned by the National Ski Patrol System, Inc., its Southern Division, the local ski patrol, or local mountain management (“Parties”). I acknowledge the inherent risks of participating in snow sports and the Events. I certify that I have no physical, mental or medical condition that would endanger others or me or would interfere with my ability to participate in the Events and that I am sufficiently experienced in snow sports to recognize and assess the risks to me, including, without limitation, the dangers of collision with visible or hidden, fixed or moving, natural or manmade objects or with other snow sport participants, the dangers arising from surface and/or sub-surface conditions and hazards, equipment failure, inadequate safety equipment and weather conditions, and the possibility of serious physical and/or mental trauma, injury or death associated with snow sports or the Events. I ASSUME ALL RISKS. I also agree that I will rely solely on my own judgment regarding my personal safety and ability with regard to my participation in the Events, and that I will decline to continue my participation if I believe I would be placing myself in an unsafe situation or if I believe I would be subject to an unreasonable risk of injury or death.

In consideration of my being allowed to participate in the Events, I waive any claims I might in the future have against any of the Parties for my injury or death occurring in the Events, and I release each of the Parties from all liability arising from the Events. I have read this and understand that I am foregoing legal rights having been advised that I should seek the advice of independent legal counsel if I have any reservations. I am signing this of my own free will, fully understanding the consequences. This agreement may not be modified orally. If any provision is determined to be unenforceable for any reason, including public policy, that provision shall be severed and all other provisions shall remain in full force. I hereby consent to and permit emergency treatment in the event of injury or illness while participating in Events.

Print Name: _____ Date: _____

Signature: _____

Parent or Guardian Consent (if participant is under 18 years old):

Print Name: _____ Date: _____

Signature: _____

Please take time to read this Acknowledgment and Assumption and sign it. **NOTICE BY SIGNING THIS DOCUMENT, YOU HEREBY ACKNOWLEDGE AND ASSUME CERTAIN SOUTHERN DIVISION ACTIVITY REPORT – INSTRUCTOR**

Instructor's Name: _____ NSP ID#: _____

Discipline for: _____ Ski Season: _____

I certify that the following instructors (I) and instructor assistants (IA) participated in this program as listed below.

Date: _____ Signature: _____

Date of Teaching activity (Patrol and Location)	Course <input type="checkbox"/>	Mentoring <input type="checkbox"/>	Challenge <input type="checkbox"/>	Refresher <input type="checkbox"/>	Subjects Taught Skills Demonstrated	Verification by Instructor of Record

Records must be maintained/kept on file by the instructor for re-certification purposes. Mail a copy to the respective Division Supervisor for National records updating.

VISITATION REPORT
SOUTHERN DIVISION

Ski Season: _____

(Page ___ of ___ pages)

NAME OF OFFICER: _____ TITLE: _____

Division Officer Region Officer Administrative Patrol

Date:	Location:	Event:
Visit summary:		

Date:	Location:	Event:
Visit summary:		

Date:	Location:	Event:
Visit summary:		

Date:	Location:	Event:
Visit summary:		

Date submitted: _____

Signature of Officer

Administrative Patrol Annual Report

TO: SOUTHERN DIVISION DIRECTOR

FROM: _____

SUBJ: ANNUAL REGISTRATION REQUIREMENTS FOR SEASON _____ - _____

I attended a fall OEC refresher & attached is a copy of the Certificate of Attendance.

I attended a CPR refresher & attached is a copy of my CPR card.

My visits within the division are documented on the attached Visitation Report.

My dues were paid to _____ in the amount of \$ _____ by check # _____.

PATROL DAYS:

- 1. Patrol _____ Date: _____
- 2. Patrol _____ Date: _____
- 3. Patrol _____ Date: _____
- 4. Patrol _____ Date: _____
- 5. Patrol _____ Date: _____
- 6. Patrol _____ Date: _____
- 7. Patrol _____ Date: _____
- 8. Patrol _____ Date: _____
- 9. Patrol _____ Date: _____
- 10. Patrol _____ Date: _____

I hereby certify to the Division Director that the information contained herein is accurate.

Date submitted: _____

Print Name Clearly

Signature

SKI PATROL - END OF YEAR REPORT

SOUTHERN DIVISION

Season _____

Alpine Patrol Nordic Patrol

Patrol: _____

Address: _____

Region: Blue Ridge Dixie Virginia West Virginia

Total number of days this patrol patrolled for the resort: _____

COMPOSITION OF THE PATROL

Candidates		Volunteer Patrollers	
Auxiliaries			
Senior Auxiliaries			
Basic Patrollers		Paid Patrollers	
Senior Patrollers			
Certified Patrollers			
*TOTAL:		*TOTAL:	

* NOTE - Both of the above totals should match

This patrol also contains:

National Appointment Award Patrollers Alumni
 Leadership Commendation Award Patrollers Medical Advisors

INSTRUCTOR COMPOSITION OF THE PATROL:

PSIA – Alpine		Instructor Development	
PSIA – Nordic		Inst. Develop. – Instructor Trainer	
PSIA – Snowboard		Outdoor Emergency Care	
Toboggan		OEC Evaluator – Basic	
S&T Evaluator – Basic		OEC Evaluator – Senior	
S&T Evaluator – Senior		OEC Evaluator - Certified	
S&T Evaluator – Certified		OEC Instructor Trainer	
Avalanche		Patroller Enrichment	
Mountain Travel & Rescue		CPR Instructor	

LIST COURSES, CLINICS OR EVALUATIONS HOSTED BY THIS PATROL:

Date:	Event:	Instructor #:	Cand. #:	# Hrs.

LIST COURSES, CLINICS & EVALUATIONS STAFF SENT BY PATROL TO ASSIST :

Date:	Type of Event & Location:	No. Staff:	Total Hrs:

REGION, DIVISION & NATIONAL OFFICERS ON THIS PATROL

NAME	POSITION HELD

FUND RAISING PROJECTS

DATE:	EVENT:	AMOUNT EARNED:
TOTAL EARNED FOR THE YEAR:		

PUBLIC SERVICE PROJECTS CONDUCTED BY THE PATROL

DATE:	EVENT DESCRIPTION & LOCATION:

AWARDS

How many total awards did the patrol submit this year to the Southern Division? _____.

- Outstanding Patrol Yes No
- Outstanding Ski Patroller Yes No
- Outstanding Paid Patroller Yes No
- Outstanding Auxiliary Yes No
- Outstanding Student Yes No

- Angel Pins _____ #
- Cert. of Appreciation. _____ #
- Merit Stars _____ #

PATROL LEADERSHIP DEVELOPMENT & FUTURE PLAN:

POSITION	CURRENT PATROL OFFICER	SUCCESSOR IN TRAINING
Patrol Representative		
Assistant Patrol Representative		
Secretary (Patrol)		
Treasurer (Patrol)		
Awards Advisor (Patrol)		
Refresher - Instructor of Record		
Candidate OEC Course - IOR		
Training Officer for Patrol		
Training Officer for Candidates		
Training Officer - Lift Evacuation		
Senior Coordinator		
*		
*		
*		
*		

* Identify other important patrol officers who are specific to your patrol and not listed above.

REQUESTS TO THE SOUTHERN DIVISION - Please identify below any assistance your patrol would request from Southern Division Staff to help with your patrol programs.

Date filed:

The above information about this patrol is correct.

Signature of Patrol Representative

**LINE OFFICER – END OF YEAR REPORT
SOUTHERN DIVISION**

Date completed: _____

POSITION -	
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GENERAL INFORMATION			
Full Name		Preferred Name	
Birth Date		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation		Name of spouse	
Address		Home Phone	[H]
		Work Phone	[W]
		Cell Phone	[C]
		Resort Phone	[R]
Email Add.		FAX Phone	
NSP #		Current Patrol	

HOURS SPENT ON PATROL ACTIVITIES

Item	Discipline	# Hours Spent	# Sessions	# of visits	Miles Traveled
Patrolling	N/A			N/A	
Instructor Program				N/A	
Instructor Program				N/A	
Instructor Program				N/A	
Instructor Program				N/A	
Officer Hours - Patrol				N/A	
Officer Hours – Region				N/A	
Officer Hours - Division				N/A	
Visitation Hours	N/A		N/A		
Talks or programs					

TOTAL HOURS: _____

This report runs from April 1 to March 31 each year.

The above information is correct: _____
Signature of Officer

**PROGRAM SUPERVISOR – END OF YEAR REPORT
SOUTHERN DIVISION**

Date Completed: _____

PROGRAM:	
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GENERAL INFORMATION			
Full Name		Preferred Name	
Birth Date		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation		Name of spouse	
Address		Home Phone	[H]
		Work Phone	[W]
		Cell Phone	[C]
		Resort Phone	[R]
Email Add.		FAX Phone	
NSP #		Current Patrol	

PROGRAM ACCOMPLISHMENTS from APRIL 1 – MARCH 31, THIS YEAR

GOALS FOR NEXT YEAR

The above information is correct: _____
Signature of Officer

PERSONAL INFORMATION FORM
SOUTHERN DIVISION

Date Completed: _____

GENERAL INFORMATION			
Full Name		Preferred Name	
Birth Date		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation		Name of spouse	
Address		Home Phone	[H]
		Work Phone	[W]
		Cell Phone	[C]
		Resort Phone	[R]
Email Add.		FAX Phone	
NSP #		Current Patrol	

FORMER PATROL LEVEL & EXPERIENCE		
[Alpine]		
Level	Dates or Ski Seasons	Patrol Name(s)
Candidate		
Auxiliary		
Senior Auxiliary		
Basic		
Senior		
Certified		

FORMER PATROL LEVEL & EXPERIENCE		
[Nordic]		
Level	Dates or Ski Seasons	Patrol Name(s)
Candidate		
Auxiliary		
Senior Auxiliary		
Basic		
Senior		
Certified		

FORMER PATROL LEVEL & EXPERIENCE		
[Snowboard]		
Level	Dates or Ski Seasons	Patrol Name(s)
Candidate		
Auxiliary		
Senior Auxiliary		
Basic		
Senior		
Certified		

Former LINE OFFICER POSITIONS HELD		
Office	Dates or Ski Seasons	Patrol, Section, Region and Division

Former INSTRUCTOR or EDUCATION PROGRAM POSITIONS HELD		
Office	Dates or Ski Seasons	Patrol, Section, Region and Division

AWARDS	
Date received	Award

POSITIONS WITH OTHER ORGANIZATION (Red Cross, Ski Clubs, Rescue Organizations, etc..)	
Dates	Organization

SPECIAL TALENTS & EXPERTISE	
<input type="checkbox"/> Law Degree	Type of practice: _____
<input type="checkbox"/> MD	Type of practice: _____

The above is certified correct: _____
Signature

PROPOSAL to the SOUTHERN DIVISION

[Revised 04/2007]

[PROPOSAL # to be assigned by the division]	PROPOSAL #
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The patroller(s) filing this proposal for consideration by the Southern Division Board of Directors certifies a belief it is in compliance with the current Bylaws and the Policies & Procedures Manual of the Southern Division and the National Ski Patrol. The patroller(s) made a good faith effort to accurately complete the form and inform the Southern Division of any costs which may result upon its passage and consulted with the appropriate Program Supervisors and Officers to obtain the best information and as courtesy requires. If the form is returned because it is not complete, a good faith effort will be made to complete it before it is re-submitted.

Proposed by:	Office Held (if any):	Date submitted:

The following Officers or Program Supervisors were consulted:

This proposal may affect the following:

Bylaws – Southern Division
 Policies & Procedures Manual
 Prior Board Resolution

This proposal is likely to create the following COST:

I submit the following PROPOSAL.
 [attach additional sheets, as necessary]

MY ARGUMENT for this PROPOSAL is:
 [attach additional sheets, as necessary]

The Proposal was reviewed by the Executive Committee. The Executive Committee recommends the following:

Return Proposal:
 Incomplete

Assign Proposal to:
 Finance Committee
 Governance Committee
 Programs Committee

Board votes on the proposal and approves it or rejects it

The Board accepts the recommendation rejects the recommendation and orders _____

If this Proposal was assigned to a committee, the Committee recommends the Board:

Approve
 Deny as submitted but Committee proposes an Amendment *
 Deny

*[Original Proposal submitted for a vote first, then if defeated, Committee Chairperson moves for the Amendment & asks for a second.]

The Board of Directors Adopts as submitted
 Denies the original but Adopts the attached, Amended Proposal
 Denies

Final Count (if taken) For _____ Against _____ Abstain _____ Dissent _____

AWARDS PROCEDURES

AWARDS SUBMISSIONS

Rev. May 25, 2004

National Appointment or Leadership Commendation Award

The following is the process the Division utilizes for all awards submitted to the Executive Committee:

All nomination forms must be typed on the most current form. Handwritten submissions will not be accepted.

All **original** signatures must be on the nomination form, from sponsor through Region Director, before it is submitted to the Division Awards Coordinator.

The Awards Coordinator must receive award nominations by US postal mail a minimum of 14 days before the next scheduled Executive Committee (EC) meeting, if the nomination is to be considered at that meeting.

- An emailed copy of the awards form and letter of support must be sent.

If the Awards Coordinator does not receive a nomination at least 14 days in advance of the next Executive Committee meeting, it will be held until the following scheduled meeting.

The Awards Coordinator, after reviewing all forms for completeness, appropriateness, and signatures, will email the nominations to each member of the EC so they will have time to review them prior to the meeting.

- All members of the EC have email, so this will be the method utilized. Awards are to be kept in the strictest of confidence. Email attachments will contain a confidentiality note.
- If mailed by US Postal, the awards will be marked confidential and not to be shared outside of the EC.

Each EC member with either an NA or LCA will serve as a member of the Division Awards Review Committee. As such, they must understand their responsibility by reviewing the criteria for these awards in the NSP P&P Awards Chapter.

The sponsor for any NA or LCA, or his/her representative, will be strongly encouraged, by the Awards Coordinator, to attend the EC meeting when their nomination is reviewed. If “awards” is put on the agenda at the onset of the meeting, the sponsor can easily be given a time to be present.

Following the presentation of a nomination by the sponsor, he/she will then be excused, and the “pros” and “cons” of the nomination explored. A vote will be taken by secret ballot, with a majority of votes necessary for the outcome. The Division Director will vote in case of a tie.

If the Awards Review Committee does not approve the nomination, the committee and the Awards Coordinator should try to suggest a suitable alternative award.

It is the responsibility of the Awards Coordinator to notify the sponsor if a nomination is rejected, and suggests a possible alternative award recommendation (for possible resubmission by the sponsor at a later time).

- Sponsor may seek the assistance of the DD if there are any disputes.

National Appointment and Leadership Commendation Award Nomination Qualifications

In order to make the selection process for these awards more objective, nominated patroller must have:

- 1) Served a minimum of **8 years** as a member.
- 2) Attained the Senior Patroller/Senior Auxiliary classification.
- 3) Accumulated at least **30 points** from the patrolling activities outlined below with 50% of the points derived from activities beyond local patrol level.
- 4) An accompanying statement submitted with the appropriate nomination form, articulating why they should be considered for the award

Qualifying Activities and Points are as follows:

- 1) Patrol
 - a) 3 points assigned for each year as a Patrol Representative (may count for patrol level points or division level points)
 - b) 2 point assigned for each year as an Assistant Patrol Representative
 - c) 1 point assigned for each year as a patrol officer such as a permanent team leader, treasurer/secretary or patrol board member.
- 2) Region
 - a) 2 points assigned for each year as a Region Director or Region Program Advisor
 - b) 1 point assigned for each year as a region instructor, region examiner, Instructor Trainer or IOR for education courses
- 3) Division
 - a) 3 points assigned for each year as an Executive Committee member
 - b) 3 points assigned for each year as a Patrol Representative (may count for patrol level points or division level points)
 - c) 2 points assigned for each year as an active division Supervisor
 - c) 1 point assigned for each year as a division sub-committee member or lesser division officer
- 4) National
 - a) 4 points assigned each year as a board member, program director, or active major committee member

Only Executive Committee members holding either a National Appointment or Leadership Commendation Award are permitted to vote on the proposed nominees.

Division Outstanding Award Nominations

The following is the process the Division will utilize for all Outstanding Award Nominations submitted to the Division Awards Coordinator:

1. **All nominations must be typed on the most current form** found in the NSP Policies and Procedures Manual, or electronically on the National website. Handwritten submissions will not be accepted.
2. All **original** signatures must be on the nomination form in proper order before it is submitted to the Division Awards Coordinator.
 - a. Copies of forms will **not** be processed.
3. The Awards Coordinator must receive award nominations by US postal mail by April 1st each year if the nomination is to be considered at that year's spring meeting, and the winning nominations are to be sent on to Lakewood for judging at the national level.

- a. Additionally, an emailed copy of the award nomination and letter of support must be sent electronically to the Awards Coordinator.
4. If the Awards Coordinator does not receive a nomination by April 1st, it will not be considered for that year.
5. The Awards Coordinator, after reviewing all forms for completeness, appropriateness, and signatures, will email the nominations to each division judge.
 - a. It is recommended that all award judges have email so this can be the primary distribution method utilized. Awards are to be kept in the strictest of confidence. E-mail attachments to judges will contain a confidentiality note.
 - b. If mailed by US Postal, the awards will be marked confidential, not to be shared.
6. Each award judge must understand their responsibility by reviewing the criteria for the awards judged in the NSP P&P Awards Chapter (Chapter 10).
7. Nominated patrollers in each award category will be assessed a numerical score by the award judges. Upon return of the judged nominations to the Division Awards Coordinator, the scores will be tabulated, and the nominee with the highest average score, declared the winner.
8. Division Outstanding Award Winners are not eligible for resubmission **in the same category** the following year. This rule is adopted so other patrollers/patrols might have a chance to be recognized.

NSP AWARD CATEGORIES TO BE COMPLETED BY PATROL REP OR PATROL AWARDS ADVISOR/COMMITTEE:

Outstanding Alpine Ski Patroller	Name:
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Outstanding Nordic Ski Patroller	Name:
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Outstanding Paid Ski Patroller	Name
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Outstanding Auxiliary Patroller (For Southern Division, this Award will be named "The Mary K. Twomey Outstanding Auxiliary Award")	Name:
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Outstanding Student Patroller	Name:
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Outstanding Educator	Name:
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Angel Pin Award	Name:
Angel Pin Award	Name:
Angel Pin Award	Name:

(For spouse/partners of Patrollers who allow/encourage members to put in extra time and efforts, plus give to patrol family)

Outstanding Large Alpine Patrol	Name:
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(Designate Large-over 40 members)

Outstanding Small Alpine Patrol	Name:
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(Designate Small – under 40 members)

Outstanding Nordic Patrol	Name:
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(Designate Large-over 40 members or Small-under 40)

Merit Star	Specify:	Name:
Merit Star	Specify:	Name:

Certificate of Appreciation	Name:
Certificate of Appreciation	Name:

(Regional or Division award, member or non-member. Written description (4 lines or less) must accompany request.)

TO BE COMPLETED BY REGION OEC SUPERVISORS ONLY:

Mary K. Twomey Outstanding OEC Instructor	Name:
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(This award is generated by respective Region OEC Supervisor and submitted to Division Awards Advisor for judging.)

Mary K. Twomey Outstanding OEC Instructor Trainer	Name:
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(This award is generated by respective Region OEC Supervisor and submitted to Division Awards Advisor for judging.)

TO BE COMPLETED BY PATROL MEMBER, SECTION CHIEF OR HIGHER:

Outstanding NSP Patrol Representative	Name:
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DESCRIPTION OF AWARDS

National Appointment may be awarded to a patroller who has a minimum of eight seasons of service (at least one year as a Senior or Certified), and has demonstrated leadership that benefits the NSP beyond the patrol level, and/or served as a certified instructor for NSP for two or more ski seasons, and/or shown exceptional performance as a NSP Patrol Representative. A patroller does not apply for this appointment. The appointment should be overdue rather than premature. *A member may receive only one appointment – either National or LCA.*

Leadership Commendation Appointment—Qualifications for this appointment are generally the same as those for a National Appointment – outstanding leadership and commitment – but nominees for this appointment are those members who are registered as auxiliary patrollers (must have completed the senior auxiliary requirements at least one year before nomination), or basic patrollers (must have completed Emergency Scene Management and four additional courses from the Senior elective list at least one year before nomination). *A member may receive only one appointment – either National or LCA.*

Distinguished Service Award is awarded to a patroller who has performed extraordinary service to the NSP and the skiing public over a long period of time. This service is characterized by exceptional devotion to duty and outstanding performance. The award may be presented to individuals not affiliated with the NSP—such as Ski Area Managers.

Meritorious Service Award is awarded to active members of the NSP who have completed extraordinary or outstanding service and leadership as a region or division staff member. This award is intended to fit between the Yellow Merit Star and the Distinguished Service Award in level of importance.

Merit Stars

Gold Merit Star is awarded to those patrollers who are judged to be the National Outstanding Alpine – Nordic – Student – Professional – Auxiliary, etc., Patrollers.

Silver Merit Star is award to those patrollers who are judged to be the Runner-up National Outstanding Alpine – Nordic – Student – Professional – Auxiliary, etc., Patrollers.

Purple Merit Star is awarded to patrollers who individually save, or who are primarily responsible, in conjunction with others, for saving a human life. This is the highest award the National Ski Patrol presents!

Blue Merit Star is awarded to patrollers for outstanding use of ski patrol skills in an attempt to save a human life, but whose efforts have not met the Purple Merit Star criteria.

Green Merit Star is awarded to patrollers for an outstanding act of heroism, such as arduous and hazardous rescue work at ski areas, air crashes, mountain rescue situations, etc., that does not meet the lifesaving requirements of the Purple Merit Star.

Yellow Merit Star may be awarded to patrollers for any outstanding act or service to the NSP. The Yellow Merit Star is also given yearly to those patrollers nominated by their divisions for the “Outstanding Patroller Awards,” and who were not judged as the winner or runner-up in each category.

OUTSTANDING AWARDS

National Outstanding Awards: Each ski season, the National Ski Patrol awards the following awards to NSP patrols and individual NSP members whose nominations have been submitted to the national office by their division director.

Outstanding Alpine Large (>40 members) and Small (<40 members) Ski Patrol, and Outstanding Nordic Ski Patrol Awards are presented each year to the Outstanding Large Alpine Ski Patrol, the Outstanding Small Alpine Ski Patrol, and the Outstanding Nordic Ski Patrol selected from among nominations sent by division directors to the national office and approved by the awards review committee.

Outstanding Alpine Ski Patroller Award, Outstanding Nordic Ski Patroller Award, Outstanding Student Ski Patroller Award, Outstanding Auxiliary Patroller Award, Outstanding Paid Ski Patroller Award, Outstanding Educator (was Instructor) Award, and the Outstanding NSP Patrol Representative Award is presented each year to a patroller selected from among nominations sent by the division director to the national office and approved by the awards review committee.

National Recognition Awards:

Unit Citation Award is awarded by the national chairman, upon the recommendation of a division director, to any NSP patrol that has performed in an outstanding manner in the NSP, ski industry, winter recreation, or rescue venues. The Unit Citation Award Certificate is also given automatically to each NSP patrol nominated by its division for the National Outstanding Ski/Nordic Patrol Award.

National Certification of Appreciation is awarded to patrollers for national-level service that does not meet the level of the Yellow Merit Star.

Standard Certificate of Appreciation is awarded to those individuals for service to the NSP at the local, region, or division level.

Service Recognition Award is given to patrollers who have served the NSP for 10 years or longer, in increments of 5 years.

Honorary National Appointment is awarded at rare intervals to non-member individuals who have performed unusual or highly useful service of national significance to the NSP.

Mary Kay Twomey Memorial Fund Patroller Awards

Mary Kay Twomey Auxiliary Patroller Award – remains the same with all the criteria as in the past.

Mary Kay Twomey Outstanding OEC Instructor Award

Mary Kay Twomey Outstanding OEC Instructor Trainer Award

Qualifications: The instructor or IT must be a certified (current) OEC instructor or Alumni and in their position at least two seasons in order to be eligible for the award. They need to demonstrate expertise in teaching and supervising OEC programs. They need to display excellent knowledge and performance competency in all areas of the OEC program. The IT nominee needs to demonstrate effective organization, administration, communication, observation and evaluations skills. They should demonstrate strong mentoring skills and maintain professionalism in all teaching situations.

Who can nominate: The OEC Regional Administrators will submit nominations for both of these awards. The Division OEC Program Supervisor may submit a nomination for either of these awards on behalf of a Regional Administrator. Each ski season the OEC RA will nominate individuals from their region who demonstrate superior instructor qualities and IT leadership. A region may submit more than one nominee for the award. These awards are for the division level only and will not be eligible for a national award. No information dating back more than four years will be considered for evaluation. Nominations are prepared by completing the appropriate forms and must meet the Southern Division Award submission deadlines. Nominations must have the division OEC program supervisor's signature on them for approval in order to be eligible for judging.

Who decides the award: The normal awards process for division awards will be followed. The Division OEC Program Supervisor, Division Award Program will decide the annual winner of the memorial award.

Paper work to complete to nominate for the above awards: The regional administrators will use the forms for outstanding instructor and modify the top heading with Mary K. Twomey Outstanding Instructor or Mary K. Twomey Outstanding IT Award.

**SOUTHERN DIVISION PROCEDURES
FOR
NATIONAL APPOINTMENT
OR
LEADERSHIP COMMENDATION AWARD**

This point form must be attached to all NA or LCA applications for submission to the Awards Coordinator. The Region Director normally confirms the points and must certify them to the Awards Coordinator, who then submits the nomination only to the Executive Committee Members, who are prior recipients of the award. If the Region Director or an Assistant Division Director is nominated, then his or her superior officer performs this task. The points system is listed in the Southern Division Policies & Procedures Manual in Appendix "A," the awards procedures section. **A minimum of 30 points is required to qualify for these awards.**

Name of Candidate:	
Total number of points for this applicant:	
Total number of points from local patrol (15 points maximum):	
Total number of points above patrol level (15 points minimum):	
Percentage of points above the 15 max. points at patrol level:	%

The above points are certified by me as of _____, 20__.

Region Director Assistant Division Director Division Director

Print Name

Signature